



**TOWN OF HAYMARKET TOWN COUNCIL**  
**PUBLIC HEARING/REGULAR MEETING**  
**~ AGENDA ~**

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Tuesday, September 6, 2022

7:00 PM

Council Chambers

**I. Call To Order**

**II. Pledge of Allegiance**

**III. Invocation: The Reverend Sean Rousseau - St. Pauls Episcopal Church**

**IV. Community Spotlight - Jenni Green: Alex's Army**

**V. Public Hearing Continuation - 6712 Jefferson St**

1. Joint Public Hearing Notice

**VI. FY2022 Surplus Presentation**

1. Surplus Presentation

**VII. Public Hearings**

**A. Public Hearing - Real Estate Tax Refund**

1. Public Notice

**B. Public Hearing - Town Charter Amendment**

1. Town Charter Public Notice

**VIII. Close Public Hearings**

**IX. Open Regular Meeting**

**X. Citizens Time**

**XI. Consent Agenda**

**A. Minute Approval**

1. Mayor and Council - Work Session - Jul 25, 2022 6:00 PM
2. Mayor and Council - Work Session - Jul 25, 2022 7:00 PM
3. Mayor and Council - Regular Meeting - Aug 1, 2022 6:00 PM
4. Mayor and Council - Regular Meeting - Aug 1, 2022 7:00 PM

**B. Department Reports**

1. Town Administration Report
2. Town Treasurer Report
3. Police Chief Report
4. Town Engineer Report
5. Town Attorney Report

**C. Liaison Reports**

1. Finance Liaison Report
2. Police/Personnel Liaison Report
3. Business/Community Relations Liaison
4. Planning Commission Liaison Report
5. Architectural Review Board Liaison Report

## **XII. Agenda Items**

1. Real Estate Tax Refund Discussion and Draft Resolution
2. Town Charter Amendment Discussion and Draft Resolution
3. RFP Notice of Intent - Town Sidewalk Project
4. ARB/Planning Commission Vacancy Appointments
5. Safe Streets and Roads for All Grant - Letter of Support
6. October Meeting Dates Change

## **XIII. Councilmember Time**

1. Vice Mayor Pater
2. Councilmember Morris
3. Councilmember Ramirez
4. Councilmember Schneider
5. Councilmember Pasanello
6. Councilmember Weir
7. Mayor Luersen

## **XIV. Adjournment**



## NOTICE OF PUBLIC HEARING TOWN OF HAYMARKET

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### TOWN OF HAYMARKET NOTICE OF PUBLIC HEARING

Notice is hereby given that the Town Council and Planning Commission of the Town of Haymarket will hold amendment and comprehensive plan amendment. The application proposes to rezone the 0.3197 acres from residential zoning (R-1) to transitional commercial (TC). The proposed amendments to the Zoning and Subdivision Ordinance, Chapter 58 of the Town Code, include the addition of a transitional housing definition, the addition of transitional housing parking requirements, the addition of transitional housing under the residential use category, allowing transitional housing in the residential 1, residential 2 and transitional commercial district and the addition of a minimum setback requirement for side yards in the transitional commercial district when abutting a similar district. The amendment to the Comprehensive Plan will amend the Transitional Commercial section of the Comprehensive Plan to accommodate the proposed rezoning at 6712 Jefferson Street.

The Rezoning Application, proposed rezoning and accompanying Zoning Text Amendment and Comprehensive Plan is available on the Town's website ([www.townofhaymarket.org](http://www.townofhaymarket.org)) and for review at Town Hall located at 15000 Washington Street, between the hours of 9:00 A.M. and 4:00 P.M. Monday – Friday, phone 703-753-2600. All meetings are open to the public. The Town of Haymarket does not discriminate on the basis of disability in admission or access to its programs and activities. The location of this public hearing is believed to be accessible to persons with disabilities. Any person with questions on the accessibility of the facility should contact the Town Clerk at the above address or by telephone at the above number.

a Joint Public Hearing on Monday, June 27, 2022 at 7:00 P.M. in the Haymarket Town Hall located at 15000 Washington Street, Suite 100, Haymarket, Virginia, to consider a rezoning application for 6712 Jefferson Street: GPIN 7297-89-7570, and accompanying zoning text

If you wish to comment but cannot attend the public hearing, please send your comments to the Clerk of the Council, Kim Henry, by June 27, 2022 at 4:30pm, via email [Khenry@townofhaymarket.org](mailto:Khenry@townofhaymarket.org) or via mail, 15000 Washington Street, Ste. 100, Haymarket, VA 20169.

# Fiscal Year 2022 Surplus Discussion

TOWN MANAGER  
EMILY KYRIAZI AND  
TOWN TREASURER  
ROBERTO GONZALEZ

Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)



# Key Discussion Points

2



TOWN SURPLUS

PROPOSED REAL ESTATE TAX REFUND

CAPITAL IMPROVEMENT PROJECT

FUTURE REVENUE FORECAST

Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

# Town Surplus

Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

# Town Surplus



## What is a Surplus?

When the Town's Revenues exceed the Town's Expenses



## Current Surplus Amount as of 8/30/2022 (pre-audited)

\$507,748

# Fiscal Year 2022 Surplus

5

- u Current Surplus Amount as of 8/30/2022 (Pre-audited)
  - u \$507,748
- u Why did the Town end with a higher surplus in Fiscal Year 2022 (FY2022)
  - u The surplus was achieved due to a conservative FY2022 budget, as it was the first post-COVID budget
  - u The Town Council adopted the FY22 budget specifically to address the needs of our Town residents
  - u Revenue sources increased by 18.5% in local taxes mainly driven by Meals and Business License Taxes
  - u Cares Act funding for qualified expenditures allowed the Town to offset general fund expenditures resulting in a significant surplus.
  - u The Town of Haymarket Businesses adapted during the pandemic and the Town assisted our Town businesses and Town Residents with grant opportunities and the Shop Local Events
  - u The budget allowed the Council to proceed with the Town Center Master Plan and the design phase of the Park Sidewalk

8/30/2022

Fiscal Year 2022 Surplus Discussion

# Opportunities for Allocating FY2022 Surplus

6

PROPOSED REAL ESTATE TAX REFUND

TOWN PARK SIDEWALK

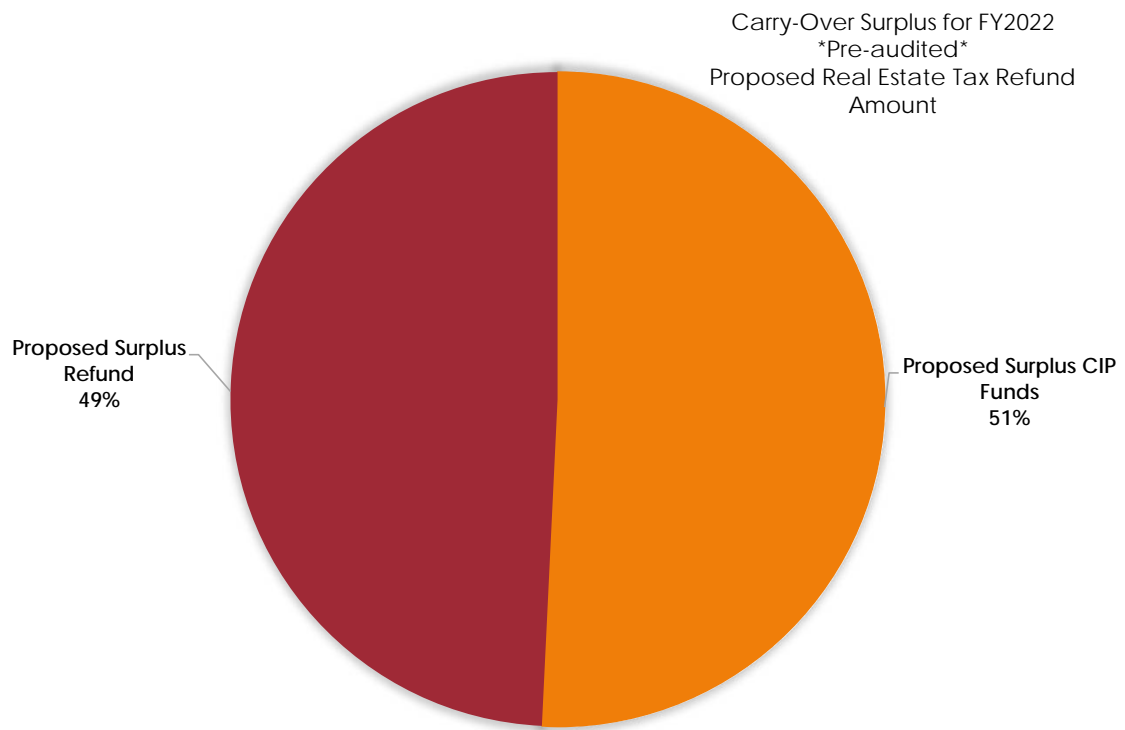
TOWN CENTER MASTER PLAN

PROPOSED PARK BUILDING REHABILITATION

Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

7

# Proposed Surplus Expenditures



Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

# Proposed Real Estate Tax Refund

- What portion of the Surplus is currently proposed for the Real Estate Tax Refund?

u **\$250,000**

\*Proposal for Remaining Surplus Amount will be discussed in later slides

# Proposed Real Estate Tax Refund

9


- u What is a Real Estate Tax Refund?  
A refund to taxpayers who are assessed real estate property taxes in any fiscal year in which the Town reports a surplus
- u Who qualifies for a Real Estate Tax Refund?  
The taxpayers who paid the real property tax assessment as of December 31, 2021
- u When should property owners expect the RE Tax Refund?  
The Tax Refund checks are estimated to be mailed by November, or a date agreed upon by the Town Council following approval

8/30/2022

Fiscal Year 2022 Surplus Discussion

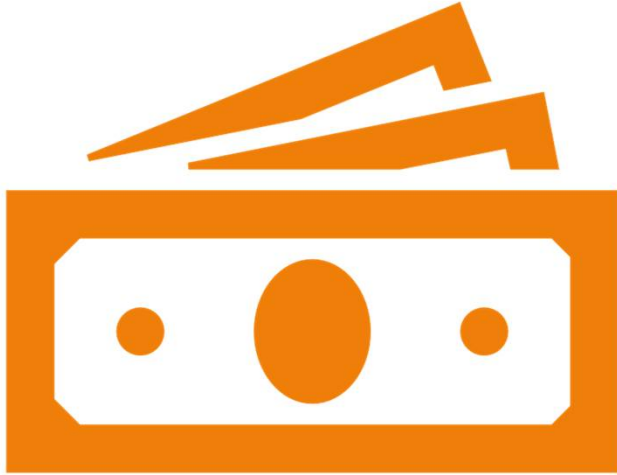


# Estimated Average Refund based on Housing Type

 Average Townhouse Refund \$265.00

 Average Single Family House Refund \$391.00

10



# Proposed Real Estate Tax Refund

- u How will the refund be dispersed?

Once the Town Council approves the Real Estate Tax Refund and agrees on a dispersal date, the Town Administration will process the refund checks and mail them to all qualifying property owners

Fiscal Year 2022 Surplus Discussion



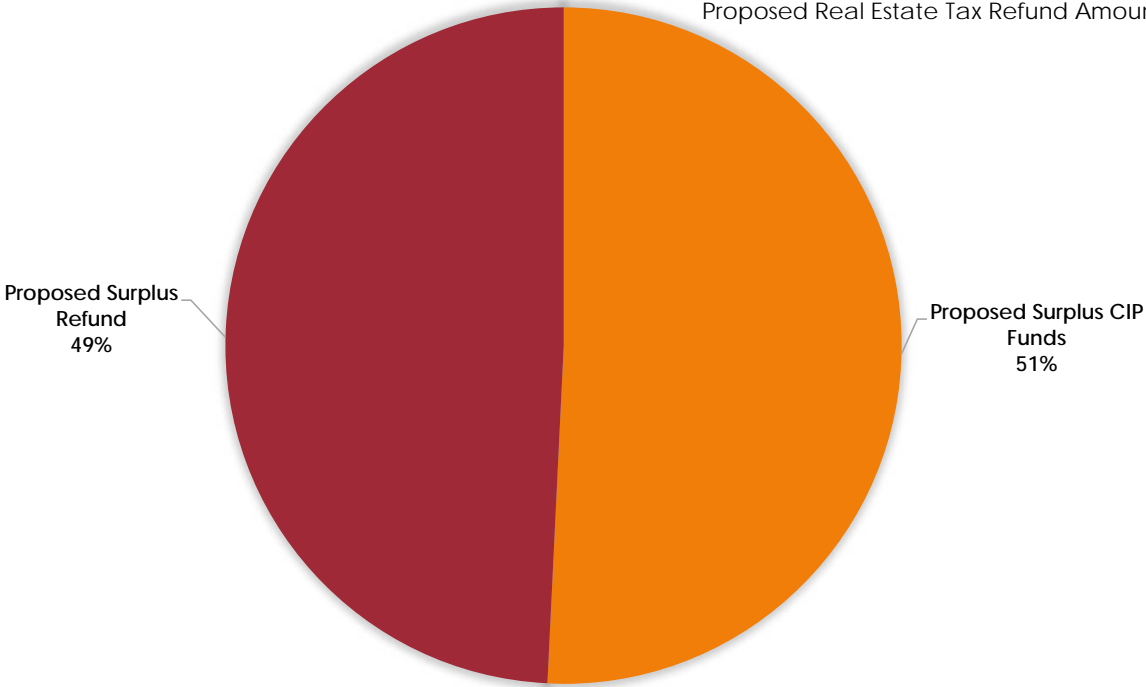
Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

8/30/2022

# Proposed Surplus Expenditures

12

Carry-Over Surplus for FY2022  
\*Pre-audited\*  
Proposed Real Estate Tax Refund Amount



Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

# Proposed Capital Improvement Projects

13



TOWN PARK SIDEWALK



TOWN CENTER MASTER PLAN



PROPOSED PARK BUILDING REHABILITATION

# Town Park Sidewalk

14



Status: Award Design Contract to Engineer September 2022



Expected Completion of Design Phase: Early 2023



Design Phase Funding Source: Currently funded by ARPA Funds, estimated \$86,000



Construction Phase Funding Source: ARPA Funding and Grants, if applicable for project





# Town Center Master Plan



Status: Currently in Engineering/Planning Phase with Consultant, Rinker Design Associates



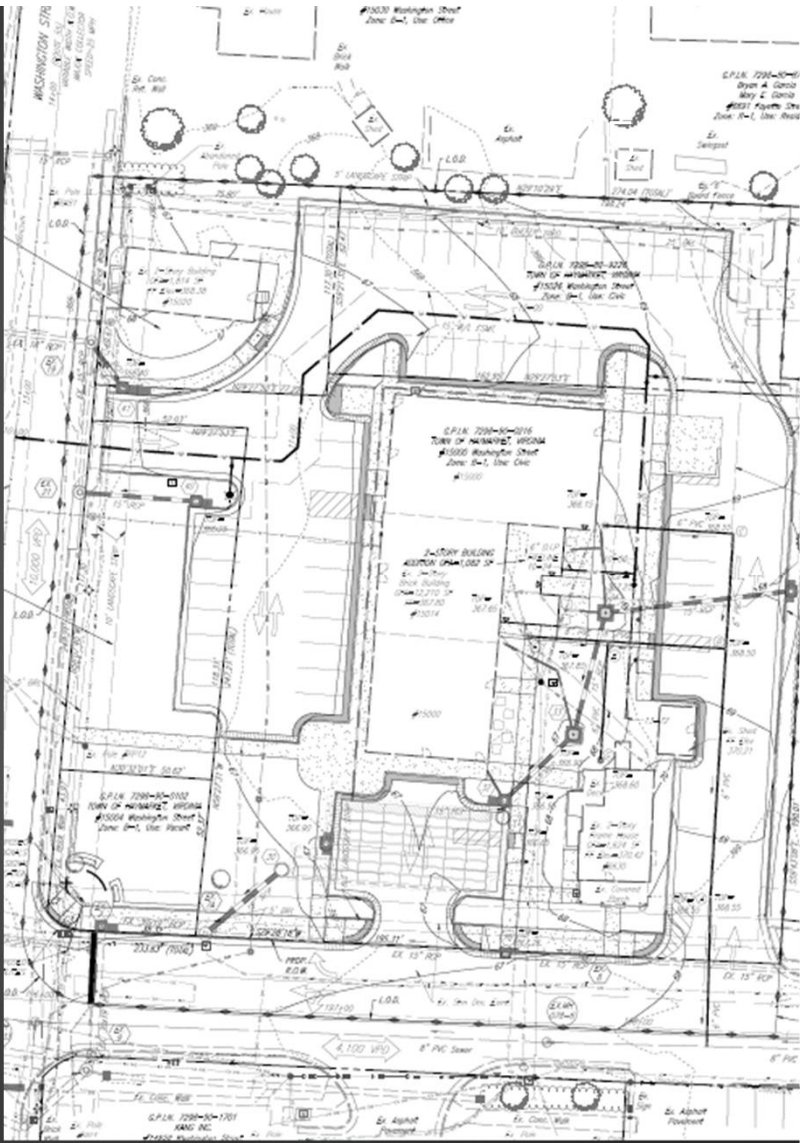
Expected Completion of Design Phase: Fall 2022



Design Phase Funding Source: Combination of previous FY Surplus and ARPA Funds



Construction Phase Funding Source: Loans and Grants, if applicable for project



Attachment: Surplus Presentation V5 (5754 : Surplus Presentation)

# Proposed Park Building Rehabilitation



Status: Soliciting Proposals from Structural Engineers for Structural Assessment



Expected Completion of Structural Analysis Phase: Fall 2022



Design Phase Funding Source: Combination of previous FY Surplus and ARPA Funds



Construction Phase Funding Source: Loans and Grants, if applicable for project



# Projected Additional Revenue Sources (Future Fiscal Years)



# Proposed Capital Improvement Projects

18



DEBT REDUCTION



PROFFER FUNDS



ARPA FUNDS

# Debt Reduction

u What is Debt Reduction?

u The Town's Debt obligation, this debt is for the purchase of Town buildings and Town Park grounds. At the end of FY2023 budget the Town will have a principal balance of \$276,700 and \$8,221.99 in interest on the loan. The final payment is scheduled to be made on 08.01.2025, which will be in the FY2026 budget.

u Debt Obligation from FY2023 to FY2026

u 7/1/23 - 6/30/24	\$ 141,544.91	Next Fiscal Year 2024
u 7/1/24 - 6/30/25	\$ 73,161.63	Fiscal Year 2025
u 7/1/25 - 6/30/26	\$ 70,215.45	Fiscal Year 2026
u Total Loan Amount Balance	<b>\$ 284,921.99</b>	

# Proffers or Conditions of Approval

20

- u What are Proffers?
  - u A proffer or proffered condition is a voluntary commitment from a landowner or developer to reduce or eliminate the impact of new development on neighboring properties and the Town.
- u What can the Proffers be utilized for?
  - u The Proffers that are committed to by the Crossroads Village Center include the following categories –
    - u Parks and Recreation, Public Safety, Transportation, Fire and Rescue, Town Administration and Schools
- u What are the Conditions of Approval for Robinson Village?
  - u During the review period for the Robinson Village development, Van Metre voluntarily imposed a condition of approval on their application to pay a set amount per townhouse to the following categories to reduce or eliminate the impact of the new development
    - u Parks and Recreation, Public Safety, Transportation, Fire and Rescue, Town Administration and Schools

8/30/2022

Fiscal Year 2022 Surplus Discussion

# Conditions of Approval for Robinson Village, continued

	Per Unit	Units	Actuals	Expected Amounts (Total 38 Townhomes)	
Parks & Recreation	\$ 3,792.00	4	\$ 15,168.00	\$ 144,096.00	10.53%
Public Safety	\$ 280.00	4	\$ 1,120.00	\$ 10,640.00	10.53%
Transportation	\$ 3,799.00	4	\$ 15,196.00	\$ 144,362.00	10.53%
Fire and Rescue	\$ 974.00	4	\$ 3,896.00	\$ 37,012.00	10.53%
Town Administration	\$ 171.00	4	\$ 684.00	\$ 6,498.00	10.53%
Schools	\$ 10,300.00	4	\$ 41,200.00	\$ 391,400.00	10.53%
<b>Totals</b>	<b>\$ 19,316.00</b>		<b>\$ 77,264.00</b>	<b>\$ 734,008.00</b>	

# American Rescue Plan Act

- u What is the American Rescue Plan Act Funding?
  - u Federal Funds that are meant to assist continuation of government, assist the public during COVID pandemic and promote public infrastructure
- u Are the funds restricted and how can the Town utilize the ARPA Funding?
  - u The funds are unrestricted because the Town declared the one-time allowance for revenue loss. The Town is able to supplement infrastructure projects such as the Park Sidewalk or any operational needs that would benefit the Town residents utilizing ARPA funding
- u How much funding has the Town received from ARPA?
  - u The Town received funds totaling **\$1,738,878**

8/30/2022

Fiscal Year 2022 Surplus Discussion

# Surplus Discussion Questions

23



Why is \$250,000 of the Surplus being proposed for the Real Estate Tax Refund?



If the Refund is approved, what is Council's timeline for completion?



Additional Discussion and Questions

**NOTICE OF PUBLIC HEARING  
TOWN OF HAYMARKET  
FISCAL YEAR 2022/2023 AMENDMENT TO THE ADOPTED BUDGET**

The Haymarket Town Council will hold a public hearing on September 6, 2022 beginning at 7:00 p.m. at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2022/2023 budget as summarized below. This amendment will increase the adopted budget for Fiscal Year 2022-2023 by refunding, from the general fund, \$250,000 in surplus real estate tax revenues from the Fiscal Year ending June 30, 2022. These taxes were collected based on the 2021 tax year, for which the payment deadline was December 5, 2021. The refunds will be paid in accordance with an ordinance to be adopted by Town Council pursuant to Virginia Code § 15.2-2511.1. The new total budget amount will be \$3,257,740.

The proposed budget amendments are available for public review both online at [www.townofhaymarket.org](http://www.townofhaymarket.org) and in the Clerk’s office at 15000 Washington Street, #100 Haymarket, Virginia 20169.

The hearing is being held in a public facility believed to be accessible to persons with disabilities. Any person with questions on the accessibility to the facility should contact the Town Clerk at the above address or by calling 703-753-2600.

**Budget Amendment for FY2022-2023 Budget**

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	<u>Adopted 2022-23 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
<u>REVENUE:</u>			
Carry-Over Surplus	\$0	\$250,000	\$250,000
<u>EXPENDITURE:</u>			
Return of surplus real property tax revenues	\$0	\$250,000	\$250,000

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TOWN OF HAYMARKET

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Attachment: Public Notice for Budget Amendment to return local surplus funds RGV3 (003) (5727 : Public Notice)



## NOTICE OF PUBLIC HEARING TOWN OF HAYMARKET

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### Public Hearing on Proposed Haymarket Town Charter Update

On Tuesday, September 6, 2022, at 7:00 p.m., the Haymarket Town Council will hold a public hearing with respect to a proposed Town Charter update. At this public hearing, the citizens of Haymarket shall have an opportunity to be heard to determine if they desire that the Town Council request the General Assembly to amend the Town's existing charter. The current charter was adopted in 1950 and includes revisions through 1972. The proposed amendments to the Town's charter accomplish the following: 1) changing the election dates from May to November, and 2) deletion of obsolete provisions. Visit [www.townofhaymarket.org](http://www.townofhaymarket.org) for a full copy of the proposed charter amendments and a redline comparing the existing charter and the proposed amendments to the charter.

This public hearing will be held at Town Hall, 15000 Washington Street, Suite 100, Haymarket, Virginia. This building is believed to be accessible to persons with mobility disabilities. Any questions regarding access to this public hearing should be directed to the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or (703) 753-2600 ext. 205.





# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, July 25, 2022

6:00 PM

Council Chambers

A Work Session of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### II. Closed Session

#### 1. Closed Session Motion

**Councilman Weir moved that the Town Council go into closed session as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to the MOU with Haymarket Hotel Venture. Vice Mayor Pater seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

#### 2. Certification

**Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

### III. Adjournment

The Council continued onto the Monthly Work Session meeting.

Minutes Acceptance: Minutes of Jul 25, 2022 6:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## WORK SESSION ~ MINUTES ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, July 25, 2022

7:00 PM

Council Chambers

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Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Present, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### II. Pledge of Allegiance

Mayor Luersen invited everyone to stand for the Pledge of Allegiance.

### III. Closed Session

#### 1. Closed Session Motion

**Councilman Weir motioned that the Town Council convene into Closed Session to discuss the following: As permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to the MOU with Haymarket Hotel Venture, TOT taxes- generally and economic development. Vice Mayor Pater seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

#### 2. Certification

**Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

At this time, Mayor Luersen asked if the Council would like to discuss the Town Charter Amendment while the Town Attorney was present. There was a consensus of Council to move the Town Charter Amendments discussion to the top of the agenda.

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez, Luersen

### IV. Agenda Items

#### 1. Town Charter Amendment Discussion

Because the elections were changed from May to November, the Town Council discussed amending the Town Charter by changing the dates for the Organizational meeting from July to January and the appointments of the Town Clerk, Town Treasurer, and the Police Chief from

Minutes Acceptance: Minutes of Jul 25, 2022 7:00 PM (Minute Approval)

September to March. The Council discussed the proposed amendments with the Town Attorney. There was also a discussion on the Mayor's veto power and the process of overturning the veto. There was a directive for the Town Attorney to red line the out dated versions of the Charter and bring back for Council review. After the discussion, the Town Council asked that this subject be on the August 1 meeting for further discussion and to authorize the advertisement of a public hearing.

**2. Monthly Financial Report**

Town Manager Emily Kyriazi presented the monthly financial report due to the absence of Town Treasurer Roberto Gonzalez. There were no questions on the financial report.

**3. RFP Update**

Town Manager Emily Kyriazi shared that the Town Engineer was checking on the references of the applicant of the RFP that the Town received. Mrs. Kyriazi shared that she should have a finalized report for the Council to review and make a decision on. There was a short discussion on the timeline.

