



# TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION  
~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, October 25, 2021

7:00 PM

Council Chambers

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## **I. Call To Order**

## **II. Pledge of Allegiance**

## **III. Agenda Items**

1. Audio/Visual Upgrade Discussion
2. Monthly Financial Report
3. First Quarter Budget Amendment Discussion
4. ZTA Discussion
5. RFP Discussion

## **IV. Closed Session - As Needed**

## **V. Adjournment**



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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: October 19, 2021  
SUBJECT: Town Council Chamber Audio/Visual Upgrades

### Background:

During the COVID-19 Pandemic, Town Council began having meetings with individuals participating virtually. That virtual participation causes significant audio challenges for those inside Town Hall and the virtual participant. Staff did what they could to make the virtual meetings successful. However, the Council requested a quote to make the system fully integrated for virtual participation. This Agenda Item offers Town Council the opportunity to speak with CTSI regarding their scope of work and alternative options.

### Fiscal Impact

The Town has received one quote by CTSI for \$29,142.72 and are waiting from another quote from Acuity Audiovisual. Funds for this project will be covered by CARES ACT Funds.

### Staff Recommendation:

Staff recommends Town Council discuss options with the CTSI contractor.

### Draft Motion:

*"I move to enter into a contract with \_\_\_\_\_ to provide Audio/Visual services for the Town Council chambers in the amount not-to-exceed \_\_\_\_\_."*

OR

Other action deemed appropriate by Council.

Attachment: Audio visual memo (5295 : Audio/Visual Upgrade Discussion)

# AV System Tech Refresh Proposal for The Town of Haymarket



**Presented to:**

**Chris Coon**

Business Manager

703-753-0323 ext. 208

ccoona@townofhaymarket.org

15000 Washington Street, Ste. 100

Haymarket, Va. 20169

**Presented on:**

**10/14/2021**

**Prepared by:**

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**Proprietary Statement**

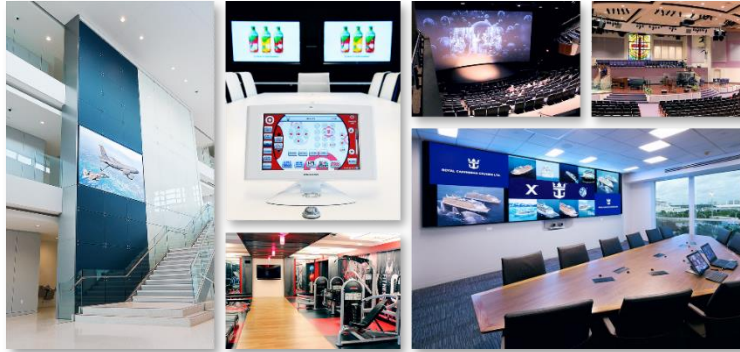
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Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)



## CTSI at a glance.

Over the past five decades, CTSI has inspired audiences and streamlined communication by delivering technology solutions in corporate, government, healthcare, education, multi-dwelling units and house of worship settings. **Our expertise includes audiovisual, videoconferencing, professional sound systems, security, voice and networking, healthcare and education technologies.**

We have earned our reputation as the Mid-Atlantic region's leading technology solutions provider by delivering superior service and exceptional performance. Our company headquarters in Chantilly, VA and our branch location in Baltimore, MD are strategically located near major metropolitan centers across the East Coast, allowing CTSI technicians to service a wide geographic region and a varied clientele. Each day, our mission is to improve the way our customers receive, present and communicate information.



# Why Choose CTSI?

Our solutions facilitate learning and safety in schools, improve patient safety and operational efficiency in hospitals, and advance the way our customers receive, present and communicate information and media.

CTSI provides high-impact communications solutions that enable people to consolidate information and collaborate effectively. We design, engineer and install customized turnkey solutions using innovative, high-performance technologies to keep you ahead of the curve. Our Customer Care Department provides dedicated service professionals to keep your systems running at their peak performance. From boardrooms and hospitals, to classrooms and command centers, CTSI solutions **ENGAGE**, **INSPIRE** and **DELIVER**.

## ENGAGE.

Technology is changing so rapidly that having a thorough understanding of customer needs is paramount for creating technology systems that are as captivating as they are informative.

## INSPIRE.

Our solutions are engineered to inspire. We design and install complete, customized solutions that bring your digital media to life. These solutions motivate users and allow for a more collaborative work environment.

## DELIVER.

Being able to deliver the most advanced communications technology starts with our technical capabilities. Our in-house industry certified and manufacturer-trained engineers, technicians and programmers transform on-paper installation designs into fully-integrated realities.



# Key Differentiators.

These are just some of the ways our full-service solutions set us apart from the competition.

## Wide Range of Full-Service Solutions:

- Audiovisual (AV) & Professional Sound
- Healthcare Technologies
- Education Technologies
- Networking & Premise Wiring
- Security/Life Safety
- Videoconferencing & Voice Systems

**DESIGN.  
ENGINEERING.  
INSTALLATION.  
SERVICE.**

## Project Management:

CTSI assigns dedicated project management teams, specifically structured to meet the needs of each installation.

## In-house Engineering Capabilities:

Our in-house industry-certified and manufacturer-trained engineers make sure our clients are getting the most efficient and technologically advanced systems available.

## 24/7 Service:

CTSI offers professional 24/7 Customer Care, long after the installation is complete.

## Certified Staff:

In-house technical and engineering staff are required to maintain current manufacturer and industry certifications, such as CTS, CTS-I, CTS-D, ISF-C, DMC-E, EAVA, and Cisco Certifications.

## Experience Installing Complex Systems:

CTSI has successfully integrated technology into a wide range of multi-room/multi-environment projects.

## Trusted Partner of General Contractors:

We have developed strong relationships with many of the largest DC area General Contractors, such as Clark Construction and HITT Contracting.

## Our Reach:

With just over 160 employees between our Chantilly, VA Headquarters and our Baltimore, MD branch office, CTSI is just minutes away from the D.C. area, but our reach extends far beyond the Mid-Atlantic. Our work can be found across the country as well as internationally.

## Decades of Government Experience:

CTSI maintains all appropriate security level clearances for our government clients. Some of our previous partnerships include Air National Guard, Pentagon Joint Staff, and the U.S. Army.

# Certifications

We cultivate a culture where innovation, accountability and excellence are rewarded, and every member of our team has a voice. For this to work, we require our team to maintain all current manufacturer and industry certifications.



- **InfoComm International** (Audiovisual Communications Association) – APEX– CTS, CTS-D, CTS-I
- **National Systems Contractors Association (NSCA)**
- **ASIS International**
- **Electronic Security Association (ESA)**

- **Building Industry Consulting Service International** – Registered Communications Distribution Designer (BICSI-RCDD)
- **Occupational Safety and Health Administration (OSHA)**



Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)



# Portfolio

At CTSI we strive to provide all clients with expert service throughout all phases of the project, from design and purchasing to installation and maintenance.



## ***The Pentagon (Arlington, VA): Government***

CTSI provided the custom audiovisual solution for a Department of Defense management briefing and decision support conferencing facility at the Pentagon. The on-going installations include audio, video, switching and control systems, large screen displays, videoconferencing lighting system, and room décor appointments including custom wainscoting, acoustical wall treatments and furnishings.

## ***Baker & McKenzie (Washington, DC): Law Firm***

CTSI provided Baker & McKenzie, LLP with a multi-room audiovisual system, engineered to function as independent divisible conference rooms or as one large conference space. Additionally, CTSI installed a variety of smaller audiovisual systems for collaboration rooms, totaling approximately 15 spaces throughout the four floors of their DC headquarters.



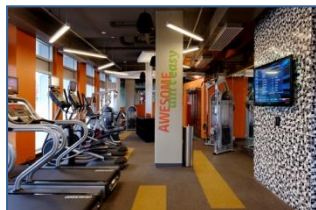
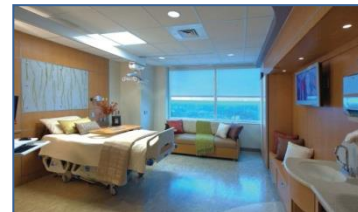
## ***Center for Strategic & International Studies (Washington, DC): Corporate***



Installing AV systems in CSIS's new headquarters, CTSI was responsible for the audiovisual integration into rooms and areas used for conferencing, presentation, and event space (multiple conference rooms, boardroom, and large three-way divisible room). In addition to these main spaces, CTSI installed multiple support AV systems (VIP green room, multiple pre-function areas, 2x2 video wall signage, room status & signage kiosks, room status cameras, scheduling touch panels for conference rooms, and room management software suite to monitor room usage and status). CTSI also implemented a fiber optic AVOC network to facilitate broadcast network access to meetings and events.

## ***Inova Fairfax Medical Campus (Falls Church, VA): Healthcare***

Inova Fairfax Medical Campus is a nationally recognized, 800+ bed regional hospital serving the Washington, DC area. CTSI installed Responder 5 Nurse Call systems specifically designed to align with the hospital's priorities, including patient satisfaction, patient safety, improved staff communication and innovative workflows. Inova's Nurse Call systems allow critical alerts and data to be sent directly to caregivers, routine tasks to be automated, as well as staff and equipment to be easily located.



## ***AvalonBay (Multi-Location): Multi-Family Housing***

CTSI developed a solution that incorporated a wall-mounted flat panel displays and remotely located HD cable receivers. A specially-designed software driven control system along with AMX MET-6N & AMX MET-13 wall-mounted pushbutton keypads provided residents with simple, accessible control throughout the entire amenities floor.

## Our Partners

Superior solutions are only possible with cutting-edge technologies. CTSI is proud to partner with many of the leading manufacturers of advanced technology products.



# Project Approach

CTSI utilizes a single point of contact approach. Sales and Engineering work together from the initial call to closeout. Once the award is given, the project manager acts as the customer's primary point of contact for all installation related communications. During the critical installation stages of the project, the project manager attends necessary project meetings.

Through the major installation effort of the project, there will also be a lead technician on-site. The lead technician is responsible for the day-to-day operations on site. He or she is responsible for assigning tasks to all of the other technicians on site. The lead technician ensures that all tasks relating to the installation of the system are completed to a high standard and are in line with CTSI's quality expectations. CTSI's lead technician serves as the primary on-site point of contact.

Towards the end of the installation process, a control system programmer will be onsite to configure all of the systems. The programmer will work in conjunction with the lead technician to test the systems. As a result of these test procedures, CTSI will be able to identify potential problems and remedy them before the systems are turned over to the customer. The programmer is responsible for developing the software that the customer uses to interact with the system.

Once CTSI has fully tested, configured, and programmed the systems, the user is trained on the systems. Depending on the complexity of the system, this training is performed by the control system programmer or the project manager. Both technical and end user training is conducted to ensure the technology is used appropriately.

After the customer is trained on their new systems, and the systems are functioning in a manner consistent with the customer's expectations, the project manager will receive a signed Certificate of Completion for the job. By signing this certificate of completion, the customer takes full ownership of the system. At that point, the warranty period for this system begins.

After the system is in the warranty period the customer's primary point of contact shifts from the project manager to CTSI's service manager. Although the project manager will still be available to the customer, and involved with the customer when necessary, he or she is no longer the customer's primary contact. Any service or warranty work will be coordinated through CTSI's service manager for the duration of the warranty period.

# Statement of Work

## Town Hall Tech Refresh

### *Video*

CTSI will provide a video extender wall plate which will be mounted to the front of the dais (exact location TBD) to provide a digital video with embedded stereo audio (HDMI) interface for an ad hoc CFE laptop or another source connection. The HDMI extender will connect to the existing video production switcher at the Operator Station. A Pre-Made HDMI patch cable will be provided for connection.

