



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 1, 2012

7:10 PM

Council Chambers

1. Public Hearings

- 1. FY 2013 Budget Amendment 001

2. Call to Order

3. Citizen's Time

4. Minutes Acceptance

- A. Mayor & Council - Regular Meeting - Sep 4, 2012 7:00 PM

5. Updates

- A. Hulfish House Renovation

6. Agenda Items

- A. Budget Amendment - 001
- B. Memo of Understanding Prince William Soil & Water Conservation District
- C. Purchase of Police Cruiser
- D. Zoning Permit Application

7. Appropriations

- A. FY 2013 Quarterly Appropriations

8. Department Reports

- A. Building Official's Report James R. Lowery, Jr.
- B. Treasurer's Report
- C. Town Manager's Report - Gene Swearingen
- D. Police Report - James E. Roop

9. Councilmember Time

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

10. Adjournment



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 4, 2012

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

Councilman Steve Aitken: Present, Councilwoman Rebecca Bare: Present, Councilwoman Katherine Harnest: Present, Councilwoman Mary-Lou Scarbrough: Present, Councilman Milt Kenworthy: Present, Vice Mayor Jay Tobias: Present, Mayor David Leake: Present.

2. Pledge of Allegiance

3. Citizen's Time

Ralph Ring

He appreciates the Town web casting the work session, but asks that we consider holding the work session during the evening when citizens and council member can all attend.

Town Manager introduces our new Museum Manager, FrannMarie Jacinto

4. Minutes Acceptance

A. Mayor & Council - Regular Meeting - Jul 2, 2012 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Mayor & Council - Emergency Meeting - Jul 17, 2012 8:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

C. Mayor & Council - Regular Meeting - Aug 6, 2012 7:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. Mayor & Council - Work-Session - Aug 27, 2012 3:00 PM

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

E. Mayor & Council - Special Meeting - Aug 27, 2012 6:00 PM

Minutes Acceptance: Minutes of Sep 4, 2012 7:00 PM (Minutes Acceptance)

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Mary-Lou Scarbrough, Councilwoman
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

5. Updates

A. Hulfish House Renovation Update

Both buildings are coming along, but a bit slower than we had hoped. Some final exterior work is being done.

Tobias asks what is left to do: Handicap ramp, paint interior, put windows in. There was a problem with the odd sizes of the windows. The Town Manager believes the tenant will be in by the end of September.

B. Old Post Office Renovation

Old Post Office exterior is just about complete. There is a bit more to do on the interior, but he would like to hold off until we have a definite tenant. Mayor asks when the building will have power, so that a light can be on. The Town Manager is just waiting for Dominion VA Power to load the building.

Tobias asks when will the buildings be ready, for sure. Exteriors will be done by Haymarket Day on both buildings.

6. Appropriations

A. Engineering Services - Washington Street Enhancement

Motion to authorize the expenditure of \$18,153 from Streetscape Expenditures line item for the additional engineering required to move the drainage at 14800 Washington Street, as required by the Washington Street Enhancement Project

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Alexandra's Keep General Development Conditions

Monies have been received from the Alexandra's Keep Subdivision as required by the 2005 General Development on the property. This has been brought to the Town Council this evening to consider what the funds can be spent on.

C. Hiring of New Police Officer

Motion to authorize the Chief of Police to hire an additional police officer in the Town at a salary not to exceed \$42,000 plus benefits

Aitken asks if this will make our department 24/7? Chief responds that no, not necessarily. Tobias asks about reserve officers, can they fill in the gaps and make the department 24/7? The Chief responds that only one of his reserve officers patrols, so no, they would not be able to fill in the gaps to make the 24/7 coverage.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. Purchase of a New Police Cruiser

RESULT: TABLED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Steve Aitken, Councilman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

E. Haymarket Baptist Church - Streetscape Settlement

Town Manager has a final agreement with Haymarket Baptist Church for the Washington Street Enhancement Project right-of-way acquisition. He went ahead and put a summary of the items contained in the agreement.

Council directs Town Manager and the Town Attorney to settle the acquisition/agreement

F. ARB Appropriations

Mayor commented that we had no funding to appoint other positions within the ARB, he would like to be able to make it a seven member board.

Tobias comments that we should have had this item during the work session and we did not. He suggests we leave it as is as a five member board.

RESULT: TABLED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

G. General Reserves

We should have a final draft of the audit within the next two weeks.

Tobias notes that it should come in around \$197,000

**Council directs staff to advertise a public hearing for the October Town Council meeting

7. Department Reports

A. Treasurer's Report

B. Police Report - Chief James E. Roop

Tobias mentioned that he has noticed a lot of cut through traffic at town hall, he asks if we could beef up the enforcement.

C. Building Official's Report - James R. Lowery, Jr.

D. Town Manager's Report - Gene Swearingen

**Ask VDOT about more safe painting (color) of bike lanes when they re-stripe

8. Agenda Items

A. Town Center Master Plan

Of the five proposals received, the committee narrowed the choices down to two. However, the staff recommendation is to hire JE2.

Motion to enter into contract with JE2 for the engineering/planning services for the development of the Town Center Master Plan

Not to exceed \$20,000 from General Reserves line item

Tobias asks if there is an estimated time of completion? The Town Manager responds no, that has not yet been discussed.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Mary-Lou Scarbrough, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

B. Consider Zoning Text Amendments (Town Code Section 58, Zoning) Re: 2012 Session of the Virginia General Assembly / Recent Land Use Matters

WHEREAS, the Town Council wishes to consider amending Chapter 58 (Zoning) of the Code of Haymarket in furtherance of the purposes of zoning as set out in §15.2-2283 of the Code of Virginia and to further implement the Comprehensive Plan;

WHEREAS, the Town Council wishes to consider initiating amendments to: (1) amend the Minimum Off-street Parking Standards; (2) amend Old and Historic Haymarket District Overlay Standards; (3) amend the use regulations of the I-1 zoning district; (4) amend Signs and Nameplates Standards; (5) amend Site Plan Requirements; (6) amend the Rules and Regulations of the Board of Zoning Appeals; (7) amend Landscaping, Screening, Buffering, Open Space and Streetscape; and (8) amend Definitions, as necessary, to implement any proposed changes;

NOW, THEREFORE, BE IT RESOLVED that the Town Council states its intention to consider amending Chapter 58 of the Code of Haymarket, Virginia, to adopt new provisions and to amend it Comprehensive Plan in furtherance thereof, if necessary;

