



# TOWN OF HAYMARKET TOWN COUNCIL

## REGULAR MEETING ~ AGENDA ~

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

15000 Washington St  
Haymarket, VA 20169

Monday, December 5, 2016

7:00 PM

Council Chambers

### 1. Call to Order

### 2. Invocation - Mr. Bob Marro

### 3. Pledge of Allegiance

### 4. Citizen's Time

### 5. Minutes Acceptance

### 6. Department Reports

- A. Town Planner's Report - Susannah Smith
- B. Engineer's Report - Holly Montague
- C. Business & Community Relations Report - Denise Andrews
- D. Police Department Report - Chief Eric Noble
- E. Town Manager's Report - Kimberly Murray
- F. Treasurer's Report - Kimberly Murray

### 7. Agenda Items

- A. Appointments - Mayor Leake
- B. 6710 Madison Street - Site Plan - Holly Montague
- C. Dominion Virginia Power
- D. VRE - Haymarket/Gainesville Extension
- E. Adoption of Meeting Calendar for 2017
- F. Resolution #2016-17 - Authorization for Additional Check Signer
- G. 2017 Legislative Priorities Discussion

### 8. Closed Session

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

### 9. Councilmember Time

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

### 10. Adjournment



TO: Town of Haymarket Town Council  
SUBJECT: Planner's Report - Susannah Smith  
DATE: 12/05/16

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**ATTACHMENTS:**

- Planner's Report -Task Log - Nov-Dec (PDF)

TASK LIST - 11/30/2016

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Anticipated End Date	Actual End Date	Comments
<b>Architectural Review Board</b>							
#2016-027 (Carried to Full Term) 2 Sheds	Susannah, Joe	10/24/2016	11/14/2016				ARB approved; applicant needs to submit plans to building official
#2016-032 (Bond Cavazos) Shed	Susannah	11/3/2016	11/21/2016				Approved by ARB; Applicant to submit plans to building official.
#2016-033 (Foster's Grille) Signage and Lighting	ARB, Susannah	11/10/2016	11/28/2016				Partially approved by ARB at special meeting 11/28/2016. Staff working with applicant on unapprovable portion.
#2016-034 (Signature Companies) Building façade	ARB, Susannah	11/1/2016	11/30/2016				Under review by Staff; ARB will need to re-review façade plans due to changes proposed
Review of PC Bylaws	ARB	5/16/2016	10/11/2016				Under review to adopt bylaws for ARB. Vacancy.
<b>Board of Zoning Appeals</b>							
Active Board Recruitment	BZA, Susannah	11/1/2016	11/30/2016				BZA met for information items, but did not have quorum. New member needs to be sworn in. Need to elect officers and adopt
<b>Planning Commission</b>							
Update: Subdivision Ordinance	Consultant	9/26/2016	11/17/2016				Ready for Planning Commission review.
Update: Zoning Ordinance	Planning Commission	9/26/2016	12/7/2016				Under review by Planning Commission.
<b>Prince William County</b>							
One-Mile Review: Carter's Mill	Susannah, Holly	10/5/2016	10/19/2016				Under review by Staff to provide comments to PWC planning.
One-Mile Review: John Marshall Commons	Holly, Susannah, Planning Commission	11/1/2016	11/30/2016	12/7/2016	12/21/2016		Planning Commission presentation at December meeting.
<b>Staff</b>							
Process Review: Forms, Fees, Submittals	Susannah, Kimberly	9/26/2016	11/30/2016				In process.
Site Plan: A Dog's Day Out	Susannah	11/21/2016	11/21/2016				Pre-application review meeting; Applicant will submit soon.
Site Plan: Sheetz	Holly, Susannah, Planning Commission	11/16/2016	11/30/2016	12/14/2016			Final Site Plan 2nd submittal. Under review by staff and agencies.
Training: MinuteTraq	Susannah, Denise	10/24/2016	11/30/2016				Software that compiles agendas, packets, and minutes for Town meetings (ARB, PC, BZA)
Transition: Town Planner & Zoning Administrator	Susannah, Marchant	9/26/2016	11/30/2016			11/30/2016	Completed.
Violations: 15001 Washington St properties	Susannah, Joe, Martin	9/26/2016	11/30/2016				Draft NOV under review by Town Attorney. Letter to be sent week of 12/5/2016

Attachment: Planner's Report - Task Log - Nov-Dec (3009 : Planner's Report - Susannah Smith)



TO: Town of Haymarket Town Council  
SUBJECT: Engineer's Report - Holly Montague  
DATE: 12/05/16

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**ATTACHMENTS:**

- December 2016 TC Engineer's Report (PDF)



Engineer's Report - 11/22/2016

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
6710 Madison St (Haymarket Charitable Lodge) Prelim & Final Site Plan	Holly	5/18/2015	11/9/2016	Town Council	12/5/2016		PC recommended approval 11/9/16. Awaiting approval from Town Council. Could be further engineer coordination during construction.
Sheetz Final Site Plan	Holly/ Susannah	6/29/2016	11/16/2016	Holly/ Susannah/ VDOT/ PWCSA/ PWC Planning	2/6/2016		1st Submission received complete 6/29/2016. All comments returned. 2nd Submission received (complete) 11/16/2016.
Haymarket Town Center Final Site Plan	Holly/ Susannah	9/8/2016	11/15/2016	Town Manager/ RDA	4/30/2017		Town Manager needs to sign Change Order for additional subsurface utility work. RDA working on Final Site Plan.
Pedestrian Improvements Project	Holly	7/14/2014	11/21/2016	Holly/ RDA	6/30/2017		All Right of Way acquired. Holly needs to verify utility relocations are within budget so relocations can begin. RDA working on final construction plans.
Fairgrounds GDP	Susannah/ Holly	N/A	6/6/2016	Applicant	N/A		1st and 2nd Submission comments returned. Awaiting next submittal by applicant.
Sherwood Forest Bond Release	Holly	N/A	11/2/2016	Applicant	N/A		Landscaping and E&S Bond released. Applicant must finish Street Acceptance Process with VDOT before Holly brings Town Council Resolution for Street Acceptance. After this is complete, the Performance Bond will be brought to Council to be released.
Alexandra's Keep Landscaping, E&S and Performance Bond Release	Holly	N/A	11/2/2016	Applicant	N/A		Applicant must re-submit As-Built survey for review. Applicant must have Blieght Drive street lights put on meter to turn over to Town for ownership/maintenance.
Advantage Landscaping RPA Restoration Plan	Holly	6/1/2016	8/8/2016	Applicant	N/A		1st Submission received 6/1/2016 Comments returned. Awaiting next submittal by applicant.
Sight Distance at Jefferson St/Payne Lane	Holly	7/27/2016	10/7/2016	VDOT	N/A		VDOT is contacting property owner to request trimming of landscaping fence outside of the Right of Way.

Attachment: December 2016 TC Engineer's Report (2016) : Engineer's Report - Holly Montague

**Engineer's Report - 11/22/2016**

Task	Assigned To	Date Task Started	Last worked on	Action Needed By	Estimated End Date	Actual End Date	Comments
Eagle Scout Project Coordination to stencil storm drains	Holly	6/22/2016	11/22/2016	Eagle Scout	N/A		Waiting for Eagle Scout to provide actual graphic with dimensions of proposed stencil.
Stamped Asphalt Crosswalk Estimate and RFP	Holly	10/15/2016	N/A - Have not started	Holly	1/31/2016		Will have estimate by 12/31/2016 and RFP by 1/31/2016.
NOVA Hazard Mitigation Plan	Holly	6/28/2016	10/11/2016	State	3/31/2017		NOVA Hazard Mitigation Plan Update led by Fairfax County. Plan in for state review. Early next year after review by state (Jan or Feb), a resolution for adoption
VDOT I-66/Rte 15 Coordination	Holly	N/A	11/21/2016	VDOT	8/31/2017		Web updates about lane closures for following week done every Monday.

**Inactive Projects**

Lincoln Court Grading Plan	Holly/ Susannah	N/A	8/6/2015	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.
Robinson's Paradise Rezoning & Preliminary Plan	Holly/ Susannah	N/A	7/18/2015	Applicant	N/A		Preliminary Plan recommended for approval by Holly & Marchant. PC did not approve and asked for changes. Applicant has chosen not to resubmit.
Haymarket Village Square (Payne Lane) Prelim Plan	Holly/ Susannah	N/A	12/17/2014	Applicant	N/A		1st Submission comments returned. Applicant has chosen not to resubmit.

**Rte 15 Bridge Over Railroad Tracks**

- Prince William County is applying for FASTLANE grant funding for the Rte 15 Bridge over the railroad tracks. At this time, they are only applying for funding for design, right of way and utility relocation (NO construction funding) to try and make their proposal more competitive.
- PWC must submit their proposal by December 15, 2016 and have asked if the Town is willing to provide a letter of support for them to include in their proposal similar to the letter we gave them when they applied for TIGER grant funding.
- I request the Town Council direct me to coordinate with the Mayor to provide PWC this letter of support on behalf of the Town Council.

Attachment: December 2016 TC Engineer's Report (2016) : Engineer's Report - Holly Montague



TO: Town of Haymarket Town Council  
SUBJECT: Business & Community Relations Report - Denise Andrews  
DATE: 12/05/16

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**ATTACHMENTS:**

- December 2016 Business & Community Relations Report (PDF)

**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** DENISE ANDREWS  
**SUBJECT:** BUSINESS & COMMUNITY RELATIONS REPORT – DECEMBER 2016  
**DATE:** 11/21/2016

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Please see the December 2016 Business & Community Relations Report attached.

## **2016 Haymarket Holiday Celebration**

The Town of Haymarket will host its 26<sup>th</sup> annual Holiday Party on Saturday, December 3<sup>rd</sup> from 3 pm until 6 pm. Festivities will include:

- Tree lighting ceremony at 5:30 pm
- Entertainment by local preschools
- Holiday cookie decorating station
- “Taste of Haymarket”
- Hot chocolate & hot cider
- Make your own s’mores (donations benefiting the Willing Warriors Foundation)
- Take your picture with Santa & Mrs. Claus
- Tour the 1943 Christmas display at the Museum

## **Coffee & Conversation**

On Monday, November 21<sup>st</sup> at 8 am, the Town hosted its last coffee and conversation for the calendar year. Topics for discussion were:

- Introduction of Kimberly Murray, Town Manager
- Introduction of Susannah Smith, Town Planner/Zoning Administrator
- Town Holiday Celebration
- Police Department updates by Chief Eric Noble

## **Christmas in Haymarket**

Set in the year 1943, Museum visitors will enjoy a glimpse in the past on what a middle-class family during WWII how they dined and decorated their homes during the holidays. The “faux” dinner display will feature accurate replicas of dishes and table settings that would have been used during that time.

## **Media Coverage**

- Hampton Inn Gainesville – website promotes the Haymarket Museum and its shops.
- Tuesday, November 15<sup>th</sup> – Potomac Local.com ( Murray named Haymarket Town Manager)
- Thursday, November 17<sup>th</sup> – Prince William Times ( Kimberly Murray begins work as Haymarket's new town manager)
- Friday, November 18<sup>th</sup> – Bull Run Observer (Hometown holiday festivities)
- Thursday, December 1<sup>st</sup> – Haymarket Lifestyle Magazine (1943 Christmas in Haymarket, HGBA Spotlight Q&A)



TO: Town of Haymarket Town Council  
SUBJECT: Police Department Report - Chief Eric Noble  
DATE: 12/05/16

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**ATTACHMENTS:**

- December 2016 Police Report (PDF)



**Haymarket Police Department**  
**Monthly Town Council Report**  
**December, 2016**



## **Significant Incidents**

**Domestic Assault** - On Wednesday, October 12 at 5:12 PM, officers responded to the 6000 block of Hunting Path Road for a report of a domestic assault. Over the course of the investigation, it was determined that the husband had assaulted his wife. The male was arrested for assault and battery on a family or household member and released after service of the warrant at the Magistrate's Office.

**Possess Marijuana** - On Saturday, October 29 at 3:45 AM, officers stopped a vehicle in the area of 15151 Washington Street for speeding. On approach, the officer observed drug paraphernalia and a subsequent search located marijuana in the vehicle. The operator of the vehicle was released on a summons for possession of marijuana.

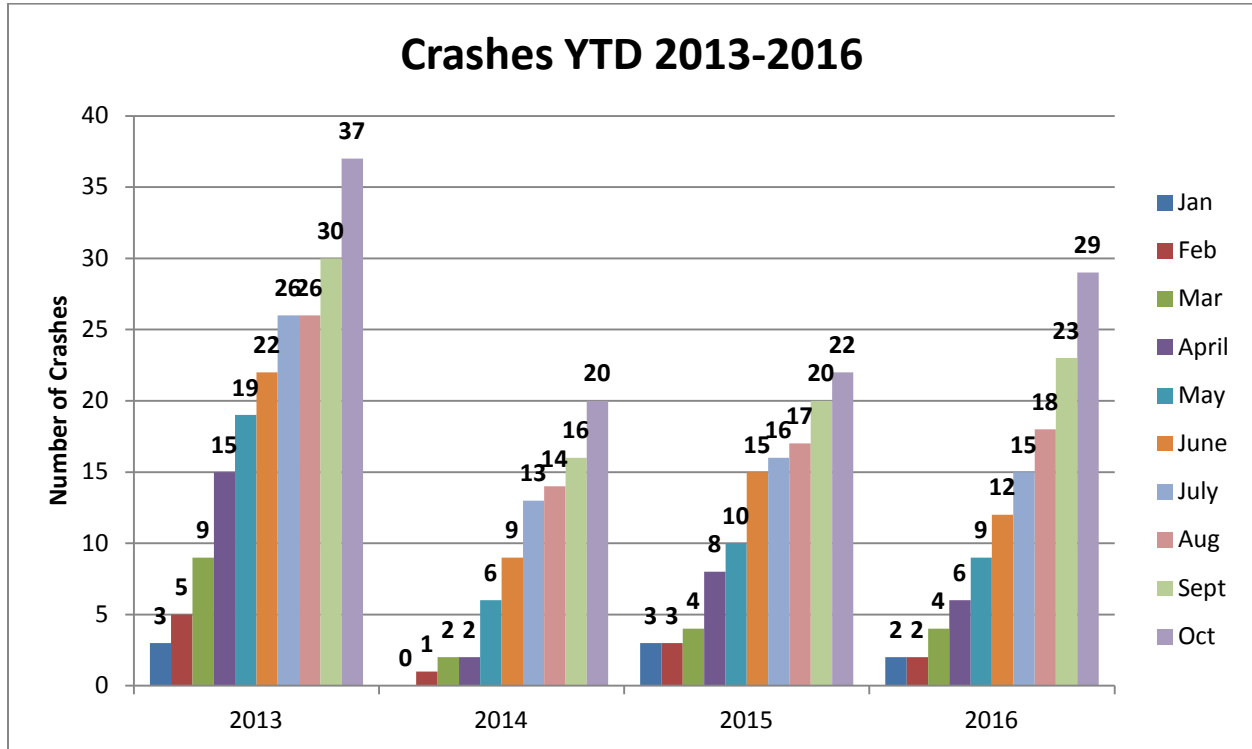
**Misdemeanor Hit and Run** – On Saturday, October 29 at 7:00 PM, officers responded to the area of 15120 Washington Street for a report of a hit and run. On arrival, officers were met by the victim whose vehicle had been struck while parked. Through the investigation, a vehicle tag for the suspect was developed. Officers then responded to the suspect residence and on meeting with the driver, received a confession. The driver was later served a summons for misdemeanor hit and run.



# Haymarket Police Department



## Crash/Enforcement YTD



- Route 15 and I-66
- Route 15 and I-66
- Route 15 and I-66
- Route 15 and Route 55
- Washington Street and Costello Way
- Washington Street and Jefferson Street

Attachment: December 2016 Police Report (2996 : Police Department Report - Chief Eric Noble)

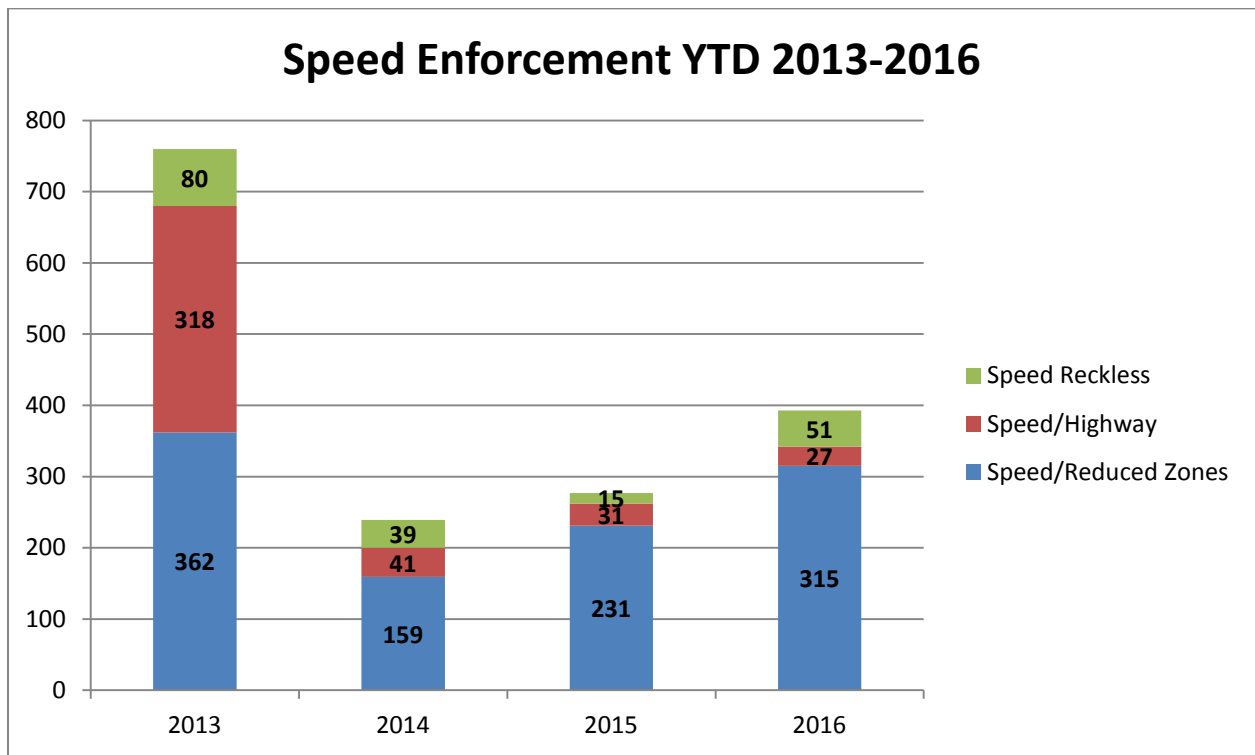
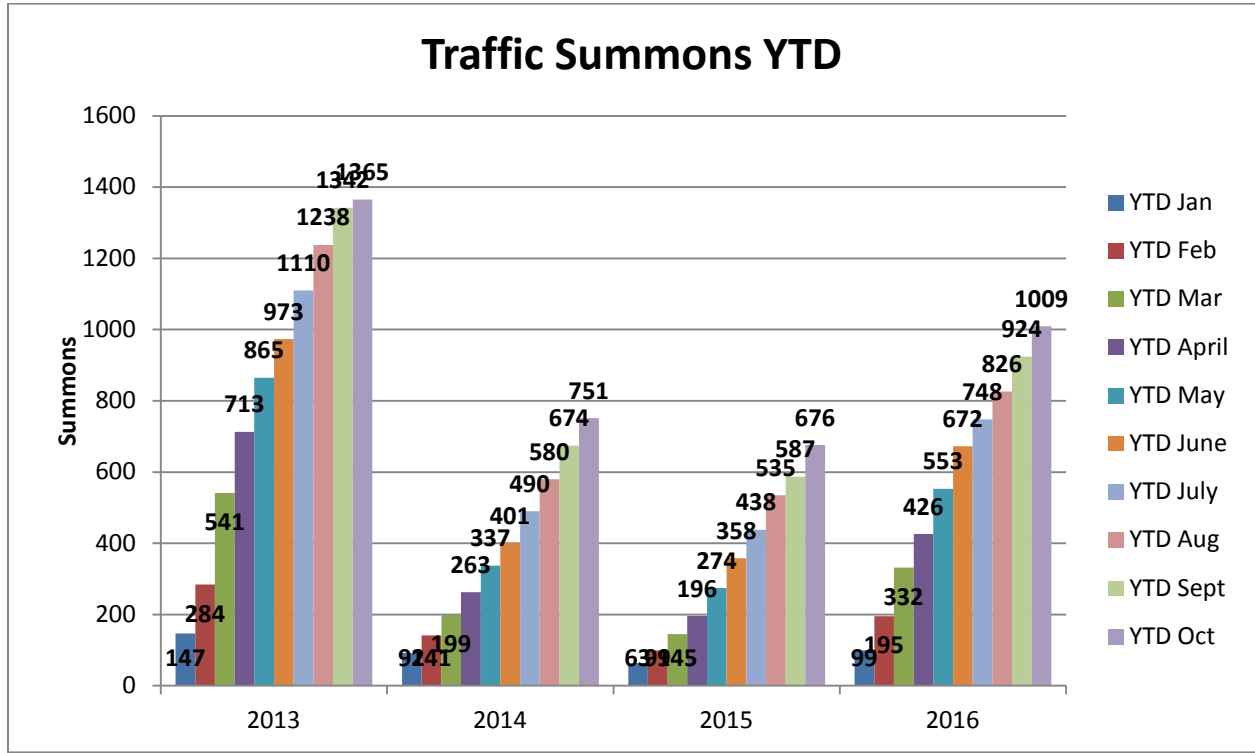




# Haymarket Police Department



## Crash/Enforcement YTD



Attachment: December 2016 Police Report (2996 : Police Department Report - Chief Eric Noble)



## Haymarket Police Department



### Other Issues of Note

#### Community Relations

- Officers Anderson and O'Neal participated in the Joe Gibbs Youth for Tomorrow event.
- Officer JT Davis participated in Park Valley's annual Trunk or Treat event.
- Officers O'Neal and Anderson, Sergeant Shaver and Chief Noble participated in neighborhood trick or treat celebrations on Halloween evening.
- Kicked off our "Share the Warmth" initiative on October 28<sup>th</sup>.

#### Current Initiatives

- Body worn cameras arrived in November. Once training is completed in December, the system will go live.



TO: Town of Haymarket Town Council  
SUBJECT: Town Manager's Report - Kimberly Murray  
DATE: 12/05/16

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**ATTACHMENTS:**

- 12-5-16 TM rpt packet (PDF)



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

**Kimberly L. Murray, AICP, CEcD**  
TOWN MANAGER

TOWN MANAGER'S REPORT  
COUNCIL REGULAR MEETING  
DECEMBER 5, 2016

Below is a summary of activities and updates for Council as of November 30, 2016.

**Project Updates:**

Dominion VA Power 230 kV Transmission Line & Substation

- We received an email November 16, 2016 from Dominion Power. The State Corporation Commission's hearing examiner issued his report and recommendations on the Haymarket Electric Transmission case. In his report, the Hearing Examiner recommends to the Commission, among other things, that there is a need for the project, that the Carver Rd alternative reasonably minimizes impacts and should be the approved route, and to issue Dominion a certificate of public convenience and necessity to construct and operate the Haymarket project. There is a 21-day comment period for participants in the proceedings. The case will then be passed to the three Commissioners for their review and final order.

**Other Updates:**

- Verizon and Comcast are finally transitioning over to the new poles and at least halfway done through town moving east to west.
- Attended the quarterly Town Association of Northern Virginia (TANV) meeting on November 15, 2016 in Lovettsville along with Interim Clerk, Denise Andrews. Topics covered included an overview of the Virginia Municipal League's top 2017 Legislative Priorities and an overview of the new Proffer Statute: Section 15.2-2303.4. The Town of Haymarket is sponsoring the next meeting in February 2017.
- We received four FOIA requests this month which has engaged significant staff time.
- Began meeting with Town Council members individually and met several Haymarket business owners.
- Joe Barberu, the Town's Building Inspector recently had surgery and was not available for a couple of weeks but he will have a report for Council in January. He noted that Pam Swinford's house is completed.

**Administration and Personnel:**

- Marchant Schneider, Town Planner and Zoning Administrator finished up his last day in the Town's employment November 28, 2016. We appreciate his many years of service with the Town.

- Met with all staff and reviewed related job duties, schedules and hours of work.
- Advertised for the Chief of Police vacancy and reposted the Clerk/Treasurer position.
- Met with The Berkeley Group to review planner contract and briefly discuss the draft zoning ordinance.
- Began review of current administrative practices and procedures and organizational assessment.

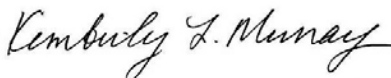
**Facilities:**

- New lease executed for office space to Dentology LLC in Town Hall.
- Reviewed with staff the draft floor plans for Town office administration needs.

**Finance:**

- Tax payments are due December 5, 2016 and steadily coming in. At least forty or more residents received the post card reminders but did not receive bills so the postcards have been effective at catching bills that we believe were lost in the mail.
- The Financial Report for the Year Ended June 30, 2016 is attached for your review. We can ask a representative from Robinson, Farmer, Cox Associates who prepared the audit for a brief presentation at an upcoming Council meeting if desired.
- Met with Finance Committee November 29, 2016. We discussed the VML/VACo Finance Fixed Rate Loan Program option for the Town Center and Harrover Park project. Plans to explore additional finance options and present to the Committee at the next meeting.
- Working with Interim Treasurer to improve financial reports and provide additional information to Council and the Finance Committee as well as implementing processes to improve efficiencies.
- Attached are monthly financial reports ending October 31, 2016. If Council would like the financials for the previous month before the next Council meeting, they may wish to consider moving the Regular Council meeting to the second Monday or receiving monthly financials at the work session meeting and holding that meeting on the third Monday or two weeks prior to the Regular Council meeting to allow time to reconcile the accounts and prepare the material.

Respectfully Submitted,



Kimberly L. Murray, AICP, CEcD  
Town Manager

# ROBINSON, FARMER, COX ASSOCIATES

A PROFESSIONAL LIMITED LIABILITY COMPANY

CERTIFIED PUBLIC ACCOUNTANTS

## Communication with Those Charged with Governance

To The Honorable Members of the Board of Directors  
Town of Haymarket, Virginia  
Haymarket, Virginia

We have audited the financial statements of the business-type activities of Town of Haymarket, Virginia for the year ended June 30, 2016. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 24, 2016. Professional standards also require that we communicate to you the following information related to our audit.

### Significant Audit Findings

#### *Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Town of Haymarket, Virginia are described in Note 2 to the financial statements. As described in Note 2 to the financial statements, the Town of Haymarket, Virginia changed accounting policies related to certain external investment pools and pensions by adopting Statement of Governmental Accounting Standards (GASB Statement) numbers 79 Certain External Investment Pools and Pool Participants, 82 Pension Issue an amendment of GASB Statements No. 67, No. 68. and number 73. We noted no transactions entered into by the Town during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate(s) affecting the Town's financial statements was:

Management's estimate of the estimated lives of capital assets and related depreciation expense and accumulated depreciation are based on management's review and assessment of estimated useful lives of capital assets based on various accounting guidelines related to capital asset lives and depreciation methods. We evaluated the key factors and assumptions used to develop these estimates in determining that they are reasonable in relation to the financial statements taken as a whole.

The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate to the financial statements taken as a whole.

### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 17, 2016.

### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Town 's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

### *Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Town 's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

### *Other Matters*

We applied certain limited procedures to management's discussion and analysis and the schedules related to pension funding, which are required supplementary information (RSI) that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

This information is intended solely for the use of the Board of Directors and management of the Town of Haymarket, Virginia and is not intended to be, and should not be, used by anyone other than these specified parties.

*Robinson, Farmer, Cox Associates*  
 Robinson, Farmer, Cox Associates  
 October 17, 2016

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TOWN OF HAYMARKET, VIRGINIA  
FINANCIAL REPORT  
FOR THE YEAR ENDED JUNE 30, 2016



Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)



TOWN OF HAYMARKET, VIRGINIA

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TOWN COUNCIL

---

David Leake, Mayor

Joe Pasanello, Vice Mayor

Steve Aitken

John Cole

Susan Edwards

Connor Leake

Chris Morris

OFFICIALS

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David Leake, Interim Town Manager

Jennifer Preli, Town Clerk

Sherrie Wilson, Treasurer

## TOWN OF HAYMARKET, VIRGINIA

Financial Report  
For the Year Ended June 30, 2016

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# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

## Independent Auditors' Report

To the Honorable Members of the Town Council  
Town of Haymarket  
Haymarket, Virginia

### Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities and each major fund of Town of Haymarket, Virginia, as of and for the year ended June 30, 2016, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

#### *Management's Responsibility for the Financial Statements*

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

#### *Auditors' Responsibility*

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

#### *Opinions*

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of Town of Haymarket, Virginia, as of June 30, 2016, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

### *Change in Accounting Principle*

As described in Note 1 to the financial statements, in 2016, the Town adopted new accounting guidance, GASB Statement Nos. 72 Fair Value Measurement and Application, 79 Certain External Investment Pools and Pool Participants, 82 Pension Issues - an amendment of GASB Statements No. 67, No. 68, and No. 73. Our opinion is not modified with respect to this matter.

### *Other Matters*

#### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to pension funding on pages 3-7, 41, and 42-44, and be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

#### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise Town of Haymarket, Virginia's basic financial statements. The supporting schedules are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by U.S. Office of Management and Budget Circular A-133, *Audits of States, Local Governments, and Non-Profit Organizations*, and is not a required part of the basic financial statements.

The supporting schedules and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the supporting schedules and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

#### *Other Reporting Required by Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 17, 2016, on our consideration of Town of Haymarket, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Town of Haymarket, Virginia's internal control over financial reporting and compliance.

*Robinson, Farmer, Cox Associates*  
 Charlottesville, Virginia  
 October 17, 2016

## TOWN OF HAYMARKET, VIRGINIA

Management's Discussion and Analysis  
Year Ended June 30, 2016

As management of Town of Haymarket, Virginia we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2016.

**FINANCIAL HIGHLIGHTS**

- The assets and deferred outflows of resources of the Town exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$5,843,101 (net position). Of this amount, \$1,377,740 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year, the Town's general fund reported ending fund balance of \$1,332,263, a decrease of \$770,733 in comparison with the prior year. Approximately 99% of this total amount, \$2,067,796 is available for spending at the Town's discretion (unassigned fund balance).
- The Town's debt decreased \$153,900 during the current fiscal year.

**Overview of the Financial Statements**

This discussion and analysis are intended to serve as an introduction to the Town's basic financial statements. The Town's basic financial statements comprise three components:

- Government-wide financial statements,
- Fund financial statements, and
- Notes to the financial statements.

This report also contains required and other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements - The Government-wide financial statements are designed to provide readers with a broad overview of the Town's finances, in a manner similar to a private-sector business.

The statement of net position presents information on all of the Town's 1) assets and deferred outflows of resources and 2) liabilities and deferred inflows of resources, with the difference between the two reported as net position. Over time, increases or decreases in net position may serve as a useful indicator of whether the financial position of the Town is improving or deteriorating.

The statement of activities presents information showing how the Town's nets position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, regardless of the timing of related cash flows. Thus, revenues and expenses are reported in the statement for some items that will only result in cash flows in future fiscal periods (e.g., uncollected taxes and earned but unused vacation leave).

## Overview of the Financial Statements: (continued)

Both of the government-wide financial statements distinguish functions of the Town that are principally supported by taxes and intergovernmental revenues (governmental activities) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (business-type activities). The governmental activities of the Town include general government administration, public safety, public works, cultural, planning and community development.

Fund financial statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. Town of Haymarket, Virginia, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds - *Governmental funds* are used to account for essentially the same functions reported as Governmental activities in the government-wide financial statements. However, unlike the government-wide financial statement, governmental fund financial statements focus on near-term inflows and outflows of spendable resources, as well as on balance of spendable resources available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for governmental activities in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the Town's near-term financing decisions. Both the governmental fund balance sheet and the governmental statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between governmental funds and governmental activities.

The Town maintains one individual governmental fund - the General Fund.

The Town adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the general fund to demonstrate compliance with this budget.

Notes to the financial statements - The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements.

Other information - In addition to the basic financial statement and accompanying notes, this report also presents certain required supplementary information for budgetary comparison schedules and pension funding progress.

## Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a Town's financial position. In the case of the Town, assets and deferred outflows of resources exceeded liabilities and deferred inflows of resources by \$5,843,101 at the close of the most recent fiscal year.

<b>Town of Haymarket, Virginia's, Net Position</b>		
	<b>Governmental Activities</b>	
	<b>2016</b>	<b>2015</b>
Current and other assets	\$ 1,842,522	\$ 2,334,313
Capital assets	5,844,261	5,437,302
Total assets	<u>\$ 7,686,783</u>	<u>\$ 7,771,615</u>
Deferred outflow of resources	<u>\$ 37,319</u>	<u>\$ 28,559</u>
Current liabilities	\$ 442,574	\$ 338,425
Long-term liabilities outstanding	1,405,291	1,396,394
Total liabilities	<u>\$ 1,847,865</u>	<u>\$ 1,734,819</u>
Deferred inflow of resources	<u>\$ 33,136</u>	<u>\$ 13,258</u>
Net position:		
Net investment in capital assets	\$ 4,465,361	\$ 3,904,502
Unrestricted	1,377,740	2,147,595
Total net position	<u>\$ 5,843,101</u>	<u>\$ 6,052,097</u>

A large part of the Town's net position, \$4,465,361 or (76%) reflects its investment in capital assets (e.g., land, buildings and improvements, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Government-wide Financial Analysis: (continued)

Governmental Activities - Governmental activities decreased the Town's net position by \$208,996. Key elements of these changes are as follows:

<u>Town of Haymarket, Virginia's Changes in Net Position</u>		
	<u>Governmental Activities</u>	
	<u>2016</u>	<u>2015</u>
<b>Revenues</b>		
<b>Program revenues:</b>		
Charges for services	\$ 136,097	\$ 118,674
Operating grants and contributions	41,077	57,293
Capital grants and contributions	76,617	695,304
<b>General revenues:</b>		
General property taxes	304,821	293,115
Other local taxes	1,178,682	1,237,233
Grants and contributions not restricted to specific programs	147,033	150,942
Other general revenues	185,385	207,917
Total revenues	<u>\$ 2,069,712</u>	<u>\$ 2,760,478</u>
<b>Expenses</b>		
General government administration	\$ 733,283	\$ 690,370
Public safety	1,001,505	766,429
Public works	367,204	319,954
Cultural	62,902	61,576
Community development	64,771	60,833
Interest and other fiscal charges	49,043	38,846
Total expenses	<u>\$ 2,278,708</u>	<u>\$ 1,938,008</u>
Change in net position	\$ (208,996)	\$ 822,470
Net position, beginning, as restated	<u>6,052,097</u>	<u>5,229,627</u>
Net position, ending	<u><u>\$ 5,843,101</u></u>	<u><u>\$ 6,052,097</u></u>



## Financial Analysis of the Town's Funds

As noted earlier, the Town used fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental Funds - The focus of the Town's governmental funds is to provide information on near-term inflows, outflows, and balances of spendable resources. Such information is useful in assessing the Town's financing requirements. In particular, unassigned fund balance may serve as a useful measure of a Town's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the Town's governmental fund reported an ending fund balance of \$1,332,263 a decrease of \$770,733 in comparison with the prior year. A large part of this total amount, \$1,326,263 constitutes unassigned fund balance, which is available for spending at the Town's discretion.

The general fund is the primary operating fund of the Town. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance totals \$1,326,263 at year end.

### General Fund Budgetary Highlights

The Town's General Fund had \$2,069,712 in revenues during the year, which was \$570,686 less than budgeted (reference Exhibit 7). The Town's General Fund expended \$2,840,445 during the year. Overall the general fund had a decrease in fund balance of \$770,733, (reference Exhibit 5).

### Capital Asset and Debt Administration

Capital assets - The Town's investment in capital assets for its governmental funds as of June 30, 2016 totals \$5,844,261 (net of accumulated depreciation). This investment in capital assets includes land, buildings and improvements, infrastructure and equipment.

Additional information on the Town's capital assets can be found in the notes to the financial statements.

### Debt

During the year, the Town's debt decreased \$153,900 as it repaid and refunded existing debt principal on general obligation debt in the General Fund. Annual requirements to amortize all long-term debt and related interest and other information relative to the Town's debt can be found in the notes to the financial statements.

### Contact the Town's Financial Management

This financial report is designed to provide a general overview of the Town's finances for all of those with an interest in the Town's finances. Questions concerning any of the information provided in this report or requests for additional information should be addressed to the Town of Haymarket, 15000 Washington Street, Haymarket, Virginia 20169.