**4. Proposed R/E Tax Refund**

Councilman Bob Weir presented to the Town Council a proposed Real Estate Tax refund. He stated that the Town has a surplus and the Council needed to discuss what they would like to spend it on. He stated that the surplus came as a result of the Council and staff being very conservative during the last years budget and the unknown as respect to COV-ID revenue stream. He suggested that the Council consider taking roughly \$250K of the surplus and refund it back to the homeowners and earmark the rest of the surplus with specific CIP projects. Mr. Weir suggested using the rest of the Town park building project. A discussion followed on the subject and the timeline on when the refund would be decided on and distributed. Councilman Weir stated that he could have final numbers available at the August Work Session. Discussion continued on future projects such as the Town Centre parking lot project with the informant given by Councilman Weir. There was also a discussion on the proffers. Town Manager Emily Kyriazi stated that she could prepare a report on the proffers expected to the Town for the August Work Session as well.

**V. Adjournment**

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Vice Mayor Pater. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Morris, Pasanello, Weir, Pater, Ramirez

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Jul 25, 2022 7:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, August 1, 2022

6:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 6:00 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Call To Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Absent, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### II. Closed Session

#### 1. Closed Session Motion

**Councilman Weir moved that the Town Council go into closed session pursuant to Virginia Code § 2.2-3711(A)(1) for a personnel matter involving the assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of the Town; specifically dealing with Town Manager; and as permitted by Virginia Code § 2.2-3711 (A)(8), consultation with legal counsel regarding a specific legal matter requiring the provision of legal advice by such counsel, relating to Transient Occupancy Tax, the MOU with Haymarket Hotel Ventures and the Town Charter. Vice Mayor Pater seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Chris Morris

#### 2. Certification

**Councilman Weir moved that the Council certify that, in the closed session just concluded, nothing was discussed except the matter or matters (1) specifically identified in the motion to convene in closed session and (2) lawfully permitted to be discussed in a closed session under the provisions of the Virginia Freedom of Information Act as cited in that motion. Vice Mayor Pater seconded the motion. The motion carried by a roll call vote.**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	TracyLynn Pater, Vice Mayor
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez, Luersen
<b>ABSENT:</b>	Chris Morris

### III. Close Closed Session

The Town Council proceeded to move into the regular monthly meeting scheduled at 7 pm

Minutes Acceptance: Minutes of Aug 1, 2022 6:00 PM (Minute Approval)



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ MINUTES ~

Kimberly Henry, Clerk of the Council  
<http://www.townofhaymarket.org/>

15000 Washington St  
Haymarket, VA 20169

Monday, August 1, 2022

7:00 PM

Council Chambers

A Regular Meeting of the Mayor and Council of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Mayor Kenneth Luersen called the meeting to order.

### I. Open Regular Meeting

### II. Call to Order

Councilman Marchant Schneider: Present, Councilman Chris Morris: Absent, Councilman Joe Pasanello: Present, Councilman Bob Weir: Present, Vice Mayor TracyLynn Pater: Present, Councilwoman Mary Ramirez: Present, Mayor Kenneth Luersen: Present.

### III. Pledge of Allegiance

Mayor Ken Luersen invited everyone to stand for the Pledge of Allegiance.

### IV. Invocation - Pastor Mark Brady, Park Valley Church

Mayor Luersen invited Pastor Mark Brady to the podium to give the evening's invocation.

### V. Community Spotlight: Sweet Julia Grace Foundation - Sara Knight

Mayor Luersen invited Sarah Knight, founder of Sweet Julia Grace Foundation, to the podium for this evening's community spotlight. Mrs. Knight shared that the organization was founded in honor of her daughter Julia Grace. She also shared that the mission of the organization is to grant wishes that bring joy and change lives, to fill in gaps with other resources helping families with day to day needs that they may have so that it brings comfort and to improve the quality of life while the family goes through unimaginable times with their child. She continued to state that the children they serve has special needs, medically fragile needs such as cancer treatments or heart surgery or a serious illness that affects the rest of their lives. She gave a brief history on how the organization formed and the area of where they provide services. She stated that the organization is 100% volunteer based. She shared that the organization is not diagnosis specific, they say yes with no red tape, newborn to 18 year olds qualify and that they support the entire family. Mrs. Knight also shared that her organization connects families with other resources in the community. She showed gifts and various programs that the organization provided to families. Lastly, she gave examples of how the community can get involved. At the end of her presentation, she welcomed any questions from the Town Council. Mayor Luersen thanked Mrs. Knight for coming to the evening's meeting.

### VI. FY21 Audit Presentation - Michael Lupton, RFC

Mr. Michael Lupton, the auditor from Robinson, Farmer and Cox, gave a presentation on the FY21 year end audit. Mr. Lupton went over line items showing the financial report. After his presentation, he asked for any questions. There were no questions for Mr. Lupton. Mayor Luersen thanked Mr. Lupton for his presentation.

### VII. Citizens Time

There were no citizens in attendance wishing to address the Town Council.

### VIII. Consent Agenda

There was a request to pull the Town Administration report for an update on the quiet zone.

**Councilman Weir moved to adopt the Consent Agenda items 7A:1-3, B:2-4 and C:1-5. Councilman Pasanello seconded the motion. The motion carried.**

Minutes Acceptance: Minutes of Aug 1, 2022 7:00 PM (Minute Approval)



**A. Minute Approval**

1. Mayor and Council - Special Meeting - Jun 21, 2022 7:00 PM

**Councilman Weir moved to adopt the Consent Agenda items 7A:1-3, B:2-4 and C:1-5. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Chris Morris

2. Mayor and Council - Joint Public Hearing- Planning Com./City Council - Jun 27, 2022 7:00 PM

**Councilman Weir moved to adopt the Consent Agenda items 7A:1-3, B:2-4 and C:1-5. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Chris Morris

3. Mayor and Council - Regular Meeting - Jul 5, 2022 7:00 PM

**Councilman Weir moved to adopt the Consent Agenda items 7A:1-3, B:2-4 and C:1-5. Councilman Pasanello seconded the motion. The motion carried.**

<b>RESULT:</b>	<b>ACCEPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Joe Pasanello, Councilman
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Chris Morris

**B. Department Reports**

**1. Town Administration Report**

Councilman Pasanello asked Town Manager Emily Kyriazi to update the Town Council on the meeting they had with Prince William County on the quiet zone application. Mrs. Kyriazi shared information on the grant application process suggested by the County which would allow for a 4 quad railroad crossing closure. Mrs. Kyriazi explained the process and also gave additional information discussed at the meeting in regards to railroad track trespassing help from the County. She stated that she and Councilman Pasanello will follow up on items they received with County representatives. Councilman Pasanello stated that the County will be looking for support by resolution in the future to proceed with the quiet zone process. There was a directive for Town Manager Kyriazi to draft a letter of support to the County. A discussion followed also on connector sidewalks and pedestrian gates.

Mayor Luersen asked the Town Manager for any recent updates on the technical issues with the sound system within the Council Chambers. Mrs. Kyriazi stated that she had not received any recent updates on the time line of the upgrades to the sound system or the equipment shipment.

Mayor Luersen also asked the Town Manager on any updates from the County in regards to the stormwater management assessment. Mrs. Kyriazi stated that the support letter was sent, the applications were sent from the County and awaiting feedback from Representative Jennifer Wexton's office.

Lastly, Town Manager Emily Kyriazi gave updates on the shade structure permit from the County. Mrs. Kyriazi recommended that the Town look into getting a third party to update and resubmit the plans in order to get a permit issued by the County. A short discussion followed.

**2. Town Treasurer Report**

**3. Police Chief Report**

**4. Town Engineer Report**

Minutes Acceptance: Minutes of Aug 1, 2022 7:00 PM (Minute Approval)

## C. Liaison Reports

1. Finance Liaison Report
2. Police Liaison Report
3. Business/Community Liaison Report
4. Planning Commission Liaison Report
5. ARB Liaison Report

## IX. Agenda Items

### 1. Town Charter Amendment Discussion and Authorization to Advertise for Public Hearing

The Town Council provided short edits for the Town Attorney to implement into the Town Charter. After the discussion, the Town Council directed staff to proceed with advertising a public hearing scheduled for the regular monthly meeting on September 6, 2022.

### 2. Town Park Sidewalk RFP Update

Town Manager Emily Kyriazi shared that she received feedback from the Town Engineer and shared that the Engineer would like to proceed with drafting the contract and providing it to the applicant with a notice on intent. Mrs. Kyriazi stated that the documents will be provided at the August work session for Town Council review and consideration.

### 3. FY22 Year End Budget Review

Town Treasurer Roberto Gonzalez gave a presentation on the FY22 year end budget report. Mr. Gonzalez stated that the Town worked within the budget amounts and overall finished with a surplus. A short discussion followed. A short discussion followed on the Council entertaining a real estate tax refund to property owners. There was a directive for the staff to advertise for a public hearing for the proposed real estate tax refund for a maximum of \$250,000 to be funded by the surplus for the September 6, 2022 regular monthly meeting.

## X. Councilmember Time

### 1. Vice Mayor Pater

Vice Mayor Pater gave the date for the summer concert scheduled for August 20th from 4-8 pm and the date of the next business round table meeting on September 13th. Vice Mayor Pater thanked Sarah Knight from the Sweet Julia Grace Foundation for coming to the evenings meeting to share about her organization.

### 2. Councilman Weir

Councilman Weir provided information on the recent news about the data centers and Dominion Energy load capacity issues.

### 3. Councilman Pasanello

Councilman Pasanello thanked Pastor Mark Brady for the evening's invocation and for recognizing the passing of two Haymarket citizens, Mabel Hudson and Braxton Fulk. Mr. Pasanello shared the date for the celebration of life service for Braxton. Lastly, Mr. Pasanello invited everyone to attend National Night Out on Tuesday, August 2 at the Town Park organized by the Haymarket Police Department. Chief Sibert provided the details of the evening for National Night Out and shared the organizations and businesses that would be participating with games, hand outs and food.

### 4. Councilman Schneider

Councilman Schneider shared that he participated with Haymarket Church on a mission project in North Carolina and that most everyone wore Haymarket logo clothing and the group represented Haymarket well. He also thanked Mrs. Knight from Sweet Julia Grace Foundation for her presentation at this evening's meeting. Mr. Schneider encouraged everyone to attend the Haymarket Farmer's Market on Sunday. He congratulated staff on a job well done. Mr. Schneider remind the audience that school will be starting back up at the end of August and asked that everyone be alert and keep the kids safe. Lastly, Mr. Schneider reminded everyone of the vacancies on ARB and Planning Commission. He encouraged anyone interested in filling the vacancies to speak with staff.

### 5. Councilwoman Ramirez

Councilwoman Ramirez shared that the steward of the community gardens, Rooted in Education, held their first educational program in July. Mrs. Ramirez asked that the public continue to support the garden by visiting and harvesting. She also encouraged the public to attend the National Night Out event.

### 6. Councilman Morris

Councilman Morris was absent and did not have a report.

7. Mayor Luersen

Mayor Luersen shared the date of his monthly Mayor's walk on Saturday, August 13th at 9 am.

**XI. Adjournment**

With no further business before the Town Council, Councilman Weir moved to adjourn with a second by Councilwoman Ramirez. The motion carried.

**1. Motion to Adjourn**

<b>RESULT:</b>	<b>ADOPTED [UNANIMOUS]</b>
<b>MOVER:</b>	Bob Weir, Councilman
<b>SECONDER:</b>	Mary Ramirez, Councilwoman
<b>AYES:</b>	Schneider, Pasanello, Weir, Pater, Ramirez
<b>ABSENT:</b>	Chris Morris

Submitted:

Approved:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor

Minutes Acceptance: Minutes of Aug 1, 2022 7:00 PM (Minute Approval)



**Town of Haymarket Town Manager Report and Tracking Log (Updated 8/30/2022)**

Task	Assigned to	Date Task Started	Work Items Required	Anticipated End Date:	Actual End Date:	Comments:
<b>Office of the Town Manager and Zoning Administrator</b>						
CTSI Audio/Visual	Emily K		Shipment of all equipment			Awaiting product shipments in order for work to move forward; two items remain on backorder. UPDATE 8/30/2022 Still awaiting backordered items to be shipped to CTSI for install to be scheduled.
RFP for Sidewalk	Emily K		Directive from the Town Council at 9/6 Mtg			The Town Council will receive the Draft Letter of Intent, RFP package from The Engineering Group and the Notice of Award documents at the September 6th meeting for final discussion and directive to award the RFP. Following directive from the Town Council, staff will send the Notice of Award and ratify a contract with The Engineering Group.
Economic Development Meeting	Emily K and Vice Mayor Tracylynn Pater		Awaiting Consultants final deliverable			Met with Michelle and Miles on July 12th at the Community Meeting - 3 community members present. We had a very beneficial discussion in regards to the ways the Town communicates, areas to grow and new opportunities to explore. Looking ahead to schedule a meeting in August with more community members UPDATE: 8/30/2022 Sent out the updated Community Survey in August via social media, email to businesses, posting on Town Website, handing out flyers at Summer Concert and Farmers Market. Consultant received an increase in survey feedback. Consultant and Vice Mayor hosted a community meeting at the Town Park on August 27th -- 2 attendees joined. Staff will await the final deliverable from the consultant in September and will share with Council at the 9/26 Work Session. Following receipt of the report Emily K and Vice Mayor will draft a Communications Plan and present the draft to the Town Council.
County Contact RE: Stormwater Assessment Program						Town submitted a letter of support for the Stormwater Assessment application, No additional updates at this time 8/30/2022
Aroma II	Emily K		Notification from Aroma on the Install date for the fence			Working on a resolution to a complaint regarding the buffer zone at the Morais Vineyard. The business has proposed installation of a 6 ft fence to aid in buffering the lights and noise from the rear of the building. Also working with the Town Treasurer on a complaint regarding a nonpermitted food truck on site. Contact has been made with the business regarding the food truck complaint and the Town is discussing the steps for proper permitting. The Town was notified by the business that the truck was parked, not running and the food was served inside of the facility to ticketed customers for a pre arranged wine pairing event (in which tickets were sold). UPDATE: ARB approved the fence application for Aroma II, awaiting installation by property owner
Quiet Zone Program (PWC Coordination)	Emily K/ Joe P					Following the July 28th Meeting with PWC Transportation and the FRA the key takeaways; the Town will investigate opportunities for discussion with local politicians for support of the project, the Town will provide letter of support to the County, Town will look into diagnostic discussions, the County will work through the scoping of the project and determine the correlation with the current PWC Comp Plan.

Attachment: Town Manager Report 08302022 (5701 : Town Administration Report)

DEQ: CBPA Audit and Follow-Up Requirements	Emily K					Held meeting with DEQ Rep Daniel Moore to follow up on the CBPA Audit the Town had in 2020 on the action items that resulted from the audit. Working with Mr. Moore to address the issues and complete all action items in coordination with the County UPDATE: 8/30/2022 Continue to work with the County on assistance with the outstanding CBPA issues, updating Mr. Moore on action taken
Safe Streets for All Grant	Emily K	Jul-22	Directive from Council RE: Letter of Support			The Town has been requested to provide a letter of support for the Safe Streets for All Grant that PWC will be applying for in September. The Council will receive the County staff report regarding the Grant and a draft letter of support for approval at the September 6th meeting. The Grant allows for the Town to be a partner to the County to identify and design areas of need within transportation throughout the County that will aid in increased safety and reduced transportation related deaths
Comprehensive Zoning Inspection	Emily K					On 8/12/2022, 8/16/2022 and 8/26/2022 Zoning Inspections were completed on the majority of the Town's Business Commercial and Industrial parcels. A small portion of commercial properties between Fayette Street and Madison Street on the south side of Washington Street remain for inspection. Zoning Violations were noted and correspondence will be sent to property owners. The remaining properties will be inspected week of Sept 6th.
Town Business Visits and Check-Ins	Emily K and Roberto					During Zoning Inspection visits noted above, the Town Manager and Treasurer visited all open businesses along the north side of Washington Street from Jefferson St west and all businesses on the south side from Sheetz (and including industrial zone) to Fayette Street. On the business checks we introduced ourselves, made contact with owner/manager or employee and offered to answer any questions they had and verified the proper business license was on display. Weekly random business checks will continue in order to stay in direct contact with the owners/managers and build connections with our business community.
Charter Amendment	Kim and Emily					Staff is working with Council on the Draft Charter Amendment. The Charter Amendment public hearing will be on September 6 at 7:00pm.
Park Building	Emily					The Town has contacted a structural engineer to inspect the Town Park Building and provide a report on the current status of the structure and needed improvements for stability and occupation
FY2022 Surplus Presentation	Emily and Roberto					Emily and Roberto have prepared a Presentation for the Town Council to discuss the FY2022 Surplus -- the presentation will be presented again on 9/6 for the Council and community.
Staff Meetings	Staff					Hold weekly Staff Meetings on Tuesdays
Personnel Manual Meeting	Emily/Roberto/Chief/Chris M					IT section and Appendix being modified for release to the Town Council
<b>Land Use Planning Department</b>						
Playground Shade Structure	Emily K.					Paid fees for the permit, awaiting next steps. UPDATE: need to correct issues with the plan submitted to the County. Working with Bob Weir on assistance in discussing permit issues with the County. UPDATE: The Shade has been reinstalled and Town Manager is working through the County comments in coordination with PWC

Attachment: Town Manager Report 08302022 (5701 : Town Administration Report)

Site Plan Reviews	Emily K. and Katie					Taco Bell site plan amendment was conditionally approved, CVC Revision was returned with comments, LIDL was returned with comments and a new resubmission accepted 8/22/2022, Kiddie Academy submitted for first review, and a proposed townhouse development on Bleight Drive was submitted
Town Center Site Plan	Emily K and Katie					Staff will be meeting with RDA on 8/31/2022 to discuss the current status and next steps
Quarles Property	Emily K					The stormwater pond was cleaned up and the CVC trailer moved to the rear of the property behind CVS. The owners have not submitted any amendments to the site plan or new site plans for the site
Van Metre -- Robinson Village	Emily K					The Robinson Village development has started to receive conditional zoning release for 11 of the 3 townhouses in the community. The additional townhouses will quickly be slated for zoning approval based on the current timeline. With each occupancy permit approval the Town of Haymarket is receiving the condition of approval money that was voluntarily imposed and approved by Council at the time of the approval for the SUP.
Crossroads Village Center	Emily K					Zoning Approval Released for the Crossroads Village Center. The building department has issued the general building permit for the site. Working with the applicant on dirt complaints on Washington Street as well as dust complaints from neighboring residents. Will be monitoring the site closely for compliance. Requested updates on the schedule, timeline and update on tenants for the site, will keep Council posted on updates.
Zoning Complaint; Home Based Business in Greenhill Crossing Community	Emily K					The Town received a citizen complaint regarding an in home business in the Greenhill Crossing Neighborhood. Specifically the complaint was in regards to the parking/double parking that was occurring at the in home business. Over the past month I have worked with Officer Coppage and Chief, to keep an eye on the drop off and pick up times for the business to determine if an issue has arisen that we need to address. While doing a zoning inspection of the property, it was noted that no parking issue or other exterior zoning violations were noted on the property during the inspection. It was noted that in the public street further up from the house, there is a significant amount of play equipment in the curb and gutter, thus restricting parking along the public street (two basketball hoops, two hockey nets, several play balls and a wooden palate). Following the Zoning Inspection, I made direct contact via phone call with the homeowners and business owner (same individuals). We discussed the zoning complaint that was received and they were made aware to monitor double parking during drop off and pick ups to avoid any issues. I also had them provide confirmation of the number of children in care at the business and the other business details that were approved at the time of the permit issuance in 2021. To date, the business owners are operating within the issued zoning permit and there is no further action required at this time regarding the business. As for the parking, I will continue to work with Chief and the department to determine if there are outstanding parking issues and if so, address them as they arise. As for the play equipment in the street that further restricts on street parking – this equipment does not belong to the business and it was mentioned that it is considered “community” equipment that is for the use of the neighbor children. I have asked Chief to ensure that it does not trigger an issue within the code sections.

Finance Department

Attachment: Town Manager Report 08302022 (5701 : Town Administration Report)

Entering checks	Roberto / Katie					Katie entered bills and checks in QuickBooks, reconciled Square Transactions
Business License Applications for 2022	Roberto / Katie					Continued to collect BPOL renewals, sent out late fees
Finance liaisons Meeting	Roberto/Emily					Met with the finance liaisons for weekly meeting, checking approvals and signing
VDOT Audit	Roberto					Completed Pedestrian FY2021 Audit for Vdot
FY2022	Roberto					working on closing out FY2022 entries
FY2023	Roberto					new FY2023 budget is online
FY2022	Roberto					Collecting data for FY2022 audit
<b>Office of the Clerk</b>						
Meeting Minutes	Kim					Current on all meeting minutes
Agendas	Kim					Started agendas for the PC and ARB meetings in September
Directives	Kim					
<b>Maintenance Department</b>						
Maintenance Department	Matt took care of standing trash duties, working on identifying any building repairs required at the Town Museum. As of 8/30/2022 Matt is investigating the water issue at the Town Park Building -- water has ceased to work at the building. Will follow up on the issue and any proposed repairs.					
<b>Staff</b>						
Social Media Posting	Katie	Ongoing				Katie scheduled/ Reposted a total of 4 posts this week. Made list for post for the next 2 weeks. Facebook stories have been active this week. Consultant has been sharing stories on Facebook (approximately 8-10) to engage users in a different format than normal. We will continue to track the data weekly
Ornament Sales	Emily K. and Emily H.	Ongoing				The town is continuing to work with Cupcake Heaven to sell the ornaments
Newsletter	Emily K. and Katie			4/2022/5/2022		Will prepare newsletter for September release and mailing
Business Roundtable	Emily K. Erin TL					September 13th Roundtable is scheduled, the Town will present on marketing and the upcoming holiday season
Summer Concert						The summer concert was a successful event and had a great community turnout.
Event Coordinator, part time	Erin M and Emily K					Finalizing details for the Haymarket Day parade and Haymarket Day.
<b>New/Old Business Updates</b>						
	Trouville Brewery is officially open -- the Grand Opening was successful and has good attendance					

Attachment: Town Manager Report 08302022 (5701 : Town Administration Report)

TOWN OF HAYMARKET  
15000 Washington Street, Suite 100  
Haymarket, Virginia 20169  
Instagram: @townofhaymarketVA



703-753-2600  
Fax 703-753-2800  
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Facebook: Haymarket Town Hall

TO: Honorable Mayor and Town Council  
FROM: Roberto Gonzalez, Town Treasurer  
DATE: September 06, 2022  
SUBJECT: Treasurer's Report

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Highlights:

- Actuals as of 08.30.2022 are included in this agenda
- Continued to work on year-end adjustments
- Continued to collect data for Accountant preparing for FY2022 audit
- Scheduled time for audit work with accountant
- Worked with Town Manager on FY2022 Surplus presentation
- Meet with Town Manager to discuss current financials and forecasting coming months
- Working on annual worker's compensation audit
- Joined meetings with Town Manager and Town Engineer concerning status updates on Town projects

**Town of Haymarket**  
**Statement of Net Position**  
As of August 30, 2022

	Aug 30, 22
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10000 · Cash & Cash Equivalents	4,507,461.45
11010 · Virginia Investment Pool	319,887.50
<b>Total Checking/Savings</b>	4,827,348.95
<b>Accounts Receivable</b>	
12000 · Accounts Receivable	52,784.86
12010 · A/R Permits	-4,195.30
12020 · Delinquent Real Estate	2,761.44
12021 · Taxes Receivable - RE 2016	1,244.45
<b>Total Accounts Receivable</b>	52,595.45
<b>Other Current Assets</b>	
11499 · Undeposited Funds	46,509.96
<b>Total Other Current Assets</b>	46,509.96
<b>Total Current Assets</b>	4,926,454.36
<b>Fixed Assets</b>	
12500 · General Property	4,667,548.67
12600 · Rental Property	1,424,914.03
<b>Total Fixed Assets</b>	6,092,462.70
<b>Other Assets</b>	
19110 · Deferred Outflows - OPI	161,261.00
19000 · Net Pension Asset	20,995.00
19100 · Deferred Outflow - Pension Cont	61,608.00
19200 · Deferred Outflow - GLI OPEB	13,317.00
<b>Total Other Assets</b>	257,181.00
<b>TOTAL ASSETS</b>	<b>11,276,098.06</b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 · Accounts Payable	13,323.32
<b>Total Accounts Payable</b>	13,323.32
<b>Credit Cards</b>	
20041 · ToH Credit Card - SONA 1424/269	171.08
20042 · PD Credit Card - SONA 0277	199.76
<b>Total Credit Cards</b>	370.84
<b>Other Current Liabilities</b>	
20096 · Deferred Revenue - Other	87,264.00
20098 · Deferred Revenue - ARPA Funds	1,738,878.00
20500 · Sales Tax Payable	98.60
21000 · Payroll Liabilities	9,769.38
22000 · Security Deposits	12,862.65
22010 · Escrow Deposits	430,596.50
<b>Total Other Current Liabilities</b>	2,279,469.13
<b>Total Current Liabilities</b>	2,293,163.29

**Town of Haymarket**  
**Statement of Net Position**  
As of August 30, 2022

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	Aug 30, 22
<b>Long Term Liabilities</b>	
20080 · Accrued Interest Payable	6,135.28
23000 · Accrued Leave	29,226.22
25000 · General Obligation Bonds	596,000.00
25010 · Captial Leases Payable	31,131.65
29100 · Deferred Inflow - Pension Msmnt	146,603.00
29500 · Net OPEB Liability	52,568.00
29600 · Deferred Inflow - OPEB	3,772.00
<b>Total Long Term Liabilities</b>	<b>865,436.15</b>
<b>Total Liabilities</b>	<b>3,158,599.44</b>
<b>Equity</b>	
34110 · Net OPEB Activity Offset	-43,023.00
34000 · Net Pension Activity Offset	97,261.00
30000 · Unrestricted Net Assets	2,735,446.24
31000 · Restricted Net Assets	80,200.00
32000 · Investment in Capital Assets	6,093,729.90
33000 · Amt Long Term Obligations	-663,760.35
Net Income	-182,355.17
<b>Total Equity</b>	<b>8,117,498.62</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,276,098.06</b>



