



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, May 27, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

A. Draft Town Council Agenda - June 2, 2014

3. Closed Session

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

4. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

5. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: Draft Town Council Agenda - June 2, 2014
DATE: 05/27/14

ATTACHMENTS:

- 06-02-2014 Draft TC Agenda Packet (PDF)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, June 2, 2014

7:00 PM

Council Chambers

1. Call to Order

2. Pledge of Allegiance

3. Minutes Acceptance

4. Citizen's Time

5. Agenda Items

- A. Saint Paul's Church Special Use Permit Application - Marchant Schneider
- B. Pedestrian Improvement Grant - Award of Contract - Design Phase - Holly Montague
- C. Appointments - Planning Commission - Rebecca Bare
- D. Employee Personnel Manual (Amendment) - Brian Henshaw
- E. Resolution Authorizing Participation in VRS Group Life - Renee DuBiel
- F. Resolution Adopting the VRS ER Contribution Rate FY 15 & 16 - Renee DuBiel
- G. Resolution Authorizing Series 2014 Refunding Bond - Brian Henshaw & Renee DuBiel
- H. Zoning Determination Request - Parcel A-1, LC - Marchant Schneider & Martin Crim

6. Department Reports

- A. Treasurer's Report - Renee DuBiel
- B. Building Official's Report - TCS, LLC
- C. Engineer's Report - Holly Montague
- D. Museum Report - Denise Hall
- E. Planner's Report - Marchant Schneider
- F. Police Report - Chief James Roop
- G. Town Manager's Report - Brian Henshaw

7. Closed Session

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

8. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare
- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias
- G. David Leake

9. Adjournment

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)



TO: Town of Haymarket Town Council
 SUBJECT: Saint Paul's Church Special Use Permit Application
 DATE: 06/02/14

St. Paul's Anglican Church has submitted a request to extend its use of a classroom trailer at 6735 Fayette Street (St. Paul's School) through August 31, 2017. The previous Special Use Permit expired April 4, 2014 and a new permit was subsequently submitted by the Applicant. At its meeting on May 12, 2014, the Planning Commission forwarded the SUP to Town Council with a recommendation of approval, subject to Conditions of Approval limiting the use of the trailer to one year. Future requests to extend the use of the trailer will constitute a new application and a new public hearing.

UPDATE

The Town Council and the Planning Commission held a joint public hearing on April 7, 2014. The Planning Commission continued its public hearing to April 14, 2014. Commissioners requested that the Applicant update the previously submitted plot plan to reflect the current traffic pattern and corresponding traffic management plan. The Planning Commission also requested that Staff update the previous conditions of approval applicable to temporary operation of the school and use of the trailer. With the applicant present and agreeable at the May 12, 2014 meeting, the Planning Commission moved forward a recommendation of approval to the Town Council and that the renewal of the use of the trailer be granted for a period of one year. Future request for renewals will constitute a new application and a new public hearing.

BACKGROUND

A special use permit for a classroom trailer and accompanying waivers of various site development requirements was approved by the Town Council on August 4, 2008. The permit and waivers allowed the move of the privately operated "Teaching the Basics" school (now St. Paul's School) from the police station behind Town Hall to the Parish Hall associated with St. Paul's Church at 6735 Fayette Street. The move to Fayette Street was to be a temporary condition until a permanent facility could be constructed on other properties owned by St. Paul's Church (also on Fayette Street). The conditional approval of the classroom trailer required an annual renewal of the special use permit. The Council granted an extension in May 2010. A third extension was granted by the Town Council in April 2011 and permitted the continued use of the trailer through April 4, 2014. In the interim period since the Council's last approval, the ownership of the Parish Hall and other properties associated with St. Paul's Church has been transferred to the Episcopal Diocese of Virginia. St. Paul's Anglican Church now leases the property from the Episcopal Diocese. St. Paul's School has moved several of its programs to the former Pace West School at 14600 Washington Street and expects to complete its transition from 6735 Fayette Street by the summer of 2017.

The action by the Council on April 4, 2011 was as follows:

Tobias motioned that the Town Council amend Special Use Permit (SUP) #SUP20080527, St. Paul's Church School, to permit the use of a classroom trailer at 6735 Fayette Street beyond the previous SUP expiration date of June 7, 2011, AND further moved that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, not to exceed three years from the date of approval, 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.

RECOMMENDATION

Staff recommends the Town Council approve SUP #20140328 for a period of one year, ending on June 2, 2015.

DRAFT MOTIONS

1. I move that the Town Council approve SUP 20140328, St. Pauls 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 June 2, 2014.

OR

2. I move an alternate motion.

ATTACHMENTS:

- (1) SUP20140328 CONDITIONS OF APPROVAL - ST PAUL'S SCHOOL (PDF)
- (2) St. Paul's School SUP Extension Request 05-12-14 (PDF)
- (3) St. Paul's School Traffic Management Policy 05-12-14 (PDF)
- (4) St. Paul's School SUP Application 20140328 (PDF)

SPECIAL USE PERMIT (SUP) 20140328**ST. PAUL'S SCHOOL, 6735 FAYETTE STREET****CONDITIONS OF APPROVAL – JUNE 2, 2014****TEMPORARY OPERATION OF EARLY LEARNING CENTER/ SCHOOL****MOBILE CLASSROOM USE**

1. **Previous Special Use Permit (SUP) Conditions.** The following Conditions of Approval supersede and replace the Plot Plan and Conditions of Approval of SUP20080527 for a special use permit to allow a temporary early learning center/school and classroom trailer upon property known as 6735 Fayette Street, GPIN 7297-89-5776, Town of Haymarket, Virginia (the "Property").
2. **Substantial Conformance.** The development of the Special Use described in Condition 3 below shall be in substantial conformance with the plot plan sheet 1 of 1 entitled "St. Paul's Church" dated May 12, 2014 (the "Plot Plan"), and the Town of Haymarket Zoning Ordinance (the "Zoning Ordinance") except as amended by the Conditions of Approval below which shall take precedence over matters on the Plot Plan in the event of conflicts. Approval of this permit for 6735 Fayette Street shall not relieve the applicant or the owner or owners ("Owners") of the Property from the obligation to comply with and conform to any other Zoning Ordinance, Codified Ordinance, or applicable regulatory requirement.
3. **Uses Permitted and Use Restrictions.** This Special Use Permit SUP 20140328 grants: (1) temporary operation of an early learning center/school pursuant to Section 58-52(3); and (2) temporary use a classroom trailer, pursuant to Section 58-53(5), as defined in the Zoning Ordinance in the R-1 (Residential) Zoning District. The maximum number of children permitted to be cared for at the early learning center/school at any one time shall not exceed one-hundred forty (140) children.
4. **Waiver of Development Standards.** The following development standards are waived for the duration of the temporary operation of the early learning center/school and classroom trailer as described in the Request for Waivers for St. Paul's School Teaching the Basics dated July 14, 2008. These waivers shall terminate and be of no further effect on the Property upon termination of the temporary operation of the early learning center and use of the classroom trailer.
 - a. Section 58-506, Site Plan
 - b. Section 58-701, Buffer Yards
 - c. Section 58-793, Parking Lot Landscaping
 - d. Section 58-11(10), Parking Lot Paving
 - e. Section 58-59(b), Corner Lots
 - f. Section 58-57(a), Yard Regulations, Side

5. **Hours of Operation.** Hours of operation of the early learning center/school shall be limited to those hours described in the Special Use Permit Extension narrative accompanying the SUP request dated May 12, 2014.
6. **Traffic Management.** Traffic management for the early learning center/school shall be as described within the Amended Traffic Management Policy accompanying the SUP request dated May 12, 2014.
7. **Site Access / Off-Street Parking.** Vehicular access to and from the Property, to include deliveries of goods and materials, shall be as described on the Plot Plan and Amended Traffic Management Policy dated May 12, 2014. Any off-site parking attributed to the operation of the early learning center/school shall be limited to the Episcopal Church parking lot at 6750 Fayette Street.
8. **Termination of Approval.** This special use permit approval for SUP20140328, temporary operation of an early learning center/school and classroom trailer use shall cease and terminate one year from the date on which this Special Use SUP20140328 is approved by the Town Council.
9. **Removal of Classroom Trailer.** The Owners shall remove the classroom trailer and associated structures and equipment within 90 days of cessation of the early learning center/school or expiration of the lease to operate the early learning center/school, whichever occurs first. Owners shall site shall restore the Property as closely as possible to pre-construction conditions. A written notice of said removal shall be provided to the Town by the Owners.
10. **Enforcement.** Failure by the Town of any other party to insist on any of the terms or conditions of SUP20140328 or the provisions of any local, state or federal law or requirement shall not be deemed a waiver thereof.

Special Use Permit Extension St. Paul's School May 12, 2014

St. Paul's Anglican Church requests renewal of the Special Use Permit (SUP) #SUP20080527, related to St. Paul's School, (formerly known as "Teaching the Basics") to permit the continued use of a classroom trailer (modular unit) at 6735 Fayette Street beyond the previous automatic additional periods of one year which now expires in June 2014. We further request that the SUP remain in effect with conditions passed by the Town Council in their meeting of April 2011, except as noted below.

St Paul's has a lease with the Episcopal Diocese of Virginia (property owner) through August 31, 2017 for use of the property for the operation of St. Paul's School. We request the SUP to continue to be approved automatically for period of one year through August 31, 2017. During this period, no physical modification of the existing modular unit, other than routine maintenance is anticipated.

We wish to bring to your attention the fact that this school year (SY13-14), St Paul's moved a portion of the school program to the property previously known as Pace West at 14650 Washington Street. This move reduced the amount of traffic at the Fayette Street location. Over the next four years we will continue to further expand our school program in the building at the Washington Street location. This action will, yearly, further relieve student load and traffic at the Fayette Street campus. We plan, by the summer of 2017, to be out of the Fayette Street campus.

We wish to also bring to your attention the modified traffic pattern implemented at the Fayette St campus. The revised pattern was implemented to improve traffic flow through the site and eliminate any vehicle cuing on Fayette St. We revised the plat plan to reflect this change. The Traffic Management Policy has also been amended and is attached. The hours of operation are:

PreCare	7:00 to school opening
MDO (2 yr olds)	9:00 – 12:00
PreK3	9:00 – 12:00
PreK4	8:30 – 12:30
PreK4 (PM)	12:45 – 3:45
AfterCare	12:00 – 6:00

Hence, the phasing of students is heaviest from 8:20 – 9:00 and 11:50 – 12:45. Next year (SY14-15) the MDO program will move to our other campus. But we will still maintain about the same student population. Due to PreCare (about 12) and AfterCare (about 24), the peak loads will be, in the morning, of about 104 children in the 50 minute period of "drop-off" and about 102 children in the noon time "pick-up/drop-off" period of 55 minutes.

The "Occupancy Permits" allow 99 people in the Parrish Hall and 90 in the Modular for a total of 189. However, this year we have a maximum of 134 at any given time and next year plan a maximum of 132 at any given time. We would like to be able to expand to 140 if needed.



Raymond A. Bell
Senior Warden and President of the Board
St. Paul's Anglican Church, Inc.

**Amended Traffic Management Policy
St. Paul's School,
6735 Fayette St.
May 12, 2014**

The traffic management policy replaces previous traffic management policies and associated amendments. St Paul's School will manage the drop-off and pick-up of children in a manner that normal traffic on Fayette St and Payne Ln will not be adversely affected. The school is sensitive to the surrounding community in all of its policies and assures minimal impact to the neighborhood and traffic flow. We desire the flow of traffic, including children drop-off and pick-up, to be efficient, smooth and safe for everyone.

Traffic Flow/Parking

Traffic enters from Payne Ln and travels in a one-way direction, exiting on Fayette St. The parking lot has 18 parking spaces (17 regular and one handicap) as reflected on the revised plot plan dated 05/12-14. If more than 18 parking spaces are required for staff, the excess will be parked at the Episcopal Church parking lot at 6750 Fayette St.

Traffic Management

The school uses several innovative and proven traffic management methods. Each method is honed by experience. Each will minimize impact on the adjacent community and school parents at student drop-off/pick-up times. These Are:

- a. Classes start at different times, based on student age. Thus, arriving/departing parents are not all at the school at the same time. The time between age groups provides sufficient time for parents of one age group to clear the area before the arrival of parents of the next age group.
- b. School staff monitors and manages traffic flow. There are 10 stacking (car waiting) spaces. These spaces will not interfere with general parking or entrance to the building. Five (5) stacking spaces are parallel to the Parish Hall and five (5) are on the East side of the modular.

A staff member monitors the traffic flow into the drop-off/pick-up areas from Payne Ln. School staff are at car-side to open doors and assist student exit/entry. This means that parents are not required to exit the driver's seat – thus allowing more rapid movement for waiting parents. School staff “read” the car line several cars in advance. For example, when car #1 is loading – the child(ren) are being readied for waiting cars #2 and #3. This continues “down the line” until the waiting parents clear. The entire process is completed in approximately 10 – 20 minutes.

If the drop-off/pick-up area is filled with cars, the staff person will direct cars entering from Fayette St to proceed to the church parking area so that parents waiting to drop-off/pick-up their child will not adversely affect traffic flow on Fayette St or Payne Ln. Walkie-Talkies are used. When the drop-off/pick-up area begins to clear, those waiting in the church parking lot are called back to the school. This assures that customary traffic on Fayette St and Payne Ln will flow in good order.



TOWN OF HAYMARKET SPECIAL USE PERMIT APPLICATION

SUP# ~~20080527~~
20140328

NOTE: This application must be filled out completely and all submission requirements must be met before the application can be accepted and scheduled for review / public hearing.

NAME OF BUSINESS/APPLICANT: St. Paul's School
SITE ADDRESS: 6735 Fayette St Haymarket, VA 20169
ZONING DISTRICT: R-1 R-2 B-1 B-2 I-1 C-1 SITE PLAN PROPOSED: Yes No
PROPOSED USE(S): Pre School / TRAILER CODE SECTION(S) #: 58-53 (5)

BRIEF DESCRIPTION OF ACTIVITY: In the space below or in an attached narrative, please describe in detail the proposed activity including size and type of proposed/existing structures, hours of operation, type of clientele, number of vehicles anticipated to visit the site during an average workday and any other changes that will affect the nature or appearance of the structure(s) or site.

RENEWAL OF TEMPORARY OPERATION OF SCHOOL AND CLASSROOM TRAILER AT 6735 FAYETTE STREET. PREVIOUS SUP # 20080527

Supporting Documentation (attached): Narrative (addressing criteria of Section 58-9(d)) Plan/Plat

ADDITIONAL INFORMATION FOR HOME OCCUPATIONS (SUBJECT TO SECTION 58-16):

TYPE OF STRUCTURE: SFD TH TOTAL FLOOR AREA OF MAIN STRUCTURE: _____ (sq. ft.)
FLOOR AREA DEVOTED TO HOME OCCUPATION: _____ (sq. ft.) HOA APPROVAL: Yes No
NUMBER / TYPE OF VEHICLES: _____
NUMBER / TYPE OF EQUIPMENT AND METHOD OF STORAGE (i.e. garage, accessory storage, etc.): _____

OFF-STREET PARKING SPACES PROVIDED: 15 NO. OF EMPLOYEES WORKING FROM SITE: 15

FEE: \$500 Residential
 \$350 Commercial (no land disturbance) \$1,500 Commercial (land disturbance)

APPLICANT/PERMIT HOLDER INFORMATION	PROPERTY OWNER INFORMATION
Name: <u>Royal M Bell, Senior warden</u> <u>on behalf of St Paul's School</u>	Name: <u>EPISCOPAL DIOCESE OF VIRGINIA</u>
Address: <u>P.O. Box 329</u>	Address: <u>110 W FRANKLIN STREET</u>
City: <u>Haymarket</u> State: <u>VA</u> Zip: <u>20168</u>	City: <u>RICHMOND</u> State: <u>VA</u> Zip: <u>23220</u>
Phone#(s): <u>703-338-5054</u>	Phone#(s): <u>804-643-8451</u>
Email Address: <u>Bell@20wilkblue.net</u>	Email Address: <u>EJONES@THEDIocese.NET</u>

P.O. Box 1230 * Haymarket, Virginia 20168 * 703-753-2600 * FAX: 703-753-2800
Special Use Permit Application - Page 1 of 2 - Revised 02-04-14

RECEIVED
APR - 7 2014
TOWN OF HAYMARKET

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)



TOWN OF HAYMARKET
SPECIAL USE PERMIT APPLICATION

SUP# 20140328

APPLICANT / PROPERTY OWNER CONSENT

*****REQUIRED*****

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein or attached hereto is correct and a true representation of the activity and method of operation described. Construction of any improvements described herein and as shown on the attached plot, plan and/or specifications will comply with the ordinances of the Town of Haymarket, any additional restrictions and/or conditions prescribed by the Planning Commission or the Town Council, and all other applicable laws.

Randy Beer
Applicant Signature

Edmund Jans
Property Owner Signature

Mar 26.14
Date

SECRETARY OF THE DIOCESE
MARCH 27, 2014
Date

OFFICE USE ONLY

DATE FILED: _____ FEE AMOUNT: _____ DATE PAID: _____

DATE TO ZONING ADMINISTRATOR: _____ STAFF REVIEW COMPLETE: _____

APPLICABLE ZONING ORDINANCE SECTION(S) / RECOMMENDED CONDITIONS:

ZONING ADMINISTRATOR

DATE

DATE TO PLANNING COMMISSION: _____

PUBLIC HEARING DATE: _____

RECOMMEND APPROVAL RECOMMEND DENIAL NO RECOMMENDATION

RECOMMENDED CONDITIONS:

CHAIRMAN

DATE

DATE TO TOWN COUNCIL: _____

PUBLIC HEARING DATE: _____

APPROVED DENIED

CONDITIONS:

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)



TO: Town of Haymarket Town Council
 SUBJECT: Pedestrian Improvement Grant
 DATE: 06/02/14

Pedestrian Improvements Project (Connelly Money)

BACKGROUND

Congressman Gerry Connelly obtained for the Town a Transportation Earmark, VDOT Project 0055-233-045 UPC 97735 for Pedestrian Improvements in the amount of \$499,915. Unlike Enhancement Grant funding where there is an 80% reimbursement rate, this Transportation Earmark is 100% reimbursable.

