



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, May 4, 2020

7:00 PM

Council Chambers

I. Call To Order

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

II. Pledge of Allegiance

III. Invocation

IV. Public Hearing - FY2021 Budget

1. Proposed FY21 Budget

V. Public Hearing Citizen's Time

VI. Close Public Hearing

VII. Open Regular Meeting

VIII. Citizen's Time

IX. Minute Approval

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

X. Agenda Items

1. BB&T Refund
2. Real Estate Refund
3. Set Additional Meetings for May and June
4. Roles of the Town Manager/Business Manager

XI. Department Reports

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

XII. Councilmember Time

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

XIII. Closed Session- As Needed

XIV. Adjournment

Proposed DRAFT BUDGET - 05/04/2020

REVENUES:

	2018 Actuals	2019 Actuals	Actual as of 03/25/2020	2020 Budget	Difference	2021 Proposed Budget	% of proposed Budget change
3110-01 · Real Estate - Current	340,658.41	361,088.09	376,124.12	374,257.00	1,069.00	375,326	0.29%
3110-02 · Public Service Corp RE Tax	11,273.29	11,778.30	14,174.08	11,784.00	1,425.00	13,209	12.09%
3110-03 · Interest - All Property Taxes	115.03	81.54	337.72			0	0.0%
3110-04 · Penalties - All Property Taxes	726.20	600.51	1,038.03	1,000.00		1,000	0.0%
Total 3110 · GENERAL PROPERTY TAXES	352,772.93	373,548.44	391,673.95	387,041.00	2,494.00	389,535	0.64%
3120 · OTHER LOCAL TAXES							
3120-01 · Bank Stock Tax	24,239.00	26,989.00	0.00	22,000.00	-10,000.00	12,000	-83.33%
3120-02 · Business License Tax	184,705.45	200,166.48	46,437.61	195,000.00		195,000	0.0%
3120-03 · Cigarette Tax	124,931.80	153,299.25	101,722.50	160,000.00	-13,500.00	146,500	-9.22%
3120-04 · Consumer Utility Tax	165,987.08	160,299.60	106,726.24	150,000.00	8,000.00	158,000	5.06%
3120-05 · Meals Tax - Current	671,603.48	721,569.04	519,194.38	700,000.00	100,000.00	800,000	12.5%
3120-06 · Sales Tax Receipts	152,958.74	137,499.00	74,697.39	155,000.00	-15,000.00	140,000	-10.71%
3120-09 · Transient Occupancy Tax					17,000.00	17,000	100.0%
3120-07 · Penalties (Non-Property)	3,860.36	1,762.59	3,427.76				
3120-08 · Interest (Non-Property)	200.48	37.42	1,551.18				
Total 3120 · OTHER LOCAL TAXES	1,328,486.39	1,401,622.38	853,757.06	1,382,000.00	86,500.00	1,468,500	5.89%
3130 · PERMITS,FEES & LICENESES							
3130-01 · Application Fees	4,885.00	8,170.00	1,600.00	4,500.00		4,500	0.0%
3130-02 · Inspection Fees	8,442.97	13,440.00	3,150.00	15,000.00		15,000	0.0%
3130-03 · Motor Vehicle Licenses	1,128.00	2,285.00	653.00	1,900.00		1,900	0.0%
3130-04 · Occupancy Permits	500.00	0.00	0.00			0	0.0%
3130-05 · Other Planning & Permits	14,860.00	17,705.63	18,674.25	25,000.00		25,000	0.0%
Total 3130 · PERMITS,FEES & LICENESES	29,815.97	41,600.63	24,077.25	46,400.00		46,400	0.0%
3140 · FINES & FORFEITURES							
3140-01 · Fines	68,459.29	38,542.11	39,073.71	50,000.00		50,000	0.0%
3140-02 · Asset Forfeitures	0.00	-1,427.28	0.00				
Total 3140 · FINES & FORFEITURES	68,459.29	37,114.83	39,073.71	50,000.00	0.00	50,000	0.0%
3150 · REVENUE - USE OF MONEY							
3150-01 · Earnings on VACO/VML Investment	-22.92	11,688.69	7,827.10				
3150-02 · Interest on Bank Deposit	1,044.13	6,557.58	2,638.20				

Attachment: 2020-2021 Proposed DRAFT Budget_05.04.2020_Public Hearing (003) (4452 : Proposed FY21

3150-03 · Interest on Bank Deposits	12,202.64	10,560.64	6,408.78	8,000.00	2,000.00	10,000	25.0%
Total 3150 · REVENUE - USE OF MONEY	13,223.85	28,806.91	16,874.08	8,000.00	2,000.00	10,000	25.0%
3151 · RENTAL (USE OF PROPERTY)							
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	6,626.64	7,183.65		7,184	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	4,572.08	4,648.01	2,144.49	6,792.50	31.57%
3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	3,024.00	3,168.00	-3,168.00	0.00	-100.0%
3151-04 · Suite 210 LF Security	0.00	0.00	7,251.59	7,460.25	2,973.09	10,433	28.5%
Suite 110 Rental Income	20,191.96	21,424.34	0.00			0.00	
315110 · Suite 200 Genesis Contracting	4,890.08	2,010.00	0.00			0.00	
3151-05 · Suite 202 Metis Group	-2,500.00	4,235.00	367.50	4,448.97	-4,448.97	0.00	-100.0%
3151-06 · Suite 204 MAC-ISA	4,790.00	5,040.00	4,620.00	5,512.50	1,207.50	6,720	17.97%
315130 · Suite 206 - Xcellent Technology	20,476.00	0.00	0.00			0.00	
3151-07 · Haymarket Church Suite 206	0.00	0.00	27,160.00	32,592.00	977.76	33,570	2.91%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	38,892.24	46,679.11	-13,741.61	32,937.50	-41.72%
3151-09 · 15026 Copper Cricket	19,656.00	19,944.00	15,638.49	20,851.32		20,851	0.0%
3151-10 · The Very Thing For Her	29,820.00	33,470.00	11,090.00	33,534.00	-33,534.00	0.00	-100.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	13,397.50		32,797.08	32,797	100.0%
3151-90 · Town Hall Rental Income	800.00	0.00	300.00			0.00	
3151 · RENTAL (USE OF PROPERTY) - Other	3,834.15	365.85	0.00			0.00	0.0%
Total 3151 · RENTAL (USE OF PROPERTY)	144,676.15	129,207.15	132,940.04	166,077.81	-14,792.66	151,285	-8.91%
3160 · CHARGES FOR SERVICES							
FOIA Receipts	0.00	120.00	25.00				
3160-01 · Public Safety							
3160-02 · Donation/Grants	1,519.80	6,008.00	7,835.50	3,000.00	-3,000.00	0.00	-100.0%
3160-03 · VDOT Detail	0.00	0.00	3,008.75	3,008.75	-3,008.75	0.00	-100.0%
3160-04 · Sponsorships	0.00	0.00	6,500.00	7,000.00	-7,000.00	0.00	-100.0%
3160-05 · Laney Detail	0.00	0.00	12,600.00	0.00	0.00	0.00	0.0%
3160-01 · Public Safety - Other	18,402.00	125.00	0.00	0.00	0.00	0.00	0.0%
Total 3160-01 · Public Safety	19,921.80	6,133.00	29,944.25	13,008.75	-13,008.75	0.00	230.19%
Total 3160 · CHARGES FOR SERVICES	19,921.80	6,253.00	29,969.25	13,008.75	-13,008.75	0.00	230.38%
3165 · REVENUE - TOWN EVENTS							
3165-01 · Revenue - Town Events	83,084.00	73,658.82	87,683.20	87,683.20	-7,683.80	80,000	-9.6%
Total 3165 · REVENUE - TOWN EVENTS	83,084.00	73,658.82	87,683.20	87,683.20	-7,683.80	80,000	-9.6%

Attachment: 2020-2021 Proposed DRAFT Budget_05.04.2020_Public Hearing (003) (4452 : Proposed FY21

3170 · HISTORICAL FUND								
3170-01 · Historical Fund	0.00	21,230.02	0.00	4,262.02	-4,262.02	0	0.0%	
Total 3170 · HISTORICAL FUND	0.00	21,230.02	0.00	4,262.02	-4,262.02	0	0.0%	
3180 · MISCELLANEOUS								
3180-01 · Citations & Accident Reports	545.00	620.00	125.00	1,000.00		1,000	0.0%	
3180-02 · Veteran Banners	0.00	475.00	-78.00			0.00		
3180-03 · Miscellaneous	108.62	4,678.67	2,048.80			0.00		
3180-05 · Recovered Costs- Private Events						0.00		
Donations						0.00		
3190 · SALE OF SALVAGE & SURPLUS						0.00		
3190-01 · Public Safety - Surplus Sales			4,776.95	4,776.95	-4,776.95	0.00	-100.0%	
Charitable Contributions	137.76	2.00	0.00			0.00		
Total Donations	137.76	2.00	4,776.95	4,776.95	-4,776.95	0.00		
Total 3180-05 · Recovered Costs- Private Events	137.76	2.00	4,776.95	4,776.95	-4,776.95	0.00	-100.0%	
3180 · MISCELLANEOUS - Other	2,559.87	0.00	174.98			0.00		
Total 3180 · MISCELLANEOUS	3,351.25	5,775.67	7,047.73	5,776.95	-4,776.95	1,000	-477.7%	
3200 · REVENUE FROM COMMONWEALTH								
3200-01 · VDOT Grant Revenue	1,406.08	0.00	0.00			0.00		
3200-02 · 599 Law Enforcement Grant	29,280.00	30,364.00	23,661.00	30,364.00	1,184.00	31,548	3.75%	
3200-04 · Car Rental Reimbursement	6,732.57	4,500.03	1,648.01	6,500.00		6,500	0.0%	
3200-05 · Communications Tax	115,006.54	98,516.63	69,271.91	117,000.00		117,000	0.0%	
3200-06 · Department of Fire Programs	0.00	0.00	10,000.00			0	0.0%	
3200-10 · Other	0.00	0.00	0.00			0	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,627.00		18,627	0.0%	
3200-12 · Railroad Rolling Stock	1,355.70	1,327.54	1,349.52	1,500.00		1,500	0.0%	
3200-14 · PEDESTRIAN IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	89,571.00	89,571	100.0%	
Total 3200 · REVENUE FROM COMMONWEALTH	172,407.86	153,335.17	124,557.41	173,991.00	90,755.00	264,746	34.28%	
3300 · REVENUE FROM FEDERAL GOVERNMENT								
3300-01 · DMV Transp Safety Grant	10,525.78	3,586.84	6,636.54	6,000.00		6,000	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00			0		
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	6,157.24	0.00	0.00			0		
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	250,000.00	-250,000.00	0	0.0%	
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	16,683.02	3,586.84	6,636.54	256,000.00	-250,000.00	6,000	-4,167%	
3500 · Reserve Funds For CIP	0.00	0.00	0.00	300,000.00	-30,000.00	270,000	-11.1%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	139,500.00	-139,500.00	0	-100.0%	
Total Income	2,232,882.51	2,275,739.86	1,714,290.22	3,019,740.73	-282,275.18	2,737,466	-10.31%	
Gross Profit	2,232,882.51	2,275,739.86	1,714,290.22	3,019,740.73		2,737,466	-10.31%	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,067.64	3,287.46	662.80	5,000.00		5,000	0.0%
111002 · FICA/Medicare	1,460.00	1,363.98	1,053.80	2,000.00		2,000	0.0%
111003 · Meals and Lodging	257.30	1,160.78	0.00	2,000.00		2,000	0.0%
111004 · Mileage Allowance	163.93	0.00	237.80	250.00		250	0.0%
111005 · Salaries & Wages - Regular	18,825.00	20,057.65	13,775.00	32,100.00		32,100	0.0%
111006 · Town Elections	3,161.04	0.00	0.00	3,200.00	-3,200.00	0	-100.0%
Total 11100 · TOWN COUNCIL	24,934.91	25,869.87	15,729.40	44,550.00	-3,200.00	41,350	-7.74%

