



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

Pamela E. Stutz, Mayor

15000 Washington St
Haymarket, VA 20168
<http://www.townofhaymarket.org/>

Monday, March 5, 2012

7:00 PM

Board Room

I. Call to Order

Attendee Name	Present	Absent	Late	Arrived
Mayor Pamela Stutz	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Vice Mayor John Cole	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Council Member/Liaison to the Treasurer Jay Tobias	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Council Member/Liaison to Planning Commission Robert Weir	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Council Member Milt Kenworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Council Member/Liaison to ARB Mary Scarbrough	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Council Member David Leake	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

II. Citizen's Time

III. Minutes Acceptance

IV. Updates/Appropriations

- a. Old Post Office Renovation Update 3/05/12
- b. Hulfish House Renovation Update 3/5/12

V. Building Official's Report

- a. Building Official's Report 3/05/12

VI. Police Report

- a. Police Report 3-05-12

VII. Treasurers Report

- a. Treasurer's Report 3-05-12

VIII. Town Manager's Report

- a. Town Manager's Report 3-05-12

IX. 2012-2013 Preliminary Budget

- a. 2012-2013 Preliminary Budget

X. Councilmember Time

XI. Adjournment



TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: Old Post Office Renovation Update
DATE: 03/05/12

The contractor has now completed the shoring of the western walls, the pouring of the concrete footers on that side of the building as well as the piers in the middle of the building, and the repairs to the studs. The Structural Engineer, Dave Hall, will provide an update and schedule for the project.

A detailed cost schedule and work plan will be provided at the meeting. Since the last meeting we have removed all of the flooring, shored up the western wall and completed the foundation work on the western side of the building.

RECOMMENDATION

It is recommended that the Town Council approve an additional \$20,000.00 from the \$200,000.00 appropriation for the renovation of the Old Post Office to cover the continued renovations. A detailed work program for the coming month will be provided at the meeting.



TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: Hulfish House Renovation Update
DATE: 03/05/12

At the February Town Council meeting the Staff was asked to have a new title search conducted on the property to determine accurate ownership information. The work previously approved by the Council is complete. Additional authorization of funds will be requested to continue the renovation.

The Council received proposals from three local realtors for the marketing of the building at the February meeting but did not take action on those proposals. The staff contacted the County Historian, Don Wilson, who agreed to provide all of the historical research at no cost. He "Will make every effort to have the work done in time for the March 5, meeting.

The work on the house is temporarily complete waiting for approval of the next steps and authorization to spend the money for those next steps. The Structural Engineer, Daye Hall, has inspected the interior and foundation walls and reports that the interior is in good shape. Water has been removed from the basement and no ground water has entered the space. During the rain on Wednesday, February 29 a small amount of water Dave Hall will attend the Council meeting to provide information on his recommended next steps.

Because the interior is in stable condition we are recommending that the Hulfish House be renovated from the "outside in". Next steps will be to repair/replace the roof, repair and paint the exterior of the buildings and seal and cover the exposed basement in the rear of the building. Taking these steps will improve the appearance of the building and allow us to remove the fence around the building. The Realtor proposals are attached for Council review.

RECOMMENDATIONS

It is recommended that the Town Council authorize the expenditure of \$20,000.00 from the \$150,000.00 appropriated for the renovation of the Hulfish House. The detail of the work to be done for the month of March will be provided at the meeting. It is further recommended that the Council review the Realtor proposals.

ATTACHMENTS:

- Hulfish House Marketing Plan (PDF)
- Preliminary Marketing Overview (PDF)
- Disclosure of Broker Relationship (PDF)
- Hulfish House- Chain of Title (PDF)

Hulfish House Marketing Plan

Projected Rental Rate

Based on the market data for the past 12 months in the Haymarket/Gainesville area (see attached listings) commercial space is ranging from \$18/sqft to \$28/sqft. It is my opinion that this property should be able to rent for \$25 - \$28 per square foot, provided certain things are done.

Marketing Plan

1. Good signage on Jefferson Street viewable from both directions (3' x 6' commercial real estate sign)
2. Professional 4 color marketing piece describing the property and surrounding demographics.
3. Prospecting of other businesses in the area for potential relocation or additional locations of their businesses.
4. Listed in MRIS (Metropolitan, Regional Information System), the local realtor multiple listing service as well as Costar and LoopNet, two additional commercial real estate listing services.
5. Extensive internet advertising through various blog and posting strategies.
6. Direct marketing efforts to realtors in the area likely to be working with a client in the market for this type of property.

Marketing Fee

Our fee is 6% of the total gross lease amount, with half of that being offered to a Tenant Representative whose client executes a lease for the property.

Summarization

In order for the property to be marketable and have a chance of fetching market rent, the planned exterior renovations must be under way with the intention of completing them as soon as possible, weather permitting. There are many options of space available in the area and the potential tenants in the market are looking for the space that is as close to ready as possible. This is a unique property and therefore will separate itself from the completion because it is different. However, prospective tenants have a hard time envisioning a finished product and therefore at least need to see progress toward the finished product.

EXCLUSIVE RIGHT TO LEASE LISTING AGREEMENT

This Exclusive Right to Lease Listing Agreement ("Agreement") is made on January 4, 2012
 ("Date") by and between The Town of Haymarket ("Landlord")
 and EXIT Heritage Realty ("Broker").
 (Insert Firm Name)

1. APPOINTMENT OF BROKER. In consideration of the services provided by Broker and described in this Agreement, Landlord hereby appoints Broker as Landlord's sole and exclusive listing agent and grants Broker the exclusive right to lease the real property described below ("Premises").

2. PREMISES.

Street Address 15000 Washington Street (Specifically the Hulfish House) Unit # _____
 City Haymarket, Virginia Zip Code 20169
 Subdivision or Condominium Town of Haymarket County/Municipality Haymarket
 TAX Map/ID # 7298-90-0216/44010 (Agreement is specifically for the Hulfish House only)
 Parking Space Number(s) _____ Storage Unit Number(s) _____

3. NOTICES.

All notifications and amendments under this Agreement shall be in writing and shall be delivered using the contact information below.

Landlord

Mailing Address: 15000 Washington Street
 City, State, and Zip Code: Haymarket, VA 20169
 Phone: (H) 703-753-2600 (W) _____ (Cell) _____ (Fax) _____
 Email: _____

Broker

Mailing Address: 15030 Washington Street
 City, State, and Zip Code: Haymarket, VA 20169
 Telephone: 703-753-9100
 Email: bryangarcia@exitheritage.com Fax: 703-753-5828

4. TERM OF AGREEMENT. This Agreement shall run for the period commencing after signature by all parties and expiring at 11:59 PM on June 30, 2012
 ("Listing Period").

Upon ratification of a deed of lease for Premises, Landlord releases Broker from any further responsibility regarding Premises and the lease, including but not limited to performance by the tenant, unless Landlord has entered into a property management agreement with Broker.

5. LEASE TERMS. Landlord instructs Broker to offer Premises for lease for a minimum of _____ months, but not to exceed _____ months, for a monthly rental price of \$ _____, or such other price as later agreed upon by Landlord, which price includes Broker's compensation. (Note: Broker does not guarantee that Premises will rent at the price stated hereunder).

Attachment: Hulfish House Marketing Plan (1009 : Hulfish House Renovation Update)

Landlord will allow smoking: Yes **OR** No

Landlord will allow pets: Yes **OR** No Restrictions: _____

The following deposits shall be required from the tenant: _____

Landlord agrees that Landlord and tenant shall sign a lease agreement enforceable in the Commonwealth of Virginia.

6. PROVIDED FIXTURES AND EQUIPMENT.

A. Personal Property and Fixtures

Landlord shall provide, as part of Premises: any built-in heating and central air conditioning equipment, plumbing and lighting fixtures, storm windows, storm doors, screens, installed wall-to-wall carpeting, exhaust fans, window shades, blinds, window treatment hardware, smoke and heat detectors, TV antennas, exterior trees and shrubs. If more than one of an item shall be provided, the number of items is noted.

The items marked YES below are currently installed or offered:

<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>	<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>	<u>Yes</u>	<u>No</u>	<u>#</u>	<u>Items</u>
<input type="checkbox"/>	<input type="checkbox"/>	__	Alarm System	<input type="checkbox"/>	<input type="checkbox"/>	__	Freezer	<input type="checkbox"/>	<input type="checkbox"/>	__	Storage Shed
<input type="checkbox"/>	<input type="checkbox"/>	__	Attic Fan	<input type="checkbox"/>	<input type="checkbox"/>	__	Furnace	<input type="checkbox"/>	<input type="checkbox"/>	__	Stove or Range
<input type="checkbox"/>	<input type="checkbox"/>	__	Built-in Microwave	<input type="checkbox"/>	<input type="checkbox"/>	__	Humidifier	<input type="checkbox"/>	<input type="checkbox"/>	__	Sump Pump
<input type="checkbox"/>	<input type="checkbox"/>	__	Ceiling Fan	<input type="checkbox"/>	<input type="checkbox"/>	__	Garage Door Opener	<input type="checkbox"/>	<input type="checkbox"/>	__	Trash Compactor
<input type="checkbox"/>	<input type="checkbox"/>	__	Central Vacuum	<input type="checkbox"/>	<input type="checkbox"/>	__	w/ remote	<input type="checkbox"/>	<input type="checkbox"/>	__	Wall Oven
<input type="checkbox"/>	<input type="checkbox"/>	__	Clothes Dryer	<input type="checkbox"/>	<input type="checkbox"/>	__	Gas Log	<input type="checkbox"/>	<input type="checkbox"/>	__	Wastewater Ejector Pump
<input type="checkbox"/>	<input type="checkbox"/>	__	Clothes Washer	<input type="checkbox"/>	<input type="checkbox"/>	__	Hot Tub, Equip & Cover	<input type="checkbox"/>	<input type="checkbox"/>	__	Water Treat System
<input type="checkbox"/>	<input type="checkbox"/>	__	Cooktop	<input type="checkbox"/>	<input type="checkbox"/>	__	Intercom	<input type="checkbox"/>	<input type="checkbox"/>	__	Window A/C Unit
<input type="checkbox"/>	<input type="checkbox"/>	__	Dishwasher	<input type="checkbox"/>	<input type="checkbox"/>	__	Playground Equip	<input type="checkbox"/>	<input type="checkbox"/>	__	Window Fan
<input type="checkbox"/>	<input type="checkbox"/>	__	Disposer	<input type="checkbox"/>	<input type="checkbox"/>	__	Pool, Equip & Cover	<input type="checkbox"/>	<input type="checkbox"/>	__	Window Treatments
<input type="checkbox"/>	<input type="checkbox"/>	__	Electric Air Filter	<input type="checkbox"/>	<input type="checkbox"/>	__	Refrigerator	<input type="checkbox"/>	<input type="checkbox"/>	__	Wood Stove
<input type="checkbox"/>	<input type="checkbox"/>	__	Fireplace Screen/Door	<input type="checkbox"/>	<input type="checkbox"/>	__	w/ ice maker				
				<input type="checkbox"/>	<input type="checkbox"/>	__	Satellite Dish				

