



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING

~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, January 6, 2020

7:00 PM

Council Chambers

I. Call To Order

II. Pledge of Allegiance - Girl Scout Troop 1188

III. Invocation - Pastor Mark Brady, Park Valley Church

IV. Presentations

V. Continuation of Public Hearing - Van Metre Special Use Permit Request

VI. Citizens Time

VII. Christmas and Holiday Event Re-Cap

VIII. Department Reports

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

IX. Minutes Approval

1. Mayor and Council - Work Session - Dec 2, 2019 6:00 PM
2. Mayor and Council - Regular Meeting - Dec 2, 2019 7:00 PM

X. Agenda Items

1. Budget Amendment Resolution 2020-001
2. Budget Appropriations Resolution 2020-002
3. VDOT Pedestrian Project Contract

XI. Closed Session

XII. Updates

1. Architectural Review Board Update
2. Planning Commission Update

XIII. Councilmember Time

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

XIV. Adjournment



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

CHRISTOPHER S. COON
BUSINESS MANAGER

EMILY K. LOCKHART
TOWN PLANNER
ZONING ADMINISTRATOR

ROBERTO C. GONZALEZ
TOWN TREASURER

KIMBERLY A. HENRY
TOWN CLERK

BUSINESS MANAGER'S REPORT

Week of November 25 to December 6, 2019

Administration

- Meetings
 - Met with Potential Town Contractor, Paymerang (Chris)
 - Met with Gainesville-Haymarket Rotary Club President (Chris)
 - Met with Councilmember (Roberto and Chris)
 - Met with Rotary Club of Gainesville-Haymarket (Chris)
 - Town Staff Meeting (Mayor, Chief, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Haymarket Coffee for Caboose Rental (Emily and Chris)
 - Staffed Town Council Meeting (Kim, Emily, Roberto, Chief, and Chris)
 - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
 - Dominions Womans' Club Decorating (Emily)
 - Met with Gainesville-Haymarket Rotary Club (Chris)
 - Presented Military Tribute Banner to Senator Black (Mayor and Chris)
 - Met with Prince William County Neighborhood Services regarding Property Maintenance Code (Emily and Chris)
 - Met with Jerry Schiro regarding VDOT Pedestrian Project (Chris)
 - Met with Andy at Christopher Consultants regarding VDOT Pedestrian Project (Chris)

- New Items
 - Coordinated Christmas Tree Placement for Christmas and Holiday Event
 - Begin Notifying Businesses affected by the Ordinance Passed at the December Town Council Meeting
 - Had Plumber Fix Urinal in Men's Bathroom.
 - During Construction there was a Line Providing Electricity to Town Hall damaged, Dominion Electric was onsite November 27th and resolved the issue
 - Town has been recognized as a "Fiber-Friendly City" by BroadbandNow

- Continued Items
 - Found Potential Architect to Serve as ARB Consultant
 - Signed Property Maintenance Agreement with PWC Building Department
 - Received and Processed Majority of Town Real Estate Tax Bills
 - Prepared for Van Metre Public Hearing
 - Working to Award Contract for VDOT Pedestrian Project along Jefferson Street

Town Staff

- Posted on Social Media 7 times regarding Christmas Event and items for Town
- Making final edits on the 2020 Calendars for Town Residents
- Facilitated the presentation of the Military Tribute Banner to Senator Black
- Completed all Outstanding Minutes
- Started Agendas for Planning Commission and ARB Meetings
- Trained Town Clerk to Input Real Estate Tax Payments
- Received Real Estate Tax Payments
- Reviewed Final Site Plans for Haymarket Hotel Venture
- Assisted Resident with Questions and Paying Real Estate Tax
- Prepared Several Zoning Approvals
- Contacted Contractor for Mrs. Pardo's House
- Prepared Letter for Mrs. Pardo

Events

- **Christmas and Holiday Celebration Event - December 7, 2019**
 - Santa and Mrs. Claus are booked for event
 - Tent has been delivery and set up
 - 1 Large and 3 Smaller Trees have been installed in front of Town Hall
 - Porta Johns have been delivered and are in Place
 - Finishing Set-up and Decorating Inside and Outside Town Hall
 - Vendors have been finalized
 - Coordinated the booking for the musical performances
 - Continued Event Advertisement on Town's Facebook
 - Finalizing Details for the remainder of Friday



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BUSINESS MANAGER'S REPORT

Week of December 9 to December 13, 2019

Administration

- Meetings
 - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
 - Met with Rotary Club of Gainesville-Haymarket (Chris)
 - Met with Town Attorney (Chris)
 - Met with Mr. Campbell for Caboose (Emily and Chris)

- New Items
 - Contacted and Scheduled Mr. Chandler and Mr. Beasley about Part-time Work in Town During Christmas Break.
 - Moved Mailbox for Santa Letters from Outside into the Police Lobby
 - Began Reviewing Town of Haymarket Personnel Manual for Edits

- Continued Items
 - Continued Notifying Businesses affected by the Ordinance Passed at the December Town Council Meeting
 - Preparing for Comprehensive Plan Update
 - Found Potential Architect to Serve as ARB Consultant, will attend ARB Meeting
 - Received and Processed Town Real Estate Tax Bills
 - Working to Award Contract for VDOT Pedestrian Project along Jefferson Street

Town Staff

- Posted on Social Media 4 times regarding Christmas items for Town
- Making final edits on the 2020 Calendars for Town Residents
- Completed Agendas for Planning Commission, ARB, and Finance Committee Meetings
- Received Real Estate Tax Payments
- Assisted Resident with Questions and Paying Real Estate Tax
- Completed Edits to ARB Bylaw Update
- Received Order of 2018 Christmas Ornaments and Contacted Individuals that Preordered the Ornaments



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BUSINESS MANAGER'S REPORT

Week of December 16 to December 20, 2019

Administration

- Meetings
 - Held Planning Commission Meeting (Emily, Kim, and Chris)
 - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
 - Held ARB Meeting (Emily and Kim)
 - Met with Town Attorney (Chris)
 - Met with Potential Business (Emily, Mayor, and Chris)
 - Held Finance Committee Meeting (Roberto, Chief, and Chris)
 - Met with Van Metre for Caboose (Emily, Mayor, and Chris)
- New Items
 - Began Reviewing Town of Haymarket Comprehensive Plan for Edits
- Continued Items
 - Mr. Chandler and Mr. Beasley began Part-time Work in Town
 - Mailed Notice to Businesses affected by the Ordinance Passed at the December Town Council Meeting
 - Finance Committee Moved to Award Contract for VDOT Pedestrian Project along Jefferson Street

Town Staff

- Posted on Social Media 4 times regarding Trash collection during the weeks of Christmas and New Years and Town Hall hours of operations those weeks
- Provided final edit on the 2020 Calendars for Town Residents to Printer
- Completed Town Council Minutes and Began Planning Commission and ARB Minutes
- Began Draft Budget Preparations
- Worked on Budget Appropriation and Amendment Report for Town Council
- Communicated with Ms. Pardo regarding Exterior Changes and COA Plan
- Substantial filing and reorganization of file storage completed.