The output of the existing video production switcher and audio processor will connect to the existing Operator Station Computer through an AV-to-USB Bridge. The AV-to-USB Bridge will provide production switched video and microphone audio to the Operator Station Computer for use with CFE soft-video teleconferencing platforms such as Microsoft Skype for Business, Cisco WebEx, Go to Meeting, Zoom, and others.

### *Audio*

CTSI will utilize the existing ceiling speakers for the updated system. The speakers will provide both program audio playback as well as audio from a far-site during a teleconference call.

A new digital wireless microphone system will be integrated to provide one lapel microphone, one handheld microphone, and three tabletop gooseneck microphones for use as speech reinforcement within the room by a presenter and for transmission during a teleconference call to a far-site.

A Dante enabled digital signal processor (DSP) will replace the existing DSP to route, process, and convert both program and microphone audio for the room. Advanced echo-cancellation will provide enhanced audio for teleconferencing.

### *Control*

The existing Biamp wall mounted controller will be updated to control the new audio processor.

An HDMI switcher will be located on the Operator Station to select the video output to the projector/display carts. The HDMI switcher will select between the existing Roland Video Switcher to view cameras or the visitor's laptop or the Operator Computer which will be hosting the soft-video teleconference.

### *Miscellaneous*

The existing 10-space rack will be reutilized to house the audio headend equipment. An 8-space half-width rack will be installed at the Operator Station to house the new video headend equipment.

## Option: Add Video Display Carts

CTSI will provide two commercial-grade 65-inch flat panel displays with LED-lit LCD screens. Each flat panel will be mounted on a mobile display cart with tilt capability to provide optimum viewing with glare reduction from overhead lights. A video receiver will be mounted behind each flat panel display to provide a connection to the audiovisual system. Each cart will receive the video output from the existing video production switcher at the Operator Station. A disconnect wall plate for each of the display carts will be mounted with the room at locations to be determined after award.

The manufacturer supplied handheld IR remote control for the flat panel displays will be used for control of the displays.

# Proposal Pricing

## Town Hall Tech Refresh

Item	Manufacturer	Qty	Model	Description	Price Each	Price Ext.
<b>Equipment</b>						
<b>Video System</b>						
-		-		<b>Laptop Wall Plate for House-Right Side of the Dais</b>	\$ -	\$ -
1	Extron	1	60-1421-13	DTP T HWP 4K 231 D DTP Transmitter for HDMI - Decorator-Style Wallplate, White	\$ 355.35	\$ 355.35
2	Extron	1	60-1271-13	DTP HDMI 4K 230 Rx DTP Receiver for HDMI	\$ 284.28	\$ 284.28
3	Middle Atlantic	1	HR-UMS1-5.5	1 RU UMS Half Rack Shelf, 5.5 Inches Deep by 10 Inches Wide	\$ 40.51	\$ 40.51
-		-		<b>Existing Camera and Switching System at the Operator Station</b>	\$ -	\$ -
4	CFE Vaddio	2	CFE RoboSHOT	Existing PTZ Camera	\$ -	\$ -
5	CFE Roland	1	CFE V-1HD	Existing HD Video Sw itcher	\$ -	\$ -
-		-		<b>AV-to-USB Bridge for the Operator Station Computer</b>	\$ -	\$ -
6	Extron	1	60-1488-01	MediaPort 200 HDMI and Audio to USB Scaling Bridge	\$ 1,889.28	\$ 1,889.28
7	Extron	1	60-1251-10	HRB 109 1U Basic Half Rack Shelf, gray	\$ 29.62	\$ 29.62
8	CFE Computer	1	CFE Computer	Existing Operator Station Computer	\$ -	\$ -
-		-		<b>Tabletop HDMI Switcher to Select Between Roland Output or Operator Computer to the Projector/Display Carts</b>	\$ -	\$ -
9	Extron	1	60-1603-01	SW2 HD 4K PLUS Two Input 4K/60 HDMI Sw itcher	\$ 355.35	\$ 355.35
<b>Audio System</b>						
-		-		<b>Wired Dais Microphones</b>	\$ -	\$ -
10	CFE Shure	8	CFE MX412D/C	Existing Tabletop Gooseneck Microphone, 12-inch, Cardioid	\$ -	\$ -
-		-		<b>Wireless Microphone System</b>	\$ -	\$ -
11	Shure	1	WL185	Clip-on Lavalier Microphone, Cardioid	\$ 104.24	\$ 104.24
12	Shure	1	MXW1/O=Z10	Wireless Bodypack Microphone Transmitter	\$ 469.72	\$ 469.72
13	Shure	1	MXW2/SM58	Wireless Handheld Microphone Transmitter	\$ 467.88	\$ 467.88
14	Shure	3	MX410LP/C	10-inch Gooseneck Microphone, Cardioid	\$ 189.11	\$ 567.33
15	Shure	3	MXW8=Z10	Desktop Gooseneck Microphone Transmitter	\$ 488.02	\$ 1,464.06
16	Shure	1	MXWAPT8=Z10	Eight Microphone Wireless Access Point Transceiver	\$ 2,867.09	\$ 2,867.09
17	Shure	1	MXWNCS8	Networked Charging Station, 8-Port	\$ 1,494.55	\$ 1,494.55
-		-		<b>Audio Processor, Amplifier, and Assistive Listening System</b>	\$ -	\$ -
18	Biamp	1	TesiraFORTE DAN V	Audio DSP with Dante Interface, VoIP	\$ 2,486.27	\$ 2,486.27
19	Biamp	1	TesiraFORTE DAN C	Audio DSP with Dante Interface	\$ 2,308.60	\$ 2,308.60
20	CFE Lab Gruppen	1	CFE E Series 4:2	Existing 2-Channel Amplifier	\$ -	\$ -
21	CFE Listen Tech	1	CFE LT-800	Existing Assistive Listening System	\$ -	\$ -
-		-		<b>Audio Accessories</b>	\$ -	\$ -
22	Cisco	1	CBS250-16P-2G-NA	Switch - L2 - smart - 16 x 10/100/1000 (PoE+) + 2 x Gigabit SFP - rack-mountable - PoE+ (120 W) - Fanless	\$ 460.49	\$ 460.49
23	Middle Atlantic	1	RR2-3RCN	2 RU Rackrail Receptor, 3 Inches Deep	\$ 28.79	\$ 28.79
24	CFE Extron	1	CFE USB Extender R	Existing USB Extender for Audio to the Operator Station Computer	\$ -	\$ -
25	CFE Extron	1	CFE USB Extender T	Existing USB Extender for Audio to the Operator Station Computer	\$ -	\$ -
26	Extron	1	60-190-10	RSU 126 Universal Rack Shelf Kit for 6" Deep Products	\$ 88.84	\$ 88.84



Town Hall Tech Refresh, cont.

				<b>Control System</b>		
27	CFE Vaddio	1	CFE ProductionVIEW	Existing Precision Camera Controller	\$ -	\$ -
28	CFE Biamp	1	CFE Tesira TEC-1s	Existing Audio Controller	\$ -	\$ -
				<b>Miscellaneous System</b>		
-		-		<b>Existing Rack Under Dais</b>	\$ -	\$ -
29	CFE Middle Atlantic	1	CFE BRK Rack	Existing BRK Series Black Laminate Rack, 10RU	\$ -	\$ -
30	CFE Middle Atlantic	1	CFE PD-915RV-RN	Existing Rackmount Power, 9 Outlet, 15A, & 2-Stage Surge Protection	\$ -	\$ -
-		-		<b>Rack Under Operator Station</b>	\$ -	\$ -
31	Middle Atlantic	1	HRF-814	Half-Rack, 8RU, 14-inch Deep	\$ 216.95	\$ 216.95
32	Middle Atlantic	1	5-RS14	14 Inch Deep Runner Kit	\$ 25.59	\$ 25.59
33	Middle Atlantic	1	PD-715SC-NS	Slim Power Strip, 7 Outlet, 15A	\$ 76.23	\$ 76.23
34	Middle Atlantic	1	PD-415R-SP	Compact Power, 4 Outlet, 15A with Series Surge Protection	\$ 244.66	\$ 244.66
35	lot			<b>Miscellaneous Consumables &amp; Hardware</b>	\$ 1,058.90	
36	lot			<b>Cable</b>	\$ 247.51	
				<b>Expenses</b>		
50	CTSI	Lot	Expense	COVID-19 Onsite PPE Charge	\$ 20.00	\$ 20.00
51		1	Expense	Shipping	\$ 354.90	\$ 354.90
				<b>Professional Services, Day-2</b>		
52	Customer Care	lot	CCARE-ESSEN-1	Essential Maintenance & Warranty, 1 Year, 1 PM, 2 Day Onsite Response, 25% Discount at System Purchase	\$ 800.00	\$ 800.00

<b>Summary of : Town Hall Tech Refresh</b>		<b>Totals</b>
<b>Equipment</b>		<b>\$16,325.68</b>
<b>Misc Material &amp; Cable</b>		<b>\$1,306.41</b>
<b>Professional Services</b>		<b>\$11,510.63</b>
<b>Project Total, Excl Tax</b>		<b>\$29,142.72</b>

Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)



Option One – Display carts

Item	Manufacturer	Qty	Model	Description	Price Each	Price Ext.
<b>Equipment</b>						
<b>Video System</b>						
-		-		<b>Display Carts</b>	\$ -	\$ -
1	Panasonic	2	TH-65CQE1WA	65-inch UHD Flat Panel Display	\$ 1,267.42	\$ 2,534.84
2	Chief	2	LPAUB	Large Manual Height Adjustable Mobile AV Cart	\$ 962.12	\$ 1,924.24
3	Extron	2	60-1271-13	DTP HDMI 4K 230 Rx DTP Receiver for HDMI	\$ 284.28	\$ 568.56
4	Extron	2	70-077-01	MBU 125 Low -Profile Mount Kit	\$ 31.99	\$ 63.98
5	Surgex	2	SA-82	Surge Suppressor and Power Filter, 2-Port	\$ 283.10	\$ 566.20
6	Startech	2	PXT10115	15ft Power Cord, NEMA5-15P to C13	\$ 8.30	\$ 16.60
7	Extron	2	70-1054-03	WPD 101 P Single DTP Pass-Through Wallplate, Decorator-Style, White	\$ 41.46	\$ 82.92
-		-		<b>Video Transmitters - Mounted at Operator Station</b>	\$ -	\$ -
8	Extron	2	60-1491-12	DTP T HD2 4K 230 DTP Transmitter for HDMI with Input Loop-Through	\$ 473.80	\$ 947.60
9	Middle Atlantic	2	HR-UMS1-5.5	1 RU UMS Half Rack Shelf, 5.5 Inches Deep by 10 Inches Wide	\$ 40.51	\$ 81.02
10	lot		<b>Miscellaneous Consumables &amp; Hardware</b>			\$ 486.68
11	lot		<b>Cable</b>			\$ 159.14
<b>Expenses</b>						
20	CTSI	Lot	Expense	COVID-19 Onsite PPE Charge	\$ 15.00	\$ 15.00
21		1	Expense	Shipping	\$ 147.53	\$ 147.53
<b>Professional Services, Day-2</b>						
22	Customer Care	lot	CCARE-ESSEN-1	Essential Maintenance & Warranty, 1 Year, 1 PM, 2 Day Onsite Response, 25% Discount at System Purchase	\$ 800.00	\$ 800.00

Summary of :	Display Cart	Totals
<b>Equipment</b>		<b>\$6,785.96</b>
<b>Misc Material &amp; Cable</b>		<b>\$645.82</b>
<b>Professional Services</b>		<b>\$6,155.09</b>
<b>Project Total, Excl Tax</b>		<b>\$13,586.87</b>

Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)



# Pricing Summary

This page is a brief breakdown of final costs to be reviewed before contract signing.