Coordinating with Town Council, it was determined to use these funds to design and construct a shared use path on the west side of Jefferson Street to tie into and extend the shared use path that VDOT is constructing on the Old Carolina Bridge as part of the I-66 Widening Project.

A RFP for Architectural/Engineering services was issued and Town Council appointed a Selection Committee in November, 2013. Four proposals were submitted. The Selection Committee reviewed the proposals and selected two firms (Rinker Design and Toole Design Group) for Shortlist Interviews, which were held January 31, 2013.

In accordance with Federal procurement guidelines for federally funded projects, selection of professional services must be qualification based and not fee based. Therefore, after the Shortlist Interviews and the checking of references, the Selection Committee picked Rinker Design as their top-ranked firm and requested a man-hour fee proposal. Rinker Design submitted their fee-proposal March 7, 2013.

However, the Selection Committee did not come to Town Council at that time to enter into contract because the I-66 Widening Project and the design of the shared use path for that project was still in progress.

CURRENT STATUS

The Town Manager and Town Engineer met with VDOT to discuss the status of the shared use path design on the I-66 Widening Project. VDOT has finally gotten to a point in their design that we can move forward with designing a shared use path to tie into their path.

Rinker Design re-submitted their man-hour/fee proposal on March 25, 2014. VDOT has reviewed and approved their man-hour/fee proposal.

\$90,000 for the expenditures and reimbursements for this project have been included in the draft 2015 Budget.

RECOMMENDATION

It is the staff recommendation that Rinker Design be awarded the contract for the design and creation of Right-of-Way and Construction plans for the Pedestrian Improvements Project in the Maximum Total Compensation Payable amount of \$129,021.

DRAFT MOTION(S)

1. I move that the Town Council award the Architectural and Engineering Design Contract for the Pedestrian Improvements Project, VDOT Project 0055-233-045, UPC 97735 to Rinker Design Associates, P.C. in the Maximum Total Compensation Payable amount of \$129,021.00 for the design services phase of the work. Pursuant to Section 2.2-4301 of the Code of Virginia, this Contract shall be deemed to be a multi-phased professional contract with the intended scope of the project as set forth in the Request for Proposal. Professional Construction Management Services shall be the second phase with an acceptable fee to be negotiated prior to the commencement of Phase II. The Town Council hereby determines in writing by incorporation of this motion into the Town minutes that the nature of the work is such that the best interests of the Town requires awarding the Contract.

Or,

2. I move an alternate motion.

ATTACHMENTS:

- Haymarket Ped Improvements fee proposal-revised (PDF)

SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design
Pedestrian Improvements
VDOT Project 0055-233-045 UPC 97735**



Firm Name:

**Rinker Design Associates, P.C.
9385 Discovery Boulevard, Suite 200
Manassas, VA 20109
703-368-7373**

**Contact: Charles T. Henegar, P.E.
Sharon D. Dusza, P.E.**

**Date: March 7, 2013
Revised: March 25, 2014**

SCOPE OF WORK - PEDESTRIAN IMPROVEMENTS DESIGN

Rinker Design Associates, P.C. (RDA) proposes to provide professional engineering, surveying, and right-of-way services to the Town of Haymarket for the Pedestrian Improvements Project which will include the following tasks as described in the Request for Proposal.

Task 1: Jefferson Street

Task 1 will add a shared use path along the west side of Jefferson Street from the end of the VDOT I-66 Widening Project Number 0066-076-003, C501 UPC: 93577 at Cheyenne Way to Washington Street.

Task 2: Crosswalk Improvements

Task 2 will replace existing brick crosswalks with stamped asphalt crosswalks, provide missing stamped asphalt crosswalks at the intersection of Washington Street and Jefferson Street and provide missing stamped asphalt crosswalks at the intersection of Washington Street and Fayette Street.

Task 3: Miscellaneous Pedestrian Improvements

Task 3 will provide any additional miscellaneous pedestrian improvements permitted by available funding. Not currently scoped.

RDA will provide complete right-of-way and construction plans and cost estimates including roadway design; hydraulic design (including stormwater management and erosion & sediment control); traffic engineering design; traffic maintenance (MOT/TMP); permit sketches; participation in citizens and other stakeholder groups' meetings, coordination of utility design and involvement in utility conflict resolution; right-of-way acquisition services, bidding and construction administration support.

It is our assumption that the VDOT I-66 Widening Plans will be provided by the Town or the Virginia Department of Transportation (VDOT). We will coordinate our work with the Town of Haymarket's assigned project manager in accordance with the guidelines applicable to Locally Administered Projects and Road Design Manual as published by VDOT. The following is a more detailed discussion of the services we are proposing to provide under this contract.

SURVEY

RDA will perform a complete Route Survey for the approval of the project by the Town and VDOT. Survey tasks include the following:

- RDA will research and review all available data detailing existing conditions relative to utilities, property boundaries, topography, streets and land use, which may affect the engineering design of the project. Title research will be conducted as outlined below and incorporated into the development program.
- RDA will complete field surveys of existing conditions. The surveys will include all data which may be required for the preparation of final plans, construction contract drawings and easement or street dedication plats. The survey will be in conformance with the Virginia Coordinate System of 1983, with a minimum closure of 1:35,000.

- Sufficient property corner ties will be made to permit accurate computation of all property lines affected by the proposed project. Apparent voids or overlaps in property lines will be noted and shown. The purpose of this information (provided to the Town by RDA) is to allow the Town to set or reset property corners in areas disturbed during construction as well as for plat preparation.
- A series of referenced elevation benchmarks with a maximum horizontal distance of 300 feet between each will be supplied by RDA. The benchmarks will be minimum second order results on North American Vertical Datum of 1929.
- RDA may use aerial photography for the design survey. All aerial photography will conform to the VDOT manual.
- An initial letter notifying all impacted area residents of the survey activities will be prepared and sent by RDA, on behalf of the Town of Haymarket, by certified mail at least three (3) weeks prior to the start of fieldwork. This letter is to be reviewed and approved by the Town of Haymarket prior to sending. In addition to the early notification, RDA and/or its survey crew will make every effort to advise the property owners of their presence prior to entering on any property to perform the survey work. This notification procedure should be especially adhered to on all properties that will require the cutting or trimming of trees, brush, undergrowth, etc. Crew notification may be accomplished by telephone or by survey personal directly informing each resident or landowner/caretaker.
- RDA and/or its survey crew will make every effort to avoid setting traverse and control points within the proposed construction area or any other area that will be disturbed or inaccessible during construction.
- All topography and physical features will be maintained by RDA and updated on project maps as required through the term of the contract.
- RDA will establish field controls necessary for the construction of the project. Information for the field control will be supplied to the Town once established.
- Right-of-Way Acquisition easement and/or street dedication plats conforming to Town and VDOT requirements will be provided for each affected parcel, as necessary.
- RDA will use a firm specializing in utility investigations to accurately delineate all utility facilities. See attached scope of work. Once marked in the field, RDA will field locate/survey all delineated utilities.

ENVIRONMENTAL

Wetland Delineation/Permits - RDA will perform field reconnaissance and provide a delineation of wetlands and waterways within the potential impact areas. We do not anticipate finding any such resources, but will submit a report to the Corps of Engineers Warrenton Field Office and meet onsite with the Corps representative if necessary to get a confirmation that no wetlands or waterways are present. Because we do not anticipate finding wetlands or waterways on the site, we have not included any effort for preparation and submittal of a Joint Permit Application (JPA) form.

NEPA Coordination and Documentation/State Environmental Certification Forms – RDA anticipates that the level of environmental document needed to satisfy the National Environmental Policy Act (NEPA) requirements will be a Programmatic Categorical Exclusion (PCE) (assuming that the VDHR will issue a “No Adverse Effect” determination” – see below). Our price proposal is based on this assumption. RDA will provide and coordinate a NEPA Concurrence form and the PCE. If VDOT or FHWA determines that the PCE is not the appropriate level of NEPA document, and that a higher level of documentation (i.e., a full Categorical Exclusion or Environmental Assessment) will be required, a modification to this scope of work would be required and negotiated prior to initiation.

RDA will also prepare and submit an EQ-429 form to VDOT to get the project entered into their CEDAR project tracking system. We will prepare and submit project review forms to the Virginia Department of Historic Resources (VDHR) and the Virginia Department of Conservation and Recreation (VDCR) National Heritage Program, the Virginia Department of Game and Inland Fisheries (VDGIF), and the US Fish and Wildlife Service for rare, threatened, and endangered species reviews. RDA will coordinate as necessary with agencies and organizations such as the Virginia Outdoors Foundation, the Virginia and Prince William County Departments of Health, Prince William County Planning Office, and the VDCR Division of Planning and Recreational Resources. We will complete the two certifications (EQ-121 for Hazardous Materials and EQ-555 for Water Quality Permits) for the client’s signatures. The geotechnical consultant will prepare the Phase I Environmental Site Assessment (see attached proposal) to support the EQ-121 Form.

Virginia Stormwater Management Permit - RDA will submit a registration statement to the Department of Conservation and Recreation for authorization under the *Virginia Stormwater Management Program (VSMP)*—*Land Disturbance* and provide the client with a Stormwater Pollution Prevention Plan (SWPPP) following plan approval. (We will submit to Prince William County if construction is not ready to begin until after the summer of 2014. Local jurisdictions are scheduled to take over construction stormwater permitting at that time.)

Potential Additional Services - It is possible that additional services will be required, depending on the outcome of agency coordination, and the issues raised. If required by the agencies, we will negotiate a modification with the Town for the additional services.

- ***Cultural Resources Consulting Parties Coordination*** - Given the location of the project site within Section 106 (National Historic Preservation Act [NHPA]) resources identified in the Virginia Department of Historic Resources (VDHR) GIS database (several overlapping Civil War Battlefields), it is possible that the VDHR will request that the Town provide additional studies or coordinate the project with interested parties such as the Journey Through Hallowed Ground and the Civil War Trust. If needed, we will provide a scope of work to prepare the cover letters and information packages, and track responses prior to initiation of these additional services. If needed, we will meet with representatives of any organizations who choose to become consulting parties.
- ***4(f) Statement*** - The trail would not cross parklands, wildlife refuges, or public recreation areas, but it would cross Section 106 NHPA resources as identified above. The project is therefore subject to Section 4(f) of the Surface Transportation Act. We are assuming that the VDHR will issue a “No Adverse Effect” determination for the project, which is needed to document a “de minimis” impact under Section 4(f). If not, we may need to provide additional

studies, and/or prepare a Section 4(f) statement. If required, we will provide the Town with a scope of work and fee proposal for approval prior to initiation of these additional services.

GEOTECHNICAL ENGINEERING

DMY Engineering will perform a design-level geotechnical investigation and Phase 1 Environmental Site Assessment. Their scope of work and project costs is attached.

MEETINGS

A Public Involvement Program will be implemented meeting VDOT requirements for Locally Administered, Federally Funded Projects with a Programmatic Categorical Exclusion (PCE) environmental document. RDA will assist the Town with holding the appropriate citizen and Public Meetings, including preparation of flyers, handouts, and presentation materials, summarizing and preparing responses to citizen comments, preparation of a Public Meeting Transcript, and coordinating with VDOT to gain Design Approval following the Public Meeting, as needed.

Dependent on meeting type, RDA will prepare the necessary materials required for presentation of project status. This will include presentation boards, handouts, brochures, plans, etc. Presentation materials will be coordinated with Town of Haymarket prior to public meetings. RDA will attend any meetings that are required.

PLAN DEVELOPMENT

Plans will be developed in accordance with VDOT's Local Administered Project Manual guidelines for locally-administered, federally-funded projects. At project milestones in plan development, RDA will assist the Town by completing and processing necessary documentation for VDOT authorizations and approvals.

Project development will be performed in three (3) phases, described in detail below.

Preliminary - During the Preliminary Phase, RDA will prepare 30% design plans including the development of a typical section for the future improvements to Jefferson Street in order to propose horizontal and vertical alignments for the trail at its ultimate location and grade, if feasible. Design will include typical sections, trail geometrics, preliminary cross sections, and preliminary drainage design including storm water management concept design if required. Plans will be submitted for VDOT and Town review.

Field Inspection/Right of Way - Plans will be advanced to a Field Inspection level (75%) plan. Design will include detailed Traffic Management Plans and complete drainage design. In-plan utility relocation designs will be included in the plan assembly. Traffic pedestrian signal modification design is anticipated and will be completed and included in the plan. It is assumed that the Town of Haymarket will provide digital files for the existing traffic signal. Plans for all affected properties will

be prepared by RDA. Following plan approval by VDOT, RDA will furnish Right of Way Plans and assist the Town in gaining Right of Way Authorization, and right of way acquisition will begin. RDA anticipates minimal property impacts with this project and therefore a limited amount of right of way acquisition services. It is anticipated that six properties are impacted and values for land and/or easement acquisition will be below levels that will require a detailed USPAP appraisal and appraisal review. As such, we propose to prepare a Basic Acquisition Report (BAR) in lieu of a detailed appraisal. RDA will then obtain title reports, prepare a negotiation package and pursue the necessary right-of-way and/or easement acquisition. This work will require contacting the land owners on a regular basis with follow-up visits and phone calls that may be necessary to complete the transaction, answer any questions pertaining to mortgages, title, liens, judgments, estate heirs, etc. Then, RDA will prepare a final negotiation report on refusals. In addition, the negotiation task would include preparing all documentation to support the Town of Haymarket in preparing the applicable deeds and/or deeds of partial release and subordination agreements, contacting lienholders, and monitoring obtainment of executed documents. After all of the appropriate steps have been taken and all documents have been executed and delivered, proceeds checks would be delivered to the landowners. Our team will then perform a quality control review of all negotiation packages before the final transaction. In the event of an unsuccessful negotiation, a certificate of take will be filed to initiate condemnation proceedings. If condemnation proceedings are required, we will negotiate a contract modification with the Town for additional services.

Final Design Construction Plans - Final Construction Plans will be prepared for Project Advertisement. Revisions required during the right of way acquisition process will be incorporated into the final design plan. Construction details will be added to the plan assembly, as will final quantity takeoffs. Final constructability reviews will be performed, and final plan revisions incorporated. Required Special Provisions will be prepared, and final cost estimates will be prepared and submitted to the Town for review. Following plan approval, RDA will assist the Town in requesting and obtaining Authorization to Advertise the project for bidding purposes.

BID DOCUMENT PREPARATION AND ADVERTISEMENT OF BIDS

RDA will assist the Town in obtaining bids and assist in pre- and post-award information. RDA will ensure all documents use same type, style and formatting.

RDA will provide the preparation of bid documents for the advertisement and construction of the project. RDA will provide to the Owner electronic versions of the specifications and plans. The Owner will produce CDs for distribution to prospective bidders. RDA will assist the Owner with preparation of addenda during bidding by providing electronically written responses to questions asked by the bidders, and preparing and providing to the Owner graphic or specification attachments for addenda.

RDA will develop a written and fully detailed Construction Cost Estimate prior to bidding/ advertisement of the project. The Town reserves the right to request RDA provide in writing current data and information it used to develop and support the cost estimate. RDA will provide detailed written explanation to VDOT in the event construction bids are 10% greater or 10% less than RDA's final cost estimate for the work.

RDA will, without additional fee, correct the drawings, specifications and/or other materials furnished under this contract if the Town finds that such revision is necessary to correct errors or deficiencies

for which RDA is responsible. RDA will be responsible for all reproduction fees resulting from the need to resubmit documents because of RDA's error and/or omissions.

RDA, following the Town's final acceptance of the Construction Documents plans and construction estimate, will assist the Town in obtaining bids and assist in awarding and preparing contracts for construction. The Town of Haymarket will prepare the "front-end" of the project manual to include, the Invitation to Bid, Instructions to Bidders, General Conditions, Supplemental Conditions and Special Conditions. RDA will provide to the Town of Haymarket a list of technical specifications that will be required for the project. The Town of Haymarket will provide to RDA the technical specifications that it has that it wishes RDA to use for the project. RDA will provide Special Provisions and any technical specifications not provided by the Town.

CONSTRUCTION ADMINISTRATION

Scope of work and fee for construction administration will be provided at a later time as a second phase of the project.

DELIVERABLES

RDA will provide the Town of Haymarket the following deliverables:

1. A schedule of design activities for each phase showing the initial date of notice to proceed, completion date for each design phase and bar chart showing item number of each task, duration in days and start/finish dates.
2. Proposed plans sheet list for the final trail plan set.
3. A monthly progress report describing the work accomplished to be submitted with all invoices.
4. Plans for Town review plus five (5) additional advance hard copy sets of plans for each submission required to obtain Town and VDOT approval. For each review phase, the following number of plan sets will be delivered to the Town:
 - a) Preliminary Submission Sets—8
 - b) Utility Field Inspection Sets—12
 - c) Right of Way Plan Sets—12
 - d) Final Submission Sets—20
5. Original record plats sealed by a surveyor registered in the Commonwealth of Virginia.
6. Original plans will be sealed by a principal of the firm registered in the Commonwealth of Virginia. Mylar reproducible of penciled originals, varitype letter press, stick-on letters and zipatone will not be accepted.
7. Two (2) hard copies and an electronic copy of any required special provisions.
8. One (1) hard copy and one (1) electronic copy of the final construction estimate and the quantity take off.
9. Three (3) bound and referenced copies of all design calculations all signed and sealed by the registered Professional Engineer.

