



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

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

15000 Washington St  
Haymarket, VA 20169

Monday, April 6, 2020

7:00 PM

Council Chambers

## **I. Call To Order**

## **II. Pledge of Allegiance**

## **III. Invocation**

## **IV. Citizens Time**

1. Proposed Resolution 2020-004 Jefferson St Speed Bump
2. Citizens Time for Other Town Matters

## **V. Minute Approval**

1. Mayor and Council - Work Session - Mar 2, 2020 6:00 PM
2. Mayor and Council - Regular Meeting - Mar 2, 2020 7:00 PM
3. Mayor and Council - Emergency Meeting - Mar 14, 2020 3:00 PM
4. Mayor and Council - Emergency Meeting - Mar 19, 2020 1:00 PM
5. Mayor and Council - Continuation Meeting - Mar 26, 2020 6:00 PM

## **VI. Agenda Items**

1. Resolution 2020-004 Jefferson Street Speed Hump
2. Resolution 2020-005 Budget Appropriations
3. Resolution 2020-007 Suspend Salaries for the Town of Haymarket Public Bodies
4. Refuse Collection Contract
5. Jefferson Street Pedestrian Project
6. Transient Occupancy Tax Disposition of Remittance
7. Haymarket Hotel Venture
8. Town Business Stimulus Package

## **VII. Continuity of Government - Town Attorney Crim**

## **VIII. 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

## **IX. Debt Refinance Options**

## **X. Proposed Budget Discussion**

1. Proposed 2020-21 Draft Budget

## **XI. Councilmember Time**

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

**XII. Closed Session**

**XIII. Adjournment**

**Kimberly Henry**

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**From:** Hazel Kline [REDACTED]  
**Sent:** Monday, March 30, 2020 6:29 PM  
**To:** Kimberly Henry  
**Subject:** We don't want speed table on Jefferson St.

David and Marie Kline ,14838 Caboose Trail ,Haymarket,Va ,thanks Sent from my iPad

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #'s blacked out (4396 : Proposed Resolution 2020-004

**Kimberly Henry**

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**From:** William Tannerjr [REDACTED]  
**Sent:** Monday, March 30, 2020 7:24 PM  
**To:** Kimberly Henry  
**Subject:** NO SPEED TABLE ON JEFFERSON ST!!!

Hello, My name is; William E Tanner Jr and I live at 6864 Jockey Club Lane, Haymarket Va 20169.  
AND I DO NOT WANT THAT SPEED TABLE RE INSTALLED ON JEFFERSON ST! It was terrible and very hard on cars!  
you could easily see how cars of all types bottomed out on it.

PLEASE RECORD MY ANSWER AS A STRONG NO TO REPLACING THE SPEED TABLE!!!

Thanks for sending the letter out, so that we can express our opinion.

William E Tanner Jr  
[REDACTED]

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #'s blacked out (4396 : Proposed Resolution 2020-004

**Kimberly Henry**

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**From:** Christine Petrus [REDACTED]  
**Sent:** Tuesday, March 31, 2020 10:09 AM  
**To:** Kimberly Henry  
**Subject:** Speed table on Jefferson Street

Good Morning,

As a resident of 6785 Fayette Street I am writing in support of replacing the speed table on Jefferson Street. Studies were done and determined a need for the speed table in 2007, but because road repairs were done the table was removed and simply never reinstalled. Were additional studies done to prove it was ineffective or no longer needed? I watch out my back door as cars fly down Jefferson Street with little or no regard to pedestrians or students standing on the corner of Jefferson and Fayette waiting for their school bus. As a matter of fact I called transportation and had my children's bus stopped moved because of the speed and traffic at that stop. Are we not concerned about the safety of our children?

I see that there is now a speed sign placed within feet of the railroad crossing, but this is too late! Cars have already speed past the houses. The sign needs to be up closer to the traffic light before entering the neighborhood, but will the cars cutting through town even notice a speeding sign? They certainly noticed the speed table!!

With the construction of the hotel at the top of Jefferson street, we are certain to see even more traffic in our neighborhood. Will out of town people who are lost or confused as to the entrance of the hotel notice signs? Probably not because they are distracted by gps or panicked about missing a turn. They too may speed through our streets. It is imperative for the safety of our neighborhood that this speed table be returned as it was prior to the resurfacing and as it was determine important by various studies in 2007.

Thank you for keeping our community safe.

Sincerely,  
 Christine Petrus  
 [REDACTED]

**Kimberly Henry**

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**From:** Don Meeks [REDACTED]  
**Sent:** Wednesday, April 1, 2020 8:39 AM  
**To:** Kimberly Henry  
**Subject:** Comments on Speed Table

To: Kimberly Henry, Town Clerk of Haymarket

I am writing to express my support of the resolution to remove the speed table. I believe the addition of the flashing 'your speed' and speed limit sign is sufficient to slow drivers down.

Thank you

Donald "Don" Meeks  
14896 Greenhill Crossing Dr.  
Haymarket – 20169

**Kimberly Henry**

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**From:** MG Turner [REDACTED]  
**Sent:** Wednesday, April 1, 2020 10:19 AM  
**To:** Kimberly Henry  
**Cc:** Chris Coon  
**Subject:** Jefferson St speed table

Ms. Henry,

This email is in response to a letter I received from the Town regarding the Jefferson St speed table. Let me first say that I was surprised to receive such a letter since I signed a petition to have the speed table reinstalled. After viewing the online meeting video I see that Mr. Shannon, who is employed by VDOT, has interjected himself into the situation. The speed table was installed through a very lengthy PWC DOT process with the Jefferson St neighborhood and met the strict criteria for installation following a public hearing with PWC BOS. Neither Mr. Shannon or Mayor Leake have any business interjecting themselves into the re-installation or second guessing its need.

If people are complaining about the negative impact on their vehicles, they should slow down. In addition, citizens whether within or outside of the Town that do not have to contend with the daily vehicle speed on the street should not have a voice in this decision just as they did not when the initial process through PWC took place. I don't understand why letters were mailed to the entire Town citizenry on this subject.

Finally let me say that shortly after the repaving I contacted VDOT to request a 3-way stop at the intersection of Jefferson and Fayette. It was denied. This is the only substituting mitigation that I would find acceptable.

Thank you,

Maria Turner  
 6791 Fayette St.  
 Haymarket, VA 20169

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #s blacked out (4396 : Proposed Resolution 2020-004

**Kimberly Henry**

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**From:** douglas growitz [REDACTED]  
**Sent:** Wednesday, April 1, 2020 7:23 PM  
**To:** Kimberly Henry  
**Subject:** Speed table/bump

Finally, relief is here - again!

We moved to 18 th Century Haymarket 10 years ago to get out of the hustle and bustle world closer to Washington and enjoy the calmer, safer and slower-paced living Haymarket provided. We experienced changes here as development happened all around us, locally, and outside the immediate Old town Haymarket area.

When increased vehicular traffic moving at high speeds resulted from this expanded development, local government took responsible action and had constructed a speed table on our street, Jefferson Street. After Jefferson and Old Carolina were repaved, we expected the speed table also would be reconstructed. This speed table has not been replaced, so far.

Increased traffic is on the horizon again with the new subdivision of over 200 houses going in across the railroad tracks in Gainesville and the new hotel under construction in Haymarket. Inevitably, this will only add to the traffic problem of high volume and high speeds.

It is time now for local government to take responsible action again - put the speed table back and make it an even more effective deterrent by raising the height!

Douglas and Elisabeth Growitz  
 6782 Jefferson St.  
 Haymarket, VA 20169

[REDACTED]

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #'s blacked out (4396 : Proposed Resolution 2020-004



**Kimberly Henry**

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**From:** JUDY LAKE [REDACTED]  
**Sent:** Wednesday, April 1, 2020 9:35 PM  
**To:** Kimberly Henry  
**Subject:** Speed bump on Jefferson Street

Ladies and gentlemen of the Haymarket Town Council

I felt the speed bump was not beneficial to the town residents. The speed through that section is limited by traffic. The speed bump was, and would be, nothing more than a nuisance to motorists.

Thank you,

William Lake  
6836 St. Paul Dr.  
Haymarket, VA 20169

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #'s blacked out (4396 : Proposed Resolution 2020-004

**Kimberly Henry**

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**From:** sharon taylor [REDACTED]  
**Sent:** Thursday, April 2, 2020 2:54 PM  
**To:** Kimberly Henry  
**Subject:** Speed Table--Jefferson Street

As a resident of Longstreet Commons town homes since May 2012, I have often used Jefferson Street to visit my friend Pam Stutz when she lived at 6720, and travel to Rt 29 for shopping, Doctor's office and other destinations.

The Speed Table was necessary; I was surprised to NOT see it after the long-overdue re-paving of Jefferson Street. Originally, Fire & Rescue Departments fought against it, concerned about response times to emergencies. Haymarket and Prince William Police Departments should know whether the Speed Table prevented accidents as result of speeding, as well as how many citations for speeding and/or warnings were issued before/after the installation of the Speed Table.

My concern as a resident and occasional traveler of Jefferson Street, is that whatever action is taken will be safe and manageable.

Yours Truly, Sharon K. Taylor, 6603 Brave Court, Haymarket, VA. 20169 [REDACTED]

Sent from [Mail](#) for Windows 10

Attachment: Citizens' Email Correspondence for TC Meeting 4-6-2020, emails & phone #'s blacked out (4396 : Proposed Resolution 2020-004



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, March 2, 2020

6:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call To Order

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

### II. Agenda Items

#### 1. Crossroads Development Update

Mr. Don Wooden, owner of Meladon who owns the Crossroads Village property, gave the Town Council updates on the property. Mr. Wooden shared that because of the competitive landscape around the property, it has made finding companies willing to set up a lease on that property. Mr. Wooden explained the updated design of the lot and stated that in order to move the project forward was to have in the northwest corner of the property additional housing with a Special Use Permit. There was a short discussion on the subject.

#### 2. Proposed Budget Work Session

Business Manager Chris Coon stated that the draft budget was presented to the Finance Committee in February. He stated the committee then worked on some line items. He shared that after some edits, the proposed budget was before them. Councilman Leake took over the discussion of the proposed budget. Mr. Leake stated that the proposed budget is balanced on the current tax rate but could also work on an equalized tax rate which would mean that because the assessments in the County have increased, the Town's tax rate would be lowered so that the homeowner would not pay more on real estate taxes. A discussion followed on the tax rate. There was a general consensus of the Town Council to keep the tax rate the same and use the extra income to decrease the Town's debt. There was also a discussion on the future Capital Improvement Projects suggested by the Planning Commission. Due to the time, the Town Council decided to continue with the work session on the budget to later on in the evening at the Regular Monthly Meeting.

### III. Adjournment

#### 1. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Mar 2, 2020 6:00 PM (Minute Approval)

Kimberly Henry, Clerk of the Council

David Leake, Mayor



Minutes Acceptance: Minutes of Mar 2, 2020 6:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, March 2, 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: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Pledge of Allegiance: Brownie Troop 5925

Mayor Leake invited Brownie Troop 5925 to lead in the Pledge of Allegiance.

### III. Invocation: Pastor Tim MacGowan - Living Hope Evangelical Presbyterian Church

Mayor Leake invited Pastor MacGowan to the podium for the evening's invocation.

### IV. Presentation: Officer Down Motorcycle Memorial Ride - Officer O'Neal

Chris Cosgriff and Eric Provo joined Haymarket Police Officer O' Neal at the podium to share information to the Town Council about the upcoming Officer Down Memorial Ride. Mr. Cosgriff stated that the memorial ride is a motorcycle ride that brings awareness to the fallen officers and helps as a fundraiser to help accomplish the mission of the non profit organization. Mr. Provo gave the route of the ride. Officer O' Neal stated that he will be working with the organization and Chief Lands with the traffic control. The ride will take place on April 25, 2020.

### V. Citizen's Time

Tony Guiffre, 6741 Jefferson Street, first thanked the Town Council for their service to the community. He was also grateful that Jefferson Street had been re-paved. Mr. Guiffre stated that he was glad to see the speed bump gone and that the decision to have the speed table installed again should depend on studies from the experts, not based on a petition by citizens or Town Council.

Ken Luersen, 6752 Jefferson Street, recited a statement requesting that the Town Council deny Resolution 2020-004 which addresses the removal of the speed bump on Jefferson Street.

Tim Shalvey, 6748 Bleight Drive, first thanked the Town Council for their service to the community. Mr. Shalvey addressed the Town Council on the subject of the concrete pad and future dumpster site at 14600 Washington Street known as the QBE building property. Mr. Shalvey stated that on behalf of his neighbors, he is requesting to not permit the property owner to use the concrete pad site for a dumpster site. He cited various zoning ordinances of the Town that he feels had not been met. He stated that they way it is positioned, not only will the residents on Bleight Drive and surrounding neighborhoods see the dumpster, it will be seen from Washington Street as one comes into the historic district. He also stated that there are temporary signs at the QBE building and asked that the Town Council approach the property owner inquiring on a timeline for the installation of a permanent sign board. Mr. Shalvey also addressed zoning ordinance that references outdoor storage and loading areas on the property should be screened from public view and adjoining properties. Mr. Shalvey stated that he is aware of the on-going progress being made in the building but asked that the Town Council address items on the property that should not be in the view of the public, such as recreational vehicles and disassembled vehicles. Lastly, he stated that he would like to know what the plans are for the expansion of the parking lot and the landscaping that would buffer the parking lot from the streets.

Minutes Acceptance: Minutes of Mar 2, 2020 7:00 PM (Minute Approval)

Dottie Leonard, 14801 Washington Street, asked that the Town Council have more than one citizen's time at meetings for citizens to speak, especially when topics come up during the meeting. Ms. Leonard also addressed the Town Council regarding the speed bump. She stated that she was in favor of not having it re-installed. Ms. Leonard complimented the Town Council on the process of the decision made at the last month's meeting with the Van Metre Special Use Permit application. Lastly, Ms. Leonard spoke on behalf of the Citizens for the Betterment and Harmony of Haymarket in Western Prince William County. She stated that they are very concerned about the functions of the Architectural Review Board. She stated that the group is concerned because the Town is being developed without regard to the historic overlay that should govern the ARB in their decision making on applications.

Bob Weir, 6853 St. Paul Drive, addressed the Town Council on the subject of the proposed budget. Mr. Weir stated that the budget should be built on 2020 approved budget and also reflect the amendments throughout the year. Mr. Weir also addressed the CIP funds and TOT tax revenue and how it is dispersed in various funds, the revenues on cigarette tax, and the expenses on the police department budget. Mr. Weir also addressed the financial reports. He inquired why the finance committee receives different reports than what is presented in the Town Council agenda packet. He stated that the finance committee receives a more current version of the financials.

## VI. Minutes Approval

### 1. Mayor and Council - Work Session - Feb 3, 2020 6:00 PM

Councilman Leake moved to approved the Work Session minutes for February 3, 2020. The motion was seconded by Councilman Shannon.

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

### 2. Mayor and Council - Regular Meeting - Feb 3, 2020 7:00 PM

Councilman Leake moved to approve the minutes for Regular Meeting on February 3, 2020. Councilman Shannon seconded the motion.

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

## VII. Agenda Items

### 1. Resolution 2020-004 & Staff Report

Business Manager Chris Coon gave some information regarding the proposed resolution. Mr. Coon stated that the speed table would not have been installed by VDOT current standards if requested by the citizens because of it being a secondary street. Mr. Coon asked VDOT for a sample resolution for the Town Council to consider removing the speed table on Jefferson Street. Police Chief Lands also gave some information regarding studies performed by the department while the speed table was in place and after the speed table was removed. Discussion followed on the subject. There was a consensus of the Town Council to table this item until the next meeting so that all citizens on Jefferson Street have an opportunity to speak and for staff to conduct a speed study and gather more information.

<b>RESULT:</b>	<b>TABLED [5 TO 1]</b>
<b>AYES:</b>	Edwards, Day, Leake, Panthi, Shannon
<b>NAYS:</b>	Chris Morris

## VIII. Department Reports

### 1. Town Administration Staff Reports



Mayor Leake asked if the Town Council had any questions for the Business Manager. Councilman Morris stated he was happy to see that the Town Park and Playground was added to Google Maps. There was some discussion regarding items on Mr. Coon's report. Mr. Coon shared that VDOT will be repaving Washington Street. He stated that they will be removing the brick crosswalk and replace it with a highly visible crosswalk.

Mr. Coon also shared that Town Planner Emily Lockhart has been working hard to receive sponsorship for the FY20-21 events. He stated that she has already received several sponsors. Mr. Coon shared that there has been a steady flow of business licenses coming in.

Mr. Coon shared that Ms. Lockhart would like to update the zoning permit forms so that more information is provided from applicant in order for the Planning Commission and Architectural Review Board has more accurate and specific information available when making decisions. Lastly, Mr. Coon stated that he and Ms. Lockhart discussed about having a Town Clean-up day. It was suggested that Mr. Coon check with the HOA's as to their clean-up day so that the Town could coincide with them.

## 2. Chief of Police Reports

Chief Lands gave a monthly update to the Town Council. He stated that he attended the Virginia Association of Police Chiefs Conference. He stated that the majority of the conversation was on some of the new laws possibly coming and the impact it could have on law enforcement. Chief Lands also shared that the department started doing an off duty security detail at the Laney Construction Site at Jefferson and Jordan Street. Chief Lands stated that the department has expanded the commercial motor vehicle program with Officer O'Neal. Chief Lands stated that Officer O'Neal completed the training and is currently certified to inspect and can summons commercial vehicles that have safety violations.

Police Chief Lands shared that he is still in the interviewing process for the vacant position in the department.

## 3. Town Treasurer Report

Town Treasurer Roberto Gonzalez shared that the financial reports presented is of January 31. Mr. Gonzalez stated the past month, he primarily worked on the proposed budget with the guidance from the Finance Committee and the Business Manager. Mr. Gonzalez stated that he looks forward to budget work sessions so that he can get input from the rest of the Town Council in what they would like to see in the budget.

## 4. Town Planner Report

Town Planner Emily Lockhart shared information on the most recent sponsors for the next event season.

Ms. Lockhart gave the Town Council information regarding the dumpster site at the QBE property. Ms. Lockhart stated that the application came to the Architectural Review Board on the design of the dumpster site. She stated that the ARB approved the design but stated that in her report the location was yet to be determined. She continued to state that there was a lack of communication with the applicant and that the applicant started the project. She stated that she is currently working with the applicant to come up with a solution. She stated that in future conversations she will be able to address the outdoor storage problems as she can with the current zoning regulations. A short discussion followed on following up with the concerned citizens with the updated conversation with the applicant.

Ms. Lockhart shared that Haymarket Hotel is still working with the County's building department. Ms. Lockhart also shared that the Architectural Review Board will finalize the edits on the draft by-laws at their next meeting. Ms. Lockhart also shared that the property at 6604 and 6608 Jefferson Street that recently was granted an SUP is for sale. There was a short discussion on SUP application approvals.

Ms. Lockhart also shared that the Morais Wine Tasting Room should be opened by Spring 2020. Councilman Morris inquired if they were building according to specs. Ms. Lockhart confirmed that they are building according to specs and approved architectural designs.

