



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, December 4, 2017

7:00 PM

Council Chambers

I. Call to Order

II. Invocation

III. Pledge of Allegiance

IV. Moment of Silence

V. Citizens' Time

VI. Minutes Approval

1. Mayor and Council - Regular Meeting - Nov 6, 2017 7:00 PM
2. Chuck Carnahan Email to Council

VII. Department Reports

1. Town Planner Report - Emily Lockhart
2. Police Department Report - Chief Kevin Lands
3. Building Officials Report - Doug Smith
4. Town Engineer's Report - Katie McDaniel
5. Business & Community Relations Report
6. Treasurer's Report - Roberto Gonzalez
7. Business Manager Report - Jerry Schiro

VIII. Agenda Items

1. Appointment of Finance Committee
2. Mobile Data Network Agreement with Prince William County
3. Resolution 2017-13 BB&T Bank Authorizing Resolution

IX. Councilmember Time

- A. Chris Morris
- B. John Cole
- C. Susan Edwards
- D. Connor Leake
- E. Joe Pasanello
- F. Steve Shannon
- G. David Leake

X. Closed Session

1. Enter into Closed Session; Pursuant to Virginia Freedom of Information Act at Virginia Code 2.2-3711 (A) (1) for the Discussion of Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining, or Resignation of Specific Public Officers, Appointees, or Employees of Any Public Body; Specifically Employees of the Town.
2. Certification of Closed Session; Move to Certify that to the Best of Each Member's Knowledge (I) Only Public Business Matters Lawfully Exempted from Open Meeting Requirements Under This Chapter and (II) Only Such Public Business Matters Were Identified in the Motion by Which

the Closed Meeting was Convened Were Heard, Discussed or Considered in the Meeting by the Public Body.

XI. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Shelley M. Kozlowski, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Monday, November 6, 2017

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 Board Room, commencing at 7:00 PM.

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Present, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Mayor David Leake: Present.

2. Invocation - Mr. Donald Meeks, Greenwich Presbyterian

Pastor Donald Meeks, from Greenwich Presbyterian Church gave the invocation

3. Pledge of Allegiance

Mayor Leake asked everyone to remain standing for a moment of silence to remember the victims and the families of Sutherland Springs, Texas.

4. Citizens' Time

At this time Vice Mayor Pasanello read a letter to the Council from Haymarket resident, Chuck Carnahan, regarding the phasing of the town center plan and the resolution to borrow money to implement the Town Center plan.

The Mayor stated that he would address his conversation with Mr.Carnahan during his Council time.

Haymarket resident, Dottie Leonard, asked to address the Council in response to Mr. Carnahan's letter. She stated that she was a member of the Council when the Town Hall property was purchased. She agreed with Mr. Carnahan that the rent was suppose to be self-supporting. She further stated that the previous administration spent \$200,000 to demolish the existing building on the property that was producing \$5,000 in rent. She concluded by saying that she agreed with Mr. Carnahan, that it would make more sense to take care of existing problems and the exterior than being grandiose at this point and asked the Council to give it their best consideration.

A. Email from Mr. Chuck Carnahan

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Oct 10, 2017 7:00 PM
Councilman Steve Aitken resigned October 12, 2017.

RESULT:	ACCEPTED [3 TO 0]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Joe Pasanello, Susan Edwards, Connor Leake
ABSTAIN:	John Cole, Chris Morris
ABSENT:	Steve Aitken

6. Appointments

A. Appointment of Shelley Kozlowski to Clerk of the Council/Office Manager/FOIA Officer

Minutes Acceptance: Minutes of Nov 6, 2017 7:00 PM (Minutes Approval)

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Joe Pasanello, Vice Mayor
AYES: Cole, Morris, Pasanello, Edwards, Leake

B. Appointment of Jerry Schiro - Town Business Manager

RESULT: ADOPTED [UNANIMOUS]
MOVER: Chris Morris, Councilman
SECONDER: Connor Leake, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake

C. Appointment of Emily Lockhart - Town Zoning Administrator

RESULT: ADOPTED [UNANIMOUS]
MOVER: John Cole, Councilman
SECONDER: Susan Edwards, Councilwoman
AYES: Cole, Morris, Pasanello, Edwards, Leake

D. Appointment to Fill Unexpired Haymarket Town Council Term Ending June 30, 2018

Mayor Leake stated that there was a letter of intent of interest from Haymarket resident, Steve Shannon, to fulfill the unexpired term of Councilman Aitken. After the vote, Mayor Leake invited Council Appointee Steve Shannon to sit at the dais.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Susan Edwards, Councilwoman
SECONDER: Connor Leake, Councilman
AYES: Cole, Morris, Pasanello, Edwards, Leake

7. Department Reports

A. Mayor's Public Announcement

Mayor Leake stated that the previous Town Manager, Kimberly Murray's, last day was November 5, 2017. He further stated Pursuant to Virginia Code 15.2-15.1, she will be receiving 3 months pay as severance as provided in her employment agreement.

B. Police Report - Chief Lands

Mayor Leake thanked Chief Lands for his quick response to the recent water main break emergency.

Chief Lands asked the Council if they had any questions concerning the statistics for the month. Vice Mayor Pasanello asked if the 612 "In Town Calls for Service" are including the house checks. Chief Lands responded that he is including them.

The Vice Mayor suggested to perhaps add a separate line item for "House checks". Chief Lands said that he would do that.

Chief Lands called upon Community Liaison Officer O'Neal to give a brief overview of the recent 1st Annual Breast Cancer Walk. Officer O'Neal stated the first walk went well with approximately 40 participants, many breast cancer survivors. He further stated that they raised \$615. He thanked all of the volunteers including his wife, all of the Haymarket officers, Suzanne Leake, Chantell Lands and Chief Lands' father, Pastor Arthur Lands. At this time Chief Lands and Officer O'Neal presented Kelly Pearson, Director of Novant Health UVA Health System Foundation, with a check for \$615. Chief Lands explained that the money will be used for travel assistance for patients and their families.

Continuing with his report, the Chief reported that the department participated in two Trunk or Treats. He also reported that he had 100% officer participation on Halloween. He stated that there were two officers in the Greenhill Crossing development, one at Longstreet Commons, one at Haymarket Station and Villages of Haymarket. He and Sgt. Shaver patrolled other parts of the town. He said that they handed out candy to the children and adults.

Chief Lands reported that the department has recently hired a new officer, Officer John Gregory. He stated that Officer Gregory has 10 years experience in law enforcement and is currently on field training.

He updated the Council on the Ford Vehicle recall. He stated that they currently have 2 vehicles at Sheehy Ford and will bring in the remaining 4 at a later date.

He also updated the Council on the Police Department remodels and improvements. He said that there will be a window installed so that he can greet the citizens. He further added that he took down a few small half walls to make a conference area. He concluded that there were no costs to the town. He and Lonnie Milsted completed the work with left over tile and paint.

He then gave a brief rundown of the actions taken place during the water main break emergency. He stated that Officer's Gregory and Davis were on duty for the initial catch. He stated that they called the Fire Department and PWC Service Authority. They then proceeded with putting up the barricades at the intersection to stop traffic. He further stated that he contacted the Mayor and posted the incident on social media keeping citizens informed. Mayor Leake added that he notified town residents through the "Go Haymarket" text feature. Chief Lands explained that Columbia Gas asked that all businesses in the road closed areas be shut down. He added that he kept the businesses informed of the progress. He concluded stating that the Prince William County police department also assisted with the road closures.

Vice Mayor Pasanello asked the Chief if the Town Hall building was threatened by the water main break. The Chief responded no.

Chief Lands ended his report with "Officer Highlights". He commended Community Liaison O'Neal for organizing the Breast Cancer Walk. The Chief stated that the department had been down an officer. He thanked Sgt. Shaver for helping fill in with patrolling duties while continuing his administrative duties. He commended all of his officers for their quick response to the water main break as well as Town Business Manager, Jerry Schiro and Steve Shannon.

In regards to the "Out of Town Calls" listed on the police department report, Councilman Morris asked if we were keeping proper accountability. Chief Lands responded that each officer gives him a daily rundown of when they go in and out of town. Vice Mayor Pasanello stated that it would be helpful to have data on how many times they are the primary on the scene.

Councilman Leake asked the Chief to extend a welcome from the Council to Officer Gregory. He also thanked the Chief and Officer's Davis and Gregory along with the Prince William County police department for all their hard work and diligent response to the water main break emergency. He concluded by commending the Chief on his use of social media notifying Haymarket citizens and those outside of the town.

C. Introduction of New Business

At this time Mayor Leake invited Miguel Pires, owner of Zandras Taqueria restaurant, to address the Council about a potential new restaurant in the town. As he had done previously at the Planning Commission meeting, Mr. Pires introduced himself and explained his plans for a possible new mexican restaurant at the former BB&T bank property. He stated that there will be approximately 75 seats inside and another 40-50 outside.

D. Town Planner's Report - Emily Lockhart

Town Planner, Emily Lockhart, reported that over the past month she has had the opportunity to meet with potential business owners. She updated the Council on the recent Planning Commission meeting. She stated that they are still discussing "A Dogs Day Out" issues and that she will continue to work with the applicant to review previous meetings and discussions. She further reported that staff will prepare a report of the findings for the Planning Commission. She stated that the staff will work with applicant to prepare zoning ordinance amendments to present to the Commission. She concluded by stating that the Planning Commission approved the site plan waivers for the parking and landscaping.

Councilman Leake stated how extremely thankful he is to have Ms. Lockhart as the Town

Planner.

He asked if there were any updates concerning John Marshall Commons and the Old Firehouse. Ms. Lockhart stated that there were no updates.

She stated that the Rafferty's and Acie Watts came into her office seeking a rezoning of their properties.

Councilman Leake also asked if there were any updates regarding the Fairgrounds. Ms. Lockhart responded that the staff was going to reach out to Mr. Gravett for an update.

In reference to the possible new restaurant proposed at the BB&T property, Councilman Leake asked how the town would tackle the parking situation. Ms. Lockhart stated that she talked to Mr. Pires about the parking and feels they have enough parking according to the town's current zoning ordinance.

Councilwoman Edwards commented on how impressed she is with Ms. Lockhart's commitment and professionalism and feels that she is a great addition to the team.

