



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, April 4, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Department Reports

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

3. Break 6:30 PM

4. Invocation - 7:00 PM - Rev. Sean Rousseau

5. Pledge of Allegiance

6. Citizen's Time

7. Minutes Acceptance

- A. Mayor and Council - Regular Meeting - Mar 7, 2016 5:00 PM

8. Agenda Items

- A. Budget Amendment - Resolution # 2016-004
- B. Draft Fiscal Year 2016-2017 Budget Presentation
- C. Sale of 14710 Washington Street Structure
- D. Condition of Premises Ordinance
- E. VML Vaco Finance Proposal
- F. Harrover Property - Next Steps
- G. VRE Update
- H. Dominion VA Power 230 kV Transmission Line & Substation

9. Councilmember Time

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

10. Closed Session

- A. Closed Session
- B. Certification of Closed Session

11. Adjournment



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator's Report
 DATE: 04/04/16

Museum Pinwheel Garden Ceremony

On Friday, April 1st at 5 p.m. the Town of Haymarket along with the Dominion Woman's Club and CASA-CIS (Court Appointed Special Advocates, Child Intervention Services) will plant over 100 blue pinwheels on the front lawn of the Haymarket Museum.

This ceremony is to help raise awareness of Child Abuse Prevention Month. Every year during the month of April, over 4,000 pinwheel gardens are planted across the state of Virginia in honor of children.

Haymarket Health Forum

Group Therapy Associates will host its second panel discussion at town hall on Saturday, April 9th 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>>

Earth Day 2016

Earth Day will be held on Saturday, April 16th 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, City of Winchester, Upscale Seconds, and the Virginia Forestry Rangers)
- Children's Craft Tables
- Scavenger Hunt
- Face Painter
- Document Shredding Truck (located at The Fauquier Bank from 10 am until 2 pm)

Haymarket Museum 2016 Season

- Earth Day - Historical Haymarket Buildings
- May/June - Salute to Law enforcement
- July/August - Salute to Railroad
- August/September - History of Haymarket
- October/November - Haymarket Quilters
- November/December - 1943 Christmas in Haymarket



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 04/04/16

- The current year Profit & Loss report is attached.
- The Budget is on an Accrual basis which means revenue and expenditures are recorded when they are incurred regardless of when cash is received. "Accrual" refers to any individual entry recording revenue or expense in the absence of a cash transaction. For example, October is when all Real Estate Tax Invoices are entered into Quick Books, therefore it appears as though the entire Taxes were received in October. So Quick Books captures the entire tax amount as what is being billed. We have sent out Business License Tax renewal applications. These are due by April 30th. Therefore by the end of April you will see an increase in Revenue in that line item. Bank Stock Tax is usually received by the end of May.
- At this point in the budget thru March, categories should not exceed 75% of the Budget. There are some line items that do exceed the 75%, but the overall categories are on point.
- The Finance Committee met on March 16th. Points of discussion were the current Budget, Budget Amendment needed for the Legal line item (which is in your packet tonight), and the upcoming Fiscal Year Budget, presented by the Town Manager.
- Chief Noble will discuss the Police Department budget items.
- I attended Dude University (Dude Solutions company) March 19th thru March 22nd, in Myrtle Beach, SC. This company has a program called Facility Dude. Facility Dude is currently the program the Town uses for all of its scheduling of Facility Maintenance, Building Permitting, Inspections, etc. Since implementing this program two years ago, I never really had the opportunity to dive into it, and learn everything it has to offer. Since attending this University, there is so much more this program can be utilized for in the Town, such as Fleet Management of the Police Cruisers, Lease management of the Tenants in the Town's buildings, planning and preventative maintenance of all the Town's Buildings etc. In the next few months I will be inputting data into this program, in order bring more reporting to the Town Council, as to how these items impact the Budget.

11:39 AM
03/25/16
Accrual Basis

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

Ordinary Income/Expense	Jul '15 - Jun 16	Budget	% of Budget
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	287,863.21	292,000.00	98.6%
Public Service Corp RE Tax	10,080.19	9,000.00	112.0%
Personal Property Tax	-50.67		
Penalties - All Property Taxes	667.13		
Interest - All Property Taxes	251.70		
Total GENERAL PROPERTY TAXES	298,811.56	301,000.00	99.3%
OTHER LOCAL TAXES			
Sales Tax Receipts	104,801.87	130,000.00	80.6%
Meals Tax - Current	348,741.00	450,000.00	77.5%
Consumer Utility Tax	104,781.33	120,000.00	87.3%
Bank Stock Tax	0.00	25,000.00	0.0%
Business License Tax	56,668.49	176,000.00	32.2%
Penalties (Non-Property)	2,451.20		
Cigarette Tax	151,785.75	220,000.00	69.0%
Total OTHER LOCAL TAXES	769,229.64	1,121,000.00	68.6%
PERMITS,FEES & LICENESES			
Occupancy Permits	400.00	500.00	80.0%
Inspection Fees	13,345.00	7,000.00	190.6%
Other Planning & Permits	20,200.00	30,000.00	67.3%
Application Fees	975.00	2,000.00	48.8%
Motor Vehicle Licenses	1,417.00	1,000.00	141.7%
Total PERMITS,FEES & LICENESES	36,337.00	40,500.00	89.7%
FINES & FORFEITURES			
Fines	36,146.11	48,000.00	75.3%
Total FINES & FORFEITURES	36,146.11	48,000.00	75.3%
REVENUE - SPONSORED TOWN EVENTS	48,453.17	65,000.00	74.5%
MISCELLANEOUS REVENUE			
Miscellaneous	115.00		
Total MISCELLANEOUS REVENUE	115.00		
MISCELLANEOUS			
Earnings on VACO/VML Investment	2,358.49		
Sale of Salvage & Surplus	0.00	0.00	0.0%
Recovered Costs- Private Events	300.00	5,000.00	6.0%
Interest on Bank Deposits	558.12	100.00	558.1%
Interest (Non-Property)	33.81		
Citations & Accident Reports	1,430.00	1,000.00	143.0%
Total MISCELLANEOUS	4,680.42	6,100.00	76.7%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	0.00	26,850.00	0.0%
Suite 206 Rental Income	63,155.44	84,100.00	75.1%
Suite 200 Rental Income	3,703.02	4,830.00	76.7%
15020 Wash St Rental Income	32,038.47	42,735.00	75.0%
6630 Jefferson St Rental Income	23,990.00	41,055.00	58.4%
Town Hall Rental Income	700.00	1,200.00	58.3%
Total RENTAL (USE OF PROPERTY)	123,586.93	200,770.00	61.6%
INTEREST ON BANK DEPOSITS	9,375.18		
REVENUE FROM COMMONWEALTH			
Other	15.23		
Communications Tax	91,683.43	120,000.00	76.4%
Department of Fire Programs	38,200.00	41,200.00	92.7%
599 Law Enforcement Grant	21,276.00	28,334.00	75.1%
Personal Property Tax Reimburse	18,626.97	18,600.00	100.1%
Car Rental Reimbursement	4,039.14	4,500.00	89.8%
Railroad Rolling Stock	1,514.70	1,400.00	108.2%
REVENUE FROM COMMONWEALTH - Other	2,137.78		
Total REVENUE FROM COMMONWEALTH	177,493.25	214,034.00	82.9%

Attachment: 2 - Treasurers Report - Profit and Loss Statement (2742 : Treasurer's Report)

