



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 29, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

3. Closed Session

- A. Draft September 8, 2016 Town Council Agenda
- B. Enter into Closed Session
- C. Certification of the Closed Session

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Draft September 8, 2016 Town Council Agenda
DATE: 08/29/16



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Thursday, September 8, 2016

7:00 PM

Council Chambers

1. Call to Order

2. Invocation - Steve Benedict, Grace Life Community Church

3. Pledge of Allegiance

4. Citizen's Time

5. Minutes Acceptance

- A. Mayor and Council - Work Session - Jul 22, 2016 11:00 AM Page 4
- B. Mayor and Council - Work Session - Jul 23, 2016 7:30 AM Page 5
- C. Mayor and Council - Regular Meeting - Aug 1, 2016 7:00 PM Page 6
- D. Mayor and Council - Continuation Meeting - Aug 8, 2016 6:00 PM Page 11
- E. Mayor and Council - Special Meeting - Aug 22, 2016 6:30 PM Page 14

6. Department Reports

- A. Treasurer's Report - Sherrie Wilson Page 16
- B. Engineer's Report - Holly Montague Page 24
- C. Planner's Report - Marchant Schneider Page 25
- D. Building Official's Report - Joseph Barbeau, Jr. Page 29
- E. Police Report - Eric Noble, Chief of Police Page 30
- F. Director of Business & Community Relations Report - Denise Andrews Page 35

7. Agenda Items

- A. Blood Cancer Awareness - Lymphoma Awareness Day Page 37
- B. Business Appreciation Month - September - Denise Andrews Page 39
- C. Meal's Tax Free Weekend - September 17 & 18, 2016 - Denise Andrews Page 41
- D. Planning Consultants - Jerry Schiro, Interim Town Manager Page 43

8. Councilmember Time

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

9. Closed Session

- 1. Enter into Closed Session
- 2. Certification of the Closed Session

10. Adjournment

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Friday, July 22, 2016

11:00 AM

VML Conference

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 11:00 AM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Absent, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Absent, Councilman Connor Leake: Present, Councilman Steve Aitken: Absent, Mayor David Leake: Present, Commissioner Cathy Pasanello: Present.

2. Agenda Items

A. VML Elected Officials Conference

Travel to and from the Elected Official's Conference took approximately two hours each way. No more than two Council Members or Planning Commissioners were congregated during travel.

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Saturday, July 23, 2016

7:30 AM

VML Conference

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:30 AM

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman John Cole: Present, Councilman Chris Morris: Absent, Vice Mayor Joe Pasanello: Present, Councilwoman Susan Edwards: Absent, Councilman Connor Leake: Present, Councilman Steve Aitken: Absent, Mayor David Leake: Present, Commissioner Cathy Pasanello: Present.

2. Agenda Items

Travel to and from the Elected Official's Conference took approximately two hours each way. No more than two Council Members or Planning Commissioners were congregated during travel.

A. VML Elected Officials Conference

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 1, 2016

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 7:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Invocation - Mr. Tim MacGowan, Living Hope

Mr. Tim MacGowan with Living Hope Evangelical Presbyterian Church is here this evening to offer the invocation

3. Pledge of Allegiance - Scouts Joseph and Johnathan Brookshire

Scouts Joseph & Johnathon Brookshire are here this evening earning their Civic Badge, they lead the Town in the Pledge of Allegiance this evening

4. Citizen's Time

Eileen Smith, Haymarket Regional Food Pantry

Mrs. Smith is here this evening to update the Town Council on the Food Pantry's efforts to relocated to a different facility. They have a few ideas they are exploring and will have additional information to provide in the near future.

5. Public Hearing

A. FY 2017 Budget Amedment #1

Mayor Leake calls for any in favor or opposed to the proposed budget amendment wishing to address the Council to please come forward

No public comment

6. Minutes Acceptance

A. Mayor and Council - Regular Meeting - Jun 6, 2016 7:00 PM

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

B. Mayor and Council - Regular Meeting - Jul 5, 2016 7:00 PM

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

C. Mayor and Council - Special Meeting - Jul 21, 2016 5:00 PM

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

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

D. Mayor and Council - Work Session - Jul 21, 2016 6:00 PM

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

7. Department Reports

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

8. Agenda Items

A. FY 2017 Budget Amendment #1

Move to adopt Resolution 2016-012 Amending the Fiscal Year 2017 Budget, Budget Amendment #1

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

B. Recognition of Public Safety Services - Chief Noble

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO RECOGNIZE THE CONTRIBUTION TO THE TOWN OF HAYMARKET AND PUBLIC SAFETY BY BLOODHOUND GABBY

WHEREAS, Bloodhound Gabby was born in September of 2008 and named in memory of Fairfax Police Department Master Patrol Officer Michael (Gabby) Garbarino who was killed in the line of duty on May 17, 2008; and

WHEREAS, after being a member of the Haymarket Police Department from 2010 to 2016, Bloodhound Gabby succumbed to illness on July 15, 2016; and

WHEREAS, Bloodhound Gabby was certified by the Virginia Bloodhound Association and assisted in numerous cases ranging from murder investigations, criminal apprehensions and in locating missing/endangered children and adults; and

WHEREAS, Bloodhound Gabby served as a Police Department ambassador at many Haymarket Day and National Night Out celebrations; and

WHEREAS, Bloodhound Gabby's greatest joy was making his master and handler happy;

NOW, THEREFORE BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 1st day of August, 2016, that the Council hereby recognizes the contribution of Bloodhound Gabby to the Town of Haymarket and public safety and authorizes a permanent marker in his memory to be erected at the Haymarket Community Park.

C. Town Center Engineering Contract- Holly Montague

The Town Council agrees to schedule a continuation meeting for Monday, August 8, 2016 to discuss the Town Center Engineering Contract. The meeting will begin at 6:00 PM. The Council directs the Town Engineer to reach out to the Rinker Design and ask them if one of their representatives could attend the meeting.

D. Town Center Preliminary Site Plan - Marchant Schneider

Move that the Town Council approve Preliminary Site Plan PRE#20150504, Haymarket Town Center Redevelopment, prepared by Rinker Design Associates, P.C., dated May 2015, revised through February 17, 2016,

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

E. Additional Improvements to the Southern Railway Caboose Deck

Move to authorize staff to proceed with adding a second set of stairs to the east side of the deck that is located between the museum and the caboose; it is further moved that the expenditure is authorized in an amount not to exceed \$3,000, funds to come from the Landscaping budget line item.

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

F. Capital Improvements Plan**G. Dominion Virginia Power**

Vice Mayor Pasanello reports that various parties will provide briefs to the Commission. He does not expect to see anything within the next couple of months.

H. VRE - Haymarket/Gainesville Extension

Vice Mayor Pasanello sent everyone an email after his meeting with VRE, which captures everything up to date.

9. Councilmember Time**A. John Cole**

Councilman Cole has nothing additional to add this evening

B. Susan Edwards

Councilwoman Edwards has nothing additional to add this evening

C. Steve Aitken

Councilman Aitken has nothing additional to add this evening

D. Connor Leake

Councilman Leake has nothing additional to add this evening

E. Chris Morris

Councilman Morris is looking forward to National Night Out tomorrow evening. He is also very excited about Haymarket Day

F. Joe Pasanello

Vice Mayor Pasanello is also excited about National Night Out and believes we have a very professional police department. He also believes, that given current events, we need to keep them safe and he is pleased we now have a facility we can be proud of and feel safe in. He hopes that tomorrow night we take the opportunity recognize the families of the fallen officers all over the country.

G. David Leake

Mayor Leake wishes to recognize the new landscaping company and how great of a job they are doing.

H. Meeting for the purposes of interviewing

Pursuant to Virginia Code § 2.2-3712 B., move that the Town Council meet within 15 days of today's date to hold closed meetings solely for the purpose of interviewing candidates for Town Manager, without further notice to the public of the date, time or location of those meetings.

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

I. Mayor's Statement

Mayor David Leake announces that the Town Council will hold one or more meetings over the next 15 days for the purposes of interviewing candidates for the position of Town Manager, and there will be no notices given of the date, time, or location of the interviews, which may be held within or outside of the Town limits.

10. Closed Session

A. Enter into Closed Session

Move that the Council convene into closed session to discuss the following, as permitted by VA 2.2-3711 A 1:

Personnel matters involving consideration for interviews of candidates for employment or appointment, and personnel matters involving Town employees, and

As permitted by VA 2.2-3711 A 3:

matter involving disposition of publicly held real property because discussion in open session would adversely affect the Town negotiating posture, and

2.2-3711 A 7:

Consultation with legal counsel and briefings by staff about the pending case Blue Sky Events, LLC vs. Town of Haymarket

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

B. Certification of the 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:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken, Leake

C. Directive

Move to direct the Mayor to proceed as discussed in Closed Session

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

11. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TOWN OF HAYMARKET TOWN COUNCIL

CONTINUATION MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 8, 2016

6:00 PM

Council Chambers

A Continuation Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:00 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Agenda Items

A. FY 2017 Budget Amendment #1

Move to adopt Resolution #2016-013 Amending the Fiscal Year 2017 Budget

Discussion: Mayor Leake notes for the record that this is to correct and error in the original Resolution number provided at the August 1, 2016 Town Council meeting.

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

B. Town Center Engineering Contract- Holly Montague

This evening the Town Council and staff had a round table discussion with Mr. Gautam Sultane from John Heltzel, AIA firm. The video and audio recording will be paused during this time.

The following is a summary of the discussion during the non-recorded session with Council:

Mr. Sultane discussed the phases of this project with the Town Council. We have The Site Plan phase and the Architectural Phase

- Site Plan
 - The site plan phase is completed to the preliminary site plan and Council has approved the preliminary plan.
 - The next step would be to proceed to full design of the site plan by completing the final site plan.
 - The amount left to be billed for design is: \$84,840.23
 - The current preliminary construction estimate is: \$1,068,766

- Architectural Phase
 - The building is comprised of three phases.
 - Phase I is complete and paid in full (Police Department)
 - Phase II Design is complete and construction plans have been submitted for permitting. This phase is comprised of core renovations to provide "core" upgrades: a temporary utility room, new restrooms and Lobby.
 - Phase III Design is 95% complete. This phase is comprised of renovation of the Town Hall side of the building; building addition including second story modifications for permanent utility room, elevator and additional stairwell; and outside facade.

