

Town of Haymarket~Mayor Pamela E. Stutz
Monday, April 2, 2012
15000 Washington Street~Haymarket, VA 20169~7:00 pm

Town Council Meeting Agenda

Public Hearing, Joint with Planning Commission:
SUP20120305, an application is for an in-home business to be located at 6720
Jefferson Street Haymarket, VA 20169.

1. Call to Order
2. Citizens' Time
3. Minutes – February 6 & 15, March 5, 19th Special Meeting, 19th Work session
4. Updates– Old Post Office
5. Updates - Hulfish House
6. Building Official's Report
7. Police Report
8. Treasurer's Report and Fourth Quarter Appropriation
9. Zoning Permits
 - a. QBE, LLC – 4426 Costello Way, #204 & 205
 - b. Seasons of Change – 6612 James Madison Hwy
10. Alexandra's Keep Site Plan Amendment
11. Town Manager's Report
 - a. I-66 Widening
 - b. I-66/Route 15 Interchange Improvements
 - c. Development Updates – Sherwood Forest and Alexandra's Keep
12. 2012/2013 Preliminary Budget
13. Expenditure Requests
 - a. Museum Painting
 - b. Robert Dively, Attorney
14. Recommendation: Line of Duty Act (LODA)
15. Special Use Permit #20120305
16. Councilmember Time
 - a. Tobias
 - b. Leake
 - c. Cole
 - d. Mayor
 - e. Scarbrough
 - f. Kenworthy
 - g. Weir

§ 2.2-3711. Closed meetings authorized for certain limited purposes. A. Public bodies may hold closed meetings only for the following purposes:

1. 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. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. 3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body. 7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.; *namely*, For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL, MEMBERS OF THE PLANNING COMMISSION
FROM: GENE SWEARINGEN
SUBJECT: REQUEST FOR SPECIAL EXCEPTION USE (HOME OCCUPATION)
#SUP20120305, 6720 JEFFERSON STREET
DATE: 04-02-12
CC: STAFF

A request for a special use permit (home occupation) at 6720 Jefferson Street.

BACKGROUND

Mayor Stutz has applied for a special use permit, #SUP20120305, for permission to operate an in-home occupation (admin office) within her residence at 6720 Jefferson Street. The subject property is zoned R-1 and is designated Low Density Residential by the Town's Comprehensive Plan. Home occupations are permitted as a special use in the R-1 district; "Sec. 58-53 (6) Home occupations, in the main building of the lot". Home occupations are also subject to the development standards of Section 58-16 of the Zoning Ordinance.

PROPOSAL

The Applicant's special use permit application and associated narrative states 250 square feet of the residence will be used for administrative services associated with St. Paul's church. No modification to the exterior of the residence or signage is proposed.

DRAFT MOTION(S)

Planning Commission

1. I move that the Planning Commission forward #SUP20120305 to the Town Council with a recommendation of approval in accordance with Town Code Sections 58-53(6) and 58-16.

OR,

2. I move an alternate motion

Town Council

- 1.a. I move that the Town Council approve #SUP20120305 for an in-home occupation at 6720 Jefferson Street as described on the Special Use Permit Application dated May 5, 2012, pursuant to Section 58-98(8) of the Zoning Ordinance, and subject to the development standards of Section 58-16, Home occupations;

AND

- 1.b. I further move that the SUP shall remain in effect for a period of one year, to renew automatically for additional periods of one year, BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING: Council may require, upon a majority vote, after notice to the applicant, for the applicant (or present property owner) to submit a new application for an SUP, which shall be treated in all respects as a new and different application, subject to approval or disapproval, in accordance with general principles of law for a new application. If such notice is given to the applicant or present property owner, this SUP shall terminate automatically and without further notice or action by the Council 60 days from the giving of such notice.

OR,

2. I move an alternate motion.

RECEIVED

MAR - 5 2012

TOWN OF HAYMARKET



The Town of HAYMARKET
Established in 1798

SUP # 20120305
Case #:

Date: 3-5-2012

Special Use Permit Application

Business Name: St. Paul's Church

Address: 6720 Jefferson St.

Applicant's Information

Property Owner's Information

Name: Pamela E. Stutz
Address: 6720 Jefferson St.
City: Haymarket
State/Zip: VA 20169
Phone: 703-753-9136

Name: Same
Address:
City:
State/Zip:
Phone:

Type of Structure: SFD Multi TH Zoning District: R Code Section:

Name of Business: St. Paul's Church Office

Name of Business:

Number of employees working from site: 1

Number of vehicles: 1 Type: MAZDA GVH:

Number of parking spaces (15) set aside for this activity:

Total floor area of structure devoted to activity: 250 sq. ft.

Total floor area devoted to activity MUST be the main structure, NOT any accessory Building PEB (please initial you will comply)

Will accessory storage be necessary? Yes No

If so, where will it be?

Will the activity require any special tools or structure improvements? NO

Applicant agrees NO signage is allowed PEB (please initial you will comply)

In the space provided or on an attached sheet, please describe in detail your activity, including hours of operation, type of clientele, number of vehicles anticipated to visit the site in the average work day and any other changes that will affect the nature or appearance of the site.

Church Office - 8am-4pm
2 to 3 visit per week

The above is a true representation of the activity and the method of operation upon approval:

Applicant Signature: Pamela E. Stutz

Owner's Signature: Pamela E. Stutz

Approved Rejected

by Town Council Vote:

Date:

Conditions:

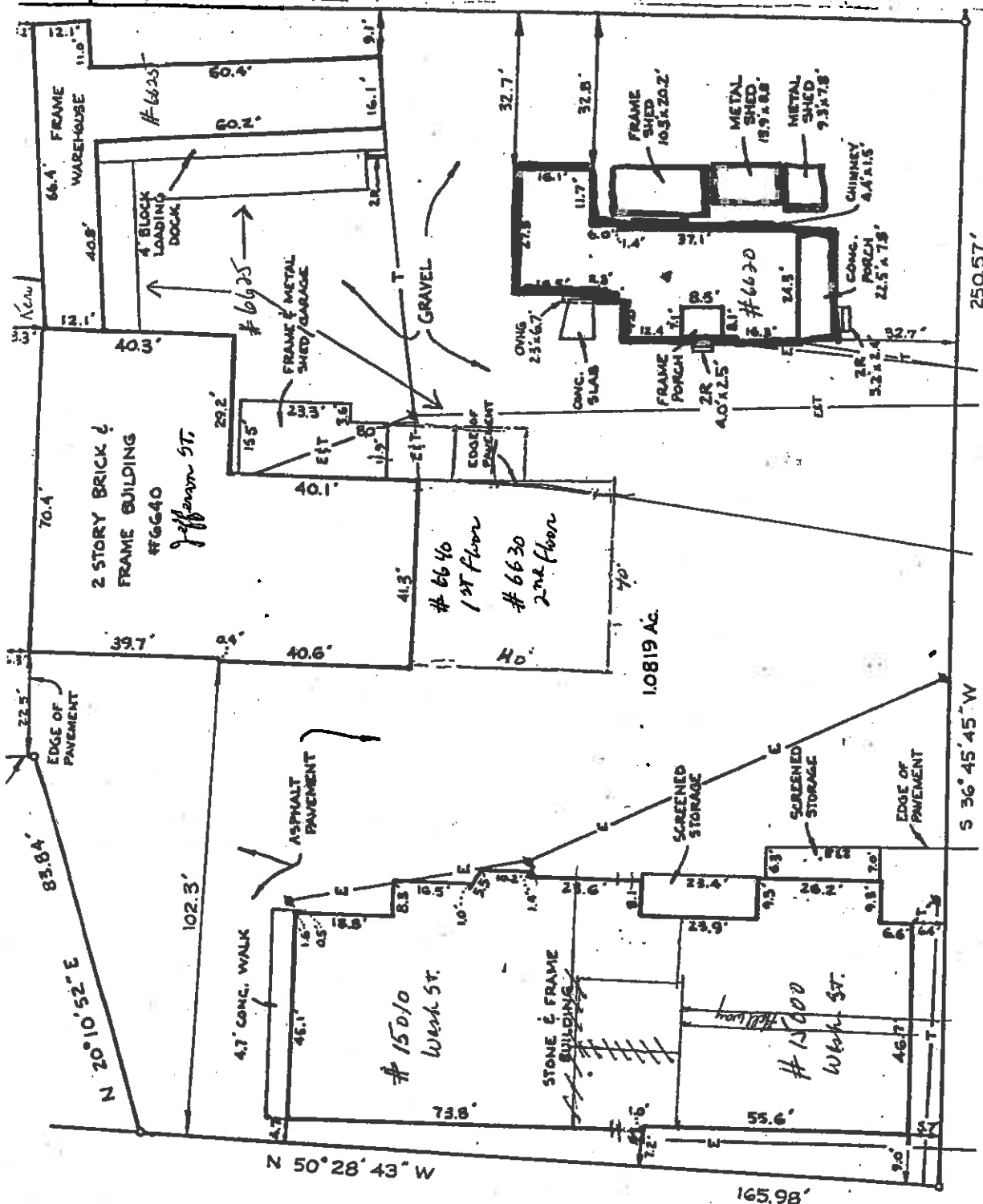
Signature:

Fee: \$200.00

Paid:

Date: 3/16/12

Admitted



JEFFERSON STREET
ROUTE 625

WASHINGTON STREET
STATE ROUTE #53

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Citizen's Time

Heather Ring – 14920 Greenhill Crossing Drive

She asks if Council has read the book from Sarah Turner. She doesn't see that there is anything clear that George Hulfish was the first Mayor, Sarah reports that Garrett Hulfish was the first Mayor. Mayor responds that she will ask Ellie Ivancic to provide us with. Mrs. Ring questions the chain of title.

Ralph Ring - 14920 Greenhill Crossing Drive

Mr. Ring references the Preliminary Information Form (PIF) filed to the Virginia Department of Historic Resources by Ms. Ivancic. The PIF states that the building is on a brick foundation, the structural engineer states it is stone foundation. Ms. Ivancic states the walls are plaster on 1st and 2nd floors of the out building. 2nd floor is not plaster. The Town has done a terrible job educating its citizen's about this house. Most people don't know anything about this house. If we can't educate about this one house, how do we plan to educate about the walking town concept? If we can't even get our history correct. What he would like is some real research that produces the artifacts used in the research. Do we have any proof that George Hulfish was the first Mayor? **Clerk to give documents showing GA Hulfish was the first Mayor. In 1880 he married his cousin. He is offended as a taxpayer. He asks that the Council stop wasting the taxpayers' money.

Minutes

Scarborough motions to approve the minutes of January 10 & 23, 2012, with one correction noted to the clerk, Kenworthy seconds;

Ayes: 6

Nays: 0

The Town Manager asks that we add an agenda item related to the Haymarket Baptist Church, to be discussed in closed session. Council agrees.

Old Post Office

The Town Manager states that over the last two weeks we have completed the removal of the interior walls and the chimney has been removed. Other debris was removed. He has some drawings. Our next step will be to install piers under the side of the building, lengthwise and in the middle. Once those are installed we can dig and install the foundation. Exterior shoring, so they don't move, attached the framework of the floor back to the solid structure, then go forward with pouring footers, then we can start sistering the studs for the exterior wall. We need to get it sound so that it is not in danger of sagging or continued deterioration, the total cost will be \$7,700.

Tobias asks what the total cost to date is. \$6,470 that includes the \$1,330. Tonight's request is for an additional \$10,000. Page 2 of the structural engineer's report was supposed to be to Council on Friday February 3, He states that the Town Manager is doing the opposite of what the council wants, council really wants to know the true scope of work. If we continue to throw \$10,000 band aids, he's not inclined to approve an additional amount at this point.

The Town Manager comments that what he understands is the next phase will get the building structurally sound, and then we can put together the rest of the work plan. Tobias does understand that it is a moving target to a certain extent. He has a problem paying someone by the hour that keeps needing to reevaluate (structural engineer).

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Cole: We are stripping the building down, so yes, it does look worse right now. He doesn't think \$10,000 is an issue here. He thinks we need to keep going.

Leake: Nothing

Weir: On the fence on this one. His greatest concern is that here we are almost a year later; we have no plan from the structural engineer. We allocate money and then the parameters change. He is not inclined at this point in time to allocate more funds until we know what our goal is. He doesn't want to throw \$10,000 at the building every meeting. We are changing courses here.

Mayor: She's had residents saying "thanks for finally doing something with the building". She agrees with Mr. Weir that we should have had the report when the structural engineer said we would have, last Friday.

Tobias: This brings us to another equation, are we piece mealing this so that we don't have to follow our spending policy? Where are we in the scope of our spending policy? He does not recall the Town Council awarding the work to any one company or person.

Leake: The plan is to repair the building, increase the value of the town's assets, The reason his motion was made that way was to let professionals, who do this for a living, fix this building in the best way they can.

Cole motions to authorize an additional \$10,000 from the appropriated \$200,000 Capital Improvements, Town Center Property line item, for additional improvements to the Old Post Office located at 15020 Washington Street, Leake seconds;

Discussion: Weir comments that it is not in accordance with our spending policy. Cole reminds that this particular contractor is inexpensive and good. The Town Attorney comments that it is his recollection that direction to the Town Manager was to proceed with work on the building and that he would not be bidding out everything. He would be managing it on a cost basis. Weir comments that it is not in any motion, he has seen, that the spending policy has been waived

Call for the vote:

Tobias-No, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-No

Vote on the Motion:

Tobias-No, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-No

Hulfish House

Mayor commends Mr. Ring on his research; she enjoys historical research as well.

Prior to discussion the Hulfish House, Tobias would like for Council to consider his request to appropriate funds for the purpose of a title search, showing chain of title on the Hulfish House. Mayor suggests that we get an estimate first. Tobias would like to get this done prior to spending any additional funds on this building.

Tobias motions to direct the Town Manager or the Town Clerk to consult with at least three title research companies to do a proper title search. He would like it to go as far as possible to at least include 1873, and to suspend all further expenditures on the Hulfish house pending the documentation of a proper title search, Weir seconds;

Discussion: Tobias also comments that the Mayor, himself, Kenworthy & Weir should be willing to allocate a portion of his/her

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Tobias-Yes, Leake-No, Cole-No, Scarbrough-No, Kenworthy-Yes, Weir-Yes
Mayor breaks tie with No – MOTION FAILS
Motion Fails

Leake motions to authorize an expenditure of \$10,000 from the appropriated \$150,000 for the renovation of the Hulfish House as recommended by the Town Manager, Cole seconds; Discussion: Weir asks what the \$10,000 is for specifically? He doesn't believe we have decided whether we are renovating it or not? It was his understanding the first \$10,000 was for exploratory work, then we could assess, now he'd like to know what the plan is. The Town Manager responds that at this point we have spent about \$3,000 we have \$7,400 left. We've done the partial demolition. In the original motion the funds were for renovation/restoration. Weir: There has not been a decision by this council. The topic is still open; there is no recorded vote above and beyond the exploratory work. Tobias thinks there are still too many questions; there are way too many concerns about this property. Weir: He gets tired of beating this soap box, from a fiscally responsible stand point. He has been asking for 9 months for an ROI analysis, he can't imagine how to justify throwing money at this building without knowing what will be returned. He hasn't heard anyone try to waive our own policy, there is no record of waiving the spending policies. So to get to the point of order, let's follow the rules and quit dancing around them.

2nd is withdrawn, motion fails

Tobias motions to appropriate \$249 from his own discretionary fund, \$250 from Councilman Kenworthy's discretionary fund, \$250 from Councilman Weir's discretionary fund, and \$250 from Mayor Stutz' discretionary fund for the purpose of a title search on the property known as Town Center, 15000 Washington Street (for the Hulfish House), by a properly licensed company. The chain of title should be documented back to at least 1873. This task should be executed as soon as possible and, if necessary, the Town Manager should dictate this task to the Town Clerk.

Discussion: Cole says it's a waste of money, he doesn't care who lived there

Tobias-Yes, Leake-Yes, Cole-No, Scarbrough-No, Kenworthy-Yes, Weir-Yes

Building Official – James R. Lowery, Jr.

Tobias asked if Mr. Lowery has provided a report on the Permit fees regarding the gas appliance permits. Mr. Lowery comments that he met with Ray Jackson at PWC; Mr. Jackson says it is impossible to go back and generate a report like the one council is requesting. Weir disagrees that the computer system cannot generate that type of report.

Council directs the Town Clerk to draft a letter explaining this situating to place on the Town's Facebook, web site, and to be completed by the 20.

Tobias asks about the steps we are taking on the Hulfish House are we compromising the historical nature of the building. He thinks we should make it sound, and on the outside we can have the stone structure "look".

Exterior canopy on the Haymarket Baptist Church has been installed. It did not need a Certificate of Appropriateness because it cannot be seen from a public right of way; it is located at the back of the building.

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Police Report – James E. Roop

Tobias asks how the Chief's car is running, he responds it is good.

Treasurer's Report – James Naradzay

Mayor asks for budget workshop dates. The Treasurer noted that Councilman Tobias & the Town Manager are working on dates for the budget work sessions. Tobias asks about, page 2 of 6 boundary adjustment cost, the allocation vs. the actual, can we please move those fees to the annexation line item. Museum under the same page, can we reach out to the museum do we plan on spending any money on the "0" line items? Their security system is higher than the police department, please find out why its more than the pd. Meal's tax advertising, can staff come back to why it's low. The Town Manager & Chief have come up with a plan for public safety. On page 5 of 6, internet and web site, where will we get the additional funding?

Tobias motions to transfer \$2,675 from the 15020 Washington Street Utilities line item and reallocate it to the 15000 Washington Street Internet expenses line item. Tobias further moves to authorize the expense of \$2,675 from the 15000 Washington Street Internet expenses, Weir seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Kenworthy-Yes, Scarbrough-Yes, Weir-Yes

Tobias motions to appropriate and authorize \$1,575 from the audit line item under operating expenses to finish paying for the latest fiscal audit to Robinson, Farmer, & Cox, Weir seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Kenworthy-Yes, Scarbrough-Yes, Weir-Yes

**Tobias asks the Town Manager to request, from all professional consultants, their expected fees for FY 2013.

Weir asks if we have information on the LODA increase. Clerk is not aware of any new information at this time. **Town Manager to be working on this for the budget.

**Weir asks for a simple spreadsheet reflecting a 5 year history on what we have allocated and appropriated for the streetscape project.

General Development Plan – Fairgrounds

Marchant Schneider, Town Planner

The Town Planner presents the property owner's general development plan for 15150 Washington Street, GPIN #7298-81-2618

Pedestrian Signal

VDOT is willing to spend the funds on this signal. They need from us permission to change the ramps to a composite material, acceptable for ADA compliance. Tobias asks for an estimated time for install of the new light.

ARB Renderings

Council suggests that we ask John Parham, AIA for an estimate on drawing possible renderings of the Town Hall façade. Mayor suggests we have the ARB look at the Kennedy Plan.

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Town Manager's Report – Gene Swearingen

- **I-66 interchange.** Comments were sent to VDOT. VDOT is giving a lot of feedback that none of the 3 options are viable. They have been responsive thus far. Weir asks if the county has provided any input on the interchange, "no they have not yet".
- At the November 2011 meeting the staff presented a parking diagram to the Council. What we have found is that we have some drainage issues. The cure will most likely cost \$250,000. We have come back with the small fix.

Tobias motions to take up to bid from 11/01/2011 from Gossom with the exception of the milling of the speed hump, to restripe remark and install concrete stops where necessary, money to come from TCP line item, Cole seconds, up to \$999, Tobias –Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes

Closed Session

Cole motions to enter into closed session in accordance with 2.2-3711 A(3) for discussion & consideration of Town Owned Property, namely the streetscape project affecting the property of the Haymarket Baptist Church and A(3) property at the corner of Washington & Saint Paul, owned by Acie M. Watts, also related to the streetscape project, and A(7) consultation with the Town Attorney regarding matters of specific legal advice namely leases with ATTIVA and contract with ATTIVA, Scarbrough seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Yes

Tobias motions 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, Scarbrough seconds;

Tobias-Yes, Leake-Absent, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Yes

Appropriations

Weir moves to allocate up to \$8,500 to complete a 14770 & 14800 Washington Street, Kenworthy seconds; The Town Attorney clarifies that this is also to authorize the Town Manager to expend those funds as necessary;

Tobias –Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes

Weir motions to authorize and appropriate the expense of up to \$9,054, an additional \$2,000 from the streetscape line item, to acquire easements for the property rights identified in the Certificate of Take for 14841 Washington Street, Leake seconds;

Tobias –Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes

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Town Manager Report Pending Items

Tobias

- He asks if we have gotten any quotes for new siding on the west side of Town Hall – The Town Manager has not yet done that.
- Tobias ask if staff has any recommendations on the financial reporting software/staff, etc...?
- He has worked out a schedule with James on what needs to be done ahead of time.
- Haymarket Self Storage, misuse of land. TM will check on that. No, he is working on a meeting with them.
- Streaming/recordings of meetings, where do we stand on this issue.

Leake-Nothing

Cole-Nothing

Scarborough-Nothing

Kenworthy-Nothing

Weir

- Asks where we stand on BZA appointments – Mr. Bennett's hands. There is a question as to how people can get appointed. It is sitting on his desk to be done.
- Bill to police signs in the ROW and collect fine revenue, has cleared the house
- UDA Act even more favorable than D. Bob, certain to pass
- Comp Plan-Bill that locks development apps that comport with the Comp Plan
- Cigarette Tax – shouldn't

Mayor

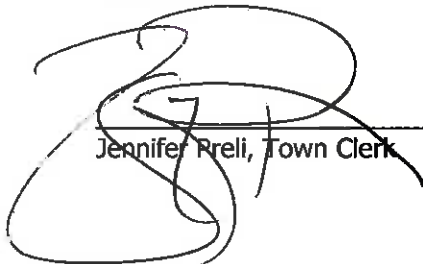
She announces that there is still a community effort interested in acquiring PACE, there is a meeting coming up between the school board and the community group that has formed.

Weir moves to adjourn the regularly scheduled meeting of the Haymarket Town Council at 10:25 p.m., Cole seconds;

Ayes: 6

Nays: 0

Submitted:



Jennifer Preli, Town Clerk

Approved:

Pamela E. Stutz, Mayor

Town of Haymarket – Special Meeting of the Town Council
February 15, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

Call to Order

6:45 p.m.

Roll Call

Tobias, Cole, Scarbrough, Kenworthy, Weir

Absent: Stutz & Leake

Closed Session

Tobias motions to enter into closed session pursuant to VA §15.2-3711 A3 for the Council discussions and consideration of publicly held real property, Town Center Property leases, namely the lease agreement with ATTIVA Corporation, Weir seconds; Tobias-Yes, Leake-Absent, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Absent

Tobias motions that the Council of the Town of Haymarket does hereby certify, at 7:05 p.m., 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, Scarbrough seconds; Tobias-Yes, Leake-Absent, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Absent

ATTIVA Corporation Lease Agreement

Tobias motions to authorize the Town Manager & Town Attorney to enter into negotiations and to take all steps and actions necessary and reasonable, including modification of existing lease terms as the Town Manager may deem expedient, to terminate the existing lease with ATTIVA Corporation and to enter into a new lease with QBE, LLC for the existing space of both ATTIVA & QBE and to negotiate on behalf of the Town all documents, leases and termination agreements necessary to effect the foregoing or any similar arrangements, Cole seconds; Tobias-Yes, Leake-Absent, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Absent

**Cole motions to that the Town Council forego any payment for tonight's special meeting,
No second
MOTION FAILS**

Town of Haymarket – Special Meeting of the Town Council
February 15, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz


Adjournment

Tobias motions to adjourn the special meeting of the Haymarket Town Council of
February 15, 2012, Weir seconds;

Ayes: 4 Nays: 0 Absent: Stutz & Leake

Submitted:

Approved:



Jennifer Priel, Town Clerk

John Cole, Vice Mayor

Town of Haymarket – Council Session of March 5, 2012
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Call to Order

Mayor Stutz calls the meeting to order at 7:00 pm

Roll Call

Tobias, Leake, Cole, Stutz, Scarbrough, Kenworthy, Weir

Citizen's Time

Heather Ring-Greenhill Crossing

She noticed on the agenda the appropriations for the Hulfish House, and then noticed the title search item was way down lower on the agenda. She thinks the title search and the appropriations of monies for the buildings should be discussed at the same time since they go hand in hand.

