



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, November 6, 2017

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Mr. Donald Meeks, Greenwich Presbyterian

3. Pledge of Allegiance

4. Citizens' Time

5. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Oct 10, 2017 7:00 PM

6. Appointments

- A. Appointment of Shelley Kozlowski to Clerk of the Council/Office Manager/FOIA Officer
- B. Appointment of Jerry Schiro - Town Business Manager
- C. Appointment of Emily Lockhart - Town Zoning Administrator
- D. Appointment to Fill Unexpired Haymarket Town Council Term Ending June 30, 2018

7. Department Reports

- A. Police Report - Chief Lands
- B. Town Planner's Report - Emily Lockhart
- C. Building Official's Report - Joe Barbeau
- D. Town Engineer's Report - Katie McDaniel
- E. Business and Community Relations Report - Denise Andrews
- F. Treasurer's Report
- G. Business Manager's Report - Jerry Schiro

8. Agenda Items

- 1. Proclamation: Alzheimer's Awareness Month
- 2. Approval for Check Signing Authority
- 3. Town Center Project Updates
- 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.
- 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

9. Councilmember Time

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

10. Updates

- 1. Update: Planning Commission
- 2. Update: Architectural Review Board

11. Closed Session

- 1. 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.**

12. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

Debra Sprehe, Clerk of Council
<http://www.townofhaymarket.org/>

15000 Washington St
Haymarket, VA 20169

Tuesday, October 10, 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: Absent, Councilman Chris Morris: Absent, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Councilman Connor Leake: Present, Councilman Steve Aitken: Present, Mayor David Leake: Present, Clerk of Council Debra Sprehe: Present, Town Planner Emily Lockhart: Present, Director of Business & Community Relations Denise Andrews: Present, Town Treasurer Roberto Gonzalez: Present.

2. Invocation

Pastor Tim MacGowan from the Living Hope Evangelical Presbyterian Church gave the invocation.

3. Pledge of Allegiance

4. Citizens' Time

Guy Gravett, 8404 Lees Bridge Road, Warrenton, VA.

Mr. Gravett is a representative of BM Smith who manages the Haymarket fair grounds, which is the 20 acres between the Chick-a-fil and Giuseppe's Italian Restaurant. They are finalizing the contract to sell the property to Meladon Management Partners, who have won awards for some of their development. They would like to advance their development application recently submitted to the Town.

5. Minutes Acceptance

A. Mayor and Council - Work Session - Sep 25, 2017 6:00 PM
Minutes from the September 25, 2017 was approved.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

B. Mayor and Council - Regular Meeting - Sep 11, 2017 7:00 PM
Minutes from September 11, 2017 meeting was approved.

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

6. Department Reports

A. Town Planner's Report - Emily Lockhart

Emily Lockhart, Town Planner, reported the ARB approved several applications without issue.

Minutes Acceptance: Minutes of Oct 10, 2017 7:00 PM (Minutes Acceptance)

Ms. Lockhart reported she is working with the Planning Commission on prior planner projects and getting them advanced. There has been no Prince William County one mile reviews in the last month. Will be meeting with Council member Edwards to review zoning violations and prioritize the list according to the Council's direction.

B. Building Official's Report - Joe Barbeau

Doug Smith, Total Construction, was present to answer any inspection questions the Council might have, there were none.

Vice Mayor, Pasanello requested to have Total Construction demo their virtual inspection method they are using for building inspections. Mr. Smith agreed to do this in the future.

C. Town Engineer's Report - Katie McDaniel

No report was given.

D. Police Report - Chief Lands

Chief Lands commended Officer O'Neal for his successful management of the car show event in June.

Officer O'Neal reported there were 122 cars and approximately 600 people. They raised funds in the amount of \$2,100. These funds will be given to the Prince William County Police Department's Police Officer Association. Retired Detective, Pat Quinn, President of the Officers Assistance Fund accepted a check in the amount of \$948 representing the cash donations gather during the show.

Chief reported that he and Town staff met with St. Michael's school staff to address the citizens' complaints of traffic issues at the school during student arrivals/departures. The meeting resulted in an adjustment to the traffic entering/exiting the property that seems to have resolved the traffic issue. Officers will continue monitoring the traffic over the next few weeks to insure it has been resolved or if any further changes need to be made.

Chief reports the Haymarket Day security plan was managed by Officer Shaver, who did an outstanding job of implementing it. The department utilized the help of Prince William County officers and it worked very well. The same method will be used for the next event.

Chief reports that officers Davis and O'Neal held a Bike Safety event on October 3rd.

Chief reports his officers are "rolling in pink" to observe Breast Cancer Awareness Month. Citizens have given positive feedback on the departments support of this issue.

Chief Lands reported he and several others including, the Mayor, Vice Mayor and Town Manager Kimberly Murray, met with Prince William County representatives and Supervisor Pete Candland on September 29, 2017, to discuss the costs and services between the two entities along with the possibility of creating a new more up-to-date agreement. Supervisor Candland will discuss this issue with the Board of Supervisors at their next meeting.

Chief Lands commended his officers, specifically Davis, Shaver, and O'Neal, for their handling of recent domestic calls involving town and county citizens.

Chief Lands reports he is narrowing down the applicants for the open officer position and hopes to have a selection made soon.

E. Business & Community Relations Report - Denise Andrews

Denise Andrews, Director of Business & Community Relations, reported the Haymarket Museum will be lit in "pink" for the entire month of October in observance of National Breast Cancer Awareness Month.

Ms. Andrews reported she was the guest luncheon speaker at the Regency Women's Club on Thursday, October 5th. She gave a brief history of the Haymarket Museum and volunteer program.

Ms. Andrews reported The Haymarket Quilters Guild began their 5th Quilt Show at the museum September 8th thru October 22nd. This year's theme, "Quilting, Now & Then" focuses on the

“then”, traditional quilting done by hand using Civil War era fabrics such as; rustic colors and textures. The “Now” represents bright colors and sewing machines quilted quilts.

Ms. Andrews reported she has been in contact with Barbara Goldman a local artist and is in the early stages, of spotlighting our town’s Museum and town businesses through the “Arts.”

F. Treasurer's Report - Roberto Gonzalez

Roberto Gonzalez, Treasurer, reported Public Safety received revenue in August from the sales of the old police vehicles. These funds will be used to offset the cost to outfit the new vehicles and purchase/replace equipment that is needed by the Police Department.

Mr. Gonzalez reported revenue for Haymarket Day continues to be received.

Mr. Gonzalez reported he will be working with Chief Lands and Denise Andrews, Business & Community Relations Director, on their monthly budgets to insure expenditures in their departments stay within the fiscal budget set for the department.

Mr. Gonzalez reported the audit is ongoing and he is working with auditors to provide information as requested.

G. Town Manager's Report - Kimberly Murray

No report was given.

7. Agenda Items

A. Certificate of Appreciation: Mr. Ethan Marsh

Council presented a Certificate of Appreciation to Ethan Marsh for his Eagle Scout project of stenciling the Haymarket storm drains to deter people from disposing hazardous materials in the drains.

B. Proclamation: Breast Cancer Awareness Month

Council issued a Proclamation to bring awareness to the affects of breast cancer. Representatives from Novant Health UVA Health System, Jackie Glenn and Kim Golanski 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 in pink for the month of October in support of Breast Cancer Awareness.

C. Haymarket Parade 2017 Awards

The Council presented Haymarket Day parade awards to participants. The "Best Float" award went to 4R's Preschool, Director Stephanie Peacock accepted the award, and the "Mayor's Choice" award to Battlefield Marching Band, Michael Britcher accepted the award.

Vice Mayor presented Haymarket Day certificate of appreciation awards to each member of the Town staff for their contributions to the event.