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

- The amount left to be billed for design is: \$64,719.63. While the design is almost completed the reason the billing does not match the work complete is because the architect is a subcontractor to the Engineer. At the beginning of a month, the architect runs payroll for the previous month and then submits to the Engineer. That invoice does not get included in the Engineer's Invoice until the following month. This means the Engineer's invoice is for work one month behind and the Architectural invoice is for two months behind.
- Phase II Construction Estimate is \$110,000.
- Phase III Construction Estimate is \$1,100,000.

Town Council discussed that the Architectural Design Phase should continue since it is so near completion.

Town Council discussed the impact of constructing rest of the interior building improvements and/or outside façade before the Site Plan phase is finished being designed and constructed.

Town Council discussed that there is not enough funding to construct all proposed work and additional funding would need to be secured before construction could begin.

Move that the Town Council continue with the final site plan design portion and the build out design portion of the remaining Town Center Design contract until completion with Rinker Design Associates

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

C. Capital Improvements Plan

D. Enter into Closed Session

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

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Haymarket

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

E. Certification of the 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:	Susan Edwards, Councilwoman
SECONDER:	Joe Pasanello, Vice Mayor
AYES:	Cole, Morris, Pasanello, Edwards, Leake, Aitken, Leake

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, August 22, 2016

6:30 PM

Council Chambers

A Special Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 6:30 PM

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Closed Session

A. Enter into Closed Session

Move to enter into closed session pursuant to 2.2-3711:

A 7 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel; and

A 1 Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town of Haymarket

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

B. Certification of the 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 Haymarket Town Council

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

C. Directive

Move to direct the Mayor to proceed as discussed in the closed session

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

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

3. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report
 DATE: 09/08/16

- The current year Profit & Loss report is attached. You will see one report that shows the General Fund Budget, and a separate report showing the Capital Budget.
- There are several expenses that are “front loaded” at the beginning of the year, such as insurance payments, Dues and Subscriptions, and the General Obligation bond payment. This is why Expenditures are exceeded at this time.
- Other than normal monthly revenues such as Meals Tax, Cigarette Tax, Sales Tax, etc, this is generally not a high revenue time of year. Real Estate Tax bills will be generated near the end of September and mailed out. As this tax is not due until December 5th, it will appear on the Profit and Loss as revenue received as the Town’s finances are on an Accrual basis as opposed to Cash. On Accrual basis, receivables are counted when the invoice is entered or recorded as opposed to when the funds are actually received. Also, the Business License tax Revenue will be received during the month of April, as they are due by April 30th.
- The Town’s contracted CPA, Mary Earhart did arrive on August 16th and helped prepare for the upcoming Audit, which start on August 30th. Once the Auditors complete their field work, we should receive the Audit report by the end of September for the Fiscal Year ending June 30, 2016 and will be forwarded to Town Council and staff for review.
- The Budget is a guideline and most often reflects the overall health of the local Economy. Staff does everything in their power to abide by and not exceed those guidelines. There will always be exceptions and unforeseen circumstances that will cause categories and line items to exceed in Expenses or be under budget in Revenue. Those circumstances will be reported as they become known.

ATTACHMENTS:

- 2 - Treasurers Report - General Fund Budget (PDF)
- 3 - Treasurers Report Capital Budget (PDF)

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Ordinary Income/Expense			
Income			
3110 · GENERAL PROPERTY TAXES			
Real Estate - Current	0.00	292,000.00	0.0%
Public Service Corp RE Tax	0.00	10,000.00	0.0%
Interest - All Property Taxes	36.36		
Total 3110 · GENERAL PROPERTY TAXES	36.36	302,000.00	0.01%
3120 · OTHER LOCAL TAXES			
Bank Stock Tax	0.00	50,000.00	0.0%
Business License Tax	4,372.63	175,000.00	2.5%
Cigarette Tax	0.00	220,000.00	0.0%
Consumer Utility Tax	12,245.12	130,000.00	9.42%
Meals Tax - Current	65,538.51	550,000.00	11.92%
Sales Tax Receipts	0.00	150,000.00	0.0%
Penalties (Non-Property)	152.42		
Interest (Non-Property)	1.75		
Total 3120 · OTHER LOCAL TAXES	82,310.43	1,275,000.00	6.46%
3130 · PERMITS,FEES & LICENESES			
Application Fees	250.00	1,200.00	20.83%
Inspection Fees	1,050.00	15,000.00	7.0%
Motor Vehicle Licenses	300.00	1,900.00	15.79%
Occupancy Permits	0.00	600.00	0.0%
Other Planning & Permits	100.00	30,000.00	0.33%
Total 3130 · PERMITS,FEES & LICENESES	1,700.00	48,700.00	3.49%
3140 · FINES & FORFEITURES			
Fines	12,175.91	50,000.00	24.35%
Total 3140 · FINES & FORFEITURES	12,175.91	50,000.00	24.35%
3150 · REVENUE - USE OF MONEY			
Earnings on VACO/VML Investment	-104.70		
Interest on Bank Deposit	747.10	10,000.00	7.47%
Total 3150 · REVENUE - USE OF MONEY	642.40	10,000.00	6.42%
3151 · RENTAL (USE OF PROPERTY)			
315110 · Suite 200 Rental Income	845.26	5,200.00	16.26%
315120 · Suite 202 Rental Income	3,176.25	4,000.00	79.41%
315125 · Suite 204 Rental Income	400.00		
315130 · Suite 206 Rental Income	10,101.24	88,000.00	11.48%
315150 · 15020 Wash St Rental Income	7,119.66	45,000.00	15.82%
315155 · 15026 Washington Street	3,011.84	20,000.00	15.06%
315160 · 6630 Jefferson St Rental Income	4,320.00	27,000.00	16.0%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
315190 - Town Hall Rental Income	100.00		
Total 3151 - RENTAL (USE OF PROPERTY)	29,074.25	189,200.00	15.37%
3160 - CHARGES FOR SERVICES			
Public Safety			
Donation/Grants	2,600.00		
Total Public Safety	2,600.00		
Total 3160 - CHARGES FOR SERVICES	2,600.00		
3165 - REVENUE - TOWN EVENTS			
Revenue - Town Events	62,380.00	40,000.00	155.95%
Total 3165 - REVENUE - TOWN EVENTS	62,380.00	40,000.00	155.95%
3180 - MISCELLANEOUS			
Citations & Accident Reports	180.00	1,900.00	9.47%
Miscellaneous	185.81		
Recovered Costs- Private Events	-200.00		
Total 3180 - MISCELLANEOUS	165.81	1,900.00	8.73%
32 - REVENUE FROM COMMONWEALTH			
599 Law Enforcement Grant	0.00	28,000.00	0.0%
Car Rental Reimbursement	1,547.27	5,500.00	28.13%
Communications Tax	9,826.70	120,000.00	8.19%
Department of Fire Programs	0.00	10,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,500.00	100.69%
Railroad Rolling Stock	0.00	1,500.00	0.0%
32 - REVENUE FROM COMMONWEALTH - Other	4,050.00		
Total 32 - REVENUE FROM COMMONWEALTH	34,050.94	183,500.00	18.56%
33 - REVENUE FROM FEDERAL GOVERNMENT			
DMV Grant - Federal	1,892.43		
PEDESTRIAN IMPROVEMENT GRANT	-7,579.00		
Total 33 - REVENUE FROM FEDERAL GOVERNMENT	-5,686.57		
Total Income	219,449.53	2,100,300.00	10.45%
Gross Profit	219,449.53	2,100,300.00	10.45%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Convention & Education	3,515.00	4,000.00	87.88%
FICA/Medicare	-2,586.62	2,000.00	-129.33%

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Meals and Lodging	422.61	2,500.00	16.9%
Mileage Allowance	453.68	750.00	60.49%
Salaries & Wages - Regular	2,700.00	32,100.00	8.41%
Unemployment Insurance	0.00	1,200.00	0.0%
Total 11100 · TOWN COUNCIL	4,504.67	42,550.00	10.59%
12110 · TOWN ADMINISTRATION			
Salaries/Wages-Regular	36,822.67	260,500.00	14.14%
Salaries/Wages - Overtime	2,243.65	10,000.00	22.44%
Salaries/Wages - Part Time	9,496.60	65,000.00	14.61%
FICA/Medicare	6,476.79	28,500.00	22.73%
VRS	4,056.06	14,000.00	28.97%
Health Insurance	8,062.84	57,000.00	14.15%
Life Insurance	491.54	3,500.00	14.04%
Disability Insurance	331.80	2,600.00	12.76%
Unemployment Insurance	35.64	2,800.00	1.27%
Worker's Compensation	200.00	400.00	50.0%
Gen Property/Liability Ins.	15,491.00	16,000.00	96.82%
Accounting Services	832.70	8,000.00	10.41%
Cigarette Tax Administration	0.00	5,500.00	0.0%
Printing & Binding	335.00	15,000.00	2.23%
Advertising	389.00	12,000.00	3.24%
Computer, Internet & Website Svc	4,152.58	15,000.00	27.68%
Postage	20.75	4,000.00	0.52%
Telecommunications	177.56	6,000.00	2.96%
Mileage Allowance	83.96	2,500.00	3.36%
Meals & Lodging	0.00	4,000.00	0.0%
Convention & Education	40.00	10,000.00	0.4%
Discretionary Fund	201.76	2,000.00	10.09%
Books, Dues & Subscriptions	3,248.00	15,000.00	21.65%
Office Supplies	480.52	4,000.00	12.01%
Total 12110 · TOWN ADMINISTRATION	93,670.42	563,300.00	16.63%
12210 · LEGAL SERVICES			
Legal Services	10,327.00	90,000.00	11.47%
Total 12210 · LEGAL SERVICES	10,327.00	90,000.00	11.47%
12240 · INDEPENDENT AUDITOR			
Auditing Services	0.00	16,500.00	0.0%
Total 12240 · INDEPENDENT AUDITOR	0.00	16,500.00	0.0%
Total 01 · ADMINISTRATION	108,502.09	712,350.00	15.23%
03 · PUBLIC SAFETY			