10. One (1) bound copy of all deed research, including instruments and plats, of the recorded land records used to determine the limits of property, existing easements and right-of-way.
11. One (1) bound copy of the survey field book and notes signed and sealed by registered Professional Surveyor.
12. Electronic files of the entire project to be utilized for the construction as it relates to the proposed design, property corners, etc.
13. All digital map data in Microstation format (RDA will also provide a listing describing the data files and data elements included in the digital data delivery).

Exclusions

- Review and Application Fees
- Trail Lighting Plans
- Landscape Plan Design
- Private Utility Design
- Post-Construction As-Built Plans
- Mitigation Plans (of any type)
- Permit Fees (unless specified)
- Environmental Mitigation Costs
- Deed Preparation
- Utility Easement and Utility Relocation Stakeout
- AA and NA appraisals in accordance with USPAP to determine fair market value
- Land Acquisition costs
- Condemnation Proceedings Services
- Work Zone TIA
- Synchro Analysis assumed not required for any pedestrian signal modification since Washington Street is not proposed for widening.

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

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

A. DIRECT LABOR, ESTIMATED (Estimated Manhours X Current Hourly Rates)		\$34,115
B. ESCALATION See Schedule		\$1,516
C. TOTAL DIRECT LABOR (A) + (B)		\$35,630
D. OVERHEAD (PAYROLL BURDEN + OVERHEAD, G&A) (C) Times 171.90%		\$61,249
E. TOTAL DIRECT LABOR PLUS OVERHEAD (C + D)		\$96,879
F. DIRECT LABOR PLUS OVERHEAD CONTINGENCY **		\$4,844
(E) Times 5%	4,843.95	
Sub #1 DMY	0.00	
Sub #2 MAUL	0.00	
G. NEGOTIATED NET FEE *** (BASED ON (E + F) WITH OVERHEAD LIMIT OF 156%)		\$9,577
H. COST OF FACILITIES CAPITAL Not Applicable		\$0
I. NONSALARIED DIRECT COSTS, ESTIMATED		\$6,424
J. NONSALARY CONTINGENCY (H + I) Times 5%		\$321
K. SUBCONSULTANT FEES		\$10,976
Sub #1 DMY	\$ 9,151.74	
Sub #2 MAUL	\$ 1,823.77	
L. MAXIMUM TOTAL COMPENSATION PAYABLE (E + F + G + H + I + J + K)		\$129,021
M. AMOUNT NOT TO EXCEED WITHOUT WRITTEN VDOT APPROVAL (L - F - J)		\$123,856

* - Round to the nearest dollar with no cents.

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

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

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

Computation of Direct Technical Salaries

	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
ProjectManager	91	\$56.96	\$5,183.36
Senior Engineer	155	\$50.33	\$7,801.15
Project Engineer	334	\$34.01	\$11,359.34
Technician	62	\$26.20	\$1,624.40
R.O.W.Agent	108	\$29.80	\$3,218.40
Clerical	4	\$26.15	\$104.60
Land Surveyor	9	\$61.90	\$557.10
Survey Technician	52	\$37.30	\$1,939.60
Two Man Field Crew	40	\$58.17	\$2,326.80
TOTAL	855		\$34,114.75

Computation of Reimbursable Costs

Travel: 200 miles @ \$ 0.565 / mile	\$	113.00
Telephone/Postage: 2 months @ \$ 100 / month	\$	200.00
Copies/Reproductions BW 8.5"x11":40 copies/month @ \$ 0.3 / copy for 2 months	\$	24.00
Copies/Reproductions Color 8.5"x11": 40 copies/month @ \$ 0.6 / copy for 2 months	\$	48.00
Copies/Reproductions BW 11"x17":40 copies/month @ \$ 0.6 / copy for 2 months	\$	48.00
Copies/Reproductions Color 11"x17": 40 copies/month @ \$ 1.2 / copy for 2 months	\$	96.00
Plots 24"x36" BW150 plots/month @ \$ 2.2 / print for 5 months	\$	1,650.00
Plots 24"x36" Color8 plots/month @ \$ 4.4 / print for 2 months	\$	70.40
Plots "Half Scale" BW150 plots/month @ \$ 1.1 / print for 5 months	\$	825.00
Plots "Half Scale" Color plots/month @ \$ 2.2 / print for 5 months	\$	-
Delivery/Express Mail: 7 months @ \$ 50 / month	\$	350.00
Mylar Printsheets @ \$ 5 / print	\$	-
Title Reports 6ea @ \$ 500	\$	3,000.00
Total		\$6,424.40

Note: Non-Salary Direct Costs:

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

Date: March 25, 2014

Town of Hayma
Pedestrian Improvements Pro

Distribution of Manhours and Total Dollars for Surveys and Road Design

This form is required for the Prime and each Sub-Consultant

TASK	SUB- ACTIVITY	Project Manager		Senior Engineer		Project Engineer		Technician		R.O.W. Agent		Clerical		Land Surveyor		Survey Technician		Two Man Field Crew		Total	
		Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar	Hours	Dollar
		Preliminary Engineering Location Corridor Studies	190	7	\$398.72	9	\$452.97	29	\$986.29	4	\$104.80	2	\$59.60	2	\$52.30	0	\$0.00	0	\$0.00	0	\$0.00
Environmental	223	33	\$1,879.68	0	\$0.00	32	\$1,088.32	16	\$419.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	81	\$3,387.20
Conduct Location Survey	313	0	\$0.00	0	\$0.00	1	\$34.01	0	\$0.00	1	\$29.80	0	\$0.00	5	\$309.50	28	\$1,044.40	40	\$2,326.80	75	\$3,744.51
Plan Design/Field Inspection	360	17	\$968.32	32	\$1,610.56	110	\$3,741.10	0	\$0.00	4	\$119.20	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	163	\$6,439.18
Utility Relocation Coordination	430	8	\$455.68	18	\$905.94	26	\$884.26	0	\$0.00	7	\$208.60	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	59	\$2,454.48
Hydraulic Plan Design	432	4	\$227.84	16	\$805.28	34	\$1,156.34	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	54	\$2,189.46
Design Hearing/Combined Hearing	480	6	\$341.76	6	\$301.98	7	\$238.07	6	\$157.20	5	\$149.00	2	\$52.30	0	\$0.00	0	\$0.00	0	\$0.00	32	\$1,240.31
Furnish Right-of-Way Plans	510	6	\$341.76	12	\$603.96	25	\$850.25	32	\$838.40	86	\$2,562.80	0	\$0.00	4	\$247.60	24	\$895.20	0	\$0.00	189	\$6,339.97
Hydraulic Review for Construction	512	2	\$113.92	6	\$301.98	12	\$408.12	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	20	\$824.02
Final Design	650	3	\$170.88	24	\$1,207.92	38	\$1,292.38	0	\$0.00	3	\$89.40	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	68	\$2,760.58
Approved Construction Documents	710	5	\$284.80	32	\$1,610.56	20	\$680.20	4	\$104.80	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	0	\$0.00	61	\$2,680.36
	Percent	10.64%	15.19%	18.13%	22.87%	39.06%	33.30%	7.25%	4.76%	12.63%	9.43%	0.47%	0.31%	1.05%	1.63%	6.08%	5.69%	4.68%	6.82%	100.00%	100.00%
TOTALS		91	\$5,183.36	155	\$7,801.15	334	\$11,359.34	62	\$1,624.40	108	\$3,218.40	4	\$104.60	9	\$557.10	52	\$1,939.60	40	\$2,326.80	855	\$34,114

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymark

Pedestrian Improvements Proje

**Consultant
Distribution of Manhours**

Element 190 Sheet 2 of

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
190	Preliminary Engineering Location Corridor Studies										
	Citizen's Involvement Meeting *										
v	Mail newspaper advertisement to citizens			1			1				2
#	Prepare 8 1/2 x 11 Location Map for use in advertisement			1	2						3
i	Participate in the review of data with VDOT	2	2								4
	Participate in Citizens Meeting	2	2			2					6
	Update mailing list and prepare response to citizens written comments			1	2		1				4
	Sub-Total	4	4	3	4	2	2	0	0	0	19
	Total Hours	7	9	29	4	2	2	0	0	0	53
	Total %	13.2%	17.0%	54.7%	7.5%	3.8%	3.8%	0.0%	0.0%	0.0%	100.0%

- * One or more meetings may be required (to be determined at scope meeting)
- i Review 45 days prior to Citizens Information Meeting
- # Review 60 days prior to Citizens Information Meeting
- v 21 days prior to Citizens Information Meeting

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Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 313 sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
223	Environmental	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Wetland Delineation and Documentation	1		8	4						13
	NEPA/State Environmental Certifications	32		16	8						56
	VSMP			8	4						12
	Total Hours	33	0	32	16	0	0	0	0	0	81
	Total %	40.7%	0.0%	39.5%	19.8%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

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Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 313 sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
313	Conduct Location Survey										
	Boundary and Topographic Survey					1		4	24	32	61
	Verify Utilities and Easements			1				1	4	8	14
	Total Hours	0	0	1	0	1	0	5	28	40	75
	Total %	0.0%	0.0%	1.3%	0.0%	1.3%	0.0%	6.7%	37.3%	53.3%	100.0%

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Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 360 Sheet 1 of 2

360	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Plan Design/Field Inspection										
	Check Design Features (Compliance with Standards)	1	2			1					4
	Develop GEOPAK Alignment			6							6
	Develop GEOPAK Grades			6							6
	Develop Replated GEOPAK Data			1							1
	Create Cross Sections			6							6
	Create Plan Design	1		10							11
	Create Plan Grades	1		6							7
	Check Earthwork Report	1		2							3
	Summarize Grading Quantities			3							3
	Summarize Pavement Quantities			3							3
	Summarize Drainage Items			3							3
	Summarize Incidental Items			3							3
	Summarize Roadside Items			3							3
	Summarize Misc. Construction Items			3							3
	Update Cost Estimate	1		4							5
	Provide Plans for In-Depth Review	1		1							2
	Attend and Participate in the In-Depth Field Review	2	2								4
	Analyze Comments and Recommendations Received	1	1								2
	Incorporate Comments and Recommendations	1	1	2							4
	Provide Utility Coordination	1	2	4		1					8
											0
	Sub-Total	11	8	66	0	2	0	0	0	0	87

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Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 360 Sheet 2 of 2

Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
360 Plan Design/Field Inspection										
Right-of-Way										
Adjust Proposed Right-of-Way Lines for any Design Changes		1	2		1					4
Update Right-of-Way Data Sheet	1		2		1					4
Sub-Total	1	1	4	0	2	0	0	0	0	8
Transportation Management Plan										
Develop Concept MOT/Staging Plan	1	4	8							13
Quantities for Estimate		1	4							5
Sub-Total	1	5	12	0		0	0	0	0	18
Signage and Pedestrian Signal Modifications										
Signage and Striping Plan			6							6
Pedestrian Signal Modifications	1	12	8							21
Coordination with Utility Provider	1	2	8							11
Detail Sheet		2	6							8
QA/QC	2	2								4
Sub-Total	4	18	28	0	0	0	0	0	0	50
Total Hours	17	32	110	0	4	0	0	0	0	163
Total %	10.4%	19.6%	67.5%	0.0%	2.5%	0.0%	0.0%	0.0%	0.0%	100.0%

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Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 430 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
430	Utility Relocation Coordination	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Prepare UT-9's		2	4		1					7
	Distribute Plans			4							4
	Attend UFI Meeting	2	2			2					6
	Utility Plan & Estimate Review and Approval	1	4	4		1					10
	Coordinated Relocation Plan	1	2	4		1					8
	Cross Sectional Depiction of Proposed Utilities			6							6
	Meetings and Coordination	4	8	4		2					18
	Total Hours	8	18	26	0	7	0	0	0	0	59
	Total %	13.6%	30.5%	44.1%	0.0%	11.9%	0.0%	0.0%	0.0%	0.0%	100.0%

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Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 432 Sheet 1 of 1

432	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Hydraulic Plan Design										
	Stormwater Management										
	SWM Details and Profile	1	2	4							7
	Preliminary Design of Outlet Structure		1	4							5
	Determine Inflow Hydrograph		2	4							6
	Perform Flood Routing		2	4							6
	Optimize Design	1	2	4							7
	Finalize Outlet Structure Details	1	2	4							7
	Prepare Final Documents	1	2	4							7
	Revisions		2	4							6
	Minor Structure Data		1	2							3
	Total Hours	4	16	34	0	0	0	0	0	0	54
	Total %	7.4%	29.6%	63.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

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Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 480 Sheet 1 of 1

480	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Data for Display and Distribution for Public Hearing										
v	Prepare Large Scale Typical Section			2	2						4
	Prepare Special Presentation Data (Slides, Graphs, Drawings, Video Script, etc.)			4	4						8
	Sub-Total	0	0	6	6	0	0	0	0	0	12
	Public Relations										
	Attend Meetings Regarding Design and New Developments (as needed)										0
	Sub-Total	0	0	0	0	0	0	0	0	0	0
	Public Hearing										
	Participate in Data Review w / VDOT	2	2			2					6
	Participate in Hearing	3	3			3					9
	Review and Provide Summary of Public Hearing Comments	1	1								2
	Update Mailing List and Prepare Response to Citizens' Written Comments			1			2				3
	Sub-Total	6	6	1	0	5	2	0	0	0	20
	Total Hours	6	6	7	6	5	2	0	0	0	32
	Total %	18.8%	18.8%	21.9%	18.8%	15.6%	6.3%	0.0%	0.0%	0.0%	100.0%

- * This can be a Design or a Combined Location and Design Hearing
- # 60 Days prior to meeting
- v 45 Days prior to meeting

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 510 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
510	Furnish Right-of-Way Plans										
	Incorporate Approved Public Hearing Recommendations		2	4		1					7
	Finalize Proposed Right-of-Way Limits	1		2		2					5
	Update Parcel Data			2							2
	QA/QC	4	2			1					7
	Prepare Basic Acquisition Reports		8	16		2					26
	Offers and Negotiations	1			32	80					113
	Plat Preparation			1				4	24		29
	Total Hours	6	12	25	32	86	0	4	24	0	189
	Total %	3.2%	6.3%	13.2%	16.9%	45.5%	0.0%	2.1%	12.7%	0.0%	100.0%

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Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 512 Sheet 1 of 1

Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
512 Hydraulic Review for Construction	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
Review Drainage and SWM Design		2	6							8
Revisions		2	6							8
QA/QC	2	2								4
Total Hours	2	6	12	0	0	0	0	0	0	20
Total %	10.0%	30.0%	60.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 650 Sheet 1 of 2

650	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	*Special Design Drawings										
	Maintenance of Traffic/Sequence of Construction Plan, Determine Types of Construction Safety Devices Needed and Apply to Plans		4	2							6
	Final Pedestrian Signal Modifications		2	4							6
	Final Details for Curb Returns and CG-12 Curb Ramps			4							4
	Final Utility Coordination	1	4	2		1					8
	Final Signage Design and Revisions		1	2							3
											0
	Sub-Total	1	11	14	0	1	0	0	0	0	27
	Right-of-Way Revisions										
	Right of Way Revisions					2					2
											0
											0
	Sub-Total	0	0	0	0	2	0	0	0	0	2
	Summary Takeoffs										
	Prepare Grading Diagram/Summary		1	2							3
	Prepare Pavement Summary		1	2							3
	Prepare Drainage Summary		1	2							3
	Prepare Incidental Summary		1	2							3
	Prepare Underdrain Summary		1	2							3
	Prepare TMP Summary		1	2							3
	Prepare Signage and Signal Summary		1	2							3
	Independent Checks of All Summaries	1	2								3
											0
											0
											0
	Sub-Total	1	9	14	0	0	0	0	0	0	24

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Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 650 Sheet 2 of 2

650	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Clerical	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
	Final Design										
	Assembly and Checking of Construction Plans										
	Assemble, Check and Incorporate Erosion and Sediment Control Plans		2	6							8
	Assemble, Check and Incorporate Quality Control Checklist Form LD-436	1	2	4							7
											0
											0
											0
	Sub-Total	1	4	10	0	0	0	0	0	0	15
	Estimates										
	Update Green Sheet Estimates										0
											0
											0
											0
											0
	Sub-Total	0	0	0	0	0	0	0	0	0	0
											0
	Total Hours	3	24	38	0	3	0	0	0	0	68
	Total %	4.4%	35.3%	55.9%	0.0%	4.4%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

**Consultant
Distribution of Manhours**

Element 710 Sheet 1 of 1

	Element of Work	Project Manager	Senior Engineer	Project Engineer	Technician	R.O.W. Agent	Land Surveyor	Survey Technician	Two Man Field Crew	Total
		Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours	Hours
710	Approved Construction Documents									
	Specifications for Pedestrian Project, Including Contracts, Bid Documents and Forms from Contracts Division	1	28	20	4					53
	Pre-Ad Meeting and Preparation	4	4							8
										0
										0
										0
										0
										0
		5	32	20	4	0	0	0	0	61
		8.2%	52.5%	32.8%	6.6%	0.0%	0.0%	0.0%	0.0%	100.0%

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

VDOT CLASSIFICATIONS

Classification Employee	Pay Rate	Average Rate
PROJECT MANAGER		
756	\$52.97	
774	\$60.10	
775	\$49.04	
791	\$65.72	
AVERAGE		\$56.96
SENIOR ENGINEER		
697	\$48.08	
661	\$46.36	
748	\$40.92	
909	\$59.93	
917	\$56.38	
AVERAGE		\$50.33
PROJECT ENGINEER		
736	\$36.54	
784	\$33.66	
817	\$33.66	
839	\$33.00	
928	\$32.28	
952	\$34.94	
AVERAGE		\$34.01
TECHNICIAN		
971	\$22.60	
930	\$24.25	
981	\$31.74	
AVERAGE		\$26.20
R.O.W. AGENT		
984	\$25.25	
937	\$28.33	
938	\$35.00	
963	\$30.60	
AVERAGE		\$29.80