- Basic Financial Statements -  
*Government-wide Financial Statements*

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 1

Statement of Net Position  
June 30, 2016

	Governmental Activities
<b>Assets:</b>	
Cash and cash equivalents	\$ 1,666,211
Receivables (net of allowance for uncollectibles):	
Taxes including penalties	3,151
Accounts receivable	41,155
Due from other governments	50,442
Net pension asset	81,563
Total current assets	<u>\$ 1,842,522</u>
Capital assets (net of depreciation):	
Land	1,781,511
Construction in progress	216,653
Buildings and improvements	1,481,508
Infrastructure assets	2,058,187
Historic museum	191,231
Police vehicles	49,340
Equipment	65,831
Capital assets, net	<u>\$ 5,844,261</u>
Total assets	<u>\$ 7,686,783</u>
<b>Deferred Outflows of Resources:</b>	
Pension contributions subsequent to measurement date	\$ 37,319
Total assets and deferred outflows of resources	<u>\$ 7,724,102</u>
<b>Liabilities:</b>	
Accounts payable	\$ 66,883
Accrued liabilities	8,069
Deferred revenues	57,796
Deposits payable	295,948
Interest payable	13,878
Long-term liabilities:	
Due within one year	157,639
Due in more than one year	1,247,652
Total liabilities	<u>\$ 1,847,865</u>
<b>Deferred Inflows of Resources:</b>	
Items related to measurement of net pension liability	\$ 33,136
<b>Net Position:</b>	
Net investment in capital assets	\$ 4,465,361
Unrestricted	1,377,740
Total net position	<u>\$ 5,843,101</u>
Total liabilities, net position and deferred inflows of resources	<u>\$ 7,724,102</u>

The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 2

Statement of Activities  
For the Year Ended June 30, 2016

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue & Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
<b>Primary Government:</b>					
<b>Governmental activities:</b>					
General government administration	\$ 733,283	\$ -	\$ -	\$ -	\$ (733,283)
Public safety	1,001,505	62,461	41,077	-	(897,967)
Public works	367,204	44,703	-	58,270	(264,231)
Cultural	62,902	28,933	-	-	(33,969)
Community development	64,771	-	-	18,347	(46,424)
Interest on long-term debt	49,043	-	-	-	(49,043)
<b>Total primary government</b>	<b>\$ 2,278,708</b>	<b>\$ 136,097</b>	<b>\$ 41,077</b>	<b>\$ 76,617</b>	<b>\$ (2,024,917)</b>
<b>General Revenues:</b>					
General property taxes				\$ 304,821	
Meals tax				457,125	
Cigarette tax				213,740	
Business license tax				175,320	
Consumer utility tax - electric				140,467	
Local sales and use tax				152,691	
Other local taxes				39,339	
Unrestricted revenues from the use of money and property				181,674	
Grants and contributions not restricted to specific programs				147,033	
Miscellaneous				3,711	
<b>Total general revenues</b>				<b>\$ 1,815,921</b>	
Change in net position				\$ (208,996)	
Net position, beginning of year				6,052,097	
Net position, end of year				<b>\$ 5,843,101</b>	

The accompanying notes to financial statements are an integral part of this statement.

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

- Basic Financial Statements -  
*Fund Financial Statements*

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 3

Balance Sheet  
 Governmental Fund  
 June 30, 2016

	<u>General Fund</u>
<b>Assets:</b>	
Cash and cash equivalents	\$ 1,666,211
Receivables (net of allowance for uncollectibles):	
Taxes including penalties	3,151
Accounts receivable	41,155
Due from other governments	50,442
Total assets	<u>\$ 1,760,959</u>
<b>Liabilities:</b>	
Accounts payable	\$ 66,883
Accrued liabilities	8,069
Deposits payable	295,948
Deferred revenues	57,796
Total liabilities	<u>\$ 428,696</u>
<b>Fund Balance:</b>	
Restricted:	
Proffers - Alexandras Keep - for historic resources	\$ 6,000
Unassigned	1,326,263
Total fund balance	<u>\$ 1,332,263</u>
Total liabilities and fund balance	<u>\$ 1,760,959</u>

The accompanying notes to financial statements are an integral part of this statement.

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position  
For the Year Ended June 30, 2016

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Total fund balances for governmental funds (Exhibit 3) \$ 1,332,263

Total net position reported for governmental activities in the statement of net position is different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in the funds. Those assets consist of:

Land	\$ 1,781,511	
Construction in progress	216,653	
Depreciable capital assets, net of accumulated depreciation	<u>3,846,097</u>	5,844,261

The net pension asset is not an available resource and, therefore, is not reported in the funds. 81,563

Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.

Items related to measurement of net pension liability		(33,136)
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Pension contributions subsequent to the measurement date will be a reduction to/increase in the net pension liability/asset in the next fiscal year and, therefore, are not reported in the funds. 37,319

Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.

General obligation bonds	\$ (1,378,900)	
Interest payable	(13,878)	
Compensated absences	<u>(26,391)</u>	<u>(1,419,169)</u>

Total net position of governmental activities		\$ <u><u>5,843,101</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 5

Statement of Revenues, Expenditures and Changes in Fund Balance  
 Governmental Fund  
 For the Year Ended June 30, 2016

	General Fund
<b>Revenues:</b>	
General property taxes	\$ 304,821
Other local taxes	1,178,682
Permits, privilege fees and regulatory licenses	44,703
Revenue from use of money and property	181,674
Charges for services	91,394
Miscellaneous	3,711
Intergovernmental	
Commonwealth	185,950
Federal	78,777
Total revenues	<u>\$ 2,069,712</u>
<b>Expenditures:</b>	
General government administration	\$ 744,985
Public safety	822,345
Public works	254,202
Cultural	55,372
Community development	774,476
Debt service:	
Principal retirement	153,900
Interest and fiscal charges	35,165
Total expenditures	<u>\$ 2,840,445</u>
Excess (deficiency) of revenues over (under) expenditures	\$ (770,733)
Fund balance at beginning of year	<u>2,102,996</u>
Fund balance at end of year	<u><u>\$ 1,332,263</u></u>

The accompanying notes to financial statements are an integral part of this statement.



## TOWN OF HAYMARKET, VIRGINIA

Exhibit 6

Reconciliation of the Statement of Revenues, Expenditures and Changes in Fund Balance  
of Governmental Fund to the Statement of Activities  
For the Year Ended June 30, 2016

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Net change in fund balances - total governmental funds (Exhibit 5) \$ (770,733)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which capital outlays exceeded depreciation in the current period. Details supporting this adjustment are as follows:

Capital outlay	\$ 792,454	
Depreciation expense	<u>(195,665)</u>	596,789
The net effect of various miscellaneous transactions involving capital assets (i.e., sales and donations) is to decrease net position		
Loss on disposal		(189,830)
Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.		
Increase (decrease) in deferred inflows related to the measurement of the net pension asset		(33,136)
The issuance of long-term obligations (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term obligations consumes the current financial resources of governmental funds. Neither transactions, however, has any effect on net position.		
Details supporting this adjustment are as follows:		
Principal retired on general obligation bonds		153,900
Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:		
Change in net pension liability / asset		17,402
Decrease (increase) in deferred outflows related to pension payments subsequent to the measurement date		37,443
Change in interest payable		(13,878)
Change in compensated absences		<u>(6,953)</u>
Change in net position of governmental activities		<u>\$ (208,996)</u>

The accompanying notes to financial statements are an integral part of this statement.

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016**NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:****Narrative Profile:**

Town of Haymarket, located in Prince William County, Virginia, approximately 35 miles west of Washington, D.C. was initially chartered in 1799 and later incorporated in 1882. The Town has a population of approximately 1,850 and a land area of approximately 372 acres.

The Town is governed under the Mayor-Council form of government. The Town government engages in wide ranges of municipal services including general government administration, public safety, public works, and cultural events. Judicial administration, education, fire, library, health and welfare services are provided by Prince William County.

The financial statements of the Town of Haymarket, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the government's accounting policies are described below.

**A. Financial Reporting Entity**

Management's Discussion and Analysis - GASB Statement No. 34 requires the financial statements be accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "Management's Discussion and Analysis" (MD&A).

Government-wide Financial Statements: The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities (such as cash and accounts payable) but also capital assets and long-term liabilities (such as buildings and infrastructure, including bridges and roads, and general obligation debt). Accrual accounting also reports all of the revenues and cost of providing services each year, not just those received or paid in the current year or soon thereafter.

Statement of Net Position: The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities). Governments report all capital assets, including infrastructure, in the government-wide Statement of Net Position and report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories: 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities: The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expenses of individual functions are compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

Fund Financial Statements: Separate financial statements are provided for governmental funds and proprietary funds. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)A. Financial Reporting Entity (continued)

Budgetary Comparison Schedules: Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in the process of establishing the annual operating budgets of state and local governments, and have a keen interest in following the actual financial progress of their governments over the course of the year. The Town and many other governments revise their original budgets over the course of the year for a variety of reasons. The budgetary comparison schedules present the government's original budget as well as a current comparison of final budget and actual results for its major funds.

Accounting principles generally accepted in the United States require financial statements to present the primary government and its component units, entities for which the government is considered to be financially accountable. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. The Town has no component units that meet the requirements for blending. Discretely presented component units, on the other hand, are reported in a separate column in the government-wide statements to emphasize that they are legally separate from the primary government. The Town does not have any discretely presented component units.

B. Government-wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental categories. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as governmental. In the government-wide Statement of Net Position, the governmental activities columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resource measurement focus, which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information. The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions.

The program revenues must be directly associated with the function (public safety, public works, community development, etc.) or a business-type activity. Program revenues include: 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function, and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported as general revenues. The Town does not allocate indirect expenses. The operating grants include operating-specific and discretionary (either operating or capital) grants while the capital grants column reflects capital-specific grants. Internal service charges, if applicable, are eliminated and the net income or loss from internal service activities are allocated to the various functional expense categories based on the internal charges to each function.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)B. Government-wide and Fund Financial Statements (continued)

In the fund financial statements, financial transactions and accounts of the Town are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations. The fund statements are presented on a current financial resource measurement focus and modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Since the governmental fund statements are presented on a different measurement focus and basis of accounting than the government-wide statement's governmental column, a reconciliation is presented, which briefly explains the adjustments necessary to reconcile the governmental fund financial statements to the governmental column of the government-wide financial statement.

The following is a brief description of the funds used by the Town in FY 2016.

1. *Governmental Funds* - Governmental Funds account for and report the expendable financial resources, other than those accounted for in Proprietary and Fiduciary Funds. The Governmental Funds utilize the modified accrual basis of accounting where the measurement focus is upon determination of financial position and changes in financial position, rather than upon net income determination as would apply to a commercial enterprise. The individual Governmental Fund is:

*General Fund* - The General Fund is the primary operating fund of the Town. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service and interest income. The General Fund is considered a major fund for reporting purposes.

C. Basis of Accounting

The accounting and financial reporting treatment applied to a fund is determined by its measurement focus. All Governmental Funds are accounted for using a current financial resources measurement focus. With this measurement focus, only current assets and current liabilities generally are included on the balance sheet. Operating statements of these funds present increases (i.e., revenues and other financing sources) and decreases (i.e., expenditures and other financing uses) in net current assets.

The government reports unavailable revenue on its balance sheet. Unavailable revenues arise when potential revenue does not meet both the "measurable" and "available" criteria for recognition in the current period. Unavailable revenues also arise when resources are received by the government before it has a legal claim to them, as when grant monies are received prior to the incurring of qualifying expenditures. In subsequent periods, when both revenue recognition criteria are met, or when the government has a legal claim to the resources, the liability for unearned revenue is removed from the combined balance sheet and revenue is recognized.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)C. Basis of Accounting (continued)

Governmental funds utilize the modified accrual basis of accounting under which revenues and related assets are recorded when measurable and available to finance operations during the year. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts, except that property taxes not collected within 45 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the State or utilities and subsequently remitted to the Town, are recognized as revenues and receivables upon collection by the State or utility, which is generally in the month preceding receipt by the Town.

Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of State and other grants for the purpose of funding specific expenditures, are recognized when measurable and available or at the time of the specific expenditure.

Expenditures, other than interest on long-term debt, are recorded as the related fund liabilities are incurred. Principal and interest on long-term debt is recognized when due except for amounts due on July 1, which are accrued.

D. Budgets and Budgetary Accounting

The following procedures are used by the Town in establishing the budgetary data reflected in the financial statements:

1. Prior to May 1, the Town Manager submits to the Town Council a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget includes proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by the Town Council. The Town Administrator is authorized to transfer budgeted amounts within departments.
5. Formal budgetary integration is employed as a management control device during the year for all funds.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all Town funds unless they are carried forward by a resolution of Town Council.
8. All budgetary data presented in the accompanying financial statements reflect budget revisions as of June 30.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)**E. Cash and Cash Equivalents**

For purposes of cash flows, cash and cash equivalents include all cash on hand and in banks, certificates of deposit, and highly liquid investments with original maturities of three months or less from the date of acquisition.

**F. Allowance for Uncollectible Accounts**

The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance amounted to approximately \$97,931 at June 30, 2016 and consists of general receivables.

**G. Capital Assets**

Capital outlays are recorded as expenditures of the governmental funds of the Town and as assets in the government-wide financial statements. The Town's capitalization threshold is \$1,500 with a useful life of more than one year.

Property, plant and equipment and infrastructure purchased are stated at cost or estimated cost. Donated property is recorded at acquisition value prevailing at date of donation. Depreciation is recorded on capital assets on a government-wide basis or in the Proprietary Fund using the straight-line method and the following estimated useful lives:

Building and historic museum	40 years
Building improvements	15 years
Infrastructure	30 years
Equipment	3-7 years
Vehicles	5 years

**H. Use of Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**I. Compensated Absences**

The Town accrues vacation leave benefits when vested. The amounts include all balances earned by employees that would be paid upon employee terminations, resignations or retirements.

**J. Fund Equity**

The Town reports fund balance in accordance with GASB Statement 54, *Fund Balance Reporting and Government Fund Type Definitions*.



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)J. Fund Equity (continued)

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balances - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the Town's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Town Council establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by Town Council through adoption or amendment of the budget as intended for specific purposes (such as the purchase of capital assets, construction, debt service, or for other purposes).

K. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expenditure) until then. The Town has one item that qualifies for reporting in this category which is comprised of contributions to the pension plan made during the current year and subsequent to the net pension asset or liability measurement date, which will be recognized as a reduction of the net pension asset or liability next fiscal year. For more detailed information on these items, reference the pension note.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town has a certain item related to the measurement of the net pension liability. These include differences between expected and actual experience, change in assumptions, and the net difference between projected and actual earnings on pension plan investments. For more detailed information on these items, reference the pension note.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)L. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

M. Net Position Flow Assumption

Sometimes the government will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the Town's policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

N. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the Town's Retirement Plan and the additions to/deductions from the Town's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

O. Adoption of Accounting Principles

Governmental Accounting Standards Board Statement No. 82, Pension Issues—an amendment of GASB Statements No. 67, No. 68, and No. 73

The Town early implemented provisions of the above Statement during the fiscal year ended June 30, 2016. The objective of this Statement is to address certain issues that have been raised with respect to Statements No. 67, *Financial Reporting for Pension Plans*, No. 68, *Accounting and Financial Reporting for Pensions*, and No. 73, *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68, and Amendments to Certain Provisions of GASB Statements 67 and 68*. Specifically, this Statement addresses issues regarding (1) the presentation of payroll-related measures in required supplementary information, (2) the selection of assumptions and the treatment of deviations from the guidance in an Actuarial Standard of Practice for financial reporting purposes, and (3) the classification of payments made by employers to satisfy employee (plan member) contribution requirements. No restatement was required as a result of this implementation.



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (continued)P. Upcoming Pronouncements

Statement No. 75, *Accounting and Financial Reporting for Postemployment Benefits Other Than Pension*, improves accounting and financial reporting by state and local governments for postemployment benefits other than pensions (other postemployment benefits or OPEB). This Statement replaces the requirements of Statements No. 45, *Accounting and Financial Reporting by Employers for Postemployment Benefits Other Than Pensions*, as amended, and No. 57, *OPEB Measurements by Agent Employers and Agent Multiple Employer Plans*, for OPEB. Statement No. 74, *Financial Reporting for Postemployment Benefit Plans Other Than Pension Plans*, establishes new accounting and financial reporting requirements for OPEB plans. This Statement is effective for fiscal years beginning after June 15, 2017.

Statement No. 77, *Tax Abatement Disclosures*, will increase the disclosure of tax abatement agreements to disclose information about the agreements. The requirements of this Statement improve financial reporting by giving users of financial statements essential information that is not consistently or comprehensively reported to the public at present. The requirements of this Statement are effective for financial statements for periods beginning after December 15, 2015.

Statement No. 78, *Pensions Provided through Certain Multiple-Employer Defined Benefit Pension Plans*, addresses a practice issue regarding the scope and applicability of Statement No. 68, *Accounting and Financial Reporting for Pensions*. This issue is associated with pensions provided through certain multiple-employer defined benefit pension plans and to state or local governmental employers whose employees are provided with such pensions. The requirements of this Statement are effective for reporting periods beginning after December 15, 2015.

NOTE 2 - PROPERTY TAXES RECEIVABLE:

Property is assessed at its value on January 1. Property taxes attach as an enforceable lien on property as of January 1. Taxes are payable December 5. The Town bills and collects its own property taxes. The Town does not record an allowance for uncollectible receivables as all receivables are deemed collectible.

NOTE 3 - DEPOSITS:Deposits:

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)**NOTE 4 - DUE FROM OTHER GOVERNMENTAL UNITS:**

At June 30, 2016 the Town has receivables from other governments as follows:

Commonwealth of Virginia:			
Sales tax	\$	27,102	
Communication tax		10,054	
Federal Government:			
Virginia Department of Transportation		13,286	
Total	\$	<u>50,442</u>	

**NOTE 5 - CAPITAL ASSETS:**

The following is a summary of changes in capital assets during the fiscal year:

**Governmental Activities:**

	<u>Balance</u> <u>July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance</u> <u>June 30, 2016</u>
Capital assets not being depreciated:				
Land	\$ 1,781,511	\$ -	\$ -	\$ 1,781,511
Construction in progress	116,573	737,059	636,979	216,653
Total capital assets not being depreciated	<u>\$ 1,898,084</u>	<u>\$ 737,059</u>	<u>\$ 636,979</u>	<u>\$ 1,998,164</u>
Other capital assets:				
Buildings and improvements	\$ 1,998,984	\$ 427,581	\$ 263,474	\$ 2,163,091
Infrastructure assets	2,348,484	209,398	-	2,557,882
Historic museum	302,807	-	-	302,807
Equipment	200,980	22,535	-	223,515
Police vehicles	89,811	32,860	-	122,671
Total other capital assets	<u>\$ 4,941,066</u>	<u>\$ 692,374</u>	<u>\$ 263,474</u>	<u>\$ 5,369,966</u>
Accumulated depreciation:				
Buildings and improvements	\$ 676,513	\$ 78,714	\$ 73,644	\$ 681,583
Infrastructure assets	420,249	79,446	-	499,695
Historic museum	104,046	7,530	-	111,576
Equipment	144,751	12,933	-	157,684
Police vehicles	56,289	17,042	-	73,331
Total accumulated depreciation	<u>\$ 1,401,848</u>	<u>\$ 195,665</u>	<u>\$ 73,644</u>	<u>\$ 1,523,869</u>
Other capital assets, net	<u>\$ 3,539,218</u>	<u>\$ 496,709</u>	<u>\$ 189,830</u>	<u>\$ 3,846,097</u>
Net capital assets	<u>\$ 5,437,302</u>	<u>\$ 1,233,768</u>	<u>\$ 826,809</u>	<u>\$ 5,844,261</u>

Depreciation expense has been allocated as follows:

General government administration	\$ 15,127
Public safety	32,652
Public works	140,356
Cultural	7,530
Total depreciation expense	<u>\$ 195,665</u>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 6 - LONG-TERM OBLIGATIONS:

The following is a summary of long-term obligations for the fiscal year ended June 30, 2016:

	<u>Balance</u> <u>July 1, 2015</u>	<u>Issuances/</u> <u>Increases</u>	<u>Retirements/</u> <u>Decreases</u>	<u>Balance</u> <u>June 30, 2016</u>	<u>Amounts</u> <u>Due Within</u> <u>One Year</u>
Governmental Obligations:					
General obligation bonds	\$ 1,532,800	\$ -	\$ 153,900	\$ 1,378,900	\$ 155,000
Compensated absences	19,438	8,458	1,505	26,391	2,639
Total Governmental Obligations	<u>\$ 1,552,238</u>	<u>\$ 8,458</u>	<u>\$ 155,405</u>	<u>\$ 1,405,291</u>	<u>\$ 157,639</u>

Annual requirements to amortize the Town's long-term obligations are as follows:

Year Ending June 30,	<u>General Obligation Bonds</u>	
	<u>Principal</u>	<u>Interest</u>
2017	\$ 155,000	\$ 31,436
2018	155,700	27,682
2019	156,600	23,904
2020	157,300	20,103
2021	158,300	16,377
2022	159,200	12,424
2023	160,100	8,544
2024	136,600	4,945
2025	70,700	2,462
2026	69,400	815
Total	<u>\$ 1,378,900</u>	<u>\$ 148,692</u>

Details of the Town's long-term obligations are as follows:

General Obligation Bonds:

\$1,458,000 2014 A General Obligation Refunding Bond Series 2014A, payable in semi-annual installments ranging from \$144,300 to \$69,400 beginning August 1, 2014 through August 1, 2025, interest payable at 2.28%	\$ 1,181,900
\$243,500 2014 B Taxable General Obligation Refunding Bond Series 2014B, payable in semi-annual installments ranging from \$24,400 to \$20,400 beginning August 1, 2014 through August 1, 2023, interest payable at 3.25%	<u>197,000</u>
Total general obligation bonds	\$ 1,378,900
Compensated absences	<u>26,391</u>
Total long-term obligations	<u>\$ 1,405,291</u>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)**NOTE 7 - COMPENSATED ABSENCES:**

The Town has accrued the liability arising from outstanding compensated absences. Town employees earn vacation leave based upon length of service. The Town has outstanding accrued vacation pay totaling \$26,391.

**NOTE 8 - PENSION PLAN:***Plan Description*

All full-time, salaried permanent employees of the Town are automatically covered by VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

The System administers three different benefit structures for covered employees - Plan 1, Plan 2, and, Hybrid. Each of these benefit structures has a different eligibility criteria. The specific information for each plan and the eligibility for covered groups within each plan are set out in the table below:

RETIREMENT PLAN PROVISIONS		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>About Plan 1</b> Plan 1 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p>	<p><b>About Plan 2</b> Plan 2 is a defined benefit plan. The retirement benefit is based on a member's age, creditable service and average final compensation at retirement using a formula. Employees are eligible for Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p>	<p><b>About the Hybrid Retirement Plan</b> The Hybrid Retirement Plan combines the features of a defined benefit plan and a defined contribution plan. Most members hired on or after January 1, 2014 are in this plan, as well as Plan 1 and Plan 2 members who were eligible and opted into the plan during a special election window. (see "Eligible Members")</p> <ul style="list-style-type: none"> <li>• The defined benefit is based on a member's age, creditable service and average final compensation at retirement using a formula.</li> <li>• The benefit from the defined contribution component of the plan depends on the member and employer contributions made to the plan and the investment performance of those contributions.</li> </ul>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
About Plan 1 (Cont.)	About Plan 2 (Cont.)	<p>About the Hybrid Retirement Plan (Cont.)</p> <ul style="list-style-type: none"> <li>In addition to the monthly benefit payment payable from the defined benefit plan at retirement, a member may start receiving distributions from the balance in the defined contribution account, reflecting the contributions, investment gains or losses, and any required fees.</li> </ul>
<p><b>Eligible Members</b> Employees are in Plan 1 if their membership date is before July 1, 2010, and they were vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> VRS non-hazardous duty covered Plan 1 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 1 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in Plan 2 if their membership date is on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013.</p> <p><b>Hybrid Opt-In Election</b> Eligible Plan 2 members were allowed to make an irrevocable decision to opt into the Hybrid Retirement Plan during a special election window held January 1 through April 30, 2014.</p> <p>The Hybrid Retirement Plan's effective date for eligible Plan 2 members who opted in was July 1, 2014.</p> <p>If eligible deferred members returned to work during the election window, they were also eligible to opt into the Hybrid Retirement Plan.</p>	<p><b>Eligible Members</b> Employees are in the Hybrid Retirement Plan if their membership date is on or after January 1, 2014. This includes:</p> <ul style="list-style-type: none"> <li>Political subdivision employees*</li> <li>Members in Plan 1 or Plan 2 who elected to opt into the plan during the election window held January 1-April 30, 2014; the plan's effective date for opt-in members was July 1, 2014.</li> </ul> <p><b>*Non-Eligible Members</b> Some employees are not eligible to participate in the Hybrid Retirement Plan. They include:</p> <ul style="list-style-type: none"> <li>Political subdivision employees who are covered by enhanced benefits for hazardous duty employees.</li> </ul>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and had prior service under Plan 1 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 1 or ORP.</p>	<p><b>Hybrid Opt-In Election (Cont.)</b> Members who were eligible for an optional retirement plan (ORP) and have prior service under Plan 2 were not eligible to elect the Hybrid Retirement Plan and remain as Plan 2 or ORP.</p>	<p><b>*Non-Eligible Members (Cont.)</b> Those employees eligible for an optional retirement plan (ORP) must elect the ORP plan or the Hybrid Retirement Plan. If these members have prior service under Plan 1 or Plan 2, they are not eligible to elect the Hybrid Retirement Plan and must select Plan 1 or Plan 2 (as applicable) or ORP.</p>
<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016. Member contributions are tax-deferred until they are withdrawn as part of a retirement benefit or as a refund. The employer makes a separate actuarially determined contribution to VRS for all covered employees. VRS invests both member and employer contributions to provide funding for the future benefit payment.</p>	<p><b>Retirement Contributions</b> Employees contribute 5% of their compensation each month to their member contribution account through a pre-tax salary reduction. Some political subdivisions elected to phase in the required 5% member contribution but all employees will be paying the full 5% by July 1, 2016.</p>	<p><b>Retirement Contributions</b> A member's retirement benefit is funded through mandatory and voluntary contributions made by the member and the employer to both the defined benefit and the defined contribution components of the plan. Mandatory contributions are based on a percentage of the employee's creditable compensation and are required from both the member and the employer. Additionally, members may choose to make voluntary contributions to the defined contribution component of the plan, and the employer is required to match those voluntary contributions according to specified percentages.</p>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Creditable Service</b> Creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p>	<p><b>Creditable Service</b> Same as Plan 1.</p>	<p><b>Creditable Service</b> <u><b>Defined Benefit Component:</b></u> Under the defined benefit component of the plan, creditable service includes active service. Members earn creditable service for each month they are employed in a covered position. It also may include credit for prior service the member has purchased or additional creditable service the member was granted. A member's total creditable service is one of the factors used to determine their eligibility for retirement and to calculate their retirement benefit. It also may count toward eligibility for the health insurance credit in retirement, if the employer offers the health insurance credit.</p> <p><u><b>Defined Contributions Component:</b></u> Under the defined contribution component, creditable service is used to determine vesting for the employer contribution portion of the plan.</p>



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Vesting</b> Vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members become vested when they have at least five years (60 months) of creditable service. Vesting means members are eligible to qualify for retirement if they meet the age and service requirements for their plan. Members also must be vested to receive a full refund of their member contribution account balance if they leave employment and request a refund.</p> <p>Members are always 100% vested in the contributions that they make.</p>	<p><b>Vesting</b> Same as Plan 1.</p>	<p><b>Vesting</b> <u>Defined Benefit Component:</u> Defined benefit vesting is the minimum length of service a member needs to qualify for a future retirement benefit. Members are vested under the defined benefit component of the Hybrid Retirement Plan when they reach five years (60 months) of creditable service. Plan 1 or Plan 2 members with at least five years (60 months) of creditable service who opted into the Hybrid Retirement Plan remain vested in the defined benefit component.</p> <p><u>Defined Contributions Component:</u> Defined contribution vesting refers to the minimum length of service a member needs to be eligible to withdraw the employer contributions from the defined contribution component of the plan.</p> <p>Members are always 100% vested in the contributions that they make.</p>



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
Vesting (Cont.)	Vesting (Cont.)	<p>Vesting (Cont.) <u>Defined Contributions Component:</u> (Cont.) Upon retirement or leaving covered employment, a member is eligible to withdraw a percentage of employer contributions to the defined contribution component of the plan, based on service.</p> <ul style="list-style-type: none"> <li>• After two years, a member is 50% vested and may withdraw 50% of employer contributions.</li> <li>• After three years, a member is 75% vested and may withdraw 75% of employer contributions.</li> <li>• After four or more years, a member is 100% vested and may withdraw 100% of employer contributions.</li> </ul> <p>Distribution is not required by law until age 70½.</p>
<p><b>Calculating the Benefit</b> The Basic Benefit is calculated based on a formula using the member's average final compensation, a retirement multiplier and total service credit at retirement. It is one of the benefit payout options available to a member at retirement.</p>	<p><b>Calculating the Benefit</b> See definition under Plan 1.</p>	<p><b>Calculating the Benefit</b> <u>Defined Benefit Component:</u> See definition under Plan 1</p>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Calculating the Benefit (Cont.)</b> An early retirement reduction factor is applied to the Basic Benefit if the member retires with a reduced retirement benefit or selects a benefit payout option other than the Basic Benefit.</p>	<p><b>Calculating the Benefit (Cont.)</b></p>	<p><b>Calculating the Benefit (Cont.)</b> <u>Defined Contribution Component:</u> The benefit is based on contributions made by the member and any matching contributions made by the employer, plus net investment earnings on those contributions.</p>
<p><b>Average Final Compensation</b> A member's average final compensation is the average of the 36 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> A member's average final compensation is the average of their 60 consecutive months of highest compensation as a covered employee.</p>	<p><b>Average Final Compensation</b> Same as Plan 2. It is used in the retirement formula for the defined benefit component of the plan.</p>
<p><b>Service Retirement Multiplier</b> <b>VRS:</b> The retirement multiplier is a factor used in the formula to determine a final retirement benefit. The retirement multiplier for non-hazardous duty members is 1.70%.</p> <p><b>Sheriffs and regional jail superintendents:</b> The retirement multiplier for sheriffs and regional jail superintendents is 1.85%.</p> <p><b>Political subdivision hazardous duty employees:</b> The retirement multiplier of eligible political subdivision hazardous duty employees other than sheriffs and regional jail superintendents is 1.70% or 1.85% as elected by the employer.</p>	<p><b>Service Retirement Multiplier</b> <b>VRS:</b> Same as Plan 1 for service earned, purchased or granted prior to January 1, 2013. For non-hazardous duty members the retirement multiplier is 1.65% for creditable service earned, purchased or granted on or after January 1, 2013.</p> <p><b>Sheriffs and regional jail superintendents:</b> Same as Plan 1.</p> <p><b>Political subdivision hazardous duty employees:</b> Same as Plan 1.</p>	<p><b>Service Retirement Multiplier</b> <u>Defined Benefit Component:</u> <b>VRS:</b> The retirement multiplier for the defined benefit component is 1.00%.</p> <p>For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.</p> <p><b>Sheriffs and regional jail superintendents:</b> Not applicable.</p> <p><b>Political subdivision hazardous duty employees:</b> Not applicable.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Normal Retirement Age VRS: Age 65.</p> <p>Political subdivisions hazardous duty employees: Age 60.</p>	<p>Normal Retirement Age VRS: Normal Social Security retirement age.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Normal Retirement Age <u>Defined Benefit Component:</u> VRS: Same as Plan 2.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Unreduced Retirement Eligibility VRS: Age 65 with at least five years (60 months) of creditable service or at age 50 with at least 30 years of creditable service.</p> <p>Political subdivisions hazardous duty employees: Age 60 with at least five years of creditable service or age 50 with at least 25 years of creditable service.</p>	<p>Earliest Unreduced Retirement Eligibility VRS: Normal Social Security retirement age with at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p>Earliest Unreduced Retirement Eligibility <u>Defined Benefit Component:</u> VRS: Normal Social Security retirement age and have at least five years (60 months) of creditable service or when their age and service equal 90.</p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p>Earliest Reduced Retirement Eligibility VRS: Age 55 with at least five years (60 months) of creditable service or age 50 with at least 10 years of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility VRS: Age 60 with at least five years (60 months) of creditable service.</p>	<p>Earliest Reduced Retirement Eligibility <u>Defined Benefit Component:</u> VRS: Members may retire with a reduced benefit as early as age 60 with at least five years (60 months) of creditable service.</p>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)

NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: 50 with at least five years of creditable service.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Same as Plan 1.</p>	<p><b>Earliest Reduced Retirement Eligibility (Cont.)</b></p> <p>Political subdivisions hazardous duty employees: Not applicable.</p> <p><u>Defined Contribution Component:</u> Members are eligible to receive distributions upon leaving employment, subject to restrictions.</p>
<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 3% increase in the Consumer Price Index for all Urban Consumers (CPI-U) and half of any additional increase (up to 4%) up to a maximum COLA of 5%.</p> <p><u>Eligibility:</u> For members who retire with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service, the COLA will go into effect on July 1 after one full calendar year from the retirement date.</p> <p>For members who retire with a reduced benefit and who have less than 20 years of creditable service, the COLA will go into effect on July 1 after one calendar year following the unreduced retirement eligibility date.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> The Cost-of-Living Adjustment (COLA) matches the first 2% increase in the CPI-U and half of any additional increase (up to 2%), for a maximum COLA of 3%.</p> <p><u>Eligibility:</u> Same as Plan 1.</p>	<p><b>Cost-of-Living Adjustment (COLA) in Retirement</b> <u>Defined Benefit Component:</u> Same as Plan 2.</p> <p><u>Defined Contribution Component:</u> Not applicable.</p> <p><u>Eligibility:</u> Same as Plan 1 and Plan 2.</p>

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u> The COLA is effective July 1 following one full calendar year (January 1 to December 31) under any of the following circumstances:</p> <ul style="list-style-type: none"> <li>• The member is within five years of qualifying for an unreduced retirement benefit as of January 1, 2013.</li> <li>• The member retires on disability.</li> <li>• The member retires directly from short-term or long-term disability under the Virginia Sickness and Disability Program (VSDP).</li> <li>• The member is involuntarily separated from employment for causes other than job performance or misconduct and is eligible to retire under the Workforce Transition Act or the Transitional Benefits Program.</li> <li>• The member dies in service and the member's survivor or beneficiary is eligible for a monthly death-in-service benefit. The COLA will go into effect on July 1 following one full calendar year (January 1 to December 31) from the date the monthly benefit begins.</li> </ul>	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1.</p>	<p>Cost-of-Living Adjustment (COLA) in Retirement (Cont.)</p> <p><u>Exceptions to COLA Effective Dates:</u> Same as Plan 1 and Plan 2.</p>

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Plan Description (continued)*

RETIREMENT PLAN PROVISIONS (CONTINUED)		
PLAN 1	PLAN 2	HYBRID RETIREMENT PLAN
<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.7% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>	<p><b>Disability Coverage</b> Members who are eligible to be considered for disability retirement and retire on disability, the retirement multiplier is 1.65% on all service, regardless of when it was earned, purchased or granted.</p> <p>VSDP members are subject to a one-year waiting period before becoming eligible for non-work related disability benefits.</p>	<p><b>Disability Coverage</b> Employees of political subdivisions (including Plan 1 and Plan 2 opt-ins) participate in the Virginia Local Disability Program (VLDP) unless their local governing body provides an employer-paid comparable program for its members.</p> <p>Hybrid members (including Plan 1 and Plan 2 opt-ins) covered under VLDP are subject to a one-year waiting period before becoming eligible for non-work-related disability benefits.</p>
<p><b>Purchase of Prior Service</b> Members may be eligible to purchase service from previous public employment, active duty military service, an eligible period of leave or VRS refunded service as creditable service in their plan. Prior creditable service counts toward vesting, eligibility for retirement and the health insurance credit. Only active members are eligible to purchase prior service. When buying service, members must purchase their most recent period of service first. Members also may be eligible to purchase periods of leave without pay.</p>	<p><b>Purchase of Prior Service</b> Same as Plan 1.</p>	<p><b>Purchase of Prior Service</b> <b><u>Defined Benefit Component:</u></b> Same as Plan 1, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Hybrid Retirement Plan members are ineligible for ported service.</li> <li>• The cost for purchasing refunded service is the higher of 4% of creditable compensation or average final compensation.</li> <li>• Plan members have one year from their date of hire or return from leave to purchase all but refunded prior service at approximate normal cost. After that one-year period, the rate for most categories of service will change to actuarial cost.</li> </ul> <p><b><u>Defined Contribution Component:</u></b> Not applicable.</p>

The System issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2015-annual-report.pdf> or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Employees Covered by Benefit Terms*

As of the June 30, 2014 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Number</u>
Inactive members or their beneficiaries currently receiving benefits	-
Inactive members:	
Vested inactive members	-
Non-vested inactive members	-
Inactive members active elsewhere in VRS	1
Total inactive members	<u>1</u>
Active members	<u>11</u>
Total covered employees	<u><u>12</u></u>

*Contributions*

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Prior to July 1, 2012, all or part of the 5.00% member contribution may have been assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5.00% member contribution. This could be phased in over a period of up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution.

The Town's contractually required contribution rate for the year ended June 30, 2016 was 6.06% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2014.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Town were \$37,319 and \$29,383 for the years ended June 30, 2016 and June 30, 2015, respectively.

*Net Pension Liability (Asset)*

The Town's net pension liability (asset) was measured as of June 30, 2015. The total pension liability used to calculate the net pension liability (asset) was determined by an actuarial valuation performed as of June 30, 2014, using updated actuarial assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.

