



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, March 7, 2016

5:00 PM

Council Chambers

### 1. Call to Order

### 2. Department Reports

- A. Main Street Coordinator's Report - Denise Andrews
- B. Building Official's Report - Joe Barbeau, Jr.
- C. Town Planner's Report - Marchant Schneider
- D. Treasurer's Report - Sherrie Wilson
- E. Engineer's Report - Holly Montague
- F. Police Report - Eric Noble, Chief of Police
- G. Town Manager's Report - Brian Henshaw

### 3. Break 6:30 PM

### 4. Invocation - Pastor George Carlisle

### 5. Pledge of Allegiance

### 6. Citizen's Time

### 7. Public Hearing

- A. Sale of structure located at 14710 Washington Street

### 8. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Dec 7, 2015 7:00 PM
- B. Mayor and Council - Regular Meeting - Jan 4, 2016 7:00 PM
- C. Mayor and Council - Regular Meeting - Feb 1, 2016 5:00 PM

### 9. Agenda Items

- A. VDOT - Transform 66 Update
- B. Pedestrian Improvements Grant - Engineering Change Order
- C. Sale of structure located at 14710 Washington Street
- D. I-66 HOV to HOT Lanes - Vice Mayor Steve Aitken
- E. Ordinance - Condition of Premises Chapter 22
- F. VRE Update
- G. Dominion Virginia Power 230 kV Transmission Line & Substation
- H. Closed Session
- I. Certification of Closed Session
- J. House Bill 549

### 10. Councilmember Time

- A. Susan Edwards
- B. Joe Pasanello
- C. Chris Morris
- D. Steve Aitken
- E. Matt Caudle
- F. Kurt Woods
- G. David Leake

### 11. Adjournment



TO: Town of Haymarket Town Council  
 SUBJECT: Main Street Coordinator's Report  
 DATE: 03/07/16

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### **Town Business Social**

On Monday, February 22<sup>nd</sup> the Town hosted its first coffee and conversation of the calendar year.

The main focus of this meeting was to discuss and generate ideas from the Town business' on implementing a tool or a system that will assist them as business owners.

- Mix/Match Discount Coupon Book (example. Spend \$15 dollars at a town restaurant and receive \$10 off your pet grooming)
- Passport Stamp Book (Town shoppers could receive points for every town business they patronized. Each point would give them a chance into a drawing (prize to be determined)
- A Town Application for your cell phone (allows for town business' to give daily/monthly discounts and specials to patrons)
- A Town business Facebook Page (this would be a **private** page for Town business owners to communicate with each other)

Updates included:

- The new Town Sign Ordinance - updates given by Marchant Schneider, Town Planner/Zoning Administrator
- New business's and potential development of property in the Town - updates given by Marchant Schneider, Town Planner/Zoning Administrator

### **Haymarket Health Forum**

Group Therapy Associates will host its second panel discussion at town hall on Saturday, April 9<sup>th</sup> at 10 am.

This **free** panel discussion and Q & A session will talk about: school stress, social media, time management, depression, and anxiety, just to name a few. For more information on their upcoming panel discussions, please visit:

[www.grouptherapyassociates.com/Haymarket](http://www.grouptherapyassociates.com/Haymarket) <<http://www.grouptherapyassociates.com/Haymarket>>

### **Earth Day 2016**

Earth Day will be held on Saturday, April 16<sup>th</sup> from 8 am until 12 noon.

This year's theme of Recycle, Reuse, Repurpose will focus on environmentally conscious ways to reduce our carbon foot print.

The planned events for that day are as follows:

- Town cleanup along Washington and Jefferson Streets (lead by Scout Troop 1882)
- Learning Centers (PWC Service Authority, Virginia Dept. of Forestry, Wegmans, Linton Hall School, Keep Prince William Beautiful, and City of Winchester)
- Children's Craft Tables
- Scavenger Hunt
- Document Shredding Truck (located at The Fauquier Bank from 10 am until 2 pm)

**Haymarket Museum 2016 Season**

The Haymarket Museum's volunteer staff will meet on Monday, February 29<sup>th</sup> to discuss the 2016 exhibit season.



TO: Town of Haymarket Town Council  
 SUBJECT: Building Official's Report  
 DATE: 03/07/16

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**Permits Issued:**

- January 26: An Emergency Permit was issued for sprinkler repair at the McDonald's restaurant after the fact, per Code provisions after a leak forced the closure of this facility.
- February 24: Permit to replace 4 HVAC Units at the McDonald's at 6740 Leaberry Way was issued.

**Certificates of Occupancy Issued:**

- No Occupancy Permits were granted.

**Inspections:**

- January 21: Emergency call to respond to the Mc Donald's Restaurant at 6740 Leaberry Way to assist in the allowance of repair work to begin following a leak that closed the restaurant.
- January 22: Follow-up Inspection to verify the emergency work performed at the McDonald's at 6740 Leaberry Way, that had been done to repair the sprinkler system was conducted and the work was approved. Calls were also placed to PWC Health and Fire to notify them of the resumption of operations at this facility.
- January 29: Inspection of the structure built to house the electrical renovations at the Fortiline Building at 6628 James Madison Hwy. This work was inspected and approved.
- February 8: Final Inspections were conducted at the Winterham Mansion at 15101 Washington Street, to complete the vanilla box renovations that have been conducted. This work is approved, and no further activity is expected until the tenant fit-up stage which is as yet undetermined. The structure has been made safe, the exterior has been drastically improved, and utilities are now connected to this structure.
- February 16: Rough Electrical Inspection at the Fortiline Building at 6628 James Madison Hwy. Installations of new metering and disconnect equipment was inspected and approved.
- February 18: An unassigned Inspection was performed when I observed actively used Porta John at the Sheetz location on the corner of Washington and James Madison Hwy. When I inquired from the manager the nature of this work, I was informed that they were renovating the bathrooms. Further investigation revealed that the work consisted of non-permittable repairs, and the use of the Portable units was as a convenience to their customers. It was suggested to the management that future such work might include a call to Town Hall to report the same and prevent a similar concern.
- February 21: Inspection to verify the demolition of a collapsed shed at 6751 Jefferson St. was conducted and this permit is closed.

**Document Review:**

Currently there are no documents under review.

**Actions:**

- Questions from prospective parent for St. Michael's School located in the Pace West Building on Washington Street resulted in a request from the Principal of that facility for a letter stating that these new classrooms had been properly vetted by this department. As the work falls under an open permit, these questions can be expected, and as such were answered by letter to the Principal. A copy of this letter is attached.
- A Pre Construction Meeting was held at Town Hall for the parties involved with the construction of the permitted addition at the Ice Plex.

- A Pre Construction meeting will be held Friday morning at Town Hall with all those involved with the construction of the new Chick-fil-A Restaurant.

**Recommendations:**

This office has no recommendations for the council at this time.

**Other:**

TCS has retained the services of two new employees to bolster our services. These are Jerry Meyer's, a Master Electrician currently in the process of gaining his Commonwealth Inspection Certifications, and Chuck Boyd, a Master Plumber and Gas Fitter, whose is in the similar process for his specialties of Plumbing, Gas, and Mechanical Inspections. It is my intention to utilize these individuals as Technical Assistants for their specific trades during this process, and as allowed by the code. These individuals will be introduced to the Town Staff and to the Council as we progress, and I believe we will be providing a greater knowledge base tour overall services. Considering the projects now underway in our town I am excited to have this additional experience in our corner.

Lastly, I thank you for all the kind words and thoughts that have been given me from the members of the Council since I informed you of my son's injuries. I wanted you all to know that we thank you for your concerns. On Monday my son had a second surgery to improve his range of motion that has yielded excellent results. He is home recovering and his prognosis is improved, and we are encouraged for his ultimate recovery with minimal long term affects.

**ATTACHMENTS:**

- Letter to St Michael's Academy for new spaces 2 16 16(PDF)



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

February, 16, 2016

Katherine Howe Evans, EdD  
Principal, St. Michael's Academy (Formerly St. Paul's School)  
6735 Fayette St.  
Haymarket, VA 20169

**Re: Additional Rooms Inspections and Certification**

Dear Ms. Howe Evans;

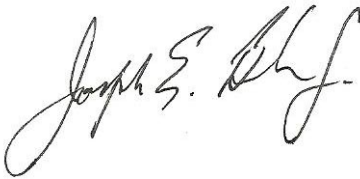
I understand that some of the parents of students and perspective students at your school have concerns about the new rooms that have been added to your facility. I want to assure them and yourself that I come from a family of educators, and have twice worked in a teaching capacity myself, and as such both understand the needs of the school and the concerns of these parents. As a parent of school aged children, I too share their concerns with regard to the facilities in use for my children. When I inspect and approve the use of these rooms, I do so from not just the perspective of an official but also that of a concerned parent. For me the safety of these children and adherence to the codes designed to protect them is a responsibility that I do not take lightly.

It is important that these parents understand that our Code is comprised of three parts, part one governs all new construction, part two governs all rehabilitation work (which is in affect for this work), and part three governs property maintenance. As such some systems that are in good working order are not required to be upgraded. This is the case for some of the electrical elements of this structure, while the overall supply and distribution system has been upgraded, not all the branch circuits required this upgrade. However, these systems are checked and verified to be in good working order. Also, it is important to understand that the Code stands as a base minimum requirement, because of this, there is a minimum number of outlets that must be provided, but provided the branch circuits are designed to accept the loads placed upon them, there is not a limit to the number of such outlets that can be installed. In essence the code is

more concerned with locations, loads, and minimums; and the rooms meet or exceed these requirements. Further, the use of surface mounted wire-mold is accepted and allowed under the code. The walls of this structure are masonry, which in many instances precludes the use of wiring within the walls, in part because there does not exist, the wall cavity space in which to route this wiring. The materials used are designed and rated for this use and while these protrusions may be considered to present a possible source of injury, the design does take this into account and as such utilizes rounded edges and corners to reduce the possibility of such injuries. Lastly, there is a question regarding the lighting fixtures in use in these rooms. I can assure these parents that these units are properly installed, supported, and are in good repair. as such they do not present a safety concern for these young pupils.

Since I took office in the Town Of Haymarket, I have been a regular visitor to this facility and I have inspected the balance of this school facility. I have overseen the work that has been done for these spaces from the beginning of this work. I pay careful attention to all elements of safety, egress, and separation to ensure the safety of their children. In my previous jurisdiction I was responsible for the inspection and quality assurance for a 48 million dollar school renovation project, and I am quite familiar with the components and codes related to this work. To date the work and workmanship that I have witnessed at the Pace-West building is above reproach. Finally, I am happy to air these concerns for these parents, and fully understand these concerns. It has been my pleasure to work with the building's management, and the administration of St. Michael's Academy, and I look forward to continuing this to be of service to your operations and this community as a whole. Please inform me if I can be of further assistance in this and any other matter.

Sincerely,



Joseph E. Barbeau, Jr.  
Haymarket Building Official



TO: Town of Haymarket Town Council  
SUBJECT: Town Planner's Report  
DATE: 03/07/16

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### Ongoing Projects

- Village of Haymarket Phase II. Building plans and a zoning permit have been approved for Lot 52 (corner of Washington Street and Bleight Drive). Installation of curb, gutter, sidewalk, and utilities along Bleight Drive continues.
- Chick-fil-A. A preconstruction meeting is being held on February 26.
- Sign Ordinance. Staff and the Town Attorney are revising the sign ordinance per recent court decisions regarding holiday signs. The Ordinance is tentatively scheduled for Council hearing in April.

### Development Review

- Haymarket Fairground Rezoning. The Applicant has submitted revised plans. The revised plans reduce proposed town house units from 120 to 79 and include a 36,500 square foot grocery store. A 150 room hotel is also requested.
- Haymarket Baptist Church. The church recently submitted a site plan amendment to pave the parking lot of the church. Staff is reviewing the application.
- Other Plans. Staff continues to review site plans submitted by Haymarket Self Storage, Haymarket Masonic Lodge, and Signature Companies. Staff will provide an update at the meeting.





TO: Town of Haymarket Town Council  
 SUBJECT: Treasurer's Report  
 DATE: 03/07/16

- The Town Council and Town staff held a Mid Year Budget Review Meeting on February 23<sup>rd</sup>. The purpose of this meeting was to discuss where the Finances of the Town are at mid way thru the Budget year. The Town Manager and Treasurer presented to the Council members a slide show of Definitions of Budgeting, a printout of the current Profit and Loss Statement, Balance Sheet, and then Solutions and Proposals for the remainder of the Budget year.
- Also was discussed individual categories from the Budget, such as Town Administration, Public Safety, Public Works, Parks Rec & Cultural, and Capital Expenses, and items that have exceeded the Budget to date, with explanations of why those particular line items were over. The Council was satisfied with the explanations, with understanding that staff continues to work daily to keep expenses down as much as financially possible. Chief Noble was present to discuss the Public Safety line item concerns.
- At the end of the meeting, the Town Manager briefly discussed the upcoming Budget Fiscal Year 2016-2017 and our early forecast for Revenues at this time. Expenses are being forecasted next, and the staff will present to the Finance Committee in March the proposed budget. A Budget presentation will then be put together to present to Town Council slated for the April 2016 meeting, with staff's recommendations. The Town Manager also spoke on a few changes to expect in the upcoming Budget year. The General Fund will be separated from the Capital Fund. And we will also be making the transition of from a traditional "line item" budget into a program based budget.
- The entirety of the presentation is attached. As always, any additional comments or concerns are encouraged to be brought to the Treasurers and Town Managers attention at any time.

**ATTACHMENTS:**

- 2 - Mid-Year Budget Review Slide presentation (PDF)
- 3 - Profit and Loss thru 2-23-2016 (PDF)
- 4 - Balance Sheet - 2-23-2016 (PDF)



# MID-YEAR BUDGET REPORT 2015-2016

TOWN OF HAYMARKET  
TOWN COUNCIL  
February 23, 2016

# Speaking the same Language

## *What is a Budget?*

- An estimate of costs, revenues, and resources over a period of a fiscal year (July to June), reflecting a reading of future financial conditions and goals.
- It is one of the most important administrative tools government can use. A budget serves also as a (1) plan of action for achieving quantified objectives, (2) standard for measuring performance, and (3) device for coping with foreseeable adverse situations



# Speaking the same Language

- General Reserve:
  - The Town utilizes this as a budgeting tool.
  - Any retained earnings from the Town's profits. These earnings are saved to offset any potential future losses within the fiscal year.
  
- Reserve:
  - The Town utilizes as a "rainy day" or "emergency fund" and is not reflected in the budget.
  - Funds set aside for emergencies or other future needs. These funds may be placed within an interest bearing account but should be handled in a non-aggressive interest bearing manner.
  - Current Fiscal Policy requires us to keep 30% of our General Fund.



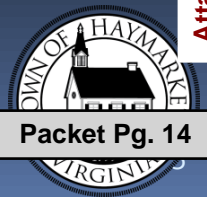
# Speaking the same Language

- **Accrual vs. Cash basis on the Profit & Loss Statement.**
  - The Town runs it's reporting in Accrual basis. This means it accounts for Revenue and Expense when they are incurred. Not necessarily when paid or received. Cash basis accounts for money as it is received and paid out.
- Some examples of the Town's Revenue in Accrual basis:
  - Real Estate Tax bills
  - Public Service Corporation Bills
  - Tenant Rent Invoices
- When those invoices are input into our accounting system, it will appear on the P&L as if we've received all of the money. When in fact it's only that they have been billed.
- However, there are Receivables that only show the money that is received, is it entered into the accounting system. This includes Local Taxes, Revenue from the Commonwealth, Sales Tax, Communications Tax, Meals Tax, Cigarette Tax, and Utility Tax. Its is only entered into the accounting system the day we receive the money, as we have no knowledge ahead of time as to what the total due will be.



# Speaking the same Language

- Balance Sheet:
  - Is a Financial Statement summarizing the Town's Assets, Liabilities, and Equities. It basically shows the Town's financial position. The Net Worth of the Town. A "snap shot" showing what is owned and owed.
  - Assets would include all of the Town's bank account balances, Accounts Receivable balances and other assets. Also Fixed Assets, which are property, buildings, vehicles and land the Town owns.
  - Liabilities would include outstanding Accounts Payable, Fringe Benefits, Security and Escrow Deposits and other liabilities. Long Term Liabilities would include employees accrued leave, accrued interest in Accounts Payable, and our General Obligation Bond (short term and long term debt).
  - Equities would include Investment in Capital Assets, Unrestricted Net Assets, and Restricted Net Assets. Such items would be Fire Funds, proffers, etc.



# Speaking the same Language

- **Profit & Loss (P&L) Statement** – Is basically revenue and expenses. Think of this as a “check book”. You write checks for payments due, and you receive money in and deposit for what is due. This will show the Town’s financial performance and position. Revenue minus Expenses = profit.



Questions about the Profit  
and Loss Report verses the  
Balance Sheet?