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CLERICAL

707	\$29.40	
777	\$25.97	
898	\$23.07	
AVERAGE		\$26.15

LAND SURVEYOR

392	\$73.32	
229	\$50.48	
AVERAGE		\$61.90

SURVEY TECHNICIAN

675	\$34.85	
769	\$39.75	
AVERAGE		\$37.30

PARTY CHIEF

119	\$34.61	
721	\$36.43	
860	\$34.72	
AVERAGE		\$35.25

INSTRUMENT MAN

667	\$22.75	
814	\$23.00	
886	\$23.00	
AVERAGE		\$22.92

TWO MAN FIELD CREW

\$58.17

Direct labor rates are certified as correct as of 2/13/2014

Date: March 25, 2014

Town of Haymarket

Pedestrian Improvements Project

Escalation Factors

First Year	0.50%	12 Months @	1.0050
Second Year	1.00%	12 Months @	1.0150
Third Year	1.00%	12 Months @	1.0250

Escalation Computation

			Escalation Amount
Projected Direct Labor	\$ 34,115	0.0050	\$ 171
First Year Consumption	<u>\$ 171</u>		
Balance Beginning of Year 2	\$ 33,944	0.0150	\$ 509
Second Year Consumption	<u>\$ 509</u>		
Balance Beginning of Year 3	\$ 33,435	0.0250	\$ 836
Third Year Consumption	<u>\$ 836</u>		
Total Escalation			\$ 1,516

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design
Pedestrian Improvements
VDOT Project 0055-233-045 UPC 97735**



Firm Name:

DMY Engineering Consultants, LLC

SCOPE OF WORK AND FEE PROPOSAL

**Architectural and Engineering Design
Pedestrian Improvements
VDOT Project 0055-233-045 UPC 97735**



Firm Name:

Mid-Atlantic Utility Locating, LLC



Mid-Atlantic Utility Locating, L.L.C.
 4501 Daly Drive, Suite 175
 Chantilly, Virginia 20151
 Phone: 703-378-0100
 Fax: 703-378-6191
 www.midatlanticlocating.com

March 18, 2014

Ms. Sharon Dusza, PE
 Project Manager/Principal
 Rinker Design Associates, P.C.
 9385 Discovery Blvd., Ste. 200
 Manassas, VA 20109

Subject: **Proposal for Services – Town of Haymarket Pedestrian Improvements; Prince William County, Virginia**

Dear Ms. Dusza:

Mid-Atlantic Utility Locating, LLC (Mid-Atlantic) is pleased to offer Rinker Design Associates, P.C. (Client) the following proposal to perform Utility Designating services for the above noted project. The work will be performed as noted in the Scope of Services.

SCOPE OF SERVICES

Utility Designating [Task 360]: Utilizing surface geophysical techniques to determine the existence and mark the location of as many existing utilities as possible on and directly adjacent to the site. This project will consist of all locatable utilities within an approximate 900 linear foot section of Jefferson Street, extending from the roadway centerline to the adjacent building faces on the west side of roadway. This investigation will also include two separate entire intersections adjacent and in close proximity to the project area, Jefferson Street at Washington Street and Fayette Street at Washington Street, as discussed and shown outlined in red on the mark-up delivered February 26, 2013. Where non-conductive or non-locatable utilities are found, record drawings, if available at the time of the investigation, will be used to depict the approximate location of the utilities and hand-drawn field sketches will be prepared of all utilities marked in the field. This investigation will utilize both active and passive type utility detection equipment, including Ground Penetrating Radar, but will not include the use of intrusive methods of investigation such as test holes. The accuracy of the investigation is subject to factors beyond our control such as site conditions, the depth of the utilities, conductivity and access. Any depths obtained and given during this process shall be approximate and are not guaranteed. This investigation, though highly reliable, should be understood as an approximate representation of the subsurface utility systems. This task is to be completed at one (1) time for utility mapping by others. Any remarking or designation of additional areas will be performed hourly in accordance with the attached hourly schedule. Underground sprinklers, irrigation systems, building grounding systems and all gravity-flow storm and sanitary systems shall not be included in this investigation.

Ms. Sharon Dusza, P.E.
 Project Manager/Principal
 Rinker Design Associates, P.C.
 March 18, 2014
 Page 2

CONSULTANT FEE

Our fees for the outlined Scope of Services, excluding hourly items, submittal fees, and reimbursables (prints, delivery service, etc.), is provided below:

<u>Task</u>	<u>Fee</u>
Utility Designating [Task 360]	Please See attached Fee Schedule

These contract fees shall be valid for a period of one (1) month from the date of this proposal. If written acceptance as provided herein is not received by Mid-Atlantic within one (1) month from the date of this proposal the right is reserved to Mid-Atlantic to withdraw or modify this proposal in whole or in part at its sole discretion.

Mid-Atlantic's Scope of Services is based upon the presumption that conditions and circumstances are standard or as represented by the Client unless otherwise readily apparent. When unusual or extenuating conditions or circumstances are encountered that extend the anticipated completion timelines for these services and this requires additional work beyond that anticipated with the original Scope of Services, such work would be subjected to an addendum to this agreement for additional compensation. When these situations occur, the Client will be notified in writing prior to commencement of the Additional Service.

INFORMATION TO BE PROVIDED BY CLIENT

The following shall be provided by the Client or his designated representative and is/are a condition precedent to the obligation of Mid-Atlantic to perform work proposed:

- Access to the property
- Any available utility information

Mid-Atlantic Utility Locating, L.L.C.

FEIN: 61-1449637

Project Name:Town of Haymarket Pedestrian Improvements VDOT Job # 0055-233-045

Utility Designating [Task 360]

1) Records Research / Designating Cost

Direct Labor	Hourly Rate	Hours	Total
Senior Project Manager	\$ 157.42	1	\$ 157.42
Project Manager	\$ 88.59	1.5	\$ 132.89
Senior Utility Locator	\$ 64.35	12	\$ 772.20
Utility Locating Technician	\$ 55.82	12	\$ 669.84
Survey Party Chief	\$ 65.20	0	\$ -
Survey Technician	\$ 57.41	0	\$ -
CAD Technician	\$ 76.99	0	\$ -
Office Administration	\$ 60.95	1.5	\$ 91.43
	Total Hours	28	
		Total Direct Labor	\$ <u>1,823.77</u>

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Ms. Sharon Dusza, P.E.
Project Manager/Principal
Rinker Design Associates, P.C.
March 18, 2014
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EXCLUDED SERVICES

Some of these excluded services are those which Mid-Atlantic could provide, if requested, but are not anticipated to be needed at this time. In the event that a need for these services is identified, we can provide them as an addendum to this agreement or as part of a separate agreement, or in the case of services not performed by Mid-Atlantic, we can usually recommend several sources for each service.

Specific services that are not to be considered a part of this contract are as follows:

- Subsurface Utility Mapping Surveys
- Utility Locating Test Holes
- Utility Test Hole Mapping Surveys
- Site Wide Ground Penetrating Radar Investigation
- As-Builts of Gravity Sanitary and Storm Sewers

PAYMENT

Invoices for services rendered will be submitted monthly with payment to be made within thirty (30) days of the end of the effective billing period. Consultant Fees billed as Lump Sum shall be payable Up to 100% Upon Completion. Hourly Estimated and Hourly Consultant Fees shall be payable Hourly as Incurred and reimbursable expenses shall be payable as Incurred.

Fees and reimbursable expenses shall be billed monthly. Amounts unpaid thirty (30) days after the invoice date, shall bear simple interest at the rate of 1% per month. No deductions shall be made from Mid-Atlantic's compensation on account of any claim, loss, retainage, penalty, or liquidated damages. Inquiries and questions regarding any invoice shall be made within twenty-one (21) days of receipt of the invoice. Failure to notify Mid-Atlantic within this time period shall constitute a waiver of any claim with respect to the content or accuracy of the invoice as well as acceptance of the services provided.

Ms. Sharon Dusza, P.E.
Project Manager/Principal
Rinker Design Associates, P.C.
March 18, 2014
Page 4

In the event that the Client fails to remit full payment within thirty (30) days of the date of the invoice, Mid-Atlantic may:

- Suspend its performance under this Agreement until such time as all outstanding invoices are paid, including any accrued finance charges and costs incurred by the Consultant in collecting the outstanding invoices, including reasonable attorneys' fees; and/or
- Terminate this Agreement upon seven (7) days prior written notice, with an opportunity for the Client to cure during such seven (7) day period by paying all outstanding invoices, including any accrued finance charges and costs incurred by the Consultant in collecting the outstanding invoices, including reasonable attorneys' fees.

In the event Mid-Atlantic elects to pursue legal action in order to collect overdue invoices or payments, all costs incurred by Mid-Atlantic in connection with collection, including reasonable attorneys' fees, will be paid by the Client and may be recovered by Mid-Atlantic. In executing this contract, the Client acknowledges his acceptance of the foregoing conditions and his willingness to be bound by the terms contained herein.

PROPRIETARY NOTICE

This proposal has been prepared by Mid-Atlantic for the sole purpose of communicating to the Client our interest in performing the work identified herein, describing our approach to performing the work, and quoting fees associated with that work. The Scope of Services and fees described herein are proprietary information, based on Mid-Atlantic's research into the requirements of the project. None of the information contained in this proposal is to be shared with any parties other than the Client and Mid-Atlantic without the expressed written consent of Mid-Atlantic.

Ms. Sharon Dusza, P.E.
Project Manager/Principal
Rinker Design Associates, P.C.
March 18, 2014
Page 5

TERMS AND CONDITIONS

Incorporated by reference as part of this Agreement between the Client and Mid-Atlantic are the "Standard Terms and Conditions" attached hereto as Exhibit A.

This Agreement and the attached Standard Terms and Conditions represent the entire and integrated agreement between the parties and supersede all prior negotiations, representations or agreements, written or oral. This Agreement may be amended only by written instrument signed by all the parties.

If the Client directs Mid-Atlantic to perform services as set forth in this Agreement without signing the Agreement, such verbal direction constitutes acceptance by the Client of the terms of this Agreement including the Standard Terms and Conditions attached hereto.

Ms. Sharon Dusza, P.E.
Project Manager/Principal
Rinker Design Associates, P.C.
March 18, 2014
Page 6

We appreciate this opportunity to provide our services and look forward to working together on this project. If this proposal meets with your satisfaction, please signify in the appropriate space and return one (1) copy for our records.

If you will be submitting a contract to Mid-Atlantic in response to this Scope of Services, please submit it to the attention of contracts@midatlanticlocating.com to prevent any processing delay.

Please direct all questions regarding this proposal to my attention.

Sincerely,
MID-ATLANTIC UTILITY LOCATING, L.L.C.



Matthew S. Ranslem
Director

m:\maul-marketing\proposal_fee\14 proposals\rinker_town_of_haymarket_des\1306-0102 rinker - town of haymarket des updated.docx

ACCEPTANCE OF PROPOSAL

The proposed description of professional services and standard terms and conditions are satisfactory and are hereby accepted. Authorization to proceed with the work is granted.

Typed Name and Title

Organization Representing

Signature

Date

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

MID-ATLANTIC UTILITY LOCATING, L.L.C.
REIMBURSABLE EXPENSES
EXHIBIT B

Cost to add additional insured to General Liability Policy (\$100.00 per additional insured)

Bond Paper -- 18" x 24" or 24" x 36" Prints	\$1.50
Oversized Bond Paper --over 36" Prints	\$3.00
Vellum -- 18" x 24" or 24" x 36" Prints	\$9.00
Mylar - 18" x 24" or 24" x 36" Prints	\$9.00
Oversized Mylar --over 36" Prints	\$10.00
Black and White Copying	\$0.10
Color Copy --8 1/2" x 11"	\$2.00
Color Copy --11" x 17"	\$3.00
Color Prints --18" x 24"	\$55.00
Color Prints --24" x* 36"	\$80.00
Color Prints -- 36" x 48"	\$160.00
Color Prints -- 36" x 60"	\$170.00
Scan to Disk	\$5.00

Note: This list of reimbursable expenses is not all-inclusive. It does not include pass through items such as courier charges, submission fees, etc. Mid-Atlantic will bill those items directly to the client. All prices reflect per print output not per set output.



TO: Town of Haymarket Town Council
SUBJECT: Appointments - Planning Commission
DATE: 06/02/14

There are currently 2 vacancies on the Planning Commission. Three residents have expressed interest in serving/reserving on the Commission. Attached please find emails from Nicole Zimnoch, Josh Mattox & Chris Johnson.

Following terms are vacant: 07/01/2014 - 06/30/2018 and 07/01/2011 - 06/30/2015

ATTACHMENTS:

- Johnson PC Interest 2014 (PDF)
- Mattox PC Interest 2014 (PDF)
- Planning Committee (PDF)

From: [Chris Johnson](#)
To: [Jennifer Preli](#)
Cc: [Chris Johnson](#)
Subject: Re: PC
Date: Tuesday, May 13, 2014 8:49:47 AM

I am still interested, yes.

Christopher Johnson

On May 13, 2014, at 8:15 AM, Jennifer Preli <jpreli@townofhaymarket.org> wrote:

Morning Chris!

Shoot me an email if you are still interested in serving another term on the PC.

*Jennifer Preli, Town Clerk
PO Box 1230
Haymarket, Virginia 20168
703-753-2600
703-753-2800 Fax
<image001.jpg>*

From: [Josh Mattox](#)
To: [Jennifer Preli](#)
Subject: Planning Commission Vacancy
Date: Monday, May 12, 2014 6:47:04 PM

Hi Jen,

Rebecca informed me of an upcoming vacancy in the Planning Commission and I would like to be considered as a candidate for this post.

If selected as a board member, I will commit myself to follow all rules and regulations that pertain to the post. To serve the town in any capacity is something I've desired since moving here a couple years ago.

If there is a process to be considered or nominated please let me know.

Hope all is well!

Best Regards,
Josh Mattox

From: [CocoZ05_](#)
To: [Jennifer Preli](#)
Subject: Planning Committee
Date: Friday, May 23, 2014 12:09:31 AM

Good evening,

I wanted to discuss presenting my name as a potential chair for the Planning Committee. I hope that this email reaches you and completes the starting steps to the placement. Thank you and have a good day.

Nicole Zimnoch



TO: Town of Haymarket Town Council
 SUBJECT: Employee Personnel Manual (Amendment)
 DATE: 06/02/14

BACKGROUND

On May 19th, our Town Attorney, Martin Crim brought to my attention that we needed to amend our current Personnel Policy due to the passing of House Bill 494 which was passed on March 31, 2014. Martin sent the following description to me:

CHAPTER 405

An Act to amend the Code of Virginia by adding a section numbered 15.2-1505.2, relating to localities; personnel policies related to the use of public property.

[H 494]

Approved March 31, 2014

Be it enacted by the General Assembly of Virginia:

1. That the Code of Virginia is amended by adding a section numbered 15.2-1505.2 as follows:

§ 15.2-1505.2. Personnel policies related to the use of public property.

Every locality, with the exception of towns having a population of less than 3,500 that do not have a personnel policy, shall establish personnel policies covering the use of public property by officers and employees of the locality. Such policies shall address the use of telephones, computers, and related devices and peripheral equipment that are the property of the locality for (i) personal use, to the extent that such use interferes with the employees' productivity or work performance, or (ii) political activities. As used in this section, "political activities" shall have the same meaning as provided in § 15.2-1512.2.

Please note that even though we do not meet the population threshold, we do have any adopted Personnel Policy and therefore we are required to make the amendment to the Personnel Policy.

Martin also provided me with a sample policy as a guide to meet the requirement.

RECOMMENDATION:

I would recommend that the Town Council approve the amended text in the Personnel Policy in Section X Electronic Communications to the proposed draft language of Section X, "Technology Use" as presented within the Agenda Packet as it meets the requirements of the revised State Code section 15.2-1505.2.

MOTION:

I move to repeal and enact Section X in the Town of Haymarket Personnel Policy to the revised language in the draft policy language of Section X, "Technology Use" as presented.

Or

I move to ...

ATTACHMENTS:

- DRAFT Amendment to Section X of Personnel Policy (PDF)

DRAFT Amendment to Section X of Personnel Policy- Electronic Communications:

TECHNOLOGY USE

A. Acceptable Use Policy

This purpose of this policy is to set forth rules, regulations and restrictions for Town employee access and use of the Town's computers; network equipment; software; servers; mobile phones; PDA devices; facsimile machines; other devices capable of transmitting and receiving content in the form of data, images, graphics, photographs, text, video, sound or any other form; documents; spreadsheets; code; algorithms; processes; and other data or ideas which reside in part or in whole on any electronic system or equipment in order to better preserve, protect, manage and maintain the IT Infrastructure while ensuring efficient service to the public.