AND BE IT FURTHER RESOLVED that the Town Council hereby refers these matters to the Planning Commission to consider whether these amendments are in furtherance of the public necessity, convenience, general welfare, and good zoning practice; to prepare draft amendments for consideration; and for the Planning Commission's recommendation in regard to these matters referred.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

C. Community Center

RESULT:	TABLED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

D. Liaison Appointment - Police Department

Motion to appoint Steve Aitken as Town Council liaison to the police department term ending June 30, 2014

RESULT:	ADOPTED [5 TO 0]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Bare, Harnest, Scarbrough, Kenworthy, Tobias
ABSTAIN:	Steve Aitken

E. Zoning Permit Application

Motions to approve Zoning Permit #ZP20120711 for Renee Enterprises, LLC to be located at 14950 Washington Street, pursuant to Town Code Section 58-177 (9)

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Milt Kenworthy, Councilman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

F. Appointment of Chief of Police & Town Clerk

Motion to appoint James E. Roop as the Town Chief of Police and Jennifer L. Preli, as the Town Clerk for the Fiscal Year 2013

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

G. Enter into Closed Session I

Motion to enter into closed session pursuant to 2.2-3711 A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, namely the position of Town Attorney

For the record, the Town Attorney recuses her self from this closed session discussion.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Katherine Harnest, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

H. Certify Closed Session

Motion that the Council of the Town of Haymarket does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempt from the open meeting requirements by Virginia law were discussed in the closed session, to which this certification applies, and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by Council.

RESULT: ADOPTED [UNANIMOUS]
MOVER: Rebecca Bare, Councilwoman
SECONDER: Mary-Lou Scarbrough, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

I. Appointment of Town Legal Counsel

Motion to enter into negotiations with the law firm of Lisa M. Baird for legal services to the Town, effective immediately, for the term ending October 31, 2014 and to allow for termination of the appointment at the leisure of both parties

RESULT: ADOPTED [UNANIMOUS]
MOVER: Jay Tobias, Vice Mayor
SECONDER: Rebecca Bare, Councilwoman
AYES: Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

J. Enter into Closed Session

Motion to enter into closed session pursuant to 2.2-3711 A1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals, namely the position of the Chief of Police and Town Manager and all Town Employees

A3 Discussion of the acquisition of real property for public purposes or of the disposition of publicly held real property where discussion in an open meeting would adversely affect the bargaining position of the public body, namely the lease agreements with Daytime Playtime and The Very Thing

A7 To obtain legal advise from Mr. Robert Dively regarding the Street Scape Project

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

K. Certify Closed Session

Motion that the Council of the Town of Haymarket does hereby certify that to the best of each member's knowledge, only public business matters lawfully exempt from the open meeting requirements by Virginia law were discussed in the closed session, to which this certification applies, and only such public business matters as were identified in the motion convening the closed session were heard, discussed or considered by Council.

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Katherine Harnest, Councilwoman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias, Leake

L. Haymarket Baptist Church

Council directive to work with Mr. Dively and Ms. Baird to finalize the settlement agreement with Haymarket Baptist Church for the Street Scape property acquisition and barring any unforeseen changes by legal counsel, to execute that agreement.

M. Salary Increases

Whereas the Town Council allowed for up to 3% cost of living and up to 2% merit based raises for the Town staff in the Fiscal Year 2013 Budget, therefore be it resolved that with the exception of one police officer, all Town employees should receive a 5% salary increase, to be effective July 1, 2012. Officer Coire O'Neal, due to length of employment with the Town, shall receive a 3.5% raise, also effective July 1, 2012

RESULT:	TABLED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

9. Citizens' Time II

No public comments

10. Councilmember Time

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

Directive to staff if a certain council member asks for something or ask for further information or clarification on an item, to please provide that information directly to member of Council that has asked for it. Specifically

- G. David Leake

Reminds all of Haymarket Day and that the Town Council is part of the parade. All Council members should be in line for the parade at 9:15 am.

Minutes Acceptance: Minutes of Sep 4, 2012 7:00 PM (Minutes Acceptance)

11. Motion to Adjourn

RESULT:	ADOPTED [UNANIMOUS]
MOVER:	Jay Tobias, Vice Mayor
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy, Tobias

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Minutes Acceptance: Minutes of Sep 4, 2012 7:00 PM (Minutes Acceptance)



TO: Town of Haymarket Town Council
SUBJECT: Hulfish House & Old Post Office Renovation
DATE: 10/01/12

Updates on the work are summarized below.

The Cost Tracking Report will be updated to include all billing through September 28 and will be provided to the Council on Monday night.

The Hulfish House is near completion with expected final completion date of all work to be October XX. The lease for the space has been signed by Ms. Buck and a security deposit of \$3,000.00 has been paid. The work to be completed has been reviewed with the contractor and a plan to complete the work has been developed.

Due to a mistake in the estimated amount for completion of the Hulfish House, the renovation costs are now estimated to be above the budgeted amount by approximately \$7,500.00. Another \$2,500.00 for contingencies related to the final inspection of the Building Official is also needed. It is requested that the Town Council transfer \$10,000 from the Old Post Office budget to the Hulfish House budget to cover the amount needed to complete the work.

The work on the Old Post Office is also near completion. After review with the contractor on that project we project that the work will be complete on October XX. We have also agreed to a plan and cost that will get the work done within the new budget.

The result of this budget change will be a new total for the renovation of the Old Post Office of \$175,000, and a new total for the renovation of the Hulfish House of \$175,000. The total cost of the two renovations will remain \$350,000.00 and will not be exceeded.

RECOMMENDATION

It is recommended that the Town Council approve the transfer of \$10,000 from the Old Post Office budget to the Hulfish House budget. The form of the motion would be:

I move that \$10,000 be transferred from the Old Post Office Budget to the Hulfish House budget.



TO: Town of Haymarket Town Council
 SUBJECT: Budget Amendment - 001
 DATE: 10/01/12

The Town Council will hold a Public Hearing to amend the 2013 Adopted Budget by taking the following actions:

Bring forward "surplus" funds in the amount of \$197,808.00 from the 2012 Budget

Recognize the receipt of \$200,112.00 in proffer fees from the Alexandra's Keep subdivision.

BACKGROUND

SURPLUS

At the end of the 2012 Fiscal year, the Town ended the year with a surplus brought about by revenues in excess of the amount projected and expenditures below the amount expected. At the end of the fiscal year, the town used some of that surplus to complete a number of projects. Once the new fiscal year began, the Town's Auditors, Robinson, Farmer, Cox Associates reviewed the status of the 2012 Budget and provided an accurate accounting of the surplus.

