



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, July 6, 2015

7:00 PM

Council Chambers

1. Call to Order

2. Invocation

3. Pledge of Allegiance

4. Citizen's Time

5. Consent Agenda

A. Department Reports

- i. Engineer's Report - Holly Montague, PE
- ii. Police Report - Interim Police Chief Greg Smith
- iii. Building Official's Report - Joe Barbeau, Jr.
- iv. Main Street Coordinator Report - Denise Hall
- v. Treasurer's Report - Sherrie Wilson
- vi. Town Manager's Report - Brian Henshaw

B. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - Jun 1, 2015 7:00 PM
- ii. Committee - Personnel - Committee - May 26, 2015 1:30 PM
- iii. Committee - Events - Committee - Jun 17, 2015 10:00 AM
- iv. Committee - Events - Committee - Jun 8, 2015 10:00 AM
- v. Committee - Finance - Committee - May 27, 2015 2:00 PM

C. Iceplex Expansion

D. Change Order - Town Center Master Plan

E. Ordinance Amendment - Chapter 19 Haymarket Town Code

F. ARB Appointments

G. FY 2016 Budget Appropriations

6. Agenda Items

A. Ordinance - Outdoor Events

B. Dominion VA Power 230 KV Transmission Lines

7. Councilmember Time

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

8. Adjournment



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report - Holly Montague, PE
 DATE: 07/06/15

Enhancement Project

- All outstanding work orders for material and labor have been received and approved. All progress invoices have been received.
- While the final invoice has not been prepared at this time due to some outstanding coordination with the Contractor, it appears that the project will come in approximately \$140,000 +/- under the original bid amount. This amount includes all approved work orders but does not include budgeted contingency that was not used and does not include any Liquidated Damages.
- The contract has a fixed end date of August 29, 2014 with a \$1,000/day Liquidated Damages clause for late completion. At the writing of this report, there are no agreed upon claims for Request for Time Extension.
- The surveyor provided the additional information to determine if some of the storm sewer has to be reconstructed. I am in the process of reviewing, but it appears that the storm sewer will NOT need to be reconstructed.
- Finley has repaired all streetlights, cleaned out and poured concrete where it was missing in two inlets, raked the buffer strip for rock and laid new topsoil/seed. However, they have not repaired the damaged concrete driveway aprons and have said in an email they are planning on responding to that issue. As of the writing of this report, they have not responded.

Coordinating with Dominion VA Power

- Dominion VA Power located the poles on the Town properties at a distance that will allow future planned improvements to be constructed without having to relocate the poles.
- I requested that Dominion VA Power investigate and hopefully not use the guy wire on the pole on Town property, but they were unable to not use it. They said if they did not use it, the pole would be unstable and subject to bending/failure.
- The Town Attorney reviewed the final easement documents and approved them as to form. As of the writing of this report, the Town is advertising the easements.

Pedestrian Improvement Project

- As of the writing of this report, the Town is advertising a Posting of Willingness to hold a Public Hearing on the Pedestrian Improvement Project. This is a common thing to do on small projects when you expect that there would not be much turnout for a Public Hearing. We advertise in the local paper that the project exists, have the project documents available for the public to review (they are on the table outside the Town Manager's office) and state that if anyone requests, a Public Hearing will be held. Using the Posting of Willingness process shortens the timeline for the project, assuming that no one requests the Public Hearing.



TO: Town of Haymarket Town Council
SUBJECT: Police Report - Interim Police Chief Greg Smith
DATE: 07/06/15

ATTACHMENTS:

- Police Report May 2015 Stats for Council (PDF)
- Crime Report Table May 2015 (PDF)
- O'Neal Commendation 06-15-2015 (PDF)
- Breeden Commendation 06-16-2015 (PDF)

Activity (Current month and two month historical comparison):

Activity	May	March	April
Mileage	4774	6473	3280
Parking Tickets	3	9	9
Uniform Traffic Summonses	74	39	46
Criminal Felony	1	1	1
Criminal Misdemeanor	10	3	5
Reports	13	12	10
Complaints/Incidents	52	120	67
Crashes	1	3	4
Hours Worked	1254.25	1036.9	1243.15

Haymarket Police Department Staff participated in the following:

- Began a Town Decal Compliance Check
- Acquired a small used equipment trailer and marked it to haul traffic control equipment
- Spoke at a community briefing and also participated in career instruction to local middle schoolers
- Worked several festival type events in town
- Underwent VCIN Audit and no issues were found
-

Incident or Complaint Types:

Suspicious Persons	11	Suspicious Vehicles	12
Trespassing	0	Hit and Run	0
Assist other Agency	23	Crashes	4
Domestic Disputes	0	Motorist Assist	10
Assault	0	Welfare Check	2
Citizen Assist	9	Traffic Obstruction	4
Alarms	2	Parking Violation	0
Disorderly	1	BOL	3
Vandalism	0	Shoplifting	0
Business Check	9	Larceny	0
Foot Patrol	45	Burglary	1
Open Door	0	Missing Person	2
Emerg. Cust. Order	0	Runaway	0
Medical Emergency	1	Fire	0
Drugs	4	DUI	1
DUID	0	Solicitor	1
Public Intoxication	0	Weapons Violation	0
Funeral Escort	0	Abandoned Vehicle	0
Fight	0	Forced Entry	0
Property Check	6	Disabled Vehicle	0
RR Crossing Problem	0	Panhandling	1
Annoy/Threat Calls	1	Identity Theft/Fraud	0
Contributing to minor	0	False ID to Police	0
Possible Gunshot	0	Civil Dispute	0
Medical Call	0	Barking Dogs	0
Possible Gas Leak	0	Animal Call Bear	1
Inmate Transfer	0	Suicide Threat	0
Lock Out of Vehicle	2	Pedestrian Struck	0
911 Hang Up	1	Animal Bite (Dog)	0

HAYMARKET POLICE DEPARTMENT CRIME REPORT – MAY 2015

NATURE	DATE	TIME	LOCATION (BLOCK)	DETAILS
Residential Burglary	05/01/2015	9:30 am to 2:30 pm	14800 Blk Greenhill Crossing	Sometime between the hours listed someone entered the home and took several items of value to include jewelry and cash. Investigation ongoing.
Drive Revoked and Possession w/intent to distribute Schedule 1/2 drug and Possession of paraphernalia.	05/05/2015	10:30 am	Food Lion Parking Lot	Report of possible drug use by 2 males resulted in 2 adult male arrests. 1 for Driving Revoked and Possession w/ intent and 1 for Possession of paraphernalia.
Violation of Court Order	05/11/2015 – 05/12/2015	9 am to noon	6600 Block Comanche Ct.	Reported that ex spouse was violating court order for no contact. Result 1 adult male arrest.
Hit and Run property damage.	05/16/2015	10:00 am	6740 Leaberry Way	Reported that while family was in McDonald's eating someone struck their vehicle and left scene. Investigation ongoing.
Drive Suspended, Provide False Identification to Law Enforcement	05/20/2015	5:51 pm	Washington St. @ Greenhill Crossing	Traffic stop for improper tag resulted in 1 adult male arrest for Driving Suspended and providing false identification to officer to avoid arrest.
Hit and Run Property Damage	05/18/2015	8 am – 10 am	6740 Leaberry Way	Reported that while victim was in Dentist office someone struck his parked vehicle and left scene. Investigation inactive due to lack of information.
Possession of Schedule 2 drug and Possession of Marijuana	05/24/2015	3:16 am	Rt. 15 @ I 66 WB off ramp	Traffic stop for defective equipment resulted in 1 adult female arrest for Possession of Schedule 2 drug and Possession of Marijuana.
DUID and Refusal and Possession of Schedule IV drug	05/25/2015	1:38 am	Washington St. @ Bleight Dr.	Traffic stop for speeding resulted in 1 adult female arrest for DUID w/ Refusal and Possession of Schedule IV drug.
DUI	05/23/2015	3:26 am	Washington St. @ Greenhill Crossing	Traffic stop for speeding resulted in 1 adult male arrest for DUI.
Possession of Marijuana and Possession of Paraphernalia x 2.	05/27/2015	9:50 pm	Washington Street	Traffic stop for failing to stop at red light resulted in 1 adult female and 1 adult male arrest for Possession of Marijuana and Paraphernalia.

HAYMARKET POLICE DEPT.
15026 Washington Street
Haymarket, Virginia 20169



703-753-2700
Fax 703-753-1950
www.townofhaymarket.org
Facebook: Haymarket Police Department

June 15, 2015

TO: Officer Coire O'Neal
FROM: Interim Chief G. P. Smith *GPS*
RE: Commendation

I recently received an email from Lieutenant Mel Quattlebaum of the Prince William County Police Department. Lieutenant Quattlebaum wanted to thank and compliment you for the assistance you provided on June 11, 2015, at the scene of a suicide outside of Town. Specifically, he commented about how your calming manner and familiarity with the family was helpful in keeping an already tragic incident from being made worse, for both the family and the County Police staff working the scene.

I have responded to Lieutenant Quattlebaum and advised him I would convey his appreciation.

It is clear you represented the high standards we have set for ourselves as members of this Department. Thank you for such outstanding work.

Attachment

CC: Mayor and Town Council

Greg Smith

From: Quattlebaum, Melvin C. [mqattlebaum@pwcgov.org]
Sent: Friday, June 12, 2015 4:53 PM
To: Greg Smith
Cc: Hrubes, Shana A.; Pedersen, Gert I.
Subject: FW: D-West Rundown 6-11-15

Chief-

Hope all is going well with you this summer.

Just a quick kudos to Officer Corey O'Neil for his assistance on this suicide call last night. He responded to assist and volunteered to man a perimeter position. When the body was found, he helped our units deal with numerous hysterical family member. Hi calming manner and familiarity with the family made this tragic situation a little easier on us and the family.

My thanks to him,

Mel

From: Pedersen, Gert I.
Sent: Friday, June 12, 2015 2:22 AM
To: Police - Police Tactical List
Subject: D-West Rundown 6-11-15

Case# 15- [REDACTED] Suicide



June 16, 2015

TO: Officer G. A. Breeden, Sr.

FROM: Interim Chief G. P. Smith *GPS*

RE: Commendation

On June 14, 2015, you were dispatched to a "check on the welfare" call for an elderly resident on Fayette Street. Concerned family members had been unable to reach the resident for several days, prompting the request for the police to check.

Upon arrival, you carefully made several observations. In addition to noticing an open door and a blaring television, from the outside you observed an unresponsive person down on the floor. Wisely understanding the other observations *could* suggest a crime scene, you requested a backup before entering. Notably, however, from your vantage point and while awaiting a backup unit, you maintained a close visual observation of the person on the floor. At a certain point you observed slight finger movement. At that point you entered alone and summonsed EMS.

Your caution and attentiveness are evidence of an experienced police officer. It may have contributed in the resident surviving this incident, which she has. I commend you for a job well done.

CC: Mayor and Town Council

Attachment: Breeden Commendation 06-16-2015 (2429 : Police Report - Interim Police Chief Greg Smith)



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report - Joe Barbeau, Jr.
 DATE: 07/06/15

Permits Issued:

May 28, 2015:

- Permit was issued to the homeowner at 14719 Alexandra's keep Lane to construct a deck subject to ARB and Zoning approvals. These approvals have been granted and the permit has been released.

June 10, 2015:

- Permit was granted to the homeowner at 14959 Keavy Place to construct a deck and stairs subject to ARB approval. The ARB has approved this project and this permit has been released.

June 22, 2015:

- Permit was issued to homeowner at 14928 Southern Crossing St., to construct an exterior staircase to the patio.

June 23, 2015:

- Permit was issued for work to be done on the Old Bank Building at 14951 Washington Street. This work shall include general repairs, roof deck replacement, mold remediation, improvements to hand rails, etc.

Certificates of Occupancy Issued:

No certificates of Occupancy were issued during the past month.

Inspections:

June 15, 2015:

- Inspection was performed at Greenhill Crossing Dr., prior to the placement of concrete for these deck footings. This work was approved.

June 23, 2015:

- An inspection was conducted at 15101 Washington St. for the construction of concrete sidewalks and ramps. This work was approved and the concrete may be placed.

Document Review:

Nothing is currently under review by this department at this time, though final submissions for both the Ice Rink expansion and the Sheetz location are expected soon.

Actions:

June 8, 2015:

- Participated in both a site survey and subsequent Planning Commission Meeting regarding the Harrover Property, and its re-use.

June 24, 2015:

- Site walk through and meeting of the ARB regarding the Harrover Property.

Recommendations:

The discussions amongst the various boards of the Town regarding the re-utilization for the Harrover Property are currently underway. This is an exciting project to create a new public space for the enjoyment of our citizens. Upon this property are located two existing Lewis Craftsman Style residential structures. While these were originally constructed as residential structures, both have significant potential for re-utilization. It is the recommendation of this official that we do not rush to judgement and raze these structures, as once they are gone they cannot be replaced. Although both structures will need improvements for any new use, they represent the character of this community, and work to revitalize

these structures would send a message that the town is leading by example to retain its past, while still looking towards the future.

Other:

No other business for the Council from this department at this time.



TO: Town of Haymarket Town Council
 SUBJECT: Main Street Coordinator Report - Denise Hall
 DATE: 07/06/15

Virginia Municipal Clerks Association - All Day Training

On June 11th I had the opportunity to attend the Virginia Municipal Clerks Association, Region III one-day training in Harrisonburg, Virginia. The courses taught were:

- How to use Public Engagement to Ensure Success
- What do Economic Developers Do Anyway
- Grants: From finding them to managing them
- Why We Do What We Do*

***Clerks Only Class**

Health & Fitness Day 2015

The Town of Haymarket will host its very first Health & Fitness Day on Saturday, June 27 from 8 am until 2 pm. This event will focus on various disciplines of health, wellness & fitness.

- Novant Health will be conducting free onsite mammogram screenings on their mammography van.
- Novant Health will also be conducting free "Remarkable YOU" wellness screenings which test for: diabetes, hypertension, and obesity
- Lion Club International will conduct free vision screenings.
- Evergreen Volunteer Fire and Rescue will conduct CPR demonstrations as well as "make your own" first aid kit.
- Novant Health has sponsored a misting tent.
- Imagine Entertainers will be doing face painting.
- Live fitness demonstrations by various gyms & fitness instructors.
- Haymarket Police Department in partnership with Walmart will have its annual "Bicycle Rodeo" in the parking lot of Exit Realty.

Horse Exhibit "Little Johnny .vs. Enterprise"

The Haymarket Museum will have its first horse racing exhibit every weekend starting Saturday, July 11th thru Sunday, August 2nd. The exhibit will explore the history of the horse racing and the role it played in the state of Virginia as well as the Town of Haymarket and the surrounding area.

Marc Nolan owner of Saddlery Liquidators has graciously loaned the Museum riding apparel, horse grooming accessories, and a beautiful replicated horse racing oil painting to display during this exhibit.

Coffee & Conversation

The next Town business social is scheduled for Monday, August 17th at 8:30 am.
 Discussion topics TBD.

Museum Visitors

May - 63 visitors



TO: Town of Haymarket Town Council
 SUBJECT: Treasurer's Report - Sherrie Wilson
 DATE: 07/06/15

- The Fiscal Year ending Profit & Loss report is attached. This report is as of June 25, 2015. The Fiscal Year will end on June 30th. At your July 6, 2015 Town Council Meeting, a full year's report will be included thru June 30, 2015. There are no areas of concern with the year end numbers. Again, as some Expense line items or categories are over their budget amount, there are numerous Revenue items that exceeded their budget amounts as well. As of this reporting, Total Gross Profit is 85% and Total Expense is 82.5%. Still expected by the end of June is one more Sales Tax Deposit, and the monthly Cigarette Tax Deposit. That Revenue amount expected for both should be around \$30,000. No high expense items are expected to come in by June 30th.
- To date, there are still about 5 or 6 Businesses in the Town that have not filed for their 2015 Business License, which were due by April 30th), and approximately \$6,300.00 in unpaid Real Estate Taxes. Numerous notifications and collection efforts have been sent to all those in violation.
- The Town consults with a CPA, Mary Earhart, for help and preparation of the Town's books for the upcoming years Audit. Mary was here on June 16th and worked with the Town Clerk and the Treasurer to "tidy up" some loose ends. Mary will return in a few months before the Auditors arrive in the Fall to finish up the yearend financials, questions or issues.
- The Town received an Insurance check to cover the Museum water pipe break damage that occurred _____ in _____ March.
- After consulting with the Finance Committee, and researching five banks in the area, the Town will move some of its funds from The Fauquier Bank to Sona Bank. The Town appreciates its relationship with The Fauquier Bank, and will keep several accounts open and continue to utilize their services. The funds being relocated will be beneficial to the Town as it will yield a higher return on its investment. These funds will be designated for Capital Projects and will be considered the Capital Fund moving forward.