**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

	FY2023			
	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	0.00	400,143.00	0.0%	
3110-02 · Public Service Corp RE Tax	0.00	12,022.00	0.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>0.00</b>	<b>413,165.00</b>	<b>0.0%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	18,732.14	168,000.00	11.15%	Collections up to July 31, 2022
3120-01 · Bank Stock Tax	0.00	24,000.00	0.0%	
3120-02 · Business License Tax	12,002.71	240,000.00	5.0%	
3120-03 · Cigarette Tax	26,211.98	130,000.00	20.16%	Collections up to August 30, 2022
3120-04 · Consumer Utility Tax	10,777.34	158,000.00	6.82%	
3120-05 · Meals Tax - Current	101,069.83	1,000,000.00	10.11%	Collections up to July 31, 2022
3120-06 · Sales Tax Receipts	0.00	160,000.00	0.0%	
3120-07 · Penalties (Non-Property)	2,433.43	5,000.00	48.67%	
3120-08 · Interest (Non-Property)	849.73			
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>172,077.16</b>	<b>1,885,000.00</b>	<b>9.13%</b>	
<b>3130 · PERMITS, FEES &amp; LICENSES</b>				
3130-01 · Application Fees	225.00	4,500.00	5.0%	
3130-03 · Motor Vehicle Licenses	30.00	1,000.00	3.0%	
3130-05 · Other Planning & Permits	3,300.00	15,000.00	22.0%	
3130-06 · Pass Through Fees	1,693.75		100.0%	
<b>Total 3130 · PERMITS, FEES &amp; LICENSES</b>	<b>5,248.75</b>	<b>20,500.00</b>	<b>25.6%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	1,620.79	20,000.00	8.1%	
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>1,620.79</b>	<b>20,000.00</b>	<b>8.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	445.27	1,500.00	29.69%	
3150-03 · Interest on Bank Deposits	904.13	6,000.00	15.07%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>1,349.40</b>	<b>7,500.00</b>	<b>17.99%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-04 · Suite 208 B&B Security	668.30	4,010.00	16.67%	
3151-06 · Suite 204 MAC-ISA	1,176.00	3,528.00	33.33%	
3151-07 · Haymarket Church Suite 206	8,903.55	35,614.00	25.0%	
3151-08 · 15020 Washington Realty	13,810.41	55,241.00	25.0%	
3151-09 · 15026 Copper Cricket	3,938.30	23,629.00	16.67%	
3151-11 · Cupcake Heaven and Cafe LLC	8,528.07	34,793.00	24.51%	
3151-13 · A1 Testing Solutions LLC	0.00	14,241.00	0.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>37,024.63</b>	<b>171,056.00</b>	<b>21.65%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Town Event	31,030.00	70,000.00	44.33%	
3165-02 · Farmer's Market	1,792.50	1,500.00	119.5%	
3165-03 · Town Ornaments	0.00	4,350.00	0.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>32,822.50</b>	<b>75,850.00</b>	<b>43.27%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-01 · Convenience Fee	-11.27		100.0%	
<b>Total 3180 · MISCELLANEOUS</b>	<b>-11.27</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	0.00	31,548.00	0.0%	
3200-05 · Communications Tax	7,038.46	80,000.00	8.8%	
3200-06 · Department of Fire Programs	0.00	10,000.00	0.0%	
3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,285.76	1,300.00	98.91%	
3200-16 · DMV Select Commission	180.33	60,500.00	0.3%	
3200-17 · LOLE Grant	0.00	3,094.00	0.0%	
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>27,131.52</b>	<b>205,069.00</b>	<b>13.23%</b>	
4002 · Transfer from ARPA Funds	0.00	209,600.00	0.0%	
<b>Total Income</b>	<b>277,263.48</b>	<b>3,007,740.00</b>	<b>9.22%</b>	
	<b>Gross Profit</b>	<b>277,263.48</b>	<b>3,007,740.00</b>	<b>9.22%</b>

**Expense**

01 · ADMINISTRATION  
 11100 · TOWN COUNCIL

Attachment: Treasurer Financial Report 09.06.2022 (5746 : Town Treasurer Report)

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

111001 · Convention & Education	0.00	2,500.00	0.0%
111002 · FICA/Medicare	187.42	2,000.00	9.37%
111003 · Meals and Lodging	0.00	1,000.00	0.0%
111004 · Mileage Allowance	0.00	250.00	0.0%
111005 · Salaries & Wages - Regular	2,450.00	25,000.00	9.8%
<b>Total 11100 · TOWN COUNCIL</b>	<b>2,637.42</b>	<b>30,750.00</b>	<b>8.58%</b>
<b>12110 · TOWN ADMINISTRATION</b>			
1211001 · Salaries/Wages-Regular	37,874.62	357,513.00	10.59%
1211102 · Salaries & Wages - DMV Clerk	0.00	48,478.00	0.0%
1211003 · Salaries/Wages - Part Time	7,136.64	56,615.00	12.61%
1211004 · FICA/Medicare	3,375.02	35,389.00	9.54%
1211005 · VRS	3,947.56	36,809.00	10.72%
1211006 · Health Insurance	6,061.54	66,466.00	9.12%
1211007 · Life Insurance	581.22	4,685.00	12.41%
1211008 · Disability Insurance	297.40	2,640.00	11.27%
1211009 · Unemployment Insurance	718.42	6,160.00	11.66%
1211010 · Worker's Compensation	322.00	335.00	96.12%
1211011 · Gen Property/Liability Ins.	17,802.00	18,025.00	98.76%
			Front loaded costs
1211012 · Accounting Services	337.52	8,000.00	4.22%
1211014 · Printing & Binding	410.95	8,298.00	4.95%
1211015 · Advertising	0.00	9,000.00	0.0%
1211016 · Computer, Internet & Website Svc	605.00	23,650.00	2.56%
1211017 · Postage	0.00	4,000.00	0.0%
1211018 · Telecommunications	949.22	7,500.00	12.66%
1211019 · Mileage Allowance	0.00	1,000.00	0.0%
1211020 · Meals & Lodging	0.00	2,000.00	0.0%
1211021 · Convention & Education	0.00	6,000.00	0.0%
1211022 · Miscellaneous	0.00	2,000.00	0.0%
1211024 · Books, Dues & Subscriptions	2,612.19	16,000.00	16.33%
1211025 · Office Supplies	574.85	6,500.00	8.84%
1211026 · Equipment Rental	0.00	4,075.00	0.0%
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>83,606.15</b>	<b>736,138.00</b>	<b>11.36%</b>
<b>12210 · LEGAL SERVICES</b>			
1221001 · Legal Services	4,195.50	80,000.00	5.24%
<b>Total 12210 · LEGAL SERVICES</b>	<b>4,195.50</b>	<b>80,000.00</b>	<b>5.24%</b>
<b>12240 · INDEPENDENT AUDITOR</b>			
1224001 · Auditing Services	0.00	17,120.00	0.0%
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>17,120.00</b>	<b>0.0%</b>
<b>Total 01 · ADMINISTRATION</b>	<b>90,439.07</b>	<b>864,008.00</b>	<b>10.47%</b>
<b>03 · PUBLIC SAFETY</b>			
<b>31100 · POLICE DEPARTMENT</b>			
3110001 · Salaries & Wages - Regular	63,867.15	464,487.00	13.75%
3110003 · Salaries & Wages - OT Premium	2,584.98	23,000.00	11.24%
3110013 · Salaries & Wages - OT Select En	0.00	12,000.00	0.0%
3110004 · Salaries & Wages - Holiday Pay	1,648.32	32,310.00	5.1%
3110005 · Salaries & Wages - Part Time	7,774.80	36,000.00	21.6%
3110020 · FICA/MEDICARE	5,548.30	43,437.00	12.77%
3110021 · VRS	6,413.00	28,427.00	22.56%
3110022 · Health Insurance	11,868.67	78,379.00	15.14%
3110023 · Life Insurance	991.41	5,904.00	16.79%
3110024 · Disability Insurance	399.56	2,400.00	16.65%
3110025 · Unemployment Insurance	226.66	3,000.00	7.56%
3110026 · Workers' Compensation Insurance	20,067.00	22,825.00	87.92%
			Front loaded costs
3110027 · Line of Duty Act Insurance	4,705.00	4,750.00	99.05%
3110028 · Legal Services	2,205.00	27,300.00	8.08%
3110032 · Computer, Internet & Website	80.00	5,000.00	1.6%
3110033 · Postage	0.00	100.00	0.0%
3110034 · Telecommunications	1,351.01	12,000.00	11.26%
3110035 · General Prop Ins (Vehicles)	3,891.00	3,700.00	105.16%
			Front loaded costs
3110037 · Meals and Lodging	108.94	5,000.00	2.18%
3110038 · Convention & Edu. (Training)	0.00	10,000.00	0.0%
3110040 · Annual Dues & Subscriptions	4,557.55	14,000.00	32.55%
3110041 · Office Supplies	358.65	5,000.00	7.17%

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

3110042 · Vehicle Fuels	2,673.11	43,200.00	6.19%
3110043 · Vehicle Maintenance/Supplies	2,865.03	15,000.00	19.1%
3110045 · Uniforms & Police Supplies	180.44	26,000.00	0.69%
3110052 · Office Equipment Rental	0.00	3,094.00	0.0%
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>144,365.58</b>	<b>926,313.00</b>	<b>15.59%</b>
<b>32100 · FIRE &amp; RESCUE</b>			
3210001 · Contributions to other Govt Ent	0.00	10,000.00	0.0%
<b>Total 32100 · FIRE &amp; RESCUE</b>	<b>0.00</b>	<b>10,000.00</b>	<b>0.0%</b>
<b>Total 03 · PUBLIC SAFETY</b>	<b>144,365.58</b>	<b>936,313.00</b>	<b>15.42%</b>
<b>04 · PUBLIC WORKS</b>			
4110002 · Street Beautification - HF	0.00	2,213.00	0.0%
4110003 · E & S Inspections	0.00	5,000.00	0.0%
<b>43200 · REFUSE COLLECTION</b>			
4320001 · Trash Removal Contract	14,719.45	110,820.00	13.28%
<b>Total 43200 · REFUSE COLLECTION</b>	<b>14,719.45</b>	<b>110,820.00</b>	<b>13.28%</b>
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>			
4310001 · Repairs/Maintenance Services	13,387.74	97,672.00	13.71%
4310002 · Maint Svc Contract-Pest Control	0.00	3,000.00	0.0%
4310003 · Maint Svc Contract-Landscaping	4,545.00	35,000.00	12.99%
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%
4310005 · Maint Svc Cont- Street Cleaning	0.00	2,000.00	0.0%
4310007 · Electric/Gas Services	3,426.02	16,500.00	20.76%
4310008 · Electrical Services-Streetlight	360.08	5,500.00	6.55%
4310009 · Water & Sewer Services	535.65	3,000.00	17.86%
4310010 · Janitorial Supplies	100.38	2,000.00	5.02%
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%
4310015 · Maintenance - Vehicle Fuel	67.30	2,500.00	2.69%
4310016 · Maint - Vehicle Maintenance	0.00	1,000.00	0.0%
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>22,422.17</b>	<b>177,672.00</b>	<b>12.62%</b>
<b>Total 04 · PUBLIC WORKS</b>	<b>37,141.62</b>	<b>295,705.00</b>	<b>12.56%</b>
<b>06 · ECONOMIC DEVELOPMENT</b>			
60000 · Tourism/Traveling Marketing	0.00	72,000.00	0.0%
60001 · General	0.00	48,000.00	0.0%
60003 · Advertising	0.00	22,000.00	0.0%
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>0.00</b>	<b>142,000.00</b>	<b>0.0%</b>
<b>07 · PARKS, REC &amp; CULTURAL</b>			
<b>70000 · HAYMARKET COMMUNITY PARK</b>			
7000001 · Grounds Maintenance/Repairs	1,135.10	20,000.00	5.68%
<b>Total 70000 · HAYMARKET COMMUNITY PARK</b>	<b>1,135.10</b>	<b>20,000.00</b>	<b>5.68%</b>
<b>71110 · EVENTS</b>			
7111001 · Advertising - Events	240.00	5,000.00	4.8%
7111003 · Contractural Services	6,369.96	50,000.00	12.74%
7111004 · Events - Other	589.95	19,350.00	3.05%
<b>Total 71110 · EVENTS</b>	<b>7,199.91</b>	<b>74,350.00</b>	<b>9.68%</b>
<b>72200 · MUSEUM</b>			
7220009 · Advertising	0.00	750.00	0.0%
7220012 · Telecommunications	138.91	2,200.00	6.31%
7200015 · Books, Dues & Subscriptions	0.00	250.00	0.0%
7200016 · Office Supplies	0.00	250.00	0.0%
7220018 · Exhibits & Programs	400.00	1,700.00	23.53%
<b>Total 72200 · MUSEUM</b>	<b>538.91</b>	<b>5,150.00</b>	<b>10.46%</b>
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>8,873.92</b>	<b>99,500.00</b>	<b>8.92%</b>
<b>08 · COMMUNITY DEVELOPMENT</b>			
<b>81100 · PLANNING COMMISSION</b>			
8110001 · Salaries & Wages - Regular	255.00	5,670.00	4.5%
8110002 · FICA/Medicare	19.51	500.00	3.9%
8110003 · Consultants - Engineer	140.16	10,000.00	1.4%
8110004 · Consultants - Comp Plan	0.00	5,000.00	0.0%
8110005 · Mileage Allowance	0.00	250.00	0.0%
8110006 · Meals & Lodging	0.00	700.00	0.0%
8110007 · Convention/Education	0.00	2,000.00	0.0%
8110009 · Engineer - Pass Through	1,740.00		
<b>Total 81100 · PLANNING COMMISSION</b>	<b>2,154.67</b>	<b>24,120.00</b>	<b>8.93%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July 2022 through June 2023

8111001 · Salaries & Wages - Regular	0.00	5,830.00	0.0%	
8111002 · FICA/Medicare	0.00	446.00	0.0%	
8111005 · Convention & Education	0.00	500.00	0.0%	
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>0.00</b>	<b>6,776.00</b>	<b>0.0%</b>	
<b>81111 · Board Of Zoning Appeals</b>				
8111101 · Convention & Education	0.00	1,500.00	0.0%	
8111102 · FICA / Medicare	0.00	102.00	0.0%	
8111103 · Salaries & Wages - Regular	0.00	1,325.00	0.0%	
<b>Total 81111 · Board Of Zoning Appeals</b>	<b>0.00</b>	<b>2,927.00</b>	<b>0.0%</b>	
<b>Total 08 · COMMUNITY DEVELOPMENT</b>	<b>2,154.67</b>	<b>33,823.00</b>	<b>6.37%</b>	
<b>09 · NON-DEPARTMENTAL</b>				
<b>95100 · DEBT SERVICE</b>				
9510002 · General Obligation Bond - Prin	160,100.00	160,200.00	99.94%	Front loaded costs
9510003 · General Obligation Bond - Int	5,258.16	8,545.00	61.54%	Front loaded costs
<b>Total 95100 · DEBT SERVICE</b>	<b>165,358.16</b>	<b>168,745.00</b>	<b>97.99%</b>	
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>165,358.16</b>	<b>168,745.00</b>	<b>97.99%</b>	
<b>94104 · Street Scape - Park Sidewalk</b>				
9410401 · Architectural/Engineering Fees	555.00	144,318.00	0.39%	
<b>Total 94104 · Street Scape - Park Sidewalk</b>	<b>555.00</b>	<b>144,318.00</b>	<b>0.39%</b>	
<b>94105 · PERSONNEL</b>				
<b>EMPLOYEE BENEFITS</b>				
6560 · Payroll Processing Fees	-0.03			
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.03</b>			
<b>Total 94105 · PERSONNEL</b>	<b>-0.03</b>			
<b>94106 · TOWN CENTER MASTER PLAN</b>				
9410601 · Architectural/Engineering Fees	0.00	65,057.00	0.0%	
<b>Total 94106 · TOWN CENTER MASTER PLAN</b>	<b>0.00</b>	<b>65,057.00</b>	<b>0.0%</b>	
<b>94107 · BLIGHT MITIGATION</b>				
9410701 · Building Official/Engr.	0.00	40,000.00	0.0%	
<b>Total 94107 · BLIGHT MITIGATION</b>	<b>0.00</b>	<b>40,000.00</b>	<b>0.0%</b>	
94108 · Capital Improvement Funds Expens	0.00	218,271.00	0.0%	
<b>Total Expense</b>	<b>448,887.99</b>	<b>3,007,740.00</b>	<b>14.92%</b>	
<b>Net Ordinary Income</b>	<b>-171,624.51</b>	<b>0.00</b>	<b>-0.06</b>	
Net Income	<b>-171,624.51</b>	<b>0.00</b>	<b>100.0%</b>	

## Police Department Report to Council

Police Department Activity from July 15 to August 14, 2022

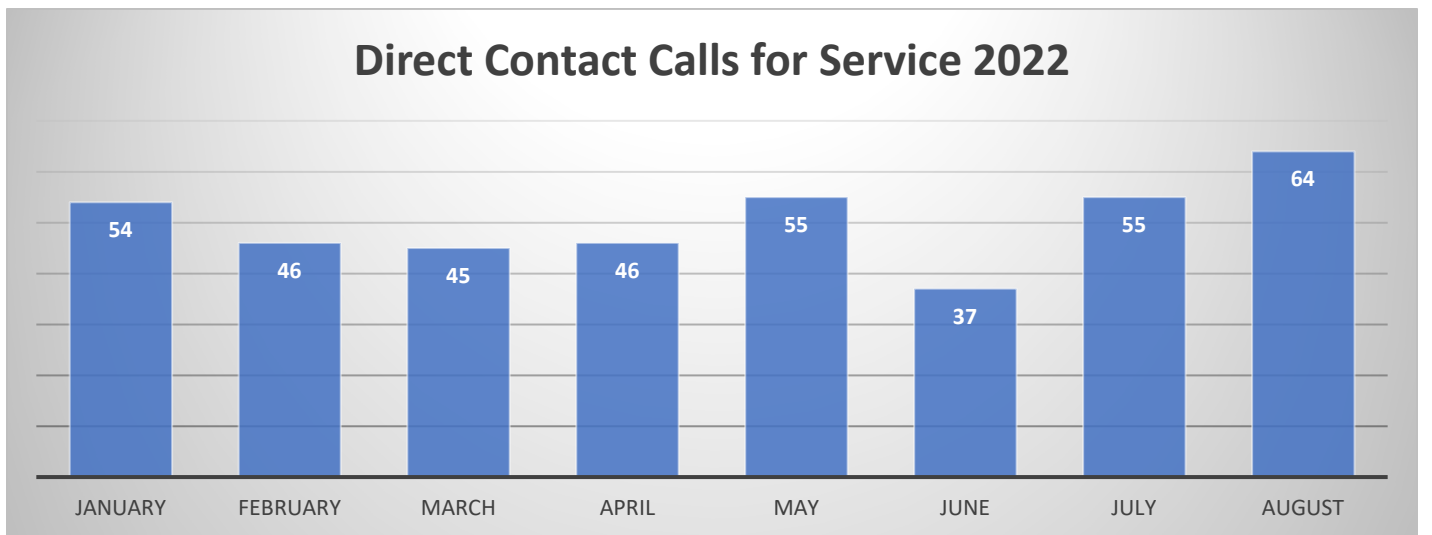
**Dispatched Calls:** Calls for service received from Prince William County Dispatch, both reportable and non-reportable.

- Reportable Calls: 1
- Non-Reportable Calls: 19



**Flag Downs/Phone Calls:** Calls that are generated by a citizen making direct contact with a Haymarket Police Officer through telecommunication device or in person. Reportable and non-reportable.

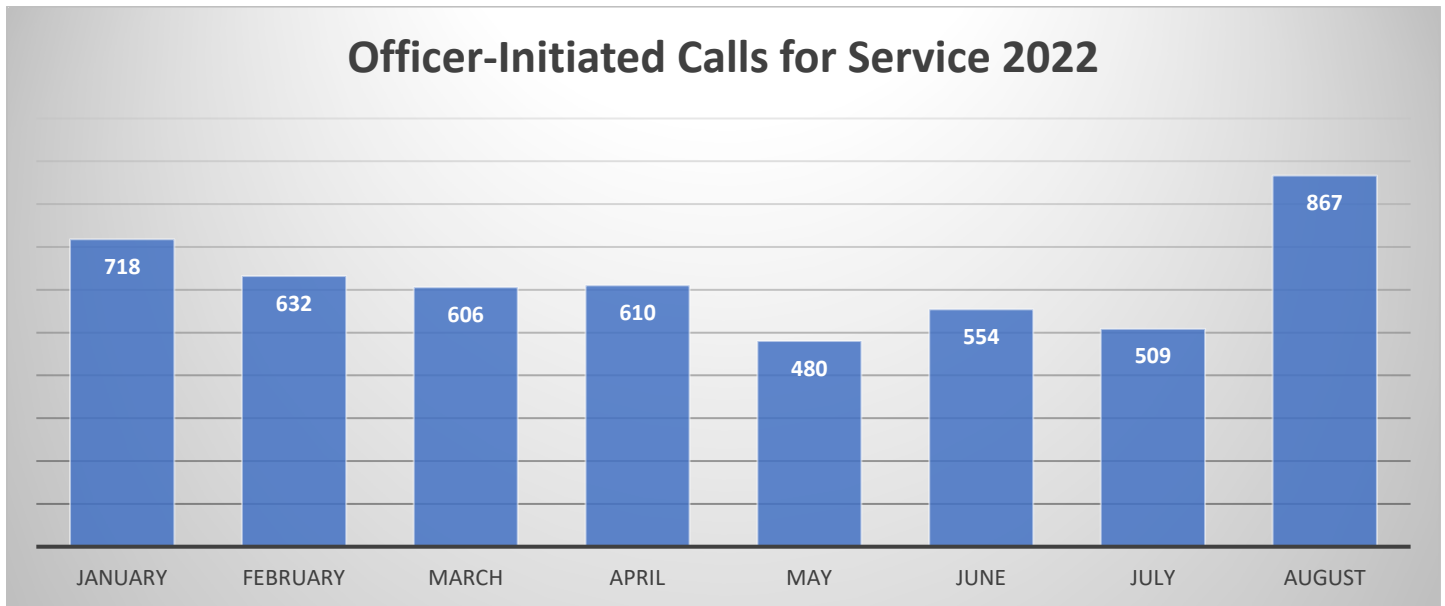
- Reportable Calls: 2
- Non-Reportable Calls: 62
- Referred to County/State: 0



Attachment: Report to council July 2022 to August 2022 (5747 : Police Chief Report)

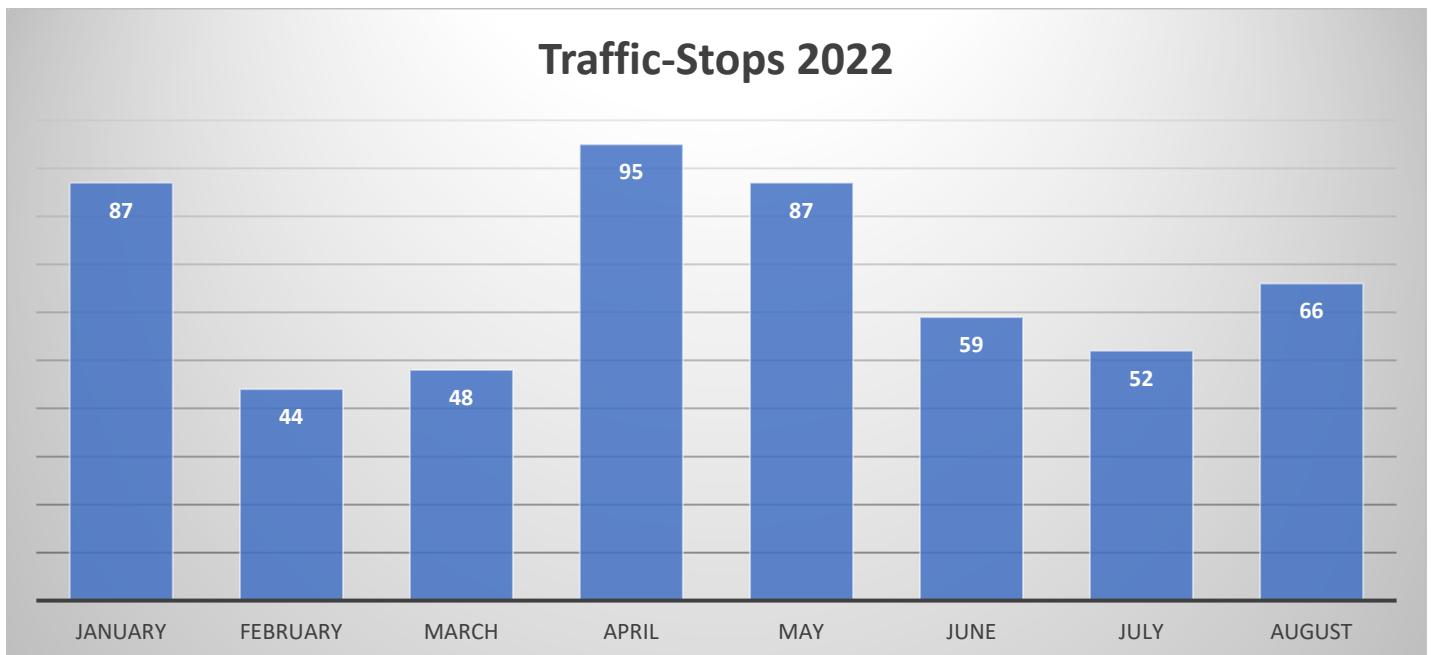
**Self-Initiated Calls:** Calls that are based on the officer’s own observations. Reportable, Non-Reportable, Foot Patrols, and Traffic Stops.

- Reportable Calls: 1 (1 Felony Arrest and 4 Misdemeanor Arrests were made)
- Non-Reportable Calls: 732
- Foot Patrols: 134



**Traffic Stops:** Haymarket Police Officers are task with keeping the Town of Haymarket a Pedestrian Friendly Town. Officers achieve this goal by keeping a high-profile visibility during routine patrol and conducting RADAR operations throughout the town.