E. Building Official's Report - Joe Barbeau

Councilman Leake commented that he would like to see addresses added onto the report. He asked that staff be directed to contact Total Construction Solutions to add the addresses.

F. Town Engineer's Report - Katie McDaniel

Vice Mayor Pasanello asked about the Washington Street sidewalks, curbs and crosswalks. Council Appointee Steve Shannon addressed the question stating that the sidewalks were a town issue and the curbs were a VDOT issue. He further stated that since they are not a safety issue, they probably will not address them until Spring.

G. Business and Community Relations Report - Denise Andrews

Ms. Andrews thanked the Mayor, Chief and staff for getting out information concerning the recent water main break. She stated that there are tools in the town to disseminate information including Facebook and the town website. However, she felt that there was one tool they were underutilizing. She encouraged board and citizens to sign up for the "Go Haymarket" push to text feature.

She reported that two weeks ago, Wegmans' Pharmacy came out and dispensed free flu shots to the staff, police department and board members. She stated that this is the 3rd year they have partnered with Wegmans and the goal next year is to encourage the residents to come out and participate with this free flu shot clinic.

She also reported that on Tuesday, November 14th, she will be participating on a 5 person panel "Changing the Context": Building Communities to Make the Healthier Choice the Easier Choice. She also reported that on Wednesday, November 15th, the town will be hosting its last Town Business Roundtable of the year. She stated that it will be sponsored by School of Rock.

She also reported that the 27th Annual Holiday Celebration will be held on Saturday, December 2nd from 3 to 6 pm. She further stated that the next Events Committee meeting will be held on Wednesday, November 8th at 3 pm.

She concluded her report with announcing that the Museum display will be "Christmas in Haymarket - 1975."

She thanked Vice Mayor Pasanello and Commissioner Pasanello for the wonderful "Santa Countdown" sign.

She also stated that Ms. Woods, owner of the Haymarket Iceplex, asked her to thank those on the Council who came out to her Grand opening.

The Council directed the staff to change the title of the event from Holiday Celebration to Christmas and Holiday Celebration.

H. Treasurer's Report

Town Treasurer, Roberto Gonzalez, reported to the Council that the financials in the report are as of September 30, 2017. He further stated that going forward the Council will receive full detailed monthly reports in the packet.

He reported that the 2017 Real Estate Tax bills were mailed out on October 13, 2017. He further stated that the office has begun to see payments coming in and he has been answering questions coming in to the office either by phone or email.

He reported that the Town audit has been completed and will have the final report within the week.

He stated that he spoke with Town Attorney, Martin Crim, about appointing a Finance Chair since Councilman Aitken stepped down.

After discussion amongst the Council members, the Council asked Business Manager, Jerry Schiro to coordinate dates and times.

Councilman Morris asked Mr. Gonzalez about budget overages specifically the Police Department line items: Uniforms and supplies, vehicle insurance, and community events. Mr. Gonzalez explained that these items are offset by grants, sale of old police department vehicles, and donations. He further stated that they can discuss it in more detail in the Finance meeting and would send an email with more detail.

I. Business Manager's Report - Jerry Schiro

Business Manager, Jerry Schiro, stated that he is happy to be back in Haymarket. He said that he has been very impressed with the staff and looks forward to working with the Council as well.

He highlighted some of his report with the Council.

He reported that he met with Total Construction Solutions to define procedures for building permit applications, processing, follow-up and fee payment.

He also reported that he met with the Town Engineer on some storm water issues. He further stated that he met with both the Engineer and Town Planner concerning a VDOT Transportation grant.

He reported that he is reviewing the 2017 Audit and it should be out to the Council soon.

He reported that he attended two event committee meetings regarding the upcoming Holiday event as well as met with a potential new business looking at the old U-Haul site off Route 15.

He reported that he met with the Copper Cricket with lock and hardware issues and updated fire suppression inspections and had extinguishers installed in the detached rental properties.

He concluded his report by stating that he has coordinated changing out hardware and software access with the IT consultant.

8. Agenda Items

1. Proclamation: Alzheimer's Awareness Month

Council issued a Proclamation to observe Alzheimer's Awareness Month. Sonya Amartey, Walk Manager for the National Alzheimer's Association, Sherry Fuller, of Hartland Hospice and Kim Golanski of Novant Health UVA Health System were present to receive the award.

The meeting was paused and the Council, staff and attendees proceeded to the Museum lighting ceremony. The museum will be lit purple for the month of November in support of Alzheimer's Awareness.

2. Approval for Check Signing Authority

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake

3. Town Center Project Updates

Business Manager, Jerry Schiro shared concerns with the Council over the change order and would like to have the opportunity to look it over and meet with the consultants.

4. Resolution #2017-09: Resolution of the Town of Haymarket Town Council Authorizing to Proceed with VML/VACO Finance for the Issuance of Certain Indebtedness.

Vice Mayor Pasanello asked Mr. Schiro if this would keep the project going forward. He also asked if it would impact the budget. Mr. Schiro responded no. He stated that this was more of a notice of intent.

After further discussion, the Council decided to schedule a work session dedicated to this project. The work session was scheduled for Monday, November 27th at 5:30 pm.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Chris Morris, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake

5. Resolution 2017-12: RESOLUTION AUTHORIZING THE HAYMARKET TOWN TREASURER ACCESS TO THE TOWN'S LOCK BOX AT THE FAUQUIER BANK IN THE TOWN OF HAYMARKET, VIRGINIA

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake

9. Councilmember Time

A. John Cole

Councilman Cole thanked the Council and staff for their thoughts and prayers during the passing of his mother.

B. Susan Edwards

Councilwoman Edwards had no comments.

C. Chris Morris

Councilman Morris stated that he is excited about the town's staff and Police Department and the direction the town is going.

D. Joe Pasanello

Vice Mayor Pasanello welcomed Council Appointee Steve Shannon. He reminded those attending the meeting that election day was tomorrow and encouraged all to vote. He also stated that he would like to see the town solicit possible candidates more formally in the future. He said that he recently attended the recent TANVA meeting. He commented on current legislative issues concerning drones. He concluded by referencing Mr. Carnahan's letter stating that he felt he had good comments particularly on the funding side and hope that we respond to him formally. Also, to incorporate that into the process of evaluation, analyzing and critiquing with what we will be doing going forward.

E. Connor Leake

Councilman Leake asked Councilman Morris to extend the town's gratitude to his neighbors and HOA for allowing the detour through Cheyenne Way. He also extended a thank you to Officer O'Neal for all of his community outreach. He concluded by welcoming new Clerk of the Council, Shelley Kozlowski.

F. Steve Shannon

Council Appointee Shannon thanked the Council for the opportunity to serve on the Council and to serve the town.

G. David Leake

Minutes Acceptance: Minutes of Nov 6, 2017 7:00 PM (Minutes Approval)

Mayor Leake stated that we will be doing our "Walk a Mile" after Thanksgiving. He also said that staff is working on a newsletter for the residents to let them know about the positive changes in our internal personnel. He further stated that the street markings from Haymarket Day will be cleaned up on Sunday. He concluded by thanking Councilman Aitken for his service to the town.

10. Updates

- 1. **Update: Planning Commission**
No updates.
- 2. **Update: Architectural Review Board**
No updates.

11. Closed Session

A. Pursuant to Virginia Freedom of Information Act at Virginia Code 2.2-3711 (A) (1) for the Discussion of Assignment, Appointment, Promotion, Performance, Demotion, Salaries, Disciplining, or Resignation of Specific Public Officers, Appointees, or Employees of Any Public Body; Specifically Employees of the Town.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Connor Leake, Councilman
AYES:	Cole, Morris, Pasanello, Edwards, Leake

B. Certification of Closed Session

1. Motion

Move to certify that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake

12. Adjournment

1. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	John Cole, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Cole, Morris, Pasanello, Edwards, Leake

Submitted:

Approved:

Shelley Kozlowski, Clerk of the Council

David Leake, Mayor

Minutes Acceptance: Minutes of Nov 6, 2017 7:00 PM (Minutes Approval)

Mayor and Town Council,

I regret that I have not been able to attend Council meetings and work sessions lately due to my time needed to care for my wife. So I realize my comments are quite late to the process. And I regret that I cannot be there this evening to talk with you personally. However I feel I would be remiss if I did not address my concerns with you. I had the opportunity this morning to read through the agenda packet for the Town Council meeting scheduled this evening. And I've gone back and read the minutes of the September 25 work session. I have two grave concerns regarding the phasing of the town center plan and the resolution to borrow money to implement the town center plan.

My first concern is why would we delay site improvements and storm water management to the end of the project? This makes no sense to me. In my mind the site work and correcting the storm water issues should be the first priority in any plan to renovate this property. The first floor of this building has flooded on multiple occasions in the past due to the lack of storm water management and poor site grading. Little if nothing has been done to correct this issue. Why would anyone think it is a good idea to renovate any portion of this building when the threat of flooding still exists? The water main break out front just last night easily endangered this building. Did I misunderstand the previous town clerk to say that our insurance underwriter stated they would not cover any future losses due to flooding after the second major flood of this building? Secondly to this first concern: If the intent of this Council is to have something to "show" for your efforts why wouldn't you address the site improvements first? Thousands of people drive by this building every week. Comparatively very few actually enter the building. Wouldn't the bigger bang for our buck be the exterior building and site improvements? I would think the exterior and outward image of the facility should be the priority here. The interior renovations of the facility should come later.

My second concern is of course borrowing money. You'll recall my many statements from the lectern at many meetings over the years asking you to please live within our means. I can't see how potentially borrowing up to 3.5 million and deferring payments for up to 10 years could possibly be construed as living within our means. All this, while simultaneously trying to fund the construction of a Town park just down the street. I don't consider this attitude fulfilling your fiduciary responsibility to this Town. Here we are 16+ years after purchasing these properties and we are still paying off the original loans and now looking to borrow even more. To what end? The original concept was that these would be income producing entities and self-supporting. We have clearly demonstrated by the many years of losses that this is just not a viable vision. Can anyone say that we will ever achieve a tax neutral status with these properties? With this current plan it looks like that answer is no for at least the next 40 years!

Regards and a thank you for your service to our town!