Ralph Ring-Greenhill Crossing

See citizen's comments attached.

Chuck Carnahan-6654 Hunting Path Road

He will echo again what he has said for 12 years "Show me a plan";
Mr. Carnahan asks about a meeting between Town officials and the School Board regarding the disposition of PACE West Elementary School. Mayor and Council respond that they are not aware of any such meeting.

Old Post Office

Town Manager believes that we will still come in way under what the Council has appropriated for this project [\$200,000]. We had hoped to put an ADA compliant addition on the back of the building. There really isn't enough room there, so we would like to put it in the building. A ramp will be installed in the rear of the building to accommodate.

Weir asks for a scope of work from the prospective tenant, what their share will be? The Town Manager says they have committed about \$24,000, verbally. This would be offset in rent payments. Weir asks if we have talked square footage with them yet. Town Manager responds just generally, the town is renting \$18-\$23 square up and down Washington Street.

Mayor asks if ROI's have been done. The Town Manager responds that the Treasurer has been working on an ROI but it's only as good as the numbers that are plugged in. Mayor asks how good the numbers are. The Town Manager the numbers are fairly close. Tobias responds that he has done an ROI. Mr. Hall took the numbers that we have compared those to his prior experiences. He thinks we are very close on the numbers. He comments that the building is in better shape than he had anticipated. He compares the project to a piece of art. Tobias asks if the roof, doors, windows will be kept in "period" with the building. He is hoping to have a master picture done by our next meeting.

Leake motions to authorize the Town Manager to spend \$174,500 from the Capital Improvements Project Town Center Property line item for the renovation of the Old Post Office, Cole seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes

Mayor comments that she is hearing favorable responses from residents about the work being done on the two buildings.

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Hulfish House

The county historian agreed to perform the requested title work at no cost to the Town, he has done a chain of title and it is provided tonight (attached). Tobias is concerned that we did not engage a properly licensed title company.

All non load bearing walls have been removed. The foundation walls are in pretty good shape. The recommendation is that we move ahead with the renovation from the outside in and make it look good. Mr. Hall comments that it is much better condition that he had first thought. Leake asks about the conditions, which one is in better shape? He believes the Hulfish House is in better condition structural wise, he feels it will cost less to fix the framing at the Hulfish House.

Leake motions to authorize the Town Manager to spend \$139,100 to renovate the Hulfish House; fund are authorized from the previously appropriated funds from the Capital Improvements Project-Town Center Property line item, Cole seconds;

Discussion:

Weir comments that he has heard over and over that everyone is in favor of renovation. That is not the case, 15-1 the residents want the building razed. We at least have a step by step on the Old Post Office; we have nothing on the Hulfish House. He can't imagine throwing more money at this. He will not be part of this. **Cole:** A Return on Investment on a hole in the ground is zero. You can't put a number on historical value. Preserving the town's history has value, but he can't put a dollar figure on it. The petition holds no weight with him because he has no idea what was said to residents when their signatures were obtained. In his view point, restore it from the outside in; let's make it look good first. **Leake:** The Hulfish House is an asset; the money we are spending is increasing the value of that asset. **Kenworthy:** We need a plan. **Tobias:** The amount of money in the motion is to allocate the rest of the money that we had appropriated for the complete renovation and repair, yet the next steps are only to shore up the outside. Why is council willing to spend these funds when we don't have a plan for this building? There is continued interest in the Old Post Office but no interest in the Hulfish House; we don't have a time frame for these repairs. How is this project going to move forward? He would like to see the quality of work we are getting at the Old Post Office before spending funds on the same contractor for the Hulfish House. **Weir:** Responds to Cole; he doesn't want it to be a hole in the ground; he would like to see it become a parking lot. He thinks we should take care of more pressing issues like taking care of our water problem here on site; there is any number of ways to spend this money wisely. 143 people signed that petition in favor of demolition, and he is confident they read the petition before they signed it. **Tobias:** We have a list of Capital Improvement items that Town Manager has put together that are more necessary now rather than later. This makes no sense to him.

Tobias-No, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-No, Weir-No

Mayor breaks tie with Yes

Motion Passes

Building Official – James Lowery, Jr.

He has gone one step further with Prince William County regarding the permit fee collection and is confident the County's system is properly identifying Town addresses.

****Clerk to send Weir updated Alexandra's Keep proffers**

Town of Haymarket – Council Session of March 5, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

Police Report - Deputy Chief Breeden

Weir asks why we are writing warning tickets.

Tobias asks about the enforcement of no parking on Hunting Path, he would like to see more tickets issued because people are still parking there.

Treasurer's Report – James Naradzay

It appears that is going to be a surplus of income in FY 2012. There were no emails from Council regarding the proposed FY 2013 Budget. The Mayor suggests we have an open budget work session. Work session is set for Monday, March 19 @ 7pm.

**Town Manager to work with Town Treasurer to obtain bids on professional services that are contracted by the Town. The Town Attorney comments that he doesn't know how you bid out the Town Attorney position.

Closed Session 8:15 p.m.-9:20 p.m.

Tobias motions to enter into closed session pursuant to VA §2.2-3711 A(3) for discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body, namely the lease with ATTIVA Corporation & the lease with QBE, LLC, Weir seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Yes

Tobias motions 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, Scarbrough seconds;

Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Stutz-Yes

Town Manager's Report – Gene Swearingen

- **I-66 Widening-Holly Montague, Town Engineer**
VDOT is finalizing the sound wall plans for the widening of I-66. It is definitely crossing all of the Town properties. Final sound wall locations will be part of the environmental documents. We will post a link on our web site. The public will have 15 days to comment.
**Clerk to send the information to the HOA's.
- **I-66/Route 15 Interchange Improvements – Holly Montague, Town Engineer**
Citizen's Information Meeting 5pm-7:30pm at Battlefield High School on March 22, 2012. This will include the original 7 layouts. This is the first public meeting. There will be a public hearing in the fall of 2012. **Forward notice to council. VDOT has committed to aesthetic improvements. They want a decision on the preferred alternative by April 15.
**April 2 Town Engineer will ask for any more recommendations

Town of Haymarket – Council Session of March 5, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

- **Town Center Design**
Façade on the main building/parking lot/green space. His concern is that if we do them all as pieces it won't look like what we want. He is suggesting that we take a step back and do a master design of the Town Center Property. He would like permission from council to seek proposals
- **Streetscape**
VDOT approved and cleared the Town to proceed with utility relocation. Work will start sometime in April. Mayor would like us to inform the public well in advance.
- **Pedestrian Signal** Washington/Jefferson
VDOT has agreed to move forward with the design without the right of entry time. There is no date
- **1 Mile Developments** There are a couple of rezoning cases on the horizon for Prince William County. One is adjacent on the north boundary of the Town. The other is Parks at Piedmont rezoning. Marchant will attend the PWC Board meeting. He has a meeting with a Sheetz representative regarding changes to the site. Alexandra's Keep has submitted a site plan amendment. As-built for Piedmont Tire & Auto has been submitted
- **Board of Zoning Appeals** – The Town Manager reports that the board is full
- **Town Elections** – Deadline is tomorrow to put in your intent to run for Council

Weir asks about streaming video. The Town Manager responds that he has spoken with one local government where they teamed with the high school technology department. He would like to see if he can get more specific.

Council Member Time

- **Weir**
UDA is a done deal, we will not have to deal with it, governor will sign it probably sign it this week
The Commonwealth is extending the validity period for site plans.
State budget –Haymarket we will likely see cuts
- **Kenworthy**
There is a street light out in front of Giuseppe's
Piedmont Tire & Auto has a light that is aimed right at the street
- **Scarbrough** – Nothing
- **Mayor** – get your paperwork in to run for Council and tomorrow is the republican primary
- **Cole** – Are we interested in endorsing a candlelight vigil in November commemorating the burning of the Town?
- **Leake** – Nothing
- **Tobias** – There is plenty of room in office expenses category printing & reproduction to reproduce the meeting recordings to the web site.

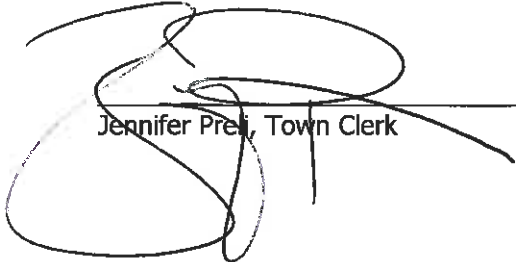
Cole motions to adjourn the regularly scheduled meeting of the Haymarket Town Council at 10:05 p.m., Scarbrough seconds;

Ayes: 6 Nays: 0

Town of Haymarket – Council Session of March 5, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

Submitted:

Approved:



Jennifer Prael, Town Clerk

Pamela E. Stutz, Mayor

Town of Haymarket – Council Work Session of March 19, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

Call to Order

Mayor Stutz calls the budget work-session to order at 6:55 pm

Roll Call

Stutz, Tobias, Leake, Weir, Scarbrough, Kenworthy, Cole

I, Jennifer Preli, Town Clerk, certify that the Town of Haymarket Town Council did convene a budget work session on March 19, 2012 and that no action was taken at the work session.



Jennifer Preli, Town Clerk

Town of Haymarket – Special Meeting of Council
March 19, 2012
15000 Washington Street-Haymarket, Virginia 20169
Mayor Pamela E. Stutz

Call to Order

Special Meeting of the Town Council called to order at 6:32 pm

Roll Call

Tobias, Cole, Stutz, Scarbrough, Kenworthy, Weir
Leake (Absent)

Purpose

This special meeting of Council has been called by Mayor Pamela Stutz to address the Town Attorney, John Bennett's resignation

Tobias motions to accept the resignation of John C. Bennett as Town Attorney, effective immediately, Weir seconds;

Tobias-Yes, Cole-No, Scarbrough-No, Kenworthy-Yes, Weir-Yes, Leake-Absent

Tobias motions to appoint Lisa Baird, effective immediately and until further notice to the position of Interim Town Attorney, Kenworthy seconds;

Tobias-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes, Leake-Absent

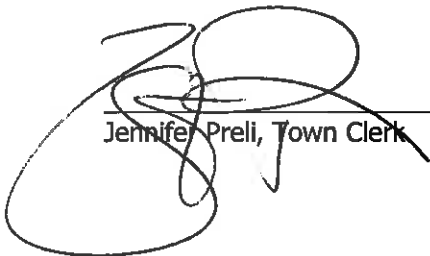
Tobias motions to adjourn the special meeting of the Haymarket Town Council at 6:35 p.m., Weir seconds;

Ayes: 5 Nays: 0 Absent: Leake

Leake enters at 6:36 pm

Submitted:

Approved:



Jennifer Preli, Town Clerk

Pamela Stutz, Mayor



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: OLD POST OFFICE BUILDING – RENOVATION UPDATE
DATE: 04/02/12
CC: STAFF

Attached are the work schedule and cost tracking information for the Old Post Office. Also included are elevations of the building and a drawing of the interior with detail on the addition. Although the work is slightly behind schedule we still expect completion in early May.

Also attached to this item are the Return on Investment calculations for both the Old Post Office and the Hulfish House. The variable inputs such as rental rate (\$15.00/per square foot), vacancy rate (5%) and total renovation cost (\$150,000.00) are only estimates at this time.

ID	N	Task Name	Duration	Start	Finish
1	100%	1st floor framing	7 days	Wed 1/18/12	Tue 2/14/12
2	100%	brace building walls left side	7 days	Tue 2/14/12	Wed 2/22/12
3	100%	demolish foundation on left side	2 days	Thu 2/23/12	Fri 2/24/12
4	100%	form-pour left side foundation/center piers	4 days	Mon 2/27/12	Thu 3/1/12
5	100%	install new sill plate/xuds left side	1.5 days	Mon 3/5/12	Tue 3/6/12
6	0%	demolish right side foundation and lower wall	3 days	Mon 3/5/12	Wed 3/7/12
7	0%	form-pour right side foundation wall	2 days	Thu 3/8/12	Fri 3/9/12
8	0%	install new sill plate/xuds right side	1.5 days	Mon 3/12/12	Tue 3/13/12
9	0%	new sheathing and siding	6 days	Tue 3/13/12	Wed 3/21/12
10	0%	1st floor posts/beams/posts floor beams-posts	5 days	Tue 3/13/12	Tue 3/20/12
11	0%	Electrical Wiring	4 days	Tue 3/20/12	Mon 3/26/12
12	0%	order electrical service	7 days	Mon 3/26/12	Wed 3/28/12
13	0%	order wall heating units	1 day	Mon 3/26/12	Tue 3/27/12
14	0%	remove-reframe windows order new windows	4 days	Tue 3/20/12	Mon 3/26/12
15	0%	1st floor plywood measure & order stairs	2 days	Tue 3/20/12	Thu 3/22/12
16	0%	2nd floor stud wall	1 day	Thu 3/22/12	Fri 3/23/12
17	0%	new roof	3 days	Tue 3/20/12	Fri 3/23/12
18	0%	Demolish shed additions	4 days	Tue 3/20/12	Fri 3/23/12
19	0%	footings-foundation for new restroom addition	4 days	Mon 3/26/12	Fri 3/30/12
20	0%	frame new restroom roof for restroom addition	3 days	Fri 3/30/12	Thu 4/5/12
21	0%	plumbing & fixtures for new restroom	3 days	Thu 4/5/12	Tue 4/10/12
22	0%	install new doors and windows	3 days	Tue 4/10/12	Thu 4/12/12
23	0%	install sewer and water services	3 days	Thu 4/12/12	Fri 4/13/12
24	0%	handicap ramp	4 days	Mon 4/16/12	Wed 4/18/12
25	0%	erode site - sand	2 days	Thu 4/19/12	Tue 4/24/12
26	0%	paint building	5 days	Wed 4/25/12	Thu 4/26/12
27	0%				
28	0%				
29	0%				



Project: project schedule
Date: Sat 3/9/12

Task Split: Milestone

Summary: Project Summary

External Milestone: Inactive Milestone

Inactive Summary: Manual Task

Manual Summary Rollup: Manual Summary

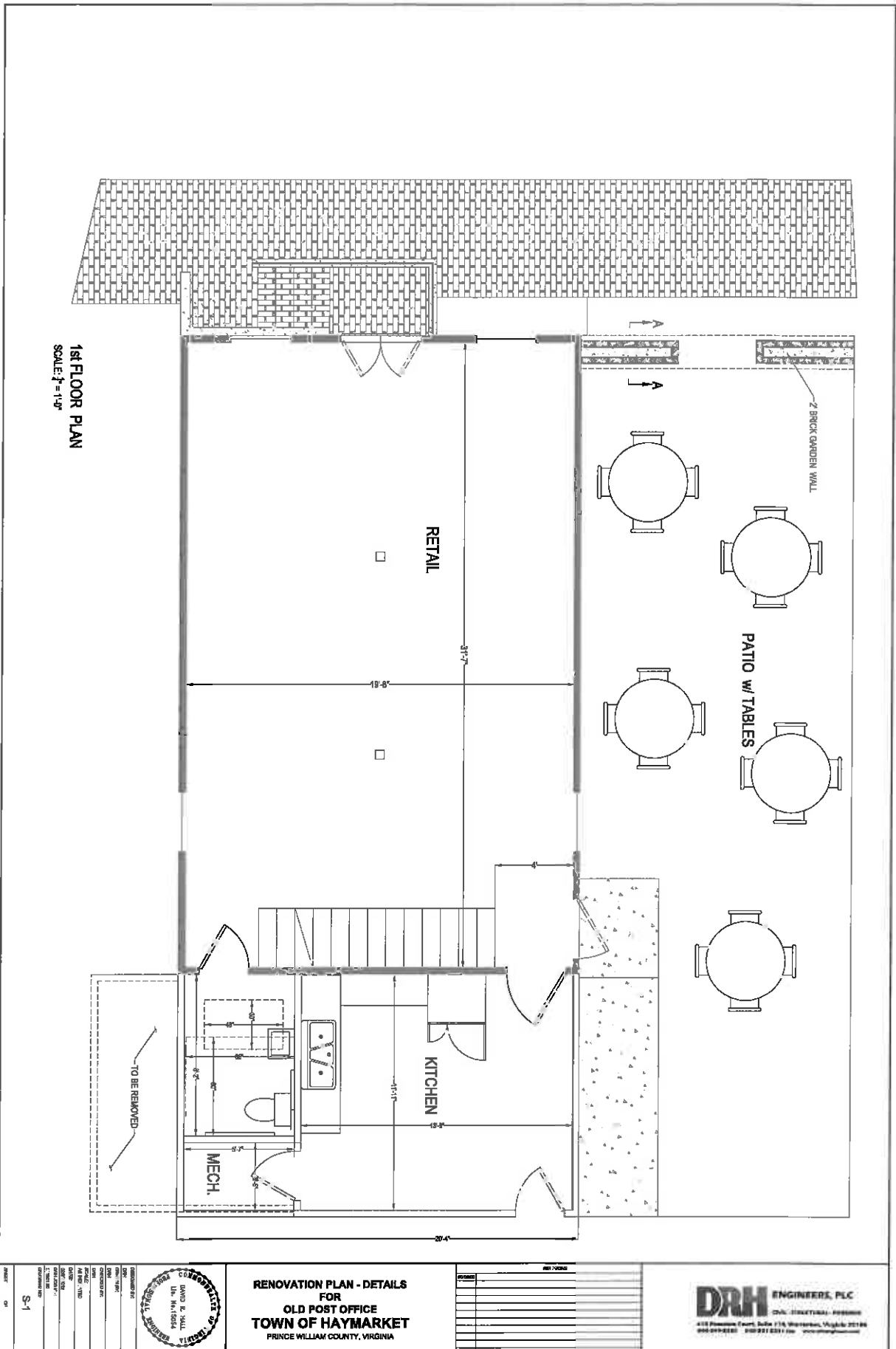
Finish-only: Deadline

Progress: Progress

Cost Tracking: Old Post Office

Item	Estimated Cost	Actual Cost	Notes
Demolition of Interior	\$ 9,500.00	\$ 7,700.00	Work Complete
Removal of siding and floor joists. Brace wall dig out rock foundation. Pour concrete footer for western exterior wall and center footers	\$ 20,000.00	\$ 18,300.00	Work Complete
Repair/replace siding on sides and front	\$ 4,500.00	\$ 4,500.00	Not to exceed quote from Payne 3/19
Replace floor framing and flooring	\$ 7,500.00		
Replace/repair windows and doors	\$ 7,500.00		
Replace stairs	\$ 1,500.00	\$ 2,000.00	Century Stair quote (\$1,100) plus estimated installation 3/19
Beam and bracing for second floor ceiling - temporary	\$ 1,200.00		
Demolish old addition	\$ 2,500.00	\$ 3,300.00	Not to exceed quote from Payne 3/19
Replace Roof	\$ 10,000.00	\$ 6,800.00	Low bid from Smith & Son Construction 3/20
New addition - Handicap rest room, kitchette, including plumbing	\$ 20,000.00		
Handicap Ramp	\$ 3,500.00		
Paint Exterior	\$ 14,000.00	\$ 8,650.00	Low bid Quote from Gossom 3/13
Electrical	\$ 10,000.00		To be bid
HVAC	\$ 18,000.00		To be bid (based on type of unit)
Final grading	\$ 5,000.00		Allowance

Engineering/Administration	\$ 15,000.00	\$ 4,740.00	Through 3/20
Sub-Total	\$ 149,700.00		
Contingency 25%	\$ 37,425.00		
Total	\$ 187,125.00	\$ 55,990.00	



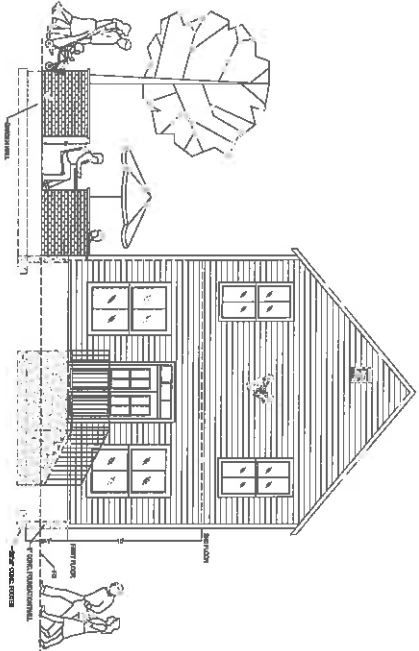
RENOVATION PLAN - DETAILS
FOR
OLD POST OFFICE
TOWN OF HAYMARKET
PRINCE WILLIAM COUNTY, VIRGINIA

NO.	DESCRIPTION	DATE

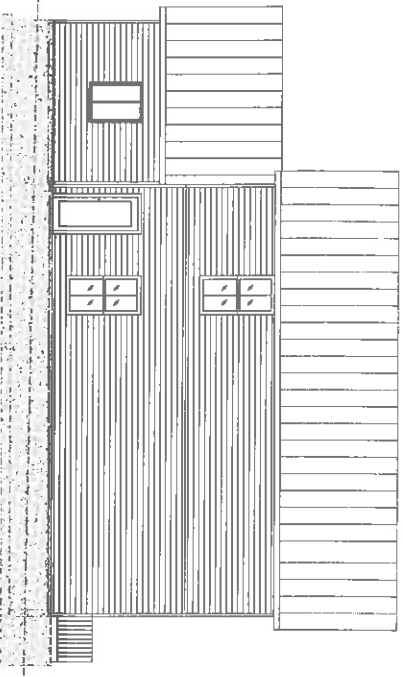
DRH ENGINEERS, PLC
DRH CONSULTING - PROFESSIONAL ENGINEERS
410 Freedom Park, Suite 110, Warrenton, Oregon 97146
PHONE: 503.861.8311 FAX: 503.861.8312

NO.	DESCRIPTION	DATE

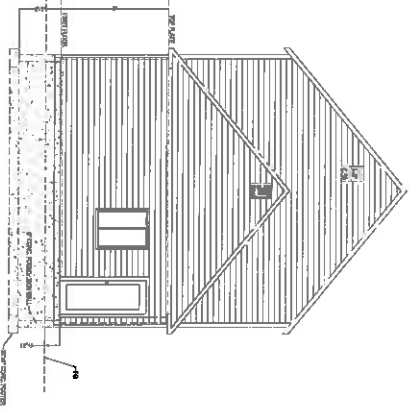
S-1



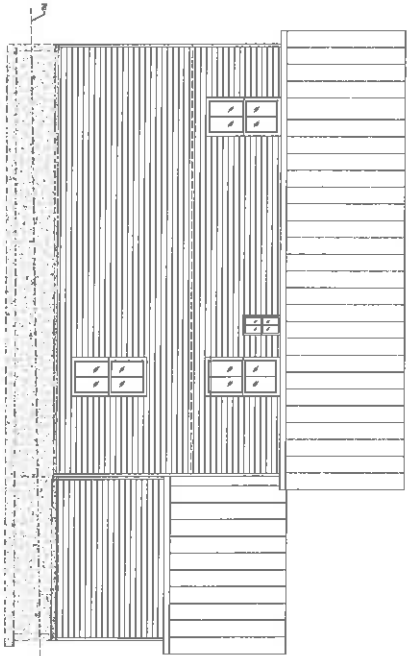
FRONT ELEVATION
SCALE: 1/4" = 1'-0"



LEFT ELEVATION
SCALE: 1/4" = 1'-0"



REAR ELEVATION
SCALE: 1/4" = 1'-0"



RIGHT ELEVATION
SCALE: 1/4" = 1'-0"

JAMES J. HALL
 License No. 107806
 State of Virginia

RENOVATION PLAN - DETAILS
FOR
OLD POST OFFICE
TOWN OF HAYMARKET
 PRINCE WILLIAM COUNTY, VIRGINIA

DRH ENGINEERS, PLC
 CIVIL, STRUCTURAL, MECHANICAL
 4300 Williams Branch, Suite 100 Manassas, Virginia 20108
 541-393-2222 FAX: 541-393-1821 www.drh-engineers.com

10 YEAR Analysis
Recoverable Workpaper
Renovations of Town Property

HULLFISH HOUSE

OLD POST OFFICE

Rent Starts	09/01/12
Rent Ends	08/31/22
Rental Sq Feet	1076
Rental Rate	15.00
Rent Escalator	5.00%