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BUSINESS MANAGER'S REPORT

Week of December 23, 2019 to January 3, 2020

Administration

- Meetings
 - Town Staff Meeting (Kim, Emily, Jacque, Roberto, and Chris)
 - Met with Town Attorney (Chris)
 - Met with Contractor (Emily)
 - Met with Business Owner (Roberto)
 - Met with Trash Company Representative (Chris)
 - Met with Architect for Caboose and ARB Consultant (Chris and Emily)

- Continued Items
 - Reviewing Town of Haymarket Comprehensive Plan for Edits
 - Mr. Chandler and Mr. Beasley began Part-time Work in Town
 - Discussed Ordinance Passed at the December Town Council Meeting with Businesses

Town Staff

- Reposted on Social Media regarding Trash collection during the weeks of Christmas and New Years and Town Hall hours of operations those weeks
- Provided final edit on the 2020 Calendars for Town Residents to Printer
- Prepared Town Council Agenda
- Began Draft Budget Preparations
- Finalized Budget Appropriation and Amendment Report for Town Council
- Communicated with Ms. Pardo regarding Exterior Changes, update will be provided at Town Council Meeting.
- Cleaned Christmas decorations and placed them in storage



**HAYMARKET POLICE
DEPARTMENT**



To: Mayor Leake and Council Members
 From: Chief Lands
 Date: 12-19-2019
 Subject: Monthly Report for December 2019

Felony Arrests	0	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	13	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	2047	Various
Out of Town Calls for Service	47	Various
Traffic Summons	82	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	214	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	If Injuries – Transported to Hospital
House Checks	1	Residents who were out of town
Business Checks	523	All Town Businesses

Points of Interest:

Hero's Heart Video
 Christmas Event
 New Years
 Officer of Year
 Chiefs Award



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Roberto Gonzalez
Town Treasurer

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

Highlights:

- The financials attached are as of November 30, 2019
- Met with Finance Committee and discussed current budget
- Assisted residents with Real Estate tax questions and payments
- Worked on amendment preparations
- Began working on Draft Budget for FY2020-2021
- Town audit should be finalized in January 2020

Town of Haymarket
Statement of Net Position
As of November 30, 2019

	Nov 30, 19
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	1,242,285.11
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	319,704.83
Total Checking/Savings	1,562,045.54
Accounts Receivable	
12000 · Accounts Receivable	354,665.88
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
Total Accounts Receivable	358,596.36
Other Current Assets	
11499 · Undeposited Funds	53,077.97
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	-53,615.16
Total Current Assets	1,867,026.74
Fixed Assets	
12500 · General Property	4,343,848.91
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,745,792.94
Other Assets	
19100 · Deferred Outflow - Pension Cont	59,154.77
19200 · Deferred Outflow - GLI OPEB	2,921.00
Total Other Assets	62,075.77
TOTAL ASSETS	7,674,895.45
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	33,752.79
Total Accounts Payable	33,752.79
Credit Cards	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	1,804.01
20042 · PD Credit Card - SONA 0277	826.74
Total Credit Cards	2,540.81
Other Current Liabilities	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	7,235.86
22000 · Security Deposits	12,180.75
22010 · Escrow Deposits	38,845.00
Total Other Current Liabilities	68,321.01
Total Current Liabilities	104,614.61
Long Term Liabilities	
20080 · Accrued Interest Payable	9,621.55

Town of Haymarket
Statement of Net Position
As of November 30, 2019

	Nov 30, 19
23000 · Accrued Leave	26,892.84
25000 · General Obligation Bonds	911,600.00
25010 · Captial Leases Payable	91,593.64
29000 · Net Pension Liability	5,180.00
29100 · Deferred Inflow - Pension Msmnt	36,322.00
29500 · Net OPEB Liability	47,000.00
29600 · Deferred Inflow - OPEB	10,000.00
Total Long Term Liabilities	1,138,210.03
Total Liabilities	1,242,824.64
Equity	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,777,379.31
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	-20,967.18
Total Equity	6,432,070.81
TOTAL LIABILITIES & EQUITY	7,674,895.45

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2019

	Nov 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-01 · Real Estate - Current	63.98
Total 3110 · GENERAL PROPERTY TAXES	63.98
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	7,964.46
3120-03 · Cigarette Tax	13,057.50
3120-04 · Consumer Utility Tax	12,855.73
3120-05 · Meals Tax - Current	66,552.88
3120-06 · Sales Tax Receipts	12,059.30
3120-07 · Penalties (Non-Property)	310.48
3120-08 · Interest (Non-Property)	1,245.79
Total 3120 · OTHER LOCAL TAXES	114,046.14
3130 · PERMITS,FEES & LICENSESES	
3130-01 · Application Fees	200.00
3130-02 · Inspection Fees	600.00
3130-03 · Motor Vehicle Licenses	61.00
3130-05 · Other Planning & Permits	3,130.00
Total 3130 · PERMITS,FEES & LICENSESES	3,991.00
3140 · FINES & FORFEITURES	
3140-01 · Fines	11,567.30
Total 3140 · FINES & FORFEITURES	11,567.30
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	-140.09
Total 3150 · REVENUE - USE OF MONEY	-140.09
3151 · RENTAL (USE OF PROPERTY)	
3151-01 · Suite 200 Stronger Fitness LLC	828.33
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-04 · Suite 210 LF Security	858.67
3151-08 · 15020 Washington Realty	3,889.92
Total 3151 · RENTAL (USE OF PROPERTY)	6,120.32
3160 · CHARGES FOR SERVICES	
3160-01 · Public Safety	
3160-02 · Donation/Grants	-1,596.95
3160-04 · Sponsorships	6,500.00
3160-01 · Public Safety - Other	-1,723.05
Total 3160-01 · Public Safety	3,180.00
Total 3160 · CHARGES FOR SERVICES	3,180.00
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	2,300.00
Total 3165 · REVENUE - TOWN EVENTS	2,300.00
3180 · MISCELLANEOUS	
3180-01 · Citations & Accident Reports	35.00
Total 3180 · MISCELLANEOUS	35.00
3200 · REVENUE FROM COMMONWEALTH	
3200-02 · 599 Law Enforcement Grant	7,887.00
3200-05 · Communications Tax	8,637.27
Total 3200 · REVENUE FROM COMMONWEALTH	16,524.27
Total Income	157,687.92

Attachment: Treasurer Report & Financials for 01-06-2020 (4303 : Treasurer's Report)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2019