# Profit and Loss Report

## ■ Revenue

4:00 PM 02/22/16 Accrual Basis		Town of Haymarket Profit & Loss Budget vs. Actual July 2015 through June 2016		
	Jul '15 - Feb 22	Budget	% of Budget	
<b>Income</b>				
<b>GENERAL PROPERTY TAXES</b>				
Real Estate - Current	288,125.60	292,000.00	98.67%	Annually - October
Public Service Corp RE Tax	10,080.19	9,000.00	112.0%	Annually - October
Penalties - All Property Taxes	680.25			
Interest - All Property Taxes	220.67			
<b>Total GENERAL PROPERTY TAXES</b>	<b>299,106.71</b>	<b>301,000.00</b>	<b>99.37%</b>	
<b>OTHER LOCAL TAXES</b>				
Sales Tax Receipts	104,801.87	130,000.00	80.62%	Monthly
Meals Tax - Current	293,460.53	450,000.00	65.21%	Monthly
Consumer Utility Tax	91,371.53	120,000.00	76.14%	Monthly
Bank Stock Tax	0.00	25,000.00	0.0%	Annually - May
Business License Tax	25,928.96	176,000.00	14.73%	Annually - April
Penalties (Non-Property)	1,992.73			Business License/Meals Tax/Rent penalties
Cigarette Tax	135,818.25	220,000.00	61.74%	Monthly
<b>Total OTHER LOCAL TAXES</b>	<b>653,373.87</b>	<b>1,121,000.00</b>	<b>58.29%</b>	
<b>PERMITS,FEES &amp; LICENESES</b>				
Occupancy Permits	400.00	500.00	80.0%	
Inspection Fees	9,145.00	7,000.00	130.64%	Inspections
Other Planning & Permits	18,400.00	30,000.00	61.33%	Site Plan Fees/Permit fees
Application Fees	725.00	2,000.00	36.25%	
Motor Vehicle Licenses	1,297.00	1,000.00	129.7%	Decals
<b>Total PERMITS,FEES &amp; LICENESES</b>	<b>29,967.00</b>	<b>40,500.00</b>	<b>73.99%</b>	
<b>FINES &amp; FORFEITURES</b>				
Fines	36,146.11	48,000.00	75.3%	Clerk of the Circuit Court monies
<b>Total FINES &amp; FORFEITURES</b>	<b>36,146.11</b>	<b>48,000.00</b>	<b>75.3%</b>	
<b>REVENUE - SPONSORED TOWN EVENTS</b>	<b>44,303.17</b>	<b>65,000.00</b>	<b>68.16%</b>	

# Profit and Loss Report

## ■ Revenue (Continued)

4:00 PM  
02/22/16  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	Jul '15 - Feb 22	Budget	% of Budget	
<b>REVENUE FROM LOCAL GOVERNMENT</b>				
Categoric Aid				
Grants				
Other	15.23			DMV Animal Plates - passed on to VCA
<b>Total Grants</b>	<b>15.23</b>			
<b>Total Categoric Aid</b>	<b>15.23</b>			
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	<b>15.23</b>			
<b>MISCELLANEOUS REVENUE</b>				
Miscellaneous	115.00			Selling of Town books/ornaments
<b>Total MISCELLANEOUS REVENUE</b>	<b>115.00</b>			
<b>MISCELLANEOUS</b>				
Earnings on VACO/VML Investment	1,928.55			VIP Investment interest
Sale of Salvage & Surplus	0.00	0.00	0.0%	
Recovered Costs- Private Events	0.00	5,000.00	0.0%	
Interest on Bank Deposits	503.88	100.00	503.88%	
Interest (Non-Property)	33.81			
Citations & Accident Reports	1,370.00	1,000.00	137.0%	Also to include fingerprinting fees
<b>Total MISCELLANEOUS</b>	<b>3,836.24</b>	<b>6,100.00</b>	<b>62.89%</b>	
<b>RENTAL (USE OF PROPERTY)</b>				
Suite 110 Rental Income	0.00	26,850.00	0.0%	
Suite 206 Rental Income	56,141.88	84,100.00	66.76%	
Suite 200 Rental Income	3,280.39	4,830.00	67.92%	
15020 Wash St Rental Income	28,478.64	42,735.00	66.64%	
6630 Jefferson St Rental Income	21,830.00	41,055.00	53.17%	
Town Hall Rental Income	675.00	1,200.00	56.25%	
<b>Total RENTAL (USE OF PROPERTY)</b>	<b>110,405.91</b>	<b>200,770.00</b>	<b>54.99%</b>	
<b>INTEREST ON BANK DEPOSITS</b>	<b>8,299.62</b>			
<b>REVENUE FROM COMMONWEALTH</b>				

# Profit and Loss Report

## ■ Revenue (Continued)

4:00 PM  
02/22/16  
Accrual Basis

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
July 2015 through June 2016

	Jul '15 - Feb 22	Budget	% of Budget	
Communications Tax	81,630.10	120,000.00	68.03%	Monthly
Department of Fire Programs	29,200.00	41,200.00	70.87%	
599 Law Enforcement Grant	14,184.00	28,334.00	50.06%	Quarterly
Personal Property Tax Reimburse	18,626.97	18,600.00	100.15%	Annually - August
Car Rental Reimbursement	3,586.49	4,500.00	79.7%	Monthly
Railroad Rolling Stock	1,514.70	1,400.00	108.19%	Annually - August
REVENUE FROM COMMONWEALTH - Other	534.00			
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>149,276.26</b>	<b>214,034.00</b>	<b>69.74%</b>	
<b>REVENUE FROM FEDERAL GOVERNMENT</b>				
PEDESTRIAN IMPROVEMENT GRANT	39,485.00	250,000.00	15.79%	100% Reimbursable
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00	0.0%	
<b>Total REVENUE FROM FEDERAL GOVERNMENT</b>	<b>39,485.00</b>	<b>288,500.00</b>	<b>13.69%</b>	
<b>TRANSFER OF CASH RESERVES</b>				
	0.00	1,178,499.00	0.0%	
<b>Total Income</b>	<b>1,374,330.12</b>	<b>3,463,403.00</b>	<b>39.68%</b>	
<b>Gross Profit</b>	<b>1,374,330.12</b>	<b>3,463,403.00</b>	<b>39.68%</b>	

# Transfer of Cash Reserves

- Let's look at this line item in the Revenues.
- This is Cash the Town had on hand to balance out the budget in 2015-2016.
- Not all of this "Cash on Hand" is needed this fiscal year.
- These funds have been used for the Capital Expenses this fiscal budget.
- These expenses include anything from the Town Center Project, Harrover Property, the purchase of a new Patrol Car and other such expenses.
- Some of the funds were needed to balance the budget and offset the expenses this fiscal year, in this "investment based budget". This was a one time opportunity and next year's budget will not reflect such a measure.

# Expenses - Town Admin.

	Jul '15 - Feb 22	Budget	% of Budget	
<b>11100 - TOWN COUNCIL</b>				
Salaries & Wages - Regular	14,400.00	32,100.00	44.86%	
FICA/Medicare	1,046.54	2,000.00	52.33%	
Unemployment Insurance	193.42	1,350.00	14.33%	
Mileage Allowance	496.10	750.00	66.15%	TC VML Conference
Meals and Lodging	2,719.98	3,500.00	77.71%	TC VML Conference
Convention & Education	3,380.00	4,000.00	84.5%	TC VML Conference/Archery Donation
<b>Total 11100 - TOWN COUNCIL</b>	<b>22,236.04</b>	<b>43,700.00</b>	<b>50.88%</b>	
<b>12110 - TOWN ADMINISTRATION</b>				
Salaries/Wages-Regular	171,260.65	243,600.00	70.3%	
Salaries/Wages - Overtime	5,043.44	8,000.00	63.04%	
Salaries/Wages - Part Time	43,332.10	92,700.00	46.74%	
FICA/Medicare	19,371.11	22,165.00	87.4%	
VRS	12,347.70	15,660.00	78.85%	
Health Insurance	33,773.77	46,772.00	72.21%	
Life Insurance	1,721.31	3,151.00	54.63%	
Disability Insurance	1,362.43	2,600.00	52.4%	
Unemployment Insurance	1,905.82	2,550.00	74.74%	
Worker's Compensation	543.55	350.00	155.3%	Annually
Liability Insurance	8,689.00	9,000.00	96.54%	Annually
Accounting Services	5,352.84	8,000.00	66.91%	
Cigarette Tax Administration	3,533.08	4,000.00	88.33%	% of Income/Ratio of other jurisdictions
Printing & Binding	8,731.63	13,000.00	67.17%	
Advertising	8,705.00	10,000.00	87.05%	Legal requirements
Computer, Internet & Website Svc	13,207.45	24,000.00	55.03%	
Postage	1,940.80	4,500.00	43.13%	
Telecommunications	3,873.30	4,500.00	86.07%	AT&T/Cells/Verizon
Mileage Allowance	1,682.99	2,500.00	67.32%	
Meals & Lodging	2,690.61	5,000.00	53.81%	
Convention & Education	11,019.00	15,000.00	73.46%	SEI/LEAD/FD
Discretionary Fund	2,094.69	2,000.00	104.74%	Plaques/Ornaments/Employee Appreciation
Books, Dues & Subscriptions	2,801.40	3,000.00	93.38%	Annually
Office Supplies	2,567.07	4,500.00	57.05%	
Capital Outlay-Machinery/Equip	9,997.00	25,000.00	39.99%	

Attachment: 2 - Mid-Year Budget Review Slide presentation (2723 : Treasurer's Report)

# Expenses - Town Admin

	Jul '15 - Feb 22	Budget	% of Budget	
66900 · Reconciliation Discrepancies	0.03			
Miscellaneous	107.79			
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>377,655.56</b>	<b>571,548.00</b>	<b>66.08%</b>	
<b>12210 · LEGAL SERVICES</b>				
Legal Services	76,099.98	90,000.00	84.56%	Taxes/Bonds/Charter/By Laws/ZTA/DVP/Streetscape/Proffer
<b>Total 12210 · LEGAL SERVICES</b>	<b>76,099.98</b>	<b>90,000.00</b>	<b>84.56%</b>	
<b>12240 · INDEPENDENT AUDITOR</b>				
Auditing Services	16,150.00	16,000.00	100.94%	Annual payment
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>16,150.00</b>	<b>16,000.00</b>	<b>100.94%</b>	

# Expenses – Public Safety

	Jul '15 - Feb 22	Budget	% of Budget	
<b>31100 · POLICE DEPARTMENT</b>				
Salaries & Wages - Regular	265,641.67	359,000.00	74.0%	
Salaries & Wages - Overtime	7,977.26	12,000.00	66.48%	
Salaries & Wages - Part Time	9,427.34	10,500.00	89.78%	
FICA/MEDICARE	18,655.38	23,000.00	81.11%	
VRS	11,986.12	22,385.00	53.55%	
Health Insurance	49,238.66	81,700.00	60.27%	
Life Insurance	2,710.52	3,505.00	77.33%	
Disability Insurance	1,687.40	2,250.00	75.0%	
Unemployment Insurance	1,710.41	2,600.00	65.79%	
Workers' Compensation Insurance	9,937.45	6,900.00	144.02%	Annual Payment
Line of Duty Act Insurance	1,554.00	1,550.00	100.26%	Annual Payment
Legal Services	8,084.94	15,500.00	52.16%	
Repairs & Maintenance	4,470.20	8,000.00	55.88%	
Advertising	0.00	150.00	0.0%	
Electrical Services	2,280.13	5,500.00	41.46%	
Computer, Internet & Website	2,133.87	5,000.00	42.68%	
Postage	157.28	300.00	52.43%	
Telecommunications	8,968.90	12,000.00	74.74%	Verizon/Cell phones/Mobile radios/VCIN Terminal
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00	92.33%	Annual Payment
Mileage Allowance	98.33	300.00	32.78%	
Meals and Lodging	125.43	500.00	25.09%	
Convention & Education	1,479.00	1,000.00	147.9%	Add'l training and courses
Misc - Discretionary Fund	334.82	1,500.00	22.32%	
Books Dues & Subscriptions	3,117.68	6,000.00	51.96%	
Office Supplies	1,884.17	4,000.00	47.1%	
Vehicle Fuels	8,694.15	17,000.00	51.14%	
Vehicle Maintenance/Supplies	8,958.46	23,500.00	38.12%	
Uniforms & Police Supplies	5,602.70	8,000.00	70.03%	Balistic vests/uniform & cleanings/Boots/Supplies
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%	
Capital Outlay-Machinery/Equip	40,638.20	53,000.00	76.68%	New Cruiser and outfitting/Speed Indicator Signs
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>487,202.47</b>	<b>707,090.00</b>	<b>68.9%</b>	
<b>34100 · BUILDING OFFICIAL</b>	<b>27,392.50</b>	<b>50,000.00</b>	<b>54.79%</b>	
<b>32100 · FIRE &amp; RESCUE</b>				
Contributions to other Govt Ent	38,801.46	40,200.00	96.52%	One time payment to PWC Fire

# Expenses – Public Works

	Jul '15 - Feb 22	Budget	% of Budget	
<b>04 - PUBLIC WORKS</b>				
<b>43200 - REFUSE COLLECTION</b>				
Trash Removal Contract	51,964.70	80,000.00	64.96%	
<b>Total 43200 - REFUSE COLLECTION</b>	<b>51,964.70</b>	<b>80,000.00</b>	<b>64.96%</b>	
<b>43100 - MAINT OF 15000 Wash St./Grounds</b>				
Repairs/Maintenance Services	37,845.69	65,200.00	58.05%	
Maint Svc Contract-Pest Control	1,300.00	2,000.00	65.0%	
Maint Svc Contract-Landscaping	27,669.75	30,000.00	92.23%	Additional Landscaping work
Maint Svc Contract Snow Removal	20,485.00	4,000.00	512.13%	January snow storm
Maint Svc Cont- Street Cleaning	4,910.00	10,000.00	49.1%	
Electric/Gas Services	8,776.26	10,000.00	87.76%	Town Hall/PD/Museum/Harrover old PD/meter
Electrical Services-Streetlight	3,800.18	5,200.00	73.08%	Street poles - Electricity
Water & Sewer Services	973.00	1,500.00	64.87%	
Janitorial Supplies	666.23	1,000.00	66.62%	
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%	
Real Estate Taxes	2,274.40	2,500.00	90.98%	No more payments until July
<b>Total 43100 - MAINT OF 15000 Wash St./Grounds</b>	<b>108,700.51</b>	<b>168,400.00</b>	<b>64.55%</b>	
<b>Total 04 - PUBLIC WORKS</b>	<b>160,665.21</b>	<b>248,400.00</b>	<b>64.68%</b>	



# Expenses – Events, Museum, Comm. Dev, ARB

07 - PARKS, REC & CULTURAL	Jul '15 - Feb 22	Budget	% of Budget	
<b>71110 - EVENTS</b>				
Contractual Services	44,956.02	65,000.00	69.16%	Event Expenses
<b>Total 71110 - EVENTS</b>	<b>44,956.02</b>	<b>65,000.00</b>	<b>69.16%</b>	
<b>72200 - MUSEUM</b>				
Salaries & Wages - Part Time	0.00			
Advertising	454.50	2,000.00	22.73%	
Postage	0.00	100.00	0.0%	
Telecommunications	1,213.04	1,500.00	80.87%	Museum Phone
Convention & Education	0.00	500.00	0.0%	
Mileage Allowance	169.65	200.00	84.83%	Denise - Travel
Books, Dues & Subscriptions	0.00	500.00	0.0%	
Office Supplies	-90.02	800.00	-11.25%	
Exhibits & Programs	852.50	3,000.00	28.42%	
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%	
<b>Total 72200 - MUSEUM</b>	<b>2,599.67</b>	<b>18,600.00</b>	<b>13.98%</b>	
<b>Total 07 - PARKS, REC &amp; CULTURAL</b>	<b>47,555.69</b>	<b>83,600.00</b>	<b>56.89%</b>	
<b>08 - COMMUNITY DEVELOPMENT</b>				
<b>81100 - PLANNING COMMISSION</b>				
Salaries & Wages - Regular	2,923.20	6,000.00	48.72%	
FICA/Medicare	110.16	850.00	12.96%	
Consultants	19,118.00	60,000.00	31.86%	
Mileage Allowance	486.45	500.00	97.29%	Leake/Carrolls - Class
Meals & Lodging	258.31	1,000.00	25.83%	
Convention/Education	1,692.48	2,500.00	67.7%	Leake/Carrolls - Class
Books/Dues/Subscriptions	0.00	300.00	0.0%	
<b>Total 81100 - PLANNING COMMISSION</b>	<b>24,588.60</b>	<b>71,150.00</b>	<b>34.56%</b>	
<b>81110 - ARCHITECTURAL REVIEW BOARD</b>				
Salaries & Wages - Regular	1,710.00	5,500.00	31.09%	
FICA/Medicare	53.93	850.00	6.35%	
Mileage Allowance	0.00	500.00	0.0%	
Meals & Lodging	0.00	1,000.00	0.0%	
Convention & Education	0.00	1,000.00	0.0%	
Books/Dues/Subscriptions	0.00	300.00	0.0%	
<b>Total 81110 - ARCHITECTURAL REVIEW BOARD</b>	<b>1,763.93</b>	<b>9,150.00</b>	<b>19.28%</b>	
<b>Total 08 - COMMUNITY DEVELOPMENT</b>	<b>26,352.53</b>	<b>80,300.00</b>	<b>32.82%</b>	
<b>09 - NON-DEPARTMENTAL</b>				
<b>95100 - DEBT SERVICE</b>				
General Obligation Bond	189,065.02	189,065.00	100.0%	Payments complete for the FY
<b>Total 95100 - DEBT SERVICE</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>	
<b>Total 09 - NON-DEPARTMENTAL</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>	

# Expenses – General Obligation Bond

09 · NON-DEPARTMENTAL

95100 · DEBT SERVICE

General Obligation Bond	189,065.02	189,065.00	100.0%	Payments complete for the FY
<b>Total 95100 · DEBT SERVICE</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>	

# Expenses - Capital Expenses

	Jul '15 - Feb 22	Budget	% of Budget	
<b>94100 - WASH ST. ENHANCEMENT PROJECT</b>				
Maintenance/Beautification	4,057.64	10,000.00	40.58%	
Street Scope Construction	129,797.84	247,797.84	52.38%	
<b>Total 94100 - WASH ST. ENHANCEMENT PROJECT</b>	<b>133,855.48</b>	<b>257,797.84</b>	<b>51.92%</b>	
<b>94101 - CABOOSE ENHANCEMENT PROJECT</b>				
Construction	0.00	38,500.00	0.0%	
<b>Total 94101 - CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>38,500.00</b>	<b>0.0%</b>	
<b>TOWN CENTER MASTER PLAN</b>				
Construction	14,625.00	435,000.00	3.36%	
Architectural/Engineering Fees	26,675.88			
<b>Total TOWN CENTER MASTER PLAN</b>	<b>41,300.88</b>	<b>435,000.00</b>	<b>9.49%</b>	
<b>HARROVER MASTER PLAN</b>				
Construction	12,925.00	235,000.00	5.5%	Cleanup of Property
Architecture/Engineering Fees	7,912.50	75,000.00	10.55%	
Drafting of Plan	0.00	0.00	0.0%	
<b>Total HARROVER MASTER PLAN</b>	<b>20,837.50</b>	<b>310,000.00</b>	<b>6.72%</b>	
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>				
Architectural/Engineering Fees	37,930.00	250,000.00	15.17%	
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>37,930.00</b>	<b>250,000.00</b>	<b>15.17%</b>	
<b>General Reserve</b>	<b>0.00</b>	<b>52,202.16</b>	<b>0.0%</b>	

# Solutions and Proposals

- Staff recommends that we address the line items that will exceed the budgeted amount with a slate of budget amendments after the third quarter.
- The Finance Committee will be advised and part of the recommendations.
- Annual fixed costs which have been expended will only be addressed if the overall line item cannot absorb the added expense.
- Staff also recommends a potential lowering of the total budgeted amount for Fiscal 2015- 2016 by not transferring as much “cash on hand” and removing some of unused funds from capital expenses.
- This will allow us to access these funds for future capital expenditures in the upcoming fiscal budgets and to meet our Fiscal Policy Guidelines.

# Next Steps...

- Staff will work with the Finance Committee to prepare post Third Quarter Budget Amendments.
- Staff will continue to work with the Finance Committee and Council to further our financial reporting efforts.
- Staff is also exploring Open Gov.org which provides open Financial Records to the public as a means to increase transparency.
- Questions?

# Fiscal Budget 2016-2017

- Early Forecast for Revenues
- Process:
  - Working with Staff on recommendations
  - Will present the proposed budget to Finance in March.
  - In March, staff will be working on putting together Budget Presentation.
  - Budget Presentation slated for April Council Meeting.
  - Staff will present the Budget to Council for review and discussion.

# Fiscal Budget 2016-2017

- A few Changes to expect:
  - The General Fund Budget will be separated from the Capital Budget.
  - The Budget Presentation will include narratives and details of the proposed expenditures.
  - This will begin the transition from a traditional “line item” budget into a program based budget.