Chuck Carnahan

Town Planner								
Task List 11/1/2017 - 11/28/2017								
Task	Street Name/Project Name	Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board								
#2017-026	Sign Application for 15100 Washington Street, Loandepot sign	Emily Lockhart	11/1/2017	11/15/2017	Complete	11/15/2017	11/15/2017	Applicant has applied for a new sign at 15100 Washington Street. ARB reviewed and approved the Certificate of Appropriateness
#2017-27 and #2017-28	6748 Bleight Drive	Emily Lockhart	11/2/2017	11/15/2017	Complete	11/15/2017	11/15/2017	Applicant has applied for a deck and fence on the property. ARB reviewed and approved the Certificate of Appropriateness with several conditions and recommendations.
ARB Work Session	Gateway Signage	Emily Lockhart	10/18/2017	11/15/2017	Determine funding, finalize sign design			Met with the Architectural Review Board to discuss the Gateway Signs at all six entry points into the Town. Determined the preferred look and design of the signs. Will continue to finalize the sign design and discuss the funding options with the Treasurer. At the meeting I provided materials for programs that the Town may want to apply for; Virginia Main Streets and Virginia Dept. of Historic Resources, Certified Local Government program. These programs would give the Town opportunities for grants and other government support. Will discuss the interest with the Town Council and Board to determine next steps. Other items discussed: bike racks-along Washington St (additional research will be provided)
Bike Racks	Town Center, Town Park, and potential locations on Washington Street	Emily Lockhart	10/18/2017		Research additional rack options			Working on options for bike racks at the Town Hall Site, ARB requested that Staff look into the different options, necessary rules and regulations. 11/2017 UPDATE: Staff discussed the bike racks with the ARB and will provide more details to the Board, however, current priority is the Gateway signage
Chick-fil-a Wall	Chick-fil-A, Washington Street	Emily Lockhart		11/15/2017	Determine what is the most feasible option			Discussed the Chick-fil-A wall with the ARB at the work session. We discussed options for covering the wall to include; planting ivy, painting the wall or applying a façade to the wall. I mentioned all three options will cost the Town money and will need to be maintained long term through the Town. I as recommended that we look into volunteer opportunities for this project to engage the surrounding youth in the community. Ideally, once a feasible option is determined and approved a local community group could volunteer time to assist the Town with this beautification project and/or maintenance
Upcoming Demolition Application	6810 Jefferson Street	Emily Lockhart	11/20/2017		Review Application and submit to the Architectural Review Board for review and discussion	12/20/2017		The applicant has submitted a demolition application for 6810 Jefferson Street. This home is considered a historic structure because of its age (circa 1900 home). The application will be reviewed for completeness and submitted to the Board.
Winterham/ 15111 Washington St	Property Damage from storm in the summer, Sign Changes	Emily Lockhart	11/14/2017	11/14/2017	Applicant needs to take action	12/1/2017		Notified property manager that the missing siding and damaged dish satellite behind the building need to be taken care of ASAP. The damage occur over the summer in the bad storm. Also notified the property manager that the for sale sign needs to be altered.
Giuseppe's	15120 Washington Street	Emily Lockhart	11/15/2017	11/28/2017	Need to contact property owner to discuss signage and the approval process			Property owner has added additional signage at the restaurant without approval from the ARB. Will contact the owner and work with them to explain the approval process

Board of Zoning Appeals								
No Activity for November 2017								
Planning Commission								
#SP2017-04 Wood Village LLC Parking Lot Site Plan	Parking Lot to be used by the Iceplex	Previously Steve G. Taken Over by Emily Lockhart	9/7/2017	11/20/2017	Awaiting revisions from applicant's engineer and letter from adjacent property owner	10/4/2017		Met with the Applicant, Applicant's Engineer, and Katie to discuss the site plan and missing details for the plan. The adjustments fall under minor adjustments to an approved Final site plan and will be approved by the Zoning Administrator upon review by the engineer and planner. 11/27 UPDATE: Awaiting revisions from the applicant's engineer and letter from adjacent property owner regarding the closure of two entrances to the back lot
#SP2017-03 Town Center Final Site Plan	15000 Washington St.	Emily Lockhart	9/20/2017	9/26/2017	Planner finish reviews and make a Staff recommendation at PC. PC approval of Plan	Seeking Approval 11/01/2017		Reviewed Plans, awaiting outside comments and revising tree selection 11/27 UPDATE: Landscape and Parking Waivers approved by the Planning Commission
A Dog's Day Out	6680 Fayette Street	Emily Lockhart	9/6/2017	11/17/2017	Clarify land use	Feb-18		11/27 UPDATE: Met with the applicant at Town Hall to discuss the application process for a zoning text amendment, applicant is working on the application and has submitted text amendment changes. The application will require a public hearing, Planning Commission recommendation to TC, public hearing for TC and final approval from TC.
Rezoning Application	Rafferty Properties	Emily Lockhart	Nov-17	11/22/2017	Additional Information from the applicant	Feb-18		UPCOMING: Met with the Applicant to work on the rezoning application for 14851, 14845, 14871 Washington St. Awaiting additional information from the applicant to finalize the application and post public notices
Rezoning Application	Acie Watts Jr./ 14841 Washington St.	Emily Lockhart	Nov-17	11/22/2017	Additional Information from the applicant	Feb-18		UPCOMING: Met with the Applicant to work on the rezoning application for 14841 Washington St. Awaiting additional information from the applicant to finalize the application and post public notices
Prince William County (1 Mile Review)								
John Marshall Commons	UPDATE: I have reached out to the PWC Planner in charge of the John Marshall Commons project, Steve Donohue. The current update on the project is: "Officially, there is nothing new with the John Marshall Commons rezoning. The case went to the Planning Commission earlier this year and was recommended for denial. The applicant is supposedly going to be resubmitting a revised plan at some point, but has not told us of an exact date for when. When the submission is made, we will send a copy to the Town for comment." I will notify Town Council and PC when and if any updates or submissions occur.							
Staff								
Shed Carried to Full Term	6740 Fayette Street	Steve/Emily	8/2/2017	9/19/2017	Will contact the property owner to ask that they go through the proper permitting process			Shed was built by the Boy Scouts for the Carried to Full Term Home. Shed not one of the approved sheds from prior plans. 11/2017 UPDATE: Spoke with the property owner to discuss the require permit process for all exterior modifications to the property. Need to address the changes that have been done to the property without approval.
Fairgrounds Lead	15150 Washington Street	Emily Lockhart	10/18/2017	11/29/2017	Meeting 11/29/2017			Developer has requested a meeting with Town Staff to discuss designs for the property
6608 James Madison Hwy Meeting	Meeting to discuss options for a diner	Emily Lockhart	10/20/2017	11/27/2017				I have been back and forth with the Landlord of the property to discuss applications, permits and other paperwork needed for the tenant to move into the facility. Awaiting applications and final confirmation that the tenant has signed a lease.
Christmas and Holiday Newsletter		Staff, Lead by Emily Lockhart	10/30/2017	11/27/2017	N/A	11/27/2017	11/27/2017	Compiled a newsletter to send out to the community residents and business owners updating them on the current happenings within Town Hall, introducing the new staff and advertising the events. Newsletters were printed, folded, and mailed by 11/27 in hopes that all residents would receive them prior to the Christmas event
2 Potential new businesses	Washington Street & Costello Way	Emily Lockhart	11/20/2017		Awaiting applications/update from potential owners			Worked with a potential new business owner who wishes to open a gift shop in Town, to address planning and zoning questions. Worked with another potential new business owner wishing to reopen the nail salon at Costello Way, addressed the business application process

Attachment: December TC Planner Report Task Log (3375 : Town Planner Report - Emily Lockhart)

McDonald's	6740 Washington Street	Emily Lockhart	10/1/2017		Awaiting preliminary site plan submittal			Working with engineer who is drafting a site plan for remodeling at McDonald's. Location is looking to add a second drive-thru, work on interior modifications and exterior updates
Zoning Violations								
Piedmont Carpet Cleaning/ 6720 Jefferson St		Emily Lockhart	Sep-17	11/21/2017	Currently in Good Status	11/21/2017	11/21/2017	Resident has been notified of the Zoning Violation and given 10 days to remedy the situation. 11/2017 Update: This past month I have worked with Jerry, the property owners and the attorney to remedy the zoning violations. After several interactions and notices the property owners have complied with the requests. The property was checked on 11/21 to ensure compliance and to date is currently maintaining compliance.



**HAYMARKET POLICE
DEPARTMENT**



To: Jerry Schiro, Mayor Leake and Council Members

From: Chief Lands

Date: 11-16-2017

Subject: Monthly Report for November 2017

Felony Arrests	2	Grand Larceny, Poss. of Cocaine
Misdemeanor Arrests	7	DUI, Refusal, Wanted Suspect, Poss. Of Marijuana
In Town Calls for Service	872	Various
Out of Town Calls for Service	68	Various
Traffic Summons	69	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	209	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	No Injuries
House Checks	3	Residents who were out of town
Business Checks	550	All Town Businesses

Points of Interest:

Business Roundtable
Christmas Holiday Celebration
I66 West Shutdown

Officer Highlights:

