



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING

### ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, November 4, 2019

7:00 PM

Council Chambers

#### **I. Swearing in Ceremony - Chris Morris**

#### **II. Call to Order**

#### **III. Pledge of Allegiance**

#### **IV. Invocation - Pastor Sean Rousseau**

#### **V. Citizens' Time**

#### **VI. Minutes Approval**

1. Mayor and Council - Work Session - Sep 9, 2019 6:00 PM
2. Mayor and Council - Special Meeting - Sep 18, 2019 6:30 PM
3. Mayor and Council - Work Session - Oct 2, 2019 6:00 PM

#### **VII. Breast Cancer Awareness Check Presentation**

#### **VIII. Haymarket Day Presentation**

#### **IX. Agenda Items**

1. Town Administration Staff Reports
2. Chief of Police Staff Report
3. Appointment of Town Clerk
4. Appointment of Planning Commissioner
5. Directive for Planning Commission
6. Shared Mobility Systems Ordinance
7. Budget Appropriations for Public Safety Sponsorship Funds
8. Approval of Business Manager as Second Signer for Checks
9. Town Calendar for 2020

#### **X. Closed Session**

#### **XI. Updates**

1. Planning Commission Update
2. Architectural Review Board Update

#### **XII. Councilmember Time**

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

#### **XIII. Adjournment**



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, September 9, 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: Present, Councilman Madhusudan Panthi: Absent, Councilman Steve Shannon: Present, Mayor David Leake: Present, Councilwoman Bond Cavazos: Absent.

### II. Agenda Items

#### 1. Portico Addition for Copper Cricket

Town Council discussed options for the portico addition for Copper Cricket. It was directed to the Architectural Review Board for their recommendation.

#### 2. Town Hall Awnings

Town Council discussed awnings above Town Hall doors and replacement of Town Hall front door. Town Council wants to send this to the Architectural Review Board for recommendations and then Finance Committee will review proposals before bringing this back to Council.

#### 3. RV Ordinance Discussion

Town Council discussed the Recreational Vehicle complaints and ordinance. Town Staff will provide Town Council with the Quantico Residential parking restriction and place this item on the next Work Session.

### 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>	Susan Edwards, Robert Day, Connor Leake, Steve Shannon
<b>ABSENT:</b>	Madhusudan Panthi, Bond Cavazos

Submitted:

Approved:

\_\_\_\_\_  
Christopher Coon, Acting Clerk of the Council      David Leake, Mayor

Minutes Acceptance: Minutes of Sep 9, 2019 6:00 PM (Minutes Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, September 18, 2019

6:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:30 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: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Appointment of Acting Town Clerk

1. Vice Mayor Edwards moved to name Christopher Coon Acting Town Clerk.

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

### III. Appointment of Town Council Liaison to the ARB

1. Councilman Shannon moved to appoint Vice Mayor Edwards as the Architectural Review Board Liaison.

Vice Mayor Edwards and Councilman Leake both expressed interest in the position.

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

### IV. 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>	Edwards, Day, Leake, Panthi, Shannon

Submitted:

Approved:

\_\_\_\_\_  
Christopher Coon, Acting Clerk of the Council      David Leake, Mayor



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

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

15000 Washington St  
Haymarket, VA 20169

Wednesday, October 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: Present, Councilman Madhusudan Panthi: Present, Councilman Steve Shannon: Present, Mayor David Leake: Present.

### II. Park Public Safety - Lights

Chief Lands reported that he was concerned about the darkness on the park property especially now that the equipment has been installed. Town Council directed Town Staff to have a contractor provide lighting options that do not shine light into nearby residents. Town Staff will provide options to Town Council at the next Work Session.

### III. RV Ordinance Updates

#### 1. RV Ordinance Example, Town of Quantico

Town Council discussed the definitions of commercial and recreational vehicles provided in the Town of Quantico Town Code. Council also discussed trying to screen commercial vehicles from residential properties. The Business Manager will try and identify what other localities do to prevent multiple commercial vehicles from parking on private property outside of industrial areas without being screened.

Town Council also discussed the Town of Quantico's Residential Parking Restrictions section of the Town Code as a whole. It is more restrictive than the Town's current code and was approved by the Town Attorney. Town Council directed staff to reach out to VDOT to identify requirements to enact a new residential parking ordinance.

### IV. PWC One Mile Review

#### 1. PWC One Mile Review - Comments

Town staff discussed the comments pertaining to traffic and congestion issues at the intersection of Route 15 and Route 55. Staff also mentioned that the traffic study that was conducted did not seem accurate or incorporate several planned developments within and just outside the Town. Another comment was in regards to the mass and height of the buildings in comparison to those within the Town.

Town Council wanted to reiterate the importance of the traffic and congestion in that section of the Route 55 roadway since there is no plan to widen the road in that area. Council also discussed that the additional vehicles on the roadway with no infrastructure improvements when a train crosses Route 15 will cause even more back up and congestion.

Town Staff was instructed to create formal comments to provide to Town Council and with no objection submit to Prince William County.

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

## V. 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>	Edwards, Day, Leake, Panthi, Shannon

Submitted:

Approved:

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 Christopher Coon, Clerk of the Council

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 David Leake, Mayor

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

Town Planner Task List October 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		11/1/2019		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. The applicant received conditional approval and all outstanding items will be address by the Town Planner at the direction of the ARB. The Parking lot light will be brought back to the Board, as well as the sign.
Taco Bell Exterior Elevations	Crossroads Village Center	Emily	Jun-19	ARB Approval	8/21/2019		Taco Bell has applied for a Certificate of Appropriateness for their proposed location in the Crossroads Village Center development. The applicant has requested several variances from the approved Design Guidelines and the approved Master Sign Plan. The applicant was asked to make modifications to the proposed documents and bring them back to our next regularly scheduled meeting, 8/21/2019. <b>UPDATE:</b> The applicant recieved conditional approval. The Town Planner will review the new "entry" sign once presented and approve it based or the Board's motion and requests.
ARB Bylaws and Historic Guideline Updates	The proposed updated ARB Guidelines and By Laws were provided to the Board in February 2019 for discussion, edits and additional changes. The Board was recently provided with an electronic link to directly edit the documents on a Google Drive, in hopes to make this an easier platform for edits. The Board shall submit all changes to Staff by the August 21, 2019 meeting. UPDATE: Town Planner is working on the provided edits, will be presented to the Board in November.						
Board of Zoning Appeals							
No Activity for October 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 amedned 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		The Site Plan has been approved for the Morais wine tasting room. The applicant has taken plans to the County for Building Department review.
Crossroads Village Center	15150 Washington Street	Emily/Katie	Fall 2017		Sep-18	May-19	Working with the applicant on the remaining landscape waiver comments. Applicant is working on parcel subdivision of the property.
Van Metre - SUP, Townhouses	14850 and 14860 Washington St	Emily/Katie					The Planning Commission held another public hearing for the application on October 21 at 7:00 pm. The Commission discussed the application and made a recommendation to the Town Council for approval.
Planning Commission	14901 Washington Street	Emily					The minor site plan for Dr. Moon's dental office buildout at the former BB&T bank building has been approved. The applicant will now work through the County Building Department
Prince William County (1 Mile Review)							
The Town received a rezoning application for a proposed 8 acre propject at the intersection of Route 55 and Antioch Road. The project would be a rezoning from agricultural to office use, the proposal includes two hotels, one restaurant and one office building. Comments from the Town were submitted to the County. Subsequently, the Town attended a meeting at the County with the applicants representative to discuss the concerns.							
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		November/December -- Craft Bazaar/Holiday Market. Following the Craft Holiday Market, Town Planner will display a historic exhibit in the Museum. In the spring time, the Town Planner will work to have the Museum open at least once a month for visitors.
Christmas Ornament		Emily		The Town Planner has designed our second annual Christmas Ornament. The ornament is a detailed image of Saint Paul's Episcopal Church. The ornaments have a historic insert sheet in each box telling the story of the church and its original uses. Ornaments are \$20.00, and available while supplies last.
Playground		Emily		Playground Construction has been completed. Since completion the playground has seen steady use. The Green Family has accepted the Town's offer to dedicate the playground in memory of Alex Green. Town Planner and Business Manager will work with the Green family on this project. Once the sign and memory garden are designed they will be presented to the ARB and Town Council.
Christmas and Holiday Event		Emily		The Town's Christmas and Holiday Event will be held on December 7, 2019 from 3:00 pm to 6:00 pm. Town Planner will discuss with the Council several ideas for the Christmas Event during the work session.
Haymarket Day		Emily		Haymarket Day 2019 was a great success for the Town! We had an increase in Sponsorship Funding this year, as well as increased interests for the vendor spaces. Following the event, Town Staff held a Haymarket Day debrief meeting and received positive feedback and constructive criticism. Many of the suggestions for the event will be implemented next year.