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	58,034.52	398,000.00	14.58%
Salaries & Wages - OT Regular	2,830.66	9,000.00	31.45%
Salaries & Wages - OT Premium	603.52	4,100.00	14.72%
Salaries & Wages - Holiday Pay	1,503.12	11,000.00	13.67%
Salaries & Wages - Part Time	1,918.36	14,000.00	13.7%
FICA/MEDICARE	5,239.80	34,000.00	15.41%
VRS	6,548.40	41,000.00	15.97%
Health Insurance	11,443.92	74,000.00	15.47%
Life Insurance	826.92	5,200.00	15.9%
Disability Insurance	478.40	2,300.00	20.8%
Unemployment Insurance	0.00	2,000.00	0.0%
Workers' Compensation Insurance	4,862.50	12,000.00	40.52%
Line of Duty Act Insurance	1,590.00	1,600.00	99.38%
Legal Services	1,776.37	12,000.00	14.8%
Advertising	40.00	100.00	40.0%
Computer, Internet & Website	600.00	4,700.00	12.77%
Postage	0.00	300.00	0.0%
Telecommunications	969.61	17,000.00	5.7%
General Prop Ins (Vehicles)	4,648.00	5,000.00	92.96%
Mileage Allowance	0.00	200.00	0.0%
Meals and Lodging	760.00	500.00	152.0%
Convention & Education	350.00	3,500.00	10.0%
Misc - Discretionary Fund	0.00	500.00	0.0%
Books Dues & Subscriptions	3,020.00	6,800.00	44.41%
Office Supplies	1,153.47	3,100.00	37.21%
Vehicle Fuels	1,160.77	16,000.00	7.26%
Vehicle Maintenance/Supplies	2,972.71	15,000.00	19.82%
Uniforms & Police Supplies	2,250.08	12,000.00	18.75%
Community Events	1,459.42	1,000.00	145.94%
Mobile Data Computer Netwk Svc	0.00	10,000.00	0.0%
Total 31100 - POLICE DEPARTMENT	117,040.55	715,900.00	16.35%
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	0.00	10,000.00	0.0%
Total 32100 - FIRE & RESCUE	0.00	10,000.00	0.0%
34100 - BUILDING OFFICIAL	0.00	50,000.00	0.0%
Total 03 - PUBLIC SAFETY	117,040.55	775,900.00	15.08%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	13,986.38	85,000.00	16.46%
Total 43200 - REFUSE COLLECTION	13,986.38	85,000.00	16.46%

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	5,225.38	55,000.00	9.5%
Maint Svc Contract-Pest Control	220.00	2,000.00	11.0%
Maint Svc Contract-Landscaping	4,610.00	30,000.00	15.37%
Maint Svc Contract Snow Removal	0.00	4,000.00	0.0%
Maint Svc Cont- Street Cleaning	300.00	10,000.00	3.0%
Electric/Gas Services	2,270.98	15,000.00	15.14%
Electrical Services-Streetlight	616.01	5,500.00	11.2%
Water & Sewer Services	114.70	2,000.00	5.74%
Janitorial Supplies	95.67	1,000.00	9.57%
Real Estate Taxes	657.44	2,500.00	26.3%
Total 43100 - MAINT OF 15000 Wash St./Grounds	14,110.18	127,000.00	11.11%
Total 04 - PUBLIC WORKS	28,096.56	212,000.00	13.25%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	5,565.46	65,000.00	8.56%
Total 71110 - EVENTS	5,565.46	65,000.00	8.56%
72200 - MUSEUM			
Advertising	151.50	750.00	20.2%
Telecommunications	177.80	2,200.00	8.08%
Convention & Education	0.00	500.00	0.0%
Mileage Allowance	0.00	200.00	0.0%
Books, Dues & Subscriptions	143.40	250.00	57.36%
Office Supplies	3.02	250.00	1.21%
Exhibits & Programs	0.00	1,500.00	0.0%
Total 72200 - MUSEUM	475.72	5,650.00	8.42%
Total 07 - PARKS, REC & CULTURAL	6,041.18	70,650.00	8.55%
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	910.00	5,000.00	18.2%
FICA/Medicare	24.10	500.00	4.82%
Consultants	0.00	50,000.00	0.0%
Mileage Allowance	0.00	500.00	0.0%
Meals & Lodging	0.00	750.00	0.0%
Convention/Education	500.00	2,000.00	25.0%
Total 81100 - PLANNING COMMISSION	1,434.10	58,750.00	2.44%
81110 - ARCHITECTURAL REVIEW BOARD			

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2016 through June 2017

	General		
	Jul '16 - Jun 17	Budget	% of Budget
Salaries & Wages - Regular	455.00	4,000.00	11.38%
FICA/Medicare	19.51	850.00	2.3%
Mileage Allowance	0.00	200.00	0.0%
Meals & Lodging	0.00	300.00	0.0%
Convention & Education	0.00	500.00	0.0%
Total 81110 · ARCHITECTURAL REVIEW BOARD	474.51	5,850.00	8.11%
 Total 08 · COMMUNITY DEVELOPMENT	 1,908.61	 64,600.00	 2.96%
 09 · NON-DEPARTMENTAL			
95100 · DEBT SERVICE			
General Obligation Bond	171,654.17	186,440.00	92.07%
Total 95100 · DEBT SERVICE	171,654.17	186,440.00	92.07%
 Total 09 · NON-DEPARTMENTAL	 171,654.17	 186,440.00	 92.07%
 94105 · PERSONNEL			
EMPLOYEE BENEFITS			
6560 · Payroll Processing Fees	74.52		
Total EMPLOYEE BENEFITS	74.52		
 Total 94105 · PERSONNEL	 74.52		
 9610 · General Reserve	 0.00	 30,000.00	 0.0%
94201 · Transfer to Capital Imp. Proj.	0.00	273,360.00	0.0%
Total Expense	433,317.68	2,325,300.00	18.64%
 Net Ordinary Income	 -213,868.15	 -225,000.00	 95.05%
 Other Income/Expense			
Other Income			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
Total Other Income	0.00	225,000.00	0.0%
 Net Other Income	 0.00	 225,000.00	 0.0%
 Net Income	-213,868.15	0.00	100.0%

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



CAPITAL BUDGET

8/24/2016

<u>INCOME</u>	<u>To Date</u>	<u>Budget</u>
TOTAL CAPITAL BUDGET		\$638,360.00
Pedestrian Improvement Grant	\$4,080.00	\$350,000.00
Caboose Enhancement Project	\$0.00	\$15,000.00
Transfer from General Fund		\$273,360.00
TOTAL INCOME TO DATE:	\$4,080.00	

<u>EXPENSE</u>	<u>To Date</u>	<u>Budget</u>
TOTAL CAPITAL BUDGET		\$638,360.00
Harrover Master Plan	\$750.00	\$150,000.00
Pedestrian Improvement Plan	\$57,908.00	\$350,000.00
Town Center Master Plan	\$9,764.58	\$123,360.00
Caboose Enhancement Project	\$0.00	\$15,000.00
TOTAL EXPENSES TO DATE:	\$68,422.58	

NET INCOME: -\$64,342.58

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 09/08/16

Eagle Scout Project

- Coordination with the Eagle Scout to determine an acceptable stencil or decal is on-going.

Pedestrian Improvement Project (Connelly Money or Jefferson St Shared Use Path)

- We have closed with all parcels on Right of Way purchases.
- Next phase is preparing final Construction Plans and Bid Documents.
- After submitting final Construction Plans and Bid Documents to VDOT, it can take up to four months to get through the final VDOT Approval for Construction.
- We are on track for a late winter/early spring 2017 Advertisement for Construction with construction beginning late spring/early summer 2017.
- Construction will take approximately 4-6 months.

I-66 Widening Project

- Project completion is the end of August, 2016.
- There will be no further I-66 through lane closures for this project but there will still be I-66 lane closures at Rte 15 for the I-66/Rte 15 Interchange Project.

I-66/Rte 15 Interchange Project

- Utility relocation work on Washington Street has begun.
- Widening work on Washington Street is due to start anytime between now and sometime in September.
- I will coordinate with VDOT in early September to minimize/cease work on Haymarket Day (they ceased work last year).
- Construction for the entire project is scheduled to end Fall 2017.



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 09/08/16

Ongoing Projects

- Ice Rink Expansion. Construction of the second rink is underway.
- Village of Haymarket Phase II. Work continues on lot Lots 51 and 52 (corner of Washington Street and Bleight Drive). No time table has been given for construction of the remaining lots. Street lights are pending.

Development Review

- Zoning Permits. Approved zoning permits for commercial / residential signage, residential decks and sheds.
- Special Use Permits. Two SUP applications for in-home occupations have been received and will be scheduled for public hearing.
- Other Plans. Please see the attached site plan status summary.

ATTACHMENTS:

- 09-2016 Planner Report Attachment - Site Plan Update (PDF)

Site Plan Update 9/6/16

Project:	Sheetz Final Site Plan
Received Plans:	6/15/2016
Engineer Review Status:	Comments Returned
Planner Review Status:	Comments Returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on next submission
Last Contact with Applicant/Engineer:	HAM - 8/26/16
Notes:	Also sent to VDOT (comments rec'd), PWCSA (comments rec'd), PWC (Transportation approved, Planning Comments rec'd), Fire Marshal (Comments rec'd), DEQ (comments rec'd)

Project:	Haymarket Village Square Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	1st submission comments returned
Planner Review Status:	1st submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	N/A
Last Contact with Applicant/Engineer:	
Notes:	Waiting for applicant to resubmit, project on hold

Project:	Fairgrounds Rezoning/GDP
Received Plans:	N/A
Engineer Review Status:	2nd submission comments returned
Planner Review Status:	2nd submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is resubmitted and if there are additional comments.
Last Contact with Applicant/Engineer:	MS - 6/13/2016 (Meeting)
Notes:	Waiting for applicant to resubmit

Project:	Lincoln Court Grading Plan
Received Plans:	N/A
Engineer Review Status:	1st submission comments returned
Planner Review Status:	1st submission comments returned
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is resubmitted and if there are additional comments.
Last Contact with Applicant/Engineer:	
Notes:	Waiting for applicant to resubmit, project on hold

Project:	Haymarket Town Center Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	Approved
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	6-9 months
Last Contact with Applicant/Engineer:	HAM -8/10/16
Notes:	Preliminary Plan approved 8/1/16, Final Site Plan phase beginning.