Officer Gregory Introduction



**TOWN OF HAYMARKET
BUILDING OFFICIAL'S REPORT
HAYMARKET TOWN COUNCIL MEETING
DECEMBER 04 2017**

Permit No.	Project Name	Permit Address	Permit Type	Permit Status	Permit Issue Date	Permit Close Date	R/C	Project Status	Project End Goal	Comments
B20160004 Primary Permit	Ice Plex	15111 Washington Street	Building	open	12/17/15	12/17/17	C	Current with twmporary CO issued to allow use of new area. Needs repair for final CO in 30 days	Creation of second ice rink	Waiting for completion of remaining items to issue full CO
B20170012	Sheetz	15315 Washington Street	Building	CO Issued	3/21/17	11/10/17	C	All work completed in gas island and canopy. Remaining items is removal of E&S measures	Removal of existing structures and building of new structures	All work completed
B20170016	School of Rock	15101 Washington Street	Building	CO Issued	3/22/17	7/11/17	C	permit closed	reuse of former residential structure for music school	Sewage issue has been repaired, and this project is closed
B20170011	Kholi Residence	14830 Jodan Lane	Building	Active	3/20/16	3/20/18	R	current	Addition of deck to SFD	Pier footings have been inspected, framing and final inspections remain to be done.
BLD2017-020	New Residences	6732, 6736, and 6740 Blight Drive	Building	Active	5/11/17	5/11/18	R	6736 and 6740 have received close in inspections. Next inspection will be their final inspections.	Construction of three new SFD's	CO granted for 6740, roughs and wall closure inspections are complete for 6736 and 6732.
TBD	QBE	14600 Washington Street	Building	preliminary review	TBD	TBD	C	planning	Addition of two additional floors	We are working with this clientand his architect as he develops his project. Recently it seems that the planning has stalled as different approaches are being considered.
TBD	Recovery Spa	6614 James Madison Hwy	Building	CO Issued	6/1/17	6/1/18	C	Final Inspections have been completed.	refitting an existing commercial space for new tenant	CO for this establishment will be generated this week.
B2017 025	SFD	6760 madison Street	Building	Active	6/19/17	6/19/18	R	Addition foundation is in place, all demo work complete, and new work is underway.	Renovation and addition for existing SFD	Under slab inspections have been completed.
TBD	Foster's Grill Unit C	4416 Costello Way	Building and Electrical	Active	9/22/17	9/22/18	C	Permits to install a new walk-in cooler have been issued.	To install a walk-in cooler for beer storage in basement of this facility.	Permit applications have been approved for this installation.
E2017-017 P2017-019	Hair Salon	6601 Jefferson St.	Building	Active	9/22/17	9/22/18	C	Final Inpsection was completed	Tenant fit out for a new hair salon	Rough Inspections are done, finish work is well underway.
TBD	SFD	6957 Jockey Club Way	Plumbing	CO Issued	9/22/17	9/22/17	R	Work completed permit is closed.	Replacement of defective sewer line	Permit closed .
TBD	Century Stair	15175 Washington Street	Building	Active	2/17/17	2/17/18	C	internal installation of equipment only	to install a full facilit dust collection system	No new information or requests for inspection have been received.
E2017022	Street Lamp	6720 Blight Drive	Electrical	Completed			C	Completed	Install electrical box for street lights	Project has been completed

Sheetz finished construction and opened on November 10th. The Ice Plex was given a temporary CO for a grand opening earlier this month. Some minor finishing touches needs completed before the final CO will be granted. TCS has been working with Jerry and members of the town to provide all projects that have been completed since Sherry departure. All projects have been submitted to the county and we are now working on other requests that the county is requiring. CO were given to 6732 Blight Drive and to 6601 Jefferson Street this month.

Attachment: 12.04.2017 Building Inspection Report (3376 : Building Officials Report - Doug Smith)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
QBE Final Site Plan	Emily	1/20/2017	10/2/2017	Applicant			-Approved by Planning Commission 6/7. Site Plan approval notification letter sent 7/18 -Bonds to be provided prior to construction -Town Attorney reviewing deeds/plats 2nd submission
Dog's Day Out Final Site Plan	Emily	12/13/2016	11/1/2017	Planning Commission			-Approved by Planning Commission 7/5. Site plan approval notification letter sent 7/18 -Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	11/15/2017	RDA			-RDA submitted Final Site Plan for review/approval -PWC submitted application VDOT revenue sharing program on 10/31/17
Pedestrian Improvements Project	Katie	7/14/2014	11/9/2017	RDA/ Utility Companies/ Town			-Utility relocations are complete. RDA working on final construction plans, quantities and cost estimate. -Katie provided IFB documents to RDA to submit to VDOT with next plan submission. Waiting on date for resubmission from RDA
Sherwood Forest Bond Release	Katie	N/A	11/29/2017	Applicant			-As-builts approved 11/15. Emily to sign approval block -Landscaping and E&S Bond released. -Applicant must finish Street Acceptance Process with VDOT before bringing Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.

Attachment: Nov 2017 TC Engineer's Reports_KMM (3384 : Engineer's Report - Katie McDaniel)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Active Projects							
Washington Street Sidewalks, Curb Ramps and Crosswalks	Katie/Emily	8/2/2017	11/1/2017	VDOT			-Walked Washington street with Steve Shannon on 9/7 to document sidewalk/crosswalk/curb deficiencies -Submitted Transportation Alternatives Program application to VDOT 11/1 -VDOT may have funding for curb repair
Wood Village	Katie	8/21/2017	10/26/2017	Applicant			-Plan revision re-submitted for Abel Properties approved plan 10/10 -Comments provided by Katie and Emily -Applicant to provide photometric information and final revisions to address comments

Attachment: Nov 2017 TC Engineer's Reports_KMM (3384 : Engineer's Report - Katie McDaniel)

Business & Community Relations Report – December 2017

Walk a-Mile with Mayor & Council

Each month (weather permitting) residents and business owners will have the opportunity to; ask questions, get updated on what's happening in the town, all while taking a walk through the town.

Walk a-Mile with Mayor & Council gives residents a stress-free environment to meet and speak with their elected officials all while promoting physical fitness and wellness.

The first walk will take place on Saturday, December 9th at 10 am and will start in front of town hall.

2017 VML – If I Were Mayor Contest

The Virginia Municipal League (VML) each year invites all Virginia 7th graders to participate in its essay contest, "If I Were Mayor." This essay contest allows for each student to express what they would do as the mayor of their town. Mayor Leake and Council will have a separate contest where the winner will be sworn in at the March 2018 Council meeting as an honorary Mayor for the day.

Information on the contest was distributed to all 7th grade Social Studies teachers at Ronald Reagan, Bull Run and Gainesville Middle Schools.

Essays must be received by the town by COB on December 15th.

Deck the Doors Contest

This year the Town will have its first Christmas & Holiday Door Decorating Contest. The contest is open to all Town businesses and three prizes will be awarded at the January 8th Town Council Meeting.

All doors must be decorated by December 18th for judging.

Please email your decorated door photos to sedwards@townofhaymarket.org

2017 Haymarket Christmas & Holiday Celebration

The Town of Haymarket will host its 27th annual Holiday Party on Saturday, December 2nd from 3 pm until 6 pm. Festivities will include:

- Entertainment provided by local preschools, Churches, & High Schools
- Holiday cookie decorating station
- Hot chocolate & cider
- Dining under the stars – with town food vendors
- Reindeer Work Shop (kids craft station)
- Make your own s'mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus in the Museum courtyard
- Tour the 1975 Christmas display at the Museum
- Tree lighting ceremony will take place at 5:30 pm

Christmas in Haymarket

Set in the year 1975, Museum visitors will enjoy a glimpse in the past on what a middle-class family after the Vietnam War what they wore, and how they dined and decorated their homes during the holidays. The “faux” dinner display will feature accurate replicas of dishes and table settings that would have been used during that time.

Media Coverage

- Tuesday, November 21st - Gainesville Times (Online – article on Christmas & Holiday Celebration)
- Friday, November 24th - Prince William Living (Calendar of Events - Christmas & Holiday Celebration)
- Friday, November 24th – Bull Run Observer (1/4-page ad on Christmas & Holiday Celebration)
- Friday, November 24th – Bull Run Observer (article on Christmas & Holiday Celebration)
- Friday, December 1st – Haymarket Lifestyle Magazine (article on Museum exhibit – Christmas in Haymarket 1975)



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

Roberto Gonzalez
Town Treasurer

TREASURER'S REPORT
TOWN COUNCIL REGULAR MEETING
December 04, 2017

Highlights:

- The financials attached are as of October 31, 2017.
- Council, I would like to bring to your attention that I had to make a correction to the Police Departments Community line item. There was an expense of \$2,095.44 that was meant to go towards Haymarket Day. I have made the correction, but wanted to make you aware why the change from last month's report.
- In the month of October, we sent out the Real Estate tax bill to residents and Public Service Corp. taxes.
- I am keeping track of any returned invoices to avoid any delay on payments.
- This month I worked with our Business Manager on material to present in our work session concerning the Town Center project that was held on November 27th, 2017.

Town of Haymarket
Statement of Net Position
As of October 31, 2017

	Oct 31, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	824,232.59
11000 · CD's & Money Market Funds	347,171.08
11010 · Virginia Investment Pool	305,117.78
Total Checking/Savings	1,476,521.45
Accounts Receivable	
12000 · Accounts Receivable	425,552.92
12010 · A/R Permits	2,725.42
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	2,846.04
Total Accounts Receivable	434,329.28
Other Current Assets	
11499 · Undeposited Funds	21,080.32
12012 · Local Accounts Receivable-Other	67,099.88
12025 · Due from Prince William County	18,972.08
12030 · Due from Commonwealth	47,424.05
12099 · Allowance for Doubtful Accounts	-103,775.64
Total Other Current Assets	50,800.69
Total Current Assets	1,961,651.42
Fixed Assets	
12500 · General Property	4,558,780.72
12600 · Rental Property	1,401,944.03
Total Fixed Assets	5,960,724.75
Other Assets	
19000 · Net Pension Asset	104,015.00
19100 · Deferred Outflow - Pension Cont	61,313.45
Total Other Assets	165,328.45
TOTAL ASSETS	8,087,704.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	64,949.67
Total Accounts Payable	64,949.67
Other Current Liabilities	
20030 · VA Dept of Housing & Comm. Dev.	325.20
20096 · Deferred Revenue - Other	10,000.00
20500 · Sales Tax Payable	3.49
21000 · Payroll Liabilities	-361.92
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
Total Other Current Liabilities	334,766.31
Total Current Liabilities	399,715.98
Long Term Liabilities	
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95

Town of Haymarket
Statement of Net Position
As of October 31, 2017

	Oct 31, 17
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,849,065.38
Equity	
34000 · Net Pension Activity Offset	130,908.45
30000 · Unrestricted Net Assets	1,415,669.31
31000 · Restricted Net Assets	6,000.00
32000 · Investment in Capital Assets	5,960,724.75
33000 · Amt Long Term Obligations	-1,414,929.40
Net Income	140,266.13
Total Equity	6,238,639.24
TOTAL LIABILITIES & EQUITY	8,087,704.62