Ms. Lockhart updated the Town Council on the condition of the Pardo House. She stated that they were asked to remove all landscaping debris in the backyard and to fix the tarp and plastic on the house.

Lastly, Ms. Lockhart shared that she sent a zoning violation notice to a property on Fayette Street in regards to commercial landscaping equipment and dumping of materials on the property. She stated that the notice gave the timeline for response and appeal.

\*\*The emails from the concerned citizens about the dumpster location and design will be part of the record at the end of the minutes.

## IX. Updates

### 1. Architectural Review Board Update

Town Planner Emily Lockhart gave the Architectural Review Board update. She shared the 2 Certificate of Appropriateness' that were approved at the meeting. She shared that she is now providing the Architectural Review Board a new staff report for each application so that it can help the Board on decisions of each application. Ms. Lockhart also shared that the Board will be having a joint meeting with the Planning Commission to discuss the historic resource section of the Comprehensive Plan on March 23 at 6 PM.

### 2. Planning Commission Update

Councilman Shannon stated the Planning Commission worked on the Comprehensive Plan at the Work Session but did not have the Regular meeting since there was no agenda items to be discussed.

### 3. Finance Committee Update

Councilman Leake stated that he would like to set the public hearing dates. He stated that he would like to set the tax rate and hold additional work sessions on the budget. Mayor Leake suggested to have a continuation of this meeting to go over the line items of the budget. There was a discussion on the tax rate public hearing. Town Attorney Crim gave some information regarding the advertising guidelines. There was a consensus of the Town Council to set the public hearing on the tax rate on Tuesday, April 14, 2020 at 7 PM.

Councilman Leake also addressed the subject of the Transient Occupancy Tax. He stated that the finance committee looked at other jurisdictions and would like to bring in front of the Town Council a different breakdown of percentages going toward tourism and the general fund. Councilman Leake asked the availability of the Town Council to have a continuation of the meeting for the purpose of the budget work session. The Town Council decided to continue the meeting on Thursday, March 26, 2020 at 6 PM.

## X. Councilmember Time

### 1. Steve Shannon

Councilman Shannon thanked the staff and the Police Department for their hard work.

### 2. Connor Leake

Councilman Leake gave his opinion from the presentation given at the Work Session held earlier in the evening. He stated that he met with the property owner on his revised idea of property. Mr. Leake stated that he would not support the new idea presented at the Work Session.

Councilman Leake asked that the Planning Commission look at the CIP at their next meeting and make suggestions by the April Town Council meeting.

Councilman Leake thanked the Finance Committee, Town Treasurer and Business Manager for all their hard work on the proposed budget.

### 3. Madhu Panthi

Councilman Panthi did not have anything to report.

### 4. Susan Edwards

Vice Mayor Edwards did not have anything to report.

### 5. Chris Morris

Councilman Morris stated that the deadline to declare candidacy to run for Town Council is March 3rd and encouraged those who have declared their candidacy is ready to work for the citizens. Mr. Morris suggested that the candidacy newsletter should go out shortly after the deadline. Mr. Morris complimented the staff on a job well done especially with the demands from the Town Council and citizens.

### 6. Robert Day

Councilman Day stated that he wanted to make note for the record that the Vice Mayor voted against the red real estate sign that was part of citizens time.

### 7. David Leake

Mayor Leake shared that the staff and the police department are getting most current updates on the Coronavirus to share with our citizens.



## XI. Closed Session

### 1. Motion

Councilman Leake moved to go into Closed Session pursuant to Virginia Code 2.2-3711 (A)(3) to discuss the acquisition of real property for public purpose; for the discussion in open meeting would adversely affect bargaining position or negotiating strategies of the public body specifically property within the Town limits. Councilman Morris seconded the motion.

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

### 2. Certification

Councilman Leake moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting requirements under the provisions of the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Shannon seconded the motion.

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

## XII. Adjournment

The Town Council recessed until the Continuation Meeting on Thursday, March 26, 2020 at 6 PM.



# TOWN OF HAYMARKET TOWN COUNCIL

## EMERGENCY MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Saturday, March 14, 2020

3:00 PM

Emergency Phone Conference Call

A Emergency Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 3:00 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present, Town Attorney Martin Crim: Present, Business Manager Chris Coon: Present, Police Chief Kevin Lands: Present, Clerk of Council Kimberly Henry: Present, Police Sergeant Jeff Shaveer: Present, Police Officer Tim Hood: Present.

### II. Council Discussion on Coronavirus State of Emergency

#### 1. Police Department Actions

Police Chief Kevin Lands shared the police departments update and actions. He stated that all after hours calls would be forwarded to the officer on duty. Chief Lands shared that he will have latex gloves available for the officers to use especially when in contact with the public. He also shared that the officers would be practicing social distancing, whenever possible. Chief Lands reported that Officer O'Neale has suspended community events and ride alongs. The self defense class has been postponed until May. There was discussion on the usage of masks. Their was a suggestion to have mask available in case of an arrest. There was also a suggestion that every transport is provided a mask to wear.

#### 2. Town Staff Actions

All after hours phone calls are to be forwarded to Business Manager Chris Coon's business cell phone. Mr. Coon shared that he was on a conference call from Senator Wexton's office. Mr. Coon shared some ideas of what the staff was doing. Mr. Coon shared that he received directive on the services and resources from Prince William County. There was a discussion on conducting future meeting electronically.

At 3:42 pm some communication was lost. Also Officer Hood was no longer in the meeting at this time.

The Town Council asked Mr. Coon to contact Town Planner Emily Lockhart to make sure all future Special Use Permit and Certificate of Appropriateness are addressed immediately and that they can be acted upon.

The Town Council also addressed the subject of the playground equipment. There was a suggestion to have the equipment deep cleaned. There was also a discussion informing and suggesting that each individual sanitize the equipment before and after use.

The Town Council briefly discussed the long range plans on future agendas and meetings.

The conference call ended at 4:00 PM

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

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

Minutes Acceptance: Minutes of Mar 14, 2020 3:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## EMERGENCY MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, March 19, 2020

1:00 PM

Emergency Phone Conference Call

A Emergency Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 1:00 PM.

Mayor David Leake called the meeting to order.

### I. Call To Order

Councilman Chris Morris: Present, Vice Mayor Susan Edwards: Present, Councilman Robert Day: Present, Councilman Connor Leake: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present, Business Manager Chris Coon: Present, Town Planner Emily Lockhart: Present, Town Treasurer Roberto Gonzalez: Present, Police Chief Kevin Lands: Present, Clerk of Council Kimberly Henry: Present, Town Attorney Martin Crim: Present.

### II. COVID-19 Discussion

The purpose of this meeting was to give updates since the last Emergency Meeting on the COV-ID 19 pandemic.

#### 1. Administrative Office Updates

Business Manager Chris Coon shared that he participated in teleconferences with Prince William County. He stated that the County was looking at setting drive thru test collection sites. He also shared that they were obtaining cash for personal protective equipment (PPE) for law enforcement and first responders. There was a discussion of having a unified front as far as closures of buildings.

Mr. Coon shared that he also participated regional teleconferences involving other counties and towns. Mr. Coon shared some of the ideas that other towns were having in regards to future meetings and agendas.

Mayor Leake shared that the Town Staff divided into 2 teams - Team A and Team B. He shared that Team A was currently working in the Town Hall Building and Team B was tele-working from home. He also shared that the entrance is limited to the Police Department doors and a ring app is in place for citizens wishing to see a staff member. He also shared that calls would be forwarded to Mr. Coon's work cell phone so that Town Hall would be available for the citizens 24 hours a day. He shared that the staff is continually doing updates from the State and County through Facebook and the Town's website. Mayor Leake also shared that the Town would follow the County's lead on closing the playground.

#### 2. Police Department Updates

Chief Lands shared that the department is still operating on minimum staff with one officer at a time and himself in the office. He shared that protective heavy gauge gloves have been issued and the masks have been shipped. He shared that Representative Roem provided masks until the other masks arrive. Chief Lands also shared that lysol has been provided for officers to have in their vehicles. He also stated that food is available for the officers on duty in case the restaurants are forced to close down. Mr. Lands stated some information he received on a teleconference call with other chiefs in the state.

#### 3. Town Attorney Comments

Town Attorney Martin Crim shared with the Town Council information and updates from the County level in regards to the enforcement of the State legislative orders handed down from Governor Northam. Mr. Crim suggested that future Town Council meetings have only major topics on the agenda. There was discussion with adopting a resolution for having electronic meetings. Mr. Crim stated that he could prepare the draft resolution for the March 26 Continuation Meeting.

#### 4. Councilmember Time

Councilman Shannon gave updates from VDOT standpoint. He did not have any other items.

Minutes Acceptance: Minutes of Mar 19, 2020 1:00 PM (Minute Approval)

Councilman Morris gave Prince William County updates regarding residential permits. Town Planner Lockhart shared that, at this time, business permits were being expedited.

Councilman Leake gave projections to this years budget.

Vice Mayor Edwards had questions on public access to the building. Mayor Leake answered her questions.

Councilman Panthi inquired on the supplies needed by the Police Department. Chief Lands answered his questions regarding supplies. Mr. Panthi also had questions regarding the meals tax. Mayor Leake stated that the we are helping them be creative and stay open.

**III. Adjourn**

The conference call ended at 1:45 P.M. with an agreement that the Town Council would still have their continuation meeting on March 26, 2020.

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

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

Minutes Acceptance: Minutes of Mar 19, 2020 1:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Thursday, March 26, 2020

6:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

### I. Call To Order

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

### II. Citizens Time - Send all citizens comments for Town Council via email before 5 pm on 3/26/20 to KHenry@townofhaymarket.org

Due to the COVID -19 pandemic, the citizens were encouraged to submit their comments via email. Town Clerk Henry shared that she received a question from Chuck Carnahan, 6654 Hunting Path Road, in regards to the proposed resolution regarding remote attendance at meetings. Mr. Carnahan asked for additional language be added to the resolution. Mayor Leake shared that the Town Attorney could address Mr. Carnahan's questions. Mr. Carnahan's comments are part of the record.

At this time, Mayor Leake asked Councilman Morris to lead in the invocation before the Town Council address the items before them at the evenings meeting.

### III. Agenda Itmes

#### 1. Electronic Meeting Resolution

Attorney Brett Callahan shared Virginia Code to the Town Council that would allow a Town Council Member to join the meeting remotely as long as there is a quorum present at the meeting. She stated with the current situation of the COV-ID 19 pandemic, this gives the capability of Council Members to participate in the meeting.

Councilman Shannon moved to adopt the electronic meeting resolution effectively immediately. Councilman Morris seconded the motion.

At this time, Vice Mayor Edwards joined the meeting remotely. Also joining remotely was Business Manager Chris Coon and Town Treasurer Roberto Gonzalez.

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

#### 2. Long Term Plan for Future Meetings

Mayor Leake gave a brief explanation that there are legal meeting requirements that must be met through Virginia Code. He stated that this would also apply to the Planning Commission and Architectural Review Board. A short discussion followed on the resolution that was adopted. The attorney shared that there are guidelines set in the resolution for a council member to participate remotely.

#### 3. Emergency Declaration- Attorney Crim

Minutes Acceptance: Minutes of Mar 26, 2020 6:00 PM (Minute Approval)



Mayor Leake shared that because of the population of the Town of Haymarket is under 5000, by law, the Town can not declare an emergency. The attorney stated that Counties and Cities are considered political sub-divisions under the emergency and disaster laws, but not towns.

#### IV. Current Budget Impact

Town Treasurer Gonzalez shared that meals tax will probably be affected the most in this current budget. He stated that he will not know exactly how much of an impact it will be until the April 20 filing of the meals tax.

Business Manager Chris Coon stated that he would be meeting with other localities through a teleconference with Northern Virginia Regional Commission to discuss the current budget impacts and to obtain ideas of what other localities are doing.

Mayor Leake shared that he spoke with some of the local restaurants to get a feel of how they are doing. He also shared that the sign boards have been activated to inform and encourage people to stop at the restaurants and that they are open.

Councilman Leake shared some points on the current budget and shared some of his concerns on the budget. Mr. Leake shared, however, that he believes there can be necessary cuts on the expenditure side to finish the year in the black without pulling anything out of the reserves.

Councilman Day asked if the non-restaurant businesses were contacted to see how they are doing and how the Town could help them. Business Manager Coon stated that the staff put out information on the website about small business loans and resources. Vice Mayor Edwards asked for Mr. Coon to provide the Town Council with the information he obtains from the businesses on their current operating hours and what struggles they are experiencing.

#### V. Proposed Town Business Stimulus Package

Mayor Leake opened the floor for discussion on how the Town Council could assist the businesses during this uncertain time. The Mayor shared that he spoke with other local Mayors on ideas that their localities are considering. There was a short discussion on some ideas. The attorney shared that the Town Council could consider delaying the payment of meals tax with no penalty for thirty days, as long as the business filed by the due date.

Councilman Leake shared that he spoke to Town Attorney Crim on the subject of meals tax and bpol. Mr. Leake gave several suggestions and scenarios to help the Town businesses and asked to have this item on the April meeting agenda for further discussion and suggestions. A short discussion followed on the subject. Some of the suggestions from the discussion was to check with other localities to see what they are doing, check with the Town businesses to see how the Town can help, communicate with the business to remind them of deadlines, post more to social media to boost the businesses, and be emphatic to their situation.

#### VI. Proposed Budget Work Session

##### 1. Proposed Budget

Town Treasurer Roberto Gonzalez gave an update on proposed budget with some amendments to suggested line items. Councilman Leake asked the Town Council on how would they like to attack the budget. He asked if they would like to leave as presented and amend as necessary or use a worse case scenario and start cutting revenues projections and expenditures. Each councilman gave their opinion on the proposed budget. Councilman Morris asked the finance committee to present items that they would like to cut so that the Council could discuss those items. Councilman Leake suggested that the Town Council bring back items before the next meeting on what they would like to see cut.

The Town Council agreed to keep the tax rate the same instead of equalizing it. Discussion followed on the vision of potentially eliminating tax within a 5 year plan.

At this time, Councilman Leake went over expenditure line items with suggested cuts. Some of these items were suspension of Town Council and Boards salaries, consideration of reducing part time hours, reduction in holiday and part time police department pay, police department internet expenses, postage, uniforms, dues, office supplies reductions, Haymarket community park reductions, Museum reductions, Comprehensive Plan reductions, and moving Pedestrian street project split into two years with a total savings of \$484,923.00

Mayor Leake the Town Council if they would be willing to suspend the salaries. The Town Council gave their input. Councilman Shannon stated that he would like the input from the

Planning Commission and Architectural Review Board on the subject of suspension of their salaries.

## VII. Closed Session

### 1. Closed Session

Councilman Morris moved to go into Closed Session pursuant to Virginia Code Section 2.2-3711(A)(7) for the purpose of consulting with legal counsel and briefings by staff, members of consult regarding the pending case of Blue Sky Events, LLC vs. Town of Haymarket and as permitted by Virginia Code Section 2.2-3711 (A)(8) for the purpose of consultation with legal counsel regarding specific legal matters requiring the provision of such legal advice from such counsel specifically a Memorandum of Understanding with Haymarket Hotel Venture, LLC. Councilman Shannon seconded the motion.

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

### 2. Reconvene and Certification

Councilman Shannon moved to certify that, to each members knowledge, only those matter lawfully exempted from open meeting requirements by the Virginia Freedom of Information Act and only those items that were identified in the motion leading to the closed session was heard, considered or discussed by the Town Council. Councilman Morris seconded the motion. The motion carried by a roll call vote.

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

### 3. Motion

Councilman Leake moved for legal counsel to proceed as directed by Town Council. Councilman Morris seconded the motion.

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

## VIII. Adjournment

### 1. Motion to Adjourn

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

Submitted:

Approved:

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

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

Minutes Acceptance: Minutes of Mar 26, 2020 6:00 PM (Minute Approval)



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

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: March 28, 2020  
SUBJECT: VDOT – Jefferson St. Speed Table

### Background:

The Jefferson Street Speed Table process began in 2007 after the request of several residents on Jefferson Street to reduce cut-through traffic. In 2017 Prince William County Transportation conducted a speed study along Jefferson Street while the speed table was in place. The results of the speed study indicated that there was an average vehicles per day of 4,793. The average speed for northbound traffic was 26 mph and the average of the fastest 15% was 29.7 mph. The average speed for southbound traffic was 25 mph and the average of the fastest 15% was 29.4 mph. After the meeting on March 2<sup>nd</sup>, it was requested to obtain another speed study. Prince William County Transportation conducted the speed study at the beginning of March without the speed table in place. The results of the speed study indicated that there was an average vehicles per day of 5,364. The average speed for northbound traffic was 24.8 mph and the average of the fastest 15% was 28.5 mph. the average speed for southbound traffic was 24.8 mph and the average of the fastest 15% was 27.9 mph. The results show that the average traffic speed is slower without the speed table installed. Also, the current policy does not allow for cut-through measures on streets that have an excess of 4,000 vehicles in a 24-hour average daily traffic volume. The Town wanted to review if the speed table was necessary after the removal. After discussions and reviews, the police department conducted multiple speed studies at different times of day and night along this stretch of Jefferson Street. After the speed studies the police department was unable to substantiate the claim of an excessive speeding issue, out of the 200 vehicles observed only 10 were speeding. As a result of the discussion, reviews, and speed study the Town Staff does not recommend to reinstallation of the speed table.



Staff Recommendation:

Staff recommends Town Council approve Resolution 2020-004 for VDOT to not reinstall the Jefferson Street (RTE 625) Speed Table.

Draft Motion:

1. *I move to approve Resolution 2020-004 effective March 2, 2020.*

*Or,*

2. Alternate Motion



## RESOLUTION #2020-004

### REQUEST THE VIRGINIA DEPARTMENT OF TRANSPORTATION TO REMOVE THE SPEED TABLE AT 6776 JEFFERSON STREET (SR 625) – GAINESVILLE MAGISTERIAL DISTRICT

**WHEREAS**, in 2007 Prince William County received a signed petition from 75% of the residents on Jefferson Street in the Town of Haymarket requesting Prince William County ask the Virginia Department of Transportation (VDOT) to install a speed hump of Jefferson Street to address the northbound cut-through traffic on Jefferson Street; and

**WHEREAS**, Prince William Board of County Supervisors Resolution No. 07-398 formally requested VDOT to install a speed hump on Jefferson Street in the Town of Haymarket; and

**WHEREAS**, in 2007, VDOT installed the requested speed hump near 6776 Jefferson Street; and

**WHEREAS**, in October 2019, the Virginia Department of Transportation (VDOT) removed the speed table as part of the Jefferson Street maintenance resurfacing; and

**WHEREAS**, the Town of Haymarket feels that the removal of the speed table has not resulted in an increase in cut through traffic; and

**WHEREAS**, the Town of Haymarket feels that traffic volumes do not justify reinstalling the speed table located at 6776 Jefferson Street; and

**WHEREAS**, the recent opening of Somerset Crossing provides an acceptable alternative to using Jefferson Street and should decrease the use of Jefferson Street as a cut through; and

**WHEREAS**, the Town of Haymarket recognizes that by current policy requirements Jefferson Street cannot be considered and will not qualify for traffic calming or cut-through traffic measures in the future; and

**WHEREAS**, Prince William County and VDOT require identified and documented community support before the speed table at 6776 Jefferson Street can be removed; and

**WHEREAS**, the Town of Haymarket is requesting that Prince William County and VDOT accept this resolution as documented community support to remove the speed table at 6776 Jefferson Street;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Haymarket formally requests that the Virginia Department of Transportation permanently remove and not reinstall the speed table at 6776 Jefferson Street.