- Traffic Stops: 66
  - Summonses 13
  - Warnings 60



Attachment: Report to council July 2022 to August 2022 (5747 : Police Chief Report)

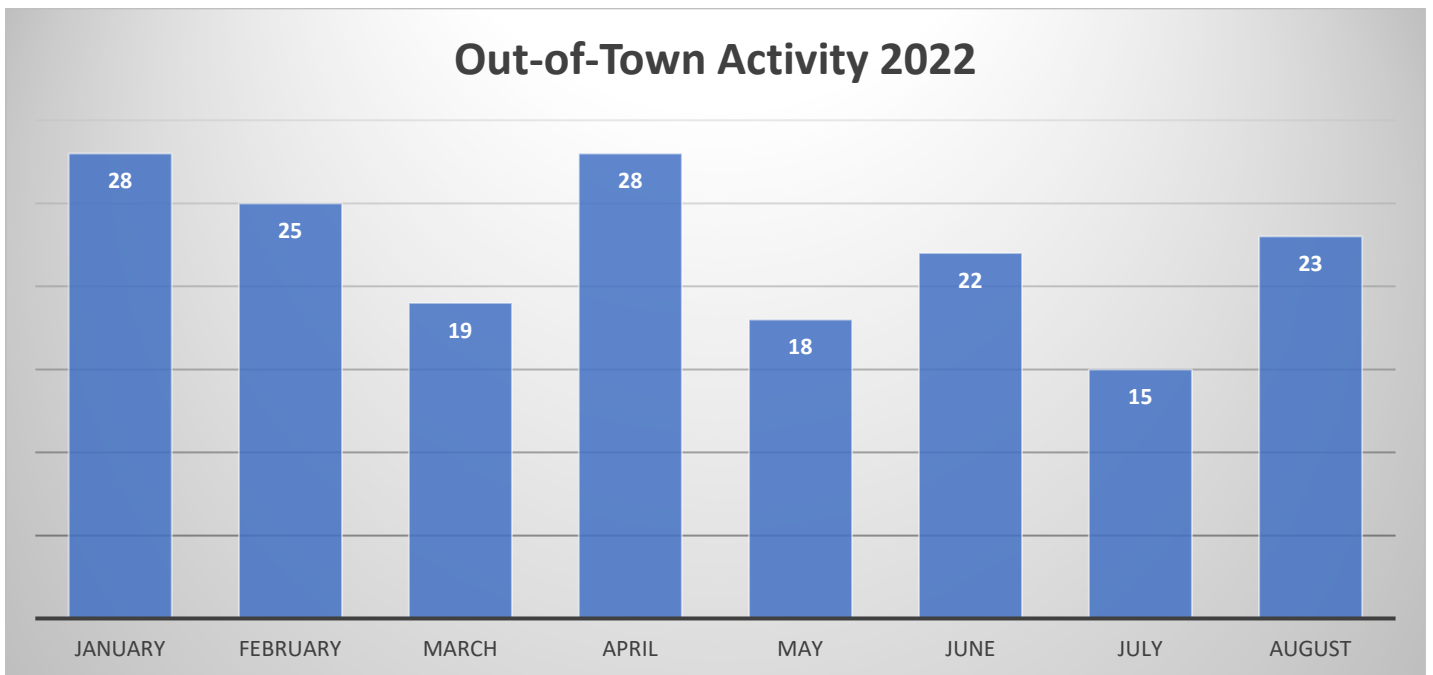
**Business Checks:** These checks are a proactive approach to assure safety and security at all local businesses. Officers will speak directly to the business owner or staff, providing the opportunity to discuss issues or concerns they may have. Officers will conduct a physical check when the business is closed to assure that all doors and windows are locked. Drive-by checks are conducted on routine patrol to assure that no windows or doors have been broken or vandalized.

- Personal Contact: 617
- Physical Check: 362
- Drive By: 3,516



**Out of Town Activity:** On occasion, Officers will leave the town limits to assist other officers or deliver paperwork to the courthouse.

- Back Up: 16
- Other: 7



Attachment: Report to council July 2022 to August 2022 (5747 : Police Chief Report)



**Status of Current Projects/Events:**

- Officers have been assisting with the Town’s weekly Farmers Market during the summer and will continue to do so until its completion.
- The Town Manager and are working toward the rollout of an Emergency Management notification system for Town of Haymarket Citizens and Businesses.
- Our second “Coffee with a Cop” Event was held on August 16, 2022, at the Crossroad Café. Offices met with the public for 90 minutes socializing and answering questions. The event was well attended. Our next “Coffee with a Cop” event will be held on October 5, 2022, at the Crossroads Café.
- Our first “Cookies and Cream and Cops” event took place on August 15, 2022, at Cookies and Cream. The event was well attended, and our next event will be at the same location on September 20, 2022.
- Officer met community members at Regency’s Annual “Grand-kids” day event. This event was well received and attended. We plan on taking part in this event every year.
- Officers assisted with Haymarket’s Annual Summer Concert. There were no issues. The event was well planned by Townhall staff and well attended.
- The Haymarket Police Department held its Annual National Night Out event on August 2, 2022, at the Haymarket Park. The event was attended by approximately 750 Community members and was well received. Several local businesses supported the event.
- The 2020 LOLE Grant was written, applied for, and approved as of May 20, 2022. This is the second LOLE grant in which the Haymarket Police Department has applied. The first Grant, (2019 LOLE) was awarded in the amount of \$1,547. Reimbursement documentation has been submitted. The 2020 LOLE grant was awarded in the amount of \$1,520. After discussion with the finance liaisons, this money will be spent on first aid kits that will be installed in the cruisers. We are still in the procurement phase of the second grant. Also, we were recently advised of the availability of the 2021 LOLE grant. A filing deadline of September 9, 2022 has been provided. I will be filing the documentation for that grant the last week in August. It is in the sum of \$1,299.
- Paperwork for our 599 grant in the amount of \$34,687 has been filed. I will keep you posted on its status.
- We currently have 41 events planned for this year.
- Planning and preparation have begun for Haymarket Day.

• #	Name of Event	Date of Event	Status
1	Literacy with Law Enforcement	March 2, 2022	Completed
2	Polar Plunge	February 19, 2022	Completed
3	Literacy with Law Enforcement	February 22, 2022	Completed
4	St. Baldricks	March 26, 2022	Completed
5	Literacy with Law Enforcement	April 6, 2022	Completed
6	Farmers Market	April 24 thru Nov. 20, 2022	On-going
7	Drug Take Back	April 30, 2022	Completed
8	Literacy with Law Enforcement	May 11, 2022	Completed
9	Relay for Life	May 21, 2022	Completed
10	Literacy with Law Enforcement	June 6, 2022	Completed
11	Torch Run for Special Olympics	June 9, 2022	Completed
12	Flags for Hero’s	June 11, 2022	Completed
13	Ice Cream Social	June 15, 2022	Completed
14	Water Balloon Fight	June 15, 2022	Completed
15	Coffee with a Cop	June 21, 2022	Completed
16	Bike Safety Camp	June 29, 2022	Completed
17	Literacy with Law Enforcement	July 6, 2022	Completed
18	Blood Drive	July 12, 2022	Completed

19	National Night Out	August 2, 2022	Completed
20	Literacy with Law Enforcement	August 3, 2022	Completed
21	Dominion Valley Regency Grand-Kids Day	August 7, 2022	Completed
22	Cookies & Cream with a Cop	August 15, 2022	Completed
23	Coffee with a Cop	August 16, 2022	Completed
24	Summer Concert	August 20, 2022	Completed
25	Cupcakes with a Cop	August 31, 2022	Upcoming
26	Literacy with Law Enforcement	September 7, 2022	Upcoming
27	Woman's Self Defense Class 1	September 13, 2022	Upcoming
28	Cookies and Cream and Cops	September 20, 2022	Upcoming
29	Police Officer Day	September 22 and 23, 2022	Upcoming
30	Literacy with Law Enforcement	October 5, 2022	Upcoming
31	Coffee with a Cop	October 5, 2022	Upcoming
32	Haymarket Day	October 15, 2022	Upcoming
33	Cupcakes with a Cop	October 26, 2022	Upcoming
34	Prince William Co. Truck or Treat	October 26, 2022	Upcoming
35	Drug Take Back	October 29, 2022	Upcoming
36	Halloween Candy Handout	October 31, 2022	Upcoming
37	Woman's Self Defense Class 2	November 1, 2022	Upcoming
38	Literacy with Law Enforcement	November 2, 2022	Upcoming
39	Literacy with Law Enforcement	December 7, 2022	Upcoming
40	Christmas in Haymarket	December 10, 2022	Upcoming
41	Operation Santa Claus	December 17, 2022	Upcoming
42	Haymarket PD Blood Drive	January 11, 2022	Upcoming

*Respectfully Submitted,*

*Allen Sibert*

*Chief of Police*

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans/Projects</b>						
Haymarket Town Center Final Site Plan	Katie/Emily	9/8/2016	8/31/2022	Applicant		-Met with RDA to review changes to plan. -First submission comments provided 5/31 -Update meeting 8/31
Park Sidewalk	Katie/Emily	4/27/2021	8/24/2022	Town Council		-Pre notice of intent to award provided to TEG -Draft award letter provided for council review -Draft contract put together -Coordinating structural analysis of park building structure
Robinson Village	Katie/Emily	8/13/2020	8/12/2022	Applicant		-Construction and Town E&S inspections ongoing -Bond reduction approval sent 2/10 -Occupancy permit inspection for lots 27-34 8/10 -Pavement design submission expected
Bleight Residential Plan	Katie/Emily	8/5/2022	8/12/2022	Katie/Emily		-Preliminary plan first submission for review
Crossroads Village - Taco Bell	Katie/Emily	1/6/2022	8/11/2022	Applicant		-Engineering plan review comments provided 2/17 -3rd submission approval 8/11
Crossroads Village - Kiddie Academy	Katie/Emily	7/27/2022	8/10/2022	Katie/Emily		-Preliminary plan first submission for review
Crossroads Village - Lidl	Katie/Emily	1/6/2022	8/9/2022	Katie/Emily		-Engineering plan review comments provided 2/1 -Second submission comments provided 7/5 -Met with Applicant to discuss 2nd submission comments -3rd submission 8/24
Crossroads Village	Katie/Emily	10/18/2018	8/9/2022	Applicant		-Construction and Town E&S inspections ongoing -Revised pavement design conditionally approved 6/29 -Revision second submission conditional approval provided 8/9

Attachment: 2022-08 Aug Engineer's Reports\_KMM (5748 : Town Engineer Report)

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Actual End Date	Comments
<b>Active Plans</b>						
Haymarket Hotel Venture, LLC Preliminary Site Plan	Katie/Emily	9/6/2019	8/5/2022	Town/Applicant		-Temporary certificate of occupancy issued by County -As-built inserts conditional approval provided 6/6 -Recommended permit release with copy of recorded SWM/BMP Agreement provided
Parrando's Patio	Katie/Emily	4/7/2022	7/19/2022	Applicant		-Minor site plan comments provided 6/6 -Comment coordination
Robinson's Paradise	Katie/Emily	1/4/2021	7/13/2022	Applicant/Katie		-Insert review/plan approval 2/11. Bonds to be posted prior to construction -Reviewed/approved updated bond estimate -Applicant coordinating VDOT approval. Changes to be reviewed for conformance with Town Ordinance
MWCoG	Katie	2/14/2022	4/22/2022	Katie		-Stacey Juran and Katie to provide summary memo regarding MWCoG and rider clauses
Chick-fil-A	Katie/Emily	11/16/2021	4/13/2022	Applicant		-As-built submission and bond release coordination
Karter School	Katie/Emily	8/20/2020	11/3/2021	Applicant		-Received inserts and recommend for approval 11/3. Bonds to be posted
QBE	Katie/Emily	1/20/2017	10/8/2021	Applicant		-Minor Site plan revision revision submitted on 9/27 to add a patio at the front of the business. Comments provided to Emily on 10/8
Transform Power Yoga Site Plan	Katie/Emily	1/28/2021	8/23/2021	Applicant		-Resubmission received 6/21. Engineering comments provided 7/26 -Met with applicant to discuss comments 8/23

Attachment: 2022-08 Aug Engineer's Reports\_KMM (5748 : Town Engineer Report)

Low Activity Plans						
Morais - Aroma II	Katie/Emily	1/15/2019	9/25/2020	Applicant		-Plan approved 10/11/19. -Construction completed -Site inspection 5/22/20. -As built submitted for review 7/9/20. -As built comments provided 7/28. Comment review call ~9/28
Zupan Property Preliminary Site Plan	Katie/Emily	2/25/2020	3/4/2020	Applicant		-Engineering review comments provided 3/4/20
Jeffreson/Fayette Street Site Plan	Katie/Emily	10/5/2018	5/14/2019	Applicant		-PC approved plans 1/19 contingent on staff approval of plans -Staff provided additional comments on second submission 4/10/19 -Applicant researching drainage info for VDOT approval

# Town Attorney Report

To: Mayor and Council, Town of Haymarket

From: Martin Crim, Town Attorney *MRC*

Re: September 2022 Town Attorney Report

Date: August 30, 2022

## **NOT CONFIDENTIAL**

This is a non-confidential report on matters that my office has been working on for the Town since my last report, June 27, 2022:

1. Continued settlement discussions in the Bean BZA appeal.
2. Prepared a draft charter amendment for Council consideration.
3. Advised staff as to tax assessment and collection issues.

Attachment: September 2022 Town Attorney Report (5705 : Town Attorney Report)



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

To: Haymarket Town Council

From: Finance Liaisons

Date: 09/06/2022

Re: Monthly Report for 08/01/22 Council Mtg.

## MEMORANDUM

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The finance liaisons continued financial oversight during the month of July focused on the following:

- Comply with internal control process/town policy re: review and approval of all invoices/expenditures and check signing/endorsement
- Review FY 2022 actuals vs. budget and discuss key areas of interest/concern
- Discuss options for use of American Rescue Plan Act (ARPA) funds; as needed
- Discuss council ideas and recommendations raised during work sessions or submitted for consideration; as needed
- Discuss on an as needed basis
  - o Status of RFP for sidewalk at town park
  - o Status of Town Center site plan
  - o Engineering/consultant support costs
  - o Contracts, leases, agreements

Additional items:



- Treasurer and TM briefed liaisons on presentation for council scheduled on 8/29/22 Re: surplus funds expenditure and one-time receipt of proffer revenues from Van Metre to include real estate tax refund and CIP investment
- Discussed hiring a PE to perform assessment of town park building to inform a strategy decision

The liaisons and/or the Treasurer and staff remain available to discuss any questions, comments, concerns, or suggestions you may have.

Respectfully submitted,

Joe Pasanello and Bob Weir



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

To: Haymarket Town Council  
From: Vice Mayor TracyLynn Pater  
RE: Business Liaison Report  
Date: September 6, 2022

## MEMORANDUM

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I attended the weekly meeting with Emily Erin and staff. The current discussions was the Farmers Market and Events (Haymarket Day).

The Summer Concert was August 20<sup>th</sup> from 4-8 pm. We had a great turnout. I had an opportunity to speak with constituents on communication survey and economic plan project.

On August 26<sup>th</sup>, Michelle and I had a community meeting at the Town Park. We discussed the survey and results as well as revisiting previous survey and next steps of communication plans with those who attended.

I attended a meeting with staff on August 30<sup>th</sup> in regards to future Farmers Market questions/suggestions.

I met with Chief to discuss department contribution to suggestions/recommendations.

The next Business Roundtable meeting is scheduled for Tuesday, September 20<sup>th</sup> at 8:30 am. Location yet to be determined.

Respectfully Submitted:  
TracyLynn Pater, Vice Mayor  
Business/Community Liaison



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

To: Haymarket Town Council  
From: Robert (Bob) Weir, Planning Commission Liaison  
CC: Kimberly Henry  
Date: August 31, 2022  
Re: Planning Commission Liaison Monthly Report

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The Planning Commission meeting of August 15, 2022 addressed the following:

- Closed the public hearing and matter of the 6712 Jefferson Street Rezoning.
- Consideration of Comp Plan Update.

Respectfully submitted,

Bob Weir

Attachment: Memo to Council PC Liaison report 090622 (5709 : Planning Commission Liaison Report)



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

To: Haymarket Town Council

From: Marchant Schneider

RE: ARB Liaison Report

Date: September 6, 2022

## MEMORANDUM

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ARB Liaison Report / August 2022

The ARB did not meet in August due to a lack of quorum and no items to be considered. As the liaison, I actively searched out and was able to provide two candidates to fill the ARB vacancies for Council consideration. If the candidates are appointed, we will swear them in at our September meeting.

Respectfully Submitted  
Marchant Schneider  
ARB Liaison

Attachment: Memo to Council ARB Liaison Report 090622 (5710 : Architectural Review Board Liaison Report)



RESOLUTION 2022-012

FISCAL YEAR 2022-2023 BUDGET AMENDMENT

WHEREAS, The Haymarket Town Council did adopt the Fiscal Year 2023 Budget on June 21, 2022 and

WHEREAS, Fiscal Year 2023 Budget did not fund Carry-Over Surplus, Council will amend \$250,000, and

WHEREAS, The proposed budget appropriation will fund Return of Surplus Real Property Tax Revenues Expenses \$250,000; and

NOW THEREFORE, BE IT RESOLVED that the Haymarket Town Council amends the Fiscal Year 2022-2023 Budget as reflected below:

**Revenue Source Line Item**

Line Item	Adopted 2022-23 Budget	Change	Amended Budget
Carry-Over Surplus	\$ 0	\$250,000	\$ 250,000

**Expenditure Source Line Item**

Line Item	Adopted 2022-23 Budget	Change	Amended Budget
Return of Surplus Real Property Tax revenues	\$ 0	\$250,000	\$ 250,000

Done this 6th Day of September 2022

Motion By:  
 Seconded By:  
 Ayes:  
 Nays:  
 Absent:

ATTEST:

\_\_\_\_\_  
 Kimberly Henry, Clerk of Council

Attachment: RES 2022-012 FY2023 Budget Amendment\_09.06.2022 (5750 : Real Estate Tax Refund Discussion and Draft Resolution)

HOUSE BILL NO. \_\_\_\_  
Offered \_\_\_\_\_  
Prefiled \_\_\_\_\_

*A BILL to provide a new charter for the Town of Haymarket in Prince William County and to repeal Chapter 540, except Article II, as amended, of the Acts of Assembly of 1950, which provided a charter to the Town of Haymarket.*

-----  
*Patron – Roem*  
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Referred to Committee \_\_\_\_\_

Be it enacted by the General Assembly of Virginia:

1.

*CHARTER  
FOR THE  
TOWN OF HAYMARKET*

**Article I. The Town Corporate.**

§ 1. (1) The Inhabitants of the territory comprised within the limits of the town of Haymarket, as such limits are hereinafter set out or as the same may be hereafter altered and established by law, shall constitute and continue a body, politic and corporate, to be known and designated as the town of Haymarket, and as such shall have and may exercise all powers which are now or hereafter may be conferred upon or delegated to towns under the Constitution and laws of the Commonwealth of Virginia, as fully and completely as though such powers were specifically enumerated herein, and no enumeration of particular powers by this charter shall be held to be exclusive, and shall have, exercise and enjoy all the rights, immunities, powers and privileges and be subject to all the duties and obligations now appertaining to and incumbent on said town as a municipal corporation, and shall have perpetual succession, may sue and be sued, implead and be impleaded, contract and be contracted with, and may have a corporate seal which it may alter, renew or amend at its pleasure by proper ordinance.

## Article II. Corporate Limits.

§ 1. (1) The boundaries of the Town, until altered, shall be as shown in Chapter 540 of the Acts of the General Assembly of 1950 as modified by a boundary line adjustment entered into between the Town of Haymarket and the County of Prince William, approved by Circuit Court order recorded in the Prince William County land records as Instrument number 201402260012836.

## Article III. Administration and Government.

§ 1. (1) The councilmen and mayor in office on the effective date of this act shall continue in office until the first day of July of the year following termination of their respective terms or until their respective successors shall have been duly elected and qualified.

(2) On the first Tuesday after the first Monday in November, 2022, and every two years thereafter, there shall be elected by the qualified voters of the town, one elector of the town, who shall be denominated mayor, and six other electors, who shall be denominated council members, and the mayor and council members shall constitute the Town council. They shall enter upon the duties of their offices on the first day of January next succeeding their election, and shall continue in office until their successors are duly elected and qualified. Every person so elected shall take the oath of office as prescribed by general law

(3) [Reserved]

(4) The council may fine its members for disorderly conduct, and, with the concurrence of two-thirds, expel a member. A vacancy in the office of mayor shall be filled by the council from the electors of the town, and any member of the council may be eligible to fill such vacancy.

(5) A majority of the members of the council shall constitute a quorum for the transaction of business.

(6) Each member of the council may receive a salary to be fixed by the council, payable at such times and in such manner as the council may direct.



(7) The mayor shall preside at the meetings of the council and perform such other duties as are prescribed by this charter and by general law, and such as may be imposed by the council consistent with his office. The mayor shall have no right to vote in the council, except in case of a tie he shall have the right to break the same by his vote; but he shall have the right to veto as provided in Section 1 (8) of this Article III. The mayor shall have the following duties: to take care and see that the bylaws, ordinances, acts and resolutions of the council are faithfully executed and obeyed; to see that peace and good order are preserved and that persons and property within the town are protected; to authenticate such documents and instruments as the council, this charter, or the laws of this Commonwealth require; and from time to time to recommend to the council such measures as seem needful for the welfare of the town.

(8) The mayor may veto an ordinance or a resolution having the effect of an ordinance by transmitting it, with the reasons for the veto in writing, to the town clerk who shall enter the reasons for the mayor's veto at length on the minute books of the council. The council may thereupon proceed to reconsider such ordinance or resolution. If, after such consideration, two-thirds of all the members elected to the council agree to pass the ordinance or resolution, it shall become operative notwithstanding the veto of the mayor. In all such cases the votes of members of the council upon such reconsideration and the names of the members voting for and against the ordinance or resolution shall be entered on the minute book of the council. If any ordinance or resolution having the effect of an ordinance shall not be returned by the mayor within five days (Sunday excepted) after passage by the council, it shall become operative without the mayor's signature, unless the mayor's term of office or that of the council expires within said five days.

(9) The council shall, as soon as practicable after qualification, and biennially thereafter following the regular municipal election, appoint one of its members as vice-mayor. The vice-mayor, during the absence or disability of the mayor, shall perform the duties and be vested with all the powers, authority, and jurisdiction, of the mayor except the power to veto; and in the event of a vacancy for any reason in the office of mayor, shall act as mayor until a mayor is duly appointed by the Town council or is elected. The member of the council who shall be chosen vice-mayor shall continue to have

all of the rights, privileges, powers, duties and obligations of council member even when performing the duties of mayor during the absence or disability of the mayor of the town.

(10) The council shall, by ordinance, fix the time for their regular meetings, which shall be held at least once a month. Special meetings may be called by the clerk at the instance of the mayor or any two members of the council in writing; and no other business shall be transacted at a special meeting except that stated in the call, unless all members be present and consent to the transaction of such other business. The meetings of the council shall be open to the public except when in the judgment of the council the public welfare shall require executive meetings consistent with the terms of the Virginia Freedom of Information Act as then in effect.

(11) The council shall keep a minute book, in which the clerk shall note the proceedings of the council, and shall record proceedings at large on the minute book and keep the same properly indexed.

(12) The council may adopt rules for regulating its proceedings.

(13) There shall be appointed by the council at its first meeting in March, or as soon as practicable thereafter, a treasurer, who shall hold office for a term of two years. The council may provide a salary for the treasurer. The treasurer shall give such bond, with surety and in such penalty as the council prescribes. The treasurer shall receive all money belonging to the town, and keep correct accounts of all receipts from all sources and of all expenditures of all departments. The treasurer shall be responsible for the collection of all taxes, license fees, levies and charges due to the town, and shall disburse the moneys of the town in the manner prescribed by the council as it may by ordinance direct.

(14) The treasurer shall make such reports and at such time as the council may prescribe. The books and accounts of the treasurer shall be examined and audited in accordance with general law.

(15) The council may in its discretion designate the place of deposit of all town funds, consistent with state law, which shall be kept by the treasurer separate and apart from his personal funds.

(16) There shall be appointed by the council, at its first regular meeting in March after its election, a clerk of the council, who need not be a resident of the town, and who shall hold office at the pleasure of the council. The clerk shall attend the meetings of the council and keep its minutes and records and have charge of the corporate seal and shall attest the same. The clerk shall keep all papers required to be kept by the council, shall publish such reports and ordinances as are required to be published, and shall perform such other duties as the council may from time to time require. The clerk's compensation shall be fixed by the council. Any vacancy in this office shall be filled by the council.

(17) There shall be appointed by the council at its first regular meeting in March or as soon as practicable thereafter, a town sergeant, who shall also be chief of police; and shall hold office at the pleasure of the council. The town sergeant's duties shall be such as the council prescribes. The town sergeant shall be vested with the powers of a conservator of the peace. The town sergeant's compensation shall be fixed by the council.


(18) [Reserved]

(19) The council may appoint or select such other officers as may be necessary, including a business manager for the town, and fix their salaries and define their duties.

(20) All ordinances, resolutions and bylaws passed by the council take effect at the time indicated in such ordinances, resolutions or bylaws, but in event no effective date shall be set forth in any such ordinances, resolutions or bylaws passed by the council, the same shall become effective thirty days from its passage.

## Article IV. Taxation and Finances.

§ 1. (1) The Town council shall have control of taxation and finances for its municipal purposes. It shall have the following powers:

- (2) To prepare, or cause to be prepared, annually a budget showing the estimated receipts and proposed expenditures for town purposes as required by State law, and to publish the same.
- (3) To raise annually by levy and collection of taxes and assessments in the said town on all such property, real and personal, as is now or may hereafter be subject to taxation by towns by the laws of the Commonwealth, such sums of money as the council thereof may deem necessary for the purposes of the said town in such manner as the said council shall deem expedient in accordance with this charter, the Constitution and laws of this State and the United States; provided, however, that it shall impose no taxes on the bonds of the said town.
- (4) To impose special or local assessments for local improvements and enforce the payment thereof, subject to such limitations as may be prescribed by the Constitution and laws of this State, as may be in force at the time of the imposition of such special or local assessments. 
- (5) To contract debts in the name of and for the use of the town and make and issue, or cause to be made and issued, as evidence thereof, bonds, notes or other obligations, within the limitations prescribed by the Constitution and laws of this State concerning bonds issued by towns, upon credit of the town, or solely upon the credit of specific property owned by the town or solely upon the credit of income derived from property used in connection with any public utility owned and operated by the town.
- (6) To borrow money temporarily, pending the issuance and sale of any bonds, notes or other obligations authorized by this charter, or in anticipation of the receipt of taxes and revenue of the current fiscal year, and to issue notes or other evidences of indebtedness therefor, and from time to time to renew such temporary loans or to use current funds to be ultimately repaid from the proceeds of said bonds, notes or other obligations, or from the town taxes and revenues, as the case may be.
- (7) To expend the money of the town for all lawful purposes.
- (8) To levy a tax or a license on any slot machine or similar device of any kind, whether a license may be required therefor by the State or not, and may, if

permitted by general law, exceed the State license, if any be required, and may provide penalties for any violation thereof.