Other: _____

B. As-Is Items

Landlord will not warrant the condition or working order of the following items and/or systems:

7. UTILITIES. (Check all that apply)

Hot Water: Oil Gas Elec. Other _____ Number of Gallons _____

Hot Water Included In Rent? Yes **OR** No

Air Conditioning: Oil Gas Elec. Heat Pump Other _____ Zones _____

Air Conditioning Included In Rent? Yes **OR** No
 Heating: Oil Gas Elec. Heat Pump Other _____ Zones _____
 Heating Included In Rent? Yes **OR** No
 Water Supply: Public Private Well Community Well
 Water Supply Included In Rent? Yes **OR** No
 Sewage Disposal: Public Septic Approved for _____ Bedrooms
 Sewage Disposal Included In Rent? Yes **OR** No
 Type of Septic System: Community Conventional Alternative Experimental

~~8. VIRGINIA RESIDENTIAL LANDLORD TENANT ACT. Landlord has ownership interest in _____ residential leased properties in Virginia. Landlord's properties are **OR** are not required to be covered under the Virginia Residential Landlord Tenant Act. If not required, Landlord wishes **OR** does not wish leases to be administered under this Act.~~

9. BROKER DUTIES.

Broker shall perform, and Landlord hereby authorizes Broker to perform, the following duties. In performing these duties, Broker shall exercise ordinary care, comply with all applicable laws and regulations and treat all parties honestly.

- A. Broker shall protect and promote the interests of Landlord and shall provide Landlord with services consistent with the standards of practice and competence that are reasonably expected of licensees engaged in the business of real estate brokerage. Landlord acknowledges that Broker is bound by the bylaws, policies and procedures, and rules and regulations governing the MLS and the Regional Rules and Regulations for the electronic lockbox system.
- B. Broker shall use reasonable efforts and act diligently to seek tenants for Premises at the price and terms stated herein or otherwise acceptable to Landlord, to negotiate on behalf of Landlord and to assist in the consummation of the sale of Premises.
- C. Broker shall market Premises, at Broker's discretion, including without limitation, use of Premises address, description, interior and exterior photographs in appropriate advertising media, such as publications, mailings, brochures and internet sites; provided, however, Broker shall not be obligated to continue to market Premises after Landlord has accepted an offer.
- D. Broker shall present all written offers or counteroffers to and from Landlord, in a timely manner, even if Premises is already subject to a ratified contract of sale, unless otherwise instructed by Landlord in writing.
- E. Broker shall account, in a timely manner, for all money and property received in trust by Broker, in which Landlord has or may have an interest.
- F. Broker shall show Premises during reasonable hours to prospective tenants and shall accompany or accommodate, as needed, other real estate licensees, their prospective tenants, inspectors, appraisers, exterminators and other parties necessary for showings and inspections of Premises, to facilitate and/or consummate the sale of Premises. Broker shall **OR** shall not install an electronic lockbox on Premises to allow access and showings by persons who are authorized to access Premises.

- G. Broker shall **OR** shall not install "For Rent" signs on Premises, as permitted. Landlord is responsible for clearly marking the location of underground utilities, equipment or other items that may be damaged by the placement of the sign.

10. MARKETING/MLS/INTERNET ADVERTISING

- A. Broker shall make a blanket unilateral offer of cooperation and compensation to other brokers in any multiple listing service ("MLS") that Broker deems appropriate. Broker shall disseminate information regarding Premises, including the entry date, listing price(s), final price and all terms, and expired or withdrawn status, by printed form and/or electronic computer service, which may include internet advertising, during and after the expiration of this Agreement.

Broker shall enter the listing information into the MLS database:

Within 48 hours (excluding weekends and holidays) of commencement of the Listing Period **OR**

On or before: _____

- B. The parties agree and understand that internet advertising includes:

- 1) Broker's internet website;
- 2) The internet websites of licensed real estate salespersons or associate real estate brokers affiliated with Broker;
- 3) Any other internet website in accordance with applicable MLS rules and regulations;
- 4) Printed media; and/or
- 5) Any available MLS Program(s) that enable participants to display aggregated MLS active listing information on other such participants' and authorized users' public websites.

- C. Landlord agrees and understands that Broker has provided an opportunity to Landlord to opt-out of any of the following four provisions and that Broker is thus hereby authorized by Landlord to submit and market Premises as follows.

PART I:

Landlord authorizes Broker to submit and market Premises by and through the display on any internet websites

OR

Landlord does not authorize Broker to submit and market Premises by and through the display on any internet websites

If Landlord selects the second option, consumers who conduct searches for listings on the internet will not see the corresponding information about Premises in response to a search.

PART II:

Landlord authorizes the display of Premises address on any internet website

OR

Landlord does not authorize the display of Premises address on any internet website

If Landlord selects the second option, consumers who conduct searches for

listings on the internet will not see the corresponding information about Premises in response to a search.

PART III:

- Landlord authorizes the display of unedited comments or reviews of Premises (or display a hyperlink to such comments or reviews) on MLS participant's internet websites

OR

- Landlord does not authorize the display of unedited comments or reviews of Premises (or display a hyperlink to such comments or reviews) on MLS participant's internet websites

PART IV:

- Landlord authorizes the display of an automated estimate of the market value of Premises (or a hyperlink to such estimate) on MLS participant's internet websites

OR

- Landlord does not authorize the display of an automated estimate of the market value of Premises (or a hyperlink to such estimate) on MLS participant's internet websites

D. During the term of this Agreement, Landlord may, by written notice to Broker, authorize Broker to enable or disable use of any feature as described in 10.C. above. Broker agrees to update the MLS database accordingly.

11. TYPES OF REAL ESTATE REPRESENTATION - DISCLOSURE AND INFORMED CONSENT.

Landlord Representation occurs by virtue of this Agreement with Landlord's contract to use Broker's services and may also include any cooperating brokers who act on behalf of Landlord as subagent of Broker. (Note: Broker may assist a tenant or prospective tenant by performing ministerial acts that are not inconsistent with Broker's duties as Landlord's listing agent under this Agreement.)

Tenant Representation occurs when tenants contract to use the services of their own broker (known as a tenant representative) to act on their behalf.

Designated Representation occurs when a tenant and landlord in one transaction are represented by different sales associate(s) affiliated with the same Broker. Each of these sales associates, known as a Designated Representative, represents fully the interests of a different client in the same transaction. Designated Representatives are not Dual Representatives if each represents only the tenant or only the landlord in a specific real estate transaction. In the event of Designated Representatives, each representative shall be bound by client confidentiality requirements, set forth in the CONFIDENTIAL INFORMATION paragraph. Broker remains a Dual Representative.

If Landlord does not consent to Designated Representation, then Landlord does not allow Premises to be shown to a tenant represented by this Broker through another Designated Representative associated with the firm. Broker will notify other real estate licensees via the MLS whether Landlord consents or does not consent to Designated Representation.

- Landlord does not consent to Designated Representation **OR**
 Landlord consents to Designated Representation.

Dual Representation occurs when the same Broker and the same sales associate represent both the tenant and landlord in one transaction. In the event of Dual Representation, Broker shall be bound by confidentiality requirements for each client, set forth in the CONFIDENTIAL INFORMATION paragraph.

If Landlord does not consent to Dual Representation, then Landlord does not allow Premises to be shown to a tenant represented by this Broker through the same sales associate. Broker will notify other real estate licensees via the MLS of whether Landlord consents or does not consent to Dual Representation.

Landlord does not consent to Dual Representation **OR**

Landlord consents to Dual Representation.

Non-Agency occurs when the real estate licensee does not represent either party to the real estate transaction and acts to facilitate the transaction by assisting the parties to reach an agreement, as an independent contractor and without being an advocate for the interest of either party. In the event of non-agency, the real estate licensee would not owe traditional fiduciary duties to either party, but would still owe the parties duties imposed on all licensees by the Commonwealth of Virginia.

12. BROKER COMPENSATION.

A. Payment. Landlord shall pay Broker in cash total compensation of 6% of the Gross Lease Amount (Compensation) if, during the term of this Agreement, anyone produces a tenant ready, willing and able to lease Premises.

Compensation is also earned if, within 90 (ninety) days after the expiration or termination of this Agreement, an application is accepted with a ready, willing, and able tenant to whom Premises had been shown during the term of this Agreement; provided, however, that Compensation need not be paid if an application is accepted on Premises while Premises is listed with another real estate company.

B. Leasing Broker. Broker shall offer a portion of Compensation to the selling broker as indicated:

Sub-Agency Compensation: 0 (zero) OR

Tenant Agency Compensation: 3% of the Gross Lease Amount OR

Non-Agency Compensation: 0 (zero)

Note: Compensation may be shown by a percentage of the gross selling price, a definite dollar amount or "N" for no compensation.

Broker's compensation and the sharing of compensation between brokers are not fixed, controlled, recommended or suggested by any multiple listing service or Association of REALTORS®.

C. Retainer Fee. Broker acknowledges receipt of a retainer fee in the amount of 0 (zero) which shall **OR** shall not be subtracted from the Compensation. The retainer is non-refundable and is earned when paid.

D. Early Termination. In the event Landlord wishes to terminate this Agreement prior to the end of the Listing Period, without good cause, Landlord shall pay Broker 0 (zero) ("Early Termination Fee") before Broker's execution of a written release.

E. **Purchase By Tenant.** If the tenant purchases Premises during tenant's occupancy of Premises or within 90 days of vacating Premises, Landlord agrees to pay Broker compensation of 6% of the total sales price in cash at settlement.

13. CONFIDENTIAL INFORMATION. Broker shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by the client which were obtained by Broker during the brokerage relationship, unless the client consents in writing to the release of such information or as otherwise provided by law. The obligation of Broker to preserve confidential information continues after termination of the brokerage relationship. Information concerning material defects about Premises is not considered confidential information.