- a. All content generated by or residing in any Town electronic communication device is the property of the Town at all times. Employees should have no reasonable expectation of privacy for any interactions conducted on any Town electronic communication device. This content may be accessed, reviewed, copied, disclosed, removed or deleted by supervisors or managers without prior notification to or consent by employees who use electronic communication. Audits are periodically performed for security, network maintenance and to ensure compliance with this policy.
- b. As depicted by the 'Freedom of Information and Virginia Government Data Collection and Dissemination Practices Act, employees should be aware that certain electronic communications are "official records" and may be subject to disclosure under those laws.
- c. Upon termination of employment, all devices must be returned to the Town of Haymarket in working order and without undergoing data manipulation.
- d. Town employees may on occasion use electronic communication for personal use, but only in complete accordance with this policy and as long as it does not affect productivity. Employees shall not generate, disseminate or retain personal communications using electronic communication tools if the content is defamatory (whether or not it is true), contributes to a hostile work environment, or might otherwise subject the Town to liability or litigation.
- e. Content generated for personal use on Town-provided electronic communication tools is the property of the Town and subject to supervisory review even if it is not related to the business of the Town. Authorization for personal use of electronic communication may be withdrawn or restricted by the Town Manager or Chief of Police for any employee for any reason during any period of time. Personal use of electronic communication is a privilege permitted for convenience only. During business hours, it should be used sparingly within reasonable limits.
- f. As with office telephone, to facilitate the efficient conduct of Town business, the use of personal communication devices should be kept to a minimum and not be disruptive or cause

a distraction to the office setting. Supervisors have the authority to restrict or prohibit use of Town assigned and/or personal communication devices at any time on-the-job.

- Disruptive activity will be defined as but not limited to phone use in meetings, training sessions, or other public places when their use would reasonably be deemed annoying and intrusive.
 - Distraction: Any time the use of a communication device would unnecessarily or unreasonably divert the attention of an employee from official duties and/or cause a potential hazardous situation.
- g. Use of communication devices for conducting Town-business is considered hours worked. Non-exempt employees are not authorized to work overtime without prior approval by their supervisor.
- h. Access to the Town's IT Infrastructure is permitted only with proper authentication and or supervision. Any infraction of this should be immediately reported to the Town Manager or Chief of Police.
- i. Employees are to access the Town's IT Infrastructure using only their assigned USER-ID(S) and PASSWORD(S). Under no circumstances are these credentials to be shared or attempt to be forged.
- j. Employees shall not connect unauthorized equipment to the Town's IT Infrastructure. Unauthorized equipment includes, but is not limited to, hubs, routers, external drives and proxy servers. USB flash drives are permitted.
- k. Town employees must also adhere to all procedures established by the Town Administration.

B. Social Media

Town Departments may utilize social media and social network sites to further enhance communications with various stakeholder organizations in support of Town goals and objectives. The Town also recognizes the role that these tools play in the personal lives of some department personnel. The personal use of social media can have bearing on employees in their employment. As such, this policy provides information of a precautionary nature as well as prohibitions on the use of social media by Town employees.

- a. Use of Social Media for Town Business
1. All official Town presence on social media sites or services are considered an extension of the Town's website and are to be governed with a level of professionalism consistent with that of our current website.
 2. All Town social media sites shall be (1) approved by the Town Manager; (2) published using approved social networking platform and tools; and (3) administered by a department employee, designated to be the Social Media Site Administrator

(SMSA) by the requesting Department Head, that has a complete understanding of this policy and has appropriate content and technical experience.

3. Employees shall not create or participate in social media websites on an official basis without the necessary oversight and approval.

b. Personal Use of Social Media

1. When employees create their own blogs, comment on a blog, contribute to a discussion forum or website, create a Facebook page or LinkedIn profile or otherwise contribute to online discussions, they are impacting their personal image and potentially affecting the Town. A supervisor may require an employee to remove content that violates this policy, and may take appropriate disciplinary action if the employee refuses. The posting of content which is contrary to the Town's interest in maintaining the efficiency and effectiveness of the workplace, and the public reputation of the Town of Culpeper may result in immediate disciplinary action.
2. The following rules apply when publishing content online:
 - a. Do not post the Town seal, official badges, patches, emblems, logos, or uniforms since these are protected official images and symbols of the Town.
 - b. Do not post content that is inconsistent with your duties and obligations as an employee of the Town. Content that is related to your job responsibilities and which has an adverse effect upon the workplace or your ability to perform your responsibilities may form the basis of an adverse employment action up to and including termination. Employees should be especially sensitive to the potential for the following types of information to adversely affect the public confidence required for their position:
 - Provocative or inappropriate photographs or information
 - Content regarding the abuse of alcohol or use of illegal drugs
 - Negative comments about their supervisor, co-workers or clients
 - Discriminatory comments (race, sex, national origin, or religion, for example)
 - Posting confidential or sensitive information obtained in the course of employment
 - c. Do not post confidential, sensitive, or copyrighted information to which you have access because of your employment with the Town. Before removing a public record or copy from the workplace, comply with Virginia Freedom of Information Act requirements by identifying the record and asking for a copy from the keeper of the record. Before posting the record, consult with your supervisor to determine whether doing so is consistent with your job responsibilities.
 - d. Employees who have responsibility for public safety, public money, valuable assets, people's children, animals, the disabled, or the elderly all depend upon public trust and confidence for the successful performance of their jobs. They

should be especially mindful of the potential for their online content to adversely affect their employment.

- e. If you identify yourself as an employee of the Town of Haymarket, then be sure to make it clear that you are expressing your own views and not those of the Town or your Position. Don't give the appearance that you are speaking or acting on the Town's behalf.
- f. Supervisors should not initiate a social networking relationship with a subordinate. If your subordinates are included in your social network, then be sure that your online content, including content you post about yourself and any comments you may make about your subordinates, is consistent with your role as a supervisor.
- g. If your co-workers are included in your social network, then be sure that your content is consistent with Town policy regarding how to treat co-workers. For example, do not post content that would violate the Town's policy against sexual harassment or other discrimination.
- h. Employees may comment on issues of general or public concern (as opposed to personal grievances), including local issues and criticism of local officials and local policies, so long as the comments do not disrupt the workplace, interfere with important working relationships or with efficient work flow, or undermine public confidence in your ability to perform your job. These instances must be judged on a case-by-case basis.
 - Matters of public concern are those matters of interest to the community as a whole, whether for social, political or other reasons.
 - Employees have a statutory right to participate in political activities while they are off duty, out of uniform and not on the employer's premises. Virginia Code §15.2-1512.2
 - Employees have a statutory right to communicate opinions on matters of public concern directly to state or local elected officials regardless of the impact on the workplace. Virginia Code §15.2-1512.4.
- i. Examples of personal grievances include disciplinary action, work schedule, morale, and complaints about supervisors or co-workers that do not involve actual wrongdoing, illegal discrimination, corruption, or waste. These topics are not protected as matters of public concern. These comments may subject an employee to disciplinary action if they constitute insubordination or if they otherwise violate general rules of conduct.



TO: Town of Haymarket Town Council
SUBJECT: Resolution Authorizing Participation in VRS Group Life
DATE: 06/02/14

BACKGROUND

Due to rising rates with our current carrier of Life Insurance for the Town staff, we have been researching various options to find a lower rate for employees life insurance benefit. Included in this agenda packet is a table that shows the various Life Insurance quotes. You may notice that the UNUM quote is actually lower, but UNUM would be requiring the Town to transfer our Disability coverage to them as well. Currently our Disability coverage with Starmark which is lower than it would run the Town to go with the second lowest Life Insurance Quote and stay with our current Disability coverage handler.

As presented, VRS offers the Town the best option with regard to Life Insurance coverage for the employee benefit.

RECOMMENDATION

I would recommend that the Town switch our coverage for Life Insurance over to VRS Life Insurance by adopting the enclosed resolution.

MOTION

I move to adopt Resolution 20140602-1 authorizing the Town's participation in the Virginia Retirement System Group Life Insurance.

ATTACHMENTS:

- Insurance Comparison (PDF)
- Resolution 20140602-1 GLIC VRS (PDF)

**Town of Haymarket
Life Insurance Comparison**

Provider:	Life Insurance - Employee	
	Monthly Pemium	Coverage Amt
State Farm	\$217.50	750,000
VRS	\$83.17	535,750
Reliance	\$159.82	
UNUM	\$139.30	535,750
Companion Life	\$138.33	535,750
Hartford	\$113.58	535,750
Mutual of Omaha	\$127.26	535,750

RESOLUTION 20140602-1

BE IT RESOLVED that the Town of Haymarket, a political subdivision of the Commonwealth of Virginia, acting by and through the Town of Haymarket, does hereby elect to have those of its employees who are regularly employed full time on a salaried basis and whose tenure is not restricted as to temporary or provisional appointment, become eligible to participate in the Group Life Insurance program as set out in Title 51.1, Chapter 5 of the Code of Virginia, as amended, effective July 1; and

BE IT FURTHER RESOLVED, the Town of Haymarket agrees to pay the required employer cost for its eligible employees and further, to deduct from employees' wages and to pay over in the manner prescribed the employees' portion to the extent that such employees' portion is not paid by the Town of Haymarket.

BE IT FURTHER RESOLVED, The Town of Haymarket has historically paid the employee's portion as well as the employer portion as an added benefit for retention and attraction purposes. The Town of Haymarket intends to continue to offer this benefit to staff for as long as it is financially feasible to the Town.

Now, therefore, Brian P. Henshaw, Town Manager, and Jennifer Preli, Clerk, are hereby authorized and directed in the name of the Town of Haymarket to execute any required contract in order that employees of the Town of Haymarket may become eligible to participate in the Group Life Insurance program as provided in the aforementioned sections of the Code of Virginia. In execution of any contract which may be required the seal of the Town of Haymarket shall be affixed and attested by the Clerk, and said officers of the Town of Haymarket are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Haymarket and its employees for this purpose.

CERTIFICATE

I, _____, Clerk of the (Governing Body) certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the (Governing Body) held at _____, Virginia at _____ o'clock p.m. on _____, 20___. Given under my hand and the seal of the (Governing Body) this _____ day of _____. 20__.

Clerk



TO: Town of Haymarket Town Council
 SUBJECT: Resolution Adopting the VRS ER Contribution Rate FY 15 & 16
 DATE: 06/02/14

It is recommended that the Council accept Virginia Retirement System's (VRS) Board of Trustee's new certified employer contribution rate, effective July 1, 2014 through June 30, 2016.

BACKGROUND

VRS recalculates premium rates every 2 years based on actuarial figures. Their Employer Contribution rate has dropped to 6.06% for FY15 and FY16. The FY 13 & FY14 rate is 8.57%. VRS remains a quality provider for the Town's retirement insurance, continuing to provide excellent investment returns.

DRAFT MOTION(S)

I move that the Town Council approve Resolution #20140602-2 accepting the FY 15-16 VRS employer contribution rate of 6.06%.

ATTACHMENTS:

- VRS Rate (PDF)
- Resolution for Contribution Rate (02_11_2014) (PDF)



P.O. Box 2500, Richmond, Virginia 23218-2500
 Toll free: 1-888-VARETIR (827-3847)
 Web site: www.varetire.org
 E-mail: vrs@varetirc.org

May 2, 2014

TOWN OF HAYMARKET – 55260

Language in the 2013 Appropriations Act, Item 468(H), allowed localities to make an election regarding their employer contribution rate every biennium. You have the opportunity again this year to select which employer contribution rate your locality will pay, beginning July 1, 2014.

Included with this letter is the employer contribution resolution your local governing body will need to pass and then send in to communicate to VRS their election decision.

Employer Retirement Contribution Rate Election

By no later than July 1, 2014, your local governing body must approve one of the following employer contribution rate options for the defined benefit retirement plan in the biennium beginning July 1, 2014:

- 6.06% – the rate certified by the VRS Board of Trustees for the FY 2015-2016 biennium; or
- 7.84% – the alternate rate, which is the higher of the rate certified by the VRS Board for FY 2012 or 80 percent of the VRS Board-certified rate for FY 2015-2016.

Considerations in Electing Your Contribution Rate

The intent of the language in the 2013 Appropriation Act, Item 468(H) was to offer localities and schools some budget relief for the coming fiscal year with respect to the amount of their retirement contributions. However, this does not change the Board-certified rate or the recommended employer contribution rate. Therefore, if you are considering using the Alternate Rate, please be aware that doing so will:

- Reduce contributions to your employer account and the investment earnings they would have generated, which will mean there will be fewer assets available for benefits.

Contribution Rate Resolutions
Page 2

- Result in a lower funded ratio when the next Actuarial Valuation is performed and, thus, a higher calculated contribution rate at that time.
- Require that you include the Net Pension Obligation (NPO) under the Governmental Accounting Standards Board (GASB) Standards in your financial statements.

Deadline for Resolutions

VRS must receive your formal signed resolution for the employer retirement contribution rate election **by no later than July 10, 2014**. Please send all resolutions to Ms. ZaeAnne Sferra, Employer Coverage Coordinator at P.O. Box 2500, Richmond, VA 23218-2500.

If you have any questions about the information in this packet, please contact Ms. ZaeAnne Sferra, Employer Coverage Coordinator, at zsferra@varetire.org or (804) 775-3514.

Best regards.

Sincerely,



Robert P. Schultze
Director

Employer Contribution Rates for Counties, Cities,
Towns, School Divisions and Other Political Subdivisions
(In accordance with the 2014 Appropriation Act Item 468(H))

Resolution #20140602-2

BE IT RESOLVED, that the Town of Haymarket, 55260, does hereby acknowledge that its contribution rates effective July 1, 2014 shall be based on the higher of a) the contribution rate in effect for FY 2014, or b) eighty percent of the results of the June 30, 2013 actuarial valuation of assets and liabilities as approved by the Virginia Retirement System Board of Trustees for the 2014-16 biennium (the "Alternate Rate") provided that, at its option, the contribution rate may be based on the employer contribution rates certified by the Virginia Retirement System Board of Trustees pursuant to Virginia Code § 51.1-145(I) resulting from the June 30, 2013 actuarial value of assets and liabilities (the "Certified Rate"); and

BE IT ALSO RESOLVED, that the Town of Haymarket, 55260, does hereby certify to the Virginia Retirement System Board of Trustees that it elects to pay the following contribution rate effective July 1, 2014:

(Check only one box)

- The Certified Rate of 6.06% The Alternate Rate of _____%; and

BE IT ALSO RESOLVED, that the [Town of Haymarket, 55260, does hereby certify to the Virginia Retirement System Board of Trustees that it has reviewed and understands the information provided by the Virginia Retirement System outlining the potential future fiscal implications of any election made under the provisions of this resolution; and

NOW, THEREFORE, the officers of Town of Haymarket, 55260 are hereby authorized and directed in the name of the Town of Haymarket to carry out the provisions of this resolution, and said officers of the Town of Haymarket are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the Town of Haymarket for this purpose.

David Leake, Mayor

CERTIFICATE

I, _____, Clerk of the Town of Haymarket, certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the Town of Haymarket held at Haymarket, Virginia at seven o'clock on June 2, 2014. Given under my hand and seal of the Town of Haymarket this _____ day of _____, 2014.

Jennifer Preli, Town Clerk

**This resolution must be passed prior to July 1, 2014 and
received by VRS no later than July 10, 2014.**



TO: Town of Haymarket Town Council
SUBJECT: Resolution Authorizing Series 2014 Refunding Bonds
DATE: 06/02/14

BACKGROUND

In continuing our progress with VML/VACO Finance in refinancing our bonds, our representatives have bid out the Refinancing of our General Obligation Bonds. The results of the bids are also included in your agenda packet along with a resolution for approval.

RECOMMENDATION

I would recommend that the Town adopt the Resolution of Approval for the refinancing of the Town's General Obligation Bonds as per the bid by Carter Bank.

MOTION

I move to adopt Resolution #20140602-3 authorizing the refinancing of the Town's General Obligation Bonds, and in coordination with, VML/ VACO Finance and Carter Bank.



TO: Town of Haymarket Town Council
SUBJECT: Zoning Determination Request - Parcel A-1, LC
DATE: 06/02/14

Parcel A-1, LLC has submitted a zoning determination request regarding the applicability of certain Zoning Ordinance requirements to building improvements at 6614 James Madison Highway. Staff is preparing a draft response for the Town Council's review during closed session at the June 2, 2014 Town Council meeting.

BACKGROUND

On August 5, 2013, the Town Council approved temporary occupancy of 2,600 square feet of recreation activities being constructed at 6614 James Madison Highway (Next Level Fitness). The approval of the temporary occupancy was conditioned upon diligent pursuit of an amended final site plan to accommodate the area of temporary occupancy. Construction of site improvements required by the amended final site plan is to be completed by September 1, 2014. The Council's approval also stated that should the property owner desire a zoning determination letter regarding required site improvements associated with the amended site plan, such request shall be submitted to the Town prior to close of business December 31, 2013.

The property owner submitted a request for a zoning determination on April 30, 2014. There has been no activity regarding the requisite amended final site plan since the Council's action last August; however, the Staff did meet with the owner on May 13, 2014 to discuss first submission comments issued last May (2013).

ATTACHMENTS:

- 04-30-2014 Zoning Determination Request (PDF)

SIGNATURE

COMPANIES

April 30, 2013

Town Council of the Town of Haymarket
 c/o Honorable David Leake, Mayor
 P.O. Box 1230
 Haymarket, VA 20168

Dear Mayor Leake & Members of the Town Council,

This letter is to request a formal zoning determination from the Town of Haymarket's Zoning Administrator, who we understand is the Town Council. In 2002 Parcel A-1, LLC received formal approval of its as built Site Plan. Pursuant to Va. Code Ann. § 15.2-2307, as such this Site Plan is vested, and it remains valid pursuant to Va. Code Ann. § 15.2-2260(F).

This letter provides a brief history of the property, identifies the issues, states Parcel A-1 position, and then requests a formal zoning determination from the Town.