Item #	Base Systems	System Price	Notes
1	Tow n Hall Tech Refresh	\$ 29,142.72	See Scope of Work

*Maintenance & Warranty: This quote includes 1-Year CTSI Essential Maintenance and Warranty.*

## Summary of : Base Systems

**\$ 29,142.72 Project Total, Excluding Tax**

## Summary of System Options

Item #	System Options	Option Price	Notes
1	Display Cart	\$ 13,586.87	See Scope of Work



# Maintenance Level Agreements

## Essential Maintenance:

### *Improve System Uptime, Resource Availability, and Risk Reduction*

CTSI Maintenance programs deliver reliable results to keep your systems up and running. Fast, efficient, and certified support personnel work to ensure stable, dependable environments which allow your entire organization to benefit from CTSI's experience and systems integration expertise.

### *CTSI Help Desk*

Staffed with a highly-trained team of industry certified engineers, the CTSI Help Desk works to resolve incidents associated with your covered systems as a whole, not just components. Your environment's details are at the fingertips of the Help Desk, right down to the as-built engineering documentation, system source code, and configuration files. Our experts will troubleshoot over the phone and can utilize secure remote access for real time diagnostics. This enables the Help Desk to work through multi-vendor troubles with speed and efficiency.

### *Priority On-Site Service Scheduling*

If on-site resolution becomes a necessity, you are covered. As a CTSI Maintenance customer, you benefit from priority scheduling of on-site service calls from skilled technicians, and Help Desk Engineering stays engaged through incident resolution. We handle the details.

### *Preventive Maintenance*

Once a year, CTSI will perform on-site Preventive Maintenance for your covered systems. The CTSI Preventive Maintenance Checklist provides our field engineers with specific points to review to ensure we provide a comprehensive assessment of your system's health. We perform any possible adjustments to keep your system optimized. We then follow up by providing you an electronic copy of your report.

CTSI Maintenance customers also benefit from an annual review of service history, where we provide an analysis of the prior year including incident reports, resolutions, and strategies to continually improve your environment.

### *Preferred Rates*

CTSI Maintenance customers benefit from special pricing for optional services and when it comes time to upgrade your system.

CTSI Maintenance gives you peace of mind extending the life of your system for years to come.

# Maintenance Program Features

CTSI provides different levels of Maintenance Programs based on your requirements. The below proposed program establishes the core components necessary to ensure a stable, reliable environment.

Features	Basic	Essential	Premium
Triage / Call Desk	Yes	Yes	Yes
Help Desk	Yes	Yes	Yes
On-Site Support	Yes	Yes	Yes
Parts Repair/Replacement	Yes	Yes	Yes
Warranty / RMA Support	Yes	Yes	Yes
Multichannel Support	Yes	Yes	Yes
Remote Access	As Permitted	As Permitted	As Permitted
Preventive Maintenance Visits	No	Annual	Bi-Annual
Call History Report Review & Assessment	0	1	2
On-site Response Service Level Objective <sup>1</sup>	3 Business Days	2 Business Days	1 Business Day
Replacement Part Recycling	Optional	Optional	Included
Preferred T&M Rates for MAC's <sup>2</sup> , Training, Meeting & Event Support	Yes	Yes	Yes
Meeting/Event Support	Optional	Optional	Optional
Training	Optional	Optional	Optional
Third Party Support Agreements	Optional	Optional	Optional
Spare Parts	Optional	Optional	Optional
Additional Professional Services Hours	Optional	Optional	Optional
Additional Preventive Maintenance Visits	Optional	Optional	Optional

<sup>1</sup> Dependent Upon Service Area Coverage & Site Accessibility

<sup>2</sup> Moves, Adds and Changes (MAC's)



## Help Desk & Remote Support

### **CTSI Call Desk / Triage Telephone Support:**

The **CTSI Essential Maintenance Agreement** provides customers access to our dedicated service line Monday through Friday during normal business hours (8 am to 5 pm EST) to address maintenance issues. A **CTSI Service Coordinator** will initiate a service request in our systems and begin incident triage to ensure you are routed to the appropriate **CTSI Help Desk Engineer**. You may also initiate a service request via e-mail or our website.

### **Help Desk / Remote Troubleshooting & Repair:**

The **CTSI Help Desk**, staffed with a highly-trained team of industry certified engineers, will assist in isolating and resolving problems on any covered system. We offer multichannel support being able to troubleshoot and repair over the phone, via email or even with remote access capabilities. If the problem cannot be resolved remotely, CTSI will schedule an on-site service call with you. CTSI will make every effort to procure necessary parts in advance of scheduling a service call for equipment failure.

We understand the importance and complexity of information and network security. We would use mutually agreed remote support methods to strive to keep downtime to a minimum. We can meet with your team, review possibilities, and develop a documented plan for remote access and real-time diagnostics.<sup>3</sup>

## On Site Support

### **Service Calls:**

As required, CTSI will perform on-site service calls during normal business hours for maintenance repair services under the **CTSI Essential Maintenance Agreement**. On-site service calls are scheduled within two (2) business days, subject to replacement component availability<sup>4</sup>. Our on-site technicians are also supported by the **CTSI Help Desk** engineering team to ensure rapid resolution and access to the CTSI knowledge base.

In the event of an emergency, CTSI will schedule the service call on a first available basis. Contracted clients receive priority scheduling and dispatch over non-contracted clients. CTSI technicians are skilled in maintenance and repair of the systems installed in your environment. Same day and emergency response is available at rates as detailed in Exhibit B.

## Equipment Support

### **Included:**

#### **Parts Repair/Replacement:**

CTSI will attempt to repair any non-functioning component for the covered system under this Agreement. The cost of repairs and ground shipping for defective components is included at no additional charge with the exception of Essential Maintenance Exclusions detailed herein. Customers may purchase a replacement for non-repairable items.

#### **Warranty/RMA Support:**

Equipment covered under OEM (Original Equipment Manufacturer) warranty is covered within this Agreement. CTSI will procure RMA's (Return Manufacturer Authorization) as necessary and manage logistics.

## Special T&M Pricing

CTSI offers our maintenance customers preferred pricing for Moves, Adds and Changes (MAC's) as well as for any optional training and meeting/event support services. Special Time and Material rates are detailed in Exhibit B.

<sup>3</sup> Additional fees for real time remote diagnostics may apply.

<sup>4</sup> Dependent Upon Service Area Coverage & Site Accessibility

# Preventive Maintenance

## ***Preventive Maintenance Inspections:***

The **CTSI Essential Maintenance Agreement** includes one (1) on-site **Preventive Maintenance Inspection (PMI)** within the one-year Agreement period. CTSI will perform this maintenance inspection during normal business hours.

PMI's include operational testing of each component within the system to ensure they are in proper working order. CTSI will perform maintenance cleanings and adjustments on drives, optics, screens, etc. as applicable, in accordance with manufacturer's recommendations. The labor to replace any expendable items such as batteries, belts, fuses, lamps, filters, etc. would be included during the maintenance visit; however, the cost of expendable parts would be an additional charge. A detailed list of preventive maintenance activities can be provided.

This Preventive Maintenance scope provides our field engineers with specific points to review to ensure we provide a comprehensive assessment of your system's health, and we follow up by providing you an electronic copy of your report.

# Call History Reporting & Assessment

## ***Systems Analysis & Review:***

CTSI offers **Call History Reporting** to **CTSI Essential Maintenance** customers. Performed one time annually this reporting mechanism identifies common and redundant issues within the covered system. Reports are generated to include a description of the reported problem and what steps were taken to resolve the initial complaint. A call history report is inclusive of all tickets recorded within the term of the Agreement.

# Essential Maintenance Options

## ***Meeting & Event Support / User Training Option:***

CTSI offers on-site Support which allows for one of our trained and certified technicians to run the customer's equipment during important meetings or events, ensuring the best possible system performance and providing instant help if needed. Additionally, CTSI offers User Manual creation and User Training for new or existing employees. Special Time and Material rates as detailed in Exhibit B will be charged.

## ***Third Party Support Agreements Option:***

Equipment integrated within your system(s) may require manufacturer supported assurance programs, known as Third Party or Software Support Agreements. This maintenance ensures access to manufacturer's software and firmware updates, and is required to maintain optimum troubleshooting and manufacturer support performance. Serial numbers for the appropriate equipment are required upfront to provide this support. Devices added post Agreement acceptance would be at additional cost. CTSI will procure this coverage on your behalf as an option under this Agreement.

## ***Spare Parts Option:***

CTSI may recommend the purchase of certain spare equipment including consumables such as lamps and cables. The advanced purchase of this equipment will shorten the response time for repairs. A detailed quote will be provided with this Agreement.

## ***Additional Professional Services Hours Option:***

Additional hours for Professional Services (to include Engineering, Programming, Technicians, etc.) can be included in this Agreement at the preferred rates detailed in Exhibit B.

## ***Replacement Part Recycling:***

In an effort to reduce the amount going to landfills, CTSI manages equipment disposal in the most ethical and environmentally friendly manner by using approved centers for recycling or refurbishment. Additional fees for recycling will apply.

## ***Additional Preventive Maintenance Visits Option:***

CTSI can provide additional Preventive Maintenance Visits if requested by the customer for an added cost.

# Customer Responsibilities

## **Documentation, passwords, control source code:**

- Provide CTSI with all administrative user name and password credentials for all covered systems
- Provide CTSI with current control source code
- Provide CTSI with as-built drawings and available documentation for all covered systems

## **Triage / Level 1:**

The Customer shall provide the following functions prior to contacting CTSI Customer Care.

- Receive end user calls for service
- Identification and description of incident
- Confirmation that incident is related to covered equipment
- Designate single point of contact for escalation to CTSI Customer Care Call Desk

## **Owner Provided Servers:**

Customer shall be responsible for all preventive maintenance, maintenance, repairs, security, and backups of Customer provided servers, associated hardware, operating systems, and applications.

# Essential Maintenance Exclusions

## **Exclusions:**

### **End of Life / End of Support Equipment:**

Equipment that has reached End of Life / End of Support is no longer supported by the manufacturer for parts, repairs or software/firmware updates; therefore, such parts are not covered under this contract. End of Life / End of Support equipment will be communicated as discovered.

### **Displays:**

Display products will be supported in accordance with the warranty terms of the display manufacturer.

### **Operator Error/Abuse/Uncovered Equipment:**

Should the nature of the problem turn out to be operator error, abuse, or a problem not related to the equipment covered under this contract, and CTSI conducted an on-site service call, an additional charge for the on-site call will apply.

### **Expedited/Oversized Freight:**

Should you require expedited or oversized freight for repairs or replacement parts, additional fees will apply.

### **Special Equipment/Scaffolding/Lifts:**

Should CTSI require special equipment, scaffolding or lifts to gain access to covered equipment, additional fees will apply.

### **Electric Screen Fabric:**

Should you require screen fabric replacement, additional fees will apply.

# Proposal Clarifications

The following pages provide further details on requirements, responsibilities and exclusions.

For the purposes of this proposal and future communications:

- ATC shall be defined as audio teleconferencing.
- VTC shall be defined as video teleconferencing.
- CFE shall be defined as customer furnished equipment.
- POTS shall be defined as 'plain old telephone system'; a standard analog telephone line.
- CODEC shall be defined as Coder-Decoder; the unit which enables VTC
- CATV/ DSS shall be defined as Cable Television or Digital Satellite Television, a service and system provided by the Customer; an outlet for this service is to be brought to the rack by others.