D. Town Center Project Updates

- 1. Town Center Site Plan
- 2. Change Order to Town Center Renovation Consultants
- 3. Town Center Financing

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

This item was tabled until a later date. No vote was taken by Council but there was a unanimous consensus to “table” the item.

RESULT:	TABLED [UNANIMOUS]
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

F. Resolution 2017-10: Resolution of the Town of Haymarket Town Council to Approve the Purchase Agreements Relating to Haymarket 1, L.C., and Haymarket 2, L.C., and to Authorize a Dismissal of the Pending Condemnation Petitions

Minutes Acceptance: Minutes of Oct 10, 2017 7:00 PM (Minutes Acceptance)

A motion was made to adopt Resolution #2017-10 of the Town of Haymarket Town Council to approve the purchase agreements relating to Haymarket 1, L.C., and Haymarket 2, L. C., and to authorize a dismissal of the pending Condemnation Petitions.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Vice Mayor
SECONDER:	Steve Aitken, Councilman
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

G. Resolution 2017-11: Resolution of the Town of Haymarket Town Council to Apply for VDOT Transportation Alternatives Program (TAP) FY2019-2020

A motion was made to approve an application and resolution for VDOT's transportation alternatives program for the sidewalk, crosswalk and curb repair work within the right-of-way for the FY2019-2020 application cycle.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

H. Mayor's Public Announcement

Mayor Leake announced that Town Manager, Kimberly Murray will no longer be serving in that capacity. As directed by Town Council, Mayor Leake gave Ms. Murray a termination notice on Friday, October 6, 2017, with an effective date of November 5, 2017.

Mayor asked for a vote to approve the termination and immediately appoint Mayor Leake as acting Town Manager to assume all duties of the Town Manager including Planning and Zoning authority, FOIA officer and authority to begin a search for a Town Manager.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Susan Edwards
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

8. Ordinances

A. Ordinance 2017-03: Amend Section 42-186 of the Code of Ordinances of the Town of Haymarket Regarding Meal Taxes

A motion was made to adopt Ordinance #2017-03: Ordinance to Amend Section 42-186 of the Code of Ordinances of the Town of Haymarket regarding meal taxes.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

9. Councilmember Time

A. John Cole

Member was absent.

B. Susan Edwards

Council member Edwards reported that, Emily Lockhart, Town Planner, informed the Planning Commission at the last meeting that the owner of A Dog's Day Out was attempting to modify their existing site plan to include a first floor residential apartment which is a change from their original plan. This modification was not presented with the initial request, which has been approved in accordance with current zoning requirements. The Planning Commission is in

Minutes Acceptance: Minutes of Oct 10, 2017 7:00 PM (Minutes Acceptance)

agreement that the applicant does not have permission under the current request to have a residential apartment. Ms. Lockart is continuing to gather more information on the applicant's request then will give a report to the Planning Commission.

Council member, Edwards will be meeting with the Town Planner to plan prepare a list of the current zoning violations and determine a plan of action.

C. Steve Aitken

Council member, Steve Atiken, announced his resignation from the Council effective October 12, 2017.

D. Chris Morris

Member was absent.

E. Joe Pasanello

Council member Pasanello, shared his appreciation and memories of his service with Steve Atiken.

F. Connor Leake

Council member Leake shared his appreciation and memories of his service with Steve Atiken.

G. David Leake

Mayor Leake shared his appreciation and memories of his service with Steve Atiken.

10. Updates

A. Update: Planning Commission

No update given.

B. Update: Architectural Review Board

No update given.

C. Update: Dominion Energy

No update given.

D. Update: St. Michael's Academy

No update given since this item was updated in the Chief's report.

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 and for Discussion of the Award of a Public Contract Involving the Expenditure of Public Funds, Including Interviews of Bidders or Offerors, and Discussion of the Terms or Scope of Such Contract, Where Discussion in an Open Session Would Adversely Affect the Bargaining Position or Negotiating Strategy of the Public Body Per VA Code 2.2-3711 (A) (29).

Council did not enter into a Closed Session.

B. Certification of Closed Session

12. Adjournment

A. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Joe Pasanello, Susan Edwards, Connor Leake, Steve Aitken
ABSENT:	John Cole, Chris Morris

Submitted:

Approved:

Minutes Acceptance: Minutes of Oct 10, 2017 7:00 PM (Minutes Acceptance)

Debra Sprehe, Town Clerk

David Leake, Mayor

13. Information Items

Minutes Acceptance: Minutes of Oct 10, 2017 7:00 PM (Minutes Acceptance)



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

**APPOINTMENT OF SHELLEY KOZLOWSKI AS THE CLERK OF THE COUNCIL, OFFICE
MANAGER AND FOIA OFFICER**

BACKGROUND

The Clerk of the Council position became vacant on October 13, 2017. Town Officials interviewed applicants from resumes on file and offered the position to Shelley Kozlowski. Ms. Kozlowski accepted the position and began employment on October 30, 2017. She will also fill the duties of the Officer Manager and the FOIA Officer.

COUNCIL ACTION

The Clerk of the Council a Charter position. Article III, Section 1 (16) of the Haymarket Charter authorizes the Haymarket Town Council to appoint a Clerk of the Council and assign such duties as it sees fit.

Sample Motion:

Pursuant to Article III, Section 1 (16) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Shelley Kozlowski as the Clerk of the Council. Her duties shall include those of the Officer Manager and FOIA Officer.

OR

Alternative Motion



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

JERRY M. SCHIRO

**STAFF REPORT
Regular Council Meeting
November 6, 2017**

APPOINTMENT OF JERRY SCHIRO AS TOWN OF HAYMARKET BUSINESS MANAGER

BACKGROUND

The Town Manager's position became vacant in October 2017. Council would like to evaluate the Town Manager's position to determine if it might be better incorporated into the staff organization in a more efficient capacity on a full-time or part-time basis. The Mayor will continue to serve as the Interim Town Manager to meet the current requirements for the position in various Town policies and procedures. The municipal operations management and administrative duties of the position will be carried out by the Business Manager. In this capacity, Mr. Schiro, an experienced Municipal Manager, will assist the Mayor and Council in this evaluation in addition to the aforementioned duties.

The Town Charter allows the Town Council to appoint this position under Article III, Section 1 (19).

The Business Manager will be a part-time, hourly position not eligible for regular employee benefits with work hours capped at 32 hours per week or 64 hours per pay period.

COUNCIL ACTION

Article III, Section 1 (19) of the Haymarket Charter authorizes the Haymarket Town Council to appoint a Business Manager and assign such duties as it sees fit.

Sample Motion

Pursuant to Article III, Section 1 (19) of the Haymarket Town Charter, I move the Haymarket Town Council appoint Jerry Schiro as the Business Manager for the Town of Haymarket. This position shall be part-time, excluding any regular employee benefits, with compensation on an hourly basis not to exceed 32 hours per week or 64 hours per pay period.

Or

Alternative Motion



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

APPOINTMENT OF EMILY LOCKHART AS THE TOWN OF HAYMARKET ZONING ADMINISTRATOR

BACKGROUND

With the departure of the Town Manager, the Zoning Administrator's position is currently being filled on an interim basis by Mayor Leake. To maximize the efficiency of the review and approval process for land use applications these responsibilities would function best with the Town Planner. Virginia Code § 15.2-2286 authorizes any locality with a zoning ordinance to provide (in the zoning ordinance) for the appointment or designation of a zoning administrator to administer and enforce the zoning ordinance.

The Town's Zoning Ordinances are in Chapter 58 of the Town Code. Section 58-1.5 defines the "Administrator" (also referred to as the Zoning Administrator) as the official charged with the enforcement of the subdivision and zoning ordinances.

COUNCIL ACTION

Emily Lockhart serves as the Town Planner. For the reasons stated above Council should formally appoint her to also serve as the Town of Haymarket Zoning Administrator.