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	289,887.00	218,051.91	180,497.09	284,000.00	-3,170.00	280,830	-1.13%
1211003 · Salaries/Wages - Part Time	48,967.00	63,009.00	24,384.00	50,000.00		50,000	0.0%
1211004 · FICA/Medicare	24,792.02	20,804.34	14,783.71	24,257.00		24,257	0.0%
1211005 · VRS	27,650.54	22,892.45	17,956.75	31,862.00	3,208.00	35,070	9.15%
1211006 · Health Insurance	49,932.10	43,426.04	23,185.36	59,195.00	-10,000.00	49,195	-20.33%
1211007 · Life Insurance	3,391.29	2,753.27	2,271.27	3,852.00		3,852	0.0%
1211008 · Disability Insurance	1,375.25	1,555.80	987.08	2,631.00		2,631	0.0%
1211009 · Unemployment Insurance	5,107.13	3,739.37	4,212.96	2,363.00	437.00	2,800	15.61%
1211010 · Worker's Compensation	402.64	660.02	200.00	553.00	-153.00	400	-38.25%
1211011 · Gen Property/Liability Ins.	14,827.00	14,700.00	13,802.00	14,665.00	335.00	15,000	2.23%
1211012 · Accounting Services	6,406.61	7,149.77	6,316.09	8,000.00		8,000	0.0%
1211013 · Cigarette Tax Administration	-317.80	5,145.49	3,175.24	5,500.00	-5,500.00	0	-100.0%
1211014 · Printing & Binding	12,136.39	10,513.36	7,363.81	8,925.00	3,075.00	12,000	25.63%
1211015 · Advertising	8,919.95	13,345.71	5,964.96	12,000.00		12,000	0.0%
1211016 · Computer, Internet &Website Svc	30,189.22	21,736.14	17,665.89	23,650.00		23,650	0.0%
1211017 · Postage	2,379.50	3,225.86	2,337.22	4,000.00		4,000	0.0%
1211018 · Telecommunications	2,743.58	391.62	4,543.99	6,000.00	1,500.00	7,500	20.0%
1211019 · Mileage Allowance	372.76	33.25	265.64	500.00	500.00	1,000	50.0%
1211020 · Meals & Lodging	2,104.71	2,480.54	1,978.90	6,000.00		6,000	0.0%
1211021 · Convention & Education	5,266.78	1,495.05	2,095.49	10,000.00		10,000	0.0%
1211022 · Miscellaneous	76.45	0.00	157.58	1,000.00		1,000	0.0%
1211023 · Discretionary Fund	154.70	585.25	0.00			0	
1211024 · Books, Dues & Subscriptions	15,491.10	14,557.20	5,781.08	16,000.00		16,000	0.0%
1211025 · Office Supplies	4,606.72	4,931.03	5,234.87	6,500.00		6,500	0.0%

Attachment: 2020-2021 Proposed DRAFT Budget_05.04.2020_Public Hearing (003) (4452 : Proposed FY21

1211026 · Equipment Rental	0.00	0.00	3,181.53	4,075.00		4,075	0.0%
1211027 · Insurance Pass-Through	0.00	-2,692.38	0.00			0	
1211030 · Capital Outlay-Machinery/Equip	708.46	2,790.40	0.00			0	
1211031 · Advertising - Tourism					12,150.00	12,150	100.0%
66900 · Reconciliation Discrepancies	-0.01	0.00	0.00			0	
12110 · TOWN ADMINISTRATION - Other	15.00	0.00	0.00			0	
Total 12110 · TOWN ADMINISTRATION	557,586.09	477,280.49	348,342.51	585,528.00	2,382.00	587,910	0.41%
12210 · LEGAL SERVICES							
1221001 · Legal Services	48,969.22	59,114.48	44,884.52	73,000.00	-3,000.00	70,000	-4.29%
Total 12210 · LEGAL SERVICES	48,969.22	59,114.48	44,884.52	73,000.00	-3,000.00	70,000	-4.29%
12240 · INDEPENDENT AUDITOR							
1224001 · Auditing Services	14,350.00	14,550.00	14,550.00	16,000.00		16,000	0.0%
Total 12240 · INDEPENDENT AUDITOR	14,350.00	14,550.00	14,550.00	16,000.00	0.00	16,000	0.0%
Total 01 · ADMINISTRATION	645,840.22	576,814.84	423,506.43	719,078.00	-3,818.00	715,260	-0.53%
03 · PUBLIC SAFETY							
31100 · POLICE DEPARTMENT							
3110001 · Salaries & Wages - Regular	339,017.80	388,904.31	282,259.23	424,457.00	-5,052.00	419,405	-1.2%
3110002 · Salaries & Wages - OT Regular	7,434.92	0.00	0.00	0.00		0	
3110003 · Salaries & Wages - OT Premium	8,520.98	20,191.98	20,889.24	34,000.00		34,000	0.0%
3110004 · Salaries & Wages - Holiday Pay	13,378.56	17,001.08	16,714.40	14,000.00	3,000.00	17,000	17.65%
3110005 · Salaries & Wages - Part Time	7,742.18	17,404.94	30,120.00	20,000.00		20,000	0.0%
3110006 · Salaries & Wages - VDOT	7,993.92	0.00	2,900.94	3,008.75	-3,008.75	0	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	4,796.57	3,704.27			0	0.0%
3110008 · Salary & Wages - Laney Detail	0.00	0.00	12,600.00	0.00	0.00	0	0.0%
3110020 · FICA/MEDICARE	28,828.27	33,078.45	27,921.45	32,471.00	3,926.00	36,397	10.79%
3110021 · VRS	35,474.34	39,907.77	28,947.31	45,884.00	-68.00	45,816	-0.15%
3110022 · Health Insurance	53,972.08	67,380.57	54,727.91	73,375.20	-17,318.20	56,057	-30.89%
3110023 · Life Insurance	4,294.90	5,219.73	3,862.80	5,560.00	92.00	5,652	1.63%
3110024 · Disability Insurance	2,055.13	2,227.32	1,637.21	2,500.00	-500.00	2,000	-25.0%
3110025 · Unemployment Insurance	0.00	2,624.24	2,750.89	2,180.00	820.00	3,000	27.33%
3110026 · Workers' Compensation Insurance	11,781.36	14,401.98	12,309.00	12,964.00	3,486.00	16,450	21.19%
3110027 · Line of Duty Act Insurance	1,662.00	1,740.00	4,969.00	5,000.00		5,000	0.0%
3110028 · Legal Services	11,231.10	21,988.82	13,547.80	24,000.00		24,000	0.0%
3110030 · Advertising	0.00	0.00	0.00			0	
3110032 · Computer, Internet & Website	9,649.43	13,113.70	10,260.53	14,000.00		14,000	0.0%
3110033 · Postage	139.78	22.10	5.19	300.00	200.00	500	40.0%
3110034 · Telecommunications	7,429.41	8,675.60	6,643.38	10,000.00		10,000	0.0%

3110035 · General Prop Ins (Vehicles)	7,330.00	4,089.00	3,072.00	3,075.00	725.00	3,800	19.08%
3110036 · Mileage Allowance	0.00	0.00	0.00			0	
3110037 · Meals and Lodging	323.30	-35.80	0.00			0	
3110038 · Convention & Edu. (Training)	479.58	3,781.82	2,589.98	4,500.00	500.00	5,000	10.0%
3110039 · Miscellaneous	0.00	428.81	1,353.92	1,000.00	500.00	1,500	33.33%
3110040 · Annual Dues & Subscriptions	6,073.90	10,111.90	12,750.09	12,138.00	862.00	13,000	6.63%
3110041 · Office Supplies	5,118.28	4,538.12	4,756.51	6,000.00	-1,000.00	5,000	-20.0%
3110042 · Vehicle Fuels	18,810.59	18,573.31	12,097.60	16,000.00	3,000.00	19,000	15.79%
3110043 · Vehicle Maintenance/Supplies	10,842.18	10,369.48	8,534.92	11,000.00		11,000	0.0%
3110044 · Repairs/Maintenance Supplies	8,736.42	165.05	0.00			0	
3110045 · Uniforms & Police Supplies	46,947.15	31,154.67	35,283.45	41,638.95	-9,638.95	32,000	-30.12%
3110046 · Community Events	2,209.60	4,509.98	12,338.89	12,000.00	-10,000.00	2,000	-500.0%
3110047 · Donation Expenditure	0.00	0.00	6,835.50	3,000.00	-3,000.00	0	
3110049 · Grant Expenditures	0.00	1,837.05	2,006.30	6,000.00	-6,000.00	0	
3110050 · Insurance Pass-Through	-8,421.97	1,775.01	67.13			0	
3110051 · Mobile Data Computer Netwk Svc	25,897.00	0.00	0.00	0.00		0	
3110056 · Capital Outlay-Machinery/Equip	0.00	5,517.00	0.00			0	
310057 · Capital Outlay-Furniture/Fixture	2,675.90	0.00	0.00			0	
Total 31100 · POLICE DEPARTMENT	672,509.81	750,956.44	638,456.84	840,051.90	-38,474.90	801,577	-4.8%
32100 · FIRE & RESCUE							
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00				
Total 32100 · FIRE & RESCUE	0.00	0.00	0.00				
34100 · BUILDING OFFICIAL							
3410001 · Erosion & Sedimentation Ins.	0.00	13,350.00	3,750.00	30,000.00	-15,000.00	15,000	-100.0%
34100 · BUILDING OFFICIAL - Other	28,555.00	0.00	0.00				
Total 34100 · BUILDING OFFICIAL	28,555.00	13,350.00	3,750.00	30,000.00	-15,000.00	15,000	-100.0%
Total 03 · PUBLIC SAFETY	701,064.81	764,306.44	642,206.84	870,051.90	-53,474.90	816,577	-6.55%
04 · PUBLIC WORKS							
4110001 · Town Public Works	45,460.75	70,445.10	15,102.44	50,680.20	-680.20	50,000	-1.36%
4110002 · Street Beautification - HF	0.00	19,017.19	0.00	4,262.02	-2,049.19	2,213	-92.6%
43200 · REFUSE COLLECTION							
4320001 · Trash Removal Contract	73,656.59	76,027.02	58,300.68	78,789.80	7,835.20	86,625	9.04%
Total 43200 · REFUSE COLLECTION	73,656.59	76,027.02	58,300.68	78,789.80	7,835.20	86,625	9.04%
43100 · MAINT OF 15000 Wash St./Grounds							
4310001 · Repairs/Maintenance Services	54,046.29	57,616.82	53,745.93	55,000.00	10,000.00	65,000	15.38%
4310002 · Main Svc Contract-Pest Control	1,420.00	2,709.00	620.00	2,000.00	1,000.00	3,000	33.33%
4310003 · Maint Svc Contract-Landscaping	24,900.00	29,177.01	24,910.98	35,000.00		35,000	0.0%