ATTACHMENTS:

- (2) - Treasurer Report Profit & Loss Statement (PDF)

1:42 PM
06/25/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Ordinary Income/Expense			
Income			
GENERAL PROPERTY TAXES			
Real Estate - Current	289,224.70	292,415.00	98.9%
Real Estate - Delinquent	0.00	0.00	0.0%
Public Service Corp RE Tax	8,341.62	9,000.00	92.7%
Personal Property Tax	444.50	0.00	100.0%
Penalties - All Property Taxes	0.00	500.00	0.0%
Interest - All Property Taxes	307.54	1,000.00	30.8%
Total GENERAL PROPERTY TAXES	<u>298,318.36</u>	<u>302,915.00</u>	<u>98.5%</u>
OTHER LOCAL TAXES			
Sales Tax Receipts	128,396.94	85,000.00	151.1%
Meals Tax - Current	552,993.80	500,000.00	110.6%
Consumer Utility Tax	126,618.64	100,000.00	126.6%
Bank Stock Tax	57,547.00	22,000.00	261.6%
Business License Tax	174,462.42	140,000.00	124.6%
Cigarette Tax	226,580.00	250,000.00	90.6%
Total OTHER LOCAL TAXES	<u>1,266,598.80</u>	<u>1,097,000.00</u>	<u>115.5%</u>
PERMITS,FEES & LICENESES			
Occupancy Permits	200.00	600.00	33.3%
Inspection Fees	12,375.00	10,000.00	123.8%
Other Planning & Permits	42,350.00	25,000.00	169.4%
Application Fees	2,250.00	2,500.00	90.0%
Motor Vehicle Licenses	1,940.00	1,000.00	194.0%
Total PERMITS,FEES & LICENESES	<u>59,115.00</u>	<u>39,100.00</u>	<u>151.2%</u>
FINES & FORFEITURES			
Fines	46,709.23	75,000.00	62.3%
Total FINES & FORFEITURES	<u>46,709.23</u>	<u>75,000.00</u>	<u>62.3%</u>
CHARGES FOR SERVICES			
Public Safety			
Security	707.28		
Total Public Safety	<u>707.28</u>		
FOIA Receipts	314.50		
Total CHARGES FOR SERVICES	<u>1,021.78</u>		
REVENUE FROM SPONSORSHIPS	0.00	0.00	0.0%
REVENUE FROM COMMONWEALTH			
Communications Tax	126,155.51	120,000.00	105.1%
Department of Fire Programs	10,000.00	8,000.00	125.0%
599 Law Enforcement Grant	28,368.00	28,368.00	100.0%
DEQ Grant	0.00	1,000.00	0.0%
Personal Property Tax Reimburse	18,626.97	18,630.00	100.0%
Car Rental Reimbursement	4,728.15	4,500.00	105.1%
DMV Grant	968.43	8,500.00	11.4%
Railroad Rolling Stock	1,473.26	1,500.00	98.2%
Total REVENUE FROM COMMONWEALTH	<u>190,320.32</u>	<u>190,498.00</u>	<u>99.9%</u>
REVENUE FROM LOCAL GOVERNMENT			
Categoric Aid			
Grants			
Other	17,957.08		
Total Grants	<u>17,957.08</u>		
Total Categoric Aid	<u>17,957.08</u>		
Total REVENUE FROM LOCAL GOVERNMENT	<u>17,957.08</u>		
MISCELLANEOUS REVENUE			
Miscellaneous	718.36		
Total MISCELLANEOUS REVENUE	<u>718.36</u>		

Attachment: (2) - Treasurer Report Profit & Loss Statement (2431 : Treasurer's Report - Sherrie Wilson)

1:42 PM
06/25/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
MISCELLANEOUS			
Earnings on VACO/VML Investment	434.27		
Sale of Salvage & Surplus	2,150.75	2,500.00	86.0%
Recovered Costs - Events	23,526.60	13,891.00	169.4%
Interest on Bank Deposits	32.19	0.00	100.0%
Penalties (Non-Property)	298.01		
Interest (Non-Property)	21.52		
Citations & Accident Reports	2,150.00	1,000.00	215.0%
MISCELLANEOUS - Other	152.28		
Total MISCELLANEOUS	28,765.62	17,391.00	165.4%
RENTAL (USE OF PROPERTY)			
Suite 110 Rental Income	20,651.08	45,260.00	45.6%
Suite 206 Rental Income	73,621.86	80,155.00	91.8%
Suite 200 Rental Income	0.00	0.00	0.0%
15020 Wash St Rental Income	40,687.56	40,700.00	100.0%
6630 Jefferson St Rental Income	41,400.18	39,100.00	105.9%
Town Hall Rental Income	2,800.00	2,000.00	140.0%
RENTAL (USE OF PROPERTY) - Other	3,630.00		
Total RENTAL (USE OF PROPERTY)	182,790.68	207,215.00	88.2%
INTEREST ON BANK DEPOSITS	2,787.91		
TRANSFER OF CASH RESERVES	0.00	729,132.00	0.0%
SAFETY LU/MAP 21 GRANT	705,048.29	590,479.00	119.4%
CABOOSE ENHANCEMENT GRANT	0.00	30,800.00	0.0%
PEDESTRIAN IMPROVEMENT GRANT	62,300.00	90,000.00	69.2%
Total Income	2,862,451.43	3,369,530.00	85.0%
Gross Profit	2,862,451.43	3,369,530.00	85.0%
Expense			
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	27,100.00	21,750.00	124.6%
FICA/Medicare	1,383.51	1,600.00	86.5%
Unemployment Insurance	173.71	1,000.00	17.4%
Mileage Allowance	543.85	1,500.00	36.3%
Meals and Lodging	2,368.66	2,500.00	94.7%
Convention & Education	4,681.89	3,000.00	156.1%
Town Elections	0.00	0.00	0.0%
Total 11100 - TOWN COUNCIL	36,251.62	31,350.00	115.6%
12110 - TOWN ADMINISTRATION			
Salaries/Wages-Regular	190,033.56	206,730.00	91.9%
Salaries/Wages - Overtime	8,461.37	8,000.00	105.8%
Salaries/Wages - Part Time	87,237.75	72,350.00	120.6%
FICA/Medicare	30,107.69	18,788.00	160.2%
VRS	16,776.74	12,000.00	139.8%
Health Insurance	40,451.28	30,550.00	132.4%
Life Insurance	3,238.37	1,000.00	323.8%
Disability Insurance	1,681.66	1,600.00	105.1%
Unemployment Insurance	3,820.11	1,975.00	193.4%
Worker's Compensation	360.68	300.00	120.2%
Liability Insurance	8,478.00	9,000.00	94.2%
Accounting Services	8,833.56	15,000.00	58.9%

Attachment: (2) - Treasurer Report Profit & Loss Statement (2431 : Treasurer's Report - Sherrie Wilson)

1:42 PM
06/25/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
Cigarette Tax Administration	5,652.59	6,000.00	94.2%
Printing & Binding	11,426.19	10,075.00	113.4%
Advertising	8,896.20	10,000.00	89.0%
Computer, Internet & Website Svc	20,726.02	19,400.00	106.8%
Postage	2,975.18	2,500.00	119.0%
Telecommunications	6,928.46	3,700.00	187.3%
Mileage Allowance	2,023.59	1,500.00	134.9%
Meals & Lodging	4,209.81	3,000.00	140.3%
Convention & Education	2,854.00	4,000.00	71.4%
Discretionary Fund	0.00	0.00	0.0%
Books, Dues & Subscriptions	2,249.56	3,500.00	64.3%
Office Supplies	5,681.80	4,400.00	129.1%
Capital Outlay-Machinery/Equip	18,888.51	21,000.00	89.9%
66900 - Reconciliation Discrepancies	317.75		
Miscellaneous	468.68		
Total 12110 - TOWN ADMINISTRATION	492,779.11	466,368.00	105.7%
12210 - LEGAL SERVICES			
Legal Services	112,809.91	110,000.00	102.6%
Total 12210 - LEGAL SERVICES	112,809.91	110,000.00	102.6%
12240 - INDEPENDENT AUDITOR			
Auditing Services	15,950.00	15,000.00	106.3%
Total 12240 - INDEPENDENT AUDITOR	15,950.00	15,000.00	106.3%
Total 01 - ADMINISTRATION	657,790.64	622,718.00	105.6%
03 - PUBLIC SAFETY			
31100 - POLICE DEPARTMENT			
Salaries & Wages - Regular	403,303.72	352,444.00	114.4%
Salaries & Wages - Overtime	8,005.67	15,000.00	53.4%
Salaries & Wages - Part Time	8,979.72	10,500.00	85.5%
FICA/MEDICARE	23,230.42	28,154.00	82.5%
VRS	11,782.31	21,500.00	54.8%
Health Insurance	74,305.04	55,000.00	135.1%
Life Insurance	2,239.58	5,000.00	44.8%
Disability Insurance	2,170.06	3,200.00	67.8%
Unemployment Insurance	1,870.36	2,800.00	66.8%
Workers' Compensation Insurance	7,088.32	8,000.00	88.6%
Line of Duty Act Insurance	1,521.00	2,000.00	76.1%
Legal Services	16,177.11	15,500.00	104.4%
Repairs & Maintenance	10,251.24	2,000.00	512.6%
Maintenance Service Contracts	0.00	0.00	0.0%
Advertising	0.00	250.00	0.0%
Electrical Services	3,838.32	5,500.00	69.8%
Heating Services	0.00	0.00	0.0%
Computer, Internet & Website	4,275.91	15,000.00	28.5%
Postage	292.80	300.00	97.6%
Telecommunications	7,507.95	5,900.00	127.3%
General Prop Ins (Veh. & Bldg)	7,636.00	8,000.00	95.5%
Mileage Allowance	320.05	250.00	128.0%
Meals and Lodging	85.32	500.00	17.1%
Convention & Education	375.00	500.00	75.0%
Misc - Discretionary Fund	2,635.62	1,000.00	263.6%
Books Dues & Subscriptions	5,816.90	5,000.00	116.3%
Office Supplies	3,796.41	3,500.00	108.5%
Vehicle Fuels	13,286.54	20,000.00	66.4%
Vehicle Maintenance/Supplies	22,106.15	27,000.00	81.9%
Uniforms & Police Supplies	11,792.68	12,000.00	98.3%
Mobile Data Computer Netwk Svc	0.00	0.00	0.0%
Grant Expenditures	0.00	8,500.00	0.0%
Capital Outlay-Machinery/Equip	2,125.00	8,000.00	26.6%
Total 31100 - POLICE DEPARTMENT	656,815.20	642,298.00	102.3%
34100 - BUILDING OFFICIAL	62,027.50	65,000.00	95.4%

Attachment: (2) - Treasurer Report Profit & Loss Statement (2431 : Treasurer's Report - Sherrie Wilson)

1:42 PM
06/25/15
Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
32100 - FIRE & RESCUE			
Contributions to other Govt Ent	0.00	8,000.00	0.0%
Total 32100 - FIRE & RESCUE	0.00	8,000.00	0.0%
Total 03 - PUBLIC SAFETY	718,842.70	715,298.00	100.5%
04 - PUBLIC WORKS			
43200 - REFUSE COLLECTION			
Trash Removal Contract	62,702.20	71,000.00	88.3%
Total 43200 - REFUSE COLLECTION	62,702.20	71,000.00	88.3%
43100 - MAINT OF 15000 Wash St./Grounds			
Repairs/Maintenance Services	52,293.74	55,500.00	94.2%
Maint Svc Contract-Pest Control	1,790.00	2,000.00	89.5%
Maint Svc Contract - Public Wks	18,846.44	19,000.00	99.2%
Maint Svc Contract-Landscaping	27,843.50	35,000.00	79.6%
Maint Svc Contract Snow Removal	9,340.50	4,000.00	233.5%
Maint Svc Cont- Street Cleaning	28,958.77	10,500.00	275.8%
Electric Services	3,042.52	3,500.00	86.9%
Electrical Services-Streetlight	3,476.20	2,600.00	133.7%
Water & Sewer Services	232.24	400.00	58.1%
General Property Insurance	2,800.00	2,800.00	100.0%
Janitorial Supplies	850.35	1,000.00	85.0%
Capital Outlay-Machinery/Equip	0.00	0.00	0.0%
Real Estate Taxes	0.00	0.00	0.0%
Total 43100 - MAINT OF 15000 Wash St./Grounds	149,474.26	136,300.00	109.7%
43201 - RENTAL PROPERTY - SUITE 110			
Repairs/Maintenance Services	136.00	2,000.00	6.8%
Electrical Services	3,042.44	3,000.00	101.4%
Water and Sewer Services	232.22	400.00	58.1%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	314.80	500.00	63.0%
Repair/Maintenance Supplies	0.00	750.00	0.0%
Total 43201 - RENTAL PROPERTY - SUITE 110	3,725.46	7,150.00	52.1%
43202 - RENTAL PROPERTY - SUITE 200			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	3,042.46	3,000.00	101.4%
Water and Sewer Services	232.19	400.00	58.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	1,000.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43202 - RENTAL PROPERTY - SUITE 200	3,274.65	6,400.00	51.2%
43203 - RENTAL PROPERTY - SUITE 204			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
Electrical Services	3,042.39	3,000.00	101.4%
Water and Sewer Services	232.15	400.00	58.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	0.00	150.00	0.0%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43203 - RENTAL PROPERTY - SUITE 204	3,274.54	5,550.00	59.0%
43204 - RENTAL PROPERTY - 15020 WASH ST			
Repairs/Maintenance Services	0.00	1,000.00	0.0%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	111.13	1,000.00	11.1%
Repair/Maintenance Supplies	0.00	500.00	0.0%
Total 43204 - RENTAL PROPERTY - 15020 WASH ST	111.13	3,000.00	3.7%

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Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
43205 - RENTAL PROPERTY-HULFISH HOUSE			
Repairs/Maintenance Services	1,086.50	1,000.00	108.7%
General Property Insurance	0.00	500.00	0.0%
Real Property Taxes	452.73	400.00	113.2%
Repairs/Maintenance Supplies	0.00	500.00	0.0%
Utilities	164.70		
Total 43205 - RENTAL PROPERTY-HULFISH HOUSE	1,703.93	2,400.00	71.0%
43206 - 14710 WASHINGTON STREET			
Repairs/Maintenance Services	122.25	1,000.00	12.2%
Electrical Services	376.89	1,000.00	37.7%
Gas Services	1,235.71	1,000.00	123.6%
General Property Insurance	0.00	500.00	0.0%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Total 43206 - 14710 WASHINGTON STREET	1,734.85	4,000.00	43.4%
RENTAL PROPERTY - 14740 Wash St			
Repairs/Maintenance Services	2,750.00	500.00	550.0%
General Property Insurance	0.00	500.00	0.0%
Repairs/Maintenance Supplies	0.00	1,000.00	0.0%
Total RENTAL PROPERTY - 14740 Wash St	2,750.00	2,000.00	137.5%
Total 04 - PUBLIC WORKS	228,751.02	237,800.00	96.2%
07 - PARKS, REC & CULTURAL			
71110 - EVENTS			
Contractual Services	12,712.52	14,391.00	88.3%
Total 71110 - EVENTS	12,712.52	14,391.00	88.3%
72200 - MUSEUM			
Salaries & Wages - Part Time	18,730.58	20,300.00	92.3%
FICA/Medicare	1,028.75	1,500.00	68.6%
VRS	739.20	1,300.00	56.9%
Health Insurance	2,359.36	3,450.00	68.4%
Life Insurance	90.75	120.00	75.6%
Disability Insurance	169.40	225.00	75.3%
Unemployment Insurance	175.60	200.00	87.8%
Workers' Comp Insurance	0.00	25.00	0.0%
Repairs & Maintenance Services	6,282.25	6,500.00	96.7%
Advertising	2,194.50	1,500.00	146.3%
Electrical Services	591.52	900.00	65.7%
Heating Services	1,133.00	1,200.00	94.4%
Water & Sewer Services	679.83	300.00	226.6%
Postage	0.00	100.00	0.0%
Telecommunications	1,860.15	2,200.00	84.6%
General Property Insurance	0.00	500.00	0.0%
Convention & Education	131.23	500.00	26.2%
Mileage Allowance	221.24	100.00	221.2%
Books, Dues & Subscriptions	331.90	500.00	66.4%
Office Supplies	676.80	500.00	135.4%
Repair & Maintenance Supplies	0.00	500.00	0.0%
Exhibits & Programs	1,666.00	2,000.00	83.3%
Capital Outlay-Furn/Fixtures	9,955.00	12,000.00	83.0%
Dues & Subscriptions	0.00	0.00	0.0%
72200 - MUSEUM - Other	295.46		
Total 72200 - MUSEUM	49,312.52	56,420.00	87.4%
Total 07 - PARKS, REC & CULTURAL	62,025.04	70,811.00	87.6%