11:39 AM
03/25/16
Accrual Basis

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

	Jul '15 - Jun 16	Budget	% of Budget
REVENUE FROM FEDERAL GOVERNMENT			
PEDESTRIAN IMPROVEMENT GRANT	44,418.00	250,000.00	17.8%
CABOOSE ENHANCEMENT GRANT	950.00	38,500.00	2.5%
Total REVENUE FROM FEDERAL GOVERNMENT	45,368.00	288,500.00	15.7%
TRANSFER OF CASH RESERVES	0.00	1,178,499.00	0.0%
Total Income	1,549,596.26	3,463,403.00	44.7%
Gross Profit	1,549,596.26	3,463,403.00	44.7%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	15,825.00	32,100.00	49.3%
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%
Total 11100 - TOWN COUNCIL	23,757.56	43,700.00	54.4%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	191,331.44	243,600.00	78.5%
Salaries/Wages - Overtime	5,526.62	8,000.00	69.1%
Salaries/Wages - Part Time	48,878.65	92,700.00	52.7%
FICA/Medicare	21,592.60	22,165.00	97.4%
VRS	13,656.98	15,660.00	87.2%
Health Insurance	37,675.39	46,772.00	80.6%
Life Insurance	1,978.39	3,151.00	62.8%
Disability Insurance	1,521.51	2,600.00	58.5%
Unemployment Insurance	-202.64	2,550.00	-7.9%
Worker's Compensation	543.55	350.00	155.3%
Liability Insurance	10,689.00	9,000.00	118.8%
Accounting Services	5,514.75	8,000.00	68.9%
Cigarette Tax Administration	3,938.44	4,000.00	98.5%
Printing & Binding	10,272.76	13,300.00	79.0%
Advertising	8,705.00	10,000.00	87.1%
Computer, Internet & Website Svc	15,157.30	24,000.00	63.2%
Postage	2,149.57	4,500.00	47.8%
Telecommunications	4,403.80	4,500.00	97.9%
Mileage Allowance	1,973.94	2,500.00	79.0%
Meals & Lodging	2,981.84	5,000.00	59.6%
Convention & Education	11,019.00	15,000.00	73.5%
Discretionary Fund	2,159.00	2,000.00	108.0%
Books, Dues & Subscriptions	2,801.40	3,000.00	93.4%
Office Supplies	2,611.75	4,500.00	58.0%
Capital Outlay-Machinery/Equip	9,997.00	25,000.00	40.0%
66900 - Reconciliation Discrepancies	0.03		
Miscellaneous	107.79		
Total 12110 - TOWN ADMINISTRATION	416,984.86	571,548.00	73.0%
12210 - LEGAL SERVICES			
Legal Services	89,372.98	90,000.00	99.3%
Total 12210 - LEGAL SERVICES	89,372.98	90,000.00	99.3%
12240 - INDEPENDENT AUDITOR			
Auditing Services	16,150.00	16,000.00	100.9%
Total 12240 - INDEPENDENT AUDITOR	16,150.00	16,000.00	100.9%
Total 01 - ADMINISTRATION	546,265.40	721,248.00	75.7%

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

	Jul '15 - Jun 16	Budget	% of Budget
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	296,184.64	359,000.00	82.5%
Salaries & Wages - Overtime	8,512.59	12,000.00	70.9%
Salaries & Wages - Part Time	9,719.66	10,500.00	92.6%
FICA/MEDICARE	21,016.02	23,000.00	91.4%
VRS	13,891.06	22,385.00	62.1%
Health Insurance	54,792.62	81,700.00	67.1%
Life Insurance	3,084.60	3,505.00	88.0%
Disability Insurance	1,873.40	2,250.00	83.3%
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	9,304.94	15,500.00	60.0%
Repairs & Maintenance	5,047.00	8,000.00	63.1%
Advertising	0.00	150.00	0.0%
Electrical Services	2,280.13	5,500.00	41.5%
Computer, Internet & Website	2,278.72	5,000.00	45.6%
Postage	157.28	300.00	52.4%
Telecommunications	10,023.70	12,000.00	83.5%
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	2,073.28	4,000.00	51.8%
Vehicle Fuels	9,558.87	17,000.00	56.2%
Vehicle Maintenance/Supplies	10,489.11	23,500.00	44.6%
Uniforms & Police Supplies	6,569.69	8,000.00	82.1%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Capital Outlay-Machinery/Equip	45,398.45	53,000.00	85.7%
Total 31100 - POLICE DEPARTMENT	540,260.88	707,090.00	76.4%
34100 - BUILDING OFFICIAL	37,887.50	50,000.00	75.8%
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	38,801.46	40,200.00	96.5%
Total 32100 - FIRE & RESCUE	38,801.46	40,200.00	96.5%
Total 03 - PUBLIC SAFETY	616,949.84	797,290.00	77.4%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	58,668.30	80,000.00	73.3%
Total 43200 - REFUSE COLLECTION	58,668.30	80,000.00	73.3%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	38,251.04	65,200.00	58.7%
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	21,497.50	4,000.00	537.4%
Maint Svc Cont- Street Cleaning	5,310.00	10,000.00	53.1%
Electric/Gas Services	9,074.11	10,000.00	90.7%
Electrical Services-Streetlight	3,812.87	5,200.00	73.3%
Water & Sewer Services	1,041.20	1,500.00	69.4%
Janitorial Supplies	717.99	1,000.00	71.8%
Capital Outlay-Machinery/Equip	0.00	37,000.00	0.0%
Real Estate Taxes	2,274.40	2,500.00	91.0%
Total 43100 - MAINT OF 15000 Wash St./Grounds	110,948.86	168,400.00	65.9%
Total 04 - PUBLIC WORKS	169,617.16	248,400.00	68.3%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	44,722.18	65,000.00	68.8%
Total 71110 - EVENTS	44,722.18	65,000.00	68.8%

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Town of Haymarket
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July 2015 through June 2016

	Jul '15 - Jun 16	Budget	% of Budget
72200 - MUSEUM			
Salaries & Wages - Part Time	0.00		
Advertising	454.50	2,000.00	22.7%
Postage	0.00	100.00	0.0%
Telecommunications	1,389.92	1,500.00	92.7%
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%
Total 72200 - MUSEUM	2,776.55	18,600.00	14.9%
Total 07 - PARKS, REC & CULTURAL	47,498.73	83,600.00	56.8%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	2,923.20	6,000.00	48.7%
FICA/Medicare	110.16	850.00	13.0%
Consultants	20,428.00	60,000.00	34.0%
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%
Total 81100 - PLANNING COMMISSION	25,898.60	71,150.00	36.4%
81110 - ARCHITECTURAL REVIEW BOARD			
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%
Total 81110 - ARCHITECTURAL REVIEW BOARD	1,763.93	9,150.00	19.3%
Total 08 - COMMUNITY DEVELOPMENT	27,662.53	80,300.00	34.4%
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	189,065.02	189,065.00	100.0%
Total 95100 - DEBT SERVICE	189,065.02	189,065.00	100.0%
Total 09 - NON-DEPARTMENTAL	189,065.02	189,065.00	100.0%
94100 - WASH ST. ENHANCEMENT PROJECT			
Maintenance/Beautification	4,057.64	10,000.00	40.6%
Street Scape Construction	129,797.84	247,797.84	52.4%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	133,855.48	257,797.84	51.9%
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	950.00	38,500.00	2.5%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	950.00	38,500.00	2.5%
TOWN CENTER MASTER PLAN			
Construction	14,625.00	435,000.00	3.4%
Architectural/Engineering Fees	34,406.03		
Total TOWN CENTER MASTER PLAN	49,031.03	435,000.00	11.3%
HARROVER MASTER PLAN			
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%
Total HARROVER MASTER PLAN	20,837.50	310,000.00	6.7%

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03/25/16
Accrual Basis

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

	Jul '15 - Jun 16	Budget	% of Budget
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	48,425.00	250,000.00	19.4%
Total PEDESTRIAN IMPROVEMENT PROJECT	48,425.00	250,000.00	19.4%
General Reserve	0.00	52,202.16	0.0%
PERSONNEL			
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	77.74		
Total EMPLOYEE BENEFITS	77.74		
Total PERSONNEL	77.74		
Total Expense	1,850,235.43	3,463,403.00	53.4%
Net Ordinary Income	-300,639.17	0.00	100.0%
Net Income	-300,639.17	0.00	100.0%

Attachment: 2 - Treasurers Report - Profit and Loss Statement (2742 : Treasurer's Report)



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 04/04/16

Permits Issued:

February 24: Mechanical Permit has been issued to McDonald's on Leaberry Way to replace rooftop units.

March 22:

Electrical Permit issued for the construction of Chick-fil-A , Washington Street.

Plumbing Permit issued for the construction of Chick-fil-A, Washington Street.

Work to install a perimeter drain system at the Pace-West Building has begun, as this structure has an open permit, an amendment to this permit will be allowed to encompass this work.

Certificates of Occupancy Issued: No Certificates of Occupancy have been issued this month.

Inspections:

March 23:

This office checked the recorded setbacks for the homes at lots 51 and 52 along Bleight Drive. The Contractor is providing a Third Party Inspector for the inspections for the foundation work on these projects, and I will be spot checking these inspections, as well as receiving reports from this firm.

Document Review: Plan review is being conducted for the renovations for the new PD facility.

Actions:

Attached you will find a Violation Letter that is being served upon the owners of 14881 Greenhill Crossing Drive, to remove the work that had been done to create a Tailor Shop in their attached garage. To this point a Stop work Order had been served upon the property. In response the owners filed a Building Permit Application to continue this work. That permit was denied. Due to the owners taking any further action to remedy this situation the issuance and service of a Violation Order is the next step. Barring any

appeal to this order, if this party continues to refuse to comply, then the next step would be to bring the matter to District Court to secure an order to comply and any sanctions the court may allow, up to and including the levying of fines.