4310004 · Maint Svc Contract Snow Removal	345.00	2,100.90	35.88	7,000.00		7,000	0.0%
4310005 · Maint Svc Cont.- Street Cleaning	6,375.00	5,915.00	3,500.00	3,000.00	3,500.00	6,500	53.85%
4310007 · Electric/Gas Services	16,763.30	16,201.27	12,469.45	15,000.00	1,500.00	16,500	9.09%
4310008 · Electrical Services-Streetlight	4,557.99	5,158.42	3,526.26	5,500.00		5,500	0.0%
4310009 · Water & Sewer Services	2,228.98	2,009.52	1,318.25	2,000.00	1,000.00	3,000	33.33%
4310010 · Janitorial Supplies	109.11	795.07	110.10	1,000.00	1,000.00	2,000	50.0%
4310011 · Real Estate Taxes	1,625.17	1,932.75	816.84	4,000.00		4,000	0.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	-196.62	0.00				
Total 43100 · MAINT OF 15000 Wash St./Grounds	112,370.84	123,419.14	101,053.69	129,500.00	18,000.00	147,500	12.2%
Total 04 · PUBLIC WORKS	231,488.18	288,908.45	174,456.81	263,232.02	23,105.81	286,338	8.07%
07 · PARKS, REC & CULTURAL							
70000 · HAYMARKET COMMUNITY PARK							
7000001 · Grounds Maintenance/Repairs	0.00	65,731.36	44,543.05	58,504.96	-504.96	58,000	-0.87%
Total 70000 · HAYMARKET COMMUNITY PARK	0.00	65,731.36	44,543.05	58,504.96	-504.96	58,000	-0.87%
71110 · EVENTS							
7111001 · Advertising - Events	4,786.35	10,203.67	13,087.60			0	
7111003 · Contractual Services	57,888.31	60,721.15	58,067.03	87,683.20	-7,683.20	80,000	-9.6%
71110 · EVENTS - Other	285.67	987.27	0.00			0	
Total 71110 · EVENTS	62,960.33	71,912.09	71,154.63	87,683.20	-7,683.20	80,000	-9.6%
72200 · MUSEUM							
7220008 · Unemployment Insurance	0.00	0.00	0.00			0	
7220009 · Advertising	0.00	1,008.00	0.00	750.00		750	0.0%
7220012 · Telecommunications	2,314.40	2,028.02	1,053.89	2,200.00		2,200	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00			0	
7200015 · Books, Dues & Subscriptions	0.00	30.00	0.00	250.00		250	0.0%
7200016 · Office Supplies	0.00	19.99	0.00	250.00		250	0.0%
7220018 · Exhibits & Programs	1,141.40	700.27	400.00	1,700.00		1,700	0.0%
Total 72200 · MUSEUM	3,455.80	3,786.28	1,453.89	5,150.00	0.00	5,150	0.0%
Total 07 · PARKS, REC & CULTURAL	66,416.13	141,429.73	117,151.57	151,338.16	-8,188.16	143,150	-5.72%
08 · COMMUNITY DEVELOPMENT							
81100 · PLANNING COMMISSION							
8110001 · Salaries & Wages - Regular	3,420.00	4,095.00	1,365.00	5,670.00		5,670	0.0%
8110002 · FICA/Medicare	247.86	360.04	100.98	500.00		500	0.0%
8110003 · Consultants - Engineer	59,908.46	25,947.22	12,856.60	50,000.00		50,000	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	40,000.00		40,000	0.0%
8110005 · Mileage Allowance	230.05	0.00	0.00		250.00	250	100.0%
8110006 · Meals & Lodging	22.62	0.00	0.00		700.00	700	100.0%
8110007 · Convention/Education	69.99	0.00	0.00	1,000.00	500.00	1,500	33.33%

Total 81100 · PLANNING COMMISSION	63,898.98	30,402.26	14,322.58	97,170.00	1,450.00	98,620	1.47%
81110 · ARCHITECTURAL REVIEW BOARD							
8111001 · Salaries & Wages - Regular	2,220.00	4,065.00	1,605.00	7,830.00		7,830	0.0%
8111002 · FICA/Medicare	148.42	366.07	98.67	850.00		850	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00			0	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00			0	0.0%
8111005 · Convention & Education	0.00	0.00	0.00		2,000.00	2,000	100.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	2,368.42	4,431.07	1,703.67	8,680.00	2,000.00	10,680	18.73%
81111 · Board Of Zoning Appeals							
8111101 · Convention & Education	0.00	0.00	0.00	500.00		500	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	98.00		98	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	1,575.00	-250.00	1,325	-18.87%
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00				
Total 81111 · Board Of Zoning Appeals	0.00	0.00	0.00	2,173.00	-250.00	1,923	-13.0%
Total 08 · COMMUNITY DEVELOPMENT	66,267.40	34,833.33	16,026.25	108,023.00	3,200.00	111,223	2.88%
09 · NON-DEPARTMENTAL							
95100 · DEBT SERVICE							
9510002 · General Obligation Bond - Prin	155,700.00	156,600.00	177,402.92	186,925.65	-20,781.65	166,144	-12.51%
9510003 · General Obligation Bond - Int	27,682.10	23,904.47	0.00		16,500.00	16,500	100.0%
9510005 · Capital Lease Pmt - Principal	28,783.74	29,353.57	31,592.38	31,592.00		31,592	0.0%
9510006 · Capital Lease - Interest Payment	2,808.64	2,238.81	0.00			0	
Total 95100 · DEBT SERVICE	214,974.48	212,096.85	208,995.30	218,517.65	-4,281.65	214,236	95.64%
Total 09 · NON-DEPARTMENTAL	214,974.48	212,096.85	208,995.30	218,517.65	-4,281.65	214,236	95.64%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	0.00	0.00				
94102 · HAYMARKET COMMUNITY PARK	0.00	0.00	0.00				
94103 · PEDESTRIAN IMPROVEMENT PROJECT							
9410301 · Architectural/Engineering Fees	6,790.00	13,367.00	0.00			0	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	33,964.24	0.00	0.00	500,000.00	-160,429.00	339,571	-47.24%
Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT	40,754.24	13,367.00	0.00	500,000.00	-160,429.00	339,571	0.0%
94105 · PERSONNEL							
EMPLOYEE BENEFITS							
6560 · Payroll Processing Fees	0.00	-0.02	2.00				
Total EMPLOYEE BENEFITS	0.00	-0.02	2.00				
Total 94105 · PERSONNEL	0.00	-0.02	2.00				
94106 · TOWN CENTER MASTER PLAN							
9410601 · Architectural/Engineering Fees	62,447.77	45,970.84	0.00			0	
9410602 · Construction (Renovations)	0.00	0.00	138,273.52	139,500.00	-139,500.00	0	-100.0%

Total 94106 · TOWN CENTER MASTER PLAN	62,447.77	45,970.84	138,273.52	139,500.00	-139,500.00	0	-100.0%
94107 · BLIGHT MITIGATION							
9410701 · Building Official/Engr.	0.00	0.00	0.00				
94107 · BLIGHT MITIGATION - Other	0.00	0.00	2,595.00	50,000.00	-30,000.00	20,000	-150.0%
Total 94107 · BLIGHT MITIGATION	0.00	0.00	2,595.00	50,000.00	-30,000.00	20,000	-150.0%
94108 · CIP FUNDS EXPENSE							
94108-01 · CIP Funds Expense	0.00	0.00	0.00	0.00	91,111.32	91,111	100.0%
Total 94108 · CAPTIAL IMPROVEMENT PROJECT				0.00	91,111.32	91,111	100.0%
Total Expense	2,029,253.23	2,077,727.46	1,723,213.72	3,019,740.73	-282,274.58	2,737,466	-10.31%
Net Ordinary Income	203,629.28	198,012.40	-8,923.50	0.00		0.00	100.0%
Net Income	203,629.28	198,012.40	-8,923.50	0.00		0.00	100.0%

Attachment: 2020-2021 Proposed DRAFT Budget_05.04.2020_Public Hearing (003) (4452 : Proposed FY21



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 6, 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

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 for everyone to stand for the Pledge of Allegiance.

III. Invocation

Councilman Chris Morris gave the evening's invocation.

IV. Citizens Time

1. Proposed Resolution 2020-004 Jefferson St Speed Bump

Due to the COV-ID 19 pandemic, citizens were encouraged to email their comments regarding proposed Resolution 2020-004. Mayor Leake shared that several emails were received and asked how the Town Council would prefer to receive the comments. Town Attorney Crim suggested that the Town Clerk read the names on the email, their address and what their position was on the subject. Councilman Chris Morris stated that he would like to have a moment to review the most recent email given to the Council before the meeting. At this time, Mayor Leake invited citizens in attendance to speak before going back to the email submissions.

Mr. Ken Luersen, 6752 Jefferson Street, stated that he would like to have his written statement and petition that he read at the last meeting asking for the speed hump to be reinstalled on Jefferson be part of the record. Town Clerk Kim Henry shared that once the minutes are approved and signed, all letters submitted at the meeting will be included to be part of the permanent record. Mr. Luersen inquired why a letter went out to the whole town to speak on the subject of the speed hump when direction was given at the previous meeting to only send the letter to those on Jefferson Street. He stated he understood that even though everyone is affected by the speed bump, the citizens on Jefferson Street is directly effected.

Bob Weir, 6853 St. Paul Drive, stated that he understands the continuity of operations but given the precautions that other localities are doing felt that the evenings meeting was one of poor judgment. Mr. Weir also addressed the items on the agenda for the evening's meeting. Mr. Weir gave comments on the budget, the suspension of salaries and the pedestrian project. He stated that Council had no authority to suspend the salaries for the Council or any Board Member for the next budget. In regards to the pedestrian project, Mr. Weir stated that now is not the time because of the potential financial impact the COV-ID 19 pandemic.

Mayor Leake asked if Councilman Morris would like to share the email that was presented before the meeting. Mr. Morris shared that the email was from Joe Pasanello. Mr. Morris summarized the items in the email by sharing that Mr. Pasanello had problems with the evenings agenda by contemplating major decisions. Mr. Morris read the following of Mr. Pasanello's email: freeze all new hires, suspend all necessary spending, and don't proceed with any capital expenditures that are not already under contract.