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Active Projects</b>							
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	10/24/2019	Applicant			-Plan resubmitted 10/16/19 -Engineering review comments provided 10/24. Waiting on outside agency approvals
14884 Greenhill Crossing Drive Minor Site Plan	Katie	8/15/2019	10/21/2019	Applicant			-Plan submitted -Comments provided 9/27/19 -Call coordination with designer on updates to plans
Morais - Aroma II	Katie/Emily	1/15/2019	10/11/2019	Applicant			-Plan resubmitted 10/8/19 -Plan approved 10/11/19. Applicant to provide bonding info
14901 Washington Street Minor Site Plan	Katie	8/7/2019	10/11/2019	N/A			-Plan resubmitted 10/3/19 -Plan approved 10/11/19
Pedestrian Improvements Project	Katie	7/14/2014	9/23/2019	Town/ VDOT			-Bid analysis and recommendation completed 9/16 and sent to VDOT -Coordinating with VDOT on follow up information required to review/approve project award.



Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
<b>Low Activity Projects</b>							
QBE Final Site Plan	Emily	1/20/2017	5/21/2019	Applicant			-Site Plan amendment approved 5/21/19 -Site Plan amendment bonds to be provided prior to construction
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
Crossroads Village	Katie/Emily	10/18/2018	4/10/2019	Applicant			-Recommended for approval contingent on outside agency approval -DEQ, PWCSA and VDOT approvals provided.
McDonalds	Katie/Emily	2/12/2019	4/10/2019	Applicant			-Minor Engineering comments provided 4/10/19 -PC conditionally approved plan 4/22/19

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Low Activity Projects							
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



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

**Roberto Gonzalez**  
Town Treasurer

TREASURER'S REPORT  
TOWN COUNCIL REGULAR MEETING  
November 4, 2019

**Highlights:**

- The financials attached are as of September 30, 2019
- Continued to assist with tenant lease agreements
- Assisted Police Department with obtaining reimbursement from VDOT for detail work done for traffic control for the paving work done on Jefferson and Old Carolina
- Assisted Business Manager with vacancy of 6630 Jefferson St space matters
- The annual audit will begin this month
- Assisted with the Haymarket Day 2019 event in October 19<sup>th</sup>
- Met with the Finance Committee and discussed the current budget
- Assist Town residents with Real Estate tax questions and loan lenders
- Resolved final invoice from Playground Specialist and processed final payment
- Prepared appropriation report and resolution for Police Dept. Sponsorship funds received for Community events

**Town of Haymarket**  
**Statement of Net Position**  
As of September 30, 2019

	Sep 30, 19
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	1,149,806.78
11000 · CD's & Money Market Funds	55.60
11010 · Virginia Investment Pool	318,778.63
<b>Total Checking/Savings</b>	1,468,641.01
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	125,639.43
12010 · A/R Permits	-75.41
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	129,569.91
<b>Other Current Assets</b>	
11499 · Undeposited Funds	32,661.46
12012 · Local Accounts Receivable-Other	-2,917.49
12099 · Allowance for Doubtful Accounts	-103,775.64
<b>Total Other Current Assets</b>	-74,031.67
<b>Total Current Assets</b>	1,524,179.25
<b>Fixed Assets</b>	
12500 · General Property	4,460,992.00
12600 · Rental Property	1,401,944.03
<b>Total Fixed Assets</b>	5,862,936.03
<b>Other Assets</b>	
19100 · Deferred Outflow - Pension Cont	59,154.77
19200 · Deferred Outflow - GLI OPEB	2,921.00
<b>Total Other Assets</b>	62,075.77
<b>TOTAL ASSETS</b>	<b>7,449,191.05</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	29,531.08
<b>Total Accounts Payable</b>	29,531.08
<b>Credit Cards</b>	
20040 · Town Credit Card	-89.94
20041 · ToH Credit Card - SONA 0269	2,106.88
20042 · PD Credit Card - SONA 0277	1,072.84
<b>Total Credit Cards</b>	3,089.78
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	59.40
21000 · Payroll Liabilities	-5,768.38
22000 · Security Deposits	12,575.25
22010 · Escrow Deposits	38,845.00
<b>Total Other Current Liabilities</b>	55,711.27
<b>Total Current Liabilities</b>	88,332.13
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	11,345.59

Attachment: Treasurer Report &amp; Financials for 11-04-2019 (4222 : Town Administration Staff Reports)

**Town of Haymarket**  
**Statement of Net Position**  
As of September 30, 2019

	Sep 30, 19
23000 · Accrued Leave	21,263.02
25000 · General Obligation Bonds	1,068,200.00
25010 · Capital Leases Payable	120,947.21
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
<b>Total Long Term Liabilities</b>	<b>1,320,257.82</b>
<b>Total Liabilities</b>	<b>1,408,589.95</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-54,079.00
34000 · Net Pension Activity Offset	17,652.77
30000 · Unrestricted Net Assets	1,790,396.05
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,857,867.23
33000 · Amt Long Term Obligations	-1,223,023.02
Net Income	-354,212.93
<b>Total Equity</b>	<b>6,040,601.10</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,449,191.05</b>

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**September 2019**

	Sep 19
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
3110-01 · Real Estate - Current	223.99
Total 3110 · GENERAL PROPERTY TAXES	223.99
3120 · OTHER LOCAL TAXES	
3120-02 · Business License Tax	8,462.17
3120-03 · Cigarette Tax	13,972.50
3120-04 · Consumer Utility Tax	12,859.59
3120-05 · Meals Tax - Current	71,741.87
3120-06 · Sales Tax Receipts	11,533.02
3120-07 · Penalties (Non-Property)	181.06
3120-08 · Interest (Non-Property)	1,639.33
Total 3120 · OTHER LOCAL TAXES	120,389.54
3130 · PERMITS,FEES & LICENESES	
3130-01 · Application Fees	475.00
3130-02 · Inspection Fees	300.00
3130-03 · Motor Vehicle Licenses	31.00
3130-05 · Other Planning & Permits	2,462.90
Total 3130 · PERMITS,FEES & LICENESES	3,268.90
3140 · FINES & FORFEITURES	
3140-01 · Fines	3,446.37
Total 3140 · FINES & FORFEITURES	3,446.37
3150 · REVENUE - USE OF MONEY	
3150-01 · Earnings on VACO/VML Investment	-213.11
3150-02 · Interest on Bank Deposit	256.62
Total 3150 · REVENUE - USE OF MONEY	43.51
3151 · RENTAL (USE OF PROPERTY)	
3151-02 · 15026 Suite 210 Body Mind	543.40
3151-03 · Suite 208 Dent-ology Inc	264.00
3151-04 · Suite 210 LF Security	858.67
3151-07 · Haymarket Church Suite 206	2,716.00
3151-08 · 15020 Washington Realty	3,889.92
3151-09 · 15026 Copper Cricket	1,737.61
3151-10 · The Very Thing For Her	2,760.00
Total 3151 · RENTAL (USE OF PROPERTY)	12,769.60
3160 · CHARGES FOR SERVICES	
FOIA Receipts	25.00
3160-01 · Public Safety	
3160-03 · VDOT Detail	2,314.55
3160-01 · Public Safety - Other	1,500.00
Total 3160-01 · Public Safety	3,814.55
Total 3160 · CHARGES FOR SERVICES	3,839.55
3165 · REVENUE - TOWN EVENTS	
3165-01 · Revenue - Town Events	7,625.00
Total 3165 · REVENUE - TOWN EVENTS	7,625.00
3180 · MISCELLANEOUS	
3180-01 · Citations & Accident Reports	35.00
3180-03 · Miscellaneous	1,000.00
3180 · MISCELLANEOUS - Other	35.00
Total 3180 · MISCELLANEOUS	1,070.00
3200 · REVENUE FROM COMMONWEALTH	

Attachment: Treasurer Report &amp; Financials for 11-04-2019 (4222 : Town Administration Staff Reports)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**September 2019**