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

Other:

Work is now underway on Bleight Drive to build the first two Single Family homes.

The Chick-fil-A project has begun their site work operations with Footing Placement commencing early next week.

Site work is also underway at the Haymarket Iceplex.

Bids for the renovations to create the new HPD Station are immanent.

ATTACHMENTS:

- 14881 Greenhill Crossing - BO Letter 3-23-2016 (PDF)

15000 Washington Street
 Suite 100
 Haymarket, Virginia 20169
 Twitter: @townofhaymarket



703-753-2600
 Fax 703-753-2800
 www.townofhaymarket.org
 Facebook: Haymarket Town Hall

**Building Department, 15000 Washington Street, #100,
 Haymarket, Virginia 20169, (703) 753-2600**

March 23, 2016

Ok Hee Won
 14881 Greenhill Crossing Drive
 Haymarket, VA 20169

Violation Notice

RE: Construction without a Permit to construct a Business Establishment in a Single Family Home.

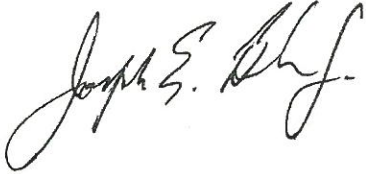
Dear Homeowner:

In October of 2015 a Stop Work Order was placed upon your premises for constructing a Tailor Shop in the garage of this Single Family Home at the above listed address. You were instructed at that time to secure the proper permitting to remove this work and return that area of your home to its intended use as a garage. In response to this order you filed a Building Permit Application to continue this work. This was denied, as it is a violation of the code and of the Town's Zoning Ordinance to construct such an operation in an R – 1 structure.

Under Section 114.1 of the Virginia Statewide Building Code this construction, and the failure to rectify such a violation, constitutes an Unlawful Act. Sections 114.3 and 114.4 speak to the prosecution of and penalties related to willfully ignoring such a directive of the Building Official. Unless this Office receives a Permit Application related to the dismantlement of the violating work, within 30 days of the receipt of this order, further legal actions will be forthcoming. If you are aggrieved by this order you may request a review of this Official's actions to the Town Council, acting as the reviewing authority in this matter. No such work should be undertaken without the benefit of a proper permit, as this will constitute another violation. The fee schedule for this permit reflects a doubling of the normal fee, due to the original work being un-permitted.

The thirty day clock begins with the service of this document and is measured in calendar days as opposed to business days; as such it is important that you attend to this order immediately. Thank you in advance for your cooperation.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph E. Barbeau, Jr.", written in a cursive style.

Joseph E. Barbeau, Jr.
Interim Building Official
Town of Haymarket



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report
DATE: 04/04/16

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.
- 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.

Caboose

- Construction for the deck at the Caboose has begun.
- Construction will be complete on or before April 15.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 04/04/16

Ongoing Projects

- Village of Haymarket Phase II. Building plans and a zoning permits have been approved for Lot 51 and 52 (corner of Washington Street and Bleight Drive). Installation of curb, gutter, sidewalk, and utilities along Bleight Drive continues.
- Chick-fil-A. Construction to commence prior to April 1.
- Ice Rink Expansion. Construction of the Expansion has commenced
- Sign Ordinance. Staff and the Town Attorney continue to revise the sign ordinance per recent court decisions regarding holiday signs. The Ordinance is tentatively scheduled for Council hearing May.

Development Review

- Other Plans. Staff continues to review site plans submitted by Haymarket Self Storage, Haymarket Masonic Lodge, Signature Companies, Haymarket Fairgrounds Rezoning, and Haymarket Baptist Church. Staff will provide an update at the meeting.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 04/04/16

ATTACHMENTS:

- PD Report to Council April 2016 (PDF)



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



Significant Incidents

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Disorderly Conduct	02/06/2016	12:30 am	Parking lot Century Stair	Witnesses reported suspect cursing and instigating fights over hockey game. Adult male was taken into custody and arrested for Disorderly Conduct.
Assault	02/21/2016	7:30-7:45 pm	15155 Washington Street (Ice Plex)	Victim reports assault took place during hockey game. Considering law enforcement did not witness incident, victim was referred to magistrate to obtain charges against suspects.
Possess Schedule 1/2 Drug (Cocaine)	02/06/2016	8:30 pm	15240 Washington Street (parking lot Fauquier Bank)	Officer observed vehicle on lot after business hours. upon a check of the vehicle, smoking device in plain view prompted search of vehicle. Adult male taken into custody and arrested for possession of Cocaine.
Possess Marijuana	02/10/2016	3:46 pm	Fayette & Jefferson St.	Traffic stop for fail to obey stop sign resulted in Juvenile male arrest for Possession of Marijuana.
Possess Marijuana	02/06/2016	10:30 pm	Fayette Street	Traffic stop for erratic driving resulted in Adult female arrest for Possession of Marijuana.

Attachment: PD Report to Council April 2016 (2740 : Police Report)



Haymarket Police Department



Possession of Marijuana with intent to distribute.	02/20/2016	3:15 pm	Sycamore & Dogwood Pk	Traffic stop on known suspended driver resulted in arrest of Adult male for Possession of Marijuana W/Intent to Distribute.
DUI	02/19/2016	9:45 pm	Washington Street	Traffic Stop for Speeding resulted in Adult male arrest for DUI.
DUI	02/22/2016	12:30 am	Washington Street	Traffic stop for speeding resulted in Adult male arrest for DUI.
Domestic Dispute (Verbal Only)	02/21/2016	10:43 am	14800 Blk Rising Sun	Officer dispatched to Domestic in progress. Upon arrival it was determined to be verbal only. Parties were separated and advised.
Domestic Dispute (Verbal Only)	02/25/2016	9:48 am	14901 Washington St. (parking lot BB & T Bank)	Officer responded to report of domestic in progress. Upon arrival it was determined to be verbal argument only. Parties were separated and advised.
Destruction of Property (Vehicle tampering)	02/15-02/17/2016	3:00-3:23 pm	14900 Blk Washington St	Report of damage done to parked vehicle. Upon further investigation it was determined another vehicle was also damaged by what appears to be BB's or Pellets. Investigation ongoing.