(9) To license and regulate the holding and location of shows, circuses, public exhibitions, carnivals, and other similar shows or fairs, or prohibit the holding of the same, or any of them within the limits of the town or within one mile thereof; provided that the license fee for holding any of the foregoing within one mile of the town shall only be sufficient to provide regulation and protection.

(10) To impose licenses by ordinance upon businesses, trades, professions or callings, and upon persons, firms, associations or corporations engaged therein or offering to do business within the boundaries of the town, whose principal office is or is not located in the town, except when prohibited by general law, whether or not a license may be required therefor by the State. The fee for such license may exceed the State license fee if any be required.

(11) Licenses may also be imposed upon and a fee therefor collected from persons, firms, or corporations selling and delivering at the same time at other than a definite place of business, goods, wares or merchandise, to licensed dealers or retailers in the town.

(12) For every license issued or transferred under this charter, there may be prescribed by ordinance a reasonable charge or fee, for issuing or transferring the same. Such charges or fees shall be paid into the town treasury.

(13) A lien shall exist on all real estate within the corporate limits for taxes, levies, penalties or assessments in favor of the town, levied or assessed thereon from the commencement of the year for which the same was levied or assessed, and the penalties and procedure for collecting such taxes and for selling real estate for town taxes shall be the same as provided by the general laws of this Commonwealth. The council shall have the benefit of all other remedies for the collection of town taxes which are now, or may hereafter be permitted under the general law of the State, including the power to distrain goods and chattels for failure to pay taxes levied thereon.

## Article V. Property.

§ 1. The Town council shall have within the provisions of general law and the Constitution of this State the following powers:

(1) To acquire by purchase, gift, devise, condemnation, or otherwise, as provided by general law and the Constitution of this State, property, real or personal, or any estate therein within or without the town, for any purpose of the town, and to hold, improve, sell, lease, mortgage, or pledge, or otherwise dispose of the same or any part thereof, including any property now owned by the town.

(2) To acquire by gift, purchase, exchange or by the exercise of the power of eminent domain within this State, lands, or any interest or estate in lands, rock quarries, gravel pits, sandpits, water and water rights, and the necessary roadways thereto, either within or without the town, and to acquire and install machinery and equipment and build the necessary roads or trainways thereto, and to operate the same for producing material required for any and all purposes of the town.

(3) To acquire and operate parks, playgrounds, and public grounds within or without the corporate limits of the town, and to place on the same either within or without the town, stadia, swimming pools, recreation and amusement buildings, structures or enclosures of every character, and charge admission thereto, and to rent out or lease the privileges of the same.

(4) To acquire by condemnation, purchase or otherwise, provide for, maintain, operate and protect aircraft landing fields either within or without the corporate limits of the town.

(5) To acquire in any lawful manner, for the purpose of encouraging commerce and manufacture, lands within or without the town, not exceeding at any one time five hundred acres in the aggregate, and from time to time sell or lease the same or any part thereof for industrial or commercial use and purposes, irrespective of the consideration paid for such lease or sale.

(6) To construct, purchase, maintain, regulate and operate public improvements of all kinds, including municipal and other buildings,

armories, sewage disposal plants, jails, comfort stations, markets and all buildings and structures necessary or appropriate for the use and proper operation of various departments of the town and to acquire by condemnation or otherwise all lands, riparian and other rights and easements necessary for such improvements, or any of them, and, either within or without the town to construct, maintain, or aid therein, roads and bridges to any property owned by the said town, and situated beyond the corporate limits thereof, and to acquire land necessary for the aforesaid uses by condemnation or otherwise.

(7) To provide in or near the town land to be used as burial places for the dead, to improve and care for the same and the approaches thereto, and to charge for and regulate the use of the ground therein, to cooperate with any nonprofit corporation or association in the improvements and care of burial places and approaches thereto; and to provide for the perpetual upkeep and care of any plot or burial lot therein, the town is authorized to take and receive sums of money by gift, bequest, or otherwise, to be kept and invested, and the income thereof used in and about the perpetual upkeep and care of the said lot or plot for which the said donation, gift, or bequest has been made. And all acts of the said town in accepting from any cemetery company, society or corporation such land to be used as a burial place for the dead, whether the land has been heretofore used or not, as well as all contracts and agreements made with any person or persons for perpetual care and maintenance, are hereby declared valid.

## Article VI. Utilities.

§ 1. The Town council shall have the following powers:

(1) To own, operate and maintain electric light and gas works, either within or without the corporate limits of the town and to supply electricity and gas, whether the same be generated or purchased by said town, to its customers and consumers both within and without the corporate limits of the said town, at such price and upon such terms as it may prescribe, and to that end it may contract for and purchase



electricity and gas from the owners thereof upon such terms as it may deem expedient.

(2) To own, operate and maintain water works and to acquire in any lawful manner in any county of the State, such water, lands, property rights and riparian rights as the council of the town may deem necessary for the purpose of providing an adequate water supply to the town and piping and conducting the same; to lay, erect and maintain all necessary mains and sewer lines, either within or without the corporate limits of the town, and to require abutting property owners within such corporate limits to connect therewith, for the distribution of water to its customers and consumers, both within and without the corporate limits of the town, and to charge and collect water rents therefor; to erect and maintain all necessary dams, pumping stations and other works in connection therewith; to make reasonable rules and regulations promoting the purity of its water supply and for protecting the same from pollution; and for this purpose to exercise full police powers and sanitary patrol over all land comprised within the limits of the watershed, tributary to any such water supply wherever such lands may be located in this State; to impose and enforce adequate penalties for the violation of any such rules and regulations; and to prevent by injunction any pollution or threatened pollution of such water supply, and any and all acts likely to impair the purity thereof; and to carry out the powers herein granted, the town may exercise within the State all powers of eminent domain provided by the laws of this State.

(3) To establish, construct, and maintain sanitary sewers, sewer lines and systems, and to require abutting property owners to connect therewith; to establish, construct, maintain, and operate sewage disposal plants, and to acquire by condemnation or otherwise, within or without the town limits, all land, rights-of-way, riparian and other rights and easements necessary for said purposes, and to charge and assess and collect reasonable fees, rentals, assessments of costs of service for connecting with and using the same.

(4) To charge and collect fees for permits to use public facilities and for public services and privileges; and to have the right and power to

charge for any service rendered or convenience furnished to those residing without the corporate limits different from the rates charged for similar services or conveniences to those residing within the corporate limits.

(5) To collect and dispose of sewage, offal, ashes, garbage, carcasses of dead animals, and other refuse, and make reasonable charges therefor, to acquire and operate reduction or any other plants for utilization and disposal of such material; to contract for or regulate the collection and disposal thereof; and to require the collection and disposal thereof, and to acquire land within or without the town for said purpose.

(6) To establish, impose and enforce the collection of water and sewage rates, and rates and charges for public utilities, or other services, products, or conveniences, operated, rented, or furnished by the town; and to assess, or cause to be assessed, after reasonable notice to the owner or owners, water and sewage rates and charge directly against the owner or owners of the building, or against the proper tenant or tenants; and may by ordinance require a deposit of such reasonable amount as it may prescribe before furnishing such service either to owner or tenant.

(7) To grant franchises for public utilities in accordance with the provisions of the Constitution and general laws; provided, however, the town shall at any time have the power to construct, own, operate, manage, sell, encumber, or otherwise dispose of, either within or without the town, any and all public utilities for the town, and to sell the services thereof any existing franchises to the contrary notwithstanding.

(8) To regulate, permit or prohibit poles and wires for electric, telephone, and telegraph purposes erected or to be erected and gas pipes to be laid in the streets and alleys of the town; to require the owner or lessee of an electric light, telephone, or telegraph pole, or poles, or wires, now in use or hereafter erected, to change the location of or move the same.

## Article VII. Streets.

§ 1. 1. The Town council shall have the following powers:

(1) The town shall have the power to acquire, establish, enter, open, widen, extend, grade, improve, construct, maintain, and clear public highways, streets, sidewalks, boulevards, parkways, alleys and to alter, vacate, or close the same; to establish and maintain parks, golf courses, playgrounds and public grounds and to keep them lighted and in good order; to construct, maintain and operate bridges, viaducts, subways, tunnels, sewers and drains, and to regulate the use of all such highways, parks, public grounds and works; to plant and maintain or remove shade trees along the streets and upon such public grounds; to prevent the obstruction of such streets, alleys and highways, to regulate the operation and speed of cars and vehicles within the streets and highways within the town and to do all other things whatsoever adapted to make the streets and highways safe, convenient and attractive.

(2) To give names to or alter the names of the streets.

## Article VIII. [Reserved] .

## Article IX. Additional Powers.

§ 1. In addition to powers elsewhere mentioned in this charter and the powers conferred by general law and the Constitution, the town shall have the following powers:

(1) To compel the abatement and removal of all nuisances within the town or upon property owned by the town without its limits at the expense of the person or persons causing the same or of the owner or occupant of the ground or premises wherein the same may be, and to collect said expense by suit or motion or by distress and sale; to require all lands, lots and other premises within the town to be kept clean and sanitary and free from stagnant water, weeds, filth, and

unsightly deposits, or to make them so at the expense of the owners or occupants thereof, and to collect said expense by suit or motion or by distress and sale; to regulate or prevent noisome or offensive business within the said town, or the exercise of any dangerous or unwholesome business, trade, or employment therein; to regulate the transportation of all articles through the streets of the town; to compel the abatement of smoke and dust, and prevent unnecessary noise; to regulate the location of stables and the manner in which the same shall be constructed and kept; to regulate the location, construction, operation, and maintenance of billboards and signs; and generally to define, prohibit, abate, suppress, and prevent all things detrimental to the health, morals, aesthetics, safety, convenience and welfare of the inhabitants of the town; and to require all owners or occupants of property having public sidewalks adjacent thereto to keep the same clean and sanitary, free from weeds, filth, unsightly deposits, ice and snow, and any obstruction.

(2) To extinguish and prevent fires, and to establish, regulate and control a fire department or division.

(3) [Reserved]

(4) [Reserved]

(5) [Reserved]

(6) To provide and maintain, either within or without the town, charitable, recreative, curative, corrective, detention or penal institutions.

(7) To regulate poultry or other fowl, hogs, dogs or other animals being kept in or running at large in the town, or any thickly populated portion thereof, and to subject the same to such taxes, regulations and penalties as the council may think proper.

(8) [Reserved]

(9) To establish markets in the town and regulate the same and to enforce such regulations in regard to the keeping and sale of fresh

meats, vegetables, eggs, and other green groceries, and the trade of hucksters and junk dealers as may be deemed advisable.

(10) [Reserved]

(11) To exercise full police powers and establish and maintain a department or division of police.

(12) [Reserved]

(13) [Reserved]

(14) [Reserved]

(15) [Reserved]

(16) To enjoin and restrain the violation of any town ordinance or ordinances, although a penalty is provided upon the conviction of such violation.

(17) To pass and enforce all by-laws, rules, regulations, and ordinances which it may deem necessary for the good order and government of the town, the management of its property, the conduct of its affairs, the peace, comfort, convenience, order, morals, health, and protection of the citizens and their property, and to do such other things and pass such other laws as may be necessary or proper to carry into full effect all powers, authority, capacity or jurisdiction, which is or shall be granted to or vested in said town, or in the council, court of officers, thereof or which may be a necessary incident to a municipal corporation.

(18) To do all things whatsoever necessary or expedient and lawful to be done for promoting or maintaining the general welfare, comfort, education, morals, government, peace, health, trade, commerce, or industries of the town, or its inhabitants.

(19) To offer and pay rewards for the apprehension of criminals.

(20) [Reserved]

(21) [Reserved]

(22) [Reserved]

(23) [Reserved]

(24) [Reserved]

(25) [Reserved]

(26) To make and enforce and effect by ordinances any and all the laws of this State.

(27) [Reserved]

(28) The enumeration of particular powers by this charter shall not be deemed to be exclusive, and in addition to the powers enumerated herein or implied hereby, or appropriate to the exercise of such powers, it is intended that the Town council shall have and may exercise all powers which, under the Constitution and laws of this State, it would be competent for this charter specifically to enumerate.

## Article X. [Reserved].

## Article XI. Miscellaneous.

§ 1. (1) If any clause, sentence, paragraph, or part of this act shall for any reason be adjudged by a court of competent jurisdiction to be invalid, such judgment shall not affect, impair or invalidate the remainder of the act, but shall be confined in its operation to the part of the act directly involved in the controversy in which the judgment shall have been rendered.

(2) This act may be referred to or cited as the Haymarket Charter of 2022.

2. That Chapter 540, except Article II, as amended, of the Acts of Assembly of 1950 is repealed.

-DRAFT-

Haymarket Town Council

Resolution #2022-013

WHEREAS, Article III, Section 1 of the Haymarket Town Charter states that the general election for Mayor and Town Council is held every two years on the second Tuesday of May; and

WHEREAS, the Haymarket Town Charter states that the term of office for the Mayor and Town Council starts the first day of July of the same election year; and

WHEREAS, in 2021 the Virginia General Assembly by law changed all local general elections from May to November; and

WHEREAS, the Virginia General Assembly also changed the terms of office for local elected officials to begin on the first day of January following the November election; and

WHEREAS, the Town Council reviewed the Town Charter at its July 25<sup>th</sup> Work Session to address compliance with current law on election dates and terms of office and also to suggest deletions of obsolete provisions and authorized a public hearing; and

WHEREAS, The Town of Haymarket Town Council held a public hearing at its regular monthly meeting on Tuesday, September 6, 2022, pursuant to Virginia Code § 15.2-202, after due advertising, to determine if the citizens of the Town desire that the Town request the General Assembly to amend its existing charter to make it compliant with current law on election dates and terms of office and to delete obsolete provisions;

NOW THEREFORE, BE IT RESOLVED, that the Haymarket Town Council will send the proposed amendments of the Haymarket Town Charter to the Virginia General Assembly (i) making the election date every two years on the Tuesday next after the first Monday in November of even numbered years, (ii) changing the term of office to begin on January 1 following the election, and (iii) deleting obsolete provisions, all as shown on the draft charter amendment as presented.

By Order of the Haymarket Town Council

Done this 6th day of September 2022

Motioned by:

Seconded by:

Ayes:

Nays:

Abstain:

Attest:

\_\_\_\_\_  
Kimberly Henry, Clerk of the Council

\_\_\_\_\_  
Kenneth Luersen, Mayor





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

**Emily L. Kyriazi**  
Town Manager/Zoning Administrator

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Emily L. Kyriazi, Town Manager and Kathryn M. McDaniel, Town Engineer  
DATE: August 30, 2022  
SUBJECT: Notice of Intent to Award Haymarket Town Park Streetscape Project  
RFP #2022-001

The Town of Haymarket issued an RFP for the design work for streetscape improvements at the Town Park on April 28, 2022. Proposals were due by 3:00 pm on Monday June 13, 2022. Kimberly Henry and I attended the proposal opening. One proposal was received from The Engineering Groupe in the amount of \$89,500.00.

The Town has verified that The Engineering Groupe currently holds a valid Virginia Business Entity Registration, Registration Number 0407003647 (expires 12/31/23). A positive recommendation was provided during a call with the Town of Occoquan, listed as a reference. The Engineering Groupe also provided the below schedule for the design work:

Task	Schedule	Deliverable
Notice to Proceed	Day 1	
Complete Survey	Day 30	Survey Base Sheet
30% Design Milestone	Day 60	30% Plan
Town Review Complete	Day 74	
60% Design Milestone	Day 95	60% Plan
Town Review	Day 109	
90% Design Milestone/Submit to Other Agencies	Day 130	90% Plan
Town and Agency Review	Day 175	
Permitting Review	Day 189	
ROW Acquisition	Day 234	Plats
100% Completion	Day 255	100% Plans and Permits

The Engineering Groupe appears to be responsible and responsive, and the proposal is consistent with the requirements. I recommend award of the Haymarket Town Park

Streetscape Project to The Engineering Groupe in the amount of \$89,500.00 (eighty-nine thousand, five hundred dollars).

Action for Council: Provide Staff with a Directive to proceed with sending out the Notice of Intent to Award and the Contract.



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

**Kathryn M. McDaniel, P.E.**  
TOWN ENGINEER

August 22, 2022

Mr. John S. "Johnny" Groupe, V  
The Engineering Groupe  
13580 Groupe Drive  
Suite 200  
Woodbridge, Virginia 22192

RE: Haymarket Town Park Streetscape Project RFP #2022-001  
Notice of Intent to Award

Dear Mr. Groupe,

I am pleased to inform you that the Town of Haymarket intends to award the contract for the above referenced project to The Engineering Groupe based on the bid opened Monday June 13, 2022 in the amount of \$82,900.00. The contract documents are attached herein. You must comply with the following conditions within fifteen (15) business days of receiving the contract:

1. Deliver to the Town of Haymarket, hereafter referred to as the OWNER, two (2) executed and complete contracts. All appropriate documents must be signed by the principals and corporate seals affixed as appropriate.
2. One (1) Certificate of Insurance. This must meet the minimum requirements to include Worker's Compensation. Please ensure that the Town of Haymarket is designated as additional insured.

After you comply with the above-referenced conditions, the OWNER will return to you one (1) fully executed contract. One (1) will be retained by the OWNER. Failure to comply with these conditions within the time specified will entitle the OWNER to consider your proposal abandoned and annul this Notice of Intent to Award.

Please remember that work may not start before the contract has been properly executed. Please let me know if you have any additional questions. I can be reached at [kmcdaniel@townofhaymarket.org](mailto:kmcdaniel@townofhaymarket.org).

Very truly yours,

Kathryn M. McDaniel, P.E.

Town Engineer

COPY: Emily Kyriazi, Town Manager/Zoning Administrator  
Roberto Gonzalez, Treasurer

Attachment: (2) Letter for RFP 2022-08-22 Notice of Intent to Award (5752 : RFP Notice of Intent - Town Sidewalk Project)



# The Engineering Groupe Inc.

Civil Engineering | Planning | Surveying | Construction Services

13580 Groupe Drive, Suite 200, Woodbridge, VA 22192

703.670.0985 | enggroupe.com

## TOWN OF HAYMARKET, VIRGINIA

Haymarket Town Park  
Street Scape Project

RFP Number: 2022-001

June 13, 2022

Attachment: (3) TOH RFP 2022-001 TEG Submission (5752 : RFP Notice of Intent - Town Sidewalk Project)

Ahead of the curve.

June 13, 2022

**Procurement Department**

Acting Town Manager - Emily Kyriazi  
Town of Haymarket, Virginia  
1500 Washington St. Suite 100  
Haymarket, VA 20169

**RFP: 2022-001**

RE: Town of Haymarket, Virginia - Request for Proposal: Haymarket Town Park Streetscape Project

Dear Members of the Selection Advisory Committee:

The Engineering Groupe, Inc. (TEG) is pleased to present the following proposal to the Town of Haymarket for the Haymarket Town Park Streetscape Project, RFP 2022-001. Our relevant experience with design, permitting, and construction administration are demonstrated in the attached proposal. Our comprehensive team offers unique expertise and the ability to deliver timely civil engineering and related professional services necessary for this contract.

TEG has over 30 years experience developing design plans, permitting, and construction administration that comply with local, state, and federal regulations for counties and private entities throughout Northern Virginia. Through this extensive knowledge and familiarity with the policies and procedures of the Town of Haymarket, we can ensure a seamless process in providing our professional services.

TEG will serve as the Primary Consultant for the project team providing the project management, general civil engineering, surveying, design, and construction management expertise. We will be joined by DFM Development Services, LLC for utility relocation and designation, and Soil Consultants Engineering, LLC (SCE) for geotechnical engineering. We have a strong working relationship with both firms and have worked on similar projects with them throughout the Northern Virginia region.

TEG and our consultant team have experience developing design plans that comply with state, local, and federal regulations. We have included detailed descriptions of our relevant project experience and staff expertise and believe we are a well-equipped team to perform the work necessary to make this project a success.

As Principal-In-Charge, this agreement will be under my direct supervision. I have over 20 years of experience in engineering, project management, and municipal projects. If awarded, the Town of Haymarket will have all company resources at its disposal to ensure the project stays within budget and on schedule. We are excited at the opportunity to provide the Town of Haymarket our professional services and project management expertise. We have the capacity to start immediately and respond quickly to any request for additional information from your Selection Advisory Committee. We look forward to hearing from you soon.

Sincerely,



John S. "Johnny" Groupe, V  
President and Chairman of the Board  
JGroupe@enggroupe.com  
703.898.4877



**Ahead** of the curve.

## Table of Contents

- Tab 1 - Business Identification
- Tab 2 - Project Team Qualifications
- Tab 3 - Management Approach
  - 3.1 Project Work Plan
  - 3.2 Project Experience
- Tab 4 - Resumes of Key Team Members
- Tab 5 - Quality Assurance Program
- Tab 6 - Subconsultant Overview
  - 6.1 Subconsultant Company Overview
  - 6.2 Subconsultant Resumes
  - 6.3 Subconsultant Past Experience
- Tab 7 - Cost Proposals
- Appendix A - Required Documents
  - Acknowledgement of Receipt of Addenda & SCC Cert.
  - Questions & Answers
  - References

**Ahead** of the curve.

# Tab 1

## Business Identification



## 1 | Business Identification

The Engineering Groupe, Inc. (TEG) is an engineering, planning, and surveying firm headquartered in Woodbridge, Virginia; along with branch offices in Ashburn and Fredericksburg, Virginia. Established in 1990, TEG is a C-Corporation registered to practice engineering and surveying with the State Corporation Commission in the Commonwealth of Virginia. Between three fully-staffed offices with 54 employees in Northern Virginia, we are able to respond to the needs of Fauquier County Water and Sanitation Authority quickly and efficiently. The primary work location for the FCWSA record drawing production and GIS data capture services will be our headquarters located in Woodbridge.

With 49 years combined experience, John S. Groupe, V, PE, President and Chairman of the Board and Denar Antelo, PE, LEED AP, will be key team members and are authorized to negotiate and bind the proposed contract on behalf of The Engineering Groupe, Inc.

John S. Groupe, V, PE, as Principal-in-Charge, can be reached at 703-670-0985 x1130  
Denar Antelo, PE, LEED AP, as Project Manager, can be reached at: 703-670-0985 x1138

Woodbridge Office  
13580 Groupe Drive  
Suite 200  
Woodbridge, VA 22192

Fredericksburg Office  
10333 Southpoint Landing Blvd.  
Suite 121  
Fredericksburg, VA 22407

Ashburn Office  
42795 Generation Drive  
Suite 200  
Ashburn, VA 20147





**Ahead** of the curve.

# Tab 2

Project Team  
Qualifications

## 2 | Project Team Qualifications

### **John (Johnny) S. Groupe, V, PE** President and Chairman of the Board, Principal-In-Charge

Johnny is involved in every project undertaken by the firm. As such he maintains an intimate familiarity with, and assumes ultimate responsibility for, all technical, financial, and legal aspects of each project and meeting the Fauquier County Water and Sanitation Authority's expectations and goals. Johnny Groupe will be the Principal assigned to all tasks assigned by Fauquier County Water and Sanitation Authority. Some of the specific steps he takes in carrying out these responsibilities are:

- Signing off on every proposal submitted for Client consideration.
- Reviewing and approving by signature, every contract issued by a Client.
- Appointing the personnel for every effort undertaken by the Company.
- Approving the assignment of all professional and technical personnel to any task undertaken by the Company.
- Reviewing and approving the Project Plan, Schedule, and Budget for every contract and task order after it is prepared by the Contract Manager.
- Conducting regular (weekly) project reviews with Project Managers to assess progress and status of all projects.

The primary contact for the Town of Haymarket will be Denar Antelo, PE, LEED AP, Project Manager; however, the Principal is also available to the Town of Haymarket.

### **Denar Antelo, PE, LEED AP,** Project Manager

Denar Antelo has over 22 years of experience with The Engineering Groupe, Inc.. Denar will report directly to John (Johnny) S. Groupe, V and his responsibilities will include: dealing directly with the Town of Haymarket's contract administrator and/or the Town's authorized official; establishing budget; implementation of an integrated management and control system that will provide for continuous cost and schedule control; quality assurance; problem identification and resolution; time management; administrative reporting and preparation; and, delivery of technical data and documentation. He will be accountable for all management aspects of any task assigned and will be the day-to-day contact for the Town with the authority to deal directly with the Town's Project Officer on all matters relevant to the timely and satisfactory completion of the contract. He will hold each department head or task leader responsible for the completion of all assigned tasks on schedule and within assigned budgets.