Rent Starts	09/01/12
Rent Ends	08/31/22
Rental Sq Feet	1490
Rental Rate	15.00
Rent Escalator	5.00%

10 Yr Rent Cycle	Rents	Carrying Costs	Net Available
Rent Yr 1	16,140	(3,200)	12,940
Rent Yr 2	16,947	(3,200)	13,747
Rent Yr 3	17,794	(3,200)	14,594
Rent Yr 4	18,684	(3,200)	15,484
Rent Yr 5	19,618	(5,025)	14,593
Rent Yr 6	20,599	(5,025)	15,574
Rent Yr 7	21,629	(5,025)	16,604
Rent Yr 8	22,711	(6,200)	17,686
Rent Yr 9	23,846	(6,200)	17,646
Rent Yr 10	25,038	(6,200)	18,838
Total Rents	203,007	(45,300)	157,707

10 Yr Rent Cycle	Rents	Carrying Costs	Net Available
Rent Yr 1	22,350	(2,475)	19,875
Rent Yr 2	23,468	(2,475)	20,993
Rent Yr 3	24,641	(2,475)	22,166
Rent Yr 4	25,873	(2,475)	23,398
Rent Yr 5	27,167	(4,525)	22,642
Rent Yr 6	28,525	(4,525)	24,000
Rent Yr 7	29,951	(4,525)	25,426
Rent Yr 8	31,449	(4,525)	26,924
Rent Yr 9	33,021	(5,560)	27,471
Rent Yr 10	34,672	(5,560)	29,122
Total Rents	281,116	(39,100)	242,016

Probable - Vacant/Loss Rents 5.00% (10,150)

Probable - Vacant/Loss Rents 5.00% (14,056)

Net Rents - Available 147,557

Net Rents - Available 227,960

Total Renovation 150,000

Total Renovation 200,000

Total Costs 10 Yrs 353,007

Total Costs 10 Yrs 481,116

Net Rents - Available 147,557

Net Rents - Available 227,960

% Recovered 10 Years 41.8000%

% Recovered 10 Years 47.382%

(General) Annual Carrying Costs: Yrs 1 thr 4 Yrs 5 thr 8 1 ar 10 Year

(General) Annual Carrying Costs: Yrs 1 thr 4 Yrs 5 thr 8/Yrs 9 and 10 Year

	Each Year	Total
Outside Lot:		
Parking/Driveway	\$ 450	\$ 750
Grass Area	\$ 400	\$ 500
Exterior of Building		
Painting	\$ -	\$ 625
Roof Replacement Fund	\$ 2,000	\$ 20,000
Windows Maintenance	\$ -	\$ 225
HVAC & Plumbing		
HVAC Components Replacement Fund	\$ -	\$ 250
Hot Water Heater Replacement Fund	\$ -	\$ 150
Interior Plumbing	\$ -	\$ 125
Annual Maintenance Agreements	\$ 350	\$ 400
Subtotal	\$ 3,200	\$ 5,025
Total For 4 Year Segments	\$ 12,800	\$ 20,100
Total	\$ 45,300	\$ 45,300

	Each Year	Total
Outside Lot:		
Parking/Driveway	\$ 125	\$ 750
Grass Area	\$ 750	\$ 950
Exterior of Building		
Painting	\$ -	\$ 625
Roof Replacement Fund	\$ 2,000	\$ 20,000
Windows Maintenance	\$ -	\$ 225
HVAC & Plumbing		
HVAC Components Replacement Fund	\$ -	\$ 250
Hot Water Heater Replacement Fund	\$ -	\$ 150
Interior Plumbing	\$ -	\$ 125
Annual Maintenance Agreements	\$ 350	\$ 400
Subtotal	\$ 2,475	\$ 4,525
Total For 4 Year Segments	\$ 9,900	\$ 18,100
Total	\$ 5,560	\$ 39,100



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: HULFISH HOUSE – RENOVATION UPDATE
DATE: 04/02/12
CC: STAFF

The project schedule and cost tracking information is attached. The schedule calls for renovating the exterior including a new roof and painting. At the same time some interior stabilization is being completed. These renovations are scheduled to be complete by May 15, 2012. The remainder of the interior work is now being planned.

ID	% Complete	Task Name	Duration	Start	Finish	Mar 4, '12	Mar 11, '12	Mar 18, '12	Mar 25, '12	Apr 1, '12	Apr 8, '12	Apr 15, '12	Apr 22, '12	Apr 29, '12	May 6, '12	May 13, '12
1	100%	Mobilization	2 days	Mon 3/5/12	Tue 3/6/12	█										
2	100%	Demolition 1st floor flooring	5 days	Wed 3/7/12	Tue 3/13/12	█										
3	70%	ready exterior walls for painting	10 days	Tue 3/13/12	Mon 3/26/12		█									
4	0%	Install sister joists/replacement joists 1st and 2nd floor	6 days	Mon 3/26/12	Mon 4/2/12			█								
5	0%	Install 1st floor t&g plywood flooring	3 days	Tue 4/3/12	Thu 4/5/12				█							
6	0%	replace interior center bearing wall	3 days	Fri 4/6/12	Tue 4/10/12					█						
7	0%	repair/replace board-up windows	4 days	Thu 4/12/12	Tue 4/17/12						█					
8	0%	replace/repair doors	2 days	Wed 4/18/12	Thu 4/19/12						█					
9	0%	replace roof	4 days	Tue 3/27/12	Fri 3/30/12							█				
10	0%	fill ex. Foundation opening with dirt and cover	14 days	Fri 3/30/12	Wed 4/18/12								█			
11	0%	paint main building	10 days	Mon 4/2/12	Fri 4/13/12									█		
12	0%	build cover over open foundation area	6 days	Thu 4/19/12	Thu 4/26/12										█	
13	0%	foundation on out-building	14 days	Tue 4/10/12	Fri 4/27/12											█
14	0%	repair studs and re-side temporarily	5 days	Mon 4/30/12	Fri 5/4/12											█
15	0%	replace door on out-building	2 days	Mon 5/7/12	Tue 5/8/12											█
16	0%	prepare out-building for painting	3 days	Wed 5/9/12	Fri 5/11/12											█
17	0%	replace out-building roof	2 days	Mon 5/7/12	Tue 5/8/12											█
18	0%	paint out-building	5 days	Wed 5/9/12	Tue 5/15/12											█

Project: Hullfish project schedule
 Date: Mon 3/19/12

Task Split Milestone Summary

Project Summary External Milestone Inactive Task

Inactive Milestone Inactive Summary Manual Task

Manual Summary Rollup Manual Summary Manual Summary

Deadline Progress Finish-only

Cost Tracking: Hulfish House

Item	Estimated Cost	Actual Cost	Notes
Cover exposed interior walls; remove temporary walls and flooring	\$ 2,700.00	\$ 2,700.00	Work Complete
Clear interior wall; install sump pump; install temporary floor inside door	\$ 1,800.00	\$ 1,800.00	Work Complete
Prepare all exterior walls for painting	\$ 12,000.00	\$ 11,000.00	Not-to-exceed quote from Payne Construction 3/13
Install sister joists/replacement joists	\$ 5,000.00		
Install first floor T & G plywood	\$ 2,500.00		
Replace interior load bearing wall	\$ 1,500.00		
Repair/replace boarded windows and doors	\$ 5,000.00		
Replace Roof	\$ 15,000.00	\$ 12,000.00	Low bid quote from Smith & Son Construction 3/20.
Fill exterior foundation opening with dirt	\$ 1,200.00		Included in Payne quote for removing dirt from Post Office
Paint Building	\$ 20,000.00	\$ 17,200.00	Low bid quote from Gosson 3/13. Quote includes out building.

Build cover over open foundation area	\$	3,500.00	
Out building repairs	\$	7,500.00	
Out building Roof	\$	4,000.00	\$ 2,600.00
Engineering Support	\$	3,000.00	\$ 760.00
Sub-Total	\$	70,200.00	
Contingency 25%	\$	17,550.00	
Total	\$	87,750.00	\$ 48,060.00

Low bid quote from Smith & Son
Construction 3/20

Billed through 3/20



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: BUILDING OFFICIAL'S REPORT
DATE: 04/02/2012
CC: STAFF

The report is attached.

INTEROFFICE MEMORANDUM

TO: GENE SWEARINGEN, TOWN MANAGER

FROM: JAMES LOWERY, BLDG/FIRE OFFICIAL

SUBJECT: UPDATE ON PROJECTS

DATE: 3/26/12

CC: JENNIFER PRELI, TOWN CLERK

1. Alexandra's Keep – VA Power working on moving power poles; developer has begun leveling out for second building construction.
2. Final and occupancy inspections approved for Lots 20-24 at Sherwood Forest Subdivision.
3. Construction has begun on Sportsplex renovations.
4. Performed final inspection on Iceplex and granted 6-month temporary occupancy until all proffers have been met and trailers have been removed from site.
5. Inspected/observed Hullfish House and Red Rooster building for repairs for stabilization.
6. Working with Bloom Management on demolishing 3 structures—the stone rambler, old storage shed, and the General's house.
7. Sewer connection problems almost resolved with Sherwood Forest and Longstreet Commons.



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: POLICE REPORT
DATE: 04/02/2012
CC: STAFF

The Chief of Police provides a monthly report regarding public safety activities. The report is attached.

**Town Police Statistics for
December 2011, January, & February 2012**

Activity	December	January	February	Total
Mileage	5352.3	5218	5434	16004.3
Gas	605.15	530.1	526.5	1661.75
Warning Tickets	52	93	68	213
Parking Tickets	7	20	6	33
Uniform Traffic Summons	138	136	209	483
Criminal Felony	0	2	1	3
Criminal Misdemeanor	7	1	3	11
Reports	5	8	15	28
Complaints	320	294	375	989
Accidents	2	2	0	4
Hours Worked	869	770.5	878	2517.5

During the month of February Chief Roop attended an Advisory Board meeting at the ITT Technical Institute.

Plans were finalized for the St. Patrick's Day Sobriety Checkpoint.

A very grateful parent of a juvenile run-away stopped by the PD to thank Officer O'Neal and Chief Roop for their assistance in tracking down and locating the juvenile who was turned over to her parents.

**Criminal Stats for February 2012
Haymarket Police Department**

1. **Business Checks = 2**
2. **Stalking = 1**
3. **Fireworks = 1**
4. **Suspicious Person = 6**
5. **PDO Accidents = 2**
6. **Motorist Assist = 1**
7. **Loud Music = 1**
8. **Assist PWC = 7**
9. **Assist VSP = 2**
10. **Alarm calls = 4**
11. **Barking Dogs = 1**
12. **Domestic = 2**
13. **Disorderly = 3**
14. **Noise Comp. = 1**
15. **Open Door = 1**
16. **Animal at Large = 1**
17. **Warrant Service = 1**
18. **Pursuit = 1**
19. **Larceny = 1**
20. **Run Away Juvenile = 1**
21. **Located Run Away = 1**



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: TREASURER'S REPORT
DATE: 04/02/12
CC: STAFF

The report is attached.

TOWN OF HAYMARKET
Chief Financial Officer Report
Notes For Council
04-02-2012 TR.xlsx

ITEMS FOR COUNCIL CONSIDERATION

1 Summary of Revenues							
Class Totals - Expenditures	Approved Budget	Amended Budget	Year-to-Date Allocation	Adj Actual	Under Budget	Over Budget	Net
Total Development Revenue	895,552	895,552	895,552	131,485.83	(782,804)	18,738	(764,066)
Total Events/Other Town activities	15,000	15,000	15,000	6,386.01	(8,614)	0	(8,614)
Total Operating Revenue	1,305,747	1,305,747	1,305,747	993,124.39	(358,306)	45,683	(312,623)
Total Public Safety	107,907	107,907	107,907	92,269.30	(15,898)	260	(15,638)
Total Tax Income/Individuals	299,247	299,247	299,247	286,267.14	(13,265)	285	(12,980)
Prior Years - Town Surplus		500,000	500,000	150,000.00	(300,750)	0	(300,750)
Total Revenues	2,623,453	3,123,453	3,123,453	1,659,533	(1,479,637)	64,967	(1,414,670)
Summary of Expenditures							
Class Totals - Expenditures	Approved Budget	Amended Budget	Year-to-Date Allocation	Adj Actual	Over Budget	Under Budget	Net
Total Capital Improvements & Repairs	1,116,028	1,607,528	1,301,315	350,682	(32,249)	982,882	950,632
Total Council & Boards	43,000	43,000	43,000	18,610	0	24,390	24,390
Total Events	13,500	13,500	10,125	5,508	0	4,617	4,617
Total Museum	8,915	8,915	8,915	3,426	(792)	6,282	5,489
Total Operating Expenses	264,741	264,741	200,710	159,094	(16,063)	57,679	41,616
Total Public Safety.	87,400	95,900	74,050	60,203	(1,781)	15,628	13,847
Total Public Works	110,100	110,100	82,575	67,699	0	14,876	14,876
Total Staff Wages & Benefits	697,839	697,839	697,839	511,969	0	185,870	185,870
Total Town Owned Property	281,930	281,930	251,422	220,765	(3,633)	34,290	30,657
Total Expense	2,623,453	3,123,453	2,669,951	1,397,956	(54,519)	1,326,513	1,271,994

2 Additional Appropriation							
Corrections to Earlier "Resolutions"							
		StreetScape Funding \$55,000 was allocated thru 03/31/2012					17,750
		***Past Authorizations to Spend (03/26/2012)			(53,000)		
2.A 4th Qt Appropriations		\$ 186,193.25					

	Approved Budget	Amended Budget	Year-to-Date Allocation	Adj Actual	Over Budget		
3 Line Items Over 2nd Qt Appropriations:							
Capital Improvements & Repair							
Police Cruiser	19,240	19,240	14,430	15,316	(886)		
Town Center Property	74,354	424,354	398,309	122,489			
Street Scape Funding	50,000	50,000	17,750	49,113	(31,363)	(32,249)	
Museum							
Dues & Subscriptions	45	45	45	60	(15)		
Security System	270	270	270	1,048	(778)	(792)	
OPERATING EXPENSES							
DHCD Surcharge	412	412	309	687	(378)		
Worker's Compensation	6,350	6,350	4,917	5,922	(1,005)		
Building Official	15,140	15,140	13,355	14,630	(1,275)		
Engineering Fees	10,000	10,000	7,500	12,350	(4,850)		
Pass thru Fees	0	0	0	6,980	(6,980)	(16,063)	
PUBLIC SAFETY							
Discretionary Fund	750	750	563	683	(121)		
Dues & Subscriptions	4,000	4,000	3,000	3,692	(692)		
Office Supplies	2,500	2,500	1,875	2,003	(128)		
Office Equipment	300	300	225	436	(211)		
Uniforms/Accessories	3,000	3,000	2,250	2,880	(630)	(1,781)	
Yard/Bldg Maintenance							
TOWN OWNED PROPERTY							
15000 Wash St (THB)							
14710 Washington St (Police Dp)							
Sprint/Nextel Communications	1,900	1,900	1,425	1,512	(87)		
Cable	1,225	1,225	919	927	(8)		
Cleaning	3,000	3,000	2,250	2,925	(675)		
Electric	9,500	9,500	7,125	7,349	(224)		
Telephone	1,000	1,000	750	1,218	(468)		
15000 Wash St (Tenants)							
Cleaning	3,000	3,000	2,250	3,850	(1,600)		
Electric	2,450	2,450	1,838	2,044	(207)		
Leasehold Real Estate Tax	900	900	675	1,039	(364)	(3,633)	
						(54,519)	

Town of Haymarket
3rd Qt Ending 03-31-2012

Actual Vs. Appropriated Budget

			Approved Budget	Amended Budget	YEAR-TO-DATE ALLOCATION	Adj Actual	Under Budget	Over Budget
			Jul '11 - Jun 12	Jul '11 - Jun 12	Jul-Mar 2012	03/26/2012	03/26/2012	03/26/2012
REVENUES								
Income								
Development Revenue								
	Application Fees		10,000	10,000	10,000	800	(9,200)	0
	Inspections		12,400	12,400	12,400	30,190	0	17,790
	ISTEA/Safety LU		400,000	400,000	400,000	92,230	(307,770)	0
	PY Meals Tax Collections		450,000	450,000	450,000	0	(450,000)	0
	Occupancy Permits		140	140	140	800	0	660
	Pass Through Fees							
	Engineering/Planning Fees		20,000	20,000	20,000	5,341	(14,659)	0
	Total Pass Through Fees		20,000	20,000	20,000	5,341	(14,659)	0
	Permits		2,600	2,600	2,600	1,425	(1,175)	0
	VA Surcharge on Permits		412	412	412	700	0	288
	Total Development Revenue		895,552	895,552	895,552	131,486	(782,804)	18,738
Events/Other Town activities								
	Spend The Day In Haymarket		15,000	15,000	15,000	6,386	(8,614)	0
	Total Events/Other Town activities		15,000	15,000	15,000	6,386	(8,614)	0
Operating Revenue								
	Business PP Tax		30,000	30,000	30,000	6,789	(23,211)	0
	Cigarette Tax		143,277	143,277	143,277	166,621	0	23,344
	Fire Department Grants		7,200	7,200	7,200	0	(7,200)	0
	Franchise Tax		13,250	13,250	13,250	17,934	0	4,684
	Grants - Other		0	0	0	2,993	0	2,993
	Gross Receipts Tax		133,400	133,400	133,400	49,351	(84,049)	0
	Insurance Payments				0	810	0	810
	Interest Income							
	Gen Governm't		11,700	11,700	11,700	1,585	(10,115)	0
	Total Interest Income		11,700	11,700	11,700	1,585	(10,115)	0
	Meals Tax Collected		415,000	415,000	415,000	336,186	(78,814)	0
	Miscellaneous Income		0	0	0	4,166	0	4,166
	Penalties & Interest		1,300	1,300	1,300	10,865	0	9,565
	Public Service Corporation Tax		13,300	13,300	13,300	9,119	(4,181)	0
	Railroad Rolling Stock		1,316	1,316	1,316	1,438	0	122
	Rental/Lease Revenue		240,004	240,004	240,004	179,454	(60,550)	0
	Sales Tax Receipts		82,000	82,000	82,000	51,424	(30,576)	0
	Utility Usage Tax		214,000	214,000	214,000	154,392	(59,608)	0
	Total Operating Revenue		1,305,747	1,305,747	1,305,747	993,124	(358,306)	45,683
	Prior Year Surplus - Appropriated			500,000	500,000	199,250	(300,750)	0
Public Safety								
	Accident Report		100	100	100	360	0	260
	Courthouse Maintenance		7	7	7	0	(7)	0
	Donation/Grants		37,300	37,300	37,300	37,144	(156)	0
	Fines (PWC)		70,000	70,000	70,000	54,415	(15,585)	0
	Parking Citations		500	500	500	350	(150)	0
	Total Public Safety		107,907	107,907	107,907	92,269	(15,898)	260
Tax Income/Individuals								
	PP Tax Relief		18,627	18,627	18,627	18,627	(0)	0
	Real Property Tax		280,215	280,215	280,215	266,950	(13,265)	0
	Town Decal Receipts		405	405	405	690	0	285
	Total Tax Income/Individuals		299,247	299,247	299,247	286,267	(13,265)	285
	Total Revenues		2,623,453	3,123,453	3,123,453	1,708,783	(1,479,637)	64,967

Town of Haymarket
3rd Qt Ending 03-31-2012
Actual Vs. Appropriated Budget

EXPENDITURES

		Approved Budget	Amended Budget	YEAR-TO-DATE ALLOCATION	Adj Actual	Over Budget	Under Budget	
		Jul '11 - Jun 12	Jul '11 - Jun 12	Jul-Mar 2012	03/26/2012	03/26/2012	03/26/2012	
Capital Improvements & Repairs								
Development								
	Boundry Adjustment Cost	55,000	55,000	41,250	1,353	0	39,897	
	Total Development	55,000	55,000	41,250	1,353	0	39,897	
Capital Improvements								
	Police Cruiser	19,240	19,240	14,430	15,316	(886)	0	
	Town Center Property	74,354	424,354	398,309	122,489	0	275,819	26,046
	Total Capital Improvements	93,594	443,594	412,739	137,805	(886)	275,819	26,046
	Street Scope Expenditures	900,000	900,000	675,000	12,411	0	662,589	
	Street Scope Funding	50,000	50,000	17,750	49,113	(31,363)	0	
Res-Unappropriated/Appropriated								
	General Reserve	17,434	8,934	4,576	0	0	4,576	4,358
	Prior Years Surplus		150,000	150,000	150,000	0	0	
	Total Res-Unappropriated/Appropriated	17,434	158,934	154,576	150,000	0	4,576	4,358
	Total Capital Improvements & Repairs	1,116,028	1,607,528	1,301,315	350,682	(32,249)	962,682	30,404
Council & Boards								
	Architectural Review Board	5,000	5,000	5,000	1,765	0	3,215	
	Mayor and Council	32,000	32,000	32,000	14,250	0	17,750	
	Planning Commission	6,000	6,000	6,000	2,575	0	3,425	
	Total Council & Boards	43,000	43,000	43,000	18,610	0	24,390	
Events								
	Spend the Day In Haymarket	13,500	13,500	10,125	5,508	0	4,617	
	Total Events	13,500	13,500	10,125	5,508	0	4,617	
Museum								
	Equipment	250	250	250	0	0	250	
	Museum Programs	4,000	4,000	4,000	0	0	4,000	
	Advertising/Marketing	3,500	3,500	3,500	1,878	0	1,622	
	Dues & Subscriptions	45	45	45	60	(15)	0	
	Office Supplies	400	400	400	201	0	199	
	Security System	270	270	270	1,048	(778)	0	
	Websites	450	450	450	239	0	211	
	Total Museum	8,915	8,915	8,915	3,426	(792)	6,282	
Operating Expenses								
	Advertising - Meals Tax	7,000	7,000	5,250	418	0	4,832	
	Audit	16,500	16,500	12,375	13,950	(1,575)	0	
	Advertising	6,000	6,000	4,500	3,242	0	1,258	
	Bank Service Charges	150	150	113	(165)	0	278	
	Bond Amortization Expense	1,139	1,139	854	769	0	85	
	Cigarette Tax Administration	7,000	7,000	5,250	5,020	0	230	
	Commissioner Admin Fee	4,000	4,000	3,000	2,721	0	279	
	DHCD Surcharge	412	412	309	687	(378)	0	
	Discretionary Fund	3,000	3,000	2,250	549	0	1,701	
	Grant Proceeds Used	7,200	7,200	5,400	792	0	4,608	
Insurance								
	Liability	41,500	41,500	31,125	27,631	0	3,494	
	Worker's Compensation	6,350	6,350	4,917	5,922	(1,005)	0	
	Total Insurance	47,850	47,850	36,042	33,553	(1,005)	3,494	