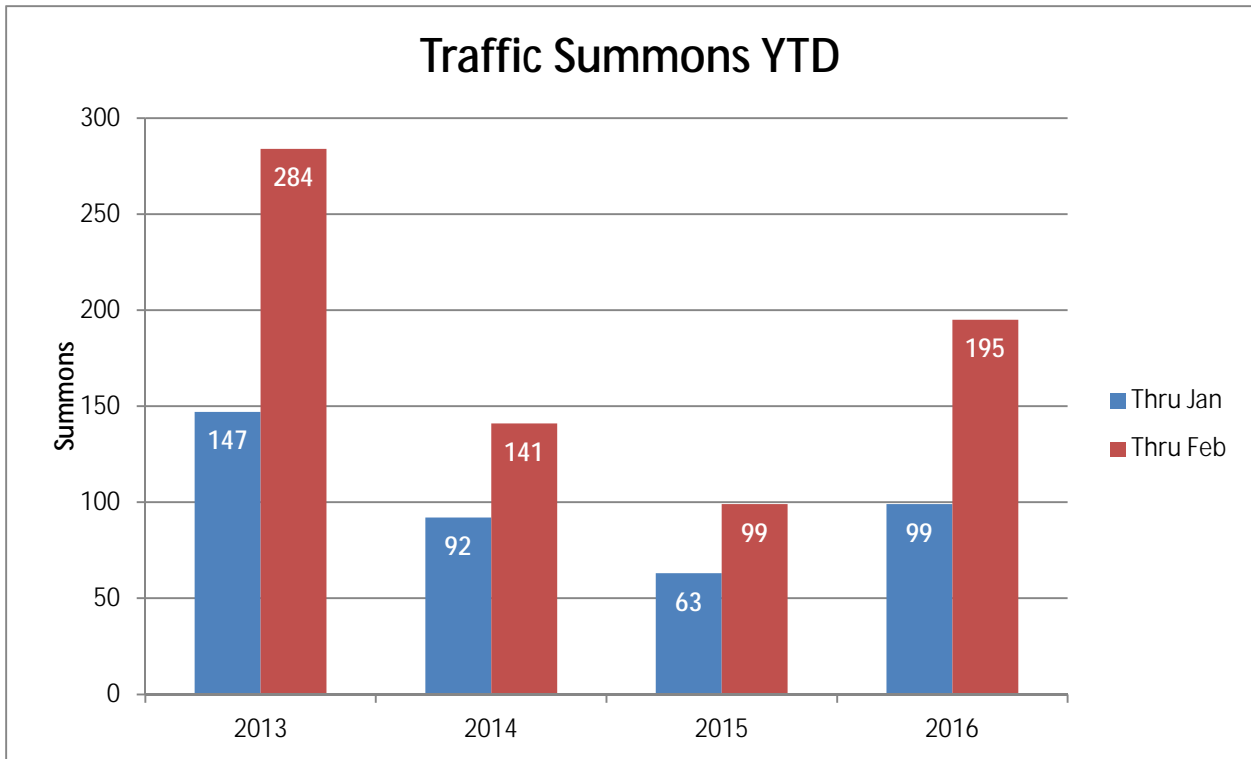
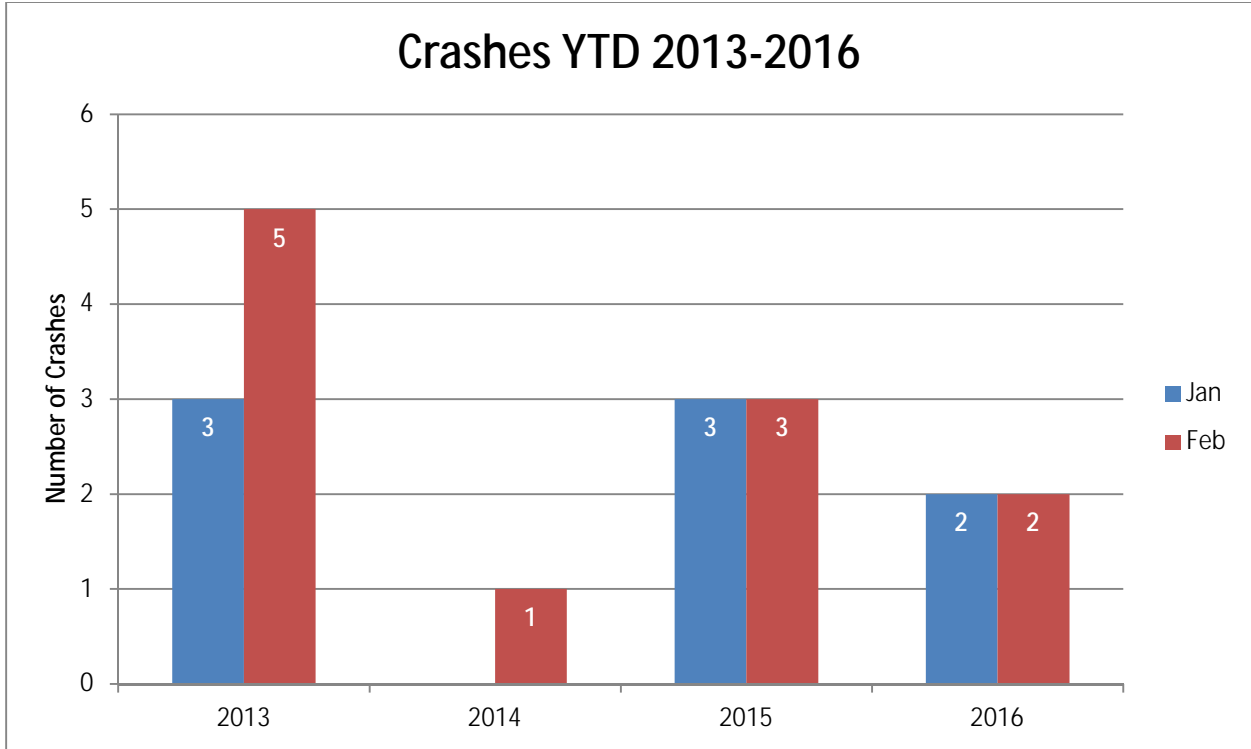
Attachment: PD Report to Council April 2016 (2740 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD



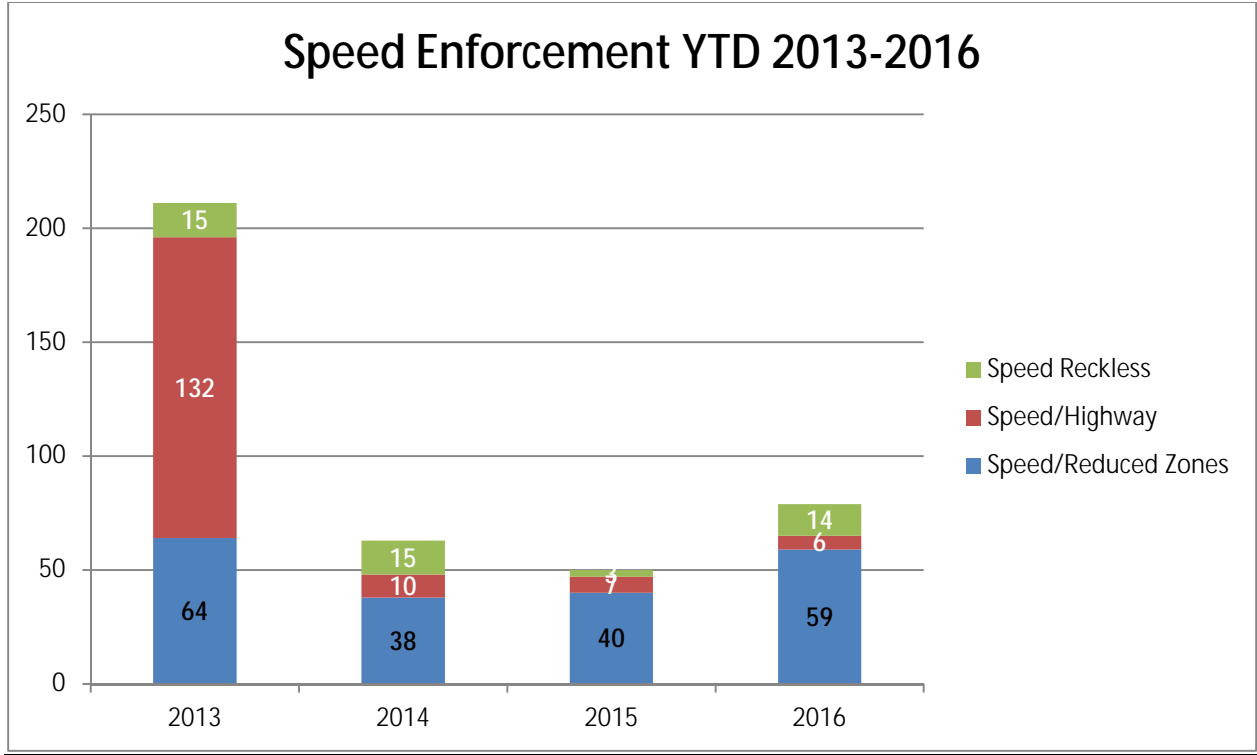
Attachment: PD Report to Council April 2016 (2740 : Police Report)



Haymarket Police Department



Crash/Enforcement YTD



SafetyCalm Speed Signs

During the first three months of operation:

	East Sign	West Sign
Total Vehicle Count	323,952	355,239
Highest Speed Percentiles		
Average	26	26
25 th Percentile	22	22
50 th Percentile	27	26
85 th Percentile	31	31
Lowest Speed Percentiles		
Average	20	20
25 th Percentile	18	18
50 th Percentile	21	21
85 th Percentile	25	25

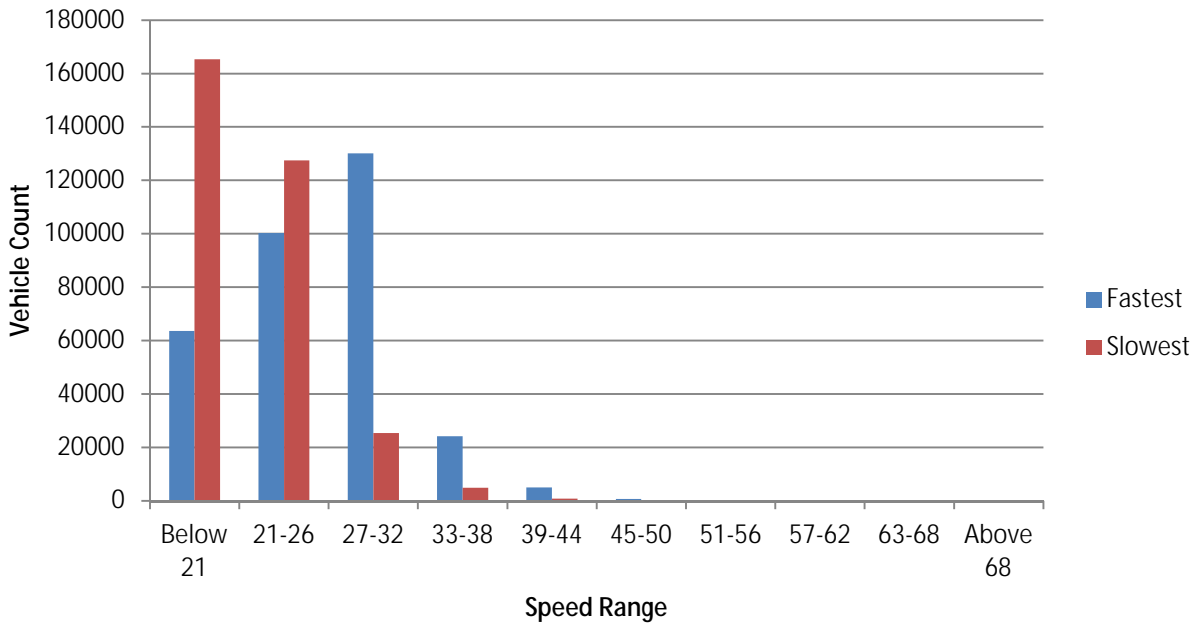
Attachment: PD Report to Council April 2016 (2740 : Police Report)