11:17 AM

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through Feb 23, 2016

Accrual Basis

	Jul '15 - Jun 16	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>GENERAL PROPERTY TAXES</b>			
Real Estate - Current	288,125.60	292,000.00	98.7%
Public Service Corp RE Tax	10,080.19	9,000.00	112.0%
Penalties - All Property Taxes	680.25		
Interest - All Property Taxes	220.67		
<b>Total GENERAL PROPERTY TAXES</b>	299,106.71	301,000.00	99.4%
<b>OTHER LOCAL TAXES</b>			
Sales Tax Receipts	104,801.87	130,000.00	80.6%
Meals Tax - Current	293,460.53	450,000.00	65.2%
Consumer Utility Tax	91,371.53	120,000.00	76.1%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	25,928.96	176,000.00	14.7%
Penalties (Non-Property)	1,992.73		
Cigarette Tax	135,818.25	220,000.00	61.7%
<b>Total OTHER LOCAL TAXES</b>	653,373.87	1,121,000.00	58.3%
<b>PERMITS,FEES &amp; LICENESES</b>			
Occupancy Permits	400.00	500.00	80.0%
Inspection Fees	9,145.00	7,000.00	130.6%
Other Planning & Permits	18,400.00	30,000.00	61.3%
Application Fees	725.00	2,000.00	36.3%
Motor Vehicle Licenses	1,297.00	1,000.00	129.7%
<b>Total PERMITS,FEES &amp; LICENESES</b>	29,967.00	40,500.00	74.0%
<b>FINES &amp; FORFEITURES</b>			
Fines	36,146.11	48,000.00	75.3%
<b>Total FINES &amp; FORFEITURES</b>	36,146.11	48,000.00	75.3%
<b>REVENUE - SPONSORED TOWN EVENTS</b>	44,303.17	65,000.00	68.2%
<b>REVENUE FROM LOCAL GOVERNMENT</b>			
Categoric Aid			
Grants			
Other	15.23		
<b>Total Grants</b>	15.23		
<b>Total Categoric Aid</b>	15.23		
<b>Total REVENUE FROM LOCAL GOVERNMENT</b>	15.23		
<b>MISCELLANEOUS REVENUE</b>			
Miscellaneous	115.00		
<b>Total MISCELLANEOUS REVENUE</b>	115.00		
<b>MISCELLANEOUS</b>			
Earnings on VACO/VML Investment	1,928.55		
Sale of Salvage & Surplus	0.00	0.00	0.0%
Recovered Costs- Private Events	0.00	5,000.00	0.0%
Interest on Bank Deposits	503.88	100.00	503.9%
Interest (Non-Property)	33.81		
Citations & Accident Reports	1,370.00	1,000.00	137.0%
<b>Total MISCELLANEOUS</b>	3,836.24	6,100.00	62.9%
<b>RENTAL (USE OF PROPERTY)</b>			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	56,141.88	84,100.00	66.8%
Suite 200 Rental Income	3,280.39	4,830.00	67.9%
15020 Wash St Rental Income	28,478.64	42,735.00	66.6%
6630 Jefferson St Rental Income	21,830.00	41,055.00	53.2%
Town Hall Rental Income	675.00	1,200.00	56.3%
<b>Total RENTAL (USE OF PROPERTY)</b>	110,405.91	200,770.00	55.0%
<b>INTEREST ON BANK DEPOSITS</b>	8,299.62		

Attachment: 3 - Profit and Loss thru 2-23-2016 (2723 : Treasurer's Report)



11:17 AM

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through Feb 23, 2016

Accrual Basis

	Jul '15 - Jun 16	Budget	% of Budget
<b>REVENUE FROM COMMONWEALTH</b>			
Communications Tax	81,630.10	120,000.00	68.0%
Department of Fire Programs	29,200.00	41,200.00	70.9%
599 Law Enforcement Grant	14,184.00	28,334.00	50.1%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	3,586.49	4,500.00	79.7%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
REVENUE FROM COMMONWEALTH - Other	534.00		
<b>Total REVENUE FROM COMMONWEALTH</b>	<b>149,276.26</b>	<b>214,034.00</b>	<b>69.7%</b>
<b>REVENUE FROM FEDERAL GOVERNMENT</b>			
PEDESTRIAN IMPROVEMENT GRANT	39,485.00	250,000.00	15.8%
CABOOSE ENHANCEMENT GRANT	0.00	38,500.00	0.0%
<b>Total REVENUE FROM FEDERAL GOVERNMENT</b>	<b>39,485.00</b>	<b>288,500.00</b>	<b>13.7%</b>
<b>TRANSFER OF CASH RESERVES</b>	<b>0.00</b>	<b>1,178,499.00</b>	<b>0.0%</b>
<b>Total Income</b>	<b>1,374,330.12</b>	<b>3,463,403.00</b>	<b>39.7%</b>
<b>Gross Profit</b>	<b>1,374,330.12</b>	<b>3,463,403.00</b>	<b>39.7%</b>
<b>Expense</b>			
<b>01 - ADMINISTRATION</b>			
<b>11100 - TOWN COUNCIL</b>			
Salaries & Wages - Regular	14,400.00	32,100.00	44.9%
FICA/Medicare	1,132.60	2,000.00	56.6%
Unemployment Insurance	203.88	1,350.00	15.1%
Mileage Allowance	496.10	750.00	66.1%
Meals and Lodging	2,719.98	3,500.00	77.7%
Convention & Education	3,380.00	4,000.00	84.5%
<b>Total 11100 - TOWN COUNCIL</b>	<b>22,332.56</b>	<b>43,700.00</b>	<b>51.1%</b>
<b>12110 - TOWN ADMINISTRATION</b>			
Salaries/Wages-Regular	171,260.65	243,600.00	70.3%
Salaries/Wages - Overtime	5,043.44	8,000.00	63.0%
Salaries/Wages - Part Time	43,332.10	92,700.00	46.7%
FICA/Medicare	16,924.41	22,165.00	76.4%
VRS	10,442.76	15,660.00	66.7%
Health Insurance	33,773.77	46,772.00	72.2%
Life Insurance	1,721.31	3,151.00	54.6%
Disability Insurance	1,362.43	2,600.00	52.4%
Unemployment Insurance	1,905.82	2,550.00	74.7%
Worker's Compensation	543.55	350.00	155.3%
Liability Insurance	8,689.00	9,000.00	96.5%
Accounting Services	5,352.84	8,000.00	66.9%
Cigarette Tax Administration	3,533.08	4,000.00	88.3%
Printing & Binding	8,731.63	13,000.00	67.2%
Advertising	8,705.00	10,000.00	87.1%
Computer, Internet & Website Svc	13,207.45	24,000.00	55.0%
Postage	1,940.80	4,500.00	43.1%
Telecommunications	3,873.30	4,500.00	86.1%
Mileage Allowance	1,682.99	2,500.00	67.3%
Meals & Lodging	2,690.61	5,000.00	53.8%
Convention & Education	11,019.00	15,000.00	73.5%
Discretionary Fund	2,094.69	2,000.00	104.7%
Books, Dues & Subscriptions	2,801.40	3,000.00	93.4%
Office Supplies	2,567.07	4,500.00	57.0%
Capital Outlay-Machinery/Equip	9,997.00	25,000.00	40.0%
66900 - Reconciliation Discrepancies	0.03		
Miscellaneous	107.79		
<b>Total 12110 - TOWN ADMINISTRATION</b>	<b>373,303.92</b>	<b>571,548.00</b>	<b>65.3%</b>
<b>12210 - LEGAL SERVICES</b>			
Legal Services	76,099.98	90,000.00	84.6%
<b>Total 12210 - LEGAL SERVICES</b>	<b>76,099.98</b>	<b>90,000.00</b>	<b>84.6%</b>

Attachment: 3 - Profit and Loss thru 2-23-2016 (2723 : Treasurer's Report)

11:17 AM

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through Feb 23, 2016

Accrual Basis

	Jul '15 - Jun 16	Budget	% of Budget
<b>12240 · INDEPENDENT AUDITOR</b>			
Auditing Services	16,150.00	16,000.00	100.9%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<u>16,150.00</u>	<u>16,000.00</u>	<u>100.9%</u>
<b>Total 01 · ADMINISTRATION</b>	487,886.46	721,248.00	67.6%
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
Salaries & Wages - Regular	265,641.67	359,000.00	74.0%
Salaries & Wages - Overtime	7,977.26	12,000.00	66.5%
Salaries & Wages - Part Time	9,427.34	10,500.00	89.8%
FICA/MEDICARE	21,016.02	23,000.00	91.4%
VRS	13,891.06	22,385.00	62.1%
Health Insurance	49,238.66	81,700.00	60.3%
Life Insurance	2,710.52	3,505.00	77.3%
Disability Insurance	1,687.40	2,250.00	75.0%
Unemployment Insurance	1,710.41	2,600.00	65.8%
Workers' Compensation Insurance	9,937.45	6,900.00	144.0%
Line of Duty Act Insurance	1,554.00	1,550.00	100.3%
Legal Services	8,084.94	15,500.00	52.2%
Repairs & Maintenance	4,470.20	8,000.00	55.9%
Advertising	0.00	150.00	0.0%
Electrical Services	2,280.13	5,500.00	41.5%
Computer, Internet & Website	2,133.87	5,000.00	42.7%
Postage	157.28	300.00	52.4%
Telecommunications	8,968.90	12,000.00	74.7%
General Prop Ins (Veh. & Bldg)	9,648.00	10,450.00	92.3%
Mileage Allowance	98.33	300.00	32.8%
Meals and Lodging	125.43	500.00	25.1%
Convention & Education	1,479.00	1,000.00	147.9%
Misc - Discretionary Fund	334.82	1,500.00	22.3%
Books Dues & Subscriptions	3,117.68	6,000.00	52.0%
Office Supplies	1,884.17	4,000.00	47.1%
Vehicle Fuels	8,694.15	17,000.00	51.1%
Vehicle Maintenance/Supplies	8,958.46	23,500.00	38.1%
Uniforms & Police Supplies	5,602.70	8,000.00	70.0%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	40,638.20	53,000.00	76.7%
<b>Total 31100 · POLICE DEPARTMENT</b>	<u>491,468.05</u>	<u>707,090.00</u>	<u>69.5%</u>
<b>34100 · BUILDING OFFICIAL</b>	27,392.50	50,000.00	54.8%
<b>32100 · FIRE &amp; RESCUE</b>			
Contributions to other Govt Ent	38,801.46	40,200.00	96.5%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<u>38,801.46</u>	<u>40,200.00</u>	<u>96.5%</u>
<b>Total 03 · PUBLIC SAFETY</b>	557,662.01	797,290.00	69.9%
<b>04 · PUBLIC WORKS</b>			
<b>43200 · REFUSE COLLECTION</b>			
Trash Removal Contract	51,964.70	80,000.00	65.0%
<b>Total 43200 · REFUSE COLLECTION</b>	<u>51,964.70</u>	<u>80,000.00</u>	<u>65.0%</u>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
Repairs/Maintenance Services	37,845.69	65,200.00	58.0%
Maint Svc Contract-Pest Control	1,300.00	2,000.00	65.0%
Maint Svc Contract-Landscaping	27,669.75	30,000.00	92.2%
Maint Svc Contract Snow Removal	20,485.00	4,000.00	512.1%
Maint Svc Cont- Street Cleaning	4,910.00	10,000.00	49.1%
Electric/Gas Services	8,776.26	10,000.00	87.8%
Electrical Services-Streetlight	3,800.18	5,200.00	73.1%
Water & Sewer Services	973.00	1,500.00	64.9%
Janitorial Supplies	666.23	1,000.00	66.6%

Attachment: 3 - Profit and Loss thru 2-23-2016 (2723 : Treasurer's Report)

11:17 AM

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through Feb 23, 2016

Accrual Basis

	Jul '15 - Jun 16	Budget	% of Budget
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	2,274.40	2,500.00	91.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>108,700.51</b>	<b>168,400.00</b>	<b>64.5%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>160,665.21</b>	<b>248,400.00</b>	<b>64.7%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>71110 · EVENTS</b>			
Contractual Services	44,956.02	65,000.00	69.2%
<b>Total 71110 · EVENTS</b>	<b>44,956.02</b>	<b>65,000.00</b>	<b>69.2%</b>
<b>72200 · MUSEUM</b>			
Salaries & Wages - Part Time	0.00		
Advertising	454.50	2,000.00	22.7%
Postage	0.00	100.00	0.0%
Telecommunications	1,213.04	1,500.00	80.9%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	169.65	200.00	84.8%
Books, Dues & Subscriptions	0.00	500.00	0.0%
Office Supplies	-90.02	800.00	-11.3%
Exhibits & Programs	852.50	3,000.00	28.4%
Capital Outlay-Furn/Fixtures	0.00	10,000.00	0.0%
<b>Total 72200 · MUSEUM</b>	<b>2,599.67</b>	<b>18,600.00</b>	<b>14.0%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>47,555.69</b>	<b>83,600.00</b>	<b>56.9%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
Salaries & Wages - Regular	2,923.20	6,000.00	48.7%
FICA/Medicare	110.16	850.00	13.0%
Consultants	19,118.00	60,000.00	31.9%
Mileage Allowance	486.45	500.00	97.3%
Meals & Lodging	258.31	1,000.00	25.8%
Convention/Education	1,692.48	2,500.00	67.7%
Books/Dues/Subscriptions	0.00	300.00	0.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>24,588.60</b>	<b>71,150.00</b>	<b>34.6%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
Salaries & Wages - Regular	1,710.00	5,500.00	31.1%
FICA/Medicare	53.93	850.00	6.3%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	0.00	1,000.00	0.0%
Books/Dues/Subscriptions	0.00	300.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>1,763.93</b>	<b>9,150.00</b>	<b>19.3%</b>
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>26,352.53</b>	<b>80,300.00</b>	<b>32.8%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
General Obligation Bond	189,065.02	189,065.00	100.0%
<b>Total 95100 · DEBT SERVICE</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>189,065.02</b>	<b>189,065.00</b>	<b>100.0%</b>
<b>94100 · WASH ST. ENHANCEMENT PROJECT</b>			
Maintenance/Beautification	4,057.64	10,000.00	40.6%
Street Scope Construction	129,797.84	247,797.84	52.4%
<b>Total 94100 · WASH ST. ENHANCEMENT PROJECT</b>	<b>133,855.48</b>	<b>257,797.84</b>	<b>51.9%</b>
<b>94101 · CABOOSE ENHANCEMENT PROJECT</b>			
Construction	0.00	38,500.00	0.0%
<b>Total 94101 · CABOOSE ENHANCEMENT PROJECT</b>	<b>0.00</b>	<b>38,500.00</b>	<b>0.0%</b>

Attachment: 3 - Profit and Loss thru 2-23-2016 (2723 : Treasurer's Report)

11:17 AM

**Town of Haymarket**  
**Profit & Loss Budget vs. Actual**  
 July 2015 through Feb 23, 2016

Accrual Basis

	Jul '15 - Jun 16	Budget	% of Budget
<b>TOWN CENTER MASTER PLAN</b>			
Construction	14,625.00	435,000.00	3.4%
Architectural/Engineering Fees	26,675.88		
<b>Total TOWN CENTER MASTER PLAN</b>	<b>41,300.88</b>	<b>435,000.00</b>	<b>9.5%</b>
<b>HARROVER MASTER PLAN</b>			
Construction	12,925.00	235,000.00	5.5%
Architecture/Engineering Fees	7,912.50	75,000.00	10.6%
Drafting of Plan	0.00	0.00	0.0%
<b>Total HARROVER MASTER PLAN</b>	<b>20,837.50</b>	<b>310,000.00</b>	<b>6.7%</b>
<b>PEDESTRIAN IMPROVEMENT PROJECT</b>			
Architectural/Engineering Fees	37,930.00	250,000.00	15.2%
<b>Total PEDESTRIAN IMPROVEMENT PROJECT</b>	<b>37,930.00</b>	<b>250,000.00</b>	<b>15.2%</b>
General Reserve	0.00	52,202.16	0.0%
<b>Total Expense</b>	<b>1,703,110.78</b>	<b>3,463,403.00</b>	<b>49.2%</b>
<b>Net Ordinary Income</b>	<b>-328,780.66</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>-328,780.66</b>	<b>0.00</b>	<b>100.0%</b>

Attachment: 3 - Profit and Loss thru 2-23-2016 (2723 : Treasurer's Report)

11:18 AM  
02/23/16  
Accrual Basis

**Town of Haymarket  
Balance Sheet  
As of February 23, 2016**

	Feb 23, 16
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	
20100 · Sona Bank	
20110 · Sona Bank Sweep Account 427	1,085,951.61
20120 · Sona Bank Credit Card Dep 237	-6,751.23
<b>Total 20100 · Sona Bank</b>	1,079,200.38
10100 · The Fauquier Bank Operating	
10110 · TFB General Checking 6501	8,226.06
10120 · TFB Sweep General Checking 1701	210,319.44
10130 · TFB Employee Benefit 7601	1,418.34
<b>Total 10100 · The Fauquier Bank Operating</b>	219,963.84
10300 · Change Fund-Town Hall	100.00
<b>Total 10000 · Cash &amp; Cash Equivalents</b>	1,299,264.22
11000 · CD's & Money Market Funds	
111000 · The Fauquier Bank	
11300 · TFB Escrow//Secy Dep MM 0301	319,329.54
11400 · TFB Historic Book Club	3,642.39
<b>Total 111000 · The Fauquier Bank</b>	322,971.93
<b>Total 11000 · CD's &amp; Money Market Funds</b>	322,971.93
11010 · Virginia Investment Pool	302,225.45
<b>Total Checking/Savings</b>	1,924,461.60
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	99,548.60
12010 · A/R Permits	11,931.53
12020 · Delinquent Real Estate	6,461.08
<b>Total Accounts Receivable</b>	117,941.21
<b>Other Current Assets</b>	
Local Accounts Receivable-Other	10,802.23
Due from Prince William County	46,041.51
12030 · Due from Commonwealth	27,011.64
13000 · Allowance for Doubtful Accounts	-80,767.63
1400 · Payroll Service Customer Asset	-72.24
1499 · Undeposited Funds	40,443.73
<b>Total Other Current Assets</b>	43,459.24
<b>Total Current Assets</b>	2,085,862.05
<b>Fixed Assets</b>	
2500 · General Property	
2501 · Construction in Progress	116,573.09
2505 · Land	1,181,511.46
2510 · Buildings & Improvements	984,521.67
2515 · Accumulated Deprec - Buildings	-147,737.81
2520 · Infrastructure	2,348,483.65
2525 · Accumulated Deprec - Infrastruc	-420,249.70
2530 · Historic Town Museum	302,808.00
2535 · Accum Deprec - Museum	-104,044.85
2540 · Equipment	130,755.85
2545 · Accumulated Deprec - Equip	-144,750.80
2550 · Police Dept. Vehicles	160,032.42
2555 · Accum Deprec - Vehicles	-56,288.71
<b>Total 2500 · General Property</b>	4,351,614.27

Attachment: 4 - Balance Sheet - 2-23-2016 (2723 : Treasurer's Report)

11:18 AM  
02/23/16  
Accrual Basis

**Town of Haymarket  
Balance Sheet  
As of February 23, 2016**

	Feb 23, 16
2600 - Rental Property	
2610 - Land - Rentals	600,000.00
2620 - Buildings - Rental	650,000.00
2630 - Building Improvements - Rentals	364,463.00
2699 - Accumulated Deprec - Rentals	-528,775.28
<b>Total 2600 - Rental Property</b>	<b>1,085,687.72</b>
<b>Total Fixed Assets</b>	<b>5,437,301.99</b>
<b>TOTAL ASSETS</b>	<b>7,523,164.04</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
2000 - Accounts Payable	3,078.44
<b>Total Accounts Payable</b>	3,078.44
<b>Credit Cards</b>	
Town Credit Card - 5979	1,219.95
<b>Total Credit Cards</b>	1,219.95
<b>Other Current Liabilities</b>	
25500 - Sales Tax Payable	0.48
2010 - Additional Accounts Payable	14,873.00
VA Dept of Housing & Comm. Dev.	313.90
2100 - Payroll Liabilities	
Life/Disability Payable	1,450.83
Health Insurance Payable	3,919.87
VRS	11,517.77
MSA AFLAC	-1,045.17
2110 - Direct Deposit Liabilities	-38.02
AFLAC Premiums	942.88
<b>Total 2100 - Payroll Liabilities</b>	16,748.16
<b>Security Deposits</b>	10,037.59
<b>Escrow Deposits</b>	278,371.73
<b>Total Other Current Liabilities</b>	320,344.86
<b>Total Current Liabilities</b>	324,643.25
<b>Long Term Liabilities</b>	
Accrued Leave	19,437.56
Accrued Interest Payable	15,425.71
General Obligation Bonds	1,532,800.00
<b>Total Long Term Liabilities</b>	1,567,663.27
<b>Total Liabilities</b>	1,892,306.52
<b>Equity</b>	
33000 - Amt Long Term Obligations	-1,567,663.27
32000 - Investment in Capital Assets	5,437,301.99
30000 - Unrestricted Net Assets	2,073,999.46
31000 - Restricted Net Assets	
31010 - Alexandra's Keep-Historic	6,000.00
31000 - Restricted Net Assets - Other	10,000.00
<b>Total 31000 - Restricted Net Assets</b>	16,000.00
<b>Net Income</b>	-328,780.66
<b>Total Equity</b>	5,630,857.52
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>7,523,164.04</b>

Attachment: 4 - Balance Sheet - 2-23-2016 (2723 : Treasurer's Report)



TO: Town of Haymarket Town Council  
 SUBJECT: Engineer's Report  
 DATE: 03/07/16

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### Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All invoices have been received.
- The final agreed upon quantities were prepared on November 24 and semi-final invoice was submitted shortly thereafter. The project will come in \$135,475 under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- Finley has completed all punch out work with the exception of the buffer topsoiling/re-seeding which cannot be completed until Spring.
- The Town Attorney is working on settlement with Finley.