Town of Haymarket
3rd Qt Ending 03-31-2012
Actual Vs. Appropriated Budget

EXPENDITURES

			Approved Budget	Amended Budget	YEAR-TO-DATE ALLOCATION	Adj Actual	Over Budget	Under Budget
Office Expenses								
	Dues and Subscriptions		2,850	2,850	2,138	2,090	0	47
	Leased Equipment		2,450	2,450	1,838	951	0	886
	Literature & Publications		800	800	600	550	0	50
	Office Equipment		2,900	2,900	2,175	1,015	0	1,180
	Office Supplies		4,000	4,000	3,000	2,880	0	120
	Postage and Delivery		5,000	5,000	3,750	1,088	0	2,682
	Printing and Reproduction		10,000	10,000	7,500	1,207	0	6,293
	Repairs/Maintenance							
	Computer Repairs		1,500	1,500	1,125	150	0	975
	Equipment Repairs					0	0	0
	Copier Maintenance		2,800	2,800	2,100	960	0	1,140
	Total Repairs/Maintenance		4,300	4,300	3,225	1,110	0	2,115
	Total Office Expenses		32,300	32,300	24,225	10,871	0	13,354
Professional Services								
	Building Official		15,140	15,140	13,355	14,630	(1,275)	0
	Chief Financial Officer		30,000	30,000	22,500	16,650	0	5,850
	Engineering Fees		10,000	10,000	7,500	12,350	(4,850)	0
	Legal Fees		45,000	45,000	33,750	29,529	0	4,221
	Planner		10,000	10,000	7,500	3,854	0	3,646
	Pass thru Fees					6,980	(6,980)	0
	Storm Water Plan Review/Inspect		10,000	10,000	7,500	673	0	6,827
	Total Professional Services		120,140	120,140	92,105	84,666	(13,105)	20,544
	PWC BOE		3,300	3,300	2,475	0	0	2,475
	Training & Education		3,500	3,500	2,625	820	0	1,805
Travel & Ent								
	Entertainment		500	500	375	138	0	237
	Lodging		1,500	1,500	1,125	284	0	841
	Meals		750	750	563	134	0	428
	Mileage		2,500	2,500	1,875	644	0	1,231
	Total Travel & Ent		5,250	5,250	3,938	1,201	0	2,737
	Total Operating Expenses		264,741	264,741	200,710	159,094	(16,063)	57,679
Public Safety.								
	Advertising		650	650	488	0	0	488
	Discretionary Fund		750	750	563	683	(121)	0
	Dues & Subscriptions		4,000	4,000	3,000	3,692	(692)	0
	Equipment Rental		2,700	2,700	2,025	1,505	0	520
	Equipment Maintenance		1,500	1,500	1,125	806	0	319
	Equipment		7,000	15,500	13,750	9,786	0	3,964
	Grant Passthrough		8,500	8,500	6,375	2,082	0	4,293
	Legal		12,000	12,000	9,000	7,016	0	1,985
	Office Supplies		2,500	2,500	1,875	2,003	(128)	0
	Office Equipment		300	300	225	436	(211)	0
	Postage & Delivery		450	450	338	334	0	3
	Promotional		700	700	525	268	0	257
	Public Defender		2,500	2,500	1,875	1,080	0	795
	Security System		500	500	375	263	0	112
	Travel/Meals/Mileage		1,500	1,500	1,125	228	0	897
	Uniforms/Accessories		3,000	3,000	2,250	2,880	(630)	0
	Uniform Maintenance		3,850	3,850	2,888	2,038	0	849
	Vehicle/Fuel		20,000	20,000	15,000	14,579	0	421
	Vehicle/Maintenance		15,000	15,000	11,250	10,524	0	726

Actual Vs. Appropriated Budget

EXPENDITURES

	Approved Budget	Amended Budget	YEAR-TO-DATE ALLOCATION	Adj Actual	Over Budget	Under Budget
Total Public Safety.	87,400	95,900	74,050	60,203	(1,781)	15,628
Public Works						
Landscaping	15,000	15,000	11,250	7,684	0	3,566
Maintenance Contract/Street	7,000	7,000	5,250	3,021	0	2,229
Snow Removal	4,000	4,000	3,000	0	0	3,000
Street Light Electricity	4,100	4,100	3,075	2,690	0	385
Town Decorations				0	0	0
Trash Removal	80,000	80,000	60,000	54,305	0	5,695
Yard/Bldg Maintenance		0	0	0	0	0
Total Public Works	110,100	110,100	82,575	67,699	0	14,876
Staff Wages & Benefits						
Salaries, Wages & Earnings						
Staff - Museum	6,000	6,000	6,000	2,411	0	3,589
Salaries & Wages	189,757	189,757	189,757	145,466	0	44,291
Payroll Only (Public Safety)	308,614	308,614	308,614	225,025	0	83,589
Total Salaries, Wages & Earnings	504,371	504,371	504,371	372,902	0	131,469
Payroll Burden						
Health/Life Disability Ins	113,025	113,025	113,025	76,335	0	36,690
Employer Payroll Taxes	41,436	41,436	41,436	35,510	0	5,926
Payroll Processing Fees	2,950	2,950	2,950	1,604	0	1,346
Retirement Contributions	36,057	36,057	36,057	25,617	0	10,440
Total Payroll Burden	193,468	193,468	193,468	139,067	0	54,401
Total Staff Wages & Benefits	697,839	697,839	697,839	511,969	0	185,870
Town Owned Property						
14710 Washington St (Police Dp)						
Building Maintenance/Cleaning	2,500	2,500	1,863	95	0	1,769
Building Maintenance/Repairs	5,000	5,000	6,185	3,805	0	2,380
Communications						
Sprint/Nextel Communications	1,900	1,900	1,425	1,512	(87)	0
VA Info Technologies	675	675	507	254	0	253
Verizon	6,000	6,000	4,500	3,687	0	813
Total Communications	8,575	8,575	6,432	5,452	(87)	1,066
Utilities						
Cable	1,225	1,225	919	927	(8)	0
Electric	2,400	2,400	1,800	1,645	0	155
Gas	1,675	1,675	1,266	1,127	0	129
Total Utilities	5,300	5,300	3,975	3,699	(8)	284
Total 14710 Washington St (Police Dp)	21,375	21,375	18,455	13,051	(95)	5,499
14740 Washington St (Vac Harr)						
Debt Service						
SunTrust - Harrover	63,002	63,002	65,707	53,101	0	12,606
SunTrust - Harrover	58,470	58,470	62,685	53,101	0	9,584
Total Debt Service	121,472	121,472	128,391	106,202	0	22,189
Total 14740 Washington St (Vac Harr)	121,472	121,472	128,391	106,202	0	22,189
15000 Washington St. (T.H.B)						
Building Repairs	3,500	3,500	2,626	857	0	1,769
Cleaning	3,000	3,000	2,250	2,925	(675)	0

Actual Vs. Appropriated Budget

EXPENDITURES

				Approved Budget	Amended Budget	YEAR-TO-DATE ALLOCATION	Adj Actual	Over Budget	Under Budget
			Gen'l Obligation Bonds	97,353	97,353	73,278	73,015	0	263
			Internet & Website	2,500	2,500	3,875	3,705	0	170
			Pest Control	750	750	563	0	0	563
			Utilities						
			Electric	9,500	9,500	7,125	7,349	(224)	0
			Long Distance	1,000	1,000	750	573	0	177
			Telephones	1,000	1,000	750	1,218	(468)	0
			Water	4,000	4,000	3,000	2,255	0	745
			Total Utilities	15,500	15,500	11,625	11,395	(692)	923
			Total 15000 Washington St. (T.H.B)	122,603	122,603	94,217	91,895	(1,367)	3,688
			15000 Washington St (Tenants)						
			Cleaning	3,000	3,000	2,250	3,850	(1,600)	0
			Leasehold Real Estate Tax	900	900	675	1,039	(364)	0
			Pest Control	600	600	450	0	0	450
			Utilities						
			Electric	2,450	2,450	1,838	2,044	(207)	0
			Gas	200	200	150	0	0	150
			Total Utilities	2,650	2,650	1,988	2,044	(207)	150
			Total 15000 Washington St (Tenants)	7,150	7,150	5,363	6,933	(2,171)	600
			15020 Washington St (Red Rstr)						
			Old Post Office Utilities	175	175	6	0	0	6
			15020 Washington St (Red Rstr) - Other	2,500	2,500	0	0	0	0
			Total 15020 Washington St (Red Rstr)	2,675	2,675	6	0	0	6
			15025 Washington St (Museum)						
			Repairs	2,500	2,500	1,875	0	0	1,875
			Utilities						
			Communications	2,500	2,500	1,875	1,706	0	169
			Electric	450	450	338	258	0	79
			Gas	1,000	1,000	750	591	0	159
			Water/Sewer	205	205	154	128	0	25
			Total Utilities	4,155	4,155	3,116	2,684	0	432
			Total 15025 Washington St (Museum)	6,655	6,655	4,991	2,684	0	2,307
			Total Town Owned Property	281,930	281,930	251,422	220,765	(3,633)	34,290
			Total Expense	2,623,453	3,123,453	2,669,951	1,397,956	(54,519)	1,326,513
			Sources & Use of Financing						
			Source						
			Fauquier Bank Loan			62,418	62,418	0	0
			Use						
			Police Vehicle & Pay Off Other Vehicle Loans			(62,418)	(62,418)	0	0
			Net Surplus / (Deficit) -	0	0	453,502	310,826	(1,425,118)	(1,261,547)



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: ZONING PERMIT APPLICATIONS
DATE: 04/02/2012
CC: STAFF

The Planning Commission has forwarded two Zoning Permit applications for approval by the Town Council.

RECOMMENDATION

It is recommended that the Town Council approve the zoning permit applications for the following businesses:

4426 Costello Way, Suites 204 & 205 – General Business Office. Permit Number ZP20120223

6612 James Madison Highway – Itinerant Merchant (sale of fireworks). Permit Number ZP20120301

The form of the motion would be:

1. I move that the Town Council approve Zoning Permit #20120223 for a general business office to be located at 4426 Costello Way, Suites 204 & 205, in accordance with Section 58-179(9) of the Town Code. I further move that the Town Council approve Zoning Permit #20120301 for an itinerant merchant to be located at 6612 James Madison Highway for a period of thirty (30) days, specifically 06/15/2012 – 07/15/2012, in accordance with Section 14-4 of the Town Code.

OR,

2. I move an alternate motion.



ZONING PERMIT #: ZP20120223

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: QBE LLC

PROPOSED USE: Business Office Size (Sq. Ft./Length) of Construction: 2000 sq Ft.

SITE ADDRESS: 4426 Costello Way St. 204/205 Haymarket 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.)

The CURVES EXCESIZE location will now hold QBE LLC Business Office.

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

FEE: \$25.00 Residential \$50.00 Commercial

PAID SW
FEB 23 2012

Town of Haymarket

CERTIFICATE OF APPROPRIATENESS

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

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

PERMIT HOLDER INFORMATION				PROPERTY OWNER INFORMATION			
Name				Name <u>Shawn Landry</u>			
Address				Address <u>1500 Washington ST #200</u>			
City	State	Zip		City	State	Zip	
				<u>Haymarket VA</u>	<u>20169</u>		
Phone#		Email		Phone# <u>571-248-7490</u>		Email	



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MAR 01 2012

TOWN OF HAYMARKET

ZONING PERMIT / CERTIFICATE OF APPROPRIATENESS

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.

PERMIT #: ZP 20120301

ZONING ACTIVITY: [] New Construction [] Alteration/Repair [] Addition
[] New Tenant/Use [] Change of Use [] Relocation

PROPOSED USE: TEMP. SALE OF FIREWORKS Size (Sq. Ft./Length) of Construction: 320

SITE ADDRESS: 6612 JAMES MADISON HWY Parcel ID #: _____

Subdivision Name: _____ Lot Size: _____

Zoning District: [] R-1 [] R-2 [] B-1 [] B-2 [X] V-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: WE ARE PROPOSING TO DROP OFF A 8X40 SELF CONTAINED SEA CONTAINER. NO CONSTRUCTION NECESSARY, THIS IS THE SAME SET UP USED TO SELL CLASS "C" VA. APPROVED FIREWORKS AS IN THE PAST AT THIS LOCATION. DATES OF OPERATION: 6/21- 7/5, 2012

Supporting Documentation Provided (attached): [X] Plat [] Plan [] Specification Sheet [] Photograph(s)

PERMIT HOLDER INFORMATION: DAN SIMONE, SEASONS OF CHANGE, LLC, 150 MEADOWBROOK LN, BERRYVILLE VA, 22611. PROPERTY OWNER INFORMATION: PARCEL #1, LLC, SIGNATURE COMPANIES, JOHN LOMBARDOZZI, 6612 JAMES MADISON HWY, HAYMARKET VA, 20169.

Date Filed: 3/1/12 Fee Amount: \$50.00 Date Paid: 3/1/12 PERMIT #: ZP 20120301

OFFICE USE ONLY

PERMIT #: ZP _____

Date to ARB: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

ARCHITECTURAL REVIEW BOARD CHAIR: _____
SIGNATURE PRINT

CONDITIONS: _____

Date to PC: 3-12-12

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

PLANNING COMMISSION (where required): Rebecca Bare
SIGNATURE PRINT

CONDITIONS: 14:4 not to exceed 30 days between
6/25 - 7/15
subject to inspection and approval of building
official.

Date to TC: _____

APPROVED DISAPPROVED TABLED UNTIL: _____ DEFERRED UNTIL: _____

TOWN COUNCIL (where required): _____
SIGNATURE PRINT

CONDITIONS: _____

The Town of HAYMARKET Established in 1799

2012 Business Professional and Occupation License (BPOL) Application and Renewal Form
 Renewal Application and payment are due in full on or before April 30, 2012
 New businesses beginning on or after January 1, 2012 have 30 days to make application and remit payment

All Applicants Complete This Section

Legal Name of Business SEASONS OF CHANGE, LLC

Trade Name SAME AS ABOVE
 Sole Proprietor Partnership Corporation LLC
 Other
 (specify) _____

Tax Contact Name DAN SIMONE

Tax Contact Phone 703-927-2718

Business Mailing Address 150 MEADOWBROOK LN
 BERRYVILLE, VA. 22611

Haymarket physical address 6612 JAMES MADISON HWY
(If different from above)
 Email Address SEASONS OF CHANGE 2 @ AOL.COM

Business Phone (703) 927-2718

Date Business Began ^{will} 6/21 - 7/5 2012

Date Business Ended (if final return) _____

Description of Business Temp. SALE OF VA. APPROVED
 CLASS "C" FIREWORKS

All new license applications for in-town businesses must provide a copy of your Certificate of Occupancy or in the case of an in-home business, a copy of your approved Special Use Permit Application.

Brief Description of Business _____

To Be Completed by Contractors

To be issued a license for a contractor/home improvement business, you must provide the Registration Number for a valid Class A, B, or C Contractor's License issued in your business name by the Virginia Board for Contractors.

VA Contractors Reg. No. _____
 Class 'A' Class 'B' Class 'C'

All Contractors must also complete a Contractor's Certification of Insuring Liability for Worker's Compensation in Virginia Form. Virginia Code 58.1-371 B4(1) prohibits a municipality from issuing or reissuing a business license to a contractor who has not obtained or is not maintaining worker's compensation coverage for his employees, if such coverage is required.

Complete if applicant is a Virginia Contractor located outside of the Town of Haymarket:

Name of Virginia Jurisdiction where principal office is located: _____

Does locality impose a local business license tax? _____

If so, please provide current license # _____

Office Use

Account No _____

Date Filed 3-1-12

Code Section 14-4

PC Approval _____

TC Approval _____

CALCULATE LICENSE TAX AMOUNT DUE – YOU MUST COMPLETE REVERSE BEFORE COMPLETING THIS SECTION

1. Enter taxable gross receipts from reverse side Table B, line 6.....	<u>12,000.⁰⁰/yr</u>
2. Enter tax rate from reverse side Table C, Tax Rate Schedule.....	-
3. LICENSE TAX DUE <small>Divide line 1 above by \$100, and then multiply by the tax rate entered on line 2 above</small>	-
4. Flat Rate License Tax Due. <small>Enter flat rate from reverse side Table C, Tax Rate Schedule</small>	<u>500.⁰⁰/yr</u>
5. TOTAL LICENSE TAX DUE. <small>Payment is due in full on or before April 30, 2012, or within 30 days of beginning business in the Town of Haymarket</small>	<u>500.⁰⁰/yr</u>
<small>Add a 10% late payment penalty and 10% interest (per annum) if paying after April 30, 2012, or if a new business paying more than 30 days of beginning business in the Town of Haymarket</small>	-
TOTAL	<u>500.⁰⁰/yr</u>

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MAR 01 2012

TOWN OF HAYMARKET

Make check payable to: TOWN OF HAYMARKET, PO BOX 1230, HAYMARKET, VA 20168

TABLE A – ALLOWABLE ADJUSTMENTS

1. Gasoline/Diesel fuel Suppliers/Wholesalers enter 2011 State/Federal excise fuel tax collected..... 0
2. Contractors located in The Town of Haymarket may subtract 2011 gross receipts from work done in Other Virginia jurisdictions that impose a similar business license tax, but only if the amount Subtracted is reported to the other Virginia jurisdictions. YOU MUST PROVIDE A COPY OF YOUR COMPLETED BUSINESS LICENSE APPLICATION FROM THESE JURISDICTIONS OR THE ADJUSTMENT WILL BE DISALLOWED (Virginia Code 58.1715)..... 0
3. Add lines 1 and 2. This is your total allowable adjustments..... 0

TABLE B – TAXABLE GROSS RECEIPTS

1. Enter total 2011 gross receipts, or if for a new business (business that started on or after January 1, 2012, provide an estimate of your 2012 gross receipts). Wholesale merchants report total gross purchases, Rather than gross receipts..... 12'000.⁰⁰/14
2. Enter allowable adjustments, if any, from Table A, line 3 above..... 0
3. Subtract line 2 from line 1. This is your **adjusted gross receipts**..... 12'000.⁰⁰/14
Complete Lines 4 & 5 only if business began on or after January 1, 2011 and prior to January 1, 2012
4. Enter gross receipts estimate for 2011 from 2011 license application..... N/A
5. Subtract line 4 from line 3. If the result is less than \$0, enter the negative amount..... N/A
6. Add line 3 and the amount on line 5, if any. If the result is less than \$0, enter \$0. This is your **taxable gross receipts**. Enter the value here and on line 1 on the reverse side..... N/A 12'000.⁰⁰/14

TABLE C – TAX RATE SCHEDULE

PART A: TAX RATES SCHEDULE FOR LICENSE TAX BASED ON GROSS RECEIPTS

Business Classification	Tax Rate Per \$100/Gross Receipt
Contractor based in the Town of Haymarket (CN)	\$0.15
Contractor located in another VA jurisdiction which imposes a BPOI or similar tax (CI)	\$0.15
Wholesale Merchant (WS)	\$0.05/purchases
Retail Merchant (RM)	\$0.10
Financial Services (FS)	\$0.30
Real Estate Services (RE)	\$0.30
Professional Services (PF)	\$0.30
Repair Services (RS)	\$0.10
Personal Services (PS)	\$0.10
Business Services (BN)	\$0.10
Restaurants (RT)	\$0.10
Public Service Corporations	\$0.10
Manufacturers (MN)	EXEMPT

PART B: TAX RATE SCHEDULE FOR FLAT FEE LICENSES

Business Classification	Flat Rate Fee (1 year)
Covered/Covered/Peddle	\$1,000 per occurrence
Itinerant Merchant/Peddler	\$500/1 year

No business license will be issued until all delinquent business license and tangible personal property taxes owed by the applicant to the Town of Haymarket have been paid (VA Code 58.1-3700)

DECLARATION

It is a misdemeanor for any person to willfully subscribe an application that he does not believe to be true and correct as to every material matter. Businesses are subject to audit by the Town of Haymarket pursuant to VA Code 58.1-3109. I declare that the statements and figures herein given are true, full and correct to the best of my knowledge and belief.

APPLICANT SIGNATURE



DATE

3/1/12

LEASE AGREEMENT

This agreement of Land Lease is made this 21 day of July, 2012 between Parcel A1 LLC (LESSOR) and Seasons of Change, LLC/Race Against Drugs (LESSEE) for the property described as an area at the front of James Madison Hwy - Rt. 15, more specifically described on the attached site plan.

LESSOR and LESSEE agree that for and in consideration of the sum of One Thousand Dollars (\$1,000.00) paid by check to the LESSOR at the signing of this document or prior to the commencement date of said lease, LESSEE may land lease the site indicated on Exhibit A hereto during the period of June 15 - July 15, 2012.

LESSEE agrees to obtain the necessary permits from The Board of Supervisors for the purpose of selling Class C Virginia Approved Fireworks during this period.

LESSEE agrees to provide a certificate of insurance to the LESSOR providing coverage during the above dates, naming Parcel A1 LLC as an additional insured.

LESSEE agrees to remove all stands, merchandise and refuse from the leased area by July 12th, 2012, and shall restore the area to the same condition it was in before lease began.

In addition, Lessor agrees to hold Parcel A1 LLC and owners Harmless of any and all accidents, etc. Lessor will be responsible for all activities on property related to there business operations.

DATE: 7/6/12

WITNESS: _____

LESSOR:
Parcel A1 LLC
Signed: [Signature]

LESSEE:
Daniel E. Stuard

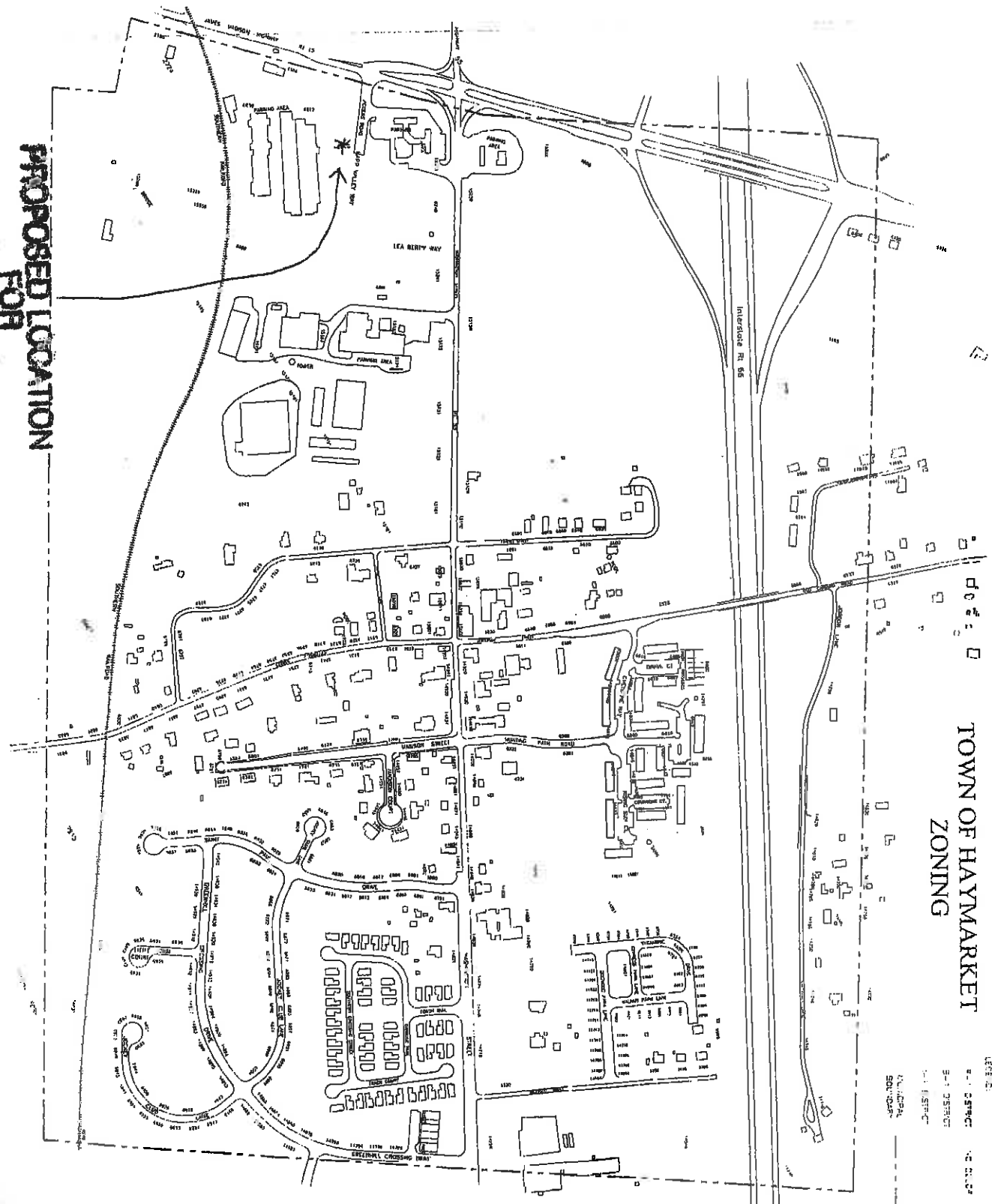
Signed: [Signature]

DATE: 7/5/12

WITNESS: [Signature]