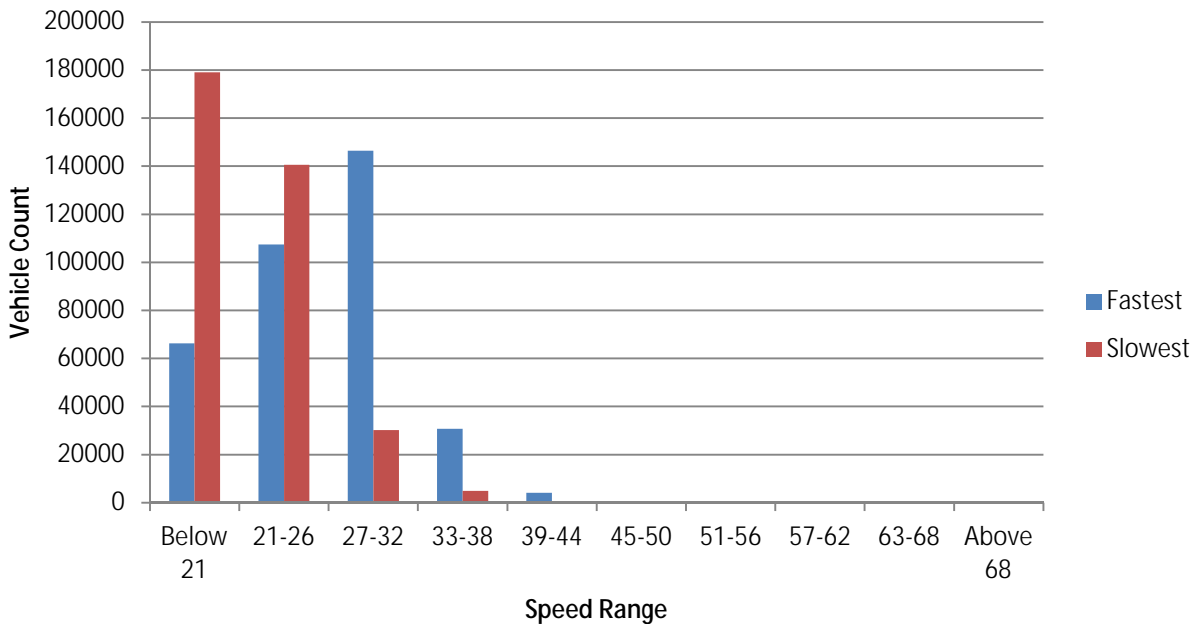
Haymarket Police Department



Fastest and Slowest Speeds - East Sign



Fastest and Slowest Speeds - West Sign



Attachment: PD Report to Council April 2016 (2740 : Police Report)



Haymarket Police Department



Other Issues of Note

Budget

Select object codes	YTD(73%)	Budgeted	
Salaries & Wages – Regular	\$296,184	\$359,000	82.50%
Salaries & Wages – Overtime	\$8512.59	\$12,000.00	70.90%
Salaries & Wages – Part Time	\$9719.66	\$13,700.00	70.90%
Total 31100	\$540,260	\$707,090	76.40%

Community Relations

- Officer Shaver participated with his Explorer Post in Prince William's Special Olympics Polar Plunge
- Officer Shaver completed a Safety Talk for the Girl Scouts at headquarters
- Officer JM Davis completed a Safety Talk for the Girl Scouts at Buckland Mills
- Officer Breeden completed a Safety Talk at Linton Hall School

Current Initiatives

- Women's Self Defense Workshop scheduled for April 19th from 6:30 to 9:30 PM at the QBE building. Advertised through social media and our co-sponsor, Rise Up Prince William.
- Donna Knupp was certified as a First Aid/CPR instructor and subsequently re-certified the entire agency



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 04/04/16

Action Items:

Harrover Property (Sale of 14710 Washington Street):

- Report and recommendation included in packet.

VML/VACO Proposal:

- Included in your packet is a recommendation and proposal from VML/VACO Finance to come work with the Council in deciphering some strategies to work towards these Major Capital projects the Town is planning for and how to pay for it.
- In 2010, the Town had a similar analysis and report performed and it was very accurate in predicting where we currently stand today, so it is thought that this process could be highly beneficial for the Town at this time as we are trying to move forward in these current endeavors.
- If Council agrees, the consultants from VML/VACO Finance will be available in April or May to come to a Council Budget Work Session to present their findings and recommendations

Harrover Next Steps Recommendation:

- A report and proposal is included in your packet.

Updates:

Budget Presentation- Fiscal '16-'17:

- The draft General Fund budget will be presented to the Council. The Capital Budget cannot be developed until Council has made its policy decisions with regard to the General Fund Budget.
- In this presentation, I will present the draft general budget as well as several options and decisions for the Council will need to consider in the coming months.
- This process is 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.
- Council will need to schedule a Budget work session(s).
- The budget presented will not be the final budget packet that will be presented in June to the Council, as the Council may wish to make changes and the final packet will contain narratives and the budget in a formatted manner.
- The June Budget presentation will include both the General Fund Budget and the Capital Budget for 2016-2017.

Town Center Project:

- The bid opening took place on Wednesday, March 23rd at 3pm.
- (At the time of this report)- We will have finalized the contract with the approved contractor and hope that they have commenced construction.
- 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.
- We have given the contractor 8 weeks from the date of the signed contract. There are incentives for early completion and liquidated damages for late delivery; (\$100 a day either way).

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.
- I have heard back from VRE officials and I am awaiting response from Council as to your preference for taking a demonstration ride on the VRE.

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 April.

Committee Meetings:

- Meetings will be called as needed, with the exception of the Finance Committee which meets each month.

Questions?



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, March 7, 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: Late (5:20 PM), Councilman Chris Morris: Present, Councilman Kurt Woods: Absent, Councilman Joe Pasanello: Present, Councilwoman Susan Edwards: Present, Vice Mayor Steve Aitken: Present, Mayor David Leake: Present.

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

Mayor Leake asks that everyone stand in a moment of silence in remembrance of Officer Ashley Guindon who sacrificed her life while on duty in Prince William County. In addition, Mayor Leake asks that we keep Officers Jesse Hempen and David McKeown in our thoughts and prayers while they recover from their injuries sustained in the same violent encounter.

Pastor George D. Carlisle of Mount Pleasant Baptist Church is here this evening to offer the invocation

5. Pledge of Allegiance

6. Citizen's Time

Pete Candland - 14569 Jansbury Street

Mr. Candland is here this evening as a private citizen and as a representative of QBE. He thanks the Town Council for their diligence and hard work fighting the proposed Dominion Power lines. He would like to address a proposal from Dr. Shawn Landry regarding the Lewis home at 14710 Washington Street. They would like to move the structure to the QBE Business Park. By locating it in the Town and near its sister building. QBE will ensure all renovations are completed. He proposes that an dessert shop will occupy the building and provide 10-15 jobs in the Town. They believe all costs that the Town incurs moving the building will be recouped within 2-3 years through business tax and meals tax revenue. QBE is prepared to build a foundation within 45 days of award.

7. Public Hearing

A. Sale of structure located at 14710 Washington Street

Mayor Leake opens the public hearing regarding the sale of the structure located at 14710 Washington Street and asks that if anyone would like to speak in favor or opposed to the sale to please come forward at this time.