### I-66/Rte 15 Interchange

- I had reported to Town Council previously that VDOT had promised to look into using brown powder coated or Natina finished guardrail on the I-66/Rte 15 Interchange at the request of Journey Through Hallowed Ground.
- VDOT has finished their investigation and have determined that they will NOT use brown powder coated or Natina finished guardrail on the project for the following reasons:
  - The cost of providing brown powder coated or Natina finished guardrail instead of galvanized steel exceeded \$100,000.
  - The Federal Highway Administration (FHWA) said they would NOT participate in covering the cost of brown powder coated or Natina finished guardrail. This would mean VDOT would have to pay out of pocket the entire cost.
  - There are maintenance issues - brown powder coated guardrail is not kept in stock. Therefore, if any piece of brown guardrail was damaged, it would be replaced with galvanized steel guardrail. Aesthetically, this would be undesirable.
  - The Old Carolina Road and Catharpin Road bridges are using galvanized steel guardrail.
  - For many miles in either direction on Rte 15, all guardrail is galvanized steel.



TO: Town of Haymarket Town Council  
SUBJECT: Police Report  
DATE: 03/07/16

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**ATTACHMENTS:**

- Police Report 03-2016 (PDF)





**Haymarket Police Department**  
**Monthly Town Council Report**  
**March, 2016**



### Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Possession w/intent to distribute Schedule 4 substance, Possession of Marijuana, Underage Possession of Alcohol, Contributing to Delinquency, & Possession of Schedule 4 substance	01/14/2016	2:30 am	Old Carolina & Somerset Crossing	Traffic stop for speeding resulted in multiple charges placed on 2 adult males and 1 juvenile male.
Possession of Marijuana & Underage Possession of Tobacco	01/10/2016	7:00 pm	Washington St. & Coach Way	Traffic stop for defective equipment resulted in 1 juvenile male charged for Possession of Marijuana and tobacco.
Possession of Marijuana	01/18/2016	3:51 pm	Jefferson and Fayette	Traffic stop for tag and inspection violations resulted in 1 adult male arrest for Possession of Marijuana.
DUI	01/11/2016	8:08 pm	Jefferson Street	Report of suspicious vehicle resulted in 1 adult female arrested for DUI.
Attempted Theft from vehicle	01/08-09/2016	8:30 pm – 12:40 pm	6800 Blk Jockey Club	Reported that someone entered and ransacked unlocked vehicle. Nothing appeared to be missing at this time. No suspect information.
Fraud/False Pretense	01/06/2016	2:00 pm	15000 block Washington St.	Telephone scammer posing as power company attempting to collect payment for services.

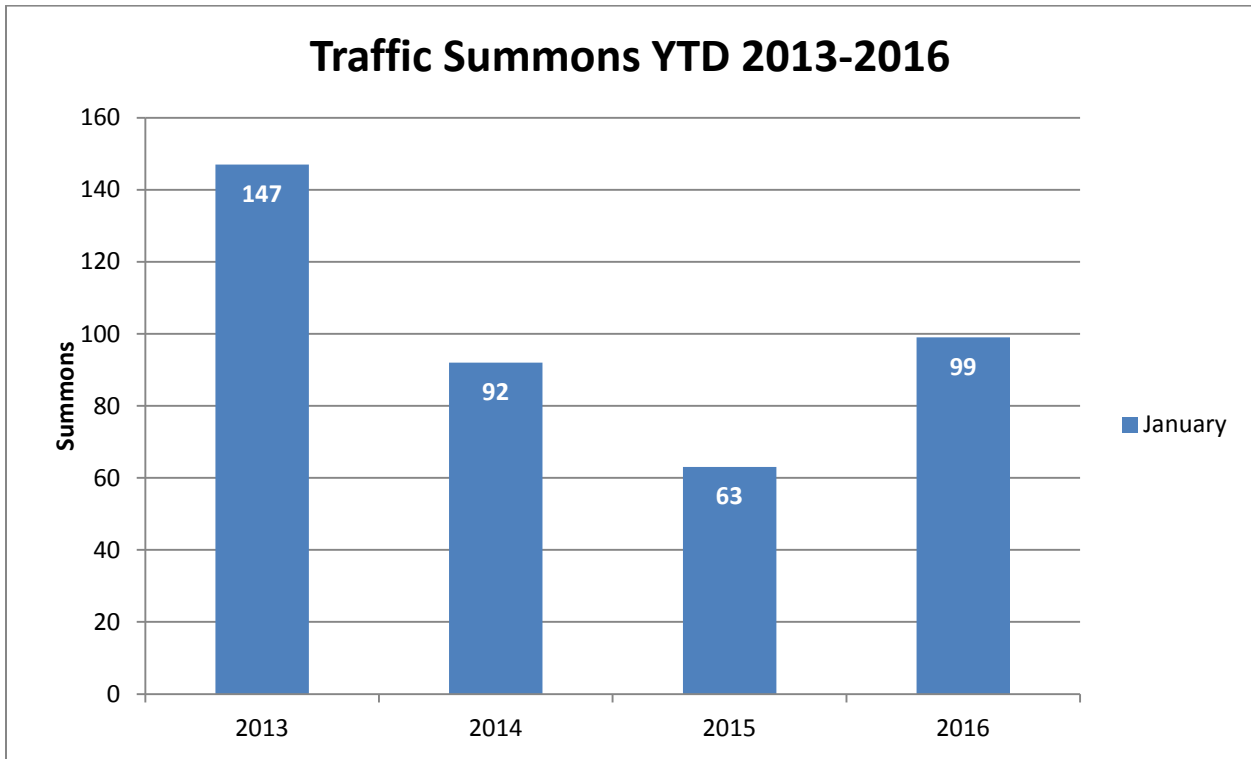
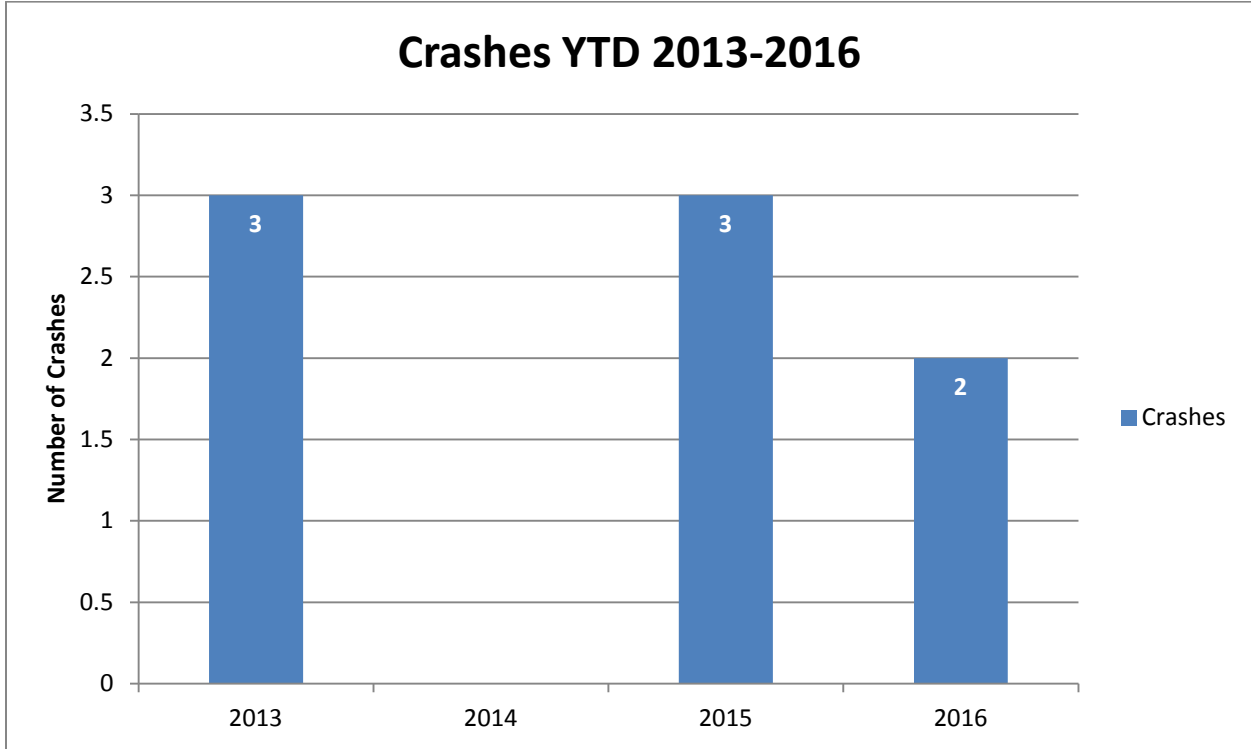
Attachment: Police Report 03-2016 (2722 : Police Report)



# Haymarket Police Department



## Crash/Enforcement YTD



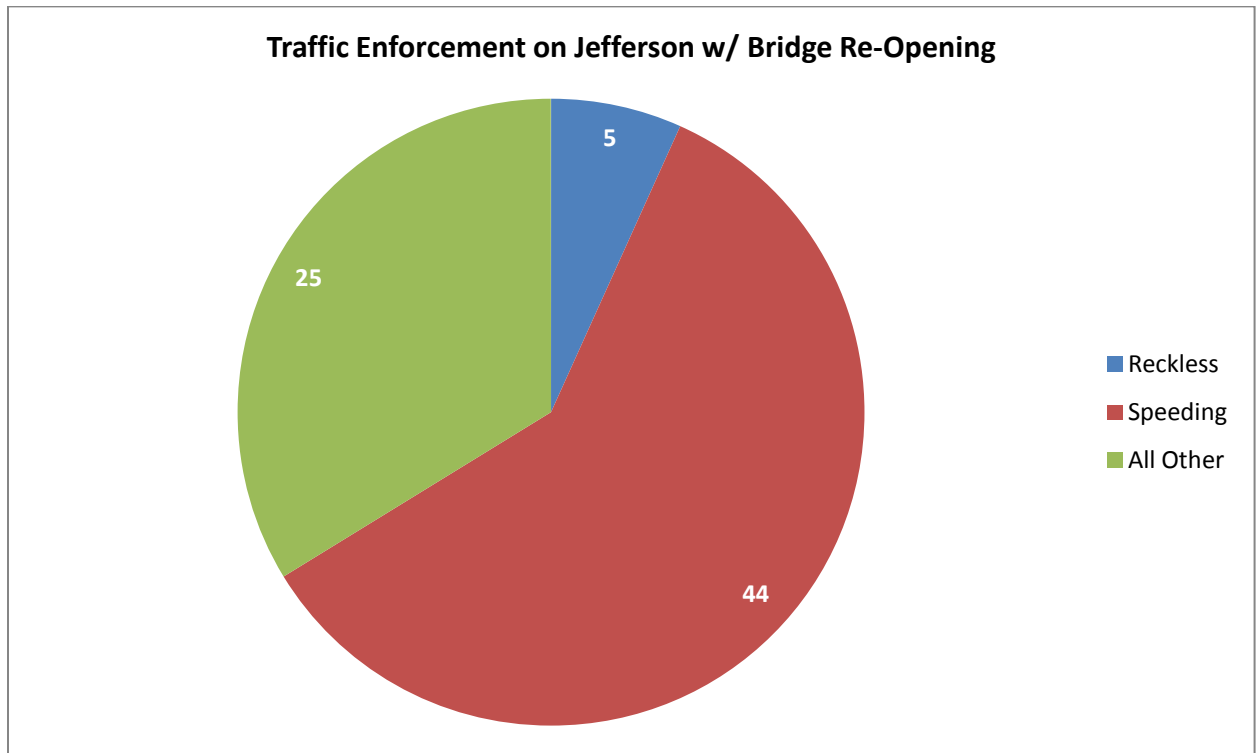
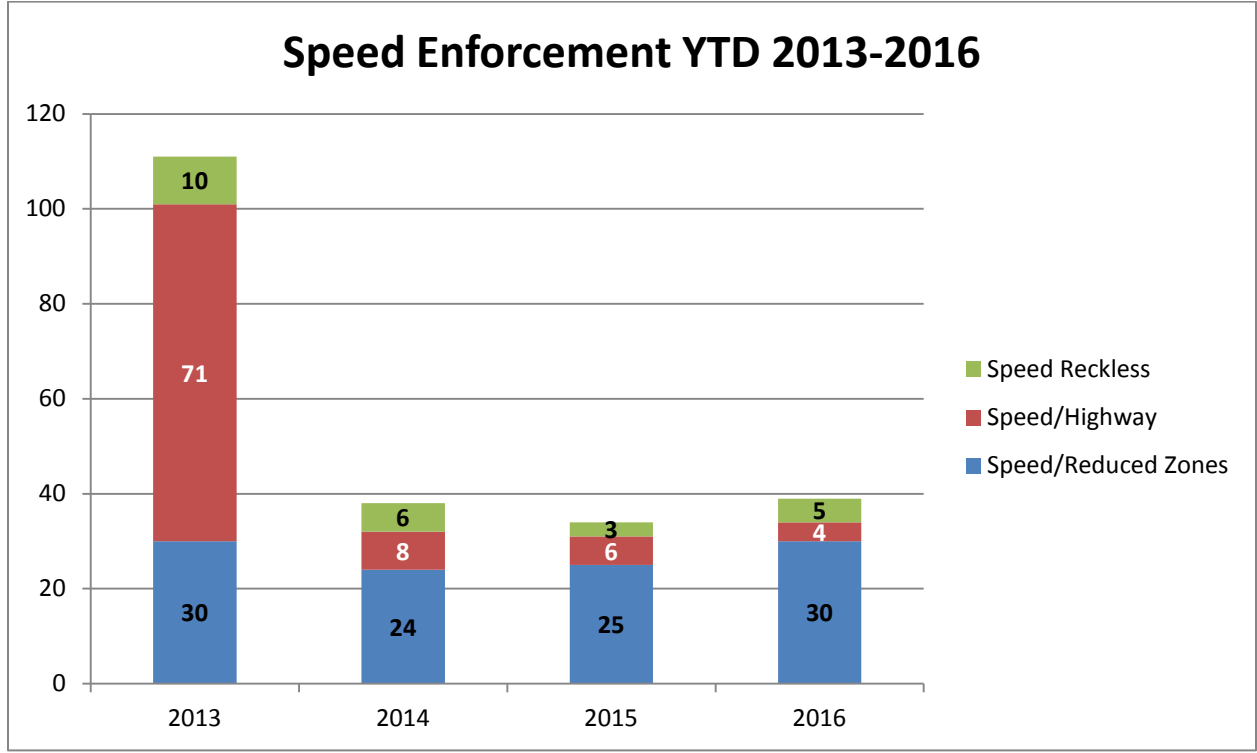
Attachment: Police Report 03-2016 (2722 : Police Report)



# Haymarket Police Department



## Crash/Enforcement YTD



Attachment: Police Report 03-2016 (2722 : Police Report)



## Haymarket Police Department



### Other Issues of Note

#### Budget

Select object codes	YTD(65%)	Budgeted	
<b>Salaries &amp; Wages – Regular</b>	\$265,641	\$359,000	74.00%
<b>Salaries &amp; Wages – Overtime</b>	\$7977.26	\$12,000.00	66.48%
<b>Salaries &amp; Wages – Part Time</b>	\$9427.34	\$13,700.00	68.80%
<b>Total 31100</b>	<b>\$487,202</b>	<b>\$707,090</b>	<b>68.90%</b>

#### Community Relations

- Officer Shaver completed training for the Prince William Explorer Post
- Chief Noble participated as a panelist in the Mount Pleasant Baptist Church “Community Town Hall”

#### Current Initiatives

- Completed application and forwarded filing fee for agency accreditation through the Virginia Law Enforcement Professional Standards Commission
- Women’s Self Defense Workshop lesson plan completed. The agency has finalized a partnership and venue with QBE. Date still TBA for sometime in April.



TO: Town of Haymarket Town Council  
 SUBJECT: Town Manager's Report  
 DATE: 03/07/16

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**Action Items:**

**Public Hearing - Harrover Property (Sale of 14710 Washington Street):**

- Report and recommendation included in packet.

**Updates:**

**Budget- Fiscal '16-'17:**

- I intend on presenting the budget to the Council at the April Council meeting.
- In this presentation, I will present several options and decisions for the Council to consider.
- This process will be slightly different from years past, but this will allow the Council to work on and discuss the 2016-2017 proposed budget throughout April and May with anticipated adoption at the June regular Council meeting.

**Speed Indicator Signs:**

- Speed Limit Signs have been added and staff is in the process of collecting and analyzing the data.

**Town Center Project:**

- Mr. John Heltzel, our architect has finalized the Construction Bid Documents for the Police Department. The plans have been reviewed and signed off on by the Chief of Police for the office plans and set.
- I intend on advertising the Construction Bid Documents no later than next week.
- Once the Construction Bid Documents are released, we will allow approximately 2 weeks for bids on the job; get the contractor under contract as soon as possible. We will also conduct a pre-bid meeting as well to answer any questions.
- Construction and the move may be delayed, but we will try to have the PD in by May, but that might be pushing the time frame.
- Mr. Heltzel will immediately start Phase 2, which would include portions of the new entrance, foyer, public restrooms, and a private restroom for the PD.

**Newsletter- March 2016**

- The next Newsletter is going out this March and this newsletter will include the Citizen's Satisfaction Survey for residents to complete and drop off or mail back into the Town Office.
- The survey will also be available online on the Town's website and through the Facebook page.
- Please encourage residents, neighbors and friends to take the survey as well will utilize the survey to better address how we can serve the residents of the Town.

**Quiet Zone Update:**

- The sub-committee met briefly in February and will be working on submitting a waiver request to the FRA in the coming months.
- Councilman Pasanello and I will be working on the waiver request.

**VRE Update:**

- I continue to coordinate with the project study team to identify some potential locations in and around the Town for consideration of a VRE station.

- I am also working with project staff to organize a potential ride on a VRE station in the near future for the members of the Council.