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2017

	Oct 17
Ordinary Income/Expense	
Income	
3110 · GENERAL PROPERTY TAXES	
Real Estate - Current	333,317.08
Public Service Corp RE Tax	11,273.29
Total 3110 · GENERAL PROPERTY TAXES	344,590.37
3120 · OTHER LOCAL TAXES	
Business License Tax	140.00
Cigarette Tax	12,325.80
Consumer Utility Tax	12,878.49
Meals Tax - Current	54,867.76
Sales Tax Receipts	12,617.14
Penalties (Non-Property)	9.94
Total 3120 · OTHER LOCAL TAXES	92,839.13
3130 · PERMITS,FEES & LICENSESES	
Application Fees	100.00
Inspection Fees	800.00
Motor Vehicle Licenses	90.00
Occupancy Permits	100.00
Total 3130 · PERMITS,FEES & LICENSESES	1,090.00
3140 · FINES & FORFEITURES	
Fines	5,380.69
Total 3140 · FINES & FORFEITURES	5,380.69
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	60.20
Interest on Bank Deposits	849.37
Total 3150 · REVENUE - USE OF MONEY	909.57
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	2,191.08
315110 · Suite 200 Genesis Contracting	887.52
315125 · Suite 204 MAC-ISA	420.00
315130 · Suite 206 Xcellent Technology	2,737.00
315150 · 15020 Washington Realty	3,559.83
315155 · 15026 Copper Cricket	1,638.00
315160 · The Very Thing For Her	2,160.00
Total 3151 · RENTAL (USE OF PROPERTY)	13,593.43
3180 · MISCELLANEOUS	
Citations & Accident Reports	35.00
Total 3180 · MISCELLANEOUS	35.00
32 · REVENUE FROM COMMONWEALTH	
Car Rental Reimbursement	580.46
Total 32 · REVENUE FROM COMMONWEALTH	580.46
Total Income	459,018.65
Gross Profit	459,018.65
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
Convention & Education	452.64
Mileage Allowance	163.93
Salaries & Wages - Regular	1,550.00
Total 11100 · TOWN COUNCIL	2,166.57

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2017

	Oct 17
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	24,500.23
Salaries/Wages - Part Time	1,320.00
FICA/Medicare	3,888.64
VRS	2,394.56
Health Insurance	3,675.64
Life Insurance	285.64
Disability Insurance	36.70
Unemployment Insurance	99.90
Computer, Internet &Website Svc	1,576.43
Postage	711.89
Telecommunications	313.39
Mileage Allowance	185.11
Convention & Education	799.65
Books, Dues & Subscriptions	749.71
Office Supplies	522.63
Total 12110 · TOWN ADMINISTRATION	41,060.12
12210 · LEGAL SERVICES	
Legal Services	5,160.00
Total 12210 · LEGAL SERVICES	5,160.00
Total 01 · ADMINISTRATION	48,386.69
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	20,281.16
Salaries & Wages - OT Regular	509.25
Salaries & Wages - OT Premium	2,287.46
Salaries & Wages - Holiday Pay	751.28
VRS	1,972.27
Health Insurance	2,661.68
Life Insurance	230.54
Disability Insurance	124.26
Legal Services	900.00
Electrical Services	113.19
Computer, Internet & Website	0.00
Telecommunications	909.62
Office Supplies	45.00
Vehicle Fuels	1,338.00
Vehicle Maintenance/Supplies	524.12
Repairs/Maintenance Supplies	175.71
Uniforms & Police Supplies	2,358.04
Capital Outlay-Furniture/Fixtur	2,314.21
Total 31100 · POLICE DEPARTMENT	37,495.79
Total 03 · PUBLIC SAFETY	37,495.79
04 · PUBLIC WORKS	
43200 · REFUSE COLLECTION	
Trash Removal Contract	6,007.50
Total 43200 · REFUSE COLLECTION	6,007.50
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
Total RENTAL PROPERTY - 14740 Wash St	55.45
Town Decorations	2,107.00
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	900.00
Maint Svc Contract-Landscaping	2,075.00
Maint Svc Cont- Street Cleaning	400.00

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Statement of Revenue & Expenditures for Month
October 2017

	Oct 17
Electric/Gas Services	1,141.66
Electrical Services-Streetlight	362.15
Water & Sewer Services	95.20
Real Estate Taxes	453.70
43100 · MAINT OF 15000 Wash St./Grounds - Other	62.05
Total 43100 · MAINT OF 15000 Wash St./Grounds	5,489.76
Total 04 · PUBLIC WORKS	13,659.71
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Contractural Services	1,485.43
Total 71110 · EVENTS	1,485.43
72200 · MUSEUM	
Telecommunications	181.48
Total 72200 · MUSEUM	181.48
Total 07 · PARKS, REC & CULTURAL	1,666.91
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	495.00
Consultants	11,437.25
81100 · PLANNING COMMISSION - Other	67.41
Total 81100 · PLANNING COMMISSION	11,999.66
81110 · ARCHITECTURAL REVIEW BOARD	
Salaries & Wages - Regular	570.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	570.00
Total 08 · COMMUNITY DEVELOPMENT	12,569.66
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	-0.01
Total EMPLOYEE BENEFITS	-0.01
Total 94105 · PERSONNEL	-0.01
Total Expense	113,778.75
Net Ordinary Income	345,239.90
Net Income	345,239.90

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through October 2017

11/29/17

	Jul - Oct 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	340,349.18	346,048.00	98.4%
Public Service Corp RE Tax	11,273.29	10,000.00	112.7%
Total 3110 · GENERAL PROPERTY TAXES	351,622.47	356,048.00	98.8%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	3,104.23	209,200.00	1.5%
Cigarette Tax	48,270.32	190,000.00	25.4%
Consumer Utility Tax	51,022.04	130,000.00	39.2%
Meals Tax - Current	219,968.29	600,000.00	36.7%
Sales Tax Receipts	53,089.54	150,000.00	35.4%
Total 3120 · OTHER LOCAL TAXES	375,454.42	1,297,200.00	28.9%
3130 · PERMITS,FEES & LICENESES			
Application Fees	3,070.00	2,700.00	113.7%
Inspection Fees	3,930.00	15,000.00	26.2%
Motor Vehicle Licenses	375.00	1,900.00	19.7%
Occupancy Permits	400.00	600.00	66.7%
Other Planning & Permits	510.00	70,000.00	0.7%
Total 3130 · PERMITS,FEES & LICENESES	8,285.00	90,200.00	9.2%
3140 · FINES & FORFEITURES			
Fines	23,425.64	50,000.00	46.9%
Total 3140 · FINES & FORFEITURES	23,425.64	50,000.00	46.9%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	231.33	10,000.00	2.3%
Total 3150 · REVENUE - USE OF MONEY	231.33	10,000.00	2.3%
3151 · RENTAL (USE OF PROPERTY)	0.00	131,335.00	0.0%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	74,309.00	65,000.00	114.3%
Total 3165 · REVENUE - TOWN EVENTS	74,309.00	65,000.00	114.3%
3180 · MISCELLANEOUS			
Citations & Accident Reports	140.00	1,900.00	7.4%
Total 3180 · MISCELLANEOUS	140.00	1,900.00	7.4%
32 · REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	7,320.00	28,000.00	26.1%
Car Rental Reimbursement	2,362.10	5,500.00	42.9%
Communications Tax	29,268.59	120,000.00	24.4%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.7%
Railroad Rolling Stock	1,349.93	1,500.00	90.0%
Total 32 · REVENUE FROM COMMONWEALTH	58,927.59	183,500.00	32.1%
33 · REVENUE FROM FEDERAL GOVERNMENT			
CABOOSE ENHANCEMENT GRANT	0.00	9,359.00	0.0%
33 · REVENUE FROM FEDERAL GOVERNMENT - Other	0.00	208,600.00	0.0%
Total 33 · REVENUE FROM FEDERAL GOVERNMENT	0.00	217,959.00	0.0%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	892,395.45	2,558,142.00	34.9%
Gross Profit	892,395.45	2,558,142.00	34.9%
Expense			

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through October 2017

	Jul - Oct 17	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	1,067.64	3,000.00	35.6%
FICA/Medicare	0.00	2,000.00	0.0%
Meals and Lodging	0.00	1,500.00	0.0%
Mileage Allowance	163.93	750.00	21.9%
Salaries & Wages - Regular	4,650.00	32,100.00	14.5%
Town Elections	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	5,881.57	40,550.00	14.5%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	101,005.39	349,000.00	28.9%
Salaries/Wages - Part Time	1,320.00	5,000.00	26.4%
FICA/Medicare	18,240.81	28,500.00	64.0%
VRS	9,543.05	21,000.00	45.4%
Health Insurance	17,289.62	74,150.00	23.3%
Life Insurance	1,147.38	3,500.00	32.8%
Disability Insurance	165.15	2,600.00	6.4%
Unemployment Insurance	161.52	2,800.00	5.8%
Worker's Compensation	200.00	400.00	50.0%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	3,813.82	11,000.00	34.7%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	822.04	15,000.00	5.5%
Advertising	640.00	12,000.00	5.3%
Computer, Internet & Website Svc	8,021.20	30,000.00	26.7%
Postage	809.77	4,000.00	20.2%
Telecommunications	958.28	6,000.00	16.0%
Mileage Allowance	310.18	2,500.00	12.4%
Meals & Lodging	330.11	6,000.00	5.5%
Convention & Education	2,947.69	8,000.00	36.8%
Discretionary Fund	0.00	2,500.00	0.0%
Books, Dues & Subscriptions	4,620.74	15,000.00	30.8%
Office Supplies	1,346.79	4,000.00	33.7%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	188,520.54	631,450.00	29.9%
12210 · LEGAL SERVICES			
Legal Services	14,040.00	90,000.00	15.6%
Total 12210 · LEGAL SERVICES	14,040.00	90,000.00	15.6%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	208,442.11	778,500.00	26.8%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	116,617.58	351,616.00	33.2%
Salaries & Wages - OT Regular	4,056.69	9,000.00	45.1%
Salaries & Wages - OT Premium	4,353.59	4,100.00	106.2%
Salaries & Wages - Holiday Pay	2,257.84	11,000.00	20.5%
Salaries & Wages - Part Time	1,270.00	35,500.00	3.6%
FICA/MEDICARE	0.00	31,124.00	0.0%
VRS	10,893.37	38,189.00	28.5%
Health Insurance	17,628.33	62,100.00	28.4%
Life Insurance	1,274.61	4,648.00	27.4%
Disability Insurance	773.14	1,864.00	41.5%
Unemployment Insurance	0.00	1,636.00	0.0%
Workers' Compensation Insurance	5,859.00	11,950.00	49.0%
Line of Duty Act Insurance	1,662.00	1,383.00	120.2%
Legal Services	2,700.00	15,000.00	18.0%