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Accrual Basis

Town of Haymarket
Profit & Loss Budget vs. Actual
July 2014 through June 2015

	Jul '14 - Jun 15	Budget	% of Budget
08 - COMMUNITY DEVELOPMENT			
81100 - PLANNING COMMISSION			
Salaries & Wages - Regular	5,750.30	5,000.00	115.0%
FICA/Medicare	326.17	300.00	108.7%
Consultants	43,052.00	60,000.00	71.8%
Mileage Allowance	217.03	1,000.00	21.7%
Meals & Lodging	378.91	1,500.00	25.3%
Convention/Education	1,500.00	2,000.00	75.0%
Books/Dues/Subscriptions	0.00	750.00	0.0%
Total 81100 - PLANNING COMMISSION	<u>51,224.41</u>	<u>70,550.00</u>	<u>72.6%</u>
81110 - ARCHITECTURAL REVIEW BOARD			
Salaries & Wages - Regular	3,090.00	3,750.00	82.4%
FICA/Medicare	109.01	300.00	36.3%
Mileage Allowance	0.00	1,000.00	0.0%
Meals & Lodging	0.00	1,000.00	0.0%
Convention & Education	60.00	1,000.00	6.0%
Books/Dues/Subscriptions	0.00	500.00	0.0%
Total 81110 - ARCHITECTURAL REVIEW BOARD	<u>3,259.01</u>	<u>7,550.00</u>	<u>43.2%</u>
Total 08 - COMMUNITY DEVELOPMENT	<u>54,483.42</u>	<u>78,100.00</u>	<u>69.8%</u>
09 - NON-DEPARTMENTAL			
95100 - DEBT SERVICE			
General Obligation Bond	192,119.63	196,818.00	97.6%
Total 95100 - DEBT SERVICE	<u>192,119.63</u>	<u>196,818.00</u>	<u>97.6%</u>
Total 09 - NON-DEPARTMENTAL	<u>192,119.63</u>	<u>196,818.00</u>	<u>97.6%</u>
94100 - WASH ST. ENHANCEMENT PROJECT			
Beautification	0.00	12,000.00	0.0%
Maintenance	1,545.00	18,000.00	8.6%
Street Scape Construction	761,375.51	752,410.00	101.2%
Total 94100 - WASH ST. ENHANCEMENT PROJECT	<u>762,920.51</u>	<u>782,410.00</u>	<u>97.5%</u>
94101 - CABOOSE ENHANCEMENT PROJECT			
Construction	2,920.48	38,500.00	7.6%
Total 94101 - CABOOSE ENHANCEMENT PROJECT	<u>2,920.48</u>	<u>38,500.00</u>	<u>7.6%</u>
TOWN CENTER MASTER PLAN			
Construction	0.00	400,000.00	0.0%
Architectural/Engineering Fees	24,362.51	100,000.00	24.4%
Total TOWN CENTER MASTER PLAN	<u>24,362.51</u>	<u>500,000.00</u>	<u>4.9%</u>
HARROVER MASTER PLAN			
Drafting of Plan	10,462.50	20,000.00	52.3%
Total HARROVER MASTER PLAN	<u>10,462.50</u>	<u>20,000.00</u>	<u>52.3%</u>
PEDESTRIAN IMPROVEMENT PROJECT			
Architectural/Engineering Fees	63,955.00	90,000.00	71.1%
Total PEDESTRIAN IMPROVEMENT PROJECT	<u>63,955.00</u>	<u>90,000.00</u>	<u>71.1%</u>
General Reserve	0.00	17,075.00	0.0%
PERSONNEL			
EMPLOYEE BENEFITS			
6560 - Payroll Processing Fees	321.93		
Total EMPLOYEE BENEFITS	<u>321.93</u>		
Total PERSONNEL	<u>321.93</u>		
Total Expense	<u>2,778,955.38</u>	<u>3,369,530.00</u>	<u>82.5%</u>
Net Ordinary Income	<u>83,496.05</u>	<u>0.00</u>	<u>100.0%</u>
Net Income	<u>83,496.05</u>	<u>0.00</u>	<u>100.0%</u>

Attachment: (2) - Treasurer Report Profit & Loss Statement (2431 : Treasurer's Report - Sherrie Wilson)



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report - Brian Henshaw
 DATE: 07/06/15

Outdoor Event Ordinance:

- Report and Draft Ordinance included in your packet.

Change Order for Town Center Project:

- Report and Draft Change Order included in your packet.

Discussion Item:

Salary Adjustment Proposal:

- Proposal for discussion included in packet.

Updates:

Harrover Master Plan- Next Steps:

- PC has forwarded their recommendation to the Town Council and should be in the Council Agenda Packet.
- The ARB discussed the Master Plan at their regularly scheduled June committee meeting and performing a site visit on Wednesday, June 24th and hopes to have comments and recommendations to the Council by the regular July Council meeting.
- Council will finalize comments and/or recommendations and return back to the consultant to complete the Final Master Plan.
- Mr. Carpenter will finalize the Master Plan based upon the comments and recommendations and produce the final Master Plan along with renderings of the site.

Chief Search Committee:

- The Chief Search Committee is busy reviewing applications.
- The received 52 applications from all over the United States.
- The selection committee will meet on Wednesday, July 1st at 4:30pm to discuss the candidates.

Closed Session:

- At this month's work session, Council will go into Closed Session at 5pm
- During the closed session, we will discuss a potential lease.

VML/VACO VIP Update:

- Friday, June 19th, I attended my second Board meeting of the VIP in Richmond, Va.
- The Investment fund is continuing to do well and we have been adding more jurisdictions to the pool.
- As of May of 2015, the total investment worth is approximately \$180 million dollars and continuing to grow.
- We were presented the CAFR (Comprehensive Audit Financial Report) by the auditors and were presented the progress of the investments.
- Finally, I have let Bob Lauterberg of VML/VACO that I could make myself available to visit with other similar smaller jurisdictions to talk about the benefits of the VIP.
- If you would like to see any of the materials from the VIP Board meeting, please let me know.

VML Conference:

- It is still early, however I want you all to get the conference on your calendars.
- The conference is in Richmond, VA, October 4-6.
- Please let me know if you're interested in attending. It would be great to bring a couple of Council members and staff to the conference this year.

Reminder:

- The Town Office will be closed on Friday, July 3rd in honor of the 4th of July.

Town Manager Continuing Education:

- I will be SEI (Senior Executive Institute) at UVA's Weldon Cooper Center for Public Service July 19th -July 31st.



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 1, 2015

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Invocation - Jeff Smith, Haymarket Church of Christ

3. Pledge of Allegiance

4. Citizen's Time

Mrs. Dottie Leonard - 14801 Washington Street

She heard that the Council may consider reviewing the staff salaries and she wanted to say she knows the budget is really tight and we might not be able to do that for everyone, but thinks we should definitely take care of the police officers.

5. Consent Agenda

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

A. Department Reports

- i. Engineer's Report - Holly Montague, PE
- ii. Main Street Coordinator's Report - Denise Hall
- iii. Treasurer's Report - Sherrie Wilson
- iv. Police Report - Interim Police Chief Greg Smith
- v. Town Manager's Report - Brian Henshaw
- vi. Building Official's Report - Joe Barbeau, Jr.
- B. Architectural Review Board Appointment - Councilwoman Pam Swinford
- C. Ordinance to Amend Chapter 46 Traffic & Vehicles - Chief Greg Smith
- D. Zoning Text Amendments - Parking Regulations - Marchant Schneider
- E. Request to Council - Waiver of Fees for Town Hall Use

F. Minutes Acceptance

- i. Mayor and Council - Regular Meeting - May 4, 2015 7:00 PM
- ii. Mayor and Council - Work Session - May 26, 2015 5:00 PM

6. Swearing in of Nicole Zimnoch

Mayor Leake swears in Nicole Zimnoch to serve on the ARB for the Term June 1, 2015 - June 30, 2019

7. Public Hearing

- A. Special Use Permit - 6735 Fayette Street, SUP #20150331
Coke Whitrock - President of Saint Paul's School Board

Minutes Acceptance: Minutes of Jun 1, 2015 7:00 PM (Minutes Acceptance)

RESULT:	CLOSED [UNANIMOUS]
MOVER:	Pam Swinford, Councilwoman
SECONDER:	Kurt Woods, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken

8. Agenda Items

A. 6735 Fayette Street Special Use Permit #20150331

Move that the Town Council approve SUP 20150331, St. Paul's School, for temporary operation of an early learning center/school and temporary use of a classroom trailer at 6735 Fayette Street, subject to Conditions of Approval dated May 2015, pursuant to Section 58-53 (5) (a) of the Zoning Ordinance

It is further moved that the SUP shall remain in effect for a period of one year, to renew automatically for an additional period of one year, expiring August 31, 2017, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

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

B. Board of Zoning Appeals Vacancy

Move to submit Mrs. Dottie Leonard for the Circuit Court's consideration the appointment of Dottie Leonard, Marchant Schneider, and Ralph Ring to the Board of Zoning Appeals for the unexpired term ending January 31, 2017

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

C. BZA Appointment

Aitken moves to submit for the Circuit Court's consideration the appointment of Ralph Ring, Dottie Leonard, & Marchant to the Board of Zoning Appeals for the unexpired term ending January 31, 2017

RESULT:	DEFEATED [3 TO 4]
MOVER:	Steve Aitken, Vice Mayor
SECONDER:	Kurt Woods, Councilman
AYES:	Pam Swinford, Kurt Woods, Steve Aitken
NAYS:	Matt Caudle, Chris Morris, Joe Pasanello, David Leake

D. Planning Commission

Move to appoint Connor Leake to the Planning Commission for the term of June 8, 2015 to June 30, 2019

Minutes Acceptance: Minutes of Jun 1, 2015 7:00 PM (Minutes Acceptance)

RESULT:	ADOPTED [4 TO 1]
MOVER:	Joe Pasanello, Councilman
SECONDER:	Pam Swinford, Councilwoman
AYES:	Pam Swinford, Matt Caudle, Kurt Woods, Joe Pasanello
NAYS:	Chris Morris
ABSTAIN:	Steve Aitken

E. Fiscal Year 2016 Budget, Tax Rates, & Capital Improvements Plan

Move to adopt the Resolution 2015-007, which is a RESOLUTION TO ADOPT THE ANNUAL OPERATING BUDGET AND CAPITAL IMPROVEMENT BUDGET AND ADOPT THE TAX RATES IN SUPPORT OF THE BUDGET FOR THE FISCAL YEAR BEGINNING JULY 1, 2015 AND ENDING JUNE 30, 2016

Discussion: *Vice Mayor Aitken would like it on the record that the Finance Committee worked through this budget meticulously and it was a very smooth project. The Town will see a lot of improvements from this Investment Budget. Councilman Woods reminds that the committee meetings are all open to the budget. Councilman Pasanello reminds that we are investing in the future of the Town, and we plan to also invest in the people. Councilman Morris thanks the staff and appreciates they were able to answer all of his questions quickly and thoroughly.*

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

F. Budget Amendment Request

Move to adopt Resolution 2015-006 amending the Fiscal Year 2015 adopted budget. This is budget amendment #6 for FY 2015.

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

G. Event Committee

Mayor directs the establishment of an events committee. He asks that Council Members Pasanello & Swinford, Brian Henshaw, & Denise Hall serve on this committee. The Mayor also directs that Denise Hall chair this committee.

H. Town Planner Report

Marchant Schneider updates the Town Council on current developments

9. Councilmember Time

A. Joe Pasanello

Thanks all for coming out tonight and congratulates Connor Leake, Nicole Zimnoch, & Dottie Leonard. He is looking forward to more discussions on VRE and was pleased with the presentation from Doug Allen & Christine Hoeffner here from VRE.

B. Steve Aitken

He welcomes Connor Leake and he clarifies...he abstained because they are next door neighbors and he felt it was best to let the others speak. He knows that Connor Leake will do a good job on the Planning Commission

C. Chris Morris

He was very glad to see a good public turnout tonight. He thinks we should be doing more promoting of events that are not put on by the Town. We should use our forums to promote private events. He would like to see a better effort.

D. Kurt Woods

E. Pam Swinford

She believes the staff does a good job getting the information out. She thinks that maybe it is the lack of information getting to the staff.

F. Matt Caudle

He thanks those stepping up to the plate serving the Town. He is happy to see young people eager to serve the committee. Last Monday the Planning Commission met to discuss the Harrover Property Master Plan. He knows there is really a good feel amongst the officers in the Police Department. We take a lot of safety for granted until an incident happens.

G. David Leake

The Mayor would like to place a staff member in charge when the Town Manager is absent. It is recommended and agreed by the majority of the Council that they discuss this with the Town Manager and get his input or suggestion

10. Closed Session**1. 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. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter, specifically the lease for the space currently occupied by The Very Thing (6630 Jefferson Street), and

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, specifically appointees

Councilwoman Pam Swinford: *"Pursuant to the Virginia Conflicts of Interest Act I am disqualifying myself from participating in this discussion and any votes that may take place regarding the potential lease regarding 15026 Washington Street due to her ownership in a consignment business, she requests this statement be entered into the minutes."*

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

2. 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:	Kurt Woods, Councilman
SECONDER:	Joe Pasanello, Councilman
AYES:	Swinford, Caudle, Morris, Woods, Pasanello, Aitken, Leake

3. Civil Discourse

Move to adopt Resolution #2015-008 Supporting Civil Discourse:

WHEREAS, on May 12, 2015 Prince William County police questioned the Town's Planning Commission Chairman regarding a blog post, and

WHEREAS, the blog post at issue was posted on The Derecho website on April 15, 2015 and was directed at Prince William County Executive Melissa Peacor in a way that could be considered a threat of violence, and

WHEREAS, If in fact, this blog post came from a member of a board within the Town, the Town

Council of Haymarket does not condone this behavior in attacking Town or County Officials, and

WHEREAS, The Town values its relationship with Prince William County and especially with County Executive Melissa Peacor, and

WHEREAS, The Town Council supports constructive dialogue about matters of public interest, but finds that reconstructive dialogue is, at best, a distraction and at worst can damage the civil fabric of society

NOW THEREFORE, BE IT RESOLVED, The Council of the Town of Haymarket meeting in regular session this 1st Day of June 2015 that the Council does hereby: 1) Support the right of all citizens to express themselves civilly in regard of matters of public concern, 2) Reject the tone & style of The Derecho blog post of April 15, 2015 as unconstructive and unworthy to be part of Prince William County's public discourse, and 3) Call for public spirited citizens to find ways to express their opinions in civil ways without threats or intimidation.

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

11. Adjournment

A. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Jun 1, 2015 7:00 PM (Minutes Acceptance)



PERSONNEL COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Tuesday, May 26, 2015

1:30 PM

Town Hall Conference Room

A Committee of the Committee - Personnel of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 1:30 PM

called the meeting to order.

1. Call to Order

Councilman Kurt Woods: Present, Councilman Joe Pasanello: Present, Town Manager Brian Henshaw: Present, Town Clerk Jennifer Preli: Present.

2. Agenda Items

A. Salary Scale & Benefits Comparison

- The committee discussed the most appropriate way to move forward with the Competitive Analysis Compensation Adjustment (CASA).
- Staff advised the committee that in an effort to curtail costs, the staff researched as many local salary studies that were available from various time periods in order to create and establish the proposed salary scale.
- In general, the committee felt like the studies are correct, but as far as moving forward with the CASA, it is felt that the Council may be vulnerable to defending the decision, sense the information is dated and being provided by the Town through staff research.
- Essentially, the Council members of the committee felt that they need a validation of the information and discussed the possibilities of hiring an outside firm to review the methodology and results discovered by the staff.
- After additional discussion, Mr. Henshaw mentioned that he would reach out to a couple of firms and obtain an estimate on the potential cost to perform a Town study.

B. Personnel Policy

- Mr. Henshaw advised the committee that he was continuing to work on the Personnel Policy Manual but did not have any additional sections completed at this time.
- He also asked for clarification and offered some clarification on the creation of the Salary Scale and the performance review process and how they are related.
- Mr. Henshaw explained that the salary scale and the "CASA", although related to the Performance Review, they were not directly related.
- A Performance Review Process needs to be included within the revised personnel manual, however the "CASA" is designed to catch an employee up to a regional competitive salary and this adjustment would be considered a onetime adjustment. From that point forward, the performance review process would be utilized.
- The committee agreed but stressed that it was their recommendation that as a performance review process was created, the system would yield measurable goals and results.

C. Health Benefits - Part Time Employees

- Mr. Henshaw advised the committee that we have established criteria for part time employees to join the Town's health insurance. Any part time employee averaging 25 hours per week to be eligible. Currently, no part time employees are eligible.

Minutes Acceptance: Minutes of May 26, 2015 1:30 PM (Minutes Acceptance)



EVENTS COMMITTEE

COMMITTEE ~ MINUTES ~

Denise Hall,
<http://www.townofhaymarket.org/>

15000 Washington Street
Haymarket, VA 20169

Wednesday, June 17, 2015

10:00 AM

Town Hall Conference Room

A Committee of the Committee - Events of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 10:00 AM

called the meeting to order.

1. Call to Order

Event Coordinator Denise Hall: Present, Town Manager Brian Henshaw: Present, Chief of Police Greg Smith: Present, Town Clerk Jennifer Preli: Present, Chief's Assistant Donna Knupp: Present.