No public comment

Minutes Acceptance: Minutes of Mar 7, 2016 5:00 PM (Minutes Acceptance)

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

8. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Dec 7, 2015 7:00 PM

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

B. Mayor and Council - Regular Meeting - Jan 4, 2016 7:00 PM

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

C. Mayor and Council - Regular Meeting - Feb 1, 2016 5:00 PM

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

9. Agenda Items

A. VDOT - Transform 66 Update

Ms. Susan Shaw is here this evening to discuss VDOT's preferred alternative of the transformation of one lane on I-66, in both directions, becoming a HOT or express lane

B. Pedestrian Improvements Grant - Engineering Change Order

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.

Discussion:

Councilman Pasanello asks do we need the additional \$14,000 in the next budget? Yes, it will need to be addressed in the FY 2017 Budget

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

C. Sale of structure located at 14710 Washington Street

D. I-66 HOV to HOT Lanes - Vice Mayor Steve Aitken

Move to adopt 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, in each direction, 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 may result in continued long-term congestion, not result in reduced air pollution, and create greater resident inconvenience at the cost of hundreds of millions 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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Pasanello, Edwards, Aitken
ABSENT:	Kurt Woods

E. Ordinance - Condition of Premises Chapter 22

With no objection from Council the Mayor directs that this Ordinance be addressed at the April 4, 2016 Town Council meeting

F. House Bill 549

Move to adopt Resolution 2016-002:

**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.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Pasanello, Edwards, Aitken
ABSENT:	Kurt Woods

G. 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.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and 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 Construction Contract

Minutes Acceptance: Minutes of Mar 7, 2016 5:00 PM (Minutes Acceptance)

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

H. 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:	Steve Aitken, Vice Mayor
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Pasanello, Edwards, Aitken, Leake
ABSENT:	Kurt Woods

I. VRE Update

Councilman Pasanello announces that there are some upcoming committee meetings with VRE. There will be more information after those committee meetings.

J. Dominion Virginia Power 230 kV Transmission Line & Substation**10. Councilmember Time****A. Susan Edwards**

- *Councilwoman Edwards has nothing additional to add this evening*

B. Joe Pasanello

- *Councilman Pasanello wishes everyone a Happy Easter*

C. Chris Morris

- *Councilman Morris has nothing additional to add this evening*

D. Steve Aitken

- *Vice Mayor Aitken is not in favor of keeping the work session and the regular meeting into one evening. He believes it does not give time to dialogue and discussion amongst themselves.*

E. Matt Caudle**F. Kurt Woods**

- *Councilman Woods is absent this evening*

G. David Leake

- *Mayor Leake polls the other Council Members to see if they are okay with the format of combining the work session and the regular meeting together. With Woods being absent all Council does like the new format except for Vice Mayor Aitken. It is recommended that if a member of Council does not feel comfortable with the information provided that the matter be tabled*
- *Mayor Leake informs that the Greenhill Crossing Community has installed blue lighting on their signs in remembrance of Ashley Guindon. In addition he has issued a half-staff flag order for Officer Guindon. The flag will remain half-staff until Mrs. Nancy Reagan is interred.*

11. Adjournment**A. Motion to Adjourn**

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Susan Edwards, Councilwoman
AYES:	Caudle, Morris, Pasanello, Edwards, Aitken
ABSENT:	Kurt Woods

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Mar 7, 2016 5:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Budget Amendment - Resolution # 2016-004
DATE: 04/04/16

Attached proposed Budget Amendment to cover the Legal line item under Town Administration.

ATTACHMENTS:

- RES 2016-004 Budget Amendment(PDF)

RESOLUTION 2016-004
BUDGET AMENDMENT REQUEST



WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2016 Budget on June 1, 2015; and

WHEREAS, The Haymarket Town Council has amended the Fiscal Year 2016 Budget on December 7, 2015, and January 4, 2016, and

WHEREAS, The Town's Legal bills have exceeded the current allotment of the budget, and will most likely exceed the Budget line item of \$90,000 due to additional needs of the Town, and

WHEREAS, an additional amendment is needed to cover this item due to unforeseen expenditures, and a recommendation is to take an additional \$30,000 from the General Reserves to cover this Legal line item

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council authorizes the Fiscal 2016 Budget to be amended as follows:

Budget Line Item	Adopted Budget	Prior Amended Budget	Current proposal	Balance
EXPENSE:				
General Reserve:	160,000.00	-107,797.84	-30,000.00	22,202.16
Town Admin: Legal	90,000.00	0.00	+30,000.00	120,000.00
TOTAL BUDGET	3,463,403	3,463,403		3,463,403

Done this 4th Day of April 2016

- Motion By:
- Seconded By:
- Ayes:
- Nayes:
- Absent:

ATTEST:

Jennifer Preli, Town Clerk

Attachment: RES 2016-004 Budget Amendment (2764 : Budget Amendment - Resolution # 2016-004)



TO: Town of Haymarket Town Council
SUBJECT: Draft Fiscal Year 2016-2017 Budget Presentation
DATE: 04/04/16

A draft of this presentation will be handed out at a later date as a meeting to discuss with the Finance Committee is scheduled for Monday, March 28th.



TO: Town of Haymarket Town Council
 SUBJECT: Sale of 14710 Washington Street Structure
 DATE: 04/04/16

Report on Harrover Property (Sale of 14710 Washington Street (dwelling only)):

AGENDA **Town Council** **DATE: April 4, 2016**

SUBJECT: Sale of 14710 Washington Street

ISSUE: Public Hearing to hear comments about the sale of 14710 Washington Street and make a determination on the sale of 14710 Washington Street for relocation off of the property.

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 (\$5) 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.
- One 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. A Purchase and Sale Agreement has been submitted to the interested party and we are currently finalizing the agreement in principal.
- The second interested party is interested in purchasing the property to relocate it to their property within Town and remodel the structure back into its original lay out and convert it to a ice cream parlor/ business.
- The second party has presented a general concept to the Council and has submitted a Purchase and Sales Agreement. This agreement has been reviewed and submitted back to the interested party for final review in attempts to reach an agreement in principal.

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

- The Town Attorney and Town Manager have been working on a Draft Contract for the perspective buyers.
- 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 both of the interested parties are interested in the history of the property and are 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:

Staff recommends the sale of 14710 Washington Street (dwelling only) to be relocated off of the property and authorize the Town Manager and Town Attorney to finalize the sale and commencement of the removal of the dwelling.

MOTION:**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: Condition of Premises Ordinance
 DATE: 04/04/16

Draft Condition of Premises Ordinance:

AGENDA **Town Council** **DATE: April 4, 2016**

SUBJECT: Draft Condition of Premises Ordinance

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 repeal of Chapter 22-2 and adoption of the revised Chapter 22-2-22-4 of the Town Code.

ATTACHMENTS:

- (2) Conditions of Premises ordinance (PDF)

ORDINANCE TO ADD SECTIONS 22-3 THROUGH 22-5 OF THE TOWN CODE AND TO AMEND SECTION 22-2 OF THE TOWN CODE, RELATING TO OFFENSIVE AND DETRIMENTAL CONDITIONS ON PRIVATE PROPERTY, NUISANCES, BLIGHT, DANGEROUS STRUCTURES, DERELICT STRUCTURES, ACCUMULATIONS OF TRASH, AND GROWTH OF GRASS AND WEEDS

WHEREAS, The Town has an obligation to protect the public health, safety and welfare, and

WHEREAS, The Code of Virginia provides various tools for local governments to address health and safety risks on private property, and

WHEREAS, The Town Council wishes to provide for a safe and healthy environment while respecting the fundamental right to private property,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this ___ day of ____, 2016, in _____ session, that the Town Council hereby amends the Town Code as follows:

- 1. The Town Council amends the Code of Ordinances of the Town of Haymarket (2004) by adding Sections 22-3 through 22-5 of the Town Code as follows:

Sec 22-3. – Offensive or detrimental conditions on private property generally.

a.) *Definitions.* The following words, terms and phrases, when used in sections 22-3 and 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.

Attachment: (2) Conditions of Premises ordinance (2765 : Condition of Premises Ordinance)

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.

Sec. 22-4. – 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.

Sec. 22-5. – 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.
 - 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 58-554 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.
2. That Section 22-2 of the Town of Haymarket Code of Ordinances (2004) is amended as follows:

Sec. 22-2. - Removal or disposal of trash, cutting of grass and weeds.