The Issues:

- Does the enclosure of either the front loading dock area or rear loading dock area of the subject property require a minor site plan amendment or a new site plan under the existing Town Ordinances?
- Should the existing Town ordinances be clarified and create specific criteria (as found in order jurisdictions such as Loudoun County) to more clearly state what constitutes a "Building Addition" or "Major Modification" or New Construction?
- Should the existing Town Ordinances be enhanced to provide for the Submission of a "Parking Plan" to demonstrate the property has adequate parking for the designated Tenant Uses?
- Relevant Code Sections:
 - Section 58-259 - "changes in use requiring the Landlord to file a new site plan"
 - Section 58-510 - "Minor Modifications" to an approved site plan.
 - Section 58-11 - "Off-Street Parking"

Property Recent History:

- 1998 Signature Kitchens completed major renovations to the property and relocated its warehouse and corporate offices to the property.
- 2002 a site plan for the property was submitted, constructed and approved as built. The site plan included 155 parking spaces, storm water, landscaping and site lighting.
- 2009 HSP tenants took occupancy of approximately 29,000 sq. ft located in the rear of the building and began doing business. The individual tenant spaces were later demised and each of the existing tenants were approved for occupancy.
- 2012 NLPT gained approval to enclose approximately 700 sq. ft. of covered loading area to construct a Juice Bar area.

- 2013 NLPT gained conditional approval to enclose approximately 2,500 sq. ft. of the rear covered loading area. This project was approved and NLPT granted temporary occupancy under certain conditions. At issue was the interpretation of the town ordinances which have been interpreted by the City Planner as requiring Parcel A-1, LLC to submit a new site plan which Parcel A-1 has objected to and believes the Town ordinances do not require a new site plan or a minor site plan amendment.
- Parcel A-1, LLC has done significant engineering and site survey work towards a site plan and has submitted a preliminary site plan to the Town. Further, we have received comments from the City Planner and Engineer. It is important to note that the Site Plan submission was conducted as a requirement of the Town while discussions were taking place between Parcel A-1, LLC and Rose Investments regarding Snyder Baseball Academy occupancy of the Rose Property and the expansion of JNJ and NLPT into Snyder's current space. As such, the current site plan submission was expressly done as a requirement of this project and not the current NLPT expansion project now at issue.

Parcel A-1 and (NLTF) take issue with the Zoning Administrators reading of the Ordinance that apply to our situation and as such we seek a formal determination so that we may accurately assess the viability of future expansion of the property and/or changes in the existing Tenant Mix by understanding the definitive project cost of all construction elements including site plan improvements required for future expansion as well as the Site Plan requirements associated with the 700 sq. ft. Juice Bar and 2,500 sq. ft. Rear Loading Area enclosures.

Zoning Determination Request: - Pursuant to the items shown below, Parcel A-1 request the following official zoning determinations:

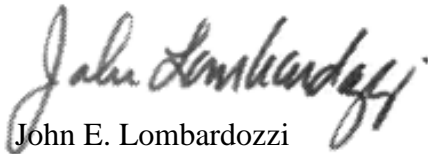
1. The 2002 Site Plan was approved and constructed prior to the 2009 Code changes, and therefore the provisions of Virginia's vesting statute, 15.2-2307, provides that these new requirements not apply to our approved site plan.
2. The Parcel A-1 property was constructed prior to 1983 and as such is afforded different treatment under the existing zoning ordinances. Please clarify which zoning ordinances apply to the property.
3. The 700 square foot (Juice Bar) enclosure area now occupied by (NLPT):
 - a. Under section 58-259 of the Ordinance, did this enclosure represent a "Change in Use" and thus require the Landlord to file a new site plan?
 - b. Did the enclosure represent "New Construction"?
 - c. Did the enclosure represent "A Material Modification to the Existing Structure"?
 - d. Did the enclosure project constitute a "Minor Modification to an approved site plan and would not require planning commission review pursuant to section 58-510"
 - e. If, section 58-510 "Minor Modification" applies to the above project:
 - i. Will the Town Council approve this project without formal review as compliant with the following criteria:

1. "Do not reduce or alter the percentage of land shown as grass or landscaped area under the original plan"
 2. "Do not expand the **building size** or area of lot surface in active use"
 3. "Do not reduce or change the efficiencies of the stormwater system"
 4. "Meet all applicable state, federal and local guidelines for the use or design proposed"
4. The 2,500 square foot Rear building enclosure area now occupied by (NLPT) under a conditional use Permit.
- a. Under section 58-259 of the Ordinance did this enclosure represent a "Change in Use" and thus require the Landlord to file a new site plan?
 - b. Did the enclosure represent "New Construction"?
 - c. Did the enclosure represent "A Material Modification to the Existing Structure"?
 - d. Did the enclosure project constitute a "Minor Modification to an approved site plan and would not require planning commission review pursuant to section 58-510"
 - e. If, section 58-510 "Minor Modification" applies to the above project:
 1. Will the Town Council approve this project without formal review as compliant with the following criteria:
 2. "Do not reduce or alter the percentage of land shown as grass or landscaped area under the original plan"
 3. "Do not expand the **building size** or area of lot surface in active use"
 4. "Do not reduce or change the efficiencies of the stormwater system"
 5. "Meet all applicable state, federal and local guidelines for the use or design proposed"
5. The provisions of Virginia's vesting statute, § 15.2-2307, provide that these requirements do not apply to the Parcel A-1
6. If this determination does conclude that either of the above projects requires the Property owner to file a new site plan and it concludes this based upon the need for the property owner to demonstrate the site has proper parking, will the Town Council waive the Site plan requirements in favor of the Landlord providing a detailed Parking Plan which includes all enclosed areas of the building?
7. If the Town Council concludes that a Site Plan waiver with detailed parking plan is not appropriate, will the Council approve a revised site plan with the following non-conformities which are depicted on its approved Final Site Plan is vested, and compliance with the I-1 lot coverage requirement set out in Zoning Ordinance§ 58-63 is not required.
- a. Site lighting to remain as is.

- b. Landscape requirements be consistent with the 2002 site plan.
- c. The Lot coverage ratio at 87% (as built) -
- d. The 4ft buffer as currently constructed.
- e. The justification for these waivers are as follows:
 - i. The 2002 as built site plan was built in conformance with zoning standards that were in effect at that time.
 - ii. The current ordinance for site plans was adopted by the Town Council on January 5, 2009.
 - iii. The HSP use was approved by Council in October 2008

Thank you in advance for your time and consideration of this matter.

Sincerely



John E. Lombardozzi
Manager, Parcel A-1, LLC

cc: Marchant Schneider, City Planner

Attachments:

1. Analysis of the applicable zoning ordinances 58-529, 58-510 & 58-11.

Analysis of 58-529 - Zoning Ordinance

- The Ordinances provide for Town Council to approve minor changes to an existing site plan without formal review and we believe that very situation exists in our application. My assumption is that the Ordinance specifically provides for this because it recognizes the complexity and cost associated with a site plan site plan and the extensive requirements associated.
- The letter revoking the Building Permit #B20130410 sites section 58-259 of the was adopted in October 2009 and states:

*"Before a building permit shall be issued or construction commenced on any permitted use in the I-1 district **constituting a change in use from the previous user** or for **all new construction** or an **addition** or **material modifications to any existing structure** or the parking or any other improvements or facilities on the property, a site plan prepared in accordance with article XIII of this chapter shall be submitted to the planning commission for review for up to 60 days. The planning commission shall refer these plans and its recommendations to the town council for consideration at its next regularly scheduled meeting. Modification of the plans may be required by the planning commission and/or the town council. Minor modifications to an approved site plan will not require planning commission review pursuant to **section 58-510**"*

- Parcel A-1 has an approved site plan which was designed, constructed and approved by the Town in March 2002.
- We respectfully disagree with the City Planner's application of 58-529 and offer the following analysis of this ordinance:
 1. The approved use is not being changed as (NLFP) is an existing Tenant.
 2. This enclosure does not represent "New Construction"
 3. This enclosure clearly is not an "Addition" as this is an enclosure of existing roof line of the building.
 4. At best this project might be characterized as a "Material Modification to any Existing Structure" I have no point of reference to identify what is "Material" The enclosure area we are talking about represents less approximately 7% of the existing structures roof area.
- 58-259 is written in the context of discussing "Site Plans". In this context we do not see the outline of the building changing and should not require a new Site Plan to be prepared.
- 58-259 ordinance also does not provide any other mechanism for the Town Council, Planning Commission or City Planner to determine the conformance to Parking standards or even a simple re-striping plan to accommodate a change in Tenant uses within an existing structure with an approved site plan.
- 58-529 does not appear to contemplate changes in Tenant Uses in a Multi-Tenant / Multi-Use building structure. For example:
 1. Existing tenant (JNJ) desires to occupy the Signature Kitchens 2,500 sq. ft. warehouse area to expand the size of its moon bounce and party center. In the most literal interpretation, the current ordinance could find this to be a change of use and trigger a full blown site plan. The cost of this would be prohibitive and hence cause the property to become frozen in its current configuration.

Analysis of 58-510 - Zoning Ordinance

- Should the Town Council find that Section 58-529 does apply, then we are required to file a modification to our existing site plan which was approved in 2002. The code states that *"minor modifications of an approved site plan will not require planning commission review pursuant to 58-510"*
- Section 58-510 states the following:

*After a final site plan has been approved, minor modifications, which comply with the spirit of this article and other provisions of this chapter and with the general purpose of the comprehensive plan for the development of the area, may be **approved by the town council without formal review when such modifications:***

- (1) Do not reduce or alter the percentage of land shown as grass or landscaped area under the original plan.*
- (2) Do not expand the **building size** or area of lot surface in active use.*
- (3) Do not reduce or change the efficiencies of the stormwater system.*
- (4) Meet all applicable state, federal and local guidelines for the use or design proposed.*

- Based upon our interpretation of the above zoning ordinance it seems clear that the Council can exercise its discretion and determine that because the roof line of the existing structure will not be changed, that we are not expanding the "building size". The City Planner has interpreted the phrase "Building Size" to mean any increase in the useable floor area of the building.
- The 2002 Site Plan documents the outline of the building which is not being altered.
- In 2011 the Town approved the building permit for enclosure of the existing juice bar area. This enclosure is approximately 700 sq. ft. of existing roof line. This building permit is identical in form and substance and did not require a formal site plan review or submission.
- The current structure has an existing roof & floor and I cannot possibly see how you can interpret the code to mean "building usable floor area". If the code intended to say this, then it would have been written that way.

Analysis of 58-11
Minimum off-Street Parking

- Multi-Use / Multi-Tenant Parking Ordinance do not currently exist in the Town Ordinance:

Sec. 58-11. - Minimum off-street parking. 

There shall be provided that at the time of erection of any main building, or at the time any main building or its accessory uses is enlarged or the use changed, all provisions of article XIII shall be met along with minimum off-street parking space with adequate provision for entrance and exit by standard size automobiles, as follows:

- (1) In all residential districts there shall be provided, either in a private garage or on a lot, space for the parking of two automobiles for each dwelling unit located on such lot or parcel.
- (2) Lodging houses, motels and hotels shall provide, on the lot, parking space for one automobile for each accommodation.
- (3) For church, high school, college and university auditoriums, and for theaters, general auditoriums, stadiums and other similar places of assembly, at least one parking space for every five fixed seats provided in the building.
- (4) For hospitals, at least one parking space for each two beds' capacity, including infants' cribs and children's beds.
- (5) For medical and dental clinics, at least ten parking spaces. Three additional parking spaces shall be furnished for each doctor or dentist having offices in such clinic in excess of three doctors or dentists.
- (6) For apartments, at least 2.5 parking spaces for each individual sleeping or living unit.
- (7) For mortuaries and liquor stores, at least ten parking spaces.
- (8) For retail stores selling directly to the public, one parking space for each 200 square feet of retail floor space in the building.
- (9) Any other commercial building erected, converted or structurally altered after the effective date of the zoning ordinance of September 19, 1983, shall provide one parking space for each 200 square feet of business floor space in the building.
- (10) Parking space as required in this section shall be on the same lot with the main building; except that in the case of buildings other than dwellings, spaces may be located as far away as 600 feet. Every parcel of land used as a public parking area and motor vehicle ways, after the effective date of the zoning ordinance of September 19, 1983, shall be surfaced with asphalt or concrete. It shall have appropriate guards where needed as determined by the administrator. Any lights used to illuminate such parking areas shall be so arranged as to reflect the light away from adjoining premises in a residential district.
- (11) Reserved.

(Code 1989, § 12-11; Ord. of 3-19-1990; Res. of 4-2-1990; Res. of 6-4-1990; Ord. of 7-6-1998, § 1(12-11); Ord. of 6-2-2003; Ord. of 11-15-2011) **Cross reference**— Parking generally, § 46-81 et seq.

- Ordinances 58-11(9) provide a single parking standard for all Structures and do not seem to address the conditions surrounding our Property. Below are issues that may need to be addressed and clarified:
 - No provision exists for a property owner to submit a simple parking or restriping plan.
 - The current zoning ordinances appear to indicate that every change in Tenant Use will require a new site plan which is subject to the full review of the Planning Commission, Town Staff and Town Council. This seems cost prohibitive and an unnecessary administrative process. Further, the property owner would be required to upgrade the Site Plan to meet any new Ordinances.
 - The Standard being used for Sports Use Tenants is based upon Prince William County of 1 space per 250 sq. ft.
 - In a Multi-Use building, it can have Complimentary Tenant Uses which can lower the parking requirements and make these facilities less costly to operate.
 - In the last 3 1/2 years of operation, I would estimate the Parking Lot at our site during peak use is only 50% occupied. I would think that the parking standard for Sports Uses could be lowered due to Tenant mix having peak operating hours that are opposite that of Saddlery Liquidators and Signature Kitchens which occupy 50% of the Building.



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 06/02/14

ATTACHMENTS:

- June Treasurer's Report (PDF)

**Town of Haymarket
Treasurer's Report
July 1, 2013 through May 22, 2014**

	Year-To-Date Budget	Year-To-Date Actual	Over Budget	Under Budget	Net
1.					
GENERAL PROPERTY TAXES	327,742.21	317,051.16		(10,691.05)	(10,691.05)
OTHER LOCAL TAXES	955,419.64	898,303.23		(57,116.41)	(57,116.41)
PERMITS,FEES & LICENESES	39,961.82	60,993.12	21,031.30		21,031.30
FINES & FORFEITURES	66,935.48	83,085.48	16,150.00		16,150.00
CHARGES FOR SERVICES	0.00	600.58	600.58		600.58
REVENUE FROM COMMONWEALTH	197,084.36	202,493.43	5,409.07		5,409.07
MISCELLANEOUS	13,240.86	18,362.84	5,121.98		5,121.98
RENTAL (USE OF PROPERTY)	214,038.25	189,426.85		(24,611.40)	(24,611.40)
INTEREST ON BANK DEPOSITS	892.48	2,068.59	1,176.11		1,176.11
SAFETY LU/MAP 21 GRANT	1,052,906.93	318,556.37		(734,350.56)	(734,350.56)
TRANSFER OF CASH RESERVES	7,194.00	0.00		(7,194.00)	(7,194.00)
	2,875,416.03	2,090,941.65	49,489.04	(833,963.42)	(784,474.38)

Summary of Expenditures

01 - ADMINISTRATION	470,334.25	514,680.82	44,346.57		44,346.57
03 - PUBLIC SAFETY	672,966.66	601,863.06		(71,103.60)	(71,103.60)
04 - PUBLIC WORKS	196,502.71	189,307.14		(7,195.57)	(7,195.57)
07 - PARKS, REC & CULTURAL	37,968.90	33,423.92		(4,544.98)	(4,544.98)
08 - COMMUNITY DEVELOPMENT	2,378,012.37	345,219.73		(2,032,792.64)	(2,032,792.64)
09 - NON-DEPARTMENTAL	417,009.80	224,466.36		(192,543.44)	(192,543.44)
	4,172,794.69	1,908,961.03	44,346.57	(2,308,180.23)	(2,263,833.66)

2. Additional Appropriations:

\$13,000 appropriation to General Grounds Maintenance: Maintenance Services & Repairs;
transferred from General Reserves

Reclass \$113,00 of Revenue and Expenses to tie year end budget

3. Line Items Over 4th Qtr Appropriations:

	Year-To-Date Budget	Year-To-Date Actual	Over Budget
01 - ADMINISTRATION			
11100 - TOWN COUNCIL			
Salaries & Wages - Regular	20,883.87	29,875.00	8,991.13
FICA/Medicare	1,566.29	2,080.80	514.51
12110 - TOWN ADMINISTRATION			
Accounting Services			
Consultants	0.00	29,725.00	29,725.00
Office Supplies	3,123.65	3,270.26	146.61
Computer, Internet & Website	0.00	3,162.28	3,162.28
Legal Services	71,397.85	92,197.41	20,799.56

**Town of Haymarket
Treasurer's Report
July 1, 2013 through May 22, 2014**

	Year-To-Date Budget	Year-To-Date Actual	Over Budget
03 - PUBLIC SAFETY			
Legal Services	12,940.86	15,033.13	2,092.27
Repairs & Maintenance	1,807.26	2,337.11	529.85
Maintenance Service Contracts	1,070.97	6,742.10	5,671.13
Electrical Services	1,784.94	4,126.84	2,341.90
Computer, Internet & Website	2,838.06	3,839.09	1,001.03
Telecommunications	4,194.62	5,054.69	860.07
Equipment Rental	446.23	947.94	501.71
Office Supplies	3,012.10	4,251.46	1,239.36
Police Supplies	2,409.68	2,817.44	407.76
34100 - BUILDING OFFICIAL	49,086.03	65,985.00	16,898.97
04 - PUBLIC WORKS			
Trash Removal Contract	59,795.70	61,835.63	2,039.93
43100 - MAINT OF GENERAL BLDG & GROUNDS			
Repairs/Maintenance Services	17,387.10	20,863.80	3,476.70
Maintenance Service Contracts	13,468.66	14,748.64	1,279.98
Website & Internet Svcs	10,709.68	13,408.96	2,699.28
72200 - MUSEUM			
Salaries & Wages - Part Time	10,709.68	12,381.72	1,672.04
Repairs & Maintenance Services	3,569.90	4,216.84	646.94
Telecommunications	1,338.71	2,032.88	694.17



TO: Town of Haymarket Town Council
 SUBJECT: Building Official's Report
 DATE: 06/02/14

Inspections Report for the Month May 2014, for the Town of Haymarket, by Joseph E. Barbeau, Jr.