*Actuarial Assumptions - General Employees*

The total pension liability for General Employees in the Town's Retirement Plan was based on an actuarial valuation as of June 30, 2014, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2015.



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Actuarial Assumptions - General Employees (Continued)*

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	7.0%, net of pension plan investment expense, including inflation*

\* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

Mortality rates: 14% of deaths are assumed to be service related

## Largest 10 - Non-LEOS:

## Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

## Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

## Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

## All Others (Non 10 Largest) - Non-LEOS:

## Pre-Retirement:

RP-2000 Employee Mortality Table Projected with Scale AA to 2020 with males set forward 4 years and females set back 2 years

## Post-Retirement:

RP-2000 Combined Mortality Table Projected with Scale AA to 2020 with males set forward 1 year

## Post-Disablement:

RP-2000 Disability Life Mortality Table Projected to 2020 with males set back 3 years and no provision for future mortality improvement

The actuarial assumptions used in the June 30, 2014 valuation were based on the results of an actuarial experience study for the period from July 1, 2008 through June 30, 2012. Changes to the actuarial assumptions as a result of the experience study are as follows:

## Largest 10 - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year



## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Actuarial Assumptions - General Employees (Continued)*

- All Others (Non 10 Largest) - Non-LEOS:
- Update mortality table
  - Decrease in rates of service retirement
  - Decrease in rates of disability retirement
  - Reduce rates of salary increase by 0.25% per year

*Long-Term Expected Rate of Return*

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-Term Expected Rate of Return	Weighted Average Long-Term Expected Rate of Return
U.S. Equity	19.50%	6.46%	1.26%
Developed Non U.S. Equity	16.50%	6.28%	1.04%
Emerging Market Equity	6.00%	10.00%	0.60%
Fixed Income	15.00%	0.09%	0.01%
Emerging Debt	3.00%	3.51%	0.11%
Rate Sensitive Credit	4.50%	3.51%	0.16%
Non Rate Sensitive Credit	4.50%	5.00%	0.23%
Convertibles	3.00%	4.81%	0.14%
Public Real Estate	2.25%	6.12%	0.14%
Private Real Estate	12.75%	7.10%	0.91%
Private Equity	12.00%	10.41%	1.25%
Cash	1.00%	-1.50%	-0.02%
Total	100.00%		5.83%
		Inflation	2.50%
		*Expected arithmetic nominal return	8.33%

\* Using stochastic projection results provides an expected range of real rates of return over various time horizons. Looking at one year results produces an expected real return of 8.33% but also has a high standard deviation, which means there is high volatility. Over larger time horizons the volatility declines significantly and provides a median return of 7.44%, including expected inflation of 2.50%.

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Discount Rate*

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ending June 30, 2018, the rate contributed by the employer for the Town's Retirement Plan will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly. From July 1, 2018 on, participating employers are assumed to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability.

*Changes in Net Pension Liability (Asset)*

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Balances at June 30, 2014	\$ 189,144	\$ 253,305	\$ (64,161)
Changes for the year:			
Service cost	\$ 65,618	\$ -	\$ 65,618
Interest	12,655	-	12,655
Differences between expected and actual experience	(29,814)	-	(29,814)
Contributions - employer	-	29,383	(29,383)
Contributions - employee	-	24,216	(24,216)
Net investment income	-	12,395	(12,395)
Benefit payments, including refunds of employee contributions	(16,721)	(16,721)	-
Administrative expenses	-	(130)	130
Other changes	-	(3)	3
Net changes	\$ 31,738	\$ 49,140	\$ (17,402)
Balances at June 30, 2015	\$ 220,882	\$ 302,445	\$ (81,563)

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 8 - PENSION PLAN: (continued)*Sensitivity of the Net Pension Liability to Changes in the Discount Rate*

The following presents the net pension asset of the Town using the discount rate of 7.00%, as well as what the Town's net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	(6.00%)	(7.00%)	(8.00%)
Authority			
Net Pension Liability	(34,370)	(81,563)	(119,116)

*Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions*

For the year ended June 30, 2016, the Town recognized pension expense of \$30,015. At June 30, 2016, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 26,646
Change in assumptions	-	-
Net difference between projected and actual earnings on pension plan investments	-	4,646
Employer contributions subsequent to the measurement date	37,319	-
Total	\$ 37,319	\$ 31,292

\$37,319 reported as deferred outflows of resources related to pensions resulting from the Town's contributions subsequent to the measurement date will be recognized as a component of the Net Pension Asset in the year ended June 30, 2017. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

Year ended June 30	
2017	\$ (5,158)
2018	(5,158)
2019	(5,160)
2020	(1,842)
2021	(3,168)
Thereafter	(3,168)

## TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements  
As of June 30, 2016 (continued)NOTE 9 - LITIGATION:

At June 30, 2016 there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

NOTE 10 - OPERATING LEASES:

Lease Revenue: The Town leases certain commercial buildings and office suites in its Town Hall Properties. The non-cancelable operating lease agreements expire at various times throughout the fiscal years ending June 30, 2017 through 2021. Most of the leases are for one year with annual renewals of two to five years from inception. Rental income from these non-cancelable operating leases was approximately \$163,790 for the fiscal year ended June 30, 2016. The approximate future minimum lease rentals to be received by the Town's business-type activities are as follows for the fiscal years ending June 30:

Year Ending June 30:	
2017	\$ 168,704
2018	173,765
2019	178,978
2020	184,347
2021	189,878
	\$ 895,672
	895,672

NOTE 11 - COMMITMENTS AND CONTINGENCIES:

Federal programs in which the Town participates are subject to audit in accordance with the provisions of Title 2 U.S. *Code of Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. While no matters of noncompliance were disclosed by audit, the Federal Government may subject grant programs to additional compliance tests which may result in disallowed expenditures. In the opinion of management, any future disallowances of current grant program expenditures, if any, would be immaterial.

NOTE 12 - RISK MANAGEMENT:

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Town carries commercial insurance for all of these risks of loss. Settled claims resulting from these risks have not exceeded commercial insurance coverage in any of the past three fiscal years.

- Required Supplementary Information -

Note to Required Supplementary Information:

Presented Budgets were prepared in accordance with  
Accounting Principles Generally Accepted in the United States of America.

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 7

General Fund  
 Schedule of Revenues, Expenditures and Changes in Fund Balance - Budget and Actual  
 For the Year Ended June 30, 2016

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
<b>Revenues</b>				
General property taxes	\$ 302,915	\$ 302,915	\$ 304,821	\$ 1,906
Other local taxes	1,097,000	1,097,000	1,178,682	81,682
Permits, privilege fees and regulatory licenses	39,100	39,100	44,703	5,603
Revenue from use of money and property	207,215	207,215	181,674	(25,541)
Charges for services	86,000	89,891	91,394	1,503
Miscellaneous	500	2,500	3,711	1,211
Intergovernmental:				
Commonwealth	181,998	181,998	185,950	3,952
Federal	719,779	719,779	78,777	(641,002)
Total revenues	<u>\$ 2,634,507</u>	<u>\$ 2,640,398</u>	<u>\$ 2,069,712</u>	<u>\$ (570,686)</u>
<b>Expenditures</b>				
General government administration	\$ 614,743	\$ 622,718	\$ 744,985	\$ (122,267)
Public safety	691,398	707,298	822,345	(115,047)
Public works	196,800	237,800	254,202	(16,402)
Cultural	59,420	70,811	55,372	15,439
Community development	1,517,010	1,517,010	774,476	742,534
Debt service:				
Principal retirement	168,700	168,700	153,900	14,800
Interest and fiscal charges	28,118	28,118	35,165	(7,047)
Total expenditures	<u>\$ 3,276,189</u>	<u>\$ 3,352,455</u>	<u>\$ 2,840,445</u>	<u>\$ 512,010</u>
Excess (deficiency) of revenues over (under) expenditures	\$ (641,682)	\$ (712,057)	\$ (770,733)	\$ (58,676)
Fund balance at beginning of year	641,682	712,057	2,102,996	1,390,939
Fund balance at end of year	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,332,263</u>	<u>\$ 1,332,263</u>

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## Schedule of Components of and Changes in Net Pension Liability (Asset) and Related Ratios

For the Year Ended June 30, 2016

	2015	2014
<b>Total pension liability</b>		
Service cost	\$ 65,618	\$ 60,633
Interest	12,655	8,407
<b>Net change in total pension liability</b>	<b>\$ 78,273</b>	<b>\$ 69,040</b>
<b>Total pension liability - beginning</b>	<b>189,144</b>	<b>120,104</b>
<b>Total pension liability - ending (a)</b>	<b>\$ 267,417</b>	<b>\$ 189,144</b>
<b>Plan fiduciary net position</b>		
Contributions - employer	\$ 29,383	\$ 42,203
Contributions - employee	24,216	24,622
Net investment income	12,395	29,876
Benefit payments, including refunds of employee contributions	(16,721)	-
Administrative expense	(130)	(103)
Other	(3)	2
<b>Net change in plan fiduciary net position</b>	<b>\$ 49,140</b>	<b>\$ 96,600</b>
<b>Plan fiduciary net position - beginning</b>	<b>253,305</b>	<b>156,705</b>
<b>Plan fiduciary net position - ending (b)</b>	<b>\$ 302,445</b>	<b>\$ 253,305</b>
<b>Political subdivision's net pension liability (asset) - ending (a) - (b)</b>	<b>\$ (35,028)</b>	<b>\$ (64,161)</b>
<b>Plan fiduciary net position as a percentage of the total pension liability</b>	<b>113.10%</b>	<b>133.92%</b>
<b>Covered payroll</b>	<b>\$ 487,282</b>	<b>\$ 492,446</b>
<b>Political subdivision's net pension liability as a percentage of covered payroll</b>	<b>-7.19%</b>	<b>-13.03%</b>

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

## TOWN OF HAYMARKET, VIRGINIA

Exhibit 9

Schedule of Employer Contributions  
For the Year Ended June 30, 2016

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
2016	\$ 37,319	\$ 37,319	-	\$ 615,832	6.06%
2015	29,383	29,383	-	487,282	6.06%
2014	42,203	42,203	-	492,446	8.57%
2013	39,185	39,185	-	457,229	8.57%
2012	35,501	35,501	-	452,824	7.84%
2011	13,570	13,570	-	173,086	7.84%

Current year contributions are from the Town's records and prior year contributions are from the VRS actuarial valuation performed each year.

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)



Notes to Required Supplementary Information  
For the Year Ended June 30, 2016

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In 2015, Covered Employee Payroll (as defined by GASB 68) included the total payroll for employees covered under the pension plan whether that payroll is subject to pension coverage or not. This definition was modified in GASB Statement No. 82 and now is the payroll on which contributions to a pension plan are based. The ratios presented use the same measure.

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation. The 2014 valuation includes Hybrid Retirement Plan members for the first time. The hybrid plan applies to most new employees hired on or after January 1, 2014 and not covered by enhanced hazardous duty benefits. Because this was a new benefit and the number of participants was relatively small, the impact on the liabilities as of the measurement date of June 30, 2015 are not material.

Changes of assumptions - The following changes in actuarial assumptions were made effective June 30, 2013 based on the most recent experience study of the System for the four-year period ending June 30, 2012:

Largest 10 - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

Largest 10 - LEOS:

- Update mortality table
- Decrease in male rates of disability

All Others (Non 10 Largest) - Non-LEOS:

- Update mortality table
- Decrease in rates of service retirement
- Decrease in rates of disability retirement
- Reduce rates of salary increase by 0.25% per year

All Others (Non 10 Largest) - LEOS:

- Update mortality table
- Adjustments to rates of service retirement for females
- Increase in rates of withdrawal
- Decrease in male and female rates of disability

- Other Supplementary Information -  
*Supporting Schedules*

## TOWN OF HAYMARKET, VIRGINIA

Schedule 1  
Page 1 of 2

## Governmental Fund

Schedule of Revenues - Budget and Actual  
For the Year Ended June 30, 2016

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 292,415	\$ 292,415	\$ 287,862	\$ (4,553)
Public service corporation taxes:				
Real property	9,000	9,000	10,080	1,080
Business personal property taxes	-	-	305	305
Penalties and interest	1,500	1,500	6,574	5,074
Total general property taxes	<u>\$ 302,915</u>	<u>\$ 302,915</u>	<u>\$ 304,821</u>	<u>\$ 1,906</u>
Other local taxes:				
Local sales and use taxes	\$ 85,000	\$ 85,000	\$ 152,691	\$ 67,691
Cigarette tax	250,000	250,000	213,740	(36,260)
Business license tax	140,000	140,000	175,320	35,320
Bank franchise taxes	22,000	22,000	39,339	17,339
Consumer utility tax - electric	100,000	100,000	140,467	40,467
Meals tax	500,000	500,000	457,125	(42,875)
Total other local taxes	<u>\$ 1,097,000</u>	<u>\$ 1,097,000</u>	<u>\$ 1,178,682</u>	<u>\$ 81,682</u>
Permits, privilege fees and regulatory licenses:				
Application fees	\$ 2,500	\$ 2,500	\$ 2,625	\$ 125
Motor vehicle licenses	1,000	1,000	-	(1,000)
Inspections	10,000	10,000	13,380	3,380
Occupancy permits	600	600	550	(50)
Other planning and permits	25,000	25,000	28,148	3,148
Total permits, privilege fees and regulatory licenses	<u>\$ 39,100</u>	<u>\$ 39,100</u>	<u>\$ 44,703</u>	<u>\$ 5,603</u>
Revenue from use of money and property:				
Revenue from use of money	\$ -	\$ -	\$ 17,884	\$ 17,884
Revenue from use of property	207,215	207,215	163,790	(43,425)
Total revenue from use of money and property	<u>\$ 207,215</u>	<u>\$ 207,215</u>	<u>\$ 181,674</u>	<u>\$ (25,541)</u>
Charges for services:				
Recovered costs - events	\$ 10,000	\$ 13,891	\$ 28,933	\$ 15,042
Public safety fees	76,000	76,000	62,461	(13,539)
Total charges for services	<u>\$ 86,000</u>	<u>\$ 89,891</u>	<u>\$ 91,394</u>	<u>\$ 1,503</u>

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## TOWN OF HAYMARKET, VIRGINIA

Schedule 1  
Page 2 of 2

## Governmental Fund

Schedule of Revenues - Budget and Actual  
For the Year Ended June 30, 2016 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund: (Continued)</b>				
Revenue from local sources: (Continued)				
Miscellaneous:				
Miscellaneous income	\$ 500	\$ 2,500	\$ 3,711	\$ 1,211
Total revenue from local sources	\$ 1,732,730	\$ 1,738,621	\$ 1,804,985	\$ 66,364
Intergovernmental:				
Revenue from the Commonwealth:				
Non-categorical aid:				
PPTRA	\$ 18,630	\$ 18,630	\$ 18,627	\$ (3)
Communications tax	120,000	120,000	121,902	1,902
Car rental tax	4,500	4,500	4,989	489
Rolling stock tax	1,500	1,500	1,515	15
Total non-categorical aid	\$ 144,630	\$ 144,630	\$ 147,033	\$ 2,403
Categorical aid:				
Law enforcement grants	\$ 28,368	\$ 28,368	\$ 28,368	\$ -
Fire funds	8,000	8,000	10,000	2,000
DEQ state grant	1,000	1,000	-	(1,000)
Other	-	-	549	549
Total categorical aid	\$ 37,368	\$ 37,368	\$ 38,917	\$ 1,549
Total revenue from the Commonwealth	\$ 181,998	\$ 181,998	\$ 185,950	\$ 3,952
Revenue from the federal government:				
Categorical aid:				
Emergency services grant	\$ -	\$ -	\$ -	\$ -
Caboose enhancement grant	30,800	30,800	18,347	(12,453)
Connolley grant	90,000	90,000	-	(90,000)
Pedestrian improvement grant	-	-	58,270	58,270
Ground transportation safety grant	8,500	8,500	2,160	(6,340)
VDOT - highway construction grant	590,479	590,479	-	(590,479)
Total categorical aid	\$ 719,779	\$ 719,779	\$ 78,777	\$ (641,002)
Total revenue from the federal government	\$ 719,779	\$ 719,779	\$ 78,777	\$ (641,002)
Total General Fund	\$ 2,634,507	\$ 2,640,398	\$ 2,069,712	\$ (570,686)

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## TOWN OF HAYMARKET, VIRGINIA

Schedule 2

Page 1 of 2

## Governmental Fund

Schedule of Expenditures - Budget and Actual  
For the Year Ended June 30, 2016

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b>General Fund:</b>				
General government administration:				
Mayor and Town Council	\$ 31,350	\$ 31,350	\$ 33,280	\$ (1,930)
Salary - general	243,480	287,080	338,239	(51,159)
Fringe benefits - general	47,425	47,425	72,701	(25,276)
Payroll taxes	18,788	18,788	25,817	(7,029)
Accounting	55,000	15,000	11,695	3,305
Cigarette tax administration	6,000	6,000	5,712	288
Advertising	10,000	10,000	10,649	(649)
Miscellaneous	-	-	15	(15)
Professional services	34,400	34,400	34,970	(570)
Training	4,000	4,000	12,797	(8,797)
Travel	4,500	4,500	5,887	(1,387)
Legal services	110,000	110,000	138,384	(28,384)
Office expenses	19,800	24,175	34,153	(9,978)
Insurance	9,000	9,000	10,689	(1,689)
Capital outlays	21,000	21,000	9,997	11,003
Total general government administration	\$ 614,743	\$ 622,718	\$ 744,985	\$ (122,267)
Public safety:				
Salary - law enforcement	\$ 364,044	\$ 377,944	\$ 425,600	\$ (47,656)
Fringe benefits	123,654	123,654	142,997	(19,343)
Repairs and maintenance	2,000	2,000	7,643	(5,643)
Legal services	15,500	15,500	14,307	1,193
Miscellaneous	18,000	18,000	4,000	14,000
Travel	1,250	1,250	2,839	(1,589)
Office expenses	16,950	26,950	23,543	3,407
Insurance	10,000	10,000	11,202	(1,202)
Vehicle fuel	25,000	20,000	14,377	5,623
Vehicle supplies	32,000	27,000	19,235	7,765
Uniforms	8,000	12,000	7,825	4,175
Capital outlay	10,000	8,000	45,398	(37,398)
Building official	65,000	65,000	64,578	422
Contributions to other governments	-	-	38,801	(38,801)
Total public safety	\$ 691,398	\$ 707,298	\$ 822,345	\$ (115,047)

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

## TOWN OF HAYMARKET, VIRGINIA

Schedule 2

Page 2 of 2

## Governmental Fund

Schedule of Expenditures - Budget and Actual  
For the Year Ended June 30, 2016 (Continued)

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<b><u>General Fund: (Continued)</u></b>				
Public works:				
Maintenance of buildings and grounds	\$ 95,300	\$ 136,300	\$ 147,203	\$ (10,903)
Trash removal	71,000	71,000	78,145	(7,145)
Rental property - Suite 110	7,150	7,150	-	7,150
Rental property - Suite 200	6,400	6,400	-	6,400
Rental property - Suite 204	5,550	5,550	-	5,550
Rental property - Hulfish House	2,400	2,400	-	2,400
Rental property - 14710 Washington Street	4,000	4,000	-	4,000
Rental property - 14740 Washington Street	2,000	2,000	-	2,000
Rental property - 15000 Washington Street	-	-	28,854	(28,854)
Rental property - 15020 Washington Street	3,000	3,000	-	3,000
Total public works	\$ 196,800	\$ 237,800	\$ 254,202	\$ (16,402)
Parks, recreation and cultural:				
Museum	\$ 51,920	\$ 56,420	\$ 4,823	\$ 51,597
Special events	7,500	14,391	50,549	(36,158)
Total parks, recreation and cultural	\$ 59,420	\$ 70,811	\$ 55,372	\$ 15,439
Community development:				
Planning commission	\$ 40,550	\$ 70,550	\$ 10,945	\$ 59,605
Architectural review board	7,550	7,550	51,243	(43,693)
Caboose enhance project	38,500	38,500	24,685	13,815
Streetscape project	782,410	782,410	211,980	570,430
Pedestrian improvement project	90,000	90,000	58,270	31,730
Harrover master plan	50,000	20,000	37,993	(17,993)
Town center master plan	500,000	500,000	379,360	120,640
Contributions to other entities	8,000	8,000	-	8,000
Total community development	\$ 1,517,010	\$ 1,517,010	\$ 774,476	\$ 742,534
Debt service:				
Principal retirement	\$ 168,700	\$ 168,700	\$ 153,900	\$ 14,800
Interest and fiscal charges	28,118	28,118	35,165	(7,047)
Total debt service	\$ 196,818	\$ 196,818	\$ 189,065	\$ 7,753
Total General Fund	\$ 3,276,189	\$ 3,352,455	\$ 2,840,445	\$ 512,010

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)

- Compliance -

# ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

## Independent Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of the Town Council  
Town of Haymarket  
Haymarket, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; the financial statements of the governmental activities and each major fund of Town of Haymarket, Virginia as of and for the year ended June 30, 2016, and the related notes to the financial statements, and have issued our report thereon dated October 17, 2016.

### Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered Town of Haymarket, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the effectiveness of Town of Haymarket, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of Town of Haymarket, Virginia's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

### Compliance and Other Matters

As part of obtaining reasonable assurance about whether Town of Haymarket, Virginia's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Attachment: 12-5-16 TM rpt packet (3013 : Town Manager's Report - Kimberly Murray)



## Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Robinson, Farmer, Cox Associates*  
Charlottesville, Virginia  
October 17, 2016



TO: Town of Haymarket Town Council  
SUBJECT: Treasurer's Report - Kimberly Murray  
DATE: 12/05/16

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**ATTACHMENTS:**

- 12-5-16 Treasurer rpt (PDF)

**Town of Haymarket**  
**Statement of Revenue & Expenditures for Month**  
**October 2016**

	<b>Oct 16</b>
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
3110 · GENERAL PROPERTY TAXES	287,197.79
3120 · OTHER LOCAL TAXES	78,358.44
3130 · PERMITS,FEES & LICENESES	2,105.00
3140 · FINES & FORFEITURES	5,075.06
3150 · REVENUE - USE OF MONEY	677.58
3151 · RENTAL (USE OF PROPERTY)	10,942.46
3165 · REVENUE - TOWN EVENTS	197.00
3180 · MISCELLANEOUS	38.00
32 · REVENUE FROM COMMONWEALTH	21,698.11
<b>Total Income</b>	<b>406,289.44</b>
<b>Gross Profit</b>	<b>406,289.44</b>
<b>Expense</b>	
01 · ADMINISTRATION	64,722.06
03 · PUBLIC SAFETY	52,739.66
04 · PUBLIC WORKS	12,557.20
07 · PARKS, REC & CULTURAL	530.32
08 · COMMUNITY DEVELOPMENT	555.00
94105 · PERSONNEL	63.29
94106 · TOWN CENTER MASTER PLAN	280.82
<b>Total Expense</b>	<b>131,448.35</b>
<b>Net Ordinary Income</b>	<b>274,841.09</b>
<b>Net Income</b>	<b>274,841.09</b>

Attachment: 12-5-16 Treasurer rpt (3012 : Treasurer's Report - Kimberly Murray)

12/01/16

**Town of Haymarket**  
**Revenue & Expenditures Actual To-Date vs Annual Budget**  
 July through October 2016

	Jul - Oct 16	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
3110 · GENERAL PROPERTY TAXES	287,252.20	302,000.00	95.1%
3120 · OTHER LOCAL TAXES	284,635.91	1,275,000.00	22.3%
3130 · PERMITS, FEES & LICENSES	6,385.00	48,700.00	13.1%
3140 · FINES & FORFEITURES	24,804.82	50,000.00	49.6%
3150 · REVENUE - USE OF MONEY	2,266.59	10,000.00	22.7%
3151 · RENTAL (USE OF PROPERTY)	50,559.17	189,200.00	26.7%
3160 · CHARGES FOR SERVICES	2,600.00		
3165 · REVENUE - TOWN EVENTS	68,547.82	40,000.00	171.4%
3180 · MISCELLANEOUS	417.52	1,900.00	22.0%
32 · REVENUE FROM COMMONWEALTH	75,261.80	183,500.00	41.0%
33 · REVENUE FROM FEDERAL GOVERNMENT	60,760.43	365,000.00	16.6%
35 · TRANSFER FROM GENERAL FUND	0.00	273,360.00	0.0%
<b>Total Income</b>	<u>863,491.26</u>	<u>2,738,660.00</u>	<u>31.5%</u>
<b>Gross Profit</b>	863,491.26	2,738,660.00	31.5%
<b>Expense</b>			
01 · ADMINISTRATION	261,052.51	712,350.00	36.6%
03 · PUBLIC SAFETY	249,927.97	775,900.00	32.2%
04 · PUBLIC WORKS	71,576.15	212,000.00	33.8%
07 · PARKS, REC & CULTURAL	24,621.10	70,650.00	34.8%
08 · COMMUNITY DEVELOPMENT	6,049.44	64,600.00	9.4%
09 · NON-DEPARTMENTAL	171,654.17	186,440.00	92.1%
94101 · CABOOSE ENHANCEMENT PROJECT	0.00	15,000.00	0.0%
94102 · HARROVER MASTER PLAN	750.00	150,000.00	0.5%
94103 · PEDESTRIAN IMPROVEMENT PROJECT	58,620.00	350,000.00	16.7%
94105 · PERSONNEL	442.82		
94106 · TOWN CENTER MASTER PLAN	38,328.90	123,360.00	31.1%
9610 · General Reserve	0.00	30,000.00	0.0%
94201 · Transfer to Capital Imp. Proj.	0.00	273,360.00	0.0%
<b>Total Expense</b>	<u>883,023.06</u>	<u>2,963,660.00</u>	<u>29.8%</u>
<b>Net Ordinary Income</b>	-19,531.80	-225,000.00	8.7%
<b>Other Income/Expense</b>			
<b>Other Income</b>			
99000 · Use of Carry-over surplus	0.00	225,000.00	0.0%
<b>Total Other Income</b>	<u>0.00</u>	<u>225,000.00</u>	<u>0.0%</u>
<b>Net Other Income</b>	0.00	225,000.00	0.0%
<b>Net Income</b>	<u><u>-19,531.80</u></u>	<u><u>0.00</u></u>	<u><u>100.0%</u></u>

Attachment: 12-5-16 Treasurer rpt (3012 : Treasurer's Report - Kimberly Murray)



TO: Town of Haymarket Town Council  
SUBJECT: Appointments - Mayor Leake  
DATE: 12/05/16

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TO: Town of Haymarket Town Council  
SUBJECT: 6710 Madison Street - Site Plan - Holly Montague  
DATE: 12/05/16

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**ATTACHMENTS:**

- 01 - STAFF MEMO 12-05-16 6710 Madison Street Site Plan (PDF)
- 02 - Me110916 6710 Mad St - Comb Prelim-Final Site Plan Planner Recommend Approval (PDF)
- 03 - Me110916 6710 Mad St - Comb Prelim-Final Site Plan Engineer Recommend Approval (PDF)
- 04 - 6710 MADISON ST HAYMARKET VA - FINAL (PDF)



TO: Haymarket Town Council  
 SUBJECT: 6710 Madison Street – Site Plan  
 DATE: 12/05/16

## BACKGROUND

6710 Madison Street is owned by the Haymarket Lodge Charitable Foundation and is in the B-1 Zoning District. The existing on-site building had been vacant or used as a meeting hall. In early 2015, the owner expressed an interest in renovating the interior of the existing building to use for a commercial business (Tobaccology Haymarket). Haymarket Code Section 58-179(a) requires a site plan be prepared for any change in use from a previous user in the B-1 District.

In March 2015, the owner submitted a site plan and began the site plan process to provide a paved parking lot, striping, Stormwater Management, lighting and landscaping in accordance with Haymarket Ordinances.

On September 8, 2015, Town Council approved a Temporary Occupancy Permit to allow the proposed use (Tobaccology Haymarket) to open while the site plan was being processed.

During the site plan review process, Marchant Schneider, Zoning Administrator, waived the requirement for a separate Preliminary Site Plan and had the applicant process the site plan as a combined Preliminary and Final Site Plan as allowed by Haymarket Code Section 58-506(1). The reason for waiving the Preliminary Site Plan Requirement is due to the minor nature of the proposed work – paving, striping, lighting and landscaping with no SWM/BMP facilities proposed on-site (nutrient credits purchased to meet BMP requirements for redevelopment with a decrease in impervious area) and no Right of Way or Easements required.

Fire Marshal, VDOT, PWCSA and staff comments have been addressed.

The Planning Commission passed a motion with recommendation of approval at the November 9, 2016 Planning Commission meeting.

## RECOMMENDATION

It is recommended that the Town Council approve the 6710 Madison Street combined Preliminary and Final Site Plan.

## MOTIONS:

1. I move that the Town Council approve 6710 Madison Street combined Preliminary and Final Site Plan.

OR

2. I move an alternate motion.




---

**TO:** FILES

**FROM:** MARCHANT SCHNEIDER, TOWN PLANNER AND ZONING ADMINISTRATOR

**SUBJECT:** 6710 MADISON STREET – COMBINED PRELIMINARY AND FINAL SITE PLAN –  
RECOMMENDATION FOR APPROVAL

**DATE:** 11/9/2016

**CC:** STAFF

---

I have reviewed the third submission for the 6710 Madison Street Combined Preliminary and Final Site Plan received via email on 11/8/16, dated March 2015 and revised through 10/24/16.

All outside agency approvals have been received (VDOT, PWCSA and Fire Marshal).

As Zoning Administrator I waive the Preliminary Site Plan Requirement and allow the applicant to treat this as a combined Preliminary and Final Site Plan as allowed by Haymarket Code Section 58-506(1) due to the nature of the proposed work – paving, striping, lighting and landscaping with no SWM/BMP facilities proposed on-site (nutrient credits purchased to meet BMP requirements for redevelopment with a decrease in imperious area) and no Right of Way or Easements required.

I have no additional comments and recommend approval of the 6710 Madison Street Preliminary and Final Site Plan.

Please let me know if you have any questions. I can be reached at [mschneider@townofhaymarket.org](mailto:mschneider@townofhaymarket.org).






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**INTEROFFICE MEMORANDUM**

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**TO:** MARCHANT SCHNEIDER

**FROM:** HOLLY MONTAGUE, PE

**SUBJECT:** 6710 MADISON STREET – COMBINED PRELIMINARY AND FINAL SITE PLAN –  
RECOMMEND APPROVAL

**DATE:** 11/9/2016

**CC:** STAFF

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Per your request, I have reviewed the third submission for the 6710 Madison Street Combined Preliminary and Final Site Plan received via email on 11/8/2016. I used the Haymarket Ordinances, Preliminary and Final Site Plan Checklists, Prince William County standards, the Virginia Erosion and Sediment Control Handbook and the Virginia Stormwater Management Handbook.

All outside agency approvals have been received (VDOT, PWCSA and Fire Marshal).

Due to the nature of the proposed work – paving, striping, lighting and landscaping with no SWM/BMP facilities proposed on-site (nutrient credits will be purchased to meet BMP requirements for redevelopment with a decrease in impervious area) and no Right of Way or Easements required – I support treating this plan as a combined Preliminary and Final Site Plan.

I have no additional comments and recommend approval of the 6710 Madison Street Preliminary and Final Site Plan.

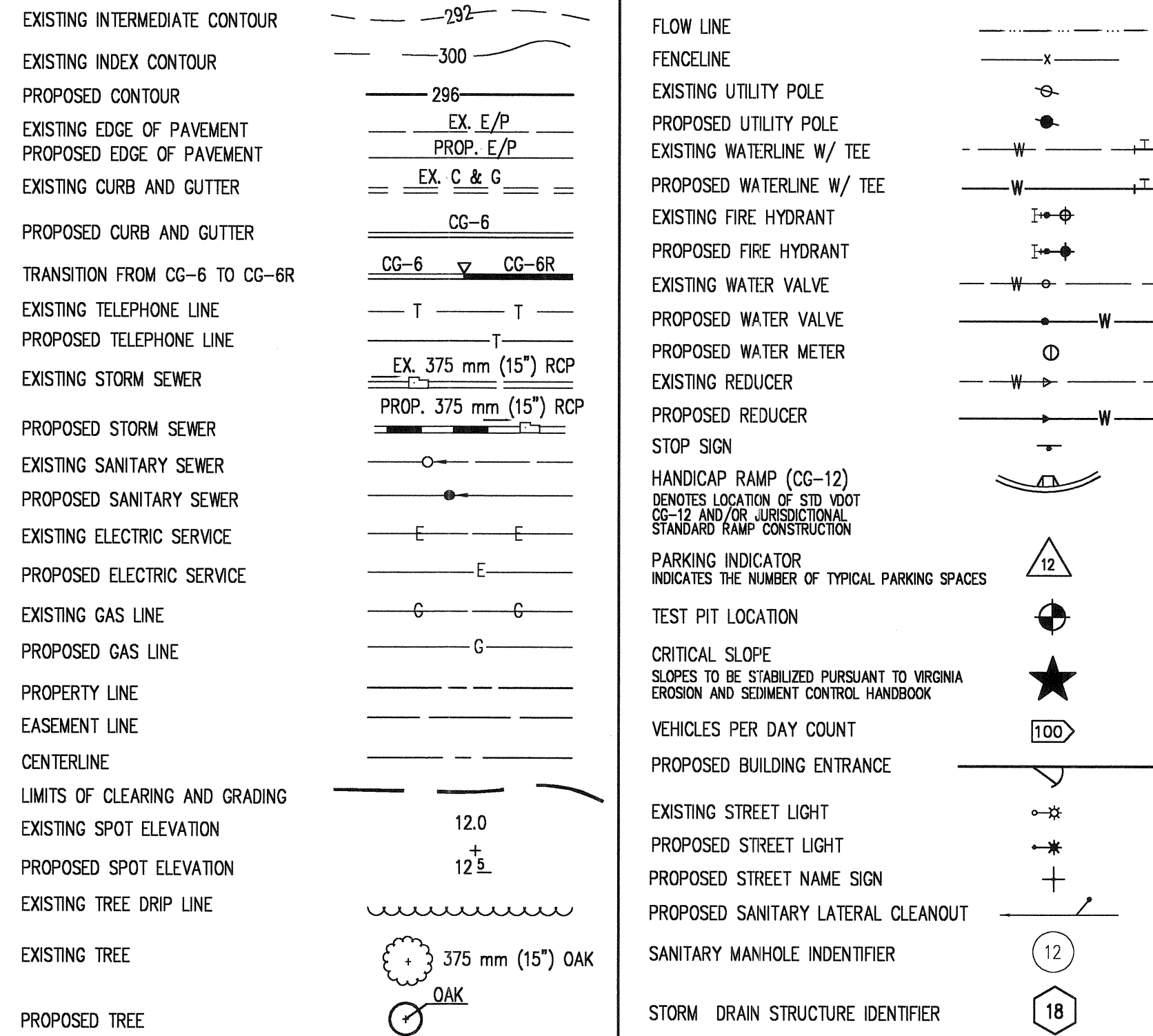
Please let me know if you have any questions. I can be reached at [hmontague@townofhaymarket.org](mailto:hmontague@townofhaymarket.org).