**Personnel Handbook:**

- I have just about finished the draft of the completely re-written Personnel Handbook.
- I would like to have a Personnel Committee in the month of March.

**Committee Meetings:**

- March will mark the need for first quarter Committee meetings.
- I will coordinate with the Committee Chairs to set up the scheduled meeting and the agendas.

**Continuing Education Update:**

- Town Clerk, Ms. Jennifer Preli will be attending LEAD (Leading, Educating and Development) March 19-25 at UVa through the Weldon Cooper Center for Public Leadership.
- Town Treasurer, Ms. Sherrie Wilson will be attending "Dude University" which is an intensive onsite training opportunity to continue to grow and learn the functionality of "Facility Dude" which is our Facilities Management software. We are unique in the fact that we are the only local government to co-creatively make Facility Dude work for our Building Inspections program as well. The training will be March 19-23 in Myrtle Beach, SC.
- Staff is currently working on registering Cathy Pasanello and Councilman Joe Pasanello for the Certified Planning Commissioner Class for a future date this year.



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, December 7, 2015

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 Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation

Mr. Stuart Gilman with Congregation Ner Shalom is here this evening to offer the invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

#### A. Remembering Haymarket resident Andrew Robinson Sr

Mayor Leake recognizes Mr. Andrew Thomas Robinson passed away in November at the age of 95. He would like to remember as an outstanding citizen. His home was moved to accommodate the construction of I-66

### 5. Public Hearings - Joint with Planning Commission

#### Chick-fil-A

##### A. Chick-fil-A

Mayor Leake opens the Town Council public hearing regarding Chick-fil-A Special Use Permit application, Zoning Text Amendments, & Site Plan Amendment

Planning Commission Roll Call: Caudle, Pasanello, C. Leake, M. Carroll, J. Carroll

Chairman Caudle opens the Planning Commission public hearing & special meeting  
*No public comment*

J. Carroll moves that the Planning Commission forward #ZTA20150921 to the Town Council with a recommendation of approval, Ms. Carroll seconds;

Ayes: Caudle, C. Pasanello, C. Leake, M. Carroll, J. Carroll

Nays: None

M. Carroll moves that the Planning Commission forward #SUP20140121, Chick-fil-A, for a fast food restaurant with drive-thru window at 15250 Washington Street, J. Carroll seconds;

Ayes: Caudle, C. Pasanello, C. Leake, M. Carroll, J. Carroll

Nays: None

C. Pasanello moves that the Planning Commission forward #AFSP20080813, Quarles Center Site Plan Revision, to the Town Council with a recommendation of approval, M. Carroll seconds;

Ayes: Caudle, C. Pasanello, C. Leake, M. Carroll, J. Carroll

Nays: None

C. Leake moves to close the public hearing regarding the Chick-fil-A application, Pasanello seconds;

Ayes: Caudle, C. Pasanello, C. Leake, M. Carroll, J. Carroll

Nays: None

Minutes Acceptance: Minutes of Dec 7, 2015 7:00 PM (Minutes Acceptance)

B. Sheetz

Mayor Leake opens the Town Council public hearing regarding Sheetz Special Use Permit application, Zoning Text Amendments, & Preliminary Site Plan

Chairman Caudle opens the Planning Commission public hearing

**Dottie Leonard - 14801 Washington Street**

*Mrs. Leonard thanks Sheetz for being a good neighbor and being considerate of our sign ordinance. She asks that the Town not waive any of the landscaping requirements.*

J. Carroll moves that the Planning Commission forward #ZTA20140220 to the Town Council with a recommendation of approval, M. Carroll seconds;

Ayes: C. Leake, J. Carroll, M. Carroll, Pasanello, Caudle

Nays: None

M. Carroll moves that the Planning Commission forward #SUP20140220, Sheetz, for a service station with fuel sales, quick service food store accessory to the service station with fuel sales, and comprehensive sign package for service

station signs at 15315 Washington Street; J. Carroll seconds;

Ayes: C. Leake, J. Carroll, M. Carroll, C. Pasanello, Caudle

Nays: None

C. Pasanello moves that the Planning Commission forward #PRE20140220, Haymarket Sheetz Convenience Store (Preliminary Site Plan), and accompanying parking lot landscaping waiver request, to the Town Council with a recommendation of approval, C. Leake seconds;

Ayes: C. Leake, J. Carroll, M. Carroll, C. Pasanello, Caudle

Nays: None

C. Leake moves to adjourn the special meeting of the Planning Commission, Pasanello seconds;

Ayes: C. Leake, J. Carroll, M. Carroll, C. Pasanello, Caudle

Nays: None

**Sheetz Presentation**

**Sheetz**

## 6. Consent Agenda

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**A. Planning Consultant Services**

**B. Policy - Special Requests**

**C. 2641 pulled from Consent**

**D. Request to Council**

**E. Landscaping Bond Release - Piedmont Tire & Auto**

**F. Legislative Agenda - 2016 General Assembly**

**G. Minutes Acceptance**

i. Mayor and Council - Special Meeting - Sep 4, 2015 7:00 PM

ii. Committee - Finance - Committee - Sep 23, 2015 1:00 PM

iii. Mayor and Council - Work Session - Oct 26, 2015 5:00 PM

iv. Committee - Finance - Committee - Oct 28, 2015 2:00 PM

v. Mayor and Council - Special Meeting - Nov 12, 2015 7:00 PM

vi. Committee - Finance - Committee - Nov 24, 2015 2:00 PM

**H. Department Reports**

**i. Main Street Coordinator's Report**

**ii. Treasurer's Report - Sherrie Wilson**

**iii. Building Official's Report - Joe Barbeau, Jr.**



- iv. Engineer's Report - Holly Montague
- v. Planner's Report - Marchant Schneider
- vi. Police Report - Eric Noble, Chief of Police
- vii. Town Manager's Report - Brian Henshaw

## 7. Agenda Items

### A. Chick-fil-A

Move that the Town Council adopt Ordinance #ORD2015-010 amending the Code of Ordinances of the Town of Haymarket; and that the Town Council approve #SUP20140121, Chick-fil-A, for a fast food restaurant with drive-thru window at 15250 Washington Street, subject to Conditions of Approval dated December 7, 2015; AND Move that the Town Council approve #AFSP20080813, Quarles Center Site Plan Revision, prepared by Bohler Engineering, dated June 6, 2014, revised through December 1, 2015, BUT EXPRESSLY CONDITION UPON THE FOLLOWING: bonds posted for construction of the Site Plan Revision shall not be released until a Dominion Virginia Power easement plat and updated site plan sheets have been provided to the Town Clerk.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### B. Sheetz

Move that the Town Council adopt Ordinance #ORD2015-011 amending the Code of Ordinances of the Town of Haymarket; AND move that the Town Council approve #SUP20140220, Sheetz, Inc., for a service station with fuel sales, quick service food store accessory to the service station with fuel sales, and comprehensive sign package for service station signs at 15315 Washington Street, subject to Conditions of Approval dated December 4, 2015; It is further moved that the Town Council approve Preliminary Site Plan #PRE20140220, Haymarket Sheetz Convenience Store (Preliminary Site Plan), prepared by Gordon and dated December 15, 2014, revised through September 15, 2015; it is further moved that the Town Council, pursuant to Sections 58-703(f) and 58-703(g) of the Town Code, approve a waiver of perimeter parking lot landscaping as depicted on Sheet 15 of Preliminary Site Plan PRE#20140220;

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### C. Caboose Enhancement Project

Move that the Town not pursue replacing the decking, railing, ramps & stairs at the Caboose to composite material at this time until evaluating changing to composite material and research available grant funding when the pressure treated wood deck needs to be replaced.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Chris Morris, Councilman
<b>SECONDER:</b>	Matt Caudle, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### D. Harrover Property

Mayor Leake asks for an update on marketing the former Police Department Building located at 14710 Washington Street. The Town Manager is still finalizing the advertisement. Mayor Leake reminds that this has not yet gone to the ARB. Mr. Schneider would like the formal adoption of the Master Plan first, then the Certificate of Appropriateness will be presented to the ARB.

Councilman Caudle would like the status on the out buildings. Mr. Schneider advises that the first the decision on the Master Plan needs to be made.

### E. VRE Update

Minutes Acceptance: Minutes of Dec 7, 2015 7:00 PM (Minutes Acceptance)

A VRE representative will be attending our January work session  
**F. Dominion Virginia Power 230 kV Transmission Line & Substation  
 Move to adopt RESOLUTION #2015-016**

**REGARDING THE DOMINION VIRGINIA POWER GAINESVILLE-HAYMARKET  
 TRANSMISSION LINE AND SUBSTATION, STATE CORPORATION COMMISSION  
 APPLICATION PUE-2015-00107**

**WHEREAS**, Dominion Virginia Power has proposed an overhead route for a new 230 kilovolt (kV) double circuit transmission line, extending approximately six miles from Gainesville to a new substation west of the Town of Haymarket (“the I-66 Overhead Route”); and

**WHEREAS**, Dominion Virginia Power has proposed the Overhead Route due to allegedly anticipated increases in energy demand, but satisfactory evidence of such increased demand has not been made publicly available; and

**WHEREAS**, Dominion Virginia Power has applied to the State Corporation Commission for approval of the I-66 Overhead Route after rejecting alternatives that included the I-66 Overhead/Underground “Hybrid” Alternative Route; and

**WHEREAS**, the I-66 Overhead Route will put the transmission lines on pylons 110 to 120 feet high along Interstate Route 66 through the Town of Haymarket and proceeding to a point north of the Town, impacting the viewshed of thousands of residents who bought their properties with no reason to believe that a high voltage power line would be constructed to mar their view; and

**WHEREAS**, Novant Health Haymarket Medical Center has a helipad immediately adjacent to Interstate Route 66 on the far side from the proposed Overhead Route, making the location of 110 to 120 foot pylons there inconsistent with public health, safety, and welfare; and

**WHEREAS**, the I-66 Overhead Route will adversely impact residents and businesses along the entire route, but especially in the Town of Haymarket, by damaging the viewshed and impacting the historic district of Haymarket, which already suffers from “double stacking” of power lines along Washington Street; and

**WHEREAS**, the I-66 Overhead Route will have an adverse environmental and economic impact on the corridor; and

**WHEREAS**, the Town of Haymarket has reviewed and considered all of the proposed routes and has previously expressed its opposition to entirely overhead routes, most recently on July 14, 2015;

**NOW, THEREFORE, BE IT RESOLVED** that the Town of Haymarket requests of the State Corporation Commission that it:

1. Hold its public hearing on Dominion Power’s application PUE-2015-00107 at a location in or near Haymarket that will have enough capacity to accommodate the large number of citizens who wish to attend and be heard, and that it hold that public hearing after the General Assembly adjourns *sine die* in March, 2016;
2. Engage an independent consultant with expertise in electric utility system master planning to render an independent opinion as to the need for the proposed transmission line and substation project; and
3. Deny all Dominion Virginia Power’s Overhead Routes, including their preferred I-66 Overhead Route as proposed in the November 6, 2015 filing with the State Corporation Commission, and, if the independent consultant finds that there is a need for additional transmission lines, instead authorize the I-66 Overhead/Underground “Hybrid” Alternative Route which uses the existing right-of-way along the northern boundary of Interstate Route 66; and

4. Require Dominion Virginia Power to mitigate the economic and environmental impacts of any transmission lines that may be necessary in the Haymarket area, including through the use of pylons with a natural color that blends with adjacent natural colors, through the use of materials and techniques that permit the use of shorter pylons, and through undergrounding of transmission lines in the vicinity of helipads and wherever else it is reasonable to do so.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### G. Ronald Reagan MS Archery - Funding Request

Move to approve the special funding request in the amount of \$500 to assist the Ronald Reagan Middle School Archery Club

**RESULT:** ADOPTED [4 TO 2]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Matt Caudle, Chris Morris, Kurt Woods, Joe Pasanello  
**NAYS:** Susan Edwards, Steve Aitken

#### H. Committee Proposal

**RESULT:** TABLED [UNANIMOUS]  
**MOVER:** Matt Caudle, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### I. Town Center Facade Improvements

Vice Mayor Aitken likes Elevation #3

Councilman Pasanello likes Elevation #2

Councilman Caudle likes Elevation #3

Councilman Woods thinks the ARB did a great job

Mayor Leake likes a version of all three. Elevation #1 he likes the consistency and that it looks like one building.

Council agrees that the sooner we get the citizen input the better.

It is agreed that Council is pursuing Elevation #3

#### J. Enter into Closed Session

Move to enter into closed session pursuant to VA §2.2-3711 A

(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the Finley Asphalt & Sealing Contract

(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically the lease with The Very Thing for Her

(1) Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically discussions regarding salaries of part-time employees

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

**K. 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 as 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:** Kurt Woods, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

**8. Councilmember Time**

**A. Chris Morris**

➤ Councilman Morris has nothing additional to add this evening

**B. Kurt Woods**

➤ Councilman Woods offers input with regard to the sound issues this evening. The microphones can be as close together as you'd like, its the lavalier mics that are creating conflict.

**C. Joe Pasanello**

➤ Councilman Pasanello wishes everyone a Happy Hanukkah and a Merry Christmas

**D. Susan Edwards**

➤ Councilwoman Edwards thanks Denise Hall and the staff for a great job done on the Holiday Celebration

**E. Steve Aitken**

➤ Vice Mayor Aitken appreciates everyone's well wishes with regard to his surgery and his wife's surgery

**F. Matt Caudle**

➤ Councilman Caudle has nothing additional to add this evening

**G. David Leake**

➤ Mayor Leake has nothing additional to add this evening

**9. Adjournment**

**A. Motion to Adjourn**

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Joe Pasanello, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

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

Minutes Acceptance: Minutes of Dec 7, 2015 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, January 4, 2016

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 Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation - Pastor Barry Phipps, The Sound Church

Pastor Barry Phipps of Sound Church is here this evening to offer the invocation

### 3. Pledge of Allegiance

### 4. Citizen's Time

#### Dottie Leonard - 14801 Washington Street

*She discusses the Town Hall building facade. There were past discussions about removing the brick. She suggests we paint the brick, get creative and try to make the building look like any other municipal building from the time period we are trying to preserve. She had heard someone discussing that the Town Hall building was built in phases. She lived here and she knows that Mr. Gossom just put the brick up because it is what he had on hand at the time. She does not think there is anything historic about the look of this building. She believes that the brick should be painted all one color and perhaps a modified roof line.*

### 5. Volunteer Recognition

#### A. Museum Volunteers - Denise Hall

Mayor Leake takes this opportunity to recognize the outstanding volunteer efforts of:

- Danielle Kijewski
- Tina Morgan
- Jeanne Goldfarb
- Douglas Nelms
- Nadine Briar

Mayor Leake thanks them for their time dedicated to the Museum.

### 6. Public Hearing - Joint with Planning Commission

#### A. Planning Commission

Councilman & Chairman Caudle calls the Planning Commission Public Hearing & Special Meeting to order. He asks if anyone would like to address the Commission and Council regarding the Comprehensive Plan Planned Land Use Map Amendment, to please come forward.

#### Dottie Leonard - 14801 Washington Street

*She is in favor of a change in the planned land use map affecting Mr. Watts and his neighbors. He property is currently zoned B-1, her property is not showing gold on this proposed amended map. Her home is beyond being planned, her home is currently zoned. She wants her issue to be addressed. She purchased her property by the square foot because it was zoned B-1 already.*

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Minutes Acceptance)

*Councilman & Chairman Caudle closes the Public Hearing*

*Councilman Caudle asks the Town Planner if the Commission should act on the current proposed map or should the Commission consider adding 14801 Washington as a Commercial Transitional. The Town Attorney recommends that the current proposed map be considered at this time and any future modifications be a new proposed map and would be re-advertised accordingly.*

**J. Carroll moves that the Planning Commission forward #CPA201505014, Amendment to the Planned Land Use Map, as amended to include an additional lot (14851 Washington Street - well lot), to the Town Council with a recommendation of approval; C. Leake seconds;**

**Ayes: C. Leake, J. Carroll, M. Carroll, C. Pasanello, Caudle; Nays: None; Absent: None**

**Caudle motions to adjourn the special meeting of the Haymarket Planning Commission; C. Leake seconds.**

**Ayes: 5; Nays: None; Absent: None**

#### **B. Planned Land Use Map Amendment**

### **7. Minutes Acceptance**

#### **A. Mayor and Council - Regular Meeting - Nov 2, 2015 7:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### **B. Mayor and Council - Continuation Meeting - Nov 6, 2015 5:00 PM**

#### **C. Committee - Public Facilities - Committee - Dec 3, 2015 5:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### **D. Committee - Finance - Committee - Dec 16, 2015 2:00 PM**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### **8. Department Reports**

**A. Building Official's Report - Joe Barbeau, Jr.**

**B. Treasurer's Report - Sherrie Wilson**

**C. Town Manager's Report - Brian Henshaw**

**D. Police Report - Eric S. Noble**

**E. Engineer's Report - Holly Montague**

**F. Planner's Report - Marchant Schneider**

**G. Main Street Coordinator's Report - Denise Hall**

### **9. Agenda Items**

#### **A. Planned Land Use Map Amendment**

Move that the Town Council adopt Ordinance #ORD2016-001 amending the Town of Haymarket Comprehensive Planned Land Use Map.

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Minutes Acceptance)

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Chris Morris, Councilman  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**B. Budget Amendment - Sherrie Wilson**

Move to adopt Resolution #2015-017 amending the Fiscal Year 2016 Budget, as amended through November 24, 2015.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Steve Aitken, Vice Mayor  
**SECONDER:** Joe Pasanello, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**C. Sherwood Forest - VDOT SWM Agreement - Holly Montague**

Move that the Town Council enter into the VDOT Stormwater Detention Agreement for Sherwood Forest;

**Discussion:**

*Councilman Pasanello suggests an amendment as to the hand out reflecting a spelling correction, so amended.*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**D. Committee Recommendation - Brian Henshaw**

The Mayor, finding no objection, accepts the Town Manager's proposal with regard to the committee recommendation, as presented.

**E. VRE - Gainesville/Haymarket Extension Study**

**F. Dominion VA Power 230 kV Transmission Line & Substation**

Council agrees to accept the communication policy for the Dominion VA Power 230 kV Transmission Lines & Substation application with the State Corporation Commission, as presented. Councilman Pasanello asks that staff add to the list: Federal & State Senators & Congressmen, Advocacy Groups, & Local Elected Officials.

**G. Harrover Property Master Plan**

Move that the Town Council adopt the Harrover Property Master Plan; It is further move that the Council direct Staff to create a tentative work plan for implementation of the Master Plan and identify potential funding strategies for the design and construction phases of the Master Plan.

**Discussion:**

*Councilman Caudle asks if the Council has the ability to move the phasing around. The Town Planner reminds that some activities will kick in the storm water management requirements.*

*Mayor Leake directs staff to issue a press release of the adoption of the Haymarket Community Park Master Plan*

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Susan Edwards, Councilwoman  
**SECONDER:** Chris Morris, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**H. Enter into Closed Session**

Move to enter into closed session pursuant to VA §2.2-3711

A(3) Discussion or consideration of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically regarding Town rental property

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Minutes Acceptance)

**RESULT:** ADOPTED [UNANIMOUS]  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

#### I. 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 as 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:** Kurt Woods, Councilman  
**SECONDER:** Susan Edwards, Councilwoman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

#### J. Directive

Move to direct the Town Attorney and staff to proceed as directed in the closed session.