The surplus is large because of the amount of money carried forward from the renovation of the Hulfish House and Old Post Office. The Council originally appropriated \$350,000 for those renovations. During 2012, \$188,464.00 was spent on the renovations leaving \$161,536.00 to carry forward. In order to keep the renovation projects going forward, the Council, at its July meeting, approved the expenditure of renovation money from the Streetscape Funding Account. When the 2013 Budget is amended to include the surplus funds, \$161,536.00 will be requested to repay the Streetscape Funding account and to complete the renovation project. Note that this amount was provided by the Auditors and is \$1,544 more than the Council approved in July based on staff estimates. Attached please find a chart showing the Auditor's numbers.

After approving the amount for the renovation project there will be an additional \$36,272.00 in surplus funds available for use by the Town Council.

PROFFERS

The Alexandra's Keep project included the provision of proffers to the town for specific areas of expenditure. The Proffer agreement is attached. The Town has now received the full amount of proffers, \$200,112.00. Those proffers were not included in the 2013 Budget and now need to be added.

Included in the proffer amount is an Escalator amount of \$23,802.00 which was added because the proffers were not paid within 18 months of the approval of the Special Use Permit.

The Town Council may determine how to expend the proffer amounts according to the terms of the Proffer Agreement and may also spend the Escalator amount as it sees fit.

RECOMMENDATION

SURPLUS

It is recommended that the Town Council amend the 2013 Budget by adding \$197,808.00 to the budget as follows:

\$161,536.00 to be added to the Public Works-Capital Outlay-Major Building Repairs (new chart of accounts) line item to cover the cost of the completion of the renovation projects.

\$36,272.00 to be added to the Public Works-Capital Outlay-Major Building Repairs (new chart of accounts) line item to cover the cost of maintenance and repairs to the Town Center Property. That line item currently has only \$5,000.00 budgeted for the year.

PROFFERS

Below is the breakdown of the Alexandra's Keep proffers that have been received. It is recommended that the Town Council begin discussions of how to appropriate the funds:

Designated purpose	Amount per lot	Total per designated purpose
Historic Resources <i>"To be used by the Historic Commission of Haymarket"</i>	\$500.00	\$6,000.00
Police Fire & Rescue <i>"To be used for the improvement of police, fire and rescue services within the Town. The Town may forward all or a portion of this contribution to Prince William County or to the Gainesville Volunteer Fire Company"</i>	\$1,257.53	\$15,090.36
Parks, Recreation, Public Works <i>"To be used for parks, recreation facilities, sidewalks, streetscape, and other public improvements within the Town"</i>	\$4,500.00	\$54,000.00
Schools <i>"To be used for the improvement of public schools serving the Town residents. The Town Council, at its sole discretion, may forward all or a portion of this contribution to the Prince William County School Board or to a specific local school PTA"</i>	\$8,435.00	\$101,220.00
Sub Total		\$176,310.36
Escalator	\$1,983.50	\$23,802.00
TOTAL		\$200,112.36

Percentage of Historic Resources	3.403089%
Percentage of Police Fire Rescue	8.558975%
Percentage of Parks & Rec	30.62780%
Percentage of Schools	57.41012%

Escalator Breakdown:

Historic Resources	\$810.00
Police Fire Rescue	\$2,037.21
Parks & Rec	\$7,290.04
Schools	\$13,664.75

ATTACHMENTS:

- 10-01-2012 Amendment 001 Advertisement (PDF)

Northern Virginia Media Group

6.A.1

Northern Virginia Community Newspapers Order Confirmation for Ad #0002774934-01

Client	TOWN OF HAYMARKET	Payor Customer	TOWN OF HAYMARKET	Acct. Exec
Client Phone	703-754-4816 703-753-2600	Payor Phone	703-754-4816 703-753-2600	dadams
Account#	3323570	Payor Account	3323570	
Address	PO BOX 1230,SHERRIE WILSON HAYMARKET VA 20168 USA	Payor Address	PO BOX 1230,SHERRIE WILSON HAYMARKET VA 20168	Ordered By Jennifer Preli
Fax	703-753-2800			
EMail				

Total Amount	\$369.00	Status	<u>Materials</u>			
Payment Amt	\$0.00	<u>Tear Sheets</u>	<u>Proofs</u>	<u>Affidavits</u>	<u>PO Number</u>	<u>Blind Box</u>
Amount Due	\$369.00	1	0	1		

Payment Method
Confirmation Notes:
Text:
Order Notes:

Ad Number	Ad Type	Color	Production Color
0002774934-01	CLP Legal Liner	<NONE>	
Pick Up Number	Ad Size	Production Method	Production Notes
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Product	Placement/Class	Position	# Inserts
Run Schedule Invoice Text			
Run Dates			
Tag Line			

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Attachment: 10-01-2012 Amendment 001 Advertisement (1157 : Budget Amendment - 001)

Northern Virginia Community Newspapers Order Confirmation for Ad #0002774934-01

Ad Content Proof Actual Size

NOTICE OF PUBLIC HEARING

**TOWN OF HAYMARKET
FISCAL YEAR 2012/2013 AMENDMENT TO THE ADOPTED BUDGET**

KINDLY TAKE NOTICE the Town of Haymarket will hold a public hearing on **Monday, October 1, 2012 beginning at 7:00 p.m.** at the Haymarket Town Hall, 15000 Washington Street, #100, Haymarket, Virginia 20169, and/or at such other times as to which such hearing may be continued, to consider amending the FY 2012/2013 budget as summarized below

REVENUE

	<u>Adopted Budget</u>	<u>Amended Budget</u>
Use of Prior Year Surplus	00.00	\$197,808
*Proffer/Impact Fee Receipts	00.00	\$200,112
TOTAL REVENUES	\$3,161,445	\$3,559,365

EXPENDITURES

Town Center Property	\$5,000	\$166,536
General Reserves	\$58,569	\$289,953
EXPENDITURES	\$3,161,445	\$3,559,365

THERE WILL BE NO CHANGE IN ANY OF THE TAX RATES.

*Proffer fees received from DR Horton for the development of Alexandra's Keep. The Town Council will consider the breakdown of the \$200,112 with options to be used as follows:

\$6,000 for Historic Resources; \$15,090.36 for Police/Fire/Rescue; \$54,000 for Parks, Recreation, or Public Works; \$101,220 for Schools; and \$23,802 escalator assessment; or apportion the funds to the Streetscape Project, or consider alternative options for governmental purposes.