	Sep 19
3200-04 · Car Rental Reimbursement	411.52
3200-05 · Communications Tax	8,958.78
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>9,370.30</b>
<b>3300 · REVENUE FROM FEDERAL GOVERNMENT</b>	
3300-01 · DMV Transp Safety Grant	3,874.55
<b>Total 3300 · REVENUE FROM FEDERAL GOVERNME...</b>	<b>3,874.55</b>
<b>Total Income</b>	<b>165,921.31</b>
<b>Gross Profit</b>	<b>165,921.31</b>
<b>Expense</b>	
<b>01 · ADMINISTRATION</b>	
11100 · TOWN COUNCIL	
111002 · FICA/Medicare	179.78
111005 · Salaries & Wages - Regular	2,350.00
<b>Total 11100 · TOWN COUNCIL</b>	<b>2,529.78</b>
12110 · TOWN ADMINISTRATION	
1211001 · Salaries/Wages-Regular	18,572.72
1211003 · Salaries/Wages - Part Time	2,730.00
1211004 · FICA/Medicare	1,574.03
1211005 · VRS	1,799.68
1211006 · Health Insurance	2,547.51
1211007 · Life Insurance	191.60
1211008 · Disability Insurance	111.07
1211009 · Unemployment Insurance	343.09
1211012 · Accounting Services	408.92
1211013 · Cigarette Tax Administration	397.53
1211014 · Printing & Binding	696.86
1211015 · Advertising	168.50
1211016 · Computer, Internet & Website Svc	2,051.25
1211017 · Postage	114.00
1211018 · Telecommunications	630.67
1211024 · Books, Dues & Subscriptions	549.00
1211025 · Office Supplies	1,988.03
1211026 · Equipment Rental	339.57
1211027 · Insurance Pass-Through	0.00
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>35,214.03</b>
12210 · LEGAL SERVICES	
1221001 · Legal Services	7,164.30
<b>Total 12210 · LEGAL SERVICES</b>	<b>7,164.30</b>
<b>Total 01 · ADMINISTRATION</b>	<b>44,908.11</b>
<b>03 · PUBLIC SAFETY</b>	
31100 · POLICE DEPARTMENT	
3110001 · Salaries & Wages - Regular	31,479.02
3110002 · Salaries & Wages - OT Regular	0.00
3110003 · Salaries & Wages - OT Premium	3,121.53
3110004 · Salaries & Wages - Holiday Pay	1,215.84
3110005 · Salaries & Wages - Part Time	2,175.00
3110006 · Salaries & Wages - VDOT	2,206.74
3110007 · Salary & Wages - DMV Grant	0.00
3110020 · FICA/MEDICARE	2,992.87
3110021 · VRS	3,404.38
3110022 · Health Insurance	5,644.26
3110023 · Life Insurance	454.30
3110024 · Disability Insurance	195.88
3110028 · Legal Services	1,500.00
3110032 · Computer, Internet & Website	121.75

Attachment: Treasurer Report &amp; Financials for 11-04-2019 (4222 : Town Administration Staff Reports)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**September 2019**

	<b>Sep 19</b>
3110034 · Telecommunications	822.39
3110038 · Convention & Edu. (Training)	200.00
3110041 · Office Supplies	203.25
3110043 · Vehicle Maintenance/Supplies	72.00
3110045 · Uniforms & Police Supplies	1,790.75
3110046 · Community Events	2,823.60
3110050 · Insurance Pass-Through	-733.50
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>59,690.06</b>
34100 · BUILDING OFFICIAL	
3410001 · Erosion & Sedimentation Ins.	450.00
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>450.00</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>60,140.06</b>
<b>04 · PUBLIC WORKS</b>	
4110001 · Town Public Works	4,125.25
43200 · REFUSE COLLECTION	
4320001 · Trash Removal Contract	393.32
<b>Total 43200 · REFUSE COLLECTION</b>	<b>393.32</b>
43100 · MAINT OF 15000 Wash St./Grounds	
4310001 · Repairs/Maintenance Services	7,675.83
4310002 · Maint Svc Contract-Pest Control	155.00
4310003 · Maint Svc Contract-Landscaping	3,160.98
4310005 · Maint Svc Cont- Street Cleaning	400.00
4310007 · Electric/Gas Services	1,342.91
4310008 · Electrical Services-Streetlight	314.19
4310009 · Water & Sewer Services	175.90
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>13,224.81</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>17,743.38</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>	
70000 · HAYMARKET COMMUNITY PARK	
7000001 · Grounds Maintenance/Repairs	125.25
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>125.25</b>
71110 · EVENTS	
7111003 · Contractural Services	4,020.00
<b>Total 71110 · EVENTS</b>	<b>4,020.00</b>
72200 · MUSEUM	
7220009 · Advertising	0.00
7220012 · Telecommunications	131.70
<b>Total 72200 · MUSEUM</b>	<b>131.70</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>4,276.95</b>
<b>08 · COMMUNITY DEVELOPMENT</b>	
81100 · PLANNING COMMISSION	
8110001 · Salaries & Wages - Regular	270.00
8110002 · FICA/Medicare	20.65
8110003 · Consultants - Engineer	1,640.00
<b>Total 81100 · PLANNING COMMISSION</b>	<b>1,930.65</b>
81110 · ARCHITECTURAL REVIEW BOARD	
8111001 · Salaries & Wages - Regular	255.00
8111002 · FICA/Medicare	19.51
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>274.51</b>

Attachment: Treasurer Report & Financials for 11-04-2019 (4222 : Town Administration Staff Reports)



**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**September 2019**

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	<u>Sep 19</u>
Total 08 · COMMUNITY DEVELOPMENT	2,205.16
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	<u>-0.01</u>
Total EMPLOYEE BENEFITS	<u>-0.01</u>
Total 94105 · PERSONNEL	-0.01
94106 · TOWN CENTER MASTER PLAN	
9410602 · Construction (Renovations)	<u>6,735.00</u>
Total 94106 · TOWN CENTER MASTER PLAN	<u>6,735.00</u>
Total Expense	<u>136,008.65</u>
Net Ordinary Income	<u>29,912.66</u>
Net Income	<u><u>29,912.66</u></u>

Town of Haymarket  
**Revenue Expenditures Actual To-Date vs Annual Budget**  
 July 1, 2019 to September 30, 2019

	Actuals	Budget	% of Budget	Comments
Ordinary Income/Expense				
Income				
3110 · GENERAL PROPERTY TAXES				
3110-01 · Real Estate - Current	223.99	374,257.00	0.1%	
3110-02 · Public Service Corp RE Tax	0.00	11,784.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
Total 3110 · GENERAL PROPERTY TAXES	223.99	387,041.00	0.1%	
3120 · OTHER LOCAL TAXES				
3120-01 · Bank Stock Tax	0.00	22,000.00	0.0%	
3120-02 · Business License Tax	13,641.32	195,000.00	7.0%	
3120-03 · Cigarette Tax	42,142.50	160,000.00	26.3%	
3120-04 · Consumer Utility Tax	25,295.94	150,000.00	16.9%	
3120-05 · Meals Tax - Current	138,399.66	700,000.00	19.8%	<i>represents meals tax up to August 2019</i>
3120-06 · Sales Tax Receipts	11,533.02	155,000.00	7.4%	
3120-07 · Penalties (Non-Property)	655.71	0.00	100.0%	
3120-08 · Interest (Non-Property)	1,686.95	0.00	100.0%	
Total 3120 · OTHER LOCAL TAXES	233,355.10	1,382,000.00	16.9%	
3130 · PERMITS,FEES & LICENSESES				
3130-01 · Application Fees	800.00	4,500.00	17.8%	
3130-02 · Inspection Fees	600.00	15,000.00	4.0%	
3130-03 · Motor Vehicle Licenses	260.00	1,900.00	13.7%	
3130-05 · Other Planning & Permits	8,841.90	25,000.00	35.4%	
Total 3130 · PERMITS,FEES & LICENSESES	10,501.90	46,400.00	22.6%	
3140 · FINES & FORFEITURES				
3140-01 · Fines	5,990.32	50,000.00	12.0%	
Total 3140 · FINES & FORFEITURES	5,990.32	50,000.00	12.0%	
3150 · REVENUE - USE OF MONEY				
3150-01 · Earnings on VACO/VML Investment	1,995.08			
3150-02 · Interest on Bank Deposit	1,188.65			
3150-03 · Interest on Bank Deposits	1,616.41	8,000.00	20.2%	
Total 3150 · REVENUE - USE OF MONEY	4,800.14	8,000.00	60.0%	
3151 · RENTAL (USE OF PROPERTY)				
3151-01 · Suite 200 Stronger Fitness LLC	1,656.66	7,183.65	23.1%	
3151-02 · 15026 Suite 210 Body Mind	1,855.08	4,648.01	39.9%	
3151-03 · Suite 208 Dent-ology Inc	1,056.00	3,168.00	33.3%	
3151-04 · Suite 210 LF Security	2,018.67	7,460.25	27.1%	
3151-05 · Suite 202 Metis Group	367.50	4,448.97	8.3%	
3151-06 · Suite 204 MAC-ISA	1,260.00	5,512.50	22.9%	
3151-07 · Haymarket Church Suite 206	10,864.00	32,592.00	33.3%	
3151-08 · 15020 Washington Realty	15,552.72	46,679.11	33.3%	
3151-09 · 15026 Copper Cricket	6,950.44	20,851.32	33.3%	
3151-10 · The Very Thing For Her	8,280.00	33,534.00	24.7%	
3151-90 · Town Hall Rental Income	300.00			
Total 3151 · RENTAL (USE OF PROPERTY)	50,161.07	166,077.81	30.2%	
3160 · CHARGES FOR SERVICES				
FOIA Receipts	25.00	0.00	100.0%	
3160-01 · Public Safety				
3160-02 · Donation/Grants	1,376.00	3,000.00	45.9%	
3160-03 · VDOT Detail	2,314.55	0.00	100.0%	<i>Reimbursement for detail work regarding road paving on Jefferson St &amp; Old Carolina</i>
3160-01 · Public Safety - Other	6,500.00	0.00	100.0%	
Total 3160-01 · Public Safety	10,190.55	3,000.00	339.7%	
Total 3160 · CHARGES FOR SERVICES	10,215.55	3,000.00	340.5%	
3165 · REVENUE - TOWN EVENTS				
3165-01 · Revenue - Town Events	76,480.00	70,000.00	109.3%	