Sample Motion:

Pursuant to the Town's Authority in Virginia Code § 15.2-2286 and further referenced in Section 58-1.5 of the Haymarket Town Code, I move Emily Lockhart be appointed the Town of Haymarket Zoning Administrator.

OR

Alternative Motion



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

**APPOINTMENT OF A HAYMARKET QUALIFIED VOTER TO FILL THE UNEXPIRED
HAYMARKET TOWN COUNCIL TERM OF STEVE AITKEN ENDING JUNE 30, 2018**

BACKGROUND

At the October 10, 2017 Haymarket Town Council Meeting Council Member Steve Aitken resigned from his seat on Council effective October 12, 2016. Section 24.2-228 of the Code of Virginia controls how a vacant seat is filled by appointment of the remaining Council. That language is:

- *When a vacancy occurs in a local governing body or an elected school board, the remaining members of the body or board, respectively, within 45 days of the office becoming vacant, may appoint a qualified voter of the election district in which the vacancy occurred to fill the vacancy. If a majority of the remaining members of the body or board cannot agree, or do not act, the judges of the circuit court of the county or city may make the appointment. Notwithstanding any charter provisions to the contrary, the person so appointed shall hold office only until the qualified voters fill the vacancy by special election pursuant to § 24.2-682 and the person so elected has qualified. Any person so appointed shall hold office the same as an elected person and shall exercise all powers of the elected office.*

A special election will not be required prior to the May 2018 election. The appointee must be a registered voter within the Town of Haymarket. The appointee's term will end with the term of Mr. Aitkens on June 30, 2018. The appointee may seek re-election in the May 2018 Town election.

COUNCIL ACTION

In order to comply with the 45-day deadline for an appointment by the Town Council, the appointment should be made at this meeting unless Council would like to schedule a special meeting to do so before November 26, 2017.

Sample Motion

Pursuant to Section 24.2-228 of the Code of Virginia, I move the Haymarket Town Council appoint _____ to fill the remaining Council Term of Steve Aitken.

Or

Alternative Motion



**HAYMARKET POLICE
DEPARTMENT**



To: Kimberly Murray, Mayor Leake and Council Members
 From: Chief Lands
 Date: 10-24-2017
 Subject: Monthly Report for October 2017

Felony Arrests	7	Grand Larceny, Poss. of Cocaine, DUI
Misdemeanor Arrests	15	DUI, Refusal, Wanted Suspect, Poss. Of Marijuana
In Town Calls for Service	612	Various
Out of Town Calls for Service	46	Various
Traffic Summons	63	Speeding, Suspended, Reckless, Equipment Violations
Traffic Warnings	130	Speeding, Taillight, Stop Sign etc.
Traffic Accidents	2	No Injuries
Business Checks	498	All Town Businesses

Points of Interest:

Breast Cancer Walk
 Trunk or Treats
 Halloween
 New Officer
 Vehicle Recall
 PD Remodel/Improvements

Officer Highlights:

Breast Cancer Walk (Planning-Oneal)
 Shift Coverage (Shaver)

Town Planner								
Task List 9/5/2017 - 09/27/2017								
Task		Assigned To:	Date Task Started:	Last Worked On:	Action Needed By:	Anticipated End Date:	Actual End Date:	Comments:
Architectural Review Board								
#ZP2017-022	Salon ash	Emily Lockhart	9/12/2017	10/18/2017	ARB	10/18/2017	10/18/2017	Sign Application- Wall Sign. Successfully approved by ARB with condition; Lighting must be a black wrought iron fixture with light shining directly down on the sign and not projecting outward into the parking lot, with time clock
#ZP2017-023	14890 Washington St	Emily Lockhart			ARB	10/18/2017	10/18/2017	APPROVED: Applicant is changing roof from light gray shingle to Natural Timber (browns) shingle
#ZP2017-023	6777 Fayette St.	Emily Lockhart			ARB	10/18/2017	10/18/2017	APPROVED: Applicant is changing roof from light gray shingle to Charcoal (dark gray) shingles
#ZP2017-023	6785 Fayette St	Emily Lockhart			ARB	10/18/2017	10/18/2017	APPROVED: Applicant is changing roof from light gray shingle toBarkwood (browns) shingle
Bike Racks		Emily Lockhart	10/18/2017					Working on options for bike racks at the Town Hall Site, ARB requested that Staff look into the different options, necessary rules and regulations.
Board of Zoning Appeals								
No Activity for September 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	9/25/2017	Awaiting revisions from applicant's engineer	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. 10/19 UPDATE: Awaiting revisions from the applicant's engineer
#SP2017-03 Town Center Final Site Plan		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
A Dog's Day Out		Emily Lockhart	9/6/2017	9/26/2017	Clarify land use			Need to send letter to the applicant. Schedule a meeting to discuss the zoning land use vs. the applicant's business.
Planning a walk for the Planning Commission to see the sidewalk conditions and general streetscape		Emily Lockhart				11/1/2017		
Prince William County (1 Mile Review)								
Staff								
Shed Carried to Full Term		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
Fairgrounds Lead		Emily Lockhart	10/18/2017					Developer requested meeting to discuss business opportunities on the Fairgrounds property, informed developer that we do not allow self-storage in the B-1 zoning district.
6608 James Madison Hwy Meeting	Meeting to discuss options for a diner	Emily Lockhart	10/20/2017					

Attachment: NovemberTC Staff Report Task Log (3363 : Town Planner's Report - Emily Lockhart)

Zoning Violations								
Piedmont Carpet Cleaning/ 6720 Jefferson St		Emily Lockhart	Sep-17	10/17/2017	Mailed letter to the property owner	10/27/2017		Resident has been notified of the Zoning Violation and given 10 days to remedy the situation
Gainesville Dance Studio		Emily Lockhart		10/19/2017	Notified business owner to remove temporary signs	10/19/2017	10/19/2017	Business owner has been asked to remove the temporary signs located in the VDOT right of way, along Washington St near Route 15. Owner removed signs 10/19
RXR3	Sign Issues	Emily Lockhart	10/12/2017	10/13/2017	Notified business owner to remove banner on the stormwater easement fence	10/13/2017	10/13/2017	Business manager very happy to comply and follow the Zoning Ordinance, plans to come in soon with sign application for a permanent sign



Permit Close Date	R/C	Project Status	Project End Goal	Comments
12/17/17	C	Current with twmporary CO issued to allow use of new area	Creation of second ice rink	Expecting the completion of all remaining items and the issuance of the full CO during the upcoming month.
8/11/17	C	completed CO issued	Renovate office for inhouse client relocation.	This project has been completed and the work has been approved. A CO has been issued for the new occupants.
3/21/18	C	Work to complete the gas islands and remaining site work such as sidewalks and landscapng is nearing completion.	Removal of existing structures and building of new structures	Work is winding down to completion.
7/11/17	C	permit closed	reuse of former residential structure for music school	Sewage issue has been repaired, and this project is closed
3/20/18	R	current	Addition of deck to SFD	Pier footings have been inspected, framing and final inspections remain to be done.
5/11/18	R	6732 is complete with the CO issued, 6736 and 6732 are close to 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	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.
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.
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.
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.
9/22/18	C	Rough Inspections are completed for this project	Tenant fit out for a new hair salon	Rough Inspections are done, finish work is well underway.
8/18/17	R	Final Inspections complete	Addition of a two level rear deck	This work has been completed and inspected, and allowed for use.
9/6/17	R	Final Inspections complete	Finishing of habitable basement area.	Final Inspections of all trades have been completed and approved. Permit is closed.
9/22/17	R	Work completed permit is closed.	Replacement of defective sewer line	Permit closed .
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.

Summary:

A number of projects have been closed in the past month. Other projects including the Sheetz, the Hair Salon, the Recovery Spa, and the Ice Plex are almost finished, in the upcoming weeks it is expected that these too will have their CO's issued and the permits closed. No new plans are currently under review, nor are any new permits in the pipeline. As is normal this time of year the majority of the open projects are winding down. This office has fielded a few questions regarding potential upcoming projects, but nothing has yet materialized for review or permitting.