**PROPOSED LOCATION
FOR
TEMPORARY SALE**



**TOWN OF HAYMARKET
ZONING**

- 1-1 1.5R1C
- 2-1 2.5R1C
- 3-1 3.5R1C
- 4-1 4.5R1C
- 5-1 5.5R1C
- 6-1 6.5R1C
- 7-1 7.5R1C
- 8-1 8.5R1C
- 9-1 9.5R1C
- 10-1 10.5R1C
- 11-1 11.5R1C
- 12-1 12.5R1C
- 13-1 13.5R1C
- 14-1 14.5R1C
- 15-1 15.5R1C
- 16-1 16.5R1C
- 17-1 17.5R1C
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- 19-1 19.5R1C
- 20-1 20.5R1C
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- 36-1 36.5R1C
- 37-1 37.5R1C
- 38-1 38.5R1C
- 39-1 39.5R1C
- 40-1 40.5R1C
- 41-1 41.5R1C
- 42-1 42.5R1C
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- 89-1 89.5R1C
- 90-1 90.5R1C
- 91-1 91.5R1C
- 92-1 92.5R1C
- 93-1 93.5R1C
- 94-1 94.5R1C
- 95-1 95.5R1C
- 96-1 96.5R1C
- 97-1 97.5R1C
- 98-1 98.5R1C
- 99-1 99.5R1C
- 100-1 100.5R1C

Prepared for Haymarket Planning Commission		Haymarket Zoning Map	
1-1	1.5R1C	2-1	2.5R1C
3-1	3.5R1C	4-1	4.5R1C
5-1	5.5R1C	6-1	6.5R1C
7-1	7.5R1C	8-1	8.5R1C
9-1	9.5R1C	10-1	10.5R1C
11-1	11.5R1C	12-1	12.5R1C
13-1	13.5R1C	14-1	14.5R1C
15-1	15.5R1C	16-1	16.5R1C
17-1	17.5R1C	18-1	18.5R1C
19-1	19.5R1C	20-1	20.5R1C
21-1	21.5R1C	22-1	22.5R1C
23-1	23.5R1C	24-1	24.5R1C
25-1	25.5R1C	26-1	26.5R1C
27-1	27.5R1C	28-1	28.5R1C
29-1	29.5R1C	30-1	30.5R1C
31-1	31.5R1C	32-1	32.5R1C
33-1	33.5R1C	34-1	34.5R1C
35-1	35.5R1C	36-1	36.5R1C
37-1	37.5R1C	38-1	38.5R1C
39-1	39.5R1C	40-1	40.5R1C
41-1	41.5R1C	42-1	42.5R1C
43-1	43.5R1C	44-1	44.5R1C
45-1	45.5R1C	46-1	46.5R1C
47-1	47.5R1C	48-1	48.5R1C
49-1	49.5R1C	50-1	50.5R1C
51-1	51.5R1C	52-1	52.5R1C
53-1	53.5R1C	54-1	54.5R1C
55-1	55.5R1C	56-1	56.5R1C
57-1	57.5R1C	58-1	58.5R1C
59-1	59.5R1C	60-1	60.5R1C
61-1	61.5R1C	62-1	62.5R1C
63-1	63.5R1C	64-1	64.5R1C
65-1	65.5R1C	66-1	66.5R1C
67-1	67.5R1C	68-1	68.5R1C
69-1	69.5R1C	70-1	70.5R1C
71-1	71.5R1C	72-1	72.5R1C
73-1	73.5R1C	74-1	74.5R1C
75-1	75.5R1C	76-1	76.5R1C
77-1	77.5R1C	78-1	78.5R1C
79-1	79.5R1C	80-1	80.5R1C
81-1	81.5R1C	82-1	82.5R1C
83-1	83.5R1C	84-1	84.5R1C
85-1	85.5R1C	86-1	86.5R1C
87-1	87.5R1C	88-1	88.5R1C
89-1	89.5R1C	90-1	90.5R1C
91-1	91.5R1C	92-1	92.5R1C
93-1	93.5R1C	94-1	94.5R1C
95-1	95.5R1C	96-1	96.5R1C
97-1	97.5R1C	98-1	98.5R1C
99-1	99.5R1C	100-1	100.5R1C



"Breathing Life Into Future Generations"

February 2, 2012

Mr. Danyel Simond
150 Meadowbrook Lane
Berryville, VA 22611

Dear Danyel,

As in the past, this letter will serve as official notification that you are authorized to operate seasonal strands in the state of Virginia on behalf of the National Center for Prevention and Research Solutions, home of Race Against Drugs. Your efforts as a volunteer will enable us to distribute more drug abuse prevention materials to our valued communities. Please use our Federal ID number 38-3082852 on all licenses and permits.

Thank you for your long-standing support. If you need additional information, please contact me at 386-871-4457.

Cordially,

Sharon E. Clarke MED

Director of Marketing and Programs
National Center for Prevention and Research Solutions



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/01/2012

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

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

PRODUCER MCGRIFF, SEIBELS & WILLIAMS, INC. P.O. Box 10265 Birmingham, AL 35202	CONTACT NAME: PHONE (A/C, No. Ext): 800-476-2211 FAX (A/C, No.):	
	E-MAIL ADDRESS:	
INSURED Fireworks Over America of South Carolina, Inc. 916 Rosewood Drive Columbia, SC 29201	INSURER(S) AFFORDING COVERAGE NAIC #	
	INSURER A: James River Insurance Company 12203	
	INSURER B: NOT Covered	
	INSURER C:	
	INSURER D:	
	INSURER E:	
INSURER F:		

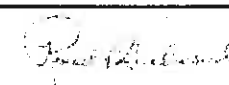
COVERAGES **CERTIFICATE NUMBER:** AEYPKXAH **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> \$5,000 Deductible GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC		000351653	12/01/2011	12/01/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ EXCLUDED PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS		NO COVERAGE FOR CERTIFICATE HOLDERS			COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input checked="" type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$ \$ \$ \$ \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 PARCEL A1, LLC
 RACE AGAINST DRUGS, NATIONAL CHILD SAFETY COUNCIL, RONALD STEGER
 DAN SIMONE
 DATES: JUNE 7, 2012 TO JULY 7, 2012
 LOCATION: 6612 JAMES MADISON HIGHWAY, HAYMARKET, VA 20169
 The above listed are Additional Insured respects to General Liability policy as required by written contract subject to policy terms, conditions and exclusions.
 The Certificate Holder is named as Additional Insured with respect to General Liability as required by written contract.

CERTIFICATE HOLDER **CANCELLATION**

SEASONS OF CHANGE, LLC DAN SIMONE 150 MEADOWBROOK LANE BERRYVILLE, VA 22611	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: ALEXANDRA'S KEEP FINAL SITE PLAN REVISION 1
GPIN 7397-19-3972
DATE: 04-02-12
CC: STAFF

D.R. Horton, developer of Alexandra's Keep, has submitted a final site plan revision request. Pursuant to Section 58-510 of the Town Code, minor adjustments and/or deviations from a final site plan may be approved by the town council without formal review.

BACKGROUND

Alexandra's Keep is a 12 unit townhome development at the terminus of Bleight Drive. The Town Council approved a special use permit for the project in 2005 (see Town Ordinance 05-0001, attached). The site is zoned R-2 and designated Moderate Density Residential by the Town Comprehensive Plan. The development conditions require various transportation improvements, landscaping, and per unit cash contributions toward historic resources, police, fire, and rescue, parks/recreation/public works, and schools (with escalator clause). Improvements to Bleight Drive and the noted cash contributions are required at the time of building occupancy or building permit; however, a specific trigger for the installation of a landscape berm along 1-66 (condition 2.2), plantings along the internal road (condition 2.3), and a landscape plan along the southern, eastern, and northern boundaries was not indentified within the Conditions. Unless otherwise noted, it is at the developer's discretion when to install these improvements (a bond has been posted).

The 1st submission of the revision proposed to replace the previously approved cul-de-sac on Bleight Drive with a hammerhead turnaround. The Applicant subsequently decided not to pursue the revision. The 2nd submission of the revision re-incorporated the cul-de-sac as well as addressed minor staff comments to include identification of construction limits, relocation of water meters, relocation of a drainage structure that was in conflict with a road shoulder, clarification of driveway materials (asphalt), and the addition of several bond items not included in the previous plan. The Town Engineer has recommended approval of the application (see attached comments)

RECOMMENDATION

It is recommended the Town Council review the proposed revision and establish a timeline for which the required landscape improvements should be installed.

DRAFT MOTION(S)

1. I move that the Town Council approve Amended Final Site Plan AFSP#2012____, Subdivision / Site Plan Revision: Alexandra's Keep, prepared by Burgess and Niple, and dated September 5, 2006, revised through July 29, 2011, signed and sealed February 6, 2012, in accordance with Section 58-510 of the Town Code; BUT EXPRESSLY CONDITIONED UPON THE FOLLOWING:

- a. The amendment applies only to those amended pages indicated within the Sheet Index on Sheet 1 of the amended plan; the pages of the previously approved Subdivision / Site Plan which are not amended remain in full force and effect; and
- b. Perimeter landscaping as shown on Sheet 15 of the Subdivision / Site Plan, Landscape Plan, shall be installed prior to or in conjunction with the ____ residential occupancy permit for the development, and that all landscaping as shown on Sheet 15 shall be installed prior to or in conjunction with the final residential occupancy permit for the development.

OR,

2. I move that the Town Council forward the Subdivision / Site Plan Revision: Alexandra's Keep, to a subsequent Town Council meeting for further discussion.

OR,

3. I move an alternate motion.

MOTION: Weir

August 1, 2005 - Regular Meeting
Continued to August 15, 2005

SECOND: Sikorsky

Ord. No. 05- 001

RE: AN ORDINANCE TO ESTABLISH A SPECIAL USE PERMIT (SUP) WITH DEVELOPMENT CONDITIONS FOR ALEXANDRA'S KEEP - TRUSTED MANAGEMENT AND SERVICES LLC AND ROBERT L. SIMMONS & ASSOCIATES, LLC (Applicants) GPIN PARCEL NO. 7397-19-3972

ACTION:

WHEREAS, this is a request to approve a Special Use Permit (SUP) to allow townhouses in an R-2 zone with a private shared accessway as shown on the *Generalized Development Plan, Special Use Permit Plan and Zoning Plat*, prepared by Burgess & Niple (last revised June 10, 2005) and with conditions as set forth in the Special Use Development Conditions dated April 27, 2005, revised August 1, 2005. The site is located along Bleight Drive and is identified on Town maps as GPIN 7397-19-3972; and

WHEREAS, the special use permit was duly referred to the Planning Commission and a public hearing was held after due notice and advertising in strict conformity with the statutes made and provided for such matters and the Planning Commission did recommend adoption of such special use permit to the Council; and

WHEREAS, the Town Council did hold a public hearing on the 1st day of August 2005, after duly advertising and noticing the same, all in strict conformity with the statutes made and provided for such matters; and

WHEREAS, the Town Council did thereafter consider the special use permit and the appropriate development conditions in relation thereto.

NOW, THEREFORE, BE IT ORDAINED, on motion duly made and upon a roll call vote, a quorum being present, by the Town Council of the Town of Haymarket, Virginia that the public necessity, convenience, general welfare and good zoning practice indicate that the Council grant a special use permit under the particular facts and circumstances of the application for townhouses in an R-2 district as permitted by Section 58-98 of the Code of the Town of Haymarket, Virginia, and in furtherance thereof a special use permit is hereby granted for property consisting of approximately 1.9 acres identified as GPIN PARCEL NO. 7397-19-3972, but only upon the express conditions set forth in the Special Use Permit Development Conditions dated April 27, 2005, revised August 1, 2005, attached hereto as Exhibit "A" and incorporated by reference including, among other things, the Generalized Development Plan, Special Use Permit Planning and Rezoning plat of Alexandra's Keep prepared by Burgess & Niple, dated June 10, 2004, all of which are incorporated as if fully set forth herein and further conditioned upon the validity and enforcement of a certain Indemnification Agreement

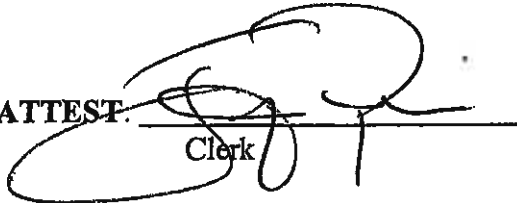
dated April 15, 2005 executed by the owner and contract purchaser, attached hereto as Exhibit "B". The Council finds that the special use permit gave rise to the need for such conditions, and that such conditions have a reasonable relation to the special use permit hereby granted.

Done this 15th day of August, 2005 by roll call vote of the Town Council of Haymarket, Virginia.

TOWN COUNCIL
TOWN OF HAYMARKET, VIRGINIA

By: 
Pamela Stutz, Mayor

ATTEST.


Clerk

Voting aye: Tobias, Garcia and Weir

Voting nay: Sikorsky and Jarboe

Abstaining: None

Absent: None

SUP Alexandra's Keep 8/15/05
Exhibit "A"

SPECIAL USE PERMIT DEVELOPMENT CONDITIONS
APRIL 27, 2005
REVISED AUGUST 1, 2005
ALEXANDRA'S KEEP

Record Owners/Applicants: Trusted Management and Services, LLC

Contract Purchaser: Robert L. Simmons & Associates, LLC

Property: GPIN Number 7397-19-3972; Town of Haymarket
(hereinafter, the "Property")

Site Area: 1.9 ± acres

Zoning: R-2 with an SUP for Townhouses

The term "Applicant" as referenced herein shall include within its meaning all successors and assigns of the current Applicant. The term "Special Use Permit Plan" or "SUP Plan" as referenced herein shall include the plan entitled "Generalized Development Plan, Special Use Permit Plan and Rezoning Plat Alexandra's Keep," prepared by Burgess & Niple and dated June 10, 2004, as last signed and sealed April 26, 2005.

1. DEVELOPMENT AND USE

1.1 The Property shall be developed and used for a maximum of twelve (12) single family attached townhomes, with a minimum lot size exceeding 2,000 square feet.

1.2 Development of the Property shall be in substantial conformance with the Special Use Permit Plan, provided, however, that minor modifications to the lot layout and road alignments may be made due to final engineering considerations at the time of subdivision plan submission.

1.3 Prior to obtaining the first occupancy permit for the Property, the Bleight Drive cul-de-sac and road improvements shall be constructed by the Applicant substantially as shown on the SUP Plan. Bleight Drive shall be widened to a twenty-two (22) foot wide pavement section in the area shown on the SUP Plan in conformance with VDOT as well as Town requirements and specifications.

2. COMMUNITY DESIGN

2.1 Subject to modifications made in the ARB approval process, the architectural design and building materials on the Property shall be substantially the same in design, materials and color, with that shown on Exhibit A hereto.

RM *S.L*

2.2 A landscaped berm along I-66 shall be installed by the Applicant as generally shown on the SUP Plan. This landscaped berm shall be protected by a conservation/buffer easement and maintained by an HOA established by the Applicant.

2.3 At least eight deciduous shade trees, other than maples and weeping willows, each with a planting height of at least eight feet shall be planted, maintained and replaced, if dead or dying, along the internal access road on the Property. The species and exact location of these trees shall be approved by the Town at the time of final site plan.

2.4 All outdoor lighting fixtures, excluding public street lights, shall use full cut-off or directionally shielded fixtures which direct and control light so as to minimize glare by substantially confining the light to the object or area intended to be illuminated. Said lighting fixtures shall be specified on the site plan approved by the Town.

2.5 Each townhouse shall be greater than 1800 square feet in finished floor area, exclusive of basement areas, and shall have an attached two car garage.

2.6 A covenant shall be recorded among the Land Records which provides that garages for the single-family attached units shall only be used for a purpose that will not preclude the intended purpose of garages (e.g., parking of vehicles). This covenant shall be recorded among the land records prior to the sale of any lots and shall run to the benefit of the homeowners association and the Town. The Town shall have the authority, but not the obligation, to enforce such covenants and all provisions of condition number 10 below. The homeowners association documents and covenants shall be submitted to the Town Attorney for review and approval. These documents shall provide that the Town, as prevailing party in any enforcement action, shall be entitled to reimbursement of all its costs, including reasonable attorneys fees in prosecuting such enforcement action. Purchasers shall be advised of the foregoing prior to entering into a contract of sale.

3. UTILITIES

3.1 The Property shall be connected to public water and sewer at no cost to the Town or to the Prince William County Service Authority (PWCSA). The Applicant shall be responsible for construction of all on and off site facilities necessary to allow dwellings on the Property to be served by public water and sewer facilities.

4. ENVIRONMENT/TREE SPECIES

4.1 Super-silt fencing or equivalent practices for erosion and sedimentation control shall be provided on all portions of the Property in connection with any land disturbing activity.

4.2 The Applicant shall submit a landscaping plan, as part of the first Subdivision Plan submission, which provides for the planting of street trees and buffer areas. The Applicant shall establish deed covenants and restrictions to preserve existing and supplemental landscaping

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S.L

shown on said landscaping plan. Said landscaping plan shall not utilize any white pine, flowering pears or mountain ash trees.

4.3 Said landscaping plan shall show a minimum of 32 deciduous and evergreen trees along the southern boundary, at least 16 deciduous and evergreen trees along the eastern boundary, and at least 40 deciduous and evergreen trees along the northern boundary, each with a minimum planting height of eight feet, all as substantially shown on the SUP plan. The species and exact location of these trees shall be approved by the Town at the time of final site plan. The Applicant, its successors and assigns, shall be responsible for planting, maintaining and replacing, if dead or dying, all such trees shown on the approved Site Plan.

5. STORMWATER MANAGEMENT

5.1 A stormwater management/best management practices facility serving the entire area of the Property shall be provided offsite on GPIN parcel number 7397-19-4508. The easement and design specifications for said SWM/BMP facilities shall be approved by the Town as part of the Site Plan for the Property.

5.2 A restrictive covenant shall be included in the Deed of Subdivision precluding any discharge into the public sanitary or storm sewer of fuels, oil, solvents, antifreeze or other similar pollutants.

6. HISTORIC RESOURCES

The Applicant shall contribute to the Town, on a per unit basis, \$500.00 per townhouse unit, to be used by the Historic Commission of Haymarket. This per unit contribution shall be made on or before the time of obtaining each final building permit.

7. POLICE, FIRE AND RESCUE

The Applicant shall contribute to the Town, on a per unit basis, \$1,257.53 per townhouse unit, 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. This per unit contribution shall be made on or before the time of obtaining each final building permit.

8. PARKS/RECREATION/PUBLIC WORKS

The Applicant shall contribute to the Town, on a per unit basis, \$4,500.00 per townhouse unit to be used for parks, recreation facilities, sidewalks, streetscape, and other public improvements within the Town. This per unit contribution shall be made on or before the time of obtaining each final building permit.



9. SCHOOLS

The Applicant shall contribute to the Town, on a per unit basis, \$8,435.00 per townhouse unit, to be used for the improvement of public schools serving 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. This per unit contribution shall be made on or before the time of obtaining each final Building Permit.

10. CREATION OF HOMEOWNERS ASSOCIATION

10.1 A homeowners association ("HOA") shall be created and shall be made responsible for the maintenance and repair of all common areas and facilities, including the off-site stormwater management facility established in accordance herewith. The HOA shall be granted such other responsibilities, duties, and powers as are customary for such associations, or as may be required to effect the purposes for which such HOA is created. Such HOA shall also be granted sufficient powers as may be necessary, by regular or special dues or assessment, to raise revenues sufficient to perform the duties assigned hereby, or by the documents creating the Association.

10.2 In addition to any other duties and responsibilities as may be assigned to it, the HOA shall have title to and responsibility for maintaining, repairing, improving and/or constructing all facilities, landscaping and other improvements on, under or over (i) all common open space areas not dedicated to public use, (ii) all common buffer areas located outside of residential lots, and (iii) the any entrance feature, signs, private drive, private sidewalks, common area lighting and off-site stormwater management facility.


10.3 The HOA documents and covenants shall fully implement the letter and spirit of these SUP development conditions. The HOA documents and covenants shall be reviewed and approved by the Town Attorney prior to their recordation among the land records.

11. ESCALATOR

In the event the monetary contributions set forth herein are paid to the Town within eighteen (18) months after final approval of this SUP, said contributions shall be in the amounts as stated herein. Any monetary contributions set forth herein which are paid to the Town after eighteen (18) months following final approval of this SUP shall be adjusted in accordance with the Consumer Price Index for all urban consumers 1982-1984=100 (not seasonally adjusted) ("CPI-U") published by the United States Department of Labor, such that at the time contributions are paid they shall be adjusted by the percentage change in the CPI-U from that date eighteen (18) months after final approval of this rezoning to the most recently available CPI-U to the date the contributions are paid.

12. DEVELOPMENT CONDITIONS

The foregoing development conditions are agreed to and accepted as binding by the owner and contract purchaser of the Property and upon any successor in title of the Property.

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Any contract of sale for the Property and any deed of conveyance of the Property shall contain a statement that the Purchaser/Grantee agrees to and accepts as binding all provisions of the SUP application and any permits issued pursuant thereto.

By:  _____, Managing Member
Robert L. Simmons & Associates, LLC

By:  _____, Managing Member
Trusted Management and Services, LLC

SUP - Alexandra Keep 8/15/05
Exhibit "B"

August 15, 2005

Town Council
Haymarket Town Hall
15016 Washington Street
Haymarket, VA 20168

Re: Alexandra's Keep

Dear Council Members:

The Applicant, on behalf of itself and its successors and assigns, hereby agrees to and accepts as binding the SUP Development Conditions which are dated April 27, 2005 and revised August 1, 2005. The Applicant, on behalf of itself and its successors and assigns, further agrees to indemnify the Town against any legal challenge filed by the Applicant, its successors or assigns, to any or all of these SUP conditions. Said indemnification shall include the reimbursement of all reasonable costs, including reasonable attorney fees, of defending such legal challenge filed by the Applicant, its successors or assigns.

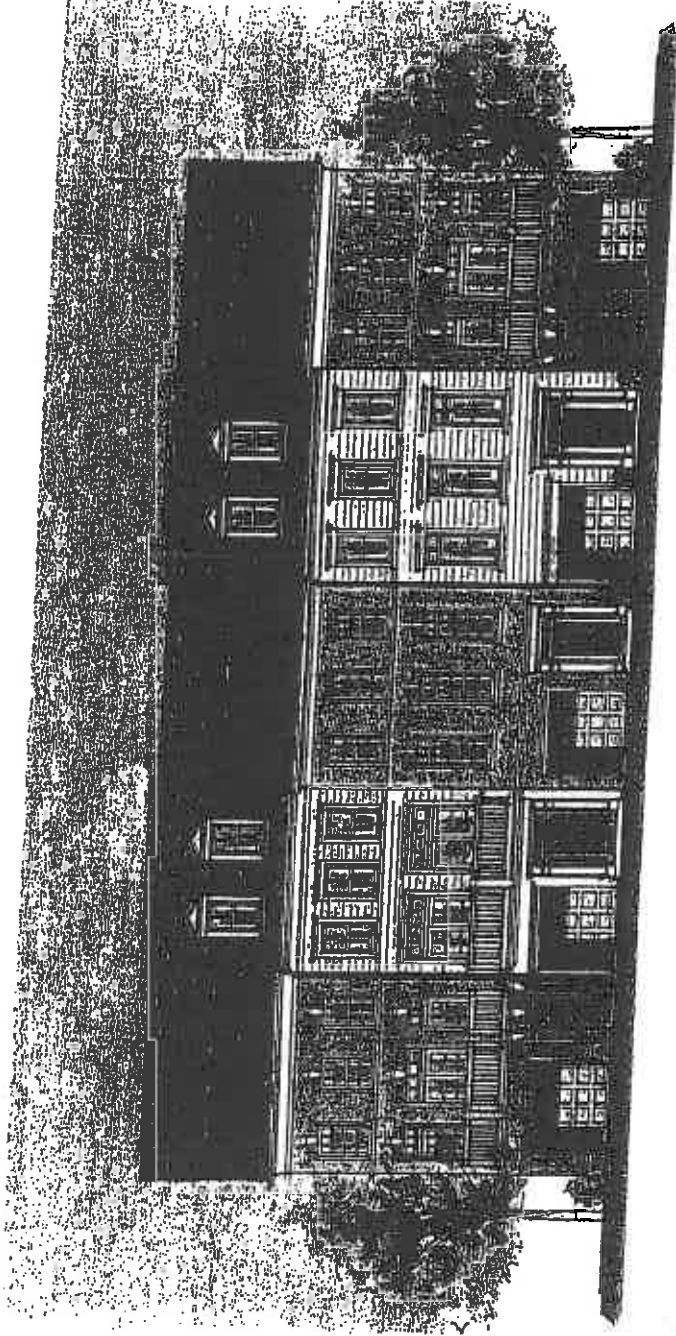
Robert L. Simmons & Associates, LLC

By: 

Trusted Management and Services, LLC

By:  08/17/2005

lobbies



ELEVATION

ALEXANDRA'S KEEP

HAYMARKET, VA
NOV. 8, 2004.