GENERAL NOTES

- 1. This site has been addressed by the Prince William County Mapping Office as: 6710 MADISON STREET HAYMARKET, VA (addresses for subdivision lots shall appear on the approved plat for recordation).
2. Addresses assigned are for the layout of individual businesses or dwelling units and are for exterior doors as shown on this plan only. Any deviation in design or layout will require that a revised plan be submitted to the Office of Mapping for re-addressing.
3. Methods and materials used in the construction of the improvements herein shall conform to the current Town/County construction standards and specifications and/or current VDOT standards and specifications.
4. The contractor or developer is required to notify the Town of Haymarket in writing three (3) days prior to the beginning of the construction and specifically request inspection before beginning -- 792-7070.
5. Measures to control erosion and siltation, including detention ponds serving as silt basins during construction, must be provided prior to issuance of the site development permit.
6. A permit must be obtained from the Office of the Resident Engineer, Virginia Department of Transportation (VDOT) Prince William County, prior to construction in existing State right-of-way, 366-1900.
7. Approval of this plan does not guarantee issuance of an entrance permit by VDOT when such permit is required under State law.
8. The exact location of all guard rails will be determined by VDOT personnel.
9. An approved set of plans and all applicable permits must be available at the construction site.
10. Warning signs, markers, barricades or flagmen should be in accordance with the Manual on Uniform Traffic Control Devices (MUTCD).
11. All unsuitable material shall be removed from the construction limits of the roadway before placing embankment.
12. All pavement sections on the approved plans are based on a minimum CBR value of 10.
13. All roadside ditches at grades of more than 5% shall be paved with cement concrete to the limits indicated on the plans and as required at the field inspection.
14. All springs shall be capped and piped to the nearest storm sewer manholes or curb inlet.
15. All standard street name signs, traffic control devices, and street lights shall be installed by the developer when the first building unit is occupied.
16. Construction debris shall be containerized in accordance with the Virginia Litter Control Act; no less than one litter receptacle shall be provided at the construction site.
17. The contractor shall provide adequate means of cleaning mud from trucks and/or other equipment prior to entering public streets, and it is the contractors responsibility to clean streets, alley dust, and to take whatever measures are necessary to insure that the streets are maintained in a clean, mud and dust free condition at all times.
18. \* Notification shall be given to the appropriate utility Company (Service Authority, Virginia-American Water Company, or Dale Service Corporation) prior to construction of water and/or sanitary sewer lines.
19. All sanitary sewers and water mains and appurtenances shall be constructed in accordance with the current standards and specifications of the Town of Haymarket, Prince William County and/or the Service Authority.
20. The developer and/or contractor shall be responsible to supply all utility companies with copies of plans that have been approved by the Town of Haymarket and advising them that all grading shall conform to the approved plans, and further that the utility companies shall be responsible for honoring these plans and the finished grades in the installation of their utility lines.
21. Contractors shall notify operators who maintain underground utility lines in the area of proposed excavating or blasting at least two (2) working days, but not more than ten (10) working days, prior to commencement of excavation or demolition.
\* Washington Gas Light Co.
Virginia Power Co.
Northern Virginia Electric Co-op
Columbia Gas of Virginia
Continental Telephone of VA
Colonial Pipeline Co.
Transcontinental Gas Pipe Line Corp.
Service Authority 335-7900
(After hours-Emergency 335-7990)
Virginia-American Water 491-2136
Dale Service Corporation 494-4161
MISS UTILITY 1-800-257-7777
22. The location of existing utilities shown in these plans are taken from existing records. It shall be the contractors responsibility to verify the exact horizontal and vertical location of all existing utilities as needed prior to construction.
23. The developer will be responsible for any damage to the existing streets and utilities which occurs as a result of his construction project within or contiguous to the existing right-of-way.
24. All utilities placed under existing streets shall be bored or jacked.
25. When grading is proposed within easements of utilities, letters of permission from all involved companies must be provided to the Town of Haymarket prior to issuance of grading and/or site development permits.
26. The developer will be responsible for the relocation of any utilities which is required as a result of his project. The relocation should be done prior to construction.
27. Before burning, blasting, transportation or storage of explosives in the Town of Haymarket, a permit shall be obtained from the Prince William County Fire Marshal's Office, 792-6360.
28. Fire and Rescue Services must be notified immediately (792-6810) in the event that unusual items such as tanks, cylinders, unidentified containers, etc. which could contain potentially hazardous materials are discovered or observed.
29. Sidewalk underdrains shall be installed per the Haymarket Town Code and/or Section 650 of the Prince William County Design and Construction Standards Manual.
30. All walkways outside of the right-of-way limits will be maintained by the homeowners association.
31. Maintenance of the Storm Drainage or Storm Water Management facilities located therein shall be pursuant to the Haymarket Town Code and/or Section 700 of the Prince William County Design and Construction Standards Manual.
32. If units shown on this plan will be occupied in phases, a phasing plan must be approved by the engineering inspection branch prior to the issuance of any occupancy permits.
33. These plans identify the location of all known gravesites. Gravesites shown on this plan will be protected in accordance with state law.
34. Roof top mechanical equipment, if any, must be enclosed within a wall or similar screening barrier, designed in harmony with the building.
35. Individual sign permits will be required from the Town of Haymarket Office for all free standing and facade signs prior to erecting the signs.
36. All buffer areas shall be screened according to the Haymarket Town Code.
37. Anticipated sewage flows: 1,820 S.F. x 0.16 GPD/S.F. = 291 GPD PEAK
38. Anticipated fire flows:
39. Distance to nearest existing school or proposed school site: APPROX. 0.85 MILE TO TYLER E.S.

LEGEND



SITE TABULATION

FOR SITE TABULATIONS - SEE SHEET 3

SUPPLEMENTAL GENERAL NOTES:

- 1. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE DEVELOPER, THE CONTRACTOR, OR THEIR AGENTS ANY LEGAL RESPONSIBILITY WHICH MAY BE REQUIRED BY THE CODE OF VIRGINIA OR ANY OTHER ORDINANCE ENACTED BY THE TOWN OF HAYMARKET AND/OR PRINCE WILLIAM COUNTY.
2. THIS PLAN COMPLIES WITH THE NEW PRINCE WILLIAM COUNTY SERVICE AUTHORITY UTILITY STANDARDS MANUAL, WHICH WENT INTO EFFECT ON JANUARY 1, 2009. ALL UTILITY PERMITS ISSUED AFTER THIS DATE MUST COMPLY WITH THE CONSTRUCTION CRITERIA IN THE NEW MANUAL, INCLUDING ANY REVISIONS WHICH HAVE BEEN ISSUED.
3. LIGHTING/PHOTOMETRIC PLAN IS INCLUDED IN THE PLANS SET AND HAS BEEN DESIGNED BY OTHERS. THE KDL GROUP, LLC HAS NOT PERFORMED THE LIGHTING DESIGN, AND THEREFORE DOES NOT WARRANT AND IS NOT RESPONSIBLE FOR THE DEGREE AND/OR ADEQUACY OF ILLUMINATION ON THIS PROJECT.
4. THE ENGINEER SHALL NOT HAVE CONTROL OVER OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONJUNCTION WITH THE WORK SHOWN ON THESE PLANS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE CONTRACTOR'S SCHEDULES OR FAILURE TO CARRY OUT THE WORK. THE ENGINEER IS NOT RESPONSIBLE FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR THEIR AGENTS OR EMPLOYEES, OR OF ANY OTHER PERSONS PERFORMING PORTIONS OF THE WORK.
5. THE DEVELOPER/BUILDER SHALL CONTACT THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY TO DISCUSS UTILITY PERMIT REQUIREMENTS FOR INSTALLATION OF WATER AND SEWER MAINS AND CERTIFICATION OF WATER AND SANITARY SEWER AVAILABILITY PRIOR TO ISSUANCE OF A BUILDING PERMIT.
6. NO CEMETERIES OR HISTORIC SITES ARE KNOWN TO EXIST WITHIN THE PROJECT LIMITS SHOWN ON THIS PLAN.
7. THERE ARE NO RPA'S IDENTIFIED ON THIS SITE.
8. ONSITE BMP/SWM AND STORM DRAINAGE FACILITIES SHALL BE PROVIDED AS INDICATED HEREON AND MAINTAINED BY OWNER.
9. ALL STORM DRAINAGE AND FACILITIES LOCATED WITHIN ROADWAYS SHALL BE MAINTAINED BY VDOT. IN ADDITION, ALL SIDEWALKS TO BE LOCATED WITHIN THE PUBLIC RIGHT-OF-WAY WILL BE MAINTAINED BY VDOT.
FOR ADDITIONAL NOTES, SEE SHEET 4.

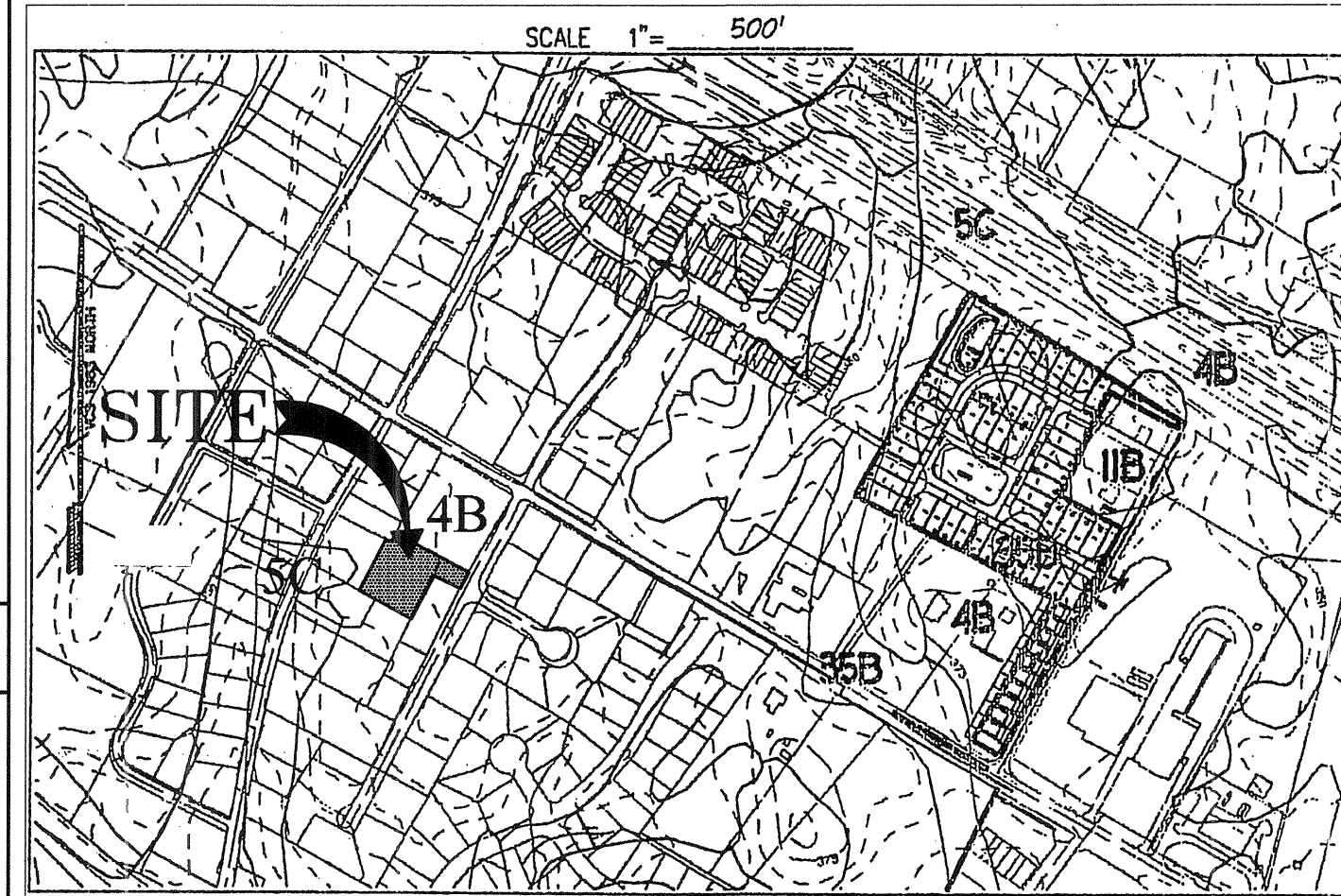
BOND ESTIMATE

Table with 4 columns: ITEM, TOWN BOND, PWCSA BOND, VDOT BOND. Rows include TOTAL CONSTRUCTION COST (\$80,527.50), ADMINISTRATIVE COST (\$8,052.75), INFLATION COST (3.0%) (\$2,415.83), TOTAL PERFORMANCE BOND AMOUNT (\$90,996.08), SILTATION & EROSION CONTROL ESCROW (\$7,576.36), LANDSCAPE ESCROW (\$13,970.00).

SURVEY AND TOPOGRAPHIC INFORMATION

- 1. Horizontal and vertical control surveys were performed by RINKER DESIGN ASSOCIATES, P.C. in JANUARY 2012.
2. All elevations must be referenced to the National Geodetic Vertical Datum of 1929 (NGVD 29).
3. Source of topographic mapping is RINKER DESIGN ASSOCIATES, P.C., dated JANUARY 2012.
4. Boundary survey was performed by RINKER DESIGN ASSOCIATES, P.C., dated JANUARY 2012.
5. The application of the professional's seal and signature as required by Section 1.14 of the STATE BOARD OF ARCHITECTS, PROFESSIONAL ENGINEERS, LAND SURVEYORS AND CERTIFIED LANDSCAPE ARCHITECTS RULES AND REGULATIONS shall be evidence that: the boundary data is correct to the best of the land surveyor's knowledge, and complies with the minimum standards and procedures of the said Board; the topographic information is accurate to within one-half of the contour interval, as shown. Application of the seal and signature indicates acceptance of responsibility for the work shown hereon.

SOILS MAP



SOILS DATA

Table with 10 columns: SOIL #, SOIL NAME, SOIL CAT., SURFACE RUNOFF, EROSION HAZARD, DEPTH TO BEDROCK, SHRINK-SWELL, FLOODING, SLOPES. Row 4B: ARCOLA SILT LOAM, MEDIUM, SEVERE, 20"-40" SOFT, LOW, NONE, 2-7.

REVISIONS

Table with 4 columns: DATE, DESIGNER, NO., DESCRIPTION. Rows show revisions from 10-24-16 to 05-06-16.

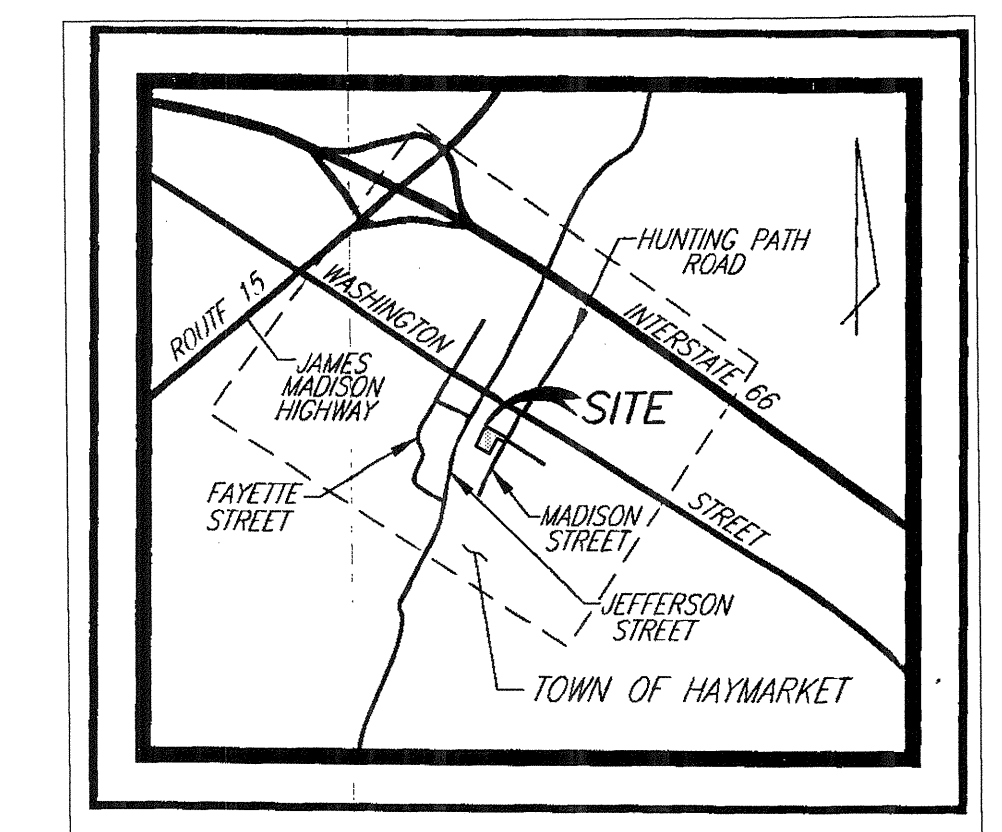
APPROVAL BLOCK

Approval block form with fields for Mayor, Town of Haymarket, and Date.

REVIEWED BY: APPROVED BY:

This plan has been reviewed and has been found to be in general conformance with the requirements of the Town of Haymarket. The developer is hereby authorized to obtain all necessary land development permits, subject to all designs, procedures, materials and workmanship being in compliance with lawful requirements.

VICINITY MAP



SCALE: 1"=2000'

SHEET INDEX

Table with 2 columns: NUMBER, DESCRIPTION. Lists sheets 1 through 16A including COVER SHEET, EXISTING CONDITIONS, TYPICAL SECTIONS AND SITE TABULATIONS, GENERAL NOTES AND MISCELLANEOUS DETAILS, SITE PLAN, PHASE 1 EROSION/SEDIMENT CONTROLS PLAN, PHASE 2 EROSION/SEDIMENT CONTROLS PLAN, EROSION/SEDIMENT CONTROLS NARRATIVE, EROSION/SEDIMENT CONTROLS DETAILS, STORMWATER MANAGEMENT COMPUTATIONS, STORMWATER MANAGEMENT COMPUTATIONS, BEST MANAGEMENT COMPUTATIONS, BEST MANAGEMENT COMPUTATIONS, LANDSCAPE PLAN, LANDSCAPE SCHEDULE AND DETAILS, PERFORMANCE BOND ESTIMATE, SIGHT DISTANCE PROFILE, PWCSA SHEET, LIGHTING/PHOTOMETRIC PLAN.



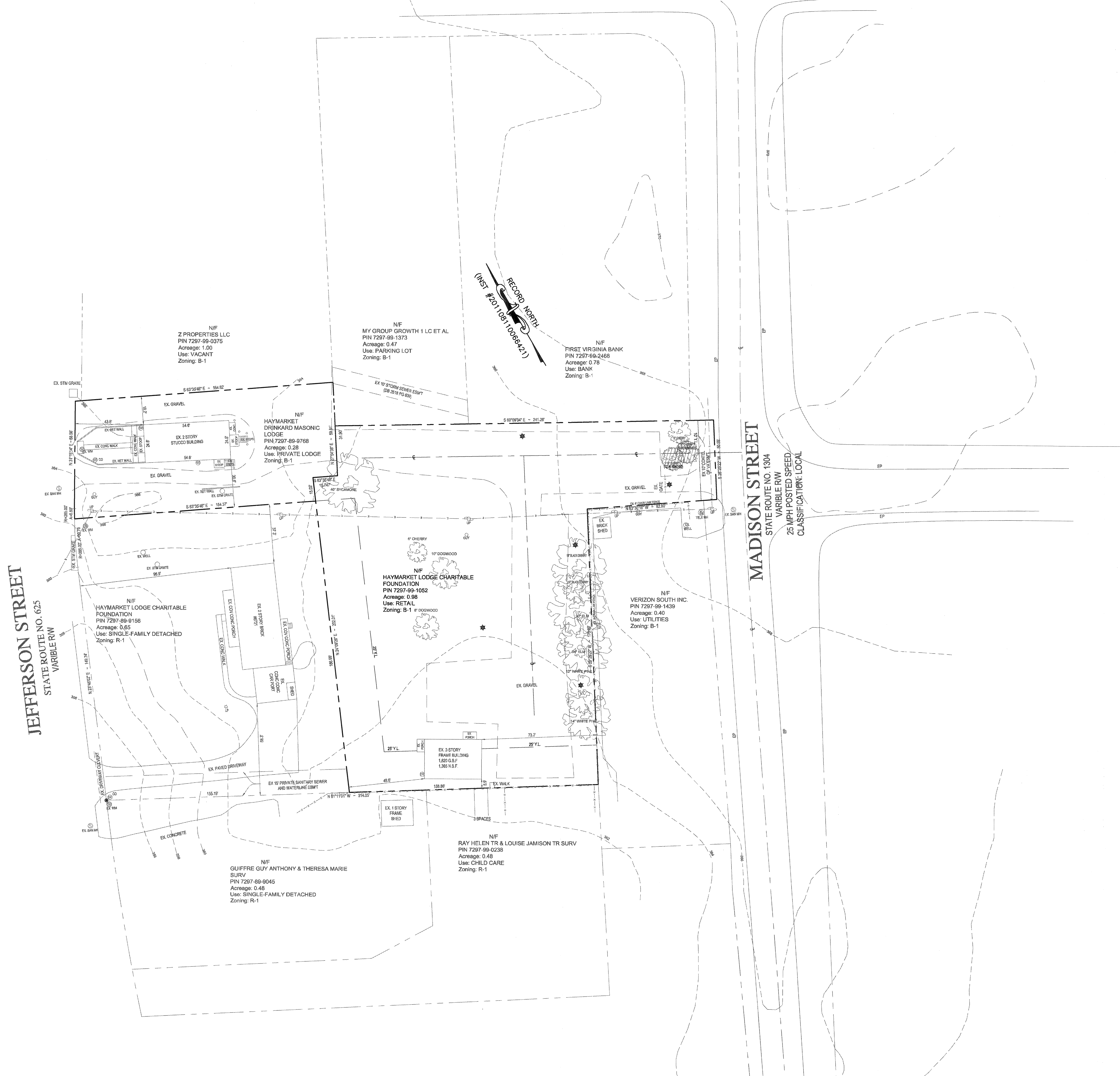
PROFESSIONAL SEAL & SIGNATURE. THESE PLANS ARE IN CONFORMANCE WITH TOWN OF HAYMARKET, VA STANDARDS AND ORDINANCES. ANY DEVIATION OR CHANGE IN THESE PLANS SHALL BE APPROVED BY THE DIRECTOR OF PLANNING PRIOR TO CONSTRUCTION.

TOWN OF HAYMARKET COVER SHEET form. Includes Project Name (6710 MADISON STREET HAYMARKET, VA), Project Number, Subdivision or Site Plan Name, Market Name, Magisterial District (GAINESVILLE), Present Zoning & Use (B-1), Date of Plan (MARCH 2015), Owner (HAYMARKET LODGE CHARITABLE FOUNDATION), Address, P.O. BOX 313 HAYMARKET, VA 20168-0313, (703) 216-1073, Developer (HAYMARKET LODGE CHARITABLE FOUNDATION), Address, P.O. BOX 313 HAYMARKET, VA 20168-0313, (703) 216-1073, Name, Address & Telephone No. of Engineer (THE KDL GROUP LLC), P.O. BOX 809 HAYMARKET, VIRGINIA 20168, PHONE 703 763-7692 FAX 703 763-7693, Parcel Identification Number: 7297-99-1052, Total Area: 0.98 ACRES, Project Area: 0.98 ACRES, Disturbed Area: 0.56 ACRES, Impervious Area: 0.37 ACRES, BMP Storage/hectare: cm/ha, BMP Storage/Acre: cf/ac, Related Plans Tracking Numbers (Including Rez. & S.U.P.):

Subdivision/Site Plan Name: 6710 MADISON STREET HAYMARKET, VA

Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999 - 6710 Madison Street - Site Plan - Holly Montague)





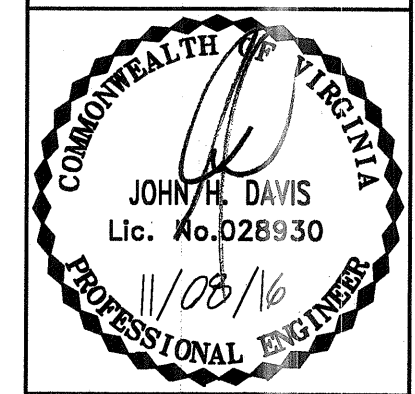
EXISTING CONDITIONS

# 6710 MADISON STREET HAYMARKET, VA

PRELIMINARY/FINAL SITE PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999 - 6710 Madison Street - Site Plan - Holly Montague)



SCALE: H) 1" = 30'
V) N/A
DATE: MARCH 2015
CHECKED: JHD
DRAWN: JHD
FILE NO: SP-033-HAY
SHEET NO.

**THE KDL GROUP LLC**  
 P.O. BOX 609  
 HAYMARKET, VA 20168  
 PHONE 703 763-7692 FAX 703 763-7693  
 www.kdlgroup.com

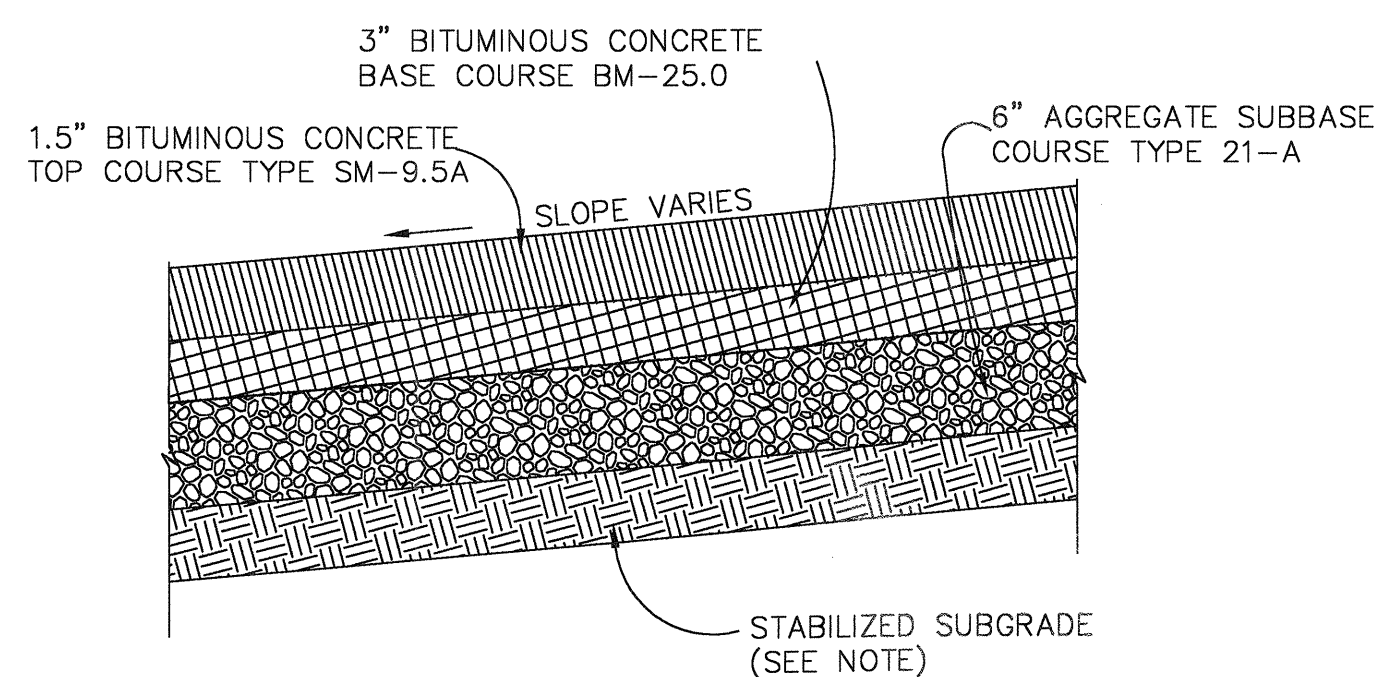


**VDOT GENERAL NOTES**  
Revised 3/28/13

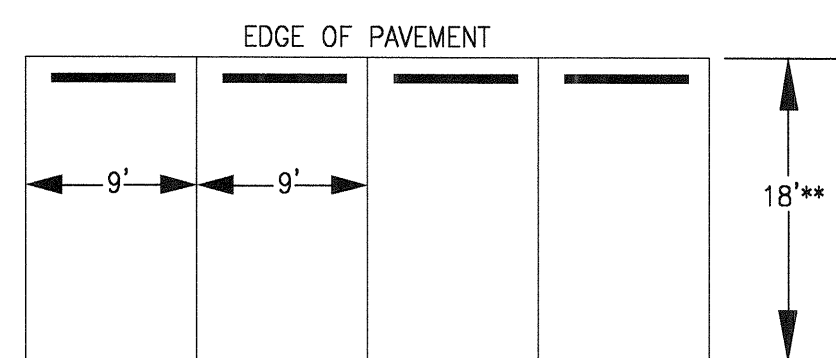
1. These plans were prepared in accordance with the requirements of (select one):
  - VDOT Subdivision Street Requirements (SSR 24VAC-30-51 effective January 1, 2005 and VDOT Road Design Manual Appendix B)
  - VDOT Secondary Street Acceptance Requirements (SSAR 24VAC-30-92 effective March 9, 2009 and VDOT Road Design Manual Appendix B1). Schematic street layout and computations of Connectivity Index are provided with these plans per 24VAC-30-92-60.
  - VDOT Secondary Street Acceptance Requirements (SSAR 24VAC-30-92 effective December 31, 2011 and VDOT Road Design Manual Appendix B1). Schematic street layout with phasing diagram for street acceptance are provided with these plans per 24VAC-30-92-60.
2. Methods and materials used shall conform to current county/town and VDOT standards and specifications.
3. All utilities, including all poles, are to be relocated at the developer's expense, prior to construction.
4. Open cutting of paved or surface treated roads is not permitted. All utilities which will be placed under existing streets are to be bored or jacked. Any exceptions, due to extenuating circumstances, are to be addressed at the permit stage.
5. Any type of reverse curb (split curb, C&R, etc.) and transition to these curbs shall not be used with the public right of way.
6. The developer is responsible for any damage to existing roads and utilities which occur as a result of project construction within or contiguous to existing right of way.
7. A smooth grade shall be maintained from the centerline of the existing road to the proposed edge of pavement to preclude the forming of false gutters and/or the ponding of any water in the roadway.
8. Standard guardrails and/or handrails shall be installed at hazardous locations as designated during field review by the county/town inspector or VDOT.
9. The developer is responsible for all traffic control. The developer shall submit a signing, striping and/or signalization plan to the VDOT Land Development Section a minimum of thirty days prior to permit application. The developer shall not commence construction of any pavement course without an approved striping plan.
10. Pavement design is based on an assumed CBR value of 10 (use CBR value of 6 in Loudoun Co). Soil tests of subgrade must be submitted for actual determination of required thickness of the pavement including layers of asphalt and subbase prior to subbase placement.
11. All untreated aggregate used in base or subbase courses shall be 21B, except on roads with ADT of 1000 vpd or less, where 21A aggregate may be used. When 21B aggregate is used, UD-4 underdrains must be provided.
12. A 4" (min.) layer of stone is required beneath curb and gutter (may be shown on typical section in lieu of a note).
13. Additional ditch linings or siltation and erosion control measures shall be provided, at the developer's expense, as determined necessary by VDOT and/or the county/town during field review. All costs shall be assumed by the developer.
14. The entire surface of the roadway (old and new portions) shall be overlaid and re-striped as required by VDOT personnel. Overlay of existing pavement shall be minimum of 1.25" depth; any costs associated with pavement overlay, or the milling of existing pavement to obtain required depth, shall be assumed by the developer.
15. Developer is responsible for design and construction of any traffic signal installation or modification which will be necessary as a result of development of this site.

16. All right of way dedicated to public use shall be clear and unencumbered.
17. The county/town shall obtain a permit for all sidewalks within the right of way that do not qualify for VDOT maintenance.
18. Traffic control devices or advisory signs, such as multway stops, speed limits, Watch for Children, Pedestrian Traffic, etc., shall not be installed unless specifically shown on these plans or a VDOT approved plan revision. Speed study certified by professional engineer should be submitted for VDOT approval prior to the street acceptance for any road to be posted other than the statutory speed limit. Should unapproved signs be noted at the time of VDOT inspection, the road acceptance process shall be terminated immediately and not recommenced until a determination is made regarding the approval of any additional signs. Immediate removal of such signs shall not negate the need for the submission of a revision.
19. Landscaping and irrigation systems shall not be installed within the public right of way except as shown on these plans or a VDOT approved revision.
20. Beginning July 1, 2009 all Land Use Permit applications are required to provide at least one (1) person who, at minimum, is verified by VDOT in Basic Work Zone Traffic Control for all permitted activities within state maintained right of way which involves installing, maintaining, or removing work zone traffic control devices. This person shall be responsible for the placement, maintenance and removal of all work zone traffic control devices.

6710 MADISON STREET HAYMARKET, VA			
SITE TABULATIONS			
ZONING	B-1		
PARCEL PIN 7297-99-1052			
GROSS SITE AREA	0.9829 AC. (42,814 S.F.)		
USE	MIXED-USE COMMERCIAL/RETAIL (1,820 G.S.F.)		
		REQUIRED	PROVIDED
BUILDABLE LOT COVERAGE	85% (MAX.)	38.01%	
BUILDING HEIGHT	3 STORES BUT NOT OVER 35'	35' (MAX.)	
FLOOR AREA RATIO	NO MAXIMUM	N/A	
YARD REQUIREMENTS			
FRONT YARD	10'	73.2'	
SIDE YARD	25' ABUTTING A RESIDENTIAL DISTRICT 0' ABUTTING SIMILAR COMMERCIAL USES	5.9' (EX. BUILDING)	
REAR YARD	25' ABUTTING A RESIDENTIAL DISTRICT 0' ABUTTING SIMILAR COMMERCIAL USES	48.6'	
PARKING TABULATIONS			
PROPOSED USE	PARKING REQUIREMENTS	REQUIRED PARKING	PROPOSED PARKING
1,820 S.F. COMMERCIAL/RETAIL	1 SPACE PER 250 S.F.	8	27 ASPHALT SPACES 7 GRAVEL SPACES
TOTAL		8	34



**TYPICAL PAVEMENT SECTION**  
N.T.S.

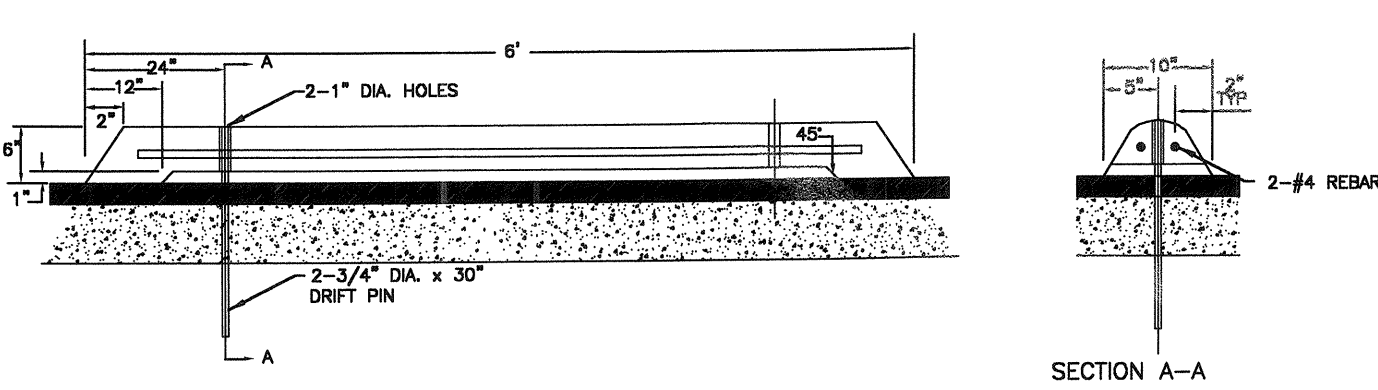


**TYPICAL PARKING BAY DETAILS**  
N.T.S.

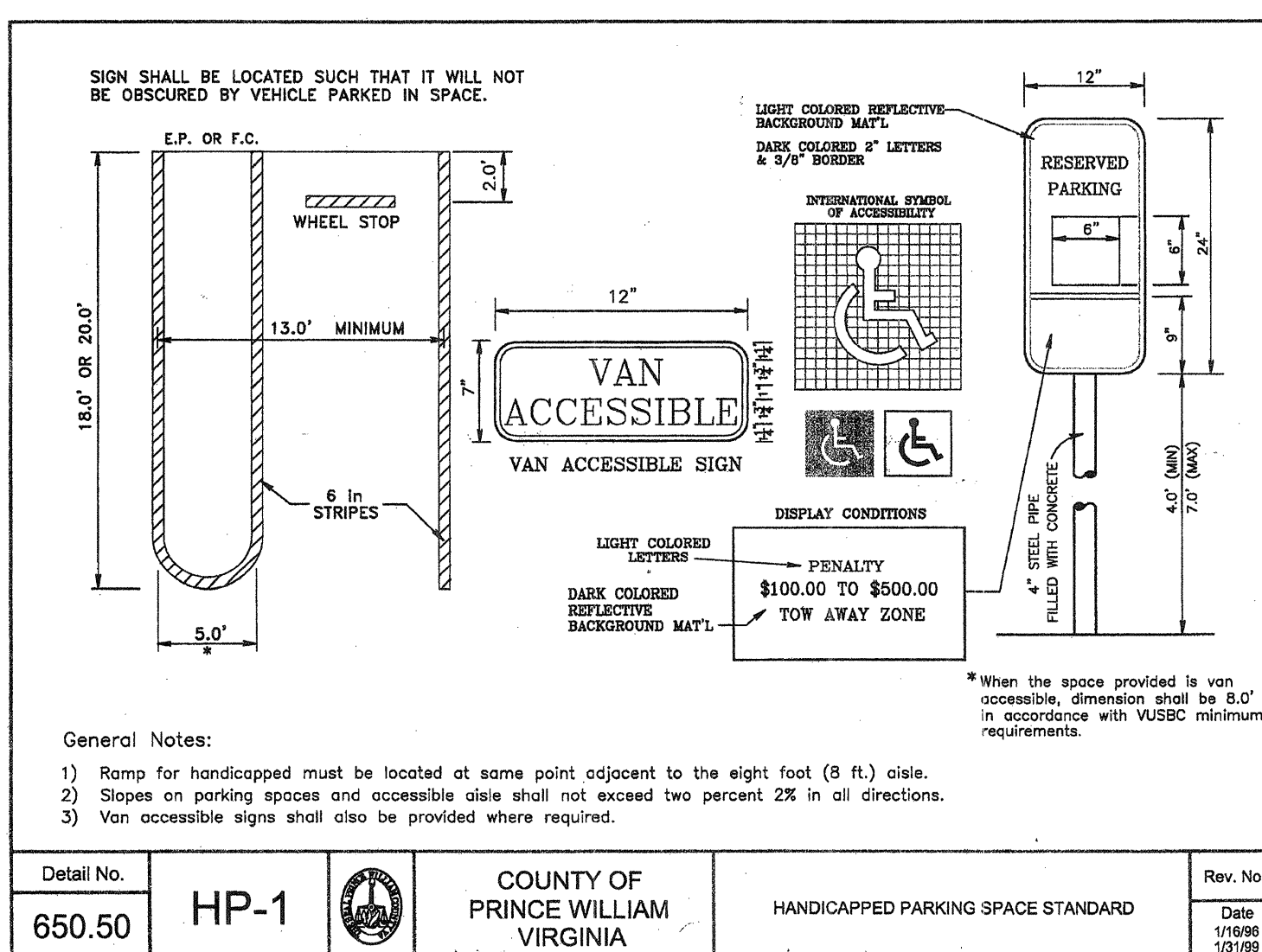
\*\*WHERE WHEEL STOPS OR CURBING ARE PROVIDED FOR PARKING SPACES, A 1 FOOT REDUCTION IN THE STALL LENGTH WILL BE ALLOWED, PROVIDING THE RESULTING OVERHANG DOES NOT ENCROACH ON THE REQUIRED OPEN SPACE AREAS, AND/OR THE PEDESTRIAN ACCESS SYSTEM.