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 -Bonds to be provided prior to construction -Site Plan approval notification letter sent 7/18
Dog's Day Out Final Site Plan	Emily	12/13/2016	11/1/2017	Planning Commission			-Applicant to provide summary and justification for proposed landscaping species not listed in Zoning Ordinance -Approved by Planning Commission 7/5 -Site plan approval notification letter sent 7/18 -Site plan revision submitted labelling building as 2 stories. With no other changes, plan still meets all engineering requirements.
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	10/31/2017	RDA			-RDA submitted Final Site Plan. -Town Council work session 9/25 agreed to move forward with interior renovations and skinning of building based on breakdowns from Downey & Scott construction cost estimate -PWC submitted application VDOT revenue sharing program on 10/31/17
Pedestrian Improvements Project	Katie	7/14/2014	5/24/2017	RDA/ Utility Companies/ Town			-Utility relocations are complete. RDA working on final construction plans, quantities and cost estimate. -Katie provided design contract amount update to VDOT 6/22. Schedule update provided to VDOT 9/14. -Katie to work on preparing IFB documents to submit to VDOT with next plan submission.
Sherwood Forest Bond Release	Katie	N/A	4/11/2017	Applicant			-One outstanding comment to resolve for final as-builts approval. -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: Oct 2017 TC Engineer's Reports_KMM (3358 : Town 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	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
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: Oct 2017 TC Engineer's Reports_KMM (3358 : Town Engineer's Report - Katie McDaniel)

Business & Community Relations Report 10/20/2017 – 11/05/2017

Museum Lighting Ceremony

Every night in the month November the Town's Museum will be lit "Purple" to bring awareness to Alzheimer's. Sonya Amartey, Walk Manager, for Alzheimer's Association, is here to speak on Alzheimer's disease and its effects on the people living with it and those who care for them.

2017 Live Well! Community Connection Breakfast

On Tuesday, November 14th at 8:30 am, I have been honored with speaking on a 5-person panel "**Changing the Context**": *Building Communities to Make the Healthier Choice the Easier Choice*. Topics will include worksite wellness, community development, healthy congregations, and transportation.

Town Business Roundtable

On Wednesday, November 15th at 8:30 am, the Town will host its last Town Business Roundtable of the calendar year. Topics for discussion:

- Haymarket Holiday Celebration
- Introduction of Jerry Schiro, Town Business Manager
- Introduction of Emily Lockhart, Town Planner/Zoning Administrator
- Introduction of Shelly Kozlowski, Clerk of Council / Office Manager
- Police Department updates by Chief Kevin Lands

2017 Haymarket 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:

- Tree lighting ceremony at 5:30 pm
- Entertainment by local preschools, middle and high schools
- Holiday cookie decorating station
- Reindeer Workshop – craft station
- Hot chocolate & hot cider
- Can food drive (donations benefiting the Haymarket Food Pantry)
- Make your own s'mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus
- Tour the Christmas display at the Museum set in the year 1975

Christmas in Haymarket - 1975

Set in the year 1975, Museum visitors will enjoy a glimpse in the past on what a middle-class family during the end of the Vietnam War. How they dined and decorated their homes during the holidays. Mannequins wearing replicated clothing from 1975 as well as a "faux" dinner display will feature accurate replicas of dishes and table settings that would have been used during that time.

Media Coverage

- 9/1- 11/3 Battlefield H.S. Football Program – Ad for Museum exhibits & call for volunteers
- 11/1 Gainesville Times – Article on legislation by Delegate Hugo to bury Haymarket power lines
- 11/24 Bull Run Observer - Ad for Haymarket Holiday Celebration
- 12/1 Haymarket Lifestyle Magazine – Article on Haymarket Museum’s Christmas Display

Updates/Coming Soon

- On Saturday, December 4th, the Haymarket Iceplex will have a ribbon-cutting ceremony celebrating the Iceplex expansion from 12 noon to 2 pm.



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 06, 2017

Highlights:

- The financials attached are as of September 30, 2017.
- Council, going forward you will receive full detailed monthly reports in the packet. If you have questions on specific line items, please ask and I will gladly answer any concerns.
- 2017 Real Estate Tax bills were mailed out on October 13, 2017, we have begun to see payments coming in and I have been taking calls from residents to assist them with any questions they may have over the bill.
- The Town audit has been completed and will have the final report within the week.

Town of Haymarket
Statement of Net Position
As of September 30, 2017

	Sep 30, 17
ASSETS	
Current Assets	
Checking/Savings	
10000 · Cash & Cash Equivalents	854,547.19
11000 · CD's & Money Market Funds	347,110.88
11010 · Virginia Investment Pool	305,117.78
Total Checking/Savings	1,506,775.85
Accounts Receivable	
12000 · Accounts Receivable	107,123.75
12010 · A/R Permits	24.59
12020 · Delinquent Real Estate	3,204.90
12021 · Taxes Receivable - RE 2016	2,842.78
Total Accounts Receivable	113,196.02
Other Current Assets	
11499 · Undeposited Funds	13,806.04
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	43,526.41
Total Current Assets	1,663,498.28
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	7,789,551.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 · Accounts Payable	91,601.36
Total Accounts Payable	91,601.36
Credit Cards	
20040 · Town Credit Card	-1,237.52
Total Credit Cards	-1,237.52
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	9,522.28
22000 · Security Deposits	20,230.00
22010 · Escrow Deposits	304,569.54
Total Other Current Liabilities	344,650.51
Total Current Liabilities	435,014.35
Long Term Liabilities	

Town of Haymarket
Statement of Net Position
As of September 30, 2017

	Sep 30, 17
20080 · Accrued Interest Payable	13,055.91
23000 · Accrued Leave	28,242.54
25000 · General Obligation Bonds	1,373,630.95
29100 · Deferred Inflow - Pension Msmnt	34,420.00
Total Long Term Liabilities	1,449,349.40
Total Liabilities	1,884,363.75
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	-193,185.38
Total Equity	5,905,187.73
TOTAL LIABILITIES & EQUITY	7,789,551.48

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

	Sep 17
Ordinary Income/Expense	
Income	
3120 · OTHER LOCAL TAXES	
Business License Tax	1,114.61
Cigarette Tax	12,429.44
Consumer Utility Tax	13,266.45
Meals Tax - Current	56,871.94
Sales Tax Receipts	12,365.73
Penalties (Non-Property)	229.87
Total 3120 · OTHER LOCAL TAXES	96,278.04
3130 · PERMITS,FEES & LICENESES	
Application Fees	1,945.00
Inspection Fees	1,280.00
Motor Vehicle Licenses	75.00
Occupancy Permits	150.00
Other Planning & Permits	510.00
Total 3130 · PERMITS,FEES & LICENESES	3,960.00
3140 · FINES & FORFEITURES	
Fines	5,258.79
Total 3140 · FINES & FORFEITURES	5,258.79
3150 · REVENUE - USE OF MONEY	
Interest on Bank Deposit	54.54
Interest on Bank Deposits	486.12
Total 3150 · REVENUE - USE OF MONEY	540.66
3151 · RENTAL (USE OF PROPERTY)	
Suite 110 Rental Income	1,401.75
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)	11,496.58
3160 · CHARGES FOR SERVICES	
Public Safety	
Donation/Grants	0.00
Public Safety - Other	1,400.00
Total Public Safety	1,400.00
Total 3160 · CHARGES FOR SERVICES	1,400.00
3165 · REVENUE - TOWN EVENTS	
Revenue - Town Events	2,649.00
Total 3165 · REVENUE - TOWN EVENTS	2,649.00
3180 · MISCELLANEOUS	
Citations & Accident Reports	70.00
3180 · MISCELLANEOUS - Other	832.23
Total 3180 · MISCELLANEOUS	902.23
32 · REVENUE FROM COMMONWEALTH	
599 Law Enforcement Grant	7,320.00
Car Rental Reimbursement	1,114.10
Communications Tax	9,751.21
Total 32 · REVENUE FROM COMMONWEALTH	18,185.31
Total Income	140,670.61