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

July 1, 2019 to September 30, 2019

Total 3165 · REVENUE - TOWN EVENTS	76,480.00	70,000.00	109.3%
3170 · HISTORICAL FUND			
3170-01 · Historical Fund	0.00	4,262.02	0.0%
Total 3170 · HISTORICAL FUND	0.00	4,262.02	0.0%
3180 · MISCELLANEOUS			
3180-01 · Citations & Accident Reports	70.00	1,000.00	7.0%
3180-02 · Vetern Banners	-228.00	0.00	100.0%
3180-03 · Miscellaneous	2,095.00	0.00	100.0%
3180 · Miscellaneous - Other	35.00	0.00	100.0%
Total 3180 · MISCELLANEOUS	1,972.00	1,000.00	197.2%
3200 · REVENUE FROM COMMONWEALTH			
3200-02 · 599 Law Enforcement Grant	7,887.00	30,364.00	26.0%
3200-04 · Car Rental Reimbursement	1,644.95	6,500.00	25.3%
3200-05 · Communications Tax	17,134.23	117,000.00	14.6%
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	56,642.67	173,991.00	32.6%
3300 · REVENUE FROM FEDERAL GOVERNMENT			
3300-01 · DMV Transp Safety Grant	3,874.55	6,000.00	64.6%
3300 · REVENUE FROM FEDERAL GOVERNMENT -	0.00	250,000.00	0.0%
Total 3300 · REVENUE FROM FEDERAL GOVERNMENT	3,874.55	256,000.00	1.5%
3500 · Reserve Funds For CIP	0.00	300,000.00	0.0%
4000 · Carry-Over Surplus	0.00	139,500.00	0.0%
Total Income	454,217.29	2,987,271.83	15.2%
Gross Profit	454,217.29	2,987,271.83	15.2%

*A donation to the Museum that was left by a*

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	0.00	5,000.00	0.0%
111002 · FICA/Medicare	422.67	2,000.00	21.1%
111003 · Meals and Lodging	0.00	2,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	5,225.00	32,100.00	16.3%
111006 · Town Elections	0.00	3,200.00	0.0%

Total 11100 · TOWN COUNCIL	5,647.67	44,550.00	12.7%
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12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	52,910.45	284,000.00	18.6%
1211003 · Salaries/Wages - Part Time	9,189.00	50,000.00	18.4%
1211004 · FICA/Medicare	4,334.61	24,257.00	17.9%
1211005 · VRS	5,597.88	31,862.00	17.6%
1211006 · Health Insurance	10,781.51	59,195.00	18.2%
1211007 · Life Insurance	659.96	3,852.00	17.1%
1211008 · Disability Insurance	363.93	2,631.00	13.8%
1211009 · Unemployment Insurance	805.64	2,363.00	34.1%
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	3,053.11	8,000.00	38.2%
1211013 · Cigarette Tax Administration	1,253.14	5,500.00	22.8%
1211014 · Printing & Binding	2,207.62	8,925.00	24.7%
1211015 · Advertising	3,073.00	12,000.00	25.6%
1211016 · Computer, Internet & Website Svc	6,198.89	23,650.00	26.2%
1211017 · Postage	656.38	4,000.00	16.4%
1211018 · Telecommunications	1,392.03	6,000.00	23.2%
1211019 · Mileage Allowance	0.00	500.00	0.0%
1211020 · Meals & Lodging	0.00	6,000.00	0.0%
1211021 · Convention & Education	628.00	10,000.00	6.3%
1211022 · Miscellaneous	0.00	1,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,681.02	16,000.00	16.8%
1211025 · Office Supplies	3,398.74	6,500.00	52.3%

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

July 1, 2019 to September 30, 2019

1211026 · Equipment Rental	1,018.71	4,075.00	25.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>123,340.62</b>	<b>586,863.00</b>	<b>21.0%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	19,495.22	73,000.00	26.7%
<b>Total 12210 · LEGAL SERVICES</b>	<b>19,495.22</b>	<b>73,000.00</b>	<b>26.7%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	16,000.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>148,483.51</b>	<b>720,413.00</b>	<b>20.6%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	94,138.23	424,457.00	22.2%
3110003 · Salaries & Wages - OT Premium	7,211.64	34,000.00	21.2%
3110004 · Salaries & Wages - Holiday Pay	3,647.52	14,000.00	26.1%
3110005 · Salaries & Wages - Part Time	6,537.50	20,000.00	32.7%
3110006 · Salaries & Wages - VDOT	2,206.74	0.00	100.0%
3110007 · Salaries & Wages - DMV Grant	586.32	0.00	100.0%
3110020 · FICA/MEDICARE	8,733.97	32,471.00	26.9%
3110021 · VRS	10,463.35	45,884.00	22.8%
3110022 · Health Insurance	19,754.91	73,375.20	26.9%
3110023 · Life Insurance	1,396.28	5,560.00	25.1%
3110024 · Disability Insurance	544.18	2,500.00	21.8%
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	3,044.50	24,000.00	12.7%
3110032 · Computer, Internet & Website	3,042.78	14,000.00	21.7%
3110033 · Postage	0.00	300.00	0.0%
3110034 · Telecommunications	2,401.26	10,000.00	24.0%
3110035 · General Prop Ins (Vehicles)	3,072.00	5,000.00	61.4%
3110038 · Convention & Edu. (Training)	807.85	4,500.00	18.0%
3110039 · Miscellaneous	0.00	1,000.00	0.0%
3110040 · Annual Dues & Subscriptions	7,504.02	12,000.00	62.5%
3110041 · Office Supplies	2,468.11	5,000.00	49.4%
3110042 · Vehicle Fuels	3,553.22	16,000.00	22.2%
3110043 · Vehicle Maintenance/Supplies	5,187.03	10,000.00	51.9%
3110045 · Uniforms & Police Supplies	17,361.57	22,000.00	78.9%
3110046 · Community Events	6,043.60	5,000.00	120.9%
3110047 · Donation Expenditure	1,376.00	3,000.00	45.9%
3110049 · Grant Expenditures	0.00	6,000.00	0.0%
3110050 · Insurance Pass-Through	-3,372.77	0.00	100.0%
3110051 · Mobile Data Computer Netwk Svc	0.00	17,000.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>224,987.81</b>	<b>823,931.20</b>	<b>27.3%</b>
<b>34100 · BUILDING OFFICIAL</b>			
3410001 · Erosion & Sedimentation Ins.	1,350.00	30,000.00	4.5%
<b>Total 34100 · BUILDING OFFICIAL</b>	<b>1,350.00</b>	<b>30,000.00</b>	<b>4.5%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>226,337.81</b>	<b>853,931.20</b>	<b>26.5%</b>
<b>04 · PUBLIC WORKS</b>			
4110001 · Town Public Works	15,501.37	50,680.20	30.6%
4110002 · Street Beautification - HF	0.00	4,262.02	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	19,557.00	78,789.80	24.8%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>19,557.00</b>	<b>78,789.80</b>	<b>24.8%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			