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through October 2017

	Jul - Oct 17	Budget	% of Budget
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	3,028.68	4,700.00	64.4%
Postage	44.70	300.00	14.9%
Telecommunications	3,231.06	15,200.00	21.3%
General Prop Ins (Vehicles)	7,330.00	5,000.00	146.6%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	137.66	500.00	27.5%
Convention & Education	0.00	2,100.00	0.0%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	3,167.50	6,800.00	46.6%
Office Supplies	1,255.81	3,100.00	40.5%
Vehicle Fuels	5,488.99	16,000.00	34.3%
Vehicle Maintenance/Supplies	5,418.39	8,000.00	67.7%
Uniforms & Police Supplies	18,969.57	13,400.00	141.6%
Community Events	1,302.21	1,000.00	130.2%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	41,693.19	31,520.00	132.3%
Total 31100 · POLICE DEPARTMENT	260,413.91	697,530.00	37.3%
32100 · FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 · FIRE & RESCUE	0.00	10,000.00	0.0%
34100 · BUILDING OFFICIAL	13,095.00	65,000.00	20.1%
Total 03 · PUBLIC SAFETY	273,508.91	772,530.00	35.4%
04 · PUBLIC WORKS			
Town Public Works	3,149.00	34,749.00	9.1%
43200 · REFUSE COLLECTION			
Trash Removal Contract	30,460.43	78,000.00	39.1%
Total 43200 · REFUSE COLLECTION	30,460.43	78,000.00	39.1%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	5,961.95	55,000.00	10.8%
Maint Svc Contract-Pest Control	310.00	2,000.00	15.5%
Maint Svc Contract-Landscaping	10,751.25	35,000.00	30.7%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	2,875.00	8,000.00	35.9%
Electric/Gas Services	4,441.92	15,000.00	29.6%
Electrical Services-Streetlight	1,327.32	5,500.00	24.1%
Water & Sewer Services	420.71	2,000.00	21.0%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	453.70	2,500.00	18.1%
Total 43100 · MAINT OF 15000 Wash St./Grounds	26,541.85	133,000.00	20.0%
Total 04 · PUBLIC WORKS	60,151.28	245,749.00	24.5%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractual Services	39,698.53	65,000.00	61.1%
Total 71110 · EVENTS	39,698.53	65,000.00	61.1%
72200 · MUSEUM			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	726.42	2,200.00	33.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	0.00	250.00	0.0%
Office Supplies	0.00	250.00	0.0%
Exhibits & Programs	180.58	1,500.00	12.0%
Total 72200 · MUSEUM	907.00	5,150.00	17.6%

Attachment: Treasurer & Financial Report for 12-04-2017 (3385 : Treasurer's Report - Roberto Gonzalez)

Town of Haymarket
Revenue & Expenditures Actual To-Date vs Annual Budget
 July through October 2017

	Jul - Oct 17	Budget	% of Budget
Total 07 · PARKS, REC & CULTURAL	40,605.53	70,150.00	57.9%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	990.00	5,000.00	19.8%
FICA/Medicare	0.00	500.00	0.0%
Consultants	27,818.49	90,000.00	30.9%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	0.00	2,000.00	0.0%
Total 81100 · PLANNING COMMISSION	28,808.49	98,750.00	29.2%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	570.00	4,000.00	14.3%
FICA/Medicare	0.00	850.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	69.99	500.00	14.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	639.99	5,850.00	10.9%
81111 · Board Of Zoning Appeals			
Convention & Education	0.00	500.00	0.0%
FICA / Medicare	0.00	98.00	0.0%
81111 · Board Of Zoning Appeals - Other	0.00	1,575.00	0.0%
Total 81111 · Board Of Zoning Appeals	0.00	2,173.00	0.0%
Total 08 · COMMUNITY DEVELOPMENT	29,448.48	106,773.00	27.6%
09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	170,482.19	231,440.00	73.7%
Total 95100 · DEBT SERVICE	170,482.19	231,440.00	73.7%
Total 09 · NON-DEPARTMENTAL	170,482.19	231,440.00	73.7%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	11,000.00	0.0%
94102 · HAYMARKET COMMUNITY PARK	0.00	75,000.00	0.0%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	0.00	267,000.00	0.0%
Total Expense	782,638.50	2,558,142.00	30.6%
Net Ordinary Income	109,756.95	0.00	100.0%
Net Income	109,756.95	0.00	100.0%



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

JERRY M. SCHIRO

Date of Report: November 29, 2017

STAFF REPORT
Regular Council Meeting
December 04, 2017

BUSINESS MANAGER'S REPORT

The following is overview of the Business Manager's activities since the November 06, 2017 regular Council Meeting. Note the report is dated November 29, 2017. I will provide any necessary updates at the meeting and answer any questions the Mayor and Council may have.

ADMINISTRATION

Amended Holiday schedule to coincide with the Personnel Manual
Prepared numerous Council Resolutions
Provided employee job descriptions per Council request
Held weekly staff meetings

BUSINESS AND COMMUNITY RELATIONS

Attended Event Committee meetings
Attended Ribbon Cutting for Ash Salon
Attended Business RoundTable
Along with the Director, coordinated HVAC contractor to repair the furnace in the Museum
Assisted with the preparation of the Haymarket Connection

ENGINEERING

Working with the Town Engineer and Town Attorney regarding storm water issues
Reviewed dedication and boundary adjustment plats Town Center site
Review bid information for VDOT funding related to Town projects

FINANCE

Met with BB&T banks representatives regarding Town of Haymarket accounts
Review available services
Provide documentation for Council authorization

PERMITTING SERVICES

Coordinate permit application and review process with Total Construction Services

- Requested records from previous inspections
- Requested locations coordinate with inspection reports
- Establish contact protocol
- Protocol for returning documentation to Town Office for County Reporting

Held preliminary conversations with Prince William County Permitting services

- Set preliminary meeting
- Determine deliverables required from the Town to turn over inspections
- The meeting will take place after the date of this report, I will update Council at the meeting.

PLANNING AND ZONING

Worked with the Town Planner and Zoning Administrator

- Zoning Violations
- Re-zoning applications
- ADDO, Zoning Text Amendments
- Public Notice Requirements
- Preparation of the Haymarket Connection

PUBLIC WORKS

Coordinated restoration work for sidewalks and streets, Prince William Service Authority, VDOT and *Espina Paving Inc.* Both the Prince William County Service Authority and this contractor have been very easy to work with and responsive to the Town.

Obtained estimates and authorized repairs to the street light and planter resulting from vehicle accident in front of the Museum

- The street light will not be repaired in time for the Christmas and Holiday event

Worked with PWCSA regarding sewer main jetting

- Staff notified residents and businesses of the possibility of sewer odor and backup in plumbing fixtures

FACILITY & RENTAL PROPERTY MANAGEMENT

Investigated sewer smell in the upstairs rentals. Determined the odor was from an abandoned bathroom across the hall from the Council Conference Room. The traps had dried out. The odor was more intense because of sewer main flushing by PWCSA

- These fixtures should be removed since the bathroom is no longer useable

Working with tenants on second floor of Copper Cricket to regulate temperature

Gained access to the storage area in this same location, key was lost

Updated inspections and replaced fire suppression devices in office and rental properties

TOWN CENTER PROJECT

Met with Rinker Design Group regarding change order, site work and modification to plans
Prepared staff report on project scope and financing
Numerous phone conferences with VML/VACo
Meeting with Rinker Design to incorporate changes and complete construction documents



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

JERRY M. SCHIRO
Business Manager

STAFF REPORT
December 4, 2017

FINANCE COMMITTEE APPOINTMENT

BACKGROUND

The Finance Committee (the Committee) is a standing committee of the Haymarket Town Council. The Committee meets on a regular basis with the Town Treasurer and Manager to review budget performance and other Town finance related issues. The Committee meets frequently during the budget preparation process. Vice Mayor Joe Pasanello and Council Member Steve Aitken had previously served on the Committee. With the resignation of Mr. Aitken from the Town Council, the Council should reappoint the Committee. Vice Mayor Joe Pasanello has agreed to continue to serve on the Committee and Council Member Chris Morris agreed fill Mr. Aitkin's Committee seat.

Sample Motion

I move the Haymarket Town Council appoint Vice Mayor Joe Pasanello and Council Member Chris Morris to the Haymarket Town Council Finance Committee.

Or

Alternative Motion



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

JERRY M. SCHIRO
Business Manager

STAFF REPORT
December 4, 2017

MOBILE DATA NETWORK AGREEMENT WITH PRINCE WILLIAM COUNTY

BACKGROUND

In 2007 the Town of Haymarket entered into an agreement with Prince William County (the County) to allow Haymarket PD to access the County's mobile data network for its Public Safety vehicle computers. The County paid the start up costs for the system and as per the agreement the Town was to pay an annual fee representing a pro-rata cost of the start up and an a per user operational fee. The initial fees in 2007 were approximately \$7K per year. These payments apparently were made until Fiscal Year Ending (FYE) 2015. The fees for FYE 2016 and 2017 were not paid. The invoices are \$12,677.55 (for FY 16) and \$12,494 (for FY 17). There is also a FYE 2018 invoice for \$13,403. The total amount demanded by the County is \$38,574.50. The fees have been disputed with the County. Haymarket Staff and Elected Officials have met with County Officials to resolve the matter in a fair manner. No agreement has been reached. On November 21 the County refused to add any new officers on the system. This has issue was partially resolved; however, the County will discontinue the service to all Haymarket PD Mobile Data Terminals at the end of December 2017 if the fees are not paid. The 2007 agreement and a breakout of the invoices are included with this report.