## Laptop Computer Connections

Many systems proposed herein are intended to interface with unknown, user-provided laptop computers and thus, system performance may differ from one laptop to another depending on the exact hardware, settings and operating system of each laptop. The solutions proposed herein are designed to provide a high quality and hassle-free experience when connecting typical laptops to the systems. Each system implements a sophisticated display management scheme to aid and stream-line proper laptop-display communications and video output. However, some users may experience different results as a function of their exact computer and its capabilities or internal settings. CTSI will document recommended resolutions to the user and ensure that the system capabilities are being described properly to each PC input location via EDID (extended display identification data) exchange. However, the user is responsible for understanding how to enable the appropriate audio and video outputs from his/her laptop. The user is responsible for adjusting all settings within his/her graphics card and/or operating system settings to output an appropriate signal.

## Network and Teleconferencing Requirements

The Customer will provide IT assistance in configuring CTSI-supplied equipment to operate with CFE networks where applicable. It shall be the customer's responsibility to provide IP addresses for select AV components on the customer's network where required. In addition, it shall be the customer's responsibility to create a VLAN for AV devices if desired. If remote access is desired, the customer shall work with CTSI to provide the necessary remote network access. The customer shall provide the necessary coordination and configuration of any CFE network router/switch, server, computer, access point or other network device which interfaces with CTSI provided hardware or software.

The customer is responsible for implementing any security or access concerns. In addition, the customer shall create and manage all dialing plans for CTSI-provided devices. Any devices which require direct public internet access (such as videoconferencing systems) must have a public IP address assigned by the customer or proper firewall/address modifications to allow incoming calls. It is the customer's responsibility to modify firewall and security policies to ensure that all needed ports are open to allow and CTSI-supplied components to operate as needed.

AV systems which implement IP-bandwidth dependent technologies such as videoconferencing (VTC), remote control or audio/video streaming must have adequate bandwidth available to support the desired quality level. If the appropriate level of bandwidth is not available, the quality of the transmitted content may be severely downgraded: quality is directly proportional to the amount of bandwidth. Thus, it is the customer's responsibility to ensure that the proper bandwidth and infrastructure exists to support the equipment at the desired quality level.

## Owner Provided Services and Equipment

All customer provided components, networks and services which interface with AV components or services shall be operational and functional for CTSI testing and installation as scheduled by CTSI project management staff. Network links and ISDN/phone system connections shall be tested and confirmed to be operation and properly configured prior to CTSI connection as scheduled. If networks, services or components that are required for CTSI completion are not operational as scheduled, additional costs and delays may be warranted. This typically includes but is not limited to: Analog and VoIP phone services, ISDN lines, cable/satellite TV service, IT/computer networks, lighting control systems, security systems, etc.

If CFE equipment is being used/ re-used, all equipment must be in working condition prior to installation. If CFE equipment is not in working order, or incompatible with other equipment, additional costs may be incurred. In addition, all required accessories shall be present and in working condition unless noted elsewhere.

## Specified Equipment and Systems Design

Many site conditions cannot be verified or coordinated until CTSI is under contract. Thus, the proposal herein recommends solution based on the current, limited knowledge and direction. Once under contract, CTSI will review the project in greater depth and begin coordination with the project team and other trades. In the event that any specified equipment is not feasible or recommended due to new findings, CTSI will notify the owner. Likewise, if additional equipment is required or recommended after further review, CTSI will notify the owner. The owner will be responsible for any increases in CTSI costs which result from changes needed to account for updated information.

CTSI reserves the right to make adjustments to the proposed equipment list based on product availability, newly released products or recent experiences with equipment. CTSI will notify the owner prior to making any changes to any owner specified equipment. All replacement equipment shall be comparable to the originally specified equipment and will offer equal or greater required functionality and reliability. The owner will not be charged for any increases in costs based on CTSI discretionary substitutions in an effort to provide the best components at the time of delivery.

## Environment

CTSI strongly recommends the following maximum ambient noise levels for each environment:

Conference Rooms: NC  $\leq$  35

Teleconferencing Rooms: NC  $\leq$  25

Court/Council Rooms: NC 30-40

Recording/Broadcast/Critical Spaces: NC  $\leq$  20

Teleconferencing environments can easily be affected by higher levels of ambient noise. Although modern audio processors feature advanced noise cancellation algorithms, a significant amount of ambient noise can drastically reduce audio quality. In addition, far site locations should also have an appropriate noise criteria rating as far site conditions can equally affect the conferencing quality.

All environments with installed sound systems, especially with live microphones or teleconferencing, shall have adequate acoustical absorption materials so as to manage acoustical reflections. In general, each environment shall have an appropriate balance of absorptive materials (carpet, ceiling tiles, drapes) and reflective materials (tables/furniture, millwork, tile, stone, glass). In critical environments such as auditoriums/theaters, recording/production studios, control rooms, etc., CTSI will specify required acoustical parameters. In typical conference/meeting room environments an RT60 time of 1s or less at a frequency of 1kHz is appropriate. Rooms with teleconferencing systems should have an RT60 time of .3s - .6s between the frequencies of 125-4000 Hz.

Systems which utilize cameras or videoconferencing systems require an optimal environment to perform properly. Lighting for on-camera locations shall provide appropriate vertical illumination on the participants: 70fc is recommended. Fixtures which provide directional lighting are recommended as opposed to traditional down lights. For key locations, such as a lectern location, a 2-point lighting system is recommended. In addition, CTSI recommends a backlit background to add depth for the camera(s). Lighting shall be consistent throughout the space and areas of uneven lighting with a significant dynamic range in illumination shall be avoided. Light fixtures shall utilize the same type of lighting element and shall maintain the same color temperature; 3500K is typically best. The room décor should be simple and “camera-friendly”. Complex patterns on walls, furniture or artwork which will frequently be in view of the camera(s) shall be avoided as it competes for attention with the conferencing participants or presenter. Neutral colors which contrast with natural human tones and coloring will produce the best results. In a videoconferencing environment, a light colored table usually performs best as it reflects ideal “up-light” towards each seated participant. Tables with a high gloss finish or glass top should be avoided as the table may result in reflections of participants or room elements which appear on the camera’s image.

## Infrastructure for Audiovisual Systems

Audiovisual systems require appropriate infrastructure to ensure proper and long-term operation. Infrastructure requirements which have been specified herein and ultimately in CTSI’s drawing package(s) shall be provided and met as specified. Many AV components have critical operating ranges or conditions with very little tolerances such as: cable path distance, ventilation, mechanical support, etc. In addition, CTSI cabling standards which were developed to offer reliable and problem-free installations may require specific back boxes to allow the standard plates and connectors to be used. Thus, it is imperative that the infrastructure and conditions specified by CTSI be provided accurately to ensure proper operation of the components. Changes in equipment or additional labor required to provide proper system operation as a result of inadequate or inaccurate infrastructure which was specified by CTSI may result in additional costs and/or project delays.

Many signals involved in audiovisual systems can be affected by electromagnetic interference from standard building equipment like an HVAC unit to interference from other wireless communications. CTSI will be proactive to identify potential sources of interference by verifying local broadcast channels which share spectrum with particular devices such as wireless microphones. However, interference from an unknown source or from other building or customer provided equipment may incur additional costs to provide alternate equipment or additional parts and labor.

## Audiovisual Systems Integration

Integration of AV equipment into equipment, cabinetry or other custom installations will require special consideration and coordination with other trades. Conference tables, credenzas, workstations, desks and other furniture provided by others must allow for sufficient cable management, access and ventilation. Conference tables shall provide sufficient open access to underneath the table surface or have table bases which allow for necessary access via cutouts or access panels. In addition, table bases should not be sealed and should allow for free air flow in from the bottom and exit out of the top.

Credenzas, millwork or similar shall be properly vented to support the AV systems integrated into them. Furniture containing equipment racks will require adequate passive ventilation openings and potentially a forced air system depending on exact system requirements. In addition, recessed display and visual systems will require specific attention. CTSI will provide detailed ventilation requirements for these instances once under contract.

Any furniture or millwork which is required for the AV systems shall be installed and accessible to CTSI as needed to allow the AV devices to be installed and tested as scheduled. Any modifications to furniture or millwork shall be completed prior to CTSI installation and testing as well. Additional charges or delays may be warranted if required furniture or millwork is not delivered in line with CTSI’s installation schedule. Modifications to CFE furniture or millwork required to accommodate microphones, table surface access

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enclosures (pop-ups, grommets, etc..), or other audiovisual equipment will be performed by others. CTSI will provide cutout dimensions, routing templates and layout drawings as needed to properly coordinate the installation of AV equipment into furniture.

Where AV components utilize wireless communications, the customer shall ensure that appropriate bands are available and free of significant interference so as to not interfere with the communications of the AV components.

Cable/satellite TV service shall be provided by others. The TV service provider shall install all cabling and required hardware so as to distribute the TV signal to the specified locations. In addition, the TV service provider shall provide any cable/satellite receiver boxes and any required setup/configuration of these devices. All TV service installations shall be completed with activated boxes prior to CTSI testing and commissioning. In addition, any cable/satellite boxes must offer the required inputs, outputs and control capabilities required by CTSI and specified herein; additional costs may be incurred to accommodate cable/satellite boxes which have different capabilities or requirements which are not noted herein. In instances where CTSI installs cable/satellite boxes in AV equipment racks, custom rack shelves will be provided when CTSI is notified prior to equipment ordering of the model number of the cable/satellite box. CTSI will verify capabilities of the cable/satellite box and verify compatibility with the AV system if the model number of the cable/satellite box is known early in the project.

## Systems Completion and Room Turnover

The audiovisual systems will likely be the last portion of the project completed as the majority of the onsite work cannot occur until the installation site is ready. Typically this means that all major construction is complete, room finishes are installed, the spaces are clean and secure and furniture is installed and ready for integration with AV equipment as needed. In addition, network-based equipment and teleconferencing systems require that the appropriate networks are active and configured properly.

Rooms shall be turned over to CTSI when they meet CTSI's preparation requirements for the final installation and commissioning activities. CTSI shall receive an appropriate period, as determined by the CTSI project management staff, for un-interrupted installation, commissioning and testing of the AV systems, from date of completion of all tasks by other trades on which the AV installation is dependent or additional costs or schedule delays may be incurred.

CTSI will try to minimize the final on-site time by completing cable pull and rough-in work during construction. In addition, equipment racks shall be built, pre-wired and tested at CTSI headquarters and then delivered on-site when ready. Software programming and user interface design will be completed off-site to a reasonable extent to further decrease on-site time. However, final testing and commissioning can only be completed with all components connected and installed within the final environment.

After systems completion, CTSI will finalize close-out documentations including as-built drawings and user manuals. Thus, the customer shall allow for an adequate amount of time between systems completion and training so that materials and resources used during training can be prepared.

## Options and Changes in Contract

Options proposed herein require acceptance upon initial award of contract. If customer accepts options after initial contract is placed, additional costs (i.e. restock fees, re-programming, re-engineering and modifications to system drawings, etc.) will be incurred.

The contract amount listed herein covers labor and materials costs as detailed in the proposal documentation. In the event that a change order is necessary to provide additional services, any labor or material required to plan, coordinate, implement and/or complete the additional items shall be charged in addition to the original contract amount.

# Responsibilities

The following page(s) provide further detail on requirements and responsibilities.

***CTSI will provide the following:***

1. Small materials as required to complete this installation
2. All labor required for installation, programming, and delivery for audiovisual equipment as identified in this proposal and attached equipment list.
3. All audio, video, data, networking, and control cabling and connectors used to interconnect CTSI-supplied equipment.
4. All hardware, fasteners, and concrete anchors needed for mounting audiovisual display equipment.
5. CTSI will provide custom user manuals for any custom software-based control systems.
6. CTSI will provide engineered system flow diagrams and detailed as-built drawings upon completion.
7. CTSI will adhere to the project schedule.