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Kurt Woods, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken

## 10. Councilmember Time

#### A. Chris Morris

- Councilman Morris appreciates the new signs and thanks Denise and the sign company for their hard work.

#### B. Steve Aitken

- Vice Mayor Aitken has nothing additional to add this evening

#### C. Susan Edwards

- Councilwoman Edwards has nothing additional to add this evening

#### D. Joe Pasanello

- Councilman Pasanello has nothing additional to add this evening

#### E. Kurt Woods

- Councilman Woods has nothing additional to add this evening

#### F. Matt Caudle

- Councilman Pasanello ran into Supervisor Candland before Christmas and they had discussion regarding the proposed Dominion substation. The County Board of Supervisors can deny the placement of the substation. The same situation occurred in Tidewater Virginia and the matter when to the Virginia Supreme Court and was upheld in the municipality's favor.

#### G. David Leake

- Mayor Leake thanks the staff for everything over the last year. He thanks all for their dedication.

## 11. Adjournment

#### A. Motion to Adjourn

**RESULT:** ADOPTED [UNANIMOUS]  
**MOVER:** Matt Caudle, Councilman  
**SECONDER:** Kurt Woods, Councilman  
**AYES:** Caudle, Morris, Woods, Pasanello, Edwards, Aitken



Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

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

Minutes Acceptance: Minutes of Jan 4, 2016 7:00 PM (Minutes Acceptance)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

David Leake, Mayor  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, February 1, 2016

5:00 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 5:00 PM

Mayor David Leake called the meeting to order.

### 1. Call to Order

Councilman Matt Caudle: Present, Councilman Chris Morris: Present, Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

### 2. Invocation - Rizwan Jaka

### 3. Pledge of Allegiance

### 4. Citizen's Time

#### Dottie Leonard - 14801 Washington Street

She is bringing forward her concerns regarding the proposed sign ordinance. She feels the initial narrative introducing the ordinance has a negative tone to it. Also, she has concerns about political signs where they have to be a significant distance apart. She is asking that Council tweak it a little first before it gets adopted.

### 5. Presentation

#### A. VRE Presentation

Ms. Christine Hoeffner is here this evening representing VRE

### 6. Public Hearing

#### A. Repeal Chapter 58 Article XV Floodplain Districts

Mayor Leake calls for anyone in favor or opposed to the public hearing to please come forward and present their views.

### 7. Minutes Acceptance

#### A. Mayor and Council - Continuation Meeting - Nov 6, 2015 5:00 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### B. Mayor and Council - Special Meeting - Nov 24, 2015 4:30 PM

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

#### C. Mayor and Council - Work Session - Nov 30, 2015 5:00 PM

Minutes Acceptance: Minutes of Feb 1, 2016 5:00 PM (Minutes Acceptance)

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Joe Pasanello, Councilman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

## 8. Department Reports

- A. Main Street Coordinator's Report - Denise Andrews
- B. Engineer's Report - Holly Montague
- C. Town Planner's Report - Marchant Schneider
- D. Building Official's Report - Joe Barbeau
- E. Treasurer's Report - Sherrie Wilson
- F. Police Report - Eric Noble, Chief of Police
- G. Town Manager's Report - Brian Henshaw

## 9. Agenda Items

### A. Repeal Article XV Flood Plain Districts - Holly Montague

Move to adopt Ordinance # ORD2016-001 Repealing Article XV Floodplain Districts

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### B. Flood Plain Ordinance - Holly Montague

Move that the Town Council adopt Ordinance #ORD 2016-002 Article III, FLOODPLAIN, to Chapter 54, Waterways, consisting of sections 54-200 through 54-226 of Town Code;

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### C. Town Center - RDA Change Order - Brian Henshaw

Move to authorize the Town Manager to execute the change order for the Town Center Master Plan Design and Engineering with RDA Civil Engineering firm. Furthermore the funds for this contract shall come from the designated line item of Town Center Master Plan (design and construction).

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Chris Morris, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### D. VRE Update

### E. Dominion Virginia Power 230 kV Transmission Line & Substation

### F. Fee Schedule - Building Department - Brian Henshaw

Move to adopt the revised Building Fee Schedule as presented

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Steve Aitken, Vice Mayor
<b>SECONDER:</b>	Matt Caudle, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

### G. Board of Zoning Appeals Reappointment

Move to nominate for appointment to the Town of Haymarket Board of Zoning Appeals Eric H. Mathews, Marchant Schneider, or Jean Schneider to the five-year term ending on January 31, 2021

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**H. Enter into Closed Session**

Move to enter into closed session pursuant to 2.2-3711

A(3) Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically the Harrover Property, 14710 Washington Street & Town owned property leases, and

A(7) Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel, specifically the Finley Asphalt & Sealing contract and the Dominion VA Power proposed 230 kV Transmission Line & Substation

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

**I. 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 as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Susan Edwards, Councilwoman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken, Leake

**J. Directive**

Move to direct the Town Manager to proceed as discussed in closed session

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Kurt Woods, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

**10. Councilmember Time****A. Matt Caudle**

Councilman Caudle has nothing to add at this time

**B. Susan Edwards**

Councilwoman Edwards announces that Pam Swinford provided an update on her husband's Caring Bridge site. He will be coming home June 1 and she is overwhelmed with the modifications that the home will need. There will be a huge need for volunteers in the coming months.

**C. Steve Aitken**

Vice Mayor Aitken would like everyone to look at the resolution he has provided in draft format regarding the I-66 HOV lanes transitioning to HOT lanes. He would like the resolution considered at the March meeting

**D. Chris Morris**

Councilman Morris commends Chief Noble on the department as a whole, the information he is providing and the way the officers are handling themselves.

**E. Joe Pasanello**

Councilman Pasanello agrees with Councilman Morris and believes Chief Noble has really elevated the game. He thanks Rizwan Jaka and the Color Guard for coming this evening.

Councilman Pasanello thanks Mayor Leake for coming out during the storm and helping the residents of the Town.

**F. Kurt Woods**

Councilman Woods says to the guests As-Salaam-Alaikum. He was very impressed with the storm snow clearing. Many people were not plowed out of their streets until late in the week and most of the Town streets had been cleared by Monday.

**G. David Leake**

Mayor Leake would like everyone to think of the three men in Prince William County that lost their lives during this snow event. One was right here in Greenhill Crossing. He asks that we keep their families in your thoughts and prayers.

**11. Adjournment**

**A. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Susan Edwards, Councilwoman
<b>SECONDER:</b>	Kurt Woods, Councilman
<b>AYES:</b>	Caudle, Morris, Woods, Pasanello, Edwards, Aitken

Submitted:

Approved:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

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

Minutes Acceptance: Minutes of Feb 1, 2016 5:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council  
SUBJECT: VDOT - Transform 66 Update  
DATE: 03/07/16

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**ATTACHMENTS:**

- I-66 Haymarket Town Council 03\_07\_2016 (PDF)



*Multimodal Solutions - 495 to Haymarket*

# Haymarket Town Council Meeting

March 7, 2016



Multimodal Solutions - 495 to Haymarket

# Preferred Alternative Elements

## Two Express Lanes (convert existing HOV lane & add one lane)

- HOV-3+ and buses travel free
- Non-HOV tolled
- Congestion-based tolls (similar to other Express Lanes in region)
- Converting HOV-2+ to HOV-3+ by 2020, consistent with the region's CLRP

## Three regular lanes

- Open to all traffic
- No tolls
- Ramp-to-ramp connections between interchanges (auxiliary lanes)
- Safety, interchange and operational improvements

## New transit service and other multimodal improvements

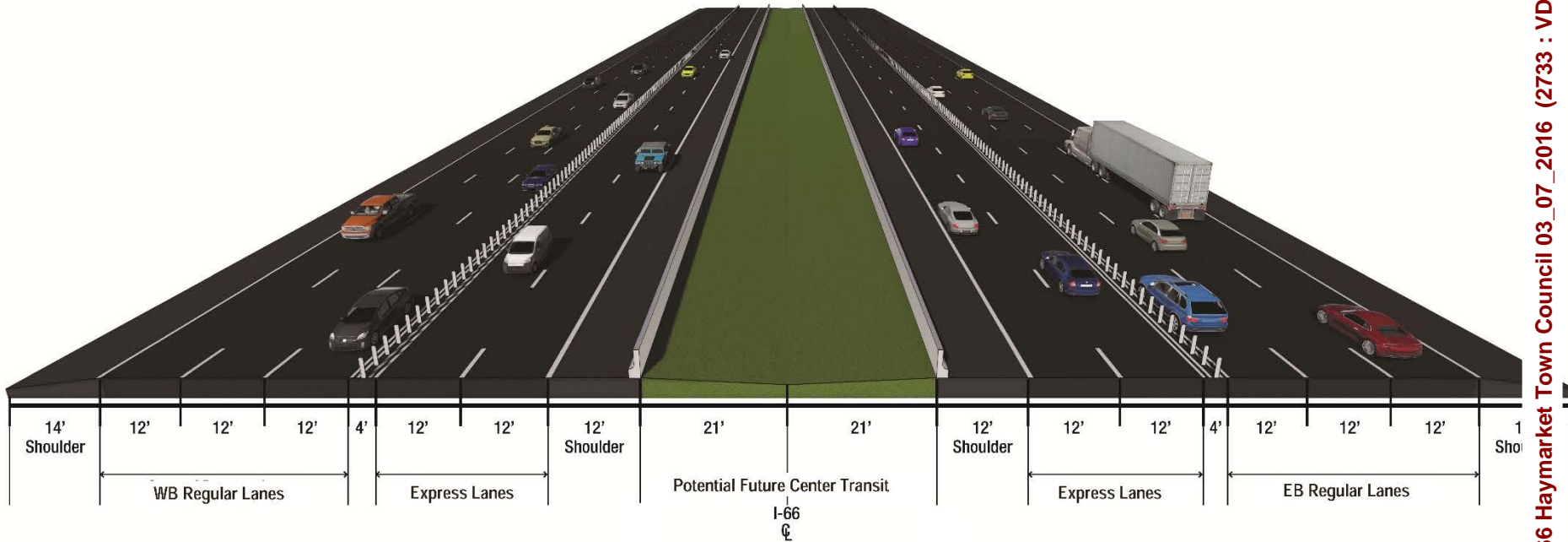
- High-frequency, fast and reliable bus service during extended peak periods
- Park-and-Ride facilities
- Transportation Demand Management (TDM) strategies
- Bicycle and pedestrian trail and improvements





Multimodal Solutions - 495 to Haymarket

# Preferred Alternative Mainline Cross Section



**Flexible barrier with buffer, median for potential future transit (with auxiliary lanes, if needed)**



Multimodal Solutions - 495 to Haymarket

# Project Phasing

## Why Phase 1?

- **Implementable by 2021**
- **Invests wisely**
  - New construction accommodates future Metro extension
  - Makes efficient use of existing infrastructure

## Elements of Phase 1

- **Provides 2 Express Lanes in each direction to Gainesville (University Boulevard)**
- **Provides new transit service and park-and-ride facilities**
- **Makes safety and operational improvements at key interchanges**

## Future Phases

- **Included in Preferred Alternative and environmental document**
- **Elements can be implemented to meet future demand as funding becomes available**



Multimodal Solutions - 495 to Haymarket

# Project Recap

November 2013	FHWA approved Tier 1 Environmental Impact Statement with a Record of Decision
July 2014	Launched Tier 2 Environmental Assessment (EA) and Transform 66 Outside the Beltway
February 2015	Project submitted for consideration in region's Air Quality Conformity Analysis for Constrained Long Range Plan (CLRP)
May/June 2015	NEPA Public Hearings for Draft EA
August 2015	Commissioner's Finding of Public Interest
September 2015	Preferred Alternative and Phasing Approach: Briefings to Commonwealth Transportation Board (CTB) and Elected Officials; Procurement initiated
October 2015	Project Documents Posted; Public Information Meetings
October 2015	Inclusion in Region's CLRP
October 2015	CTB Decision on Preferred Alternative
December 2015	Decision on Procurement

Attachment: I-66 Haymarket Town Council 03\_07\_2016 (2733 : VDOT - Transform 66



Multimodal Solutions - 495 to Haymarket

## Key Approvals and Decisions

- **On October 21, 2015, the region's Transportation Planning Board passed the Constrained Long Range Plan**
- **On October 27, 2015, Commonwealth Transportation Board approved the Preferred Alternative and phased approach for the Transform 66 Outside the Beltway Project**
- **On December 8, 2015, Commissioner announced that I-66 Outside the Beltway improvements will be a toll-concession procurement**



Multimodal Solutions - 495 to Haymarket

## Funding Update

- **HB2**
  - Submitted by Fairfax County - \$385 Million for Interchange at Route 28
  - Submitted by NVTVA - \$2.1 Billion for entire project
- On December 10, 2015, Northern Virginia Transportation Authority (NVTVA) voted to adopt Resolution 16-04 approving potential funding of projects related to the I-66 Outside the Beltway Project for the FY 2017 Program



Multimodal Solutions - 495 to Haymarket

## Environmental Update

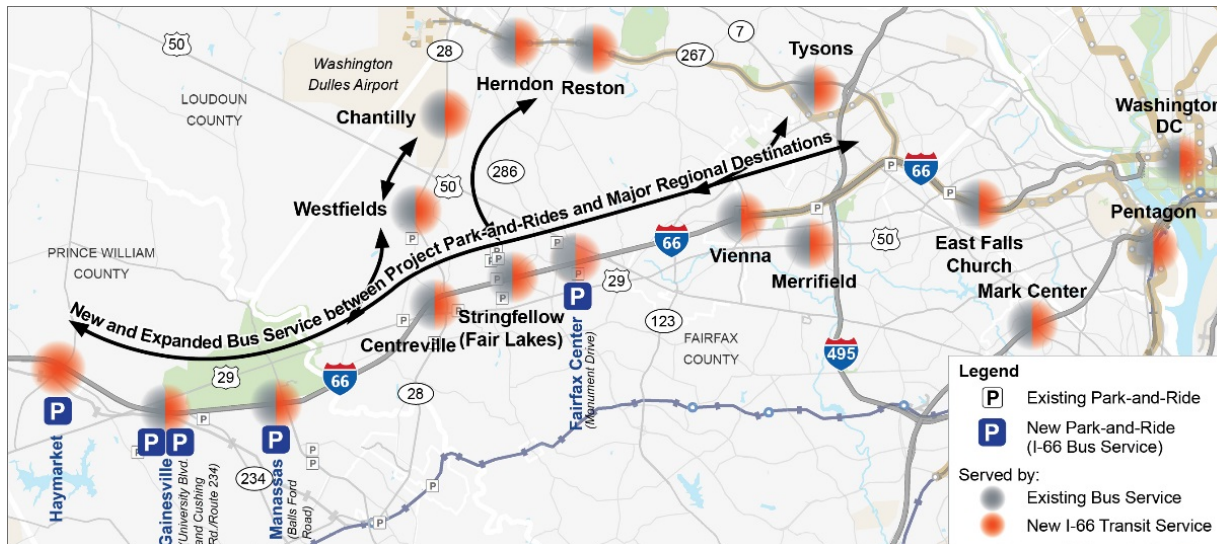
- **Revised EA approved by FHWA for public availability**
  - Incorporates updated information
  - Addresses comments received on the Draft EA
- **Finalize Revised EA after public review period**
- **FHWA decision**



Multimodal Solutions - 495 to Haymarket

# New Transit Service

- Point-to-point commuter service between park-and-ride facilities and regional destinations
- Proposed new transit service includes:
  - Preferred Alternative (By 2040) – 20 Routes with up to 13,400 daily riders
  - Phase 1 (By 2025) – 13 routes with up to 10,000 daily riders
- Service assumed to be operated by Fairfax Connector and PRTC
- Some new transit service may be started during implementation of Transportation Management Plan (TMP)



Attachment: I-66 Haymarket Town Council 03\_07\_2016 (2733 : VDOT - Transform 66





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# Park-and-Ride Facilities

Location (from west to east)	Status	Total Spaces (Phase 1)	Total Spaces (Preferred Alternative)
Haymarket (US 15/I-66 Vicinity)	New	230	600
Gainesville (University Blvd)	New	1,920	2,370
Gainesville (Cushing Rd)	430 existing spaces	430 (Same as existing)	1,090 (total)
Manassas (Balls Ford Rd)	New	1,300	1,620
Fairfax Center (Monument Dr)	New *	630 *	820
* Phase 1 spaces expected to use existing parking lot at Fairfax County Government Center			

- **4,000 new spaces by project opening (Phase 1) and approximately 6,500 total spaces in preferred alternative**
- **Park-and-ride facility implementation coordinated with TMP**
- **Flexibility in location and project delivery method incorporated into Project Documents**
- **Next Steps:**
  - In coordination with stakeholders, identify location for Haymarket Park-and-Ride
  - Develop monitoring and performance measuring process

Attachment: I-66 Haymarket Town Council 03\_07\_2016 (2733 : VDOT - Transform 66







Multimodal Solutions - 495 to Haymarket

## Haymarket Park-and-Ride Lot

- **Point-to-point peak period commuter bus service from Haymarket**
  - **Beginning opening year: Haymarket to DC**
  - **Added by 2035: Haymarket to Tysons**
- **Park-and-Ride Lot**
  - **Will support commuter bus service and parking for carpooling and vanpooling**
  - **230 spaces in opening year expanded to 600 spaces in the future**
  - **VDOT, DRPT, Town of Haymarket, and Prince William County working together to identify location consistent with planned development and current I-66/US 15 interchange construction**
  - **Sites being considered have convenient access to I-66 and do not impact historic districts or Rural Crescent**



Multimodal Solutions - 495 to Haymarket

# Transportation Management Plan (TMP) Update

- **Initial set of TMP strategies and budget developed for the I-66 corridor. Key Elements:**
  - Fare subsidy for existing commuter bus service
  - New service from Front Royal
  - Vanpool, carpool and telework formation subsidies
  - Incident response enhancements for the interstate.
  - **Mobility and safety enhancements for the arterial network**
    - ❖ Local law enforcement
    - ❖ Speed & traffic monitoring
    - ❖ Temporary traffic calming
    - ❖ Traffic engineering & analysis
- **Next steps:**
  - FHWA approval of strategies
  - Implementation planning



Multimodal Solutions - 495 to Haymarket

# Outreach Update

- **Total Public Meetings from Jan. 2014 - Feb. 2016 - 184**
  - **Elected Official: 73**
  - **HOA/Community Groups/Property Owners: 43**
  - **Agency: 57**
  - **Public Information Meetings/Public Hearings: 11**
- **Continue outreach to key stakeholders**



Multimodal Solutions - 495 to Haymarket

# Project Procurement

- All short-listed teams submitted their indicative financial proposals on December 1, 2015.
- The toll concession model (DBFOM) was selected as preferred delivery model and CTB and Transportation P3 Advisory Committee were briefed on the decision
- Alternative Technical Concept discussions underway



# Key Business Terms

*Multimodal Solutions - 495 to Haymarket*

- **Concession Term: 50 years (4 years of construction and 46 years of operation)**
- **Financing**
  - The Developer will finance the Project at its own cost and risk and non-recourse to VDOT.
  - Up to \$600 million public contribution.
- **Permits:**
  - VDOT will obtain required NEPA, CTB and FHWA approvals for Preferred Alternative concept
  - Developer will be responsible for obtaining all other permits and government approvals, and will be responsible for obtaining any required reevaluation of the NEPA approvals as a result of Developer's ATCs.
- **Design and Construction:**
  - Fixed priced contract between the Developer and the Design-Build Contractor
- **Intermediate milestones:**
  - Intermediate parking spaces: within 18 months of Construction NTP
  - Remove traffic signals on Route 28: within 24 months of Construction NTP
- **Operation and Maintenance (O&M)**
  - The Developer will be responsible for O&M of the Express Lanes, except for snow and ice removal