Project:	6710 Madison St (Haymarket Charitable Lodge) Preliminary/Final Site Plan
Received Plans:	8/8/2016 and 8/19
Engineer Review Status:	In Review
Planner Review Status:	In Review
Building Official Status:	N/A
Time Needed to Complete:	Up to 45 days
Last Contact with Applicant/Engineer:	HAM 8/8/16
Notes:	Also need VDOT approval or additional comments.

Project:	Robinson's Paradise Rezoning/Preliminary Plan
Received Plans:	N/A
Engineer Review Status:	Approved
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	N/A
Last Contact with Applicant/Engineer:	
Notes:	Significant comments from Planning Commission, waiting for resubmission due to PC comments.

Project:	Haymarket Baptist Church Final Site Plan Revision - Parking Lot Renovation
Received Plans:	8/17/2016
Engineer Review Status:	In Review
Planner Review Status:	In Review
Building Official Status:	N/A
Time Needed to Complete:	1-2 weeks
Last Contact with Applicant/Engineer:	HAM - 8/18/16
Notes:	HAM meet with engineer, went over comments & engineer resubmitted plans electronically

Project:	Advantage Landscaping RPA Restoration Plan
Received Plans:	6/1/2016
Engineer Review Status:	Comments returned
Planner Review Status:	N/A
Building Official Status:	N/A
Time Needed to Complete:	Depends on when plan is submitted and how complete 2nd submission is.
Last Contact with Applicant/Engineer:	HAM - 8/8/16
Notes:	Working with the applicant to restore RPA and correct zoning violations will be on-going

Project:	A Dog's Day Out Rezoning
Received Plans:	6/2/2016
Engineer Review Status:	N/A
Planner Review Status:	Approved
Building Official Status:	N/A
Time Needed to Complete:	Complete
Last Contact with Applicant/Engineer:	RMS - 7/5/2016 - Attended Town Council Meeting
Notes:	Joint TC / PC hearing July 2016. PC meeting to discuss the application Aug. 31

Project:	Pedestrian Improvement Project
Received Plans:	N/A
Engineer Review Status:	R/W Plan Review Complete
Planner Review Status:	N/A
Building Official Status:	N/A
Time Needed to Complete:	Construction estimated to be complete by end of FY17
Last Contact with Applicant/Engineer:	HAM - 8/19/2016
Notes:	All R/W acquired. Beginning Final Construction Plans/Bid Documents Phase.



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 09/08/16

Permits Issued:

- No permits have been issued during this month

Certificates of Occupancy Issued:

- No Certificates of Occupancy have been grant this month.

Inspections:

- July 25: 14929 Southern Crossing Street, Deck Footer Inspection approved.
- July 26: 6852 Jockey Club Lane, Inspection of relocated power supply equipment installation was approved.
- July 27: 6853 Jockey Club Lane, deck footing inspection was approved.
- August 4: 6852 Jockey Club Lane, wall inspection was approved.

Document Review:

- No documents are under review at this time

Actions:

- No actions are currently under way.

Recommendations:

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

Other:

- Nothing at this time.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 09/08/16

ATTACHMENTS:

- 09-2016 Police Report (PDF)



Haymarket Police Department
Monthly Town Council Report
September, 2016



Significant Incidents

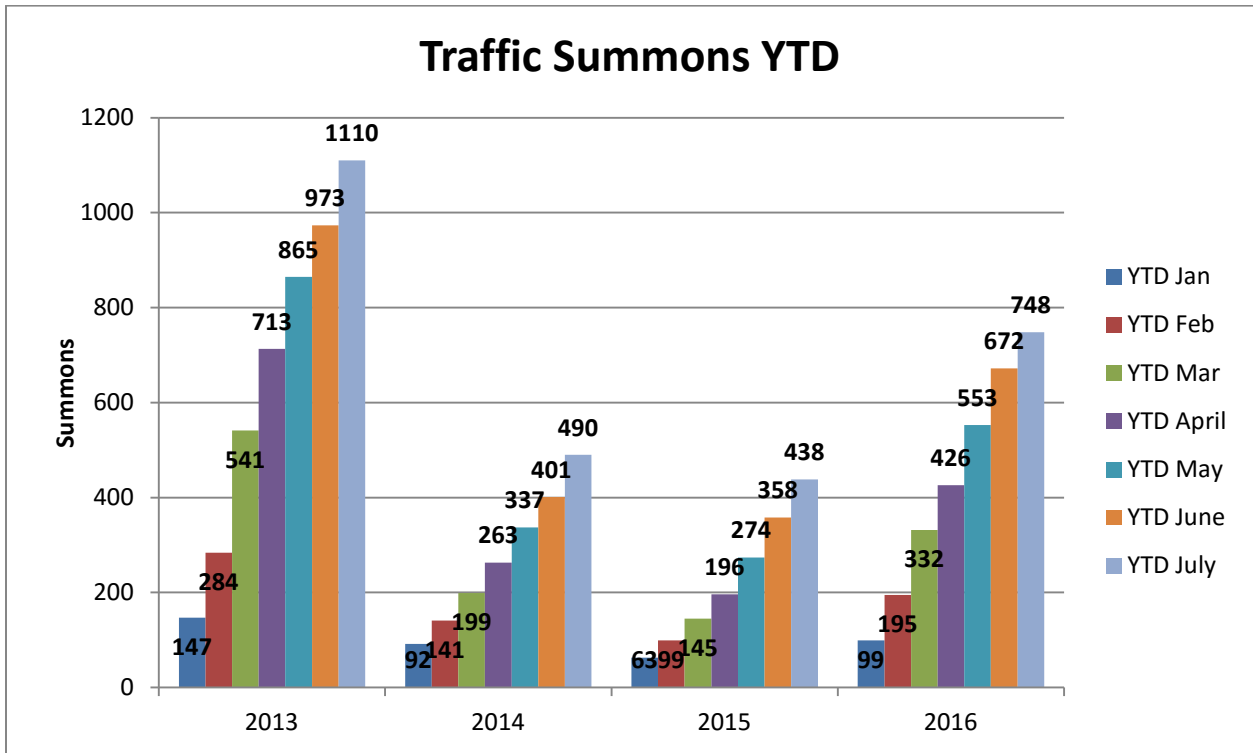
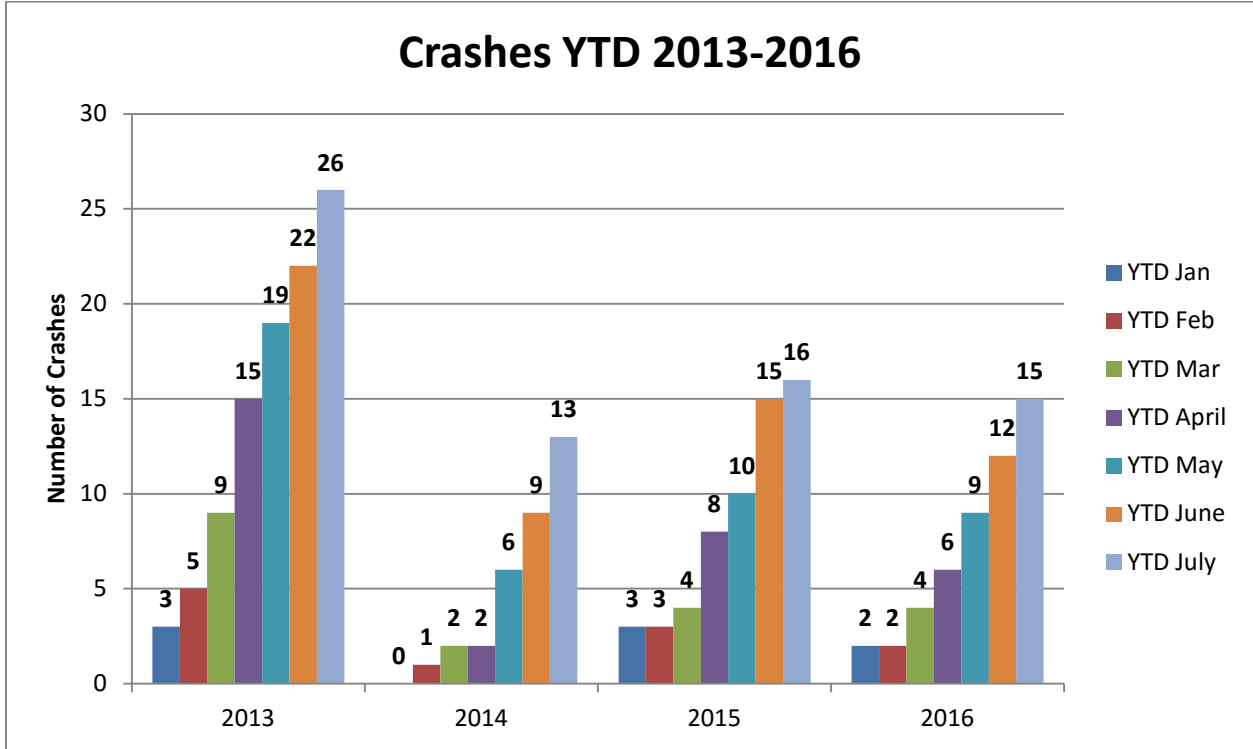
NATURE	DATE	LOCATION (BLOCK)	DETAILS
DUI/Refusal Contributing	07/20/2016	Route 15	Traffic stop made after a lookout reference a domestic dispute. 1 adult female arrested for DUI, Refusal and Contributing to the Delinquency
DUI/Refusal Contributing	07/29/2016	15000 Blk Washington	Traffic stop made for speeding resulted in 1 adult female arrest for DUI, Refusal, and Contributing to Delinquency
DIP/Contributing	07/05/2016	15315 Washington Street	1 adult male arrested for Drunk in Public and Contributing to the Delinquency
Possess Marijuana	07/28/2016	Jefferson Street	Traffic stop made for speeding resulted in 1 adult female arrest for Possession of Marijuana
Possess Marijuana	07/05/2016	Jefferson & Fayette	Traffic stop made for equipment violation resulted in 1 adult male arrest for Possession of Marijuana
Possess Marijuana	07/09/2016	Washington Street	Traffic stop made for speeding resulted in 1 adult female arrest for Possession of Marijuana
Drunk In Public	07/11/2016	15201 Washington Street	Officer on patrol checking on suspicious vehicle resulted in 1 adult female arrest for Public Intoxication
Drunk In Public	07/18/2016	15201 Washington Street	Officer on patrol checking on suspicious person resulted in 1 adult male arrest for Public Intoxication
Truck Fire	07/18/2016	I-66 and Route 15	A tractor trailer fire under the bridge resulted in a total closure of Route 15 and E/B I-66 for the entire morning