	Nov 19
Gross Profit	157,687.92
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	93.71
111004 · Mileage Allowance	237.80
111005 · Salaries & Wages - Regular	1,225.00
Total 11100 · TOWN COUNCIL	1,556.51
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	18,620.37
1211003 · Salaries/Wages - Part Time	2,380.00
1211004 · FICA/Medicare	1,540.31
1211005 · VRS	1,545.28
1211006 · Health Insurance	1,881.42
1211007 · Life Insurance	255.45
1211008 · Disability Insurance	95.71
1211009 · Unemployment Insurance	191.62
1211012 · Accounting Services	1,778.75
1211013 · Cigarette Tax Administration	385.13
1211014 · Printing & Binding	317.70
1211015 · Advertising	188.00
1211016 · Computer, Internet & Website Svc	2,270.45
1211017 · Postage	514.90
1211018 · Telecommunications	427.36
1211022 · Miscellaneous	150.00
1211024 · Books, Dues & Subscriptions	913.65
1211025 · Office Supplies	780.89
1211026 · Equipment Rental	603.57
Total 12110 · TOWN ADMINISTRATION	34,840.56
12210 · LEGAL SERVICES	
1221001 · Legal Services	4,834.90
Total 12210 · LEGAL SERVICES	4,834.90
Total 01 · ADMINISTRATION	41,231.97
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	31,057.32
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	3,732.79
3110004 · Salaries & Wages - Holiday Pay	1,215.84
3110005 · Salaries & Wages - Part Time	3,700.00
3110007 · Salary & Wages - DMV Grant	154.35
3110020 · FICA/MEDICARE	2,996.48
3110021 · VRS	3,404.38
3110022 · Health Insurance	5,644.26
3110023 · Life Insurance	454.30
3110024 · Disability Insurance	195.88
3110028 · Legal Services	2,562.10
3110032 · Computer, Internet & Website	1,790.50
3110034 · Telecommunications	841.22
3110040 · Annual Dues & Subscriptions	4,662.00
3110041 · Office Supplies	203.14
3110042 · Vehicle Fuels	1,327.07
3110043 · Vehicle Maintenance/Supplies	713.58
3110045 · Uniforms & Police Supplies	628.73
3110046 · Community Events	312.00
3110047 · Donation Expenditure	5,218.00

Attachment: Treasurer Report & Financials for 01-06-2020 (4303 : Treasurer's Report)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2019

	Nov 19
Total 31100 · POLICE DEPARTMENT	70,813.94
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	450.00
Total 34100 · BUILDING OFFICIAL	450.00
Total 03 · PUBLIC SAFETY	71,263.94
04 · PUBLIC WORKS	
4110001 · Town Public Works	492.45
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	1,924.19
4310002 · Maint Svc Contract-Pest Control	155.00
4310003 · Maint Svc Contract-Landscaping	4,625.00
4310005 · Maint Svc Cont- Street Cleaning	500.00
4310007 · Electric/Gas Services	1,090.02
4310008 · Electrical Services-Streetlight	380.09
4310009 · Water & Sewer Services	132.50
4310010 · Janitorial Supplies	27.73
Total 43100 · MAINT OF 15000 Wash St./Grounds	8,834.53
Total 04 · PUBLIC WORKS	15,673.32
07 · PARKS, REC & CULTURAL	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	117.45
Total 70000 · HAYMARKET COMMUNITY PARK	117.45
71110 · EVENTS	
7111001 · Advertising - Events	922.00
7111003 · Contractual Services	8,398.36
Total 71110 · EVENTS	9,320.36
72200 · MUSEUM	
7220012 · Telecommunications	132.56
Total 72200 · MUSEUM	132.56
Total 07 · PARKS, REC & CULTURAL	9,570.37
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	195.00
8110002 · FICA/Medicare	10.33
8110003 · Consultants - Engineer	2,080.88
Total 81100 · PLANNING COMMISSION	2,286.21
81110 · ARCHITECTURAL REVIEW BOARD	
8111002 · FICA/Medicare	0.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	0.00
Total 08 · COMMUNITY DEVELOPMENT	2,286.21
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.05
Total EMPLOYEE BENEFITS	-0.05
Total 94105 · PERSONNEL	-0.05

Attachment: Treasurer Report & Financials for 01-06-2020 (4303 : Treasurer's Report)

Town of Haymarket
Statement of Revenue & Expenditures for Month
November 2019

	<u>Nov 19</u>
Total Expense	<u>140,025.76</u>
Net Ordinary Income	<u>17,662.16</u>
Net Income	<u><u>17,662.16</u></u>

Revenue & Expenditures Actual To-Date vs Annual Budget

July 1, 2019 through November 30, 2019

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	375,722.04	374,257.00	100.4%	
3110-02 · Public Service Corp RE Tax	13,581.10	11,784.00	115.3%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	389,303.14	387,041.00	100.6%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	13,518.43	195,000.00	6.9%	
3120-03 · Cigarette Tax	68,340.00	160,000.00	42.7%	<i>collections up to November 30, 2019</i>
3120-04 · Consumer Utility Tax	50,979.93	150,000.00	34.0%	<i>collections up to October 31, 2019</i>
3120-05 · Meals Tax - Current	270,789.73	700,000.00	38.7%	<i>represents meals tax up to October 31, 2019</i>
3120-06 · Sales Tax Receipts	35,786.77	155,000.00	23.1%	<i>collections up to September 30, 2019</i>
3120-07 · Penalties (Non-Property)	1,099.08	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,392.06	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	441,906.00	1,382,000.00	32.0%	
3130 · PERMITS, FEES & LICENSES				
3130-01 · Application Fees	1,050.00	4,500.00	23.3%	
3130-02 · Inspection Fees	1,650.00	15,000.00	11.0%	
3130-03 · Motor Vehicle Licenses	411.00	1,900.00	21.6%	
3130-05 · Other Planning & Permits	13,207.10	25,000.00	52.8%	
Total 3130 · PERMITS, FEES & LICENSES	16,318.10	46,400.00	35.2%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	20,281.34	50,000.00	40.6%	<i>collections up to October 31, 2019</i>
Total 3140 · FINES & FORFEITURES	20,281.34	50,000.00	40.6%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	2,921.28			
3150-02 · Interest on Bank Deposit	1,497.91			
3150-03 · Interest on Bank Deposits	3,236.97	8,000.00	40.5%	
Total 3150 · REVENUE - USE OF MONEY	7,656.16	8,000.00	95.7%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	3,313.32	7,183.65	46.1%	
3151-02 · 15026 Suite 210 Body Mind	2,941.88	4,648.01	63.3%	
3151-03 · Suite 208 Dent-ology Inc	3,024.00	3,168.00	95.5%	
3151-04 · Suite 210 LF Security	3,736.01	7,460.25	50.1%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	2,380.00	5,512.50	43.2%	
3151-07 · Haymarket Church Suite 206	13,580.00	32,592.00	41.7%	
3151-08 · 15020 Washington Realty	23,332.56	46,679.11	50.0%	
3151-09 · 15026 Copper Cricket	8,688.05	20,851.32	41.7%	
3151-10 · The Very Thing For Her	11,090.00	33,534.00	33.1%	
3151-11 · Cupcake Heaven and Café LLC	2,679.50	0.00	100.0%	
3151-90 · Town Hall Rental Income	300.00	0.00	100.0%	
Total 3151 · RENTAL (USE OF PROPERTY)	75,432.82	166,077.81	45.4%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	25.00	0.00	100.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	6,835.50	3,000.00	227.9%	
3160-03 · VDOT Detail	3,008.75	0.00	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St & Old Carolina</i>
3160-04 · Sponsorships	6,500.00	7,000.00	92.9%	
3160-01 · Public Safety - Other	4,776.95	0.00	100.0%	
Total 3160-01 · Public Safety	21,121.20	10,000.00	211.2%	