1. \* SUBBASE NOTE: SUBBASE DEPTH IS BASED ON A CBR VALUE OF 6. SOILS TEST OF SUBGRADE WILL BE PERFORMED FOR ACTUAL DETERMINATION OF REQUIRED SUBBASE THICKNESS PRIOR TO THE PLACEMENT OF SUBBASE
2. ALL FINAL PAVEMENT AND BASE COURSE THICKNESS SHALL BE DESIGNED IN ACCORDANCE WITH THE "DESIGN GUIDE FOR SUBDIVISION ROAD PAVEMENTS IN VIRGINIA", BY N.K. VASWANI, AND SHALL BE BASED ON A SUFFICIENT NUMBER OF CBR TEST TO DETERMINE THE TRUE SUPPORT VALUES OF THE VARIOUS SOILS IN THE SUBGRADE.
3. A SMOOTHING GRADE SHALL BE MAINTAINED FROM THE CENTERLINE OF THE EXISTING ROAD TO THE PROPOSED ENTRANCE FLOWLINE, TO PRECLUDE THE FORMING OF FALSE GUTTERS AND/OR PONDING OF ANY WATER ON THE ROADWAY.

"STANDARD GUARDRAIL AND HANDRAIL SHALL BE INSTALLED AT HAZARDOUS LOCATIONS AS DESIGNATED DURING FINAL FIELD INSPECTIONS BY LOUDOUN COUNTY OR V.D.O.T."



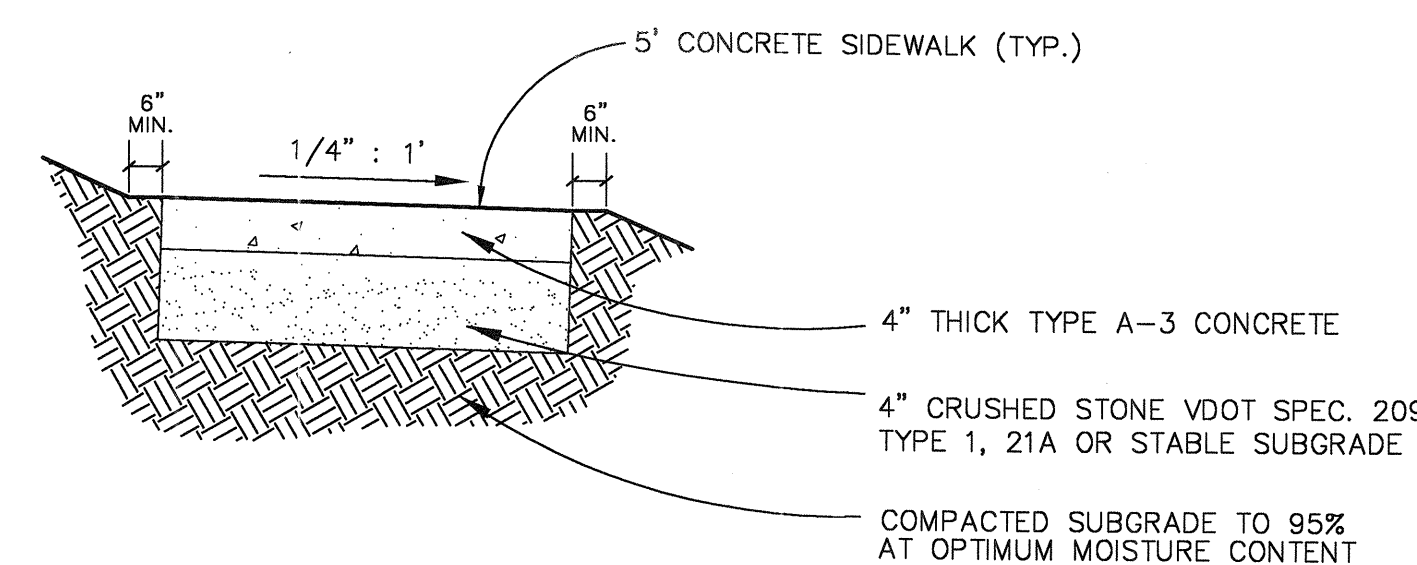
**PRECAST CONCRETE WHEEL STOP (OR APPROVED EQUAL)**



Detail No.	650.50	HP-1	COUNTY OF PRINCE WILLIAM VIRGINIA	HANDICAPPED PARKING SPACE STANDARD	Rev. No.	Date
						1/6/99 12/99

**TYPICAL SECTION CONCRETE SIDEWALK**  
NOT TO SCALE

NOTE:  
SUBGRADE FOR ALL SIDEWALKS SHALL BE COMPACTED TO MINIMUM 95% DENSITY AT OPTIMUM MOISTURE IN ACCORDANCE WITH AASHTO T99-61.  
SIDEWALK UNDERDRAINS ARE TO BE USED WHEN THE SIDEWALK LONGITUDINAL GRADIENT IS 3% OR MORE AND WHEN THE UNDERLYING SOIL HAS 34% OR MORE PASSING THE NO. 200 SIEVE AND HAS A PI OF 13 OR LESS.



**THE KDL GROUP LLC**  
P.O. BOX 609  
HAYMARKET, VA 20188  
PHONE 703 763-7562 FAX 703 763-7693  
www.kdlgroup.com

TYPICAL SECTIONS AND SITE TABULATIONS  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN  
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA  
JOHN H. DAVIS  
Lic. No. 028930  
PROFESSIONAL ENGINEER

SCALE: H) N/A  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HAY  
SHEET NO.

DWC PATH: S:\PROJECTS\HAYMARKET MADISON LODGE\ENG\SITE PLAN\DELIVERABLES\03-TYPICAL SECTIONS.dwg



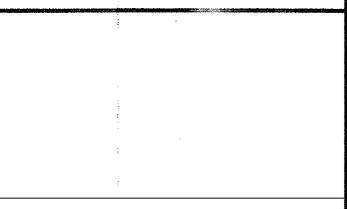
GENERAL NOTES:

1. THE PROPERTY SHOWN HEREON IS LOCATED ON PIN 7297-99-1052 AND IS NOW IN THE NAME OF HAYMARKET LODGE CHARITABLE FOUNDATION AS DOCUMENTED IN INSTRUMENT 201208090076039 AMONG THE LAND RECORDS OF PRINCE WILLIAM COUNTY, VIRGINIA.
2. THE BOUNDARY AND TOPOGRAPHIC INFORMATION SHOWN HEREON WAS PREPARED BY RINKER DESIGN ASSOCIATES, P.C., DATED JANUARY 2012. THE PLAT OF AS SUCH, THE PROPERTY SHOWN HEREON IS REFERENCED TO THE VIRGINIA COORDINATE SYSTEM (VCS 1983) AS COMPUTED FROM A FIELD SURVEY WHICH TIES THIS SUBDIVISION TO PWC MONUMENT #012 (JEFFERSON). THE GRID FACTOR (ELEVATION FACTOR X SCALE FACTOR) WHICH HAS BEEN APPLIED TO THE FIELD DISTANCE TO DERIVE THE REFERENCE COORDINATES IS 0.999933518. UNLESS OTHERWISE STATED, THE PLAT DISTANCES SHOWN ARE INTENDED TO BE HORIZONTAL DISTANCES MEASURED AT THE MEAN ELEVATION OF THIS SUBDIVISION. THE BEARINGS SHOWN ARE REFERENCED TO THE VCS 1983 GRID NORTH. THE FOOT DEFINITION USED FOR THE CONVERSION OF THE MONUMENT IS THE U.S. SURVEY FOOT OR 1' = 0.3048006096 METER. THE BOUNDARY INFORMATION SHOWN ON THIS PLAT REPRESENTS AN ACTUAL BOUNDARY SURVEY WITH METES AND BOUNDS AS SHOWN AND REFERENCED TO THE MERIDIAN USED AND THE TRAVERSE ERROR OF CLOSURE IS NOT LESS THAN 1:10,000. ADJACENT DEPARTING LOT LINES TAKEN FROM AVAILABLE PRINCE WILLIAM COUNTY MAPPING INFORMATION.
3. THIS PROPERTY IS CURRENTLY ZONED B-1 IN ACCORDANCE WITH THE TOWN OF HAYMARKET, VA ZONING ORDINANCE.
4. THE SUBJECT SITE AREA IS APPROXIMATELY 0.98 ACRES.
5. THERE ARE NO KNOWN CEMETERIES WITHIN THE PROJECT CONSTRUCTION LIMITS. FURTHER, THERE ARE NO KNOWN NATURAL, CULTURAL, OR HISTORIC RESOURCES, RPA'S, OR 100-YEAR FLOOD AREAS IDENTIFIED WITHIN THE CONSTRUCTION LIMITS.
6. THIS IS NOT A PREFERRED PROJECT.
7. ALL CONSTRUCTION SHALL CONFORM TO THE TOWN OF HAYMARKET, PWCSA USM, AND/OR VIRGINIA DEPARTMENT OF TRANSPORTATION STANDARDS AND SPECIFICATIONS.
8. ALL NEW OR RELOCATED UTILITIES SHALL BE PLACED UNDERGROUND.
9. THE EXISTING COMMERCIAL USE BUILDING IS SERVED BY PUBLIC WATER AND SEWER FACILITIES OWNED BY PWCSA. THE ANTICIPATED SEWAGE FLOWS GENERATED BY THE PROPOSED COMMERCIAL USES IS 291 GPD.
10. STORMWATER MANAGEMENT WILL BE PROVIDED FOR THIS DEVELOPMENT THROUGH THE EXISTENCE OF AN ADEQUATE OUTFALL AS SHOWN. BEST MANAGEMENT PURPOSES WILL BE PROVIDED FOR THIS DEVELOPMENT THROUGH THE PURCHASE OF NUTRIENT CREDITS FROM AN APPROVED VIRGINIA NUTRIENT OFFSET CREDIT FACILITY.
11. EXISTING WELLS AND SEPTIC SYSTEMS THAT WILL NOT BE USED SHALL BE ABANDONED IN ACCORDANCE WITH CURRENT PRINCE WILLIAM COUNTY HEALTH DEPARTMENT STANDARDS.
12. THE PRIVATE TRAVELWAYS AND PARKING PROPOSED WITH THIS DEVELOPMENT ARE NOT INTENDED FOR ACCEPTANCE INTO THE VDOT SECONDARY ROADS MAINTENANCE SYSTEM.
13. SITE LIGHTING SHALL BE LOCATED PRIMARY BUILDING ENTRANCES AND PARKING AREAS OF BUILDINGS WHICH ARE OCCUPIED BY BUSINESSES WHICH PROVIDE CUSTOMER SERVICE FOR THE PUBLIC AFTER 5:00 P.M., TO ESTABLISH THE MOUNTING HEIGHT, LUMINANCE AND SPACING TO PROVIDE A MINIMUM AVERAGE HORIZONTAL ILLUMINATION OF 0.6 FOOT-CANDLES (SECTION 58-719(c)). LIGHTING SHALL BE LOCATED AT PUBLIC AND PRIVATE INTERSECTIONS TO ESTABLISH THE MOUNTING HEIGHT, LUMINANCE AND SPACING TO PROVIDE A MINIMUM HORIZONTAL ILLUMINATION OF 0.6 FOOT-CANDLES ON THE ROADWAY (SECTION 58-719(b)).
14. A MINIMUM 25' BUFFER YARD AND OPAQUE SCREEN (SC) SHALL BE PROVIDED BETWEEN B-1 AND R-1 ZONING DISTRICTS (SECTION 58-702) AS SHOWN.
15. THE PROPOSED COMMERCIAL USES WILL GENERATE APPROXIMATELY 50 TRIPS PER DAY AT THE PROPOSED COMMERCIAL ENTRANCE ALONG EX. MADISON STREET.
16. CONTRACTOR TO VERIFY FIELD CONDITIONS PRIOR TO AND DURING CONSTRUCTION AND NOTIFY THE KDL GROUP, LLC AT (703) 753-7592 IMMEDIATELY OF ANY DISCREPANCIES BETWEEN ACTUAL FIELD CONDITIONS AND THE APPROVED PLAN.
17. EXISTING UNDERGROUND UTILITY INFORMATION TAKEN FROM AVAILABLE RECORDS. THE CONTRACTOR IS RESPONSIBLE FOR VERIFYING THE EXACT LOCATION OF ALL UTILITIES PRIOR TO CONSTRUCTION AND FOR ANY DAMAGES THAT MAY OCCUR DUE TO CONTRACTOR FAILURE TO LOCATE AND PROTECT THESE UNDERGROUND UTILITIES.
18. DENOTES TEST HOLE REQUIRED TO DETERMINE EXACT LOCATION AND ELEVATION OF EXISTING UTILITIES. CONTRACTOR SHALL BE RESPONSIBLE FOR THE DIGGING OF ALL TEST HOLES PRIOR TO BEGINNING ANY CONSTRUCTION ON THE PROJECT. IF CONFLICTS ARE DISCOVERED AS A RESULT OF THE TEST HOLE FINDINGS, NOTIFY THE KDL GROUP, LLC AT (703) 753-7592.
19. ALL UTILITIES ARE TO BE RELOCATED OR REMOVED AT THE DEVELOPER'S EXPENSE, INCLUDING ALL POLES AND UNDERGROUND LINES, WHEN REQUIRED TO BE RELOCATED.
20. ALL UTILITIES WHICH WILL BE PLACED UNDER EXISTING PUBLIC STREETS WILL BE BORED OR JACKED.
21. UTILITY POLES, IF ANY, ARE TO BE RELOCATED PRIOR TO CONSTRUCTION.
22. THE DEVELOPER/CONTRACTOR IS RESPONSIBLE FOR ANY DAMAGE TO EXISTING ROADS AND UTILITIES WHICH OCCUR AS A RESULT OF THEIR CONSTRUCTION PROJECT WITHIN OR CONTIGUOUS TO EXISTING RIGHT-OF-WAY.
23. CONTROLLED FILLS SHALL BE COMPACTED TO 95% OF MAXIMUM DENSITY AS DETERMINED BY METHOD "A" PER STANDARD PROCTOR AASHTO-199, ASTM-D698, OR VIM-1 AS APPLICABLE DENSITY SHALL BE CERTIFIED BY A REGISTERED PROFESSIONAL ENGINEER.
24. ALL SUBGRADE MATERIAL SHALL BE COMPACTED AT OPTIMUM MOISTURE CONTENT, WITHIN A TOLERANCE OF +/- 2.0% OF OPTIMUM. PAVEMENT REDESIGN SUBMITTALS ARE REQUIRED.
25. ALL FINISHED GRADING, SEEDING, SODDING OR PAVING SHALL BE DONE IN SUCH A MANNER TO PRECLUDE THE PONDING OF WATER ON THE SITE AND ROADWAY PARTICULARLY ADJACENT TO SWALES AND STORM INLETS.
26. EXCAVATION SUPPORT SYSTEMS SHALL CONFORM TO THE PROVISIONS OF OSHA CONSTRUCTION STANDARD 29 CFR PART 1926 SUBPART P.
27. EXISTING MANHOLE FRAMES AND COVERS, AND VALVE BOXES AND COVERS SHALL BE ADJUSTED OR RECONSTRUCTED, IF NECESSARY, TO MATCH FINISHED GRADES.
28. ALL UTILITY RELOCATIONS AND PERMANENT UTILITY EASEMENTS SHALL BE PERFORMED AND RECORDED PER THE APPROPRIATE UTILITY COMPANY.
29. PERMANENT SEEDING AND GROUND COVERS SHALL ALSO BE PROVIDED AS DIRECTED BY THESE PLANS AND/OR COUNTY AND STATE STANDARDS.
30. REFER TO THE GEOTECHNICAL ENGINEER FOR SUBGRADE INSPECTIONS, CBR TESTS, POND EMBANKMENT DESIGN OR OTHER INSPECTIONS.
31. THE APPROVAL OF THIS PLAN DOES NOT CONSTITUTE APPROVAL OF FUTURE WORK.

GENERAL NOTES (CONT'D):

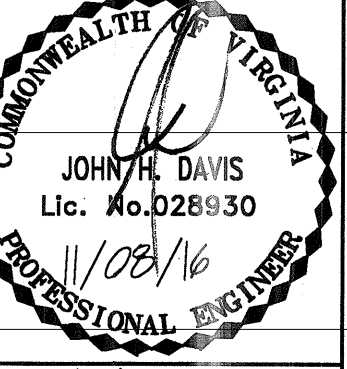
32. A PERMIT MUST BE OBTAINED FROM THE VDOT RESIDENT ENGINEER PRIOR TO ANY CONSTRUCTION WITHIN ANY EXISTING STATE RIGHT-OF-WAY. IN ADDITION, A PAVEMENT MARKING AND SIGNAGE PLAN SHALL BE SEPARATELY APPROVED PRIOR TO PERMIT SUBMITTAL.
33. AN APPROVED SET OF PLANS AND ALL APPLICABLE PERMITS MUST BE AVAILABLE AT THE CONSTRUCTION SITE. ALSO, A REPRESENTATIVE OF THE DEVELOPER MUST BE AVAILABLE AT ALL TIMES.
34. WARNING SIGNS, MARKERS, BARRICADES OR FLAGMEN SHOULD BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (MUTCD).
35. CONSTRUCTION DEBRIS SHALL BE CONTAINED IN ACCORDANCE WITH THE VIRGINIA LITTER CONTROL ACT. NO LESS THAN ONE (1) LITTER RECEPTACLE SHALL BE PROVIDED AT THE CONSTRUCTION SITE.
36. THE ENGINEER SHALL NOT HAVE CONTROL OVER OR CHARGE OF AND SHALL NOT BE RESPONSIBLE FOR CONSTRUCTION MEANS, METHODS, TECHNIQUES, SEQUENCES OR PROCEDURES OR FOR SAFETY PRECAUTIONS AND PROGRAMS IN CONNECTION WITH THE WORK SHOWN ON THESE PLANS. THE ENGINEER SHALL NOT BE RESPONSIBLE FOR THE CONTRACTORS SCHEDULES OR FAILURE TO CARRY OUT THE WORK. THE ENGINEER IS NOT RESPONSIBLE FOR ACTS OR OMISSIONS OF THE CONTRACTOR, SUBCONTRACTORS, OR THEIR AGENTS OR EMPLOYEES, OR OF ANY OTHER PERSONS PERFORMING PORTIONS OF THE WORK.
37. THE OWNER SHALL BE RESPONSIBLE FOR SECURING ANY AND ALL WETLAND, LAND DISTURBANCE AND STORM WATER DISCHARGE PERMITS PRIOR TO CONSTRUCTION.
38. WHEN DURING THE COURSE OF CONSTRUCTION, ANY OBJECT OF AN UNUSUAL NATURE IS ENCOUNTERED, THE CONTRACTOR SHALL CEASE WORK IN THAT AREA AND IMMEDIATELY NOTIFY THE PROPER AUTHORITY, THE TOWN OF HAYMARKET AND/OR THE ARCHITECT/ENGINEER.
39. THE APPROVAL OF THESE PLANS SHALL IN NO WAY RELIEVE THE DEVELOPER, THE CONTRACTOR, OR THEIR AGENTS OF ANY LEGAL RESPONSIBILITY WHICH MAY BE REQUIRED OR IMPLIED BY THE CODE OF VIRGINIA OR ANY OTHER ORDINANCE ENACTED BY THE TOWN OF HAYMARKET OR OTHER GOVERNING BODY.
40. ANY SPRING, WELL OR OTHER WATER SOURCE DISCOVERED DURING CONSTRUCTION SHALL BE ABANDONED OR CAPPED IN PLACE IN ACCORDANCE WITH STATE AND LOCAL STANDARDS. OWNER/CONTRACTOR IS RESPONSIBLE FOR OBTAINING ANY NECESSARY PERMITS AND INSPECTIONS.
41. NO PERMANENT STRUCTURES OR UNAUTHORIZED OBSTRUCTIONS SUCH AS FENCES OR TREES SHALL BE LOCATED WITHIN STORM DRAINAGE OR OTHER EASEMENTS WITHOUT PRIOR AUTHORIZATION OF THE MAINTAINING AUTHORITY.
42. THE OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE, UPKEEP AND REPAIR OF ALL STORM WATER MANAGEMENT FACILITIES AND STORM DRAINAGE FACILITIES LOCATED OUTSIDE OF PUBLIC RIGHTS OF WAY.
43. THE PROPOSED COMMERCIAL USE WILL BE SERVED BY EXISTING WATER AND SANITARY SEWER FACILITIES. ACCORDINGLY, NO NEW WATER AND/OR SANITARY SEWER FACILITIES ARE ANTICIPATED WITH THE PROPOSED SITE DEVELOPMENT.
44. THE SUBJECT PROPERTY IS WITHIN THE OLD AND HISTORIC HAYMARKET OVERLAY DISTRICT. ANY EXTERIOR BUILDING IMPROVEMENTS WILL BE SUBJECT TO THE DISTRICT ARCHITECTURAL STANDARDS AND WILL REQUIRE SUBMISSION AND APPROVAL OF A CERTIFICATE OF APPROPRIATENESS.
45. THIS USE GENERATES VERY LITTLE REFUSE AND CURB SIDE PICK-UP WILL BE UTILIZED AS THE METHOD OF REFUSE COLLECTION. A DUMPSTER WILL NOT BE REQUIRED/USED. TRASH CAN STORAGE AREA SHALL BE LOCATED INSIDE THE BUILDING. FREQUENCY OF CURB SIDE TRASH PICK-UP SHALL BE TWO (2) TIMES PER WEEK.

THE KDL GROUP LLC  
P.O. BOX 609  
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www.kdlgroup.com



GENERAL NOTES AND MISCELLANEOUS DETAILS  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN  
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999 - 6710 Madison Street - Site Plan - Holly Montague)



SCALE: H) N/A  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HW  
SHEET NO.  
4 OF 18

DWG PATH: S:\PROJECTS\HAYMARKET MASONIC LODGE\ENVS\SITE PLAN\DELIVERABLES\04-MISC DETAILS.dwg





Tobaccology LLC  
6710 Madison St  
Haymarket, VA 20169

To Whom It May Concern,

The shop located in Haymarket has gotten less than 15 customers per day since we have opened. Once growth happens we are expecting no more than 25 to 30 customers per day average as that is what our other locations garner and they have been in business for almost a decade.

If there are any questions, please feel free to call me:

Brett J. Fry (Sole Owner)  
703.795.3330

Thank you,

Brett J. Fry



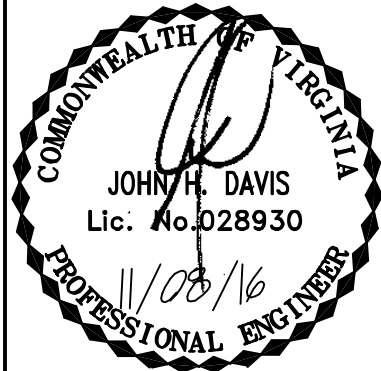
LEGEND

- 46- Existing Contour
- 30- Proposed Contour
- - - Limits of Clearing & Grading
- - - Existing Storm Sewer
- - - Proposed Storm Sewer
- - - Existing Sanitary Sewer
- - - Proposed Sanitary Sewer
- - - Fire Lane Sign
- - - Test Pit
- - - Existing Water Line
- - - Proposed Water Line
- - - Existing Tree Line
- - - Existing Edge of Pavement
- - - Proposed Edge of Pavement
- - - Existing Spot Elevation
- - - Proposed Spot Elevation
- - - Drainage Flow Arrows
- - - Existing Stream Line
- CG-6
- CG-6R
- CG-6/BR Transition
- ▼ Stop Sign
- ▲ Street Sign
- Existing Light
- Proposed Light
- Water Meter
- Fire Lane Sign
- Curb Cut Ramp

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SITE PLAN  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) 1" = 30'  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HAY  
SHEET NO.





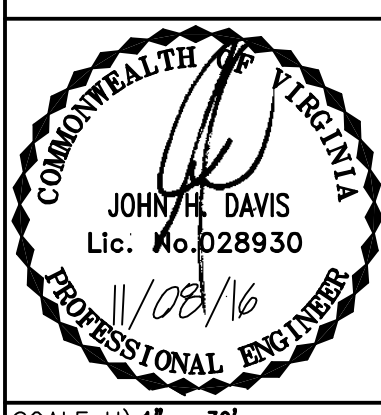
VIRGINIA UNIFORM CODING SYSTEM FOR EROSION AND SEDIMENT CONTROL PRACTICES	
CULVERT INLET PROTECTION (CIP)	
SILT FENCE (SF)	
TEMPORARY GRAVEL CONSTRUCTION ENTRANCE (CE)	
CHECK DAMS (CD)	
TREE PROTECTION FENCING (TP)	
SILTATION DIVIDES	
TEMPORARY SEEDING (TS)	

NOTES:  
 1. ALL EROSION/SILTATION CONTROL MEASURES SHALL CONFORM TO THE LATEST EDITION OF THE "VIRGINIA EROSION AND SEDIMENT CONTROL HANDBOOK".  
 2. PROVIDE A 3/4" WATER SERVICE AND/OR WATER TANK TRUCK AS NEEDED FOR CLEANING CONSTRUCTION EQUIPMENT PRIOR TO ENTERING ONTO VDOT RIGHT-OF-WAY.

**THIS SHEET IS FOR PHASE 1 E&S CONTROLS ONLY!!**

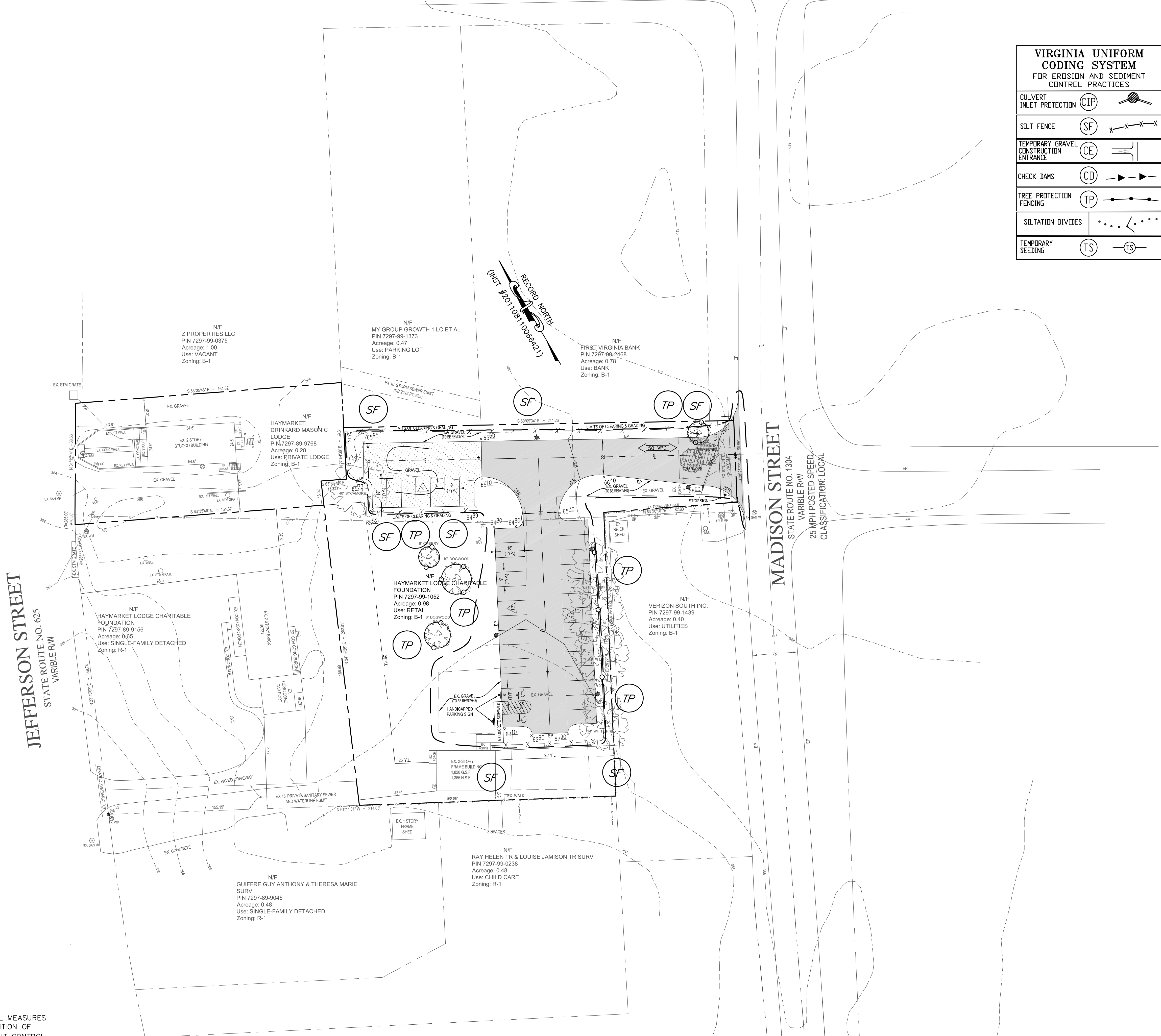
THE KDL GROUP LLC  
 P.O. BOX 809  
 HAYMARKET, VA 20168  
 PHONE 703 763-7592 FAX 703 763-7593  
 www.kdlgroup.com

PHASE 1 - EROSION AND SEDIMENT CONTROLS PLAN  
**6710 MADISON STREET HAYMARKET, VA**  
 PRELIMINARY/FINAL SITE PLAN  
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) 1" = 30'  
 V) N/A  
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 FILE NO: SP-033-HAY  
 SHEET NO.  
 6 OF 18

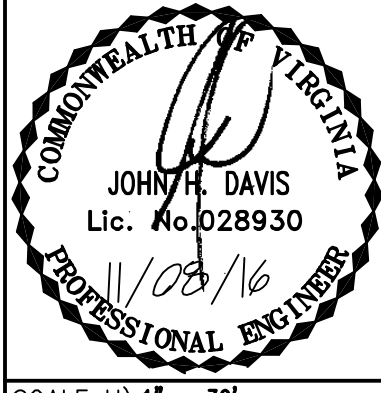




VIRGINIA UNIFORM CODING SYSTEM FOR EROSION AND SEDIMENT CONTROL PRACTICES	
CULVERT INLET PROTECTION (CIP)	
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PHASE 2 - EROSION AND SEDIMENT CONTROLS PLAN  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN  
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) 1" = 30'
V) N/A
DATE: MARCH 2015
CHECKED:
DRAWN: JHD
FILE NO: SP-033-HAY
SHEET NO. 7 OF 18



# EROSION/SILTATION CONTROL NARRATIVE

## PROJECT DESCRIPTION:

The subject development consist of constructing a commercial entrance and private travelway and associated parking to serve the existing commercial building located at 6710 Madison Street Haymarket, VA on approximately 0.98 acres. The amount of disturbed area is approximately 0.56 acres.

## EXISTING CONDITIONS:

The subject site consists of maintained open grass area with a few mature trees along the site perimeter. The existing topography varies from 0%–5% along the entire portion of the site.

The subject site has one (1) point of roadway access – Existing Madison Street.

## ADJACENT AREAS:

- To the north – existing commercial.
- To the south – existing pre-school (home based).
- To the east – existing commercial.
- To the west – existing single-family residential.

## OFFSITE AREAS:

This plan proposes no offsite roadway improvements.

## SOILS:

See the "Cover Sheet" for soils types within this site.

## CRITICAL AREA:

The critical areas associated with this construction focus around installing and maintaining the perimeter erosion and sediment controls. The existing adjacent residential properties shall be protected from sediment runoff.

## LAND CONSERVATION PROGRAM

- No disturbed area shall be denuded for more than 14 days.
- Cut and fill slopes shall be grade at a maximum slope of 2:1 (3:1 desired).
- No more than 500 feet of trench will be open at any one time.
- Where stream crossings are required for equipment, temporary culverts will be provided.
- Siltation control will be exercised through the installation of a temporary construction entrance, temporary silt fence, and temporary inlet protection.
- Where consistent with job safety requirements, all excavated material is to be placed on the uphill side of trenches. No material is to be placed in the stream beds. Where spoil is placed on the downhill sides of the trench, it is to be back sloped to drain toward the trench. When necessary to dewater the trench, the pump discharge hose must outlet in a stabilized area or a sediment trap.
- Denuded areas will be stabilized within seven (7) days after final grade.
- Denuded areas will be stabilized within seven (7) days if they are to be left idle for more than fourteen (14) days.

## EROSION/SILTATION CONTROL MEASURES:

Unless otherwise indicated, all vegetative and structural erosion and sediment control practices shall be constructed and maintained according to minimum standards and specifications of the latest Virginia Erosion and Sediment Control Handbook (VESCH). The minimum standards of the VESCH shall be adhered to unless otherwise waived or approved by a variance.

## STRUCTURAL PRACTICES

- TEMPORARY CONSTRUCTION ENTRANCE – 3.02**  
One (1) temporary construction entrance with a wash rack shall be installed along Ex. Bleight Drive. During muddy conditions, driver of construction vehicles will be required to wash their wheels before entering the highway.
- SILT FENCE BARRIER – 3.05**  
Silt fence sediment barriers will be installed downslope of areas with minimal grades to filter sediment-laden runoff from sheet flow.
- TREE PRESERVATION AND PROTECTION – 3.38**  
Tree protection fence shall be installed around existing desirable trees in order to protect the trees from mechanical and other injury during land disturbing and construction activity.

## SEQUENCE OF CONSTRUCTION CONSTRUCTION

The Phase 1 Erosion/Siltation Controls shall be installed followed by the Phase 2 Erosion/Siltation Controls.

## PHASE 1

The first phase of construction shall be the placement of the construction entrance and perimeter controls as shown on the Phase 1 Erosion/Siltation Controls Plan. These controls include the proposed construction entrance and silt fencing. The minimum amount of disturbance possible to properly construct these measures is to be done at this time.

All vehicles entering and leaving this site must do so via the proposed construction entrance shown on the Phase 1 Erosion/Siltation Controls Plan. A wash rack is to be installed within the construction entrance and water is to be provided so that the contractor can wash mud and debris from vehicles prior to leaving the site. All wash water shall be directed toward the onsite control devices.

Once the construction entrance and perimeter controls have been constructed and approval of these devices has been obtained from the Town Inspector, clearing and rough grading of the remainder of the site may proceed. The grading operations shall initially focus on the areas of the subject site on which fills are required.

## PHASE 2

The site may be final graded and the utilities may be installed while maintaining the sediment trapping devices. During grading, stormwater must remain directed toward the existing Phase 1 sediment trapping devices until the latest possible time. The Phase 2 erosion control measures (as shown on the Phase 2 Erosion/Siltation Controls Plan) should be installed as the grading and utility construction proceeds.

Only after the Town Inspector has granted approval for such, may the sediment trapping devices be removed. Once construction is complete and grass is established throughout, all erosion control measures may be removed (as permitted by the Town Inspector) and those areas final graded, seeded and mulched. Any trapped silt shall be disposed of in accordance with Town of Haymarket, Virginia and Federal regulations.

## MAINTENANCE PROGRAM

All measures are to be inspected daily by the site superintendent or his representative. Any damaged structures are to be repaired by the close of the day. Any trapped silt shall be disposed of in accordance with Town of Haymarket, Virginia and Federal regulations. If ponding occurs at any filtering device, the device should be drained in such a way as to prevent accidental discharge of trapped sediments.

Any stabilized area is to be reseeded as required to ensure a full, uniform ground cover. In addition, the seeded areas are to be mowed, limed and fertilized as recommended for the specific type of cover provided.

All culverts will be cleared of silt and debris. Downstream receiving channels and swales will be inspected weekly for erosion and sediments and repaired as necessary.

Silt fence to be cleaned when trapped silt reaches half the height of silt fence.

Mud tracked onto the existing roadways will be removed daily. The contractor is to sweep clean the road surfaces and follow up with a flush if necessary.

The removal of any erosion and sediment control measure will only be done at the direction of the Town Inspector.

## TEMPORARY STABILIZATION

Temporary stabilization is to be applied to denuded areas within seven days to denuded areas that may not be at final grade but will remain dormant (unused) for longer than 14 days. Temporary stabilization shall consist of seeding in accordance with specification 3.31 of the Virginia Erosion and Sediment Control Handbook. Prior to the application of the temporary seeding, all slopes are to be "roughened" in accordance with Specification 3.29 of the Virginia Erosion and Sediment Control Handbook. This specification requires that shallow grooves or steps be cut into the slope in order that the permanent stabilization will be better able to become established.

