



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, September 25, 2017

6:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

1. Discussion: Town Center Project
2. Discussion: Police Department Accreditation Process
3. Discussion: Billing of Mobile Data Terminal Licensing

3. Closed Session

1. Entrance into Closed Session
2. Certification of Closed Session

4. Adjournment



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

Kimberly L. Murray, CEcD, AICP
TOWN MANAGER

MEMORANDUM

TO: Honorable Mayor and Town Council
FROM: Kimberly L. Murray, Town Manager
DATE: September 25, 2017
SUBJECT: Town Center Project Discussion – Work Session Meeting

The purpose of the work session meeting is to update the Town Council on potential funding options, different phasing options to complete the project based on these funding options, and discuss a draft timeline toward implementation.

UPDATE:

The Town Center final site plan is completed and is being forwarded for comments to the outside agencies and final comments prepared by staff in preparation for the October Planning Commission meeting October 4, 2017. The Town Planner, Emily Lockhart will review the shared parking regulations and landscape plans. After consultation with our engineering consultant, Rinker Design Associates, PC (RDA), due to the stormwater requirements for the site, we are unable to accommodate additional front spaces based on the Town Council comments from the previous meeting. The Town Engineer, Katie McDaniel will be present to answer any questions.

Katie and I met for a couple of hours with the consultant team on the Town Center project on August 21, 2017. They have completed the stormwater design work but are holding off with finalizing the building plans (currently at 95%) until Council moves forward with deciding on what portions if not all of the project to finance this fiscal year as a change order will be required to make additional edits to the architectural plans if the phasing of the project changes.

As currently designed there are two phases remaining: Phase 2 which includes the main lobby and restrooms, and Phase 3 which is the addition (elevator, stairs, and mechanical room), renovating the administration space, the exterior building work and all the site and stormwater improvement work. If any variation to these plans are made, for example if all the renovations are done at once, or the new addition and site work is postponed, it would require the architect to amend the plans. Ultimately, there would be a good cost savings on construction if all building improvements are done as one phase instead of two, but the previous direction received had the project separating out the lobby/rest rooms, from the rest of the renovations. The addition triggers the stormwater site work. Council can discuss the potential phasing of the project as it relates to financing options.

FUNDING OF THE TOWN CENTER PROJECT:

Staff has reviewed the estimate received from Downey and Scott, and reviewed any potential revenues from development to be completed in FY18 and FY19. To complete the entire project as envisioned could be in excess

of three million based on increased construction costs and interest rates. For planning purposes excluding soft costs, permitting, and moving expenses:

Phase 2: \$ 425,000
 Phase 3: \$2,606,000
 Total Project: \$3,000,000 +

All site work including stormwater improvements, roadway, and sidewalks: \$ 1,175,000

All building improvements including the addition: \$1,856,000

We have reached out for an estimate for just the addition for planning purposes and will have that available Monday night. We are pursuing VDOT Revenue Sharing grant funds to offset the roadway and sidewalk construction and any potential revenue generation through new development and businesses in town. Currently we are not forecasting any significant property tax or BPOL revenues for FY2019 except the expanded Ice Plex coming on line this fall. No building permit application has been received yet for the QBE project. Currently budgeted is a debt service payment of \$45,000 which would cover the interest payment of 1.5-2 million in debt service until the current debt service is paid off in approximately seven years. J. Kenneth Folk, Financial Services Manager from VML/VACO will be attending to answer any detailed questions about two or three different funding programs. There are a couple of different funding options that will be reviewed and staff will discuss a proposed phased option slightly different than what was originally designed that may best fit our financing abilities in the current timeline.

Draft Timeline for Review:

Oct/Nov. 2017 Planning Commission - Site Plan approval

Oct. 2017 Town Council Regular meeting - Approve change order for RDA to finalize plans, select final project plans and any suggested phasing

Nov. 2017 Town Council Regular Meeting- approve funding resolution

Finish bid construction drawings, draft RPF

Dec. 2017 Issue Request for Proposals

Feb./March 2018 review and select proposals

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

End of May 2018 Execute contract

June/July 2018 Begin construction project

NEXT STEPS:

Staff is asking for input and direction from Town Council at the end of the phasing and financing discussion tonight in order to move forward with preparing the change order with RDA, finalizing the building plans, and preparing the financing resolution based on the different options presented.



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Kimberly L. Murray, CEcD, AICP
TOWN MANAGER

MEMORANDUM

TO: Town of Haymarket Town Council
SUBJECT: Entrance into Closed Session
DATE: September 22, 2017

Move to enter into Closed Session pursuant to 2.2-3711, paragraph (A)(7)

For consultation with legal counsel or briefing by staff or consultants about probable litigation involving a contract for services to the Town, as consultation or briefing in open meeting would adversely affect the Town's negotiating or litigating posture, and the Virginia Freedom of Information Act at Virginia Code 2.2-3711, paragraph (A)(7).

Attachment: Closed Session 9.22.2017.docx (3299 : Entrance into Closed Session)