*Includes some planning reviews that are pass throughs to the developer/contractor*

*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*

*Reimbursement for vehicle repair from Insurance*

*Includes up to September services*

Town of Haymarket  
**Revenue Expenditures Actual To-Date vs Annual Budget**  
 July 1, 2019 to September 30, 2019

*With 6630 Jefferson being vacated; there were  
 some repairs and maintenance that need to be  
 done in preperation for new tenant*

4310001 · Repairs/Maintenance Services	25,292.03	55,000.00	46.0%
4310002 · Maint Svc Contract-Pest Control	310.00	2,000.00	15.5%
4310003 · Maint Svc Contract-Landscaping	8,885.98	35,000.00	25.4%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	1,300.00	3,000.00	43.3%
4310007 · Electric/Gas Services	4,245.54	15,000.00	28.3%
4310008 · Electrical Services-Streetlight	980.25	5,500.00	17.8%
4310009 · Water & Sewer Services	451.75	2,000.00	22.6%
4310010 · Janitorial Supplies	5.98	1,000.00	0.6%
4310011 · Real Estate Taxes	0.00	4,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>41,471.53</b>	<b>129,500.00</b>	<b>32.0%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>76,529.90</b>	<b>263,232.02</b>	<b>29.1%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	13,511.20	58,504.96	23.1%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>13,511.20</b>	<b>58,504.96</b>	<b>23.1%</b>
<b>71110 · EVENTS</b>			
7111003 · Contractural Services	11,708.68	70,000.00	16.7%
<b>Total 71110 · EVENTS</b>	<b>11,708.68</b>	<b>70,000.00</b>	<b>16.7%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	395.10	2,200.00	18.0%
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>795.10</b>	<b>5,150.00</b>	<b>15.4%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>26,014.98</b>	<b>133,654.96</b>	<b>19.5%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	525.00	5,670.00	9.3%
8110002 · FICA/Medicare	26.39	500.00	5.3%
8110003 · Consultants - Engineer	4,844.04	50,000.00	9.7%
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>5,395.43</b>	<b>97,170.00</b>	<b>5.6%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	510.00	7,830.00	6.5%
8111002 · FICA/Medicare	34.42	850.00	4.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>544.42</b>	<b>8,680.00</b>	<b>6.3%</b>
<b>81111 · Board Of Zoning Appeals</b>			
8111101 · Convention & Education	0.00	500.00	0.0%
8111102 · FICA / Medicare	0.00	98.00	0.0%
8111103 · Salaries & Wages - Regular	0.00	1,575.00	0.0%
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,173.00</b>	<b>0.0%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>5,939.85</b>	<b>108,023.00</b>	<b>5.5%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
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%
<b>Total 95100 · DEBT SERVICE</b>	<b>184,100.62</b>	<b>218,517.65</b>	<b>84.3%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>184,100.62</b>	<b>218,517.65</b>	<b>84.3%</b>
<b>94103 · PEDESTRIAN IMPROVEMENT PROJECT</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	0.03		
<b>Total EMPLOYEE BENEFITS</b>	<b>0.03</b>		
<b>Total 94105 · PERSONNEL</b>	<b>0.03</b>		

Town of Haymarket  
**Revenue Expenditures Actual To-Date vs Annual Budget**  
 July 1, 2019 to September 30, 2019

<b>94106 · TOWN CENTER MASTER PLAN</b>			
9410601 · Architectural/Engineering Fees	-495.00	0.00	100.0%
9410602 · Construction (Renovations)	138,273.52	139,500.00	99.1%
			<i>Finaly payment for renovations have been made</i>
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>137,778.52</b>	<b>139,500.00</b>	<b>98.8%</b>
94107 · BLIGHT MITIGATION	3,245.00	50,000.00	6.5%
<b>Total Expense</b>	<b>808,430.22</b>	<b>2,987,271.83</b>	<b>27.1%</b>
<b>Net Ordinary Income</b>	<b>-354,212.93</b>	<b>0.00</b>	<b>100.0%</b>



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

## BUSINESS MANAGER'S REPORT Week of October 7 to October 11, 2019

### Administration

- Meetings
  - Attended VML Annual Conference (Mayor and Chris)
  - Met with Middleburg Town Manager about combining trash service contract to receive reduced price (Mayor and Chris)
  - Met with several residents regarding Real Estate Tax invoice questions (Roberto)
  - Attended Haymarket Town & County Garden Club to receive donation (Emily)
  - Met with Resident regarding complaints about pedestrians crossing from the playground to QBE (Emily and Chris)
  - Town Staff Meeting (Chief and Chris)
  - Had Events Meeting (Jacque, Emily, Roberto, Chief and Chris)
  - Met with Town Attorney (Chris)
  - Met with Tenant to finalize Lease agreement for rental of 6630 Jefferson (Chris)
- New Items
  - Discussed providing space for different educational events for residents and law enforcement at Town Hall with the State Human Trafficking Response Coordinator Ms. Alvernaz
    - Currently Ms. Alvernaz is a resident of Haymarket
    - Resident Training would include warning signs and apps for kids to avoid
  - Town has been signed up to be a member of National League of Cities Grant database
    - This service is free to the Town
  - Town has been signed up for POLCO civic engagement and community outreach program
    - This service is free to the Town, with upgrades available for payment
  - Copper Cricket HVAC system will need to be replaced
    - Work will begin on Tuesday October 15, 2019

- Continued Items
  - Spoke with St. Michael's Church representative to ensure project is on schedule to be removed by the end of the month.
  - Continued online training for ARB search, no viable options have been found
    - Town will be reaching out to Virginia Tech to see if they have training resources available
  - Town Clerk accepted job offer start date scheduled for November 4, 2019
  - The petition for removal of speed table provided to Town Resident for signature collection
  - VDOT reported Supervisor denied placing no parking signs at Coach Way and Caboose Trail
  - Premier cut grass in preparation for Haymarket Day
  - Completed tenant turnover and Lease of town space (6630 Jefferson)

### **Town Staff**

- Mailed Residents Fall Newsletters.
- Processed Payroll
- Finalized New Lease and Guarantee Agreement
- Received confirmation from Playground Specialist Inc. that the Town is not liable for an extra charge (\$800) due to change order for playground installation
- Prepared and Released Bonds approved at October's Town Council Meeting
- Finalized approvals with the Town Engineer for Wonderful Haymarket LLC and Morais Vineyard Wine Tasting Room
- Submitted comments to Prince William County Regarding the one-mile review package for a rezoning at the corner of Antioch Road and Route 55
- Scheduled meeting with Prince William County, Town, and Developer of the one-mile review
- Met with a current business owner looking to purchase a historic building and repurpose it for her current business

### **Events**

- Haymarket Day is currently full for both the parade and all vendor slots. Booth spaces have been sent to vendors. Information on the Parade should be sent out by the end of the day.
  - Haymarket Day Parade has 62 participants/units
- Total Booths – 204
  - Commercial Vendors – 92
  - Crafter Vendors – 52
  - Non-Profit Vendors – 46
  - Food (including Novelty) Vendors – 16
  - Sponsors – 9
- Sponsorship Funds - \$27,000! – we have collected all funds from our sponsors and have now collected \$10,000 more than 2018.





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

## BUSINESS MANAGER'S REPORT

### Week of October 14 to October 19, 2019

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#### Administration

- Meetings
  - Met with Disgruntled Vendor, didn't like booth space (Chris)
  - Events Meeting (Emily, Chief, Roberto, and Jacque)
  - Met with DJ and MC for Haymarket Day (Emily and Jacque)
  - Met with Two Silo's for Haymarket Day (Emily and Jacque)
  - Attended ARB Meeting (Emily and Roberto)
  - Held Volunteer Meeting (Emily and Jacque)
  - Met with Prince William County and Developer for One-mile review project (Chris and Katie)
- New Items
  - No New Items – Focus was Haymarket Day.
- Continued Items
  - Town received the second submission of the preliminary site plan for the Haymarket Hotel Venture LLC
  - Contractors prepared for Haymarket Day

#### Town Staff

- Preparation for Haymarket Day
- Held Haymarket Day

#### Events

- Haymarket Day went off without any major issues thanks to all the work from staff and volunteers. Event debriefing will occur on Wednesday October 23<sup>rd</sup> at 10:30 a.m. at Town Hall.