Inspections:

- May 2

Performed a Final Inspection for the installation of a gas Furnace at 6836 St. Paul St., observed the installer performing a leak test per Code requirements. This work has been Approved.

- May 5

Performed a pre-final Inspection walk through at the QBE property located at 14600 Washington St. at the request of the Permit holder. During the course of this walk through some items of concern were noted regarding Fire Separation, Storage, and Flammable Materials use in an Assembly Use area. I addressed these concerns with the property manager and he is making whatever efforts that are required to correct these issues prior to the Final Inspection. The property manager has been keeping me informed of his efforts to address these items, and is making excellent progress in these regards. Final Inspection has not been scheduled at this time.

Performed Rough-in Inspections at Power Yoga for Mechanical, Fire suppression, Electrical, Plumbing, Gas, and Building at Power Yoga, 15111 Washington Street. These inspections were required prior to installation of insulating material and then wall closure. All installations were Approved. Additionally, due to my absence from the jurisdiction during the next few days (DHCD course work in Norfolk). I would not be able to physically inspect the installation of insulating materials prior to the wall closure. The areas to be insulated were determined and I agreed to allow the contractor to send me images via the phone to show this work, so that this closure allowance could be granted.

- May 7

Received by phone images of installation of insulation material from Genesis Construction, showing the work to have been done as agreed. The granting for wall closure was done electronically as allowed by the Commonwealth, for this type of situation.

- May 9

Performed a follow-up Inspection at United Health Care located at 4426/4428 Costello Way, to ascertain that issues revealed during the first inspection had been resolved. These issues were the lack of a hanger for the Fire Extinguisher, and the blockage of an Electrical Panel access due to furniture installation. These issues have been resolved and the Certificate of Occupancy may be issued.

Performed a Final Inspection for the installation of a deck at 14955 Keavy Place. This deck was Approved.

Performed an underground Plumbing Inspection for work being done to install a bathroom at 14714 Dogwood park. Waste piping had to be relocated for this work, and an inspection was required before the re-placement of the concrete. This work was Approved.

- May 10

Performed an Inspection for concerns regarding life safety at the Old Post Office building. It was found that wooden columns installed during the renovation of this structure had deflected due to the nature of the material used rather than the loads placed upon them. A review of the plans for this renovation, combined with a thorough inspection of the site, determined that this structure was not in danger at this time, however the columns must be replaced, in part due to this deflection, and in part due to the nature of the Pressure Treated material used. I informed the tenant that until this is completed I was ordering that the second floor be restricted to a load of not more than ten people, thus reducing the allowable load to half of that which it had been designed for.

- May 12

Performed Final Inspection for AKT at 1511 Washington St., prior to Issuance of a Certificate of Occupancy. Due to issue noted elsewhere in this report with the Electric Range, a full Co could not be issued at this time. A plan to rectify these issues and allow the Issuance of a Temporary CO so to allow for an Inspection from the PWC Health Department, and the stocking of this facility was agreed to.

- May 15

Performed Rough-in Inspections for Mechanical, Electrical, and Plumbing installations prior to the allowance of wall closure for the project at 14714 Dogwood Lane, to create a basement bathroom. These installations passed inspection and closure of these walls has been Approved.

- May 16

Performed Final Inspection (return visit) for AKT at 15111 Washington St., to view proper connection of Electric Range. During the first inspection it was noted that this range did not disconnect with the activation of the suppression system as required by Code. This correction has been made and will be notated on the report from the suppression system maintenance contractor. Final Inspection was Approved and the Certificate of Occupancy has been Issued.

- May 20

Performed footing Inspection at 6825 St. Paul Drive, prior to the placement of concrete, depth and soil condition were acceptable and this work was Approved.

Document Review:

- May 12

Met with Brian in his office to review my findings from an inspection of the Old Post Office building that I had conducted on May 10. At this time I shared my evaluation of the situation, the repairs needed, and my action to decrease the allowable occupancy of the second floor until repairs could be affected.

- May 14

Issued Certificate of Occupancy to United Health Care at 4426/4428 Costello Way, and Temporary Certificate of Occupancy at AKT, 15111 Washington St., to allow Health Department Inspection from Prince William County, and to stock the operation prior to opening, while awaiting corrections to wiring for Electrical Range due to issues regarding the cut-off of this appliance when the Fire Suppression system discharges. This Temporary allows limited use of the premises, barring opening to the public and sales until compliance with these noted conditions. Also, sent letters to both Colby Schreckengost and John Lombardozzi regarding the final steps needed to be undertaken by them to complete the project at NLT Fitness facility, following up on a site meeting held on April 30.

- May 15

Meeting with Brian and Engineer David Hall to review issues found at the Old Post Office building, where wooden columns that had been installed during previous renovations have been found to be deflecting, causing concerns regarding the safety of this structure. These columns need to be replaced; Engineer Hall is developing a scope of work for this effort. Though we are agreed that there is no immediate danger due to this condition, until such time that these have been replaced I have established that the occupancy of the second floor of this structure should not exceed 10 people, which is half of the designed load for this area. The purpose of this action is to ensure that this area will not be overloaded until these repairs have been completed.

- May 16

Meeting at Town Hall with HR Horton to complete all permitting requirements pertaining to the installation of street lighting at Alexandra's keep. This work had been begun without the benefit of proper Permitting, and as such had been Stopped. All applications have now been filed, these have been Approved, and the work may be completed.

- May 22

Review of submitted plans and documents for work to be performed at the Winterham House at 15110 Washington St.. The Permit cannot be issued at this time as the application is not complete. No scope of work was provided to address considerations of proffers that exist on this property. Also, these plans should include all aspects regarding the Accessibility for this property, as well as show all locations of the Fire Safety systems such as Exit signs and Emergency Lights.

Other Items:

During the period of April 22 through April 24 I attended and completed the Core Course for the Commonwealth of Virginia DHCD Code Academy. During the period of May 6 through May 8 I attended and completed the Advanced Building Officials Course for the Commonwealth of Virginia DHCD Code Academy. I am awaiting a testing date from ICC to take the Certified Building Officials Examination as the last step before full Certification. During this same timeframe I have completed both the National Response Framework and the Effective Communications modules offered through the FEMA Training Program.



TO: Town of Haymarket Town Council
SUBJECT: Engineer's Report
DATE: 06/02/14

ATTACHMENTS:

- June 2014 Engineer's Report (PDF)

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

Enhancement Project

- Work is now progressing faster since the majority of work is occurring behind the concrete barrier/barreled off areas.
- There are still periodic single lane closures for when work needs to occur at the tie in areas or work crossing the road.

I-66 Widening Project

- After receiving complaints about the noise at night, VDOT and the Design-Builder (Shirley/Dewberry) held a Pardon Our Dust meeting at Town Hall on May 8.
- At this meeting, the Design-Builder said the Old Carolina Road Bridge will be closed in June after school is out and the closure will last until approximately late fall 2015.
- The Design-Builder also explained that the sound barriers cannot be installed until after the grading at the outside edges of the road has been done because the sound barriers are installed at the top or bottom of the new graded area. This is the reason the sound barriers are not scheduled to be installed until Spring to Fall of 2015.
- The link to the power point presentation shown at this meeting is posted on the Town's website.

I-66/Route 15 Interchange Project

- The Commonwealth Transportation Board (CTB) approved the award to Lane Construction/Rinker Design with the diverging diamond interchange.
- Information is slowly forthcoming from VDOT and information will be posted to the Town's website and updated to Town Council as it becomes available.
- At the Public Hearing with the semi-directional flyover interchange, total project costs were anticipated to be \$73 million. Now posted on VDOT's website, total project costs with the diverging diamond interchange are anticipated to be \$56 million.
- Construction is anticipate to begin early 2015 and completed in 2017.
- On the next page is a picture from VDOT's website of a diverging diamond approach on Rte. 15 where it crosses I-64 at exit 136 (Zion Crossroads in Louisa County).



VSMP Authority

- DEQ is still determining how coordination will happen with us as they become the Town's VSMP Authority on July 1.

Access Improvements to the Southern Railway Caboose

- The construction plans have been finalized and preliminary bid package has been sent to the Town Attorney for review, comment, and development of the contract.
- We are trying to get the finalized plans and bid package to VDOT by May 30 for review and comment in order to get Approval to Advertise.
- We are scheduled to Advertise for Construction in August.

Restriping Washington Street at Jefferson Street Signal

- VDOT has been in touch with follow up questions to the Town as they are evaluating the request to restripe Washington Street at the Jefferson Street signal in order to provide left turn lanes on Washington Street.
- VDOT has not made the final determination regarding the request at this time.

Site Plans

- Sheetz: Town Planner and Engineer met with the applicant to go over comments.
- Chick-fil-a: The Special Use Permit has been reviewed and I forwarded comments to the Town Planner. An amended site plan will not be submitted until after the SUP has been approved.
- Haymarket Ice Rink: The final site plan to add an additional rink has been submitted and is under review.
- Robinson's Paradise: The Preliminary Plan second submission has been submitted and is under review.
- Signature Kitchens: Town Planner and Engineer met with owner to go over previous comments and next steps.



TO: Town of Haymarket Town Council
 SUBJECT: Museum Report
 DATE: 06/02/14

Town of Haymarket Health & Fitness Expo

On March 12th myself along with the Town Clerk, Jennifer Preli met with Wendy Adkins and Sosan Azmeh of Carient Heart & Vascular for a preliminary meeting.

In the meeting we discussed; possible site location, vendor participation, proper advertising, sponsorship as well as a “grass-roots” campaign of getting the word out. We are currently looking at the event to be held on a Saturday in one of the following months; August - 2014, October - 2014 or May- 2015.

Updates:

- Carient has decided they would like to conduct the Health & Fitness Expo in May of 2015. They are looking at Saturday, May 16th or Saturday, May 30th.
- They would also like to use the Old Pace West School property.

- **2014 - Train Exhibit**
- The Haymarket Museum will have its first Train Exhibit every weekend starting Saturday, June 14th thru Sunday, July 20th. The exhibit will explore the history of the railways through the Town of Haymarket from its conception to its closing.
- The Regency Model Railroad Club will have a model train on display along with railway members on hand to answer questions. A 6 Pipe Pneumatic Train Whistle has been donated by the Harnest Family to the Haymarket Museum and Caboose, it will be on display during the exhibit.

- **Updates:**
- The train exhibit has been extended through July 20th. Original end date was June 29th.
- Exhibit will be advertised in the May, 30th edition of the Bull Run Observer.
- Mentioned at the end of the feature article “When History Arrived by Rail” by John Toler in the June edition of The Haymarket Lifestyle magazine.
- Bob Cohen, train historian and author of “A Trip by Rail in the Shenandoah Valley” will be at the Museum on Saturday, June 21st for a book signing and to answer questions.

Museum Attendance for May 2014

5/3 & 5/4 - 30 visitors

5/10 - 7 visitors

5/17 & 5/18 - 23 visitors



TO: Town of Haymarket Town Council
SUBJECT: Planner's Report
DATE: 06/02/14

- Chick-Fil-A Restaurant with Drive-Thru. Staff has issued first submission comments and is awaiting the Applicant's response. The Applicant has also received ARB approval and submitted construction plans for review. The ARB approval and an approval of the construction plans will be conditioned upon the requisite SUP and amended site plan for the restaurant.
- Sheetz Rebuild. Staff has met with the Applicant to discuss first submission comments. We are awaiting the Applicant's response.
- Haymarket Ice Rink Final Site Plan. The Applicant has submitted the final site plan for review. The configuration of the building has changed. The main entrance has been moved to the east façade. Plans to add an addition above the open bay at the front the building have been eliminated.
- Robinson's Paradise Rezoning. The Applicant has resubmitted a revised plan which substantially changed the layout of the proposed small lot single-family lots. The amended plan will extend the Staff review.
- Zoning Permits. Several permits have been issued for decks within Sherwood Forest and Greenhill Crossing.



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 06/02/14

ATTACHMENTS:

- April 2014 Stats for Council (PDF)

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)

**Town Police Statistics for
February, March, & April 2014**

Activity	February	March	April	Total
Mileage	2799	3028	5755	11581
Parking Tickets	8	10	11	29
Uniform Traffic Summons	54	70	67	191
Criminal Felony	1	0	3	4
Criminal Misdemeanor	1	9	5	15
Reports	7	14	16	37
Complaints	148	135	210	493
Accidents	1	2	0	3
Hours Worked	704.5	815	1043.9	2563.4

During the month of April 2014 the Haymarket Police Department:

Provided traffic assistance on April 12, 2014 for the annual Earth Day Celebration

Criminal Stats for April 2014
Haymarket Police Department

1. Suspicious Person = 10
2. DUI Lookout = 3
3. Citizen Assist = 5
4. Suspicious Vehicles = 8
5. Larceny in Progress = 1 (Shoplifter Sheetz)
6. Alarm Calls = 7
7. Business Check = 1
8. Drugs (Juveniles) = 1
9. Open car door = 1
10. Accidents = 2
11. Traffic Obstruction = 2
12. Motorist Assist = 12
13. Funeral Escort = 1
14. Child Neglect = 2 (Unattended in vehicle)
15. BOL for Reckless = 3
16. Disorderly = 1
17. DIP = 1
18. Weapon Violation = 1
19. Hit and Run = 1
20. Vandalism = 1
21. Larceny = 2
22. Open door on business = 1
23. B & E = 1
24. Assist PWC = 6
25. Assist VSP = 1





TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 06/02/14

MDC Follow Up on County Billing:

- Report and recommendation included in packet.

Old Post Office Repairs Needed:

- A little over a month ago, Shannon Sheahan, one of the partners at Washington Street Realty had inquired if we could have someone look at the posts on the Main floor at the office. One of the posts had “warped” severely and they were concerned for the safety of the structure.
- Sherrie Wilson immediately went over to take a look at the post.
- Due to the concerns for safety, we had our Building Official come out and inspect the structure for structural integrity. Joe determined that the building was structurally safe; he temporarily placed a load restriction on the upstairs floor to a maximum capacity of 10 people and deemed that the posts should be replaced.
- In the meantime, we also reached out to the Structural Engineer that designed the structural features, Dave Hall of DHR, Inc.
- In Dave Hall’s inspection of the property, he deemed the structure to be safe and agreed with the Building Official’s assessment. He also recommended that the posts be replaced. His determination, along with our Building Official’s is that because “pressure treated wood” was used for the columns, then the columns were painted, the wood has dried out and this has lead to the “warping” and cracking. Typically pressure treated lumber is not utilized in interior applications.
- At the time of this report, Dave Hall will be writing a letter describing his findings from his inspection and a scope of work to repair and replace the columns.
- Due to the costs involved, as soon as I have the project scope, I will seek three estimates and bring a recommendation back to the Council for a final decision.
- The tenant has also placed a request for a small rent adjustment for time lost in the office this month while waiting for the structure to be inspected. I can present the request to you in a closed session.

Food Pantry Repairs Update:

- As of this report, ServPro is scheduled to be at the Food Pantry on Tuesday, May 27th and should be completed by Wednesday May 28th for the removal and remediation of the back portion of the Food Pantry.
- We will be having a follow up mold test performed after the work is complete.
- Genesis will be performing the various projects associated with the Structural Engineer’s report within the coming weeks.

Upstairs HVAC System in PD:

- The project has been completed.

Asyst Recommendation:

- Report Included.

Bike to Work Day:

- Rainy and cold weather played a factor in the success of Bike to Work Day, but we were happy to co-sponsor the Haymarket Pit Stop at our local Bicycle shop, Haymarket Bicycles.
- We did have several people still stop by the Pit Stop.

- We also had a couple of articles in various local newspapers highlighting the event, along with the Town and the local business sponsoring the Pit Stop.

RFP for Town Center Master Plan:

- I have the RFP for the Engineering and Design for the Town Center Master Plan ready to release upon the approval of the budget.
- To expedite the process, I would like to suggest that you allow staff handle the process and bring a recommendation of two proposals back to Council to decide upon.
- Staff will also forward a recommendation to Council for selection.
- The proposals submitted are all public record and the process will be transparent throughout.
- An alternative idea would be to have the Mayor appoint a subcommittee for the selection of an engineering/ consultant firm.

Vacation:

- I will be away on vacation the week of June 16-20.

ATTACHMENTS:

- PD- MDC Follow Up Report (June 2, 2014) (PDF)
- Letter regarding MDCs from PWC-Mayor (PDF)
- April 2007 MOU - MDC's (PDF)
- Asyst Recommendation June 2, 2014 (PDF)

MEMORANDUM

TO: MAYOR AND TOWN COUNCIL

FROM: BRIAN P. HENSHAW, TOWN MANAGER

SUBJECT: MDC FOLLOW UP- COUNTY ANNUAL MAINTENANCE FEES

DATE: 5/23/2014

CC: STAFF

BACKGROUND

In March of this year the Town made the decision to comply with the County and Town's MOU with regard to Mobile Data Computers (MDCs) and their connection to the County's Mobile Data Network. Part of the conditions of the MOU between the Town and County was to upgrade the MDC's when the current MDC's in use are deemed obsolete due to network system advances and technology upgrades. The county addressed this need for the update with a letter on January 16, 2014 to Mayor David Leake. The Town complied with the MOU by purchasing 4 new MDC's through a grant secured by the PD in November of 2013. However another part of this letter raised the issue that the Town had not been paying the annual maintenance fees associated with the MOU from April of 2007. The County stated that they would be invoicing the Town for the maintenance fees for only this fiscal year and provided the estimated fees for Fiscal Year 2015. I have attached the letter for your reference.