## PERMANENT STABILIZATION

Once the site has been graded out as shown on the grading plan, the entire disturbed area is to be permanently seeded in accordance with Specification 3.32 of the Virginia Erosion and Sediment Control Handbook. Prior to the application of the permanent seeding, all slopes are to be "roughened" in accordance with Specification 3.29 of the Virginia Erosion and Sediment Control Handbook. This specification requires that shallow grooves or steps be cut into the slope in order that the permanent stabilization will be better able to become established.

## STORMWATER MANAGEMENT

Stormwater Management and BMP's for the subject site are provided with the existence of an adequate outfall and the purchase of nutrient credits from an approved Nutrient Credit Bank to satisfy the phosphorus removal requirements generated by the subject development.

## ADEQUATE OUTFALL

The subject site generally drains from north to south in a sheet flow condition. Additionally, the existing and post-developed surface runoff exit the subject site as sheet flow. As seen in the WRRM Spreadsheets calculations found on sheet 12, the proposed impervious cover (0.37 ac) is less than the existing impervious cover (0.39 ac). Since the surface runoff follows a similar time of concentration flow path in both the existing and post-developed conditions, the proposed development actually generates less surface runoff in the post-developed condition. Therefore, an adequate outfall is said to exist for the subject site.

## NOTES

- The Town Inspector shall have the authority to add or delete erosion and sediment controls as needed in the field, as site conditions warrant. In addition, no sediment traps may be removed without prior approval from the Town Inspector.
- Stabilization measures will be applied to earthen structures such as dams, dikes and diversions immediately after installation.
- During construction of the project, soil stockpiles and borrow areas shall be stabilized or protected with sediment trapping measures. The applicant is responsible for the temporary protection and permanent stabilization of all soil stockpiles on site as well as borrow areas and soil intentionally transported from the project site.
- Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Slopes that are found to be eroding excessively within one year of permanent stabilization shall be provided with additional slope stabilizing measures until the problem is corrected.
- Concentrated runoff shall not flow down cut or fill slopes unless contained within an adequate temporary or permanent channel, flume, or slope drain structure.
- Whenever water seeps from a slope face, adequate drainage or other protection shall be provided.
- Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:
  - No more than 500 linear feet of trench may be opened at one time.
  - Excavated material shall be placed on the uphill side of trenches.
  - Effluent from dewatering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect flowing streams or offsite property.
  - Material used for backfilling trenches shall be properly compacted in order to minimize erosion and promote stabilization.
  - Restabilization shall be accomplished in accordance with these regulations.
  - Applicable safety regulations shall be complied with.

## 9VAC25-840-40. Minimum standards.

A VESCP must be consistent with the following criteria, techniques and methods:

- Permanent or temporary soil stabilization shall be applied to denuded areas within seven days after final grade is reached on any portion of the site. Temporary soil stabilization shall be applied within seven days to denuded areas that may not be at final grade but will remain dormant for longer than 14 days. Permanent stabilization shall be applied to areas that are to be left dormant for more than one year.
- During construction of the project, soil stock piles and borrow areas shall be stabilized or protected with sediment trapping measures. The applicant is responsible for the temporary protection and permanent stabilization of all soil stockpiles on site as well as borrow areas and soil intentionally transported from the project site.
- A permanent vegetative cover shall be established on denuded areas not otherwise permanently stabilized. Permanent vegetation shall not be considered established until a ground cover is achieved that is uniform, mature enough to survive and will inhibit erosion.
- Sediment basins and traps, perimeter dikes, sediment barriers and other measures intended to trap sediment shall be constructed as a first step in any land-disturbing activity and shall be made functional before upslope land disturbance takes place.
- Stabilization measures shall be applied to earthen structures such as dams, dikes and diversions immediately after installation.
- Sediment traps and sediment basins shall be designed and constructed based upon the total drainage area to be served by the trap or basin.
  - The minimum storage capacity of a sediment trap shall be 134 cubic yards per acre of drainage area and the trap shall only control drainage areas less than three acres.
  - Surface runoff from disturbed areas that is comprised of flow from drainage areas greater than or equal to three acres shall be controlled by a sediment basin. The minimum storage capacity of a sediment basin shall be 134 cubic yards per acre of drainage area. The outfall system shall, at a minimum, maintain the structural integrity of the basin during a 25-year storm of 24-hour duration. Runoff coefficients used in runoff calculations shall correspond to a bare earth condition or those conditions expected to exist while the sediment basin is utilized.
- Cut and fill slopes shall be designed and constructed in a manner that will minimize erosion. Slopes that are found to be eroding excessively within one year of permanent stabilization shall be provided with additional slope stabilizing measures until the problem is corrected.
- Concentrated runoff shall not flow down cut or fill slopes unless contained within an adequate temporary or permanent channel, flume or slope drain structure.
- Whenever water seeps from a slope face, adequate drainage or other protection shall be provided.
- All storm sewer inlets that are made operable during construction shall be protected so that sediment-laden water cannot enter the conveyance system without first being filtered or otherwise treated to remove sediment.

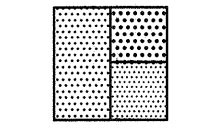
relocation projects that incorporate natural channel design concepts are not man-made channels and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels:

- Concentrated stormwater runoff leaving a development site shall be discharged directly into an adequate natural or man-made receiving channel, pipe or storm sewer system. For those sites where runoff is discharged into a pipe or pipe system, downstream stability analyses at the outfall of the pipe or pipe system shall be performed.
- Adequacy of all channels and pipes shall be verified in the following manner:
  - The applicant shall demonstrate that the total drainage area to the point of analysis within the channel is one hundred times greater than the contributing drainage area of the project in question; or
  - (a) Natural channels shall be analyzed by the use of a two-year storm to verify that stormwater will not overtop channel banks nor cause erosion of channel bed or banks.
  - (b) All previously constructed man-made channels shall be analyzed by the use of a 10-year storm to verify that stormwater will not overtop its banks and by the use of a two-year storm to demonstrate that stormwater will not cause erosion of channel bed or banks; and
  - (c) Pipes and storm sewer systems shall be analyzed by the use of a 10-year storm to verify that stormwater will be contained within the pipe or system.
- If existing natural receiving channels or previously constructed man-made channels or pipes are not adequate, the applicant shall:
  - Improve the channels to a condition where a 10-year storm will not overtop the banks and a two-year storm will not cause erosion to the channel, the bed, or the banks; or
  - Improve the pipe or pipe system to a condition where the 10-year storm is contained within the appurtenances;
  - Develop a site design that will not cause the pre-development peak runoff rate from a two-year storm to increase when runoff outfalls into a natural channel or will not cause the pre-development peak runoff rate from a 10-year storm to increase when runoff outfalls into a man-made channel; or
  - Provide a combination of channel improvement, stormwater detention or other measures which is satisfactory to the VESCP authority to prevent downstream erosion.
- The applicant shall provide evidence of permission to make the improvements.
- All hydrologic analyses shall be based on the existing watershed characteristics and the ultimate development condition of the subject project.
- If the applicant chooses an option that includes stormwater detention, he shall obtain approval from the VESCP of a plan for maintenance of the detention facilities. The plan shall set forth the maintenance requirements of the facility and the person responsible for performing the maintenance.
- Outfall from a detention facility shall be discharged to a receiving channel, and energy dissipators shall be placed at the outfall of all detention facilities as necessary to provide a stabilized transition from the facility to the receiving channel.
- All on-site channels must be verified to be adequate.

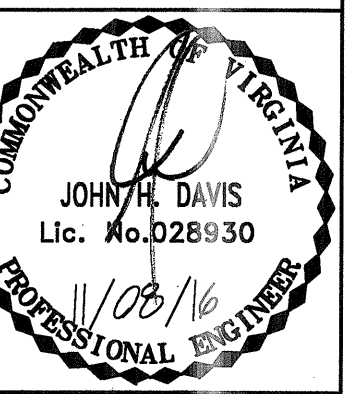
- Before newly constructed stormwater conveyance channels or pipes are made operational, adequate outlet protection and any required temporary or permanent channel lining shall be installed in both the conveyance channel and receiving channel.
- When work in a live watercourse is performed, precautions shall be taken to minimize encroachment, control sediment transport and stabilize the work area to the greatest extent possible during construction. Nonerodible material shall be used for the construction of causeways and cofferdams. Earthen fill may be used for these structures if armored by nonerodible cover materials.
- When a live watercourse must be crossed by construction vehicles more than twice in any six-month period, a temporary vehicular stream crossing constructed of nonerodible material shall be provided.
- All applicable federal, state and local requirements pertaining to working in or crossing live watercourses shall be met.
- The bed and banks of a watercourse shall be stabilized immediately after work in the watercourse is completed.
- Underground utility lines shall be installed in accordance with the following standards in addition to other applicable criteria:
  - No more than 500 linear feet of trench may be opened at one time.
  - Excavated material shall be placed on the uphill side of trenches.
  - Effluent from dewatering operations shall be filtered or passed through an approved sediment trapping device, or both, and discharged in a manner that does not adversely affect flowing streams or off-site property.
  - Material used for backfilling trenches shall be properly compacted in order to minimize erosion and promote stabilization.
  - Restabilization shall be accomplished in accordance with this chapter.
  - Applicable safety requirements shall be complied with.
- Where construction vehicle access routes intersect paved or public roads, provisions shall be made to minimize the transport of sediment by vehicular tracking onto the paved surface. Where sediment is transported onto a paved or public road surface, the road surface shall be cleaned thoroughly at the end of each day. Sediment shall be removed from the roads by shoveling or sweeping and transported to a sediment control disposal area. Street washing shall be allowed only after sediment is removed in this manner. This provision shall apply to individual development lots as well as to larger land-disturbing activities.
- All temporary erosion and sediment control measures shall be removed within 30 days after final site stabilization or after the temporary measures are no longer needed, unless otherwise authorized by the VESCP authority. Trapped sediment and the disturbed soil areas resulting from the disposition of temporary measures shall be permanently stabilized to prevent further erosion and sedimentation.
- Properties and waterways downstream from development sites shall be protected from sediment deposition, erosion and damage due to increases in volume, velocity and peak flow rate of stormwater runoff for the stated frequency storm of 24-hour duration in accordance with the following standards and criteria. Stream restoration and

- Increased volumes of sheet flows that may cause erosion or sedimentation on adjacent property shall be diverted to a stable outlet, adequate channel, pipe or pipe system, or to a detention facility.
- In applying these stormwater management criteria, individual lots or parcels in a residential, commercial or industrial development shall not be considered to be separate development projects. Instead, the development, as a whole, shall be considered to be a single development project. Hydrologic parameters that reflect the ultimate development condition shall be used in all engineering calculations.
- All measures used to protect properties and waterways shall be employed in a manner which minimizes impacts on the physical, chemical and biological integrity of rivers, streams and other waters of the state.
- Any plan approved prior to July 1, 2014, that provides for stormwater management that addresses any flow rate capacity and velocity requirements for natural or man-made channels shall satisfy the flow rate capacity and velocity requirements for natural or man-made channels if the practices are designed to (i) detain the water quality volume and to release it over 48 hours; (ii) detain and release over a 24-hour period the expected rainfall resulting from the one year, 24-hour storm; and (iii) reduce the allowable peak flow rate resulting from the 1.5, 2, and 10-year, 24-hour storms to a level that is less than or equal to the peak flow rate from the site assuming it was in a good forested condition, achieved through multiplication of the forested peak flow rate by a reduction factor that is equal to the runoff volume from the site when it was in a good forested condition divided by the runoff volume from the site in its proposed condition, and shall be exempt from any flow rate capacity and velocity requirements for natural or man-made channels as defined in any regulations promulgated pursuant to § 62.1-44.15.24 or 62.1-44.15.65 of the Act.
- For plans approved on and after July 1, 2014, the flow rate capacity and velocity requirements of § 62.1-44.15.32 A of the Act and this subsection shall be satisfied by compliance with water quantity requirements in the Stormwater Management Act (§ 62.1-44.15.24 et seq. of the Code of Virginia) and attendant regulations, unless such land-disturbing activities are in accordance with 9VAC25-870-48 of the Virginia Stormwater Management Program (VSMP) Regulation or are exempt pursuant to subdivision C 7 of § 62.1-44.15.34 of the Act.
- Compliance with the water quantity minimum standards set out in 9VAC25-870-66 of the Virginia Stormwater Management Program (VSMP) Regulation shall be deemed to satisfy the requirements of this subdivision 19.

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EROSION AND SEDIMENT CONTROLS NARRATIVE  
**6710 MADISON STREET HAYMARKET, VA**  
 PRELIMINARY/FINAL SITE PLAN  
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H / N/A  
 V / N/A  
 DATE: MARCH 2015  
 CHECKED:  
 DRAWN: JHD  
 FILE NO: SP-033-HW  
 SHEET NO.  
 8 OF 18

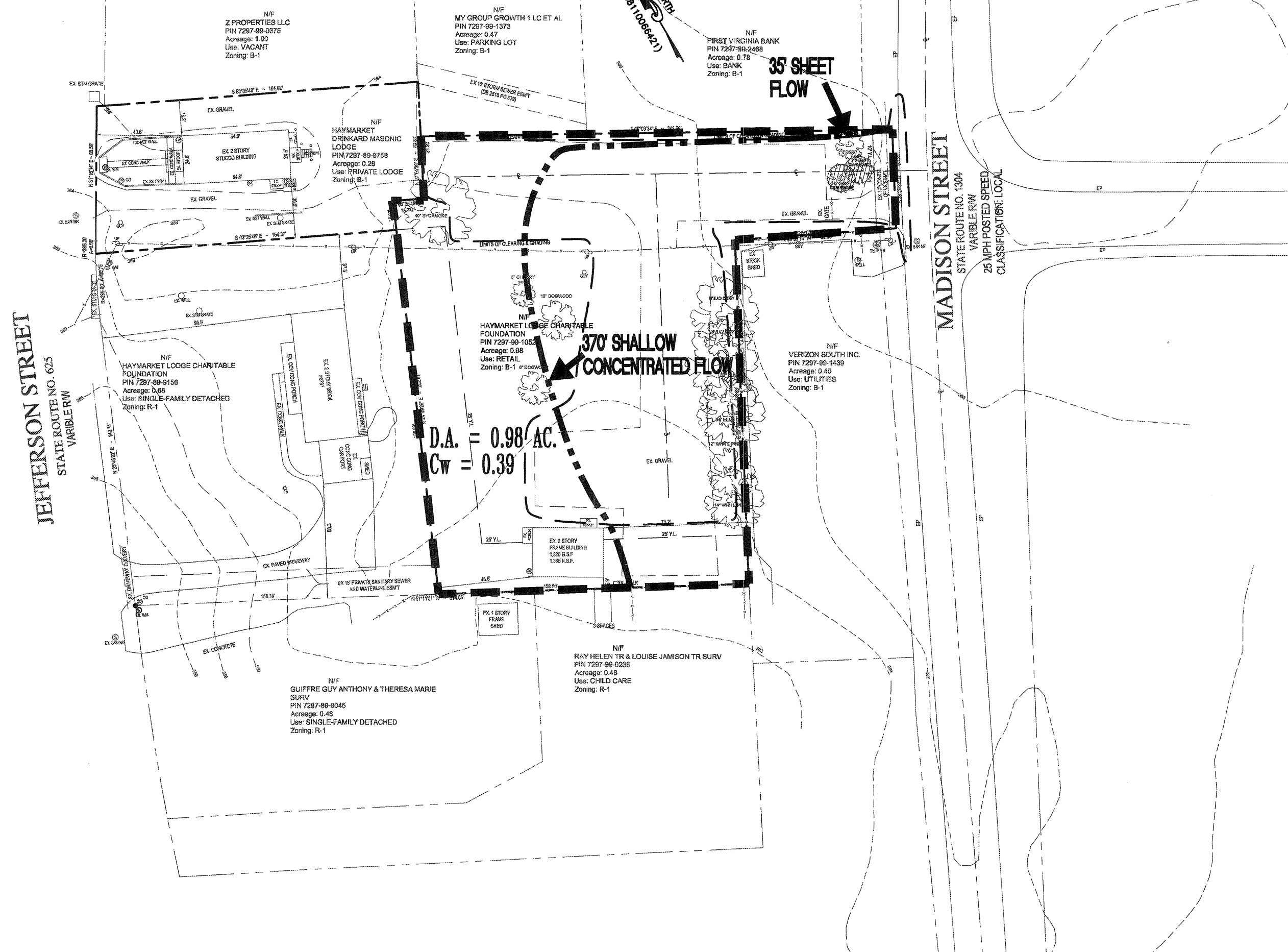
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Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2899) - 6710 Madison Street - Site Plan - Holly Montague



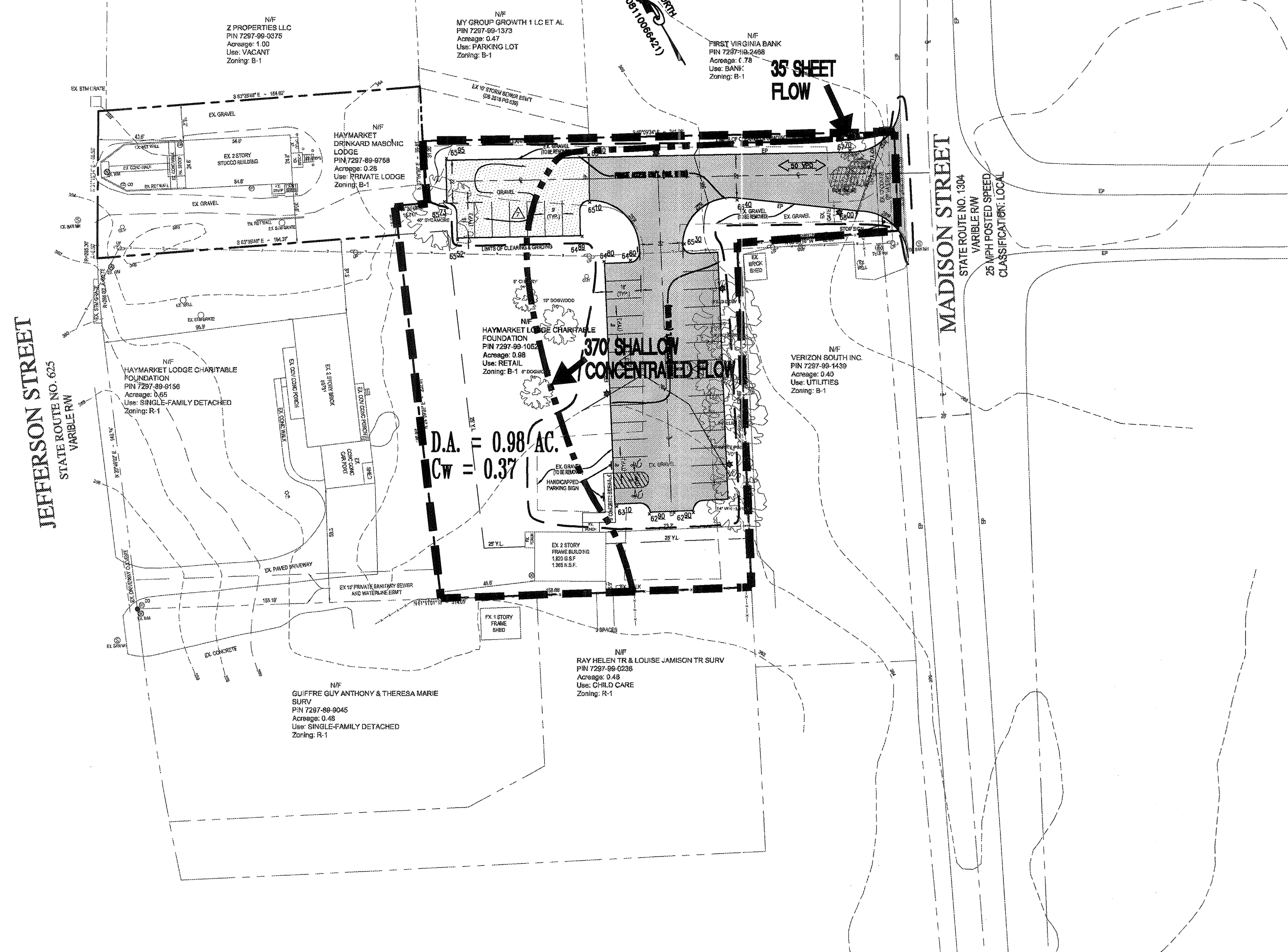






**SWM EXISTING DIVIDES MAP**

SCALE: 1" = 50'



**SWM DEVELOPED DIVIDES MAP**

SCALE: 1" = 50'

**SWM COMPUTATIONS**

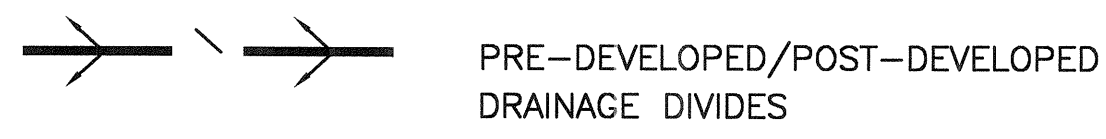
IMPERVIOUS AREA SUMMARY			
EXISTING DRAINAGE AREA = 42,815 SF = 0.9829 AC		PROPOSED DRAINAGE AREA = 42,815 SF = 0.9829 AC	
<b>EXISTING CONDITION</b>		<b>PROPOSED CONDITION</b>	
EX. BUILDING	992 SF	EX. BUILDING	992 SF
EX. GRAVEL	16,120 SF	PROPOSED GRAVEL	2,733 SF
EX. TOTAL IMP. AREA	17,112 SF (0.3928 AC)	PROPOSED ASPHALT	12,292 SF
		PROP. CONC. WALK	190 SF
		PROP. TOTAL IMP. AREA	16,207 SF (0.3721 AC)

**'C' RUNOFF COEFFICIENT**

**PRE-DEVELOPMENT**  
 $C_{PRE} = \frac{(0.90)(0.3928) + (0.30)(0.5901)}{0.9829} = 0.54$

**POST-DEVELOPMENT**  
 $C_{POST} = \frac{(0.90)(0.3721) + (0.30)(0.6108)}{0.9829} = 0.53$

**LEGEND**



**6710 MADISON STREET HAYMARKET, VA  
SWM NARRATIVE**

The proposed development consists of constructing a commercial entrance and private travelway and associated parking to serve the existing commercial building located at 6710 Madison Street Haymarket, VA on approximately 0.98 acres.

The pre-developed and post-developed drainage sheds have been analyzed using the TR-20 routing method to determine the runoff rates leaving the site during the 2-year and 10-year storm events (see routing output - sheet 11). As can be seen in the TR-20 routing output and the summary results below, the proposed flows from the subject site are less than the corresponding flows in the existing condition. This is primarily due to the removal of portions of the existing impervious areas in the developed condition resulting in a reduction of the weighted runoff coefficient.

A summary of the pre-developed and post-developed flows are as follows:

Pre-developed discharges leaving the site:

2-year	1.31 cfs
10-year	1.66 cfs

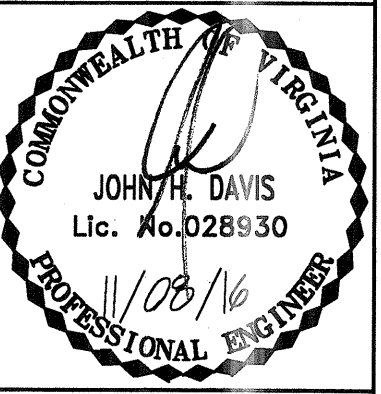
Developed discharges leaving the site:

2-year	1.29 cfs
10-year	1.63 cfs

As can be seen above, the total developed discharge rates leaving the site in the post-developed condition are less than the corresponding pre-developed runoff rates. Therefore, adequate storm water management has been provided and an adequate outfall exists for this project.

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 www.kdlgroup.com

STORMWATER MANAGEMENT COMPUTATIONS  
**6710 MADISON STREET HAYMARKET, VA**  
 PRELIMINARY/FINAL SITE PLAN  
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) N/A  
 V) N/A  
 DATE: MARCH 2015  
 CHECKED:  
 DRAWN: JHD  
 FILE NO: SP-033-HAY  
 SHEET NO.

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Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999 - 6710 Madison Street - Site Plan - Holly Montague)



6710 MADISON STREET HAYMARKET VA (EXIST) Rainfall Duration=5 min, Inten=5.75 in/hr  
Prepared by Microsoft Printed 4/29/2016  
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Summary for Subcatchment 4S: EXISTING

Runoff = 1.31 cfs @ 0.08 hrs, Volume= 0.009 af, Depth= 0.11"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
Rainfall Duration=5 min, Inten=5.75 in/hr

Area (ac)	C	Description
0.983	0.54	Weighted C
0.983		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
3.9	35	0.0255	0.15		Sheet Flow, Sheet Flow Grass: Short n= 0.150 P2= 3.10"
7.4	370	0.0141	0.83		Shallow Concentrated Flow, Shallow Concentrated Flow Short Grass Pasture Kv= 7.0 fps
11.3	405				Total

6710 MADISON STREET HAYMARKET VA (EXIST) Rainfall Duration=5 min, Inten=7.27 in/hr  
Prepared by Microsoft Printed 4/29/2016  
HydroCAD® 9.10 s/n 09515 © 2010 HydroCAD Software Solutions LLC

Summary for Subcatchment 4S: EXISTING

Runoff = 1.69 cfs @ 0.08 hrs, Volume= 0.012 af, Depth= 0.14"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
Rainfall Duration=5 min, Inten=7.27 in/hr

Area (ac)	C	Description
0.983	0.54	Weighted C
0.983		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
3.9	35	0.0255	0.15		Sheet Flow, Sheet Flow Grass: Short n= 0.150 P2= 3.10"
7.4	370	0.0141	0.83		Shallow Concentrated Flow, Shallow Concentrated Flow Short Grass Pasture Kv= 7.0 fps
11.3	405				Total

6710 MADISON STREET HAYMARKET VA (DEVEL) Rainfall Duration=5 min, Inten=5.75 in/hr  
Prepared by Microsoft Printed 4/29/2016  
HydroCAD® 9.10 s/n 09515 © 2010 HydroCAD Software Solutions LLC

Summary for Subcatchment 4S: PROPOSED - DEVELOPED

Runoff = 1.29 cfs @ 0.08 hrs, Volume= 0.009 af, Depth= 0.11"

Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
Rainfall Duration=5 min, Inten=5.75 in/hr

Area (ac)	C	Description
0.983	0.63	Weighted C
0.983		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
3.9	35	0.0255	0.15		Sheet Flow, Sheet Flow Grass: Short n= 0.150 P2= 3.10"
7.4	370	0.0141	0.83		Shallow Concentrated Flow, Shallow Concentrated Flow Short Grass Pasture Kv= 7.0 fps
11.3	405				Total

6710 MADISON STREET HAYMARKET VA (DEVEL) Rainfall Duration=5 min, Inten=7.27 in/hr  
Prepared by Microsoft Printed 4/29/2016  
HydroCAD® 9.10 s/n 09515 © 2010 HydroCAD Software Solutions LLC

Summary for Subcatchment 4S: PROPOSED - DEVELOPED

Runoff = 1.63 cfs @ 0.08 hrs, Volume= 0.012 af, Depth= 0.14"

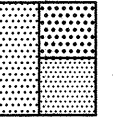
Runoff by Rational method, Rise/Fall=1.0/1.0 xTc, Time Span= 0.00-3.00 hrs, dt= 0.01 hrs  
Rainfall Duration=5 min, Inten=7.27 in/hr

Area (ac)	C	Description
0.983	0.63	Weighted C
0.983		100.00% Pervious Area

Tc (min)	Length (feet)	Slope (ft/ft)	Velocity (ft/sec)	Capacity (cfs)	Description
3.9	35	0.0255	0.15		Sheet Flow, Sheet Flow Grass: Short n= 0.150 P2= 3.10"
7.4	370	0.0141	0.83		Shallow Concentrated Flow, Shallow Concentrated Flow Short Grass Pasture Kv= 7.0 fps
11.3	405				Total

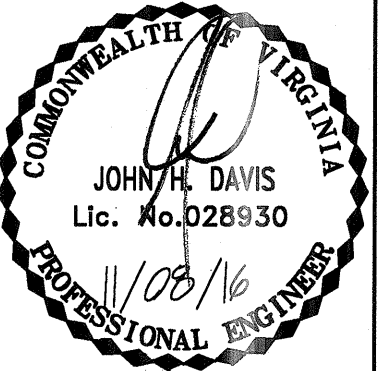
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STORMWATER MANAGEMENT COMPUTATIONS  
6710 MADISON STREET HAYMARKET, VA  
PRELIMINARY/FINAL SITE PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) N/A  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HAY  
SHEET NO:  
11 OF 18

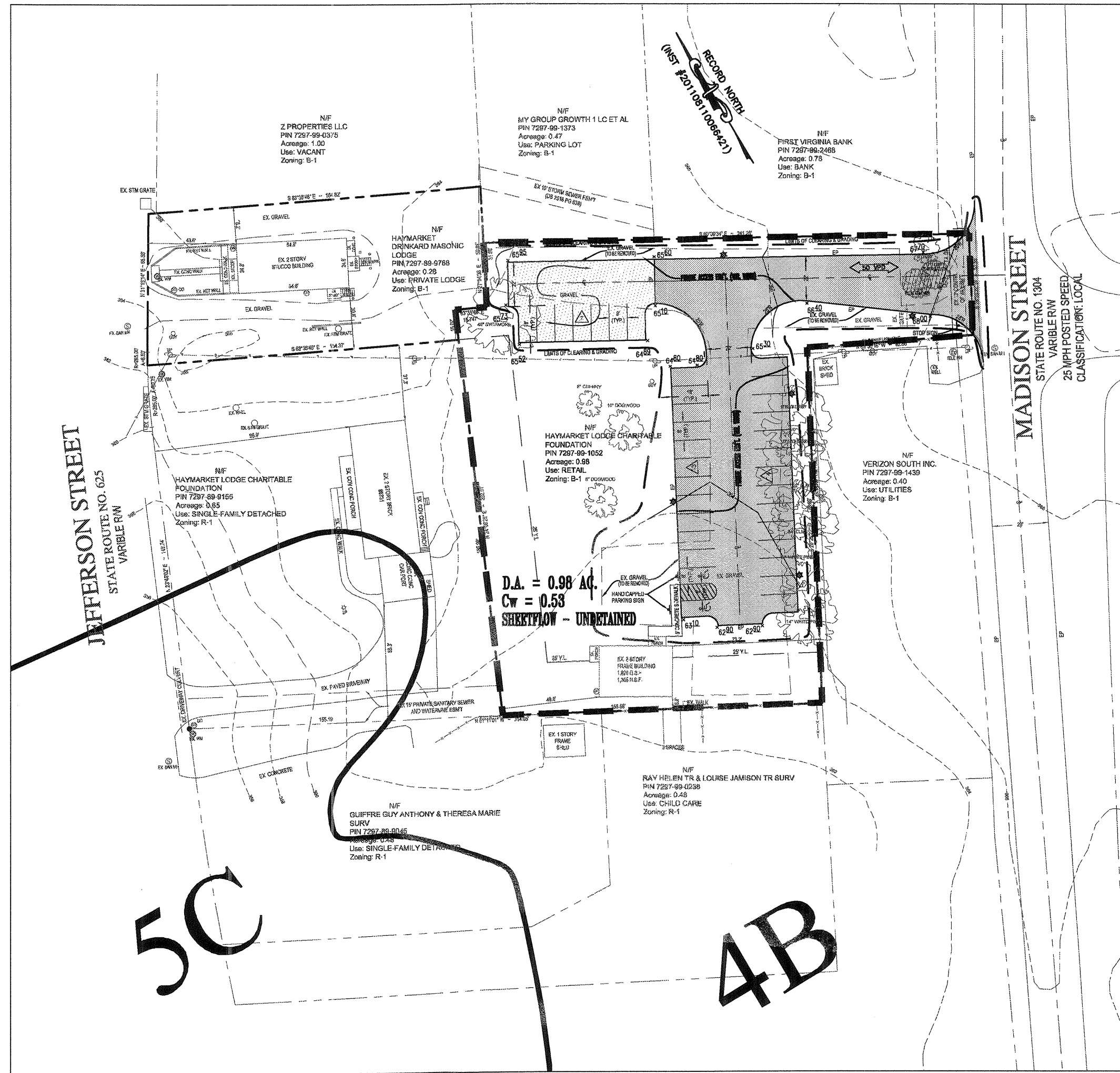
Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999) - 6710 Madison Street - Site Plan - Holly Montague



**BMP COMPUTATIONS**

**IMPERVIOUS AREA SUMMARY**

EXISTING DRAINAGE AREA = 42,815 SF = 0.9829 AC		PROPOSED DRAINAGE AREA = 42,815 SF = 0.9829 AC	
<b>EXISTING CONDITION</b>		<b>PROPOSED CONDITION</b>	
EX. BUILDING	992 SF	EX. BUILDING	992 SF
EX. GRAVEL	16,120 SF	PROPOSED GRAVEL	2,733 SF
EX. TOTAL IMP. AREA	17,112 SF (0.3928 AC)	PROPOSED ASPHALT	12,292 SF
		PROP. CONC. WALK	190 SF
		PROP. TOTAL IMP. AREA	16,207 SF (0.3721 AC)



**BMP DIVIDES MAP**

SCALE: 1" = 50'

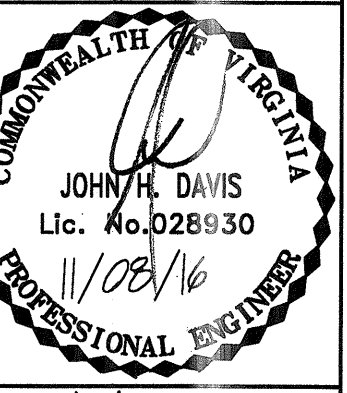
**Virginia Runoff Reduction Method ReDevelopment Worksheet - v2.8 - June 2014**  
To be used w/ 2011 BMP Standards and Specifications

<b>Site Data</b>		Project Name: 6710 MADISON STREET HAYMARKET, VA		Date: APRIL 28, 2015	
	data input cells		calculation cells		constant values
<b>Post-ReDevelopment Project &amp; Land Cover Information</b>		Total Disturbed Acreage		0.53	
<b>Constants</b>					
Annual Rainfall (inches)	43				
Target Rainfall Event (inches)	1.00				
Phosphorus EMC (mg/L)	0.26	Nitrogen EMC (mg/L)	1.86		
Target Phosphorus Target Load (lb/acre/yr)	0.41				
P	0.90				
<b>Pre-ReDevelopment Land Cover (acres)</b>					
	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) - undisturbed, protected forest/open space or reforested land	0.00	0.00	0.00	0.00	0.00
Managed Turf (acres) - disturbed, graded for yards or other turf to be mowed/managed	0.00	0.59	0.00	0.00	0.59
Impervious Cover (acres)	0.00	0.38	0.00	0.00	0.38
	<b>Total</b>				0.97
<b>Post-ReDevelopment Land Cover (acres)</b>					
	A soils	B Soils	C Soils	D Soils	Totals
Forest/Open Space (acres) - undisturbed, protected forest/open space or reforested land	0.00	0.00	0.00	0.00	0.00
Managed Turf (acres) - disturbed, graded for yards or other turf to be mowed/managed	0.00	0.61	0.00	0.00	0.61
Impervious Cover (acres)	0.00	0.37	0.00	0.00	0.37
	<b>Total</b>				0.98
Area Check	Okay	Okay	Okay	Okay	
<b>Rv Coefficients</b>					
	A soils	B Soils	C Soils	D Soils	
Forest/Open Space	0.02	0.03	0.04	0.05	
Managed Turf	0.15	0.20	0.22	0.25	
Impervious Cover	0.95	0.95	0.95	0.95	
<b>Land Cover Summary</b>					
	Listed	Adjusted <sup>1</sup>			
<b>Pre-ReDevelopment</b>		<b>Post-ReDevelopment</b>		<b>Post-ReDevelopment New Impervious</b>	
Forest/Open Space Cover (acres)	0.00	0.00	Forest/Open Space Cover (acres)	0.00	
Composite Rv(forest)	0.00	0.00	Composite Rv(forest)	0.00	
% Forest	0%	0%	% Forest	0%	
Managed Turf Cover (acres)	0.59	0.59	Managed Turf Cover (acres)	0.61	
Composite Rv(turf)	0.20	0.20	Composite Rv(turf)	0.20	
% Managed Turf	60%	60%	% Managed Turf	62%	
Impervious Cover (acres)	0.39	0.39	ReDev Impervious Cover (acres)	0.37	New Impervious Cover (acres) 0.00
Rv(impervious)	0.95	0.95	Rv(impervious)	0.95	Rv(impervious) Check Area 0.95
% Impervious	40%	40%	% Impervious	38%	% Impervious Check Area
Total Site Area (acres)	0.98	0.98	Total ReDev. Site Area (acres)	0.98	Total New Dev. Site Area (acres) 0.00
Site Rv	0.50	0.50	ReDev. Site Rv	0.48	New Dev. Site Rv 0.95
Pre-Development Treatment Volume (acre-ft)	0.0407	0.0407	Post-Development Treatment Volume (acre-ft)	0.0000	Post-Development Treatment Volume (acre-ft) 0.0000
Pre-Development Treatment Volume (cubic feet)	1,773	1,773	Post-Development Treatment Volume (cubic feet)	0	Post-Development Treatment Volume (cubic feet) 0
Pre-Development Load (TP) (lb/yr)	1.11	1.11	Post-Development Load (TP) (lb/yr)	0.00	Post-Development Load (TP) (lb/yr) 0.00
		Maximum % Reduction Required Below Pre-ReDevelopment Load		10%	
		TP Load Reduction Required for ReDeveloped Area (lb/yr)		0.08	
		Total Load Reduction Required (lb/yr)		0.08	
Pre-Development Load (TN) (lb/yr)		7.97		Post-Development Load (TN) (lb/yr)	

<sup>1</sup>Adjusted Land Cover Summary reflects the pre redevelopment land cover minus the pervious land cover (forest/open space or managed turf) acreage proposed for new impervious cover. The adjusted total acreage is consistent with the Post ReDevelopment acreage (minus the acreage of new impervious cover). The load reduction requirement for the new impervious cover to meet the new development load limit is computed in Column I.