ROBERT L. SENNORS & ASSOCIATES, LLC

THE LESSARD ARCHITECTURAL GROUP INC.
1001 LITTLETON ROAD, SUITE 200, LITTLETON, CO 80120
TEL: 303.733.3333 FAX: 303.733.3334



Bob
S.L



INTEROFFICE MEMORANDUM

TO: MARCHANT SCHNEIDER
FROM: HOLLY MONTAGUE, PE
SUBJECT: ALEXANDRA'S KEEP REVISION 1 – 2ND SUBMISSION – RECOMMEND APPROVAL
DATE: 3/1/2012
CC: STAFF

Per your request, I have reviewed the 2nd submission for the Alexandra's Keep Final Site Plan Revision 1. I used Haymarket Ordinances, Final Site Plan Requirements, Haymarket Code Section 58-506(3), Prince William County Standards and VDOT Standards to review this revision.

The 1st submission of this revision changed the cul-de-sac on Bleight Drive to a hammerhead turnaround. However, the Developer decided not to pursue that change and instead leave the cul-de-sac as shown on the approved final site plan. The 2nd submission of the revision removed all aspects of the hammerhead design and instead addressed minor comments on the original approved design that were noticed during the 1st submission review. These minor comments included minor comments from VDOT such as label the construction limits, minor comments from PWCSA such as adjust the water meter location, changing drainage structure 1 that was in conflict with the shoulder, clarifying that the driveways are asphalt as shown on the Certificate of Appropriateness and adding a few Bond Items that were missing.

I have no additional comments on this revision and recommend approval of this Minor Site Plan Revision 1.

Please let me know if you have any questions. I can be reached at 703-968-6792.

BURGESS & NIPLE

12700 Black Forest Lane | Suite 100 | Woodbridge, VA 22192 | 703.670.6400

Holly Montague, PE
Town of Haymarket
15000 Washington Street, #100
Haymarket VA 20169
703-968-6792

RE: Alexandra's Keep Townhouses
Site Plan Revision #1- 1st Submission
Response to Plan Review Comments
B&N Project #49943

February 6, 2012

Dear Ms. Montague:

We are in receipt of your comments dated October 7, 2011, and our responses are as follows:

- Haymarket Town Engineer Request – Provide a detailed narrative explaining the reasoning for the change from the cul-de-sac to the hammerhead. Include documentation from the utility company regarding relocating the power pole and its cost.

RESPONSE: The “hammerhead” layout has been withdrawn and we are currently showing the previously approved circular turnaround on the plan.
- Special Use Permit Development Conditions – Special Use Permit Development Condition 1.3 states that there will be a cul-de-sac on Bleight Drive. An amendment to the Special Use Permit Conditions will be required.

RESPONSE: The “hammerhead” has been removed and the previously approved circular turnaround is now shown on the plan.
- Haymarket 58-506(3)g.; PWC Admin. Proced. Manual 4.05.1(B13) – Label the Right-of-Way width on Bleight Drive.

RESPONSE: The right-of-way width is shown on sheets 3, 5, 6 and others.
- Haymarket 58-506(3)i.; PWC Admin. Proced. Manual 4.05.4(B39) – Label the existing retaining wall on Bleight Drive and its top and bottom elevations to verify that the existing wall works with the proposed road grading.

RESPONSE: Shown on Sheet 6.
- Haymarket 58-506(3)k.1; PWC Admin. Proced. Manual 4.05.4(B32) – Dimension Bleight Drive and turn around radii, widths, length of turn around, etc.

RESPONSE: Labeled on Sheets 5.

6. Haymarket 58-506(3)k.8, 58-506(3)l.8.; PWC Admin. Proced. Manual 4.05.4(B37)

a. According to the engineer, there is an existing ditch collecting runoff on the west side of Bleight Drive that will still be utilized. However, it appears the proposed 4' shoulder is directly adjacent to the existing retaining wall in certain locations, leaving no room for a ditch. The ditch cannot be carried onto the shoulder. The road should be shifted to the east to allow for a ditch or an alternative solution provided.

RESPONSE: At the northern end there is no need for a ditch since there is very little storm drainage flow because the drainage divide is near the end of Bleight Drive. This condition was previously approved by the Town and VDOT.

b. Drainage structure 1 is shown on the shoulder. Shift the structure into the ditch.

RESPONSE: Proposed structure 1 has been modified as shown on Sheets 5 and 6 due to conflicts with existing utilities discovered during construction.

c. Fix the "C" values in the storm sewer computations for Str. 1, Str. 2, and Str. 3A so they match the E&S Phase II plan on Sheet 9.

RESPONSE: The "C" values now agree between Sheets 9 and 14.

7. Haymarket 58-506(3)l.9; PWC Admin. Proced. Manual 4.05.4(B39) – Raise the northeast corner of the curb in the turnaround so that water will flow to Str. 3A. Currently it shows the same elevation as Str. 3A.

RESPONSE: The "hammerhead" is no longer shown.

8. PWC Admin. Proced. Man. 4.05.4(B32); VDOT Road Design Manual, Appendix B-1

a. Provide the stopping sight distance for the crest vertical curves on Bleight Drive.

RESPONSE: K values are shown on Sheet 11 to indicate the sight distance.

b. Show the 335' sight line to the north on Bleight Drive on the plan view on Sheet 11.

RESPONSE: Shown on Sheet 11.

c. Normally vertical curves are whole numbers for the ease of construction. Consider revising the vertical curves to provide whole number vertical curve lengths instead of whole numbers for the "K" values.

RESPONSE: The curve lengths were selected to closely match the existing profile which is adequate vertically.

9. VDOT Road Design Manual Appendix A, Page A-18, Figure A-2-1, Case 2 –

The minimum clear zone for a road with shoulder is 10'. This clear zone is not maintained near the existing retaining wall. The road should be shifted to the east or VDOT approval of the decreased clear zone should be provided.

RESPONSE: VDOT and the Town have approved this condition already and the wall is very low.

10. Plan Requirements – Show the emergency vehicle turn around at the new hammerhead turn around on sheet 7, similar to what is shown for the other turn around.

RESPONSE: The "hammerhead" is no longer shown.

11. Bond Requirements

- a. Include the bond item "Flush the Drainage System".

RESPONSE: Added to Sheet 22 in Section 2I of the Unit Price List (UPL).

- b. Verify the areas of bituminous concrete and aggregate. These numbers did not change for this revision and most likely should change due to the change from a cul-de-sac to a hammerhead.

RESPONSE: Verified on Sheet 22 in Section 3B of the UPL.

- c. Include the bond item "Traffic Control Sign" for a stop sign at the Bleight Drive/Alexandra's Keep Lane intersection.

RESPONSE: Included in section 3E of the UPL on Sheet 22.

- d. Verify the number of inlet protection. There is an inlet protection shown on the E&S Phase II plan that is not included in the bond.

RESPONSE: Corrected on Sheet 22, in Section 7, to show 2 in the right-of way and 5 on-site.

12. Haymarket 38-157(2) – On the plat, revise note 1 to say that it is zoned R4 (Prince William County) – R2 (Town of Haymarket) since the County and the Town have different zonings for this parcel.

RESPONSE: Plat has been withdrawn since right-of-way dedication is no longer required.

13. Haymarket 38-157(3) and 38-161(6) – On the plat, state the closure. For a preliminary plat the accuracy must not be less than 1:2,500 and for a final plat it must not be less than 1:10,000.

RESPONSE: Plat has been withdrawn since right-of-way dedication is no longer required.

14. Haymarket 38-157(4), 58-506(3)h, and 58-506(3)n – All existing easements must be shown and note 2 that all underlying easements may not be indicated on plat removed.

RESPONSE: Plat has been withdrawn since right-of-way dedication is no longer required.

PWCSA-Ed Kovalchuk, ekovalchuk@pwcsa.org, per comments on cover sheet of plan (8/23/2011):

1. Water meters need to be located to a grass area.

RESPONSE: Water meters are in grass areas as shown on Sheet 5.

2. Specify a traffic rated structure to house the flushing station were located in the pavement.

RESPONSE: Specified on Sheet 4 in a noted located near the detail.

3. Update the PWCSA details in with the current USM details.

RESPONSE: Updated on Sheet 4.

VIRGINIA DEPARTMENT OF TRANSPORTATION-Hiren C. Joshi, PE, 703-259-2775 (9/2/2011)

1. Other options including but not limited to: Cul-de-sacs with reduced radius, offset bulb or unpaved center area should be checked in lieu of the hammerhead turn around proposed for Bleight Drive. [sic]

RESPONSE: The "hammerhead" option has been removed from the plan.

2. Clearing and construction limits at the termination should be shown adjacent to I-66 limited access R/W.

RESPONSE: Shown on Sheet 9.

3. Single unit truck design vehicles turning path should be provided for the proposed turn around.

RESPONSE: The "hammerhead" option has been removed from the plan.

4. Proposed turn around should meet the dimensions as per Fig. 4 of Appendix B of VDOT Road Design manual.

RESPONSE: The "hammerhead" option has been removed from the plan.

5. Right of way notation for internal/private street should be removed from the plan revision.

RESPONSE: This notation was removed where shown previously on Sheets 5 and 6.

If you have any questions, or need additional information, I can be reached at 703-670-6400, extensions 2414.

Sincerely,



William C. Putman, PE
Engineering Department Manager

WCP:kla



INTEROFFICE MEMORANDUM

TO: MARCHANT SCHNEIDER
FROM: HOLLY MONTAGUE, PE
SUBJECT: ALEXANDRA'S KEEP REVISION 1 COMMENTS 1ST SUBMISSION
DATE: 10/7/2011
CC: STAFF

Per your request, I have reviewed the 1ST submission for the Alexandra's Keep Final Site Plan Revision 1 to change the cul-de-sac on Bleight Drive to a hammerhead turnaround. I used the Haymarket Ordinances, Final Site Plan Requirements, Haymarket Code Section 58-506(3), Prince William County Standards and VDOT Standards in order to review this revision to the final site plan. I offer the following comments:

1.	Haymarket Town Engineer Request	Provide a detailed narrative explaining the reasoning for the change from the cul-de-sac to the hammerhead. Include documentation from the utility company regarding relocating the power pole and its cost.
2.	Special Use Permit Development Conditions	Special Use Permit Develop Condition 1.3 states that there will be a cul-de-sac on Bleight Drive. An amendment to the Special Use Permit Conditions will be required.
3.	Haymarket 58-506(3)g. PWC Admin. Proced. Man. 4.05.4(B13)	Label the Right of Way width on Bleight Drive.
4.	Haymarket 58-506(3)i. PWC Admin. Proced. Man. 4.05.4(B39)	Label the existing retaining wall on Blight Drive and its top and bottom elevations to verify that the existing wall works with the proposed road grading.

5.	Haymarket 58-506(3)k.1. PWC Admin. Proced. Man. 4.05.4(B32)	Dimension Bleight Drive and turn around radii, widths, length of turn around, etc.
6.	Haymarket 58-506(3)k.8. 58-506(3)l.8. PWC Admin. Proced. Man. 4.05.4(B37)	<p>a. According to the engineer, there is an existing ditch collecting runoff on the west side of Bleight Drive that will still be utilized. However, it appears the proposed 4' shoulder is directly adjacent to the existing retaining wall in certain locations, leaving no room for a ditch. The ditch cannot be carried onto the shoulder. The road should be shifted to the east to allow for a ditch or an alternative solution provided.</p> <p>b. Drainage structure 1 is shown on the shoulder. Shift the structure into the ditch.</p> <p>c. Fix the "C" values in the storm sewer computations for Str. 1, Str. 2 and Str. 3A so they match the E&S Phase II plan on Sheet 9.</p>
7.	Haymarket 58-506(3)l.9. PWC Admin. Proced. Man. 4.05.4(B39)	Raise the northeast corner of the curb in the turnaround so that water will flow to Str. 3A. Currently it shows the same elevation as Str. 3A.
8.	PWC Admin. Proced. Man. 4.05.4(B32) VDOT Road Design Manual Appendix B-1	<p>a. Provide the stopping sight distance for the crest vertical curves on Bleight Drive.</p> <p>b. Show the 335' sight line to the north on Bleight Drive on the plan view on Sheet 11.</p> <p>c. Normally vertical curves are whole numbers for the ease of construction. Consider revising the vertical curves to provide whole number vertical curve lengths instead of whole numbers for the "K" values.</p>
9.	VDOT Road Design Manual Appendix A Page A-18 Figure A-2-1, Case 2	The minimum clear zone for a road with shoulder is 10'. This clear zone is not maintained near the existing retaining wall. The road should be shifted to the east or VDOT approval of the decreased clear zone should be provided.
10.	Plan Requirements	Show the emergency vehicle turn around at the new hammerhead turn around on sheet 7, similar to what is shown for the other turn around.
11.	Bond Requirements	<p>a. Include the bond item "Flush the Drainage System."</p> <p>b. Verify the areas of bituminous concrete and aggregate. These numbers did not change for this revision and most likely should change due to the change from a cul-de-sac to a hammerhead.</p>

		<p>c. Include the bond item "Traffic Control Sign" for a stop sign at the Bleight Drive/Alexandra's Keep Lane intersection.</p> <p>d. Verify the number of inlet protection. There is an inlet protection shown on the E&S Phase II plan that is not included in the bond.</p>
12.	Haymarket 38-157(2)	On the plat, revise note 1 to say that it is zoned R4 (Prince William County) - R2 (Town of Haymarket) since the County and the Town have different zonings for this parcel.
13.	Haymarket 38-157(3) 38-161(6)	On the plat, state the closure. For a preliminary plat the accuracy must not be less than 1:2,500 and for a final plat it must not be less than 1:10,000.
14.	Haymarket 38-157(4) 58-506(3)h. 58-506(3)n.	All existing easements must be shown and note 2 that all underlying easements may not be indicated on plat removed.

Please let me know if you have any questions regarding these comments. I can be reached at 703-968-6792.



COMMONWEALTH of VIRGINIA

DEPARTMENT OF TRANSPORTATION

14685 AVION PARKWAY
CHANTILLY, VA 20151-1104
(703) 383-VDOT (8368)

September 2, 2011

GREGORY A. WHIRLEY
COMMISSIONER

Honorable Mayor
Town of Haymarket
15000 Washington Street Suite 100
Haymarket, Virginia 20169

Re: Alexandra's Keep -Town House Development in the Town of Haymarket

Dear Mayor:

We have completed the review of the submitted site plan revision for the above referenced project. We offer the following comments:

1. Other options including but not limited to: Cul-de-sacs with reduced radius, offset bulb or unpaved center area should be checked in lieu of the hammerhead turn around proposed for Bleight Drive.
2. Clearing and construction limits at the termination should be shown adjacent to I- 66 limited access R/W.
3. Single unit truck design vehicles turning path should be provided for the proposed turn around.
4. Proposed turn around should meet the dimensions as per Fig.4 of Appendix B of VDOT Road Design manual.
5. Right of way notation for internal/private street should be removed from the plan revision.

If you have any questions, please call me at (703) 259-2775.

Sincerely,

Hiren C. Joshi, P.E.
Transportation Engineer

PWCSA

#AFSP20110812

Jennifer Preli

From: hmontague
Sent: Wednesday, August 24, 2011 9:14 AM
To: Jennifer Preli; Gene Swearingen; mschneider
Subject: FW: Alexandra's Keep Revision 1

FYI: PWCSA has no comments.

From: PWCSA [mailto:delivery@yousendit.com]
Sent: Tue 8/23/2011 12:57 PM
To: hmontague
Subject: Alexandra's Keep Revision 1

engineeringdevelopment@pwcsa.org has sent you the following via YouSendIt

PWCSA received a revised plan titled Alexandra's Keep from Burgess & Niple on August 14th. Though the revised plan does not pose any impacts to water and sanitary sewer, PWCSA has requested updates to the design. If there are any questions, please feel free to contact me. Best Regards, Ed Kovalchuk T. 703-335-7944 or ekovalchuk@pwcsa.org

Alexandras Keep Revision 1.pdf

Download

Size: 2.86 MB Content will be available for download until September 06, 2011 09:57 PDT

If the above link does not work, you can paste the following address into your browser:
<https://rcp.yousendit.com/12f3400025/36faf67h14b069697a550-be02a384e8>

YouSendIt, Inc. | Privacy Policy
1919 S Bascom Ave., Campbell, CA 95008



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: TOWN MANAGER'S REPORT
DATE: 04/02/11
CC: STAFF

The following Items are for the Council's information.

I-66 Projects

A Public Information Meeting regarding the I66/Route 15 Interchange project was held on Thursday, March 22nd. The Town Engineer will provide an update on the information received at that meeting. She will also provide an update on the I-66 Widening Project including the status of the sound walls.

Streetscape Update

Dominion Power began the Utility Relocation Phase of the project on March 26 and is moving quickly to replace the power poles. The Town Engineer will provide additional information related to the completion of the project.

Update – Pedestrian Signal at Washington and Jefferson Streets

VDOT is coordinating with a traffic consultant to develop the design of the signal. The best estimate for starting construction on the signal is approximately three months out. The Town Engineer will answer any questions related to this project.



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FROM: GENE SWEARINGEN
SUBJECT: TOWN MANAGER'S REPORT
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INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: BUDGET 2013
DATE: 04/02/12
CC: STAFF

The preliminary budget prepared by the staff is attached.

The budget is intended to be the basis for discussion by the Town Council of the proposed budget for 2013. We will also discuss the schedule for development and approval of the budget and prioritizing the capital items that will be included.

Also attached is the preliminary list of Capital projects with recommendations on

TOWN OF HAYMARKET
Initial Staff Budget - FYE 06/30/2013
Summary Comparison

Income	PROJECTION	AMENDED BUDGET	INITIAL STAFF		
	06/30/2012	FYE 06/30/2012	BUDGET		
	(Proj) 06/30/2012	Jan '11 - Jun 12	(ISB) 06/30/2013		
Development Revenue	461,831	895,552	1,229,453		
Events/Other Town activities	13,708	15,000	10,500		
Operating Revenue	1,998,295	1,805,747	1,885,708		
Public Safety	114,445	107,907	114,438		
Tax Income/Individuals	294,504	299,247	294,504		
Total Income	2,882,784	3,123,453	3,534,604		
	0				
Expense	(Proj) 06/30/2012	Jan '11 - Jun 12	(ISB) 06/30/2013		
Capital Improvements & Repairs	1,050,667	1,616,028	1,939,028		
Council & Boards	30,265	43,000	34,000		
Events	6,758	13,500	7,500		
Museum	10,118	8,915	10,195		
Operating Expenses	247,418	264,741	248,305		
Public Safety.	87,400	87,400	135,615		
Public Works	106,100	110,100	119,014		
Staff Wages & Benefits	686,379	697,839	744,910		
Town Owned Property	280,234	281,930	296,038		
Total Expense	2,505,337	3,123,453	3,534,604		0
Net Surplus / (Deficit)	377,446	0	0		
Other Income/Expense					
Financing Uses	(62,413)		0		
Other Financing Sources (Uses)	62,413		0		
Total Other Income	0		0		
Net Surplus / Excess	377,446	0	0		
Change in Revenues From 06/30/2009	175.45%	190.09%	215.12%		
Change in Expenses From 06/30/2009	205.20%	255.83%	289.50%		

Town of Haymarket
Initial Staff Working Budget
 July 2012 through June 2013

	Projections	FYE 06/30/2012		COMMENTS	
		(Proj) 06/30/2012	AMENDED		INITIAL STAFF BUDGET
			BUDGET		Jul '12 - Jun 13
Development Revenue					
Application Fees	400	10,000			
Inspections	24,475	12,400	19,800		
ISTEA/Safety LU	380,678	400,000	780,000		
PY Meals Tax collections	50,000	450,000	425,000		
Occupancy Permits	400	140			
Pass Through Fees					
Engineering/Planning Fees	3,891	20,000	3,891		
Plan Review	0				
Reimbursements	0				
Total Pass Through Fees	3,891	20,000	3,891		
Permits	1,225	2,600			
VA Surcharge on Permits	762	412	762		
Total Development Revenue	461,831	895,552	1,229,453		
Events/Other Town activities					
Spend The Day in Haymarket	9,942	15,000	10,500		
**Additional Capital Projects		See T/M List			
Donations					
Bike Rodeo					
Charitable Contributions					
Total Donations					
Earth Day					
Haymarket Day Receipts					
Booth Fee					
Sponsor					
Total Haymarket Day Receipts					
Insurance Claim					
Miscellaneous Income	3,766		0		
Notary					
Other Revenue					
Other Revenue - Other					
Total Other Revenue					
Promotional Product Revenue					
Book					
Cards					
Prints					
T-Shirt Sales Haymarket Day					
Total Promotional Product Revenue					
Total Events/Other Town activities	13,708	15,000	10,500		
Operating Revenue					
StreetScape Interest	1,000	11,700	1,000		
BPOL License Apps/Renewals	0	0			
Business PP Tax	24,615	30,000	24,615		
Cigarette Tax	298,950	143,277	298,950		
FOIA Receipts	400		0		
Franchise Tax	17,652	13,250	17,652		
Grants					
Other	793		0		
Advertising					
Department of Fire Programs	0	7,200	0		
Grants - Other					
Total Grants	793	7,200	0		
Gross Receipts Tax	146,970	133,400	146,970		
Ins Payments	810	0	0		
Interest Income					
Gen Governm't	956	0	956		
Interest Income - Other					

Town of Haymarket
Initial Staff Working Budget
 July 2012 through June 2013

	Projections	FYE 06/30/2012		COMMENTS	
		(Proj) 06/30/2012	AMENDED		INITIAL STAFF BUDGET
			BUDGET		Jul '12 - Jun 13
Total Interest Income	956	0	956		
Meals Tax Collected	442,736	415,000	442,736		
Penalty Income					
Leases	0				
Meals Tax Late Payment Penalty	0				
Penalties & Interest	5,429	1,300	0		
Penalty Income - Other	0	0			
Total Penalty Income	5,429	1,300	5,429		
Public Service Corporation Tax	9,119	13,300	9,119		
PY Ins Proceeds, Allocated	0		0		
Railroad Rolling Stock	1,438	1,316	1,438		
Rental/Lease Revenue	247,795	240,004	255,764		
Sales Tax Receipts	86,179	82,000	86,179		
Utility Usage Tax	213,454	214,000	213,454		
Prior Year Funding - Appropriated	500,000	500,000	377,446		
VDOT (EN) Funding	0				
Total Operating Revenue	1,998,295	1,805,747	1,885,708		
Public Safety					
Accident Report	280	100	280		
Classes					
Courthouse Maintenance	7	7			
Donation/Grants	33,922	37,300	33,922		
Fines (PWC)	79,877	70,000	79,877		
Fingerprinting					
Parking Citations	560	500	560		
Security					
Total Public Safety	114,445	107,907	114,438		
Tax Income/Individuals					
PP Tax Relief	18,627	18,627	18,627		
Real Property Tax	275,352	280,215	275,352		
Town Decal Receipts	525	405	525		
Total Tax Income/Individuals	294,504	299,247	294,504		
Total Income	2,882,784	3,123,453	3,534,604		
	0		0		
Net Surplus / (Deficit)	377,446	0	0		

Town of Haymarket
Initial Staff Working Budget
 July2012 through June 2013

	Projections	FYE 06/30/2012	INITIAL STAFF BUDGET	COMMENTS
	(Proj) 06/30/2012	AMENDED BUDGET	(ISB) 06/30/2013	
Expense				
Capital Improvements & Repairs				
Capital Improvements				
Interest				
Computers				
Boundry Adjustment	2,706	55,000		
Police Cruiser	20,765	19,240	21,795	
Town Center Property	428,440	424,354		
Street Scape Expenditures	381,321	900,000	936,000	
Street Scape Funding	50,000	50,000	425,000	
Total Capital Improvements	883,232	1,448,594	1,382,795	
Professional Fees				
Development				
Total Professional Fees				
Res-Unappropriated/Appropriated				
General Reserve	167,434	167,434	377,446	
**Additional Capital Projects			178,787	
Capital Reserve				
Total Res-Unappropriated/Appropriated	167,434	167,434	556,233	
Total Capital Improvements & Repairs	1,050,667	1,616,028	1,939,028	
Council & Boards				
Council & Consultants (1099s)				
Mayor and Council	23,325	32,000	25,000	
Architectural Review Board	3,050	5,000	4,000	
Budget Worksession				
Planning Commission	3,890	6,000	5,000	
Historical Commission				
National Trust		0		
Office Supplies				
Training/Travel/Conference				
Total Historical Commission				
Total Council & Consultants (1099s)	30,265	43,000	34,000	
Events				
Spend the Day in Haymarket	6,758	13,500	7,500	
Bike Rodeo				
Christmas Party				
Earth Day				
Egg Drop				
Farmers Market				
Haymarket Day				
National Night Out				
Summer Concert				
Total Events	6,758	13,500	7,500	