Through various contacts and phone calls, I began to research the history of this MOU, the reasoning for the change with regard to the charges and if there was any way to eliminate the charges as been the case in the past. This research led to various phone conversations and meetings with Prince William County staff. I started by reaching out the Thomas Pulaski, Administrative Division Chief, PWC Police to find out the details of what the maintenance was actually for and what services the County was providing our Town's Police Department. It was my understanding from working with Donna Knupp (HPD Administrative Assistant) that the Town's MDC's did not have the same capabilities as the PWC Police Department Officers had on their mobile units with regard to software and applications. I was also reviewing this information with our Town Attorney and the only MOU we had in our possession was not matching the references mentioned in the letter sent in January. As it turned out we were referring to an MOU that was drafted in January of 2007 that dealt with the donation of two MDC's to the Town from the Department of Emergency Services through a Department of Homeland Security Grant. The MOU referenced the requirements and the usage of these units within the County's General Orders. As it turns out, the County later drafted an MOU that defined the responsibilities of the Town and PWC concerning the use of the Mobile Data Network. The Town did not have a copy of this MOU on file. I had drafted a letter to Chief Hudson concerning the discrepancies on March 27th and suggested that the Town and County should revisit the MOU and possibly create a revised MOU.

I reached out to Chief Hudson to schedule a meeting to discuss this issue, as well as Town related issues and a chance to get to know one another. At that meeting, held on April 10th we discussed the various issues associated with the Town's position and used opportunity to remind them that the Town is providing services to both the Town and County, that Town residents are County residents and questioned as to why we were just getting charged this fee when we have never been charged before. The PWC Police informed me that this is the current set up of the departments and that all of the departments are required to pay for the mobile data connection into the PWC Network. This is simply a function of how the county bills their

departments. However, I was also concerned as to why if we are paying the same fee for access to the network, why couldn't our officers have the same capabilities as the PWC Police Department. Contrary to what we were informed, the IT Department informed me that they consider the MDC's ours and we could load whatever we wanted onto them; they just could not guarantee the maintenance on the software or applications if they were not familiar with the software or applications loaded. One such application that could benefit our officers is the TREDs application which allows accident reports to be made at the scene of the accident, opposed to only being able to file reports from our desktops. This would require an internet connection through the county's network, currently unavailable to our officers as a security protocol for the PWC Police Department IT department. At that meeting we began working on a solution for the issue with PWC officials.

The following week on Monday, April 14th I met with Supervisor Pete Candland. During our meeting we discussed this issue as well and he was going to look into the charges and get back to me. On Tuesday, April 15th I met with Javid Elahi, Thomas Pulaski, Tim McCormick and David Jetkiewicz of PWC Police and IT Department to get the final details of what was included in the maintenance, start working on these issues and what they would need from us to be able to allow internet access for our officers. They requested information from us about our VCIN certifications, which currently when our officers access the mobile data network, we are utilizing the county's VCIN operating license, even though the Town has its own. This is just one example of the issues the county and Town have discovered and are working on solving. Many of these issues will be solved when the county transitions to their new system targeted for later this year. Finally, understanding more about the reason for the letter and the charges, I requested that this year's bill be void or significantly lowered due to the fact this charge was not budgeted for this fiscal year. PWC officials understood and stated that they would see what could be done.

I heard back from Thomas Pulsaki on May 6th that they would be lowering our bill for mobile data network access by half for this fiscal year.

RECOMMENDATION

In researching and trying to arrive at the best conclusion for the Town, it has come to my understanding that this is a service that we are paying for through Prince William County. This did prompt the Donna Knupp and me to look into other alternatives to accessing the County's Mobile Data Network. There are third party providers of data access systems for public safety. Currently this is an option that the Town of Dumfries utilizes so there are local options available. We could also set up our own data access network here at the Town. Both of these alternatives involve a large amount of initial set up costs and would require constant upgrades and security measures. Another alternative is simply removing the MDC's from the patrol cars here in the Town. Our officers access the mobile data network through Sprint Air Cards which allow access to the County's "intranet" so that they can receive information from the Prince William County dispatch. Without the MDC's our officers would still be dispatched, but only by radio and would not have access to as much information as provided through their MDC's.

The concern for our residents is are they paying for this service twice, since they are covered by both the Town of Haymarket officers as well as the Prince William County Police and Prince William County assesses a fire and rescue levy within the real estate tax. I would raise the question, could we levy the same tax to cover our costs for the MDC's and replacement on a replacement schedule? However, I would recommend that we not look at this as a tax; I believe it is an encumbrance to the Town; however, this is a service that we are paying for that would not change if we were to pay for the same service through a private third party company. It is in our best interest to make sure that our officers are well equipped and have the same

capabilities as our colleagues on PWC Police force and we are currently working to make that happen. Keeping with PWC as are mobile data network connection provides our officers with the same information that our colleagues have when arriving to a scene that is being covered by both jurisdictions, but also within our own jurisdiction.

I would recommend that we continue to access PWC's mobile data network and provide funding for the services fees within the fiscal budget. I would also recommend that we closely monitor these service fees so that we can make a determination if it would be more cost effective to go to another service carrier or create our own capabilities.



COUNTY OF PRINCE WILLIAM

1 County Complex Court, Prince William, Virginia 22192-9201
 PHONE: (703) 792-6650 FAX: (703) 792-7056

POLICE DEPARTMENT
OFFICE OF THE CHIEF

Stephan M. Hudson
 Chief of Police

January 16, 2014

Mayor David Leake
 Town of Haymarket
 15000 Washington Street
 Suite 100
 P.O. Box 1230
 Haymarket, VA 20169

Dear Mayor Leake:

As you may recall, a Memorandum of Understanding (MOU) between the Board of County Supervisors of Prince William County and the Town of Haymarket was established in 2007 (see attached). The purpose of the MOU was to define responsibilities concerning the use of Police Mobile Data Computers (MDCs) connected to the Prince William County Mobile Data Network.

Pursuant to the MOU for Police MDCs, Section D.2 relating to Technology Upgrades, you are being notified that your MDC equipment has passed its obsolescence date. Accordingly, all MDC equipment will need to be replaced with hardware less than four years old and installed with Prince William County Police Department's standard MDC software image (Microsoft Windows 7 Operating System) no later than March 31, 2014.

MDC systems not meeting these specifications after March 31st, 2014 will be removed from Prince William County network access since they will no longer meet security standards or be supported by the software vendor.

The County inventory shows that the Town is operating the following MDC equipment:

Make/Model	Serial	Asset Tag	Date Purchased
Motorola CF-29	5EKYA20423	P037085	3/5/2007
Motorola CF-29	5EKYA20565	P037086	3/5/2007
Motorola CF-30	9CKYA37888	P044610	11/16/2009
Motorola CF-30	9EKYA53153	P044609	11/16/2009

Additionally, it has come to my attention that annual maintenance fees as outlined in Section E of the MOU mistakenly have not been invoiced to the Town for payment for several years. The attached Fee Schedule outlines the fees for this fiscal year and FY15.



Accordingly, the County's Department of Information and Technology will invoice the Town in the near future for FY14 fees.

Sincerely,



Stephan M. Hudson
Chief of Police

cc: Chief James Roop, Haymarket Police Department

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)



Annual Recurring Fees, No hardware refresh

	FY2014	FY2015*
Wireless Connectivity		
Sprint Monthly Charge (Haymarket pays direct)	\$0.00	\$0.00
Sprint T-1 Charge (1/1000)	\$50.00	\$50.00
PWC Network Connectivity		
Network Connect Fee	\$1,507.00	\$1,474.00
Application Software (license maintenance)		
Mobile Data Browser	\$95.00	\$95.00
Virtual Partner	\$40.50	\$40.50
Mobile Flash (retired CY2013)		
Symantec Anti-Virus		
Mobile Automation		
NetMotion		
Courion		
NetIQ DRA		
PWC Seat Management		
Help Desk	\$563.00	\$622.00
Desk Side Support (combined after FY10)		
Annual operating costs per MDC	\$2,255.50	\$2,281.50
Total Annual Operating costs for 4 MDCs	\$9,022.00	\$9,126.00

Total FY10-FY14 Fees Due

* FY2015 Estimate

MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding ("MOU") made and executed this 4TH day of April, 2007 between the BOARD OF COUNTY SUPERVISORS OF PRINCE WILLIAM COUNTY, VIRGINIA, (hereinafter the "County"), a political subdivision of the Commonwealth of Virginia, and the Sub-Grantee" TOWN OF HAYMARKET, ("Town"), a political subdivision of the Commonwealth of Virginia.

WITNESSETH

WHEREAS, the purpose of this Agreement is to define responsibilities of the Town of Haymarket ("The Town") and Prince William County ("County") concerning use of Mobile Data Computers (MDC) connected to the Prince William County Mobile Data Network; and

WHEREAS, the Town has entered into all necessary supporting contracts and /or Agreement to effectuate this agreement and will cooperate with any future requirements; and

WHEREAS, the Town understands that entering into this agreement will result in certain recurring annual replacement costs and fees in support of the Mobile Data Computers ("MDC") and that those costs and fees shall be borne entirely by the town;

NOW THEREFORE, pursuant to Section 15.2-1726, VA Code Ann., and for good and valuable consideration as indicated herein, the County and Town hereby agree as follows:

A. Administration

1. The County will administer and maintain all MDC used on the PWC Mobile Data Network;
2. The PWC Police Mobile Data Coordinator will administer all MDCs equipment and installed software for The Town;
3. All software installation and configuration activities for MDC equipment connected to the PWC Mobile Data Network will be performed under the direction of the PWC Police Mobile Data Coordinator, except as specified below;
 - An MDC Local Administrative access account will be provided to a member designated by The Town for the express purpose of installing local printer software;
4. The PWC Police Mobile Data Coordinator will administer all MDC user accounts for Town Police members;

5. Town Police members using the PWC Mobile Data Network will abide by all applicable PWC and PWC Police policies such as the Responsible Use of IT Resources and PWC Security policies;
 6. The Town will ensure that only Sworn, paid Police members operate MDC's connected to the PWC Mobile Data Network;
 7. The Town will notify the PWC Police Mobile Data Coordinator, within 24 hours of a status change, the name of any Town Police member who is rendered ineligible to operate a Town MDC by reason of separation, suspension, or other status change under this agreement. The PWC Police Mobile Data Coordinator will immediately inactivate the member's MDC access account;
 8. Either PWC or The Town can suspend connectivity pending resolution of any issue that may impact the performance or integrity of system;
 9. In the event that Town MDC equipment requires service, the Town will transport the equipment to the PWC Police Mobile Data Coordinator;
 10. PWC Police Mobile Data Coordinator will notify a member designated by The Town of any planned or discovered un-planned interruption of the Mobile Data service.
- B. Virginia Criminal Information Network (VCIN)
1. The Town will ensure that only Police members currently certified by the Virginia State Police for VCIN access operate MDC's connected to the PWC Mobile Data Network;
 2. VCIN regulations prohibit Internet access on equipment connected to VCIN. The PWC Mobile Data Network enforces this prohibition by network policy;
 3. Violation of VCIN policies will result in immediate suspension of connectivity.
- C. Audits
1. At regular intervals, PWC Police conducts audits of mobile data message traffic to ensure member compliance with established use policies. Mobile data message traffic from Town Police members is subject to review during these audits;
 2. If a Town member is identified violating established PWC use policies, the PWC Chief of Police, or designate, will contact the Town Chief and make notification of the violation;

3. The PWC Chief of Police will provide the Town Chief of Police, upon request, audits of Town Police member mobile message traffic;

D. Technology Upgrades

1. To maintain the operational efficiency of the PWC Mobile Data Network, the PWC Police Mobile Data Coordinator regularly updates software on MDC equipment. The Town agrees to accept and install these software updates and to transport MDC equipment to the PWC Police Mobile Data Coordinator for update installation, in instances when updates can not be efficiently transmitted to MDC equipment wirelessly;
2. To maintain the operational efficiency of the PWC Mobile Data Network, PWC has established a 4-year hardware recycle schedule for MDC equipment. The Town agrees to provide the PWC Police Mobile Data Coordinator with the warranty start date for all Town MDC equipment. The Police Mobile Data Coordinator will notify a member designated by The Town when Town MDC equipment has reached a 4-year obsolescence date, at least 90 days in advance of the obsolescence date. No connectivity will be permitted for MDC equipment beyond the equipment obsolescence date. The Town will be responsible for acquiring and funding replacement MDC equipment, specified by the PWC Police Mobile Data Coordinator;

E. Fees

1. Per agreement with the Town of Haymarket, funding for first year start up costs (FY08) will be paid by Prince William County and annual fees for one year (FY09) have been paid by Supervisor Stirrup (RES.07-118)
2. Beginning in FY10 (July 1, 2009) The Town agrees to pay the stated annual fees to continue service.
3. The Town will be invoiced for payment of all such fees; pursuant to a Fee Schedule the terms of which may be at the sole discretion of the County. Fees must be paid 30 days prior to July 1 of each year to continue uninterrupted service.
4. A current fee schedule is attached. Annually, in April, the County will provide the Town of Haymarket an updated Fee Schedule for the upcoming fiscal year.
5. Replacement costs for the MDC units are not included in the fees and must be paid by the Town when replacement is scheduled. (see D 2)

- F. To the extent permitted by law, the Town agrees to save and hold harmless the County, its officers, employees and agents from and for any and all claims, suits, damages, recoveries and liabilities associated with the provision of grant funds and associated support provided by the County to the Town; and
- G. This MOU shall be construed under the laws of the Commonwealth of Virginia; and
- H. All notices given pursuant to or in connection with the MOU shall be given in writing and delivered in person or mailed postage prepaid, to

County: Chief of Police
 Town: Chief of Police

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

BOARD OF COUNTY SUPERVISORS OF
 PRINCE WILLIAM COUNTY, VIRGINIA

[Handwritten Signature]

 Chairman

ATTEST:
[Handwritten Signature]

 Clerk to the Board

TOWN OF HAYMARKET, VIRGINIA

[Handwritten Signature]

ATTEST:
[Handwritten Signature]

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APPROVED AS TO FORM
 COUNTY ATTORNEY
 DATE: 4/4/07

Resolution No. 07-001

MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: BRIAN P. HENSHAW, TOWN MANAGER
SUBJECT: ASYST SOFTWARE STAFF RECOMMENDATION
DATE: 5/23/2014
CC: STAFF

BACKGROUND

When our Town Treasurer was hired in October 2013, one of the tasks she was assigned to was assessing the municipal accounting software, Asyst. At the time she was going to take the remainder of the year to familiar herself with the program software and be ready to start a trial use at the beginning of the New Year.

Renee started exploring the program software, and her initial assessment of the software was that it had lots of potential, but would require a steep learning curve of anyone who utilizes the program. In January, we began keeping two sets of books, one in Quickbooks that would be the primary accounting system and will be the primary resource used for the annual audit. The second set of books was going to be kept in Asyst to demonstrate its functionality and ease of use. After utilizing and keeping up with both sets of accounts staff met to determine what would be the best direction to recommend to the Town Council to go in. Through this meeting we came up with a Pros and Cons lists about its strengths and weaknesses. This list is below:

Asyst Conversion

PROS

- Better Real Estate tax records.
- Better Budget reports.
- Project record spanning fiscal years.
- No credit card fee.
- Investment already made - no recurring fees?

CONS

- Harder to use.
- Future hires will have to be trained, additional time and costs.
- Accountant's background will probably be required.
- Significantly more time consuming - more steps required.
- Difficult to modify chart of accounts
- Can't print/view J/E transactions after being posted - must keep paper copy
- Harder to analyze accounts.
- Harder to design custom reports.
- There is no audit trail, users are not held accountable.
- Harder for CPA firm to audit - they won't know Asyst
- Doesn't sync with Payroll Company.
- Need Asyst support - additional charges?
- "Encumbrance" feature irrelevant for Haymarket

- Doesn't have Intuit brand recognition and track record
- Yearly improvements not available
- You can't enter Cash Receipts, as one step. You have to enter the Invoice, and then receive payment.

We have determined by redesigning the set up and using a different version of QuickBooks we can generate better reports and meet all of our needs and demands for municipal accounting. We have also contacted our Auditors to verify that they can work with these changes and reports from QuickBooks.

In general, Asyst is a very robust program that has benefits for any jurisdiction; however it provides the Town with more program features than we actually need or would benefit from. Asyst presents a challenge for continuation of services here at the office if ever anyone currently using the program was to leave the Town as it requires a steep learning curve and is not widely used throughout other local jurisdictions. Furthermore, the Intuit program through QuickBooks for payroll processing offers a better long standing history of usage and support, whereas we would not receive support from Asyst and has a shorter track record of effectiveness.

RECOMMENDATION

Although we recognize the investment that was made into the Asyst software, we would recommend to Council that we proceed utilizing QuickBooks for our Municipal Accounting Software as it is universally known, accepted and can be set up to meet our accounting needs.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 06/02/14

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:

Attachment: 06-02-2014 Draft TC Agenda Packet (1885 : Draft Town Council Agenda - June 2, 2014)



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 06/02/14

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: 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.



TO: Town of Haymarket Town Council
SUBJECT: Enter into Closed Session
DATE: 05/27/14

The Virginia State Code allows for government entities to enter into closed session discussions for specific purposes outlined in VA §2.2-3711. The Haymarket Town Council will enter into closed session discussions this evening for the following purpose:



TO: Town of Haymarket Town Council
SUBJECT: Certification of Closed Session
DATE: 05/27/14

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

Certification: 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.