(a) The owners of property in the town shall, at such time or times as the town council may prescribe, remove from their property any and all trash, garbage, refuse, litter and other substances which might endanger the health or safety of other residents of the town; ~~or may, whenever the town council deems it necessary, after reasonable notice, have such trash, garbage, refuse, litter and other like substances which might endanger the health of other residents of the town removed by its own agents or employees, in which event the cost or expenses shall be chargeable to and paid by the owners of such property and may be collected by the town as taxes are collected.~~

(b) Trash, garbage, refuse, litter and other debris and recyclables shall be disposed of in personally owned or privately owned receptacles that are provided for such use and for the use of the persons disposing of such matter or in authorized facilities provided for such purpose and in no other manner not authorized by law.

(c) ~~The owners of vacant developed or undeveloped property in the town, including such property upon which buildings or other improvements are located, shall cut the grass, weeds and other foreign growth on such property or any part of the property at such time or times as the council shall prescribe; or may, whenever the council deems it necessary, after reasonable notice, have such grass, weeds or other foreign growth cut by its agents or employees, in which event the cost and expenses shall be chargeable to and paid by the owner of such property and may be collected by the locality as taxes are collected.~~

(d) ~~Every charge authorized by this section with which the owner of any such property shall have been assessed and which 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 Code of Virginia, §§ 58.1-3940 et seq. and 58.1-3965 et seq.~~

(e) Any person who violates this section shall be guilty of a class 3 misdemeanor.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this ___ day of _____, 2016.

TOWN OF HAYMARKET, VIRGINIA

ATTEST:

Jennifer Preli, Town Clerk

Motion to approve:

Attachment: (2) Conditions of Premises ordinance (2765 : Condition of Premises Ordinance)

Second:
Voting Aye:
Voting Nay:
Absent:
Abstaining:

Attachment: (2) Conditions of Premises ordinance (2765 : Condition of Premises Ordinance)



TO: Town of Haymarket Town Council
 SUBJECT: VML Vaco Finance Proposal
 DATE: 04/04/16

Report and Proposal-VML/VACO Finance Proposal:

AGENDA **Town Council** **DATE: April 4, 2016**

SUBJECT: Letter of Engagement for Municipal Advisory Services

ISSUE: VML/VACO Finance was requested to provide a proposal to provide the Town with a plan of finance and a credit benchmark report to provide analysis for the Council as they prepare for major capital projects.

BACKGROUND:

- The Town Council is currently working towards the construction or phases thereof for two major capital projects, the Town Center and Harrover Park.
- The Council planned to utilize capital funds throughout the past years through previous Councils to fund these projects. However the reality has proven that costs are greater than originally anticipated in today's current economic climate.
- The Town has moved forward with the Site Design and Architectural plans for the Town Center Project and will be starting the interior construction of the Police Department within the coming weeks.
- The Town has invested resources to develop a Harrover Master Plan that provides a vision for a desired community park and a concept of what the community park will include.

DISCUSSION:

- The Council is at a point where there seems to be a genuine desire to move forward with the projects, especially turning the attention to the creation of the park.
- The study and advisor would help the Town Council come up with a funding plan and map for how to achieve the desired outcomes for these major capital improvements.
- At this point, the Council, through the current fiscal budget process will need to identify additional revenues to fund capital projects moving forward.
- However, the Council needs to identify long term methods to achieve capital improvements funds.
- Through this study, VML/VACO Finance will provide the Town with methods of how to plan for our future and potentially what steps and needs might need to be addressed in order to achieve such goals.

TOWN MANAGER'S RECOMMENDATION: (MARCH 23, 2016)

- Having worked with VML/VACO Finance and their staff, I feel confident that this is a very worthwhile study that Council could utilize to map their future financial plans for these capital improvements.
- In looking at the letter of engagement, I think it is important to note that they will continue to advise the Town based off of the report through June 30, 2017 without additional charge.
- In 2010, the Town had a similar report by Davenport and Company LLC and analysis performed by another consultant and the information was very helpful in moving forward, however no direct action was taken at the time.

POTENTIAL QUESTIONS:

- Will we be provided with a financial plan?
- Will they present their findings to us in person or through a report?
- How quickly can they turn this around?
- Where would the funds come from to pay for the studies?

Budget Impact:

The proposal would cost the Town \$7,500 total if we go with both the Plan of Finance and Credit Benchmarks Report. These costs can be found within the current budget and would come out of this fiscal budget.

RECOMMENDATION:

Staff recommends moving forward with both studies as they will provide crucial information and guidance into coming up with a funding plan to cover the Town's major capital improvement projects. Furthermore it is with the utmost importance for the Town to identify a long term sustainable method to pay for capital improvements. The Town Center project and Harrover Park have a long term lasting effect on the Town and future development, therefore moving forward with each project is equally important for various reasons that further overall mission of the Council and long term vision of the Town.

MOTION:**Motion of Approval:**

I move to authorize the Town Manager to enter into an agreement with VML/VACO Finance for financial advisement and the creation of a Plan of Finance and Credit Benchmarks Report.

Motion of Denial:

I move to ...

ATTACHMENTS:

- Haymarket VML-VACo Finance Engagement 3.15.16 (PDF)



919 E. Main Street, Suite 1100
 Richmond, Virginia 23219
 (804) 648-0635

Robert W. Lauterberg
 Managing Director

Steven C. Mulroy
 Deputy Director

March 15, 2016

Mr. Brian P. Henshaw
 Town Manager
 Town of Haymarket
 15000 Washington Street, Suite 100
 Haymarket, VA 20168

RE: Letter of Engagement for Municipal Advisory Services

Dear Brian:

On behalf of VML/VACo Finance, I am pleased to present this Letter of Engagement for Municipal Advisory Services for the Town of Haymarket. The letter contains information about VML/VACo Finance's qualifications and describes the specific deliverables that we will develop pursuant to the agreement.

Scope of the Engagement

Based on our discussions, we understand that the Town is exploring alternatives for financing various capital projects over the next several years which may include some or all of the following: 1) redevelopment of the Town Center and related site improvements; 2) construction of a municipal park; 3) general infrastructure improvements such as burial of utility lines, sidewalk construction, etc.

We understand the Town has not made a decision regarding the project timelines or whether to finance the projects using debt or pay-as-you-go funding. To that end, VML/VACo Finance will assist the Town Council in reviewing its options and implications for the Town's financial indicators, tax rates, and project timing. The analysis will consider projected revenues and expenditures, the current debt repayment schedule, key financial ratios before and after the issuance of new debt, and Haymarket's comparative standing in relation to its peers in the region.

Qualifications of VML/VACo Finance

VML/VACo Finance was founded by the Virginia Municipal League (VML) and Virginia Association of Counties (VACo) in 2003 as a provider of financial services for Virginia local

Mr. Brian P. Henshaw
 Town of Haymarket
 March 15, 2016
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governments and governmental entities. The program is administered by the Virginia Local Government Finance Corporation, a non-profit 501(c)(4) organization. Members of the Corporation's Board of Directors are selected by VML and VACo. Our staff is headquartered in Richmond.

Since inception, VML/VACo Finance has assisted Virginia local governments in financing capital projects and equipment through various means, including competitive and negotiated municipal bond issues, bank placements, commercial paper, equipment leases, government loan programs, and commercial paper. To date, we have closed on approximately 175 financings totaling over \$850 million. Our financing engagements commonly entail:

- Assisting localities in structuring their loans, scheduling debt service payments that meet their specific requirements;
- Performing credit analysis and making recommendations in order to meet the lending/investment criteria of banks, bond insurers, investors, and rating agencies;
- Leading the bond issuance team for major bond issues and coordinating the deliverables of underwriters, bond counsel, rating agencies, credit enhancement providers, and trustee banks;
- Issuing Requests for Proposals for bank placements and equipment leases, making vendor selection recommendations, reviewing loan documents, and assisting in closing activities;
- Identifying and executing refunding opportunities to generate debt service savings and/or reduce the number of years remaining on outstanding debt.

Other engagements have included conducting rating agency presentations with the three municipal bond rating agencies – including obtaining a first-time unpublished bond rating of “AA” from Standard & Poor’s for a town in Northern Virginia – and performing *ad hoc* research and making fiscal policy recommendations for governmental entities.

Under recent federal rules, VML/VACo Finance is now registered as a Municipal Advisor with the Securities and Exchange Commission and the Municipal Securities Rulemaking Board (MSRB). MSRB rules establish a code of conduct and standards of professional qualification designed to protect the interests of municipal entities that rely on the services of Municipal Advisors. Municipal advisory activities we conduct on behalf of municipal clients are subject to a fiduciary duty, which means putting the client’s interest first and providing thoughtful advice that considers all reasonably feasible alternatives that may be in the client’s interest.