Haymarket Police Department



Crash/Enforcement YTD

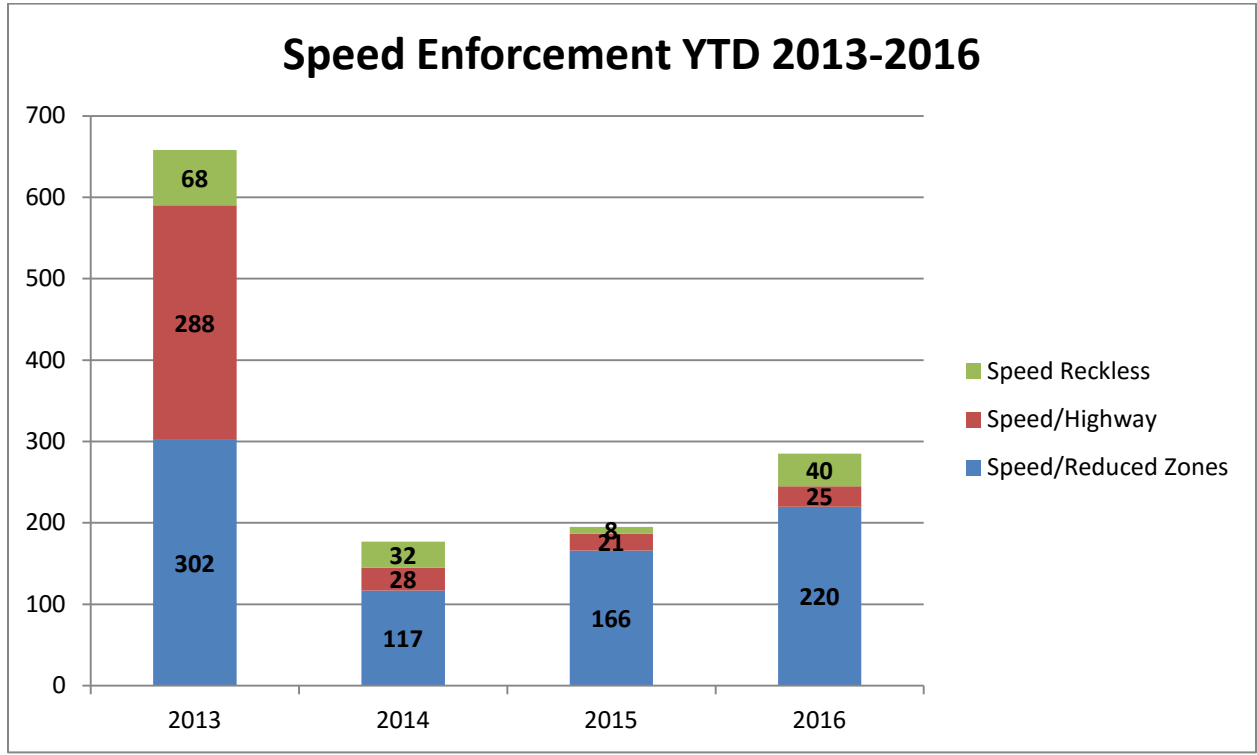


Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



Haymarket Police Department

Crash/Enforcement YTD



Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



Haymarket Police Department



Other Issues of Note

Current Initiatives

- Planning continues for Haymarket Day with requests for staffing forwarded to the Prince William County Police, Prince William County Sheriff's Office and the Virginia State Police.



TO: Town of Haymarket Town Council
 SUBJECT: Director of Business & Community Relations Report
 DATE: 09/08/16

Naming Our Community Park Contest

On Monday, August 22nd the "Naming Our Community Park" contest went live. You can participate by going to our website, Facebook, Twitter, and push-to-text. The survey will also be available during Haymarket Day at our Town's information booth.

Museum Lighting Ceremony

On Tuesday, September 6th to commemorate National Blood Cancer Awareness Month and World Lymphoma Awareness Day (September 15) the Haymarket Museum will be lit "Red" for the entire month of September. In partnership with the Lymphoma Research Foundation we are encouraging individuals, buildings, landmarks and business to shed a light on lymphoma and to raise awareness about this type of blood cancer.

Business Appreciation Month

During the month of September, we will be honoring our local businesses with recognition of years of service in the Town.

- Feature a Meal Tax Free weekend over Haymarket Day weekend
- Special recognition to Mr. Acie Watts for 55 years business service in the Town

Town of Haymarket Farmers' Market

Every Saturday from 8 am until 2 pm you can visit the Haymarket's Farmers' Market. All of our vendors are required to sell Virginia Grown product and feature goods such as:

- French pastries
- Locally grown beef, poultry, and eggs
- Homemade pies and cakes
- Locally grown fruits and vegetables
- Virginia grown plants and flowers

Haymarket... A Town In Transition

Starting August 27th through October 2nd, the Haymarket Museum will tell the story of our Town. Haymarket's history spans more than two hundred and twenty years. The exhibit will take you to different time periods in that history through a pictorial and artifact display. Rotating within this 6 week exhibit we'll explore:

- The history of buildings and homes
- Specific people and families who have contributed to the life of the Haymarket community through the years
- Haymarket today

2016 Haymarket Day (update)

Our 2016 Haymarket Day will be held on Saturday, September 17th from 9 am until 4 pm.

- The foot print for Haymarket Day will run along Washington Street, starting at the corner of Washington and Fayette Streets and ending at the corner of Bleight and Washington Streets.

- The parade route will run east to west. Starting at the QBE building and ending at the Costello building.
- Parking for parade participants will be available at: Tyler Elementary, Pace West School, and QBE
- Parking for vendors will be available at: behind the old Haymarket-Gainesville Firehouse, and the Payne Lane Property, and the open lot on Jefferson Street.
- Parking for spectators will be available at: the front end of the Food Lion parking lot and the Fairgrounds property.
- The Haymarket Pub will be sponsored by Dominion Women's Club and located on the newly built deck at the museum.
- Marine Sergeant Marcus Dandrea as the Grand Marshal for this year's parade.
- The main stage performances will be organized by Contemporary Music Center of Haymarket. Performing bands will range from: Country, R&B, Classic Rock, and Reggae.
- Haymarket Church will open their doors as a "Hospitality Station."
- Foster's Grille will have a burger eating contest.
- The Very Thing for Her will do complimentary caricatures.
- The Copper Cricket will have a balloon twister.
- To date we have received 190 applications.



TO: Town of Haymarket Town Council
SUBJECT: Blood Cancer Awareness - Lymphoma Awareness Day
DATE: 09/08/16

ATTACHMENTS:

- Haymarket BCAM 2016 (PDF)

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



**PROCLAIM – SEPTEMBER, 2016 – BLOOD CANCER AWARENESS MONTH
AND
SEPTEMBER 15, 2016 – LYMPHOMA AWARENESS DAY**

WHEREAS, Lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, More than 81,000 new cases of lymphoma are diagnosed each year in the United States, including 1,900 in the Commonwealth of Virginia, together with the Town of Haymarket; and

WHEREAS, A cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, Awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, The health and vitality of the people of the Commonwealth of Virginia and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to lymphoma and blood cancers; and

WHEREAS, In February 2016, the General Assembly designated September, in 2016 and in each succeeding year, Blood Cancer Awareness Month in Virginia and September 15, in 2016 and in each succeeding year, Lymphoma Awareness Day in Virginia to help to raise general awareness of the disease and provide hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket, Virginia does hereby proclaim September as Blood Cancer Awareness Month and September 15 as Lymphoma Awareness Day, and urges all citizens to support the efforts and activities of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for lymphoma during the month of September and throughout the year.

Ayes:

Nays:

Absent:

Mayor David Leake

ATTEST:

Jennifer Preli, Town Clerk



TO: Town of Haymarket Town Council
SUBJECT: Business Appreciation Month - September
DATE: 09/08/16

ATTACHMENTS:

- RES 2016-014 Business Appreciation Month (PDF)



Business Appreciation Month

WHEREAS, the business community of the Town of Haymarket is crucial to the Town economic health; and

WHEREAS, the revenue generated by the business community allows the Town to provide services that positively affect the quality of life for its residents; and

WHEREAS, the jobs created by the business community support the quality of life that Haymarket residents enjoy; and

WHEREAS, the business community provides valuable support that fosters and encourages public-private partnerships through institutions such as the Haymarket-Gainesville Business Association, the Prince William County Chamber of Commerce, the many public and private schools in the community, and other; and

WHEREAS, the Town values its existing business community and commits to making every effort to retain that strong economic base; and

WHEREAS, the Town Council recognizes and appreciates the dedication, innovation and entrepreneurial spirit displayed by our local businesses.

NOW, THEREFORE, BE IT PROCLAIMED that Council of the Haymarket, Virginia hereby proclaims September 2016 as Business Appreciation Month in Haymarket, Virginia.

INTRODUCED AND PASSED by the Council of the Town of Haymarket, Virginia at the Regular Meeting on the Eighth Day of September, 2016.