14. AUTHORIZATION TO DISCLOSE OTHER APPLICATIONS. In response to inquiries from tenants or cooperating brokers, Broker may not disclose, without Landlord's authorization, the existence of other written offers on Premises. If Landlord does give such authorization, Landlord acknowledges that Broker and sales associate(s) must disclose whether the offers were obtained by the listing agent, another member of the listing Broker's firm, or by a cooperating broker.

Landlord does **OR** does not authorize Broker and sales associate to disclose such information to tenants or cooperating brokers.

15. COMPLIANCE WITH FAIR HOUSING LAWS. Premises shall be shown and made available without regard to race, color, religion, sex, handicap, familial status or national origin as well as all classes protected by the laws of the United States, the Commonwealth of Virginia and applicable local jurisdictions, or by the REALTOR® Code of Ethics

~~**16. EMPLOYEE RELOCATION PROGRAM**~~

~~Landlord is participating in any type of employee relocation program: Yes **OR** No.~~

~~If "Yes": (a) the program is named: _____, Contact # _____ and~~

~~(b) terms of the program are: _____~~

~~If "No" or if Landlord has failed to list a specific employee relocation program, then Broker shall have no obligation to cooperate with or compensate any undisclosed program.~~

17. CONDOMINIUM OR PROPERTY ASSOCIATION. In the event that there is a condominium or property owners' association for the Premises, Landlord agrees to provide to Broker at the commencement of Agreement **OR** to the tenant prior to lease execution copies of current rules & regulations pertaining to Premises. This package shall be provided at Landlord's cost **OR** at the tenant's cost. Fees in addition to regular monthly charges are: Pool Parking Move-In Tennis Other _____

Landlord represents that Landlord is **OR** is not current on all association dues and/or special assessments.

~~**18. LEAD-BASED PAINT DISCLOSURE.** Landlord represents that the residential dwelling(s) at Premises were **OR** were not constructed before 1978. If the dwelling(s) were constructed before 1978, Landlord is subject to Federal law concerning disclosure of the possible presence of lead-based paint at Premises, and Landlord acknowledges that Broker~~

Attachment: Hulfish House Marketing Plan (1009 : Hulfish House Renovation Update)

~~has informed Landlord of Landlord's obligations under the law. If the dwelling(s) were constructed before 1978, unless exempt under 42 U.S.C. 4852d, Landlord has completed and provided to Broker the form, "Rental Disclosure And Acknowledgment Of Information On Lead-Based Paint And/Or Lead-Based Paint Hazards" or equivalent form.~~

19. **CURRENT LIENS.** Landlord represents to Broker that the below information is true and complete to the best of Landlord's information, knowledge and belief:

Check all that are applicable:

- A. Premises is not encumbered by any mortgage or Deed of Trust.
- B. Landlord is current on all payments for all loans secured by Premises.
- C. Landlord is not in default and has not received any notice(s) from the holder(s) of any loan secured by Premises, or from any other lien holder of any kind, regarding a default under any loan, threatened foreclosure, notice of foreclosure, or the filing of foreclosure.
- D. There are no liens secured against Premises for Federal, State or local income taxes; unpaid real property taxes; or unpaid condominium or homeowners' association fees.
- E. There are no judgments against Landlord (including each owner for jointly held property). Landlord has no knowledge of any matter that might result in a judgment that may potentially affect Premises.
- F. Landlord has not filed for bankruptcy protection under United States law and is not contemplating doing so during the term of the Listing Agreement.

During the term of the Listing Agreement, should any change occur with respect to answers A through F above, Landlord shall immediately notify Broker and Sales Associate/Listing Agent, in writing, of such change.

20. MISCELLANEOUS PROVISIONS.

A. Landlord Representations and Warranties.

Landlord is aware that Landlord may be responsible for failing to disclose information and/or misrepresenting the condition of Premises. Landlord warrants that:

- 1) Landlord is not a party to a listing agreement with another broker for the sale, exchange or lease of Premises.
- 2) No person or entity has the right to purchase, lease or acquire Premises, by virtue of an option, right of first refusal or otherwise.
- 3) Landlord is OR is not a licensed (active/inactive) real estate agent/broker.
- 4) Landlord has OR has no knowledge of the existence, removal or abandonment of any underground storage tank on Premises.
- 5) Premises is OR is not currently tenant-occupied.

- B. **Access to Premises.** Landlord shall provide keys to Broker for access to Premises to facilitate Broker's duties under this Agreement. If Premises is currently tenant-occupied, Landlord shall provide Broker with any current lease documents and contact information for current tenant, and shall use best efforts to obtain the full cooperation of the tenants, in connection with showings and inspections of Premises.

C. Landlord Assumption of Risk.

1) Landlord retains full responsibility for Premises, including all utilities, maintenance, physical security and liability during the term of this Agreement. Landlord is advised to take all precautions for safekeeping of valuables and to maintain appropriate property and liability insurance through Landlord's own insurance company.

Broker is not responsible for the security of Premises or for inspecting Premises on any periodic basis. If Premises is or becomes vacant during the Listing Period, Landlord is advised to notify Landlord's home owner's insurance company and request a "Vacancy Clause" to cover Premises.

2) In consideration of the use of Brokers services and facilities and of the facilities of any Multiple Listing Service, Landlord and Landlord's heirs and assigns hereby release Broker, Broker's designated agents, sub-agents, sales associates and employees, any Multiple Listing Service and the Directors, Officers and employees thereof, including officials of any parent Association of REALTORS®, except for malfeasance on the part of such parties, from any liability to Landlord for vandalism, theft or damage of any nature whatsoever to Premises or its contents that occurs during the Listing Period. Landlord waives any and all rights, claims and causes of actions against them and holds them harmless for any property damage or personal injury arising from the use or access to Premises by any persons during the Listing Period.

D. Appropriate Professional Advice. Broker can counsel on real estate matters, but if Landlord desires legal advice, Landlord is advised to seek legal counsel. Landlord is advised further to seek appropriate professional advice concerning, but not limited to, property or tax and insurance matters.

E. Subsequent Offers After Application Acceptance. After a rental application has been accepted for Premises, Broker recommends Landlord obtain the advice of legal counsel prior to acceptance of any subsequent offer to rent.

F. Governing Law. The laws of Virginia shall govern the validity, interpretation and enforcement of this Agreement.

G. Binding Agreement. This Agreement will be binding upon the parties, and each of their respective heirs, executors, administrators, successors and permitted assigns. The provisions hereof will survive the sale of Premises and will not be merged therein. This Agreement, unless amended in writing by the parties, contains the final and entire agreement and the parties will not be bound by any terms, conditions, oral statements, warranties or representations not herein contained.

21. ADDITIONAL TERMS:

Attachment: Hulfish House Marketing Plan (1009 : Hulfish House Renovation Update)

_____/_____
Date Landlord The Town of Haymarket

_____/_____
Date Landlord

Date Broker/Sales Manager
_____/_____

Sales Associate Contact Information

Sales Associate (Listing Agent): _____

Phone: (H) 703-753-9100 (W) 703-753-9100 x103 (Cell) 703-517-2574 (Fax) 703-753-5828

Email: bryangarcia@exitheritage.com

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Attachment: Hulfish House Marketing Plan (1009 : Hulfish House Renovation Update)

USEFUL INFORMATION ABOUT REAL ESTATE TRANSACTIONS

REALTORS® are real estate licensees who, as members of the National Association of REALTORS® as well as the state and local Associations of REALTORS®, have pledged to the public and to each other that they will adhere to a strict code of ethics and high standards of professionalism, integrity and competence. REALTORS® are providing you with this information in order to assist you in making informed decisions when purchasing, selling or optioning real estate.

SERVICES. Regardless of whom they represent, REALTORS® can provide a variety of information and assistance to all parties in a real estate transaction. For example, REALTORS® can assist customers by performing ministerial acts such as supplying information about available properties and sources of financing, describing and showing properties, assisting in preparing and submitting purchase offers or counteroffers, or providing information about settlement procedures. REALTORS® acting as standard agents are required by Virginia law and by their Code of Ethics to treat all parties honestly and not knowingly give them false information, promptly present all written offers and counteroffers, disclose any adverse material facts actually known to them concerning the physical condition of a property, and offer properties without regard to race, color, religion, sex, handicap, familial status, elderliness or national origin, as well as any other classes protected by the Commonwealth of Virginia and applicable local jurisdiction.

LEGAL REQUIREMENTS. Virginia law requires that in order to be enforceable, all contracts for real property must be in writing. There is a recommended contract form that can be shown to you and that may be modified in any way to accommodate the needs of the parties. You have the opportunity to consult legal counsel concerning the contract as well as any other questions you may have about the various laws concerning real estate transfers that are referenced in the suggested contract form.

FINANCING: Mortgage rates and associated charges vary with financial institutions and the marketplace. Purchasers have the opportunity to select the lender and to negotiate terms and conditions of the loan. Such terms may be subject to seller's approval and lender's requirements. Borrowers also will be required to obtain a lender's title insurance policy. Purchasers may wish to obtain owner's title insurance coverage and may consult an attorney concerning this choice.

INSURANCE: The lender may require purchasers to buy a hazard insurance policy from the insurance company of their choice, subject to the lender's approval. Purchaser should be aware that many factors affect the availability and cost of hazard insurance on the Premises. Depending on the insurance company, these factors may include past insurance claims filed on the Premises, past insurance claims filed by Purchaser, and Purchaser's credit history. In addition, flood insurance may be required on the property. Purchaser should contact an insurance agent at the earliest opportunity to arrange for hazard insurance and, if necessary, flood insurance on the property.

MASTER PLANS. Prior to execution of a contract, purchasers may review the applicable Master Plan for the appropriate jurisdiction, including maps showing planned land use and proposed or actual parks, roads, or other facilities. These can be found at the planning offices of various jurisdictions and at some local libraries.