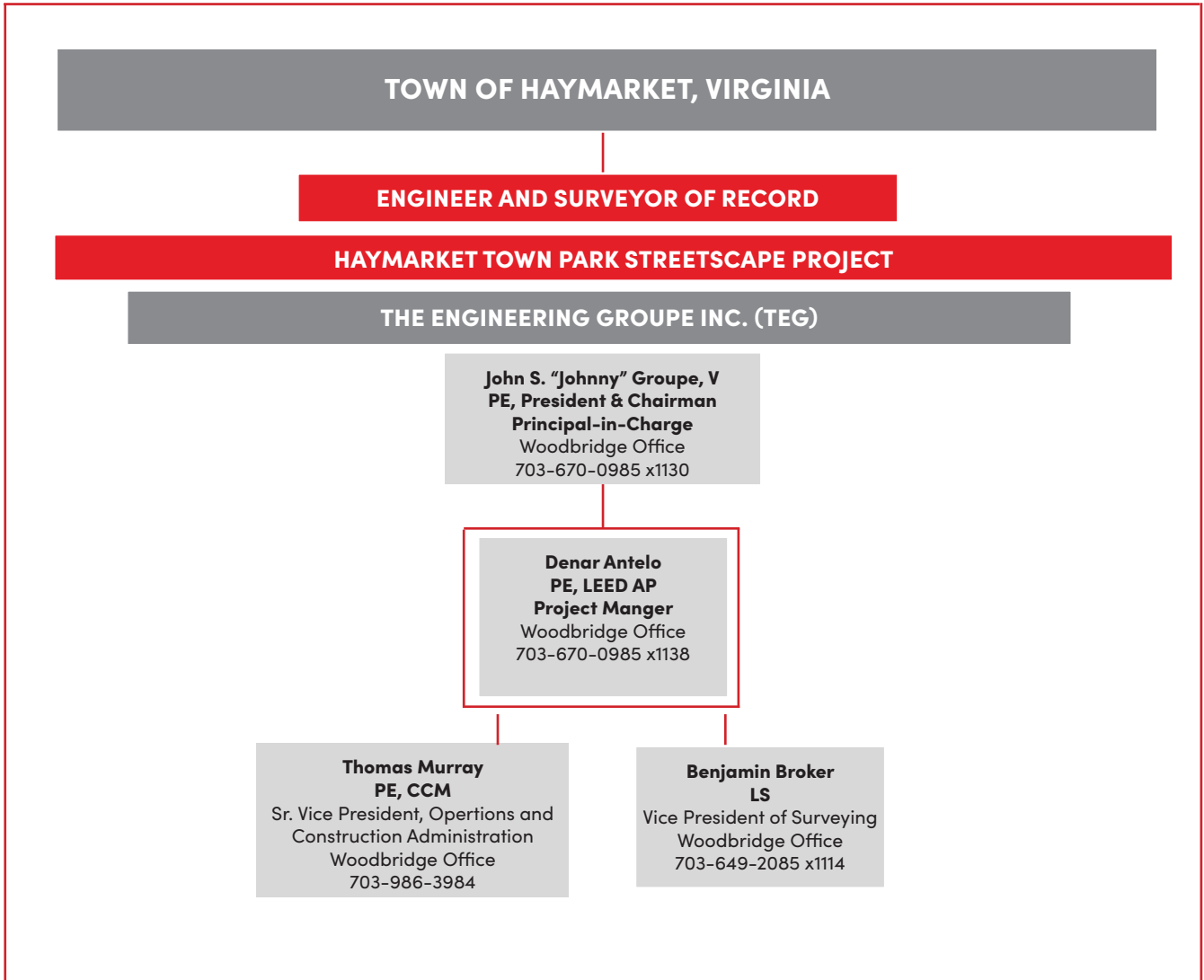
### **Thomas Murray, PE,** Senior Vice President, Operations and Construction Administration

With more than 30 years of experience in the industry including surveying, engineering, planning and construction administration, Tom realizes every new project has its own opportunities and constraints. He has performed and managed many types of surveying task orders in locations throughout Northern Virginia. Tom provides the direction to the engineering and survey personnel to ensure the needs of the clients are met, including meeting improbable deadlines, and ensuring the accuracy of plats and plans, including compilation of data collected by our robotic instruments, GPS and drone photography. As the first in and last out, Tom knows that everything is built upon the surveying work so details count. He thrives on communication and recognizes the need to listen to others and understand their thoughts.

### **Ben Broker, LS,** Vice President of Surveying

Ben has more than 36 years of experience in land surveying projects throughout Virginia. His diverse project experience includes boundary and ALTA surveys, survey deed research, construction stakeout computations and cut sheets, topographic surveys, as-built surveys, working with GPS Mapping, computations and field work for stakeout.

## 2.1 | Project Team Qualifications Organization Chart



Attachment: (3) TOH RFP 2022-001 TEG Submission (5752 : RFP Notice of Intent - Town Sidewalk Project)



**Ahead** of the curve.

# Tab 3

## Management Approach

### 3 | MANAGEMENT APPROACH

#### 3.1 | Project Work Plan

##### Project Work Plan

#### 1. Project Initiation

Establishing communication links among the various personnel involved in the project, understanding the expectations of each participant, and methods for collection and dissemination of information is a key element of good project management. This task includes a kick-off meeting with the Town of Haymarket and an initiation meeting among the sub-consultants.

Prior to undertaking our work for the assigned task, it is imperative for the project consultants to understand the scope of services, the deliverables and schedule to ensure the tasks are completed in a time efficient manner.

#### 2. Project Design

The design be completed in five (5) phases:

1. Survey
2. 30% Design Phase
3. 60% Design Phase
4. 90% Design Phase
5. 100% Completion

##### A. SURVEY

- A.1 TEG will research and review available data detailing existing conditions relative to utilities, properties, topography, streets, and land use which may affect TEG's design of the project.
- A.2 TEG and/or its survey crew will try to avoid setting traverse and control points within the proposed construction area, or any other area that will be disturbed or inaccessible during construction.
- A.3 TEG will complete surveys of existing conditions using field run methodologies, pursuant to applicable state regulations. The surveys will include data which may be required for the preparation of final plans, construction contract drawings, and easement plats.
- A.4 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 on the plans.
- A.5 The geotechnical consultant will conduct research needed to prepare preliminary borings locations.
- A.6 The utility contractor will research the existence of overhead and underground utilities.

##### B. DESIGN PHASE (30% PLANS)

- B.1 TEG will develop preliminary design plans (30%) that will include preliminary drawings and/or graphics showing the extent and scope of the project.

### 3 | MANAGEMENT APPROACH

#### 3.1 | Project Work Plan

##### Project Work Plan

- B.2 Geotechnical investigations will be the responsibility of TEG through our subconsultant.
- B.3 Boring locations will be coordinated with the Town to determine critical locations.

#### C. INTERMEDIATE DESIGN PHASE (60% PLANS)

- C.1 TEG will develop Intermediate design plans and design computations (60%) that will include drawings and/or graphics showing the extent and scope of the project. The intermediate design will be of sufficient detail to reasonably ensure the construction of the project, as well as the application of required design waivers and exceptions.

#### D. DESIGN PHASE (90% PLANS)

- D.1 TEG will advance the plans to 90% completion.
- D.2 TEG will prepare plats for all affected properties. Each plat will include easements and temporary construction and grading easements required for the construction of the project. These plats may be adjusted with the final phase of the project. The plats will conform to plat requirements of the Town. Plats will include utility easements as soon as they become available to TEG. Additionally, these plats will include:
  - a. Fee Simple Take and easement areas computed in square feet.
  - b. Minimum of two points, per sheet, reference the Virginia State Plane Coordinate System NAHD 1983, North Zone.
  - c. The plats will be the same scale as the design drawings, unless otherwise approved by the Town. Whenever possible, plats will be 8 ½" x 14" but will not exceed 18" x 24".
  - d. Property address, current property identification number, property owner's name, current land use or zoning designation, deed book, and page number will be on acreage parcels.
- D.3 TEG will submit the plants to other review agencies. Upon receiving comments from the agencies, TEG will address those comments. TEG will advise the Town of comments that are problematic or could cause significant changes to project scope or cost.

#### E. FINAL PLANS – 100% DESIGN

- E.1 TEG will advance the plans to 100% completion.
- E.2 TEG will submit for permits associated with the construction.
- E.3 TEG will work with the Town to finalize plats as part of the right-of-way acquisition.



## 3.2 Project Experience

### RIVER MILL PARK



**CLIENT:**

Town of Occoquan

**CONTACT:**

The Honorable Earnest W.  
Porta, Jr., Mayor  
PO Box 195  
Occoquan, VA 22125  
(703) 491-1918

**COMPLETION DATE:**

Phase 1 completed in 2016  
Phase 2 completed in 2018  
(completed on time)

**COST OF SERVICE  
PROVIDED BY TEG:**

\$350,000  
(completed on budget)

River Mill Park is a 1.1-acre park located within the Town of Occoquan immediately adjacent to the Occoquan River. Since 1967 this site has been an industrial area and home to five (5) one-million gallon storage tanks owned by the Fairfax County Water Authority. As the lead for the design and construction administration, The Engineering Groupe worked closely with many stake holders to construct River Mill Park over a large portion of the existing underground storage tanks. This complex project would not have been successful without working and communicating closely with, the Fairfax County Water Authority, Prince William County, VDOT, public and private dry utility providers, the Architect, the general contractor and several other consultants. This park project transformed what was an industrial area into a usable park that overlooks the Occoquan River. Amenities include a bathroom building, an 800 square foot pavilion, an extended pedestrian trail and improvements to a pedestrian bridge over the Occoquan River. Overall services provided by The Engineering Groupe include planning, engineering, surveying, construction administration. Subconsultants included architectural, geotechnical, structural and wetlands.

The Engineering Groupe Survey Department directly supported our Engineering team by performing field run topographic surveys on the two parcels that make up this project. The results of our survey would be the basis of the Existing Conditions plans found within the approved construction plans. Visible improvements were field located along with critical spot shots to verify the existing topography. Our Survey Department also researched public records to compile and compute the boundary of the parcels this project resides within. An easement plat was prepared to dedicate easements associated with the site improvements.



## 3.2 Project Experience

### Robinson Village



**CLIENT:**  
Van Metre Homes

**CONTACT:**  
Derek DiDonato  
PE, Director of Land  
Development and  
Engineering

**COMPLETION DATE:**  
On-going

**COST OF SERVICES  
PROVIDED BY TEG:**  
\$93,751

Robinson Village is a 7.1 acre mixed use development in the Town of Haymarket, Virginia. This site is being developed with a daycare use, a retail pad site and 38 residential garage townhouse lots. The Engineering Groupe (TEG) provided planning, surveying, and engineering services to Van Metre Homes, the developer, for this project. TEG was involved in designing and obtaining approvals from the Town of Haymarket, Prince William County Service Authority, VDOT, and DEQ for the site's stormwater management facility, detailed engineering drawings for the townhouse units, road improvements along this site frontage with Washington Street (State Route 55) along with the design of public water, sanitary sewer, and storm sewer.

Survey services included preparation of boundary surveys, subdivision and easement plats and survey stakeout services for the sidewalk and road improvements, and townhouse infrastructure improvements.

## 3.2 Project Experience

### Upland Manor



**CLIENT:**

Van Metre Homes

**CONTACT:**

Derek DiDonato  
PE, Director of Land  
Development and  
Engineering

**COMPLETION DATE:**

On-going

**COST OF SERVICE  
PROVIDED BY TEG:**

\$141,000

Upland Manor is a residential and commercial development located just west of the Town of Haymarket's corporate limits located on the north side of John Marshall Highway (U.S. Route 55). The site area is approximately 28 acres and was an assemblage of parcels. The Engineering Groupe (TEG) provided engineering and surveying services to Van Metre Homes. TEG was involved in the design and obtaining approvals from Prince William County, PWCSA, and VDOT for:

- Approximately 1,600 feet of sidewalk and road improvements to John Marshall Highway which included a roundabout, turn lane improvements, commercial entrance upgrades, shared use path, storm sewer upgrades, and water line improvements.
- A public street to serve the Upland Manor commercial pad site, an existing office building and an age restricted landbay of Upland Manor. The road is a curb and gutter street section with sidewalks and provided for public water and sanitary sewer improvements to serve the commercial and age restricted landbays.
- A 38 unit townhouse development which included the design of public water, sanitary sewer, storm sewer, and private streets.
- A 94 unit townhouse development which included the design of public water, sanitary sewer, storm sewer and private streets. Of special interest in this landbay was TEG's ability to retain an existing pond on the site which was used as a focal point and amenity for the development.
- Amenities for the development which included a community pool, pool house, community building and pickle court.
- Stormwater management facilities that provided water quality and quantity for the Upland Manor Development.
- Survey services included preparation of boundary surveys, subdivision and easement plats and survey stakeout services for the sidewalk and road improvements and town house infrastructure improvements.



**Ahead** of the curve.

# Tab 4

Resumes of Key  
Team Members

## 4 | Resumes of Key Team Members

### John S. "Johnny" Groupe, V, PE, President & Chairman of the Board

#### PRINCIPAL-IN-CHARGE

#### PROFESSIONAL PROFILE

Johnny Groupe began his career straight out of college with The Engineering Groupe, Inc. He worked in the field with the survey department, then moved inside to begin designing roadways, waterlines, storm sewer, etc. Johnny has served as Project Engineer for several projects including Heathcote Blvd, AutoSpa, and the Robert Trent Jones Golf Course. While working on the Catons Project, he moved into a management role with his involvement from entitlement to design to construction to building management. In 2017, he opened the Ashburn Branch office.

#### REGISTRATIONS

Registered Professional Engineer  
Virginia, #044770

#### EDUCATION

Bachelor of Science,  
Civil and Infrastructure  
Engineering, George  
Mason University, 2004

Bachelor of Science,  
Mathematics, Elon  
University, 2005

#### YEARS OF EXPERIENCE

20 years  
20 years with TEG

#### AFFILIATIONS

Water Resources Technical  
Advisory Committee, Board  
of Supervisors, Loudoun  
County – Term: March 3,  
2020–December 32, 2023

National Association of  
Industrial and Office  
Properties (NAIOP)

Northern Virginia Builders  
Industry Association  
(NVBIA)

GMU CEI Board of  
Directors, 2006–2014

#### PROJECT EXPERIENCE

**Robert Trent Jones Golf Club**, Lake Manassas, Prince William County, VA  
Principal-in-Charge for design and coordination of Par 3 Golf Course. Worked directly with the Club Management and Board of Directors to design and create a recreational Par 3 Golf course. Tasks included coordination of all facility management, design with landscape architect, and integration of current golf and recreational facilities.

**Hartland**, Loudoun County, VA  
As Principal-In-Charge, John S. Groupe, V is responsible for all the services provided for the Hartland North project. Under his direction, The Engineering Groupe is providing planning, engineering, and surveying services for nearly 300 acres of this residential development. This project includes traversing two broad run tributaries, two community centers, trails and relocation a portion of Fleetwood Road (Route 616).

**Catons Ridge Office Park, LLC**, Prince William County, VA  
Project manager overseeing the planning, engineering and surveying services for major Mixed-Use Project. Responsible for rezoning, development, and construction of 63,000 SF Class A Office Building. Coordination with Architects, MEP Engineers, Environmental Consultants, and County Officials.

**Sycamore Grove**, Stafford County, VA  
Principal-in-Charge of Entitlement, Design, Planning, Engineering, and Surveying for a large scale Mixed Use community. Sycamore Grove consists of 170 Single Family Homes and 10+ Acres of Commercial Development.

**Willowsford**, Loudoun County, VA  
Principal-in-Charge for on-call Engineering and Surveying projects within the four sections of Willowsford.

#### OTHER PROJECTS:

South Riding Day Care – Loudoun County, VA  
Chesapeake Holdings Fleet Parking – Stafford County, VA  
Heathcote Boulevard Extension – Prince William County, VA  
AutoSpa, LLC – Prince William County, VA

## 4 | Resumes of Key Team Members

### Denar Antelo, PE, LEED AP PROJECT MANAGER

#### PROFESSIONAL PROFILE

Denar Antelo has more than 22 years of experience in civil engineering projects throughout Northern Virginia. Since joining The Engineering Groupe Inc. in 1998, his diverse project experience includes feasibility studies, engineering support for rezoning, special use permits, comprehensive plan amendments, site and roadway layout, utility design, drainage systems design, waterline analysis, stormwater management, and erosion and sediment control plans for residential, commercial, and public projects.

#### REGISTRATIONS

Registered Professional Engineer  
Virginia, 0402-038680

#### EDUCATION

Bachelor of Science Degree in Urban Systems Engineering, George Mason University, 1998

#### YEARS OF EXPERIENCE

22 years  
22 years with TEG

#### AFFILIATIONS

American Society of Civil Engineers (ASCE)

Northern Virginia Building Industry Association (NVBIA)

National Association of Industrial and Office Properties (NAIOP)

#### PROJECT EXPERIENCE

##### **Veterans Park Skateboard Facility**, Prince William County, VA

Denar coordinated conceptual designs, community meetings and cost estimates for this project. Final site plan construction drawings were prepared by TEG and were approved by Prince William County. The park consists of numerous skate park features including ramps, grind rails, bowls and stairs. Continual and seamless coordination between this Park Authority and the TEG team produced a project which met or exceeded the community's expectations.

##### **River Mill Park**, Town of Occoquan, VA

Denar worked with many stake holders to construct River Mill Park over a large portion of the existing underground storage tanks. This complex project would not have been successful without working and communicating closely with the Fairfax County Water Authority, Prince William County, VDOT, public and private dry utility providers, the Architect, the general contractor and several other consultants. This park project transformed what was an industrial area into a usable park that overlooks the Occoquan River.

##### **Valley View Park**, Prince William County, VA

Denar guided the project through the preliminary redesign phase, schematics, surveying, meetings, subcontractor services, field modifications, and construction documentation. TEG was called upon after the project was in process to correct problems and alleviate Prince William County Park Authority from the millions of dollars of cost overruns they were incurring. Drainage issues and large amounts of rock in the proposed field sites were not taken into consideration when the original engineering of the site was done. TEG resolved both issues, and the fields were built and are now open and usable.

#### **OTHER PROJECTS:**

Ridgefield Village Community Park - Stafford County, VA  
 Turning Point Suffragist Memorial at Occoquan Regional Park - Fairfax, VA  
 Robert Trent Jones Golf Club, Lake Manassas - Prince William County, VA  
 George Mason University Belmont - Prince William County, VA  
 Enon Road Street Improvement - Stafford County, VA  
 University of Mary Washington Student Center - City of Fredericksburg, VA  
 Stormwater Engineering Services - Town of Dumfries, VA  
 Cowles Nissan - Prince William County, VA  
 Caton's Crossing - Prince William County, VA  
 Marumsco Plaza - Prince William County, VA  
 PRTC Commuter Parking Lot - Prince William County, VA  
 Potomac Shores - Prince William County, VA

## 4 | Resumes of Key Team Members

### Thomas E. Murray, PE

#### Senior Vice President, Operations and Construction Administration

#### PROFESSIONAL PROFILE

Tom Murray has more than 30 years of experience designing and constructing large mixed-use site construction projects in Northern Virginia and on military installations throughout the country. His career started as a surveyor, progressed to a design engineer and project manager at local engineering firms and then went on to work for some of the largest builder/developers in the nation. Prior to joining The Engineering Groupe Tom was in the Military Housing business where he served as the Sr. Vice President of Development for a company that developed more than 20,000 homes during his 10-year tenure.

#### REGISTRATIONS

Registered Professional Engineer (PE)  
Maryland, 21426  
Virginia, 0402052564  
Delaware, 24992

– Accreditation by Accreditation Board for Engineers and Technology (ABET)

#### EDUCATION

Bachelor of Science Degree in Civil Engineering,  
University of Maryland – 1987

#### YEARS OF EXPERIENCE

33 years  
6.5 years with TEG

#### AFFILIATIONS

American Society of Civil Engineers

Northern Virginia Building Industry Association

National Association of Industrial and Office Properties (NAIOP)

#### PROJECT EXPERIENCE

##### **Project Ivy - Warehouse Distribution Center, Stafford County, VA**

Senior Vice President for final engineering of a 933,000 square foot industrial flex warehouse space and fleet parking. Work includes construction drawings for final site plan and early clearing plan. Includes coordination with adjacent property owners, County and VDOT representatives, and site contractors.

##### **South Riding, Loudoun County, VA**

Served as Director of Development and was responsible for all day to day budgeting, planning, engineering and site construction for this mixed-use community with more than 6,000 homes and three commercial centers. Other features include a fire and rescue center, a 3 MGD sanitary sewer lift station, 3 elementary schools and a high school.

##### **Potomac Station, Town of Leesburg, VA**

Served as Project Manager for this mixed-use community with nearly 1400 homes, two commercial centers, an elementary school, a middle school and 6 national homebuilders. Responsibilities included preparing and managing budgets and schedules as well as oversight of engineering and site construction.

##### **Fort Riley, Kansas**

Served as Senior Vice President of Development; responsibilities included profit/loss accountability, oversight of staff and all consultants/subcontractors. The scope of work included the demolition of 1700 home, the construction of 2100 new homes, 5 new neighborhood centers and the renovation of more than 2,000 homes. Unique opportunities on this project included working adjacent to a levy and renovating more than 200 historic homes.

#### OTHER PROJECTS:

Zitkala-Sa Park (aka Henry Clay Park), Arlington, County VA  
Bluemont Junction Trail Connector, Arlington County, VA  
Hartland, 400+ Lots in Loudoun County, Virginia  
River Crest, 350 homes in Loudoun County, Virginia  
Broad Run Oaks, 325 homes in Prince William County, Virginia  
Fort Meade Maryland 2,500+ homes in Fort Meade Maryland  
Union Point, 3855 homes and 10 M SF of Commercial/Retail in Weymouth, MA  
Marine Corps Base Quantico, 800+ homes in Quantico, Virginia  
Fort Bragg, 6000+ homes in Fayetteville, North Carolina  
Monarch Ridge, 100 homes in Frederick, Maryland  
Brookeville Knolls, 200+ homes in Olney, Maryland  
Fort Rucker, 1400+ homes in Dothan, Alabama  
Ashleigh Knolls/Ashleigh Greene, 200 lots in Clarksville, Maryland  
West Market, 95 homes in Haymarket, Virginia



## 4 | Resumes of Key Team Members

### Benjamin Broker, LS

#### VICE PRESIDENT OF SURVEYING

#### PROFESSIONAL PROFILE

Ben Broker has more than 36 years of experience in land surveying projects throughout Virginia. His diverse project experience includes boundary and ALTA surveys, deed research, construction stakeout computations, cutsheets, and working with VDOT plans. Mr. Broker is proficient in AutoCAD 2017, Carlson Survey 2017, Excel, and Word.

#### REGISTRATIONS

Licensed Surveyor  
Virginia, 2796

OSHA Certified

#### EDUCATION

Virginia Surveying  
Apprenticeship Program,  
1988

Professional Seminars:

- Virginia Land Law for Civil Engineers and Land Surveyors
- Best Business Practices and Liability Issues
- Construction Takeoff and 3D Modeling

#### YEARS OF EXPERIENCE

36 years  
23 years with TEG

#### AFFILIATIONS

Member of National  
Society of Professional  
Surveyors (NSPS)

Member of Virginia  
Association of Surveyors  
(VAS)

Member of Bull Run  
Chapter of Virginia  
Association of Surveyors

#### PROJECT EXPERIENCE

##### **Public Enon Road Street Improvements**, Stafford County, VA

Responsible for managing project efforts including survey computations, deed compilations and topographic survey. Mr. Broker coordinates with the Task Managers to effectively direct the full resources of The Engineering Groupe, Inc. for each task.

##### **Lower Accokeek Gravity Sewer and Force Main**, Stafford County, VA

Mr. Broker was responsible for overseeing the work performed by the task managers including aerial topographic surveys, ground surveying, deed compilation, survey computations, and play preparation to ensure each task met the established goals of Stafford County Department of Public Works.

##### **Prince William County Service Authority**, Prince William County, VA

Mr. Broker's efforts have included hundreds of as-built task assignments. These as-builts were prepared meeting the established goal of the Prince William County Service Authority.

##### **Woodrow Wilson Bridge**, City of Alexandria, VA

Directed the computations and field work for the stakeout necessary for the construction of infrastructure of the Virginia approach to the new Woodrow Wilson Bridge.

##### **River Mill Park**, Town of Occoquan, VA

Mr. Broker performed the computations for topography and prepared an easement plat.

##### **Neabsco Creek Boardwalk**, Prince William County, VA

Mr. Broker performed survey computations to aid the survey field crew in survey stakeout operations.

#### OTHER PROJECTS:

Lindsay Automotive Group – Lindsay Manassas, Prince William County, VA

Davis Ford Road- Prince William County, VA

I-95 Commuter Lot- Prince William County, VA

Fawn Lake- Spotsylvania County, VA

Aquia Towne Center- Stafford County, VA

Wells Subdivision- Madison County, VA

Potomac Rappahannock Transportation Commission- Prince William County, VA

University of Virginia- City of Charlottesville, VA

Metro Park- Fairfax County, VA



**Ahead** of the curve.

# Tab 5

## Quality Assurance Program



## 5 | Quality Assurance Program

The Engineering Groupe, Inc. (TEG) has a standing Quality Control Program which is designed to provide verification of the quality of all deliverable documentation. The program includes monitoring and controlling activities to ensure adequate quality control throughout all areas of contract performance, including survey, CADD, inspection/verification, copying, packaging, and shipping. All supplies and services are included under this quality program, whether produced or performed within TEG facilities or at another location, and are controlled at all points necessary to assure conformance to contractual requirements.

All services will be performed in compliance with industry standards and with federal, state, and local laws, ordinances, and regulations including: the applicable State Government A/E standards, as well as EPA, State Department of Environmental Quality, State Health Department, and OSHA rules and regulations.

TEG conducts an internal systematic quality control review of all projects. Our quality control review begins at project inception. We make sure we are on the same page with our client before beginning the work by identifying our client's expectations, our capabilities, and defining the task/project scope. Our team experience, both in the office and the field, will assure an optimum solution is reached.



**Ahead** of the curve.

# Tab 6

Subconsultant  
Company Overview

## 6 | Subconsultant Company Overview

### 6.1 - DFM Development Services, LLC

# DFM

## DFM Development Services LLC

Navigating the "Red Tape" of Real Estate  
Development

DFM Development Services LLC, founded in 2005, is a unique consulting business that provides development support services to real estate developers, civil engineering firms, and owners in the Greater Metro Washington DC region.

We navigate the Pepco, Dominion Virginia Power, and Washington Gas processes. We obtain the release of bonds posted with local jurisdictions. We provide Stormwater Management inspections, certifications, and maintenance reports. We expedite building permits in a timely and professional manner. And we provide safe and compliant traffic control plans.

Ultimately, we take care of the bureaucracy of real estate development so our clients don't have to.