David M. Leake, Mayor

Attest:

Jennifer Preli, Town Clerk



TO: Town of Haymarket Town Council
SUBJECT: Meal's Tax Free Weekend - September 17 & 18, 2016
DATE: 09/08/16

ATTACHMENTS:

- ORD 2016-006 Meals Tax Free Weekend, Sept 2016 (PDF)



**AN ORDINANCE TO WAIVE MEALS TAX
ON September 17th through 18th, 2016, SET BY SECTION 42-186 OF THE CODE OF ORDINANCES,
TOWN OF HAYMARKET, VIRGINIA (2014), AS AMENDED, RELATING TO FOOD AND BEVERAGES.**

ORDINANCE #2016-006

WHEREAS, The Town of Haymarket wishes to encourage a successful weekend for our local restaurants and vendors associated with Haymarket Day on September 17th, 2016 and throughout the weekend; and

WHEREAS, the Council believes that as we celebrate our history and heritage on one day, we believe our local restaurants and businesses will benefit from a second day of celebration and our hopeful that foot traffic generated on Haymarket Day will return to patronize our restaurants and businesses, thus contributing to the well-being of citizens and the prosperity of Town merchants;

NOW, THEREFORE, in honor of Business Appreciation month the Town Council of Haymarket declares a Meals Tax Free weekend on September 17th and 18th, 2016.

BE IT ORDAINED by the Council for the Town of Haymarket, Virginia, meeting in regular session this 8th day of September, 2016, that the Meals Tax is waived solely for the 17th and 18th day of September, 2016.

By Order of Council:

David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk

Motioned by:

Seconded by:

Ayes:

Nays:

Absent:

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TO: Town of Haymarket Town Council
 SUBJECT: Planning Consultants
 DATE: 09/08/16

Background

The part-time Planner utilized by the Town of Haymarket is leaving. A proposal was secured from The Berkley Group to provide assistance with these services on an outsourced contractual basis. The Berkley Group (Berkley) is a multifaceted consulting firm specializing in providing government services on an outsourced contractual basis. Comprehensive Land Use Planning, Zoning and Development Review are large components of the services they provide. Virginia Local Government clients include the City of Manassas, Buckingham County, George Washington Regional Commission, Central Shenandoah Planning District, Town of Dumfries, City of Manassas Park, Town of Vinton, Highland County, Rockingham County, Town of Culpeper and the City of Lexington. Berkley submitted a proposal and a scope of services on December 2, 2014 covering comprehensive Development Services. A subsequent contract was executed December 17 2014. This is referred to as the "Master Agreement."

Current Status

I met with Berkley's Principal, Darren Coffey, on August 12, 2016 to discuss the proposal. It was important to understand the level of services such a current contract will provide, the validity of the pricing and scope outlined December 2014 documents and the possibility of including some revisions to our current Land Use forms and applications. I found Mr. Coffey to have a good understanding of our needs and a good comprehensive knowledge of the processes and review requirements.

Based on that meeting a subsequent proposal was submitted by Mr. Coffey which includes the revision of land use application forms at no additional cost and further defines the scope of the onsite services. The rate structure is not changed from the 2014 Master Agreement and the Fees for onsite services are computed at an 0.4 Full Time Employee (FTE). This buys the Town an onsite person two (2) days a week and the other tasks as outlined. That person will staff the Planning Commission, Architectural Review Board, and the Board of Zoning Appeals. The Town Council meetings will be attended on an as need basis. Staff reports will be provided to the Council and related Commissions and Boards. It does not include packet preparation for these meetings. However, in discussing this with office staff, it appears that can be accommodated by regular staff.

Budget Impact

At a 0.4 FTE Berkley's fee is \$46,800 for one calendar year. The Haymarket FYE 2017 Administrative Budget includes \$65,000 for part time staffing. This line item covers the Town Planner and Town Engineer. Year-to-date (report 8/2016) shows \$6,901 has been expended. I note that \$44, 672.00 is the projected expenditure in the budget details for The Town Planner (including FICA, Unemployment and Workers Comp). I have not been able to determine what portion of the aforementioned year-to-date expenditure went to the Town Planner vs. the Town Engineer. I have however asked for that information. There is also a line item under the Planning Commission for Consulting Services with \$50,000 allocated. I assume this line item could be utilized for some of this service cost, unless it is otherwise encumbered.

Comments

My impression is that the Berkley Group would be an efficient and fiscally prudent option to provide these services. My discussion with Mr. Coffey suggested that Haymarket would be sharing this position with the Town of Warrenton VA and that there could be some flexibility in the event Haymarket sees the need to expand the services. Berkley will be bringing on a new staff member to provide these services and the ability to justify the new position requires a commitment from both Warrenton and Haymarket. Warrenton is a "go" according to Mr. Coffey, therefore, our response is somewhat time sensitive.

ATTACHMENTS:

- Berkley Group Proposal - Staff Followup (PDF)



**SCOPE OF SERVICES
& FEE PROPOSAL**

Prepared for:
TOWN OF HAYMARKET, VIRGINIA
WORK ORDER #1: PLANNING & ZONING ASSISTANCE
TASK #4: CURRENT DEVELOPMENT ON-SITE SUPPORT

August 12, 2016





August 12, 2016

Mr. David Leake
Mayor
15000 Washington Street
Haymarket, VA 20168

**RE: Work Order #1: Planning & Zoning Assistance
Task #4: On-site Current Development Services**

Dear Mr. Leake:

We are pleased to present the associated scope and fee to assist the Town for planning and zoning support services. We understand that the first assignment will be to assume the Planning Department's daily activities two days per week including administration of the zoning and subdivision ordinances, comprehensive plan, and other land use tools as needed. This work order is intended to provide for a multitude of tasks and can be utilized whenever the town may have a need for assistance with planning or zoning related assignments on a subsequent task order basis.

Should you or your staff have any questions related to the scope and associated fee for the first task, please let me know.

Thank you for the opportunity to work with you and your staff to help achieve the Town's goals.

Sincerely,

Darren K. Coffey, AICP
CEO

This serves as notice to The Berkley Group to proceed under the terms and conditions stated herein, the Master Agreement, dated December 17, 2014, and the amended Fee Schedule (attached).

David Leake, Mayor

Date

I. WORK ORDER DESCRIPTION

Assisting the Town of Haymarket with variable planning and zoning tasks as needed.

II. SCOPE OF SERVICES

The Berkley Group will submit individual project scopes for planning tasks requested under this work order. For this task, The Berkley Group will perform on-call staffing services for the TOWN OF HAYMARKET in the capacity of Town Planner/Zoning Administrator.

Berkley Group staff will:

1. Work with the general public and staff answering questions as they pertain to zoning, subdivision and general planning matters.
2. Provide zoning interpretations as required within the corporate limits of the Town of Haymarket and issue a notice of violation when appropriate.
3. Review of site plans, rezonings, subdivisions, etc., for compliance with the Town of Haymarket' Zoning Ordinance, Subdivision Ordinance, and other local and state regulations.
4. Revision of land use applications and forms to more effectively implement Town ordinances, including the new zoning and subdivision ordinances.
5. Staffing, facilitation of Planning Commission meetings. This does not include preparatory work such as developing and overseeing distribution of Commission packets, development of public hearing advertisements, and preparation/editing of meeting minutes. This assumes that there will be one (1) meeting per month.
6. Staffing, facilitation of Architectural Review Board meetings. This does not include preparatory work such as developing and overseeing distribution of Board packets, ensuring notifications are properly advertised, and preparation of meeting minutes. This assumes that there will be up to one (1) meeting per month.
7. Staffing, facilitation of Board of Zoning Appeals meetings (if necessary). This does not include preparatory work such as developing and overseeing distribution of Board packets, ensuring notifications are property advertised and preparation/editing of meeting minutes. This assumes there is the potential to have one (1) meeting per month.
8. Making presentation(s) and report(s) to Town Council, and attending Council meetings, as necessary. Monthly staff reports will be submitted to the Town Manager and Council.
9. Staff will be on-site two days per week to attend meetings, answer citizen questions, prepare for meetings.

Term of Service

These services will be provided to the Town of Haymarket beginning September 7, 2016 for one year minimum commensurate with the terms of the Master Agreement dated December 17, 2014.

Fee

The cost to provide these services will be charged under the cost structure set forth in the Fee Schedule (see attached) for the level of service desired. For this Work Order, that level of service is for 0.4 Full-time Equivalent (FTE) at the Golden Crescent rate until or unless otherwise amended by another task order.

For interim services that may be provided by a firm Principal, mileage will be reimbursed at \$0.54/mile or the rate as approved by the IRS. Overnight stay shall be included at direct cost to the town to accommodate anticipated night meetings and daily workload while on site, if necessary and approved by the town in advance.

Payment will be made to The Berkley Group along with indirect expenses as invoiced on a monthly basis.

3.A.1

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Packet Pg. 48

FEE SCHEDULE
CONTRACT STAFF SERVICES

The Berkley Group presents the following fee schedule related to the above-referenced service contract. This contract contemplates two fee structures possible depending on your locality's needs. These two models are as follows:

(1) The Auxiliary Town Hall (ATH) fee structure is primarily utilized when performing services on-site for assistance with special projects (e.g., project management) or day-to-day activities (e.g., planning technician responsibilities). The ATH model is designed to fluctuate with the level of service a locality requires and is based on full-time equivalents. Work orders will be developed for each role/position/project and approved by Staff prior to initiating any work.

Auxiliary Town Hall Rate Structure
BASIC SERVICE RATE

Rates Effective 1/1/2016								
FTE	Hours Per Year	Hours Per Month	Hours Per Week	Rate	Admin Overhead	Total	Golden Crescent Rate*	
0.1	192	16	4	\$ 12,500	\$ 2,500	\$ 15,000	\$ 18,000	
0.2	384	32	8	\$ 19,500	\$ 3,900	\$ 23,400	\$ 28,080	
0.3	576	48	12	\$ 26,500	\$ 5,300	\$ 31,800	\$ 38,760	
0.4	768	64	16	\$ 32,500	\$ 6,500	\$ 39,000	\$ 46,800	
0.5	1040	87	22	\$ 39,000	\$ 7,800	\$ 46,800	\$ 56,160	
0.6	1248	104	26	\$ 45,500	\$ 9,100	\$ 54,600	\$ 65,520	
0.7	1456	121	30	\$ 50,000	\$ 10,000	\$ 60,000	\$ 72,000	
0.8	1664	139	35	\$ 55,500	\$ 11,100	\$ 66,600	\$ 79,920	
1	2080	160	40	\$ 63,000	\$ 12,600	\$ 75,600	\$ 90,720	
1.2	2496	208	52	\$ 70,000	\$ 14,000	\$ 84,000	\$ 100,800	
1.4	2912	243	61	\$ 85,000	\$ 17,000	\$ 102,000	\$ 122,400	
1.6	3328	277	69	\$ 90,000	\$ 18,000	\$ 108,000	\$ 129,600	
1.8	3744	312	78	\$ 117,000	\$ 23,400	\$ 140,400	\$ 168,480	
2	4160	347	87	\$ 130,000	\$ 26,000	\$ 156,000	\$ 187,200	
2.2	4576	381	95	\$ 143,000	\$ 28,600	\$ 171,600	\$ 205,920	
2.4	4992	416	104	\$ 155,000	\$ 31,000	\$ 186,000	\$ 223,200	
2.6	5408	451	113	\$ 167,000	\$ 33,400	\$ 200,400	\$ 240,480	
2.8	5824	485	121	\$ 180,000	\$ 36,000	\$ 216,000	\$ 259,200	
3	6240	520	130	\$ 193,500	\$ 38,700	\$ 232,200	\$ 278,640	

*Golden Crescent Rate is Base Rate x 20% due to cost and salary differentials in that geography. Applies to the area of Virginia incorporating Northern Virginia, Fredericksburg, Richmond, Tidewater along the Interstate 64 corridor and Hampton Roads.