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

	Sep 17
Gross Profit	140,670.61
Expense	
01 · ADMINISTRATION	
11100 · TOWN COUNCIL	
Salaries & Wages - Regular	1,550.00
Total 11100 · TOWN COUNCIL	1,550.00
12110 · TOWN ADMINISTRATION	
Salaries/Wages-Regular	35,244.60
FICA/Medicare	6,023.08
VRS	2,412.56
Health Insurance	6,162.70
Life Insurance	287.82
Disability Insurance	55.05
Unemployment Insurance	55.07
Worker's Compensation	100.00
Printing & Binding	140.00
Advertising	134.50
Computer, Internet & Website Svc	1,849.18
Telecommunications	242.39
Books, Dues & Subscriptions	1,099.67
Office Supplies	309.20
Total 12110 · TOWN ADMINISTRATION	54,115.82
12210 · LEGAL SERVICES	
Legal Services	5,340.00
Total 12210 · LEGAL SERVICES	5,340.00
Total 01 · ADMINISTRATION	61,005.82
03 · PUBLIC SAFETY	
31100 · POLICE DEPARTMENT	
Salaries & Wages - Regular	38,678.48
Salaries & Wages - OT Regular	2,747.31
Salaries & Wages - OT Premium	1,748.48
Salaries & Wages - Holiday Pay	751.28
VRS	2,828.31
Health Insurance	5,048.74
Life Insurance	321.75
Disability Insurance	234.68
Workers' Compensation Insurance	2,929.50
Legal Services	900.00
Electrical Services	133.67
Computer, Internet & Website	0.00
Telecommunications	521.50
Office Supplies	
Printing & Binding	113.72
Office Supplies - Other	493.47
Total Office Supplies	607.19
Vehicle Maintenance/Supplies	80.00
Repairs/Maintenance Supplies	115.72
Uniforms & Police Supplies	676.40
Community Events	2,359.03
Total 31100 · POLICE DEPARTMENT	60,682.04
34100 · BUILDING OFFICIAL	3,900.00
Total 03 · PUBLIC SAFETY	64,582.04
04 · PUBLIC WORKS	
Town Public Works	684.00
43200 · REFUSE COLLECTION	

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

	Sep 17
Trash Removal Contract	6,340.32
Total 43200 · REFUSE COLLECTION	6,340.32
RENTAL PROPERTY - 14740 Wash St	
Repairs/Maintenance Services	55.45
Total RENTAL PROPERTY - 14740 Wash St	55.45
43100 · MAINT OF 15000 Wash St./Grounds	
Repairs/Maintenance Services	2,425.00
Maint Svc Contract-Pest Control	155.00
Maint Svc Contract-Landscaping	2,506.25
Maint Svc Cont- Street Cleaning	2,075.00
Electric/Gas Services	965.85
Electrical Services-Streetlight	348.11
Water & Sewer Services	139.31
43100 · MAINT OF 15000 Wash St./Grounds - Other	121.23
Total 43100 · MAINT OF 15000 Wash St./Grounds	8,735.75
Total 04 · PUBLIC WORKS	15,815.52
07 · PARKS, REC & CULTURAL	
71110 · EVENTS	
Advertising - Events	1,500.00
Contractual Services	30,166.52
Haymarket Day	500.00
Total 71110 · EVENTS	32,166.52
72200 · MUSEUM	
Telecommunications	181.48
Total 72200 · MUSEUM	181.48
Total 07 · PARKS, REC & CULTURAL	32,348.00
08 · COMMUNITY DEVELOPMENT	
81100 · PLANNING COMMISSION	
Salaries & Wages - Regular	120.00
Consultants	4,541.24
Total 81100 · PLANNING COMMISSION	4,661.24
81110 · ARCHITECTURAL REVIEW BOARD	
Convention & Education	69.99
Total 81110 · ARCHITECTURAL REVIEW BOARD	69.99
Total 08 · COMMUNITY DEVELOPMENT	4,731.23
94105 · PERSONNEL	
EMPLOYEE BENEFITS	
6560 · Payroll Processing Fees	162.26
Total EMPLOYEE BENEFITS	162.26
Total 94105 · PERSONNEL	162.26
Total Expense	178,644.87
Net Ordinary Income	-37,974.26
Net Income	-37,974.26

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

11/01/17

	Jul - Sep 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	7,032.10	346,048.00	2.0%
Public Service Corp RE Tax	0.00	10,000.00	0.0%
Total 3110 · GENERAL PROPERTY TAXES	7,051.30	356,048.00	2.0%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	18,000.00	0.0%
Business License Tax	2,964.23	209,200.00	1.4%
Cigarette Tax	35,944.52	190,000.00	18.9%
Consumer Utility Tax	38,143.55	130,000.00	29.3%
Meals Tax - Current	165,100.53	600,000.00	27.5%
Sales Tax Receipts	40,472.40	150,000.00	27.0%
Total 3120 · OTHER LOCAL TAXES	283,234.73	1,297,200.00	21.8%
3130 · PERMITS,FEES & LICENESES			
Application Fees	2,970.00	2,700.00	110.0%
Inspection Fees	3,130.00	15,000.00	20.9%
Motor Vehicle Licenses	285.00	1,900.00	15.0%
Occupancy Permits	300.00	600.00	50.0%
Other Planning & Permits	510.00	70,000.00	0.7%
Total 3130 · PERMITS,FEES & LICENESES	7,195.00	90,200.00	8.0%
3140 · FINES & FORFEITURES			
Fines	18,044.95	50,000.00	36.1%
Total 3140 · FINES & FORFEITURES	18,044.95	50,000.00	36.1%
3150 · REVENUE - USE OF MONEY			
Interest on Bank Deposit	171.13	10,000.00	1.7%
Total 3150 · REVENUE - USE OF MONEY	2,429.57	10,000.00	24.3%
3151 · RENTAL (USE OF PROPERTY)	37,499.93	131,335.00	28.6%
3165 · REVENUE - TOWN EVENTS			
Revenue - Town Events	73,584.00	65,000.00	113.2%
Total 3165 · REVENUE - TOWN EVENTS	73,584.00	65,000.00	113.2%
3180 · MISCELLANEOUS			
Citations & Accident Reports	105.00	1,900.00	5.5%
Total 3180 · MISCELLANEOUS	962.59	1,900.00	50.7%
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	59,751.82	183,500.00	32.6%
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	526.81	217,959.00	0.2%
35 · Reserve Funds For CIP	0.00	155,000.00	0.0%
Total Income	508,503.50	2,558,142.00	19.9%
Gross Profit	508,503.50	2,558,142.00	19.9%
Expense			