### Dry Utility Coordination

- Initial Evaluation/Cost Estimates
- Subsurface Utility Engineering/Designating
- Dry Utility Planning/ Design/Coordination
- Demolition Disconnects & Relocations
- Pepco Structural Facility Drawings (SFD)
- Conduit Plan Design
- Easement Coordination
- Construction Administration

### Bond Management

- Bond Release Management & Facilitation
- Bond Agreement Preparation
- Bond Extensions & Reductions

## 6 | Subconsultant Company Overview

### 6.1 - DFM Development Services, LLC

- Bond Tracking & Management
- Street Acceptance Packages
- Easement/Quitclaim Coordination
- Site Punch List Creation

## Permit Expediting

- Building Permit Expediting
- Permit Applications
- Permit Tracking & Management
- Site Plan Permit Processing
- Right of Way Permits
- Traffic Control/MOT Permits
- Permit Close-out
- Plan Submission/ Tracking/Reporting
- Certificates of Occupancy

## Traffic Control Plans

- Maintenance of Traffic (MOT) Design
- Traffic Control (MOT) CAD Drafting
- In-House Staff with Advanced Work Zone Safety Certification

A short description of this service and how it helps clients.

## Environmental Compliance

- Stormwater Compliance
- Wastewater Compliance
- Wetlands Identification and Delineation
- Water Quality Assessments
- Environmental Site Assessments (Phase 1 & 2)

## 6 | Subconsultant Company Overview

### 6.1 - Soil Consultants Engineering, LLC (SCE)

Soil Consultants Engineering, LLC (SCE), a WOSB/MBE and micro SWaM certified firm (#810172), with a full staff of highly qualified field technicians and project managers that are certified to professionally handle all required tasks and situations presented in this RFP. Our field personnel are certified through various organizations including, but not limited to the National Institute for Certification in Engineering Technology (NICET), Virginia Department of Transportation (VDOT), American Concrete Institute (ACI), Washington Area Council of Engineering Laboratories (WACEL) and the International Code Council (ICC). All personnel go through our rigorous training program for concrete and soil inspection and testing prior to certification. Field technicians are directly supervised by our project managers, who are assigned specific projects based upon their physical location and overall scope of service. Project managers report directly to the professional engineer on staff who provides the resolution and guidance.

The project team will be led by SCE's Senior Geotechnical Engineer Lubomir Peytchev, PE, who will direct all geotechnical and soil testing activities for the team including subsurface investigations and reports, presenting subsurface investigation findings, designing foundations, retaining walls, drainage systems, and other design elements involving soil and rock disturbance as part of facility and transportation construction, in-situ soil and rock testing, geophysical testing, analysis of in-situ and laboratory tests, and performance of standardized field testing during construction. With over 40 years of civil engineering and geotechnical engineer experience, Mr. Peytchev is well equipped to guide the project team on any of the various scopes of work outlined in the RFP from Town of Haymarket.

Due to our longevity of work in the region, we currently employ technical experts who have over 30 years of experience and vast knowledge of the region. This includes Virginia building code and practices, geologic formations, and land and soil development processes. This experience has allowed SCE to make significant contributions in the development of thousands of acres of land, in addition to the construction of hundreds of thousands of square feet of structures, including, but not limited to:

- Airports
- Industrial Complexes
- Electric Windmill Farms
- Educational Facilities
- Roadways
- Water Treatment Facilities
- Warehouses
- Churches
- Municipal Buildings
- Offices

SCE has over six decades of experience performing geotechnical engineering explorations and reports throughout the Stafford County and the Mid-Atlantic region. SCE's nationally AASHTO certified in-house laboratory is certified to provide the required soils testing including the soils pH testing in accordance with the ASTM standards and the Town of Haymarket geotechnical and soil testing requirements. Please find our head personnel resumes below.



## 6 | Subconsultant Company Overview

### 6.2 - DFM Subconsultant Key Team Member Resumes



# Andrew King

## Project Manager, Dry Utility Coordination

### Contact

400 N Washington St, 3rd floor Falls Church,  
VA 22046  
Mobile: 571- 421-6970  
aking@dfmdevelopment.com

### Education & Certifications

B.S., Mechanical Engineering  
University of Virginia

### Key Skills

Mechanical Engineering  
Civil Engineering  
Construction Management  
Dry Utility Coordination  
Project Management  
CAD

### Notable Projects

Ferebee Hope School & Rec Center  
HOC HQ at 2nd and Fenwick  
VDOT I-66/Rte. 15 Interchange Project  
MD SHA MD210 Improvement Project  
MD SHA US 1(Baltimore Ave) Project  
St. Mary's Marketplace Development  
MD STRIDE Program

### Summary

Andrew is a mechanical/civil engineer with over 8 years of experience in the natural gas distribution and dry utility industry. He previously worked for Washington Gas and is a graduate of the University of Virginia.

### Experience

*2022 – Present*

Director, Dry Utilities • DFM Development Services, LLC

- Manages DFM's dry utility team ensuring thorough proposals for studies, design, coordination, and installation
- Oversees the awarded contracts delegating responsibilities to the dry utility team
- Ensures DFM performs the work in a timely manor
- Works with clients from inception to completion

*2020 – 2022*

Project Manager, Dry Utilities • DFM Development Services, LLC

- Plans, manages, and coordinates dry utility projects for real estate developers and customers alike helping expedite the installation of utilities to a site
- Ensures dry utilities are installed on time
- Strong relationship with Washington Gas, Dominion Virginia Power, Pepco and other DC Metro region utility providers

*July 2014 – 2020*

SP Engineer III/ System Replacement • Washington Gas

### References

[Available upon request.]

## 6 | Subconsultant Company Overview

### 6.2 - SCE Subconsultant Key Team Member Resumes

#### JENNIFER M. SMITH

President & CEO

#### WORK EXPERIENCES

##### Soil Consultants Engineering, LLC

April 2018 - Present

President and CEO

- Lead day to day operations and strategic directions with full responsibility for bottom line factors including company organization and business development.
- Manage all company higher management including Head Technical Manager/Senior Engineer, Project Managers, CFO, administrative manager, and business development.
- Directly responsible for long and short-term direction of the company (staffing, business development, business organization, day to day operations)
- Responsible for all financial decisions and direction (managing AR, approval for all AP payments, management of all billing and invoicing, and liability investments)

##### Total Construction Solutions, LLC

2016 – December 2017

Office Manager

- Contributed to the decision making for the long and short-term direction of the company including staffing business development, and business organization.
- Review and reported all financial statements with owner.

##### National Association of Convenience Stores

July 2005 – December 2015

##### Retail Membership Manager (2015 –2015)

- Managed the NACS membership lifecycle (Awareness, Recruitment, Engagement)
- Contacted current members and new members regarding membership issues and status
- Coordinated the CEO's Industry Update Luncheons with event co-hosts

##### Programming & Education Manager (2007-2015)

- Assisted with content planning, registration, and on-site management of our industry events which focus on various groups within the convenience industry such as human resources, category management and leadership training
- Created and assisted with content development and speaker recruitment for the educational sessions at our annual conference
- Managed the NACS industry scholarship for excellence in the convenience industry; updating the scholarship yearly, creating a committee to judge the applicants, communicating with the winners, and planning an awards reception at our annual conference
- Facilitated the yearly Convention Planning Committee and sub group efforts to develop content for the NACS Show
- Planned and executed over 20 events
- Completed over 30 yearly educational sessions at the convenience store industry's annual trade show and conference, The NACS Show. Requirements for successfully completing these sessions includes speaker recruitment, content development, website management, presentation development and on-site management of AV needs.

#### EDUCATION

Bachelor of Business Administration, Computer Information Systems  
James Madison University, 2005



## 6 | Subconsultant Company Overview

### 6.2 - SCE Subconsultant Key Team Member Resumes

#### LUBOMIR PEYTCHEV, PE

Senior Geotechnical Engineer

#### Soil Consultants Engineering, Inc.

August 2017 – Present

Senior Geotechnical Engineer

- Senior Geotechnical Engineer for geotechnical subsurface explorations, geotechnical evaluations and construction services in Virginia, Maryland, District of Columbia. The types of projects have included residential and commercial buildings, bridges, roadways, utility projects, and unstable slopes.
- Reviewed and visually classified soil samples; assigned samples for general soil classification tests; prepared the finalized test boring logs; analyzed pavement conditions and subsurface conditions, analyzed groundwater conditions/permeability; Performed geotechnical engineering analyses as shallow foundation analysis, deep foundations analysis, slope stability analysis, settlement analysis; and seismicity analysis.
- Developed geotechnical recommendations for shallow and deep foundations, floor slabs, pavements, retaining walls, slope stability, dewatering, liquefaction and seismic hazard.
- Performed construction review services: support of excavations; performed weld, bolt, steel, roof deck and veneer reviews; performed reviews on reinforcement on retaining walls, shallow and deep foundations, spray-on fireproofing review and testing.
- Performed on daily base project supervision and project oversight including review and quality control of engineering technician field work and daily field reports, assuring work performed complies with approved plans and specifications.

#### EDUCATION

MS, Civil Engineering, University of Dayton, 2005

MS, Civil Engineering Management, Rakovski College, Sofia, Bulgaria, 1991

BS, Civil Engineering, Transportation Engineering, Levski University, Veliko Tarnovo, Bulgaria, 1980

#### CERTIFICATIONS

Professional Engineer: Virginia #053888 Indiana #PE11100562 Kentucky #28212

Maryland #45884

Ohio #75697 DC #PE907798

Commercial Building Inspector #8892897



## 6 | Subconsultant Company Overview

### 6.2 - SCE Subconsultant Key Team Member Resumes

#### ANDREW HALDANE, GIT

Geotechnical Engineer Project Manager

#### WORK EXPERIENCES

##### Soil Consultants Engineering, LLC

August 2019-Present

Geotechnical Engineer Project Manager

- Project Manager for geotechnical engineering investigation and design projects. The projects have included both new construction and expansion of existing facilities. The types of projects have included roadways, bridges, utility projects, buildings, landfills, and unstable slopes. Extensive experience with commercial and institutional structures and developments supported on shallow foundations, deep foundations, or ground improvement.
- Project experiences include residential single family and townhome subdivisions, commercial industrial, high rise residential, religious facilities, hotels, recreation facilities, public works, and stormwater management facilities. Conduct subsurface explorations and analysis for projects, provides technical guidance, compiles, and analyzes data, write and reviews report and provides supervision on the activities of the department team. Daily interactions with clients, county officials, and engineers.
- Visually classified soil samples; assigned samples for general soil classification tests; prepared the finalized test boring logs; analyzed pavement conditions and subsurface conditions, analyzed groundwater conditions/permeability;
- Developed geotechnical engineering reports for shallow and deep foundations, floor slabs, pavements, retaining walls, slope stability, dewatering, liquefaction and seismic hazard.

#### EDUCATION

Bachelor of Science, Geology  
California State University - Chico, 2016

#### Core Competencies

- Geologic Field Mapping Techniques
- Use of Topographic & Geologic Maps
- Core Sample Logging
- Downhole Geophysical Methods
- Well Pump Testing
- Documentation & Report Writing
- Soil Classification & Analysis
- Field Sample Collection & Processing
- Basic GIS Software Modeling
- Cross Section Generation & Analysis

#### Certifications

- ACI Concrete Field Testing Technician
- Nuclear Gauge Safety



## 6 | Subconsultant Company Overview

### 6.2 - SCE Subconsultant Key Team Member Resumes

#### GRACE RIHL

Geotechnical Engineering Project Manager

#### WORK EXPERIENCES

##### Soil Consultants Engineering, LLC

July 2109-Present

Geotechnical Engineering Project Manager

- Project Manager for geotechnical engineering investigation and design projects. The projects have included both new construction and expansion of existing facilities. The types of projects have included roadways, bridges, utility projects, buildings, landfills, and unstable slopes. Extensive experience with commercial and institutional structures and developments supported on shallow foundations, deep foundations, or ground improvement.
- Directly Responsible for managing all operations for the geotechnical engineering department of the company. Project experiences include residential single family and townhome subdivisions, commercial industrial, high rise residential, religious facilities, hotels, recreation facilities, public works, and stormwater management facilities. Conduct subsurface explorations and analysis for projects, provides technical guidance, compiles, and analyzes data, write and reviews report and provides supervision on the activities of the department team. Daily interactions with clients, county officials, and engineers.
- Visually classified soil samples; assigned samples for general soil classification tests; prepared the finalized test boring logs; analyzed pavement conditions and subsurface conditions, analyzed groundwater conditions/permeability.
- Developed geotechnical engineering reports for shallow and deep foundations, floor slabs, pavements, retaining walls, slope stability, dewatering, liquefaction and seismic hazard.

#### EDUCATION

Bachelor of Science, Geology

University of Mary Washington, 2019



## 6 | Subconsultant Company Overview

### 6.3 - DFM Subconsultant Past Experience

#### Dry Utility Design & Coordination

### PROJECT EXPERIENCE

Project Name/Address	Client Name	Jurisdiction	Description	Utility Companies
Artis of Potomac: 8301 River Rd Bethesda, MD	Artis Senior Living	Montgomery County, MD	72 unit senior living facility	Pepco, Washington Gas, Verizon, Comcast Corporation
Artis of Arlington: 2134 N Taylor St Arlington, VA	Artis Senior Living	Arlington County, VA	72 unit senior living facility	Dominion Energy, Washington Gas, Verizon, Comcast Corporation
Arbor Terrace of Fairfax: 3925 Downs Dr Chantilly, VA	Artisan Land Group	Fairfax County, VA	54 unit senior living facility	Dominion Energy, Washington Gas, Verizon, Cox Corporation
6060 Arlington Blvd Falls Church, VA	Beazer Homes	Fairfax County, VA	37 town homes	Dominion Energy, Washington Gas, Verizon, Cox Corporation
Harper's Run: 106 Dizerega Ct SW Leesburg, VA	Beazer Homes	Loudoun County, VA	23 single family homes	Dominion Energy, Washington Gas, Verizon, Comcast Corporation
Cabin John Village Pad Sites: Seven Locks Rd Potomac, MD	Edens	Montgomery County, MD	2 pad sites with retail tenants	Pepco, Washington Gas, Verizon, Comcast Corporation
Cabin John Redevelopment: 11325 Seven Locks Rd Potomac, MD	Edens	Montgomery County, MD	Utility master planning, design and coordination for large shopping center redevelopment	Pepco, Washington Gas, Verizon, Comcast Corporation
Pinecrest Plaza: 6548 Little River Turnpike Alexandria, VA	Edens	Fairfax County, VA	Retail shopping center utility upgrades	Dominion Energy
The Cardinal House: 1460 Belmont St NW Washington, DC	Hook Properties	Washington, D.C.	16-unit boutique condo building	Pepco
Lidl Grocery: 19201 Montgomery Village Ave Gaithersburg, MD	Macris, Hendricks & Glascock, P.A.	Montgomery County, MD	Grocery store by Lidl supermarket chain	Pepco, Washington Gas, Verizon, Comcast Corporation
Linden Court: 1313-1323 Linden Court NE Washington, DC	Monarch Building & Development	Washington, D.C.	4 Towns, 1 apartment, 1 retail	Pepco, Washington Gas, Verizon, Comcast Corporation
One M: 1 M St SE Washington, DC	Monument Realty	Washington, D.C.	11 story, 118,000 square foot class A office building	Pepco
Avidian Condominium: 1210 Van St SE Washington, DC	Monument Realty	Washington, D.C.	14 story luxury residential building, 171 units	Pepco
2525 Minnesota Ave SE Washington, DC	Neighborhood Development Company	Washington, D.C.	26 unit multi-family (13 2-over-2 Towns)	Pepco, Washington Gas, Verizon, Comcast Corporation
The Adora: 1827 Wiltberger St NW Washington, DC	Old City Development	Washington, D.C.	Mixed-use, 9 apartments, office & retail	Pepco, Washington Gas, Verizon, Comcast Corporation

Attachment: (3) TOH RFP 2022-001 TEG Submission (5752 : RFP Notice of Intent - Town Sidewalk Project)

## 6 | Subconsultant Company Overview

### 6.3 - DFM Subconsultant Past Experience

#### Dry Utility Design & Coordination

Westover II: Arlington, VA	P & P Development	Arlington County, VA	25 townhomes	Dominion Energy, Washington Gas, Verizon, Comcast Corporation
1530 First Street SW Washington, DC	TM Associates, Inc.	Washington, D.C.	11 story mixed-use, 101 affordable housing units	Pepco, Washington Gas, Verizon, Comcast Corporation
1550 First Street SW Washington, DC	TM Associates, Inc.	Washington, D.C.	10 story mixed-use, 76 affordable housing units	Pepco, Washington Gas, Verizon, Comcast Corporation
Wawa Georgetown: 1222 Wisconsin Ave NW Washington, DC	Wawa	Washington, D.C.	Utility heavy-up for retail convenience store	Pepco

## 6 | Subconsultant Company Overview

### 6.3 - SCE Subconsultant Past Experience

#### CATEGORY C: Geotechnical Engineering

**Section 3: Past experience of SCE in providing services on time and on budget to Stafford County and/or other government entities.**



#### CAPITOL POLICE BURM PROJECT

**Location:** Washington D.C.

**Client:** Architect of the Capitol and Army Corps of Engineering - Baltimore District

**Project Date:** November 2019-Present

**Contract Value:** \$57,420

**Contact:** Martin McCourt

Four Tribes Enterprises, LLC.

301-370-4150

mmccourt@boldconcepts.com

**Project Scope:** The Army Corps of Engineers (USACE) - Baltimore District and the Architect of the Capitol (AOC) is replacing an existing retaining wall along an existing earthen berm with a new structural concrete wall. To perform this work, utilities need to be moved and light poles and a bus stop shelter needs adjusting. SCE provided two geotechnical investigations and reports in the area of the proposed wall and berm. The first investigation was to determine the subsurface soils bearing, classification and stability to design the proposed berm. SCE did all necessary requirements to obtain the District of Columbia Regulatory Agency (DCRA) and Department of Energy & Environment (DOEE) drilling exploration permit and obtained AOC access badges for our employees and our subconsultants employees. Subconsultants hired by SCE included drilling and private utility locating companies. SCE had our Geologist in Training and Professional Engineer onsite during subsurface exploration to make critical decisions while exploration was performed. Our in-house nationally certified laboratory performed all soil classification, and natural moisture tests required for the project.

The second investigation was required to determine a bridging system of the proposed berm to span over an existing tunnel. The designers were concerned the extra weight of the berm could cause a failure of the tunnel and required more geotechnical testing to determine the proper design to span the tunnel. Again, SCE obtained permits from DCRA and DDOE. Finding the exact location of the outside of the tunnel was critical so no damage would be caused and exact soils in the area was observed. SCE worked hand in hand with the AOC, Four Tribes, and the private utility company to find the exact locations for the subsurface exploration. SCE coordinated with the utility marking company, so they were present during field work to confirm the exact location of the existing tunnel and safe areas to bore before any borings began.

Since the location of the work was directly across the street from the US Senate Office Building, field work for both explorations were coordinated and completed on weekends to not disrupt US Senators and the Capitol Police daily work schedules.

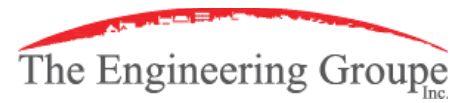
SCE provided two detailed geotechnical reports, along with working with the Civil Engineer and the Structural Engineer with the designs of the berm and the bridging structure. Because of our communication and work ethics on the geotechnical aspect of the project, SCE was awarded the testing and inspections during the construction of the berm and bridging structure. The project construction is proposed to start summer 2022.





## 6 | Subconsultant Company Overview

### 6.3 - SCE Subconsultant Past Experience



#### CROSSROADS VILLAGE CENTER

**Location:** Town of Haymarket, Virginia  
**Client:** Mealdon Group  
**Project Date:** April 2019-Present  
**Contract Value:** \$25,740  
**Contact:** Igor Levine  
 Mealdon Group  
 1602 Village Market Blvd, SE  
 Leesburg, VA 20175

**Project Scope:** Subsurface exploration was performed for the proposed Village Center with eight (8) commercial buildings, including restaurants, offices, grocery store, childcare facility, a hotel/multi-story residential building, seventy-nine (79) residential town homes and a water pump station. With the wide variety of building sizes, building loads and construction types, SCE provided detailed geotechnical soil testing and rock competency evaluation in accordance with ASTM standards across the 25 acres property. Water infiltration evaluations were performed throughout the site to determine soil stability and for possible water infiltration. Test pits and soils borings were performed across the property with supervision of our Senior Geologist and Engineer and Training (EIT) who were constantly updating our Professional Engineer on field work observations. All soil and rock samples were brought back to our nationally certified laboratory to further examine and perform classifications, sieve analysis, and moisture content of specific soils in accordance with ASTM standards.

SCE provided a detailed comprehensive geotechnical engineering report with specific information on the suggested designs and construction of the individual buildings, roadways, stormwater management systems and water pump station proposed for this site. SCE worked with Mealdon Group to determine the most efficient possibilities to make best use of the onsite soils for backfill material under building pad and roadways to avoid expensive haul-off of material to other locations. SCE also worked hand in hand with Mealdon Group and the Town of Haymarket to determine the best economical and environmentally friendly designs for the project.

Because of the great communication and professionalism provide by SCE during the engineering aspects of this project, Mealdon Group hired SCE to perform all testing and inspections of the land development and commercial building construction of the proposed village center. Clearing and construction of this project began January 2022. SCE was also hired to provide the geotechnical subsurface exploration and geotechnical engineering report of the proposed traffic lights poles. SCE will perform the subsurface exploration per VDOT standards and requirements in spring of 2022.



## 6 | Subconsultant Company Overview

### 6.3 - SCE Subconsultant Past Experience

#### CATEGORY D: Construction Engineering Inspection (CEI) Services

**Section 3: Past experience of SCE in providing services on time and on budget to Stafford County and/or other government entities.**



#### CIA WARRENTON TRAINING CENTER, STATION B ELECTRICAL SERVICE RECAPITALIZATION

**Location:** Warrenton, VA  
**Client:** Strata Infrastructure, LLC.  
**Project Date:** November 2020  
**Contract Value:** \$115,090  
**Contact:** Steve Jones  
 703-301-7601  
 sjones@stratainfrastructure.com

**Project Scope:** SCE provided testing and inspections on the CIA base electrical service station, including three generator pads and electrical station supply building. SCE performed testing in accordance with the IFC Submission Specifications provided by the USACE. The construction consisted of 57 caissons for the proposed buildings. The specifications required SCE to provide geotechnical confirmation of the soils a minimum of 10 feet lower than the bottom of each 57 caisson. SCE provided an in-house geologist to monitor the geotechnical borings before the caisson were drilled to determine the soils were in accordance with specifications and the geotechnical report.

After exploration was completed, caissons were drilled. Inspections of the caissons diameters depths and reinforcement steel were performed by our geologist and reinforced concrete inspector. Concrete samples were taken by our ACI Grade 1 technicians during all concrete pours in accordance with the specifications.

SCE provided testing and inspections on the slabs, walls and structural steel for each of the buildings and provided compaction testing and concrete testing for the land development of the area including a large duct bank for the required underground utilities required for this project.

SCE also provided compaction testing during the backfill of excavated trenches. In accordance with the specifications, SCE performed nuclear gauge compaction testing in accordance with ASTM D-2950. SCE also performed sand cone density tests ASTM D1556 after every ten nuclear gauge tests for compaction verification in accordance with the specifications. All soil and concrete samples were tested in our in-house laboratory. Daily field results were provided to our client and reviewed field dailies and certifications were provide on a weekly basis to our client for review and submission.

SCE organized with Strata Infrastructure the required drilling company to complete the required steps in accordance with the specifications. SCE provided all the required information of our inspectors, geologists, and technicians to receive the required badges to gain access to the base.

**Ahead** of the curve.

# Tab 7

## Cost Proposals





June 13, 2022

TEG Proposal No. E22-31503  
Haymarket Town Park Streetscape Project  
Town of Haymarket, Virginia

Emily Kyriazi  
Acting Town Manager  
Town of Haymarket  
15000 Washington Street  
Suite 100  
Haymarket, Virginia, 20169

Dear Ms. Kyriazi:

We are pleased to offer our services to perform surveying, engineering, and planning services in response to the Town's Request for Proposal RFP No. 2022-001, dated April 28, 2022, to support the construction of approximately 550 linear feet of bike lane, curb and gutter, concrete sidewalk along Washington Street between the Haymarket Baptist Church and the Town Park.

The construction plan will be developed in milestone and be submitted to the Town for review at 30%, 60%, 90%, and 100% completion. The plans will be submitted to other review agencies at 90% completion (unless requested by the Town to be submitted at different milestone).

The following is a proposed schedule and deliverables list for the design phase:

	Schedule	Deliverable
Notice to Proceed	Day 1	
Complete Survey	Day 30	Survey Base sheet
30% Design Milestone	Day 60	30% Plan
Town Review Complete	Day 74	
60% Design Milestone	Day 95	60% Plan
Town Review	Day 109	
90% Design Milestone/Submit to Other Agencies	Day 130	90% Plan
Town and Agency Review	Day 175	
Permitting Review	Day 189	
ROW Acquisition	Day 234	Plats
100 % Completion	Day 255	100% Plan and Permits

## 7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 2

We propose to perform the following services:

### SURVEY SERVICES

#### 1. Route Survey

We shall conduct a field run survey to establish the right-of-way of Washington Street. The survey work will extend approximately 660 linear feet from the east corner of the Haymarket Baptist Church property to the west corner of the Town Park property. The survey will only be for the northern side of Washington Street. This task includes deed research based on a title commitment to be provided by this firm to ascertain the geometric relationship of this right-of-way and the adjacent parcels. An AutoCAD drawing will be compiled and will depict the relevant field data and geometric results of this route survey. The drawing file may then be incorporated into engineering and surveying base drawings as needed to serve as the basis for preparation of plans and plats.

Fee: \$4,000.00 Lump Sum

#### 2. Topographic Survey

We shall perform a field run survey resulting in two-foot (2') contour interval topography and if necessary, establish new benchmarks/control points. It is our estimate  $\pm 0.5$  acres will be surveyed which includes a swath of approximately 660 feet long and 30 feet wide. Physical features within the limits of the survey will be identified including selected critical spot elevations, existing trees, the location and elevation of the existing edge of pavement, curb, shoulder and/or ditch line along interior and immediately adjacent roadways, location of existing utilities and storm drainage structures (if accessible and not considered a confined space) in the proximity of the noted limits. This topographic survey will be of a level of accuracy suitable for engineering design. Any field topography required beyond the limits described or which may be required for detailed design purposes (i.e. more accurate or detailed), will be contracted separately as an addendum to this proposal. In some cases, TEG may not be permitted to enter offsite property unless the client has already obtained permission. Property lines and easement information will be determined under a separate item in this proposal. A separate published certified topographic survey is not included in this task.