2. Public Portion

i. Location of Haymarket Day

- Continued from the meeting earlier in the month, the committee discussed the physical location of setting up Haymarket Day with the consideration of the Jefferson Street Bridge closure and the ability to get surrounding neighborhood residents that are not participating in the day's festivities out safely through local detours.
- After a detailed discussion that committee agreed to close Washington Street from Costello Way to east side of Hunting Path and Madison Street and Jefferson Street north of Washington Street to the bridge closure.
- The committee discussed the impact on the businesses; however the committee was in general agreement to encourage the businesses to get involved in the festivities of Haymarket Day and would be provided advanced notice of the event and impact.
- The committee briefly discussed potential locations of the various activities and parking, but Mr. Henshaw suggested that the committee allow Ms. Hall and Ms. Preli work together to determine the ideal locations of such functions. The committee agreed.

ii. Outdoor Events Ordinance

- The committee took one final look at the Outdoor Events Ordinance.
- Mr. Henshaw briefly explained the concerns the Town Attorney had expressed with regard to the proposed fee and Mr. Henshaw recommended that the committee propose the fee of \$300 for first time applications and \$100 per permit for events in the same location with a similar footprint and safety plan by the same applicant.
- Mr. Henshaw stated that the first application would be utilized to determine the actual cost to the Town for the time involved for staff to review and process. If the fee is determined to be more than required for review or is less than required for review, the Council could always amend the ordinance.
- The committee also addressed scheduling conflicts of applicants applying for events on the same day as a Town event and if an applicant is applying for an event with a similar name.
- Mr. Henshaw stated he would make the corrections and forward a copy to the committee members and the forward the draft ordinance to the Council for the next scheduled meeting.

iii. Health & Fitness Day

- Ms. Hall briefed the committee on the progress of the Health and Fitness Day.

Minutes Acceptance: Minutes of Jun 17, 2015 10:00 AM (Minutes Acceptance)



EVENTS COMMITTEE

COMMITTEE ~ MINUTES ~

Denise Hall,
<http://www.townofhaymarket.org/>

15000 Washington Street
Haymarket, VA 20169

Monday, June 8, 2015

10:00 AM

Council Chambers

A Committee of the Committee - Events of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 10:00 AM

called the meeting to order.

1. Call to Order

Town Manager Brian Henshaw: Present, Event Coordinator Denise Hall: Present, Councilman Joe Pasanello: Present, Councilwoman Pam Swinford: Present, Chief of Police Greg Smith: Present, Chief's Assistant Donna Knupp: Present, Mike Cerny: Present.

2. Public Portion

i. Foster's Grille - Mike Cerny

- Mr. Cerny of Foster's Grille wanted the opportunity to speak to the committee with regard to the Haymarket Day and share some concerns and ideas.
- Mr. Cerny expressed his support of the Town Events and what they mean to the community and to the local businesses.
- Mr. Cerny also had some questions with regard to the planned event:
 - How large is the event planned to be?
 - Exclusivity- Hot Dogs, Burgers vs. Foster's
 - How many vendors?
 - Are local businesses getting preferential locations?
- The committee, along with Ms. Hall and Mr. Henshaw addressed Mr. Cerny's questions.
- Mr. Cerny also offered to help in any way possible and was interested in sponsoring a Hot Dog eating or Burger eating contest.
- Mr. Cerny also offered some insight on the areas of the past events that have worked well and areas that needed attention.
- One of his suggestions was to make certain that we locate centrally located trash dumpsters and inform participants and vendors most importantly, where these dumpsters are located. The committee also discussed that it might be worth it to reach out to our contracted trash company about potential sponsorship.
- In general, it was determined that there would be a limited number of vendors marketing the same items or services in order to provide a variety to attendees.

ii. Fund Raising Options

- Ms. Hall wanted to get some feedback from the Committee as she has been approached by a local organization (Dominion Women's Club) about the possibility establishing a "Beer Garden" for Haymarket Day as a fundraiser for their various charities.
- Ms. Hall explained that there seemed to be some confusion about rather or not the Council was willing to allow a Beer Garden.
- Councilman Pasanello stated that he felt the issue was more about the location and less about the actual Beer Garden itself.
- Councilwoman Swinford agreed and stated that historically this was the one location where anyone really could sit down and listen to the musicians, etc.
- The committee briefly discussed the possibilities of relocating the Beer Garden and making sure it was near an entertainment area/ stage. They also discussed the need to determine a system for accepting interested organizations to utilize the Beer Garden as a fundraiser for various non-profit entities.
- The committee discussed the proposal currently being made and it was suggested to Ms. Hall that she get in touch with the Dominion Women's Club to make sure they are prepared to

Minutes Acceptance: Minutes of Jun 8, 2015 10:00 AM (Minutes Acceptance)

handle an event of this nature with regard to the ABC License, security, etc.

- Ms. Hall will report back to the committee.

iii. Location of Haymarket Day

- Ms. Hall raised the issue of the location for Haymarket Day due to the Old Carolina Bridge still being closed due to reconstruction.
- The committee discussed various possibilities and looked at safety and convenience of getting surrounding neighborhoods out of their developments during the event and throughout the day.
- The committee is going to look into several possibilities about relocating the event for this year only until the bridge work is completed.
- The committee will draw out some potential maps at the next scheduled meeting and collectively choose the best layout that takes into account safety and cohesiveness of the event.

iv. Draft Ordinance - Outdoor Events

v. Town advertising for private events

- Councilman Pasanello had brought up this issue at the beginning of the meeting, but unfortunately had to leave early for a work commitment.
- The committee briefly discussed the manner, which was brought to the staff's attention by Councilman Morris at the last Council meeting.
- Councilwoman Swinford felt that outside events should be promoted through Town operations but raised the issue of staff needing to know the details and about the events ahead of time, especially for events that do not require a special permit.
- The committee decided to continue to discuss the issue, however did not determine if there needed to be a specific protocol or policy in place. Essentially the Town is to provide information to the residents as they received it or if it is a matter of public health, safety and welfare.
- The committee will continue to discuss the process and procedure, however knowing about the events is the first step and ultimately that burden is upon the organization, business or persons putting the event on.



FINANCE COMMITTEE

COMMITTEE ~ MINUTES ~

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

15000 Washington Street, Suite 100
Haymarket, VA 20169

Wednesday, May 27, 2015

2:00 PM

Town Hall Conference Room

A Committee of the Committee - Finance of the Town of Haymarket, VA, was held this evening in the Board Room, Commencing at 2:00 PM

Councilman Joe Pasanello called the meeting to order.

1. Call to Order

Acting Treasurer Sherrie Wilson: Present, Vice Mayor Steve Aitken: Present, Councilman Joe Pasanello: Present.

2. Agenda Items

Chairman Pasanello asked the committee if they would mind moving item "C" of the agenda to the first order of the meeting. The committee agreed.

C. Chairman Change?

- Chairman Pasanello expressed some concern about being able to keep up with the Committee due to his consulting business commitments.
- Vice Mayor Aitken expressed that he thought Chairman Pasanello has done a really good job and suggested that he take more time to think about stepping down first, due to the busyness of the Budget Season.
- Mr. Henshaw also suggested that maybe he could step away from another committee that he is currently not the "chairman" of.
- Chairman Pasanello stated that he would continue to think about it and would remain the chair at this time.

A. FY'16 Budget Discussion:

- The committee discussed the changes to the budget prior to the Town Council meeting, where the Council is slated to adopt the proposed budget.
- Mr. Henshaw showed the committee members where the CIP line items had been added to the budget and the committee all agreed to review the budget meticulously prior to the scheduled Council meeting.

B. General Reserve Request- Main Street Coordinator ad MDC Invoice:

- Mr. Henshaw briefed the committee on the proposed budget amendment for the Main Street Coordinator to provide some needed "Seed" money for the Town's events and about the MDC Invoice with Prince William County.
- Vice Mayor Aitken wanted to make certain the MDC invoice would be covered in the proposed budget. Mr. Henshaw affirmed that the projected cost has been included into the proposed budget and also informed the committee that he is working with the County to confirm the correct amount for the MDC invoice this fiscal year.

Having no additional business, Chairman Pasanello adjourned the meeting at 4:05 pm.

Minutes Acceptance: Minutes of May 27, 2015 2:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
 SUBJECT: Iceplex Expansion
 DATE: 07/06/15

Wood Village, LLC has submitted a Final Site Plan to expand the existing Haymarket Iceplex at 15151 Washington Street and add a second ice rink.

The Preliminary Plan (PRE#20130415) with associated alternative buffers and waiver of parking lot landscaping requirements was recommended for approval by the Planning Commission on November 12, 2013, and the Town Council approved the Preliminary Plan and associated waivers on December 2, 2013.

This Final Site plan to expand the existing ice rink and construct a second ice rink is proposed to take place in phases. Phase 1 will add the second rink, locker/bathroom facilities, relocate the main entrance, add a new chiller that is sized to handle both rinks and construct an entrance tower with stairs and space for elevator for Phase 2 second floor seating areas. Phase 2 will remove the existing chiller and concrete platform, expand to the right side of the entrance tower for additional public bathrooms and second entrance, and build-out the second floor for seating. Phase 3 will close in the existing front canopy area.

The Planning Commission unanimously passed a motion to recommend approval of the Final Site Plan at the June 8, 2015 Planning Commission Meeting.

DRAFT MOTIONS

1. I move that the Town Council approve Final Site Plan FSP#20140508, Haymarket Ice Rink Expansion - Final Site Plan", prepared by Christopher Consultants and dated April 2014, revised through May 29, 2015;

OR,

2. I move an alternate motion.

ATTACHMENTS:

- 02-Planner Comments_Hymkt Ice Rink Final Site Plan Recommend Approval_06-03-15 (PDF)
- 03-Me060315_Hymkt Ice Rink Final Recommend Approval (PDF)



TO: BRIAN HENSHAW, TOWN MANAGER
FROM: MARCHANT SCHNEIDER, TOWN PLANNER / ZONING ADMINISTRATOR
SUBJECT: HAYMARKET ICEPLEX EXPANSION – FINAL SITE PLAN FSP#20140508
FOURTH SUBMISSION COMMENTS
15151 WASHINGTON STREET
DATE: 06-03-15
CC: HOLLY MONTAGUE, PE

I have reviewed the fourth submission of the final site plan for the Haymarket Ice Rink Expansion submitted on May 29, 2015.

I have no additional comments and recommend the Final Site Plan for approval.

I can be reached at 703.753.2600 or mschneider@townofhaymarket.org.



INTEROFFICE MEMORANDUM

TO: MARCHANT SCHNEIDER

FROM: HOLLY MONTAGUE, PE

SUBJECT: HAYMARKET ICEPLEX EXPANSION FINAL SITE PLAN RECOMMEND APPROVAL

DATE: 6/3/2015

CC: STAFF

Per your request, I have reviewed the forth submission for the Haymarket Iceplex Expansion Final Site Plan. I used the Haymarket Ordinances and Final Site Plan Requirements, Haymarket Code Section 58-506(3) in order to review this site plan.

I have no additional comments and recommend approval of this Final Site Plan.

Please let me know if you have any questions. I can be reached at hmontague@townofhaymarket.org.

Attachment: 03-Me060315_Hymkt Ice Rink Final Recommend Approval (2436 : Iceplex Expansion)



TO: Town of Haymarket Town Council
 SUBJECT: Change Order - Town Center Master Plan
 DATE: 07/06/15

ISSUE: Authorize Town Manager to sign change order with RDA, our Engineer for the Town Center Master Plan- Engineering and Design

BACKGROUND:

- The Town issued RFP on June 5, 2014 for Engineering Services for the Town Center Master Plan Design and Engineering.
- On June 16th we received 4 proposals from 4 qualified firms offering their services.
- The Town Engineer, Town Planner and Town Manager reviewed the proposals and selected 3 of the 4 firms for an interview based upon the merit of their proposals and understanding of the project.
- On Wednesday, August 20th the Town Engineer and Town Manager interviewed 2 of the 3 candidates. These interviews were with J2 Engineering and Christopher Consultants. The Town Planner could not make the interview, but the three of us corresponded on the questions for the interviews.
- On Thursday, August 21st the Town Engineer and Town Manager concluded our interviews with the 3rd candidate RDA.
- The Town Engineer, Planner and Manager went over the interviews and the results assessing which firm had the best grasp of the goals and objectives of the project and formulated a recommendation, slated to present at the Work Session held on Monday, August 25th.
- The Manager, Engineer and Planner recommend moving forward with the proposal by RDA.
- Due to the large agenda of the work session, the Town Manager never did get the opportunity to discuss the recommendation with Council.
- The Manager got in touch with Mayor Leake the following day to inquire if he should go ahead and negotiate the proposed contract for the engineering work.

ADDITIONAL BACKGROUND (June 23, 2015):

- When RDA was hired to perform engineering and design work for the Town, originally the Council concentrated on the need to design the stormwater management facilities and the site work of the Town Center.
- To date, RDA has submitted their preliminary site plans to the Town for review.
- However, another component of the original Master Plan was to revitalize the façade of the main building located at 15000 Washington Street. This included the administrative offices of the Town, as well as a retail shop and several office tenants on the second floor.
- When the current Council took office in July of 2014, the council, as well as staff started exploring the idea or concept of turning the entire facility as a Government Center and potentially moving the existing Police Department and Administrative functions under one roof. Although contact has been made, the Council was also interested in reaching out to the County or other quasi-government entities to determine if there might be interest in “co-locating” services as a “regional government center.”
- The change order being presented essentially adds a few additional engineering services that were not originally included in the scope of work (a lighting plan, new water lines to meet fire suppression requirements, etc.) and adds on architectural services to perform façade design

improvements to outside and to redesign the layout of the main floor of the Town Center main building, as well exploring ADA accessibility.

DISCUSSION:

- I have the proposal and the proposed contract this evening for your review.
- We believe that RDA had the best grasp that this portion of the project is an engineering project that they have the ability to move the project forward and understand what the Town is trying to achieve with the project overall.
- The other two firms, while highly qualified seemed to be looking at the project as a whole, including the façade improvements which were not included in the actual advertised RFP. Furthermore, they featured more sub-contractors than RDA and it is because of these reasons we were concerned about how they would manage the overall work to be completed from an engineering and construction management standpoint.

ADDITIONAL DISCUSSION (June 23, 2015):

- Our Town Attorney has reviewed the change order and has approved as it is written.
- The cost of the change order may evoke some “sticker shock”, but these costs still remain consistent with market values, based on general review and follow up with other jurisdictions that have recently went through facility renovations and design.

TOWN MANAGER’S COMMENTS: (September 2, 2014)

- It is my belief that RDA provides us with the most complete package to complete this project on time and on budget.
- They also have the same ability as the other firms to add on the architectural components, should we want to include that into the design phase of the project at a later time.

ADDITIONAL COMMENTS (June 23, 2015):

- It would be my intent, if authorized to proceed with the change order, to begin work immediately with the architect on the internal remodel of the Town Administrative offices, including the potential relocation of the PD over to the main building.
- Furthermore, as the site plans are completed and approved and an estimate is to be provided to the Council for the total construction costs. I would recommend that the Public Facilities and Finance Committee begin looking into the funding and potential funding options with regard to being able to complete the project design.

Fiscal Impact:

- Change order will come out of the Design and Construction Line item for the Town Center Master Plan.
- The impact will be greater than originally anticipated, however this did not come as a surprise as the engineering design for the project had come in at the price originally anticipated for the entire design (architecture and engineering)
- As design and engineering begin wrapping, part of the contract is to provide estimated construction costs and the appropriate committees will work on a long term approach.

POTENTIAL QUESTIONS (June 23, 2015):

- How soon can the architect with RDA start?
- Are costs coming higher than anticipated?
- Is the project taking longer than we anticipated?

RECOMMENDATION:

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

MOTION:**Motion of Approval:**

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

Motion of Denial:

I move to ...

ATTACHMENTS:

- (2) 14096 Haymarket Town Center change order with subconsultant info (PDF)



RINKER DESIGN ASSOCIATES, P.C.