Town of Haymarket
Initial Staff Working Budget
 July 2012 through June 2013

	Projections	FYE 06/30/2012	INITIAL STAFF BUDGET	COMMENTS
	(Proj) 06/30/2012	AMENDED BUDGET	(ISB) 06/30/2013	
Museum				
Museum Programs	4,000	4,000	3,000	
Equipment	0	250	500	
Admin/Secretarial				
Advertising/Marketing	3,500	3,500	4,700	
Computer Accessories				
Dues & Subscriptions	60	45	45	
Office Supplies	400	400	500	
Security System	1,708	270	1,000	
Website	450	450	450	
Total Museum	10,118	8,915	10,195	
Operating Expenses				
Advertising - Meals Tax	6,000	7,000	2,500	
Audit	16,500	16,500	18,150	
Admin/Secretarial				
Advertising	6,205	8,000	12,000	
Bank Service Charges	(95)	150	120	
Bond Amortization Expense	1,038	1,139	1,038	
Cigarette Tax Administration	10,886	7,000	11,886	
Commissioner Admin Fee	3,992	4,000	3,992	
DHCD Surcharge	1,373	412	1,373	
Discretionary Fund	3,000	3,000	3,000	
Grant Proceeds Used	1,585	7,200	0	
Insurance				
Bond Coverage				
Liability	35,332	41,500	29,710	
Worker's Compensation	6,658	6,350	3,000	
Total Insurance	41,990	47,850	32,710	
Loss on Disposals				
Miscellaneous Expense				
Office Expenses				
Dues and Subscriptions	3,362	2,850	3,530	
Leased Equipment	1,481	2,450	1,534	
Literature & Publications	800	800	840	
Office Equipment	2,900	2,900	3,045	
Office Supplies	4,000	4,000	4,200	
Postage and Delivery	2,503	5,000	7,000	
Printing and Reproduction	2,707	10,000	5,000	
Repairs/Maintenance				
Computer Repairs	300	1,500	500	
Copier Maintenance	1,280	2,800	1,323	
Total Repairs/Maintenance	1,580	4,300	1,823	
Reconciliation Discrepancies				
Office Expenses - Other				
Total Office Expenses	19,292	32,300	26,972	
Professional Services				
Building Official	15,140	15,140	18,000	
Chief Financial Officer	23,740	30,000	21,200	
Engineering Fees	15,000	10,000	7,200	
Legal Fees	45,000	45,000	50,000	
Pass Through Fees	6,354		6,872	
Planner	10,500	10,000	11,025	
Storm Water Plan Review/Inspect	10,000	10,000	2,800	
Total Professional Services	125,734	120,140	116,897	

Town of Haymarket
Initial Staff Working Budget
 July 2012 through June 2013

	Projections	FYE 06/30/2012	INITIAL STAFF BUDGET	COMMENTS
	(Proj) 06/30/2012	AMENDED BUDGET	(ISB) 06/30/2013	
PWC BOE	3,300	3,300		
Training & Education	1,367	3,500	1,375	
Travel & Ent				
Entertainment	500	500	500	
Lodging	1,500	1,500	1,960	
Meals	750	750	630	
Mileage	2,500	2,500	2,625	
Total Travel & Ent	5,250	5,250	5,715	
Unused Fire Department Grant	0	0	10,577	
Total Operating Expenses	247,418	264,741	248,305	
Public Safety.				
Advertising	650	650	878	
Discretionary Fund	750	750	1,013	
Dues & Subscriptions	4,000	4,000	5,400	
Equipment Rental	2,700	2,700	3,645	
Equipment Maintenance	1,500	1,500	2,025	
Equipment	7,000	7,000	9,450	
Finance Charge	0		0	
Grant Passthrough	8,500	8,500	11,475	
Insurance - Vehicles			7,622	
Insurance - Workers Comp			7,002	
Insurance Pass-Through				
Legal	12,000	12,000	16,200	
Office Supplies	2,500	2,500	3,375	
Office Equipment	300	300	405	
Postage & Delivery	450	450	608	
Promotional	700	700	945	
Public Defender	2,500	2,500	3,375	
Recruitment				
Security System	500	500	675	
Travel/Meals/Mileage	1,500	1,500	2,025	
Trng/Trvl/Dues				
Uniforms/Accessories	3,000	3,000	4,050	
Uniform Maintenance	3,850	3,850	5,198	
Vehicle/Fuel	20,000	20,000	30,000	
Vehicle/Maintenance	15,000	15,000	20,250	
Total Public Safety.	87,400	87,400	135,615	
Public Works				
Landscaping	15,000	15,000	18,525	
Maintenance Contract/Street	7,000	7,000	7,245	
Snow Removal		4,000	0	24,600-
Street Cleaning	0	0	1,000	
Street Light Electricity	4,100	4,100	4,244	
Town Decorations				
Trash Removal	80,000	80,000	88,000	
Total Public Works	106,100	110,100	119,014	

**Town of Haymarket
Initial Staff Working Budget
July 2012 through June 2013**

	Projections	FYE 06/30/2012 AMENDED BUDGET	INITIAL STAFF BUDGET (ISB) 06/30/2013	COMMENTS
	(Proj) 06/30/2012			
Staff Wages & Benefits				
Salaries, Wages & Earnings				
Staff - Museum	4,227	6,000	6,000	
Salaries & Wages	187,987	189,757	206,019	213,455
Payroll Only (Public Safety)	308,614	308,814	337,005	323,560
Total Salaries, Wages & Earnings	500,828	504,371	549,024	
Payroll Burden				
Health/Life & Disability	100,231	113,025	105,242	
Disability/Life Insurance				
Employer Payroll Taxes	48,142	41,436	50,850	
Health Insurance				
Payroll Processing Fees	2,432	2,850	2,489	
Retirement Contributions	36,746	36,057	37,325	
Tax Penalties				
Payroll Burden - Other				
Total Payroll Burden	185,551	193,468	195,886	
Total Staff Wages & Benefits	686,379	697,839	744,910	
Town Owned Property				
14710 Washington St (Police Dp)				
Building Maintenance/Cleaning	2,500	2,500		2,000-
Building Maintenance/Repairs	5,000	5,000	6,535	
Communications				
Sprint/Nextel Communications	1,900	1,900	2,483	
VA Info Technologies	675	675	882	
Verizon	6,000	6,000	7,842	
Verizon Wireless				
Total Communications	8,575	8,575	11,208	
Debt Service				
SunTrust - Harrover	59,997	60,736	59,220	
Total Debt Service	59,997	60,736	59,220	
Utilities				
Cable	1,225	1,225	1,601	
Electric	2,400	2,400	3,137	
Gas	1,875	1,675	2,189	
Total Utilities	5,300	5,300	6,927	
Total 14710 Washington St (Police Dp)	81,372	82,111	83,889	
14740 Washington St (Food Pantry)				
Debt Service				
SunTrust - Harrover	59,997	60,736	59,220	
Total Debt Service	59,997	60,736	59,220	
Building Maintenance/Repairs			2,500	
Utilities				
Electric				
Gas				
Telephone				
Water/Sewer				
Total Utilities	0	0	0	
Total 14740 Washington St (Vac Harr)	59,997	60,736	61,720	

* 2 more officers  \$150,000 - @ 80%

**Town of Haymarket
Initial Staff Working Budget
July 2012 through June 2013**

	Projections	FYE 06/30/2012 AMENDED BUDGET	INITIAL STAFF BUDGET (ISB) 06/30/2013	COMMENTS
	(Proj) 06/30/2012			
15000 Washington St. (T.H.B)				
Building Improvements				
Building Repairs	3,500	3,500	5,000	
Cleaning	3,000	3,000	3,500	
Gen'l Obligation Bonds	97,353	97,353	97,353	
Improvements				
Internet & Website	2,500	2,500	2,500	
Pest Control	750	750	750	
Maintenance				
Utilities				
Electric	9,500	9,500	12,417	
Internet Server				
Long Distance	1,000	1,000	1,307	
Telephone	1,000	1,000	1,307	
Water	4,000	4,000	5,228	
Total Utilities	15,500	15,500	20,259	
Total 15000 Washington St. (T.H.B)	122,603	122,603	129,362	
15000 Washington St (Tenants)				
Building Materials				
Cleaning	3,000	3,000	4,000	
Electrical Services				
Leasehold Real Estate Tax	900	900	900	
Pest Control	600	600	630	
Utilities				
Electric	2,450	2,450	3,202	
Gas	200	200	261	
Water/Sewage				
Total Utilities	2,650	2,650	3,464	
Total 15000 Washington St (Tenants)	7,150	7,150	8,994	
15020 Washington St (Red Rstr)				
Old Post Office Utilities	0	175		
Building Maintenance/Repairs				
15020 Washington St (Red Rstr) - Other	2,500	2,500		
Total 15020 Washington St (Red Rstr)	2,500	2,675	5,000	
15025 Washington St (Museum)				
PY Ins Proceeds, Used				
Repairs	2,500	2,500	2,675	
Utilities				
Communications	2,625	2,500	2,809	
DSL	0	450		
Electric	336	1,000	359	
Gas	938	205	1,004	
Water/Sewer	212	0	227	
Total Utilities	4,111	4,155	4,399	
Total 15025 Washington St (Museum)	6,611	6,655	7,074	
15026 Washington St (School)				
Total Town Owned Property	280,234	281,930	296,038	
Total Expense	2,505,337	3,123,453	3,534,604	
Net Surplus / (Deficit)	377,446	0	(0)	
	0			
	(0)			

Town of Haymarket
Updated StreetScape Activity
As of March 13, 2012

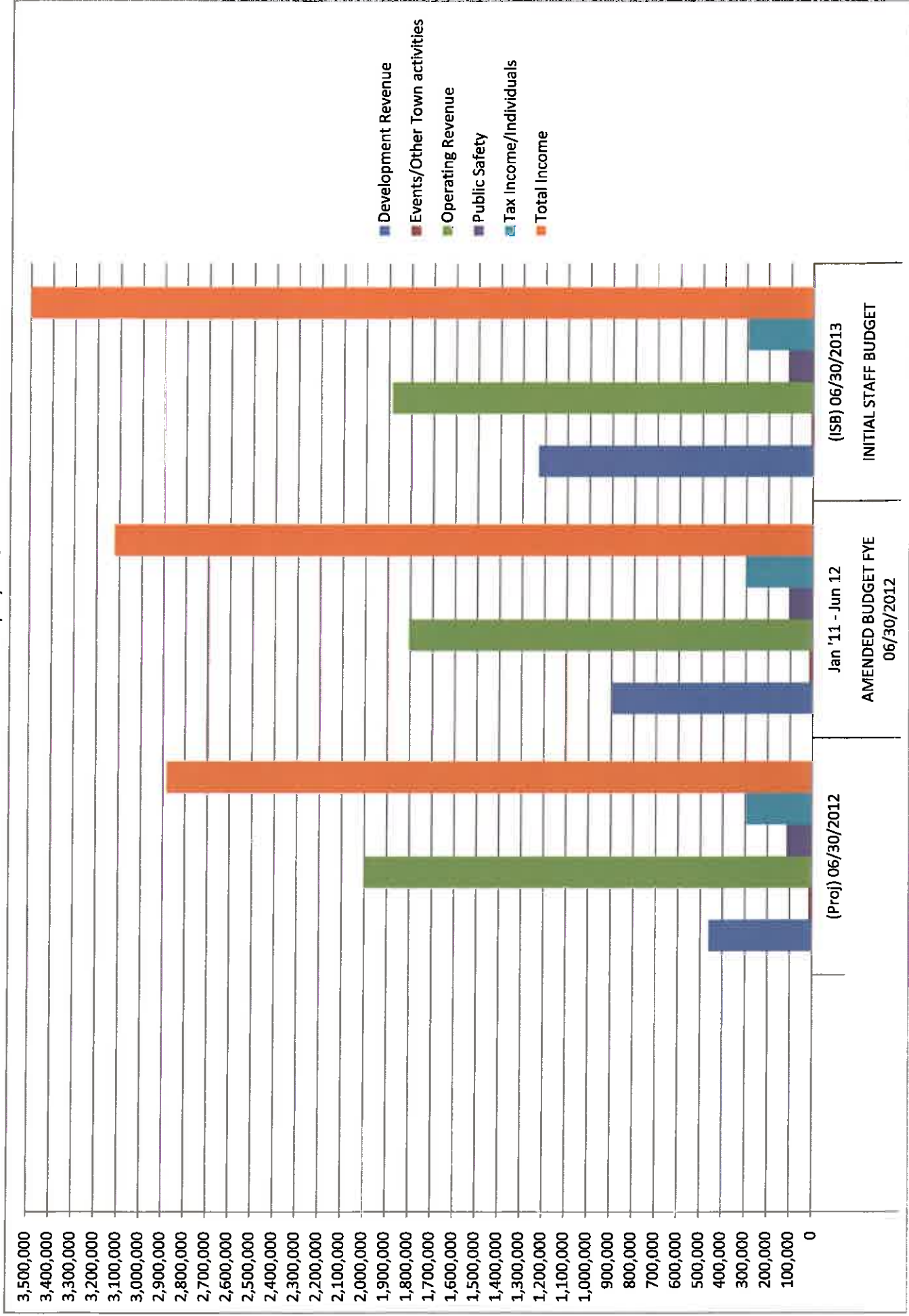
	<u>All Activity</u>	<u>Mar 13, 12</u>
StreetScape Funding		
TFB SAFETYLU 1 Yr CD	233,353.28	233,353.28
TFB SAFETYLU	362,598.98	362,598.98
Total StreetScape Funding On-Hand	<u>595,952.26</u>	<u>595,952.26</u>
Inv 0219-062611 Dtd 06/29/2011 (Rec' 03/12/2012)	73,012.28	73,012.28
Inv 12/01/2011 Dtd 12/01/2011	78,945.00	
Inv 0630-0127 Dtd 01/25/2012	13,284.53	
Total CD's StreetScape	<u>761,194.07</u>	<u>668,964.54</u>
Due General Operating Funds	(13,284.53)	(13,284.53)
Net Available For Additional StreetScape Expenses	<u>747,909.54</u>	<u>655,680.01</u>
		<u>(92,229.53)</u>

Town of Haymarket
CD's & Money Market Funds: The Fauquier Bank: TFB Money Market
As of March 13, 2012

Type	Date	Num	Memo	Clr	Split	Debit	Credit	Balance
TFB Money Market Account 8401						06/30/2012		690,913.50
Deposit	07/31/2011		Interest	√	Gen Governm't	219.03		691,132.53
Transfer	08/10/2011		Transfer for Tax Rebate Checks	√	TFB General Checking 6501		150,000.00	541,132.53
Deposit	08/31/2011		Interest	√	Gen Governm't	213.24		541,345.77
Deposit	09/30/2011		Interest	√	Gen Governm't	177.53		541,523.30
Deposit	10/31/2011		Interest	√	Gen Governm't	165.88		541,689.18
Deposit	11/30/2011		Interest - Estimate	√	Gen Governm't	166.00		541,855.18
Deposit	12/31/2011		Interest - Estimate	√	Gen Governm't	167.00		542,022.18
Deposit	01/31/2012		Interest - Estimate	√	Gen Governm't	168.00		542,190.18
Deposit	02/29/2012		Interest - Estimate	√	Gen Governm't	169.00		542,359.18
Deposit	03/31/2012		Interest - Estimate	√	Gen Governm't	84.50		542,443.68
Deposit	04/30/2012		Interest - Estimate	√	Gen Governm't	85.50		542,529.18
Deposit	05/31/2012		Interest - Estimate	√	Gen Governm't	86.50		542,615.68
Deposit	06/30/2012		Interest - Estimate	√	Gen Governm't	87.50		542,703.18
	06/30/2012		Hulfish House		TFB General Checking 6501		150,000.00	392,703.18
	06/30/2012		Old Post Office		TFB General Checking 6501		200,000.00	192,703.18
***PROBABLE - FYE SURPLUS 06/30/2012						378,904.00		571,607.18
**** APPROPRIATE TO FYE BUDGET 06/30/213							378,904.00	192,703.18
								192,703.18
Total TFB Money Market Account 8401						380,693.68	878,904.00	192,703.18

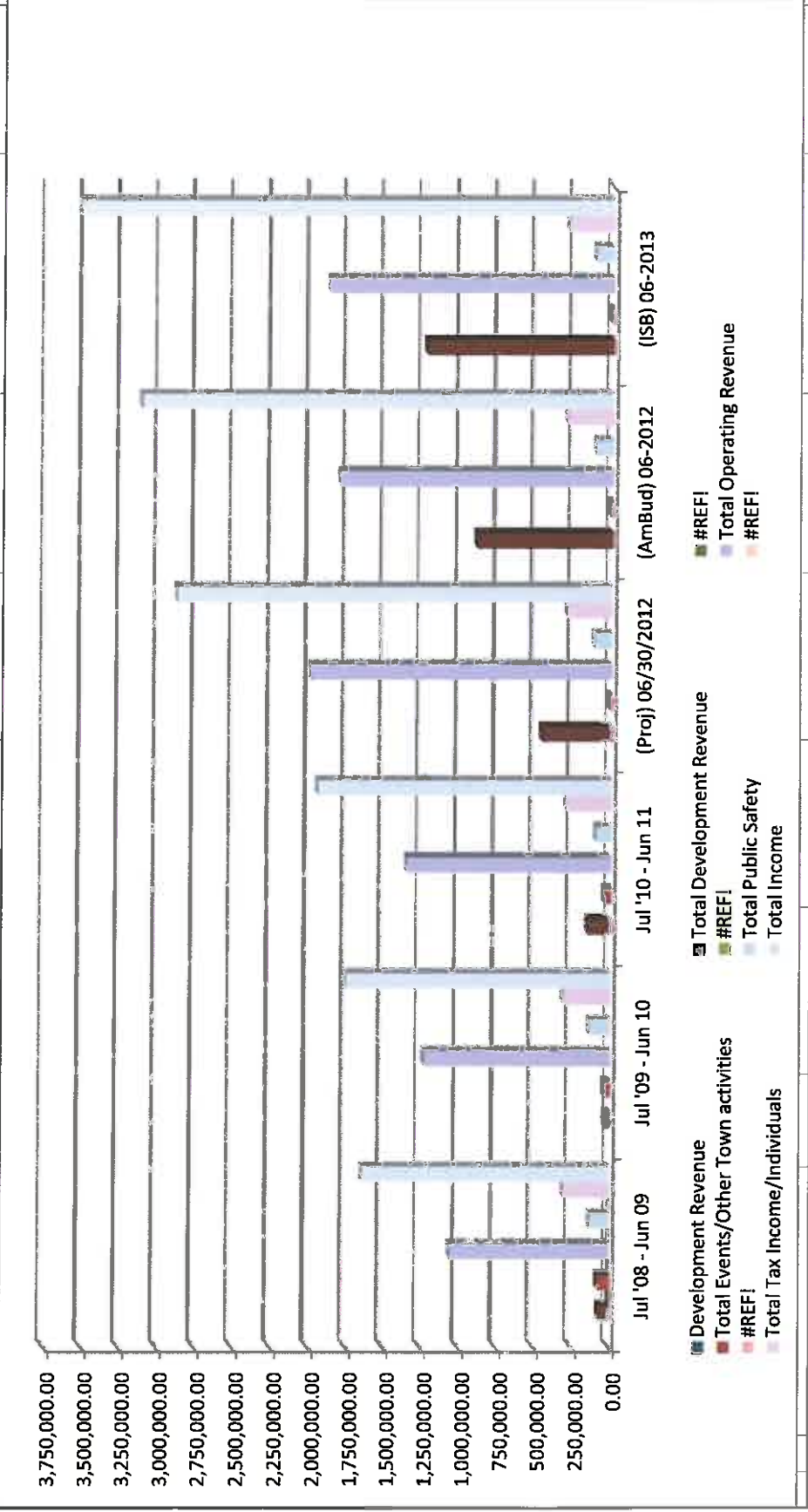
***BASIS FOR THE PROBABLE - FYE SURPLUS 06/30/2012					378,904.00
FYE 06/30/2012 Budget Had Funding for StreetScape					(100,000)
Development Revenues -		No Increase to Surplus			
Events & Other Town Activities -		No Increase to Surplus			
Operating Revenues					(183,409)
Meals Tax		\$ 27,000 - \$ 30,000			
Cigarette Tax		\$150,000 - \$160,000			
		\$	183,409		
		\$ 177,000 - \$ 190,000			(\$283,409)
Operating Expenses					
Boundry Adjustment			\$52,000		
Council & Boards			\$12,735		
Operating Expenses			\$17,323		
Public Works			\$4,000		
Total Salaries & Wages			\$11,460		
Total Town Owned Property			\$1,696		
			\$99,214		(\$99,214)
			\$276,214		(\$382,623)
			\$289,214		(3,719)

TOWN OF HAYMARKET
Initial Staff Budget Workbook
Revenues - FYE 06/30/2013

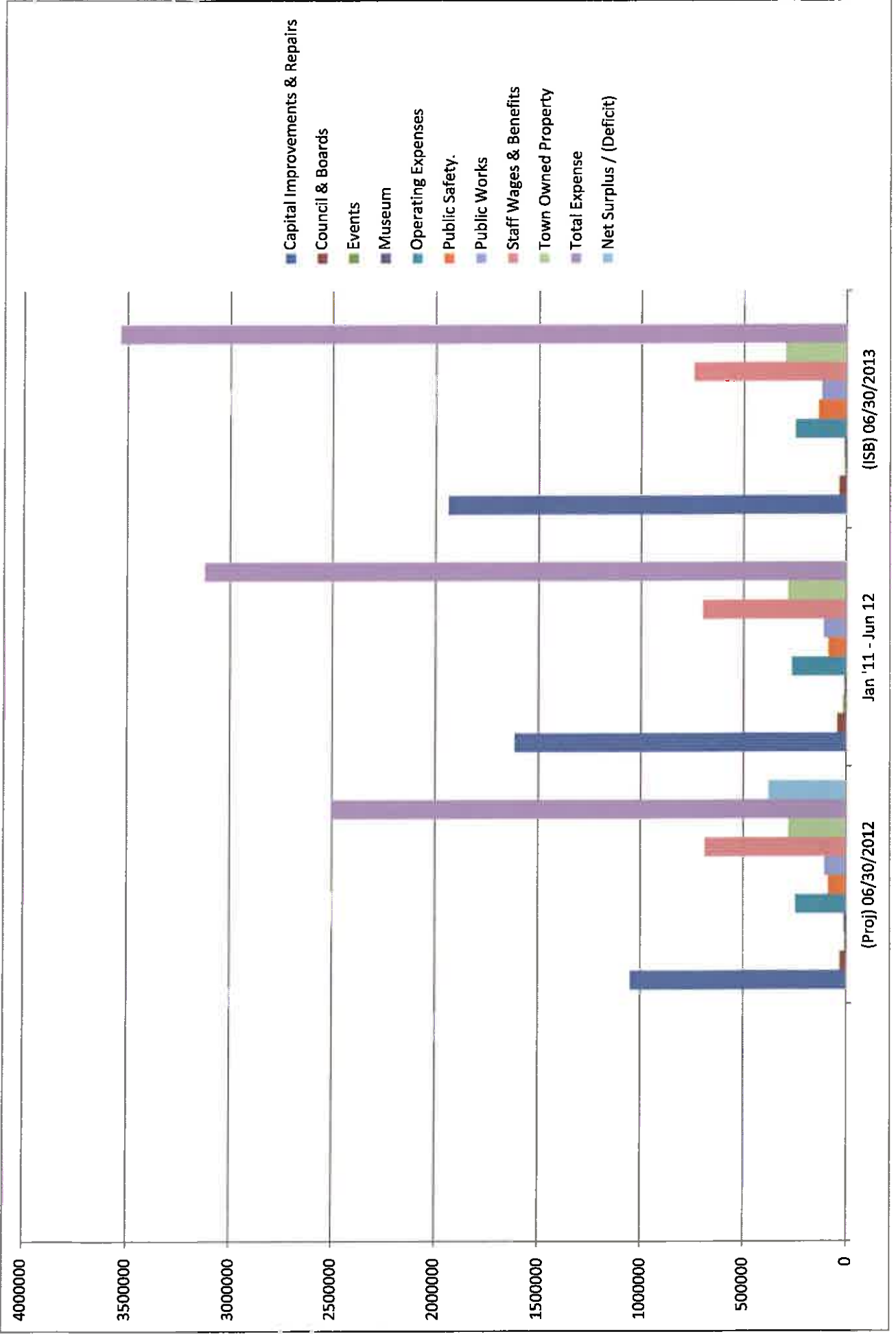


Town of Haymarket
Initial Staff Working Budget
July 2012 through June 2013

	Jul '08 - Jun 09	Jul '09 - Jun 10	Jul '10 - Jun 11	(Proj) 06/30/2012	FYE 06/30/2012 (AmBud) 06-2012	(ISB) 06-2013
Development Revenue						
Total Development Revenue	70,402	33,004	154,233	461,831	895,552	1,229,453
Total Events/Other Town activities	76,571	37,753	42,174	13,708	15,000	10,500
Total Operating Revenue	1,057,655	1,233,833	1,353,681	1,998,295	1,805,747	1,885,708
Total Public Safety	132,730	139,754	102,189	114,445	107,907	114,438
Total Tax Income/Individuals	305,750	312,580	297,511	294,504	299,247	294,504
Total Income	1,643,108	1,756,924	1,949,788	2,882,784	3,123,453	3,534,604