COUNCIL ACTION

Council has the following options:

- Authorize the payment of the fees and continue to work with the County to amend the 2007 agreement to reflect the assets the Haymarket Police Department provides to the County Police Department.
- Continue to dispute the fees and allow the service to be discontinued

Sample Motions

I move the Haymarket Town Council authorize the payment of the fees associated with the Prince William County Mobile Data Network and continue to work with the County to amend the 2007 agreement reflecting the assets Haymarket Police Department provides to the Prince William County Police Department.

Or

I move the Haymarket Town Council continue to dispute the fees associated with the Prince William County Mobile Data Network and allow the service to be discontinued for the Haymarket Police Department.

Or

Alternative Motion

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") made and executed this 7th day of April, 2007 between the BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA, (hereinafter the "County"), a political subdivision of the Commonwealth of Virginia, and the Sub-Grantee "TOWN OF HAYMARKET, ("Town"), a political subdivision of the Commonwealth of Virginia.

WITNESSETH

WHEREAS, the purpose of this Agreement is to define responsibilities of the Town of Haymarket ("The Town") and Prince William County ("County") concerning use of Mobile Data Computers (MDC) connected to the Prince William County Mobile Data Network; and

WHEREAS, the Town has entered into all necessary supporting contracts and /or Agreement to effectuate this agreement and will cooperate with any future requirements; and

WHEREAS, the Town understands that entering into this agreement will result in certain recurring annual replacement costs and fees in support of the Mobile Data Computers ("MDC") and that those costs and fees shall be borne entirely by the town;

NOW THEREFORE, pursuant to Section 15.2-1726, VA Code Ann., and for good and valuable consideration as indicated herein, the County and Town hereby agree as follows:

A. Administration

1. The County will administer and maintain all MDC used on the PWC Mobile Data Network;
2. The PWC Police Mobile Data Coordinator will administer all MDCs equipment and installed software for The Town;
3. All software installation and configuration activities for MDC equipment connected to the PWC Mobile Data Network will be performed under the direction of the PWC Police Mobile Data Coordinator, except as specified below;
 - An MDC Local Administrative access account will be provided to a member designated by The Town for the express purpose of installing local printer software;
4. The PWC Police Mobile Data Coordinator will administer all MDC user accounts for Town Police members;

5. Town Police members using the PWC Mobile Data Network will abide by all applicable PWC and PWC Police policies such as the Responsible Use of IT Resources and PWC Security policies;
 6. The Town will ensure that only Sworn, paid Police members operate MDC's connected to the PWC Mobile Data Network;
 7. The Town will notify the PWC Police Mobile Data Coordinator, within 24 hours of a status change, the name of any Town Police member who is rendered ineligible to operate a Town MDC by reason of separation, suspension, or other status change under this agreement. The PWC Police Mobile Data Coordinator will immediately inactivate the member's MDC access account;
 8. Either PWC or The Town can suspend connectivity pending resolution of any issue that may impact the performance or integrity of system;
 9. In the event that Town MDC equipment requires service, the Town will transport the equipment to the PWC Police Mobile Data Coordinator;
 10. PWC Police Mobile Data Coordinator will notify a member designated by The Town of any planned or discovered un-planned interruption of the Mobile Data service.
- B. Virginia Criminal Information Network (VCIN)
1. The Town will ensure that only Police members currently certified by the Virginia State Police for VCIN access operate MDC's connected to the PWC Mobile Data Network;
 2. VCIN regulations prohibit Internet access on equipment connected to VCIN. The PWC Mobile Data Network enforces this prohibition by network policy;
 3. Violation of VCIN policies will result in immediate suspension of connectivity.
- C. Audits
1. At regular intervals, PWC Police conducts audits of mobile data message traffic to ensure member compliance with established use policies. Mobile data message traffic from Town Police members is subject to review during these audits;
 2. If a Town member is identified violating established PWC use policies, the PWC Chief of Police, or designate, will contact the Town Chief and make notification of the violation;

3. The PWC Chief of Police will provide the Town Chief of Police, upon request, audits of Town Police member mobile message traffic;

D. Technology Upgrades

1. To maintain the operational efficiency of the PWC Mobile Data Network, the PWC Police Mobile Data Coordinator regularly updates software on MDC equipment. The Town agrees to accept and install these software updates and to transport MDC equipment to the PWC Police Mobile Data Coordinator for update installation, in instances when updates can not be efficiently transmitted to MDC equipment wirelessly;
2. To maintain the operational efficiency of the PWC Mobile Data Network, PWC has established a 4-year hardware recycle schedule for MDC equipment. The Town agrees to provide the PWC Police Mobile Data Coordinator with the warranty start date for all Town MDC equipment. The Police Mobile Data Coordinator will notify a member designated by The Town when Town MDC equipment has reached a 4-year obsolescence date, at least 90 days in advance of the obsolescence date. No connectivity will be permitted for MDC equipment beyond the equipment obsolescence date. The Town will be responsible for acquiring and funding replacement MDC equipment, specified by the PWC Police Mobile Data Coordinator;

E. Fees

1. Per agreement with the Town of Haymarket, funding for first year start up costs (FY08) will be paid by Prince William County and annual fees for one year (FY09) have been paid by Supervisor Stirrup (RES.07-118)
2. Beginning in FY10 (July 1, 2009) The Town agrees to pay the stated annual fees to continue service.
3. The Town will be invoiced for payment of all such fees; pursuant to a Fee Schedule the terms of which may be at the sole discretion of the County. Fees must be paid 30 days prior to July 1 of each year to continue uninterrupted service.
4. A current fee schedule is attached. Annually, in April, the County will provide the Town of Haymarket an updated Fee Schedule for the upcoming fiscal year.
5. Replacement costs for the MDC units are not included in the fees and must be paid by the Town when replacement is scheduled. (see D 2)

- F. To the extent permitted by law, the Town agrees to save and hold harmless the County, its officers, employees and agents from and for any and all claims, suits, damages, recoveries and liabilities associated with the provision of grant funds and associated support provided by the County to the Town; and
- G. This MOU shall be construed under the laws of the Commonwealth of Virginia; and
- H. All notices given pursuant to or in connection with the MOU shall be given in writing and delivered in person or mailed postage prepaid, to

County: Chief of Police
 Town: Chief of Police

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

BOARD OF COUNTY SUPERVISORS OF
 PRINCE WILLIAM COUNTY, VIRGINIA

[Handwritten Signature]

 Chairman

ATTEST:
[Handwritten Signature]
 Clerk to the Board

TOWN OF HAYMARKET, VIRGINIA

[Handwritten Signature]

ATTEST:

[Handwritten Signature]

W:\Anek\Police\MDC MOU BOCS and Haymarket.doc

APPROVED AS TO FORM
 COUNTY ATTORNEY
[Handwritten Signature]
 DATE: 4/4/07

Resolution No. 07-001

**Mobile Data Computer MOU Fee Schedule
FY2007 Unit Start Up and Annual Fee Schedule
For
Town of Haymarket**

	Start Up*	Annual Fees
Wireless Connectivity (One Time Only)		
Sprint Monthly Charge	\$720.00	\$720.00
Sprint T-1 Infrastructure Charges (1/1000)	\$50.00	\$50.00
PWC Network Connectivity		
Network Connect Fee	\$772.00	\$772.00
Application Software		
Mobile Data Browser	\$900.00	\$180.00
Virtual Partner	\$225.00	\$41.00
Mobile Flash	\$0.00	
Symantec Anti-Virus	\$32.00	
Mobile Automation	\$70.00	
NetMotion	\$0.00	
Courion	\$15.00	
NetIQ DRA	\$11.00	
PWC Seat Management		
Help Desk	\$390.00	\$390.00
Desk Side Support	\$307.00	\$307.00
Microsoft Office Professional	\$309.00	
MS Client Access Line (5x\$70) (access to multiple county systems)	\$350.00	
Vehicle Installation		
(Time and Materials - estimated)	\$400.00	
	\$4,551.00	\$2,460.00

Note: When MDC's are refreshed (replaced) the start up costs are applied again.



COUNTY OF PRINCE WILLIAM


5 County Complex Court, Prince William, Virginia 22192-9201
 703-792-6880 Metro: 703-631-1703 Fax: 703-792-6684
<http://www.pwcgov.org>

Department of Information
 Technology

Robert A. Mancini
 Chief Information Officer

November 22, 2017

TO: Mayor David Leake
 Town of Haymarket

FROM: Robert A. Mancini 
 Chief Information Officer

RE: Haymarket Invoices

Attached you will find the FY16, FY17 and FY18 invoices the Prince William County Department of Information Technology, DoIT, is providing to the Haymarket Police Department for services we provided. Attached you will also find an overview of the DoIT services provided.

The last payment of the FY15 invoice by the Haymarket Police Department was received in August of 2015.

Your assistance in paying the outstanding invoices in a timely manner is appreciated.

If you have any questions, please contact Khaled Falah, 703-792-8048.

RAM/ttt

Attachment: Annual Invoice Memorandum
 FY16 Invoice
 FY17 Invoice
 FY 18 Invoice

CC: Chief Kevin Lands, Town of Haymarket Police
 Chief Barry Barnard, Prince William County Police
 Ms. Tracy Gordon
 Ms. Michelle Robl, County Attorney

Attachment: 12.04.17 Staff Report - PWC Mobile Data Agreement (3383 : Mobile Data Network Agreement with Prince William County)

Haymarket Police Department Annual Invoice

The Haymarket Police Department receives Mobile Data Computer, MDC, support, licenses and access to enterprise applications from Prince William County government, PWC. PWC invoices once per Fiscal Year for the MDC services we provide.

Currently the Haymarket Police Department has four MDCs and seven logins to access the PWC network to include Computer Aided Dispatch. Haymarket Police Department has the responsibility to purchase the hardware refreshment systems for the MDCs.

If Haymarket Police Department would like to add a network login(s) and add MDC(s), they will need to fund the additions. PWC will include the addition(s) in the Fiscal Year invoice.

Haymarket Police Department paid the FY15 invoice PWC provided.

Haymarket Police Department have not paid the FY16, FY17 and FY18 invoices to date.

The following are the FY18, FY17 and FY16 invoice data that includes any cost increases from one fiscal year to the next.