***The Town of Haymarket will provide the following:***

1. Designated points of contact for on-site coordination, testing authority, training recipient and signee for contract completion.
2. Completion date and schedule for services and/or equipment provided by the owner or owner's contractors that are required to be in place for integration with CTSI provided components.
3. Access to the facility for installation and light construction work during normal business hours.
4. Coordination with the buildings manager for hammer drilling in the floor and ceiling (if required). Access to the facility after normal business hours may be required for this effort.
5. Clearly communicated schedule with expectation for installation start date, end date, and acceptable duration for installation activities.
6. Complete and up-to-date documentation, specifications and plans concerning equipment, furniture, spaces, requirements, etc which may impact the installation, operation or specification of audiovisual and/or related components.
7. Full access to all necessary site locations during survey, installation, programming, testing, commissioning and training efforts.
8. Direction and notice to all contractors acknowledging and substantiating the AV system coordination drawings and/or requirements. Contractors shall comply with the AV system requirements or notify the owner and CTSI in the event that requirements cannot be met as specified. Additional costs to the owner from any contractors as a result of the AV requirements shall be the owner's responsibility.
9. Access to loading docks and freight elevators as needed during equipment delivery.
10. Provide necessary escort or building passes for CTSI to access the facilities as needed.
11. Accept physical security and liability for any equipment installed and delivered to their facility by CTSI during the installation.
12. Notification to CTSI prior to accepting this contract of any asbestos or other known hazardous materials located in the building, around areas for this system installation, or that provide potential obstruction to normal construction efforts.
13. Acceptable cable pathways for all audiovisual cabling.
14. Acceptable mounting locations for all wall, floor, and ceiling-mounted audiovisual equipment.



# Exceptions & Exclusions

## **Exceptions:**

1. Demolition of and/or labor to maintain any existing system.
2. Backboxes, raceway, conduit, cable tray, j-hooks, sleeves, penetrations, and core drilling
3. Painting & Patching. CTSI will make a best effort to minimize new holes necessary for cable installation.
4. 120VAC power requirements.
5. Permit, Bond, and applicable sales tax.

## **Exclusions:**

1. CFE equipment will be tested prior to integration. Any discrepancies with CFE equipment will be noted and discussed with the customer. CTSI's warranty will not cover CFE equipment integrated into this updated system.



# Contract Terms

**50% Deposit, Progress Billing Net30 on balance with provision for stored material.**

Maintenance support will be provided as detailed in the customer selected Essential, Basic, or Premium Maintenance plan which begins upon substantial project completion. All parts shall be free of any manufacturer defects and carry the specified manufacturer material warranty. Customer agrees that if payment is not made as specified in the conditions portion of this contract, they will pay interest at 1% per month plus reasonable attorney fees needed in the collection of past due invoices. All price quotes reflect payments by cash, check, or wire transfer. Payment by credit card or other methods may incur additional charges that will be added to the invoice. Cancellation by customer will result in charges for labor, material restocking fees and shipping. If customer is tax exempt, they must provide the necessary identification number next to their acceptance of this proposal. If customer is not tax exempt, they assume all liability associated with the appropriate tax, unless included in this proposal. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Customer is to carry fire, tornado and all other necessary insurance. For a period of one (1) year following the date of any order under this agreement, neither CTSI nor customer shall directly solicit employment or hire any employee of the other who is directly involved in the performance of this agreement. This proposal may be withdrawn by us if not accepted within 30 days. Material is FOB destination.

### Acceptance of Proposal

The included prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Purchase Order#: \_\_\_\_\_ Tax Exempt ID#: \_\_\_\_\_

Options Selected: \_\_\_\_\_ Total Price: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Date of Acceptance: \_\_\_\_\_

Please sign and fax back to CTSI at 703-631-3396 or email to [youremail]@ctsi-usa.com. CTSI will not start work without approval.

***Thank you for selecting CTSI as your integrated systems and technology solution provider.***

Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)

# Maintenance Terms & Conditions

## Exhibit A

The following terms and conditions are incorporated into the Corbett Technology Solutions, Inc. (CTSI) Maintenance Agreement ("Agreement") made between CTSI and the Customer ("Customer"). These terms and conditions cover only the equipment, users and resources listed, at the location stated, ("Service location"), for the period of time stated in the Agreement.

### SCOPE OF MAINTENANCE:

Service will be provided as described in the CTSI Maintenance Agreement.

**I. SERVICE TIMES:** Maintenance services will be performed during CTSI's standard working hours, 8:00 a.m. to 5:00 p.m., Monday through Friday excluding holidays, unless otherwise specified herein. When requested, service may be performed after normal business hours, if service personnel are available, and will be charged at the then current overtime rates as described in Exhibit B.

**II. PAYMENT TERMS:** Payment is to be made within 30 days of receipt of invoice. If any amount owed under this Agreement is not paid when due, CTSI may add a service charge of 1.5% per month on unpaid amounts. Customer agrees to pay all costs of collection, including attorney's fees, made necessary by nonpayment of Customer. CTSI reserves the right to refuse service if account is not current.

**III. ACCESS AND FACILITY CONDITION:** Customer agrees to maintain, where required, a full time, dedicated internet and/or dial-up connection and to allow CTSI access to the Customer's equipment via that connection. Customer agrees to allow CTSI employees or subcontractors access to its facilities to perform under this Agreement. Customer agrees to allow CTSI access to the covered equipment. Customer agrees to allow CTSI to load any necessary management software on their systems. Customer shall provide a clean operating environment, which does not exceed the manufacturer's rated temperature and humidity specifications for the equipment.

**IV. EXCUSABLE DELAYS:** CTSI shall not be liable for delays in performance due to fire, flood, acts of civil or military authority, or delays in obtaining suitable material or facilities required for performance. CTSI shall not be liable for temporary unavailability of qualified personnel, or other causes beyond its reasonable control or failure by Customer to provide full and appropriate access to the covered equipment. CTSI does not warrant that the operation of any equipment shall be uninterrupted.

**V. EXCLUSIONS:** This Agreement is subject to the following exclusions: **a)** This Agreement does not include electrical work, or repair of damage resulting from operator error, accident, vandalism, electrical or environmental problems, or maintenance provided by other than authorized CTSI representatives. Charge for the above will be on a Time and Materials basis. **b)** Service under this Agreement does not cover support due to configuration changes made by customer or anyone other than authorized CTSI representatives. Any service call placed for a problem caused by such configuration changes will be charged on a Time and Materials basis. **c)** Equipment moved from Customer's equipment location specified in the agreement without prior written consent of CTSI may be serviced on a Time and Materials basis. **d)** CTSI has the right to charge for any diagnostic time which determines that exhibited problems are a result of conditions external to the covered systems including, but not limited to; faulty hardware, electrical problems, operator error, misuse, changes in server configuration by Customer, telephone company line or environmental problems. CTSI also reserves the right to charge for any support service requested which is determined not to have needed a support service call. **e)** Supplies and consumables including but not limited to lamps, and batteries. **f)** CTSI is not responsible for Image Retention and/or Burn In on displays. **g)** This agreement excludes all additions, moves, changes or upgrades to the system.

**VI. INITIAL EVALUATION/INSPECTION:** CTSI's responsibilities under this Agreement shall not go into effect until the covered equipment has been examined by CTSI and found to be as listed in the Agreement and in operating condition. CTSI has up to 30 days to perform this inspection and, at CTSI's option, to amend the price of the Agreement to reflect differences from the items listed in the Agreement. Customer shall, at its option, agree to the Agreement modifications or terminate this Agreement within 5 days of receipt of any such Agreement modifications from CTSI. If Customer terminates the Agreement, Customer agrees to pay to CTSI the cost of labor expended for the inspection.

**VII. TIME AND MATERIAL BILLING:** Rates for service not covered by this Agreement will be billed at the rates as described in Exhibit B.

**VIII. SOFTWARE, DATA AND PROGRAMMING ERRORS:** It is the responsibility of the Customer to ensure that all of its data files and programs are current and adequately backed up and that all necessary backup materials are available to CTSI. This includes recovery media for software, current control system programming code and other software to be reloaded. CTSI is not liable for correcting errors introduced into the data, programs, or any other software due to hardware failure, or for any cost of reconstructing software, lost data including control system programming code. Any technical support required to restore data integrity or to make the system function, such as, but not limited to, rebuilding corrupted records, examining files, re-indexing databases, or reprogramming control systems will be billed separately on a Time and Materials basis.

**IX. LIMITATION OF LIABILITY:** If CTSI does not fulfill its obligations under this Agreement after several attempts, Customer's sole and exclusive remedy is to recover an equitable amount not to exceed charges paid to CTSI for the services in question. CTSI shall in no event have any liability for any special, incidental, or consequential damages including but not limited to, loss of profits or revenue, loss of use of equipment, lost data, cost of substitute equipment, services, down-time, or claims of Customer for such damages, whether the claims be in contract, tort, strict liability, negligence, indemnification or otherwise, even if CTSI had been advised of such potential damages, and Customer shall save and hold CTSI harmless from any such claims. WARRANTY DISCLAIMER: THERE ARE NO WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING WARRANTIES OF MERCHANTABILITY FOR A PARTICULAR PURPOSE, RESPECTING SERVICES PERFORMED OR EQUIPMENT AND MATERIALS FURNISHED UNDER THIS AGREEMENT. In all events not provided for in this Agreement and where permitted by law, CTSI's liability (regardless of the form of action) will be limited to Customer's direct damages in an amount up to \$1,000. CTSI's entire liability and Customer's exclusive remedies for CTSI's liability of any kind (including liability for negligence) for performance, nonperformance or delays in performance by CTSI under this Agreement are limited to those contained in this Agreement where permitted by law.

**X. APPLICABLE LAW:** This Agreement shall be governed by and construed according to the laws of Virginia. Parties agree to submit to venue in the courts of Fairfax County, Virginia.

**XI. MODIFICATION OR AMENDMENT:** No modification or addition to any provision of this Agreement shall be binding on either party unless in writing and signed by a duly authorized representative of each party.

**XII. ENTIRE AGREEMENT; SEVERABILITY:** If any one or more of the provisions of this Agreement are determined to be unenforceable, in whole or in part, for any reason, the remaining provisions shall remain fully operative. This Agreement, including the Terms and Conditions, constitutes the entire agreement of CTSI and Customer. No representations, inducements, promises, negotiations, or agreements, oral or otherwise, which are not contained herein, shall be of any force or effect. This agreement supersedes all previous and contemporaneous written and oral representations, understandings or agreements related to the subject matter herein and shall prevail notwithstanding any variance with terms and conditions of any order submitted. Acceptance of the Agreement by CTSI may be subject, in CTSI's absolute discretion, to satisfactory completion of a credit check. Use of CTSI's maintenance services constitutes acceptance of this Agreement.

**XIII. CONTRACT RENEWAL / TERMINATION:** Unless canceled in writing by either party at least 30 days prior to the expiration date, this Agreement is automatically renewed for a term equal to the original term at the then current rate charged by CTSI. Customer will be in default of the Agreement and CTSI may terminate this Agreement if customer fails to pay any charge when due or fails to perform or observe any material term or condition of this Agreement. Such failure shall be remedied within thirty (30) days after receipt of written notice thereof from CTSI. At commencement of service, you may terminate service coverage within thirty (30) days written notice and: (i) payment of a termination charge equal to twenty percent (20%) of the monthly charges for twelve (12) months or twenty percent (20%) of the charges for the period remaining, whichever is less; or (ii) for prepaid agreements, CTSI will refund or credit the pro-rated price of the remaining term less a termination charge of twenty percent (20%) of the price for a twelve (12) month period or twenty percent (20%) of the price of the remaining term, whichever is less. Spare Parts and Third-Party Maintenance contracts cannot be terminated once purchased, therefore all fees associated with the procurement of these items shall remain non-refundable.