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

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

TOWN CENTER REDEVELOPMENT PROJECT

April 16, 2015

Revised: June 16, 2015

SCOPE

The purpose of this Change Order is to provide additional services required for the Town Center Redevelopment project. The scope of services is as follows:

- **Geotechnical Engineering Services:** Additional geotechnical engineering services for the pavement widening and the addition of curb and gutter along Jefferson Street. RDA will coordinate with DMY Engineering Consultants to perform this work. See attached proposal.
- **Site Lighting Plan and Coordination:** Preparation of a site lighting layout and photometric plan for the existing conditions to determine if the existing site lighting meets the requirements of the current ordinance. If the existing site lighting does not meet the ordinance, a proposed lighting layout will be designed and a photometric plan will be prepared in order to meet the Town of Haymarket code. Lighting circuit plans will be prepared to include panel schedules, lighting control diagrams, and details to obtain a building permit for the electrical installation. Separate written specifications are not included. Specifications for materials and methods will be included on the drawings. RDA will coordinate with SAI Engineering, Inc. to perform this work. Does not include services during construction (shop drawing reviews, site visits, etc.). These services can be provided under a separate contract or change order if requested. See attached proposal.
- **Design Charette:** Additional meetings and site layout changes (removal of police station, etc.) after original layout was approved.
- **Consolidation Plat:** It is our understanding that the Town intends to go from the existing five Town-owned parcels down to three Town-owned parcels. The square parcel along Washington Street (GPIN 7298=80-8614) will not be changed, but it will be included on this plat for the granting of easements only. A preliminary/final plat will be prepared and submitted to the Town for approval. Assumes one submission of the plat instead of separate submittals for preliminary and final. The consolidation, subdivision, street dedication, and proposed easements will be shown on one plat. It is assumed that the Town Attorney will prepare any deeds as required.
- **Utility Coordination:** Utility Coordination to be done in association with the Town Center Redevelopment Project regarding existing and proposed underground utilities (e.g. electric, gas, cable TV, communications) will include:
 - Meetings/Coordination – RDA will hold a meeting with all utilities within the project limits to discuss any possible impacts to utility facilities. If RDA finds that no conflicts exist and the utility company(ies) agree, a letter of ‘no conflict’ will be issued by that company. RDA will coordinate with the utility companies to investigate future undergrounding requirements so conduits and areas for pad mounted transformers or other equipment can be designed even if the utilities are not placed underground at this time.
 - Plan and Estimate (P&E) Submission – RDA will coordinate with the affected utilities until P&E packages are received. Upon receipt, RDA will review and ultimately approve the P&E package to

ensure the utility adjustments are not in conflict with the project. Once reviewed by the Town, RDA will then issue Letters of Authorization and Notices to Proceed to the utility companies to begin relocation of their facilities if any will be in conflict with the proposed design.

- Exclusions:
 - There will be no additional utility designation needed.
 - Any necessary utility plat preparation or easement document preparation. Plats are typically prepared by the utility companies.
 - Any necessary applications and/or load letters needed by the utility companies to serve the Town Center improvements will be provided by the Town.
 - Construction inspection during any necessary utility relocation work.
- **Utility Test holes/Survey:** An allowance for test holes and associated survey if required once the proposed grading and layout is finalized to determine any potential utility conflicts. Assumes up to 7 test holes may be required. RDA will coordinate with Mid Atlantic Utility Locating, LLC for this work.
- **Traffic Signal Modification Plan:** Modification and relocation of the existing pedestrian crossing signal located at the northwest corner of Washington and Jefferson Streets is required since Jefferson Street will be widened to accommodate a turn lane. The original contract for the Pedestrian Improvement project included hours for the pedestrian traffic signal modification plan; however, the plan requirements and anticipated impacts have changed since the project was originally scoped. The information below explains what is included in the original contract and what will be performed under this change order. Since we are widening Jefferson Street to accommodate a turn lane, the crosswalk is also affected and will have to be redesigned.
- **Traffic Signal Modification Plan (included in original contract):** RDA will prepare signal modification plans for VDOT review and acceptance consistent with VDOT signal plans submission. Signal plan will be signed/sealed by a VA licensed professional engineer.
 - The proposed signal modification will be designed to meet all current VDOT specifications as appropriate for the proposed elements, and RDA will coordinate with VDOT Traffic Engineering and Northern Regional Operations Installation and Construction (NROIC). The signal plans will also include signage and pavement marking plans necessary for the implementation of a signal modification.
 - RDA will address any review comments VDOT provides for the signal modification plans and resubmit.
 - Left Turn Phasing Review shall not be performed as part of this this project. (If required, a separate change order shall be required, if VDOT requires this additional work.)
 - Traffic Signal Modification plan scope originally intended (based on scoped man-hours), that the signal modification plan would be submitted initially as a 100% level plan with each associated plan submission. (If VDOT requires a preliminary plan, additional man-hours shall be required.)
- **Traffic Signal Modification Timings (services included with this change order):**
 - *Clearance Timings:* RDA will produce initial timing data, plans and plan/profile graphics in conformance with VDOT's current I&IM and VDOT's NRO-TEP 406.1 for the Northern Virginia District. This information will be provided during the design review process, per VDOT's latest requirements for submissions. Once VDOT approves the initial timings, RDA will provide VDOT with a signed/sealed document by a Virginia licensed professional engineer for the initial clearance timing information.
 - *Final Signal Timings:* Once Town receives the land-use permit (LUP) for construction of the signal and provides a PDF of the LUP to RDA, RDA will initiate signal timing coordination with VDOT's NROIC/Operations section to provide timings for the signal's controller. RDA will provide all necessary timing data/sheets needed to obtain VDOT's final acceptance of the signal timings. Once RDA receives the acceptance letter, RDA will provide timing information to client, to provide to signal Contractor. If new traffic volumes are required, then RDA reserves the right to request additional funds to obtain additional intersection counts. (Intersection counts are NOT included within this scope of work.)
- **Architectural Plan and Coordination:** Coordination and preparation of plans for the building renovation including façade and interior improvements including the addition of an elevator. The work will be performed by John F. Heltzel, AIA as a subconsultant to RDA. His scope of work is as follows:

Renovations to the existing 12,000 square foot two story building as follows:

- **Part One – Exterior Base Building Renovations**
 - Exterior renovation to the entire building, to include new façade design, exterior finishes, fixtures, windows and doors, entry feature and accessibility improvements.
 - New feature wall at corner of property as shown on site plan that ties in with new building design.
- **Part Two – Interior Base Building Renovations**
 - Demolition of existing components and systems within the building as required for renovations.
 - Addition of an elevator, within the existing building, or in an addition to the building.
 - Addition of core restrooms on both floors.
 - Addition of core staff kitchen/lunch room area, accessible from tenant areas.
 - Addition of central stairs.
 - Creation of new entry lobby, to provide access to elevator, stairs and multiple tenant entrances.
 - New HVAC and electrical systems throughout, to accommodate multiple future tenants and common core areas.
 - Possibly add central fire suppression system throughout.
 - Electrical power for building mounted exterior lighting.
- **Part Three – Interior Tenant Build-Outs**
 - Interior build-outs of the tenant spaces as required for each user area, including the following:
 - Partitions and doors to create individual offices and other areas as required.
 - Distribution of base building HVAC and electrical systems to each space.
 - Lighting and power distribution within tenant space.
 - Finished ceiling, flooring and wall finishes.
 - Tenant entry doors.
 - Power for systems furniture if required.
 - Built-in millwork for tenant, including service cabinets and counters, reception desks, and storage shelving.



Architectural Services

Preliminary Design

This phase shall include services provided by the Architect:

1. Project start-up meeting with the Client during which the design program and Client's requirements are defined.
2. Survey of the building to obtain approximate dimensions used for Preliminary Design.
3. Prepare project program including Client's space and function requirements for the space, for Client review and approval.
4. Research as required to establish necessary criteria and code requirements for the design.
5. Prepare Preliminary Design indicating all spaces required, proper adjacencies and travel/egress spaces required.
6. Create 3D modeling of building exterior, including approximate exterior finishes and colors.
7. Create 2D rendered images, and video of modeling for Client review and use.
8. Preliminary building construction cost estimate.

Design Development

This phase shall include the following services provided by the Architect:

1. Meeting with Client to review and refine proposed design.
2. Prepare accurate, scaled floor plans indicating spaces and their sizes.
3. Prepare accurate, scaled building elevations of all building sides, indicating architectural components and finishes.
4. Address code required emergency egress and ADA accessibility requirements.
5. Indicate door sizes and swings, floor finish types.
6. Notes describing basic architectural components of the design.
7. Approximate layout of Client selected kitchen or fabrication equipment.

Building Permit and Construction Documents

This phase shall include the Architect preparing plans and documents as required to apply for building permits, and general construction, including:

1. Floor plans with dimensions, construction notes and schedules.
2. Demolition plan if required.
3. Reflected ceiling plan.
4. Roof plan, if required.
5. Project and code information and general notes required to obtain building permits.
6. Door, window and finish schedules.
7. Typical finish notes and specifications.
8. Building sections, if required.
9. Key plan indicating location of project and area of work in overall building.
10. Toilet room elevations to clarify hardware installation locations.
11. Schematic elevations of millwork to clarify overall layout, accessibility and locations.
12. Typical wall details, including UL ratings where required.
13. County submission checklist, if required for permit application.
14. Address basic county review comments during permit review process.

Structural Permit and Construction Documents

This phase shall include the preparation of structural construction documents as required to obtain a building permit and for general construction. These documents shall include the following:

1. Foundation and framing plans, sections and notes describing the structural components and structural systems.
2. Structural specifications as required to further define the requirements of the building components incorporated into the design, as required for building permits. Specifications shall be “plan specs” included on structural drawings.
3. Coordination of pre-engineered components to be incorporated into overall building plans.
4. Structural details required for permits and general construction.
5. Updated building construction cost estimate.

Mechanical, Electrical and Plumbing Documents

This phase shall include mechanical, electrical and plumbing design and documents and services as required for permits and construction, including the following:

1. Site visit to examine existing electrical, HVAC and plumbing systems.

2. Water, sanitary and gas piping design to connect to existing sewer, water, vent gas (if applicable) piping inside the building for the project space.
3. Interior line voltage electrical power and lighting systems.
4. Locations of empty conduit systems for Client's low voltage telephone, data, and cable TV systems.
5. Mechanical heating system modifications design and drawings.
6. Heat loss and energy calculations, if required.

Specification and Bidding Documents

This phase shall include the following services provided by the Architect:

1. Prepare project specifications manual and additional details required for project bidding and construction.
2. Prepare bidding documents including instructions to bidders, bid forms, conditions of the contract, and general requirements.
3. Assist Client in reviewing and evaluating proposals for construction.

Interior Design

This phase shall include the following services by the Architect:

1. Review and select interior finishes, flooring, cabinetry, and lighting fixtures with Client.
2. Make interior paint color recommendations.
3. Assist Client in furniture selections.

The following work and services are not covered under the above referenced services and are specifically excluded:

1. Construction administration, including permit applications, field inspections, shop drawing and submittal review, and other construction phase related services.
2. Sprinkler system calculations, design and drawings, to be prepared by sprinkler contractor if required.
3. Telephone, security and cable television system wiring design and drawings, other than showing locations as indicated above.
4. LEED related design or documentation.
5. The cost of obtaining permits and permit fees, and time spent in tracking permits.
6. Design revisions initiated by the Client after Client's prior phase approval.
7. Coordination of or preparing CAD files or backgrounds for Client's design and engineering consultants or subcontractors.

•

ESTIMATED FEE

The fee for this change order is \$148,709.84 including \$10,725.00 of optional services. The new total maximum price for this contract is now \$252,415.57.

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

Sincerely,



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

Attachments

AUTHORIZATION:

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

(Signature)

(Date)

(Print Name)

(Title)

Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)

ATTACHMENT "A"
Fee Proposal and Scope of Work By Phase

RDA COST PROPOSAL

Task Order Description:

Town of Haymarket Town Center Redevelopment Project Change Order

	<u>PROJECT DIRECTOR</u>	<u>PROJECT MANAGER</u>	<u>SENIOR ENGINEER</u>	<u>PROJECT ENGINEER</u>	<u>ENGINEER TECHNICIAN</u>	<u>CLERICAL</u>	<u>LAND SURVEYOR</u>	<u>SURVEY TECHNICIAN</u>	<u>2 MAN FIELD CREW</u>	<u>TOTAL MANHOURS</u>	<u>ITEM TOTAL</u>
AVERAGE HOURLY RATE	\$ 205.57	\$ 162.84	\$ 143.47	\$ 111.77	\$ 85.58	\$ 65.62	\$ 149.27	\$ 100.39	\$ 168.08		
Site Lighting Coordination		2	2								\$ 612.62
Architectural Coordination		12	16	8		8					\$ 5,668.72
Design Charette		6	12								\$ 2,698.68
Utility Coordination		2	6	20						28	\$ 3,421.90
Consolidation Plat							16	12	4	32	\$ 4,265.32
Test hole Survey								2	6	8	\$ 1,209.26
Traffic Signal (Clearance Timings)	1	10	8	8	10					37	\$ 4,731.69
Traffic Signal (Final Timings)	1	12	12	8						33	\$ 4,775.45
TOTAL HOURS	<u>2</u>	<u>44</u>	<u>56</u>	<u>44</u>	<u>10</u>	<u>8</u>	<u>16</u>	<u>14</u>	<u>10</u>	204	\$ 27,383.64
Estimated Labor Costs	\$ 411.14	\$ 7,164.96	\$ 8,034.32	\$ 4,917.88	\$ 855.80	\$ 524.96	\$ 2,388.32	\$ 1,405.46	\$ 1,680.80	\$ 27,383.64	\$ 27,383.64

Services \$ 27,383.64
 Prints, Deliveries and Reimbursables \$ 1,500.00
Total Estimated Costs \$ 28,883.64

DIRECT COSTS:

Reimbursable Expenses \$ 1,500.00

Prints and Reimbursable Expenses will be invoiced in accordance with Negotiated Contract Rates.

RDA Cost Proposal	\$28,883.64
SubConsultants:	
Geotechnical Services	\$1,476.20
Ex. Cond. Photometric plan	\$3,125.00
Architectural Services (Ph 1&2)	\$70,200.00
Architectural Services (Ph 3)	\$34,300.00
CONTRACT SUBTOTAL	\$137,984.84
Optional Services:	
Prop. Cond. Photometric plan	\$2,575.00 if required
Circuiting plans	\$3,600.00 if required
Test holes (7 @\$650)	\$4,550.00 if required
CONTRACT TOTAL (INCLUDING OPTIONAL SERVICES)	\$148,709.84

Haymarket Government Center
 May 13, 2015
 Page 5



Fees

Fees shall be based on the following phases:

Part One and Two - Exterior and Interior Base Building Renovations	
Preliminary Design	\$ 12,000.00
Design Development	\$ 5,000.00
Architectural Permit and Construction Documents	\$ 18,000.00
Structural Permit and Construction Documents	\$ 6,400.00
Mechanical, Electrical and Plumbing Documents	\$ 15,900.00
Specifications and Bidding Documents	\$ 7,600.00
Sub-Total Pre-Construction Services	\$ 64,900.00
Interior Design	\$ 3,800.00
Estimated Reimbursable Expenses	\$ 1,500.00
Total Services	\$ 70,200.00
Part Three - Interior Tenant Build-Outs	
Preliminary Design	\$ 6,000.00
Architectural Permit and Construction Documents	\$ 6,000.00
Mechanical, Electrical and Plumbing Documents	\$ 9,600.00
Specifications and Bidding Documents	\$ 5,800.00
Sub-Total Pre-Construction Services	\$ 27,400.00
Interior Design	\$ 5,400.00
Estimated Reimbursable Expenses	\$ 1,500.00
Total Services	\$ 34,300.00

Hourly work shall be billed to the Client at the following rates:

Principal	\$165/hr
Registered Architect/Project Manager	\$125/hr
Registered Architect/Senior Designer I	\$105/hr
Architect Intern	\$ 95/hr
Interior Designer	\$ 80/hr
Admin Support	\$ 50/hr

Payment for Services

Invoices shall be issued monthly in proportion to the services rendered for the prior month period. Fees for sub-Client Initials: _____

**GEOTECHNICAL AND CONSTRUCTION INSPECTIONS AND MATERIALS TESTING
COST PROPOSAL**

**Town Center Improvements
Town of Haymarket, Virginia
DMY Proposal No. 01.02210.01**

(Submitted: August 28, 2014; Revised: January 27, 2015)

CATEGORY	COST
Prior Approved Geotechnical Services Fee	\$7,281.00
Supplement Geotechnical Services Fee	\$1,476.20
Optional Infiltration Testing	\$1,200.00
Construction Inspection and Materials Testing	\$14,000.00

Project Information:

The Town of Haymarket is proposing pedestrian and vehicular access improvements at the Town Center at 15000 Washington Street in Haymarket, Virginia. Our scope of work and understanding of the project are based on information provided to us by Rinker Design Associates, P.C. (RDA). We understand that RDA is using Option B of the master plan for their approach to the mentioned improvements which will include new parking lots and drive lanes, curb and gutter, sidewalks, landscaping and stormwater management features.

Part of the geotechnical information collected from this project will also be used for the design of the federally funded Haymarket Pedestrian Improvements Project outside the Town of Haymarket's properties.

This cost estimate was prepared for RDA by Paul Li, PhD, P.E. on January 27, 2015 and reviewed by Paul Zhang, P.E.

Geotechnical Services

1. We propose the geotechnical field exploration consist of the following:
 - a) Performing a site reconnaissance.
 - b) Drilling three (3) Standard Penetration Test (SPT) borings to depths of 8 feet within the planned parking areas and two (2) SPT borings to depths of 12 feet along the alignment of Jefferson Street. All borings will be drilled using our CME 45C truck mounted drill rig. Representative soil samples will be collected and stored in sealed glass jars for laboratory testing.
 - c) Collecting two (2) bulk soil samples for laboratory Proctor and CBR tests.
 - d) Taking pavement core at one (1) location on Jefferson Street.
2. We understand that infiltration testing may also be required and is presented herein as an option. The infiltration testing work will consist of the following:
 - a) Drill two (2) infiltration test holes at select locations within areas of planned permeable paving. The infiltration holes will be drilled using our CME 45C truck mounted drill rig to depths of 3 feet below existing grades. In addition, profile holes will be drilled to depths of 5 feet below existing grades.

Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)

Town of Haymarket Town Center Improvements
 DMY Proposal No. 01.02210.01
 Revised January 27, 2015

- b) The test holes will be soaked for a period of 24 hours prior to infiltration testing. Groundwater will be observed 24 hours subsequent to drilling. Infiltration testing will be conducted for a period of 4 hours in accordance with State requirements.
3. Laboratory testing program will consist of natural moisture content, USCS classification and Standard Proctor and CBR tests on select soil samples.
 4. Upon completion of the field and laboratory testing programs, a geotechnical report will be submitted to discuss the subsurface exploration and laboratory testing programs, summarize subsurface conditions and laboratory test results, and provide geotechnical recommendations for the design and construction of the parking areas and, if applicable, the stormwater management features.
 5. We understand that proper notice will be sent to the property owners by RDA prior to our field work. We will coordinate with the property owners at the site of our field work. We assume that no permit is required for our field work.
 6. Underground utilities will be cleared by MISS Utility. We understand that all underground utilities will be surveyed and marked in the field by RDA prior to our field work. No private utility locating services is included in our Scope of Work.

DMY GEOTECHNICAL COST ESTIMATE
Haymarket Town Center Improvements
 Revision 01/27/2015

Field Exploration	Quantity	Unit Rate	Cost
Site Reconnaissance	6 hours	\$100.00 /hr.	\$600.00
Boring Layout	1 hours	\$100.00 /hr.	\$100.00
Minimum Drilling Day Charge (Truck)	1 day	\$1,800.00 /day	\$1,800.00
Field Work Coordination	6 hours	\$120.00 /hr.	\$720.00
Bag Samples of Auger Cuttings	2 samples	\$55.00 /sample	\$110.00
Asphalt Patching	4 borings	\$30.00 /boring	\$120.00
Field Engineer - Drilling Supervision	8 hours	\$75.00 /hr	\$600.00
Field Exploration Subtotal:			\$4,050.00

Laboratory Testing	Quantity	Unit Rate	Cost
Moisture Content Tests	4 tests	\$10.00 /test	\$40.00
Atterberg Limits Tests	4 tests	\$70.00 /test	\$280.00
Sieve Analysis	4 tests	\$70.00 /test	\$280.00
CBR with Standard Proctor	2 tests	\$330.00 /test	\$660.00
Laboratory Testing Subtotal:			\$1,260.00

Geotechnical Engineering and Report	Quantity	Unit Rate	Cost
Senior Reviewer	2 hours	\$165.00 /hour	\$330.00
Senior Engineer/Project Manager	10 hours	\$135.00 /hour	\$1,350.00
Project Engineer	14 hours	\$95.00 /hour	\$1,330.00
CADD Draftsman	2 hours	\$60.00 /hour	\$120.00
Secretary	1 hours	\$50.00 /hour	\$50.00
Geotechnical Engineering and Report:			\$3,180.00

Expenses	Quantity	Unit Rate	Cost
Mileage	120 miles	\$0.56 /mile	\$67.20
Report Copies	4 copies	\$50.00 /copy	\$200.00
Expenses Subtotal:			\$267.20

ESTIMATED PROJECT TOTAL:	\$8,757.20
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Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)

Construction Inspection and Materials Testing Services

We understand the project will require 6 months to complete. We anticipate intermittent testing will be required for this project scope. Some inspection/testing site visits will be full day; however, we expect most of our site visits will be half day. At your request, we will perform appropriate laboratory testing on materials proposed for use as structural fill and trench backfill. Testing may include: Grain Size Distribution, ASTM D-422, Liquid and Plastic (Atterberg) Limits, ASTM D-4318, Proctor Moisture Density ASTM D-698. We can observe conditions of bottom of excavations prior to foundation preparation, including proof-rolling and other testing of sub-grades, observe placement of fill to test compliance with project requirements, and perform in-place density tests as required by project specifications, and test each lift for compaction. Where deficiencies are noted during fill or backfill placement, suggest and observe remedial actions, including reworking and re-compacting of materials.

As the construction schedule has not been finalized at this time, we propose a budget of **\$14,000** be allocated for the construction inspection and materials testing services, based on our prior experience on similar projects. The estimated construction inspection and testing services are based on the following rates and any additional services will be billed at these rates:

Half Day (total time \leq 4 hours) Trip:	\$400.00 per trip/inspector
Full Day (4 hours < total time \leq 8 hours) Trip:	\$550.00 per trip/inspector
Overtime (total time > 8 hours)	\$75.00 per additional hour
Proctor Tests with Classification:	\$270.00 per sample
Sample Pickup Only:	\$75.00 per trip

Following are the basis of our rates listed above:

1. The Trip charges include technician's field time, mileage, coordination, report review time, and final submission of report.
2. The total time for field personnel will be the onsite time, report time and travel time. Time includes 2 hours of travel time to pick up and drop off the nuclear density gauge from DMY laboratory. Travel time will be charged only when the technician travels to pick-up or drop-off the equipment/samples to and/or from the laboratory/site.
3. We have assumed that our field services will be needed during the day time only (6:00 am to 6:00 pm) and only during the weekdays. Any services during night time, weekend and holidays will be billed as 1.5 times the standard rate.
4. We request scheduling prior to 3:00 p.m. on the day before services are required. DMY will charge a minimum of 4 hours (half-day trip) to cover the travel, labor and other expenses related to scheduled work that is not canceled in a timely manner.
5. For cancellations of scheduled work (including cancellations due to anticipated inclement weather conditions), we require notice prior to close of business the preceding day for morning work or by 9:00 a.m. the same day for afternoon work. This will enable us to reschedule our personnel efficiently.
6. There will be a 4-hour minimum charge (half-day trip) for the field related services or meeting on site. Trips to only retrieve laboratory samples from site will be charged a flat rate of \$75 per trip.
7. We have assumed that the contractor will provide onsite storage and a temperature maintained curing box with min/max thermometer.

Town of Haymarket Town Center Improvements
DMY Proposal No. 01.02210.01
Revised January 27, 2015

8. Concrete samples requiring early break results will be billed with an additional hour of Project Engineer rate.

Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)



SAI
Engineering
Incorporated
 Mechanical & Electrical Group

CONSULTING ENGINEERING,
 DESIGN SERVICES, AND
 CONSTRUCTION SERVICES

13662 OFFICE PLACE
 SUITE 101
 WOODBRIDGE, VIRGINIA
 22192-4217
 703/590-8200
 703/590-4994 (FAX)

memorandum

To: Sharon D. Dusza, PE
Company: Rinker Design Associates
From: Maury R. Paslick, PE
Date: May 26, 2015
Re: Site Lighting and Circuiting Design
 Haymarket Town Center
 Washington Street at Jefferson Street
 Haymarket, Virginia
 Revised

SAI Engineering is pleased to submit the following proposal to provide consulting electrical engineering services to Rinker Design Associates in connection with the design of site lighting systems at the Haymarket Town Center. Our revised proposal is based on your email messages dated February 17, 2015 and May 26, 2015.

PROJECT DESCRIPTION

Rinker Design Associates is currently developing a plan for the Town to create more of a Town Center feel on the current property as well as address some drainage issues on the site. The existing buildings will remain.

The Town wants to confirm the current site lighting meets the Town's lighting requirements. If not, it will be necessary to develop a lighting plan that meets the Town's requirements. Further, a circuiting plan will be required to provide power to any new lighting systems.

This proposal is for the preparation of a site lighting photometric plan for the existing site lighting to determine whether the existing systems comply with current regulations. Based on the results of the initial evaluation, a second analysis will be performed to provide lighting systems that meet current ordinances. A circuiting plan will be prepared for the lighting plan that will be included in a construction documents set for installation of the lighting systems.

SCOPE OF SERVICES

1. Phase 1 – Preparation of a Lighting Layout and Photometric Plan for Existing Conditions
 - a. We will visit the site to observe the locations and types of existing site lighting systems.
 - b. We will perform point-to-point calculations for the existing lighting layout using an appropriate software program.
 - c. We will prepare a site lighting plan that includes the pole layout, descriptions of the poles and luminaires, point-to-point illumination

Proposal to Sharon Dusza on
Site Lighting and Circuiting
Design
Haymarket Town Center
Washington Street at Jefferson
Street
Haymarket, Virginia
Revised

May 26, 2015

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levels, and other details and notes as required to document existing conditions.

d. We will present a plan to you and the Town for review.

2. Phase 2 – Preparation of a Lighting Layout and Photometric Plan

- a. If the existing site lighting does not meet the current ordinance and the Town authorizes us to proceed, we will discuss the scope of the project with you and others you designate to confirm criteria and lighting to be used as the basis of design.
- b. We will develop a site lighting layout based on the fixture and pole types required by the Town of Haymarket.
- c. We will perform point-to-point calculations for the layout using an appropriate software program.
- d. We will prepare a site lighting plan that includes the pole layout, descriptions of the poles and luminaires, point-to-point illumination levels, and other details and notes as required to satisfy the Town of Haymarket reviewers.
- e. We will present a preliminary plan to you for review. We will incorporate appropriate review comments in our design and provide a final package for submission to the Town of Haymarket.

3. Phase 3 – Preparation of Lighting Circuiting Plans

- a. We will visit the site to confirm electrical power capacity is available to serve the site lighting systems for the site. If necessary, we will design a new panel for the site lighting systems with a separate service from the power company.
- b. Based on the site lighting layout plan approved by the Town of Haymarket, we will prepare branch circuiting plans for the site lighting systems.
- c. Drawings will include panel schedules, lighting control diagrams, and details required to obtain a building permit for the electrical installation.

FEE FOR SERVICES

Compensation shall be a fixed fee by phase as listed below plus reimbursable expenses. Services will be invoiced monthly based upon our estimate of the percentage of work completed plus expenses incurred.

Phase 1 –Photometric Plans – Existing Conditions:	
Site Visit to Gather Information on Existing Lighting:	\$750.00
Preparation of Photometric Plan:	<u>2,250.00</u>
Total for Phase 2:	\$3,000.00

Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)

Proposal to Sharon Dusza on
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Phase 1 Estimated Expenses:	
Travel – Mileage (allowance for survey and meetings):	\$50.00
Printing:	25.00
Deliveries:	<u>50.00</u>
Total for Phase 1 Estimated Expenses:	\$125.00
Phase 2 – Lighting Layouts and Photometric Plans: \$2,500.00	
Phase 2 Estimated Expenses:	
Travel – Mileage (allowance for survey and meetings):	\$0.00
Printing:	25.00
Deliveries:	<u>50.00</u>
Total for Phase 2 Estimated Expenses:	\$75.00
Phase 3 – Lighting and Power Circuiting Plans:	
Analysis of Support Building Plans and Site Visit:	\$900.00
Preparation of Lighting Circuiting Plans:	<u>2,500.00</u>
Total for Phase 2:	\$3,400.00
Phase 3 Estimated Expenses:	
Travel – Mileage (allowance for survey and meetings):	\$50.00
Permit Sets:	100.00
Deliveries:	<u>50.00</u>
Total for Phase 3 Estimated Expenses:	\$200.00
Construction Phase (if authorized):	
Shop Drawings (\$165/submittal to a maximum):	\$495.00
RFI's (\$120/hour to a maximum):	960.00
Construction Site Visits (\$700/visit; assume 1 visits):	<u>700.00</u>
Total for Construction Phase:	\$2,155.00
Construction Phase Estimated Expenses (if authorized):	
Travel – Mileage:	\$50.00
Printing (allowance):	25.00
Deliveries:	<u>50.00</u>
Total for Design Phase Estimated Expenses:	\$125.00

Additional Services charges are not subject to the quoted maximum and must be approved prior to proceeding with the work. Additional Services which are previously approved by Rinker Design Associates shall be invoiced monthly on an hourly basis at SAI Engineering standard rates or on the basis of a negotiated fixed fee.

QUALIFICATIONS

1. Site plan backgrounds will be provided for our use in AutoCAD R2013 or compatible format.
2. Specifications for materials and methods will be included on the drawings.

Proposal to Sharon Dusza on
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Washington Street at Jefferson
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- 3. Our estimates for printing expenses include three (3) sets of signed and sealed prints for permit submission at each phase. Drawings will be provided in PDF format for reviews, bidding, and construction.
- 4. Preparation of permit applications, payment of permit fees, and permit expediting services are not included.
- 5. We will provide “load letters” for the utility services, if needed. Payment of utility hook-up fees is not included.
- 6. Redesign of systems previously approved due to conditions beyond our control is not included.

This proposal is valid for a period of 60 days from the date on this proposal. We reserve the right to renegotiate the terms of this proposal if accepted after this period. Further, we reserve the right to renegotiate our terms if the design phase of the project is not completed within six (6) months of the date of acceptance of this proposal.

Approved and Accepted By:

Name and Title

Date

Attachment – General Terms and Conditions

Attachment: (2) 14096 Haymarket Town Center change order with subconsultant info (2437 : Change Order - Town Center Master Plan)



TO: Town of Haymarket Town Council
 SUBJECT: Ordinance Amendment - Chapter 19 Haymarket Town Code
 DATE: 07/06/15

BACKGROUND:

- It was recently determined the Town Code lacks regulations to restrict or prohibit outdoor burning, such as the burning of refuse or outdoor bonfires.
- Chapter 19 of the Town Code was amended in 2013 to designate the Prince William County Fire Marshal as the Fire Marshal for the Town of Haymarket, but outdoor burning was not addressed in those amendments.
- The proposed amendment:
 - Is very similar to the provisions of the Prince William County Code, with some modifications made for the higher density patterns in a town environment.
 - The Prince William County Fire Marshal remains the “permitting authority” for the issuance of any burning permits and the inspection processes related thereto.
 - The Prince William County Fire Marshal, or deputy fire marshals, and the Town Police will be able to enforce the provisions of the amendment.

DISCUSSION:

- The Safety Committee has been briefed on this recommendation and concurs this is an appropriate action.
- At this time, Council is being asked to enact the proposed ordinance amendment.

INTERIM POLICE CHIEF’S COMMENTS: (June 29, 2015)

- It appears the Town has never had independent outdoor burning regulations. Unless a person ignites or maintains a fire that constitutes a “careless” fire in violation of a state statute, there is no enforcement mechanism presently in existence.

POTENTIAL QUESTIONS:

- Are recreational or bonfires still permissible under these amendments?
- How would a resident go about obtaining a burn permit?

BUDGET IMPACT:

- None.

RECOMMENDATION:

Safety Committee Chair recommends the adoption of the amended ordinances.

MOTION:

Motion of Approval:

I move to adopt ordinance #15-006, adding sections 19-44 through 19-54 to Chapter 19 of the Town Code, pertaining to outdoor burning regulations, as presented.

Motion of Denial:

I move to deny the adoption because...

Agenda Item (ID # 2439)

Meeting of July 6, 2015

ATTACHMENTS:

- ORD 2015-006 - OPEN AIR BURNING ordinance for adoption (PDF)

**ORDINANCE TO AMEND THE TOWN CODE BY ADDING SECTIONS 19-44 THROUGH 19-54 OF THE
TOWN CODE RELATING TO OPEN AIR BURNING
ORDINANCE #2015-006**

WHEREAS, The Town Code contains provisions adopting, with modifications, portions of the Statewide Fire Prevention Code, but not those portions dealing with open air burning, and

WHEREAS, Open air burning presents a hazard to human life and safety as well as to property, and

WHEREAS, Prince William County has adopted open air burning provisions which the Town has used as a model for its ordinance,

NOW, THEREFORE, BE IT ORDAINED by the Town Council of the Town of Haymarket, meeting this 6th Day of July 2015, in Regular Session, that the Town Council hereby amends the Town Code by adding Sections 19-44 through 19-54 as follows:

Sec. 19-44. - General.

- (a) Section 307 of the International Code Council's International Fire Code (International Fire Code), (2009 Edition), as amended, concerning open burning, which is adopted and incorporated in the Virginia Statewide Fire Prevention Code, is modified and superseded in the town by this article.
- (b) A person shall not cause or allow open burning unless approved in accordance with this code and the Commonwealth of Virginia State Air Pollution Control Board's Regulations Concerning Emissions Standards for Open Burning, and Virginia Forestry Laws.

Sec. 19-45. - Definitions.

The following words and terms shall, for the purpose of this article and as stated elsewhere in the Virginia Statewide Fire Prevention Code, have the means shown herein.

Bonfire means an outdoor fire utilized for ceremonial purposes.

Open burning means the burning of any material where products of combustion are emitted directly into the ambient air without passing through a stack or chimney from an enclosed chamber. For the purpose of this definition, a chamber shall be regarded as enclosed when, during the time combustion occurs, only apertures, ducts, stacks, flues or chimneys necessary to provide combustion air and permit the escape of exhaust gas are open.

Recreational fire means an outdoor fire other than rubbish not contained in an incinerator, outdoor fireplace, portable outdoor fireplace, barbeque grill or barbeque pit and has a total fuel area of three feet or less and two feet or less in height for pleasure, religious, ceremonial, cooking or warming.