-INVOICE-**Prince William County Government****FY 2016 DoIT Invoice**
 Phone: 703-792-4023
 Email: jrankin@pwcgov.org

Invoice #: FY2016DOITCADHAYMARKETPD
Date: January 11, 2016
Customer Name: HAYMARKET PD
Period: July 2015 - June 2016
Assets: See Attached

Attention: Brian P. Henshaw
Town of Haymarket
PO Box 1230
15000 Washington Street, Suite 100
Haymarket, VA 20169

Quantity	Description	Unit Cost	Total
4	Seat Services - MDCs	\$ 725.60	\$ 2,902.40
7	PWC Network Fees	\$ 1,396.45	\$ 9,775.15
Grand Total			\$ 12,677.55

INVOICE INFORMATION:	
Customer Name:	HAYMARKET PD
Invoice #:	FY2016DOITCADHAYMARKETPD
Date:	January 11, 2016
Amount Due:	\$ 12,677.55

Mail to:

Prince William County Government
 Department of Information Technology - DS980
 Attention: Jennifer Rankin
 5 County Complex Court Suite 270
 Prince William, VA 22192

-INVOICE-**Prince William County Government****FY 2017 DoIT Invoice**Phone: 703-792-7450
Email: rjett@pwcgov.org

Invoice #: FY2017DOITCADHAYMARKETPD
Date: April 13, 2017
Customer Name: HAYMARKET PD
Period: July 2016 - June 2017
Assets: See Attached

Attention: Sgt. Jeff Shaver
Town of Haymarket
PO Box 1230
15000 Washington Street, Suite 100
Haymarket, VA 20169

Quantity	Description	Unit Cost	Total
4	Seat Services - MDCs	\$ 726.00	\$ 2,904.00
7	PWC Network Fees	\$ 1,370.00	\$ 9,590.00
Grand Total			\$ 12,494.00

INVOICE INFORMATION:	
Customer Name:	HAYMARKET PD
Invoice #:	FY2017DOITCADHAYMARKETPD
Date:	April 13, 2017
Amount Due:	\$ 12,494.00

Mail to:

Prince William County Government
 Department of Information Technology - DS980
 Attention: Robert Jett
 5 County Complex Court Suite 270
 Prince William, VA 22192

-INVOICE-**Prince William County Government****FY 2018 DoIT Invoice**Phone: 703-792-7450
Email: rjett@pwcgov.org

Invoice #: **FY2018DOITCADHAYMARKETPD**
 Date: **August 16, 2017**
 Customer Name: **HAYMARKET PD**
 Period: **July 2017 - June 2018**
 Assets: **See Attached**

Attention: **Sgt. Jeff Shaver**
Town of Haymarket
PO Box 1230
15000 Washington Street, Suite 100
Haymarket, VA 20169

Quantity	Description	Includes	Unit Cost	Total
4	Seat Services - MDCs	Tech Support & Microsoft Licensing	\$ 829.00	\$ 3,316.00
7	PWC Network Fees	Network Comm Data, Tech Hosting, Cyber Security, Capital Refreshment, Leadership, Business Group and Web Svcs, App, Supp	\$ 1,441.00	\$ 10,087.00
Grand Total				\$ 13,403.00

INVOICE INFORMATION:

Customer Name: HAYMARKET PD
 Invoice #: FY2018DOITCADHAYMARKETPD
 Date: August 16, 2017
 Amount Due: \$ 13,403.00

Make Check payable to: Prince William County Government

Mail to:

Prince William County Government
 Department of Information Technology - DS980
 Attention: Robert Jett
 5 County Complex Court Suite 270
 Prince William, VA 22192



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

JERRY M. SCHIRO
Business Manager

STAFF REPORT
December 4, 2017

COUNCIL RESOLUTION 2017-13
BB&T BANK AUTHORIZING RESOLUTION

BACKGROUND

Staff was directed to explore relocating the Town's bank accounts. The Town accounts are broken out as follows:

Certificate of Deposit

Dormant, with little activity

General Account

Primary account used for payroll and payables on a regular basis

Funds are capped & maintained at a consistent balance

Sweep Account

This account is used to receive funds from and disburse funds into the General Account to maintain a specific balance

Money Market Escrow Account

Used for escrow deposits, such as cash bonds

Staff met with Haymarket BB&T Bank to review the services available through their bank and found the services are comparable to, or exceed, the current level of service. The services include establishing a bill payment portal on the Town's website.

COUNCIL ACTION

To open new accounts the bank requires The Town authorizing "*Designated Representatives*" for the accounts. The *Designated Representatives* have authority to open and close accounts and authorize specific officials as "*Authorized Signers.*" The *Authorized Signers* have check signing authority and can transact business on the account for the Town. Current signatories include Mayor David Leake, Vice Mayor Joe Pasanello, Council Woman Susan Edwards and the Haymarket Business Manager.

Resolution 2017-13 was provided by the bank for Council Action. The Resolution must be in this format as opposed to the standard Council Resolution format.

Sample Motion

I move the Haymarket Town Council adopt Resolution 2017-13 designating Mayor David Leake as the Town's Designated Representative for the Town's BB&T bank accounts and so authorize the Designated Representative to designate Authorized Signers to sign checks and transact business on the accounts.

Or

Alternative Motion

Attachment: Staff Report Resolution 2017-13 BB&T Authorizing Resolution (3382 : Resolution 2017-13)

Name of Entity _____

EIN _____

- Corporation
- Unincorporated Association
- Limited Liability Company

- Government Entity
- General Partnership
- Limited Partnership

- Sole Proprietorship
- Non-Profit Corporation
- Other

I, the undersigned, hereby certify to BB&T that I am the Secretary (or as applicable, Proprietor, Authorized Partner, Authorized Manager or other Authorized Employee) of the above named Entity duly organized and existing under the laws of the State of _____; and that the following are resolutions duly adopted by the Entity, and that such resolutions are in full force and effect and have not been amended or rescinded:

RESOLVED, that BB&T is hereby designated as a depository institution in which the funds of this Entity may, subject to the rules of BB&T, be deposited by any of its officers, agents or employees; and that any such officer, agent or employee is hereby authorized on behalf of the Entity and in its name to endorse for deposit, whether in demand or time accounts, or for negotiation or collection, any and all checks, drafts, certificates of deposit or any other payment instrument payable to the Entity, which endorsement may be in writing, by stamp or otherwise, with or without signature of the person so endorsing, it being understood that on such items all prior endorsements are guaranteed by the Entity, irrespective of the lack of a guarantee by the Entity; and

FURTHER RESOLVED, that any of the individuals listed below (a "Designated Representative") is hereby authorized to open or close any deposit account with BB&T and to authorize those persons ("Authorized Signers") who may execute a BB&T signature card on behalf of the Entity and transact business on such account:

Designated Representative (Signature)	Printed/Typed Name	Title
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

FURTHER RESOLVED, that BB&T be and is hereby authorized and directed to honor, pay and charge any of the accounts of the Entity, without inquiry to or responsibility for the application of the proceeds thereof, all checks, drafts, or other orders for the payment, withdrawal or transfer of money in the accounts of or to the credit of the Entity, and to honor any authorization for the transfer of funds between different accounts whether oral, by phone or electronic means without inquiry as to the circumstances related thereto and for whatever purpose or to whomever payable, including requests for conversion into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any person signing same or any other officer, agent or employee of the Entity, when signed or endorsed by an original or facsimile signature of any ONE Authorized Signer; and

FOR BANK USE ONLY

Prepared By _____

Date _____

Center _____

Bank No. _____ State _____

Forward to:
 Centralized Document Scanning Operations
 M/C 100-99-15-11

Attachment: Staff Report Resolution 2017-13 BB&T Authorizing Resolution (3382 : Resolution 2017-13)

FURTHER RESOLVED, that BB&T be and is hereby authorized to honor, receive, or pay any items bearing the signature of any one Authorized Signer even though payment may create an overdraft or even though such items may be drawn or endorsed to the order of such signer for exchange or cashing, or in payment of the individual obligation of such signer, or for deposit to such Authorized Signer's person account and BB&T shall not be required or be under any obligation to inquire as to the circumstances of the issuance or use of any such item or the application or disposition of such item or the proceeds thereof; and

FURTHER RESOLVED, that the Entity assumes full responsibility and holds harmless BB&T for any and all payments made or any other action taken by BB&T in reliance upon the signatures, including facsimiles thereof, of any Authorized Signer regardless whether or not the use of the facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed if such signature reasonably resembles the specimen or facsimile signature of the Authorized Signer; and

FURTHER RESOLVED, that any Designated Representative, or person authorized in writing by a Designated Representative, is authorized to act on behalf of the Entity as follows: obtain information on accounts; appoint, remove or change Authorized Signers; deliver any night depository agreement; enter into any agreement for cash management services; lease a safe deposit box; enter into an agreement for deposit access device; enter into an agreement for credit cards; or enter into other agreements concerning the deposit accounts at BB&T; and

FURTHER RESOLVED, that any and all prior resolutions executed on behalf of the Entity are hereby revoked and that the foregoing resolutions shall remain in full force and effect until the Entity officially notifies BB&T to the contrary in writing. BB&T may conclusively presume that this Resolution and Agreement for Deposit Account and any signature cards executed pursuant hereto are in effect and the persons identified herein are properly authorized to act on behalf of the Entity. The Entity, as changes to the Designated Representatives and/or Authorized Signers are made, will immediately report and certify such changes to BB&T through submission of a new Resolution and Agreement for Deposit Account and/or signature card, as applicable. BB&T shall be fully protected in relying on such certifications and shall be indemnified and saved harmless from any claims, demands, expenses, losses, or damages resulting from the signature of any Designated Representative so certified, or refusing to honor any signature not so certified; and

FURTHER RESOLVED, that all transactions by any officer, employee or agent of the Entity on its behalf and in its name prior to the delivery of this Resolution and Agreement for Deposit Account are hereby ratified and approved.

In Witness Whereof, I have hereunto subscribed my name and affixed the seal, if any, of this Entity, this _____ day of _____, Year _____.

For Corporations including Non-Profit:

Secretary/Assistant Secretary (Seal)

(Corporate Seal)

For All Other Entities:

_____ (Seal)

_____ (Seal)

_____ (Seal)

(Proprietor, Authorized Partner, Authorized Manager, or other Authorized Person)

Attachment: Staff Report Resolution 2017-13 BB&T Authorizing Resolution (3382 : Resolution 2017-13)