Vice Mayor Edwards also sent an email because of her absence. The Town Council decided to address her items in her email as each item comes up on the agenda except for item 1 and 4, which was summarized by Councilman Morris. Mr. Morris stated that item 1 addresses the

Minutes Acceptance: Minutes of Apr 6, 2020 7:00 PM (Minute Approval)

subject of the speed table. He shared that Vice Mayor Edwards the speed table would still be there had the street not just been recently paved. Mr. Morris summarized item 4 of Vice Mayor Edward's email requesting that updated information about the May election be posted on the website.

Mayor Leake asked Town Clerk Kim Henry to read the names, address and brief summary of each email received on subject of the Jefferson Street speed bump. Ms. Henry read the following;

David & Marie Kline, 14838 Caboose Trail, is not in favor of the speed table
 William Tanner Jr., 6864 Jockey Club Lane, is not in favor of the speed table
 Christine Petrus, 6785 Fayette Street, supported in replacing the speed table
 Donald Meeks, 14986 Greenhill Crossing Dr., is not in favor of the speed table
 Maria Turner, 6791 Fayette Street, in support of replacing the speed table
 Douglas & Elisabeth Growitz, 6782 Jefferson Street, in support of replacing the speed table
 William Lake, 6836 St. Paul Drive, is not in favor of the speed table
 Sharon K. Taylor, 6603 Brave Court, in support of replacing the speed table
 Daniel Sheesley, 6746 Jefferson Street, in support of replacing the speed table
 Suzi Luersen, 6752 Jefferson Street, in support of replacing the speed table
 Gary & Amy Wilson, 6795 Jefferson Street, in support of replacing the speed table
 Theresa John, 6791 Jefferson Street, in support of replacing the speed table
 Joseph Pasanello, 6895 Tack Court, in support of replacing the speed table
 Kenneth Luersen, 6752 Jefferson Street, in support of replacing the speed table
 Brooke Arcia, 6764 Jefferson Street, in support of replacing the speed table
 Jonathan Denton, 6797 Fayette Street, in support of replacing the speed table

2. Citizens Time for Other Town Matters

V. Minute Approval

Councilman Steve Shannon questioned Town Clerk Kim Henry that the email and petition from March 2nd meeting presented by Ken Luersen will be part of the minute book. Ms. Henry stated that once the approved minutes were signed, she would upload the email with the petition into the minutes for a permanent record.

With that clarification, Councilman Shannon moved to approve the minutes for the Work Session on March 2nd, the Regular Meeting on March 2nd, the Emergency Meeting on March 14th, the Emergency Meeting on March 19th and the Continuation Meeting on March 26th. Councilman Morris seconded the motion. The motion carried.

1. Mayor and Council - Work Session - Mar 2, 2020 6:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

2. Mayor and Council - Regular Meeting - Mar 2, 2020 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

3. Mayor and Council - Emergency Meeting - Mar 14, 2020 3:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Shannon, Councilman
SECONDER:	Chris Morris, Councilman
AYES:	Morris, Day, Leake, Panthi, Shannon
ABSENT:	Susan Edwards

4. Mayor and Council - Emergency Meeting - Mar 19, 2020 1:00 PM

Minutes Acceptance: Minutes of Apr 6, 2020 7:00 PM (Minute Approval)

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Shannon, Councilman
SECONDER: Chris Morris, Councilman
AYES: Morris, Day, Leake, Panthi, Shannon
ABSENT: Susan Edwards

5. Mayor and Council - Continuation Meeting - Mar 26, 2020 6:00 PM

RESULT: ACCEPTED [UNANIMOUS]
MOVER: Steve Shannon, Councilman
SECONDER: Chris Morris, Councilman
AYES: Morris, Day, Leake, Panthi, Shannon
ABSENT: Susan Edwards

VI. Agenda Items

1. Resolution 2020-004 Jefferson Street Speed Hump

Councilman Morris shared that from the emails that were read 4 were against having the speed hump replaced and 11 was for having the speed hump replaced. Business Manager Chris Coon shared the information he received from VDOT. Mr. Coon stated that a recent speed study was conducted by Prince William County. Mayor Leake asked for the Council input on the subject. Councilman Morris stated that with 11 citizens wishing to have the speed hump reinstated, he would either like to see the matter tabled or approach VDOT to have it reinstated. Councilman Shannon shared that the hump was originally installed for traffic calming. He shared that the only reason it was removed was because the street was repaved. He stated that putting the speed hump back would be at no cost to the Town and that he would not support the resolution. Councilman Day stated that he believed the comments from the citizens living along Jefferson Street should be taken into account first. He shared that even though he's not in favor of speed humps but the right decision is to have the speed hump re-installed for the safety of the citizens who live on Jefferson Street. Councilman Leake stated that he stands on his position and is in favor of having the speed hump re-installed. Councilman Panthi shared that the speed hump should go back since that's what the citizens want.

Councilman Leake moved to disapprove Resolution 2020-004. The motion was seconded by Councilman Morris. Town Attorney Crim stated that the motion presented would not inform VDOT the intent of the Council. After the explanation from Attorney Crim, Councilman Leake withdrew his motion with Councilman Morris withdrawing the second.

Councilman Leake moved that the Town of Haymarket request that the Virginia Department of Transportation reinstall the speed table at 6776 Jefferson Street. The motion was seconded by Councilman Morris. The motion carried.

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

2. Resolution 2020-005 Budget Appropriations

Councilman Leake shared that the funds were from sponsorships for the Town events. Mr. Leake stated that the funds exceeded the budget because of the hard work of Town Planner Emily Lockhart.

Councilman Leake moved to approve Resolution 2020-005 effective immediately. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

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

3. Resolution 2020-007 Suspend Salaries for the Town of Haymarket Public Bodies

Business Manager Chris Coon shared that an email was sent to the members of the Architectural Review Board and the Planning Commission on their feelings of suspending their salaries for the remainder of the fiscal year. Mr. Coon shared that the majority of both boards were willing to suspend their salaries for this fiscal year. Mayor Leake asked the Town Attorney to explain if the current Council could suspend the salaries for the next fiscal year. Mr. Crim stated the state law prohibits a board to increase salaries during their term. He shared that since the salaries would be suspended, it could be a temporary reduction in salaries or it could be a permanent reduction which a board could legally do for the Town Council and subordinate bodies. He stated that if it is a permanent suspension, the next Council could not re-instate the salaries until the next election in 2022. A short discussion followed.

Councilman Morris moved to approve Resolution 2020-007 Suspending Salaries to the Town of Haymarket Public Bodies as its stated adding to stop in the last paragraph for ending in 2020 and striking the entirety of FY2021. The motion was seconded by Councilman Leake. The motion carried by a roll call vote.

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

4. Refuse Collection Contract

Business Manager Chris Coon shared that a previous meeting he asked the Town Council to join a consortium to see if the Town could receive better trash rates. He stated that after the bids came in, the Town would not get a better rate. He shared that he advised the consortium that the Town would not be participating. Mr. Coon stated that he reached out to various companies for rates. He presented the rates and explanation of services to the Town Council. Councilman Morris moved to approve entering into a contract with Republic Services of Virginia for two weekly trash pick-ups and one recycling pick-up for a monthly cost of \$7,082.17 and an annual cost of \$84,986.16. The motion was seconded by Councilman Shannon. The motion carried by a roll call vote.

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

5. Jefferson Street Pedestrian Project

Business Manager Chris Coon shared with the Town Council that Rinker Design Associates is the project management for the Jefferson Street Pedestrian project. Mr. Coon stated that Town Engineer Katie McDaniel's memo recommends that the Town start to move forward on the project during this budget year using funds from the CIP, it would free up some funds during the next fiscal year. Mr. Coon stated that this project started over 9 years. Councilman Leake gave a brief explanation on the financial impact of the project during this budget and the next budget. There was a brief discussion on the subject.

Councilman Morris moved that the Town Council approve RDA's proposal for CEI services on the Pedestrians Improvement Project. The motion was seconded by Councilman Shannon. The motion carried by a roll call vote.

Minutes Acceptance: Minutes of Apr 6, 2020 7:00 PM (Minute Approval)

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

6. Transient Occupancy Tax Dispositon of Remittance

Councilman Leake shared that at the March meeting he asked the Council to consider changing the Ordinance on the disposition of remittance comes in. He shared that currently 2% goes to the General Fund and 5% goes to tourism. Mr. Leake shared that the Finance Committee recommends to change it to 4% to the General Fund and 3% to tourism and the promotion of the Town. He asked if the Council had a chance to think about changing the percentages or had any questions. With no questions or comments, Mr. Leake stated that he will have a draft ordinance prepared for the next meeting agenda.

RESULT: TABLED [UNANIMOUS]
AYES: Morris, Day, Leake, Panthi, Shannon
ABSENT: Susan Edwards

7. Haymarket Hotel Venture

Business Manager Chris Coon gave a brief presentation on the proposed Haymarket Hotel Venture rebate program. Councilman Shannon thanked Mr. Coon for the presentation that was easy to follow. Councilman Leake shared that this is a great return on an investment. He shared that with Hilton's expertise on marketing, it would benefit the Town rather than the Town paying for its on marketing team. A short discussion followed on the subject. Councilman Leake moved to approve the Tourism and Travel Promotion Memorandum of Understanding with Haymarket Hotel Venture, LLC and authorize the mayor to sign it. The motion was seconded by Councilman Morris. The motion carried by a roll call vote.

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

8. Town Business Stimulus Package

Business Manager Chris Coon shared the information he gathered from speaking to the restaurants about meals tax remittance extensions. He shared that he sent out a survey monkey to all the businesses to get ideas from them on how the Town could help them during this time. Mr. Coon shared the questions that he asked in the survey and the general response to those questions. The main suggestion from the restaurants was the return of meals tax. Town Attorney Martin Crim shared some information regarding meals tax refund. He stated that this is trust tax, the money is held by the business in trust for the locality. He shared that delaying the meals tax would not be recommended and should be collected monthly. Mr. Crim addressed the BPOL. He gave suggestions on easing the burden of that tax by possibly lower the cost or tax rate, delay the due date for up to 90 days, or omit the penalty and interest on past due licenses for a set period of time. In regards to the rent, Mr. Crim shared that the Town could not get involved with that unless they are the tenants of the Town properties. There was a discussion on the information provided by Mr. Coon and Mr. Crim. Councilman Leake stated that he run the numbers and would be prepared to give the meals tax back for one month. He recommended to have this item on the April 14th tax rate public hearing meeting. A discussion followed on the Mr. Leake's recommendation. No action was taken at this time.

VII. Continuity of Government - Town Attorney Crim

Town Attorney Martin Crim explained that on March 20th, Attorney General Herring offered an official advisory opinion regarding continuity of government ordinances. Mr. Crim stated that the opinion gives aid to the local government attorney community especially when they are trying to address the impacts of COVID 19 pandemic and local government practices. Mr. Crim stated that gathering together is how local

Minutes Acceptance: Minutes of Apr 6, 2020 7:00 PM (Minute Approval)

governments run with the meetings of boards and councils and that the gathering is mostly like beyond the limitations of the gathering of no more than 10 people. Mr. Crim shared that the Attorney General opinions provides that the Virginia Freedom of Information Act does allow meetings to be held electronically if three conditions are met. Those conditions are: 1-if the Governor declared an emergency, 2- if the emergency makes it safe or impractical to meet, and 3 - the meeting is solely to address the emergency. Mr. Crim stated that the Town Council was allowed to meet via phone to address the impact of the pandemic and response to it. Mr. Crim addressed how the Town Council would get the rest of the business done. He stated that through Virginia Code 15.2-1413, which has been there since the Cold War, provides continuity of government in case of enemy attack or other disaster. Mr. Crim stated that the current pandemic is considered a disaster. Mr. Crim stated that the Town Council would adopt a Continuity of Government Ordinance. Mr. Crim gave examples of the statues set forth by the Attorney General for adopting the Continuity of Government Ordinance. A short discussion followed on the subject. The Town Council asked that a draft ordinance be prepared and so that it can be considered at the April 14th tax rate public hearing.