TOWN OF HAYMARKET
Initial Staff Budget
Expenses - FYE 06/30/2013



Capital Items for Consideration in the 2013 Budget

Item	Estimated Cost	Notes	Funding Sources
General Government			
1	\$ 831,885.00	Construction phase of the project extending brick sidewalks from Madison Street to the Harrover Property	Meals Tax and Grant Funding
2	\$ 42,000.00	Installation of deck and other improvements to make the caboose an attraction	80% VDOT, 20% Town
3	\$ 500,000.00	Approve a master plan for the development of the Town Center Property to include the façade of the Town Hall building, improve the parking area including storm water improvements, improve the town green	General Fund, grant funds, bonds
4	\$ 75,000.00	Design and installation complete by September, 2012	100% funded by VDOT
5	\$ 500,000.00	To connect the shared use path which VDOT will install on the bridge. Any remaining money will be used to convert brick crosswalks to stamped asphalt	\$500,000 earmark from Connolly.
6	\$ 4,000.00	Replace the wireless system in town hall for more flexibility and security	General Fund, grant funds
7	\$ 12,000.00	Need for a financial system that complies with governmental accounting requirements	General Fund
8	\$ 4,000.00	Complete the replacement of old cabinets to improve the security of Town files	General Fund

9	Computer work stations	\$	1,500.00	Three additional stations to be shared by contractors and/or a part-time admin position	General fund
10	Renovate Town Hall Upstairs bathrooms	\$	6,000.00	The bathrooms for the rental area on the second floor of the town hall are in need of upgrading due to the increase in usage.	General Fund
11	Website Upgrade	\$	7,500.00	Upgrade to a Content Management System that will allow us to add and update web pages more easily, add video and audio to the web, and provide more user tools	General Fund
12	Paint Museum	\$	15,000.00	Remove all existing paint, apply primer and apply two coats of exterior grade paint. Bids received.	General Fund
Public Safety					
1	Police Radios	\$	50,000.00	Required as part of the upgrade of the new PWC communications system	General Fund; possible grants
2	Replacement Vehicle	\$	19,240.00	Continued payments on replacement vehicles purchased in 2011.	General Fund
3	Replacement Computers	\$	2,000.00	Replace three out of date computers in the Police squad room	General Fund
4	Trailer	\$	1,500.00	Trailer to be used to carry equipment for DUI stops, street closings and events.	General Fund
Museum					
1	Display tables - Museum	\$	2,500.00	To provide more room for displays and make the displays easier to see	General Fund
Total:		\$	2,074,125.00	Federal or VDOT Funds: \$1,440,485 General Fund or grant funding: \$633,640	



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: EXPENDITURE REQUESTS
DATE: 04/02/12
CC: STAFF

The staff is requesting the use of money available through expenditure decreases to fund some of the projects/expenditures listed in the recommended Capital Improvement Projects.

BACKGROUND

The Town Council requested that the staff obtain bids on the painting of the museum. We have received the attached bids with the low bidder being Gossom and Costello in the amount of \$12,650.00. It is recommended the Town Council use some of the money originally budgeted for the legal costs associated with annexation to cover the cost of painting the museum. There is currently \$39,897.00 in this line item. We recommend that the Council approve up to \$1,500.00 to cover any unforeseen costs related to the painting project.

Some of the property owners whose easements and rights of way were taken through the condemnation process are contesting the Town action and are moving toward court dates. Those efforts have meant that the Town's condemnation attorney, Robert Dively, is billing for more hours than we had estimated. The Council approved \$10,000.00 in legal fees in December which will be depleted in April. It is recommended that the Town Council approve an additional \$10,000.00 for legal fees related to condemnations. That money will be taken from the Street Scape Expenditures line item and moved to Street Scape Funding which is the line item from which these legal fees are paid.

RECOMMENDATION

It is recommended that the Town Council approve the expenditure of up to \$15,000.00 for the painting of the Town Museum. The form of the motion is:

I move acceptance of the bid from Gossom and Costello and the approval of the expenditure of up to \$15,000.00 for painting the Town Museum. I further move that

\$15,000.00 be taken from the "Boundary Adjustment Cost" line item and moved to the "Town Center Property" line item to cover the cost of the painting.

It is recommended that the Town Council approve \$10,000.00 for legal fees related to the condemnation of property as part of the Street Scape project. The form of the motion is:

I move to approve \$10,000.00 for legal fees related to the condemnation of property as part of the Street Scape project. I further move that \$10,000.00 be moved from the "Streetscape Expenditures" line item to the Streetscape Funding line item to cover the cost of the legal expenses.

Gossom & Costello Pv. Inc.

Estimate

P.O. Box 198
 Haymarket, Va 20168
 Off# 703-754-0930
 fax#703-754-4897
 Email: info@gossompaving.com

Date	Estimate #
3/13/2012	46

Name / Address
Town Of Haymarket 15000 Washington Street Haymarket, Va. 20169

Work#	
Home#	
Cell#	
Fax#	703-753-2800

Description	Total
<p>Scraping and Painting of the Town Museum. Time to complete project: Approximately 2 WEEKS. Scope of work:</p> <ol style="list-style-type: none"> 1. Work area will be properly sealed and block off with proper signage, caution tape plus other containment devices. <p>***Employees will follow all EPA safety procedures Prior to beginning work.</p> <ol style="list-style-type: none"> 2. All shutters will be removed. All bushes and under brush will be covered to protect from any falling paint chips. 3. Removal of flaking wall paint via mechanical means.(PaintShaver Pro) 4. Work area will be cleaned at the end of every work day. 5. Roof will be scraped of loose paint and repainted. 6. Once designated work area has been properly stripped of paint we will Seal the area using Prime-Lock Plus (Benjamin Moore Product) 7. All windows will be re-caulked. 8. After completion of Prep work we will apply TWO coats of AURA exterior Paint (Benjamin Moore) by brush. 9. Roof will be scraped and painted. <p>Note! Contractor will furnish all materials and equipment to complete the job. There will be a**5** year warranty against any paint chipping. Payment as follows 1/2 down 1/2 upon completion. A final inspection will be completed and approved before final payment is received.</p>	<p>12,650.00</p>

All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders and will become an extra charge over and above the estimate. Our workers are fully covered by worker's compensation insurance.
 Acceptance of Proposal: The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline.
 Terms: Total amount due on completion of work. The customer and guarantors of the proposal hereby waive the benefit to all exemptions as to this obligation and agree to pay all expenses incurred in collecting same if not paid on completion of work, including attorney fees of one-third(1/3) of all amounts due and interest of 1 1/2 percent per month.

Total	\$12,650.00
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Signature _____

PROPOSAL

ART'S QUALITY PAINTING, INC.

7058 CRESPO LANE
MANASSAS, VA 20112
CELL: (703) 801-4001
E-MAIL: ASUWANNARUTE@AOL.COM

PROPOSAL NO.

SHEET NO.

DATE

December 21, 2011

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME

The Town of Haymarket c/o Jennifer Preli

ADDRESS

Same

ADDRESS

P.O. Box 1230

DATE OF PLANS

Haymarket, VA 20168

PHONE NO.

(703) 753-2600 / (703) 753-2800 fax

OTHER PHONE NO.

E-mail: jpreli@townofhaymarket.org

We hereby propose to furnish the materials and perform the labor necessary for the completion of:

Exterior Work: All Surfaces To Be Painted Are, All Wood Trim, Siding, Doors, Shutters, Windows, Metal Roof & Steeple.

Preparation: Scrape Off All Old Peeling Paint, Sand All Surfaces To Be Painted, Re-Caulk All Cracks In Trim, Siding, Frames, And Around All Windows Where Needed, Re-Glaze All Window Sashes Where Needed.

Painting: Apply 1 Coat Of Exterior Oil-Base Primer To All Raw Wood And New Glazing; Apply 2 Coats Of Oil-Base Finished Paint To All Surfaces To Be Painted

*Color To Be Determined

Labor & Material: \$13,500.00

Option: *Any Paint Burning For Perfect Smooth Surfaces - (\$35.00 per hour rate) - Additional

All material is guaranteed to be as specified, and the above work to be performed in accordance with the proposal submitted for above work and completed in a substantial workmanlike manner for the sum of Thirteen Thousand Five Hundred and Zero Dollars (\$13,500.00)

With payments to be made as follows.

½ Down, ½ Payment Due Upon Completion, please make checks payable to Art Suwannarute

Respectfully submitted Art Suwannarute

Per Art's Quality Painting, Inc.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Note -- This proposal may be withdrawn By us if not accepted within 30 days.

ACCEPTANCE OF PROPOSAL

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

Signature _____

Date _____ Signature _____

This estimate for proposed work is prepared for:

Town of Haymarket

February 23, 2012

Description of estimate: Painting of the Town Museum

My services will include:

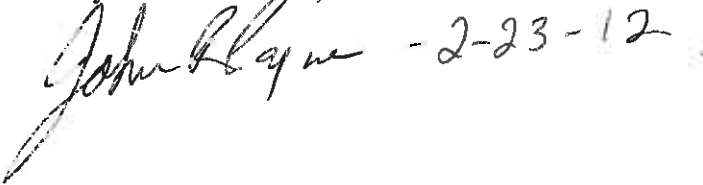
1. Scrape off all existing paint from the siding, windows, doors and roof using a mechanical scraper
2. Remove all debris and paint flakes as the scraping is done
3. Caulk all windows and doors frames as needed
4. Apply one coat of primer to all wooden areas
5. Apply two coats of paint. Color will be determined by the Town
6. Apply two coats of paint to the roof.

We will provide a three year warranty on the paint.

The cost for this service is \$14,500.00

Respectfully,

John R. Payne
Payne's Construction, LLC

A handwritten signature in cursive script that reads "John R. Payne" followed by the date "-2-23-12". The signature is written in black ink and is positioned below the printed name and company name.



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: LINE OF DUTY ACT RECOMMENDATION
DATE: 04/02/12
CC: STAFF

In 2011, the Town decided to join the State Line of Duty Act (LODA) program managed by the Virginia Retirement System (VRS) and take one year to determine whether the VRS program or the program offered through VML is the best option.

BACKGROUND

The Town of Haymarket has no prior LODA claims. Based on the information attached, the VML program suits us better because of our claims experience. The VRS administered plan has announced their LODA rates will more than double next year from \$234.00 per participant to \$474.00 per participant. The per participant cost of the VML program is \$225.00.

The Town now must make an irrevocable decision regarding the program prior to June 30, 2012. If we decide to withdraw from the VRS plan we can not return to that plan.

Information regarding the two programs is attached. The staff will be prepared to answer any questions the Council member may have.

RECOMMENDATION

It is recommended that the Town Council withdraw from the VRS plan and join the VML plan. A copy of the resolution making and Irrevocable Election not to participate in the Line of Duty Act Fund is attached. It is recommended that the Town Council adopt this resolution.

Also attached is a resolution adopting the VML program. It is recommended that the Town Council adopt this resolution.

RESOLUTION

Irrevocable Election Not to Participate in Line of Duty Act Fund

WHEREAS, pursuant to Item 258 of the Appropriations Act, paragraph B, the Virginia General Assembly has established the Line of Duty Act Fund (the "Fund") for the payment of benefits prescribed by and administered under the Line of Duty Act (Va. Code § 9.1-400 et seq.); and

WHEREAS, for purposes of administration of the Fund, a political subdivision with covered employees (including volunteers pursuant to paragraph B2 of Item 258 of the Appropriations Act) may make an irrevocable election on or before July 1, 2012, to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and

WHEREAS, it is the intent of _____ to make this irrevocable election to be a non-participating employer with respect to the Fund;

NOW, THEREFORE, IT IS HEREBY RESOLVED that _____ hereby elects to be deemed a non-participating employer fully responsible for self-funding all benefits relating to its past and present covered employees under the Line of Duty Act from its own funds; and it is further

RESOLVED that the following entities,

[List of covered entities, including volunteer entities, regional jails, etc., whatever is applicable, whether inside or outside the locality, or attach a list of entities]

to the best of the knowledge of _____, constitute the population of its past and present covered employees under the Line of Duty Act; and it is further

RESOLVED that, as a non-participating employer, _____ agrees that it will be responsible for, and reimburse the State Comptroller for, all Line of Duty Act benefit payments (relating to existing, pending or prospective claims) approved and made by the State Comptroller on behalf of _____ on or after July 1, 2010; and it is further

RESOLVED that, as a non-participating employer, _____ agrees that it will reimburse the State Comptroller an amount representing reasonable costs incurred and associated, directly and indirectly, with the administration, management and investment of the Fund; and it is further

RESOLVED that _____ shall reimburse the State Comptroller on no more than a monthly basis from documentation provided to it from the State Comptroller.

Adopted in _____, Virginia this _____ day of _____, _____.

Authorized Signature- Title

Dear Members,

As you are probably aware, the state administered Line of Duty Act (LODA) fund recently announced that their LODA rates were more than doubling for 2012-13 moving from \$234 to \$474. The Virginia Retirement System (VRS) attributes this significant rate hike to many localities opting out of the state fund at July 1, 2011. The localities opting out, for the most part, had very few losses and this created an adverse selection situation for the state fund. VRS staff indicates that their previously announced rates were based on 75,000 employees and volunteers participating. Due to opt outs they ended up with approximately 36,000. With the irrevocable opt out deadline of July 1, 2012 fast approaching; this is likely to drop much further as others opt out of the fund, which may cause state fund rates to spike further in future years.

As you might expect, we are getting lots of LODA questions from members regarding Line of Duty Act (LODA) options for 2012-13. We thought it prudent to provide the membership answers to some of these questions.

What if we do nothing?

If your entity does not opt out by July 1, 2012, your entity is required to participate in the state fund permanently.

Why not just stay in the state fund?

It may make sense for some localities to remain in the state fund. Localities with no or few prior LODA claims; however are probably best served by opting out of the state fund.

What if we have existing LODA claims?

If your entity opts out of the state fund and has existing LODA claims, your entity will be responsible for future monthly payments associated with these claims. In addition, when you opt out the state will bill you any payments made on your behalf from July 1, 2010 forward. For example, an entity has one existing LODA claim and the monthly cost is \$1,500. If you opt out July 1, 2012, the state will send you a bill for \$36,000 (\$1,500 – 24 months). Your entity will then be responsible for reimbursing the state for ongoing monthly claim payments for those claims. VMLIP can take over those claims; however, this requires either a substantial up front premium payment or installment payments including interest.

What if we have potential LODA claims that have not been made?

Localities should identify potential LODA claims that may arise at a later date. VMLIP can assist with that if we write your workers' compensation coverage. While VMLIP offers "prior acts" coverage, we cannot pay for claims your entity knew about *or should have known about*. VMLIP's LODA prior acts coverage will pay claims that are made during the policy period, where the disabling injury or death occurred within five years of the inception date of your policy **and** when you have met your statutory obligation to assist a LODA claimant with their LODA claim paperwork within 10 days of learning that they will not be returning to work because their disability is likely to be permanent or within 10 days of their death.

Example 1: Your entity has a workers' compensation claims that occurred in 2007. In 2009, the LODA eligible employee advises that he is disabled and can no longer continue in his position. Your entity does nothing to advise him or assist him with filing his LODA claim. He brings a LODA claim in 2012. Not covered by VMLIP.

Example #2: Your entity has a workers' compensation claims that occurred in 2009. In 2011, the LODA eligible employee advises that he is disabled and can no longer continue in his position. Within 10 days, your entity assists him by making the LODA claims forms available and helping him complete the application. He brings a LODA claim in 2012. Covered by VMLIP.

What about future LODA claims?

In exchange for a premium, VMLIP will take responsibility for the costs (health insurance premiums and expenses) associated with LODA claims arising out of covered disabilities or deaths that occur and are reported during the policy period.

Do LODA claims result in any OPEB/GASB liability?

It depends. If your entity remains in the state fund, we have been advised that you are required to book estimated LODA liability as premiums to the fund are made on a pay-as-you-go basis and are not a transfer of risk. For those with existing claims your entity should have already included an estimate of these liabilities on its June 30, 2011 financial statements.

Should your entity decide to opt out of the state fund and obtain coverage through VMLIP, the Pool will charge an upfront premium for *claims going forward*. This transfer of risk from your entity to the Pool means the pool will book this liability and your entity does not need to do so.

If you entity has existing claims or a claim arises that we can't cover, you will have to book that estimated liability on your financial statements unless VMLIP has written that coverage.

An arrangement whereby a pool takes over these claims on a conditional basis such as your entity taking over payments again should you leave the Pool (as is apparently being offered by another pool), does not relieve your entity of booking these liabilities. We have reviewed GASB requirements and checked with the auditor of public accounts on this point. We advise you to consult with your financial auditor to be certain your entity is handling these liabilities correctly.



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

Memorandum

TO: Administrative Heads and Fiscal Officers

FROM: Robert P. Schultze, Director, Virginia Retirement System

DATE: June 29, 2011

SUBJ: **Opting Out of the VRS Managed Line of Duty Act Fund**

A handwritten signature in black ink, appearing to read 'Robert P. Schultze'.

The Virginia General Assembly, in its 2010 session, established a new Line of Duty Act (LODA) Fund with VRS as the investment manager. Localities that have eligible hazardous duty professionals on a paid or voluntary basis may choose to participate in the LODA Fund for their respective covered individuals or choose to self-fund these benefits. All localities are deemed to be a participant in the Fund unless they pass a VRS resolution to opt out of the Fund. Localities must pass the VRS opt-out resolution on or before July 1, 2012. Please note that this is an **irrevocable** election. Once you opt out of the Fund, you may not elect at a later date to participate. If no opt-out resolution is passed, by law you are deemed a participant in the LODA Fund and will be billed by VRS for contributions for your covered eligible employees and volunteers.

The State Comptroller will bill non-LODA Fund participating localities for actual claims in FY 2011, which will include an administrative fee. In late summer, VRS will bill LODA Fund-participating localities the FY 2012 per capita rate based on your census data of \$233.89 for eligible employees and \$58.47 for volunteers. Payment will be due in early fall. Those who opt out of the LODA Fund prior to July 1, 2011 will not be billed by VRS for FY 2012 contributions. If you choose to make an irrevocable election to opt out of the LODA Fund prior to the start of fiscal year 2012 (July 1, 2011 to June 30, 2012), the resolution must be passed with an effective date of July 1, 2011 and sent to VRS no later than July 31, 2011. All others who choose to opt out of the LODA Fund must make an irrevocable election and pass a resolution on or before July 1, 2012.

If you have questions concerning your FY 2011 claim expenses or any other pending claims, please contact:
Connie Jones, Line of Duty Act Coordinator, Virginia Department of Accounts
connie.jones@doa.virginia.gov or 804-786-1856.

If you are electing to opt out of the LODA Fund, a guide resolution is attached for your convenience. To opt out, please complete the resolution indicating that you are opting out of the LODA Fund. Note that by completing the resolution to opt out of the LODA Fund, you are acknowledging that you: (1) are making an **irrevocable** election; (2) are responsible for all LODA claims incurred by eligible employees and volunteers covered by your locality and will pay LODA claims and administrative fees as they occur; and (3) will be billed by the State Comptroller.

While funding for the LODA benefits has changed, benefits and those eligible for LODA benefits as either employees or volunteers remain as set forth in the *Code of Virginia* (§9.1-400 et seq.). The Comptroller and the Department of Accounts (DOA) will continue to administer the benefits and make eligibility determinations. Please also note that to be eligible for coverage under the LODA, volunteer members of fire companies or departments or rescue squads must be recognized by an ordinance or a resolution of the governing body of its respective county, city or town as an integral part of the official safety program of such county, city or town.

Every effort has been made to ensure that the head count, derived in part from self-reported data and upon which the LODA Fund premiums are based, comports with the eligibility criteria set forth in §9.1-400 of the *Code of Virginia*; however, the final eligibility determination for LODA claims will be determined on a case-by-case basis by the State Comptroller. For questions related to eligibility for Line of Duty Act benefits, contact Connie Jones, the Line of Duty Act Coordinator.

Once your governing body has made an election, send the resolution to:

Susan M. Keith
Employer Representative Program Manager
Virginia Retirement System
P.O. Box 2500
Richmond, VA 23219

Resources:

Questions may be directed to: LODA@varetire.org

View more information about the LODA Fund on the web at www.valoda.org or the Department of Accounts at www.DOA.Virginia.gov

Enclosure

Dear Members,

In response to my LODA memo sent earlier this week we received a number of questions that merit sharing. These include:

(1) How much does VMLIP's LODA coverage cost?

The answer is that it depends on your past experience and the answers to the LODA questions on the VMLIP renewal application. Rates begin at \$225 per FTE for all but volunteer fire and rescue. Volunteer fire and rescue rates begin at \$82.50 per person. In addition to prior loss experience, your entity's VMLIP rates will depend on the cost of your health insurance compared to other members, the number of dependents on your census, etc.

(2) Where can I get the VMLIP renewal application?

The VMLIP Renewal application is available on the VMLIP website at www.vmlins.org. Simply login and you will be on the Member Home Page. From there hover your mouse over Contact Underwriting at the lower left and you will see Complete Renewal Questionnaire. Click on that and the application will pop up. You may fill it out in stages – simply save your work (save buttons on every page) and you can finish later.

The LODA section of the application references a census form we need. You can also access that from the Member Home Page. At the upper right hover your mouse over Get Information. You will see a tab for File Exchange. Click on that and you will see a folders called Finance, Policies and Uploads. Double click on Policies and you will see an Excel spreadsheet called LODA Census.

(3) Is there a secure way to send the completed LODA census to VMLIP?

Yes. The File Exchange is secure. Simply save your completed LODA census in the Uploads folder.

(4) Where can I get the VRS required Opt Out Resolution?

We are attaching it to this e-mail along with a memo from VRS. Note the memo is from last year and contains VRS rates for the 2011-12 fiscal year. The VRS rates for 2012-13 are approximately \$475 per employee/volunteer except for volunteer fire and rescue whose 2012-13 rate is approximately \$118.75 per person.

(5) Our locality does not participate in VRS. Does this impact us?

Yes. All localities are affected no matter what retirement system you have.

If you have additional questions or comments please let us know.

Regards,
Steve

P. Steven Craig



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: ADOPTION OF SUP
DATE: 04/02/12
CC: STAFF

The Council is requested to approve the SUP being heard at the Public Hearing as part of the meeting.

It is recommended that the Town Council approve SUP20120305 for an in-home business to be located at 6720 Jefferson Street, Haymarket, VA.