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**CHRISTOPHER S. COON**  
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**EMILY K. LOCKHART**  
TOWN PLANNER  
ZONING ADMINISTRATOR

**ROBERTO C. GONZALEZ**  
TOWN TREASURER

## BUSINESS MANAGER'S REPORT

### Week of October 21 to October 25, 2019

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#### Administration

- Meetings
  - Spoke with Prince William County District Committee Chair for the Boy Scouts (Chris)
  - Haymarket Day Debrief (Emily, Roberto, Jacque, Chief, Mayor, and Chris)
  - Events Meeting (Emily, Chief, Roberto, Jacque, Chief, Mayor, and Chris)
  - Town Staff Meeting (Mayor, Chief, and Chris)
  - Attended Planning Commission Meeting (Emily, Jacque, and Chris)
  - Met with Town Attorney (Chris)
- New Items
  - Scheduled Councilmember Morris' Swearing-In for the November 4<sup>th</sup> Regular Meeting
  - Contacted Work Force Crew about scheduling help to refinish floors at Harover House
  - Agenda preparation for the November Town Council Meetings
  - HVAC work was completed at Copper Cricket building and inspections were completed at the Museum, Park, and Town Hall buildings
- Continued Items
  - Town sent comments for the preliminary site plan for the Haymarket Hotel Venture LLC
  - Assisted Crossroads development with requests
  - Clean-up for Haymarket Day completed
  - Property Maintenance Code was finished at the County and should be on the Board of Supervisor's docket on November 11<sup>th</sup>
  - Received final documents from Town Clerk to start on November 4<sup>th</sup>
  - Working with Middleburg Town Manager about possibly combining trash service

#### Town Staff

- Preparation for Finance Committee Meeting
- Began selling Haymarket Ornaments
- Completed comments for preliminary site plan of Haymarket Hotel Venture LLC
- Thank you email sent for volunteer, vendors, and patrons

#### Events

- Next Event
  - Christmas and Holiday Celebration on December 7, 2019.
    - More information will be provided shortly.



Town of Haymarket  
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**CHRISTOPHER S. COON**  
BUSINESS MANAGER

**EMILY K. LOCKHART**  
TOWN PLANNER  
ZONING ADMINISTRATOR

**ROBERTO C. GONZALEZ**  
TOWN TREASURER

## **BUSINESS MANAGER'S REPORT**

### **Week of October 28 to November 1, 2019**

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#### **Administration**

- Meetings
  - Met with Haymarket Coffee regarding potential lease (Emily and Chris)
  - Town Staff Meeting (Mayor, Chief, and Chris)
  - Met with Town Attorney (Mayor and Chris)
  - Met with Haymarket Hotel Engineer (Emily and Chris)
- New Items
  - Received Application for Town Planning Commission
  - Scheduled replanting of final 3 crape and myrtles along Washington Street
  - Scheduled IT site visit for multiple items
  - Agenda preparation for the November Town Council Meetings
- Continued Items
  - Assisted Crossroads development with requests
  - Property Maintenance Code was finished at the County and should be on the Board of Supervisor's docket on November 11<sup>th</sup>
  - Received final documents from Town Clerk to start on November 4<sup>th</sup>
  - Working with Middleburg Town Manager about possibly combining trash service

#### **Town Staff**

- Preparation for Town Council Meeting
- Prepared Budget Appropriation for November Town Council Meeting
- Scheduled Meeting with Town and Country Garden Club
- Cleared out Museum for new exhibit beginning November 2<sup>nd</sup>
- Notified Parade Winners and invited them to November Town Council Meeting

#### **Events**

- Next Event
  - Haymarket Presentation will be at the Next Town Council Meeting
  - Christmas and Holiday Celebration on December 7, 2019.
    - More information will be provided shortly.



## HAYMARKET POLICE DEPARTMENT



To: Mayor Leake and Council Members  
 From: Chief Lands  
 Date: 10-16-2019  
 Subject: Monthly Report for October 2019

Felony Arrests	5	Poss. of Cocaine, Hit and Run, Larceny, etc.
Misdemeanor Arrests	29	DUI, Refusal, Wanted, Poss. of Marijuana, etc.
In Town Calls for Service	1483	Various
Out of Town Calls for Service	37	Various
Traffic Summons	114	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	205	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	6	If Injuries – Transported to Hospital
House Checks	2	Residents who were out of town
Business Checks	523	All Town Businesses

### **Points of Interest:**

Breast Cancer Awareness Walk  
 Northern Va. Chiefs Meeting  
 Prince William Chiefs Meeting  
 Breast Cancer Event at the Hospital  
 Haymarket Day  
 Halloween Patrols

Attachment: Monthly Council Report November 19 (4223 : Chief of Police Staff Report)



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: November 01, 2019  
SUBJECT: Appointment of Town Clerk

### Background:

The Haymarket Town Charter sets forth requirements for the appointment of certain employees at the Council's first regular meeting in September. Article III, § 1 of the Charter reads:

### Article III, § 1 Haymarket Town Charter

(16) Clerk. There shall be appointed by the council, at its first regular meeting in September after its election, a clerk of the council, who shall hold office at the pleasure of the council. He shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. He shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. His compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

### Staff Recommendation:

Staff recommends appointment.

### Draft Motion:

1. *Pursuant to Article III, § 1 (16) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Kimberly Henry as the Haymarket Town Clerk*

Or,

2. Alternate Motion

Attachment: Appointment of Town Clerk (4217 : Appointment of Charter Employees)



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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: November 01, 2019  
SUBJECT: Appointment to Planning Commission

### Background:

The Haymarket Town Resolution #2018-05 authorized the Haymarket Town Council to appoint a Planning Commission consisting of not less than five nor more than fifteen members. The Planning Commission membership currently consists of four members, as a result of one members resignation. The Town has received an application for the Planning Commission.

### Budgetary Impact:

This will have no impact on the Budget.

### Staff Recommendation:

Staff recommends Town Council consider Pearl Carter-Bush's appointment to the Planning Commission to replace Mr. James' term expiring June 30, 2022.

### Draft Motion:

1. *I move the Haymarket Town Council appoint Pearl Carter-Bush to the Town of Haymarket Planning Commission beginning on November 4, 2019 and expiring on June 30, 2022.*

Or,

2. Alternate Motion

Attachment: Appointment of Planning Commissioner (4218 : Appointment of Planning Commissioner)



Town of Haymarket  
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703-753-2600

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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: November 01, 2019  
SUBJECT: Directive for Planning Commission

### Background:

Town Staff is requesting the Town Council direct Planning Commission to update the Town's Comprehensive Plan. The current Comprehensive Plan was approved by Town Council on September 8, 2008. Comprehensive Plan's should be reviewed and updated on a regular basis to maintain accuracy of information and help guide future decisions. The current Comprehensive Plan had intent to be updated in 2013, since that time the Town has experienced significant development and changes of growth in the surrounding areas. With projects on the horizon the Town should take this opportunity to update the Comprehensive Plan to help guide a coordinated plan to best promote the health, safety, morals, order, convenience, prosperity and general welfare of the residents, visitors, and business owners in the Town of Haymarket.

Virginia Code § 15.2-2223 (A) states:

The local planning commission shall prepare and recommend a comprehensive plan for the physical development of the territory within its jurisdiction and every governing body shall adopt a comprehensive plan for the territory under its jurisdiction.

In the preparation of a comprehensive plan, the commission shall make careful and comprehensive surveys and studies of the existing conditions and trends of growth, and of the probable future requirements of its territory and inhabitants. The comprehensive plan shall be made with the purpose of guiding and accomplishing a coordinated, adjusted and harmonious development of the territory which will, in accordance with present and probable future needs and resources, best promote the health, safety, morals, order, convenience, prosperity and general welfare of the inhabitants, including the elderly and persons with disabilities.

The comprehensive plan shall be general in nature, in that it shall designate the general or approximate location, character, and extent of each feature, including any road improvement and any transportation improvement, shown on the plan and shall indicate

where existing lands or facilities are proposed to be extended, widened, removed, relocated, vacated, narrowed, abandoned, or changed in use as the case may be.

Budgetary Impact:

With development of the Comprehensive Plan there will need to be an additional meeting held each month. This should not impact the Budget as additional meetings were planned for the Planning Commission.

Staff Recommendation:

Staff recommends Town Council directs the Planning Commission to update the Comprehensive Plan and approve up to one additional meeting per month for that purpose.

Draft Motion:

1. *I move the Haymarket Town Council direct the Planning Commission to update the Comprehensive Plan and approve up to one additional meeting per month for that purpose.*

*Or,*

2. Alternate Motion





Town of Haymarket  
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703-753-2600

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

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Business Manager  
DATE: November 01, 2019  
SUBJECT: Directive for Planning Commission

---

### Background:

Town Staff has been notified of Virginia Code §46.2-1315, which has a January 1, 2020 deadline to adopt a pilot program or ordinance to regulate motorized skateboards, scooters, etc.