Mr. Brian P. Henshaw
 Town of Haymarket
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Staffing for this Engagement

Steve Mulroy will be the Principal assigned to the engagement. Steve has served as Deputy Director of VML/VACo Finance since 2006. In this capacity, he has oversight responsibility for the Program's financing and equipment leasing programs. Prior to joining VML/VACo Finance, Steve had thirteen years of public finance and financial advisory experience, including stints at Ferris, Baker Watts and Legg Mason Wood Walker. As an investment banker, he successfully closed on bond issues totaling more than \$800 million for a variety of tax-exempt borrowers, including municipalities, colleges, and health care providers. Steve earned an M.B.A. from New York University and graduated with a B.S. in finance from Villanova University. He also successfully passed the Level 1 Chartered Financial Analyst exam.

Kenneth Folk will provide analytical support for the engagement. Kenneth joined VML/VACo Finance in 2013 and serves as principal interface to financial institutions with which the program places loans. In this role, he conducts credit analysis and represents clients in discussions with bank partners. Previously, Kenneth has held operational management positions for several mid to large size banking and investment companies in the Richmond area, most recently SunTrust and Wachovia Securities. Kenneth graduated from Virginia Commonwealth University with a B.S. in Business Administration.

Robert Lauterberg will collaborate with Mulroy and Folk on the engagement. Bob has served as Managing Director of VML/VACo Finance since the program's inception in 2003. Previously, he was Executive Director of the Virginia Resources Authority (VRA), during which time he introduced VRA's Pooled Loan Bond Program, and a former Director of the Virginia Department of Planning and Budget. Robert is the immediate past chair of the National League of Cities Public Finance Consortium and has served on the governing Boards of the Council of Infrastructure Financing Authorities; the National Association of State Budget Officers; Rural Economic Development Financial Services, Inc.; George Mason University; Virginia College Building Authority; and Virginia Debt Capacity Advisory Committee. Robert holds a B.S. in economics from the University of Florida and an M.B.A. from The George Washington University.

We may substitute other, similarly qualified personnel during the course of the engagement with the advance approval of the Town.

Deliverables

1. **Plan of Finance.** VML/VACo Finance will prepare a written Plan of Finance to include the projects being considered for the Town's Capital Improvement Program. The Plan will include: 1) a review of the timing of outstanding debt service obligations; 2) alternatives for timing and structuring new debt for planned projects; 3) analysis of the adequacy of existing revenue streams for incurring new debt; 4) research on the merits

Mr. Brian P. Henshaw
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and relative advantages of various financing vehicles, including bank placements, bond issues, equipment leasing, interim financing, and financing programs; 5) actionable recommendations for consideration by the staff and Town Council.

Estimated Delivery: Presentation to Town Council week of April 25, 2016 (or later) Fee: \$5,000
--

- Credit Benchmarks Report.** VML/VACo Finance will prepare a written presentation to assist staff and Town Council in evaluating financing options and their potential impacts on key financial ratios and other criteria commonly used in judging a locality's credit strength. The Report will also include a benchmarking comparison between Haymarket and its "peer" towns in Northern Virginia.

Estimated Delivery: Presentation to Town Council week of April 25, 2016 (or later) Fee: \$2,500
--

Additional Terms

Fees for the Plan of Finance and Credit Benchmarks Report shall be payable upon delivery.

VML/VACo Finance will continue to serve as the Town's Municipal Advisor without additional charge through June 30, 2017. The agreement may be terminated sooner by written notice provided by either party.

Should the Town wish to continue the Municipal Advisory agreement after the first year, a retainer fee (currently \$1,500) will be payable on July 1, 2017, and on July 1 of each subsequent year in which the agreement remains in effect. The retainer fee will cover routine questions and support. A separate fee schedule will apply to assistance with financings, and for the delivery of additional reports such as for an updated credit analysis or plan of finance. VML/VACo Finance will apply the retainer fee to any such billing incurred within the same fiscal year ending June 30.

So long as this agreement is in effect, VML/VACo Finance will serve as the Town's exclusive Municipal Advisor. VML/VACo Finance agrees to make its best efforts to be available to the Town upon request, within requested timeframes, to assist with relevant financial matters. In its role as Municipal Advisor, VML/VACo Finance agrees to review unsolicited proposals from investment banking firms, pursuant to MSRB rules that otherwise prohibit investment banks from presenting unsolicited proposals to governments not represented by a Municipal Advisor.

Mr. Brian P. Henshaw
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 March 15, 2016
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Additional non-routine services may be provided with advance approval of both parties and will be billed at a rate of \$115.00 per hour unless other compensation arrangements are agreed to in advance.

Pursuant to MSRB rules, VML/VACo Finance submits the following additional disclosure information:

- The MSRB collects information from each Municipal Advisor registrant regarding legal and disciplinary events, including information about criminal actions, regulatory actions, investigations, judgments, liens, civil judicial actions, customer complaints, arbitrations, and civil litigation. None of these events apply to VML/VACo Finance, and there has been no material change or additions to the event disclosures since our initial filing. The most recent copies of our reports (Forms MA and MA-I) are posted on our website at valocalfinance.org/resources.
- VML/VACo Finance receives compensation from participants for each successful closing in its Fixed Rate Loan Program (a bank loan program), Commercial Paper program, and Equipment Leasing Program. To help ensure neutral financing recommendations, whether an in-house or external financing source is selected, the Board of Directors has established fee schedules that are based upon the actual staff resource requirements of the particular financing vehicle selected.

To indicate your acceptance of this Letter of Engagement, please sign below and return a copy of the letter by U.S. Mail or electronic mail (rlauterberg@valocalfinance.org).

We look forward to having the opportunity to work with the Town in analyzing and implementing a plan of finance for your upcoming capital improvements.

Sincerely,



Robert W. Lauterberg

The Town of Haymarket hereby engages VML/VACo Finance for the Municipal Advisory Services as outlined herein:

Town Manager

Date



TO: Town of Haymarket Town Council
 SUBJECT: Harrover Property - Next Steps
 DATE: 04/04/16

Report and Proposal- Harrover Property Next Steps:

AGENDA **Town Council** **DATE: April 4, 2016**

SUBJECT: Harrover Property- Next Steps

ISSUE: Provide direction to staff for next logical steps with regard to the Harrover Park.

BACKGROUND:

- The Town Council adopted the Harrover Master Plan in January 2016.
- The Master Plan calls for many amenities to the benefit of the residents and visitors to the Town.
- Currently the Town is entertaining proposals for the removal of 14710 Washington Street structure off of the property.
- Provided the Food Pantry with notification of the use through the close of the year (December, 2016), per their current lease agreement. (Notified in November 2015)

DISCUSSION:

- The Council is at a point where there seems to be a genuine desire to move forward the Harrover Property, but there also seems to many directions to move in.
- The goal of this report and proposal is to offer some direction with regard to our next steps.

TOWN MANAGER'S RECOMMENDATION: (MARCH 23, 2016)

- Continue working with applicant/ interested parties for the removal of the structure located at 14710 Washington Street. The goal is have the structure removed before the end of May and the site remediated by the end of June at the latest.
- In April/May open up a "Name the Park" contest for the Council to consider.
 - Hold a Town wide naming contest that will be advertised through Town media.
 - Once a name has been selected, the Town will begin the process of installing a sign in the designated location according to future park plans.
- Place a interpretive sign that depicts the future layout of the sign (April/May)
- May/June proceed with the installation of picnic tables and benches throughout the property.
- Publicly encourage use of the space.
- April/May advertise a RFP (Request for Proposals) from qualified Engineering Firms for the complete site design based upon the adopted Harrover Master Plan.

POTENTIAL QUESTIONS:

- Do we need a site plan?
- How long will a site plan design take?
- How soon can we begin construction?

Budget Impact:

The proposed RFP would cost to advertise in a publicly distributed newspaper and the site design could run up to \$100,000, based upon the last couple of engineering site designs that Town has hired for. There

would also be associated cost with purchase of picnic tables and benches for the property as well as the installation of the new park sign.

RECOMMENDATION:

Staff recommends the proposal for moving forward the advertisement of the site design of the Harrover property, the purchase of amenities (picnic tables and benches), the installation of interpretive signage of the Harrover Master Plan and create and hold a park naming contest for the residents of Haymarket.

MOTION:**Motion of Approval:**

I move to authorize staff to proceed as recommended.

Motion of Denial:

I move to ...



TO: Town of Haymarket Town Council
SUBJECT: VRE Update
DATE: 04/04/16



TO: Town of Haymarket Town Council
SUBJECT: Dominion VA Power 230 kV Transmission Line & Substation
DATE: 04/04/16



TO: Town of Haymarket Town Council
SUBJECT: Closed Session
DATE: 04/04/16



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 04/04/16

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.