# Time and Materials Rate Card

## Exhibit B

Customers purchasing a Maintenance Level Agreement receive preferred rates for services outside the scope of the agreement. Preferred rates are only available to contract customers.

The following cost schedule applies to the 2021 calendar period:

CTSI Service Rates						
LABOR CATEGORY	Regular Rate (M-F; 8 AM-5PM)		Weekend and Overtime Rate (4 Hour Minimum)		24-Hour Response Emergency / Holiday Rate (4 Hour Minimum)	
	Contract	Non-Contract	Contract	Non-Contract	Contract	Non-Contract
<b>First Hour Fee</b> (Includes travel & first hour onsite)	<b>\$235</b>	\$270	N/A		N/A	
<b>Cabler/Helper</b>	\$100.00		\$150.00		\$200.00	
<b>AV Technician</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Education System Technician</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Healthcare Technology Specialist</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Security/Fire Alarm Technician</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Programmer / Engineer</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Trainer</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Networking Engineer</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00
<b>Remote Support</b>	<b>\$155.00</b>	\$175.00	<b>\$232.50</b>	\$262.50	<b>\$310.00</b>	\$350.00



# Sample COI

CTSI will provide the Certificate of Insurance specific to this project upon contract award.



CORBTEC-01

LPRIYANKA

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hub International Mid Atlantic 9713 Key West Ave Suite 401 Rockville, MD 20850	<b>CONTACT NAME:</b> Jill Otto <b>PHONE (A/C, No, Ext):</b> (301) 424-7946 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b> jill.otto@hubinternational.com														
<b>INSURED</b> Corbett Technology Solutions, Inc. 4151 Lafayette Center Drive, #700 Chantilly, VA 20151	<table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: Continental Insurance Company of New Jersey</td> <td>42625</td> </tr> <tr> <td>INSURER B: National Fire Insurance Company of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER C: Continental Casualty Company</td> <td>20443</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Continental Insurance Company of New Jersey	42625	INSURER B: National Fire Insurance Company of Hartford	20478	INSURER C: Continental Casualty Company	20443	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Continental Insurance Company of New Jersey	42625														
INSURER B: National Fire Insurance Company of Hartford	20478														
INSURER C: Continental Casualty Company	20443														
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER: 1

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:		6056851813	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Max Aggregate \$ 10,000,000
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		6056851827	1/1/2021	1/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0		6056851844	1/1/2021	1/1/2022	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N N/A If yes, describe under DESCRIPTION OF OPERATIONS below		6056851830	1/1/2021	1/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Property on Premises		6056851813	1/1/2021	1/1/2022	Stored Materials \$ 5,402,000
C	Professional Liab.		6056851858	1/1/2021	1/1/2022	Each Claim/Aggregate \$ 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Cyber Liability is included in the Professional Liability for a total, combined limit of \$5M each claim and \$5M aggregate per the policy terms and conditions.  
Cyber Liability includes Network Security and Privacy Injury Liability per the policy terms and conditions.

<b>CERTIFICATE HOLDER</b> EVIDENCE OF COVERAGE EVIDENCE OF COVERAGE EVIDENCE OF COVERAGE EVIDENCE OF COVERAGE	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Attachment: Haymarket Town Hall Tech Refresh Proposal 10-14-21 (5295 : Audio/Visual Upgrade Discussion)

	Actuals	Budget	% of Budget	Comments
<b>Income</b>				
<b>3110 · GENERAL PROPERTY TAXES</b>				
3110-01 · Real Estate - Current	366,670.34	371,903.00	98.6%	Real estate invoices have been mailed out for 2021
3110-02 · Public Service Corp RE Tax	12,953.29	13,114.00	98.8%	Real estate invoices have been mailed out for 2022
3110-03 · Interest - All Property Taxes	202.98	0.00	100.0%	
3110-04 · Penalties - All Property Taxes	0.00	1,000.00	0.0%	
<b>Total 3110 · GENERAL PROPERTY TAXES</b>	<b>379,826.61</b>	<b>386,017.00</b>	<b>98.4%</b>	
<b>3120 · OTHER LOCAL TAXES</b>				
3120-00 · Transient Occupancy Tax	0.00	1,000.00	0.0%	
3120-01 · Bank Stock Tax	0.00	25,000.00	0.0%	
3120-02 · Business License Tax	6,913.84	200,000.00	3.5%	
3120-03 · Cigarette Tax	37,086.98	125,000.00	29.7%	collection up to September 30, 2021
3120-04 · Consumer Utility Tax	25,916.80	158,000.00	16.4%	collection up to August 31, 2021
3120-05 · Meals Tax - Current	172,500.95	800,000.00	21.6%	collection up to August 31st 2021
3120-06 · Sales Tax Receipts	14,010.86	145,000.00	9.7%	collection up to July 31st 2021
3120-07 · Penalties (Non-Property)	1,616.84	0.00	100.0%	
3120-08 · Interest (Non-Property)	285.79	0.00	100.0%	
<b>Total 3120 · OTHER LOCAL TAXES</b>	<b>258,332.06</b>	<b>1,454,000.00</b>	<b>17.8%</b>	
<b>3130 · PERMITS,FEES &amp; LICENSESES</b>				
3130-01 · Application Fees	350.00	2,500.00	14.0%	
3130-03 · Motor Vehicle Licenses	210.00	1,000.00	21.0%	
3130-05 · Other Planning & Permits	1,500.00	25,000.00	6.0%	
3130-06 · Pass Through Fees	4,926.25	0.00	100.0%	Cost are passed on to developer/contractor
<b>Total 3130 · PERMITS,FEES &amp; LICENSESES</b>	<b>6,986.25</b>	<b>28,500.00</b>	<b>24.5%</b>	
<b>3140 · FINES &amp; FORFEITURES</b>				
3140-01 · Fines	2,464.64	60,000.00	4.1%	collections up to July 31st 2021
<b>Total 3140 · FINES &amp; FORFEITURES</b>	<b>2,464.64</b>	<b>60,000.00</b>	<b>4.1%</b>	
<b>3150 · REVENUE - USE OF MONEY</b>				
3150-01 · Earnings on VACO/VML Investment	84.51	1,500.00	5.6%	
3150-03 · Interest on Bank Deposits	1,106.07	1,500.00	73.7%	
<b>Total 3150 · REVENUE - USE OF MONEY</b>	<b>1,190.58</b>	<b>3,000.00</b>	<b>39.7%</b>	
<b>3151 · RENTAL (USE OF PROPERTY)</b>				
3151-02 · 15026 Suite 210 Body Mind	2,367.87	7,132.00	33.2%	
3151-04 · Suite 210 LF Security	3,606.40	9,660.00	37.3%	
3151-06 · Suite 204 MAC-ISA	2,240.00	6,720.00	33.3%	
3151-07 · Haymarket Church Suite 206	11,525.60	34,577.00	33.3%	
3151-08 · 15020 Washington Realty	13,438.52	40,316.00	33.3%	
3151-09 · 15026 Copper Cricket	7,371.52	22,114.00	33.3%	
3151-11 · Cupcake Heaven and Cafe LLC	11,039.56	34,765.00	31.8%	
3151-12 · Haymarket Coffee Company LLC	5,950.00	5,460.00	109.0%	
<b>Total 3151 · RENTAL (USE OF PROPERTY)</b>	<b>57,539.47</b>	<b>160,744.00</b>	<b>35.8%</b>	
<b>3165 · REVENUE - TOWN EVENTS</b>				
3165-01 · Town Event	63,633.00	20,000.00	318.2%	
3165-03 · Town Ornaments	60.00	0.00	100.0%	
<b>Total 3165 · REVENUE - TOWN EVENTS</b>	<b>63,693.00</b>	<b>20,000.00</b>	<b>318.5%</b>	
<b>3180 · MISCELLANEOUS</b>				
3180-00 · Convenience Fee	-49.92	0.00	100.0%	
3180-04 · Reimbursement from Insurance	4,724.04	0.00	100.0%	reimbursement for the accident on 05.21.2021; will appropriate additional funds maintenance expenditure
<b>Total 3180 · MISCELLANEOUS</b>	<b>4,674.12</b>		<b>100.0%</b>	
<b>3200 · REVENUE FROM COMMONWEALTH</b>				
3200-02 · 599 Law Enforcement Grant	7,888.00	31,548.00	25.0%	
3200-05 · Communications Tax	14,681.38	103,165.00	14.2%	



3200-11 · Personal Property Tax Reimburse	18,626.97	18,627.00	100.0%	
3200-12 · Railroad Rolling Stock	1,278.82	1,500.00	85.3%	
3200-16 · DMV Select Commission	12,758.06	60,500.00	21.1%	collections up to August 31st 2021
<b>Total 3200 · REVENUE FROM COMMONWEALTH</b>	<b>55,233.23</b>	<b>215,340.00</b>	<b>25.6%</b>	
	829,939.96	2,327,601.00	35.7%	
<b>Total Income</b>	<b>829,939.96</b>	<b>2,327,601.00</b>	<b>35.7%</b>	

Expense

01 · ADMINISTRATION

11100 · TOWN COUNCIL

111001 · Convention & Education	400.00	2,500.00	16.0%	
111002 · FICA/Medicare	497.25	2,000.00	24.9%	
111003 · Meals and Lodging	74.67	1,000.00	7.5%	
111004 · Mileage Allowance	0.00	250.00	0.0%	
111005 · Salaries & Wages - Regular	6,800.00	26,000.00	26.2%	
<b>Total 11100 · TOWN COUNCIL</b>	<b>7,771.92</b>	<b>31,750.00</b>	<b>24.5%</b>	

12110 · TOWN ADMINISTRATION

1211001 · Salaries/Wages-Regular	92,284.70	337,464.00	27.3%	
1211102 · Salaries & Wages - DMV Clerk	5,023.37	29,666.00	16.9%	
1211003 · Salaries/Wages - Part Time	9,232.50	30,000.00	30.8%	
1211004 · FICA/Medicare	8,025.48	30,381.00	26.4%	
1211005 · VRS	12,221.53	48,545.00	25.2%	
1211006 · Health Insurance	11,704.00	64,134.00	18.2%	
1211007 · Life Insurance	1,429.72	4,685.00	30.5%	
1211008 · Disability Insurance	644.03	2,631.00	24.5%	
1211009 · Unemployment Insurance	1,738.86	4,240.00	41.0%	
1211010 · Worker's Compensation	263.00	300.00	87.7%	Front loaded cost to Town
1211011 · Gen Property/Liability Ins.	16,237.00	17,131.00	94.8%	Front loaded cost to Town
1211012 · Accounting Services	250.34	8,000.00	3.1%	
1211014 · Printing & Binding	877.82	8,298.00	10.6%	
1211015 · Advertising	2,501.43	9,000.00	27.8%	
1211016 · Computer, Internet & Website Svc	2,285.55	23,650.00	9.7%	
1211017 · Postage	397.27	4,000.00	9.9%	
1211018 · Telecommunications	1,367.44	7,500.00	18.2%	
1211019 · Mileage Allowance	126.00	1,000.00	12.6%	
1211020 · Meals & Lodging	220.67	2,000.00	11.0%	
1211021 · Convention & Education	0.00	6,000.00	0.0%	