The proposed budget amendments are available for public review both online at www.townofhaymarket.org and in the Clerk's office at 15000 Washington Street, #100, Haymarket, Virginia 20169.

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

September 20, 2012



TO: Town of Haymarket Town Council

SUBJECT: MOU - PWSWCD Renewal

DATE: 10/01/12

Each year the Town considers renewal of the Memo of Understanding (MOU) with Prince William Soil & Water Conservation for the services of erosion and sediment control inspections and plan review. The plan review is in addition to the review of the Town Engineer, however the MOU requires the Town to submit to PWSWCD for their approval of plans. Please see the Fiscal Year 2013 MOU attached.

ATTACHMENTS:

- FY 2013 Proposed MOU - PWSWCD (PDF)

Memorandum Of Understanding

between the

Town of Haymarket

and the

Prince William Soil & Water Conservation District

Renewal

July 1 2012 to June 30, 2013

This Memorandum of Understanding is ***renewed*** this ____ day of _____, 20__
by and between the Town of Haymarket and the Prince William Soil and Water
Conservation District.

Whereas, the Town of Haymarket and the Prince William Soil and Water Conservation
District recognizing the need for a close working relationship in the area of erosion and
sediment control, enter into this memorandum of understanding.

Section I

THE TOWN OF HAYMARKET AGREES TO:

- A. Be the erosion and sediment control program administrator and plan approval authority.
- B. Be responsible for collecting all fees and issuing land disturbance permits in regard to the erosion and sediment control program.
- C. Be responsible for all performance guarantees in regard to the erosion and sediment control program.
- D. Initiate all enforcement actions, including formal notices to comply, stop work orders, and other enforcement measures.

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

- E. Provide the Prince William Soil and Water Conservation District with a copy of the approved erosion and sediment control plan for each project within seven days of approval by the Town of Haymarket Erosion and Sediment Control Plan Reviewer.
- F. Provide the Prince William Soil and Water Conservation District with an inspection file immediately after issuing a land disturbance permit. The file will include: a copy of the site disturbance permit, developer contact information, and inspection log sheets.
- G. The Town of Haymarket will notify the Prince William Soil and Water Conservation District, in writing, of any approval or rejection of development plans.
- H. The Town of Haymarket will notify the Prince William Soil and Water Conservation District, in writing, of the issuance of grading permits and the beginning date of grading of construction projects, seven days before land disturbance commences.
- I. The Town of Haymarket will provide the name, mailing address, phone and fax numbers and e-mail address of the land owner and the contactor contact information, and provide any changes in landowner or contractor contact information as received by the Town of Haymarket.
- J. Participate in semi-annual coordination meetings with the Prince William Soil and Water Conservation District staff.
- K. Recognize that, due to fixed costs associated with the erosion and sediment control plan review and inspection processes, the Prince William Soil and Water Conservation District must perform secondary plan reviews and inspections for a minimum of two projects per year in order for the District to be adequately

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

compensated for services rendered. If the Town of Haymarket fails to submit at least two land disturbing projects requiring erosion and sediment control secondary plan reviews and inspections during the one year period covered by this memorandum, the Prince William Soil and Water Conservation District shall receive a minimum of \$3,200 from the Town of Haymarket at year end, to cover the fixed costs incurred by the District.

Section 2**THE PRINCE WILLIAM SOIL AND WATER CONSERVATION DISTRICT AGREES TO:**

- A. Be the secondary plan review agency for erosion and sediment control plans for the Town of Haymarket. The District will submit comments on approved plans within ten days of receipt.
- B. Provide all erosion and sediment control inspections, for the Town of Haymarket, as prescribed by Virginia erosion and sediment control regulations. Copies of all inspection reports will be submitted to the Town's ESC Program Administrator within 48 business hours.
- C. Work with land disturbers in the field to revise erosion and sediment control plans as necessary, to satisfy all erosion and sediment control minimum standards. The Prince William Soil and Water Conservation District will advise, in writing, the Town Manager of said revisions for approval by the Town of Haymarket's ESC Plan Review authority.
- D. Investigate all erosion and sediment control complaints on active projects and provide a report to the Town of Haymarket.

Memorandum Of Understanding between the Town of Haymarket and the Prince William Soil & Water Conservation District

- E. Keep the Town of Haymarket informed on the status of all projects.
- F. Accompany a representative of the Town of Haymarket to provide technical assistance regarding compliance of erosion and sediment control violations, when requested.
- G. Schedule the semi-annual coordination meetings with the Town of Haymarket.

It is understood that this memorandum can be terminated at any time by either undersigned party with 90 days written notice provided to the other party.

It is understood that this memorandum will be revisited and renewed yearly at a meeting of both undersigned parties. This agreement shall remain in full force and effect until the agreement is revisited and renewed annually or terminated.

By: Steve Pappas

Chairman, Prince William SWCD

7/26/12

Date

By: _____

Mayor, Town of Haymarket

Date

Attest: _____

Town clerk, Town of Haymarket

Date

Attachment A

Erosion and Sediment Control for the Town of Haymarket July 1 2012 to June 30 2013

Secondary plan review, inspection and technical assistance fee schedule:

1. Residential – Single Family Home:

Coverage: 1 secondary ESC plan review + 15 inspections	\$1,600
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2. Residential – Multi-family Home:

- For Site Plans up to one acre: plan review

Coverage: 1 secondary ESC plan review, up to 1 acre + 15 inspections	\$1,600
---	----------------

- For Site Plans one acre or more, plan review

Coverage: 1 secondary ESC plan review, more than 1 acre +15 inspections	\$1,600 plus
Plus additional per acre	\$ 150

3. Commercial:

- Up to 5 Acre lot

Coverage: 1 secondary ESC plan review + 15 inspections	\$2,025
---	----------------

- **For Site Plans for more than 5 acres**

Coverage: 1 secondary ESC plan review + 15 inspections	\$2,025 plus
Plus additional per acre	\$ 450

4. Additional Fees:

- Additional inspections (16+) at \$90/inspection
- Technical assistance (includes addressing complaints), additional meetings and inspections for ongoing construction projects (Section I, par. G): \$90 per hour additional time billed in half hour increments

Approved Erosion and Sediment Control plans will expire 12 months from the date of Site Plan approval from the Town of Haymarket. After expiration Erosion and Sediment Control plans must be resubmitted and fees paid at current rates. Ongoing projects that are begun in one year and continue into the next year will be completed per the above schedule.