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# Other Major Features

- **Funding for transit is a requirement in the financial plan**
- **Developer retains the risks for**
  - Higher than anticipated HOV use
  - Extension of Metro after 10 years of operation
  - Other corridor enhancements by Department (VDOT) with exception of constructing an additional General Purpose lane
- **Alternative Technical Concepts (ATC) process**
  - Emphasis on innovation and increasing value
  - Reduced scope or cheaper quality not acceptable
- **Minimize negative impact of construction activities**
  - Expedited construction schedule with Liquidated Damages (LDs) for late Project Completion
  - Liquidated damages for lane closures



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# Procurement Next Steps

- **Ongoing – One-on-One meetings with Proposers/ATC process**
- **April 2016 – Final draft RFP**
- **May 2016 – Public hearing on final draft RFP**
- **May 2016 – Complete FHWA review and approval of final draft RFP**
- **May 2016 – CTB Briefing on changes to the draft RFP as a result of public hearings and one-on-one meetings**
- **June 2016 – Issue final RFP**
- **July 2016 – receive Technical Proposals**
- **August 2016 – receive Financial Proposals**
- **September 2016 – PPTA Audit / final FOPI; select Preferred Proposer**
- **October 2016 – CTB briefing / Commercial Close**
- **April 2017– Financial Close**



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# Key Milestones

Revised EA 15-Day Public Review & Comment Period	January/February 2016
Final Environmental Document	January/February 2016
Consideration of ATCs	March/April 2016
Public Hearing on Final Draft RFP & HOV-2 to HOV-3 Conversion	May 2016
Final RFP	May 2016
Selection of Developer	September 2016
Design Public Hearing	Early 2017
Construction Start	2017
Open to Traffic	2021

Attachment: I-66 Haymarket Town Council 03\_07\_2016 (2733 : VDOT - Transform 66







Multimodal Solutions - 495 to Haymarket

# Visit Transform66.org



TO: Town of Haymarket Town Council  
 SUBJECT: Pedestrian Improvements Grant - Engineering Change Order  
 DATE: 03/07/16

**ISSUE:** Authorize Town Manager to sign a change order with RDA, our Engineer for the Pedestrian Improvement Project- Engineering and Design

**BACKGROUND:**

- When this project was originally scoped, we had assumed that the Right of Way would be within the guidelines that allow Basic Acquisition Reports (BAR) instead of full blown appraisals. BARs are not as detailed as appraisals and therefore cost less money to prepare.
- The guidelines are if the acquisition is under \$10,000 then only a BAR is offered to the property owner. If the acquisition is between \$10,000 and \$25,000 then BARs can be presented to property owners but they have to be informed that an appraisal will be presented if they request one. If the acquisition is over \$25,000, then an appraisal is required.
- When RDA submitted their fee for the project, they scoped "Preparing BARs" at \$3,141.00"
- Now that the design has developed to the point of knowing the impacts and the Right of Way process has begun, RDA checked to make sure that the initial assumption of only needing a BAR holds true.
- All of the acquisitions (4 properties) fall within the \$10,000 - \$25,000 range, even if only slightly over the \$10,000.
- Since they fall in this range, we will have to offer the property owners the opportunity to get a full blown appraisal.
- RDA's experience and common sense is that a property owner will take a free appraisal if they can get it.
- Instead of preparing BAR's and then going back and preparing appraisals if/when requested, we can just decided now before anything is done to only prepare appraisals and use the RDA fee for "Preparing BARs" go towards "Preparing Appraisals."
- If the cost of "Preparing BARs" is credited, a change order for an additional \$14,414 to prepare appraisals is still needed. \$17,550 (the total cost for appraisals) - \$3,141 (credit for previously scoped BARs) = \$14,414.

**ADDITIONAL BACKGROUND**

- This project is being paid for with a Transportation Earmark (Connelly money) which funds the project with no Town match up to \$499,915.
- In September 2015 when the construction estimate was updated, it showed the total cost of the project was going to be \$43,085 over the Transportation Earmark available, which the Town would be responsible for paying 100%. The Town Engineer brought this issue to the attention of the Town Council in October 2015 and also pointed out that of this \$43,085, approximately \$25,000 was drainage that would normally be constructed with/paid out of the Town Center project (meaning the increase in cost that the Town has to pay for out of pocket is only \$43,085 - \$25,000 = \$18,085).
- At the October 2015 Town Council meeting, the Town Council agreed to pay this overage amount and continue with the project.

**DISCUSSION:**

- The likelihood that property owners will go ahead and request the appraisal is high.
- While we are able to only Prepare BARs at this point and take the risk that property owners will ask for an appraisal, it is Staff's opinion that it would be more time and cost effective to just prepare appraisals and roll over the money for Preparing BARs into Preparing Appraisals.

**BUDGET IMPACT:**

- The change order will have negative impact to the overall engineering and design budget.
- The change order can be approved without needing to allocate any funding from any other budget line items at this time. Invoices will continue to be sent to VDOT and be reimbursed out the Transportation Earmark. We will be reimbursed until the Transportation Earmark has been exhausted (this will occur during construction).
- The additional funding for the project should be included in the FY2017 budget.

**RECOMMENDATION:**

Staff recommends the approval of the change order so that we can continue to move forward on the project.

**MOTION:****Motion of Approval:**

Move to authorize the Town Manager to execute the change order for the Pedestrian Improvement Project Design and Engineering with RDA Civil Engineering firm in the amount of \$14,414.00 for changing from Basic Acquisition Reports to Appraisals.

**Motion of Denial:**

I move to ...

**ATTACHMENTS:**

- 02 Pedestrian Improvement Proj - RDA Contract Change Order (PDF)



# RINKER DESIGN ASSOCIATES, P.C.

Engineering • Surveying • Land Planning  
Transportation • Right of Way • Environmental

## PROPOSED CHANGE ORDER BETWEEN TOWN OF HAYMARKET AND RINKER DESIGN ASSOCIATES, P.C.

**PEDESTRIAN IMPROVEMENTS VDOT PROJECT 0055-233-045 UPC 97735**  
February 24, 2016

### SCOPE

The purpose of this Change Order is to address the need for additional valuation services as a result of appraisal reports being completed instead of Basic Administrative Reports (BAR). This Change Order includes the completion of appraisal reports as well as the appraisal reviews. Attached is a proposal which includes the Computation of Fee, Computation of Direct Technical Salaries and Distribution of Man-hours for appraisal reports.

### ESTIMATED FEE

The fee for this Change Order is \$14,414.00. The new total maximum price for this contract is now \$158,414.00.

RDA is looking forward to the opportunity to continue our professional engineering and right of way services to the Town of Haymarket on this project. Should you have any questions, please do not hesitate to contact me at 703-368-7373, or e-mail me at [sdusza@rdacivil.com](mailto:sdusza@rdacivil.com).

Sincerely,

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

Attachments

### AUTHORIZATION:

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

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

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

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

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

Attachment: 02 Pedestrian Improvement Proj - RDA Contract Change Order (2734 : Pedestrian Improvements Grant - Engineering Change

Date: February 17, 2016

Town of Haymarket

## Pedestrian Improvements Project

**COST PLUS NET FEE CONTRACT  
COMPUTATION OF FEE \***

A. DIRECT LABOR, ESTIMATED		\$5,626
(Estimated Manhours X Current Hourly Rates)		
B. ESCALATION		\$250
See Schedule		
C. TOTAL DIRECT LABOR		\$5,876
(A) + (B)		
D. OVERHEAD (PAYROLL BURDEN + OVERHEAD, G&A)		\$10,100
(C) Times 171.90%		
E. TOTAL DIRECT LABOR PLUS OVERHEAD		\$15,976
(C + D)		
F. DIRECT LABOR PLUS OVERHEAD CONTINGENCY **		\$0
(E) Times 0%	0.00	
Sub #1 DMY	0.00	
Sub #2 MAUL	0.00	
G. NEGOTIATED NET FEE ***		\$1,579
(BASED ON (E + F) WITH OVERHEAD LIMIT OF 156%		
H. COST OF FACILITIES CAPITAL		\$0
Not Applicable		
I. NONSALARIED DIRECT COSTS, ESTIMATED		\$0
J. NONSALARY CONTINGENCY		\$0
(H + I) Times 0%		
K. SUBCONSULTANT FEES		\$0
Sub #1 DMY	\$ -	
Sub #2 MAUL	\$ -	
L. TOTAL		\$17,555
(E + F + G + H + I + J + K)		
M. CREDIT FOR PREPARING BARS		\$3,141
N. MAXIMUM TOTAL COMPENSATION PAYABLE		\$14,414
(L-M)		

\* - Round to the nearest dollar with no cents.

\*\* - Contingency is generally 5%, but may vary depending on the difficulty of determining the exact scope of the services. Contingency provides for minor work elements which could not be precisely determined when the contract was written. The contingency may not be used without written permission from the Department.

\*\*\* - Overhead rate is limited to 156% in determining net fee.

Date: February 17, 2016

Town of Haymarket

Pedestrian Improvements Project

**Computation of Direct Technical Salaries**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ReviewAppraiser	40	\$56.96	\$2,278.40
Senior Engineer		\$50.33	\$0.00
Project Engineer		\$34.01	\$0.00
Technician		\$26.20	\$0.00
R.O.W.Agent		\$29.80	\$0.00
Appraiser	128	\$26.15	\$3,347.20
Land Surveyor		\$61.90	\$0.00
Survey Technician		\$37.30	\$0.00
Two Man Field Crew		\$58.17	\$0.00
TOTAL	168		\$5,625.60

**Computation of Reimbursable Costs**

Travel: 0 miles @ \$ 0.565 / mile	\$	-
Telephone/Postage: 0 months @ \$ 100 / month	\$	-
Copies/Reproductions BW 8.5"x11":0 copies/month @ \$ 0.3 / copy for 2 months	\$	-
Copies/Reproductions Color 8.5"x11": 0 copies/month @ \$ 0.6 / copy for 2 months	\$	-
Copies/Reproductions BW 11"x17":0 copies/month @ \$ 0.6 / copy for 2 months	\$	-
Copies/Reproductions Color 11"x17": 0 copies/month @ \$ 1.2 / copy for 2 months	\$	-
Plots 24"x36" BW0 plots/month @ \$ 2.2 / print for 5 months	\$	-
Plots 24"x36" Color0 plots/month @ \$ 4.4 / print for 2 months	\$	-
Plots "Half Scale" BW0 plots/month @ \$ 1.1 / print for 5 months	\$	-
Plots "Half Scale" Color plots/month @ \$ 2.2 / print for 5 months	\$	-
Delivery/Express Mail: 0 months @ \$ 50 / month	\$	-
Mylar Printssheets @ \$ 5 / print	\$	-
Title Reports 0ea @ \$ 500	\$	-
Total		\$0.00

Note: Non-Salary Direct Costs:

All non-salary direct costs, that have not been audited, are to be reasonable, billed at actual cost, must be supported and are subject to adjustment and review at the time of final audit

Date: February 17, 2016

Town of Haymarket  
Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 510 Sheet 1 of 1

	Element of Work	Review Appraiser	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Appraiser	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
<b>510</b>	<b>Furnish Right-of-Way Plans</b>										
	Incorporate Approved Public Hearing Recommendations										0
	Finalize Proposed Right-of-Way Limits										0
	Update Parcel Data										0
	QA/QC										0
	Prepare Basic Appraisal Reports	40					128				168
	Offers and Negotiations										0
	Plat Preparation										0
	<b>Total Hours</b>	<b>40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>128</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>168</b>
	<b>Total %</b>	<b>23.8%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>76.2%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>0.0%</b>	<b>100.0%</b>

Attachment: 02 Pedestrian Improvement Proj - RDA Contract Change Order (2734 : Pedestrian Improvements Grant - Engineering Change

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**COST PLUS NET FEE CONTRACT  
COMPUTATION OF FEE \***

A. DIRECT LABOR, ESTIMATED		\$1,006
(Estimated Manhours X Current Hourly Rates)		
B. ESCALATION		\$45
See Schedule		
C. TOTAL DIRECT LABOR		\$1,051
(A) + (B)		
D. OVERHEAD (PAYROLL BURDEN + OVERHEAD, G&A)		\$1,807
(C) Times 171.90%		
E. TOTAL DIRECT LABOR PLUS OVERHEAD		\$2,858
(C + D)		
F. DIRECT LABOR PLUS OVERHEAD CONTINGENCY **		\$0
(E) Times 0%	0.00	
Sub #1 DMY	0.00	
Sub #2 MAUL	0.00	
G. NEGOTIATED NET FEE ***		\$283
(BASED ON (E + F) WITH OVERHEAD LIMIT OF 156%)		
H. COST OF FACILITIES CAPITAL		\$0
Not Applicable		
I. NONSALARIED DIRECT COSTS, ESTIMATED		\$0
J. NONSALARY CONTINGENCY		\$0
(H + I) Times 0%		
K. SUBCONSULTANT FEES		\$0
Sub #1 DMY	\$ -	
Sub #2 MAUL	\$ -	
L. MAXIMUM TOTAL COMPENSATION PAYABLE FOR PREPARATION OF BARS		\$3,141
(E + F + G + H + I + J + K)		
M. AMOUNT NOT TO EXCEED WITHOUT WRITTEN VDOT APPROVAL		\$3,141
(L - F - J)		

\* - Round to the nearest dollar with no cents.

\*\* - Contingency is generally 5%, but may vary depending on the difficulty of determining the exact scope of the services. Contingency provides for minor work elements which could not be precisely determined when the contract was written. The contingency may not be used without written permission from the Department.

\*\*\* - Overhead rate is limited to 156% in determining net fee.

Attachment: 02 Pedestrian Improvement Proj - RDA Contract Change Order (2734 : Pedestrian Improvements Grant - Engineering Change



Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Computation of Direct Technical Salaries**

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ProjectManager		\$56.96	\$0.00
Senior Engineer	8	\$50.33	\$402.64
Project Engineer	16	\$34.01	\$544.16
Technician		\$26.20	\$0.00
R.O.W.Agent	2	\$29.80	\$59.60
Clerical		\$26.15	\$0.00
Land Surveyor		\$61.90	\$0.00
Survey Technician		\$37.30	\$0.00
Two Man Field Crew		\$58.17	\$0.00
TOTAL	26		\$1,006.40

**Computation of Reimbursable Costs**

Travel: 0 miles @ \$ 0.565 / mile	\$	-
Telephone/Postage: 0 months @ \$ 100 / month	\$	-
Copies/Reproductions BW 8.5"x11":0 copies/month @ \$ 0.3 / copy for 2 months	\$	-
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Plots "Half Scale" Color plots/month @ \$ 2.2 / print for 5 months	\$	-
Delivery/Express Mail: 0 months @ \$ 50 / month	\$	-
Mylar Printssheets @ \$ 5 / print	\$	-
Title Reports 0ea @ \$ 500	\$	-
Total		\$0.00

**Note: Non-Salary Direct Costs:**

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Date: March 25, 2014

Town of Haymarket  
Pedestrian Improvements Project

**Consultant  
Distribution of Manhours**

Element 510 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
510	Furnish Right-of-Way Plans	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Incorporate Approved Public Hearing Recommendations										0
	Finalize Proposed Right-of-Way Limits										0
	Update Parcel Data										0
	QA/QC										0
	Prepare Basic Acquisition Reports		8	16		2					26
	Offers and Negotiations										0
	Plat Preparation										0
	<b>Total Hours</b>	0	8	16	0	2	0	0	0	0	26
	<b>Total %</b>	0.0%	30.8%	61.5%	0.0%	7.7%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: 02 Pedestrian Improvement Proj - RDA Contract Change Order (2734 : Pedestrian Improvements Grant - Engineering Change



TO: Town of Haymarket Town Council  
 SUBJECT: Sale of structure located at 14710 Washington Street  
 DATE: 03/07/16

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#### **BACKGROUND:**

- The Town Council adopted the Harrover Master Plan in January 2016.
- The Master Plan calls for the removal or relocation of the 14710 Washington Street.
- Only the dwelling is being considered for sale and the sale will be contingent on the removal from the site.
- The Town listed the property through the National Historic Trust for Preservation, the Town's website and through govDeals.com.
- The Town received a great deal interest in the property and has begun negotiations with an interested party that submitted a letter of interest to the Council.
- The public hearing is required for the sale of Town property.

#### **DISCUSSION:**

- The purchase price being offered is a nominal amount (\$500) for the building at 14710 Washington Street.
- In exchange for the nominal sale price the, the interested party will bear the cost of the removal from the property.
- The party interested in purchasing the property is looking to relocate and rebuild the existing home as it is on private property that they own in a neighboring county.
- The letter of intent describes in general the approach for the removal of the property and a general timeline associated with the removal.

#### **TOWN MANAGER'S COMMENTS: (February 24, 2016)**

- The Town Attorney and Town Manager have been working on a Draft Contract for the perspective buyer.
- I believe that this approach and sale of the property is in the best interest to begin the process of achieving the intended outcomes of the Harrover Master Plan.
- I believe that interest party is interested in the history of the property and is interested in working with the Town in executing this project in a timely manner.
- This process achieves the goal of "preservation by relocation".

#### **POTENTIAL QUESTIONS:**

- What is the next step?
- After the sale is finalized, how soon can the relocation project begin?
- If we sale the property, what all would be removed?
- Will the Town retain any of the features of the dwelling?

#### **Budget Impact:**

The proposed sale of the property would have a positive effect on the Capital Improvements Projects budget as the bulk of the cost to remove the property/ dwelling would not be handled by the Town. The Town would be responsible for the filling in or removal of foundation and the remediation of the site where the dwelling currently is located at.

#### **RECOMMENDATION:**

It is recommended that the Town Council authorize the sale of 14710 Washington Street (dwelling only) to be relocated off of the property. It is further recommended that the Town Council authorize the Town Manager & Town Attorney to enter into contract with the purchaser and give authorization to finalize the

sale and commencement of the removal of the dwelling.

**Motion of Approval:**

I move to sale 14710 Washington Street (dwelling only) and authorize the Town Manager and Town Attorney to finalize the sale and begin the commencement of the removal through contract with the approved buyer.

**Motion of Denial:**

I move to ...