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

	Jul - Sep 17	Budget	% of Budget
01 · ADMINISTRATION			
11100 · TOWN COUNCIL			
Convention & Education	615.00	3,000.00	20.5%
FICA/Medicare	0.00	2,000.00	0.0%
Meals and Lodging	0.00	1,500.00	0.0%
Mileage Allowance	0.00	750.00	0.0%
Salaries & Wages - Regular	3,100.00	32,100.00	9.7%
Town Elections	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	3,715.00	40,550.00	9.2%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	76,505.16	349,000.00	21.9%
Salaries/Wages - Part Time	0.00	5,000.00	0.0%
FICA/Medicare	14,352.17	28,500.00	50.4%
VRS	7,148.49	21,000.00	34.0%
Health Insurance	13,613.98	74,150.00	18.4%
Life Insurance	861.74	3,500.00	24.6%
Disability Insurance	128.45	2,600.00	4.9%
Unemployment Insurance	61.62	2,800.00	2.2%
Worker's Compensation	200.00	400.00	50.0%
Gen Property/Liability Ins.	14,827.00	16,000.00	92.7%
Accounting Services	384.77	11,000.00	3.5%
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	6,414.77	30,000.00	21.4%
Postage	79.03	4,000.00	2.0%
Telecommunications	644.89	6,000.00	10.7%
Mileage Allowance	72.43	2,500.00	2.9%
Meals & Lodging	16.25	6,000.00	0.3%
Convention & Education	599.73	8,000.00	7.5%
Discretionary Fund	0.00	2,500.00	0.0%
Books, Dues & Subscriptions	3,659.03	15,000.00	24.4%
Office Supplies	693.56	4,000.00	17.3%
Capital Outlay-Machinery/Equip	0.00	7,000.00	0.0%
Total 12110 · TOWN ADMINISTRATION	141,725.11	631,450.00	22.4%
12210 · LEGAL SERVICES			
Legal Services	8,880.00	90,000.00	9.9%
Total 12210 · LEGAL SERVICES	8,880.00	90,000.00	9.9%
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	154,320.11	778,500.00	19.8%
03 · PUBLIC SAFETY			
31100 · POLICE DEPARTMENT			
Salaries & Wages - Regular	96,336.42	351,616.00	27.4%
Salaries & Wages - OT Regular	3,547.44	9,000.00	39.4%
Salaries & Wages - OT Premium	2,066.13	4,100.00	50.4%
Salaries & Wages - Holiday Pay	1,506.56	11,000.00	13.7%
Salaries & Wages - Part Time	1,270.00	35,500.00	3.6%
FICA/MEDICARE	0.00	31,124.00	0.0%
VRS	8,921.10	38,189.00	23.4%
Health Insurance	14,966.65	62,100.00	24.1%
Life Insurance	1,044.07	4,648.00	22.5%
Disability Insurance	648.88	1,864.00	34.8%
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	1,800.00	15,000.00	12.0%

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

	Jul - Sep 17	Budget	% of Budget
Advertising	0.00	100.00	0.0%
Computer, Internet & Website	3,028.68	4,700.00	64.4%
Postage	32.22	300.00	10.7%
Telecommunications	2,321.44	15,200.00	15.3%
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	2,642.50	6,800.00	38.9%
Office Supplies	1,886.53	3,100.00	60.9%
Vehicle Fuels	2,714.20	16,000.00	17.0%
Vehicle Maintenance/Supplies	4,880.50	8,000.00	61.0%
Uniforms & Police Supplies	16,500.91	13,400.00	123.1%
Community Events	3,338.91	1,000.00	333.9%
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	234,986.97	697,530.00	33.7%
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	10,665.00	65,000.00	16.4%
Total 03 · PUBLIC SAFETY	245,651.97	772,530.00	31.8%
04 · PUBLIC WORKS			
Town Public Works	3,149.00	34,749.00	9.1%
43200 · REFUSE COLLECTION			
Trash Removal Contract	24,452.93	78,000.00	31.3%
Total 43200 · REFUSE COLLECTION	24,452.93	78,000.00	31.3%
43100 · MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	5,061.95	55,000.00	9.2%
Maint Svc Contract-Pest Control	310.00	2,000.00	15.5%
Maint Svc Contract-Landscaping	8,676.25	35,000.00	24.8%
Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
Maint Svc Cont- Street Cleaning	2,475.00	8,000.00	30.9%
Electric/Gas Services	3,300.26	15,000.00	22.0%
Electrical Services-Streetlight	965.17	5,500.00	17.5%
Water & Sewer Services	325.51	2,000.00	16.3%
Janitorial Supplies	0.00	1,000.00	0.0%
Real Estate Taxes	0.00	2,500.00	0.0%
Total 43100 · MAINT OF 15000 Wash St./Grounds	21,258.33	133,000.00	16.0%
Total 04 · PUBLIC WORKS	49,026.61	245,749.00	19.9%
07 · PARKS, REC & CULTURAL			
71110 · EVENTS			
Contractural Services	33,278.82	65,000.00	51.2%
Total 71110 · EVENTS	36,846.70	65,000.00	56.7%
72200 · MUSEUM			
Unemployment Insurance	0.00	750.00	0.0%
Telecommunications	544.94	2,200.00	24.8%
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	725.52	5,150.00	14.1%

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)

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

	Jul - Sep 17	Budget	% of Budget
Total 07 · PARKS, REC & CULTURAL	37,572.22	70,150.00	53.6%
08 · COMMUNITY DEVELOPMENT			
81100 · PLANNING COMMISSION			
Salaries & Wages - Regular	495.00	5,000.00	9.9%
FICA/Medicare	0.00	500.00	0.0%
Consultants	16,381.24	90,000.00	18.2%
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	16,876.24	98,750.00	17.1%
81110 · ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	0.00	4,000.00	0.0%
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	69.99	5,850.00	1.2%
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	16,946.23	106,773.00	15.9%
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	701,688.88	2,558,142.00	27.4%
Net Ordinary Income	-193,185.38	0.00	100.0%
Net Income	-193,185.38	0.00	100.0%

Attachment: Treasurer & Financial Report for 11-6-2017 (3357 : Treasurer's Report)



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

JERRY M. SCHIRO

Date of Report: November 1, 2017

**STAFF REPORT
Regular Council Meeting
November 6, 2017**

BUSINESS MANAGER'S REPORT

It is a pleasure to return to the Town of Haymarket in the capacity of the Town's Business Manager. I look forward to working with the Mayor and Council in overseeing the municipal operations and providing input regarding organizational structure as the Town continues to grow and evolve its municipal services. I see myself as a part of the administrative team as opposed to strictly a manager. I am sure my role in the organization will evolve as we proceed.

Having only been in the position for two weeks, my priority is to become reacquainted with the Staff and current issues before the Town. I have met jointly and individually with the current staff and have a good feel for their respective workloads and priorities.

Other activities:

Welcomed the new Clerk of the Council and assisted with her orientation.

Public Safety

- Meeting with the Chief and Mayor on a weekly basis
- Arranged to replace and install necessary security locks in the PD
- Review pay schedule for contract police services

Administration

- Coordinate changing out hardware and software access with the IT consultant
- Review outstanding issues in the TM office and respond according to urgency
- Clarified Holiday schedule and adverse weather policy with staff
- Collect letters of interest for the vacant Town Council Seat
- Assisted with the preparation of the Council meeting information packet
- Working with the phone contractor, restructured voice mail and replaced outdated messages

Finance

- Review draft audit report for FYE 2017 with the Town Treasurer and Mayor
- Review current budget with the Treasurer
- Establish protocol for payables and payroll with Treasurer
- Review financing options for the Town Center Project
- Review payables for weekly check run

Planning and Zoning

Work with the Town Planner on current zoning and land development issues
Work with the Town Planner, Town Attorney and Police Chief to prepare criminal misdemeanor charges regarding a zoning violation.

Building Permitting Services

Meeting with Total Construction Solutions to define procedures for building permit applications, processing, follow-up and fee payment.
Explore other options for permitting services

Business & Community Relations

Attended two event committee meetings regarding the upcoming Holiday event
Met with a potential new business looking at the old U-Haul site off Rt. 15

Town Engineer

Work with Town Planner, Town Engineer and Prince William County to be included in the revenue sharing application to VDOT
Assisted in meeting the November 1 deadline for submission for VDOT Transportation grant - sort out requirements for Grant Administrator and necessary training
Assisted with policy on storm water issues within the Town

General Properties

Assisted Copper Cricket with lock and hardware issues
Update fire suppression inspections and had extinguishers installed in the detached rental properties
Discussed traffic flow in the Town Center lot and restricting thru traffic

I will brief the Mayor and Council on any updates subsequent to the date of this report.