Accepted: _____
Mayor, Town of Haymarket



TO: Town of Haymarket Town Council

SUBJECT: Purchase of Police Cruiser

DATE: 10/01/12

It is recommended that the Town Council consider all options with regard to the purchase of a new police cruiser:

- A) Finance the entire \$35,000
- B) Appropriate \$15,090.00 from Proffers plus the pro-rata share of the escalator in the amount of \$2,037.21 for a total of \$17,127.57, then finance the difference of \$17,872.43
- C) Purchase the vehicle outright using \$17,127.57 from the Alexandra's Keep Proffers and \$17,872.43 from the FY 2012 surplus carry-over

ATTACHMENTS:

- Police Cruiser Data (PDF)
- Police Cruiser Loan Rates (PDF)

	Base Price	w/add ons	gas mileage		
2013 Ford Police Explorer	\$30,490.00	\$39,799.99	16/22	V6	AWD
2013 Chevy Tahoe	\$29,458.65	\$38,767.99	15/21	V8	2WD
2013 Ford Police Interceptor	\$28,347.00	\$32566.00-\$37650.99	18/26	V6 Turbo	AWD
2012 Chevy Caprice	\$26,341.56	\$30560.56-\$35645.55	15-17/24	V8	AWD
2013 Dodge Charger	\$22,287.00	\$31,590.99	16/25	V8	AWD
2012 Chevy Impala	\$20,036.65	\$29,340.64	17/28	V6	rear wheel drive

Eliminated the Explorer and Tahoe based on price.

Eliminated the Charger and Impala based on number of recalls.
Recalls for the Charger included anti lock brakes and electronic stability control
for the Impala, the control arm.

From: [Karen Day](#)
To: [Sherrie Wilson](#); [Wendy Emery](#)
Cc: [Ellen Winston](#); [Gene Swearingen](#)
Subject: RE: Car Loan rates
Date: Tuesday, September 04, 2012 4:34:35 PM

For a 3 year term on \$35,000 the interest rate would be 3.75%.

Please let me know if you have any questions or need anything additional.

Thanks,
 Karen

From: Sherrie Wilson [<mailto:swilson@townofhaymarket.org>]
Sent: Tuesday, September 04, 2012 4:28 PM
To: Karen Day; Wendy Emery
Cc: Ellen Winston; Gene Swearingen
Subject: RE: Car Loan rates

Karen
 Ellen just called and said you were working on it.
 I've cc' d Gene Swearingen on this email, since
 he will be the one reporting to Council tonight.
 Can you copy all with the information on the loan rate?
 Thanks.
 Or if someone calls here ask for Jennifer or Gene.

From: Karen Day [<mailto:karen.day@fauquierbank.com>]
Sent: Tuesday, September 04, 2012 3:48 PM
To: Sherrie Wilson; Wendy Emery
Cc: Ellen Winston
Subject: RE: Car Loan rates

Hi Sherrie,

I spoke with another loan officer about this – can you let me know what term you are looking at the the approximate amount? I will have the loan officer get me a rate for you.

Thanks,
 Karen

From: Sherrie Wilson [<mailto:swilson@townofhaymarket.org>]
Sent: Tuesday, September 04, 2012 3:21 PM
To: Karen Day; Wendy Emery
Cc: Ellen Winston
Subject: RE: Car Loan rates
Importance: High

Hey Karen can I get something today on this rate?

Attachment: Police Cruiser Loan Rates (1149 : Purchase of Police Cruiser)

From: Karen Day [<mailto:karen.day@fauguierbank.com>]
Sent: Wednesday, August 29, 2012 1:59 PM
To: Sherrie Wilson
Cc: Ellen Winston
Subject: RE: Car Loan rates

Hi Sherrie,

I would have to have a loan officer quote you an exact rate, but it would probably be the same as your current loan with us now. Do you know when you are going to make the purchase? We can have another loan officer approve it in Wendy's absence if need be.

Hope you are doing well and let me know!
 Thanks,
 Karen

From: Sherrie Wilson [<mailto:swilson@townofhaymarket.org>]
Sent: Wednesday, August 29, 2012 11:04 AM
To: Karen Day
Cc: Ellen Winston
Subject: Car Loan rates

Hi Karen
I see Wendy is out of the office until 9/10.

I sent her an email asking what TFB's current auto loan rate is?
We're going to be getting another Police Cruiser.

Thanks

Sherrie Wilson
 Deputy Clerk



P.O. Box 1230
 Haymarket, VA 20168
 703-753-2600
 Fax: 703-753-2800
 Please visit our website at www.townofhaymarket.org



TO: Town of Haymarket Town Council

SUBJECT: Zoning Permit Application

DATE: 10/01/12

The form of the motion would be:

I move that the Town Council approve Zoning Permit #20120906 for a restaurant use to be located at 14950 Washington Street, in accordance with Section 58-177(13) of the Town Code.

Euro Food Group, LLC
14950 Washington Street
Haymarket, Virginia 20169

ATTACHMENTS:

- ZP20120906 - 14950 Washington Street - Cafe Bakery (PDF)



RECEIVED

SEP - 6 2012

ZONING PERMIT #: ZP20120906

TOWN OF HAYMARKE

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

ZONING PERMIT APPLICATION

ZONING ACTIVITY: ☐ New Construction ☐ Alteration/Repair ☐ Addition ☐ Sign
 (Check all that apply) ☒ New Tenant/Use ☐ Change of Use ☐ Relocation

NAME OF BUSINESS/APPLICANT: Euro Foods Group, LLC

PROPOSED USE: Cafe Bakery Size (Sq. Ft./Length) of Construction: 1330sq ft

SITE ADDRESS: 14950 Washington St Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

ZONING DISTRICT: ☐ R-1 ☐ R-2 ☒ B-1 ☐ B-2 ☐ I-1 ☐ C-1 Site Plan Required: ☐ Yes ☒ No

Special Use Permit Required: ☐ Yes ☒ No Homeowners Association (HOA) Approval: ☐ Yes ☒ No

Off-street Parking: Spaces Required: _____ Spaces Provided: _____

BRIEF DESCRIPTION OF ACTIVITY: (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)

Bakery Cafe, Sandwich, Salads, Coffee, Smoothies

Supporting Documentation (attached): ☐ Narrative ☐ Plan/Plat ☐ Specification Sheet

FEE: ☐ \$25.00 Residential ☒ \$50.00 Commercial

CERTIFICATE OF APPROPRIATENESS

ADDITIONAL DESCRIPTION: (i.e. color, type of material, font style, etc.)