VIII. Department Reports

1. Town Administration Staff Reports

Business Manager Chris Coon thanked Town Planner Emily Lockhart and Town Clerk Kim Henry for being in the office so that he and Town Treasurer Roberto Gonzalez are able to work remotely. The Town Council applauded the healthcare workers for their work and dedication during this crisis. There were no questions for Mr. Coon at this meeting.

2. Chief of Police Staff Reports

Police Chief Kevin Lands shared that the department recently did some staffing changes to make sure that there adequate personnel is available in case current personnel got sick. Mr. Lands shared that the officers have personal protective equipment is available for them. Chief Lands thanked the community for the donations of hand sanitizer, lysol spray and disinfecting wipes to the department, in addition to handmade and purchased face masks. Mr. Lands stated that business checks are being done differently, along with traffic stops.

Chief Lands informed the Town Council that the vacant position has been filled with the hiring of Charles Burgoon. Chief Lands shared that the position had been opened since February.

Mayor Leake shared at the meeting that Delegate Danica Roem informed him that she received additional masks for the police department.

3. Town Treasurer Report

There were no questions for Town Treasurer Roberto Gonzalez in regards to the monthly report. Mr. Gonzalez shared that he has spoke to other treasurers to find out what their locality is doing during this uncertain time. Mr. Gonzalez stated that, like other localities, the staff is looking how expenses can be cut and watching unnecessary spending until he gets a true reflection on the possible reduction in revenue due to reduction in meals tax and the like.

4. Town Planner Report

Councilman Morris asked if there was anything the Town could do to help the businesses. Town Planner Emily Lockhart shared that she spoke with several restaurants. She stated that she has done several Facebook postings to help advertise the restaurants. She continued to state that the other businesses in the Town had to close because of the Governor's executive order that doesn't deem them as essential businesses. She stated that a generic sign has been designed to hand out to the restaurants which would tell the public that they are open. She shared that the sign had not yet gone to print. Councilman Morris asked if this was something that would need to be a directive from the Council. Mayor Leake stated that he believes it would be good to get a directive from the Town Council. Ms. Lockhart stated that the cost would be \$340 for 20 signs. A short discussion followed. There was a consensus of the Town Council to purchase the yard signs for the restaurants.

5. Town Engineer Report

IX. Debt Refinance Options

Business Manager Chris Coon gave a brief report on the Town's debt and the possibility to refinance. Mr. Coon stated that he and Town Treasurer Gonzalez, with permission from the Town Council, would pursue further at looking to if the Town could benefit from refinancing. The Town Council agreed to have Mr. Coon look further into refinancing . Mr. Coon stated that he would bring back more information at a future meeting.

X. Proposed Budget Discussion

At this time, before going into the discussion about the proposed budget, the Town Council took a brief recess at 9:05 PM.

After the recess, while the Town Council was waiting on comments from Councilman Morris to be printed regarding the budget, Mayor Leake shared about a letter that originated from the Town of Occoquan's mayor to Governor Northam regarding the upcoming Town elections. Mayor Leake read the letter that he signed to the Governor along with the other localities. A short discussion followed regarding the upcoming election.

The Town Council received Councilman Morris' comments and started the budget discussion. Councilman Leake shared that he would like to continue with the budget as originally presented but also look at a Plan B which would eliminate some line items and would basically be a bare bones budget and then add items back if deemed necessary. Mr. Morris gave some conservative suggestions to the budget. Mr. Morris stated with the conservative changes, he felt the bare bones budget would not be necessary.

Town Treasurer Roberto Gonzalez shared information that he received from other localities on how they will be approaching the proposed budget. Business Manager Chris Coon also shared that some localities are cutting proposed budget by 10% and adjusting if necessary in May when they get a better idea on how the effects from COVID will effect the numbers in regards to revenue and to be very conservative on the expenditure side.

Mayor Leake asked for the input from the Town Council on how to address the budget. There was a general consensus of the Town Council to run the budget as presented from the Finance Committee with reviews in May and June for possible amendments.

1. Proposed 2020-21 Draft Budget

XI. Councilmember Time

1. Steve Shannon

Councilman Shannon shared of the passing of Mrs. Russo, co-owner of Giuseppe's Italian Restaurant. Councilman Shannon also shared that he is proud to serve on this Council and proud of how far they have come with making things happen and being proactive. Mr. Shannon stated that he had a brief conversation with Ms. Dottie Leonard and with her situation. He asked that, giving the situation, if her demolition permit be delayed by 6 months. Town Planner Emily Lockhart explained to the Town Council the subject that Councilman Shannon was referring to. Ms. Lockhart stated that Ms. Leonard applied for a demolition permit at 14801 Washington Street and is coming up on the deadline. Ms. Lockhart stated that Ms. Leonard called the office asking for an extension. Ms. Lockhart stated that after looking at the ordinances, there is nothing that would give the Town Council the authority to extend a deadline. A short discussion followed.

2. Connor Leake

Councilman Leake extended his condolences to the entire Russo family on their loss of Mrs. Russo. Councilman Leake reminded and encouraged the citizens to go out and vote in the upcoming Town elections.

3. Madhu Panthi

Councilman Panthi inquired about the possibility of the Town receiving small business assistance. Town Attorney Crim stated that once the Town gets a number on COVID related expenses, the Town could receive FEMA assistance but not a small business assistance.

4. Susan Edwards

5. Chris Morris

Councilman Morris encouraged the citizens to be safe during this time. Mr. Morris also encouraged the businesses to be creative in promoting their business. Mr. Morris also encouraged the Town Staff to continue what they are doing with providing services to the Town. He continued to state that he would like to hear what organizations, such as the food pantry, are doing so that the information can be shared with others.

6. Robert Day

Councilman Day thanked Mayor Leake and Police Chief Lands for sending out the postcard that gave the citizens their phone number to call in case they needed anything. Mr. Day stated that in these times it was nice to see that there is that one additional layer of help for the citizens.

7. David Leake

Mayor Leake extended, along with the rest of the Town Council, his sympathies to the Russo family in passing of Josie Russo. Mr. Leake thanked the members of the Town Council who decided to run again for office. Mr. Leake recognized each member individually who decided to run again and recognized them for the services they bring.

XII. Closed Session

There was no need for a Closed Session at the meeting.

XIII. Adjournment

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

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Apr 6, 2020 7:00 PM (Minute Approval)



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

ROBERTO GONZALEZ
Town Treasurer

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Roberto Gonzalez, Town Treasurer
DATE: May 4, 2020
SUBJECT: Bank Franchise Refund BB&T for 2012, 2013, and 2014

BACKGROUND:

The President of the Treasurer's Association sent an email to all the Treasurer's and Finance Directors to inform them of a potential Bank Franchise tax refund that BB&T had filed with the Department of Taxation for each locality for the years 2012, 2013, and 2014. We notified our Town Attorney on the matter. Treasurers and Finance Directors were totally broadsided by this untimely notification. We, the Town of Haymarket, did not get notified until April 13th 2020. Several Treasurer's and Finance Director's expressed their concerns to the Tax Commissioner of the Commonwealth stating that the localities had no input in the entire process or was even aware of this for them to make an appeal. This refund will place significant burden on locals governments budgets throughout the Commonwealth. The Treasurer's Association of Virginia and local government attorneys reached out to determine the interest liability that may impact the localities involved. Due to this refund going back to 2012, 2013, and 2014, some locality attorney's had discussions on the legality and if there was any opportunity to fight the refund request. We contacted our Town Attorney and work began on the refund matter, along with a few other localities. Unfortunately, our Town Attorney confirmed that we will need to make the payment for the overpaid Franchise Tax revenue to Truist, which now owns BB&T, for the years of 2012, 2013, and 2014. This legal advise has been made to many other localities by their own legal team as well.

The Treasurer's Association was able to share the news that Vice President Robert L. Clarke, Jr., Group Vice President, Corporate Tax of Truist, made the decision to waive all of the interest and penalties associated with the refund to each locality if paid by the deadline date of May 1, 2020. But due to the COVID pandemic we are currently navigating, Business Manager Mr. Coon contacted Mr. Clarke requesting for an extension of the existing May 1, 2020 deadline. Mr. Clarke agreed to extend the deadline of waiving the interest and penalties to the end of our current fiscal year, June 30, 2020.

Below you will find a breakdown on the refund amounts due to BB&T for Franchise Tax:

<u>Locality / Year</u>	<u>Original Taxes Assignable</u>	<u>Amended Taxes Assignable</u>	<u>Refund Due Bank</u>
Town of Haymarket			
2012	\$ 11,874.00	\$ 961.00	\$ 10,913.00
2013	\$ 11,124.00	\$ 1,618.00	\$ 9,506.00
2014	\$ 15,429.00	\$ 3,254.00	\$ 12,175.00
		Refund due to BB&T (Truist)	\$ 32,594.00

Staff worked on exhausting all options on the matter and unfortunately the Town is liable to make this payment back to Truist Corp.

At this time, we will need to ask Council to approve the advertisement to hold a public hearing to appropriate funds to make this payment this fiscal year.