1211022 · Miscellaneous	1,633.00	1,000.00	163.3%	cost of background investigator for new Chief hire
1211024 · Books, Dues & Subscriptions	6,178.25	16,000.00	38.6%	
1211025 · Office Supplies	1,637.10	6,500.00	25.2%	
1211026 · Equipment Rental	1,086.63	4,075.00	26.7%	
1211030 · Capital Outlay-Machinery/Equip	0.00	5,000.00	0.0%	
<b>Total 12110 · TOWN ADMINISTRATION</b>	<b>177,365.69</b>	<b>671,200.00</b>	<b>26.4%</b>	

12210 · LEGAL SERVICES

1221001 · Legal Services	19,661.38	70,000.00	28.1%	services up to July 31, 2021
<b>Total 12210 · LEGAL SERVICES</b>	<b>19,661.38</b>	<b>70,000.00</b>	<b>28.1%</b>	

12240 · INDEPENDENT AUDITOR

1224001 · Auditing Services	0.00	16,000.00	0.0%	
<b>Total 12240 · INDEPENDENT AUDITOR</b>	<b>0.00</b>	<b>16,000.00</b>	<b>0.0%</b>	

<b>Total 01 · ADMINISTRATION</b>	<b>204,798.99</b>	<b>788,950.00</b>	<b>26.0%</b>	
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03 · PUBLIC SAFETY

31100 · POLICE DEPARTMENT

3110001 · Salaries & Wages - Regular	95,054.41	425,000.00	22.4%	
3110003 · Salaries & Wages - OT Premium	4,785.77	20,000.00	23.9%	
3110013 · Salaries & Wages - OT Select En	1,031.36	10,000.00	10.3%	
3110004 · Salaries & Wages - Holiday Pay	2,300.08	14,000.00	16.4%	
3110005 · Salaries & Wages - Part Time	14,085.00	18,720.00	75.2%	
3110011 · Salaries & Wages - Recruit. Bonus	1,000.00	0.00	100.0%	
3110020 · FICA/MEDICARE	9,191.53	36,724.00	25.0%	
3110021 · VRS	10,558.00	46,102.00	22.9%	
3110022 · Health Insurance	15,561.96	80,752.00	19.3%	
3110023 · Life Insurance	1,240.43	5,717.00	21.7%	

Attachment: FY2022 Current Actuals vs Budget\_10.25.2021 (5294 : Monthly Financial Report)

3110024 · Disability Insurance	305.83	2,200.00	13.9%	
3110025 · Unemployment Insurance	1,490.52	3,000.00	49.7%	
3110026 · Workers' Compensation Insurance	19,806.00	22,942.00	86.3%	Front loaded cost to Town
3110027 · Line of Duty Act Insurance	4,705.00	4,800.00	98.0%	Front loaded cost to Town
3110028 · Legal Services	6,300.00	26,000.00	24.2%	
3110032 · Computer, Internet & Website	671.19	11,000.00	6.1%	
3110033 · Postage	8.55	100.00	8.6%	
3110034 · Telecommunications	2,773.40	10,000.00	27.7%	
3110035 · General Prop Ins (Vehicles)	3,420.00	3,800.00	90.0%	Front loaded cost to Town
3110038 · Convention & Edu. (Training)	1,945.16	10,000.00	19.5%	
3110040 · Annual Dues & Subscriptions	5,585.85	13,000.00	43.0%	
3110041 · Office Supplies	1,057.54	5,000.00	21.2%	
3110042 · Vehicle Fuels	4,712.92	16,000.00	29.5%	
3110043 · Vehicle Maintenance/Supplies	2,015.67	11,000.00	18.3%	
3110045 · Uniforms & Police Supplies	9,844.16	20,000.00	49.2%	
3110056 · Capital Outlay-Machinery/Equip	15,796.19	31,592.00	50.0%	1 of 2 payments for the year
<b>Total 31100 · POLICE DEPARTMENT</b>	<b>235,246.52</b>	<b>847,449.00</b>	<b>27.8%</b>	
<b>Total 03 · PUBLIC SAFETY</b>	<b>235,246.52</b>	<b>847,449.00</b>	<b>27.8%</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	29,702.08	90,090.00	33.0%	services up to August 31, 2021
<b>Total 43200 · REFUSE COLLECTION</b>	<b>29,702.08</b>	<b>90,090.00</b>	<b>33.0%</b>	
<b>43100 · MAINT OF 15000 Wash St./Grounds</b>				
4310001 · Repairs/Maintenance Services	26,980.21	102,248.00	26.4%	
4310002 · Maint Svc Contract-Pest Control	310.00	3,000.00	10.3%	
4310003 · Maint Svc Contract-Landscaping	13,005.35	35,000.00	37.2%	
4310004 · Maint Svc Contract Snow Removal	0.00	7,000.00	0.0%	
4310005 · Maint Svc Cont- Street Cleaning	0.00	6,500.00	0.0%	
4310007 · Electric/Gas Services	3,972.09	16,500.00	24.1%	
4310008 · Electrical Services-Streetlight	894.97	5,500.00	16.3%	
4310009 · Water & Sewer Services	676.40	3,000.00	22.5%	
4310010 · Janitorial Supplies	0.00	2,000.00	0.0%	
4310011 · Real Estate Taxes	0.00	2,500.00	0.0%	
<b>Total 43100 · MAINT OF 15000 Wash St./Grounds</b>	<b>45,839.02</b>	<b>183,248.00</b>	<b>25.0%</b>	
<b>Total 04 · PUBLIC WORKS</b>	<b>75,541.10</b>	<b>280,551.00</b>	<b>26.9%</b>	
<b>06 · ECONOMIC DEVELOPMENT</b>				
60000 · Tourism/Traveling Marketing	0.00	430.00	0.0%	
60003 · Advertising	0.00	22,000.00	0.0%	
<b>Total 06 · ECONOMIC DEVELOPMENT</b>	<b>0.00</b>	<b>22,430.00</b>	<b>0.0%</b>	
<b>07 · PARKS, REC &amp; CULTURAL</b>				
70000 · HAYMARKET COMMUNITY PARK	2,947.97	20,000.00	14.7%	
7000001 · Grounds Maintenance/Repairs				
<b>Total 71110 · EVENTS</b>				
<b>71110 · EVENTS</b>				
7111001 · Advertising - Events	1,064.46	5,000.00	21.3%	
7111003 · Contractual Services	16,343.00	10,000.00	163.4%	
7111004 · Events - Other	635.90	5,000.00	12.7%	
<b>Total 71110 · EVENTS</b>	<b>18,043.36</b>	<b>20,000.00</b>	<b>90.2%</b>	
<b>72200 · MUSEUM</b>				
7220009 · Advertising	0.00	750.00	0.0%	
7220012 · Telecommunications	418.01	2,200.00	19.0%	
7220015 · Books, Dues & Subscriptions	0.00	250.00	0.0%	
7220016 · Office Supplies	0.00	250.00	0.0%	
7220018 · Exhibits & Programs	400.00	1,700.00	23.5%	
<b>Total 72200 · MUSEUM</b>	<b>818.01</b>	<b>5,150.00</b>	<b>15.9%</b>	
<b>Total 07 · PARKS, REC &amp; CULTURAL</b>	<b>21,809.34</b>	<b>45,150.00</b>	<b>48.3%</b>	
<b>08 · COMMUNITY DEVELOPMENT</b>				
<b>81100 · PLANNING COMMISSION</b>				
8110001 · Salaries & Wages - Regular	630.00	5,670.00	11.1%	
8110002 · FICA/Medicare	43.61	500.00	8.7%	

8110003 · Consultants - Engineer	1,870.07	15,000.00	12.5%
8110004 · Consultants - Comp Plan	0.00	15,000.00	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	4,926.25	0.00	100.0%
<b>Total 81100 · PLANNING COMMISSION</b>	<b>7,469.93</b>	<b>39,120.00</b>	<b>19.1%</b>
<b>81110 · ARCHITECTURAL REVIEW BOARD</b>			
8111001 · Salaries & Wages - Regular	510.00	5,830.00	8.7%
8111002 · FICA/Medicare	39.01	446.00	8.7%
8111005 · Convention & Education	0.00	500.00	0.0%
<b>Total 81110 · ARCHITECTURAL REVIEW BOARD</b>	<b>549.01</b>	<b>6,776.00</b>	<b>8.1%</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>8,018.94</b>	<b>48,823.00</b>	<b>16.4%</b>
<b>09 · NON-DEPARTMENTAL</b>			
<b>95100 · DEBT SERVICE</b>			
9510002 · General Obligation Bond - Prin	158,000.00	159,500.00	99.1%
9510003 · General Obligation Bond - Int	7,178.36	12,425.00	57.8%
<b>Total 95100 · DEBT SERVICE</b>	<b>165,178.36</b>	<b>171,925.00</b>	<b>96.1%</b>
<b>Total 09 · NON-DEPARTMENTAL</b>	<b>165,178.36</b>	<b>171,925.00</b>	<b>96.1%</b>
<b>EMPLOYEE BENEFITS</b>			
6560 · Payroll Processing Fees	-0.02		
<b>Total EMPLOYEE BENEFITS</b>	<b>-0.02</b>		
<b>Total 94105 · PERSONNEL</b>	<b>-0.02</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>
<b>94108 · Capital Improvment Funds Expens</b>	<b>0.00</b>	<b>82,323.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>710,593.23</b>	<b>2,327,601.00</b>	<b>30.5%</b>
<b>Net Ordinary Income</b>	<b>119,346.73</b>	<b>0.00</b>	<b>100.0%</b>
<b>Other Income/Expense</b>			
<b>Other Income</b>			
50000 · CARES Act Funds	68,458.12	68,814.00	99.5%
50001 · Amerian Rescue Plan Funds	869,439.00		
<b>Total Other Income</b>	<b>937,897.12</b>	<b>68,814.00</b>	<b>1,362.9%</b>
<b>Other Expense</b>			
97000 · CARES Act Expenses	9,964.84	68,814.00	14.5%
	0.00		0.0%
<b>Total Other Expense</b>	<b>9,964.84</b>	<b>68,814.00</b>	<b>14.5%</b>
<b>Net Other Income</b>	<b>927,932.28</b>	<b>0.00</b>	<b>100.0%</b>
<b>Net Income</b>	<b>1,047,279.01</b>	<b>0.00</b>	<b>100.0%</b>

Front loaded cost to Town  
Front loaded cost to Town

Funds will be tracks seperately from operational budget, will be appropriated in 1st Qt amendment

Attachment: FY2022 Current Actuals vs Budget\_10.25.2021 (5294 : Monthly Financial Report)



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

**ROBERTO GONZALEZ**  
TOWN TREASURER

**STAFF REPORT**  
**November 01, 2021**

**FISCAL YEAR 2021-2022 BUDGET AMENDMENT**

**ISSUE**

Virginia Code § 15.2-2507 allows a locality to amend its budget and adjust the aggregate amount to be appropriated during the current fiscal year. However, any amendment which exceeds one percent of the total expenditures shown in the currently adopted budget must be accomplished by advertising a meeting and holding a public hearing prior to acting on the amendment. Since each requested amendment exceeds that amount, a Public Hearing is required. The Council may adopt the amendment at this meeting.

**REQUESTED BUDGET AMENDMENT**

1. The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to appropriate the additional revenue from the Carry-Over Surplus from last Fiscal Year's adopted budget in the amount of \$246,000. This will also appropriate the expenditure line items for Police Dept. - Salaries & Wages - Recruitment Bonus \$ 1,000, Park Sidewalk - Architectural/Engineering Fees \$150,000, and Town Center - Architectural/Engineering Fees \$95,000. These amendments are being proposed so the Town may go forward with the Council's desire to move forward with the projects and to address the signing bonus for our Police Department.