Should Mayor and Council have a preferred format they would like for me to use to disseminate information to you as a body please do not hesitate to advise me.



Proclamation

A Proclamation to Observe Alzheimer's Awareness Month

WHEREAS, Alzheimer's Disease is a progressive degenerative disease of the brain causing deterioration in memory and thinking, as well as judgment and reasoning ability; it also affects behavior, emotions and the ability to perform day-to-day task; and

WHEREAS, according to the Center for Disease Control and Prevention, Alzheimer's is the only disease among the top 10 causes of death in the United States that cannot be prevented, cured or even slowed.

WHEREAS, according to the Center for Disease Control and Prevention, Alzheimer's is the 6th leading cause of death for older adults in the United States; and

WHEREAS, according to the Center for Disease Control and Prevention, every 66 seconds someone in the United States develops Alzheimer's and there are more than 5.5 million men and women living with Alzheimer's in the United States today.

WHEREAS, the state of Virginia recognizes individuals, families, friends and caregivers dealing with the devastating effects of Alzheimer's disease, the researchers who are seeking a cause and cure, and the educational programs and support services provided by Virginia's Alzheimer's organizations;

NOW, THEREFORE, be it proclaimed that the Town Council of Haymarket, Virginia does hereby recognize the month of November 2017 as Alzheimer's Awareness Month and ask all citizens to join in observance of this disease that has or will impact each and every one of our lives.

In Witness Thereof, this 6th day of November, 2017

David M. Leake
Mayor

Joseph R. Pasanello
Vice Mayor

Chris Morris
Councilman

Connor Leake
Councilman

John Cole
Councilman

Susan Edwards
Councilwoman



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

**APPROVE CHECK SIGNING AUTHORITY FOR THE HAYMARKET BUSINESS
MANAGER**

BACKGROUND

Council policy currently designates the Mayor to sign checks up to \$3,000. Checks over that amount require a second signature from the Vice Mayor or Councilwoman Edwards. The Mayor would like to delegate check signing authority to the Business Manager for amounts up to \$3,000. Checks over that amount will require a second signature from one of the three elected officials referenced above.

COUNCIL ACTION

Assign check signing authority to the Haymarket Business Manager for checks up to \$3,000. Checks over that amount will require a second signature from the Mayor, Vice Mayor or Councilwoman Susan Edwards.

Sample Motion

I move the Haymarket Town Council authorize the Business Manager to sign checks issued by the Town in amounts not to exceed \$3,000. Checks over that amount will require a second signature from the Mayor, Vice Mayor or Councilwoman Susan Edwards.

Or

Alternative Motion

Attachment: Check signing authority (AGI-2017-51 : Approval for Check Signing Authority)



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

TOWN CENTER PROJECT MODIFICATION, CHANGE ORDER AND FUNDING RESOLUTION

BACKGROUND

Originally scheduled over several years, the project was in 3 phases. Phase 1, the improvements to the Police department, were completed approximately a year ago. Phase 2 would include improvements/reconfiguration to the main lobby and restrooms. Phase 3 would include an addition (elevator, stairs and mechanical room), renovating the administration space, the exterior building work and all the site and storm water improvements.

At a Council work session held on September 25, 2017 the project was discussed in the terms of cost options, financing and funding constraints, and modification of the project phasing.

Based on funding constraints, the Council discussed removing the two-story addition and completing all the storm water and some of the rear site work at a later date. They prioritized the exterior alterations of the building, the renovation of the remaining interior first floor space, and site work in the front of the building facing the streets.

FINANCIAL IMPACT

Total cost to complete the entire project is estimated at \$3M. Council discussed limiting the project funding to borrow no more than \$2M and to potentially use some unencumbered reserves toward the costs not eligible for tax-exempt funding. Staff will also be applying for a VDOT revenue sharing fund grant through Prince William County. If successful these funds will provide with a 50/50 revenue sharing match for sidewalks and street improvements related to the project.

REQUIRED ACTION

Approval from Council is required to accomplish these changes and proceed with the project as modified. In order to proceed with a time line that would allow the project to go to bid by early 2018 and possible construction by summer 2018 the following actions are required:

1. Approval of a change order from the project consultant in the amount of \$36,508.50 to accommodate the plan modifications, redesigned HVAC systems and phasing.

2. Adoption of Resolution #2017-09 Authorizing to Proceed with Application to, and Coordination with, VML/VACO Finance for the Issuance of Certain Indebtedness, and the Official Intent Therewith;

More detailed information is included in the enclosed Staff Report from the October 10, 2017 Council meeting.

DRAFT MOTIONS:

Town Center Project Direction: "I move to direct staff to move forward with the amendments to the Town Center building plans as discussed, initiating the funding agreement as outlined in Resolution 2017-09, and prepare a written invitation to bid on the Town Center project as outlined in VSA 2.2-4302.1, Process for competitive sealed bidding."

Or

An alternate Motion.

Change order for Rinker Design Associates: "I move to approve the change order #5 between the Town of Haymarket and Rinker Design Associates in the amount of \$....."

Or

An alternate Motion.

Funding Mechanism: "I move to approve the Resolution #2017-09 Authorizing the Town Council of the Town of Haymarket to Proceed with Application to, and Coordination with, VML/VACO Finance for the Issuance of Certain Indebtedness, and the Official Intent Therewith..."

Or

An alternate Motion.



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

Kimberly L. Murray, CEcD, AICP
TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly L. Murray, Town Manager
DATE: October 10, 2017
SUBJECT: Town Center Project Funding Resolution, Site Plan, and Consultant Change Order

BACKGROUND :

The Town Council and the community of Haymarket for many years have envisioned the Administration building and site to be improved and reflect the proud history and forward progress of our Town and government. The Town Center project has been a multi-year planning project which includes design, renovation, and repurposing of the Administration Building along Washington Street, and related site work and improvements to landscaping, stormwater management, parking facilities, sidewalks, roadway and pedestrian areas, for use by the Town in furtherance of its governmental purposes. The Council met on September 25, 2017 to discuss the final building and site plans, potential funding options, different phasing options to complete the project based on these funding options, and discuss a draft timeline toward implementation.

UPDATE :

The Town Center final site plan is completed and is being forwarded for comments to the outside agencies and final comments were prepared by staff for the October Planning Commission meeting October 4, 2017. The Final Site Plan approval is scheduled for November 1, 2017 pending outside agency comments. The Planning Commission was receptive to the shared parking concept and landscaping amendments and supported the improved site circulation and greenspace in the front yard.

At the September 25, 2017 Council work session meeting, based on funding constraints, the Council discussed removing the two-story addition and completing all the storm water and some of the rear site work at a later date; and prioritizing the exterior alterations of the building, the renovation of the remaining interior first floor space, and site work at a minimum to be completed in the front of the building facing the streets. These changes would necessitate a change order to the existing consultant contract due to the relocation of the building systems.

Following up from that meeting the following materials are attached or discussed below:

1. Resolution #2017-09 Authorizing to Proceed with Application to, and Coordination with, VML/VACO Finance for the Issuance of Certain Indebtedness, and the Official Intent Therewith;
2. Final site plan materials and staff report prepared for the Planning Commission meeting October 4, 2017;
3. Proposed Change Order from Rinker Design Associates, PC to accommodate the following changes to the building plans: Separate the addition from the renovation work and exterior alterations as a standalone project to construct at a later date along with the stormwater improvements and make adjustments to final building plans based on that change, as well as minor adjustments to the administration space. We received the estimate cost of \$36,508.50 and are discussing the justification for the costs and will have an update and outline of work for the Council at the meeting Tuesday night.