Total 3160 · CHARGES FOR SERVICES	21,146.20	10,000.00	211.5%
3165 · REVENUE - TOWN EVENTS			
3165-01 · Revenue - Town Events	83,080.20	70,000.00	118.7%
Total 3165 · REVENUE - TOWN EVENTS	83,080.20	70,000.00	118.7%
3170 · HISTORICAL FUND			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
Total 3170 · HISTORICAL FUND	0.00	4,262.02	0.0%
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	125.00	1,000.00	12.5%
3180-02 · Vetern Banners	-78.00	0.00	100.0%
3180-03 · Miscellaneous	2,048.80	0.00	100.0%
3180 · Miscellaneous - Other	45.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	2,140.80	1,000.00	214.1%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	15,774.00	30,364.00	52.0%
3200-04 · Car Rental Reimbursement	1,648.01	6,500.00	25.4%
3200-05 · Communications Tax	34,613.95	117,000.00	29.6%
3200-06 · Department of Fire Programs	10,000.00		
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%
3200-12 · Railroad Rolling Stock	1,349.52	1,500.00	90.0%
Total 3200 · REVENUE FROM COMMONWEALTH	82,012.45	173,991.00	47.1%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	4,589.55	6,000.00	76.5%
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	4,589.55	256,000.00	1.8%
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%

A donation to the Museum that was left by a

Payment #2 of 4
collections up to October 31, 2019

Total Income	1,143,866.76	2,994,271.83	38.2%
Gross Profit	1,143,866.76	2,994,271.83	38.2%

Expense

01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	625.39	2,000.00	31.3%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	237.80	250.00	95.1%
111005 · Salaries & Wages - Regular	7,875.00	32,100.00	24.5%
111006 · Town Elections	0.00	3,200.00	0.0%
Total 11100 · TOWN COUNCIL	8,738.19	44,550.00	19.6%
12110 · TOWN ADMINISTRATION			
1211001 · Salaries/Wages-Regular	87,144.69	284,000.00	30.7%
1211003 · Salaries/Wages - Part Time	14,119.00	50,000.00	28.2%
1211004 · FICA/Medicare	7,228.22	24,257.00	29.8%
1211005 · VRS	8,417.67	31,862.00	26.4%
1211006 · Health Insurance	14,544.35	59,195.00	24.6%
1211007 · Life Insurance	1,133.75	3,852.00	29.4%
1211008 · Disability Insurance	555.35	2,631.00	21.1%
1211009 · Unemployment Insurance	1,273.56	2,363.00	53.9%
1211010 · Worker's Compensation	200.00	553.00	36.2%
1211011 · Gen Property/Liability Ins.	12,937.00	16,000.00	80.9%
1211012 · Accounting Services	5,383.74	8,000.00	67.3%
1211013 · Cigarette Tax Administration	2,044.30	5,500.00	37.2%
1211014 · Printing & Binding	4,366.51	8,925.00	48.9%
1211015 · Advertising	3,456.00	12,000.00	28.8%
1211016 · Computer, Internet &Website Svc	8,762.79	23,650.00	37.1%
1211017 · Postage	1,171.28	4,000.00	29.3%
1211018 · Telecommunications	2,246.75	6,000.00	37.4%
1211019 · Mileage Allowance	265.64	500.00	53.1%
1211020 · Meals & Lodging	0.00	6,000.00	0.0%
1211021 · Convention & Education	2,418.29	10,000.00	24.2%

1211022 · Miscellaneous	150.00	1,000.00	15.0%
1211024 · Books, Dues & Subscriptions	3,774.55	16,000.00	23.6%
1211025 · Office Supplies	4,198.47	6,500.00	64.6%
1211026 · Equipment Rental	1,961.85	4,075.00	48.1%
Total 12110 · TOWN ADMINISTRATION	187,753.76	586,863.00	32.0%

12210 · LEGAL SERVICES

charges up to October 31, 2019; 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	31,017.02	73,000.00	42.5%
Total 12210 · LEGAL SERVICES	31,017.02	73,000.00	42.5%

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	16,000.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,000.00	0.0%

Total 01 · ADMINISTRATION

227,508.97	720,413.00	31.6%
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	156,442.34	424,457.00	36.9%
3110003 · Salaries & Wages - OT Premium	13,095.03	34,000.00	38.5%
3110004 · Salaries & Wages - Holiday Pay	6,079.20	14,000.00	43.4%
3110005 · Salaries & Wages - Part Time	12,550.00	20,000.00	62.8%

Detail for the paving that was done within the Town (Jefferson & Old Carolina), this will be reimbursed by VDOT on line 3160-03 in revenues

3110006 · Salaries & Wages - VDOT	2,900.94	0.00	100.0%
3110007 · Salaries & Wages - DMV Grant	1,785.53	0.00	100.0%
3110020 · FICA/MEDICARE	14,606.00	32,471.00	45.0%
3110021 · VRS	17,272.11	45,884.00	37.6%
3110022 · Health Insurance	31,043.43	73,375.20	42.3%
3110023 · Life Insurance	2,304.88	5,560.00	41.5%
3110024 · Disability Insurance	935.94	2,500.00	37.4%
3110025 · Unemployment Insurance	0.00	2,180.00	0.0%
3110026 · Workers' Compensation Insurance	12,309.00	12,964.00	94.9%
3110027 · Line of Duty Act Insurance	4,969.00	1,740.00	285.6%
3110028 · Legal Services	7,473.70	24,000.00	31.1%
3110032 · Computer, Internet & Website	9,769.28	14,000.00	69.8%
3110033 · Postage	0.00	300.00	0.0%
3110034 · Telecommunications	4,083.33	10,000.00	40.8%
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.4%
3110038 · Convention & Edu. (Training)	904.34	4,500.00	20.1%
3110039 · Miscellaneous	0.00	1,000.00	0.0%
3110040 · Annual Dues & Subscriptions	12,137.50	12,000.00	101.1%
3110041 · Office Supplies	3,121.96	5,000.00	62.4%
3110042 · Vehicle Fuels	7,878.31	16,000.00	49.2%
3110043 · Vehicle Maintenance/Supplies	6,424.22	10,000.00	64.2%
3110045 · Uniforms & Police Supplies	18,832.73	22,000.00	85.6%
3110046 · Community Events	11,111.61	12,000.00	92.6%
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%
3110051 · Mobile Data Computer Netwk Svc	0.00	17,000.00	0.0%

Total 31100 · POLICE DEPARTMENT	370,011.31	830,931.20	44.5%
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34100 · BUILDING OFFICIAL

3410001 · Erosion & Sedimentation Ins.	2,700.00	30,000.00	9.0%
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Total 34100 · BUILDING OFFICIAL	2,700.00	30,000.00	9.0%
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Total 03 · PUBLIC SAFETY

372,711.31	860,931.20	43.3%
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04 · PUBLIC WORKS

4110001 · Town Public Works	17,237.22	50,680.20	34.0%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%

43200 · REFUSE COLLECTION

4320001 · Trash Removal Contract	38,596.02	78,789.80	49.0%	<i>Includes up to December 31, 2019 trash services</i>
Total 43200 · REFUSE COLLECTION	38,596.02	78,789.80	49.0%	