Attachment: BBT Memo to Council 05.04.2020 (4441 : BB&T Refund)



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

Christopher S. Coon
Town Business Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Business Manager
DATE: April 28, 2020
SUBJECT: Real Estate Refund

Background:

At the April 14th meeting Town Council discussed issuing Real Estate Refunds from the surplus of the FY19-20 Budget. Again, at the April 21st Meeting Town Council directed Town Staff to receive opinions with Town Financial Consultants. After discussions regarding real estate refunds with the consultants the following steps were provided to the following steps to accomplish for a refund:

- a. Determine total dollars you want to refund. Make sure the Town's current cash flow needs can withstand such a payment.
 - i. Consider reduction of expected sales tax for remainder of FY20.
 - ii. Consider reduction of meals tax for remainder of FY20.
 - iii. Other reduced sources of income?
 - iv. If the Town's budget is already going to be severely impacted by reduced revenues, can the Town withstand such a cash outflow?
- b. Determine which tax year to use as a base for refunds, assuming this would be 2019 real estate tax, but not certain.
- c. Decide on cutoff date for collections to base refunds on. For example, I am assuming you would only give rebates/refunds to taxpayers that have actually paid their tax by a certain date?
- d. Determine how to allocate the rebates to the taxpayers. For example, I am assuming you might return it as a percentage of tax, i.e. if your tax rate was \$1.46/\$100 of assessment, you might make the rebate \$.10/\$100 of assessment. This would be roughly one-third and would equate to roughly \$26,000. With some rough calculations using 2019 tax levy as a base, this would result in the following rebates:
 - i. 530 taxpayers would receive between \$0 - \$50 rebate, approx. \$17,588 in total
 - ii. 19 taxpayers would receive between \$50 - \$100 rebate, approx. \$1,174 in total
 - iii. 13 taxpayers would receive between \$100 - \$300 rebate, approx. \$2,600 in total

Attachment: Real Estate Refund Memo (4442 : Real Estate Refund)

- iv. 7 taxpayers would receive between \$300 - \$1,000 rebate, approx. \$3,524 in total
- v. 1 taxpayer would receive above \$1,000 rebate, approx. \$1,222 in total
- e. Issues and considerations:
 - i. The calculation and refunding of the tax will take a significant amount of administration time
 - 1. Actually, performing the calculations
 - 2. Determining which taxpayers will qualify
 - 3. Locating taxpayers that have moved
 - 4. Preparing and sending the rebate/refund checks
 - 5. Following up to get rebates to appropriate individuals for those that are returned
 - 6. Handling outstanding checks that are never cashed and are ultimately turned over to unclaimed property
 - 7. Processing 1099-G forms to report the rebates/refunds so taxpayers could claim as income, if required
 - ii. How fast could refunds/rebates be issued?
 - iii. Will the resulting refunds be enough to really make a difference for individual taxpayers?
- f. Other Options:
 - i. Would it be more impactful to reduce tax rates for next fiscal year?
 - ii. Would it be more impactful to possibly alter requirements for qualification of tax relief for FY21 so that those taxpayers most in need receive assistance in lieu of an across-the-board rebate or reduction?
- g. All these ideas should be run past the Town's legal advisors to ensure in compliance with current state laws.

Staff Recommendation:

Due to the substantial logistical hurdles and the fact that 93% of residents will receive less than \$50 refunds, staff recommends not pursuing real estate refunds at this time.

Draft Motion:

1. *"I move to provide a Real Estate Refund of ____ per \$100 assessed value to those individuals that pay Real Estate Tax to the Town of Haymarket from the surplus of the FY19-20 Budget"*

Or,

2. Alternate Motion



Town of Haymarket
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Christopher S. Coon
Town Business Manager

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Chris Coon, Business Manager
DATE: April 26, 2020
SUBJECT: Addition of Town Council Meetings for May and June

Background:

Town Council has discussed adopting a FY20-21 Budget and then making amendments to that Budget as the Town receives more information. This Item is to allow Town Council to establish additional meetings to discuss FY20-21 Budget Amendments or other items they deem necessary. The Town has pushed the BPOL Tax back until May 30th and the Town receives Meals Tax on the 20th of each month. If we hold a Meeting after May 20th and June 20th, we will be able to have April and May's Meals Tax to help decide on trends.

Staff Recommendation:

Staff recommends Town Council hold at least one additional meeting after June 20th to allow the utilization of the most recent Meals Tax and Sales Tax to help make the final amendments.

Draft Motion:

1. *"I move to set an additional Town Council meeting for _____, 2020."*

Or,

2. Alternate Motion

Attachment: Additional Meetings Memo (4443 : Set Additional Meetings for May and June)



HAYMARKET TOWN COUNCIL
RESOLUTION #2020-010

RESOLUTION TO HOLD ADDITIONAL REGULAR TOWN COUNCIL
MEETINGS MAY __, 2020 AND JUNE __, 2020

WHEREAS, Virginia Code § 15.2-1416 authorizes the town council to prescribe additional regular meetings by resolution; and

WHEREAS, Town Council will hold these regular meetings to discuss the FY20-21 Budget and other matters as it deems necessary or appropriate;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, Virginia meeting in regular session this 4th day of May 2020, that the Council hereby adds regular Town Council Meetings on May __, 2020 and June __, 2020; and

BE IT FURTHER RESOLVED that the Town Clerk shall post a copy of this resolution on the door of the town hall and insert it in a newspaper having general circulation in the town at least seven days prior to the first such regular meeting listed above.

Done this __ day of _____, 2020.

ORDER OF THE COUNCIL

David Leake, Mayor
On Behalf of the Town Council of
Haymarket, Virginia

ATTEST:

Kimberly Henry, Clerk of Council

MOTION:
SECOND:

Votes:

Attachment: Draft Resolution #2020-010 v2 (4443 : Set Additional Meetings for May and June)

Ayes:
Nays:
Abstain:
Absent:

Attachment: Draft Resolution #2020-010 v2 (4443 : Set Additional Meetings for May and June)



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 6-10, 2020

Administration

- Meetings
 - Held Town Council Meeting (Emily and Kim)
 - Attended Town Council Meeting Electronically (Roberto and Chris)
 - Town Staff Meeting (Emily, Kim, Roberto, Jacque, and Chris)
 - Met with Town Attorney (Mayor and Chris)
 - Met with Carter Bank regarding Town Debt (Roberto)
 - Met with Fauquier Bank, Wells Fargo and BB&T (Chris)
 - Met with Churches regarding any programs they are providing (Chris)
 - Town Staff Meeting (Emily, Kim, Roberto, and Chris)
 - 2 Meetings with Prince William County EOC (Chris)
 - 2 Meetings with Northern Virginia Regional Commission (Chris)
 - Met with Doody Calls (Chris)
 - Met with Republic Services (Chris)
- New Items/Businesses
 - No New Businesses
 - Mayor has met with several town businesses that have received SBA payroll loan
 - Prepared Memos for Special Meeting
 - Prepared Draft Ordinances for Special Meeting
- Continued Items
 - Requested VDOT reinstall the Speed Table on Jefferson
 - Current estimated installation date ~June 2020
 - Jefferson Street Pedestrian Project about to stage equipment
 - Meeting with Town Hall next week

Town Staff

- Completed and Posted Town Public Hearing Notice
- Completed and Posted Town Council Special Meeting Agenda
- Working on FY20 and FY21 Budget
- Updated Town Website and Posted on Social Media



Town of Haymarket
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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 April 13-17, 2020

Administration

- Meetings
 - Held Town Council Public Hearing and Special Meeting (Emily and Kim)
 - Attended Town Council Public Hearing and Special Meeting Electronically (Roberto and Chris)
 - Town Staff Meeting (Emily, Kim, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Carter Bank regarding refinancing Town Debt (Roberto and Chris)
 - Met with Fauquier Bank and BB&T (Chris)
 - Town Staff Meeting (Mayor, Chief, Emily, Kim, Roberto, and Chris)
 - 1 Meetings with Prince William County EOC (Chris)
 - 1 Meetings with Northern Virginia Regional Commission (Chris)
 - Met with Doody Calls Regarding Complaint (Chris)
 - Met with Republic Services Regarding Final Contract Document (Chris)
- New Items/Businesses
 - No New Businesses
 - Preparing Agenda Items for Special Meeting
 - Preparing Information regarding BB&T
 - Working on Directives from Special Meeting
 - Completed Resolution for extending BPOL Payment 30 days, sent to Town Attorney for Review
- Continued Items
 - Jefferson Street Pedestrian Project began staging equipment within Town

Town Staff

- Completed and Posted ARB Agenda
- Completed and Posted Town Special Meeting Notice
- Preparing Advertisement for FY 21 Budget Public Hearing
- Working on FY20 and FY21 Budget
- Updated Town Website and Posted on Social Media



Town of Haymarket
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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 April 20-24, 2020

Administration

- Meetings
 - Preconstruction Meeting for Jefferson St. Pedestrian Project (Emily Katie & Chris)
 - Held Town Council Special Meeting (Emily and Kim)
 - Attended Town Council Special Meeting Electronically (Roberto & Chris)
 - Held ARB Meeting (Emily & Kim)
 - Met with Town Attorney (Chris)
 - Met with BB&T Vice President (Chris)
 - 1 Meeting with Prince William County EOC (Chris)
 - 1 Meeting with Northern Virginia Regional Commission (Chris)
 - Met with Representative Wexton (Chris)
 - Attended White House Briefing for Local, State, and Tribal Leaders (Chris)
 - Met Republic about Missed Trash Bins on Jordan Ln and Caboose Trail (Chris)
- New Items/Businesses
 - No New Businesses
 - Preparing Agenda Items and background for May Town Council Meeting
 - Began Tracking Revenue Losses in case CARES allow for reimbursement for Lost Revenue due to COVID
- Continued Items
 - Completed Information on BB&T Bank Franchise
 - Completed Resolution for extending BPOL Payment 30 days
 - Jefferson Street Pedestrian Project began staging equipment within Town

Town Staff

- Held Town Council Special Meeting and ARB Meeting
- Working on Town Council Meeting Minutes and Agenda Items
- Completed Advertisement for FY 21 Budget Public Hearing
- Working on FY20 and FY21 Budget Updates
- Updated Town Website and Posted on Social Media
- Research options about Real Estate Refunds



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 4-20-2020
 Subject: Monthly Report for April 2020

Felony Arrests	3	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	5	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	2281	Various
Out of Town Calls for Service	30	Various
Traffic Summons	52	Speeding, Suspended, Reckless, etc.
Traffic Warnings	98	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	1	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	595	All Town Businesses

Points of Interest:

COVID-19 Response
 New Hire/FTO
 Walmart Grant



Town of Haymarket
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Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
May 4, 2020

Highlights:

- The financials attached are as of March 31, 2020.
- This month has been unusual as part of the office began to work remotely, yet being able to provide our Town residents and Business without a delay in service.
- Town Hall has adjusted and began to work on a plan to be even more conscious on expenditures, Staff has been actively looking at ways to avoid having to make any unnecessary expenses during this time.
- Continued to work on draft budget for FY2020-2021 and address questions Council may have concerning current budget as well.
- Continue to monitor current budget as the COVID pandemic has presented many unknowns to the current status of Revenues
- Contact Mary Earhart to get information potential Real Estate rebate/refund
- Business Licenses have been received and processed as they come in to Town Hall
- Answered questions for a potential new business that is looking to move into the Town limits from Fairfax, VA. The business was dentistry.