Supporting Documentation (attached): ☐ Specification Sheet ☐ Photograph(s)

PERMIT HOLDER INFORMATION

Keith Rinaldi

Name

10821 Buttercup Pl, Apt 202

Address

MANASSAS, VA 20109

City

State

Zip

703-507-8391 Rinketh@msn.com

Phone#

Email

PROPERTY OWNER INFORMATION

Mark Phil

Name

6611 Jefferson St. Suite 100

Address

Haymarket VA 20169

City

State

Zip

301 639 0058

Phone#

Email

APPLICANT / PROPERTY OWNER SIGNATURE*******REQUIRED*******

I, as owner or authorized agent for the above-referenced parcel, do hereby certify that I have the authority to make the foregoing application and that the information provided herein is correct. Construction of improvements described herein and as shown on the attached plat, plan and/or specifications will comply with the ordinances of the Town of Haymarket and any additional restrictions and/or conditions prescribed by the Architectural Review Board (ARB), Planning Commission, or the Town Council and all other applicable laws.


Applicant Signature


Property Owner Signature

*****OFFICE USE ONLY*****ZONING PERMIT #: ZP20120906

Date Filed: 9-6-12 Fee Amount: 50.00 Date Paid: 9-6-12

DATE TO ARCHITECTURAL REVIEW BOARD (ARB): N/A

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

ARCHITECTURAL REVIEW BOARD CHAIR: _____

SIGNATURE

PRINT

CONDITIONS: _____

DATE TO PLANNING COMMISSION: _____

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

PLANNING COMMISSION {where required}: _____

SIGNATURE

PRINT

CONDITIONS: _____

DATE TO TOWN COUNCIL: _____

☐ APPROVED ☐ DISAPPROVED ☐ TABLED UNTIL: _____ ☐ DEFERRED UNTIL: _____

TOWN COUNCIL {where required}: _____

SIGNATURE

PRINT

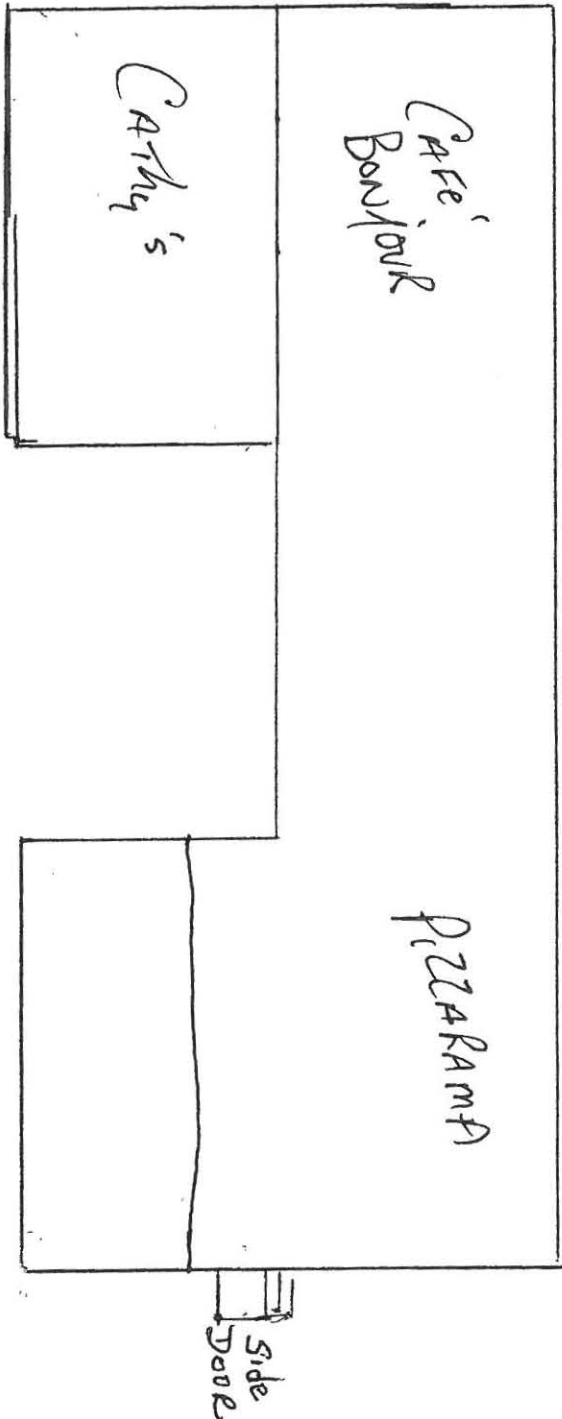
CONDITIONS: _____

Attachment: ZP20120906 - 14950 Washington Street - Cafe Bakery (1151 : Zoning Permit Application)

LOCATION OF OFFICE

Parking lot

JEFFERSON ST



Washington St
Side Walk

Cafe Bonjour
Red House Ordinary
14950 Washington St
Hammond 1/2 mile



TO: Town of Haymarket Town Council
SUBJECT: FY 2013 Quarterly Appropriations
DATE: 10/01/12

Pursuant to the policies adopted by the Haymarket Town Council the following quarterly appropriations shall be considered at the October meeting:

Events: \$1,875; Museum: \$1,715.71; Operating: \$77,820.80; Public Safety: \$24,448.50; Public Works: \$32,372.25; Staff Wages & Benefits: \$190,744.50; Town Owned Property: \$86,418.50



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 10/01/12

ATTACHMENTS:

- Building Official's Report (PDF)

INTEROFFICE MEMORANDUM

TO: GENE SWEARINGEN, TOWN MANAGER

FROM: JAMES LOWERY, BLDG/FIRE OFFICIAL

SUBJECT: UPDATE ON PROJECTS

DATE: 9/24/12

CC: JENNIFER PRELI, TOWN CLERK

1. Continuing inspections at Hulfish House.
2. Continuing inspections on Lot 9, 10, 25, and 27, Sherwood Forest.
3. Performed annual fire marshal inspection at Haymarket Baptist Preschool and 4 R's Preschool.
4. Final inspections performed for deck permits on Sycamore Park Drive, Dogwood Park Drive and Greenhill Crossing Drive.
5. Walk-thru on Town property (former Daytime Playtime).