**Votes:**

**Ayes:**

**Nays:**

By Order of Council:

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

ATTEST:

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

DRAFT

Attachment: DRAFT Resolution 2020-004 (4398 : Resolution 2020-004 Jefferson Street Speed Hump)



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

**Roberto Gonzalez**  
TOWN TREASURER

**STAFF REPORT**  
**April 6, 2020**  
FISCAL YEAR 2019-20 BUDGET AMENDMENT

ISSUE

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. The requested expenditure does not exceed that amount.

REQUESTED BUDGET AMENDMENT

- The proposed budget amendment to the adopted budget for Fiscal Year 2019-2020 is to appropriate additional Event funds the Town has received from new Sponsorships this current fiscal year, totaling \$17,683.20. If Council approves this appropriation the Town will increase the existing \$70,000.00 Town Events revenue line item that is currently budgeted. This will make the total amended Town Events Revenue line item \$87,683.20. While the expenditure appropriation will amend the Events – Contractual Services Line item by \$17,683.20, increasing the existing \$70,000.00 currently budgeted. This will make the total amended Events – Contractual Services expenditure line item total \$87,683.20.

<b>Revenue Source Line Item</b>				
Line Item		Adopted 2019-20 Budget	Amended Budget	Change
Town Events				
Town Events	\$	70,000.00	\$ 87,683.20	\$ 17,683.20
<b>Expenditure Line Item</b>				
Line Item		Adopted 2019-20 Budget	Amended Budget	Change
Events				
Contractual Services	\$	70,000.00	\$ 87,836.20	\$ 17,683.20

*Sample Motions*

*I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2020-005, for Town Events Revenue and Events – Contractual Services Expenditure.*

*Or*  
*Alternative Motion*



## RESOLUTION 2020-005

## FISCAL YEAR 2019-2020 BUDGET AMENDMENT

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

WHEREAS, Fiscal Year 2020 Budget funded the Town Events Revenue will increase an additional \$17,683.20 in total in the adopted budget for FY2019-2020, and

WHEREAS, The proposed 2019-2020 Budget amendment will increase expenditures for Events – Contractual Services by \$17,683.20, and

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

**Revenue Source Line Item**

Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Town Events			
Town Events	\$ 70,000.00	\$ 87,683.20	\$ 17,683.20

**Expenditure Line Item**

Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Events			
Contractual Services	\$ 70,000.00	\$ 87,836.20	\$ 17,683.20

Done this 6th Day of April 2020

Motion By:  
 Seconded By:  
 Ayes:  
 Nays:  
 Absent:

ATTEST:

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



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

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: March 28, 2020  
SUBJECT: Suspending Salaries to Town of Haymarket Public Bodies

### Background:

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

If the Town suspended salaries for Town public bodies, it would save \$31,805.84 in the remaining Fiscal Year 2020 and \$50,373.00 in Fiscal Year 2021.

### Draft Motion:

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

*Or,*

2. Alternate Motion



**HAYMARKET TOWN COUNCIL  
RESOLUTION #2020-07**

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

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

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

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

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

**WHEREAS**, the Town Council can reduce expenses in FY 2020 by \$31,805.84, and FY 2021 by \$50,373.00 if they suspend all payments to the Town of Haymarket public bodies; and

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

**BY ORDER OF THE HAYMARKET TOWN COUNCIL**

Done this 6th day of April 2020

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Absent:

SIGNATURES

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

\_\_\_\_\_  
Date

ATTEST:

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

\_\_\_\_\_  
Date





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

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: March 28, 2020  
SUBJECT: Refuse Collection Contract

### Background:

This is a request to approve a company to enter a contract for refuse collection. Currently, the Town utilizes Republic Services of Virginia for weekly refuse, recycling, bulk and yard waste collection throughout town. The Town's current contract is priced at \$13.77 average cart price. With the changes in recycling collection there an anticipated 10% increase in service cost. The FY 2020 contract is proposed for four years, with the option for two (2) two (2) year renewals. The Town has received quotes from 4 Trash Companies with maintaining 2 weekly trash pick-ups and with only 1 trash pick-up. All contracts have 1 pick-up for recycling per week. Below I have listed the quotes for trash service.

Company:	Average Cart Price	Monthly Cost	Annual Cost
Republic 2x	\$15.20	\$7,082.17	\$84,986.16
Patriot 2x	\$18.59	\$8,662.01	\$103,948.08
American 2x	\$18.95	\$8,830.70	\$105,968.40
Republic 1x	\$11.98	\$5,583.10	\$66,997.49
Patriot 1x	\$16.19	\$7,544.54	\$90,534.48
American 1x	\$16.95	\$7,898.70	\$94,784.40
Bates 1x	\$17.90	\$8,341.40	\$100,096.80

2x= 2 Trash Pick-up and 1 Recycling Pick-up

1x= 1 Trash Pick-up and 1 Recycling Pick-up

### Staff Recommendation:

Staff recommends Town Council 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 annual cost of \$84,986.16.

Draft Motion:

1. *I move 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 annual cost of \$84,986.16.*

*Or,*

2. Alternate Motion



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

**Kathryn M. McDaniel, P.E.**  
TOWN ENGINEER

## MEMORANDUM

TO: Chris Coon, Business Manager  
FROM: Kathryn M. McDaniel, Town Engineer  
DATE: April 3, 2020  
SUBJECT: Pedestrian Improvements Project CEI Services

### Background and Purpose:

The Town of Haymarket has worked closely with VDOT and RDA to prepare the design and construction documents related to the Jefferson Street Pedestrian Improvements project. Localities are responsible for providing adequate inspection to ensure that the project is constructed in accordance with the contract documents and specifications. RDA has experience both with this project and providing these Construction Engineering and Inspection (CEI) services.

### Budgetary Impact:

Throughout the phases of the project, the Town has provided VDOT with updated estimates on the cost of the project. For the construction phase, this includes the construction cost, the CEI cost, the VDOT cost (typically 2% of CEI) and 5% contingency. The construction contract was awarded to M&F Concrete on March 6, 2020 in the amount of \$408,388.68, therefore the estimate provided to VDOT was as follows:

Award price = \$408,388.68  
CEI Amount = \$73,509.96 (18% Award Price)  
VDOT Cost = \$ 8,167.77 (2% Award Price for CEI)  
Contingency = \$20,419.43 (5% of Award Price)

Total Project Authorization Amount = \$510,485.84

RDA provided a proposal to perform bidding and CEI services for the project in June of 2018 for \$81,722.00, but the project was not put out to bid until summer 2019. The Town handled the bidding services internally and requested RDA to revise the proposal to

remove the bidding services. RDA provided the revised proposal for CEI services in the amount of \$91,225.82. The Town requested that RDA revise the proposal again to be more in line with the estimate provided to VDOT. RDA provided the attached proposal in the amount of \$78,895.00. This is in line with the estimate the Town provided to VDOT and I am recommending it be approved and executed so that RDA can start providing the CEI services. The Contractor plans to begin work in the beginning of May and RDA will need to be involved in the preconstruction meeting as well as onsite for the start of the work.

With the revised CEI amount, the new project total is as follows:

Award price = \$408,388.68  
 CEI Amount = \$78,895.00  
 VDOT Cost = \$1,577.90 (2% Award Price for CEI)  
 Contingency = \$20,419.43 (5% of Award Price)

Total Project Authorization Amount = \$509,281.01

Staff Recommendation:

I recommend approval and execution of RDA's proposal for CEI services on the Pedestrian Improvements Project.

Draft Motion:

1. *I move that the Town Council approve RDA's proposal for CEI services on the Pedestrian Improvements Project.*

*Or,*

2. *I move an alternate motion*



# RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Transportation • Traffic • Structures & Bridge  
Right of Way • CEI • Land Planning • Environmental

January 29, 2020

Ms. Katie McDaniel  
Town Engineer  
Town of Haymarket  
15000 Washington Street #100  
Haymarket, VA 20169

**RE: CONSTRUCTION ADMINISTRATION SERVICES for HAYMARKET PEDESTRIAN IMPROVEMENTS – UPC 97735, VDOT 0055-233-045 (C-501), FED STP-5A01(929) (C-501)**

Dear Ms. McDaniel:

Rinker Design Associates, P.C. (RDA) proposes to provide Construction Administration services to the Town of Haymarket for the Haymarket Pedestrian Improvements Project (UPC 97735). Work performed under the Scope of Work detailed below will be in accordance with the current VDOT Road and Bridge Specifications. A four month construction duration is assumed.

### Scope of Work

RDA will provide Construction Administration services in accordance with the Town of Haymarket requirements. Tasks to be performed include:

**1. PROJECT MANAGEMENT:** The RDA Construction Manager/Project Manager will provide Construction Assistance with RFI's and Submittal Reviews as needed.

**2. CONSTRUCTION ENGINEERING and INSPECTION SERVICES:** RDA will provide comprehensive Construction Engineering and Inspection services for this project. Services that will be provided include:

- a. **Documentation:** The Certified Project Inspectors will assure that all materials incorporated into the work have been tested and approved or are accompanied with acceptable certification as applicable. The project files, maintained by RDA, will contain the Materials Notebook (TL-142), test reports and/or certifications to cover all materials received on the project. The Inspectors will ensure that a Source of Materials Form C-25 is submitted by the Contractor. The Source of Materials List will include all materials to be incorporated into the project. The Project Records will be kept on file and available to The Town of Haymarket for a minimum of 5 years after closure of the project.
- b. **Project Inspection:** The project inspection will be conducted in accordance with the VDOT Inspection Manual. All inspection efforts will adhere to the minimum standards established in the Inspection Manual for level of inspection, inspection objectives and for activities required by the inspectors for every item of work being conducted by the Contractor. All Inspectors will be certified by the Materials Division in Asphalt Field, Concrete Field, Soils and Aggregate Compaction and Pavement Marking as well as having current certifications for Workzone Traffic Safety, OSHA Safety and Nuclear Safety.

**Daily Diaries:** A daily diary will be kept for the project. The daily diary will include the date, weather, Contractor's equipment and staff, work items and location, materials delivered, pay items, quantity of work, photos, safety notes, unexpected damage, Jobsite visitors, delays with cause, changed conditions and meeting minutes.

Attachment: RDA CEI Proposal (4406 : Jefferson Street Pedestrian Project RDA CEI Proposal)

- c. **Weekly Reports:** The CEI team, along with the Contractor will conduct weekly project Quality Control meetings. The minutes of that meeting will include project and schedule updates, two-week look ahead schedule and outstanding construction issues and resolutions.
- d. **EEO Documentation:** The CEI Manager will ensure that the Contractor is following Equal Employment Opportunity requirements as set forth in the current Laws, Executive Orders, Rules, Regulations and Orders of the Secretary of Labor. The Contractor must submit paperwork with each pay application that will assure the Town that he/she is following established EEO requirements and all required Federal regulations.
- e. **Davis-Bacon Interviews:** The CEI Manager will ensure that the Contractor is operating under the Davis-Bacon and Related Act Provisions. Form FHWA-1273 will be required from the Contractor and all Subcontractors to assure that Federal minimum wage laws and related withholding documentation is being met.
- f. **Permit Compliance:** All inspection personnel will be certified by the DEQ as E&S and SWM inspectors. CEI team will conduct E&S inspections and complete the C-107 forms with the Contractor's Representative.
- g. **Perform / Verify material testing:** The CEI Quality Control team will provide material testing and verify the installation of material in accordance with the VDOT Road and Bridge Specifications, The VDOT Inspection Manual and the VDOT Construction Manual.
- h. **Review Contractor's Application for Payment:** The CEI manager will certify that each pay application has been completed and all non-conformance reports relative to the work package have been resolved. The CEI team will ensure that the contractor submits with each application for payment verifiable evidence that the work package is complete and conforms to the requirements of the contract documents. After any necessary corrections, the CEI Manager will submit a recommendation for payment to the Town along with the corresponding Monthly Report.
- i. **Review Change Orders:** The CEI team will review potential change orders and recommend approval of potential change orders. It is the duty of the CEI manager to review potential change orders submitted and ensure that any quantities claimed for are valid and compliant with contract documents.
- j. **Punch List:** Prior to the final inspection, the CEI manager will compile a punch list for the contractor to complete any work outstanding or if any corrective works needs to be done.
- k. **Final Inspection and related Services:** The CEI team will assure that all construction performed by the contractor has been checked and monitored and is in compliance with the contract documents and meets VDOT requirements. All materials testing documents and daily inspection log sheets will be available to the owner during the final inspection. If there are any items of deficiency identified during final inspection, the remedy work by the contractor will be monitored and inspected by the CEI team.

Exclusions:

- Surveying

We request contract authorization to provide the services outlined above in the amount of **\$91,225.82** be authorized to allow for completion of the Construction Administration services described above. Any additional services requested outside the scope of work above will be billed hourly in accordance with the attached rate table. Please contact me at 703-368-7373 or [sdusza@rdacivil.com](mailto:sdusza@rdacivil.com) if you have any questions or need additional information.

Sincerely,

Sharon D. Dusza, P.E.  
Senior Project Manager/Principal

**AUTHORIZATION:**

I hereby authorize Rinker Design Associates, P.C. to proceed in accordance with the above outlined proposal.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Title)

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Attachment: RDA CEI Proposal (4406 : Jefferson Street Pedestrian Project RDA CEI Proposal)



Date: 2020-01-24  
14044

**RDA COST PROPOSAL  
Town of Haymarket Pedestrian Improvements Project Construction Services**

	PROJECT MANAGER	CONSTRUCTION MANAGER	CONSTRUCTION ENGINEER	PROJECT ENGINEER	CLERICAL	SURVEY MANAGER	SURVEY TECHNICIAN	CONSTRUCTION INSPECTOR	ENVIRONMENTAL SCIENTIST	ROW Negotiator	TOTAL HOURS	ITEM TOTAL
<b>HOURLY RATE</b>	\$ 158.68	\$ 199.83	\$ 123.42	\$ 94.03	\$ 71.53	\$ 157.36	\$ 114.44	\$ 48.90	\$ 143.06	\$ 128.75		
<b>Project Coordination / Communication / Monthly reporting</b>	16										16	\$ 2,538.88
<b>Construction Administration Services</b>												
2.03 Pre-Construction Conference	4	4	4					4			16	\$ 2,123.32
1.04 Schedule Management												
A. Initial Schedule Review	0	0	4								4	\$ 493.68
B. Monthly Schedule Review	0	0	16								16	\$ 1,974.72
1.05 Progress Review Meetings	0	0	24								24	\$ 2,962.08
1.06 Monthly Progress Reports	0	0	16								16	\$ 1,974.72
1.07 Shop Drawings and Other Submittal Reviews		8	16	16							40	\$ 5,077.84
1.08 Requests for Information (RFIs)	2	4	4	4							14	\$ 1,986.48
1.09 Project Permits	0	0	0								0	\$ -
1.11 Site Visit / Inspection	0	16	128					640			784	\$ 50,291.04
1.13 Application for Payment Review	0	4	16								20	\$ 2,774.04
1.14 Review Testing Reports	0	0	24								24	\$ 2,962.08
1.15 Proposed Change Orders	0	4	16								20	\$ 2,774.04
1.16 Claims	0	2	8								10	\$ 1,387.02
1.17 Completion												
A. Final Completion	0	4	16								20	\$ 2,774.04
B. Final Application of Payment	0	2	4								6	\$ 893.34
1.18 Project-related Documentaion	0	2	16	4							22	\$ 2,750.50

<b>Estimated Hours</b>	<u>22</u>	<u>50</u>	<u>312</u>	<u>24</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>644</u>	<u>0</u>	<u>0</u>	<u>1052</u>	
<b>Estimated Direct Labor Costs</b>	\$ 3,490.96	\$ 9,991.50	\$ 38,507.04	\$ 2,256.72	\$ -	\$ -	\$ -	\$ 31,491.60	\$ -	\$ -	\$ 85,737.82	\$ 85,737.82

**DIRECT COSTS:**

Prints	\$ 700.00
Deliveries	\$ 300.00
Reimbursable mileage \$0.55 x 20mi x 108 trips	\$ 1,188.00

**Total Direct Costs \$ 2,188.00**

**SUBCONSULTANTS:**

		Subconsultant Fee (10%)	Total
DMY Laboratory (Concrete cylinder tests, soil proctors, misc. testing)	\$3,000.00	\$300.00	\$3,300.00

<b>RDA Cost Proposal</b>	\$87,925.82
<b>Subconsultants:</b>	\$3,300.00
<b>CONTRACT TOTAL</b>	\$91,225.82

Services	\$ 85,737.82
Direct Costs	\$ 2,188.00
<b>Total Estimated Costs</b>	<b>\$ 87,925.82</b>

Assumptions: Based on 16 week construction schedule.

Attachment: RDA CEI Proposal (4406 : Jefferson Street Pedestrian Project RDA CEI Proposal)





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

**Christopher S. Coon**  
**Town Business Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: April 3, 2020  
SUBJECT: Haymarket Hotel Venture Transient Occupancy Tax Advertisement Reimbursement Agreement

### Background:

In 2015 the Town of Haymarket passed a Transient Occupancy Tax at the rate of 7%. The purpose and intent of this transient occupancy tax is to implement the tax on transient room rentals authorized by the Code of Virginia. Furthermore, the remittance of received transient occupancy tax is to be allocated as set forth in Town Code Section 42.198 - 2% of taxes are placed in the general fund, the remaining 5% shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the town.

The agreement being discussed is between the Town of Haymarket and Haymarket Hotel Venture, LLC. The highlights of the agreement are listed below

- This agreement will cost the Town residents and businesses nothing.
- The Town would reimburse Haymarket Hotel Venture, LLC for marketing and promotion of travel and tourism within the Town.
- The only funding source is up to 3% of transient occupancy tax collected by Haymarket Hotel Venture, LLC.
- The funding source must be spent on advertising and promoting tourism, travel or business that generates tourism or travel in the Town.
- Haymarket Hotel Venture, LLC will provide invoices that show expenditures of advertising and promoting tourism in the Town.
- Town will review the invoices for accuracy prior to releasing any reimbursement.

- This agreement has a completion date set by reaching the maximum time designated (20 years) or the maximum amount reimbursed by the Town (\$3,500,000), whichever is first.

Staff Recommendation:

Staff recommends Town Council approve the Tourism and Travel Promotion agreement between the Town of Haymarket and Haymarket Hotel Venture, LLC.