TO: Town of Haymarket Town Council  
SUBJECT: I-66 HOV to HOT Lanes  
DATE: 03/07/16

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**ATTACHMENTS:**

- RES 2016-001 Opposition to HOV to HOT Lanes (PDF)

**RESOLUTION 2016-001**

**A RESOLUTION TO DECLARE THE TOWN OF HAYMARKET’S OPPOSITION TO THE VIRGINIA DEPARTMENT OF TRANSPORTATION’S PLANS TO WIDEN INTERSTATE 66 AND CONVERT THE “HIGH OCCUPANCY VEHICLE” (HOV) LANES TO “HIGH OCCUPANCY TOLL” (HOT) LANES.**

**WHEREAS**, the Virginia Department of Transportation has announced The Transform 66 Outside the Beltway plan to widen Interstate 66 by one lane for tolled HOT lane use only, and to toll all existing HOV lanes, between the Beltway and Gainesville; and

**WHEREAS**, the plan also calls for the creation of a high frequency rapid bus service and dedicated lanes to promote higher occupancy vehicular traffic and direct access points to the dedicated lanes; and,

**WHEREAS**, the proposed plan includes changing the carpooling rules on I-66 from HOV-2 (two occupants to use the HOV lanes) to HOV-3 (three occupants to use the HOT lanes), making it more difficult for carpoolers to meet the HOV-3 requirement, and requiring them to pay tolls that could exceed \$10,000 each year if they do not meet the HOV-3 requirement; and

**WHEREAS**, these changes will eliminate an existing general purpose lane during non peak traffic hours, effectively creating greater congestion on the three remaining general purpose, non-tolled lanes; and

**WHEREAS**, the Town of Haymarket Town Council is concerned that the proposed plan will result in continued long-term congestion, not result in reduced air pollution, and create greater resident inconvenience at the cost of billions of dollars to the Commonwealth, its taxpayers, and to Haymarket residents and users of I-66; and

**WHEREAS**, the Town of Haymarket supports the emphasis on multi-modal solutions that make it easier for commuters to find alternatives to automobile-based commutes but opposes the elimination of the HOV-2 Lane, supports the use of the HOV lane as a general purpose lane during non-peak traffic times, and opposes HOT lanes that will shift traffic to the remaining three existing lanes that cannot handle the current capacity;

**NOW, THEREFORE, BE IT RESOLVED THAT**, on March 7, 2016, the Town of Haymarket Town Council voices its opposition to the proposed widening of Interstate 66 for additional HOT lanes only, the conversion of all existing HOV lanes to tolled HOT lanes, the shift from HOV-2 to HOV-3, and the elimination of a general purpose lane during non peak traffic volumes.

Done this 7<sup>th</sup> Day of March 2016

ATTEST:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

Attachment: RES 2016-001 Opposition to HOV to HOT Lanes (2719 : I-66 HOV to HOT Lanes)



TO: Town of Haymarket Town Council  
 SUBJECT: Ordinance - Condition of Premises  
 DATE: 03/07/16

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**ISSUE:** The draft ordinance is designed to address blighted properties and the general conditions of property within the Town. The draft ordinance would repeal Chapter 22, Section 2 regarding removal of trash and cutting of weeds under Health and Sanitation.

**BACKGROUND:**

- In an effort to address blighted properties within the Town, the following ordinance has been drafted to provide staff and Town Officials more direct means of addressing general conditions that are unacceptable within the Town.
- The following draft ordinance better addresses and equips staff and Town Officials than the sections of Town Code that are being recommended for repeal.

**DISCUSSION:**

- The draft ordinance is for review by Council.
- If the draft meets the Council's expectations, the next step will be to place it on the April Agenda for adoption.

**TOWN MANAGER'S COMMENTS: (February 25, 2016)**

- It is my recommendation that Town adopt the draft ordinance, repeal portions of Chapter 22 under Health and Sanitation.
- The draft ordinance provides a better set of tools to address blight and general conditions of property within the Town.

**POTENTIAL QUESTIONS:**

- How quickly would the Town be able to act regarding blighted properties within Town?
- What do we currently apply within our existing ordinances?
- Would any other ordinances be affected with the adoption of the draft ordinance?

**FISCAL IMPACT:**

- None, at this time.
- However, enforcement of the draft ordinance could mean future costs to the Town in order to achieve full cooperation of the ordinance.

**RECOMMENDATION:**

Staff recommends that Council take the draft ordinance up for action at their April Regular Council meeting.

**MOTION:**

**Motion of Approval:**

I move to take the Draft Condition of Premises Ordinance for consideration at Council's next regularly scheduled meeting.

**Motion of Denial:**

I move to deny the progression of Draft Condition of Premises Ordinance, because...

Agenda Item (ID # 2735)

Meeting of March 7, 2016

**ATTACHMENTS:**

- (2) Conditions of Premises Ordinance (DRAFT January 2016) (PDF)



### Conditions of Premises Ordinance:

Sec 22-2. – Offensive or detrimental conditions on private property generally.

- a.) *Definitions.* The following words, terms and phrases, when used in section 22-2 thru 22-4, shall have the meanings ascribed to them in this sub-section, except where the context clearly indicates a different meaning:

*Building.* Any structure for the support, shelter or enclosure of person, animals, chattels or property of any kind.

*Nuisance.* Includes, but not limited to, dangerous or unhealthy substance which have escaped, have spilled, have been released or have been allowed to accumulate in or on any place, and all unsafe, dangerous, or unsanitary public or private buildings, walls, or structures which constitute a menace to the health and safety of occupants thereof or the public.

*Odor.* Any smell, from whatever source, resulting from a quality of something that stimulates the olfactory organ.

*Premises.* A tract of real property with a building thereon, and shall include its grounds and other appurtenances.

*Trash.* Any worthless or discarded material or objects.

*Yard Waste.* Decomposable waste materials generated by yard and lawn care and includes leaves, grass trimmings, brush, wood chips, and shrub and tree trimmings. Yard waste shall not include roots or stumps that exceed six inches in diameter.

- b.) *Nuisances generally.* No person owning, leasing, occupying or having charge of any premises shall maintain or keep any nuisance thereon, nor shall any such person keep or maintain such premises in a manner causing substantial diminution in the value of the other property in the neighborhood in which such premises are located.
- c.) *Offensive odors.* No person owning, leasing, occupying or having charge of any premises shall cause, suffer, allow or permit the creation or continuation of a nuisance, from any source, resulting in the frequent or habitual discharge of any odor objectionable to individuals of ordinary sensibility.

**State Law reference** – Definition pertaining to waste management, Code of Virginia, §10.1-1400; abatement or removal of nuisances, Code of Virginia, §15.2-900, 15.2-1115.

Sec. 22-3. – Accumulation of trash or growth of weeds.

- a.) It shall be unlawful for the owner of any property within the town to permit the accumulation thereon of any trash, garbage, refuse, yard waste, recyclables, litter or

other substance which might endanger the health or safety of other residents of the town or the growth thereon of any weeds or other agricultural growth, including grass, to a height of 12 inches or more. However, the provision on the growth of weeds or other agricultural growth shall not apply to any portion of a parcel in the conservation zoning district.

- b.) The town manager or authorized agent shall give the owner of any property within the town written notice to remove from such property, within 48 hours, any condition which is in violation of subsection (a) of this section. Failure to comply with such notice shall constitute a Class 1 misdemeanor. Such notice shall be by certified mail to the last known address of the owner of the property. If such last known address is different from the address on the town tax records, a copy of such notice shall likewise be sent by certified mail to the address upon the tax records, a copy of such notice shall likewise be sent by certified mail to the address upon the tax records applicable to such property. If a condition enumerated in subsection (a) of this section exists which poses an immediate threat to the health, safety and welfare of citizens of the town, then the town manager or authorized agent shall give such notice as is reasonable under the circumstance. The town need only give one notice per calendar year to the property owner relating to growth of weeds or other agricultural growth, including grass.
- c.) Upon the failure, neglect or refusal of the owner of any property to whom notice has been given as provided in subsection (b) of this section to remove the trash, garbage, refuse, yard waste, recyclables, litter or other like substances or to cut the weeds or other natural growth, including grass, on the property in question within the time indicated in the notice, the town manager or authorized agent shall have the right to enter the subject property and may have the requisite work done by the town or by a town procured and paid contractor.
- d.) When the town manager or authorized agent has accomplished the removal of the trash, garbage, refuse, yard waste, recyclables, litter or other substance, the town shall bill the owner of the land or premises for the actual cost of removal, expense and the cost of publication, if any. If such bill is not paid within 30 days, the town manager or authorized agent shall transmit such bill to the treasurer, who shall include such amount in the next regular tax bill of the owner of such property. Every charge authorized in this section which remains unpaid shall constitute a lien against such property and may be collected as taxes are collected.
- e.) Notices provided under subsection (a) of this section for growth of weeds or other agricultural growth, including grass, shall state that no further notice by the town shall be given for the remainder of the calendar year. The notice shall further state that the town shall take corrective action as needed until the end of the calendar year, and that such costs (including overhead) shall be charged as provided in this section.

**State Law reference** – Removal or disposal of trash, cutting of grass and weeds, Code of Virginia, §15.2-901.

Sec. 22-4. – Dangerous structure, derelict buildings, and spot blight abatement.

- a.) In addition to any other remedies provided by this Code or the Virginia Code, the town may protect public health, safety and welfare by addressing dangerous structure as provided in this subsection.
- 1.) The owners of property in the town shall remove, repair or secure any building, wall or structure that might endanger the public health or safety of other residents of the town at such time or times as the town council may prescribe by resolution or ordinance.
    - a. For the purposes of this ordinance, boarding up of windows or doorways as a matter securing the structure will only be considered a temporary solution, up to 3 months.
  - 2.) The town through its agents or employees may remove repair or secure any building, wall or any other structure that might endanger the public health or safety of other residents of the town, if the owner and lien holder(s) of such property have failed to remove, repair, or secure the building, wall or other structure, after the notice provided in this subsection A has been sent and the time to act provided in that notice has elapsed.
    - a. For the purposes of this subsection, repair may include maintenance work to the exterior of a building to prevent deterioration of the building or adjacent buildings.
    - b. For purposes of this subsection, reasonable notice includes a written notice (i) mailed by certified or registered mail, return receipt requested, sent to the last known address of the property owner and (ii) published once a week for two successive weeks in a newspaper having general circulation in the locality.
    - c. No action shall be taken to remove, repair, or secure any building, wall, or other structure for at least 30 days following the later of the return of the receipt or newspaper publication, except that the town may take action to prevent unauthorized access to the building within seven days of such notice if the structure is deemed to pose significant threat to public safety and such fact is stated in the notice.
  - 3.) In the event the town, through its own agents or employees, removes, repairs, or secures any building, wall or any other structure after complying with the notice provisions of this section, the cost or expenses thereof shall be chargeable to and paid by the owners of such property and may be collected by the town as taxes are collected.
  - 4.) Every charge authorized by this subsection or Virginia Code §15.2-900 with which the owner of any such property has been assessed and that remains unpaid shall constitute a lien against such property ranking on a parity with liens for unpaid local taxes and enforceable in the same manner as provided in Articles 3 (§58.1-3840 et. Seq.) and 4 (§58.1-3965 et seq.) of Chapter 39 of Title 58.1, Code of Virginia. The

- town council may by resolution waive such liens in order to facilitate the sale of the property. Such liens may be waived only as to a purchaser who is unrelated by blood or marriage to the owner and who has no business association with the owner. All such liens shall remain a personal obligation of the owner of the property at the time the liens were imposed.
- 5.) The town may impose and collect civil penalties, not to exceed a total of \$1,000.00, for violations of this section.
- b.) In addition to the remedies provided by this Code or the Virginia Code, the town may protect public health, safety and welfare by addressing derelict buildings as provided in this subsection.
- 1.) The owners of property in the town shall, at such time or times as the town council may prescribe by resolution, submit a plan to demolish or renovate any building that has been declared a “derelict building”. For purposes of this section, “derelict building” shall mean a residential or nonresidential building or structure, whether or not construction has been completed, that might endanger the public’s health, safety, or welfare and that, for a continuous period in excess of six months, has been (i) vacant, (ii) boarded up in accordance with the building code, and (iii) not lawfully connected to electric service from a utility service provider or lawfully connected to any required water or sewer service from a utility service provider.
  - 2.) If a building qualifies as a derelict building pursuant to this section, the town shall notify the owner of the derelict building that the owner is required to submit to the town a plan, within 90 days, to demolish or renovate the building to address the items that endanger the public’s health, safety, or welfare as listed in the written notification provided by the town. Such a plan may be on a form developed by the town and shall include a proposed time within which the plan will be commenced and completed. The plan may include one or more adjacent properties of the owner, whether or not all of such properties may have been declared derelict buildings. The plan shall be subject to approval by the town. The town shall deliver the written notice to address listed on the real estate tax assessment records of the town. Written notice sent by first-class mail, with the town obtaining a U.S. Postal Service Certificate of Mailing, shall constitute delivery pursuant to this section.
  - 3.) If the town delivers written notice and other owner of the derelict building has not submitted a plan to the locality within 90 days as provided in subsection(b)(2) of this section, the town may exercise such remedies in this subsection or as otherwise provided b law.
  - 4.) The owner of a building may apply to the town and request that such a building be declared a derelict building for purposes of this section.
  - 5.) The town, upon receipt of the plan to demolish or renovate the building, at the owner’s request, shall meet with the owner submitting the plan and provide information to the owner on the land use and permitting requirements for demolition or renovation.
  - 6.) If the property owner’s plan is to demolish the derelict building, the building permit application of such owner shall be expedited. If the owner has completed the

- demolition within 90 days of the date of the building permit issuance, the town shall refund any building and demolition permit fees. This section shall not relieve a property owner of the requirement to obtain a certificate of appropriateness for demolition or exterior alteration for a historic structure under section ? of this Code.
- 7.) If the property owner's plan is to renovate the derelict building, and no rezoning is required for the owner's intended use of the property, the site plan or subdivision application and building permit, as applicable, shall be expedited. The site plan or subdivision fees may be refunded, all or in part, but in no event shall the site plan or subdivision fees exceed the lesser of 50 percent of the standard fees established by the ordinance for site plan or subdivision applications for the proposed use of the property, or \$5,000.00 per property. The building permit fees may be refunded, all or in part, but in no event shall the building permit fees exceed the lesser of 50 percent of the standard fees established by the ordinance for building permit applications for the proposed use of the property, or \$5,000.00 per property.
  - 8.) Prior to commencement of a plan to demolish or renovate the derelict building, at request of the property owner, the last tax assessment of the property in its current derelict condition will be utilized. On the building permit application, the owner shall declare the costs of demolition, or the costs of materials and labor to complete the renovation. At the request of the property owner, after the demolition or renovation of the derelict building. The Town Treasurer will inquire with the commissioner of revenue to provide a new assessment of the property that reflects the fair market value of the demolition costs or the fair market value of the renovation improvements, and reflect such value in the real estate tax assessment records. The real estate tax on an amount equal to the costs of demolition or amount equal to the increase in the fair market value of the renovations shall be abated for a period of five years, and is transferable with the property. The abatement of taxes for demolition shall not apply if the structure demolished is registered Virginia landmark or is determined by the department of historic resources to contribute to the significance of a registered historic district.
- c.) It is the policy of the Town to address spot blight abatement in appropriate cases, using all remedies provided by law, including those contained in Virginia Code §36-49.1:1. In determining whether a property is blighted for the purposes of applying that section, the town shall apply the definition of "blighted property" contained in Virginia Code §36-3 and may consider any pertinent factors, including but not limited to the following:
- 1.) *Condemned structure* – A structure on the property has been continuously vacant for at least one year and has been condemned as unfit for human occupancy by the building official in accordance with the Virginia Uniform Statewide Building Code, but has neither been demolished nor repaired by the owner as directed by the building official.
  - 2.) *Rat and rodent infestation* – There is evidence of rat or rodent infestation or harborages caused by conditions on the property;
  - 3.) *Previous citations* – The property has been used or maintained in a condition which has resulted in the following actions:

- a. The owner or owners have been cited on at least three separate occasions because activities or conditions on the property violate state or town laws or ordinances governing the use or maintenance of property, and those activities or conditions pose a substantial risk to public health, safety and welfare of the community; or
  - b. The owner or owners have not abated one or more violations as order by the court or have repeated conduct involving the use or maintenance of property for which the owner or owners have been convicted of violating state laws or town ordinances in the past.
- 4.) *Inadequate facilities* – The property has inadequate sewage septic, plumbing, well or heating facilities based on current new construction codes.
  - 5.) *Potential trespass* – If the property is vacant, the owner has failed to take adequate precautions to prevent the use of or access to the property by trespassers.
  - 6.) *Nuisance to children* – A potential attractive nuisance to children exists on the property, including, but not limited to, abandoned wells, basements, excavations or broken fences.
  - 7.) *Fire hazard* – Any condition exist on the property that has been specifically identified as a fire hazard by the fire department or building official.
  - 8.) *Substantial dilapidation of buildings or structures as evidence by either:*
    - a. Collapse of either interior or exterior structural elements such as floors, walls, roofs, decks and similar appendages which do not pose a danger to the public; or
    - b. Removal or rotting of exterior siding, roofing or sheathing exposing structural members to the weather.



TO: Town of Haymarket Town Council  
SUBJECT: VRE Update  
DATE: 03/07/16

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TO: Town of Haymarket Town Council  
SUBJECT: Dominion Virginia Power 230 kV Transmission Line & Substation  
DATE: 03/07/16

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TO: Town of Haymarket Town Council  
SUBJECT: Closed Session  
DATE: 03/07/16

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TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 03/07/16

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VA § 2.2-3712 D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying 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 as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.



TO: Town of Haymarket Town Council  
SUBJECT: House Bill 549  
DATE: 03/07/16

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**ATTACHMENTS:**

- Res 2016-002 Urging Veto of SB 549 (PDF)

**RESOLUTION 2016-002  
REQUESTING THE GOVERNOR VETO SENATE BILL 549**

WHEREAS, Senate Bill 549 (“SB 549”) will cause significant adverse impacts to the rezoning process as to create uncertainty, increased community impacts and litigation which will negatively impact the development of real property in the Commonwealth of Virginia; and

WHEREAS, SB 549 is antagonistic to orderly, managed and planned growth of vibrant neighborhoods and communities in which to live, work, and play where residents are served by adequate public facilities; and

WHEREAS, SB 549 will inhibit a constructive and collaborative development process between localities and rezoning applicants; and

WHEREAS, SB 549 creates an unfunded mandate by eliminating the ability of localities and developers to adequately mitigate the impacts of development and will cause upward pressure on local tax rates to pay for public facilities that can no longer be proffered in rezoning cases; and

WHEREAS, SB 549 would eliminate the flexibility currently available to localities and developers to customize developments by prohibiting developers from offering innovative proffers, and localities from accepting such proffers, to meet the needs of modern and vibrant communities that attract economic development; and

WHEREAS, SB 549 would cause a complete reversal in the body of law governing rezoning cases developed by the highest courts over the last century by transferring the historic presumption of reasonableness from locally elected legislative bodies to land developers; and

WHEREAS, SB 549 would have a chilling effect on the ability of planning commissioners and members of local governing bodies to respond to or address concerns expressed by constituents during the public hearing process thus rendering the public hearing process a mere formality; and

WHEREAS, SB 549 completely eliminates the ability of applicants, despite a genuine desire to do so, to offer proffers for public facilities or improvements where the need for such facilities or improvements is not specifically attributable to the proposed residential development; and

WHEREAS, SB 549 would discourage staff, planning commissioners and local legislators throughout the rezoning process from engaging in constructive discussion of proposed residential rezonings; and

WHEREAS, SB 549 would prohibit applicants from proffering, and localities from accepting proffers for many essential public facilities that would ultimately serve the needs of the eventual residents of proposed residential developments or offsite improvements to mitigate very real light, noise, and visual impacts to adjacent properties.

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, calls upon the Honorable Terence R. McAuliffe, Governor of the Commonwealth of Virginia to veto Senate Bill 549.

Done this 7<sup>th</sup> Day of March 2016

TOWN OF HAYMARKET, VIRGINIA



ATTEST:

BY:

\_\_\_\_\_  
Jennifer Preli, Town Clerk

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

Motioned By:

Seconded By:

Voting Aye:

Voting Nay:

Abstaining:

Absent:

Attachment: Res 2016-002 Urging Veto of SB 549 (2738 : House Bill 549)