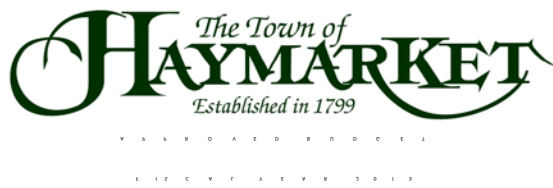
Attachment: Building Official's Report (1159 : Building Official's Report)



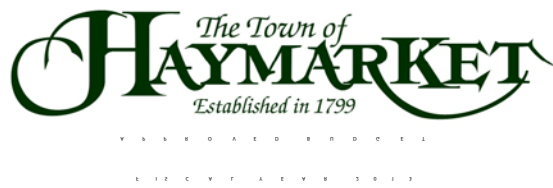
TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 10/01/12

ATTACHMENTS:

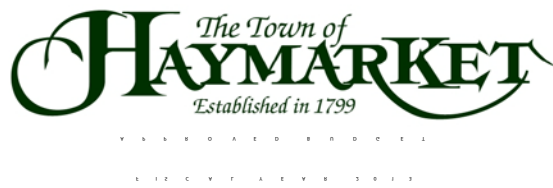
- 10-2012 Treasurer's Report (PDF)



EXPENDITURES	ADOPTED FISCAL YEAR 2013 BUDGET	ACTUALS THROUGH SEPTEMBER 25, 2012	APPROPRIATED	October 2012 Appropriations
Capital Improvements				
Boundary Adjustment				
Police Cruiser	34,795	5,448.69		
Town Center Property	5,000	8,407.16		
Street Scape Expenditures	936,000	76,809.03		
Street Scape Funding	425,000	11,313.50		
General Reserve	38,569	6,400.00		
Additional Capital Projects				
<i>Total Capital Improvements</i>	1,439,364	108,378.38	1,459,364.00	
Council & Boards				
Council & Consultants (1099s)				
Mayor and Council	25,000	5,025.00		
Architectural Review Board	4,000	255.00		
Planning Commission	5,000	645.00		
<i>Total Council & Consultants (1099s)</i>	34,000	5,925.00		
Events				
Spend the Day In Haymarket	7,500	478.07		\$1,875.00
<i>Total Events</i>	7,500	478.07		
Museum				
Museum Programs	3,000			
Equipment	500			
Advertising/Marketing	2,000			
Dues & Subscriptions	45			
Office Supplies	500			
Security System	270			
Website	450	0.00		
<i>Total Museum</i>	6,765	0.00		
Operating Expenses				
Advertising - Meals Tax	7,000			
Audit	18,150			
Advertising	6,000			
Bank Service Charges	120			
Bond Amortization Expense	1,038	256.38		
Cigarette Tax Administration	7,500	685.33		
Commissioner Admin Fee	3,992	270.42		
DHCD Surcharge	1,373	182.90		
Discretionary Fund	0			
Grant Proceeds Used	0			
Insurance				
General Liability	29,710	15,554.00		
Worker's Compensation	3,000	3,268.94		
Miscellaneous Expenses				
Dues and Subscriptions	3,530	1,418.16		
Leased Equipment	1,534	186.70		
Literature & Publications	840			
Office Equipment	2,500	93.93		
Office Supplies	4,200	885.71		
Postage and Delivery	3,000	5.75		
Printing and Reproduction	3,000	1,445.07		



EXPENDITURES	ADOPTED FISCAL YEAR 2013 BUDGET	ACTUALS THROUGH SEPTEMBER 25, 2012	APPROPRIATED	October 2012 Appropriations
Repairs				
Computer Repairs	500	575.00		
Copier Maintenance	1,323	330.00		
Professional Services				
Building Official	18,000	6,380.00		
Administrative Support		815.04		
Chief Financial Officer	21,200	5,793.25		
Engineering Fees	35,000	0.00		
Legal Fees	80,000	5,100.00		
Pass Through Fees	6,672	0.00		
Planner	11,025	2,780.00		
Storm Water Plan Review/Inspect	2,800	3,931.00		
PWC BOE				
Training & Education	6,375	2,235.00	5,343.75	
Travel & Entertainment				
Entertainment	0			
Lodging	1,500	562.74		
Meals	500	69.78		
Mileage	1,500	214.90		
Unused Fire Department Grant	10,577	0.00		
<i>Total Operating Expenses</i>	293,459	53,040.00	82,820.80	
Public Safety				
Advertising	878	0.00		
Discretionary Fund	1,013	297.75		
Dues & Subscriptions	5,400	2,722.50		
Equipment Rental	3,645	495.00		
Equipment Maintenance	2,025	75.00		
Equipment	10,500	1,566.44		
Grant Pass-through	11,475	0.00		
Insurance - Vehicles	7,622	13,021.00		
Insurance - Workers Comp	8,300	4,031.00		
Legal	12,000	1,500.00		
Office Supplies	3,375	421.29		
Office Equipment	405	0.00		
Postage & Delivery	608	53.75		
Promotional	945	602.84		
Public Defender	2,500	480.00		
Security System	675	131.70		
Travel/Meals/Mileage	500	56.52		
Uniforms/Accessories	5,000	277.47		
Uniform Maintenance	3,850	9.47		
Vehicle/Fuel	30,000	3,244.62		
Vehicle/Maintenance	15,000	1,323.92		
<i>Total Public Safety</i>	125,716	30,310.27	24,448.50	24,448.50
Public Works				
Landscaping	15,000	3,330.00		
Maintenance Contract/Street	7,245	1,170.00		
Snow Removal	4,000	0.00		
Street Cleaning	11,000	0.00		
Street Light Electricity	4,244	451.08		



EXPENDITURES	ADOPTED FISCAL YEAR 2013 BUDGET	ACTUALS THROUGH SEPTEMBER 25, 2012	APPROPRIATED	October 2012 Appropriations
Trash Removal	88,000	16,749.57		
<i>Total Public Works</i>	129,489	21,700.65	32,372.25	32,372.25
Staff Wages & Benefits				
Salaries, Wages & Earnings				
Staff - Museum	4,000	0.00		
Salaries & Wages	213,455	77,551.05		
Payroll Only (Public Safety)	354,606	878.34		
Total Salaries, Wages & Earnings	572,061	78,429.39		
Payroll Burden				
Health/Life & Disability	108,542	30,471.24		
Employer Payroll Taxes	53,850	6,280.36		
Payroll Processing Fees	2,600	386.80		
Retirement Contributions	40,925	5,703.27		
<i>Total Payroll Burden</i>	205,917	42,841.67		
<i>Total Staff Wages & Benefits</i>	777,978		190,744.50	190,744.50
Town Owned Property				
14710 Washington St (Police Department)				
Building Maintenance/Cleaning	2,000	74.00		
Building Maintenance/Repairs	6,535	180.00		
Sprint/Nextel Communications	2,016	336.00		
VA Info Technologies	384	96.01		
Verizon	5,000	1,268.81		
SunTrust - Harrover	59,200	1,693.13		
Cable	1,601	193.80		
Electric	3,137	614.77		
Gas	2,189	48.00		
Total 14710 Washington St (Police Dp)	82,062	4,504.52		
14740 Washington St (Food Pantry)				
SunTrust - Harrover	59,220	85,158.75		
Building Maintenance/Repairs	2,500			
<i>Total 14740 Washington St (Vac Harr)</i>	61,720			
15000 Washington St. (Government Use)				
Building Repairs	5,000	3,189.69		
Cleaning	3,500	720.00		
General Obligation Bonds	97,353	10,138.57		
Internet & Website	16,000	3,291.90		
Pest Control	750			
Utilities				
Electric	12,417	3,005.96		
Long Distance	1,307	139.73		
Telephone	1,307	466.37		
Water	4,000	342.45		