SPECIAL PROJECTS

	Basic Rate	GC Rate
Entry Level Support services for special projects such as zoning or comprehensive plan amendments, procedure modifications, policy development, department evaluation, grant application, small project implementation, etc. (up to 250 hours)	\$ 37,500	\$ 45,000
Mid-Level Intermediate Support services for special projects such as small area plans, CIP or cash proffer development, subdivision ordinance update, small project management, transportation planning, grant management, MS4/stormwater evaluation, etc. (up to 500 hours)	\$ 75,000	\$ 90,000
Full-Service Advanced support services for special projects such as zoning or comprehensive plan updates, historic or overlay district development, grant administration, project management, transportation management, MS4/stormwater management, Public Facilities Manual/Design & Construction Standards updates, etc. (up to 1200 hours)	\$ 98,000	\$ 117,600

*Notes: Special projects may be prorated on a monthly basis.
Special projects listed are for demonstrative purposes.*

(2) The Traditional Model: fee structure is intended to be utilized for special projects, and on an as-needed basis as either a lump sum fee or cost-plus fee, whichever the locality desires. Specific work orders will be developed for each task and approved by the locality prior to initiating any work. The Berkley Group will work closely with staff to develop fee schedules based upon the desired scope of work and availability of funds. The basis for determining project fees will utilize the following schedule:

2016 PERSONNEL RATE SCHEDULE	
Category	Hourly Rate
Principal	\$150.00
Programs Director	\$90.00
Planner	\$75.00
Associate Planner	\$60.00

OSA



Town of Haymarket

15000 Washington Street, Suite 100
P.O. Box 1230
Haymarket, VA 20168
703-753-2800

**SCOPE OF SERVICES
& FEE PROPOSAL**

Prepared for:
**TOWN OF HAYMARKET, VIRGINIA
WORK ORDER #1: PLANNING & ZONING ASSISTANCE**

TUESDAY, DECEMBER 2, 2014





December 2, 2014

Mr. Brian Henshaw
Town Manager
15000 Washington Street
Haymarket, VA 20168

RE: **Work Order #1: Planning & Zoning Assistance**
Task #1: Comprehensive Land Use Diagnostic

11/4 2 DAYS
11/6 Meeting
11/8 PACKETS

ZONING admin

Dear Mr. Henshaw:

We are pleased to present the associated scope and fee to assist the Town with planning and zoning support services. We understand that the first assignment will be related to a comprehensive diagnostic of the Town's land use tools, including the zoning and subdivision ordinances and comprehensive plan. This work order is intended to provide for a multitude of tasks and can be utilized whenever the Town may have a need for assistance with planning or zoning assignments on a subsequent task order basis.

Should you or your staff have any questions related to the scope and associated fee for the first task, please let me know.

Thank you for the opportunity to work with you and your staff to help achieve the Town's goals.

Sincerely,

Darren K. Coffey, AICP, CZA
Principal

I have reviewed the scope and fee for the associated task order and I hereby give the consultant notice to proceed for the work described herein.

Brian P. Henshaw, Town Manager

12/17/2014

Date

I. WORK ORDER DESCRIPTION

Assisting the Town of Haymarket with variable planning and zoning tasks as needed.

II. SCOPE OF SERVICES

The Berkley Group will submit individual project scopes for planning tasks requested under this work order.

Task 1 – Comprehensive Land Use Diagnostic

This task consists of assessing the Town of Haymarket's Comprehensive Plan, Zoning Ordinance, and Subdivision Ordinance.

- We will review the Town's Comprehensive Plan focusing on its content, clarity and intended purpose.
- We will review the Town Zoning Ordinance and the Subdivision Ordinance with specific reference to the capacity of each ordinance to implement the Town's Comprehensive Plan.
- We will analyze and critique the structure, content and focus of the Town's existing zoning and subdivision ordinances. We will also identify actions to take that will strengthen the capacity of the respective ordinances to effectively and efficiently implement the Comprehensive Plan.
- Finally, we will assess the clarity, completeness, and ease of use associated with the Town's comprehensive plan, zoning ordinance and subdivision ordinance and will, where appropriate, recommend remedial actions.

III. SCHEDULE

A comprehensive land use diagnostic with a complete final report will be performed by March 1, 2015 with Notice to Proceed prior to December 5, 2014.

IV. FEE

The cost to perform these services is as follows:

<i>Task</i>	<i>Hours</i>	<i>Rate</i>	<i>Total</i>
Review of existing land use tools (Comp Plan, Z.O., S.O.)	8		\$ 1,200
Comprehensive Plan Evaluation	12	\$ 150	\$ 1,800
Zoning Ordinance Assessment	16		\$ 2,400
Subdivision Ordinance Assessment	8		\$ 1,200
Final Report	16		\$ 2,400
Non-direct costs			\$ 500
TOTAL FEE			\$ 9,500

3.A.1

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)

Packet Pg. 52

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0.6	1248	104	26	\$ 45,500	\$ 9,100	\$ 54,600	\$ 65,520	6
0.7	1456	121	30	\$ 50,000	\$ 10,000	\$ 60,000	\$ 72,000	7
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*Notes: Special projects may be prorated on a monthly basis.
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2016 PERSONNEL RATE SCHEDULE	
Category	Hourly Rate
Principal	\$150.00
Programs Director	\$90.00
Planner	\$75.00
Associate Planner	\$60.00

Auxiliary Town Hall Agreement

AUX 14-003: TOH

**AGREEMENT BETWEEN
THE BERKLEY GROUP AND
THE TOWN OF HAYMARKET FOR
AUXILIARY TOWN HALL SERVICES**

This Agreement entered into on 12/17/2014, by and between The Berkley Group, LLC, a limited liability corporation organized under the laws of the Commonwealth of Virginia, having offices at 2106 Mt. Crawford Avenue, Bridgewater, Virginia 22812 (Federal EIN # 27-3021021), and hereafter called "The Berkley Group", and the Town of Haymarket, a political subdivision of the Commonwealth of Virginia, having its administrative office at 15000 Washington Street, Suite 100, Haymarket, VA 20169, Virginia, and hereafter called "the Client".

WITNESSETH:

WHEREAS, the Client desires to retain the services of The Berkley Group to perform Auxiliary (Aux) Town Hall/contract staff services, and

WHEREAS, The Berkley Group desires to provide the Client with such services as authorized by the Client, and represents that it is organized and authorized to conduct business within the Commonwealth of Virginia,

NOW, THEREFORE, the parties do mutually agree as follows:

SECTION 1. STATEMENT/SCOPE OF WORK.

- A. The Berkley Group will provide services to Client once issued individual Work Orders constituting the Scope of Services ("Scope of Services"/"Services") as set forth in this Agreement. Work may be performed either off-site by lump sum, not to exceed task orders, or may be performed as on-site contract staff services based on full-time equivalent (FTE) rates as set forth in the Fee Schedule. This determination is at the Town's discretion.
- B. The Berkley Group will use both its staff and Subcontractors to provide the Services to Client.
- C. The Berkley Group and its Subcontractors are and shall remain independent contractors in performing the Services under this Agreement.

SECTION 2. COMPENSATION, METHOD OF PAYMENT, TIME OF PERFORMANCE AND TERMINATION.

- A. **Compensation.** Client shall compensate The Berkley Group for the Services performed based upon the terms described within the individual work orders as approved by Client. ("Compensation").

The Berkley Group on-site work hours required by the Client may be 12% above or below the base service level set forth in the Scope of Services per payment period without triggering an adjustment to the Compensation.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

- B. **Payment to The Berkley Group.** Client shall pay The Berkley Group for the Services performed as set forth in the payment schedule for each Work Order.
- C. **Time of Performance.** The Berkley Group shall commence performance of the Services on 12/17/2014 and shall continue such performance through 12/17/2015 ("Term"). The Term shall automatically renew each year for up to five (5) years, and may thereafter be extended for additional periods by written agreement of the parties pursuant to Section 6 of this Agreement, but shall remain subject to termination for non-appropriation of funding.
- D. **Termination for Convenience.** Either the Client or The Berkley Group may terminate this Agreement at anytime, by giving written notice to the other party of such termination and specifying the effective date thereof, at least 15 days before such effective date.
- (1) In the event of termination, all finished and unfinished documents and other materials produced by The Berkley Group specifically for the Client shall become the property of the Client.
 - (2) In the event of termination, The Berkley Group shall be paid for the Services performed prior to the effective date of termination. Upon request, The Berkley Group will provide the Client with documentation of the Services performed prior to the effective date of termination.
 - (3) Termination for non-appropriation by the Client shall be made pursuant to this section.
- E. **Termination for Default [Breach or Cause].** The Client or The Berkley Group may terminate this Agreement for default for failure to comply with the terms of this Agreement by giving a written notice to the other party of such termination specifying the effective date thereof, at least 15 days before such effective date. The notice shall set forth the nature of the default of the Agreement.
- (1) In the event of termination by the Client, The Berkley Group shall be paid for Services performed up to the effective date of termination in accordance with the manner of performance set forth in the Agreement. If it is later determined that The Berkley Group had an excusable reason for not performing such as natural disasters or other events which are beyond the control of The Berkley Group, the Parties may agree for The Berkley Group to continue to provide the Services.
 - (2) After receipt of written notice from the Client setting forth the nature of said breach or default, The Berkley Group may request, and the Client may agree, to provide The Berkley Group time to remedy any breach or default to the satisfaction of Client. If the Client does not agree to allow The Berkley Group to remedy the default, The Berkley Group shall immediately cease providing Services.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

SECTION 3. RESPONSIBILITIES OF THE BERKLEY GROUP.