Sec. 19-46. - Allowable burning.

Open burning shall be allowed without prior notification to the fire marshal only for recreational fires, campfires, highway safety flares, smudge pots and small warming fires for outside workers during winter months.

Sec. 19-47. - Permit required; applications; authorization; open burning prohibited.

- (a) Open burning shall be allowed in the form of bonfires, after obtaining a permit or other proper authorization from the fire marshal. No other open burning is permissible, except as provided in section 19-46 and in the emergency conditions enumerated in subsection (c) below.
- (b) Applications for open burning shall be submitted in writing at least 72 hours before the fire is set and shall be in such form and contain such information as required by the fire marshal. Such application shall contain, as a minimum, information regarding: the purpose of the proposed burning, the nature and quantities of material to be burned, the date when such burning will take place, the location of the burning site, and the on-site fire extinguishing equipment to be provided.
- (c) Other forms of open burning shall be permitted with prior notification to the fire marshal and in compliance with the Commonwealth of Virginia State Air Pollution Control Board regulations, provided that any conditions specified in the permission are followed for:

- (1) Disposal of hazardous or toxic materials where the fire marshal and the Virginia Department of Environmental Quality determine that there is no practical alternative method of disposal.
 - (2) In emergency or other extraordinary circumstances for any purpose determined to be necessary by the fire marshal and as authorized by the Virginia Department of Environmental Quality.
 - (3) Disposal of debris or to remedy an emergency resulting from a disaster situation and when operating under an emergency declaration of the federal, state, or local government.
- (e) The fire marshal shall prohibit open burning that will be offensive or objectionable due to smoke or odor emissions when atmospheric conditions or local circumstances make such fires hazardous. The fire marshal shall order the extinguishment, by the permit holder or the fire department, of any open burning, which creates or adds to a hazardous or objectionable situation.
- (f) The fire marshal will advise the Town Police Department of any permits issued pursuant to this ordinance.

Sec. 19-48. - Location.

The location for any bonfire, open burning or recreational fire shall not be less than 50 feet from any structure, and provisions shall be made to preventing the fire from spreading to within 50 feet of any structure. Fires in approved containers shall be permitted, provided that such fires are not less than 15 feet from any structure, including combustible materials such as fences, trees, and landscaping materials.

Sec. 19-49. - Materials.

Open burning shall not be utilized for waste disposal purposes, shall be of the minimum size for the intended purpose, and the fuel shall be chosen to minimize the generation and emission of air contaminants.

Sec. 19-50. - Attendance; safety fence.

- (a) Any open burning shall be constantly attended until the fire is extinguished. At least one portable fire extinguisher with a minimum 4-A rating, two portable fire extinguishers with a minimum 2-A rating each, or other approved on site fire extinguishing equipment, such as dirt, sand, water barrel, garden hose or water truck, shall be available for immediate utilization.
- (b) Temporary fencing must be installed around any pit when not in use.

Sec. 19-51. - Bonfire size and duration; material; permits.

- (a) A bonfire shall not be more than five feet by five feet by five feet in dimension and shall not burn longer than three hours. The maximum size and duration of a bonfire shall not be increased by the fire marshal unless it is determined that safety requirements of the situation and the desirable duration of the burn warrant the increase.
- (b) Fuel for a bonfire shall consist only of seasoned dry firewood and shall be ignited with a small quantity of paper. The fire shall not be utilized for waste disposal purposes, and the fuel shall be chosen to minimize the generation of air contaminants.
- (c) Bonfires shall be extinguished, to include all burning embers and smoke, by 10:00 PM prevailing time.
- (d) All permits shall be requested by and issued to the owner of the land upon which the bonfire is to be kindled.

Sec. 19-52. – Certain recreational fires prohibited; management responsibility.

- (a) No charcoal cooker, smoker, grill, or any flammable liquid or liquefied petroleum gas fired stove or similar devices shall be ignited or used on the balconies or spaces under balconies of any structure, unless approved by the fire marshal. These devices can be used at ground level if at least 15 feet from any structure.

Exceptions:

- (1) Electric grills and other devices approved by the fire marshal.
 - (2) Detached one and two family dwellings and townhouses.
- (b) The management of apartment or multi-occupancy buildings which have balconies and patios shall notify their tenants in writing of this requirement at the time the tenant initially occupies the area, and from time to time thereafter as may be necessary to reasonably ensure conformity.

Sec. 19-53. - Penalties, other remedies.

- (a) Any person who conducts open air burning or other act in violation of any requirement of this article shall be guilty of a Class 1 misdemeanor. Each day upon which any such violation occurs shall be deemed a separate offense. Violations of the burning restrictions set forth in this ordinance may be enforced by the fire marshal or the Town police department.
- (b) Nothing contained herein shall preclude the town from seeking such other relief at law or equity for violations of the provisions of this article, as may be deemed expedient, whether or not criminal charges have been or may be made.

Sec. 19-54. - Other permits still required.

Nothing contained in this article shall relieve any person of any requirement to obtain other permits relating to the conduct of open air burning which may be established by law.

THIS ORDINANCE IS EFFECTIVE UPON ADOPTION.

Done this 6th day of July, 2015.

TOWN OF HAYMARKET, VIRGINIA

By: _____
David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk

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



TO: Town of Haymarket Town Council
SUBJECT: ARB Appointments
DATE: 07/06/15

Ken Luersen, Chairman of the Architectural Review Board is serving a term on the ARB that ends June 30, 2015. Mr. Luersen is interested in obtaining reappointment from the Town Council this evening. Attached please find Mr. Luersen's application for reappointment. The upcoming vacant term has been advertised on the Town's website. The new Term would be July 6, 2015 - July 5, 2019.

ATTACHMENTS:

- Luersen Interest in ARB Reappointment (PDF)

David Leake, Mayor
Steve Aitken, Vice Mayor
Council Members:
Pamela Swinford
Joe Pasanello
Kurt Woods
Chris Morris
Matt Caudle



15000 Washington Street
Suite 100
Haymarket, Virginia 20169
703-753-2600
703-753-2800 Fax
Townofhaymarket.org

Appointed Boards, Committees & Commission Application for Appointment Consideration

Full Name: Kenneth M. Luersen
Address: 6752 Jefferson Street
Cell Phone: 571.239.8295
Email Address: kenluersen@gmail.com

- Architectural Review Board Planning Commission Board of Zoning Appeals
 Special Committee (please name committee) _____

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute. For additional information, please contact the Town Clerk, Jennifer Preli, jpreli@townofhaymarket.org or 703-753-2600.

Attachment: Luersen Interest in ARB Reappointment (2434 : ARB Appointments)



TO: Town of Haymarket Town Council
 SUBJECT: FY 2016 Budget Appropriations
 DATE: 07/06/15

It is requested that the Town Council appropriate the 2015-2016 Fiscal Year General Funds as approved and advertised:

GENERAL FUND REVENUE	
General Property Taxes	301,000.00
Other Local Taxes	1,121,000.00
Permits, Fees, Licenses & Proffers	40,500.00
Fines & Forfeitures	48,000.00
Miscellaneous	6,100.00
Revenue from Commonwealth	173,834.00
Proceeds from Sale of Bonds	
Sponsorships	65,000.00
Rental (Use of Property)	200,770.00

GENERAL FUND EXPENDITURES	
Administration	717,373.00
Police & Public Safety	757,466.00
Public Works (Includes buildings & grounds)	211,400.00
Contributions to other Entities (Proffers)	0.00
Community Development	50,300.00
Museum/Parks, Rec & Cultural	83,600.00
Adjustments & Transfers	0.00
Debt Service	189,065.00
Miscellaneous Expenditures	0.00

Draft Motion for Approval:

I move to appropriate the 2015-2016 Fiscal Year Budget for the General Fund as outlined above.

Or....

Draft Motion to Deny:

I move to deny....



TO: Town of Haymarket Town Council
 SUBJECT: Ordinance - Event Ordinance
 DATE: 07/06/15

ISSUE: The Town is repealing Chapter 14-7 (Carnivals) and 14-8 (Circuses) and replacing it with Chapter 15 - Outdoor Events

BACKGROUND:

- In the fall of 2014, the Town's Third Party Events Coordinators resigned and the Council ultimately decided to begin coordinating the Town's events through the Town's Administration.
- Shortly after the start of the New Year, the Town was approached by a local business about the possibility of partnering with a third party event planner to host a series of events throughout the year starting in the spring. These would be events open to the public on private property.
- The Town had never been approached with such a request but immediately the staff began researching how other jurisdictions throughout the Commonwealth handle similar requests.
- In order to accommodate the request, staff, along with the Town Attorney came up with an application and permit process that required the applicant to provide a detailed security, an event plan, a map of the layout, address security and parking, along with several other requirements. The permit fee was established to cover the anticipated time needed for staff to review any permit application and the plans accompanying the permit application. This application was designed to be utilized for each event.
- The Events committee, while tasked to help with the development and support of the Town's events began exploring the possibility of establishing a more detailed ordinance since the Town's code really did not cover the request other than Chapter 14-7 & 8, which dealt with carnivals and circuses.
- The committee, having utilizing surrounding jurisdictions examples of ordinances for public events on private property, has come up with the draft ordinance presented.

DISCUSSION:

- There were some areas that led to a healthy debate about policy.
- The first was the permit fee amount. The committee agreed in whole that the \$1,000 permit fee was steep and in short time it has been determined that the current fee is more than what is required of the staff to review, especially since the applicant or event sponsor is responsible for paying any off duty officers when traffic management is required.
- The committee came up with ranges from \$100-\$500 and settled at \$300 for initial permit application. If an event coordinator is utilizing the same location, security plan and ultimately no additional review is required, the permit will be issued for \$100.
- The committee also felt that it was important to include provisions about third party event coordinators scheduling events on the same day or within the same time period of a Town sponsored event and an event that is designated with the same name.
- Finally, ordinance is designed to make allowances for special events, but also creates new provisions that may cover larger than normal events that are on private property.
- The main goal of the ordinance is to protect the public health, safety and welfare for participants and non-participants alike.

TOWN MANAGER'S COMMENTS: (June 23, 2015)

- It is my recommendation that Town establish the following ordinance.
- In working with our Town Attorney on this draft, there could be some opportunity for additional

discussion and clarification to the language.

- It is my belief that the ordinance sets the right parameters with regard to public events on private property and establishes a format for handling the issues and concerns to the public health, safety and welfare with regard to large public events or gatherings while not being an encumbrance on a local business or group offering these opportunities to residents and visitors to the Town.

POTENTIAL QUESTIONS:

- Why adopt an ordinance now?
- Does event sponsors pay for Police services through the application fee or separately?
- Who would be responsible for accepting applications?
- How does this differ from the existing permit application?

FISCAL IMPACT:

- None, at this time.
- Staff will continue to monitor the associated costs with the permit applications and resources utilized in review to be sure that we covering associated costs.

RECOMMENDATION:

Staff recommends that Council approve the repeal of Chapter 14-7 & 8 and enact Chapter 15- Outdoor Events.

MOTION:

Motion of Approval:

I move to repeal Sections 7&8 of the 14th Chapter of the Town Code and enact Chapter 15- Outdoor Events.

Motion of Denial:

I move to deny the draft Chapter 15, Outdoor Events, because...

ATTACHMENTS:

- ORD 2015-007 Outdoor Events (PDF)

ORDINANCE # 2015-007

AN ORDINANCE TO AMEND THE CODE OF ORDINANCES, AS AMENDED, BY ADDING A CHAPTER 15, OUTDOOR EVENTS, AND BY REPEALING SECTIONS 14-7 (“CARNIVALS”) AND 14-8 (“CIRCUSES”)

BE IT ORDAINED by the Council of the Town of Haymarket, Prince William County, Virginia meeting in regular session this 7th Day of July, 2015:

That the Code of Ordinances of the Town of Haymarket, Virginia is hereby amended and reenacted by adding a Chapter 15, Outdoor Events, as follows:

CHAPTER 15 – OUTDOOR EVENTS

DIVISION I – GENERALLY

Sec. 15-1. Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Applicant means the person or business entity applying for an Outdoor Event permit.

Outdoor Event means any scheduled event, not under roof, on privately owned, non-residential property including, but not limited to, outdoor gatherings open to the general public, circuses, carnivals, fairs, or concerts.

Exceptions: The permit provisions of this section will be optional for the following:

- a. Events attended by fewer than 50 patrons shall be exempt from obtaining a permit, except those where alcoholic beverages will be consumed or sold. Events where alcoholic beverages will be sold or consumed shall be exempt from obtaining a permit if they are attended by fewer than 25 patrons.
- b. Activities organized and conducted by the U. S. Government, Commonwealth of Virginia, or Town of Haymarket are exempt.

Sec. 15-2. Location.

Outdoor Events shall be located where permissible by Chapter 58 of the Town Code. These regulations apply to privately owned, non-residential property only. These requirements shall not apply to Outdoor Events on residential property; however, nothing herein shall be construed as to exempt residential property from any other requirements of the Town Code including, but not limited to requirements for building permits and compliance with the Town’s noise ordinance.

Sec. 15-3. Structures.

No permanent structures, as defined by Chapter 10 of the Town Code, shall be constructed for an Outdoor Event. In addition to an Outdoor Event permit as required by this article, the Applicant shall obtain all other permits required by federal, state, and Town regulations including, but not limited to, the Uniform Statewide Building Code and the Fire Prevention Code. All signs shall conform to the requirements of Chapter 58 of the Town Code.

Sec. 15-4. Public Health.

- (a) Food. Applicant shall provide adequate food safety measures in accordance with Article II of

Chapter 22 of the Town Code; and the Applicant shall secure any required permit(s) from the Prince William Health District.

- (b) Storage, removal and disposal of garbage and trash. Applicant shall provide adequate storage on-site for all garbage and trash generated during the event. Applicant shall guarantee in writing the removal and proper containment of all structures, signs, trash, or debris from the site and the immediate vicinity upon termination of the Outdoor Event, and shall accomplish such removal and containment within 24 hours after permit expiration. All trash and garbage generated by the event shall be properly disposed of off-site no later than the next business day following the event.
- (c) Toilet and sanitary facilities. Applicant shall provide adequate sanitary facilities at the site and, when necessary, shall obtain the approval of the Health District.
- (d) Amusement rides. Applicant shall have all amusement rides inspected by a credentialed third party inspector at Applicant's expense. The inspection report must be reviewed by the Town Building Official prior to the event opening.

Sec. 15-5. Emergency services.

For any proposed Outdoor Event where the expected number of attendees exceeds 50, and for any Outdoor Event where alcohol will be offered for consumption or for sale, supplemental police, fire, or rescue services may be required as deemed necessary by the Town to protect public health, safety, and welfare. The cost of these services shall be fully paid by the Applicant.

Security plan. The Applicant shall submit a security plan to the Town to address traffic disruption, parking, pedestrian safety, starting and ending times, lighting, and any other factors bearing on the safety, order, and accessibility of streets and sidewalks, including sign size, maximum number of persons in an area, sound amplification, and control of animals. The plan shall further outline cooperation with the police department, informational meetings with residents or businesses that may be impacted, and other nuisance abatement issues deemed necessary by the Town. The Town shall provide model security plans for different types and sizes of event upon request and will provide reasonable assistance to the Applicant to prepare the security plan. A security plan may be rejected only if it presents grounds under which a permit would be denied under subsection (c) of this section or creates an unreasonable risk of injury to pedestrians or unreasonable interference with lawful businesses, commerce, professions, non-profit organizations, or civic events. For a renewal, the town will require a new security plan (and a new application fee) if the existing security plan provide inadequate under this standard.

(a.) Street closures and parades.

1. The security plan shall be accompanied by 1) proof of insurance with an insurance company licensed to do business in the Commonwealth and insuring against personal injury, death, and property damage resulting from the temporary use of the street in a coverage amount of at least one million dollars (\$1,000,000.00), naming the Town as an additional insured, as authorized for by Section 15.2-2013 (2), *Code of Virginia*; and 2) an approved closure permit issued by the Virginia Department of Transportation (VDOT). However, under Section 15.2-2014, *Code of Virginia*, the Manager may temporarily close any public right-of-way to vehicular traffic when in his or her judgment the public safety so requires, and if an Applicant is unable to obtain insurance. This provision will be utilized only under unusual or exigent circumstances and not meant to supplant the requirement to secure the VDOT permit.
2. The security plan shall provide for sworn law enforcement personnel to direct traffic for any parade or for a street closure if necessary for public safety. The number of officers required shall be based solely on the number

- of participants and the location of the event. For purposes of this section, counter-demonstrators are not participants.
- (b) An Applicant shall submit any required security plan to the town with the application.
 - (c) Any person hired to provide security under a security plan shall be either sworn law enforcement personnel or a security officer licensed by or registered with the Virginia Department of Criminal Justice Services. The Chief of Police may require that security be provided by sworn law enforcement personnel for active crowd control needs, traffic control on streets and highways, and events with anticipated attendance over 100.
 - (d) The chief of police or designee will review all security plans within ten business days of the application's receipt and notify the Applicant immediately if the plan is rejected, giving the reasons for the rejection. The Applicant may revise a rejected plan and resubmit it at least five business days before the event. If the resubmitted plan resolves the deficiencies noted in the rejection and there are no other grounds for rejecting the permit, the permit shall be granted. No changes may be made to an approved security plan without express, written consent of the town.
 - (e.) If the chief of police or designee rejects the proposed safety plan, he or she will inform the Applicant of the right to appeal his or her decision to the Town Manager.
 - (f.) The security plan shall provide for the Applicant to pay costs of any law enforcement personnel or private contractors as proposed under the security plan, including any actual overtime pay but not including any overhead, fuel, or incidental costs. The Applicant shall pay all costs incurred within ten calendar days after billing. Late payment shall incur a 10% penalty and 10% per year interest.