43100 · MAINT OF 15000 Wash St./Grounds

4310001 · Repairs/Maintenance Services	42,363.32	55,000.00	77.0%
4310002 · Maint Svc Contract-Pest Control	465.00	2,000.00	23.3%
4310003 · Maint Svc Contract-Landscaping	15,885.98	35,000.00	45.4%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	1,800.00	3,000.00	60.0%
4310007 · Electric/Gas Services	6,414.18	15,000.00	42.8%
4310008 · Electrical Services-Streetlight	1,744.20	5,500.00	31.7%
4310009 · Water & Sewer Services	705.90	2,000.00	35.3%
4310010 · Janitorial Supplies	42.82	1,000.00	4.3%
4310011 · Real Estate Taxes	816.84	4,000.00	20.4%

Total 43100 · MAINT OF 15000 Wash St./Grounds	70,238.24	129,500.00	54.2%
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Total 04 · PUBLIC WORKS

126,071.48	263,232.02	47.9%
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07 · PARKS, REC & CULTURAL

70000 · HAYMARKET COMMUNITY PARK

7000001 · Grounds Maintenance/Repairs	44,168.65	58,504.96	75.5%
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Total 70000 · HAYMARKET COMMUNITY PARK	44,168.65	58,504.96	75.5%
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71110 · EVENTS

7111001 · Advertising - Events	8,692.71	0.00	100.0%
7111003 · Contractual Services	48,099.33	70,000.00	68.7%
7111003 · Contractual Services	370.23	0.00	100.0%

Total 71110 · EVENTS	57,162.27	70,000.00	81.7%
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72200 · MUSEUM

7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	659.69	2,200.00	30.0%
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%

Total 72200 · MUSEUM	1,059.69	5,150.00	20.6%
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Total 07 · PARKS, REC & CULTURAL

102,390.61	133,654.96	76.6%
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08 · COMMUNITY DEVELOPMENT

81100 · PLANNING COMMISSION

8110001 · Salaries & Wages - Regular	720.00	5,670.00	12.7%
8110002 · FICA/Medicare	47.05	500.00	9.4%

charges up to November 30, 2019; \$2,380.00 of this actual amount have been pass through the developer/contractor, the revenue line item 3130-05 is where the fees have been collected

8110003 · Consultants - Engineer	9,675.95	50,000.00	19.4%
8110004 · Consultants - Comp Plan	0.00	40,000.00	0.0%
8110007 · Convention/Education	0.00	1,000.00	0.0%

Total 81100 · PLANNING COMMISSION	10,443.00	97,170.00	10.7%
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81110 · ARCHITECTURAL REVIEW BOARD

8111001 · Salaries & Wages - Regular	705.00	7,830.00	9.0%
8111002 · FICA/Medicare	34.42	850.00	4.0%

Total 81110 · ARCHITECTURAL REVIEW BOARD	739.42	8,680.00	8.5%
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81111 · Board Of Zoning Appeals

8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%

Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
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Total 08 · COMMUNITY DEVELOPMENT

11,182.42	108,023.00	10.4%
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09 · NON-DEPARTMENTAL

95100 · DEBT SERVICE

9510002 · General Obligation Bond - Prin	168,304.43	186,925.65	90.0%	
9510005 · Capital Lease Pmt - Principal	15,796.19	31,592.00	50.0%	
Total 95100 · DEBT SERVICE	184,100.62	218,517.65	84.3%	
Total 09 · NON-DEPARTMENTAL	184,100.62	218,517.65	84.3%	
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	500,000.00	0.0%	
94105 · PERSONNEL				
EMPLOYEE BENEFITS				
6560 · Payroll Processing Fees	0.01			
Total EMPLOYEE BENEFITS	0.01			
Total 94105 · PERSONNEL	0.01			
94106 · TOWN CENTER MASTER PLAN				
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%	<i>Project is complete</i>
Total 94106 · TOWN CENTER MASTER PLAN	138,273.52	139,500.00	99.1%	
94107 · BLIGHT MITIGATION	2,595.00	50,000.00	5.2%	
Total Expense	1,164,833.94	2,994,271.83	38.9%	
Net Ordinary Income	-20,967.18	0.00	100.0%	

Town Planner Task List December 2019							
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board							
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 applicant will be applying for the demolition permit through the County on Monday January 6, 2020.
ARB Bylaws and Historic Guideline Updates	The By Laws for the Architectural Review Board were discussed at the December 2019 meeting. Additional edits were requested by the Board at the meeting and will be changed prior to the January Meeting for the Board's review						
Board of Zoning Appeals							
No Activity for December 2019							
Planning Commission							
SUP#2019-001	Williams Holdings, 6604 & 6608 Jefferson Street. Mixed Use Development	Emily/Katie	Mar-19	PC Review, Recommendation to Council, Council Public Hearing, Council Review	Late Summer/Early Fall 2019		PC held the first public hearing to discuss the SUP application for Jefferson Street. The citizens concerns included; traffic, the building mass, and parking restraints. UPDATE: The Planning Commission held the public hearing on July 25, 2019 at 7:00 pm on the amended application. The Planning Commission has recommended approval for the Special Use Permit application. The Town Council APPROVED the SUP for the Williams Holdings project at the September 9th meeting. UPDATE: Awaiting a site plan submission from the applicant
Morais Wine Tasting room	14871 Washington Street	Emily/Katie	Feb-19	PC Approval	May-19		Conditional Approval has been received and will remain conditional until the applicant has addressed all outstanding comments to include; final Engineering approval. UPDATE: Applicant has begun work on the property
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
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					Applicant has devised a new plan for the parcel and will present those options to the Planning Commission and Town Council this Spring
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.						
Prince William County (1 Mile Review)							
No Activity for November 2019							
Staff							
Demolition/ NEW BUILD Application	6810 Jefferson Street	Emily Lockhart	Nov-17	Awaiting final changes to site plan. Applicant has received conditional approval.			
the ARTS at the Haymarket Museum		Emily		The Museum has been secured for the Winter Months and will reopen in the Spring			
Events Meeting				Christmas and Holiday Event was a huge success! We had a larger than normal turn out and Santa was a big hit. I will be working on the planning and budget for the upcoming Town Events, to include a Community Picnic this Spring.			

Attachment: Town Planner Report Dec for Jan 2020 (4308 : Town Planner Report)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 2, 2019

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

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

II. Agenda Items

1. ARB Item - 14881 Washington Street (Pardo House)

Vice Mayor Edwards gave some information about the house. She stated that the roof was painted red which was not applied for or approved by the Architectural Review Board. She stated that Town Planner Lockhart has tried to reach out to the homeowner for a resolution with no success. Ms. Edwards stated that the Board is asking for the Town Council to allow Ms. Lockhart to act using the Blight Ordinance. There was a discussion on the subject. There were several questions regarding the application process and the Certificate of Appropriateness for like in kind projects and also on visible demolition projects. Business Manager Chris Coon and Ms. Lockhart responded to the questions. The Town Council agreed that a letter should be sent to the property owner giving them 7 days to respond with a plan and also have the owner give a deadline date as to when the issue can be resolved.