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BEST MANAGEMENT PRACTICES COMPUTATIONS  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN  
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) N/A  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HAY  
SHEET NO.



Site Results	D.A. A	D.A. B	D.A. C	D.A. D	D.A. E	AREA CHECK
IMPERVIOUS COVER	0.00	0.00	0.00	0.00	0.00	OK
IMPERVIOUS COVER TREATED	0.00	0.00	0.00	0.00	0.00	OK
TURF AREA	0.00	0.00	0.00	0.00	0.00	OK
TURF AREA TREATED	0.00	0.00	0.00	0.00	0.00	OK
AREA CHECK	OK	OK	OK	OK	OK	
<b>Phosphorous</b>						
TOTAL PHOSPHOROUS LOAD REDUCTION REQUIRED (LB/YEAR)	0.08					
RUNOFF REDUCTION (cf)	0					
PHOSPHOROUS LOAD REDUCTION ACHIEVED (LB/YR)	0.00					
ADJUSTED POST-DEVELOPMENT PHOSPHOROUS LOAD (TP) (lb/yr)	1.08					
REMAINING PHOSPHOROUS LOAD REDUCTION (LB/YR) NEEDED	0.08					
<b>Nitrogen (for information purposes)</b>						
RUNOFF REDUCTION (cf)	0					
NITROGEN LOAD REDUCTION ACHIEVED (LB/YR)	0.00					
ADJUSTED POST-DEVELOPMENT NITROGEN LOAD (TP) (lb/yr)	7.73					

**6710 Madison Street Haymarket, VA  
BMP Narrative**

Overall water quality (BMP) for the 6710 Madison Street Haymarket, VA site has been calculated using the Virginia Runoff Reduction Method ReDevelopment Worksheet – v2.8 – June 2014 and based on the 2011 Virginia BMP Standards and Specifications. The on-site impervious calculations found on sheets 11 and 14 have been computed for the existing and proposed impervious areas as shown on the BMP Divides Plan (see sheet 14). Using this information, the required rate of phosphorous removal has been computed using the Virginia Runoff Reduction Method ReDevelopment Worksheet – v2.8 – June 2014 as provided on sheets 14 and 15.

Based on the results of the Virginia Runoff Reduction Method ReDevelopment Worksheet – v2.8 – June 2014 calculations for the 6710 Madison Street Haymarket, VA site, the applicant will purchase nutrient credits from an approved Virginia Nutrient Offset Credit Facility in lieu of satisfying the required phosphorous removal requirements (0.08 lbs/yr) on-site through BMP structural measures. Upon completion of the purchase of the required nutrient credits, the overall water quality (BMP) requirements for this site will have been met.

Although credit has not been taken, the proposed site design incorporates sheetflow to conservation area techniques across the preserved turf areas and proposed landscape buffers located along the downstream perimeter of the subject property.

**Red Hill Farm Nutrient Bank**  
909 Fairway Drive, NE  
Vienna, Va. 22180

Date: July 25, 2016

To: James Kraut  
Haymarket Lodge Charitable Foundation  
P.O. Box 313  
Haymarket, Va. 20168-0313

From: Gary M. Callen  
Authorized Nutrient Offset Broker


Subject: Potomac Watershed- Nutrient Credit Availability

Project Reference: 6710 Madison Street, Haymarket, Va.

This letter is to confirm that Gary and Debra Callen own the Red Hill Farm Nutrient Bank and that the authorized representative and broker is Gary M. Callen. In addition, the Red Hill Farm Nutrient bank is operating in compliance with applicable federal and state permits, laws, and regulations and is in good regulatory standing.

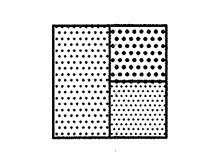
This also confirms that the Red Hill Farm Nutrient Bank has met all authorizations and approvals by DEC as well as all other regulatory agencies and nothing more is required. Please accept this as confirmation of the availability of 0.08 authorized nutrient credits ("Nutrient Credits") from Red Hill Farm Nutrient Bank facility for use by permit applicants within the Potomac watershed, including HUC 02070008, to compensate for nutrient loadings in excess of state or local regulations, as per Virginia Code § 62.1-44.15:35 and § 62.1-44.19:14 and Virginia Administrative Code 9 VAC 25-820-10 et seq. These Nutrient Credits are generated and managed under the terms of the Banking Instruments known as the Red Hill Farm Nutrient Bank Nutrient Reduction Implementation Plan ("NRIIP").

Please feel free to contact me if you have any questions.

Sincerely,  
  
Gary M. Callen  
Authorized Nutrient Offset Broker  
gary.callen@dashon.com  
703 346 8206

NOTE:  
DOCUMENTATION OF THE PURCHASE OF REQUIRED NUTRIENT CREDITS SHALL BE PROVIDED BY THE APPLICANT WHEN POSTING BONDS FOR CONSTRUCTION.

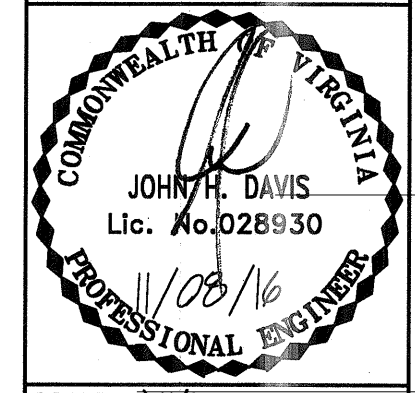
**THE KDL GROUP LLC**  
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BEST MANAGEMENT PRACTICES COMPUTATIONS  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN

TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

Attachment: 04 - 6710 MADISON ST HAYMARKET VA - FINAL (2999 - 6710 Madison Street - Site Plan - Holly Montague)



SCALE: H) N/A
V) N/A
DATE: MARCH 2015
CHECKED:
DRAWN: JHD
FILE NO: SP-033-HAY
SHEET NO. 13 OF 18

DWG PATH: S:\PROJECTS\HAYMARKET MASONIC LODGE\ENG\SITE PLAN\DELIVERABLES\13-BMP2.dwg



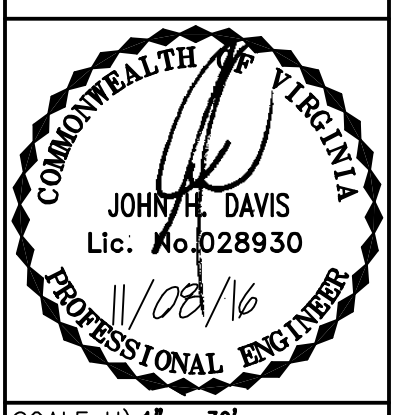


**THIS SHEET FOR LANDSCAPE PURPOSES ONLY!  
NOT FOR CONSTRUCTION!**

NOTE:  
PROPOSED LANDSCAPE PLANTINGS TO BE MAINTAINED BY THE OWNER.

**THE KDL GROUP LLC**  
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LANDSCAPE PLAN  
**6710 MADISON STREET HAYMARKET, VA**  
 PRELIMINARY/FINAL SITE PLAN  
 TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA



SCALE: H) 1" = 30'
V) N/A
DATE: MARCH 2015
CHECKED:
DRAWN: JHD
FILE NO: SP-033-HAY
SHEET NO. 14 OF 18



**LANDSCAPE CALCULATIONS**

**BUFFER CALCULATIONS**

TYPE SC SCREEN (25' WIDE BUFFER YARD)

ALONG SIDE PROPERTY LINE WITH PIN 7297-99-0238 AND PIN 7297-89-9045

TYPE OF PLANTING	ALT. 2	AREA (S.F.)	REQ'D PLANTINGS	PROV. PLANTINGS
CANOPY	1/500 S.F.	3,972	7.9	8
ORNAMENTAL	1/500 S.F.	3,972	7.9	8
EVERGREEN	1/500 S.F.	3,972	7.9	8
SHRUB	1/100 S.F.	3,972	39.7	40

TYPE SC SCREEN (25' WIDE BUFFER YARD)

ALONG SIDE PROPERTY LINE WITH PIN 7297-89-9156

TYPE OF PLANTING	ALT. 2	AREA (S.F.)	REQ'D PLANTINGS	PROV. PLANTINGS (1/2 BUFFER)
CANOPY	1/500 S.F.	4,113	8.2	9
ORNAMENTAL	1/500 S.F.	4,113	8.2	9
EVERGREEN	1/500 S.F.	4,113	8.2	9
SHRUB	1/100 S.F.	4,113	41.1	42

**INTERIOR PARKING LOT LANDSCAPING REQUIREMENTS**

PLANT TYPE	NUMBER REQUIRED	TOTAL NUMBER REQUIRED	EXISTING PLANTS TO REMAIN	PLANTS PROPOSED	TOTAL PLANTS PROPOSED
UNDERSTORY TREES	1 PER 10 SPACES	2	3	0	3
SHRUBS	3 PER 10 SPACES	6	0	6	26

**PERIMETER PARKING LOT LANDSCAPING REQUIREMENTS**

(PARKING LOTS ADJACENT TO OTHER PARKING LOTS)  
ADJACENT TO GPIN 7297-99-2468 AND GPIN 7297-99-1373  
LENGTH: 227 L.F.

PLANT TYPE	NUMBER REQUIRED	TOTAL NUMBER REQUIRED	EXISTING PLANTS TO REMAIN	PLANTS PROPOSED	TOTAL PLANTS PROPOSED
UNDERSTORY TREES	2 PER 30 L.F.	15.1	1	15	16
SHRUBS	6 PER 30 L.F.	45.4	0	46	46

**PERIMETER PARKING LOT LANDSCAPING REQUIREMENTS**

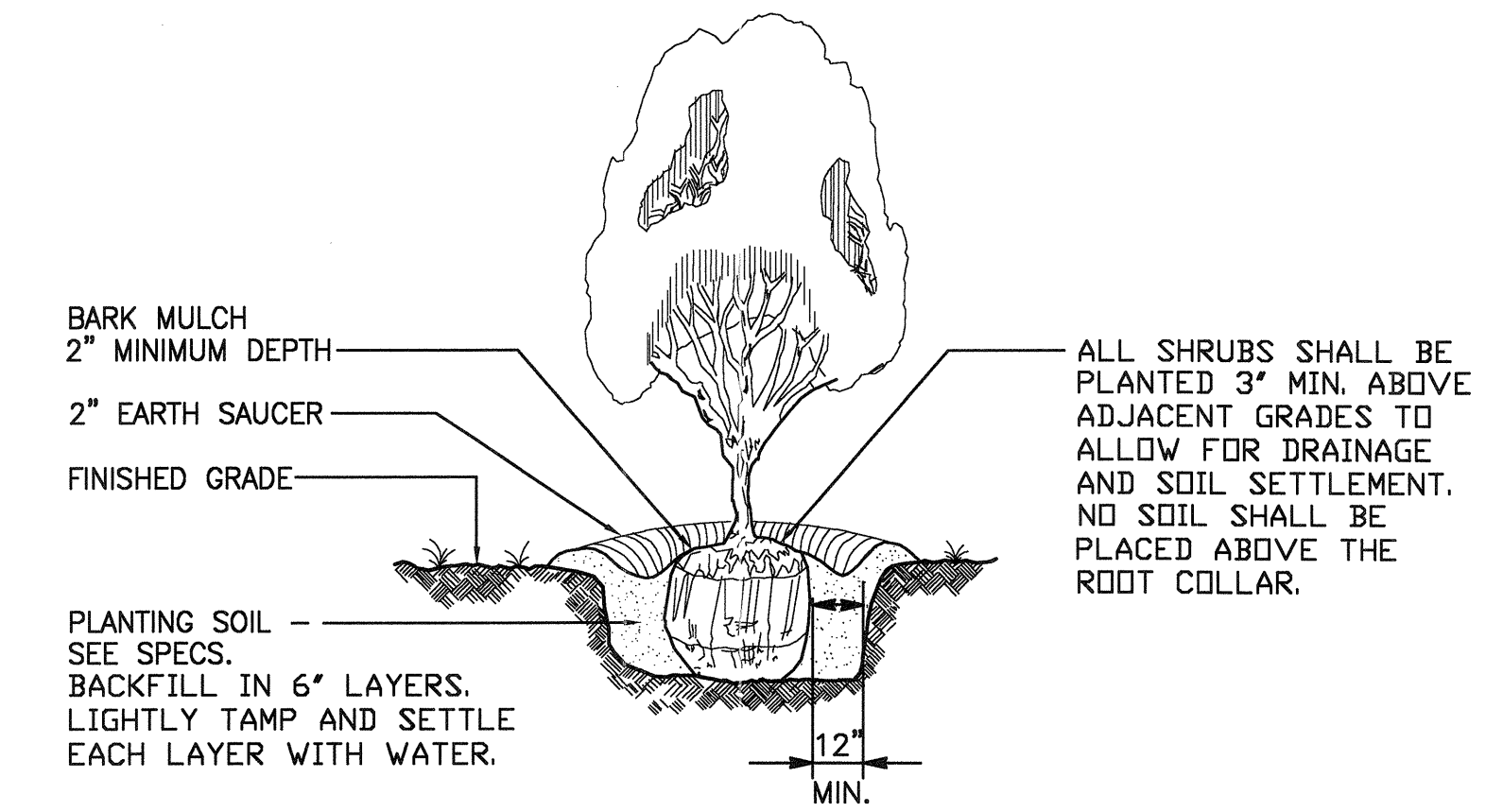
(PARKING LOTS ADJACENT TO OTHER PARKING LOTS)  
ADJACENT TO GPIN 7297-99-1439  
LENGTH: 126 L.F.

PLANT TYPE	NUMBER REQUIRED	TOTAL NUMBER REQUIRED	EXISTING PLANTS TO REMAIN	PLANTS PROPOSED	TOTAL PLANTS PROPOSED
UNDERSTORY TREES	2 PER 30 L.F.	8.4	6	3	9
SHRUBS	6 PER 30 L.F.	25.2	0	26	26

**PLANT SCHEDULE**

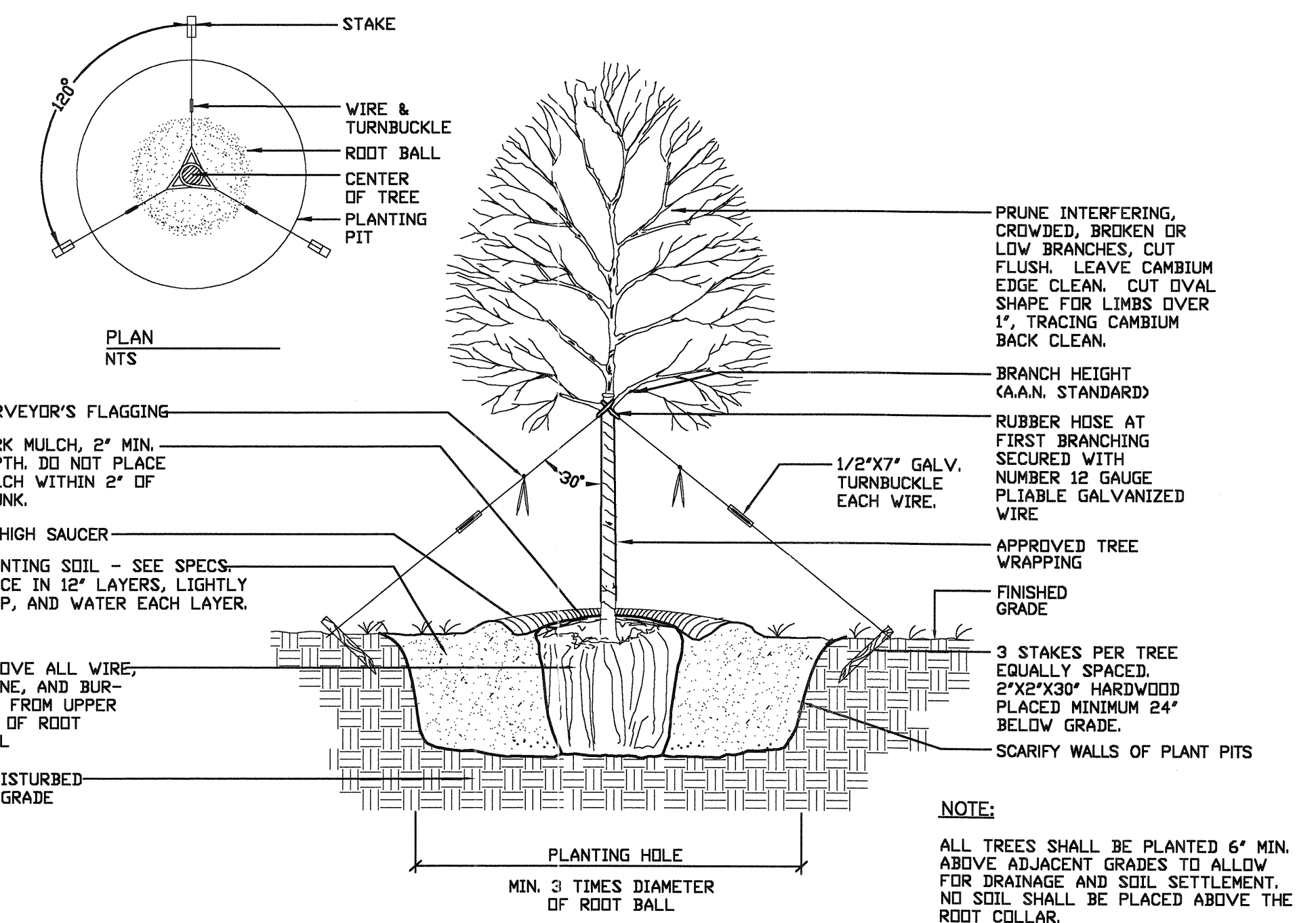
LOCATION/ REQUIREMENT	KEY	QUANTITY	BOTANICAL NAME	COMMON NAME	10-YR. CANOPY (SF)	SIZE	REMARKS
<b>BUFFER PLANTINGS - CANOPY TREES:</b>							
GREEN ASH	FP	7	FRAXINUS PENNSYLVANIA	GREEN ASH	1,400	2.5" CAL.	B&B
LONDON PLANE TREE	PA	6	PLATANUS ACERIFOLIA	LONDON PLANE TREE	1,200	2.5" CAL.	B&B
SILVER LINDEN	TT	4	TILIA TOMENTOSA	SILVER LINDEN	800	2.5" CAL.	B&B
<b>TOTAL</b>		<b>17</b>			<b>3,400</b>		
<b>BUFFER PLANTINGS - ORNAMENTAL TREES:</b>							
DOGWOOD	CF	7	CORNUS FLORIDA	DOGWOOD	525	5'-6" HGT	B&B
RED BUD	CC	6	CERCUS CANADENSIS	RED BUD	450	5'-6" HGT	B&B
FLOWERING CHERRY	PR	4	PRUNUS	FLOWERING CHERRY	300	5'-6" HGT	B&B
<b>TOTAL</b>		<b>17</b>			<b>1,275</b>		
<b>BUFFER PLANTINGS - EVERGREEN TREES:</b>							
WHITE PINE	PS	3	PINUS STROBUS	WHITE PINE	600	6'-8" HGT	B&B
EASTERN RED CEDAR	JV	6	JUNIPERUS VIRGINIANA	EASTERN RED CEDAR	300	6'-8" HGT	B&B
AMERICAN HOLLY	IO	8	ILEX OPACA	AMERICAN HOLLY	400	6'-8" HGT	B&B
<b>TOTAL</b>		<b>17</b>			<b>1,300</b>		
<b>BUFFER PLANTINGS - SHRUBS:</b>							
AZALEA	AZ	42	--	--	--	1'-2" HGT	B&B
JAPANESE HOLLY	IC	26	ILEX CRENATA	JAPANESE HOLLY	--	1'-2" HGT	B&B
VIBURNUM	VB	14	--	--	--	1'-2" HGT	B&B
<b>TOTAL</b>		<b>82</b>					
<b>INTERIOR PARKING LOT LANDSCAPING PLANTINGS:</b>							
AZALEA	AZ	6	--	--	--	1'-2" HGT	B&B
<b>TOTAL</b>		<b>6</b>					
<b>PERIMETER PARKING LOT LANDSCAPING PLANTINGS:</b>							
FLOWERING CHERRY	PR	10	PRUNUS	FLOWERING CHERRY	750	5'-6" HGT	B&B
JAPANESE HOLLY	IC	46	ILEX CRENATA	JAPANESE HOLLY	--	1'-2" HGT	B&B
AZALEA	AZ	26	--	--	--	1'-2" HGT	B&B
<b>TOTAL</b>		<b>82</b>			<b>750</b>		

PLANTINGS NOT SPECIFICALLY CALLED OUT ABOVE ARE TO BE FROM THE TOWN OF HAYMARKET APPROVED PLANTING LIST (OR APPROVED EQUAL).



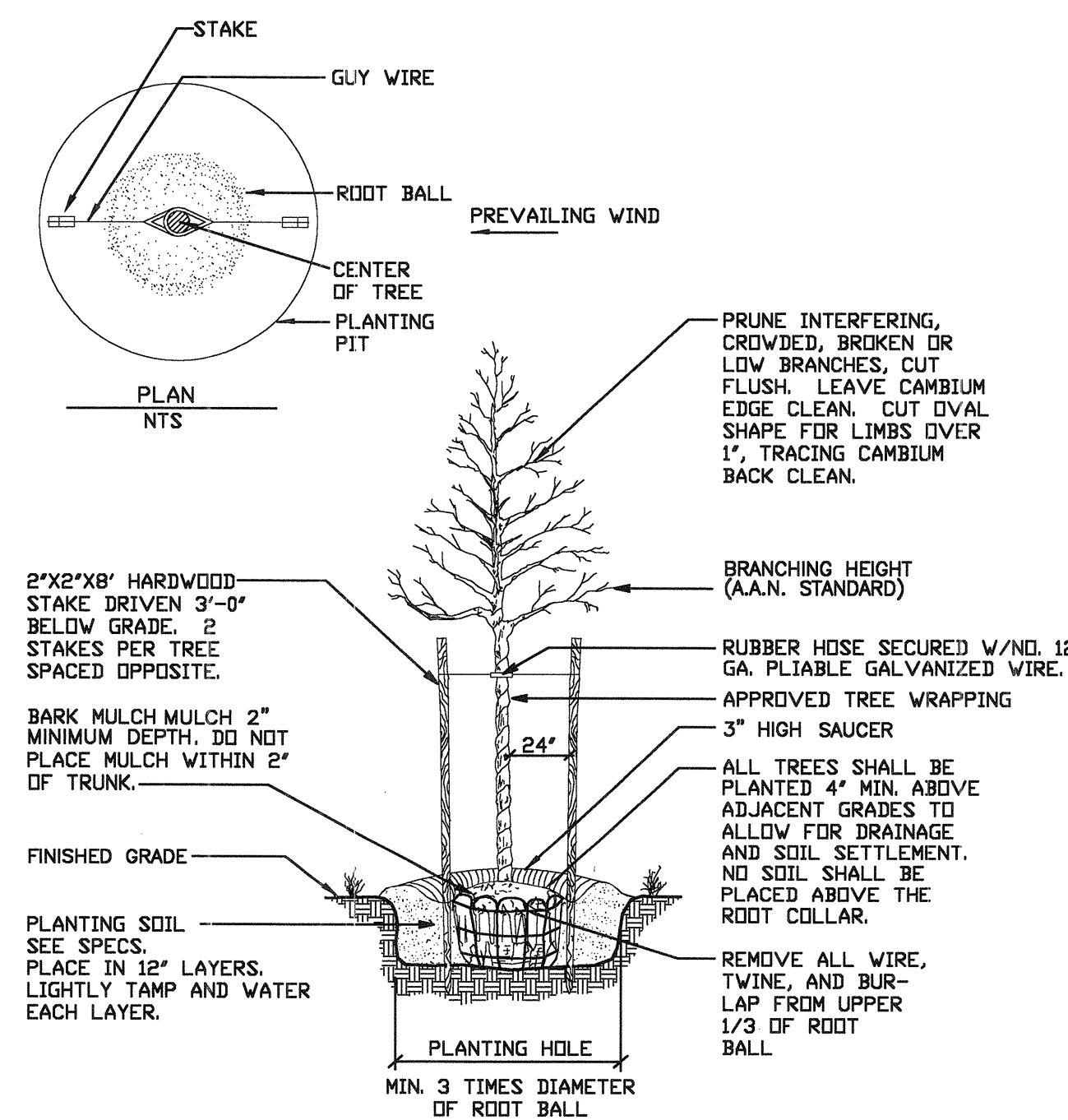
**TYPICAL SHRUB PLANTING DETAIL**

NOT TO SCALE



**TYPICAL LARGE TREE PLANTING DETAIL**

(2-1/2" CALIPER AND LARGER)  
NOT TO SCALE



**TYPICAL SMALL TREE PLANTING DETAIL**

(2" CALIPER OR LESS)  
NOT TO SCALE

**TREE CONSERVATION NARRATIVE:**

- CONTRACTOR SHALL PERFORM ROOT PRUNING TO A DEPTH OF 18"-24" ALONG THE CLEARING LIMITS IN THE AREA OF EXISTING TREES USING A TRENCHER OR VIBRATORY FLOW PRIOR TO INITIATING ANY LAND DISTURBANCE ACTIVITIES.
  - CONTRACTOR TO INSTALL 2"-3" DEPTH OF MULCH FOR A DISTANCE OF APPROX. 10' BEYOND THE CLEARING LIMITS INSIDE THE TREE SAVE AREAS PRIOR TO INSTALLATION OF TREE PROTECTION FENCING.
  - THE OWNER SHALL BE RESPONSIBLE FOR THE MAINTENANCE OF THE PROPOSED LANDSCAPE PLANTINGS.
- FOR PURPOSES OF CALCULATING BUFFER YARD AND SCREENING REQUIREMENTS, NO CREDIT HAS BEEN TAKEN FOR EXISTING TREE SAVE AREAS.

**THE KDL GROUP LLC**  
P.O. BOX 609  
HAYMARKET, VA 20168  
PHONE 703 753-7592 FAX 703 753-7593  
www.kdlgroup.com

LANDSCAPE SCHEDULE AND DETAILS  
**6710 MADISON STREET HAYMARKET, VA**  
PRELIMINARY/FINAL SITE PLAN  
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

COMMONWEALTH OF VIRGINIA  
JOHN H. DAVIS  
Lic. No. D28930  
11/08/16  
PROFESSIONAL ENGINEER

SCALE: H) N/A  
V) N/A  
DATE: MARCH 2015  
CHECKED:  
DRAWN: JHD  
FILE NO: SP-033-HAY  
SHEET NO.

DWG PATH: S:\PROJECTS\HAYMARKET MASONIC LODGE\ENG\SITE PLAN\DELIVERABLES\15-LAND SCHEDULE.dwg



**PRINCE WILLIAM COUNTY**  
Department of Development Services - Land Development Division  
UNIT PRICE LIST  
(Performance Bonds, Landscaping Escrow, and Stormwater & Erosion Control Escrows)  
Revised: November 17, 2011  
Effective: September 15, 2010

Project Name: **6710 MADISON STREET HAYMARKET, VA**  
PWC File #: **N/A** Date Prepared: **MAY 4, 2015**

NOTE: This form is to be used to estimate performance bond, landscaping escrow and stormwater & erosion control escrow prices posted with Prince William County. These prices do not include items that are to be bonded separately with the Virginia Department of Transportation.

**1. MOBILIZATION/DEMOLITION OF CONSTRUCTION EQUIPMENT**

Quantity	Item	Price	Cost
	Mobilization/Demolition	@ Lump Sum	\$10,000.00 (min.)
			<b>\$10,000.00</b>

**2. STORM DRAINAGE**

**A. Structures**

Quantity	Item	Price	Cost
	D1-1	@ \$1,500 EA	
	D1-3	@ \$1,500 EA	
	D1-4	@ \$5,000 EA	
	MH-1	@ \$2,500 EA	
	MH-2	@ \$1,000 EA	
	IB-1	@ \$5,000 EA	
	IB-2	@ \$3,500 EA	
	DI-12	@ \$2,500 EA	
			Subtotal: N/A

**B. Concrete Pipe**

Quantity	Item	Price	Cost
	12"	@ \$40 LF	
	15"	@ \$40 LF	
	18"	@ \$45 LF	
	21"	@ \$50 LF	
	24"	@ \$55 LF	
	27"	@ \$60 LF	
	30"	@ \$65 LF	
	33"	@ \$70 LF	
	36"	@ \$75 LF	
	42"	@ \$85 LF	
	48"	@ \$95 LF	
	54"	@ \$105 LF	
	60"	@ \$115 LF	
	66"	@ \$125 LF	
	72"	@ \$135 LF	
			Subtotal: N/A

Subtotal for this page: **\$10,000.00**

**3. CONSTRUCTION WITHIN THE RIGHT-OF-WAY AND/OR EASEMENTS**

**A. Site Work**

Quantity	Item	Price	Cost
	Clear & Grub	@ \$10,000 AC	\$5,600.00
	Excavation	@ \$25.00 CY	
	Embankment**	@ \$55.00 CY	
	Rock Excavation	@ \$85.00 CY	
	Slope Stabilization - Hydroseeding (1:1 or flatter) \$1,000 Min.		
	Slope Stab. - Jute Mesh, Netting, Blankets, etc.	@ \$7.50 SY	
	Slope Stab. - Seed (Minimum 2:1 to 1:1) \$200 Min.	@ \$10.00 SY	
	Slope Stab. - Seed (Minimum 2:1 to 1:1) \$200 Min.	@ \$7.50 SY	
	Slope Slopes (Grading and Stabilization with Jute Mesh, Netting, Blankets, etc.)	@ \$15.00 SY	
			Subtotal: \$5,600.00

Subtotal for this page: **\$5,600.00**

**4. SANITARY SEWER & WATER LINE CONSTRUCTION**

**Water Main (Exclusive of Fire Hydrants)**

Quantity	Item	Price	Cost
	4" DIP	@ \$48 LF	
	6" DIP	@ \$60 LF	
	8" DIP	@ \$72 LF	
	12" DIP	@ \$96 LF	
	16" DIP	@ \$120 LF	
	18" DIP	@ \$135 LF	
	4" or 6" RW Valve (with accessories)	@ \$80 EA	
	8" or 12" RW Valve (with accessories)	@ \$200 EA	
	16" or 24" RW Valve (with accessories)	@ \$500 EA	
	Fire Hydrant Assembly	@ \$1,700 EA	
	Standard Meter Check & Appurtenances (Angle valve, backflow preventer, jets, trim & cover, and service hole)	@ \$1,500 EA	
	Meter Vault & Appurtenances (3' meters & larger)	@ \$10,500 EA	
	Water Main Blow-off Assembly	@ \$2,500 EA	
	Air Release Assembly	@ \$3,500 EA	
	Dead End Anchor System	@ \$7,500 EA	
			Subtotal: N/A

**Sanitary Sewer Pipe Line (Exclusive of Manhole Structures)**

Quantity	Item	Price	Cost
	1.5" thru 4" LPPM (Low Pressure Force Main System)	@ \$ 75 LF	
	8" DIP	@ \$85 LF	
	10" DIP	@ \$90 LF	
	12" DIP	@ \$95 LF	
	14" DIP	@ \$100 LF	
	16" DIP	@ \$105 LF	
	18" DIP	@ \$110 LF	
	4" Dia. Sanitary Sewer Manhole	@ \$600 VF	
	5" Dia. Sanitary Sewer Manhole	@ \$850 VF	
	Street Manhole Frame & Cover Assembly (Including rain bowl & chimney seal)	@ \$400 EA	
	Easement Manhole Frame & Cover Assembly (Including chimney seal)	@ \$7,000 VF	
	Abandonment of Manhole	@ \$250 VF	
	4" DIP Lateral (including clean-out stack)	@ \$115 LF	
	6" DIP Lateral (including clean-out stack)	@ \$145 LF	
	8" DIP Lateral (including clean-out stack)	@ \$175 LF	
	10" DIP Lateral (including clean-out stack)	@ \$205 LF	
	LPPM Flushing Station	@ \$1,500 EA	
	Sewerage Air Release/Vacuum Breaker Assembly	@ \$3,500 EA	
	Street Casting	@ \$300 LF	
	Cross Trench (500 gal. minimum)	@ \$4,500 EA	
			Subtotal: N/A

For sizes larger than 15", add \$4.00 per inch increase in diameter.

Subtotal for this page: **N/A**

**TOTAL CONSTRUCTION COST: (Pages 1 through 7) \$80,527.50**

**NOTES:**

- The revised prices are indicated.
- For items identified with \*\* the quantity for the embankment material is the net difference of total fill material needed and cut material available at the project site. If excavated or cut material is available for embankment.
- The excavation and embankment costs include the necessary grading, spreading and/or compaction of soil in accordance with County and State Standards and Specifications.
- For some of the items on pages 3 and 4 of this form, the unit prices are not provided. Please refer to the appropriate section of this form to determine the applicable unit prices for those items, if necessary.
- The unit cost for each of the items in the Unit Price Lists is the installation cost which includes factors such as excavation, bedding, backfilling, compaction, form work, etc.
- Inflation has been calculated based on Northern Virginia Consumer Price Index of the Washington, D.C., area provided by the Bureau of Labor and Statistics.
- Whoever certifies the site development plans must also certify the total cost of the bonded items, landscaping escrow and siltation and erosion control escrow and must sign on "Preparer's Signature" on page 9 of this form.