This task includes utilizing our consultant to identify existing utility locations through geophysical techniques. Test pits are not included.

\$7000 DFM + 2,400 TEG =

Fee: \$9,400.00 Lump Sum

## 7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 3

### ENGINEERING SERVICES

#### 3. Construction Plan

We shall prepare a construction plan set showing a proposed concrete sidewalk, bike lane, curb and gutter, two proposed commercial entrances. Our design will include horizontal layout and grade establishment of the sidewalk, preliminary paving specifications for the bike lane, and the design of storm drainage collection systems. Those streets that are to be dedicated to public use for ultimate acceptance into the State system for maintenance shall be designed in accordance with Virginia Department of Transportation (VDOT) standards. Re-alignment of existing wet utilities shall be coordinated as well, if required. The plans will include appropriate erosion and sediment control plans. These plans and profiles will be submitted to the appropriate agencies for review and processing. Landscaping is not anticipated or included.

We propose to design a system(s) for the provision of stormwater management (SWM) with Best Management Practices (BMP) to control the increased stormwater runoff and address the stormwater generated by the above-referenced development. Hydrologic and hydraulic computations will be performed in support of the engineering design of a stormwater management facility. This information, prepared in accordance with the ordinances of the local jurisdiction, will be included in the construction plan set for this project.

For offsite nutrient credits, we will contact a local nutrient bank (or broker) to obtain nutrient credit availability. Their letter of availability will be published on the plan set as required by the County. TEG does not guarantee, that bank provides the lowest fees. The client will be responsible to engage that bank, or any other bank, and pay any required fees to obtain nutrient credits.

Fee: \$30,000.00 Lump Sum

#### 4. General Consulting, meetings and Conferences

This task includes communication and coordination efforts associated with meetings, conferences, plan and plat submission and/or processing, tele-conferences and communications and general consulting. We are providing an estimate for budgeting purposes only. When the budgeted amount is reached, we will notify the Client and increase the amount accordingly.

Fee: \$5,000.00 Hourly Basis  
Budget Estimate

## 7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 4

### MISCELLANEOUS SERVICES

#### 5. Permitting Support

We will provide permitting services to include, but not be limited to, preparing the permit application, submitting the permit application package(s) to the jurisdiction, and tracking the submission package through the review process. The Client shall provide copies of required plans to be included in the permit package, review or permit fees, and bonds or financial surety letters.

Fee: \$5,000.00 Hourly Basis  
Budget Estimate

#### 6. Maintenance of Traffic Plan

We will develop a plan which will depict methods to control the interim movement of traffic during construction activities along Washington Street. This Maintenance of Traffic Plan will show horizontal locations of temporary lane shifts as well as temporary signage and striping through the construction zone. We will prepare this plan in conformance with Virginia Department of Transportation (VDOT) requirements and the criteria of the local jurisdiction and shall submit the plan for their review.

Fee: \$3,000.00 Lump Sum

#### 7. Dedication and Easement Plat

One (1) plat showing the dedication of right-of-way and easements on each impacted property for the improvements associate with the construction plan will be prepared in conformance with the ordinances of the local jurisdiction. This plat will be made suitable for recordation among their land records. If any deed preparation is required in conjunction with this task, it shall be provided by others. Right-of-way negation is not included. If an easement is required on a property that is not owned by the Town of Haymarket it shall be necessary to prepare an additional plat as an amendment to this agreement.

Fee: \$4,000.00 Lump Sum

#### 8. Virginia Stormwater Management Program (VSMP) (If required)

We shall complete and file the Virginia Stormwater Management Program (VSMP) registration statement with Department of Environmental Quality (DEQ) or the local agency having authority, as appropriate, for the above-referenced project. We will also prepare a Stormwater Pollution Prevention Plan, (SWPPP), according to the regulatory requirements of DEQ. The client will be responsible for providing the permit fee and additional required information

## 7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 5

The SWPPP is a dynamic document that must be updated by the client as construction progresses. Construction monitoring is not included in this item. If requested, The Engineering Groupe will provide site monitoring services associated with erosion control, stormwater management, and general housekeeping under a separate proposal.

Fee: \$2,000.00 Lump Sum

### 9. Offsite (or Beyond Section) Design Plans and Record Plats

We will perform offsite (or off-section) design services and shall prepare associated record plats, as requested. Specific fees for these services will be provided as an addendum (Short Form Contract) to this agreement when more detailed information concerning the scope of the work becomes available. If any deed preparation is required in conjunction with this task, it will be provided by others.

### 10. Wetland Delineation and Permitting Services

Delineation of wetlands and Waters of the U.S. services are not anticipated or included in this proposal.

### 11. Geotechnical Services

Geotechnical testing and design services associated with the proposed subdivision are to be provided by a geotechnical engineer as part of our scope. These recommendations will be incorporated into the plan set.

Fee: \$6,500.00 Lump Sum

### 12. Tree Survey

Not anticipated or included in this proposal.

### 13. Utility Relocation

The existence and type of underground utilities is unknown at this time; therefore, this work has not been included in this proposal.

### 14. Traffic Planning

Not anticipated or included in this proposal.

## 7 | Cost Proposal

TEG Proposal No. E22-31503

June 13, 2022

Page 6

### 15. Revisions

Any revisions requested by the Town which require a change in record plats or construction plans or revisions due to changes in the criteria of the local jurisdiction or the regulations of other public agencies will be contracted separately as an addendum to this proposal.

## BID SUPPORT

### 16. Bidding Support Services and Construction Management

We will assist the Town in soliciting bids for the construction of the improvements proposed on the construction plans for the above-referenced project. We will be available to the Client and to contractors to coordinate and answer questions which may arise during the bidding process and will aid in preparing an analysis of final bids for the Client.

Bidding support services shall include, but not be limited to the following:

- a. Respond to questions from Construction bidders
- b. Attend construction pre-bid meeting and site visitation
- c. Attend construction bid opening
- d. Evaluate construction bids
- e. Prepare addenda and additions to drawings, as needed

We will review project submittals and respond to RFI's. We will work with the Client, as requested, in order to assist in the construction management of proposed site improvements. This item shall include but not be limited to coordination with the Property Owner/Developer, the Contractor, any consultants, sub-consultants and/or public agencies. Additionally, we will be available for general construction observation to ensure that improvements are constructed in accordance with the approved plan.

Fee:	Hourly Basis
\$8,000.00	Estimate

## 7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 7

### 17. Review Potential Change Orders, Invoices, and Issue Monthly Progress Report

TEG shall analyze all Potential Change Orders (PCO's) and shall forward recommendations to the Client. This task shall also include the review of monthly invoices, monthly site inspection, and the issuance of a monthly progress report.

Fee:		Hourly Basis
	\$3,000.00	Estimate

### POST CONSTRUCTION PHASE

### 18. Turnover/Start-Up and Final Report

This task shall include the preparation of a final punch list and coordinating with the Client, consultants, and the contractor to make sure that the project is complete per the contract documents. Upon final completion all construction related documents such as but not limited to as-builts, shop drawings, meeting minutes, punch lists, warranties and photographs will be included in the Final Report. The final report will be written and delivered to the Client within 30 days of final completion.

Fee:		Hourly Basis
	\$3,000.00	Estimate

We welcome the opportunity to provide these surveying, engineering, and planning services for you. The Hourly Rates and Standard Terms and Conditions are attached and incorporated into this proposal. If this proposal is acceptable, please execute one copy of this proposal and return it to our office. Should you have any questions, please feel free to contact us.

Very truly yours,  
THE ENGINEERING GROUPE, INC.

Denar Antelo, P.E., LEED AP  
Executive Vice President - Engineering

DA/lrt





7 | Cost Proposal

TEG Proposal No. E22-31503  
June 13, 2022  
Page 8

We hereby accept the terms and conditions as outlined herein and authorize The Engineering Groupe, Inc. to begin work.

I hereby assure The Engineering Groupe, Inc. that I have the Authority to enter into this contract on behalf of the firm to whom this proposal is addressed.

SEEN AND ACCEPTED:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name/Title

\_\_\_\_\_  
Firm

Invoices for work performed will be delivered via email unless The Engineering Groupe, Inc. is otherwise notified.

**BILLING INFORMATION (PARTY RESPONSIBLE FOR PAYMENT):**

*Name of Person to be invoiced:* \_\_\_\_\_

*Telephone number of Account Payable contact:* \_\_\_\_\_

***Email Address for Invoicing:*** \_\_\_\_\_

*Additional Information:* \_\_\_\_\_

Attachment: (3) TOH RFP 2022-001 TEG Submission (5752 : RFP Notice of Intent - Town Sidewalk Project)



**Ahead** of the curve.

# Appendix A

## Required Documents

Appendix A | Required Documents
A-1 Acknowledgement of Receipt of Addenda

Town of Haymarket Request for Proposal 2022-001

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA

I certify that I received and reviewed the following Addenda to this Proposal and have included their provisions in this Proposal:

Table with 2 columns: Number, Date. Rows include A-1 (5/16/22), A-2 (6/8/22), A-3 (6/13/22).

Please complete the following by checking the appropriate line that applies and providing the requested information.

A. X Offeror is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is 3533502.

B. Offeror is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Offeror's Identification Number issued to it by the SCC is.

C. Offeror does not have an Identification Number issued to it by the SCC and such Offeror is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

Handwritten signature of John S. "Johnny" Groupe

June 13, 2022

John S. "Johnny" Groupe, V
President and Chairman of the Board
JGroupe@enggroupe.com
703.898.4877

Date

## Appendix A | Required Documents

### A-2 Question & Answers

Town of Haymarket

RFP No: 2022-001

June 7, 2022

Please find below a summary of the questions received during the RFP advertisement and the Town's responses.

- 1) Is the Town providing the title work?
  - a. The Town will not be providing any title work.
- 2) The RFP mentioned use of the Town Standard Form Contract attached to the RFP. I'm only seeing the Acknowledgment of Receipt of Addenda and References Sheet. Where can I find that mentioned contract?
  - a. See addendum 1 for the Town Standard Form Contract.
- 3) What is the current engineering and construction budget for the project?
  - a. The Town has based the engineering and construction budget for the project on a recently completed trail project along Jefferson Street.
- 4) Can you confirm the project funding source?
  - a. The project is funded through local funds and ARPA funds.
- 5) The RFP suggests the potential for Smart Scale Funding, will a NEPA document be required?
  - a. The Town was reserving the right to apply for Smart Scale Funding, however, does not wish to delay completion of the project in order to pursue this funding and does not wish to pursue federally funded programs.
- 6) For the cost proposal, do you want to see detailed tasks with associated fees broken out or a lump sum fee?
  - a. Please provide detailed tasks with associated fees broken out and the total corresponding fee.
- 7) Do you anticipate having shortlist interviews or award only based on the RFP Response?
  - a. This will depend on the number of responses received and how they are scored.



John S. "Johnny" Groupe, V  
President and Chairman of the Board  
JGroupe@enggroupe.com  
703.898.4877

June 13, 2022

Date

**Appendix A | Required Documents**  
**A-3 References**

**Town of Haymarket Request for Proposal 2022-001**

References for:

Offerors shall provide references on this form.

Firm Name Town of Occoquan

Contact The Honorable Earnest W. Porta, Jr.

Title Mayor E-mail eporta@occoquan.va.gov

Mailing Address P.O. Box 195, Occoquan, VA 22125

Phone 703-491-1918 Fax \_\_\_\_\_

Type of Services Provided: Planning, Engineering, Surveying, Construction Administration

2. Firm Name Prince William County Service Authority

Contact Samer Beidas

Title Director of Eng. & Plan. PWCSA E-mail sbeidas@pwcsa.org

Mailing Address 4 Country Complex Court Woodbridge, VA 22195

Phone 703-335-7900 Fax \_\_\_\_\_

Type of Services Provided: Surveying, Prepare As-builts (435 projects) for Sanitary & Water

3. Firm Name Public Works - Utilities, Capital Engineering & Construction, Stafford Co.

Contact Gary R. McCollum

Title Project Manager E-mail GMcCollum@staffordcountyva.gov

Mailing Address 2128 Jefferson Davis Highway Stafford, VA 22555

Phone 540-658-4609 Fax \_\_\_\_\_

Type of Services Provided: Engineering and Surveying



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

To: Mayor and Haymarket Town Council  
From: Kim Henry, Clerk of Council  
Date: August 29, 2022  
Re: Planning Commission and ARB Applications

Background: The Town of Haymarket Planning Commission has 5 members with terms expiring June 30<sup>th</sup> of alternating years. These terms are for 4 years. The Architectural Review Board also has 5 members with terms expiring June 30<sup>th</sup> of alternating years. These are also 4 year terms. On June 30, 2022, there was a resignation of an Architectural Review Board member because her family was re-locating and a member who wished not to serve for another term. Also, June 30, 2022, we had a letter from a Planning Commission member stating that they would not be interested in renewing their term. This left 2 vacancies on ARB and one on Planning Commission.

Attached are 3 applications.

Sandy Freeman is interested in filling the Planning Commission vacancy. This would be a four year term with the term ending June 30, 2026.

Stacy Curran is interested in serving on the ARB. She would finish the term of Sheridan King which would end June 30, 2023.

Ben Barben is also interested in serving on the ARB. This would be a 4 year term with his term ending June 30, 2026.

Draft Motion: *I moved to appoint Sandy Freeman to the Haymarket Planning Commission with a term expiring June 30, 2026. I also moved to appoint Stacy Curran to the Architectural Review Board with a term expiring June 30, 2023 and appoint Ben Barben to the Architectural Review Board with a term expiring June 30, 2026.*

Or Alternate Motion

Ken Luersen, Mayor  
TracyLynn Pater, Vice Mayor  
Council Members:  
Steve Shannon  
Chris Morris  
Robert Weir  
Joseph Pasanello  
Marchant Schneider



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: SANDRA FREEMAN

Address: 6660 Fayette St Haymarket

Cell Phone: 540-219-8360

Email Address: Sandyf0767@gmail.com

Please Circle One Below;

~~Architectural Review Board~~

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or by phone at 703-753-2600.

Desire to contribute to my community.

Attachment: arb pc applications 082022 (5744 : ARB/Planning Commission Vacancy Appointments)



Ken Luersen, Mayor  
TracyLynn Pater, Vice Mayor  
Council Members:  
Steve Shannon  
Chris Morris  
Robert Weir  
Joseph Pasanello  
Marchant Schneider



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: Stacy L. CURRAN

Address: 14899 Greenhill Crossing Dr.  
Haymarket VA 20169

Cell Phone: (703) 568-3327

Email Address: StacyLCURRAN@gmail.com

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or by phone at 703-753-2600.

I have been a resident of Haymarket and Greenhill Crossing for over 20 years. I have a back ground in design (interior). Have a love for our town and a vested interest in it maintaining its appeal for generations to

Attachment: arb pc applications 082022 (5744 : ARB/Planning Commission Vacancy Appointments)

Ken Luersen, Mayor  
TracyLynn Pater, Vice Mayor  
Council Members:  
Steve Shannon  
Chris Morris  
Robert Weir  
Joseph Pasanello  
Marchant Schneider



15000 Washington Street  
Suite 100  
Haymarket, Virginia 20169  
703-753-2600  
www.townofhaymarket.org

Appointed Boards, Committees & Commission:  
Application for Appointment Consideration

Full Name: BENJAMIN R. BARBEN

Address: 6613 BRAVE COURT HAYMARKET, VA 20169

Cell Phone: 570-765-8046

Email Address: brbarben@gmail.com

Please Circle One Below;

Architectural Review Board

Planning Commission

Board of Zoning Appeals

Please use the space below or attach a letter describing your interest in being part of the Town's governmental process and how you feel you can contribute.

For additional information, please contact the Clerk of Council, Kim Henry, at [khenry@townofhaymarket.org](mailto:khenry@townofhaymarket.org) or by phone at 703-753-2600.

AS A HOMEOWNER IN HAYMARKET, I CARE ABOUT MY TOWN AND COMMUNITY. I WANT TO BE INVOLVED AND PERFORM A CIVIC DUTY FOR MY TOWN. I FEEL THAT I CAN PROVIDE VALUABLE SKILLS TO THE ARCHITECTURAL REVIEW BOARD. AS A RESULT OF MY PROFESSION. I AM AN ARCHITECTURAL ENGINEER WHO REGULARLY REVIEWS LOCAL CODES AND ARCHITECTURAL ORDINANCES FOR PUBLIC + PRIVATE CLIENTS AS A RESULT OF PROJECT WORK. I HAVE ALSO WORKED ON SEVERAL PRESERVATION AND REHABILITATION PROJETS WHERE THE ARCHITECTURAL AESTHETICS OF THE JOBS WERE A PRIMARY FOCUS.

Attachment: arb pc applications 082022 (5744 : ARB/Planning Commission Vacancy Appointments)



# STAFF REPORT

**The Board of County Supervisors**  
Ann B. Wheeler, Chair  
Margaret Angela Franklin, Vice Chair  
Victor S. Angry  
Andrea O. Bailey  
Kenny A. Boddye  
Pete Candland  
Jeanine M. Lawson  
Yesli Vega

Attachment: SR\_Auth Application\_Safe Streets for All Grant\_FINAL (002) (5753 : Safe Streets and Roads for All Grant - Letter of Support)

<b>Board Meeting Date:</b>	September 6, 2022
<b>Agenda Title:</b>	Authorize a Grant Application to the Fiscal Year 2022 Safe Streets and Roads for All Program for Federal Grant Funding from the United States Department of Transportation
<b>District Impact:</b>	Various Magisterial Districts
<b>Requested Action:</b>	Authorize grant application.
<b>Department / Agency Lead:</b>	Department of Transportation
<b>Staff Lead:</b>	Ricardo Canizales, Director

## EXECUTIVE SUMMARY

The Safe Streets and Roads for All (“SS4A”) program is a federal grant program administered by the United States Department of Transportation (“USDOT”). In May 2022, the USDOT issued a Notice of Funding to solicit applications to support planning, infrastructure, behavioral and operational initiatives to prevent death and serious injury on roads and streets involving all roadway users, including pedestrians, bicyclists, public transportation, personal conveyance, micromobility users, motorists and commercial vehicle operators. This competitive grant process provides federal funding for regional, local and Tribal initiatives to prevent roadway deaths and serious injuries (Vision Zero/Towards Zero Death).

The SS4A program provides an opportunity for Prince William County Department of Transportation (“PWC DOT”) to apply for \$1 million in federal grant funding under an Action Plan grant to develop a Comprehensive Safety Action Plan for the County, to include towns within the County to create application competitiveness. The Action Plan will go towards holistic safety initiatives to identify traffic and pedestrian safety projects, programs and strategies to move towards zero deaths across County. Recipients of the SS4A grant are required to contribute a local matching share of 20 percent. Northern Virginia Transportation Authority (“NVTA”) 30% Local Funds will support the required 20 percent match. The deadline to apply is September 15, 2022.

It is the recommendation of County staff that the Prince William Board of County Supervisors (“Board”) authorize grant applications to the fiscal year 2022 Safe Streets and Roads for All program for federal grant funding from the United States Department of Transportation.

## BACKGROUND

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The SS4A program administered by USDOT provides federal funding for regional, local and Tribal initiatives to prevent roadway deaths and serious injuries (Vision Zero/Towards Zero Death). The FY22 SS4A program has \$1 billion in discretionary funding that will be awarded by a competitive grant process. The funding request provides a maximum of \$1 million for an action plan grant application submitted by a locality and the funding must be expended within two years. Furthermore, recipients of the SS4A grant are required to contribute a local matching share of 20 percent. Applications are due September 15, 2022.

The SS4A program provides funding for two types of grants: Action Plan grants (for comprehensive safety action plans) and Implementation grants. Action Plan grants are used to develop, complete, or supplement a comprehensive safety action plan. To apply for an Implementation grant, an eligible applicant must have a qualifying Action Plan. Implementation grants are available to implement strategies or projects that are consistent with an existing Action Plan.

The Action Plan will go towards holistic safety initiatives to identify traffic and pedestrian safety projects, programs and strategies to move towards zero deaths across County. USDOT considers the process of developing an Action Plan to be critical for success. Example activities for an Action Plan include:

- Leadership commitment and goal setting that includes a goal timeline for eliminating roadway fatalities and serious injuries;
- Planning structure through a committee, task force, implementation group or similar body charged with oversight of the Action Plan development, implementation and monitoring;
- Safety analysis of the existing conditions and historical trends that provides a baseline level of crashes involving fatalities and serious injuries across a jurisdiction, locality, Tribe or region.
- Engagement and collaboration with the public and relevant stakeholders, including the private sector and community groups, that allows for both community representation and feedback;
- Equity considerations developed through a plan using inclusive and representative processes;
- Policy and process changes that assess the current policies, plans, guidelines and/or standards to identify opportunities to improve how processes prioritize transportation safety;
- Strategy and project selections that identify a comprehensive set of projects and strategies, shaped by data, the best available evidence and noteworthy practices, as well as stakeholder input and equity considerations, that will address the safety problems described in the Action Plan; and
- Progress and transparency methods that measure progress over time after an Action Plan is developed or updated, including outcome data.

Applications submitted to the SS4A program are evaluated based on merit selection criteria. Primary selection criteria for the 2022 SS4A program will promote safety, employ low-cost, high-impact strategies that can improve safety over a wider geographic area, ensure equitable investment in safety needs of underserved communities and incorporate evidence-based projects and strategies. Secondary selection criteria are based on USDOT mission and priorities such as equity, climate and sustainability, quality job creation, economic strength and global competitiveness. Each of these criteria are further detailed in the SS4A Notice of Funding Opportunity.

County staff is recommending the submission of an application for an Action Plan grant to develop a Comprehensive Safety Action Plan for the County. PWCDOT will coordinate with the Towns of Dumfries, Haymarket, and Occoquan to create application competitiveness.

## **STAFF RECOMMENDATION**

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It is the recommendation of County staff that the Board authorize a grant application to the FY22 SS4A program for federal grant funding from the USDOT.

### **Service Level / Policy Impact**

*Strategic Plan:* Authorization of the SS4A program funding request will impact the following Transportation & Mobility ("TM") objectives in the Prince William County Strategic Plan:

- TM1:C- Enhance local, state, regional and federal partnerships to identify resources and leverage funding mobility projects and initiatives.
- TM2:D- Implement strategies and plans to reduce mobility related fatalities and injuries.
- TM3:C- Identify and prioritize infrastructure projects that improve accessibility and connection to transit.

*Comprehensive Plan:* Authorization of the SS4A program funding request is consistent with the following policies in the Prince William County Comprehensive Plan:

- Roadway Policy 2.6: Provide improved intra-county connectivity to and from regional activity centers and within walkable communities and town centers, such as projects within centers of commerce and centers of community.
- Roadway Policy 6: Work with regional, local and private sector groups in an effort to provide funds for design and construction of proposed County improvements.

### **Fiscal Impact**

Authorizing the submission of the grant application will provide an opportunity for the County to secure external funds to support transportation safety projects that benefit the residents of the County. There is no fiscal obligation for the County in submission of the grant application. The application requests the maximum amount of \$1 million for a joint application. If selected NVTAs 30% Local Funds have been identified to support the required 20% match.

### **Legal Impact**

The Board has the legal authority to authorize program requests, however, the Board is not legally required to do so.

## **STAFF CONTACT INFORMATION**

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Ben Carbajal | (703) 792-8151  
 bcarbajal@pwcgov.org

## **ATTACHMENTS**

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N/A





August 30, 2022

The Honorable Pete Buttigieg  
 Secretary  
 United States Department of Transportation  
 1200 New Jersey Avenue, SE  
 Washington, DC 20590

Secretary Buttigieg,

The Town of Haymarket is pleased to offer this letter of support for Prince William County's Comprehensive Safety Action Plan grant application to the United States Department of Transportation's (USDOT) Safe Streets and Roads for All program. The Comprehensive Safety Action Plan will use data driven, holistic safety initiatives to identify traffic and pedestrian safety strategies, projects, and programs to move towards zero deaths across the County. The plan will include towns within the County, including the Town of Haymarket, and we strongly support this collaborative effort is necessary to improve safety for all road users. The Town of Haymarket and the County have a successful history of collaboration and if selected for funding through the Safe Streets and Roads for All program, the Town will be a key stakeholder in the development of this plan.

A Comprehensive Safety Action Plan is critical to identifying successful, innovative, cost-effective safety strategies and prioritizing projects for implementation to make the greatest impact possible for our communities, and federal funding is key to moving forward. The Town of Haymarket requests and appreciates your consideration of this application.

Sincerely,

Mayor Ken Luersen

Vice Mayor Tracylynn Pater

Councilman Chris Morris

Councilman Joe Pasanello

Councilwoman Mary Ramirez

Councilman Bob Weir

Councilman Marchant Schneider



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

To: Mayor and Haymarket Town Council  
 From: Kim Henry, Clerk of Council  
 Date: September 6, 2022  
 Re: Meeting Date Changes for October 2022

Background: The Town of Haymarket Town Council set the 2022 meeting schedule at its January 10, 2022 meeting. The October Regular Meeting was scheduled for Monday, October 3 and the November Work Session was scheduled for Tuesday, November 1<sup>st</sup>.

The Virginia Municipal League Annual Conference is scheduled for Sunday, October 2<sup>nd</sup> through Tuesday, October 4<sup>th</sup>. With the Mayor, the Vice Mayor and 2 staff members attending the conference, there was a recommendation to change the October meeting date from Monday, October 3, 2022 to Tuesday, October 4, 2022.

Also, so that the Town Council does not have 3 meetings in November so close together, there was a suggestion to change the November Work Session from Tuesday, November 1, 2022 to Monday, October 24, 2022.

Draft Motion: *I move that the Haymarket Town Council move the date of the October Regular Monthly Meeting from Monday, October 3, 2022 to Tuesday, October 4, 2022. I also move that the Haymarket Town Council move their Monthly Work Session from Tuesday, November 1, 2022 to Monday, October 24, 2022.*

Or Alternate Motion

Attachment: Memo to Council meeting date change (5749 : October Meeting Dates Change)