Attachment: 10-2012 Treasurer's Report (1160 : Treasurer's Report)



REVENUES	PROPOSED FISCAL YEAR 2013 BUDGET	ACTUALS THROUGH SEPTEMBER 25, 2012
Development Revenue		
Application Fees	0	775.00
Inspections	19,800	11,245.00
ISTEA/Safety LU	780,000	66,187.56
PY Meals Tax collections	425,000	
Occupancy Permits	0	1,200.00
Engineering/Planning Fees	10,000	
Plan Review	0	1,550.00
Total Pass Through Fees	10,000	
Permits	0	875.00
Proffers		200,112.36
VA Surcharge on Permits	762	257.90
<i>Total Development Revenue</i>	1,235,562	282,202.82
Events/Other Town activities		
Spend The Day in Haymarket	10,500	2,074.68
Miscellaneous Activities	0	
<i>Total Events/Other Town activities</i>	10,500	
Operating Revenue		
Business PP Tax	24,615	1,573.65
Cigarette Tax	250,000	41,852.77
Other - Grants	33,600	704.00
Department of Fire Programs	0	800.00
Franchise Tax	17,652	
Gross Receipts Tax	146,970	3,876.71
Ins Payments	0	
StreetScape Interest	1,000	
General Government	956	
Meals Tax Collected	442,736	121,460.70
Penalties & Interest	5,429	995.62
Public Service Corporation Tax	9,119	
Railroad Rolling Stock	1,438	
Rental/Lease Revenue	265,000	50,976.99
Sales Tax Receipts	79,500	16,043.66
Utility Usage Tax	213,454	52,443.05
<i>Total Operating Revenue</i>	1,491,469	290,727.15



REVENUES	PROPOSED FISCAL YEAR 2013 BUDGET	ACTUALS THROUGH SEPTEMBER 25, 2012
Public Safety		
Accident Report	280	60.00
Courthouse Maintenance	0	
Donation/Grants	33,922	1,271.79
Fines (PWC)	70,000	19,828.31
Parking Citations	560	210.00
<i>Total Public Safety</i>	104,762	21,370.10
Tax Income/Individuals		
PP Tax Relief	18,627	18,626.97
Real Property Tax	300,000	616.15
Town Decal Receipts	525	735.00
<i>Total Tax Income/Individuals</i>	319,152	19,978.12
Total Income	3,161,445	
Prior Year Funding - Appropriated		
Total Appropriations	3,161,445	
Total Expenditures	(3,161,445)	
Net Surplus / (Deficit)	0	



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 10/01/12

Streetscape Utility Relocation

Verizon has completed its relocation project. Washington Gas is still working on the eastern section of Washington Street and will need to repave the temporary patches that were used to allow use of the street for Haymarket Day.

Pedestrian Signal at Washington and Jefferson Streets

The VDOT contractor is installing the pedestrian signals and should have them ready for use in early October.

Traffic Signals at Washington and Jefferson Streets

VDOT received a request from Supervisor Candland to make a study of the intersection at Washington and Jefferson Streets and consider not allowing left turns during peak hours. The Town added to that request that VDOT look at other possible options to improve the congestion at the intersection. VDOT has agreed and will begin with a traffic analysis. We have not been advised of the schedule for conducting that analysis.

Washington Street Striping

VDOT agreed to eradicate and replace the striping from Fayette Street west to correct the incorrect placement of the lane lines and to put the white line for the bike lane back in front of Giuseppe's.

I-66 Updates

I-66 Widening: Nothing new to report.

I-66/Rte 15 Interchange: We continue to work with VDOT on the Washington Street layout. Because VDOT is widening westbound Washington Street to accommodate two through lanes across Rte 15, there will be significant widening onto the Quarles (CVS) property.

In order to minimize the number of parking spaces that the Quarles site will lose, between the western Quarles entrance (the CVS entrance) and Rte 15, VDOT has eliminated the landscape buffer between the road and the sidewalk and eliminated the perimeter parking lot landscaping. This means that the one streetlight in this location must be relocated to behind the sidewalk. VDOT is also working with us on a redesign of the landscaping to ensure that there will be landscaping at the location.

Also to minimize the loss of parking spaces, between the two Quarles entrances, VDOT has only provided a 4-foot strip between the road and the sidewalk and eliminated the perimeter parking lot landscaping. A 4-foot strip between the road and the sidewalk is wide enough to provide an

area to relocate the street lights, but is not wide enough to relocate/provide the street tree landscaping. We are working with VDOT to see if a 6.5 foot wide strip between the road and the sidewalk can be provided in this location so that both the streetlights and the street trees can be relocated to this location and to establish what additional landscaping can be relocated/provided.

Enhancement Project Update

The plans were revised to relocate the drainage in accordance with the Haymarket Baptist Church settlement. The revisions include the Materials Recommendations that VDOT provided and include documentation of the SWM/BMP exception. The plans were turned into VDOT on September 21 to review and authorize us to advertise for construction. At this time, it is anticipated that we will advertise for construction the first week of October.



TO: Town of Haymarket Town Council

SUBJECT: Police Report

DATE: 10/01/12



TO: Town of Haymarket Town Council
SUBJECT: Policy Recommendation - Streaming of Work Sessions
DATE: 10/01/12

Councilman Tobias is recommending the following resolution:

Effective immediately, it shall become the policy of the Town of Haymarket to record and web cast via live-stream, all meetings and work sessions of the Town Council, Architectural Review Board, Board of Zoning Appeals and Planning Commission during which Town business, meeting agendas and all types of interest to the residents may be reviewed, to the extent that it is possible, notwithstanding technology problems or interruptions.