<b>Revenue Source Line Item</b>					
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
Carry-Over Surplus	\$	0	\$	246,000	\$ 246,000
<b>Expenditure Source Line Item</b>					
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>		<u>Amended Budget</u>		<u>Change</u>
Police Department:					
Salaries & Wages - Recruit. Bonus	\$	0	\$	1,000	\$ 1,000
Park Sidewalk					
Architectural/Engineering Fees	\$	0	\$	150,000	\$ 150,000
Town Center					
Architectural/Engineering Fees	\$	0	\$	95,000	\$ 95,000

2. The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to appropriate the reimbursement from insurance due to a light pole replacement that was damaged in an accident in FY2021 period. We have now received the funds on the claim submitted by the driver's insurance company. The amount reimbursed to the Town totals \$4,724 in the Reimbursement from Insurance line item and on the expenditure side the Repairs/Maintenance line item will be increased by \$4,724 as the Town has already replaced the pole.

<b>Revenue Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Reimbursement from Insurance	\$ 0	\$ 4,724	\$ 4,724	
<b>Expenditure Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Repairs/Maintenance Services	\$ 102,248	\$ 106,972	\$ 4,724	

3. The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to appropriate funds from Reserves to process the pass-through for funds that the received from the state designated toward Fire & Rescue that serve the Town of Haymarket. These funds are awarded to the Town for distribution to the local Fire & Rescue locations. The Town Council moved to issue the funds to the 3 local Fire & Rescue departments for the use of 81 bullet proof vests and to complete the outfitting for the 2 water rescue boats.

<b>Revenue Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Reserve Funds	\$ 0	\$ 59,200	\$ 59,200	
<b>Expenditure Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Fire & Rescue:				
Contribution to other Govt Ent	\$ 0	\$ 59,200	\$ 59,200	

4. The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to appropriate fund increase to the Meals Tax line-item revenue in the amount of \$75,000, due to past trends and the current receivables showing an upward trend than originally predicted. The additional request is to reduce the Body Mind (tenant) line item as we have been informed that the tenant will exercise its right to end the lease early within

the notice requirements, which will decrease the expected revenue in the amount of \$2,396. The additional income will be distributed in the expenditure line items as follow, \$3,000 in Town Elections line item to address the special elections in November, Events - Other line item in the amount of \$4,350 for the purpose to purchase of the annual Holiday ornament for this year, Miscellaneous line item in the amount for \$1,000 to address the unexpected expense during the hiring process for the Town Chief. The remaining funds of \$64,254 will be appropriated to the Capital Improvement Project line item.

<b>Revenue Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Meals Tax	\$ 800,000	\$ 875,000	\$ 75,000
Body Mind (Tenant)	\$ 7,132	\$ 4,736	(\$ 2,396)
<b>Expenditure Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Council:			
Town Elections	\$ 0	\$ 3,000	\$ 3,000
Town Administration:			
Miscellaneous	\$ 1,000	\$ 2,000	\$ 1,000
Events:			
Events - Other	\$ 5,000	\$ 9,350	\$ 4,350
Capital Improvement Funds	\$ 82,323	\$ 147,427	\$ 64,254

- The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to amend \$14,834 from the Town Administration - Salaries & Wages - Regular line item to Town Administration - Salaries & Wages - DMV Clerk line item due to the DMV position is now primarily only working on DMV matters only. Initially, the intent was to have this position cross train with the Town Clerk.

<b>Expenditure Source Line Item</b>			
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>
Town Administration:			
Salaries & Wages - Regular	\$ 337,464	\$ 322,630	(\$ 14,834)
Salaries & Wages - DMV Clerk	\$ 29,666	\$ 44,500	\$ 14,834

- The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to amend \$4,500 from the Maint. Svc Cont - Street Cleaning line item and \$9,300 from

Repairs/Maintenance Services to Town Administration – Salaries & Wages – Part Time line item in order to create sufficient funding for the Part Time Custodian position that was not originally budgeted.

<b>Expenditure Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Town Administration:				
Salaries & Wages – Part Time	\$ 30,000	\$ 43,800	\$ 13,800	
Repairs/Maintenance Services	\$ 102,248	\$ 92,948	(\$ 9,300)	
Maint Svc Cont – Street Cleaning	\$ 6,500	\$ 2,000	(\$ 4,500)	

- The requested amendment to the adopted budget for Fiscal Year 2021-2022 is to appropriate \$1,738,878 of American Rescue Plan Funds that were granted to the Town from the State. The appropriation will separate the funds from the general operational budget as these funds are designated specifically to be used for recovery assistance due to the COVID pandemic.

<b>Revenue Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Other Income:				
American Rescue Plan Funds	\$ 0	\$ 1,738,878	\$ 1,738,878	
<b>Expenditure Source Line Item</b>				
<u>Line Item</u>	<u>Adopted 2021-22 Budget</u>	<u>Amended Budget</u>	<u>Change</u>	
Other Expense:				
American Rescue Plan Expenses	\$ 0	\$ 1,738,878	\$ 1,738,878	

*Sample Motion*

*I move the Haymarket Town Council approve an appropriation to the Fiscal Year 2021-2022 as designated on Resolution #2021-014.*

*Or*

*Alternative Motion*



**Emily L. Kyriazi**  
Town Planner and Zoning Administrator

## MEMORANDUM

TO: Mayor and Council  
FROM: Emily L. Kyriazi  
DATE: October 20, 2021  
SUBJECT: Zoning Text Amendment Update

### **Zoning Text Amendment:**

Town Council directed the Town Planner to work on a full zoning text amendment for the Town's Zoning Ordinance in late 2020. The Town Planner has been working with the Planning Commission through worksessions and regular meetings in order to accomplish the full audit and review of the zoning ordinance. On September 20, 2021 the Planning Commission held a public hearing for the DRAFT Zoning Text Amendment. Several citizens came out to speak at the public hearing (please find the draft minutes of the public hearing attached). The Planning Commission discussed the citizens concerns and made a motion to forward the Zoning Text Amendment to the Town Council for public hearing and with a recommendation of approval.

Since the public hearing the following suggested edits have been drafted by the Town Planning Staff;

1. Modify the required sidewalk material to be stamped concrete in a herringbone pattern with solidier course, in a red brick color.
  - a. *Explanation:* following the discussion of the modification in Spring of 2021 the edit was inadvertently left out of the latest draft text.
2. Insert a page for credits
  - a. *Explanation:* several other towns and documents were consulted in the process of rewriting this ordinance. Credit should be acknowledged.
3. Aesthetics
  - a. *Explanation:* this is just ensuring that the Ordinance is as neat and clean as it can be. This includes:
    - i. Alphabetize definitions article and definitions in the sign article,
    - ii. Ensure all font sizes and headings are consistent across the document,

Attachment: Memo for ZTA (5292 : ZTA Discussion)



- iii. Ensure numbering is consistent,
  - iv. Create live links for the table of contents,
  - v. Place the Use Chart on one page, and,
  - vi. Finalize all dates for the cover page and introductory page
4. Remove section 58-15.2
- a. *Explanation:* This is a leftover note from the drafting phase.
5. Article XXI, Section 58-21.4, Item c “Short Term Rental, Residential”, first line, after ‘are’ insert ‘*not permitted in any zoning district.*’
- Strike beginning with “*an...*” through item 11.
- a. *Explanation:* This removes the ability for short term residential rentals, ie: no AirBnBs allowed. STRRs are time consuming for staff and the current staffing situation at Haymarket is not adequate to monitor or police the use of STRRs. In addition, with several developments in the pipeline those homes should be going directly to those who are using them as a primary and sole residence, and not those who are looking to profit from new real estate in the form of a short term residential rental situation.

**Next Steps:** Hold the public hearing on November 1, 2021 at 7:00 pm and discuss the purposed zoning text amendment with the Council



# TOWN OF HAYMARKET PLANNING COMMISSION

## PUBLIC HEARING/REGULAR MEETING ~ MINUTES ~

Emily Kyriazi, Town Planner  
<http://www.townofhaymarket.org/>

15000 Washington Street, Suite 100  
Haymarket, VA 20169

Monday, September 20, 2021

7:00 PM

Council Chambers

A Public Hearing/Regular Meeting of the Planning Commission of the Town of Haymarket, VA, was held this evening in the Council Chambers, commencing at 7:00 PM.

Chairman Alexander Beyene called the meeting to order.

### I. Call To Order

Chairman Matt Caudle: Present, Councilman Bob Weir: Present, Commissioner Robert Hallet: Present, Chairman Alexander Beyene: Present, Robert Chrisman: Present.

### II. Pledge of Allegiance

After calling the meeting to order, Chairman Beyene invited everyone to stand for the Pledge of Allegiance.

### III. Public Hearing

Chairman Beyene announced that the subject for the evening's meeting was to hear public comment on the draft of the revised Zoning Text Amendment. Chairman Beyene turned the floor over to Town Planner Emily Kyriazi. Mrs. Kyriazi shared that the process began when the Town Council directed the Planning Commission and staff to review the entirety of the zoning ordinance and make necessary edits. She stated that the Planning Commission had been working on revising the ZTA for the past 9 months at work sessions and regular meetings to making necessary edits. Mrs. Kyriazi stated that the final draft version was presented at the August meeting for authorization to advertise for the evening's public hearing. At this time, the floor was opened for citizen comments.

#### A. Public Hearing Notice

1. Public Notice
2. Citizen Comments

Ken Luersen, 6752 Jefferson Street, made 2 comments on the ZTA. He stated that he noticed the building footprint for B2 was relaxed from 75 to 85 percent. He stated that he felt the relaxation was a little too much for what the Town is trying to represent. He stated that 25% of green space is still appropriate for Haymarket. The other comment he made was the time frame for an SUP. He suggested that SUP's should be within the purview of the Comprehensive Plan and should expire in 3 years.

Brian Pater with Walsh Colucci, spoke on behalf of Lidl grocery and requested that the Planning Commission increase the sign permit regulations. He stated that Lidl is under contract to be one of the anchor tenants in the Crossroads Village Center Shopping Center. He distributed a letter that was sent to the Planning Commission and staff with their concerns on the limited size of the sign. Mr. Prater asked that the Planning Commission increase the size to 65 square feet for the wall signs and 60 square feet for the channel letter signs.

3. Close Public Hearing

With no further comments, Chairman Beyene closed the public hearing.

### IV. Citizens Time

Chairman Beyene opened the floor for citizens time during the regular session of the meeting. There were no citizens wishing address the Planning Commission.

### V. Minute Approval

1. Planning Commission - Public Hearing/Regular Meeting - Aug 16, 2021 7:00 PM  
Commissioner Caudle moved to accept the minutes for August 16, 2021. Commissioner Hallet seconded the motion. The motion carried.

Attachment: PC Draft Minutes (5292 : ZTA Discussion)



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

**Christopher S. Coon**  
**Town Manager**

## MEMORANDUM

TO: Honorable Mayor and Town Council  
FROM: Chris Coon, Town Manager  
DATE: October 19, 2021  
SUBJECT: Town Park Streetscape Project RFP

### Background:

On August 23<sup>rd</sup> Town Council discussed moving forward with Christopher Consultants drafting an RFP for the Town Park Streetscape Project. The Town received the first draft on September 28<sup>th</sup> and Staff and Town Council have provided suggested edits to this draft. The goal is to finalize the RFP for the Town Park Sidewalk at the November 1<sup>st</sup> meeting. Once the RFP is complete Town Staff will advertise the RFP to receive proposals.

### Fiscal Impact

The Town will not know the full fiscal impact until proposals are received by responsible bidders.

### Staff Recommendation:

Staff recommends Town Council amend and/or finalize the Town Park Streetscape Project RFP.

### Draft Motion:

Action deemed appropriate by Council.

Attachment: Town Park Streetscape Project RFP memo (5289 : RFP Discussion)