Virginia Code § 46.2-1315 states:

Any county, city, town, or political subdivision may (i) by ordinance regulate or (ii) by any governing body action or administrative action establish a demonstration project or pilot program regulating the operation of motorized skateboards or scooters, bicycles, or electric power-assisted bicycles for hire, provided that such regulation or other governing body or administrative action is consistent with this title. Such ordinance or other governing body or administrative action may require persons offering motorized skateboards or scooters, bicycles, or electric power-assisted bicycles for hire to be licensed, provided that on or after January 1, 2020, in the absence of any licensing ordinance, regulation, or other action, a person may offer motorized skateboards or scooters, bicycles, or electric power-assisted bicycles for hire.

### Staff Recommendation:

Staff recommends Town Council adopt Shared Mobility Systems Ordinance.

### Draft Motion:

1. *I move to adopt Ordinance to amend the Town Code by adding an Article IV in Chapter 46 relating to licensing of shared mobility systems.*

Or,

2. Alternate Motion



ORDINANCE TO AMEND THE TOWN CODE BY ADDING AN ARTICLE IV IN CHAPTER 46  
RELATING TO LICENSING OF SHARED MOBILITY SYSTEMS

WHEREAS, Shared Mobility Systems of electric scooters, motorized skateboards, bicycles and/or electric power-assisted bicycles for hire have become prevalent in the United States since 2018 without significant protection for public health, safety and welfare, and

WHEREAS, Shared Mobility Systems create risks to life, limb, and property for users and non-users alike, and

WHEREAS, Virginia Code § 46.2-1315 allows any person to offer shared mobility systems on or after January 1, 2020 in a locality unless that locality first imposes a licensing requirement,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this \_\_\_\_ day of \_\_\_\_, 2019, in \_\_\_\_\_ session, that (i) the Town Council finds that public health, safety and welfare require the licensing of shared mobility systems, (ii) the Town Council recognizes that new technologies require careful evaluation based on data, and (iii) the Town Council hereby amends the Town Code to add Article IV in Chapter 46 as follows:

**ARTICLE IV. SHARED MOBILITY SYSTEMS.**

Section 46-101. Policy Statement and Purpose

The purposes of this Article are (1) to establish rules and regulations governing the operation of Shared Mobility Systems within the Town to protect the health, safety, and welfare of Customers and the general public and (2) to gather data relating to the risks associated with Shared Mobility Systems. These provisions apply to any deployment of Shared Mobility Systems (to include direct rental or similar programs) within the Town's jurisdictional boundaries or on Town-owned property outside its boundaries.

Section 46-102. Definitions

“Customer” means the end user who is riding a Device.

“Geo-fencing” means a virtual perimeter that operates with a Device’s onboard GPS to authorize parking of the Device, to prevent or limit operation of the Device, and/or to provide an alert notice to the Licensee or Customer, whenever the Device crosses the perimeter.

“Operating Regulations” means the regulations imposed on a Shared Mobility System as provided in this Article or in a License issued under this Article.

“License” means a License issued by the Town to operate a Shared Mobility System under this Article.

“Licensee” means any person who holds a License under this Article.

“Shared mobility devices” or “Devices” means any docked or dockless bicycle or electric power-assisted bicycle, motorized skateboard, motorized scooter, or other device specified in Virginia Code § 46.2-1315.

“Shared Mobility System” means a system for sharing Devices for compensation.

“This Article” means this Article IV of Chapter 46 of the Town Code.

“Town Manager” means the Town Manager or their designee.

### Section 46-103. License Requirement

- A. Any person seeking to operate a Shared Mobility System within the Town shall first obtain a License from the Town Council, conditioned on compliance with the Operating Regulations contained in this Article or additional regulations issued by the Town Manager pursuant to this Article. Each Licensee must obtain a business license and will be responsible for all applicable local fees and taxes as a condition of retaining their License. The Town Council shall set and may modify the fee for application for a License by uncodified ordinance.
- B. The Town Council may set and modify an annual registration fee per Device by uncodified ordinance.
- C. Any person who operates a Shared Mobility System within the Town without a License shall be subject to a civil penalty not to exceed one thousand dollars (\$1000.00) for each violation. Each day of violation shall constitute a separate offense.
- D. The Town Manager may revoke any License after notice reasonable under the circumstances for failure to comply with the Operating Regulations.
- E. Any person whose License application has been denied, or whose License has been revoked, may file an appeal with the Town Council by submitting a written statement to the Town Manager within 10 business days of the denial or revocation. The written statement shall describe the basis of the objection. Any Licensee whose License has been revoked may not apply for another License within six months of the revocation effective date.
- F. The Town Manager may require additional Operating Regulations, consistent with this Article, as needed to protect public health, safety, and welfare. Such additional Operating Regulations may apply to all Licensees or, if justified by the operations of a Licensee, single Licensees. Such additional Operating Regulations may include, at the Town Manager’s discretion:
  - 1. An increased or decreased limit on the number of Devices deployed by the Licensee in the Town;
  - 2. A ban or limit on use of some or all Devices on some or all sidewalks or in other specified areas;
  - 3. A bond to cover costs incurred by the Town.

4. An increase or decrease in the speed limit for Devices.
5. Additional data sharing.
6. Changed or additional insurance requirements.
7. Similar requirements needed to protect public health, safety, and welfare, public assets, and Town staff time.

#### Section 46-104. Operating Regulations

The following subsections set forth the minimum requirements that will be required in any License issued by the Town:

##### A. Equipment Requirements

1. All bicycles and electric power-assisted bicycles shall meet the standards established in the Code of Virginia, including lighting during operation in darkness.
2. All motorized skateboards or scooters shall meet the safety standards established in the Code of Virginia, requiring both headlight and taillight.
3. Each Device shall be equipped with an on-board GPS capable of providing real-time location and limiting operation of the Device through geo-fencing.
4. An operator identifier must be permanently affixed to each mobility Device.
5. All Devices must be equipped with hardware that allows the Licensee to render a Device inoperable by remote means if it has been reported to Licensee as being damaged or defective.

##### B. Operations

1. The initial speed limit for Devices shall be 20 miles per hour.
2. Each License shall designate the specific number of shared mobility Devices that the Licensee may deploy in the Town.
3. The Town Manager reserves the right to order the full or partial removal or deactivation of a Shared Mobility System due to weather or other local situations, events, or emergencies for up to 48 hours.
4. Licensees must be aware of and plan for Town events, providing additional staffing, Customer education/awareness, and temporary no-ride and no-park zones as necessary.
5. Licensees shall provide administrative access for town officials to relocate Devices that are blocking the public right-of-way or creating obstacles for vehicles or pedestrians.

##### C. Safe Riding and Parking

1. Licensees shall make training available to all Customers regarding safe operation of Devices.

2. Motorized scooters, as well as bicycles and electric power assisted bicycles, must be parked upright on hard surfaces in a manner that does not obstruct or impede the public right of way.
3. Licensees must apply geo-fencing specifications to direct Customers to parking areas designated by the Town Manager, which the Town Manager may expand, contract, or change from time to time. Customers shall not be allowed to sign out of their rides unless parked in a designated area.
4. Devices are to be parked in such a manner as to provide a 4-foot pedestrian clear zone area in the sidewalk.
5. Devices shall not be parked in such a manner as to impede or interfere with any fire hydrant, call box, or other emergency facility; bus bench; utility pole or box; evacuation route; snow emergency route; or access to or from any building.
6. Devices cannot be parked in such a manner as to impede or interfere with the reasonable use of any bicycle rack, news rack, or commercial window display.
7. The Town Manager reserves the right to determine certain blocks where parking is prohibited. Bicycles and e-scooters may be left in on-street parking spaces only if the Town Manager has officially designated those spaces as shared mobility parking stations. The Licensee will apply visible markings to identify any such parking stations.
8. Shared mobility Devices shall not be parked adjacent to or within:
  - a. Transit zones, including bus stops, shelters, passenger waiting areas and bus layover and staging zones, except at existing bicycle racks;
  - b. Loading zones;
  - c. Disabled parking zones;
  - d. Street furniture that requires pedestrian access (for example – benches, parking pay stations, bus shelters, transit information signs, etc.);
  - e. Curb ramps; and
  - f. Driveways.
9. To the extent a Licensee desires to park Devices on Town property other than the public right-of-way (e.g., parks, plazas, parking lots, Town Hall grounds, or utility facilities), the Licensee must first obtain the right to do so in writing from the Town Manager.
10. Licensees shall stop placing Devices or allowing Customers or contractors of the Licensee to place Devices in front of any address provided by the Town Manager within 48 hours of notice.