2. Meals Tax and Transient Occupancy Tax Discussion

Business Manager Chris Coon shared with the Town Council that the current penalty for a business not filing and paying their meals tax is 1% per annum. Mr. Coon stated that this does not give the business any incentive to pay on time. He stated that the Town Attorney has established an ordinance that would impose a 10% late filing fee and a 5% late payment fee. There was a discussion and questions regarding the enforcement of the penalty even in a bankruptcy situation. Mr. Coon answered their questions.

3. Award Bid for Jefferson Street Pedestrian Improvement Project

Business Manager Chris Coon stated that he is needing to research further and possibly speak with the previous Business Manager on the Jefferson Street sidewalk project. He shared that he is looking into the amount of the shortfall that the Town would be responsible for. A discussion followed about the new amount that was awarded to the Town of Haymarket from VDOT.

III. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Minutes Acceptance: Minutes of Dec 2, 2019 6:00 PM (Minutes Approval)

Kimberly Henry, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Dec 2, 2019 6:00 PM (Minutes Approval)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, December 2, 2019

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

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

II. Pledge of Allegiance by Cub Scout Pack #1833

Mayor Leake invited Scout Troop #1833 to lead in the Pledge of Allegiance.

III. Invocation- Rev Ruth Anne Sawyer

Reverend Sawyer shared that she is currently the chaplain for Prince William County Police and Prince William County Fire and Rescue, which includes the Haymarket Police Department. Before the invocation, Reverend Sawyer asked for a moment of silence for the passing of Chief Shelby Jacobs. Mr. Jacobs was the first Fire Marshall for Prince William County in 1966. He became the first Fire Chief in 1971 and served the County until his retirement in 1994. He was a resident of the Town of Haymarket until he moved to Williamsburg. After a moment of silence, Reverend Sawyer read Proverbs 16 and gave the invocation.

IV. Public Hearing - Van Metre Special Use Permit Request

Town Planner Emily Lockhart informed the Town Council that one of the documents was mistakenly left off. She stated that the document was before them and also available to the public. Ms. Lockhart stated that the applicant, Van Metre, was in attendance for a presentation of their Special Use Permit request for 38 town homes at 14850,14860 Washington Street and 6701 Hunting Path Road. Ms. Lockhart shared that 2 public hearings were held with the Planning Commission. At their October meeting, the Planning Commission forwarded the application to the Town Council with recommendation of approval based on the recent submission after the requested changes were made. After the presentation from Van Metre, Mayor Leake opened the Public Hearing for comment followed by comments from the applicant.

Chuck Carnahan, 6654 Hunting Path Road, stated that he was speaking for himself not as the HOA President for Longstreet Commons. Mr. Carnahan stated that he is in favor of the request. He shared that the representatives from Van Metre came to previous HOA board meetings and listened to the communities concerns and made the appropriate changes to the concerns brought forth.

Dottie Leonard, 14801 Washington Street, stated that she was in favor of the request.

Mayor Leake stated since the Town Council was still receiving comments on the request, the public hearing would remain open until the next meeting in January 2020. Councilman Morris asked if the Town Council could ask the applicant questions at this point, since the public hearing was not closed. Mayor Leake stated that he didn't want an opinion to be formed until the public hearing was closed and as long as the questions were one of clarification. Mr. Morris asked the Town Planner if the commercial aspect in the front of property effects the application. Ms. Lockhart stated that the commercial portion in the front does not affect the Special Use application. The representative from Van Metre disclosed that a center for higher learning of young children has interest in obtaining the commercial portion of the property. There were several other questions from the Town Council to the applicant. The Town Council asked for a rendering on the commercial property and how it would look with the commercial building, parking and

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Minutes Approval)

sidewalks to the residential portion of the property. The applicant stated that he would have the rendering available for the next meeting.

1. Van Metre Special Use Permit 38 Townhomes

V. Citizens Time

Marie Turner, Fayette Street, requested that Chief Lands remind the officers that Fayette Street is no thru for trucks. She stated that recently dump trucks have been using the street. Ms. Turner also brought up the subject of the hotel and vehicle stacking on Route 55. Ms. Turner stated that at both the Architectural Review Board and Planning Commission meetings that the entrance to the hotel be in Payne Lane as opposed to Fayette Street because of possible traffic back ups. Ms. Turner also stated that if the project from the public hearing comes to fruition, the same would apply to having a designated drop off and pick up location so that Washington Street does not get back up in both directions.

Dottie Leonard, 14801 Washington Street, stated that she feels there are many ways to get in and out of the Town of Haymarket.

Chuck Carnahan, 6654 Hunting Path, stated that he would be sending a letter on behalf of the HOA. He stated that about 6-8 years ago no parking signs were installed on the east side of Hunting Path. He stated that at the time that was part of a fire code requirement. He is requesting that the curb be painted yellow so that there could be further enforcement. He also asked that the staff have the property owner on the west side of Hunting Path do something with the trees so that it is easier to walk, particularly between Longstreet Commons and El Vaquero. He stated that he would love to see street lights on Hunting Path Road and that Long Street Commons HOA may be able to help with that project.

VI. Minutes Approval

Councilman Shannon moved to approve the following minutes: Special Meeting on August 23, 2019, the Regular Meeting on September 9, 2019, the Regular Meeting on October 2, 2019, the Work Session dated on November 4, 2019, and the Regular Meeting that also took place on November 4, 2019.

Councilman Edwards seconded the motion.

1. Mayor and Council - Special Meeting - Aug 23, 2019 6:00 PM

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

2. Mayor and Council - Regular Meeting - Sep 9, 2019 7:00 PM

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

3. Mayor and Council - Work Session - Nov 4, 2019 6:00 PM

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

4. Mayor and Council - Regular Meeting - Oct 2, 2019 7:00 PM

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Minutes Approval)

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

5. Mayor and Council - Regular Meeting - Nov 4, 2019 7:00 PM

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

VII. Agenda Items

1. Town Administration Staff Reports

Business Manager Chris Coon asked for any questions from his weekly reports. With no questions, Mr. Coon shared that he would be bringing the Jefferson Street pedestrian project bids to the Finance Committee for approval prior to bringing it to the Town Council to award the contract. He also shared that he reached out to a local architect to possibly serve as a consultant for the Architectural Review Board. Mr. Coon stated that the architect would only come to meetings when needed and would not have any voting rights.

Mayor Leake asked Ms. Lockhart to update the Council on the Christmas and Holiday Celebration event planned for Saturday, December 7th. Ms. Lockhart gave a brief report of all the things planned for the day. Ms. Lockhart also shared that Premier Landscaping would be putting up the wreaths and banners before the event. There was a short discussion on American flags that need to be secured on Washington Street. The staff stated that they would have that addressed.

Councilman Morris asked Mr. Coon if Dominion ever removed the old poles once the new lines were installed a few years back. Mayor Leake answered Mr. Morris' question since Mr. Coon was not on staff at that time. Mr. Coon stated he would follow up with Dominion.

2. Chief of Police Staff Report

Chief Lands asked for any questions on the statistics for the month of November. With no questions, Chief Lands shared that the officers completed some required training for re-certifications. He shared that the department is in the applicant process for the vacant officer position. He stated that he anticipates having a new officer on the force and working by the end of December.

Chief Lands also shared that 2 new businesses are coming into the Town of Haymarket.