Draft Motion:

1. *"I move to approve the Tourism and Travel Promotion Memorandum of Understanding with Haymarket Hotel Venture, LLC and authorize the mayor to sign it."*

*Or,*

2. Alternate Motion

# Haymarket Transient Occupancy Rebate Program

# Objectives

- ▶ 1.) Provide overview of Transient Occupancy Tax, incentives, and rebate programs
- ▶ 2.) Other localities utilizing incentive and rebate programs
- ▶ 3.) What impact this will have to residents
- ▶ 4.) What impact this will have to businesses

# Overview of Transient Occupancy Tax

- ▶ Town Code 42.190
  - ▶ The purpose and intent of this article VI, transient occupancy tax, is to implement the tax on transient room rentals authorized by the Code of Virginia, subject to such limitation on amount, collection, and use of the tax proceeds as are now or hereafter in effect. To the extent any provision of this article VI is inconsistent with the law, it shall be deemed amended so as to be in compliance with the law then in effect, to the minimum extent needed to eliminate any inconsistency.
- ▶ Town Code 42-198
  - ▶ The remittance received under this article from that portion of the tax up to two percent by the treasurer shall be promptly paid into the town general fund. The remittance received under this article from that portion of the tax over two percent shall be designated and spent for promoting tourism, travel or business that generates tourism or travel in the town.

# Overview of Rebate Programs

## What are Rebates/Rebate Programs?

- ▶ Rebate - a deduction or discount on a sum of money due
- ▶ Rebate Programs utilize an amount paid by way of reduction, return, or refund on what has already been paid or contributed
- ▶ Rebate Programs are a type of tax incentive; A tax incentive is a government measure that is intended to encourage individuals and businesses to spend money or to save money by reducing the amount of tax that they must pay



# Overview of Rebate Programs

## What do Rebate Programs do?

- ▶ They offer targeted incentives to businesses or industries to help achieve the community's economic and social goals
- ▶ They help invest in the community, a public commitment can attract private investment in workforce training and infrastructure improvements
- ▶ They help businesses reduce startup costs or offset disadvantages similar to costs incurred by changing locations



# Overview of Rebate Programs

## Arguments for Tax Incentives

- ▶ Cost of doing business in current climate
- ▶ Tax Incentives create job growth
  - ▶ 2017 study “Tax Incentives and Job Creation in the Tourism Sector of Brazil’s Sudene Area” showed a 30% increase in local employment over an 8-year period
  - ▶ 2002 study on the effect of state and local tax incentives programs on job growth in Indiana showed an 11.4% employment growth relative to what the cities would have had without the program

## Arguments against Tax Incentives

- ▶ Incentives cost Taxpayers money
  - ▶ The currently proposed plan would not cost anything for residents or businesses
- ▶ Incentives are Unfair and Inequitable
  - ▶ Currently the Town does not have any incentive programs; however the Town unsuccessfully attempted to develop a Business Strategic Zone in 2016
  - ▶ This is a low risk way for the Town to investigate potential tax incentives for future businesses

# Other localities utilizing incentive and rebate programs

## Ashland, VA

- ▶ 2019, 91 room Hilton hotel at Route 54 and Interstate 95. The town's Economic Development Authority, EDA, will rebate 50 percent of the transient occupancy tax collect by the hotel for the first six years, capping it at \$550,000.
- ▶ [https://www.richmond.com/business/tru-by-hilton-hotel-coming-to-ashland-first-under-incentive/article\\_bc0f4693-cc54-5b14-abe9-bdf93b1a956b.html](https://www.richmond.com/business/tru-by-hilton-hotel-coming-to-ashland-first-under-incentive/article_bc0f4693-cc54-5b14-abe9-bdf93b1a956b.html)



# Other localities utilizing incentive and rebate programs

## Manassas, VA

- ▶ 2019, 98 room Hilton Hotel will have the city provide incentives that include providing gap financing for the project up to 20% of the \$15 million project cost equaling \$3 million.
- ▶ <https://d3n9y02raazwpg.cloudfront.net/manassascity/9f1921cc-03a5-11e9-b021-0050569183fa-70d772cb-bf33-46c4-84d9-8002a8bfd83e-1547844711.pdf>
- ▶ Has entire website dedicated to incentives for businesses to come to Manassas
  - ▶ They provide Cash Grants for
    - ▶ Façade Improvement
    - ▶ Landscape Improvement
    - ▶ Economic Opportunity that involved new and expanding businesses to offset costs like site acquisition, construction or renovations, permitting fees or relocation costs.
  - ▶ <https://choosemanassas.org/incentives/>

# Other localities utilizing incentive and rebate programs

## Arlington, VA

- ▶ Amazon will be receiving a portion of increased revenue collected from the county hotel tax equating to \$23 million over 15 years.
- ▶ <https://www.bizjournals.com/washington/news/2019/03/16/it-was-long-it-was-disruptive-but-arlington-just.html>

## Winchester, VA

- ▶ 2019, City Council approved up to \$3.1 Million in tax breaks to Lynx Ventures Inc. developing a multi-use complex. Any annual taxes paid to the city above \$11,609 will be reimbursed to the company for 10 years or until the total incentive amount of \$3.1 million is reached, whichever comes first.
- ▶ [https://www.winchesterstar.com/winchester\\_star/council-approves-m-in-tax-incentives-for-major-downtown-development/article\\_604fac73-ebc7-5f96-9f62-abe485310c24.html](https://www.winchesterstar.com/winchester_star/council-approves-m-in-tax-incentives-for-major-downtown-development/article_604fac73-ebc7-5f96-9f62-abe485310c24.html)



# Other localities utilizing incentive and rebate programs

## Louisville, KY

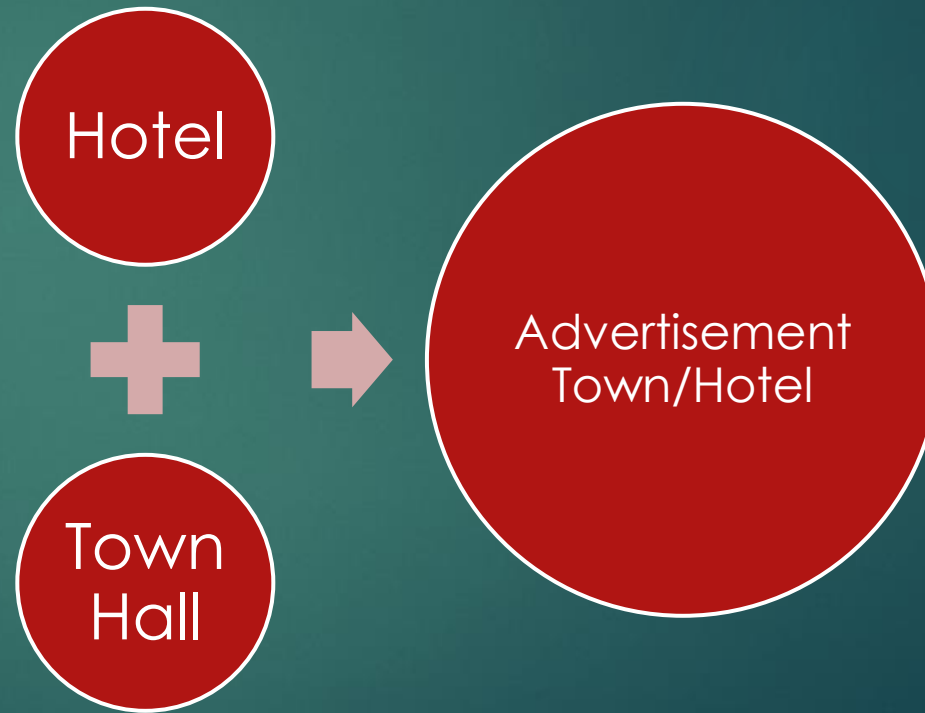
- ▶ 2016, developer would get a rebate of up to \$6.3 million through added tax revenue to help offset the cost of the \$70 million project.
- ▶ <https://wfpl.org/council-committee-approves-tax-incentives-for-hotel-development/>
- ▶ 2019, 195 room hotel will receive 80% of the increase property taxes generated by the building's redevelopment totaling \$2.7 million over 20 years.
- ▶ [https://www.wdrb.com/news/hotel-indigo-to-open-at-th-and-broadway/article\\_d8a6cd9c-001b-11ea-833e-ef887ff597ff.html](https://www.wdrb.com/news/hotel-indigo-to-open-at-th-and-broadway/article_d8a6cd9c-001b-11ea-833e-ef887ff597ff.html)

## City of Worcester, MA

- ▶ 2003, unanimously recommended a tax-incentive deal totaling \$500,000 over 6-7 years for hotel on the site of the Central Street Fire Station.
- ▶ <http://www.worcesterma.gov/agendas-minutes/standing-committees/economic-development/2003/20030519.htm>
- ▶ 2019, 105 room Hilton hotel in Worcester's Washington Square was approved for a \$2.1 Million tax break.
- ▶ <https://www.wbjournal.com/article/proposed-hotel-in-washington-square-gets-2m-tax-break>

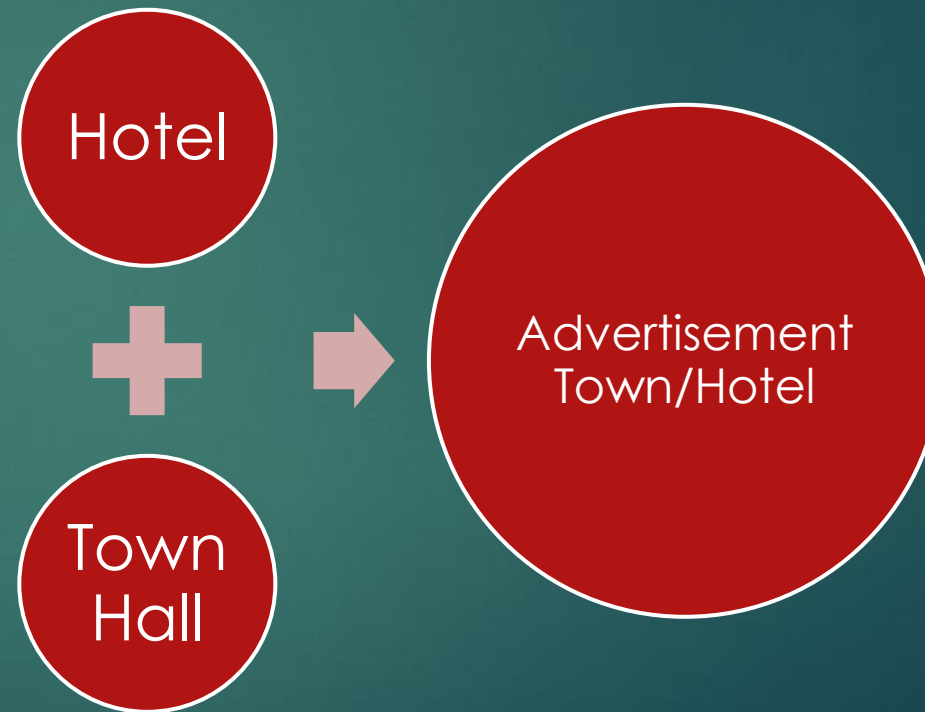
# What impact this will have to residents

- ▶ Based on the proposed agreement residents **will not** pay for any of the associated cost for this rebate program
- ▶ The current program only utilizes a percentage of Transient Occupancy Tax that is generated by the Hotel
- ▶ With new Transient Occupancy Tax and increases to Business Licenses and Meals Tax the Town would have the ability to reduce Real Estate Tax on residents



# What impact this will have to Businesses

- ▶ Based on the proposed agreement businesses **will not** pay for any of the associated cost for this rebate program
- ▶ The current program requires advertisement to include the entire town and other businesses
- ▶ A hotel is considered a primary use in developments and normally benefit the surrounding businesses by providing tourist and extra shoppers and patrons to the Town.



**TOURISM AND TRAVEL PROMOTION  
MEMORANDUM OF UNDERSTANDING**

**THIS MEMORANDUM OF UNDERSTANDING** (“*this MOU*”) made and entered this \_\_\_\_ day of \_\_\_\_\_, 2020, by and between:

- A. TOWN OF HAYMARKET, VIRGINIA** (the “*Town*”), a municipal corporation of the Commonwealth of Virginia (the “*Commonwealth*”);
- B. HAYMARKET HOTEL VENTURE, LLC** (together with its successors and assigns, the “*Company*”), an Alabama limited liability company authorized to transact business in the Commonwealth.

**WITNESSETH:**

**WHEREAS**, the Company plans to develop a Hilton Garden Hotel, with approximately 117 rooms, located at the corner of Washington and Jefferson Streets in the Town of Haymarket (the “*Project*”); and

**WHEREAS**, Haymarket Code § 42-198 provides for remittances received under the Town’s Transient Occupancy Tax (“TOT”) to be paid based on the following formula:

First two percent: to the Town’s general fund

And

All remittances received beyond the first two percent: designated and spent for promoting tourism, travel or business that generates tourism or travel in the Town; and

**WHEREAS**, the Town’s current TOT rate is 7% of the total paid for room rental; and

**WHEREAS**, to meet the public purpose of promoting tourism, travel or business that generates tourism or travel in the Town, as set out in Article VI of Chapter 42 of the Haymarket Town Code (referred to in this MOU, together with any future amendments thereto, as “the **Town TOT Code**”), the Parties agree to enter into this MOU upon the terms and conditions set forth in this MOU;



**NOW, THEREFORE**, in consideration of the mutual promises and covenants contained in this MOU, the receipt and sufficiency of which is acknowledged by the Parties' signatures on this MOU, the Parties do mutually agree as follows:

**1. Term of this MOU.** Unless sooner terminated, the term of this MOU shall expire after the earlier to occur of (a) the twentieth anniversary of the Effective Date (as defined below) (but not later than June 1, 2041) or (b) the total amount reimbursed by the Town to the Company under this MOU reaching the sum of Three Million Five Hundred Thousand Dollars (\$3,500,000.00) (the "**Term**").

**2. Company's Obligations.**

a. Company shall retain the right to use, and shall actually use, the name "Hilton Garden" in its trade name throughout the Term; provided, however, that the Company reserves the right to use another, nationally recognized upscale hotel brand/flag equivalent to a Hilton Garden Inn, or a better quality brand. Such comparability of brand will be determined by reference to the most recent "Chain Scale" published by STR (formerly Smith Travel Research). The Company shall provide the Town with written notice of any proposed rebranding, with enclosure of the most recent STR Chain Scale. The Town shall have 60 days to object to such rebranding, or the Town will be deemed to have consented to same. Any objections to rebranding by the Town must be in writing and explanatory as to the objection, and in all events the Chain Scale ranking published by STR shall be determinative.

b. Company shall pay, on or before the due date and in full (less any legally permissible commissions), all TOT it owes to the Town. In addition, Company shall ensure that each of its tenants on the site of the Project pay, on or before the due date and in full (less any legally permissible commissions), all TOT that the tenant owes to the Town by reason of such tenants' Room Rentals (as defined in the Town TOT Code) at the Project. Nothing in this MOU affects the right of the Company or any of its tenants to challenge an assessment of TOT.

**3. Town Reimbursement of Company's Advertising Expenses.** Within thirty days of presentation of each Satisfactory Invoice (as defined below), the Town will reimburse the Company (the "Town Reimbursements") for the lesser of (a) the amount of the Satisfactory Invoice or (b) the amount which represents a tax of 3% on the Room Rentals (as defined in Town TOT Code) since the Effective Date (as defined below), reduced by the amount of prior Town Reimbursements paid under this MOU. For example, if the Satisfactory Invoice is in the amount of \$10,000, 3% of the Room Rental paid by Company since the Effective Date is \$100,000, and the Town has paid \$95,000 in reimbursements under this MOU, then the Town's reimbursement for this Satisfactory Invoice would be the lesser of \$10,000 or  $(\$100,000 - \$95,000 = \$5,000)$ , i.e.,

\$5000. Any Satisfactory Invoice amounts that are not reimbursed, either in whole or in part, within 30 days of presentation by reason of the calculations specified in Section 3(b) above, may be rolled forward and included in the next, or any subsequent Satisfactory Invoice presented by the Company to the Town provided that the invoice rolled forward clearly shows the amount not reimbursed under Section 3(b) above and states the prior invoice on which it was shown. Notwithstanding anything in this MOU to the contrary, in no event will the Town's total reimbursements under this MOU exceed the sum of three million five hundred thousand dollars (\$3,500,000.00) (the "Maximum Reimbursement").

#### **4. Effective Date and Satisfactory Invoices defined.**

*"Effective Date"* for purposes of this MOU means the date that the Company receives a Town business license for the Project.

A *"Satisfactory Invoice"* for purposes of this MOU means an invoice that shows expenditures that are:

- a. For the purposes of advertising and promoting tourism, travel or a business that generates tourism or travel in the Town; and
- b. Consistent with the Company's current sales and marketing plan as provided to the Town; and
- c. Fairly priced, in the reasonable opinion of the Town; and
- d. For third party expenditures, obtained through a fair procurement process in the reasonable opinion of the Town; and
- e. Provided with enough information to reasonably determine that the expenditure is targeted at the Project and/or the Town. For example, an invoice for purchase of internet search terms would have to reveal the search terms and geographic area, as well as the platform, to which the invoice applies. In furtherance rather than limitation of the foregoing, invoices for national advertising which clearly identify the Project and/or the Company shall be Satisfactory Invoices.

If an otherwise Satisfactory Invoice contains expenditures for the purpose of advertising and promoting tourism, travel or a business that generates tourism or travel that is not located in the Town, then the expenditures which are fairly attributable to the non-Town tourism, travel or business shall be deducted from the invoice and the remainder, if any, shall be a Satisfactory Invoice.

Amounts attributable to free or discounted rooms, services, or promotional products shall not be included in a Satisfactory Invoice.

The Town may require the Company to provide reasonable documentation to prove that its invoices are Satisfactory Invoices, and the thirty-day period for the Town to reimburse for a Satisfactory Invoice shall not begin until the Town receives the required documentation. If the Town reasonably determines that such invoice did not qualify as a Satisfactory Invoice in whole or in part, the Town may notify the Company within 90 days after reimbursing an invoice of its reasons for potentially disqualifying the invoice or part thereof. Within 30 days of such notice, the Company may present additional documentation justifying the invoice or part of the invoice as being a Satisfactory Invoice. If the Company presents no additional documentation, the invoice or part thereof which was the subject of the Town's notice under this provision will be conclusively deemed not a Satisfactory Invoice, and the Town shall credit back to itself the amount of the disqualified invoice (or part of then invoice) against the reimbursement due under this MOU. Within 30 days of the Town's receipt of such additional documentation, the Town will determine whether to (1) accept the invoice as a Satisfactory Invoice or (2) credit back to itself the amount of the disqualified invoice (or part of the invoice) against the reimbursement due under this MOU. Disputes as to whether an invoice qualifies as a Satisfactory Invoice, and the Company's failure to submit additional documentation to the Town pursuant to this Section 4 shall not constitute a default or breach under this MOU by the Company.