PROPERTY CONDITION AND ENVIRONMENTAL MATTERS. Various inspection services and home warranty insurance programs are available, and purchasers have the option to include in their offer to purchase a contingency that allows them to employ one or more experts of their choice at their expense to inspect the property and provide them with an analysis of its condition. Purchasers normally may also conduct a pre-settlement or pre-occupancy "walk-through" inspection of the property, but his inspection may be limited by the terms of the contract. REALTORS® do not have the expertise to advise concerning various conditions including but not limited to: major systems or structures; soil conditions; flood hazard areas; mold or air quality; possible restrictions on the use of the property due to restrictive covenants, zoning, subdivision or environmental laws, easements or other documents; airport or aircraft noise; planned land uses, roads or highways; including but not limited to construction materials and/or hazardous materials such as flame retardant treated plywood (FRT), radon, urea formaldehyde insulation (UFFI), polybutylene pipes, asbestos, synthetic stucco/EIFS, underground storage tanks or lead-based paint. Information about these issues may be obtained from appropriate governmental agencies such as the United States Environmental Protection Agency (EPA), the Virginia Department of Health, or local planning offices or health departments.

RESPONSIBILITY. Each party to a real estate transaction should carefully read all documents to be sure that the terms accurately express the understanding of the parties as to their intentions and the agreements they have reached. REALTORS® can counsel on real estate matters, but if legal or tax advice is desired, you should consult an attorney or a financial professional. If you have any questions about the roles and responsibilities of REALTORS® or about any other material presented here, please do not hesitate to ask for more information. You should also exercise whatever due diligence you deem necessary with respect to information on any sexual offenders registered under Chapter 23 (§19.2 - 387 et. seq.) of Title 19.2. Such information may be obtained by contacting your local police department or the Department of State Police, Central Criminal Records Exchange, at 804-674-2000 or www.state.va.us/vsp/vsp.html.

TYPES OF REAL ESTATE REPRESENTATION

In an individual real estate transaction, if a brokerage firm ("Broker") has a contractual obligation to represent a buyer or a seller ("Client"), then the Broker shall promote the interest of the Client by:

- (a) performing the terms of their contractual agreement;
- (b) obtaining a transaction at a price and terms acceptable to the Client;
- (c) presenting in a timely manner all written offer or counteroffers to and from the Client;
- (d) disclosing to the Client all material facts related to the property or concerning the transaction of which they have actual knowledge;
- (e) accounting for in a timely manner all money and property received in which the Client has or may have an interest.

Unless otherwise provided by law or the Client consents in writing to the release of information, the Broker shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by the Client, if that information is received from the Client during the brokerage relationship.

In satisfying these duties, the Broker shall exercise ordinary care, comply with all applicable laws and regulations, treat all prospective buyers and sellers honestly and not knowingly give false information, and the Broker presenting a buyer shall disclose whether or not the buyer's intent is to occupy the property as a principal residence. In addition, the Broker may show the same property to different buyer clients, represent sellers as well as buyers, or provide assistance to a seller or a buyer who is not a client by performing ministerial acts that are not inconsistent with the Broker's duties to the Client.

Seller representation occurs when sellers contract to use the services of their own broker (known as a seller representative) to act on their behalf.

Buyer representation occurs when buyers contract to use the services of their own broker (known as a buyer representative) to act on their behalf.

Dual representation occurs when a buyer and seller in one transaction are represented by the same Broker and the same sales Associate. When the parties agree to dual representation, the ability of the Broker and the Sales Associate to represent either party fully and exclusively is limited. The confidentiality of all information of all clients shall be maintained as above.

Designated representation occurs when a buyer and seller in one transaction are represented by different Sales Associates affiliated with the same Broker. Each of these Sales Associates, known as a Designated Representative, represents fully the interests of a different client in the same transaction. Designated Representatives are not dual representatives if each represents only the buyer or only the seller in a specific real estate transaction. Except for disclosure of confidential information to the Broker, each Designated Representative is bound by the confidentiality requirements as above. The Broker remains a dual representative.

Date	Signature	Date	Signature
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4201 Pleasant Valley Road
 Chantilly, Virginia 20151
 (703) 969-0092 FAX: (703) 636-8928
 pduffy@peggyduffy.com
 www.baileys4u.com/commercial

Preliminary Marketing Overview

Presented by: Peggy Duffy and Gayle Bailey

The Property Listing would be promoted through:

- MRIS system** (mostly residential, but increasingly commercial as many recent commercial tenants, buyers and investors use residential agents with whom they have a current or past working relationship).
- Co-Star** (the premiere commercial database and provider of information services to real estate professionals which most if not all commercial brokers use; for sale listings are available nationwide; for lease listings are metro-DC area).
- Co-Star Showcase** (a newer product to rival LoopNet making listings available for free to anyone with an interest in commercial real estate, including brokers, owners, investors, tenants and principals, among others in the general public). The Bailey Team subscribes to Co-Star Showcase advertising our listings to about 3.1 million visitors per quarter, according to Co-Star's tracking. Co-Star Showcase also invests in marketing these listings through Google™, Yahoo!®, Bing®, and other major Web sites
- LoopNet** (a leading information services provider to the commercial real estate industry accessible nationwide). The Bailey Team has a Commercial Premium Membership giving our listings maximum exposure. Premium Member Listings appear in the first section of Search Results and are accessible by all 4 million LoopNet members and 2.3 million average monthly visitors, as opposed to Basic Listings available to fewer than 10% of all LoopNet members, and utilize LoopNet's search engine optimization to expose listings to Google and Yahoo searchers.
- Our website** <http://www.baileys4u.com/commercial> All of our listings have an individual property website and a unique URL to access directly, which is linked to LoopNet, Co-Star and other online advertising, as well as printed on our flyers and brochures.
- Downloadable brochures** available from our website, LoopNet, Co-Star and Co-Star Showcase.
- Online marketing platform** which distributes our listings to a growing list of syndication partners of online marketplaces.
- Craigslist and broker-to-broker** email marketing campaign.

Marketing efforts would include but not limited to:

- print and e-mail flyers distributed to interested prospects;
- networking with other agents and business people through our own business involvement and past business relationships;
- target marketing to prospects in our database and broker-to-broker
- signage (at your building as well as signage calls redirected from other listings)

Our Strengths:

- Accessibility and availability, to you and to prospective tenants and buyers. We are easy to reach directly on our cell phones (that number appears on all our listings and marketing materials) and we can meet prospective tenants or buyers to show the property on short notice.
- We are very hands-on. We prepare all our marketing material, write all our own letters and emails, answer all our calls as we feel as the listing agents, we are the best points-of-contact and know the property best in order to lease or sell it.
- We are diligent about following up with prospects.
- We have an excellent working relationship with both residential and commercial agents in the area, either of whom could bring the tenant or buyer, as well commercial loan officers who work directly with potential investors.
- We are very proactive and work every lead.
- Continuous monitoring of the market to re-evaluate your market position through feedback on property showings and new competitive listings.
- We offer national exposure combined with knowledge of and experience in the local market.
- All of the above have resulted in Leased and Sold Listings!

EXCLUSIVE RIGHT TO LEASE LISTING AGREEMENT

This Agreement is made on **January __, 2012**, by and between **Town of Haymarket VA** ("Landlord" or "Owner") and **The Bailey Team Real Estate** ("Broker"). In consideration of providing services and facilities described herein, the Broker is hereby granted the exclusive right to lease the Property known as: approximately **1,500 SF Free-Standing Building with an address of 15000 Washington St., Haymarket, VA 20169** (Property") in the **Town of Haymarket**.

1. The Property is offered for lease at a lease price of _____ or such other price as later agreed upon, which price includes the Broker compensation. All items of personal property or fixtures which convey are included in the sales/lease price and shall be transferred free of liens.
2. The Broker and the Leasing associates shall promote the interests of the Landlord by: (a) performing the terms of this Agreement; (b) seeking a tenant at a price and terms agreed upon herein or otherwise acceptable to the Landlord. However, the Broker and the Leasing associates shall not be obligated to seek additional offers to lease the property while the property is subject to a lease or a letter of intent to lease under which the tenant has not yet taken possession, unless stated herein or as the letter of intent to lease so provides: c) presenting in a timely manner all written offers or counteroffers to and from the Landlord even when the Property is already subject to a lease or a letter of intent to lease, unless instructed by Landlord; (d) disclosing to the Landlord all material facts related to the Property or concerning the transaction of which the Broker and Leasing associate have actual knowledge; (e) accounting for in a timely manner all money and property received in which the Landlord has or may have an interest.

Unless otherwise provided by law or Landlord consents in writing herein or elsewhere to release of the information, the Broker and the Leasing associates shall maintain the confidentiality of all personal and financial information and other matters identified as confidential by the Landlord, if that information is received from the Landlord during the brokerage relationship. In satisfying these duties, the Broker and the Leasing associate shall exercise ordinary care, comply with all applicable laws and regulations and treat all prospective tenants honestly and not knowingly give them false information; and the Broker and Leasing associate shall disclose to prospective tenants all material adverse facts pertaining to the physical condition of the Property which are actually known by them. In addition, the Broker and Leasing associate may provide assistance to a tenant or prospective tenant by performing ministerial acts that are not inconsistent with the Broker's and Leasing associate's duties under this Agreement. The Landlord acknowledges that the Broker and Sales Associate and any cooperating brokers and sales associates may act on behalf of the Landlord as the Landlord's representatives.

Tenant representation occurs when tenants contract to use the services of their own Broker (known as a tenant representative) to act on their behalf.

Dual representation occurs when a tenant and landlord in one transaction are represented by the same Broker and the same Leasing associate. When the parties agree to dual representation, the ability of the Broker and the Leasing associates to represent either party fully and exclusively is limited. The confidentiality of all information of all clients shall be maintained as above.

Designated representation occurs when a tenant and landlord in one transaction are represented by different Leasing associates affiliated with the same Broker. Each of these Leasing associates, known as a Designated Representative, represents fully the interests of a different client in the same transaction. Designated representatives are not dual representatives if each represents only the tenant or only the landlord in a specific real estate transaction. Except for disclosure of confidential information to the Broker, each Designated Representative is bound by the confidentiality requirements as above. The Broker remains a dual representative.

Dual representation: The Landlord consents to dual representation **OR** The Landlord does not consent to dual representation which means the Landlord does not allow the Property to be shown to a tenant listed with the Broker through the same Leasing associate.

Designated representation: The Landlord consents to designated representation **OR** The Landlord does not consent to designated representation which means the Landlord does not allow the Property to be shown to a tenant listed with the Broker through another Designated Representative associated with the firm. The Broker will notify other associates within the firm via MRIS whether the Landlord consents or does not consent.