3. McDonald's/Leaberry Way Closure

Town Planner Emily Lockhart gave the Town Council some background on the subject. She stated that staff has been working with McDonald's to come up with a solution to the problem of having too many vehicles going to the drive thru which causes a back up onto Route 55. She continued to state that they applied for permits to have a second drive thru installed with leaving both entrances open even after the Town Council asked them to close the first entrance closer to Route 55. Ms. Lockhart stated that Mr. Leaberry, owner of the property, has submitted a letter requesting that the Town Council move forward in requiring McDonald's to close the first entrance. Ms. Lockhart also shared information on the easement document stating that anyone partied to the agreement can have, at any time, the first entrance closed. She stated that the Town is partied to that easement. The Town Council asked the Town Attorney for directive. A discussion followed.

Vice Mayor Edwards moved that the Town of Haymarket request that the entrance #1 upon the approval of Food Lion, LLC., its successor or assigns, be closed not later than June 30, 2020. The motion was seconded by Councilman Norris.

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

4. ARB - 14881 Washington Street (Pardo House)

Mayor Leake stated that this is a directive request from the Architectural Review Board. Councilman Shannon re-iterated what was discussed in the Work Session by issuing the owner a letter giving her one week to reply with a plan and timeline to correct the issue or to contact the staff to fill out the proper permit applications. A short discussion followed if it would follow on a violation of the Blight Ordinance. Town Attorney Crum stated that it would be a zoning violation not the Blight Ordinance violation. There was a consensus from the Town Council to proceed with a letter of zoning violation.

5. Meals and Transient Occupancy Tax Penalty & Interest

Town Attorney Crum answered the questions about the penalty and interest on the meals tax that was raised at the Work Session. Mr. Crum stated that there 2 kinds of penalties. He stated that there is a non filing penalty that can be imposed in addition to the non payment penalty. He stated that in general, 10% for non filing and 10% non payment penalty is the most that can be imposed.

Councilman Shannon moved to Ordinance 2019-004 as presented. The motion was seconded by Councilman Morris.

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

VIII. Closed Session

IX. Updates

1. Architectural Review Board Update

Vice Mayor Edwards shared that the ARB has approved several solar panel applications. She also shared that the ARB has approved all elevations for the hotel except for the landscape materials. Town Planner Lockhart shared that all the landscaping materials presented in the plans have met the requirements so that would not need to go before the Board. Ms. Edwards also shared that the owner of the Old Bank Building submit application for new signs and was approved. Ms. Edwards stated that the signs that was recently installed by the tenant will be replaced with the approved signs.

Town Attorney Crum address the Town Council on the subject of solar panels. He stated that an ordinance could be adopted with a criteria with administrative approval so that homeowners would not have to come before the ARB for approval. A short discussion followed on the subject. Town Planner Lockhart stated that the ARB is working on the by-laws and guidelines with which this could be added.

2. Planning Commission Update

Councilman Shannon stated that they approved the 2020 meeting calendar. Mr. Shannon also shared that the Commission will start working on the Comprehensive Plan. He also shared that the Planning Commission has a new member, Pearl Carter-Bush.

X. Councilmember Time

1. Steve Shannon

Councilman Shannon shared his thoughts with the rest of the Town Council on how important their jobs are not only now but in the future. He thanked each Council Member and staff member for their dedication and hard work. He also thanked the citizens for taking the time come to the meetings and speaking.

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Minutes Approval)

2. Connor Leake

3. Madhu Panthi

Councilman Panthi did not have any comments.

4. Susan Edwards

Vice Mayor Edwards asked that there be a little more social media postings in the future so that the citizens are more aware of the meetings, events and pertinent information that could affect the citizens like road closings and trash re-scheduling. Ms. Edwards asked also that the trash cans at the playground be emptied more frequently. Ms. Edwards stated that she would like to receive more information when a new business comes to the Town.

5. Chris Morris

Councilman Morris stated that he, too, would like to see more social media postings. He stated he would like to see more postings about meetings and events. He stated also that he would like to see businesses, either new businesses that just opened or an existing business, highlighted on the Town's Facebook page.

6. Robert Day

Councilman Day complimented the staff for doing a great job.

7. David Leake

Mayor Leake reflected on how many things were accomplished this past year from Fox 5's Zip Trip and various events through out the year to having the Town property buildings painted and the sidewalks repaired from Greenhill Crossing to Sheetz. He also reflected on the Town Center property with the Town Hall building re-organization. Mayor Leake also stated that the coming year shows good things to come to the Town with new businesses, the park and the new developments starting to come to fruition.

XI. Adjournment

1. Motion to Adjourn

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

Submitted:

Approved:

Kimberly Henry, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Dec 2, 2019 7:00 PM (Minutes Approval)



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

Roberto Gonzalez
 TOWN TREASURER

STAFF REPORT
January 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. Since none of the requested expenditure exceeds that amount, no meeting is required. The Council may adopt the amendment at the advertised meeting.

REQUESTED BUDGET AMENDMENT

- The proposed budget amendment to the adopted budget for Fiscal Year 2019-2020 is to amend the adopted Expenditure line items, in order to reflect the corrected Insurance line items as they are billed by VRSA. The expenditure line items that would be amended are the following: Town Administration - General Ins./Liability for \$1,335, Police Dept. - General Prop. Ins. (Vehicles) for \$1,925, totaling \$3,260.00 to be moved to Police Dept. - Line of Duty Act Ins. expenditure line item. This amendment will make the new total for Police Dept. - Line of Duty Act Ins. to \$5,000.

Expenditure Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Town Administration			
General Ins./Liability	\$ 16,000	\$ 14,665	(\$ 1,335)
Police Department			
General Prop. Ins (Vehicles)	\$ 5,000	\$ 3,075	(\$ 1,925)
Line of Duty Act Ins.	\$ 1,740	\$ 5,000	\$ 3,260

- The proposed budget amendment to the adopted budget for Fiscal Year 2019-2020 is to amend the adopted Police Dept. - Mobile Data Comp Svc Expenditure line items, in order to increase Police Dept. - Annual Dues & Subs., Police Dept. - Office Supplies, Police Dept. - Vehicle Maintenance, and Police Dept. - Uniforms & Supplies line items. The expenditure line items that would be amended are the following: Police Dept. - Mobile Data Comp Svc for \$17,000 to be moved to Police Dept. - Annual Dues & Subs. for \$138, Office Supplies for 1,000, Vehicle Maintenance for \$1,000, and Uniforms & Supplies for \$14,862 expenditure line item.