Town of Haymarket
Statement of Net Position
As of March 31, 2020

	Mar 31, 20
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,543,302.75
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	327,540.79
Total Checking/Savings	1,870,899.14
Accounts Receivable	
12000 · Accounts Receivable	142,107.08
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	141,917.30
Other Current Assets	
11499 · Undeposited Funds	173.11
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
Total Other Current Assets	-63,624.14
Total Current Assets	1,949,192.30
Fixed Assets	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,745,792.94
Other Assets	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
Total Other Assets	123,047.00
TOTAL ASSETS	7,818,032.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	62,114.60
Total Accounts Payable	62,114.60
Credit Cards	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	327.07
20042 · PD Credit Card - SONA 0277	312.93
Total Credit Cards	550.06
Other Current Liabilities	
20095 · Deferred Revenue - Events	5,000.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	1,267.42
22000 · Security Deposits	12,180.75

Town of Haymarket
Statement of Net Position
As of March 31, 2020

	Mar 31, 20
22010 · Escrow Deposits	38,845.00
Total Other Current Liabilities	67,358.77
Total Current Liabilities	130,023.43
Long Term Liabilities	
20080 · Accrued Interest Payable	9,621.55
23000 · Accrued Leave	26,892.84
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
Total Long Term Liabilities	1,182,457.03
Total Liabilities	1,312,480.46
Equity	
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	26,380.68
Total Equity	6,505,551.78
TOTAL LIABILITIES & EQUITY	7,818,032.24

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2020

	Mar 20
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-02 · Public Service Corp RE Tax	592.97
3110-03 · Interest - All Property Taxes	0.27
3110-04 · Penalties - All Property Taxes	0.50
Total 3110 · GENERAL PROPERTY TAXES	593.74
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	52,722.13
3120-04 · Consumer Utility Tax	14,761.71
3120-05 · Meals Tax - Current	65,453.58
3120-07 · Penalties (Non-Property)	192.76
Total 3120 · OTHER LOCAL TAXES	133,130.18
3130 · PERMITS,FEES & LICENESES	
3130-02 · Inspection Fees	450.00
3130-03 · Motor Vehicle Licenses	30.00
Total 3130 · PERMITS,FEES & LICENESES	480.00
3140 · FINES & FORFEITURES	
3140-01 · Fines	3,410.49
Total 3140 · FINES & FORFEITURES	3,410.49
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	2,930.14
3150-02 · Interest on Bank Deposit	361.62
Total 3150 · REVENUE - USE OF MONEY	3,291.76
3151 · RENTAL (USE OF PROPERTY)	
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-04 · Suite 210 LF Security	858.67
3151-06 · Suite 204 MAC-ISA	560.00
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
Total 3151 · RENTAL (USE OF PROPERTY)	12,985.10
3160 · CHARGES FOR SERVICES	
3160-01 · Public Safety	
3160-05 · Laney Detail	11,800.00
Total 3160-01 · Public Safety	11,800.00
Total 3160 · CHARGES FOR SERVICES	11,800.00
3180 · MISCELLANEOUS	129.98
3200 · REVENUE FROM COMMONWEALTH	
3200-05 · Communications Tax	8,528.09
Total 3200 · REVENUE FROM COMMONWEALTH	8,528.09
Total Income	174,349.34
Gross Profit	174,349.34
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	93.71
111005 · Salaries & Wages - Regular	1,225.00

Attachment: Treasurer Report Financials for 05.04.2020 (4431 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2020

	Mar 20
Total 11100 · TOWN COUNCIL	1,318.71
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	20,266.21
1211003 · Salaries/Wages - Part Time	3,105.00
1211004 · FICA/Medicare	1,744.68
1211005 · VRS	2,475.76
1211006 · Health Insurance	1,881.42
1211007 · Life Insurance	284.38
1211008 · Disability Insurance	130.60
1211009 · Unemployment Insurance	1,126.83
1211010 · Worker's Compensation	0.00
1211011 · Gen Property/Liability Ins.	865.00
1211012 · Accounting Services	142.29
1211014 · Printing & Binding	268.54
1211015 · Advertising	227.00
1211016 · Computer, Internet & Website Svc	1,734.64
1211017 · Postage	682.70
1211018 · Telecommunications	1,042.40
1211020 · Meals & Lodging	147.63
1211024 · Books, Dues & Subscriptions	749.71
1211025 · Office Supplies	810.07
1211026 · Equipment Rental	385.62
Total 12110 · TOWN ADMINISTRATION	38,070.48
12210 · LEGAL SERVICES	
1221001 · Legal Services	2,604.30
Total 12210 · LEGAL SERVICES	2,604.30
Total 01 · ADMINISTRATION	41,993.49
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	27,442.70
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	2,467.08
3110004 · Salaries & Wages - Holiday Pay	0.00
3110005 · Salaries & Wages - Part Time	5,955.00
3110007 · Salary & Wages - DMV Grant	1,298.16
3110008 · Salaries & Wages - Laney Detail	11,800.00
3110020 · FICA/MEDICARE	3,686.08
3110021 · VRS	2,919.06
3110022 · Health Insurance	4,312.08
3110023 · Life Insurance	389.48
3110024 · Disability Insurance	159.39
3110026 · Workers' Compensation Insurance	0.00
3110027 · Line of Duty Act Insurance	0.00
3110028 · Legal Services	1,500.00
3110032 · Computer, Internet & Website	53.00
3110034 · Telecommunications	842.56
3110035 · General Prop Ins (Vehicles)	0.00
3110041 · Office Supplies	865.13
3110043 · Vehicle Maintenance/Supplies	729.18
3110045 · Uniforms & Police Supplies	2,344.41
Total 31100 · POLICE DEPARTMENT	66,763.31
Total 03 · PUBLIC SAFETY	66,763.31
04 · PUBLIC WORKS	
4110001 · Town Public Works	919.65
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	6,679.16

Attachment: Treasurer Report Financials for 05.04.2020 (4431 : Town Treasurer Report)

Town of Haymarket
Statement of Revenue & Expenditures for Month
March 2020

	Mar 20
Total 43200 · REFUSE COLLECTION	6,679.16
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	7,902.19
4310002 · Maint Svc Contract-Pest Control	155.00
4310003 · Maint Svc Contract-Landscaping	2,075.00
4310005 · Maint Svc Cont- Street Cleaning	400.00
4310007 · Electric/Gas Services	1,415.18
4310008 · Electrical Services-Streetlight	370.00
4310009 · Water & Sewer Services	140.75
Total 43100 · MAINT OF 15000 Wash St./Grounds	12,458.12
Total 04 · PUBLIC WORKS	20,056.93
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	244.65
Total 70000 · HAYMARKET COMMUNITY PARK	244.65
72200 · MUSEUM	
7220012 · Telecommunications	130.82
Total 72200 · MUSEUM	130.82
Total 07 · PARKS, REC & CULTURAL	375.47
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110002 · FICA/Medicare	0.00
8110003 · Consultants - Engineer	4,572.50
Total 81100 · PLANNING COMMISSION	4,572.50
81110 · ARCHITECTURAL REVIEW BOARD	
8111002 · FICA/Medicare	0.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	0.00
Total 08 · COMMUNITY DEVELOPMENT	4,572.50
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	0.01
Total EMPLOYEE BENEFITS	0.01
Total 94105 · PERSONNEL	0.01
Total Expense	133,761.71
Net Ordinary Income	40,587.63
Net Income	40,587.63

Attachment: Treasurer Report Financials for 05.04.2020 (4431 : Town Treasurer Report)

Town of Haymarket
Revenue Expenditures Actual To-Date vs Annual Budget
July 1, 2019 through March 31, 2020

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
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%	
Total 3110 · GENERAL PROPERTY TAXES	391,673.95	387,041.00	101.2%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	86,529.69	195,000.00	44.4%	
3120-03 · Cigarette Tax	101,722.50	160,000.00	63.6%	<i>collections up to February 29, 2020</i>
3120-04 · Consumer Utility Tax	106,726.24	150,000.00	71.2%	<i>collections up to February 29, 2020</i>
3120-05 · Meals Tax - Current	530,319.44	700,000.00	75.8%	<i>collections up to February 29, 2020</i>
3120-06 · Sales Tax Receipts	74,697.39	155,000.00	48.2%	<i>collections up to December 31, 2019</i>
3120-07 · Penalties (Non-Property)	3,427.76	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,551.18	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	904,974.20	1,382,000.00	65.5%	
3130 · PERMITS, FEES & LICENESSES				
3130-01 · Application Fees	1,600.00	4,500.00	35.6%	
3130-02 · Inspection Fees	3,150.00	15,000.00	21.0%	
3130-03 · Motor Vehicle Licenses	653.00	1,900.00	34.4%	
3130-05 · Other Planning & Permits	18,674.25	25,000.00	74.7%	
Total 3130 · PERMITS, FEES & LICENESSES	24,077.25	46,400.00	51.9%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	39,073.71	50,000.00	78.1%	<i>collections up to February 29, 2020</i>
Total 3140 · FINES & FORFEITURES	39,073.71	50,000.00	78.1%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	10,757.24			
3150-02 · Interest on Bank Deposit	3,168.55			
3150-03 · Interest on Bank Deposits	6,408.78	8,000.00	80.1%	
Total 3150 · REVENUE - USE OF MONEY	20,334.57	8,000.00	254.2%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	6,626.64	7,183.65	92.2%	
3151-02 · 15026 Suite 210 Body Mind	5,115.48	4,648.01	110.1%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	7,251.59	7,460.25	97.2%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	4,620.00	5,512.50	83.8%	
3151-07 · Haymarket Church Suite 206	27,160.00	32,592.00	83.3%	
3151-08 · 15020 Washington Realty	38,892.24	46,679.11	83.3%	
3151-09 · 15026 Copper Cricket	15,638.49	20,851.32	75.0%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	13,397.50	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	133,483.44	166,077.81	80.4%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	25.00	0.00	100.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	7,835.50	3,000.00	261.2%	
3160-03 · VDOT Detail	3,008.75	3,008.75	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St & Old Carolina</i>
3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	
3160-01 · Public Safety - Other	12,600.00	0.00	100.0%	<i>Laney Group security detail revenue (will be appropriated in June)</i>
Total 3160-01 · Public Safety	29,944.25	13,008.75	230.2%	

Town of Haymarket
Revenue Expenditures Actual To-Date vs Annual Budget

July 1, 2019 through March 31, 2020
 29,969.25 13,008.75 230.4%

Total 3160 · CHARGES FOR SERVICES			
3165 · REVENUE - TOWN EVENTS			
3165-01 · Revenue - Town Events	87,683.20	70,000.00	125.3%
Total 3165 · REVENUE - TOWN EVENTS	87,683.20	70,000.00	125.3%
3170 · HISTORICAL FUND			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
Total 3170 · HISTORICAL FUND	0.00	4,262.02	0.0%
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	125.00	1,000.00	12.5%
3180-02 · Vetern Banners	-78.00	0.00	100.0%
3180-03 · Miscellaneous	2,048.80	0.00	100.0%
3190 · SALE OF SALVAGE & SURPLUS			
3190-01 · Public Safety - Surplus Sales	4,776.95	4,776.95	4,776.95
Total 3190 · Sale of Salvage & Surplus	4,776.95	4,776.95	4,776.95
3180 · Miscellaneous - Other	174.98	0.00	100.0%
Total 3180 · MISCELLANEOUS	7,047.73	5,776.95	122.0%
3200 · REVENUE FROM COMMONWEALTH			
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	69,271.91	117,000.00	59.2% <i>collections up to February 29, 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%
Total 3200 · REVENUE FROM COMMONWEALTH	124,557.41	173,991.00	71.6%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	6,636.54	6,000.00	110.6%
3300 · REVENUE FROM FEDERAL GOVERNMENT - O	0.00	250,000.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	6,636.54	256,000.00	2.6%
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
Total Income	1,769,511.25	3,002,057.53	58.9%
Gross Profit	1,769,511.25	3,002,057.53	58.9%
Expense			
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	662.80	5,000.00	13.3%
111002 · FICA/Medicare	1,053.80	2,000.00	52.7%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	237.80	250.00	95.1%
111005 · Salaries & Wages - Regular	13,775.00	32,100.00	42.9%
111006 · Town Elections	0.00	3,200.00	0.0%
Total 11100 · TOWN COUNCIL	15,729.40	44,550.00	35.3%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	180,497.09	284,000.00	63.6%
1211003 · Salaries/Wages - Part Time	24,384.00	50,000.00	48.8%
1211004 · FICA/Medicare	14,783.71	24,257.00	60.9%
1211005 · VRS	17,956.75	31,862.00	56.4%
1211006 · Health Insurance	23,185.36	59,195.00	39.2%
1211007 · Life Insurance	2,271.27	3,852.00	59.0%
1211008 · Disability Insurance	987.08	2,631.00	37.5%
1211009 · Unemployment Insurance	4,212.96	2,363.00	178.3%
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	6,316.09	8,000.00	79.0%
1211013 · Cigarette Tax Administration	3,175.24	5,500.00	57.7%
1211014 · Printing & Binding	7,426.85	8,925.00	83.2%
1211015 · Advertising	6,191.96	12,000.00	51.6%
1211016 · Computer, Internet & Website Svc	17,815.79	23,650.00	75.3%
1211017 · Postage	3,019.92	4,000.00	75.5%
1211018 · Telecommunications	4,590.53	6,000.00	76.5%