3. This Exclusive Right to Lease will expire at midnight on **July 31, 2012**.
4. A. The Landlord shall pay the Broker in cash total compensation of **6% of the gross value of the lease (to be split 3% to co-op broker, if any) and 6% of the aggregate gross lease value on any renewals or renewal options exercised** ("Compensation") if, during the term of this Agreement, anyone produces a tenant ready, willing and able to lease Property. The Compensation is also earned if within six (6) months after the expiration or termination of this Agreement, a lease is executed with a ready, willing and able tenant to whom the Property has been shown or communicated to during the term of this Agreement.
B. The Broker shall offer a portion of the Compensation as indicated: **Tenant-Agency Compensation: 3% of the gross value of the lease. Commission shall be paid as follows: 50% of total commission due upon execution of the lease and 50% upon lease commencement; 100% upon renewal or any renewal options exercised. Minimum compensation shall be one (1) month's rent.**

The gross lease value is defined as the aggregate sum of all monthly rentals over the full term, with the inclusion of all fixed and scheduled lease escalators.

If tenant or any entity of which tenant is a part, at any time during the lease term or any renewals or extensions thereof, or within one year of termination or expiration of said lease term or extensions, should contract to purchase the Property, The Bailey Team Real Estate would be paid a sales commission of 6% of the gross sales price (to be shared 50/50 if Co-op Broker) less any unamortized lease commissions paid.

The Broker's compensation and the sharing of compensation between brokers are not fixed, controlled, recommended or suggested by any multiple listing service or Association of REALTORS®

5. The Broker shall make a blanket unilateral offer of cooperation and compensation to other brokers in any Multiple Listing Service that the Broker deems appropriate. The Broker shall disseminate information regarding the Property, including the entry date, listing price(s), final price and all terms, and expired or withdrawn status, by printed form and/or electronic computer service during and after the expiration of this Agreement. Further the Broker shall not disclose the final lease price in any Multiple Listing Service prior to signing of the lease.

Please Initial: Landlord _____ / _____ Agent _____ / _____ Broker _____ / _____

6. In consideration of the use of Broker's services and facilities and of the facilities of any REALTOR® Multiple Listing Service, the Landlord and Landlord's heirs and assigns hereby release the Broker, all Brokers and leasing associates accompanying tenants or prospective tenants, any REALTORS® Multiple Listing Service and the directors officers and employees thereof, including officials of any parent Association of REALTORS®, except for malfeasance on the part of such parties, from any liability to the Landlord for vandalism, theft or damage of any nature whatsoever to the Property or its contents during the of this Agreement, and that the Landlord waives any and all rights, claims and causes of action against them and holds them harmless for any property damage or personal injury arising from the use or access to the Property by any person during the term of this Agreement except for malfeasance on the part of such parties.

7. The Landlord retains full responsibility for the Property, including all utilities, maintenance, physical security and liability during the term of the Agreement. Virginia licensed real estate salespersons and appraisers, inspectors or other persons may require access to the Property to facilitate and/or consummate a lease. Authorization is granted to the Broker to show the Property during reasonable hours. In event of a lease, the Landlord will sign a lease enforceable in the Commonwealth of Virginia.

8. In the event there is a Condominium Association for the Property, the Landlord agrees to provide the tenant prior to lease execution copies of current Rules & Regulations pertaining to the Property at Landlord's cost.

9. Authority granted to the Broker to: A. place a "For Lease" sign on the Property and to remove all other such signs and B. place a common key safe/lock box combination lock box or key pad lock box on the Property containing keys and information necessary to obtain full access to the Property.

10. The Landlord is, OR is not a licensed (active/inactive) real estate agent/broker.

11. Early Termination of Service: Should the Landlord terminate this agreement prior to the expiration date in #3, the Landlord shall pay to the Broker an early termination of service fee of \$500 plus any out-of-pocket costs to the agent and/or broker, such as advertising costs, printing and postage costs, sign costs including installation and removal costs, etc.

12. The Broker can counsel on real estate matters, but if the Landlord desires legal advice, the Landlord is advised to seek legal counsel. The Landlord is further advised to seek appropriate professional advice concerning the condition of the Property or tax and insurance matters.

13. This listing shall be entered into the Multiple Listing Service to include CoStar and LoopNet by 5:00 p.m. within (five) 5 business of signed agreement.

14. Photo Authorization and Waiver

- 1. Authorization. Landlord authorizes Agent to have interior and exterior photographs of the property taken (the "Photographic Services") and have such photographs (the "Photographs") digitized, reproduced, published, transmitted, disseminated and displayed in any form or manner, including without limitation, by Agent, Agent's Broker and Metropolitan Regional Information Systems, Inc., ("MRIS") in and through the online realty information service operated by MRIS, CoStar, LoopNet or other forms of electronic distribution, and in books, displays, publications and newspapers as well as any other use, media or means to aid in the rental of Landlord's property.
- 2. Waiver. Landlord hereby waives, acquits and forever releases Agent, Agent's Broker, CoStar, LoopNet, MRIS, its officers, directors, employees and any Shareholders, officers, directors and representatives from any responsibility or liability concerning any Photographic Services, and Photograph or this use, distribution or display of any Photographs in any other form or manner.

15. Marketing/MLS/Internet Advertising

- 1. Broker is authorized to and shall market the Property through various means including, but not limited, to entering the Property into the applicable Multiple Listing Service, installing a sign, and photographing the Property.
- 2. The parties agree and understand that Internet websites constitutes Broker's Internet website, the Internet websites of licensed real estate salespersons or associate real estate brokers affiliated with Broker, any other Internet website in accordance with applicable Multiple Listing Service rules and regulations, print media, and/or any available Multiple Listing Programs that enable participants to display aggregated active listing information on other such participants' and authorized users' public websites.
- 3. Landlord agrees and understands that the Broker has provided an opportunity to the Landlord to opt-out of any of the following and that the Broker is thus hereby authorized by Landlord to submit and market the Property as follows: Yes No Landlord authorizes the Broker to submit and market the property by and through the display on any Internet websites; Yes No Landlord authorizes the display of the Property address on any Internet website;

16. Upon ratification of the Deed of Lease, the Landlord releases the Broker from any further responsibility regarding the Property and the lease including but not limited to performance by the tenant

17. Other terms:

Property is 1,500 SF Free-Standing Building in need of renovation prior to occupancy.

Property Taxes, approx \$ _____ per year, payable by Landlord Tenant
 CAM charges, approx \$ _____ per year, payable by Landlord Tenant (includes water/sewer)
 Utilities (heat/AC) approx \$ _____ per year, payable by Landlord Tenant

Please Initial: Landlord _____ / _____ Agent _____ / _____ Broker _____ / _____

The person signing this Agreement represents and warrants that he/she is authorized to execute this Agreement on Landlord/Owner's behalf and that no further signature or approval is necessary.

Landlord/Owner is not a party to any other listing agreements with another Broker, exclusive or otherwise, for the sale, exchange or lease of the property. No person or entity has the right to purchase, lease or acquire the Property, by virtue of an option, right of first refusal or otherwise.

The terms and conditions of this Agreement must be used as a basis for presenting the Property to prospective tenants, and, unless amended in writing, contain the final and entire Agreement between the parties hereto. The parties shall not be bound by any terms, conditions oral statements, warranties or representations not herein contained. Seen and agreed and receipt of a signed copy of this Agreement is hereby acknowledged.

LANDLORD/OWNER

BROKER

_____ Landlord

THE BAILEY TEAM REAL ESTATE
4201 Pleasant Valley Road
Chantilly, VA 20151

TOWN OF HAYMARKET VA

By: _____

15000 Washington St.,
Haymarket, VA 20169

Gayle T. Bailey, Broker
703-968-7761; baileys4u@aol.com

Leasing associate: _____

Peggy Duffy
703-969-0092 FAX: 703-636-8928
pduffy@peggyduffy.com

DISCLOSURE OF BROKERAGE RELATIONSHIP

THIS IS NOT A CONTRACT; IT DOES NOT CREATE AN OBLIGATION

In connection with this transaction, whether purchase, sale, lease or option,
the client of the Broker/Firm is:

Seller

Buyer

X Lessor (Landlord)

Lessee (Tenant)

Option or

Optionee

The duties of real estate licensees in Virginia are set forth in Section 54.1-2120 et. seq. of the Code of Virginia and in the regulations of the Virginia Real Estate Board. You should be aware that in addition to the information contained in this disclosure pertaining to brokerage relationships, there may be other information relative to the transaction which may be obtained from other sources. Each party should carefully read all documents to assure that the terms accurately express his or her understanding and intent. Licensees can counsel on real estate matters, but if legal or tax advice is desired, you should consult an attorney or a financial professional.

Date (Signature)

Date (Signature)

Sales Associate

Broker—The Bailey Team

Ms. Preli - Here is the results of my research on the chain of title for the Hulfish House. I have no doubt that it was owned by George A. Hulfish between 1871 and 1903, and that his home was constructed there in 1872-73. My documentation follows. Hope it answers the Council's questions. If you need additional information, please let me know.

Sincerely,

Donald L. Wilson, Virginiana Librarian,
Ruth E. Lloyd Information Center
for Genealogy and Local History (RELIC),
Prince William Public Library System,
Bull Run Regional Library,
8051 Ashton Avenue, Manassas, VA 20110-2892
703-792-4540
www.pwcgov.org/government/dept/library/RELIC

HULFISH HOUSE
15000 Washington Street, Haymarket, Virginia

1971 Real Estate Atlas: Tax map 132-2-74 owned by James R. Gossom. DB 197:199. Assessed at \$500 for land, \$4950 improvements, \$5450 total.

DB 197:199. 6 Jan. 1956. Albert H. Utterback and Doyal H. Utterback his wife to James R. Gossom. \$10 and other consideration. Lot on west side of Carolina Road and 12 ft. on John Marshall Highway, bounded by C. J. Gillis, W. R. Gossom, J. W. Barrett (formerly J. W. Dunbar), the drug store property owned by the Bank of Haymarket, Carolina Road and John Marshall Highway. Same conveyed to C. D. S. Clarkson and one E. R. Rector by S. W. Bean et al, Nov. 10, 1911 (62:96), except ... by E. R. Rector to N. S. Rector, 1912 (62:99), parcel conveyed to Albert H. Utterback 1938 (100:285).