Expenditure Line Item			
<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Police Department			
Mobile Data Comp Svc	\$ 17,000	\$ -0-	(\$ 17,000)
Annual Dues & Subs.	\$ 12,000	\$ 12,138	\$ 138
Office Supplies	\$ 5,000	\$ 6,000	\$ 1,000
Vehicle Maintenance	\$ 10,000	\$ 11,000	\$ 1,000
Uniforms & Supplies	\$ 22,000	\$ 36,862	\$ 14,862

Sample Motions

1. *I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2020-001, to amend the Police Dept. – Mobile Data Svc Expenditure line items, and Police Dept. – Annual Dues & Subs., Office Supplies, Vehicle Maintenance, and Uniforms & Supplies Expenditure line items,*

*Or
Alternative Motion*

Attachment: RES2020-001 with Staff Report 01.06.2020 (4298 : Budget Amendment Resolution 2020-001)



RESOLUTION 2020-001

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 Town Administration – Gen. Property/Liability Ins. \$16,000, but Council will now amend \$1,335, and

WHEREAS, Fiscal Year 2020 Budget funded Police Department – General Prop Ins (Vehicle) \$5,000, but Council will now amend \$1,925, and

WHEREAS, Fiscal Year 2020 Budget funded Police Department – Mobile Data Computer Netwk Svc \$17,000, but Council will now amend \$17,000, and

WHEREAS, The proposed budget amendment will divide \$20,260 among the line items Police Dept. – Line of Duty Act Insurance \$3,260, PD – Annual Dues & Subscription \$138, PD – Office Supplies \$1,000, PD – Vehicle Maintenance \$1,000, PD – Uniforms & Supplies \$14,862; and

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

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

Expenditure Line Item			
<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Administration			
General Ins./Liab.	\$ 16,000	\$ 14,665	(\$ 1,335)
Police Department			
General Prop Ins (Vehicles)	\$ 5,000	\$ 3,075	(\$ 1,925)
Mobile Data Comp Svc	\$ 17,000	\$ 0	(\$17,000)
Line of Duty Act Ins.	\$ 1,740	\$ 5,000	\$ 3,260
Annual Dues & Subs.	\$ 12,000	\$ 12,138	\$ 138
Office Supplies	\$ 5,000	\$ 6,000	\$ 1,000
Vehicle Maintenance	\$ 10,000	\$ 11,000	\$ 1,000
Uniforms & Supplies	\$ 22,000	\$ 36,862	\$14,862

Done this 6th Day of January 2020

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

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: RES2020-001 with Staff Report 01.06.2020 (4298 : Budget Amendment Resolution 2020-001)



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

Roberto Gonzalez
 TOWN TREASURER

STAFF REPORT
January 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 VDOT funds the Police Department has received from providing detail service for the paving work done in Town limits this past September and October 2019, totaling in \$3,008.75. If Council approves this appropriation the Police Department will appropriate to the Police Department - VDOT Detail revenue line item for \$3,008.75. While on the expenditure appropriation will amend the Police Department - Salaries & Wages - VDOT Line item for a total of \$3,008.75.

Revenue Source Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Public Safety			
VDOT Detail	\$ -0-	\$ 3,008.75	\$ 3,008.75
Expenditure Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Police Department			
Salaries & Wages - VDOT	\$ 5,000	\$ 3,008.75	\$ 3,008.75

- The proposed budget amendment to the adopted budget for Fiscal Year 2019-2020 is to appropriate Surplus Sales and Donations for Equipment funds the Police Department has received from the sales of old Police equipment and donations from residents for new Police equipment, totaling in \$4,776.95. If Council approves this appropriation the Police Department will appropriate to the Police Department - Surplus Sales revenue line item for \$3,180.00 and Police Department - Donations - Equipment revenue line item for \$1,596.95. While on the expenditure appropriation will amend the Police Department - Uniforms & Supplies Line item for a \$4,776.95, increase to the existing

Attachment: RES2020-002 with Staff Report 01.06.2020 (4299 : Budget Appropriations Resolution 2020-002)

\$36,862.00 currently budgeted. This will make the total amended Community Events line item total \$41,638.95.

Revenue Source Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Public Safety			
Surplus Sales	\$ -0-	\$ 3,180.00	\$ 3,180.00
Equipment Donations	\$ -0-	\$ 1,596.95	\$ 1,596.95
Expenditure Line Item			
Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Police Department			
Uniforms & Supplies	\$ 36,862.00	\$ 41,638.95	\$ 4,776.95

Sample Motions

1. *I move the Haymarket Town Council approve an amendment to the Fiscal Year 2019-20 as designated on resolution #2020-002, for Police Department – VDOT Detail Revenue, Surplus Sales Revenue, Equipment Donations Revenue, and Police Dept. – Salaries & Wages - VDOT Expenditure and Police Dept. - Uniforms & Supplies Expenditure.*

*Or
Alternative Motion*

Attachment: RES2020-002 with Staff Report 01.06.2020 (4299 : Budget Appropriations Resolution 2020-002)



RESOLUTION 2020-002

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 Public Safety – VDOT Detail Revenue will increase an additional \$3,008.75 in total in the adopted budget for FY2019-2020, and

WHEREAS, Fiscal Year 2020 Budget funded the Public Safety – Surplus Sales Revenue will increase an additional \$3,180 in total in the adopted budget for FY2019-2020, and

WHEREAS, Fiscal Year 2020 Budget funded the Public Safety – Equipment Donations Revenue will increase an additional \$1,596.95 in total in the adopted budget for FY2019-2020, and

WHEREAS, The proposed 2019-2020 Budget amendment will increase expenditures for Police Department – Salaries & Wages- VDOT by \$3,008.75, and

WHEREAS, The proposed 2019-2020 Budget amendment will increase expenditures for Police Department – Uniforms & Supplies by \$4,776.95, 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
Public Safety			
VDOT Detail	\$ 0	\$ 3,008.75	\$ 3,008.75
Surplus Sales	\$ 0	\$ 3,180	\$ 3,180
Equipment Donations	\$ 0	\$ 1,596.95	\$ 1,596.95

Expenditure Line Item

Line Item	Adopted 2019-20 Budget	Amended Budget	Change
Police Department			
Salaries & Wages – VDOT	\$ 0	\$ 3,008.75	\$ 3,008.75
Uniforms & Supplies	\$ 36,862	\$ 41,638.95	\$ 4,776.95

Done this 6th Day of January 2020

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

ATTEST:

Kimberly Henry, Clerk of Council

Attachment: RES2020-002 with Staff Report 01.06.2020 (4299 : Budget Appropriations Resolution 2020-002)



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: January 06, 2020
SUBJECT: VDOT – Jefferson St. Pedestrian Project

Background:

This Pedestrian Improvement Project began in March 2011 and included acquisition of property, development of site plan, allocation of funding, several requests for bids, and bid reviews and approval from Town Engineer and VDOT. This bid was recommended for approval by the Town’s Finance Committee at their December Meeting.

The Project consists of the construction of 500 linear feet of ten (10) foot wide shared use path and associated improvements along the west side of Jefferson Street between 6590 Jefferson Street and 6630 Jefferson Street. Work includes but is not limited to: installation of erosion control devices, grading, excavation, installing storm sewer pipes and drainage structures, curb and gutter, asphalt paving, pedestrian facilities (shared use path), installation of traffic signage and pavement markings, and all measures required for the maintenance of traffic during construction.

Staff Recommendation:

Staff recommends Town Council award Contract for VDOT Jefferson Street (RTE 625) Pedestrian Improvements to M&F Concrete, INC.

Draft Motion:

1. *I move to award Contract for VDOT Jefferson Street (RTE 625) Pedestrian Improvements to M&F Concrete, INC. in the amount of \$408,388.68*

Or,

2. Alternate Motion

Attachment: VDOT Pedestrian Project Memo (4304 : VDOT Pedestrian Project Contract)