4. Draft Project Timeline:

November 1, 2017 Planning Commission meeting – Final Site Plan approval

Oct. 10, 2017 Town Council Regular meeting - Approve change order for RDA to finalize plans, approve funding resolution, authorize preparation of invitation to Bid.

Nov. 2017 Town Council Regular Meeting- Review final bid construction drawings, schedule public information meeting, upload web page on project with FAQs

Dec. 2017 Issue written invitation to Bid

Feb./March 2018 review and select proposals

April/May 2018 Process Loan documents (60-day process)

End of May 2018 Execute contracts

June/July 2018 Begin construction project

BUDGETARY IMPACT

FUNDING OF THE TOWN CENTER PROJECT:

Staff has reviewed the estimate received from Downey and Scott, and reviewed any potential revenues from development to be completed in FY18 and FY19. To complete the entire project as envisioned could be in excess of three million based on increased construction costs and interest rates. For planning purposes excluding soft costs, permitting, and moving expenses:

Phase 2: \$ 425,000

Phase 3: \$2,606,000

Total Project: \$3,000,000 +

At the September 25, 2017 work session meeting, the Council discussed amending the phasing of the project to accommodate a fiscally prudent approach to borrow not more than \$2 million at this time and to potentially use some excess reserve funds towards the costs not eligible for the tax-exempt bonding. The resolution proposed is an understanding or intent to work with VML/VACO if the

bids come within the Town's financial abilities to pursue and to finish the design and engineering work required to go to bid.

The Town is also pursuing VDOT Revenue Sharing grant funds to offset the roadway and sidewalk construction. Currently we are not forecasting any significant property tax or BPOL revenues for FY2019 except the expanded Ice Plex coming on line this fall. Currently budgeted is a debt service payment of \$45,000 which would cover the interest payment of approximately \$1.4 million in debt service until the current debt service is paid off in approximately seven years. Reviewing past and current revenues and expenses, the Town can comfortably borrow \$2 million in a general obligation bonds to help finance the project. The project will be modified to adjust to financing limits. No increases in taxes is necessary or proposed.

STAFF RECOMMENDATION:

Staff recommends moving forward with the financing and construction of the modified project as outlined and discussed while continuing to look for additional revenue sources like the VDOT Revenue Sharing program to help offset costs.

DRAFT MOTIONS:

Town Center Project Direction:

"I move to direct staff to move forward with the amendments to the Town Center building plans as discussed, initiating the funding agreement as outlined in Resolution 2017-09, and prepare a written invitation to bid on the Town Center project as outlined in VSA 2.2-4302.1, Process for competitive sealed bidding."

Or

An alternate Motion.

Change order for Rinker Design Associates:

"I move to approve the change order #5 between the Town of Haymarket and Rinker Design Associates in the amount of \$....."

Or

An alternate Motion.

Funding Mechanism:

"I move to approve the Resolution #2017-09 Authorizing the Town Council of the Town of Haymarket to Proceed with Application to, and Coordination with, VML/VACO Finance for the Issuance of Certain Indebtedness, and the Official Intent Therewith..."

Or

An alternate Motion.

RESOLUTION # 2017-09**RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF
HAYMARKET, VIRGINIA, AUTHORIZING TO PROCEED WITH
APPLICATION TO, AND COORDINATION WITH, VML/VACO
FINANCE FOR THE ISSUANCE OF CERTAIN INDEBTEDNESS, AND
THE OFFICIAL INTENT THEREWITH**

WHEREAS, the Town Council (the "Council") of the Town of Haymarket, Virginia (the "Town") intends to finance certain capital improvement projects of the Town, including design, renovation, repurposing and construction of the Administration Building along Washington Street, and related site work and improvements to landscaping, stormwater management, parking facilities, sidewalks, roadway and pedestrian areas, all together with administrative and financing costs and all for use by the Town in furtherance of its governmental purposes (collectively, the "Project");

WHEREAS, the Town seeks to issue indebtedness to finance costs of all or a portion of the Project (including, if necessary or desirable, capitalized interest to the extent permitted by federal and state law), through one or more bonds, on a tax-exempt or taxable basis as deemed necessary or in the best interest thereof, in an amount to be determined to accomplish such funding but nevertheless in an amount not to exceed \$3,500,000; and

WHEREAS, the Town has previously received advice and analysis from the Virginia Local Government Finance Corporation, a Virginia nonstock, nonprofit corporation, (doing business as VML/VACo Finance); and

WHEREAS, VML/VACo Finance is a registered Municipal Advisor with the Municipal Securities Rulemaking Board and has indicated its ability and interest to assist the Town with the financing through its Fixed Rate Loan Program or other financing vehicles generally available to local governments in Virginia;

**BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF
HAYMARKET, VIRGINIA:**

1. Authorization to Enter Into Municipal Advisory Agreement. Council hereby authorizes and directs the Town Manager to enter into a Municipal Advisory Agreement with VML/VACo Finance in order for it to provide municipal advisory services related to financing the Project as set forth in the recitals above.

2. Authorization to Develop Plan of Finance and Initiate Financing Process. Council hereby authorizes VML/VACo Finance, in consultation and coordination with the Town Manager, to develop financing options and to take the initial steps to initiate a financing, including but not limited to, applying to Virginia Resources Authority (VRA) or other financing programs. In preparation of the financing, the Council authorizes and approves the Town Manager and VML/VACo Finance to work with Spotts Fain PC, as bond counsel. The Town will need to set a date for final approval and authorization of any financing.

3. **Non-binding Solicitation.** Council understands that an application to VRA, and the development and initiation of other financing alternatives, if any, is non-binding and that the Town will have final approval prior to the issuance of any such bond or bonds, but the Council expresses its intent to utilize the services of the VML/VACo Finance program to complete the financing.

4. **Official Intent.** To the extent necessary, this Resolution shall constitute a declaration of intent under Treas. Reg. §1.150-2 (the “Reimbursement Regulations”) promulgated under the Internal Revenue Code of 1986, as amended, for the Project, and each of the Town Manager and the Mayor, acting singly, is hereby authorized to take any additional action with respect to this declaration of official intent to assure compliance with the Reimbursement Regulations.

5. **Other Actions.** All other actions of officials of the Town in conformity with the purposes and intent of this Resolution are ratified, approved and confirmed. The officials of the Town are authorized and directed to execute and deliver on behalf of the Town such application and other information, documents or certificates necessary or appropriate to carry out the transactions authorized by this Resolution, and all of the foregoing, previously done or performed by such officers of the Town, are in all respects approved, ratified and confirmed.

6. **Effective Date.** This Resolution shall take effect immediately.

Done this 6th day of November 2017.
TOWN OF HAYMARKET, VIRGINIA
ORDER OF THE TOWN COUNCIL

ATTEST:

Shelley Kozlowski,
Clerk of the Council

Motion to approve:
Second:
Voting Aye:
Voting Nay:
Absent:
Abstaining:



Attachment: Resolution #2017-09 G (AGI-2017-52 : Resolution #2017-09)



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

JERRY M. SCHIRO

STAFF REPORT
Regular Council Meeting
November 6, 2017

Haymarket Town Council 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

BACKGROUND

The Town of Haymarket utilizes a lock box at the Fauquier Bank in the Town of Haymarket. The lock box has limited access from Town Officers so designated by the Haymarket Town Council. The bank requires the Council designation be approved formally, in a public meeting and that a record of the designation be incorporated into the public records of the Town.

COUNCIL ACTION

In the past the Town Treasurer has been the designated officer with access to the lock box. In order to continue this policy, the Council should formally authorize, by resolution, the current Town Treasurer, Roberto Gonzalez, authority to enter the lock box.

Resolution 2017-12 is included for Council review and adoption.

Sample Motion:

I move the Haymarket Town Council adopt Resolution 2017-12 authorizing the Town Treasurer, Roberto Gonzalez, to access the Town lock box in the Fauquier Bank.

OR

Alternative Motion