- A. The Berkley Group agrees to use the records and information gathered or otherwise used pursuant to this Agreement for the advancement of the interests of Client, and as further provided in Section 5.D. of this Agreement.
- B. The Berkley Group will not substitute staff or Subcontractors assigned to this Agreement without the prior written consent of Client.
- D. The Berkley Group will provide all services under this Agreement in a manner consistent with applicable laws, professional standards and its best efforts.
- E. The Berkley Group, its staff and Subcontractors shall comply with Client's standards for acceptable workplace conduct and safety, and shall all times conduct themselves in a professional manner.
- F. The Berkley Group and its Subcontractors shall maintain commercial general liability insurance to cover their actions or omissions. Upon request, shall provide the Client with evidence of such insurance.
- G. The Berkley Group shall perform in accordance with, and shall not violate, applicable laws, rules or regulations, and standards prevailing in the industry and The Berkley Group shall obtain all permits or permissions required to comply with such laws, rules or regulations.

SECTION 4. RESPONSIBILITIES OF THE CLIENT.

- A. Without charge to The Berkley Group, Client agrees to provide all policies, information, communications, records, data, information and forms which are available to the Client and needed by The Berkley Group in order to perform the Services.
- B. The Client shall provide appropriate office space, desk, phone, computer, internet access, e-mail account, paper, access to copy machines, and other reasonably necessary office equipment, supplies or facilities for The Berkley Group during the time that The Berkley Group is on site.
- C. The Client shall defend The Berkley Group and its respective staff for on-site contract staffing service assignments in any legal proceedings by a third party arising out of the performance of duties on behalf of the Client.
- D. The Client shall communicate any concerns about The Berkley Group staff or Subcontractor performance to The Berkley Group representative set forth in Section 5, unless otherwise specifically set forth within the Scope of Services.
- E. The Client agrees not to hire staff of The Berkley Group as Client's own employee during the Term of this Agreement, and for six (6) months following termination of this Agreement.

Auxiliary Town Hall Agreement

AUX 14-003: TOH

SECTION 5. ADMINISTRATION OF THE AGREEMENT.

- A. All notices and communications with respect to the terms of this Agreement and the performance of the Services shall be through the Party Representatives. The Party Representatives are:

Client's representative shall be:

Brian P. Henshaw

Town Manager

Title

703-753-2600

Phone Number

bhenshaw@townofhaymarketva.org
email

The Berkley Group's representative shall be:

Darren K. Coffey

Principal

Title

434-981-2026

Phone Number

darrcn@theberkleygroupllc.com
email

- B. ***Incorporated Provisions.*** This Agreement shall be performed in accordance with the applicable, required contractual provisions set forth in the Client's purchasing or procurement regulations, and the Virginia Public Procurement Act, §§ 2.2-4300, *et seq.*, VA Code Ann., in effect at the time of this Agreement, pertaining to non-discrimination § 2.2-4310 and - 4311, compliance with immigration laws § 2.2-4311.1, drug-free workplace § 2.2-4312, which provisions are incorporated herein by reference.
- C. ***Contractual.*** Disputes with respect to this Agreement shall be governed by § 2.2-4363 VA Code Ann. or similar provision in Client's purchasing or procurement regulations.
- D. ***Ownership and Status of Documents.***
- (1) All documents prepared by The Berkley Group specifically for the Client shall become the property of the Client upon completion of Services, or the earlier termination of this Agreement. The Berkley Group shall have the right to retain appropriate copies of all such documents for its records upon client' approval, and to reuse any template documents which it prepared for the Client. All materials, including without limitation, documents, drawings, drafts, notes, designs, computer media, electronic files and lists, including all additions to, deletions

Auxiliary Town Hall Agreement

AUX 14-003: TOH

from, alterations of, and revisions in the foregoing (together the "Materials"), which are furnished to The Berkley Group by Client or which are development in the process of performing the Services, or embody or relate to the Services, the Client Information or the Innovations (as defined below), are the property of Client, and shall be returned by The Berkley Group to Client promptly at Client's request together with any copies thereof, and in any event promptly upon expiration or termination of this Agreement for any reason.

- (2) Records prepared by The Berkley Group specifically for the Client shall be kept confidential by The Berkley Group until released or approved for release by the Client. The Berkley Group will cooperate with the Client in complying with the requirements of § 2.2-4342 VA Code Ann. and any requirements of the Virginia Freedom of Information Act applicable to such records.
- (3) The Berkley Group shall maintain financial records, supporting documents, statistical records, and other records pertinent to this Agreement for three (3) years from the date of final payment, and make those records available to the Client upon written request.

SECTION 6. CHANGES TO AGREEMENT.

- A. Any modification or change to this Agreement must be set forth in a written Addendum to this Agreement and signed by authorized representatives of both parties.
- B. The parties hereto may, from time to time, propose changes in the attached Scope of services or in The Berkley Group's performance requirements. Such changes must be mutually agreed upon by the parties in writing, signed by the authorized representatives of both parties.

SECTION 7. MISCELLANEOUS PROVISIONS.

- A. Protection of Confidential Information. The Berkley Group agrees that at all times during or subsequent to the performance of the Services, The Berkley Group will keep confidential and not divulge, communicate, or use Client's Information, except for The Berkley Group's own use during the Term of this Agreement to the extent necessary to perform the Services. The Berkley Group further agrees not to cause the transmission, removal or transport of tangible embodiments of, or electronic files containing, Client's Information from Client's principal place of business, without prior written approval of Client.
- B. Severability. If any provision of this Agreement shall be found invalid or unenforceable, the remainder of this Agreement shall be interpreted so as best to reasonably effect the intent of the parties.
- C. Liability. The Client shall not be liable for injury or death occurring to The Berkley Group or any of its employees or other assistants in the course of performing this Agreement unless

Auxiliary Town Hall Agreement

AUX 14-003: TOH

the harm or death is caused by the Client's gross negligence.

- D. Hold Harmless. The Berkley Group hereby indemnifies and holds harmless the Client, its subsidiaries, and affiliates, and their officers and employees, from any damages, claims, liabilities, and costs, including reasonable attorney's fees, or losses of any kind or nature whatsoever ("Loss") which may in any way arise from the Services performed by The Berkley Group hereunder, the work of employees of The Berkley Group while performing the Services of The Berkley Group hereunder, or any breach or alleged breach by The Berkley Group of this Agreement, including the warranties set forth herein. The Client shall retain control over the defense of, and any resolution or settlement relating to, such Loss. The Berkley Group will cooperate with the Client and provide reasonable assistance in defending any such claim.

- E. Taxes. The Client shall not be liable for taxes, Worker's Compensation, unemployment insurance, employers' liability, employer's FICA, social security, withholding tax, or other taxes or withholding for or on behalf of The Berkley Group or any other person consulted or employed by The Berkley Group in performing Services under this Agreement. All such costs shall be The Berkley Group's responsibility.

The Berkley Group and Client hereby agree to the terms of this Agreement by signing below.

ATTEST:

TOWN OF HAYMARKET

Brian P. Henderson
Town Manager

Date: 12/17/2014

ATTEST:

THE BERKLEY GROUP

Tax ID # 27-3021021

Dan K. Coffey
Principal

Date: _____

**HAYMARKET FEE SCHEDULE
CONTRACT STAFF SERVICES**

The Berkley Group presents the following fee schedule related to the above-referenced service contract. This contract contemplates two fee structures possible depending on the Town's needs. These two models are as follows:

- (1) The *Auxiliary Town Hall (ATH)* fee structure is primarily utilized when performing services on-site for assistance with day-to-day activities (e.g., planning tasks), or in limited situations special projects that require an on-site presence. The ATH model is designed to fluctuate with the level of service the Town requires and is based on full-time equivalents. Work orders will be developed for each role/position/project and approved by Town staff prior to initiating any work.

TOWN OF HAYMARKET BASIS FOR FEE DETERMINATION 2014 AUXILIARY TOWN HALL (ATH) RATE SCHEDULE				
<i>Full-Time Equivalent (FTE)</i>	<i>0.2</i>	<i>0.4</i>	<i>0.6</i>	<i>0.8</i>
Hours per Year	416	832	1248	1664
Days per year	52	104	156	208
Days per month	4.0	8.0	12.0	16.0
Days per week	1.0	2.0	3.0	4.0
Annual Rate	\$ 19,500	\$ 32,500	\$ 45,500	\$ 55,500
Admin Overhead @ 20%	\$ 3,900	\$ 6,500	\$ 9,100	\$ 11,100
Total	\$ 23,400	\$ 39,000	\$ 54,600	\$ 66,600
Hourly Rate	\$ 56.25	\$ 46.88	\$ 43.75	\$ 40.02

*Rates may be adjusted on an annual basis.

- (2) The *Traditional Model* fee structure is intended to be utilized primarily for off-site support for special projects, and on an as-needed basis as either a lump sum fee or cost-plus fee, whichever the Town desires. Specific work orders will be developed for each task and approved by the Town prior to initiating any work. The Berkley Group will work closely with staff to develop fee schedules based upon the desired scope of work and availability of funds. The basis for determining project fees will utilize the following schedule:

2014 PERSONNEL RATE SCHEDULE	
<i>Category</i>	<i>Hourly Rate</i>
Principal	\$ 150.00
Program Manager	\$ 90.00
Planner	\$ 75.00
Associate Planner	\$ 60.00



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 09/08/16

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

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 09/08/16

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.

Attachment: 09-08-2016 TC Agenda (2929 : Draft September 8, 2016 Town Council Agenda)



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 08/29/16

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

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body;



TO: Town of Haymarket Town Council
SUBJECT: Certification of the Closed Session
DATE: 08/29/16

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.