**5. Appropriation/Unpaid Town Reimbursements.** It is understood and agreed between the Parties that this MOU may not be terminated by the Town absent uncured material default by the Company, and the Town shall be bound and obligated under this MOU in future budget years through the end of the Term. To the extent that the Town fails to pay the full Town Reimbursements due to the Company pursuant to Section 3 above, either timely or in the aggregate over the Term of this MOU, the Company may reduce any TOT remittances due by the Company to the Town by the amount of such unpaid Town Reimbursements until same are paid in full up to the Maximum Reimbursement. The parties hereto acknowledge and agree that the Town's obligations to the Company pursuant to this MOU are a reimbursement obligation and not a debt of the Town.

**6. Default; Right to Cure.** In the event of any default by the Company under this MOU, Town shall give the Company notice of the default. For monetary defaults (including the Company's or a tenant's failure to pay taxes owed to the Town in full and when due), upon receiving notice the Company shall have 30 days to cure the default. For non-monetary defaults, the Company shall have a reasonable time not to exceed 60 days to cure the default. Upon expiration of the cure default period, the Town may terminate this MOU by notice of termination and payment in full of any Town Reimbursements then due to the Company.

**7. Entire Agreement; Amendments.** This MOU constitutes the entire agreement among the parties to this MOU and may not be amended or modified, except in writing, signed by each of the parties to this MOU. This MOU shall be binding upon and inure to the benefit of the parties to this MOU and their respective successors and assigns. The Company may not assign its rights

and obligations under this MOU except to a bona fide purchaser of the Project, in which case no consent or approval from the Town shall be required, or with the prior written consent of the Town, which may be granted or withheld at the sole and absolute discretion of the Town.

**8. Governing Law; Venue.** This MOU is made, and is intended to be performed, in the Commonwealth and shall be construed and enforced under the laws of the Commonwealth. Jurisdiction and venue for any litigation arising out of or involving this MOU shall lie in the Circuit Court of Prince William County, and such litigation shall be brought only in such court.

**9. Counterparts.** This MOU may be executed in one or more counterparts, each of which shall be an original, and all of which together shall be one and the same instrument.

**10. Severability.** If any provision of this MOU is determined by a court of competent jurisdiction to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions of this MOU will not in any way be affected or impaired, and to the extent permitted by applicable law, such unenforceable, invalid or illegal provision may be interpreted or rewritten by a court of competent jurisdiction to reflect the original intentions of the parties as nearly as possible, or if the same is not permitted by applicable law, such unenforceable, invalid or illegal provision shall be fully stricken from this MOU.

**11. Attorney's Fees.** Attorney's fees shall be paid by the party incurring such fees. In the event of litigation relating to the subject matter of this MOU, the prevailing party shall be entitled to recover from the other party its reasonable attorneys' fees, costs and expenses.

**12. Notices.** Formal notices and communications between the Parties shall be given either by (i) personal service, (ii) delivery by a reputable document delivery service that provides an affidavit showing date and time of delivery, (iii) mailing utilizing a certified or first class mail postage prepaid service of the United States Postal Service that provides a receipt showing date and time of delivery, or (iv) delivery by facsimile or electronic mail (email) with transmittal confirmation and confirmation of delivery, addressed as noted below. Notices and communications personally delivered or delivered by document delivery service shall be deemed effective upon receipt. Notices and communications mailed shall be deemed effective on the second business day following deposit in the United States mail. Notices and communications delivered by facsimile or email shall be deemed effective the next business day, not less than 24 hours, following the date of transmittal and confirmation of delivery to the intended recipient. Such written notices and communications shall be addressed to:

if to the Company, to:

with a copy to:

Jonathan R. Geisen or

Linda J. Peacock  
Baker, Donelson. Bearman,  
Caldwell & Berkowitz, PC  
1400 Shipt Tower  
Suite 1400  
Birmingham, AL 35203

if to the Town, to:  
Town of Haymarket, Virginia  
15000 Washington Street  
Haymarket, Virginia 20169  
Attn: Mayor/Town Manager

with a copy to:  
Martin Crim, Town Attorney  
VANDERPOOL, FROSTICK &  
NISHANIAN, P.C.  
9200 Church Street, Suite 400  
Manassas, Virginia 20110

**IN WITNESS WHEREOF**, this MOU has been executed on behalf of the Town and the Company as of the date first set forth above.

**TOWN:**

**TOWN OF HAYMARKET, VIRGINIA**, a municipal corporation of the Commonwealth of Virginia

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Attachment: HHV TOT advertisement reimbursement agreement (FINAL CLEAN) (4410 : Haymarket Hotel Venture)

**COMMONWEALTH OF VIRGINIA**  
**County of Prince William, to-wit:**

This MOU was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 2020, by \_\_\_\_\_, in his/her capacity as the \_\_\_\_\_ of the Town of Haymarket, Virginia, a municipal corporation of the Commonwealth of Virginia.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_

My Registration Number: \_\_\_\_\_

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Town Attorney

Attachment: HHV TOT advertisement reimbursement agreement (FINAL CLEAN) (4410 : Haymarket Hotel Venture)

**COMPANY:**

HAYMARKET HOTEL VENTURE, LLC, AN  
ALABAMA LIMITED LIABILITY COMPANY

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_

**STATE OF** \_\_\_\_\_  
**City/County of** \_\_\_\_\_, **to-wit:**

This MOU was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2020, by  
\_\_\_\_\_, in his/her capacity as the \_\_\_\_\_  
\_\_\_\_\_ of HAYMARKET HOTEL VENTURE, LLC, an Alabama limited liability  
company.

\_\_\_\_\_  
NOTARY PUBLIC

My Commission Expires: \_\_\_\_\_  
My Registration Number: \_\_\_\_\_

V:\Company\Town of Haymarket\Taxes\Haymarket Hotel Venture TOT agreement\Final MOU\HHV TOT advertisement reimbursement agreement (FINAL CLEAN).docx

Attachment: HHV TOT advertisement reimbursement agreement (FINAL CLEAN) (4410 : Haymarket Hotel Venture)



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 March 2-6, 2020

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#### Administration

- Meetings
  - Held Town Council Meeting (Emily, Kim, Roberto, and Chris)
  - Town Staff Meeting (Emily, Kim, Roberto, Jacque, and Chris)
  - Met with Prince William County Fire Battalion Chief (Chris and Roberto)
  - Attended Haymarket Gainesville Rotary Club Meeting (Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Tenants regarding Lease Renewal (Chris)
  - Met with Prince William County Tourism and Economic Development (Emily and Chris)
  - Met with DEQ Representative for Onsite Visit (Emily and Chris)
  - Met with Green Family regarding Playground Dedication (Emily and Chris)
  - Met with VDOT Regarding Paving in Town (Chris)
- New Items/Businesses
  - No New Businesses
  - Received FOIA request from Citizens Group for the Betterment and Harmony of Haymarket and Western Prince William County
  - Received FOIA request from Bob Weir
  - Received Citizen Complaints Regarding Potential Zoning Violations
    - Long Street Commons - Reported to HOA President
    - Fayette Street Residential Property
  - Received Proposed Building Plans from Tenant for Review
  - Sent E-mail to Businesses for Business Roundtable Invitation
- Continued Items
  - Jefferson Street Pedestrian Project Agreement has been Completed
    - Meeting between contractor and Town will be within two weeks
  - Discussed Speed Table on Jefferson Street with Mr. Burke of VDOT
  - Discussed Paving Washington Street and Crosswalks with Mr. Burke of VDOT
  - Working to Finalize Architectural Review Board Bylaw Update
  - Working with Planning Commission on Comprehensive Plan Edits



**Town Staff**

- Working on FY2021 Capital Improvement Plan
- Processed 36 Business Licenses for 2020
- Researched past Town Council Meeting Minutes for speed table information
- Finished February ARB Meeting Minutes
- Received budget numbers from Virginia Retirement System
- Discussion with insurance company regarding potential claim
- E-mailed business owner regarding delinquent Business License
- Conducted historic research for Haymarket Museum displays
- Completed advertisement for continuation Town Council Meeting
- Working on advertisement for legal notice of Tax Rate Public Hearing



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TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of March 16-20, 2020

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#### Administration

- Meetings
  - Met with Jefferson Street Pedestrian Project Contractor (Emily, Katie, and Chris)
  - Special Meeting regarding COVID-19 (Emily, Kim, Roberto, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Tenant Regarding Proposed Plan (Chris)
  - 3 Meetings with Prince William County EOC (Chris)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
  - Met with Town Contractor (Roberto and Chris)
  - Met with Town Contractor (Emily)
- New Items/Businesses
  - No New Businesses
  - Received complaint about Trash Company spilling paint from Washington Street to the Cul-de-sac of Caboose Trail. Trash Company was notified and will clean up the spilled paint.
  - Started Weekly Deep Cleaning of Town Hall
  - Started Virtual Operation Status for Town Hall
  - Closed Town Playground until further notice
- Continued Items
  - Focus has been on Coronavirus and practicing the safest procedures for town staff, residents, and business owners.

#### Town Staff

- Postponed Business Roundtable
- Working on Updated FY2020 and FY2021 Budgets regarding Coronavirus
- Cancelled Planning Commission and ARB meeting
- Updated Coronavirus information on Town Website and Social Media
- Finalized Electronic Meeting Resolution, on next Town Council Meeting Agenda
- Working on Long Term Plan for Future Meetings
- Working to Safely Hold Town Meeting Next Thursday



Town of Haymarket  
15000 Washington Street, #100  
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CHRISTOPHER S. COON  
BUSINESS MANAGER

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TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of March 23-27, 2020

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#### Administration

- Meetings
  - Held Continuation Meeting (Emily, Kim)
  - Participated in Continuation Meeting via Electronic Means (Roberto and Chris)
  - Met with Jefferson Street Pedestrian Project Contractor (Katie and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Country Registrar regarding Election Newsletter (Chris)
  - Met with Trash Contractors for Refuse Contract Negotiations (Chris)
  - Met with Tenant Regarding Lease Renewal (Chris)
  - 3 Meetings with Prince William County EOC (Chris)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
  - Met with Localities in Northern Virginia regarding Budgets (Chris)
  - Met with Councilman Leake regarding Budget (Roberto and Chris)
  - Met with Business Owner (Emily)
- New Items/Businesses
  - No New Businesses
  - Working with Middleburg and Fairfax City on items they are doing to benefit businesses
  - Working on Next Trash Contract with Multiple Vendors
  - Preparing Agenda Items for April Meeting
  - Looking into Refinancing Town Debt at a Reduced Rate
  - Will be reaching out to all Candidates
- Continued Items
  - Focus has been on Coronavirus and practicing the safest procedures for town staff, residents, and business owners.
  - Continued Weekly Deep Cleaning of Town Hall
  - Working on FY21 Budget
  - Finalizing Town Election Newsletter Layout and Information

## Town Staff

- Working on Updated FY2020 and FY2021 Budgets regarding Coronavirus
- Updated Coronavirus information on Town Website and Social Media
- Coordinated checking mail for deposits, sending applications for processing and preparing mailings
- Received and worked on COA's for Businesses, 1 Sign and 1 Roof Change
- Reached out to receive Quotes of stamped concrete/asphalt for Washington Street paving
- Worked with Haymarket Hotel Venture on final plats and deeds, awaiting Attorney Review
- Created information postcard for Mass Mailing
- Worked on Minutes for Town Council
- Finalizing Jefferson Street Speed Table Letter for Residents
- Started Historic Story Initiative; Posting every Thursday a Historic story for the Facebook page
- Established the new technology resources for the Town Council Meeting, telephone conference and Zoom video



Town of Haymarket  
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BUSINESS MANAGER

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TOWN PLANNER  
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ  
TOWN TREASURER

KIMBERLY A. HENRY  
TOWN CLERK

## BUSINESS MANAGER'S REPORT

### Week of March 30 to April 3, 2020

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#### Administration

- Meetings
  - Attended White House Briefing via telephone (Chris)
  - Met with Prince William County Registrar (Chris)
  - Met with Town Engineer (Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Town Staff Meeting (Emily, Kim, Roberto, and Chris)
  - Met with Town Manager of Occoquan (Chris)
  - 3 Meetings with Prince William County EOC (Chris)
  - 2 Meetings with Northern Virginia Regional Commission (Chris)
- New Items/Businesses
  - No New Businesses
  - Sent Survey to all Businesses to see how they have been affected by COVID-19
  - Called Town Restaurants to see how they are dealing with COVID-19
  - Finalizing Trash Contract
  - Started Jefferson Street Pedestrian Project Construction Phase
- Continued Items
  - Continued Deep Cleaning of Town Hall
  - Received Speed Study Information for Jefferson Street Speed Table
  - Continuing to Move Forward with Jefferson Street Pedestrian Project
    - Received estimated timeline (Completion ~AUG. 2020)

#### Town Staff

- Working on Updated FY2020 and FY2021 Budgets regarding Coronavirus
- Updated Coronavirus information on Town Website and Social Media
- Posted Social Media advertisement for Town Restaurants
- Completed Town Council Meeting Minutes
- Explained Status and Next-Steps for all active Zoning Applications
- Working to Finalize Documents for Haymarket Hotel
- Finalized Town Council April Agenda



**HAYMARKET POLICE  
DEPARTMENT**



To: Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 3-19-2020  
 Subject: Monthly Report for March 2020

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	7	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1911	Various
Out of Town Calls for Service	31	Various
Traffic Summons	76	Speeding, Suspended, Reckless, etc.
Traffic Warnings	166	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	6	If Injuries – Transported to Hospital
House Checks	0	Residents who were out of town
Business Checks	515	All Town Businesses

**Points of Interest:**

COVID-19 Response  
 New Hire



Town of Haymarket  
15000 Washington Street, #100  
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**Roberto Gonzalez**  
Town Treasurer

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

**Highlights:**

- The financials attached are as of February 29, 2020.
- Worked on this appropriation for Town events additional revenue received
- Updated Proposed Budget for FY2020-2021 for the Refuse collection line item expenditure, the Business manager has received quotes from 3 vendors and the budgeted amount you will see in proposed budget would maintain same service of twice a week, but due to the increase prices from County for recycling and disposal fees from PWC land fill. This is also the lowest bid we have received from all 3 vendors that would maintain the current service residents are currently receiving.
- The Town has also been made aware that SONA bank will be closing there Haymarket branch by mid-June 2020. This will affect the proposed budget for FY2020-2021 and we have adjusted the Bank Franchise tax revenue line item to reflect the change.
- Continue to receive Business License applications and assisting business owners with questions they have concerning the application.
- I participated in a call with the Managers/Treasurers/Finance Directors from neighboring localities in Virginia to discuss the current budget and proposed budgets for next fiscal year. Many of the localities that had planned to propose and increase in real estate tax rates have now geared towards a flat tax rate proposition to their respective Councils. Most of the group are continuing to move forward with the proposed budgets they presented before COVID-19 outbreak with the intent to make amendments as needed in May/June 2020.

**Town of Haymarket**  
**Statement of Net Position**  
As of February 29, 2020

	Feb 29, 20
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,523,709.80
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	324,610.65
<b>Total Checking/Savings</b>	1,848,376.05
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	127,195.67
12010 · A/R Permits	-4,195.67
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	127,005.90
<b>Other Current Assets</b>	
11499 · Undeposited Funds	8,297.27
12012 · Local Accounts Receivable-Other	-2,917.49
12025 · Due from Prince William County	-27,197.46
12030 · Due from Commonwealth	36,606.34
12099 · Allowance for Doubtful Accounts	-103,775.64
12200 · Prepaid Expenses	33,487.00
<b>Total Other Current Assets</b>	-55,499.98
<b>Total Current Assets</b>	1,919,881.97
<b>Fixed Assets</b>	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,745,792.94
<b>Other Assets</b>	
19110 · Deferred Outflows - OPI	22,561.00
19000 · Net Pension Asset	38,900.00
19100 · Deferred Outflow - Pension Cont	56,468.00
19200 · Deferred Outflow - GLI OPEB	5,118.00
<b>Total Other Assets</b>	123,047.00
<b>TOTAL ASSETS</b>	<b>7,788,721.91</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	74,201.16
<b>Total Accounts Payable</b>	74,201.16
<b>Credit Cards</b>	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	548.87
20042 · PD Credit Card - SONA 0277	1,466.58
<b>Total Credit Cards</b>	1,925.51
<b>Other Current Liabilities</b>	
20095 · Deferred Revenue - Events	2,500.00
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	65.60
21000 · Payroll Liabilities	1,757.24
22000 · Security Deposits	12,180.75

Attachment: Treasurer Report &amp; Financials for 04.06.2020\_ (4368 : Town Treasurer Report)



**Town of Haymarket**  
**Statement of Net Position**  
As of February 29, 2020

	Feb 29, 20
22010 · Escrow Deposits	38,845.00
Total Other Current Liabilities	65,348.59
Total Current Liabilities	141,475.26
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	9,621.55
23000 · Accrued Leave	26,892.84
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29100 · Deferred Inflow - Pension Msmnt	89,749.00
29500 · Net OPEB Liability	45,000.00
29600 · Deferred Inflow - OPEB	8,000.00
Total Long Term Liabilities	1,182,457.03
Total Liabilities	1,323,932.29
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-47,882.00
34000 · Net Pension Activity Offset	28,180.00
30000 · Unrestricted Net Assets	1,786,788.19
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,747,060.14
33000 · Amt Long Term Obligations	-1,040,975.23
Net Income	-14,381.48
Total Equity	6,464,789.62
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,788,721.91</b>

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

	Feb 20
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
<b>3110 · GENERAL PROPERTY TAXES</b>	
3110-01 · Real Estate - Current	402.08
3110-03 · Interest - All Property Taxes	337.45
3110-04 · Penalties - All Property Taxes	803.62
	1,543.15
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>1,543.15</b>
<b>3120 · OTHER LOCAL TAXES</b>	
3120-02 · Business License Tax	20,111.63
3120-03 · Cigarette Tax	10,372.50
3120-04 · Consumer Utility Tax	14,172.33
3120-05 · Meals Tax - Current	63,442.50
3120-06 · Sales Tax Receipts	14,586.98
3120-07 · Penalties (Non-Property)	2,011.63
3120-08 · Interest (Non-Property)	119.34
	124,816.91
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>124,816.91</b>
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>	
3130-01 · Application Fees	125.00
3130-03 · Motor Vehicle Licenses	107.00
3130-05 · Other Planning & Permits	3,225.00
	3,457.00
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>3,457.00</b>
<b>3140 · FINES &amp; FORFEITURES</b>	
3140-01 · Fines	2,359.25
	2,359.25
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>2,359.25</b>
<b>3150 · REVENUE - USE OF MONEY</b>	
3150-01 · Earnings on VACO/VML Investment	2,533.87
3150-02 · Interest on Bank Deposit	162.97
3150-03 · Interest on Bank Deposits	743.29
	3,440.13
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>3,440.13</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-06 · Suite 204 MAC-ISA	560.00
3151-07 · Haymarket Church Suite 206	2,716.00
3151-08 · 15020 Washington Realty	3,889.92
3151-11 · Cupcake Heaven and Cafe LLC	2,679.50
	11,217.15
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>11,217.15</b>
<b>3160 · CHARGES FOR SERVICES</b>	
3160-01 · Public Safety	
3160-05 · Laney Detail	800.00
	800.00
<b>Total 3160-01 · Public Safety</b>	<b>800.00</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>800.00</b>
<b>3180 · MISCELLANEOUS</b>	<b>-3,020.00</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>	
3200-02 · 599 Law Enforcement Grant	7,887.00
3200-05 · Communications Tax	8,542.45
	16,429.45
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>16,429.45</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	644.73
	644.73
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNME...</b>	<b>644.73</b>