DB 100:285. 20 Mar. 1938. C.D.S. Clarkson and wife Helen M. J. Clarkson to Albert H. Utterback. \$10 and other consideration. Bounded by lands of C. J. Gilliss, W. R. Gossom, J. W. Garrett (formerly J. W. Dunbar), drugstore property owned by Bank of Haymarket (formerly by H. R. Bragg) and by Carolina Road and John Marshall Highway. Conveyed to C. D. S. Clarkson and one E. R. Rector by S. W. Bean et al., Nov. 10, 1911 (62:96), except portion by parties of 1st part and E. R. Rector to N. S. Rector, Feb. 17, 1912 (62:99).

DB 62:96. 10 Nov. 1911. S. W. Bean and Mattie J. Bean his wife, and Thos. H. Lion commissioner, to C. D. S. Clarkson and E. R. Rector, all of PWC. Whereas on 5 Oct. 1911 it was decreed by circuit court in chancery between Mattie J. Bean etc. et al complainants and Ardie O. Bean et al, respondents, that said Thos. H. Lion by and with the consent of S. W. Bean and Mattie J. Bean his wife who was thereby appointed commissioner for the purpose, would convey the real estate mentioned in the cause, \$4000 purchase price, parcel which said S. W. Bean is seized, west side of Carolina Road, adjoins the sd. turnpike, land of H. R. Bragg, and J. W. Dunbar, the same consisting of store house and lot, dwelling house and lot, barn and lot, and all lying and being one body and being part of real estate conveyed to S. W. Bean by G. A. Hulfish and Anna L. his wife by deed 1 Nov. 1903 (52:177), being a portion of the second lot or parcel described in said deed from Hulfish to Bean. Signed: S. W. Bean, Mattie J. Bean, Thos. H. Lion.

1910 plat of Haymarket (frontispiece to *Haymarket: a Town in Transition*) shows "Bean" as owning two lots along west side of Jefferson Street, north of Washington Street. (Same as lots 50 and 63 of the original plat.)

DB 52:177. 1 Nov. 1903. George A. Hulfish and Anna L. his wife to S. W. Bean, for \$11,000 cash. Following: (1) a tract near Haymarket, 240.1 acres on Carolina Road made up of several parcels (see deeds 39:223, 37:471, 36:465, 51:52). (2) All real estate they own in Haymarket on both sides of Carolina Road at junction with turnpike (store house lot, dwelling house lot, and barn lot on west side of Carolina Road; and warehouse lot and Eva Mason lot on east side of road. Were conveyed by deeds: from W. W. Sinclair (28:234), Otto Wittichen attorney in fact (30:347),

T. A. Smith and others (31:516), Eva Mason and husband (34:452). Not encumbered except for deed of trust upon the 240.1 acre tract. Signed: G. A. Hulfish, Anna L. Hulfish.

DB 28:234. 24 Apr. 1871. William W. Sinclair of Washington, D.C., to G. A. Hulfish of PWC. For \$190. Two lots of land in Town of Haymarket at corner of Jefferson and Washington streets, one beginning at corner of Jefferson and running with said street 124 ft NE, thence NW 175 ft, thence SW 125 ft to Washington Street, thence SE with Washington St. 125 ft to beginning. Other lot on Jefferson and Fox streets, adjacent the first lot, the one that was conveyed to Sarah E. Mount by Eppa Hunton commissioner in the suit of Sixsmith vs. Sixsmith and contains same quantity of land as first lot. Signed: William W. Sinclair.

The following three deeds do not concern the lots in question directly, but provide other information about G. A. Hulfish's real estate activities. The 1875 deed is evidence he was living on the 1871 property by that date.

DB 30:347. 29 Dec. 1875. Otto Wittichen as attorney in fact for Wm. Pratje [Grajte?] and as trustee under a deed of trust from said Wm. Pratje and as attorney in fact for Eugene Pratje of the one part, to G. A. Hulfish, both of PWC. Whereas Wm. Pratje by deed of trust 20 Aug. 1872 conveyed two certain tracts in PWC containing 38 $\frac{1}{4}$ ac. to Otto Wittichen to secure to said Eugene Pratje the debt therein recited and by power of attorney dated 16 Feb. 1874 made the said Otto Wittichen his attorney in fact, and where said Otto Wittichen has sold to said G. A. Hulfish 2 acres, part of tracts above mentioned and the said Otto Wittichen as trustee is willing to release the said 2 acres sold from the lien of lthe said deed of trust. \$225 paid by G. A. Hulfish to Otto Wittichen as trustee and attorney. Following land: joining the lot the said G. A. Hulfish owns and is living on, and running in the same width of the said lot on the Carolina Road to the north so as to make the mentioned 2 acres, taking in the ice house, the said G. A. Hulfish building himself to fence in the said two acres and to keep the fence up and the said Otto Wittichen warrants the sale. Signed: O. Wittichen, G. A. Hulfish.

DB 31:516. 4 June 1878. Wm. A. Bonnell [Powell?], 1st part; James P. Hulfish, 2nd part; both of PWC. First part justly indebted to George A. Hulfish for \$175.56 with interest, in two notes drawn by Bonnell in favor of George A. Hulfish, one dated 2 Sept. 1876 for \$64.05 and the other dated 12 Jan.(?) 1877 for \$106.50 and whereas Bonnell is desirous of securing this payment, now therefore for this premise and five dollars to him in hand paid, said W. A. Bonnell does convey to James P. Hulfish 25 of the choice or loss(?) sheep now in his possession in trust to secure to said George A. Hulfish the payment of the notes. Agreed that unless the said notes are paid off in a reasonable time, or when demanded by said George A. Hulfish that the trustees will sell at public auction for cash the before mentioned 25 head of sheep, after giving such notice as he may deem sufficient and the proceeds apply to payment of the notes. Signed: W. A. Bonnell.

DB 34:452. 11 Oct. 1880. William V. Mason and Eva his wife, to George A. Hulfish, all of PWC. [blank] dollars cash. A certain lot in village of Haymarket. Beginning at a stake in line of Miss Mary Sanders' lot, thence N 32 $\frac{1}{2}$ W 3 poles to another stake, thence N 58 degrees W 7 $\frac{3}{10}$ poles to stake, thence S 32 degrees W 7 $\frac{6}{10}$ poles to another stake, thence N 58 degrees W 26 poles to stake on S side of Carolina Road, thence with road N 30 degrees 10 poles to Smith lot, thence with Smith and Jordan's lots S 59 degrees E 25 poles to corner of Jordan's lot, thence with said lot N 32 $\frac{1}{2}$ degrees E 7 $\frac{2}{10}$ poles, thence S 58 degrees E 2 $\frac{3}{10}$ poles to beginning, containing 1 acre 3 roods & 11 poles, and being the lot which was allotted to Eva Mason in the division of real estate of her father the late C. C. Marsteller deceased. Signed: W. V. Mason, E. M. Mason.

1872 land tax list, Gainesville Township, town lots:

Sinclair, W. W., res. PWC [sic], fee [simple ownership], 2 lots, no. 63 and 50, Haymarket, no improvements, \$250 value, \$1.25 tax. "Transferred from Sarah and J. W. Mount to W. W. Sinclair and [by] him transferred to G. A. Hulfish."

1873 land tax list, Gainesville Township, town lots:

Hulfish, G. A., res. PWC, fee, 2 lots (63 and 50), Haymarket, \$650 improvements, \$850 total value, \$4.25 tax. "Increased in value on account of building."

1874 land tax list, Gainesville Township, town lots:

Hulfish, G. A., 2 lots (63 and 50), Haymarket, \$650 improv., \$850 total, \$4.25 tax.

1875 - Same.

1880 land tax list, First District [western half of PWC], town lots:

Hulfish, Geo. A., res. PWC, fee, 2 lots (50 and 63), Haymarket, \$1800 improvements, \$2000 total value, \$10.00 tax. "\$1000 added for buildings."

[Hulfish, Geo. A.], 1 lot, no improvements, \$250, \$1.25 tax.

1885 land tax list, First District, town lots:

Hulfish, G. A. trustee, trust, 1 lot (#19), no improvements, \$50 value, \$0.15 + \$0.05 tax.

Hulfish, G.A., fee, 2 lots (50 and 53 [sic]), \$1500 improvements, \$1700 total, \$5.10 + \$1.70 tax.

Hulfish, G. A., fee, 1 lot [not identified], not improved, \$250 value, \$0.75 + \$0.25 tax.

Hulfish, G. A., fee, 1 lot [not identified], \$350 improvements, \$450 total value, \$1.35 + \$0.45 tax.

1892 land tax list, Haymarket, town lots:

Hulfish, Geo. A., trustee, res. PWC, trust, 1 lot #19, not improved, \$50 value, \$0.08 + \$0.02+ \$0.10 tax.

Hulfish, Geo. A., fee, 2 lots (50 and 53), \$1500 improvements, \$1700 total value, \$5.10 +\$1.70 tax.

Hulfish, Geo. A., fee, 1 lot, no improvement, \$100 value, \$0.30 + \$0.10 tax.

Hulfish, Geo. A., fee, 1 lot, no improvement, \$50 value, \$0.15 +\$0.05 tax.

The documents we have found show:

- George A. Hulfish bought the property on the northwest corner of Jefferson and Washington on 24 April 1871. At that time there were no improvements on the land, identified as lots 63 and 50 in the town of Haymarket. This agrees with the numbering in the old plat of Haymarket.
- In 1872 the tax list shows that there were still no improvements (assessments were made in the early part of the year, about Feb.-May).
- By the spring of 1873 Hulfish had added improvements to his lots worth \$650, apparently his home. \$650 at that time would have paid for a medium-sized wood-frame house.
- The deed of December 1875 confirms that Hulfish is living on that lot.
- By the spring of 1880 (since the spring of 1879) he had added another \$1000 in improvements to the lot.
- He and his wife sold those lots in November 1903 to S. W. Bean. At that time there were a storehouse, a dwelling and a barn, each with a yard, on the lots.
- A photo submitted by the Hulfish family show the appearance of the house at the time of their residence there (ca. 1900), with the family in the yard.
- G. A. Hulfish was the first mayor of Haymarket, having been elected in 1882.



TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: Building Official's Report
DATE: 03/05/12

The report is attached.

ATTACHMENTS:

- Building Official's Report 3-5-12 (PDF)

Building Official update for the month of February is as follows:

1. Performed plan review on old post office, and Millhous residence, underpinning of foundation
2. Plans approved for Sportsplex interior expansion.
3. Performed inspections for Millhous job and Red Rooster.
3. Inspections on Sherwood Forest and Alexandra's Keep for close-in on all trades and for electric service.