D. Licensees shall apply geofencing specifications provided by the Town to prohibit riding/parking/locking motorized skateboards or scooters in areas of the Town specified by the Town Manager.

E. Any Device found to be in violation of this section is subject to removal by the Town; the Licensee must pay thirty-five dollars (\$35.00) for each Device removed and five dollars (\$5.00) per day of storage, including the day of removal and the day of release from storage. The Town shall provide notice of removal within twenty-four (24) hours of removal.

F. Licensees shall provide notice to all Customers by means of signage and through a mobile or web application that:

1. Helmets are strongly encouraged for all Customers and required for minors 14 and under. If Licensees prohibit use of shared mobility Devices by certain minors, Licensees shall provide conspicuous notice of this policy to Customers;
2. Parking must be done in designated areas; and
3. Wearing headphones on or in both ears while riding a shared mobility Device is prohibited;
4. Operating a shared mobility Device while texting or while under the influence of alcohol is strongly discouraged.

G. Licensees shall provide education on the Town's existing rules and regulations, safe and courteous riding, and proper parking.

H. Customer Service

1. Licensees shall provide easily visible contact information, including a toll-free phone number and e-mail address, on each Device for Town employees and members of the public to make relocation requests or to report other issues with Devices.
2. Licensees shall maintain a representative physically located within 25 miles of the Town and provide a direct point of contact to the Town and its residents for this representative.
3. Licensees shall maintain a 24-hour customer service phone number for customers to report safety concerns, complaints, or to ask questions. This phone number and its website shall be provided on every Device that is in service in the Town.
4. Upon notification that a Licensee's Device is improperly parked, left standing, or unattended on any sidewalk, street, or public right-of-way under the jurisdiction of the Town, the Licensee shall remove the Device within two hours.
5. Licensees shall provide all Customers with a mechanism to report safety or maintenance issues with a Device.
6. In the event a safety or maintenance issue is reported for a specific Device, the Licensee shall immediately deactivate that Device and shall remove it within two hours of deactivation. Any inoperable or unsafe Device shall be repaired before it is put back into service.

I. Data Sharing

Without prejudice to a Licensee's rights to, and interest in, its commercially privileged and sensitive information, Licensees shall provide the Town the following types of data in a monthly report delivered to the Town no later than the 15<sup>th</sup> day after the month covered in the report:

1. Total active customers, number of trips in the Town each month, average trip duration times, number of Devices in service, GPS tracking data for every trip route, crashes (giving time, date, and location), injuries, and complaints.
2. Additional specific data to be provided by the Licensee may be stated in the License or required by the Town Manager.

J. Insurance

The Licensee must purchase and maintain, at its sole expense, and from a company or companies authorized to do business within the Commonwealth of Virginia, insurance policies containing the following types of coverages and minimum limits:

1. Workers' Compensation – Statutory requirements and benefits. This policy shall specifically list Virginia as a covered state.
2. Employer's Liability - \$100,000. This policy shall specifically list Virginia as a covered state.
3. Commercial General Liability - \$1,000,000 per occurrence. The Town and its officers, employees, agents and volunteers must be named as an additional insured and so endorsed on the policy.
4. Automobile Liability-\$1,000,000 per occurrence.
5. All insurance coverage:
  - a. shall be issued by an insurance carrier authorized to do business within the Commonwealth of Virginia and otherwise acceptable to the Town;
  - b. shall be kept in force throughout the duration of the License.
6. Prior to offering Devices for use, the Licensee shall:
  - a. have all required insurance coverage in effect; and
  - b. deliver to the Town proof of insurance for all lines of coverage satisfactory to the Town in its sole discretion.
7. The Town reserves the right to revise any insurance requirement as may be necessary for the best interests of the Town, including, but not limited to, limits, coverages and endorsements, or reject any insurance policies which fail to meet the criteria stated herein. Additionally, the Town reserves the right, but not the obligation, to review and reject any insurer providing coverage due to its poor financial condition or failure to operate legally.

Section 46-105. Transfer of Licenses.

No Licensee may transfer any License without the advance written consent of the Town Manager. The Town Manager may deny a transfer of a License if the transferee has violated a License or violated a similar ordinance in another locality, or if the transferee does not have proof of proper insurance coverage. A transferee shall accept responsibility for all outstanding violations, removal and storage fees for removed Devices, bonds, and Operating Conditions applicable to the transferring Licensee.

THIS ORDINANCE IS EFFECTIVE upon approval.

Done this \_\_\_\_ day of \_\_\_\_\_, 2019.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

\_\_\_\_\_  
Town Clerk

Motion to approve:

Second:

Voting Aye:

Voting Nay:

Absent:

Abstaining:





## RESOLUTION 2019-008

## 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 - Sponsorship Revenue will increase an additional \$7,000 in total in the adopted budget for FY2019-2020, and

WHEREAS, The proposed 2019-2020 Budget amendment will increase expenditures for Police Department – Community Events by \$7,000, 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**

<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Public Safety Sponsorship	\$ 0	\$ 7,000	\$ 7,000

**Expenditure Line Item**

<u>Line Item</u>	<u>Adopted 2019-20 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Police Department Community Events	\$ 5,000	\$ 12,000	\$ 7,000

Done this 4th Day of November 2019

Motion By:

Seconded By:

Ayes:

Nays:

Absent:

ATTEST:

\_\_\_\_\_  
Clerk of Council



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

**Emily K. Lockhart**  
**Town Planner**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Emily Lockhart, Town Planner  
DATE: November 01, 2019  
SUBJECT: Town Calendar of Meetings, Events, and Holidays

Town Staff is working on the residential calendar to mail out at the end of the year. Staff is proposing the following meeting dates, event dates and the Holiday Schedule.

### 2020 Meeting Calendar:

- January - TC - 1/6, PC - 1/20, ARB - 1/15 \*PC is on a holiday, need to move meeting
- February - TC - 2/3, PC - 2/17, ARB - 2/19 \*PC is on a holiday, need to move meeting
- March - TC - 3/2, PC - 3/16, ARB - 3/18
- April - TC - 4/6, PC - 4/20, ARB - 4/15
- May - TC - 5/4, PC - 5/18, ARB - 5/20
- June - TC - 6/1, PC - 6/15, ARB - 6/17
- July -- TC - 7/6, PC - 7/20, ARB - 7/15
- August - TC - 8/3, PC - 8/17, ARB - 8/19
- September - TC - 9/7, PC - 9/21, ARB - 9/16 \*TC is on a holiday, need to move meeting
- October - TC - 10/05, PC - 10/19, ARB - 10/21
- November - TC - 11/2, PC - 11/16, ARB - 11/18
- December - TC - 12/7, PC - 12/21, ARB - 12/16

### 2020 Event Calendar:

- Spring Community Picnic, date to be determined
- Summer Concert, date to be determined, preferred in July or August
- National Night Out, August 4<sup>th</sup>, 2020
- Breast Cancer Awareness Walk, October 3<sup>rd</sup>, 2020
- Haymarket Day October 17<sup>th</sup>, 2020
- Christmas and Holiday Event, December 5<sup>th</sup>, 2020

### 2020 Virginia State Employee Holiday Schedule:

- January 1<sup>st</sup>, New Year's Day
- January 17<sup>th</sup>, Lee-Jackson Day, Staff is requesting to use this as a floating Holiday on December 31<sup>st</sup>, 2020 and not take off January 17<sup>th</sup>, 2020.

Attachment: Town Staff 2020 Calendar (4219 : Town Calendar for 2020)

- January 20<sup>th</sup>, Martin Luther King Jr. Day
- February 17<sup>th</sup>, President's Day
- May 25<sup>th</sup>, Memorial Day
- July 3<sup>rd</sup>, Day of Observance for Fourth of July
- September 7<sup>th</sup>, Labor Day
- October 12<sup>th</sup>, Columbus Day
- November 11<sup>th</sup>, Veterans Day
- November 25<sup>th</sup>, 4 hour leave for Thanksgiving
- November 26<sup>th</sup> and 27<sup>th</sup>, Thanksgiving Holiday
- December 24<sup>th</sup> and 25<sup>th</sup>, Christmas Holiday
- **December 31<sup>st</sup>, REQUESTED Holiday in lieu of January 17<sup>th</sup>.**