**C. End Walls**

Quantity	Item	Price	Cost
	12"	@ \$700 EA	
	15"	@ \$850 EA	
	18"	@ \$900 EA	
	21"	@ \$1,000 EA	
	24"	@ \$1,400 EA	
	27"	@ \$1,600 EA	
	30"	@ \$1,700 EA	
	33"	@ \$1,900 EA	
	36"	@ \$2,100 EA	
	42"	@ \$2,300 EA	
	48"	@ \$2,600 EA	
	54"	@ \$2,900 EA	
	60"	@ \$3,200 EA	
	66"	@ \$3,600 EA	
	72"	@ \$4,000 EA	
			Subtotal: N/A

**D. End Sections (ES-1)**

Quantity	Item	Price	Cost
	12"	@ \$600 EA	
	15"	@ \$650 EA	
	18"	@ \$700 EA	
	21"	@ \$750 EA	
	24"	@ \$800 EA	
	27"	@ \$850 EA	
	30"	@ \$900 EA	
	33"	@ \$950 EA	
	36"	@ \$1,000 EA	
			Subtotal: N/A

**E. Corrugated Metal Pipe**

Quantity	Item	Price	Cost
	12"	@ \$10 LF	
	15"	@ \$15 LF	
	18"	@ \$20 LF	
	21"	@ \$25 LF	
	24"	@ \$30 LF	
	27"	@ \$35 LF	
	30"	@ \$40 LF	
	33"	@ \$45 LF	
	36"	@ \$50 LF	
	42"	@ \$55 LF	
	48"	@ \$60 LF	
	54"	@ \$65 LF	
	60"	@ \$70 LF	
			Subtotal: N/A

Subtotal for this page: **N/A**

**B. Subgrade, Subbase and Base Course Items**

Quantity	Item	Price	Cost
	Subgrade preparation	@ \$2.50 SY	
	Subbase & Base Course	@ \$2.00 SY per inch Depth	
	Aggregate (2 1/2" 21B)	@ \$2.00 SY per inch Depth	
	Bimimous Concrete	@ \$3.00 SY per inch Depth	
	Reinforced Concrete Pavement	@ \$15.00 SY per inch Depth	
	Gravel Shoulders (2" Depth)	@ \$8.00 SY	
			Subtotal: N/A

**C. Subbase and Base Course Items**

Quantity	Item	Price	Cost
	Subgrade preparation	@ \$2.00 SY per inch Depth	\$20,040.00
	Aggregate (1 1/2")	@ \$2.00 SY per inch Depth	\$30,712.50
	Bimimous Concrete	@ \$3.00 SY per inch Depth	
	Reinforced Concrete Pavement	@ \$15.00 SY per inch Depth	
	Gravel Shoulders	@ \$8.00 SY (2" Depth)	
	Concrete Stabilization (4%)	@ \$20.00 SY (6" Depth)	
	Lime Stabilization (10%)	@ \$15.00 SY (6" Depth)	
	Cement Treated Aggregate	@ \$4.00 SY per inch Depth	
			Subtotal: \$50,752.50

**D. Entrances and Pipe Stems**

Quantity	Item	Price	Cost
	DE-1	@ \$2,000 EA	
	DE-2	@ \$2,800 EA	
	DE-3	@ \$1,800 EA	
	SE-1	@ \$1,800 EA	
	PP-1 (1 foot)	@ \$1,800 EA	
	PP-1 (2 - 5 feet)	@ \$2,000 EA	
	PP-2 (1 foot)	@ \$1,200 EA	
	PP-2 (2 - 5 feet)	@ \$1,500 EA	
	CG-9D or equal: 30" Width	@ \$5,000 EA	
	CG-9D or equal: 40" Width	@ \$6,500 EA	
	CG-10A or equal: 30" Width	@ \$4,000 EA	
	CG-10A or equal: 40" Width	@ \$5,000 EA	
	CG-11 Concrete Entrance	@ \$2,500 EA	
	Valve Outlet	@ \$55 SY	
	Pipetom Driveway - 10' (1 lot)	@ \$55 LF	
	Pipetom Driveway - 18' (2-5 lots)	@ \$65 LF	
			Subtotal: \$1,800.00

Subtotal for this page: **\$52,552.50**

**5. MISCELLANEOUS COSTS**

	A. Administrative Cost - 10% of the total construction cost, not to exceed \$50,000	\$8,052.75
	B. Inflation Cost - Compounded annually at 3.0% per year of the total Construction Cost	\$7,415.83
		<b>Total Performance Bond Amount: \$90,938.08</b>

**6. LANDSCAPING ESCROW**

**A. Deciduous Trees**

Quantity	Item	Price	Cost
	4" - 5"	@ \$80 EA	
	5" - 6"	@ \$165 EA	
	6" - 7"	@ \$165 EA	
	7" - 8"	@ \$250 EA	
	8" - 10"	@ \$450 EA	
			Subtotal: \$2,805.00

**B. Evergreen Trees**

Quantity	Item	Price	Cost
	4" - 5"	@ \$100 EA	
	5" - 6"	@ \$125 EA	
	6" - 7"	@ \$175 EA	
	7" - 8"	@ \$300 EA	
	8" - 10"	@ \$400 EA	
			Subtotal: \$2,975.00

**C. Shrubs**

Quantity	Item	Price	Cost
	18" - 24"	@ \$45 EA	
	24" - 30"	@ \$55 EA	
			Subtotal: \$3,690.00

**D. Reforestation**

Quantity	Item	Price	Cost
	# of Acres	@ \$11,700 AC	
			Subtotal: \$13,970.00

Subtotal for this page: **N/A**

**REPLACEMENT / REPAIR ITEMS**  
(To be used only for performance bond reduction / extension requests)

Quantity	Item	Price	Cost
	Redeem utility poles	@ \$6,500 (min.)	
	Remove basketball pole(s) from the right-of-way	@ \$250 EA	
	Remove fence from the right-of-way	@ \$5 LF	
	Remove trees, shrubs, landscaping from the right-of-way	@ Lump Sum	
	Cut out and patch pavement and base	@ \$15 SY	
	Replace curb and gutter	@ \$25 LF	
	Replace sidewalk, 4" width	@ \$20 LF	
	Re-establish ditch line	@ \$5 LF (min. \$500)	
	Place additional stone on shoulders	@ \$150 SY/in. depth	
	Substrate / re-set manholes	@ \$10 EA	
	Straighten out bent ends of driveway entrance pipes	@ \$100 EA Pipe	
	Remove and replace entrance pipe	@ \$35 LF	
	Lower / raise entrance pipe within the right-of-way	@ \$300 EA	
	Clean out driveway entrance pipes (min. \$200)	@ \$100 EA Pipe	
	Reinstall manhole tops	@ \$350 EA	
	Remove form material	@ \$100 (min)	
	Install missing steps in storm drainage structures	@ \$100 EA	
	Paint metal parts	@ \$50 EA	
	Place additional rip-rap	@ \$7 SF	
	Place additional gravel rip-rap	@ \$9 SF	
	Place additional guard rail not shown on the plans	@ \$35 LF	
	Place additional paved ditch not shown on the plans	@ \$8 SF	
	Place additional signs within the right-of-way	@ \$200 EA	
	Mow grass within the right-of-way and storm drainage easements	@ Lump Sum	
	Remove construction debris from the project site	@	
	Other items	@	
	Other items	@	

Subtotal for this page: **N/A**

**F. End Section (ES-2)**

Quantity	Item	Price	Cost
	15"	@ \$500 EA	
	18"	@ \$550 EA	
	24"	@ \$600 EA	
	30"	@ \$650 EA	
	36"	@ \$700 EA	
	42"	@ \$1,100 EA	
	48"	@ \$1,300 EA	
			Subtotal: N/A

**G. AD N-12 (HDPE)**

Quantity	Item	Price	Cost
	12"	@ \$30 LF	
	15"	@ \$35 LF	
	18"	@ \$40 LF	
	24"	@ \$50 LF	
	30"	@ \$60 LF	
	36"	@ \$70 LF	
	42"	@ \$85 LF	
	48"	@ \$100 LF	
	60"	@ \$110 LF	
	End Section	EA	
			Subtotal: N/A

**H. Stormwater Management/BMP Facilities (See note 5)**

Quantity	Item	Price	Cost
	Excavation	@ \$25.00 CY	
	Embankment (Fill Material)**	@ \$55.00 CY	
	Sediment Removal/Regrading for Bond Release	@	
	Storm Drainage Pipe (RCP, CMP, PVC, Riser)	@ LF	
	Storm Drainage Structures (DI-7, MI-1, MI-2, etc.)	@ EA	
	Gravel Filter System	@ EA	
	Drainage Blanket	@ EA	
	Cut-off Wall	@ EA	
	Concrete Cribble	@ LF	
	End Wall	@ EA	
	End Section	@ EA	
	Track Rack (\$300 per 12'0" increments)	@ EA	
	Stormlog	@ EA	
	Monitoring Well	@ EA	
	BMP Debris Protection Device	@ EA	
	Bio-retention (itemized cost)	@ EA	
	Infiltration Trench (itemized cost)	@ EA	
	Sand Filter (itemized cost)	@ EA	
			Subtotal: N/A

Subtotal for this page: **N/A**

**E. Misc Construction Items**

Quantity	Item	Price	Cost
	Sidewalk (5' Width)	@ \$25 LF	
	Header Curb (CG-2/CG-3)	@ \$20 LF	
	Curb & Gutter	@ \$25 LF	
	CG-1 (Exposed Aggregate)	@ \$1,500 EA	
	Bicycle Trail Walkway	@ \$7.50 SY	
	Raised Concrete Median (MS-1A)	@ \$65 SY	
	Trail (Wood Chip)	@ \$18 SY	
	Trail (Stone Dust)	@ \$18 SY	
			Subtotal: \$925.00

**Retaining Walls**

Quantity	Item	Price	Cost
	Timber	@ \$25 SF	
	Crib	@ \$35 SF	
	Reinforced Earth	@ \$40 SF	
	Reinforced Concrete	@ \$60 SF	
	Excavation for setbacks in walls in cut areas	@ \$25 CY	
	Anti-graffiti treatment/sealant	@ \$15 SF (Min. \$2,500)	
			Subtotal: \$925.00

**Signage**

Quantity	Item	Price	Cost
	Guardrail	@ \$25 LF	
	GR-NCHIRE 350	@ \$2,500 EA	
	GR-1	@ \$3,500 EA	
	Address Sign (Entrance to Pipetoms)	@ \$50 EA	
	Street Name Sign	@ \$350 EA	
	Traffic Control Sign	@ \$300 EA	
	Bus Stop Sign	@ \$50 EA	
	Bus Shelter	@ \$12,500 EA	
	Traffic Sign	@ (Lump Sum)	
	HC Parking Space Sign	@ \$300 EA	
	Rike Rack	@ \$300 EA	
	Roadside Delineator (GD-1)	@ \$55 EA	
	Hand Rail (HR-1)	@ \$80 LF	
	Pavement Marking (Paint)	@ \$1.50 SF	
	Pavement Marking (Thermoplastic)	@ \$3.50 SF	
	Traffic Barricade (TB-1)	@ \$1,500 EA	
	Street Lighting	@ \$5,000 EA	
	Utilities Relocation	(Min. \$40,000) (Lump sum or provide an estimate from utility company)	
	P.E. Certified "As-Built" Plans	@ \$10,000 EA	
			Subtotal: \$11,250.00

Subtotal for this page: **\$12,375.00**

**7. SILTATION AND EROSION CONTROL ESCROWS**

Quantity	Item	Price	Cost
	Diversion Dike	@ \$5 LF	
	Cleaning out SWM Facilities, Silt Traps, and Silt Basins	@ \$400/HR. Lump Sum (Min. \$30,000 or estimate provided by engineer to the satisfaction of the plan reviewer)	
	Silt Fence	@ \$7.50 LF	
	Super Silt Fence	@ \$20 LF	
	Seed	@ \$7.50 SY	
	Seed, Fertilizer & Mulch	@ \$9.70 SY (\$200 Min.)	
	Slope Stabilization and Substation with jute mesh,		







NOTES

- 1. Methods and materials used in the construction of water mains, sanitary sewers and appurtenances shall be in conformance with the current Prince William County Service Utility Standards Manual (USM) and the Virginia Department of Health Regulations.
2. Approval of these plans by the Service Authority will in no way relieve the owner from complying with the methods, policies or requirements stated in the Service Authority's Utility Standards Manual (USM).
3. No trees, fences or other permanent structures will be located on any waterline or sanitary sewer easement without written permission from the Prince William County Service Authority.
4. Contractor to notify the Service Authority at least two (2) working days, but not more than ten (10) working days prior to commencement of demolition, excavation or blasting in areas with underground water and sewer lines.
5. a) Water Service Level HAYMARKET
b) Sewer Shed LITTLE BULL RUN
6. All subdivisions will require an address listing approved by the Prince William County Mapping Office. The address listing must be presented to the Service Authority at the time the utility permit is issued. Forms are available at the Service Authority. (Fax copies are not acceptable.)
7. All grinder pumps will be privately owned and maintained, unless otherwise noted.
8. Low pressure sewer systems are subject to the review of the State Health Department and requires DEQ approval.
9. The developer is responsible for all costs associated with damages to or relocation of water or sanitary sewer mains or service lines caused by the construction of this project.
10. The contractor shall coordinate all relocation of water or sanitary sewer facilities with the Service Authority's Inspector. No shut offs shall be done without the prior approval of the Service Authority's Inspector. The Inspector may require the contractor to submit a relocation work plan for approval prior to the commencement of the relocation work. The work plan will detail how the work will be done and the manpower, materials, and equipment that will be at the site to perform the work.
11. Existing unused water service lines shall be exposed at the corporation stop on the main and shall be cut and crimped per the direction of the PWCSA Inspector.
12. Existing unused laterals are to be cut and capped at the main per the direction of the PWCSA Inspector.
13. When an existing water service or sanitary sewer lateral lateral will be reused as part of a new development, the Service Authority shall inspect the existing service line or lateral to insure that they are serviceable and meet current PWCSA material specifications. Any defects or out-of-date materials shall be repaired or replaced to the satisfaction of the Service Authority before the existing water service or sanitary sewer lateral is placed back in service.

PWCSA WATER & SEWER MAIN INSPECTION FEES

Table with columns: Original Qty. (Project Total), Rev 1 Qty. (Project Total), Rev 2 Qty. (Project Total), Net Increase, and calculation (L.F.) x Fee = Total. Rows for WATER MAIN, SEWER MAIN, TV SEWER MAIN, and TOTAL = N/A.

NOTE: Minimum fee of \$350 is required for water inspection service if water main is less than 100 L.F. Minimum fee of \$545 is required for sewer inspection service if sewer main is less than 100 L.F.

PWCSA AS BUILT FEES

Table with columns: Original Qty. (Project Total), Rev 1 Qty. (Project Total), Rev 2 Qty. (Project Total), Net Increase, and calculation (L.F.) x Fee = Total. Rows for WATER MAIN, SEWER MAIN, and TOTAL = N/A (Minimum \$1,000).

NOTE: Minimum fee of \$1000 is required for all plans connecting to utilities or installing main. Fees shall be computed on a linear footage base for plan revisions that propose additional main as part of an actively developing project for which PWCSA has not yet executed its as-built.

AS BUILT RELEASE OF PLANS

THE UNDERSIGNED ENGINEER/ FIRM AGREES THAT THE PRINCE WILLIAM COUNTY SERVICE AUTHORITY SHALL HAVE THE RIGHT TO USE THESE PLANS FOR THE PREPARATION OF AS-BUILT RECORDS, AS NECESSARY. THE ENGINEER/ FIRM FURTHER AGREES THAT THE RIGHT TO USE THE PLANS SHALL BE PROVIDED WITHOUT COST TO THE SERVICE AUTHORITY.

NAME: JOHN H. DAVIS (TYPE OR PRINT)
TITLE: MANAGING MEMBER
FIRM: THE KDL GROUP, LLC
SIGNATURE: [Signature]
DATE: MAY 8, 2016

LOCAL REVIEW AUTHORITY INFORMATION

PLAN TITLE: 6710 MADISON STREET HAYMARKET, VA
PWC PLAN NO.: N/A
ENGINEER: THE KDL GROUP, LLC
MAP NO.:

SEWER

PROJECTED POPULATION: N/A
SEWER MAIN SIZE AND LENGTH: 8" - 0 L.F., 10" - 0 L.F., 12" - 0 L.F. (Note: lines larger than 24" must be submitted to VDH for approval)

NUMBER OF MANHOLES: 0

WATER

PIPE SIZES: 4" - 0 L.F., 6" - 0 L.F., 8" - 0 L.F., 12" - 0 L.F., 16" - 0 L.F., 18" - 0 L.F. (Note: lines larger than 18" must be submitted to VDH for approval)

\* CONNECTIONS
NUMBER OF WATER METERS: 5
RESIDENTIAL METER SIZE: N/A
NUMBER OF FIRE HYDRANTS: 0

THRUST RESTRAINT

MINIMUM DESIGN PARAMETERS:
PIPE MATERIAL:
SOIL TYPE:
SAFETY FACTOR: (MIN. 1.5 TO 1)
TRENCH TYPE: (MIN. 3)
TEST PRESSURE: (100 PSI PLUS THE MAX STATIC PRESSURE OR 150 PSI, WHICH EVER IS GREATER)
BURIED DEPTH: AS SHOWN IN THE PROFILES
\*THE RESTRAINING LENGTH FOR EACH FITTING, REDUCER & DEAD END IS SHOWN AND SPECIFIED IN THE PROFILE SHEETS.

LOCAL FACILITIES CHARGE

THE PROPERTIES BEING DEVELOPED IN CONJUNCTION WITH THIS PROJECT ARE NOT SUBJECT TO A LOCAL FACILITIES CHARGE. LFC Area: HAYMARKET

MASTER PLAN UTILITY ADJUSTMENT

A MASTER PLAN UTILITY ADJUSTMENT AGREEMENT DOES NOT EXIST BETWEEN THE SERVICE AUTHORITY AND THE DEVELOPER FOR DEFINED BETTERMENTS.
\*DESIGN OR CONSTRUCTION CHANGES MUST CARRY THE CONSENT OF PWCSA ENGINEERING.
\*THE DEVELOPER SHOULD REQUEST REIMBURSEMENT PER THE AGREEMENT AFTER BETTERMENTS ARE INSTALLED AND TESTED.

FIRE FLOW INFORMATION

A HYDRAULIC ANALYSIS IS REQUIRED OF ANY PROJECT EXTENDING WATER MAINS. A HYDRANT FLOW TEST CAN BE USED IN PLACE OF AN ANALYSIS TO CALCULATE AVAILABLE FIRE FLOW WHEN NO NEW WATER MAIN IS PROPOSED OR ONLY A FIRE HYDRANT IS SET.
HYDRAULIC MODEL SUMMARY:
HYDRANT FLOW TEST:
a) Minimum Pressure: 20 PSI
b) Maximum Pressure: PSI
c) Fire Flow: > 1500 GPM
a) Static Pressure:
b) Residual Pressure:
c) Flow:
d) Available Fire Flow at 20 psi:

SANITARY SEWER DESIGN & TEST TABLE

Large table for sanitary sewer design with columns: From MH, To MH, Units or Area, Flow / Unit, Avg. Flow Increment, Avg. Flow Total, Peak Factor, Q Total GPD, Pipe Size (in.), Slope (%), Actual Vel.(fps), Full Flow Vel.(fps), Capacity (GPD), q/Q (%), d/D (%), Invert Upper, Invert Lower, Date Line Installed, Date Line Passed Test, MH ID, Date MH Passed Vac. Test.

NOTES:

NO NEW SANITARY SEWER MAIN OR SANITARY LATERALS ARE PROPOSED WITH THIS DEVELOPMENT.

SANITARY LATERAL SCHEDULE

Table for sanitary lateral schedule with columns: From Manhole, To Manhole, Slope, Length, Low Invert, Material, Ejector Pump Required, Lot No., Station, Invert, Crown, Length of Lateral, Slope of Lateral, Riser Height, Lateral Elev., Ground Elev., Basement Floor Elev., Difference Basement Floor Elev. to Crown, Lateral Material, Date Installed, Stub Installed % of Grade.

MULTI-DWELLING OR NON-RESIDENTIAL METER SCHEDULE

Table for meter schedule with columns: Building Identifier, Building Address, Building Use, If applicable number of dwelling units, Meter Size, Peak demand in gpm, If applicable continuous demand in gpm, Account Type (Water & Sewer, Sub-Meter Account, Water Only Account, Sewer Only Account).

NOTE: A fixture unit list and meter sizing calculations in accordance to AWWA M22 2nd edition is to be inserted in the plan set supporting the information in this table.

VALVE SCHEDULE

Table for valve schedule with columns: Qty., Valve Size, Manufacturer (PWCSA use).

SHEET REVISED AS OF SEPTEMBER, 2012

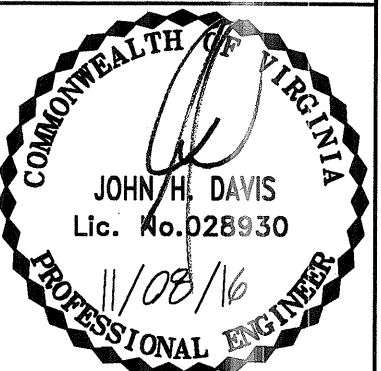


WATER AND SANITARY SEWER INFORMATION

SHEET OF

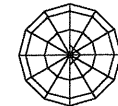
THE KDL GROUP LLC
P.O. BOX 609
HAYMARKET, VA 20168
PHONE 703 753-7592 FAX 703 753-7593
www.kdlgroup.com

6710 MADISON STREET HAYMARKET, VA
PRELIMINARY/FINAL SITE PLAN
PWCSA CALCULATION SHEET
TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA

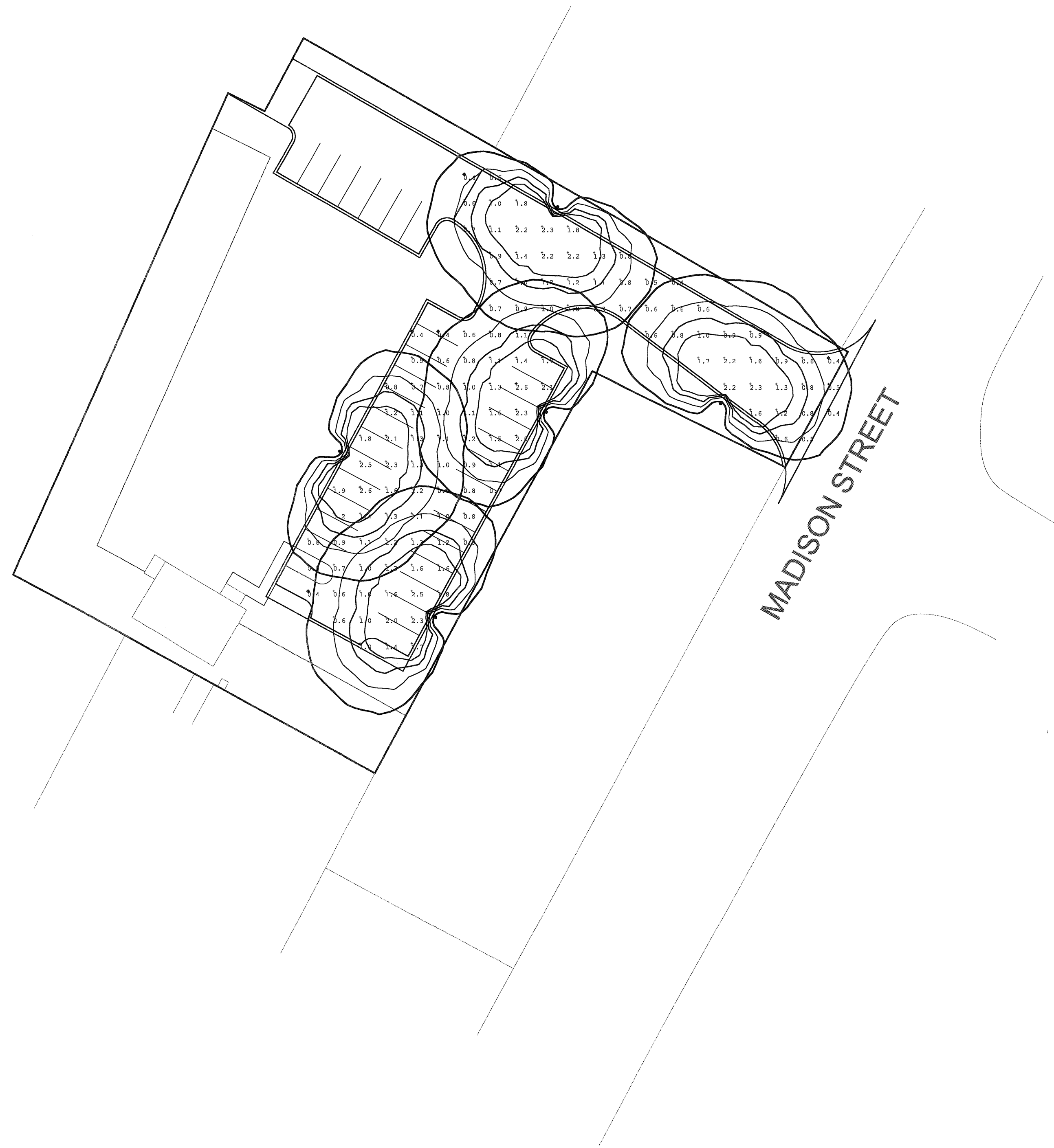


SCALE: H) N/A
DATE: MARCH 2015
DRAWN: JHD
FILE NO: SP-033-HAY
SHEET NO.
18 OF 18



Luminaire Schedule						
Symbol	Qty	Label	Arrangement	Lum. Watts	LLF	Description
	5	100NB3AR410040	SINGLE	103.4	0.810	K1118R-B3AR-IV-100 (SST)-1036 15.5' L.C

Calculation Summary							
Label	CalcType	Units	Avg	Max	Min	Avg/Min	Max/Min
CalcPts_1	Illuminance	Fc	1.18	2.6	0.4	2.95	6.50





TO: Town of Haymarket Town Council  
SUBJECT: Dominion Virginia Power  
DATE: 12/05/16

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TO: Town of Haymarket Town Council  
SUBJECT: VRE - Haymarket/Gainesville Extension  
DATE: 12/05/16

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TO: Town of Haymarket Town Council  
SUBJECT: Adoption of Meeting Calendar for 2017  
DATE: 12/05/16

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TO: Town of Haymarket Town Council  
SUBJECT: Resolution #2016-17 - Authorization for Additional Check Signer  
DATE: 12/05/16

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**ATTACHMENTS:**

- Memo for Resolution 2015-014 Check Signer (PDF)
- RESOLUTION 2016-17 Authorization For An Additional Check Signer (PDF)



Request for additional Check Signer:

Since Jerry Schiro is no longer the Interim Town Manager as of November 2016, and he was a check signer for all Bank Accounts, the Finance Committee has agreed that 4<sup>th</sup> signer needs to be replaced, and has requested that the newly appointed Town Manager Kimberly Murray be that 4<sup>th</sup> check signer. Please see attached Resolution for this request.

RESOLUTION 2016-017

AUTHORIZATION FOR AN ADDITIONAL CHECK SIGNER

WHEREAS, Interim Town Manager Jerry Schiro was a Town Check Signer, and is no longer the Interim Town Manager as of November 2016; and

WHEREAS, the Town Council appointed a new Town Manager, Kimberly Murray; and

WHEREAS, the Finance Committee has agreed that the 4<sup>th</sup> additional signer should be replaced by way of the new Town Manager Kimberly Murray;

NOW, THEREFORE LET IT BE RESOLVED that the Town Council advises the Interim Town Treasurer to acquire all necessary paperwork from Sona Bank and The Fauquier Bank, to add this additional 4<sup>th</sup> signer, Kimberly Murray, to all Town Bank Accounts.

Done this 5<sup>th</sup> day of December 2016



ATTEST:

BY: TOWN OF HAYMARKET

\_\_\_\_\_  
Denise Andrews, Interim Clerk

\_\_\_\_\_  
David Leake, Mayor

Voting Aye:  
Voting Nay:  
Abstaining:  
Absent:

Attachment: RESOLUTION 2016-17 Authorization For An Additional Check Signer (3010 : Resolution #2016-17 - Authorization for Additional



TO: Town of Haymarket Town Council  
SUBJECT: 2017 Legislative Priorities Discussion  
DATE: 12/05/16

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**ATTACHMENTS:**

- 2017Legislative memo packet (PDF)



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

**Kimberly L. Murray, AICP, CEcD**  
TOWN MANAGER

## MEMORANDUM

TO: Haymarket Mayor and Town Council  
FROM: Kimberly L. Murray, Town Manager  
DATE: December 5, 2016  
SUBJECT: 2017 Legislative Priorities for the Town of Haymarket

As we approach the 2017 Legislative Session next January, the Town Council may wish to consider priorities important to the Town of Haymarket that we can convey to the Virginia Municipal League and our members of the Virginia General Assembly. Attached is the Virginia Municipal League's (VML) top legislative priorities for your review.

I consulted with Chief Eric Noble on items of particular relevance to our public safety priorities and he provided the following comments to VML's statement:

### **State and Local Government Fiscal Responsibility**

- *Local general fund revenue and special funds cannot be confiscated or re-directed to the state treasury* – There is a continuing effort by the state to re-direct revenue generated by enforcement of traffic laws to the state treasury. Currently, we write all summons under Section 46-4 of the Town Code so that fines paid roll back into our General Fund. For FY17, we estimated that source to generate \$50,000 in local funding. To have to forfeit all or part of that to the State is a significant hit to the budget.
- *Placing additional administrative burdens on local governments without sufficient resources or administrative flexibility jeopardizes the quality of services delivered at the local level. Local governments cannot be expected to bear the expenses related to the imposition of new funding requirements or the expansion of existing ones on services delivered at the local level without a commensurate increase of state financial assistance or new local taxing authority* – There's been discussion particularly surrounding body worn cameras and implicit bias about making programs mandatory. Without editorializing on the utility of either program, if the State establishes mandatory requirements for any program, there should be an associated funding increase to offset additional costs.

- *Shifting traditional state funding responsibilities onto local governments for services including public education, law enforcement, and public safety activities and any core services affecting local government, is bad fiscal policy, resulting in stress on local finances without reductions in overall program costs – See the discussion of 599 funding below.*

### **State Assistance to Local Police Departments (HB 599)**

- *Almost 70 percent of Virginians live in communities served by police departments. The state created a program of financial assistance to local police departments, but has increasingly de-emphasized this funding obligation as a priority. VML calls for the state to honor its commitment to public safety by funding the program as stipulated in the Code of Virginia – The reduction of 599 funding has been an on-going concern for police departments for close to 10 years. Understanding that the funding is tied to the State’s General Fund levels, since at least FY10, cuts have occurred leading to funding below that standard. Particularly in comparison to funding levels for Sheriff’s Offices through the Compensation Board, police departments have taken an unfair hit through reductions in 599 funding.*

In addition to Chief Noble’s comments I would offer the following legislative principles and positions also supported by VML that may be important to consider:

- *Specific local revenue authority and sources cannot be further restricted without first granting and providing alternative revenue authority with reliable, sustainable revenue sources. This includes, without limitation, the BPOL and M&T taxes.*
- *Local governments should be involved in any discussions relating to local taxing authority including legislation that exempts specific industries from local taxes and fees.*
- *Imposing state fees, taxes or surcharges on local government services impedes transparency at both the state and local level.*
- *Local governments should be involved in any discussions relating to Taxing, Licensing, and Regulating Internet-based Businesses and Services.*
- *Support continued Transportation and Transit Funding.*
- *Oppose further amendments to the regulation of stormwater that would require a locality to waive stormwater charges.*

#### **STAFF RECOMMENDATION:**

Council may wish to forward a position statement of legislative priorities as outlined above or with additions or deletions to our members of the Virginia General Assembly and VML for the upcoming 2017 Legislative Session.



## 2017 VML Legislative Program

### Education Funding

A strong public school system is essential to economic development and prosperity. The state must be a reliable funding partner in accordance with the Virginia Constitution and state statutes. The Standards of Quality should recognize the resources, including positions, required for a high-quality public education system. VML opposes changes in methodology and changes in the division of financial responsibility that result in a shift of funding responsibility from the state to localities.

Further, VML opposes policies that lower state contributions but do nothing to address the cost of meeting the requirements of the Standards of Accreditation and Standards of Learning.

Any approach to improving low-performing schools must include adequate state financial support. VML supports increased state funding for the Virginia Preschool Initiative, the K-3 reduced class size program and Early Reading Intervention program. VML also supports increased state stipends for highly effective teachers in high-poverty schools, and other innovative programs for teachers and students.

### State and Local Government Fiscal Relationship

Governance at the local level becomes ever more challenging as the Commonwealth and the Federal government add new programs, or modify existing program guidelines, and promulgate complex regulations and higher standards for local governments to implement. It is not uncommon for the state and federal governments to either underfund their share of the costs or to ignore them altogether.

To that end, the Virginia Municipal League holds as essential these principles on local taxing and budget authority.

- Specific local revenue authority and sources cannot be further restricted without first granting and providing alternative revenue authority with reliable, sustainable revenue sources. This includes, without limitation, the BPOL and M&T taxes.
- Local governments should be involved in any discussions relating to local taxing authority including legislation that exempts specific industries from local taxes and fees.
- Local general fund revenue and special funds cannot be confiscated or re-directed to the state treasury.
- Placing additional administrative burdens on local governments without sufficient resources or administrative flexibility jeopardizes the quality of services delivered at the local level. Local governments cannot be expected to bear the expenses related to the imposition of new funding requirements or the expansion of existing ones on services delivered at the local level without a commensurate increase of state financial assistance or new local taxing authority.
- Shifting traditional state funding responsibilities onto local governments for services including public education, law enforcement, and public safety activities and any core services affecting local government, is bad fiscal policy, resulting in stress on local finances without reductions in overall program costs.

- Imposing state fees, taxes or surcharges on local government services impedes transparency at both the state and local level.
- Any efforts at tax reform must begin with a thorough examination of state tax reform and the financing of state services. The State should reform its own tax structure before taking on the topic of local taxes. State and/or local tax changes should not negatively affect local revenues.
- State budget cuts to state mandated and other high priority programs should specify the programs to be affected by the cuts.

The Commonwealth should:

- Enter into a dialogue with local governments to examine state requirements and service expansions that can be suspended or modified to alleviate to the degree possible the financial burden on state and local taxpayers.
- Examine models in other states that allow for modernizing state and local taxing authority.
- Develop spending and revenue priorities that support economic development, public safety, education and other public goals. State tax credits, tax deductions and tax relief policies must receive the same scrutiny as spending programs as part of the prioritization process.
- In times of revenue crises, review ways to increase revenues to meet constitutional and statutory obligations to Virginia citizens after all other actions have been taken.
- Include local government representatives on any “blue ribbon” commission or other body established by the state that has as its purpose changes to local revenue authority or governance.

### **State Assistance to Local Police Departments (HB 599)**

Almost 70 percent of Virginians live in communities served by police departments. The state created a program of financial assistance to local police departments, but has increasingly de-emphasized this funding obligation as a priority. VML calls for the state to honor its commitment to public safety by funding the program as stipulated in the Code of Virginia.

### **Taxing, Licensing, and Regulating Internet-based Businesses and Services**

If the Commonwealth should take action to regulate private enterprises employing a business model that emphasizes the use of the Internet to either provide retail or facilitate lodging or ride-sharing services, then local government interests should be acknowledged and localities should be included in the decision-making. As general principles, VML believes state and local policies should (1) encourage a level playing field for competing services in the market place; (2) seek to preserve and/or replace local and state tax revenues; (3) ensure safety, reliability, and access for consumers, providers, and the public; and (4) protect local government’s ability to regulate businesses whether they are traditional, electronic, Internet-based, virtual or otherwise.

### **Transportation and Transit Funding**

VML recognizes the importance and critical support provided by the Commonwealth for local and regional transportation and transit capital needs. To that end, VML believes the projected decline in state funding over the upcoming biennia will negatively affect the movement

of people and goods, thereby hindering economic development, jeopardizing public safety and degrading the quality of life in our localities.

The state should continue to financially support transportation and transit capital needs, exploring all options including the issuance of Commonwealth bonds. VML supports adequate funding of the Smart Scale (HB 2) program in addressing transportation and transit needs.

### **Access to Healthy Food**

VML supports approaches (including but not limited to the Virginia Grocery Investment Fund) to provide financial and technical support for businesses to expand and ensure greater access to healthy food for residents of the Commonwealth.

### **Roadway Maintenance Payments; Bicycle Lanes**

VML supports the ability of cities and towns that receive roadway maintenance payments from the Commonwealth based on moving-lane miles of roadway to not see their payments reduced if moving-lane miles of roadway are converted to bicycle-only lanes. Municipalities will not reduce their funding after a conversion.

### **Landscape Materials**

VML supports the ability of localities to regulate the use of specific landscape cover materials or the retrofit of existing landscape cover materials for the health, safety, and welfare of their citizens.

### **Local Authority to Regulate Plastic Bags**

VML requests that the General Assembly grant localities the authority to regulate and curtail the use of retail plastic bags. This authority would provide local governments an additional tool to reduce litter and improve local water quality.

### **Lottery for Localities**

VML requests that the General Assembly authorize the Joint Legislative Audit and Review Commission to study the feasibility of dedicating additional lottery dollars to local governments. As part of the study, JLARC should identify and evaluate the potential impacts of the "Lottery for Localities" proposal on other state financial aid programs, including school funding, and the proposal's possible financial impact on lottery sales.

### **Municipal Net Metering**

VML requests that the General Assembly grant local governments the right to aggregate the electric load of their buildings, facilities, and any other governmental operations for the purpose of net energy metering. Additionally, VML requests that the General Assembly raise the net-metering limit from 1,000 kilowatts to 2,000 kilowatts for non-residential customers.

### **Price Floor for Regional Gas Taxes**

VML supports an amendment to Virginia Code § 58.1-2295 that would establish a protective floor price for the 2.1 percent regional gas tax, such as was done for the statewide fuels tax in §58.1-2217. Such a floor concept is essential to provide a more stable, dedicated revenue source needed for long-term financing of regional projects.



**Regional Greenhouse Gas Initiative & Commonwealth Resilience Fund**

VML urges the General Assembly to address greenhouse gas emissions targets through a Regional Greenhouse Gas Inventory (RGGI) carbon credit auction, and/or a carbon emissions tax. All proceeds derived from the auction of credits should be used to establish the “Commonwealth Resilience Fund,” a special state-dedicated fund to assist localities in addressing flooding, energy efficiency improvements, and economic development.

**State Corporation Commission Jurisdiction over Local Utilities**

Because the State Corporation Commission lacks jurisdiction over local government utilities under the Virginia Constitution, the General Assembly should not enact any legislation that purports to grant the SCC any regulatory powers over local utilities.

**Stormwater Utility Charges**

VML opposes further amendments to the regulation of stormwater that would require a locality to waive stormwater charges.

**Water Quality Funding / Wastewater Discharge and Pollutant Allocation Limits**

VML requests that the General Assembly provide sufficient appropriations to the Water Quality Improvement Fund (WQIF) to fulfill point source upgrade contracts with local governments as well as cost-share payments to farm operators for the implementation of agricultural best management practices. Additionally, VML requests that the General Assembly provide sufficient appropriations, including dedicated revenues to the Stormwater Local Assistance Fund (SLAF) to address costs associated with permit requirements tied to federal Municipal Separate Storm Sewer Systems (MS4) and new EPA regulations.

VML opposes any legislation that would reduce or limit local government’s sewage discharge capacity, including nutrient allocations, as such capacity and allocations are critical to our members’ economic development efforts.



TO: Town of Haymarket Town Council  
SUBJECT: Enter into Closed Session  
DATE: 12/05/16

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Move to enter into closed session as permitted by Va. Code § 2.2-3711 (A)(7)

1. Discussion of assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; specifically employees of Town Administration Department & the Police Department.

7. Consultation with legal counsel and briefing by staff regarding probable future litigation, namely Genesis Contracting and Consulting LLC and the Town of Haymarket.



TO: Town of Haymarket Town Council  
SUBJECT: Certification of Closed Session  
DATE: 12/05/16

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Move to Certify:

That to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.