Attachment: Treasurer Report &amp; Financials for 04.06.2020\_ (4368 : Town Treasurer Report)

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

	Feb 20
Total Income	161,687.77
Gross Profit	161,687.77
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	124.32
111005 · Salaries & Wages - Regular	1,925.00
Total 11100 · TOWN COUNCIL	2,049.32
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	20,775.08
1211003 · Salaries/Wages - Part Time	1,240.00
1211004 · FICA/Medicare	1,589.03
1211005 · VRS	2,475.76
1211006 · Health Insurance	1,781.42
1211007 · Life Insurance	284.38
1211008 · Disability Insurance	95.71
1211009 · Unemployment Insurance	253.60
1211012 · Accounting Services	400.54
1211013 · Cigarette Tax Administration	380.33
1211014 · Printing & Binding	20.26
1211015 · Advertising	1,700.00
1211016 · Computer, Internet & Website Svc	1,807.25
1211017 · Postage	507.00
1211018 · Telecommunications	491.47
1211021 · Convention & Education	340.00
1211024 · Books, Dues & Subscriptions	896.65
1211025 · Office Supplies	565.26
1211026 · Equipment Rental	494.49
Total 12110 · TOWN ADMINISTRATION	36,098.23
12210 · LEGAL SERVICES	
1221001 · Legal Services	4,273.10
Total 12210 · LEGAL SERVICES	4,273.10
12240 · INDEPENDENT AUDITOR	
1224001 · Auditing Services	14,550.00
Total 12240 · INDEPENDENT AUDITOR	14,550.00
Total 01 · ADMINISTRATION	56,970.65
<b>03 · PUBLIC SAFETY</b>	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	28,208.40
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	423.09
3110004 · Salaries & Wages - Holiday Pay	987.52
3110005 · Salaries & Wages - Part Time	4,530.00
3110007 · Salary & Wages - DMV Grant	262.50
3110008 · Salaries & Wages - Laney Detail	800.00
3110020 · FICA/MEDICARE	2,670.03
3110021 · VRS	2,919.06
3110022 · Health Insurance	5,224.82
3110023 · Life Insurance	389.48
3110024 · Disability Insurance	173.00
3110025 · Unemployment Insurance	376.46
3110028 · Legal Services	1,500.00
3110032 · Computer, Internet & Website	53.00
3110034 · Telecommunications	1,413.81
3110038 · Convention & Edu. (Training)	1,125.74
3110040 · Annual Dues & Subscriptions	257.59

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

	Feb 20
3110041 · Office Supplies	176.07
3110042 · Vehicle Fuels	1,351.54
3110043 · Vehicle Maintenance/Supplies	554.31
3110045 · Uniforms & Police Supplies	10,162.14
Total 31100 · POLICE DEPARTMENT	63,558.56
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	450.00
Total 34100 · BUILDING OFFICIAL	450.00
Total 03 · PUBLIC SAFETY	64,008.56
04 · PUBLIC WORKS	
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	6,346.34
Total 43200 · REFUSE COLLECTION	6,346.34
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	1,251.57
4310003 · Maint Svc Contract-Landscaping	2,350.00
4310005 · Maint Svc Cont- Street Cleaning	500.00
4310007 · Electric/Gas Services	1,195.03
4310008 · Electrical Services-Streetlight	446.46
4310009 · Water & Sewer Services	209.40
4310010 · Janitorial Supplies	67.28
Total 43100 · MAINT OF 15000 Wash St./Grounds	6,019.74
Total 04 · PUBLIC WORKS	12,366.08
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
7111003 · Contractural Services	532.20
Total 71110 · EVENTS	532.20
72200 · MUSEUM	
7220012 · Telecommunications	130.82
Total 72200 · MUSEUM	130.82
Total 07 · PARKS, REC & CULTURAL	663.02
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	195.00
8110002 · FICA/Medicare	14.91
Total 81100 · PLANNING COMMISSION	209.91
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	195.00
8111002 · FICA/Medicare	14.91
Total 81110 · ARCHITECTURAL REVIEW BOARD	209.91
Total 08 · COMMUNITY DEVELOPMENT	419.82
09 · NON-DEPARTMENTAL	
95100 · DEBT SERVICE	
9510005 · Capital Lease Pmt - Principal	15,796.19
Total 95100 · DEBT SERVICE	15,796.19
Total 09 · NON-DEPARTMENTAL	15,796.19
94105 · PERSONNEL	
EMPLOYEE BENEFITS	

Attachment: Treasurer Report &amp; Financials for 04.06.2020\_ (4368 : Town Treasurer Report)

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

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	<u>Feb 20</u>
6560 · Payroll Processing Fees	<u>-0.02</u>
Total EMPLOYEE BENEFITS	<u>-0.02</u>
Total 94105 · PERSONNEL	<u>-0.02</u>
Total Expense	<u>150,224.30</u>
Net Ordinary Income	<u>11,463.47</u>
Net Income	<u><u>11,463.47</u></u>

Attachment: Treasurer Report & Financials for 04.06.2020\_ (4368 : Town Treasurer Report)

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	376,124.12	374,257.00	100.5%	
3110-02 · Public Service Corp RE Tax	13,581.11	11,784.00	115.3%	
3110-03 · Interest - All Property Taxes	337.45	0.00		
3110-04 · Penalties - All Property Taxes	1,037.53	1,000.00	103.8%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>391,080.21</b>	<b>387,041.00</b>	<b>101.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	33,807.56	195,000.00	17.3%	
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	91,964.53	150,000.00	61.3%	<i>collections up to January 31, 2020</i>
3120-05 · Meals Tax - Current	464,865.86	700,000.00	66.4%	<i>collections up to January 31, 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)	3,235.00	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,551.18	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>771,844.02</b>	<b>1,382,000.00</b>	<b>55.9%</b>	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	1,600.00	4,500.00	35.6%	
3130-02 · Inspection Fees	2,700.00	15,000.00	18.0%	
3130-03 · Motor Vehicle Licenses	623.00	1,900.00	32.8%	
3130-05 · Other Planning & Permits	18,674.25	25,000.00	74.7%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	<b>23,597.25</b>	<b>46,400.00</b>	<b>50.9%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	35,663.22	50,000.00	71.3%	<i>collections up to December 31, 2019</i>
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>35,663.22</b>	<b>50,000.00</b>	<b>71.3%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	7,827.10			
3150-02 · Interest on Bank Deposit	2,638.20			
3150-03 · Interest on Bank Deposits	6,408.78	8,000.00	80.1%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>16,874.08</b>	<b>8,000.00</b>	<b>210.9%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-01 · Suite 200 Stronger Fitness LLC	6,626.64	7,183.65	92.2%	
3151-02 · 15026 Suite 210 Body Mind	4,572.08	4,648.01	98.4%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	6,392.92	7,460.25	85.7%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	4,060.00	5,512.50	73.7%	
3151-07 · Haymarket Church Suite 206	24,444.00	32,592.00	75.0%	
3151-08 · 15020 Washington Realty	35,002.32	46,679.11	75.0%	
3151-09 · 15026 Copper Cricket	13,900.88	20,851.32	66.7%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	10,718.00	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>120,498.34</b>	<b>166,077.81</b>	<b>72.6%</b>	
<b>3160 · CHARGES FOR SERVICES</b>				
FOIA Receipts	25.00	0.00	100.0%	
<b>3160-01 · Public Safety</b>				
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 &amp; Old Carolina</i>
3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	

3160-01 · Public Safety - Other	800.00	0.00	100.0%
<b>Total 3160-01 · Public Safety</b>	<b>18,144.25</b>	<b>13,008.75</b>	<b>139.5%</b>
<b>3160 · CHARGES FOR SERVICES</b>	<b>18,169.25</b>	<b>13,008.75</b>	<b>139.7%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>			
3165-01 · Revenue - Town Events	87,683.20	70,000.00	125.3%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>87,683.20</b>	<b>70,000.00</b>	<b>125.3%</b>
<b>3170 · HISTORICAL FUND</b>			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
<b>Total 3170 · HISTORICAL FUND</b>	<b>0.00</b>	<b>4,262.02</b>	<b>0.0%</b>
<b>3180 · MISCELLANEOUS</b>			
3180-01 · Citations & Accident Reports	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%
<b>3190 · SALE OF SALVAGE &amp; SURPLUS</b>			
3190-01 · Public Safety - Surplus Sales	4,776.95	4,776.95	4,776.95
<b>Total 3190 · Sale of Salvage &amp; Surplus</b>	<b>4,776.95</b>	<b>4,776.95</b>	<b>4,776.95</b>
3180 · Miscellaneous - Other	45.00	0.00	100.0%
<b>Total 3180 · MISCELLANEOUS</b>	<b>6,917.75</b>	<b>5,776.95</b>	<b>119.7%</b>
<b>3200 · REVENUE FROM COMMONWEALTH</b>			
3200-02 · 599 Law Enforcement Grant	23,661.00	30,364.00	77.9% <i>Payment #3 of 4</i>
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%
3200-05 · Communications Tax	60,743.82	117,000.00	51.9% <i>collections up to January 31, 2020</i>
3200-06 · Department of Fire Programs	10,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>116,029.32</b>	<b>173,991.00</b>	<b>66.7%</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>			
3300-01 · DMV Transp Safety Grant	6,636.54	6,000.00	110.6%
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT - O</b>	<b>0.00</b>	<b>250,000.00</b>	<b>0.0%</b>
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>6,636.54</b>	<b>256,000.00</b>	<b>2.6%</b>
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
<b>Total Income</b>	<b>1,594,993.18</b>	<b>3,002,057.53</b>	<b>53.1%</b>
<b>Gross Profit</b>	<b>1,594,993.18</b>	<b>3,002,057.53</b>	<b>53.1%</b>

Expense

<b>01 · ADMINISTRATION</b>			
<b>11100 · TOWN COUNCIL</b>			
111001 · Convention & Education	662.80	5,000.00	13.3%
111002 · FICA/Medicare	960.09	2,000.00	48.0%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	237.80	250.00	95.1%
111005 · Salaries & Wages - Regular	12,550.00	32,100.00	39.1%
111006 · Town Elections	0.00	3,200.00	0.0%
<b>Total 11100 · TOWN COUNCIL</b>	<b>14,410.69</b>	<b>44,550.00</b>	<b>32.3%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	160,230.88	284,000.00	56.4%
1211003 · Salaries/Wages - Part Time	21,279.00	50,000.00	42.6%
1211004 · FICA/Medicare	13,039.03	24,257.00	53.8%
1211005 · VRS	15,480.99	31,862.00	48.6%
1211006 · Health Insurance	21,303.94	59,195.00	36.0%
1211007 · Life Insurance	1,986.89	3,852.00	51.6%
1211008 · Disability Insurance	856.48	2,631.00	32.6%
1211009 · Unemployment Insurance	3,086.13	2,363.00	130.6%
1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	12,937.00	14,665.00	88.2%
1211012 · Accounting Services	6,173.80	8,000.00	77.2%
1211013 · Cigarette Tax Administration	3,175.24	5,500.00	57.7%



1211014 · Printing & Binding	7,158.31	8,925.00	80.2%
1211015 · Advertising	5,964.96	12,000.00	49.7%
1211016 · Computer, Internet &Website Svc	16,081.15	23,650.00	68.0%
1211017 · Postage	2,337.22	4,000.00	58.4%
1211018 · Telecommunications	3,548.13	6,000.00	59.1%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	1,978.90	6,000.00	33.0%
1211021 · Convention & Education	2,095.49	10,000.00	21.0%
1211022 · Miscellaneous	157.58	1,000.00	15.8%
1211024 · Books, Dues & Subscriptions	8,779.92	16,000.00	54.9%
1211025 · Office Supplies	5,136.38	6,500.00	79.0%
1211026 · Equipment Rental	2,795.91	4,075.00	68.6%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>316,048.97</b>	<b>585,528.00</b>	<b>54.0%</b>

12210 · LEGAL SERVICES

*charges up to January 31, 2020; Includes some planning reviews that are pass throughs to the developer/contractor, \$2,542.10 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected*

1221001 · Legal Services	42,280.22	73,000.00	57.9%
<b>Total 12210 · LEGAL SERVICES</b>	<b>42,280.22</b>	<b>73,000.00</b>	<b>57.9%</b>
12240 · INDEPENDENT AUDITOR			
1224001 · Auditing Services	14,550.00	16,000.00	90.9%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,550.00</b>	<b>16,000.00</b>	<b>90.9%</b>

Total 01 · ADMINISTRATION

03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	254,816.53	424,457.00	60.0%
3110003 · Salaries & Wages - OT Premium	18,422.16	34,000.00	54.2%
3110004 · Salaries & Wages - Holiday Pay	16,714.40	14,000.00	119.4%
3110005 · Salaries & Wages - Part Time	24,165.00	20,000.00	120.8%
3110006 · Salaries & Wages - VDOT	2,900.94	3,008.75	96.4%
3110007 · Salaries & Wages - DMV Grant	2,406.11	0.00	100.0%
3110008 · Salaries & Wages - Laney Detail	800.00	0.00	100.0%
3110020 · FICA/MEDICARE	24,235.37	32,471.00	74.6%
3110021 · VRS	26,028.25	45,884.00	56.7%
3110022 · Health Insurance	50,415.83	73,375.20	68.7%
3110023 · Life Insurance	3,473.32	5,560.00	62.5%
3110024 · Disability Insurance	1,477.82	2,500.00	59.1%
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	12,047.80	24,000.00	50.2%
3110032 · Computer, Internet & Website	10,207.53	14,000.00	72.9%
3110033 · Postage	5.19	300.00	1.7%
3110034 · Telecommunications	6,643.38	10,000.00	66.4%
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	3,891.38	6,000.00	64.9%
3110042 · Vehicle Fuels	12,097.60	16,000.00	75.6%
3110043 · Vehicle Maintenance/Supplies	7,805.74	11,000.00	71.0%
3110045 · Uniforms & Police Supplies	33,523.56	41,638.95	80.5%
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%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>573,445.61</b>	<b>840,051.90</b>	<b>68.3%</b>

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

<b>34100 · BUILDING OFFICIAL</b>			
3410001 · Erosion & Sedimentation Ins.	3,900.00	30,000.00	13.0%
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>3,900.00</b>	<b>30,000.00</b>	<b>13.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>577,345.61</b>	<b>870,051.90</b>	<b>66.4%</b>
<b>04 · PUBLIC WORKS</b>			
4110001 · Town Public Works	14,983.04	50,680.20	29.6%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	57,967.86	78,789.80	73.6% <i>Includes up to March 31, 2020 trash services</i>
<b>Total 43200 · REFUSE COLLECTION</b>	<b>57,967.86</b>	<b>78,789.80</b>	<b>73.6%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	46,086.15	55,000.00	83.8%
4310002 · Maint Svc Contract-Pest Control	620.00	2,000.00	31.0%
4310003 · Maint Svc Contract-Landscaping	22,835.98	35,000.00	65.2%
4310004 · Maint Svc Contract Snow Removal	35.88	7,000.00	0.5%
4310005 · Maint Svc Cont- Street Cleaning	3,100.00	3,000.00	103.3%
4310007 · Electric/Gas Services	11,218.13	15,000.00	74.8%
4310008 · Electrical Services-Streetlight	3,156.26	5,500.00	57.4%
4310009 · Water & Sewer Services	1,177.50	2,000.00	58.9%
4310010 · Janitorial Supplies	110.10	1,000.00	11.0%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>89,156.84</b>	<b>129,500.00</b>	<b>68.8%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>162,107.74</b>	<b>263,232.02</b>	<b>61.6%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	44,423.65	58,504.96	75.9%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>44,423.65</b>	<b>58,504.96</b>	<b>75.9%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	13,087.60	0.00	100.0%
7111003 · Contractural Services	58,067.03	70,000.00	83.0%
<b>Total 71110 · EVENTS</b>	<b>71,154.63</b>	<b>70,000.00</b>	<b>101.6%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	923.07	2,200.00	42.0%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%
<b>Total 72200 · MUSEUM</b>	<b>1,323.07</b>	<b>5,150.00</b>	<b>25.7%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>116,901.35</b>	<b>133,654.96</b>	<b>87.5%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	1,365.00	5,670.00	24.1%
8110002 · FICA/Medicare	100.98	500.00	20.2%
8110003 · Consultants - Engineer	12,696.60	50,000.00	25.4%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>14,162.58</b>	<b>97,170.00</b>	<b>14.6%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	1,605.00	7,830.00	20.5%
8111002 · FICA/Medicare	98.67	850.00	11.6%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,703.67</b>	<b>8,680.00</b>	<b>19.6%</b>
<b>81111 · Board Of Zoning Appeals</b>			

*charges up to Febuary 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 04.06.2020\_ (4368 : Town Treasurer Report)

8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>15,866.25</b>	<b>108,023.00</b>	<b>14.7%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	177,402.92	186,925.65	94.9%
9510005 · Capital Lease Pmt - Principal	31,592.38	31,592.00	100.0%
<b>Total 95100 · DEBT SERVICE</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>95.6%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>95.6%</b>
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%
<b>94105 · PERSONNEL</b>			
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	0.01		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.01</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.01</b>		
<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1% <i>Project is complete</i>
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>138,273.52</b>	<b>139,500.00</b>	<b>99.1%</b>
94107 · BLIGHT MITIGATION	2,595.00	50,000.00	5.2%
<b>Total Expense</b>	<b>1,609,374.66</b>	<b>3,002,057.53</b>	<b>53.6%</b>
<b>Net Ordinary Income</b>	<b>-14,381.48</b>	<b>0.00</b>	<b>100.0%</b>

Town Planner Task List March 2020

Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
<b>Architectural Review Board</b>							
14884 Greenhill Crossing Drive	Krug/House Alteration	Emily	Jan-20	Approved			The Krug's applied for a roof structure to be installed over the front stoop. The ARB has approved the alteration for the home. UPDATE: Krug's are working on the addition project
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.
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 Board to reschedule this meeting as soon as possible.						
ARB Bylaws and Historic Guideline Updates	The By Laws for the Architectural Review Board will be returned to the Board for another round of editing in March when more members are present. UPDATE : March ARB Meeting was canceled due to COVID-19 closures and precautions. The Bylaws will be on the next regular ARB agenda.						
<b>Board of Zoning Appeals</b>							
No Activity for March 2020							
<b>Planning Commission</b>							
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
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 coming weeks
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						
<b>Prince William County (1 Mile Review)</b>							
No Activity for March 2020							
<b>Staff</b>							

Attachment: Town Planner Report Mar for April 2020 (4369 : Town Planner Report)