In reference to Mr. Weir's concern of permits being issued by Prince William County for work within Town limits, I spoke to their permits staff and they now have a system in place That recognizes Town addresses by alerting their staff on the computer via. "pop up" that a particular address is within the Town limits. They can then direct citizens to come to Town Hall for application. According to PWC staff, it isn't completely fool proof, but seems to work well.

--

Jim Lowery

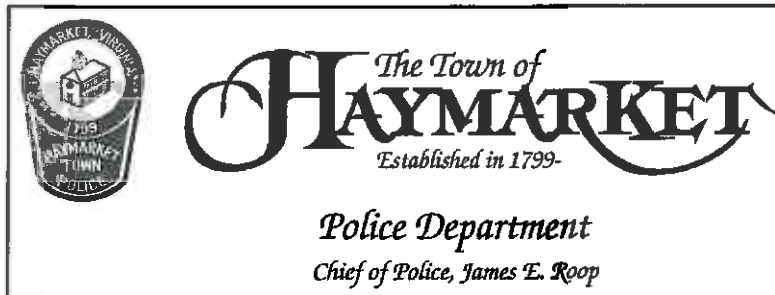


TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: Police Report
DATE: 03/05/12

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

ATTACHMENTS:

- Police Report 3-5-12 (PDF)



Town Police Statistics for November, December 2011, & January 2012

Activity	November	December	January	Total
Mileage	4935	5352.3	5218	15505.3
Gas	461.7	605.15	530.1	1596.95
Warning Tickets	19	52	93	164
Parking Tickets	1	7	20	28
Uniform Traffic Summons	142	138	136	416
Criminal Felony	0	0	2	2
Criminal Misdemeanor	5	7	1	13
Reports	7	5	8	20
Complaints	252	320	294	866
Accidents	0	2	2	4
Hours Worked	677	869	770.5	2316.5

Criminal Statistics for January 2012

Incident Description	#
Alarm	8
Accidents	5
Hit & Run	1
Domestic	2
Missing Adult	1
Suspicious Vehicle	1
Open Door	1
Noise Violation	2
Child Abuse	1
Larceny	3
Suspicious Person	4
DIP	1
Injured Animal	2
Custody Exchange	1
Assist VSP	2
Assist PWC	1



TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: Treasurer's Report
DATE: 03/05/12

The report is attached.

ATTACHMENTS:

- Treasurer's Report- 3-5-12 (PDF)

TOWN OF HAYMARKET
Chief Financial Officer Report
Notes For Council
03-05-2012 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	132,510.46	(730,533)	17,492	(703,041)
Total Events/Other Town activities	15,000	15,000	15,000	6,386.01	(8,614)	0	(2,228)
Total Operating Revenue	1,305,747	1,305,747	1,305,747	848,910.38	(474,298)	17,461	(456,837)
Total Public Safety	107,907	107,907	107,907	77,027.22	(30,880)	260	(30,620)
Total Tax Income/Individuals	299,247	299,247	299,247	284,447.88	(35,009)	210	(34,799)
Prior Years - Town Surplus		500,000	500,000	150,000.00	(350,000)	0	(500,000)
Total Revenues	2,623,453	3,123,453	3,123,453	1,479,282	(1,678,594)	35,423	(1,643,171)

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	1,343,646	273,573	0	1,070,073	1,070,073
Total Council & Boards	43,000	43,000	32,250	16,470	0	15,780	15,780
Total Events	13,500	13,500	10,125	5,508	0	4,617	4,617
Total Museum	8,915	8,915	8,915	3,305	(792)	6,403	5,610
Total Operating Expenses	264,741	264,741	198,556	145,553	(11,121)	64,124	53,003
Total Public Safety	87,400	95,900	71,925	64,141	(5,198)	12,980	7,784
Total Public Works	110,100	110,100	82,575	60,387	0	22,188	22,188
Total Staff Wages & Benefits	697,839	697,839	697,839	440,123	0	257,716	257,716
Total Town Owned Property	281,930	281,930	231,448	205,411	(2,157)	28,194	26,037
Total Expense	2,623,453	3,123,453	2,677,278	1,214,470	(19,367)	1,482,075	1,462,808
							0.00

2 Additional Appropriation

Audit - Need \$1,575 - From the Remaining budget of \$4,125
(T/P) Internet & Website - \$2,000 for Additional Programming

2.A

	Approved Budget	Amended Budget	Year-to-Date Allocation	Adj Actual	Over Budget		
3 Line Items Over 2nd Qt Appropriations:							
Museum							
Dues & Subscriptions	45	45	45	60	(15)		
Security System	270	270	270	1,048	(778)	(792)	
OPERATING EXPENSES							
Worker's Compensation	6,350	6,350	4,763	5,922	(1,160)		
Dues & Subscriptions	2,850	2,850	2,138	2,040			
Advertising	6,000	6,000	4,500	3,242			
Audit	16,500	16,500	12,375	13,950	(1,575)		
DHCD Surcharge	412	412	309	687	(375)		
Dues & Subscriptions	2,850	2,850	2,138	2,040			
Worker's Compensation	6,350	6,350	4,763	5,922	(1,160)		
Building Official	15,140	15,140	11,355	12,760	(1,405)		
Engineering Fees	10,000	10,000	7,500	10,250	(2,750)		
Pass thru Fees	0	0	0	3,854	(3,854)	(11,121)	
PUBLIC SAFETY							
Dues & Subscriptions	4,000	4,000	3,000	3,657	(657)		
Grant Passthrough	8,500	8,500	6,375	9,952	(5,577)		
Postage & Delivery							
Office Supplies	2,500	2,500	1,875	2,003	(128)		
Office Equipment	300	300	225	436	(213)		
Uniforms/Accessories	3,000	3,000	2,250	2,873	(622)	(5,198)	
TOWN OWNED PROPERTY							
15000 Wash St (THE)							
Cleaning	3,000	3,000	2,250	2,525	(275)		
Gen'l Obligation Bonds	97,353	97,353	73,015	64,902			
Telephone	1,000	1,000	750	1,218	(468)		
15000 Wash St (Tenants)							
Cleaning	3,000	3,000	2,250	3,300	(1,050)		
Leasehold Real Estate Tax	900	900	675	1,039	(464)	(2,157)	
						(19,267)	

**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	02/29/2012	02/29/2012	02/29/2012
REVENUES							
Income							
Development Revenue							
	Application Fees	10,000	10,000	10,000	400	(9,600)	0
	Inspections	12,400	12,400	12,400	29,385	0	16,985
	ISTEA/Safety LU	400,000	400,000	400,000	95,551	(304,449)	0
	PY Meals Tax Collections	450,000	450,000	450,000	0	(450,000)	0
	Occupancy Permits	140	140	140	400	0	260
	Pass Through Fees						
	Engineering/Planning Fees	20,000	20,000	20,000	4,841	(15,159)	0
	Total Pass Through Fees	20,000	20,000	20,000	4,841	(15,159)	0
	Permits	2,600	2,600	2,600	1,275	(1,325)	0
	VA Surcharge on Permits	412	412	412	679	0	267
	Total Development Revenue	895,552	895,552	895,552	132,510	(700,033)	17,492
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	854	(29,146)	0
	Cigarette Tax	143,277	143,277	143,277	146,376	0	3,099
	Fire Department Grants	7,200	7,200	7,200	0	(7,200)	0
	Franchise Tax	13,250	13,250	13,250	11,921	(1,329)	0
	Grants - Other		0	0	793	0	793
	Gross Receipts Tax	133,400	133,400	133,400	36,560	(96,840)	0
	Insurance Payments			0	810	0	810
	Interest Income						
	Gen Governm't	11,700	11,700	11,700	1,050	(10,650)	0
	Total Interest Income	11,700	11,700	11,700	1,050	(10,650)	0
	Meals Tax Collected	415,000	415,000	415,000	305,480	(109,520)	0
	Miscellaneous Income		0	0	4,166	0	4,166
	Penalties & Interest	1,300	1,300	1,300	9,772	0	8,472
	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	152,958	(87,046)	0
	Sales Tax Receipts	82,000	82,000	82,000	28,726	(53,274)	0
	Utility Usage Tax	214,000	214,000	214,000	138,909	(75,091)	0
	Total Operating Revenue	1,305,747	1,305,747	1,305,747	848,910	(474,306)	17,461
	Prior Year Surplus - Appropriated		500,000	500,000	150,000	(350,000)	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	30,052	(7,248)	0
	Fines (PWC)	70,000	70,000	70,000	46,300	(23,700)	0
	Parking Citations	500	500	500	315	(185)	0
	Total Public Safety	107,907	107,907	107,907	77,027	(30,880)	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	245,206	(35,009)	0
	Town Decal Receipts	405	405	405	615	0	210
	Total Tax Income/Individuals	299,247	299,247	299,247	264,448	(35,009)	210

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

Total Revenues	2,623,453	3,123,453	3,123,453	1,479,282	(1,375,594)	35,423
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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	02/29/2012	02/29/2012	02/29/2012
Capital Improvements & Repairs						
Development						
Boundary 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	13,500	0	930
Town Center Property	74,354	424,354	418,766	51,526	0	367,239
Total Capital Improvements	93,594	443,594	433,196	65,026	0	368,169
Street Scene Expenditures	900,000	900,000	675,000	46,278	0	628,722
Street Scene Funding	50,000	50,000	37,500	10,916	0	26,584
Res-Unappropriated/Appropriated						
General Reserve	17,434	8,934	6,701	0	0	6,701
Prior Years Surplus		150,000	150,000	150,000	0	0
Total Res-Unappropriated/Appropriated	17,434	158,934	156,701	150,000	0	6,701
Total Capital Improvements & Repairs	1,116,028	1,607,528	1,343,646	273,573	0	1,070,073
Council & Boards						
Architectural Review Board	6,000	5,000	3,750	1,185	0	2,565
Mayor and Council	32,000	32,000	24,000	13,745	0	10,255
Planning Commission	6,000	6,000	4,500	1,540	0	2,960
Total Council & Boards	43,000	43,000	32,250	16,470	0	15,780
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	80	0	320
Security System	270	270	270	1,048	(778)	0
Website	450	450	450	239	0	211
Total Museum	8,915	8,915	8,915	3,305	(793)	6,403
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	(160)	0	278
Bond Amortization Expense	1,139	1,139	854	684	0	171
Cigarette Tax Administration	7,000	7,000	5,250	4,506	0	744
Commissioner Admin Fee	4,000	4,000	3,000	2,315	0	685
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	4,808
Insurance						