Sec. 15-6. Ingress and egress, traffic control and parking.

Applicant shall provide adequate and safe ingress and egress during the Outdoor Event. Applicant shall provide adequate parking for the event on-site or through an approved off-site parking plan. Parking or stopping in public rights-of-way shall be prohibited. When, in the judgment of the chief of police, substantial traffic impacts are anticipated, the Applicant may be required to proactively warn or message out the impact. This may include advance signage, such as variable message boards.

Sec. 15-7. Right of entry of police.

Members of the police department may enter any Outdoor Event during its set-up, operation, and break-down, or as otherwise permitted by law, to protect the health, safety, and welfare of the Town.

Sec. 15-8. Noise control.

All Outdoor Events and the use of amplified sound shall conform to the requirements of Chapter 18 of the Town Code.

DIVISION 2. - PERMIT

Sec. 15-9. Filing and general contents of application.

- (a) No person shall conduct, maintain, organize, advertise, or permit the use of his premises for, any Outdoor Event, without first obtaining a permit so to do issued in accordance with this division.
- (b) Every person desiring a permit required by this division shall submit an application to the Town

Manager or designee. Such application shall be filed not less than 21 days prior to the beginning of the Outdoor Event and shall show thereon, or by attachment thereto, the following:

- (1) The exact location, by street address of the premises at which it is planned to conduct the Outdoor Event, including therein all land to be used for parking or other uses necessary or incidental to the Outdoor Event, together with written permission(s) from the owner or tenant of such property authorizing or permitting the Outdoor Event.
- (2) A detailed description of the proposed Outdoor Event including date(s) and times, location, maximum number of expected attendees per day, and a contact name and telephone number of at least one person who will be on-site during the event.
- (3) A plat or drawing showing the location of all signs, structures, outdoor furniture, onsite and/or offsite parking, equipment, and lighting to be utilized on a lot or parcel in connection with the proposed event.
- (4) Documentation or a letter of permission shall be provided stating the specific location of restrooms that will be available to the Applicant throughout the duration of the event.
- (5) A security plan, if required by section 15-5.
- (6) The permit application fee, as specified in section 15-10.

Sec. 15-10. Application fee.

Each application for a permit under this division shall be accompanied by a nonrefundable application fee of \$300.00. An application for a permit at the same venue and possessing a similar footprint by the same applicant will be reduced to \$100 for additional applications.

Sec. 15-11. Applicant may be required to meet additional conditions.

(a.) Any Applicant for a permit required by this division may be required, by the Town, to meet any conditions, in addition to those specified in this article, prior to receiving a permit to conduct an Outdoor Event, which are reasonably calculated as necessary to protect the health, safety, and general welfare of the persons attending such gathering, local residents, or the public in general. Examples of conditions to protect health, safety and welfare include hours of operation and placement of sound equipment, medical plans in case of high heat, alcoholic beverage requirements imposed as a condition of an ABC permit, signage for egress, crowd maximums, conditions imposed under a VDOT or other state permit, and oversight and/or inspection of games or other devices not covered by inspections of amusement devices.

(b.) No applicant can hold an event conflicting with the Town's event schedule of public or privately sponsored events.

Sec. 15-12. Maximum Number of Events Annually As an Accessory Use.

Except when Outdoor Events are a permitted use for the property under the Town's zoning ordinance, no more than five Outdoor Events of any kind may occur on the property during any calendar year.

Sec. 15-13. Issuance or denial.

- (a) The Town Manager or designee shall issue the permit in accordance with the application and plans, deny the permit, or set conditions, which must be met, or security given that they will be met, before a permit may be issued.
- (b) The Town shall authorize the issuance of a permit for an Outdoor Event, if it finds that:

- (1) The Outdoor Event will be held at a location which complies with and meets all of the health, building, zoning, fire, and safety requirements and standards of the laws of the state and ordinances of this Town applicable thereto.
 - (2) All information required by this division in the application and all documents required by this division have been filed.
 - (3) The proposed Outdoor Event will be conducted in full accordance with all requirements of this article and will not in any way substantially jeopardize, adversely affect, endanger or otherwise constitute a menace to the public health, safety, or general welfare, or be materially detrimental to the property of other persons located in the vicinity of such use.
 - (4) All facilities required by this article will be furnished and that all prior approvals required by this article have been obtained.
- (c) Reimbursement for security services outlined in section 15-5(f), must be paid within ten days of invoicing. Should any fees remain unsatisfied, the permit for any subsequent event by the same Applicant may be denied or revoked by the Manager.

Sec. 15-14. Transfer.

No permit issued under the provisions of this division shall be transferable or movable to another location or another person.

Sec. 15-15. Revocation.

- (a) The Town Manager or their designee may revoke any permit issued pursuant to this division for any of the following causes:
1. The Applicant fails, neglects, or refuses to fulfill any of the conditions imposed upon the granting of the permit.
 2. The Applicant knowingly permits the Outdoor Event to be conducted in a disorderly manner or knowingly allows any person to remain on the premises while intoxicated by alcohol, marijuana, or any controlled substance.
 3. The Applicant violates, or attempts to violate, any law of the state or the provisions of this code or any other ordinance of the Town related to the public health, safety or welfare.
 4. The Town finds that the Applicant made a false, misleading, or fraudulent statement of material fact in the application for the permit or any other document required by this division.
 5. The continued operation of the Outdoor Event would constitute a threat to public health, safety, or welfare.
- (b) Such revocations shall become effective immediately. The Chief of Police or police officer in charge on the scene may close the Outdoor Event upon revocation.

Section 15-16. Penalty for Violation of Article.

Violations of this Article shall constitute a Class 2 misdemeanor.

2. Sections 14-7 ("carnivals") and 14-8 ("circuses") are hereby repealed.
3. This ordinance shall take effect upon adoption, except that Outdoor Events already granted permits for calendar year 2015 shall remain permitted and Outdoor Events for which applications have been submitted but not yet approved may proceed under the prior ordinance and policy at the discretion of the applicant.

BY ORDER OF THE COUNCIL

David Leake, Mayor
On Behalf of the Town Council of Haymarket,
Virginia

ATTEST:

Jennifer Preli, Town Clerk

MOTIONED BY:

SECONDED BY:

Votes:

Ayes:

Nays:

Absent from Vote:

Absent from Meeting:

Attachment: ORD 2015-007 Outdoor Events (2438 : Ordinance - Event Ordinance)



TO: Town of Haymarket Town Council
SUBJECT: Dominion VA Power 230 KV Transmission Lines
DATE: 07/06/15

ATTACHMENTS:

- Resolution 2015-008 - Dom VA Power No Alternative Routes Support Underground-final (PDF)
- 11393, D88 - Haymarket Open House 9 x 12 letter and map mailing Proof (PDF)
- 11393 Haymarket Open House Map 11 x 17 Proof 6-22-15 (PDF)

RESOLUTION #2015-008

A RESOLUTION IN OPPOSITION TO THE PROPOSED ROUTES FOR THE DOMINION VIRGINIA POWER GAINESVILLE-HAYMARKET TRANSMISSION LINE AND IN SUPPORT OF AN UNDERGROUND ROUTE FOR THE DOMINION VIRGINIA POWER GAINESVILLE-HAYMARKET TRANSMISSION LINE

WHEREAS, Dominion Virginia Power is in the process of developing the route alternatives for a new 230 kilovolt (kV) double circuit transmission line, extending approximately six miles from Gainesville to a new substation west of the Town of Haymarket; and

WHEREAS, Dominion Virginia Power is designing the transmission line to address forecast increases in energy demand that exceed the capabilities of the current distribution system; and

WHEREAS, Dominion Virginia Power is exploring various route options within the study area and, after receiving public input, plans to submit an application with the State Corporation Commission, along with alternatives that have been considered; and

WHEREAS, several alternatives developed by Dominion Virginia Power follow the railroad right-of-way for a portion between Lee Highway (Route 29) and James Madison Highway (Route 15); and

WHEREAS, those routes will adversely impact residents and businesses to the north and south of those alignments; and

WHEREAS, those routes will have an adverse environmental impact on the corridor; and

WHEREAS, Dominion Virginia Power had developed overhead routes for the transmission lines encompassing either the southern or northern right-of-way of Interstate Route 66; and

WHEREAS, those overhead routes will adversely impact residents and businesses to the north and south of those alignments; and

WHEREAS, the Town of Haymarket has reviewed and considered all of the proposed routes; and

WHEREAS, the Town of Haymarket has determined that an underground route using the existing right-of-way along the northern boundary of Interstate Route 66 would have the least adverse environmental, economic and aesthetic impact; and

WHEREAS, the State Corporation Commission is vested with the power to approve said transmission lines after considering all relevant factors;

NOW, THEREFORE, BE IT RESOLVED that the Town of Haymarket opposes all routes currently proposed by Dominion Virginia Power and recommends that the State Corporation Commission authorize only an underground route using the existing right-of-way along the northern boundary of Interstate Route 66.

Done this 6th day of July 2015.

ATTEST:



BY: TOWN OF HAYMARKET

Jennifer Preli, Clerk

David Leake, Mayor

Voting Aye:
Voting Nay:
Abstaining:
Absent:

Attachment: Resolution 2015-008 - Dom VA Power No Alterantive Routes Support Underground-final (2440 : Dominion VA Power 230 KV

Dominion Virginia Power
 P.O. Box 26666
 Richmond, VA 23261
 dom.com



June 24, 2015

RE: Dominion Virginia Power Haymarket 230kV Transmission and Substation Project

Dear Neighbor,

As you may be aware, Dominion is planning a new electric transmission project in your area, which includes a new 230kV transmission line and substation. This project will support a new high-tech sector business expansion proposed in the Western Prince William area which is projected to exceed the capabilities of our electric distribution system. This means additional capacity at electric transmission-level voltage is required to address the forecasted increase in power demand. We are holding an information session to discuss the project and the route options we are now evaluating.

Wednesday, July 15, 2015, from 5 to 8 p.m.

Battlefield High School, Open Area Cafeteria
 15000 Graduation Dr., Haymarket, VA 20169

Routing Study Update

Dominion considers a number of factors when studying options for routing new electric transmission lines. We evaluate a route's constructability and operability while carefully weighing potential impacts on the community, historic assets and the environment. The routing for this project, as with all projects but especially where new right of way is needed, is a sensitive undertaking and not taken lightly. Ultimately, the Virginia State Corporation Commission (SCC) determines the final route alignment.

We understand the community's interest in the "hybrid" overhead/underground option along I-66. While this option will be included in our application, the SCC will not accept this as the only solution. It is important that we study and present various alternatives in order to have a complete application for the SCC to consider, which must include a proposed route, as well as constructible alternative(s). The Company strives in all of its applications to propose the project that addresses the identified need and reasonably minimizes impacts.

The routes currently under consideration are:

- 1) I-66 "Hybrid" Overhead/Underground Alternative (*light blue line on enclosed map*)
- 2) I-66 Overhead Alternative (*dark blue line on enclosed map*)
- 3) Railroad Alternative (*red line on enclosed map*)
- 4) Carver Road Alternative (*green line on enclosed map*)
- 5) Madison Alternative (*orange line on enclosed map*)

The route alternatives we have studied and will recommend the SCC not to consider are:

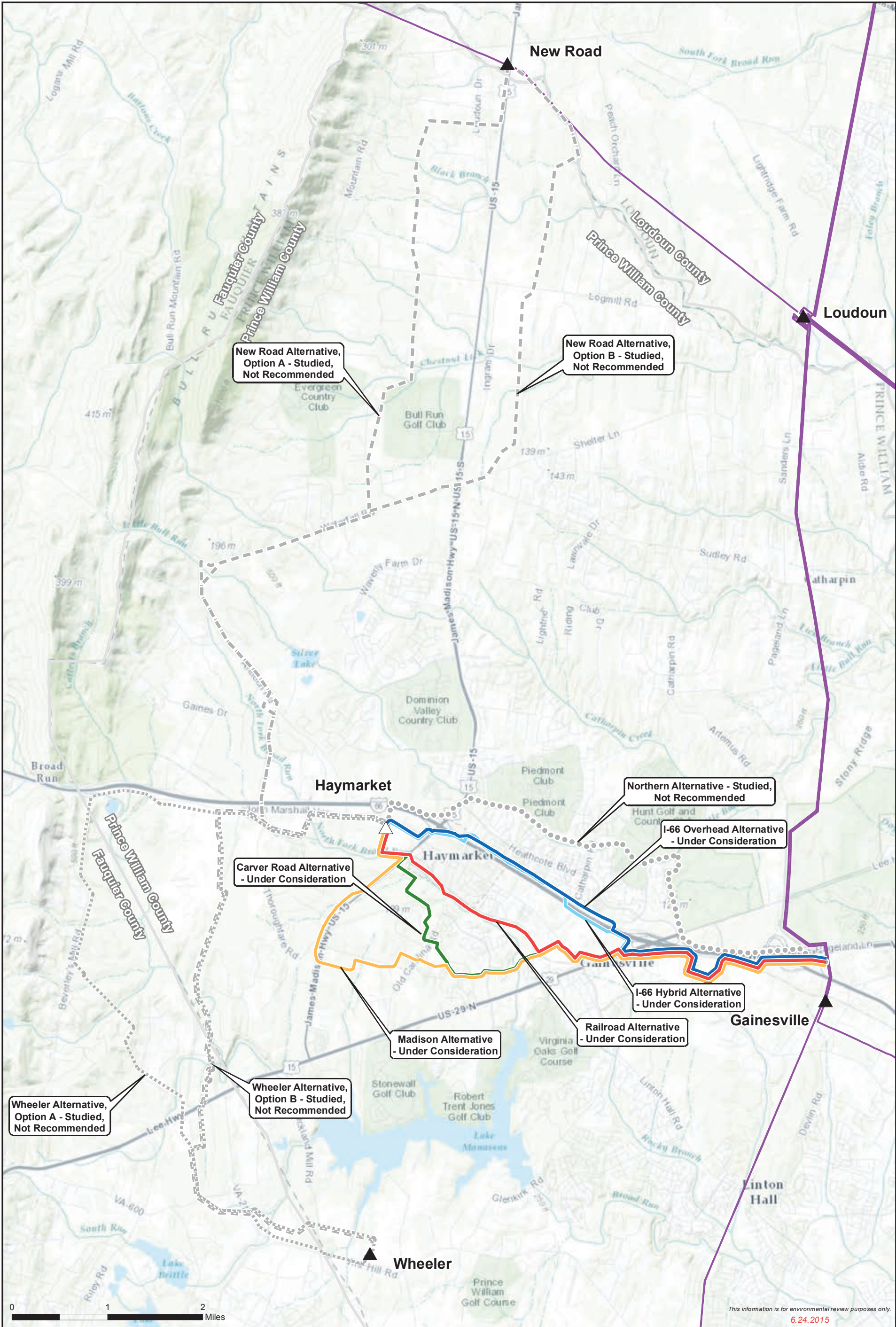
- 1) New Road Alternatives (*grey long dashes on enclosed map*)
- 2) Wheeler Alternatives (*grey short dashes on enclosed map*)
- 3) Northern Alternative (*grey dots on enclosed map*)

Community input continues to be an important part of our project planning and development. We appreciate the community engagement and patience over the last several months and look forward to continuing to share information.

In the meantime, please visit www.dom.com, keyword: *Haymarket* to learn more. You may also contact us by sending an email to powerline@dom.com or calling 1-888-291-0190, Monday – Friday, 7:00a.m. to 5:00p.m.

Sincerely,

Greg Mathe, Manager, Electric Transmission Communications



Attachment: 11393 Haymarket Open House Map 11 x 17 Proof 6-22-15 (2440 : Dominion VA Power 230 KV Transmission Lines)

Under Consideration	Studied, Not Recommended	Existing Dominion Transmission Line
Carver Road Alternative	Northern Alternative	Existing Dominion Transmission Line
I-66 Hybrid Alternative	New Road Alternative, Option A	Existing Substation
I-66 Overhead Alternative	New Road Alternative, Option B	Proposed Haymarket Substation
Madison Alternative	Wheeler Alternative, Option A	
Railroad Alternative	Wheeler Alternative, Option B	

1:60,000

**Studied Route Alternatives
Haymarket 230kV Transmission
Line and Substation Project**

DRAFT - Subject to Change Prior to Filing




This information is for environmental review purposes only. 6.24.2015