Attachment: Treasurer Report Financials for 05.04.2020 (4431 : Town Treasurer Report)

Town of Haymarket
Revenue Expenditures Actual To-Date vs Annual Budget

July 1, 2019 through March 31, 2020

1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	2,126.53	6,000.00	35.4%
1211021 · Convention & Education	2,095.49	10,000.00	21.0%
1211022 · Miscellaneous	157.58	1,000.00	15.8%
1211024 · Books, Dues & Subscriptions	9,529.63	16,000.00	59.6%
1211025 · Office Supplies	5,946.45	6,500.00	91.5%
1211026 · Equipment Rental	3,181.53	4,075.00	78.1%
Total 12110 · TOWN ADMINISTRATION	354,119.45	585,528.00	60.5%
12210 · LEGAL SERVICES			
1221001 · Legal Services	44,884.52	73,000.00	61.5%
Total 12210 · LEGAL SERVICES	44,884.52	73,000.00	61.5%
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	429,283.37	719,078.00	59.7%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
3110001 · Salaries & Wages - Regular	282,259.23	424,457.00	66.5%
3110003 · Salaries & Wages - OT Premium	20,889.24	34,000.00	61.4%
3110004 · Salaries & Wages - Holiday Pay	16,714.40	14,000.00	119.4%
3110005 · Salaries & Wages - Part Time	30,120.00	20,000.00	150.6%
3110006 · Salaries & Wages - VDOT	2,900.94	3,008.75	96.4%
3110007 · Salaries & Wages - DMV Grant	3,704.27	0.00	100.0%
3110008 · Salaries & Wages - Laney Detail	12,600.00	0.00	100.0%
3110020 · FICA/MEDICARE	27,921.45	32,471.00	86.0%
3110021 · VRS	28,947.31	45,884.00	63.1%
3110022 · Health Insurance	54,727.91	73,375.20	74.6%
3110023 · Life Insurance	3,862.80	5,560.00	69.5%
3110024 · Disability Insurance	1,637.21	2,500.00	65.5%
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	13,547.80	24,000.00	56.4%
3110032 · Computer, Internet & Website	10,260.53	14,000.00	73.3%
3110033 · Postage	5.19	300.00	1.7%
3110034 · Telecommunications	7,480.14	10,000.00	74.8%
3110035 · General Prop Ins (Vehicles)	3,072.00	3,075.00	99.9%
3110038 · Convention & Edu. (Training)	2,914.98	4,500.00	64.8%
3110039 · Miscellaneous	1,353.92	1,000.00	135.4%
3110040 · Annual Dues & Subscriptions	12,750.09	12,138.00	105.0%
3110041 · Office Supplies	4,756.51	6,000.00	79.3%
3110042 · Vehicle Fuels	12,097.60	16,000.00	75.6%
3110043 · Vehicle Maintenance/Supplies	8,534.92	11,000.00	77.6%
3110045 · Uniforms & Police Supplies	35,867.97	41,638.95	86.1%
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	640,203.12	840,051.90	76.2%
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	644,103.12	870,051.90	74.0%
04 · PUBLIC WORKS			
4110001 · Town Public Works	15,902.69	50,680.20	31.4%

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

New Town detail which is being paid by Laney Group

Town of Haymarket
Revenue Expenditures Actual To-Date vs Annual Budget

July 1, 2019 through March 31, 2020
 0.00 4,262.02 0.0%

4110002 · Street Beautification - HF			
43200 · REFUSE COLLECTION			
4320001 · Trash Removal Contract	64,647.02	78,789.80	82.1%
Total 43200 · REFUSE COLLECTION	64,647.02	78,789.80	82.1%
43100 · MAINT OF 15000 Wash St./Grounds			
4310001 · Repairs/Maintenance Services	53,988.34	55,000.00	98.2%
4310002 · Maint Svc Contract-Pest Control	775.00	2,000.00	38.8%
4310003 · Maint Svc Contract-Landscaping	24,910.98	35,000.00	71.2%
4310004 · Maint Svc Contract Snow Removal	35.88	7,000.00	0.5%
4310005 · Maint Svc Cont- Street Cleaning	3,500.00	3,000.00	116.7%
4310007 · Electric/Gas Services	12,633.31	15,000.00	84.2%
4310008 · Electrical Services-Streetlight	3,526.26	5,500.00	64.1%
4310009 · Water & Sewer Services	1,318.25	2,000.00	65.9%
4310010 · Janitorial Supplies	110.10	1,000.00	11.0%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
Total 43100 · MAINT OF 15000 Wash St./Grounds	101,614.96	129,500.00	78.5%
Total 04 · PUBLIC WORKS	182,164.67	263,232.02	69.2%
07 · PARKS, REC & CULTURAL			
70000 · HAYMARKET COMMUNITY PARK			
7000001 · Grounds Maintenance/Repairs	44,668.30	58,504.96	76.4%
Total 70000 · HAYMARKET COMMUNITY PARK	44,668.30	58,504.96	76.4%
71110 · EVENTS			
7111001 · Advertising - Events	13,087.60	0.00	100.0%
7111003 · Contractural Services	58,067.03	70,000.00	83.0%
Total 71110 · EVENTS	71,154.63	70,000.00	101.6%
72200 · MUSEUM			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	1,053.89	2,200.00	47.9%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
Total 72200 · MUSEUM	1,453.89	5,150.00	28.2%
Total 07 · PARKS, REC & CULTURAL	117,276.82	133,654.96	87.7%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
8110001 · Salaries & Wages - Regular	1,365.00	5,670.00	24.1%
8110002 · FICA/Medicare	100.98	500.00	20.2%
8110003 · Consultants - Engineer	17,269.10	50,000.00	34.5%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
Total 81100 · PLANNING COMMISSION	18,735.08	97,170.00	19.3%
81110 · ARCHITECTURAL REVIEW BOARD			
8111001 · Salaries & Wages - Regular	1,605.00	7,830.00	20.5%
8111002 · FICA/Medicare	98.67	850.00	11.6%
Total 81110 · ARCHITECTURAL REVIEW BOARD	1,703.67	8,680.00	19.6%
81111 · Board Of Zoning Appeals			
8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	20,438.75	108,023.00	18.9%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			

charges up to February 29, 2020; \$5,496.25 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected

Attachment: Treasurer Report Financials for 05.04.2020 (4431 : Town Treasurer Report)

Town of Haymarket
Revenue Expenditures Actual To-Date vs Annual Budget
July 1, 2019 through March 31, 2020

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%	
Total 95100 · DEBT SERVICE	208,995.30	218,517.65	95.6%	
Total 09 · NON-DEPARTMENTAL	208,995.30	218,517.65	95.6%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.02			
Total EMPLOYEE BENEFITS	0.02			
Total 94105 · PERSONNEL	0.02			
94106 · TOWN CENTER MASTER PLAN				
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%	<i>Project is complete</i>
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	139,500.00	99.1%	
94107 · BLIGHT MITIGATION	2,595.00	50,000.00	5.2%	
Total Expense	1,743,130.57	3,002,057.53	58.1%	
Net Ordinary Income	26,380.68	0.00	100.0%	

Town Planner Task List April 2020

11.4.a

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
14945 Washington Street	Main Sign at Ash Salon	Emily	Feb-20	Discussion with the applicant			Applicant has applied for a sign to be placed above the main door at the Old Bank Building. The ARB discussed the application at the April ARB meeting and provided 4 recommendations for the sign location. The sign is not centered above the door due to an emergency light. The Board has requested a minor reconfiguration of the sign. Town Planner will work with the applicant to discuss the possibilities presented by the Board.
14600 Washington Street	Dumpster Enclosure	Emily and Katie	1/31/2020	Approval for Location			QBE came to the ARB for approval of the materials for the dumpster enclosure. The applicant was under the impression that final approval for the entire project was granted at the meeting. There is still outstanding approvals needed for the location of the dumpster pad. The concrete pad has been poured already. The engineer, myself and Business Manager are in discussions with the applicant to remedy the situation. UPDATE: Applicant has until June to finalize and submit plans, following the agreed upon date the applicant will remove the pad if no site plan amendment is submitted. Applicant received amendment approval from the ARB on 4-22 for the enclosure to be placed around the existing dumpster pad site.
Haymarket Hotel Venture, LLC - Architectural Elevations	Payne Lane Property	Emily	Aug-19	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 PWCSA 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 Boards 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 May or June Meeting when a full Board is present.						
Board of Zoning Appeals							
No Activity for April 2020							
Planning Commission							
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	Mar-19		Unknown		The applicant has posted the parcels for sale to include the Special Use Permit.
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	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 working on the site work.
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 the 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
Comprehensive Plan	The Planning Commission has set work session dates for the Comprehensive Plan and will begin working each month on a new item for the plan update. Planning Commission has begun to discuss their priorities to guide the Comp Plan discussion. 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)						

Prince William County (1 Mile Review)

No Activity for April 2020

Staff				
Upcoming Application	15100 Washington Street	Emily		Vitality Aesthetics -- a new business coming to Town has submitted an application for an exterior sign. At this time the application is incomplete. Completion is expected within the week. Following the completion of the application the Board will need to act on the application within 45 days. I will keep the Council and Board Chairman updated on the completion of the application and the review deadline.
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
Active Projects							
Pedestrian Improvements Project	Katie	7/14/2014	4/28/2020	Contractor			-NTP issued. Preconstruction meeting held 4/20. -Construction begins 5/4/20
Morais - Aroma II	Katie/Emily	1/15/2019	4/20/2020	N/A			-Plan approved 10/11/19. -Construction ongoing
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
6675 Fayette Street	Katie/Emily	6/6/2018	4/10/2020	Katie			-Construction complete. As-builts submitted 4/10/20 for bond release
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: 2020-04 Apr Engineer's Reports_KMM (4451 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
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: 2020-04 Apr Engineer's Reports_KMM (4451 : Town Engineer Report)