Ash Salon Sign Application	14951 Washington Street	Emily Lockhart	Applicant has submitted a sign application. The application was scheduled for the March ARB Meeting. The application was complete and ready for Board review on March 6th, 2020. The Board was notified of the complete application via the ARB Agenda Packet sent out on March 12th. Due to the canceled meeting in March the Board will need to act on this application by April 19th following the Code and Guideline requirement for the Board to act within 45 days of the filing of a complete application
QBE Dumpster Amended Application	14600 Washington Street		Applicant is requesting amended the approved COA to screen the preexisting dumpsters in the rear of the building and remove the landscape installation from the CC as the dumpster currently sits on asphalt. Due to the canceled meeting in March the Board will need to act on this application by April 20th following the Code and Guideline requirement for the Board to act within 45 days of the filing of a complete application
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 Chairmar 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
<b>Active Projects</b>							
Pedestrian Improvements Project	Katie	7/14/2014	3/24/2020	Contractor			-Kickoff meeting held 3/16/20 -Coordinating permit and schedule with VDOT
Morais - Aroma II	Katie/Emily	1/15/2019	3/23/2020	N/A			-Plan approved 10/11/19. -Construction and E&S Inspections ongoing
6675 Fayette Street	Katie/Emily	6/6/2018	3/20/2020	Applicant			-Construction complete. As-builts to be submitted for bond release
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	3/13/2020	Applicant			-Conditional approval 12/16/19. Waiting on outside agency approvals. Provided E&S approval letter to DEQ
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant			-Engineering review comments provided 3/4/20
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Final approval signatures 11/21/19 -Bonds to be posted

Attachment: 2020-03 Mar Engineer's Reports\_KMM (4405 : Town Engineer Report)

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

Attachment: 2020-03 Mar Engineer's Reports\_KMM (4405 : Town Engineer Report)



**Proposed DRAFT BUDGET - 04/02/2020**

**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	28,666.21	<b>402,923.21</b>	7.66%
3110-02 · Public Service Corp RE Tax	11,273.29	11,778.30	14,174.08	11,784.00	2,396.15	<b>14,180.15</b>	20.33%
3110-03 · Interest - All Property Taxes	115.03	81.54	337.72			<b>0.00</b>	0.0%
3110-04 · Penalties - All Property Taxes	726.20	600.51	1,038.03	1,000.00		<b>1,000.00</b>	0.0%
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>352,772.93</b>	<b>373,548.44</b>	<b>391,673.95</b>	<b>387,041.00</b>	<b>31,062.36</b>	<b>418,103.36</b>	<b>7.43%</b>
<b>3120 · OTHER LOCAL TAXES</b>							
3120-01 · Bank Stock Tax	24,239.00	26,989.00	0.00	22,000.00	-10,000.00	<b>12,000.00</b>	-83.33%
3120-02 · Business License Tax	184,705.45	200,166.48	46,437.61	195,000.00		<b>195,000.00</b>	0.0%
3120-03 · Cigarette Tax	124,931.80	153,299.25	101,722.50	160,000.00	-13,500.00	<b>146,500.00</b>	-9.22%
3120-04 · Consumer Utility Tax	165,987.08	160,299.60	106,726.24	150,000.00	8,000.00	<b>158,000.00</b>	5.06%
3120-05 · Meals Tax - Current	671,603.48	721,569.04	519,194.38	700,000.00	100,000.00	<b>800,000.00</b>	12.5%
3120-06 · Sales Tax Receipts	152,958.74	137,499.00	74,697.39	155,000.00	-15,000.00	<b>140,000.00</b>	-10.71%
3120-09 · Transient Occupancy Tax					17,000.00	<b>17,000.00</b>	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				
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>1,328,486.39</b>	<b>1,401,622.38</b>	<b>853,757.06</b>	<b>1,382,000.00</b>	<b>86,500.00</b>	<b>1,468,500.00</b>	<b>5.89%</b>
<b>3130 · PERMITS,FEES &amp; LICENESES</b>							
3130-01 · Application Fees	4,885.00	8,170.00	1,600.00	4,500.00		<b>4,500.00</b>	0.0%
3130-02 · Inspection Fees	8,442.97	13,440.00	3,150.00	15,000.00		<b>15,000.00</b>	0.0%
3130-03 · Motor Vehicle Licenses	1,128.00	2,285.00	653.00	1,900.00		<b>1,900.00</b>	0.0%
3130-04 · Occupancy Permits	500.00	0.00	0.00			<b>0.00</b>	0.0%
3130-05 · Other Planning & Permits	14,860.00	17,705.63	18,674.25	25,000.00		<b>25,000.00</b>	0.0%
<b>Total 3130 · PERMITS,FEES &amp; LICENESES</b>	<b>29,815.97</b>	<b>41,600.63</b>	<b>24,077.25</b>	<b>46,400.00</b>		<b>46,400.00</b>	<b>0.0%</b>
<b>3140 · FINES &amp; FORFEITURES</b>							
3140-01 · Fines	68,459.29	38,542.11	39,073.71	50,000.00		<b>50,000.00</b>	0.0%
3140-02 · Asset Forfeitures	0.00	-1,427.28	0.00				
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>68,459.29</b>	<b>37,114.83</b>	<b>39,073.71</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	<b>0.0%</b>
<b>3150 · REVENUE - USE OF MONEY</b>							
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				

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3150-03 · Interest on Bank Deposits	12,202.64	10,560.64	6,408.78	8,000.00	2,000.00	<b>10,000.00</b>	25.0%
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>13,223.85</b>	<b>28,806.91</b>	<b>16,874.08</b>	<b>8,000.00</b>	<b>2,000.00</b>	<b>10,000.00</b>	<b>25.0%</b>
<b>3151 · RENTAL (USE OF PROPERTY)</b>							
3151-01 · Suite 200 Stronger Fitness LLC	0.00	0.00	6,626.64	7,183.65		<b>7,183.65</b>	0.0%
3151-02 · 15026 Suite 210 Body Mind	0.00	0.00	4,572.08	4,648.01	2,144.49	<b>6,792.50</b>	31.57%
3151-03 · Suite 208 Dent-ology Inc	0.00	0.00	3,024.00	3,168.00	-3,168.00	<b>0.00</b>	-100.0%
3151-04 · Suite 210 LF Security	0.00	0.00	7,251.59	7,460.25	2,973.09	<b>10,433.34</b>	28.5%
Suite 110 Rental Income	20,191.96	21,424.34	0.00			<b>0.00</b>	
315110 · Suite 200 Genesis Contracting	4,890.08	2,010.00	0.00			<b>0.00</b>	
3151-05 · Suite 202 Metis Group	-2,500.00	4,235.00	367.50	4,448.97	-4,448.97	<b>0.00</b>	-100.0%
3151-06 · Suite 204 MAC-ISA	4,790.00	5,040.00	4,620.00	5,512.50	1,207.50	<b>6,720.00</b>	17.97%
315130 · Suite 206 - Xcellent Technology	20,476.00	0.00	0.00			<b>0.00</b>	
3151-07 · Haymarket Church Suite 206	0.00	0.00	27,160.00	32,592.00	977.76	<b>33,569.76</b>	2.91%
3151-08 · 15020 Washington Realty	42,717.96	42,717.96	38,892.24	46,679.11	-13,741.61	<b>32,937.50</b>	-41.72%
3151-09 · 15026 Copper Cricket	19,656.00	19,944.00	15,638.49	20,851.32		<b>20,851.32</b>	0.0%
3151-10 · The Very Thing For Her	29,820.00	33,470.00	11,090.00	33,534.00	-33,534.00	<b>0.00</b>	-100.0%
3151-11 · Cupcake Heaven and Cafe LLC	0.00	0.00	13,397.50		32,797.08	<b>32,797.08</b>	100.0%
3151-90 · Town Hall Rental Income	800.00	0.00	300.00			<b>0.00</b>	
3151 · RENTAL (USE OF PROPERTY) - Other	3,834.15	365.85	0.00			<b>0.00</b>	0.0%
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>144,676.15</b>	<b>129,207.15</b>	<b>132,940.04</b>	<b>166,077.81</b>	<b>-14,792.66</b>	<b>151,285.15</b>	<b>-8.91%</b>
<b>3160 · CHARGES FOR SERVICES</b>							
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	<b>0.00</b>	-100.0%
3160-03 · VDOT Detail	0.00	0.00	3,008.75	3,008.75	-3,008.75	<b>0.00</b>	-100.0%
3160-04 · Sponsorships	0.00	0.00	6,500.00	7,000.00	-7,000.00	<b>0.00</b>	-100.0%
3160-05 · Laney Detail	0.00	0.00	12,600.00	0.00	0.00	<b>0.00</b>	0.0%
3160-01 · Public Safety - Other	18,402.00	125.00	0.00	0.00	0.00	<b>0.00</b>	0.0%
<b>Total 3160-01 · Public Safety</b>	<b>19,921.80</b>	<b>6,133.00</b>	<b>29,944.25</b>	<b>13,008.75</b>	<b>-13,008.75</b>	<b>0.00</b>	<b>230.19%</b>
<b>Total 3160 · CHARGES FOR SERVICES</b>	<b>19,921.80</b>	<b>6,253.00</b>	<b>29,969.25</b>	<b>13,008.75</b>	<b>-13,008.75</b>	<b>0.00</b>	<b>230.38%</b>
<b>3165 · REVENUE - TOWN EVENTS</b>							
3165-01 · Revenue - Town Events	83,084.00	73,658.82	87,683.20	70,000.00	10,000.00	<b>80,000.00</b>	12.5%
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>83,084.00</b>	<b>73,658.82</b>	<b>87,683.20</b>	<b>70,000.00</b>	<b>10,000.00</b>	<b>80,000.00</b>	<b>12.5%</b>

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3170 · HISTORICAL FUND								
3170-01 · Historical Fund	0.00	21,230.02	0.00	4,262.02	-4,262.02	<b>0.00</b>	0.0%	
<b>Total 3170 · HISTORICAL FUND</b>	<b>0.00</b>	<b>21,230.02</b>	<b>0.00</b>	<b>4,262.02</b>	<b>-4,262.02</b>	<b>0.00</b>	<b>0.0%</b>	
3180 · MISCELLANEOUS								
3180-01 · Citations & Accident Reports	545.00	620.00	125.00	1,000.00		<b>1,000.00</b>	0.0%	
3180-02 · Veteran Banners	0.00	475.00	-78.00			<b>0.00</b>		
3180-03 · Miscellaneous	108.62	4,678.67	2,048.80			<b>0.00</b>		
3180-05 · Recovered Costs- Private Events						<b>0.00</b>		
Donations						<b>0.00</b>		
3190 · SALE OF SALVAGE & SURPLUS						<b>0.00</b>		
3190-01 · Public Safety - Surplus Sales			4,776.95	4,776.95	-4,776.95	<b>0.00</b>	-100.0%	
Charitable Contributions	137.76	2.00	0.00			<b>0.00</b>		
Total Donations	137.76	2.00	4,776.95	4,776.95	-4,776.95	<b>0.00</b>		
Total 3180-05 · Recovered Costs- Private Events	137.76	2.00	4,776.95	4,776.95	-4,776.95	<b>0.00</b>	-100.0%	
3180 · MISCELLANEOUS - Other	2,559.87	0.00	174.98			<b>0.00</b>		
<b>Total 3180 · MISCELLANEOUS</b>	<b>3,351.25</b>	<b>5,775.67</b>	<b>7,047.73</b>	<b>5,776.95</b>	<b>-4,776.95</b>	<b>1,000.00</b>	<b>-477.7%</b>	
3200 · REVENUE FROM COMMONWEALTH								
3200-01 · VDOT Grant Revenue	1,406.08	0.00	0.00			<b>0.00</b>		
3200-02 · 599 Law Enforcement Grant	29,280.00	30,364.00	23,661.00	30,364.00	1,184.00	<b>31,548.00</b>	3.75%	
3200-04 · Car Rental Reimbursement	6,732.57	4,500.03	1,648.01	6,500.00		<b>6,500.00</b>	0.0%	
3200-05 · Communications Tax	115,006.54	98,516.63	69,271.91	117,000.00		<b>117,000.00</b>	0.0%	
3200-06 · Department of Fire Programs	0.00	0.00	10,000.00			<b>0.00</b>	0.0%	
3200-10 · Other	0.00	0.00	0.00			<b>0.00</b>	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,626.97	18,626.97	18,627.00		<b>18,627.00</b>	0.0%	
3200-12 · Railroad Rolling Stock	1,355.70	1,327.54	1,349.52	1,500.00		<b>1,500.00</b>	0.0%	
3200-14 · PEDESTRIAN IMPROVEMENT GRANT	0.00	0.00	0.00	0.00	250,000.00	<b>250,000.00</b>	100.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>172,407.86</b>	<b>153,335.17</b>	<b>124,557.41</b>	<b>173,991.00</b>	<b>251,184.00</b>	<b>425,175.00</b>	<b>59.08%</b>	
3300 · REVENUE FROM FEDERAL GOVERNMENT								
3300-01 · DMV Transp Safety Grant	10,525.78	3,586.84	6,636.54	6,000.00		<b>6,000.00</b>	0.0%	
3300-02 · CABOOSE ENHANCEMENT GRANT	0.00	0.00	0.00			<b>0.00</b>		
3300-04 · PEDESTRIAN IMPROVEMENT GRANT	6,157.24	0.00	0.00			<b>0.00</b>		
3300 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	0.00	0.00	250,000.00	-250,000.00	<b>0.00</b>	0.0%	
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	<b>16,683.02</b>	<b>3,586.84</b>	<b>6,636.54</b>	<b>256,000.00</b>	<b>-250,000.00</b>	<b>6,000.00</b>	<b>-4,167%</b>	
3500 · Reserve Funds For CIP	0.00	0.00	0.00	300,000.00	-30,000.00	<b>270,000.00</b>	-11.1%	
4000 · Carry-Over Surplus	0.00	0.00	0.00	139,500.00	-139,500.00	<b>0.00</b>	-100.0%	
<b>Total Income</b>	<b>2,232,882.51</b>	<b>2,275,739.86</b>	<b>1,714,290.22</b>	<b>3,002,057.53</b>	<b>-75,594.02</b>	<b>2,926,463.51</b>	<b>-2.58%</b>	
<b>Gross Profit</b>	<b>2,232,882.51</b>	<b>2,275,739.86</b>	<b>1,714,290.22</b>	<b>3,002,057.53</b>		<b>2,926,463.51</b>	<b>-2.58%</b>	
<b>Expense</b>								

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01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	1,067.64	3,287.46	662.80	5,000.00		<b>5,000.00</b>	0.0%
111002 · FICA/Medicare	1,460.00	1,363.98	1,053.80	2,000.00		<b>2,000.00</b>	0.0%
111003 · Meals and Lodging	257.30	1,160.78	0.00	2,000.00		<b>2,000.00</b>	0.0%
111004 · Mileage Allowance	163.93	0.00	237.80	250.00		<b>250.00</b>	0.0%
111005 · Salaries & Wages - Regular	18,825.00	20,057.65	13,775.00	32,100.00		<b>32,100.00</b>	0.0%
111006 · Town Elections	3,161.04	0.00	0.00	3,200.00	-3,200.00	<b>0.00</b>	-100.0%

Total 11100 · TOWN COUNCIL

	24,934.91	25,869.87	15,729.40	44,550.00	-3,200.00	41,350.00	-7.74%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	289,887.00	218,051.91	180,497.09	284,000.00	-3,170.00	<b>280,830.00</b>	-1.13%
1211003 · Salaries/Wages - Part Time	48,967.00	63,009.00	24,384.00	50,000.00		<b>50,000.00</b>	0.0%
1211004 · FICA/Medicare	24,792.02	20,804.34	14,783.71	24,257.00		<b>24,257.00</b>	0.0%
1211005 · VRS	27,650.54	22,892.45	17,956.75	31,862.00	3,208.00	<b>35,070.00</b>	9.15%
1211006 · Health Insurance	49,932.10	43,426.04	23,185.36	59,195.00	-10,000.00	<b>49,195.00</b>	-20.33%
1211007 · Life Insurance	3,391.29	2,753.27	2,271.27	3,852.00		<b>3,852.00</b>	0.0%
1211008 · Disability Insurance	1,375.25	1,555.80	987.08	2,631.00		<b>2,631.00</b>	0.0%
1211009 · Unemployment Insurance	5,107.13	3,739.37	4,212.96	2,363.00	437.00	<b>2,800.00</b>	15.61%
1211010 · Worker's Compensation	402.64	660.02	200.00	553.00	-153.00	<b>400.00</b>	-38.25%
1211011 · Gen Property/Liability Ins.	14,827.00	14,700.00	13,802.00	14,665.00	335.00	<b>15,000.00</b>	2.23%
1211012 · Accounting Services	6,406.61	7,149.77	6,316.09	8,000.00		<b>8,000.00</b>	0.0%
1211013 · Cigarette Tax Administration	-317.80	5,145.49	3,175.24	5,500.00	-5,500.00	<b>0.00</b>	-100.0%
1211014 · Printing & Binding	12,136.39	10,513.36	7,363.81	8,925.00	3,075.00	<b>12,000.00</b>	25.63%
1211015 · Advertising	8,919.95	13,345.71	5,964.96	12,000.00		<b>12,000.00</b>	0.0%
1211016 · Computer, Internet &Website Svc	30,189.22	21,736.14	17,665.89	23,650.00		<b>23,650.00</b>	0.0%
1211017 · Postage	2,379.50	3,225.86	2,337.22	4,000.00		<b>4,000.00</b>	0.0%
1211018 · Telecommunications	2,743.58	391.62	4,543.99	6,000.00	1,500.00	<b>7,500.00</b>	20.0%
1211019 · Mileage Allowance	372.76	33.25	265.64	500.00	500.00	<b>1,000.00</b>	50.0%
1211020 · Meals & Lodging	2,104.71	2,480.54	1,978.90	6,000.00		<b>6,000.00</b>	0.0%
1211021 · Convention & Education	5,266.78	1,495.05	2,095.49	10,000.00		<b>10,000.00</b>	0.0%
1211022 · Miscellaneous	76.45	0.00	157.58	1,000.00		<b>1,000.00</b>	0.0%
1211023 · Discretionary Fund	154.70	585.25	0.00			<b>0.00</b>	
1211024 · Books, Dues & Subscriptions	15,491.10	14,557.20	5,781.08	16,000.00		<b>16,000.00</b>	0.0%
1211025 · Office Supplies	4,606.72	4,931.03	5,234.87	6,500.00		<b>6,500.00</b>	0.0%
1211026 · Equipment Rental	0.00	0.00	3,181.53	4,075.00		<b>4,075.00</b>	0.0%

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1211027 · Insurance Pass-Through	0.00	-2,692.38	0.00			0.00	
1211030 · Capital Outlay-Machinery/Equip	708.46	2,790.40	0.00			0.00	
<b>1211031 · Advertising - Tourism</b>					12,150.00	<b>12,150.00</b>	100.0%
66900 · Reconciliation Discrepancies	-0.01	0.00	0.00			0.00	
121110 · TOWN ADMINISTRATION - Other	15.00	0.00	0.00			0.00	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>557,586.09</b>	<b>477,280.49</b>	<b>348,342.51</b>	<b>585,528.00</b>	<b>2,382.00</b>	<b>587,910.00</b>	<b>0.41%</b>
<b>12210 · LEGAL SERVICES</b>							
1221001 · Legal Services	48,969.22	59,114.48	44,884.52	73,000.00	-3,000.00	<b>70,000.00</b>	-4.29%
<b>Total 12210 · LEGAL SERVICES</b>	<b>48,969.22</b>	<b>59,114.48</b>	<b>44,884.52</b>	<b>73,000.00</b>	<b>-3,000.00</b>	<b>70,000.00</b>	<b>-4.29%</b>
<b>12240 · INDEPENDENT AUDITOR</b>							
1224001 · Auditing Services	14,350.00	14,550.00	14,550.00	16,000.00		<b>16,000.00</b>	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>14,350.00</b>	<b>14,550.00</b>	<b>14,550.00</b>	<b>16,000.00</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>645,840.22</b>	<b>576,814.84</b>	<b>423,506.43</b>	<b>719,078.00</b>	<b>-3,818.00</b>	<b>715,260.00</b>	<b>-0.53%</b>
<b>03 · PUBLIC SAFETY</b>							
<b>31100 · POLICE DEPARTMENT</b>							
3110001 · Salaries & Wages - Regular	339,017.80	388,904.31	282,259.23	424,457.00	-5,052.00	<b>419,405.00</b>	-1.2%
3110002 · Salaries & Wages - OT Regular	7,434.92	0.00	0.00	0.00		<b>0.00</b>	
3110003 · Salaries & Wages - OT Premium	8,520.98	20,191.98	20,889.24	34,000.00		<b>34,000.00</b>	0.0%
3110004 · Salaries & Wages - Holiday Pay	13,378.56	17,001.08	16,714.40	14,000.00	3,000.00	<b>17,000.00</b>	17.65%
3110005 · Salaries & Wages - Part Time	7,742.18	17,404.94	30,120.00	20,000.00		<b>20,000.00</b>	0.0%
3110006 · Salaries & Wages - VDOT	7,993.92	0.00	2,900.94	3,008.75	-3,008.75	<b>0.00</b>	0.0%
3110007 · Salary & Wages - DMV Grant	0.00	4,796.57	3,704.27			<b>0.00</b>	0.0%
3110008 · Salary & Wages - Laney Detail	0.00	0.00	12,600.00	0.00	0.00	<b>0.00</b>	0.0%
3110020 · FICA/MEDICARE	28,828.27	33,078.45	27,921.45	32,471.00	3,926.00	<b>36,397.00</b>	10.79%
3110021 · VRS	35,474.34	39,907.77	28,947.31	45,884.00	-68.00	<b>45,816.00</b>	-0.15%
3110022 · Health Insurance	53,972.08	67,380.57	54,727.91	73,375.20	-17,318.20	<b>56,057.00</b>	-30.89%
3110023 · Life Insurance	4,294.90	5,219.73	3,862.80	5,560.00	92.00	<b>5,652.00</b>	1.63%
3110024 · Disability Insurance	2,055.13	2,227.32	1,637.21	2,500.00	-500.00	<b>2,000.00</b>	-25.0%
3110025 · Unemployment Insurance	0.00	2,624.24	2,750.89	2,180.00	820.00	<b>3,000.00</b>	27.33%
3110026 · Workers' Compensation Insurance	11,781.36	14,401.98	12,309.00	12,964.00	3,486.00	<b>16,450.00</b>	21.19%
3110027 · Line of Duty Act Insurance	1,662.00	1,740.00	4,969.00	5,000.00		<b>5,000.00</b>	0.0%
3110028 · Legal Services	11,231.10	21,988.82	13,547.80	24,000.00		<b>24,000.00</b>	0.0%
3110030 · Advertising	0.00	0.00	0.00			<b>0.00</b>	
3110032 · Computer, Internet & Website	9,649.43	13,113.70	10,260.53	14,000.00		<b>14,000.00</b>	0.0%
3110033 · Postage	139.78	22.10	5.19	300.00	200.00	<b>500.00</b>	40.0%
3110034 · Telecommunications	7,429.41	8,675.60	6,643.38	10,000.00		<b>10,000.00</b>	0.0%
3110035 · General Prop Ins (Vehicles)	7,330.00	4,089.00	3,072.00	3,075.00	725.00	<b>3,800.00</b>	19.08%

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3110036 · Mileage Allowance	0.00	0.00	0.00			<b>0.00</b>	
3110037 · Meals and Lodging	323.30	-35.80	0.00			<b>0.00</b>	
3110038 · Convention & Edu. (Training)	479.58	3,781.82	2,589.98	4,500.00	500.00	<b>5,000.00</b>	10.0%
3110039 · Miscellaneous	0.00	428.81	1,353.92	1,000.00	500.00	<b>1,500.00</b>	33.33%
3110040 · Annual Dues & Subscriptions	6,073.90	10,111.90	12,750.09	12,138.00	862.00	<b>13,000.00</b>	6.63%
3110041 · Office Supplies	5,118.28	4,538.12	4,756.51	6,000.00	-1,000.00	<b>5,000.00</b>	-20.0%
3110042 · Vehicle Fuels	18,810.59	18,573.31	12,097.60	16,000.00	3,000.00	<b>19,000.00</b>	15.79%
3110043 · Vehicle Maintenance/Supplies	10,842.18	10,369.48	8,534.92	11,000.00		<b>11,000.00</b>	0.0%
3110044 · Repairs/Maintenance Supplies	8,736.42	165.05	0.00			<b>0.00</b>	
3110045 · Uniforms & Police Supplies	46,947.15	31,154.67	35,283.45	41,638.95	-9,638.95	<b>32,000.00</b>	-30.12%
3110046 · Community Events	2,209.60	4,509.98	12,338.89	12,000.00	-10,000.00	<b>2,000.00</b>	-500.0%
3110047 · Donation Expenditure	0.00	0.00	6,835.50	3,000.00	-3,000.00	<b>0.00</b>	
3110049 · Grant Expenditures	0.00	1,837.05	2,006.30	6,000.00	-6,000.00	<b>0.00</b>	
3110050 · Insurance Pass-Through	-8,421.97	1,775.01	67.13			<b>0.00</b>	
3110051 · Mobile Data Computer Netwk Svc	25,897.00	0.00	0.00	0.00		<b>0.00</b>	
3110056 · Capital Outlay-Machinery/Equip	0.00	5,517.00	0.00			<b>0.00</b>	
310057 · Capital Outlay-Furniture/Fixture	2,675.90	0.00	0.00			<b>0.00</b>	
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>672,509.81</b>	<b>750,956.44</b>	<b>638,456.84</b>	<b>840,051.90</b>	<b>-38,474.90</b>	<b>801,577.00</b>	<b>-4.8%</b>
<b>32100 · FIRE &amp; RESCUE</b>							
3210001 · Contributions to other Govt Ent	0.00	0.00	0.00				
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>				
<b>34100 · BUILDING OFFICIAL</b>							
3410001 · Erosion & Sedimentation Ins.	0.00	13,350.00	3,750.00	30,000.00	-15,000.00	<b>15,000.00</b>	-100.0%
34100 · BUILDING OFFICIAL - Other	28,555.00	0.00	0.00				
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>28,555.00</b>	<b>13,350.00</b>	<b>3,750.00</b>	<b>30,000.00</b>	<b>-15,000.00</b>	<b>15,000.00</b>	<b>-100.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>701,064.81</b>	<b>764,306.44</b>	<b>642,206.84</b>	<b>870,051.90</b>	<b>-53,474.90</b>	<b>816,577.00</b>	<b>-6.55%</b>
<b>04 · PUBLIC WORKS</b>							
4110001 · Town Public Works	45,460.75	70,445.10	15,102.44	50,680.20	-680.20	<b>50,000.00</b>	-1.36%
4110002 · Street Beautification - HF	0.00	19,017.19	0.00	4,262.02	-2,049.19	<b>2,212.83</b>	-92.6%
<b>43200 · REFUSE COLLECTION</b>							
4320001 · Trash Removal Contract	73,656.59	76,027.02	58,300.68	78,789.80	7,835.20	<b>86,625.00</b>	9.04%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>73,656.59</b>	<b>76,027.02</b>	<b>58,300.68</b>	<b>78,789.80</b>	<b>7,835.20</b>	<b>86,625.00</b>	<b>9.04%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>							
4310001 · Repairs/Maintenance Services	54,046.29	57,616.82	53,745.93	55,000.00	10,000.00	<b>65,000.00</b>	15.38%
4310002 · Main Svc Contract-Pest Control	1,420.00	2,709.00	620.00	2,000.00	1,000.00	<b>3,000.00</b>	33.33%
4310003 · Maint Svc Contract-Landscaping	24,900.00	29,177.01	24,910.98	35,000.00		<b>35,000.00</b>	0.0%
4310004 · Maint Svc Contract Snow Removal	345.00	2,100.90	35.88	7,000.00		<b>7,000.00</b>	0.0%

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4310005 · Maint Svc Cont.- Street Cleaning	6,375.00	5,915.00	3,500.00	3,000.00	3,500.00	<b>6,500.00</b>	53.85%
4310007 · Electric/Gas Services	16,763.30	16,201.27	12,469.45	15,000.00	1,500.00	<b>16,500.00</b>	9.09%
4310008 · Electrical Services-Streetlight	4,557.99	5,158.42	3,526.26	5,500.00		<b>5,500.00</b>	0.0%
4310009 · Water & Sewer Services	2,228.98	2,009.52	1,318.25	2,000.00	1,000.00	<b>3,000.00</b>	33.33%
4310010 · Janitorial Supplies	109.11	795.07	110.10	1,000.00	1,000.00	<b>2,000.00</b>	50.0%
4310011 · Real Estate Taxes	1,625.17	1,932.75	816.84	4,000.00		<b>4,000.00</b>	0.0%
43100 · MAINT OF 15000 Wash St./Grounds - Other	0.00	-196.62	0.00				
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>112,370.84</b>	<b>123,419.14</b>	<b>101,053.69</b>	<b>129,500.00</b>	<b>18,000.00</b>	<b>147,500.00</b>	<b>12.2%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>231,488.18</b>	<b>288,908.45</b>	<b>174,456.81</b>	<b>263,232.02</b>	<b>23,105.81</b>	<b>286,337.83</b>	<b>8.07%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>							
<b>70000 · HAYMARKET COMMUNITY PARK</b>							
7000001 · Grounds Maintenance/Repairs	0.00	65,731.36	44,543.05	58,504.96	-504.96	<b>58,000.00</b>	-0.87%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>0.00</b>	<b>65,731.36</b>	<b>44,543.05</b>	<b>58,504.96</b>	<b>-504.96</b>	<b>58,000.00</b>	<b>-0.87%</b>
<b>71110 · EVENTS</b>							
7111001 · Advertising - Events	4,786.35	10,203.67	13,087.60			<b>0.00</b>	
7111003 · Contractual Services	57,888.31	60,721.15	58,067.03	70,000.00	10,000.00	<b>80,000.00</b>	12.5%
71110 · EVENTS - Other	285.67	987.27	0.00			<b>0.00</b>	
<b>Total 71110 · EVENTS</b>	<b>62,960.33</b>	<b>71,912.09</b>	<b>71,154.63</b>	<b>70,000.00</b>	<b>10,000.00</b>	<b>80,000.00</b>	<b>12.5%</b>
<b>72200 · MUSEUM</b>							
7220008 · Unemployment Insurance	0.00	0.00	0.00			<b>0.00</b>	
7220009 · Advertising	0.00	1,008.00	0.00	750.00		<b>750.00</b>	0.0%
7220012 · Telecommunications	2,314.40	2,028.02	1,053.89	2,200.00		<b>2,200.00</b>	0.0%
7220014 · Mileage Allowance	0.00	0.00	0.00			<b>0.00</b>	
7200015 · Books, Dues & Subscriptions	0.00	30.00	0.00	250.00		<b>250.00</b>	0.0%
7200016 · Office Supplies	0.00	19.99	0.00	250.00		<b>250.00</b>	0.0%
7220018 · Exhibits & Programs	1,141.40	700.27	400.00	1,700.00		<b>1,700.00</b>	0.0%
<b>Total 72200 · MUSEUM</b>	<b>3,455.80</b>	<b>3,786.28</b>	<b>1,453.89</b>	<b>5,150.00</b>	<b>0.00</b>	<b>5,150.00</b>	<b>0.0%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>66,416.13</b>	<b>141,429.73</b>	<b>117,151.57</b>	<b>133,654.96</b>	<b>9,495.04</b>	<b>143,150.00</b>	<b>6.63%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>							
<b>81100 · PLANNING COMMISSION</b>							
8110001 · Salaries & Wages - Regular	3,420.00	4,095.00	1,365.00	5,670.00		<b>5,670.00</b>	0.0%
8110002 · FICA/Medicare	247.86	360.04	100.98	500.00		<b>500.00</b>	0.0%
8110003 · Consultants - Engineer	59,908.46	25,947.22	12,856.60	50,000.00		<b>50,000.00</b>	0.0%
8110004 · Consultants - Comp Plan	0.00	0.00	0.00	40,000.00		<b>40,000.00</b>	0.0%
8110005 · Mileage Allowance	230.05	0.00	0.00		250.00	<b>250.00</b>	100.0%
8110006 · Meals & Lodging	22.62	0.00	0.00		700.00	<b>700.00</b>	100.0%
8110007 · Convention/Education	69.99	0.00	0.00	1,000.00	500.00	<b>1,500.00</b>	33.33%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>63,898.98</b>	<b>30,402.26</b>	<b>14,322.58</b>	<b>97,170.00</b>	<b>1,450.00</b>	<b>98,620.00</b>	<b>1.47%</b>

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<b>81110 · ARCHITECTURAL REVIEW BOARD</b>							
8111001 · Salaries & Wages - Regular	2,220.00	4,065.00	1,605.00	7,830.00		<b>7,830.00</b>	0.0%
8111002 · FICA/Medicare	148.42	366.07	98.67	850.00		<b>850.00</b>	0.0%
8111003 · Mileage Allowance	0.00	0.00	0.00			<b>0.00</b>	0.0%
8111004 · Meals & Lodging	0.00	0.00	0.00			<b>0.00</b>	0.0%
8111005 · Convention & Education	0.00	0.00	0.00		2,000.00	<b>2,000.00</b>	100.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>2,368.42</b>	<b>4,431.07</b>	<b>1,703.67</b>	<b>8,680.00</b>	<b>2,000.00</b>	<b>10,680.00</b>	<b>18.73%</b>
<b>81111 · Board Of Zoning Appeals</b>							
8111101 · Convention & Education	0.00	0.00	0.00	500.00		<b>500.00</b>	0.0%
8111102 · FICA / Medicare	0.00	0.00	0.00	98.00		<b>98.00</b>	0.0%
8111103 · Salaries & Wages - Regular	0.00	0.00	0.00	1,575.00	-250.00	<b>1,325.00</b>	-18.87%
81111 · Board Of Zoning Appeals - Other	0.00	0.00	0.00				
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2,173.00</b>	<b>-250.00</b>	<b>1,923.00</b>	<b>-13.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>66,267.40</b>	<b>34,833.33</b>	<b>16,026.25</b>	<b>108,023.00</b>	<b>3,200.00</b>	<b>111,223.00</b>	<b>2.88%</b>
<b>09 · NON-DEPARTMENTAL</b>							
<b>95100 · DEBT SERVICE</b>							
9510002 · General Obligation Bond - Prin	155,700.00	156,600.00	177,402.92	186,925.65	7,786.71	<b>194,712.36</b>	4.0%
9510003 · General Obligation Bond - Int	27,682.10	23,904.47	0.00		16,500.00	<b>16,500.00</b>	100.0%
9510005 · Capital Lease Pmt - Principal	28,783.74	29,353.57	31,592.38	31,592.00		<b>31,592.00</b>	0.0%
9510006 · Capital Lease - Interest Payment	2,808.64	2,238.81	0.00			<b>0.00</b>	
<b>Total 95100 · DEBT SERVICE</b>	<b>214,974.48</b>	<b>212,096.85</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>24,286.71</b>	<b>242,804.36</b>	<b>95.64%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>214,974.48</b>	<b>212,096.85</b>	<b>208,995.30</b>	<b>218,517.65</b>	<b>24,286.71</b>	<b>242,804.36</b>	<b>95.64%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>							
94101	0.00	0.00	0.00				
<b>94102 · HAYMARKET COMMUNITY PARK</b>							
94102	0.00	0.00	0.00				
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>							
9410301 · Architectural/Engineering Fees	6,790.00	13,367.00	0.00			<b>0.00</b>	
94103 · PEDESTRIAN IMPROVEMENT PROJECT - Other	33,964.24	0.00	0.00	500,000.00		<b>500,000.00</b>	0.0%
<b>Total 94103 · PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>40,754.24</b>	<b>13,367.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.00</b>	<b>500,000.00</b>	<b>0.0%</b>
<b>94105 · PERSONNEL</b>							
<b>EMPLOYEE BENEFITS</b>							
6560 · Payroll Processing Fees	0.00	-0.02	2.00				
<b>Total EMPLOYEE BENEFITS</b>	<b>0.00</b>	<b>-0.02</b>	<b>2.00</b>				
<b>Total 94105 · PERSONNEL</b>	<b>0.00</b>	<b>-0.02</b>	<b>2.00</b>				
<b>94106 · TOWN CENTER MASTER PLAN</b>							
9410601 · Architectural/Engineering Fees	62,447.77	45,970.84	0.00			<b>0.00</b>	
9410602 · Construction (Renovations)	0.00	0.00	138,273.52	139,500.00	-139,500.00	<b>0.00</b>	-100.0%
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>62,447.77</b>	<b>45,970.84</b>	<b>138,273.52</b>	<b>139,500.00</b>	<b>-139,500.00</b>	<b>0.00</b>	<b>-100.0%</b>

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<b>94107 · BLIGHT MITIGATION</b>							
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	<b>20,000.00</b>	-150.0%
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>0.00</b>	<b>2,595.00</b>	<b>50,000.00</b>	<b>-30,000.00</b>	<b>20,000.00</b>	<b>-150.0%</b>
<b>94108 · CIP FUNDS EXPENSE</b>							
94108-01 · CIP Funds Expense	0.00	0.00	0.00	0.00	91,111.32	91,111.32	100.0%
<b>Total 94108 · CAPTIAL IMPROVEMENT PROJECT</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>91,111.32</b>	<b>91,111.32</b>	<b>100.0%</b>
<b>Total Expense</b>	<b>2,029,253.23</b>	<b>2,077,727.46</b>	<b>1,723,213.72</b>	<b>3,002,057.53</b>	<b>-75,594.02</b>	<b>2,926,463.51</b>	<b>-2.58%</b>
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 DRAFT Budget\_04.02.2020\_Revision (4403 : Proposed 2020-21 Draft Budget)