**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
	Liability	41,500	41,500	31,125	27,631	0	3,494
	Worker's Compensation	6,350	6,350	4,763	5,922	(1,160)	0
	Total Insurance	47,850	47,850	35,888	33,553	(1,160)	3,494
	Office Expenses						
	Dues and Subscriptions	2,850	2,850	2,138	2,040	0	97
	Leased Equipment	2,450	2,450	1,838	770	0	1,067
	Literature & Publications	800	800	600	550	0	50
	Office Equipment	2,900	2,900	2,175	315	0	1,860
	Office Supplies	4,000	4,000	3,000	2,419	0	581
	Postage and Delivery	5,000	5,000	3,750	1,003	0	2,747
	Printing and Reproduction	10,000	10,000	7,500	1,003	0	6,497
	Repairs/Maintenance						
	Computer Repairs	1,500	1,500	1,125	75	0	1,050
	Equipment Repairs				0	0	0
	Copier Maintenance	2,800	2,800	2,100	630	0	1,470
	Total Repairs/Maintenance	4,300	4,300	3,225	705	0	2,520
	Total Office Expenses	32,300	32,300	24,225	8,806	0	15,420
	Professional Services						
	Building Official	15,140	15,140	11,355	12,780	(1,403)	0
	Chief Financial Officer	30,000	30,000	22,500	15,092	0	7,408
	Engineering Fees	10,000	10,000	7,500	10,250	(2,750)	0
	Legal Fees	45,000	45,000	33,750	25,429	0	8,321
	Planner	10,000	10,000	7,500	6,260	0	1,240
	Pass thru Fees				3,854	(3,854)	0
	Storm Water Plan Review/Inspect	10,000	10,000	7,500	673	0	6,827
	Total Professional Services	120,140	120,140	80,105	74,316	(9,009)	23,786
	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	105	0	458
	Mileage	2,500	2,500	1,875	551	0	1,324
	Total Travel & Ent	5,250	5,250	3,938	1,078	0	2,860
	Total Operating Expenses	264,741	264,741	198,556	145,553	(11,121)	64,124
	Public Safety						
	Advertising	850	850	488	0	0	488
	Discretionary Fund	750	750	563	274	0	288
	Dues & Subscriptions	4,000	4,000	3,000	3,867	(867)	0
	Equipment Rental	2,700	2,700	2,025	1,505	0	520
	Equipment Maintenance	1,500	1,500	1,125	756	0	369
	Equipment	7,000	15,500	11,825	9,786	0	1,839
	Grant Passthrough	8,500	8,500	6,375	9,952	(3,577)	0
	Legal	12,000	12,000	9,000	6,563	0	2,438
	Office Supplies	2,500	2,500	1,875	2,003	(128)	0
	Office Equipment	300	300	225	438	(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	840	0	1,035
	Security System	500	500	375	198	0	177
	Travel/Meals/Mileage	1,500	1,500	1,125	228	0	897
	Uniforms/Accessories	3,000	3,000	2,250	2,873	(623)	0

**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
Uniform Maintenance	3,850	3,850	2,888	2,038	0	849
Vehicle/Fuel	20,000	20,000	15,000	12,599	0	2,401
Vehicle/Maintenance	15,000	15,000	11,260	9,831	0	1,419
Total Public Safety	87,400	95,900	71,925	64,141	(5,198)	12,980
Public Works						
Landscaping	15,000	15,000	11,250	7,132	0	4,118
Maintenance Contract/Street	7,000	7,000	5,250	2,666	0	2,584
Snow Removal	4,000	4,000	3,000	0	0	3,000
Street Light Electricity	4,100	4,100	3,075	2,511	0	564
Town Decorations				0	0	0
Trash Removal	80,000	80,000	60,000	48,078	0	11,922
Yard/Bldg Maintenance		0	0	0	0	0
Total Public Works	110,100	110,100	82,575	60,387	0	22,188
Staff Wages & Benefits						
Salaries, Wages & Earnings						
Staff - Museum	6,000	6,000	6,000	2,761	0	3,239
Salaries & Wages	189,757	189,757	189,757	114,461	0	75,296
Payroll Only (Public Safety)	308,614	308,614	308,614	199,363	0	109,251
Total Salaries, Wages & Earnings	504,371	504,371	504,371	316,585	0	187,786
Payroll Burden						
Health/Life Disability Ins	113,025	113,025	113,025	67,678	0	45,349
Employer Payroll Taxes	41,436	41,436	41,436	31,531	0	9,905
Payroll Processing Fees	2,950	2,950	2,950	1,448	0	1,502
Retirement Contributions	36,057	36,057	36,057	22,883	0	13,174
Total Payroll Burden	193,468	193,468	193,468	123,538	0	69,930
Total Staff Wages & Benefits	697,839	697,839	697,839	440,123	0	257,716
Town Owned Property						
14710 Washington St (Police Dp)						
Building Maintenance/Cleaning	2,500	2,500	1,875	95	0	1,781
Building Maintenance/Repairs	5,000	5,000	5,000	3,790	0	1,210
Communications						
Sprint/Nextel Communications	1,900	1,900	1,425	1,344	0	81
VA Info Technologies	675	675	506	222	0	284
Verizon	6,000	6,000	4,500	3,273	0	1,227
Total Communications	8,575	8,575	6,431	4,839	0	1,582
Utilities						
Cable	1,225	1,225	919	630	0	89
Electric	2,400	2,400	1,800	1,539	0	261
Gas	1,675	1,675	1,256	1,127	0	129
Total Utilities	5,300	5,300	3,975	3,496	0	479
Total 14710 Washington St (Police Dp)	21,375	21,375	17,281	12,219	0	5,062
14740 Washington St (Vac Harr)						
Debt Service						
SunTrust - Harrover	63,002	63,002	54,927	51,408	0	3,519
SunTrust - Harrover	58,470	58,470	54,927	51,408	0	3,519
Total Debt Service	121,472	121,472	109,854	102,816	0	7,038
Total 14740 Washington St (Vac Harr)	121,472	121,472	109,854	102,816	0	7,038

**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
15000 Washington St. (T.H.B)							
	Building Repairs	3,600	3,500	2,625	857	0	1,768
	Cleaning	3,000	3,000	2,250	2,525	(275)	0
	Gen'l Obligation Bonds	97,353	97,353	73,015	64,902	0	8,113
	Internet & Website	2,500	4,500	3,375	3,024	0	351
	Pest Control	750	750	563	0	0	563
	Utilities						
	Electric	9,500	9,500	7,125	6,598	0	527
	Long Distance	1,000	1,000	750	499	0	251
	Telephone	1,000	1,000	750	1,218	(463)	0
	Water	4,000	4,000	3,000	1,835	0	1,085
	Total Utilities	15,500	15,500	11,625	10,250	(1,375)	1,843
	Total 15000 Washington St. (T.H.B)	122,603	124,603	93,452	81,558	(743)	12,638
15000 Washington St (Tenants)							
	Cleaning	3,000	3,000	2,250	3,300	(1,050)	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	1,832	0	5
	Gas	200	200	150	0	0	150
	Total Utilities	2,650	2,650	1,988	1,832	0	155
	Total 15000 Washington St (Tenants)	7,150	7,150	5,363	6,171	(1,414)	605
15020 Washington St (Red Rstr)							
	Old Post Office Utilities	175	175	131	0	0	131
	15020 Washington St (Red Rstr) - Other	2,500	500	375	0	0	375
	Total 15020 Washington St (Red Rstr)	2,675	675	506	0	0	508
15025 Washington St (Museum)							
	Repairs	2,600	2,500	1,875	0	0	1,875
	Utilities						
	Communications	2,500	2,500	1,875	1,706	0	169
	Electric	450	450	336	232	0	106
	Gas	1,000	1,000	750	591	0	169
	Water/Sewer	205	205	154	117	0	36
	Total Utilities	4,155	4,155	3,116	2,647	0	470
	Total 15025 Washington St (Museum)	6,655	6,655	4,991	2,647	0	2,345
	Total Town Owned Property	281,930	281,930	231,448	205,411	(2,157)	28,194
	Total Expense	2,623,453	3,123,453	2,677,278	1,214,470	(1,462,807)	1,482,075
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	446,175	264,812	(1,660,327)	(1,466,652)



TO: MAYOR AND TOWN COUNCIL
 FROM: GENE SWEARINGEN
 SUBJECT: Town Manager's Report
 DATE: 03/05/12

The following Items are for the Council's information.

1-66 Projects

The Town Engineer will provide an update on the I-66 Widening Project and the 166/ Route 15 Interchange project.

Town Center Master Design

The Town Council expressed interest in taking a more comprehensive view of the development of the Town Center by having a planning/design company develop a master plan for the site which would include the facade of the building(s), the parking areas including the storm water and drainage requirements and the green space. We have been in touch with four firms that provide that type of work and all are interested in providing a proposal for our consideration. We are recommending that the Town Council approve the solicitation of proposals for the master plan of the Town Center Property. The staff will obtain those proposals and bring them to the Council for consideration and to consider funding the process.

Streetscape Update

Attached are the schedule for the completion of the Streetscape project and the estimated budget for that completion. YDOT has now approved the funding for the Utility Relocation Phase of the project in the amount of \$430,494.00. Of that amount, we expect to spend \$339,800.00 between now and the end of the current fiscal year. The Town's obligation is to cover 20% of the cost of the project. For the remainder of the fiscal year that amount is estimated to be \$67,960.00. This is an estimated amount because it is dependent on the schedule of reimbursements from VDOT. The Town Engineer will provide additional information related to the completion of the project. The staff will also provide an update on the ongoing negotiations with property owners.

Update - Pedestrian Signal at Washington and Jefferson Streets

VDOT has agreed to move forward with the design of the pedestrian signal prior to our obtaining the Right of Entry forms. We were concerned that getting those forms signed would be a problem. Having the design done first will allow us to determine whether the forms actually need to be signed. It is possible that the project will not need to go outside of the existing easements.

Board of Zoning Appeals

The BZA orders were sent to the Circuit Court and approved given us full membership in our Board of Zoning appeals.

Candidate Information - Town Election

Just a reminder to those who are planning to run for election, that the deadline for submitting the application material is Tuesday, March 6 at 7:00 PM.

ATTACHMENTS:

- Estimated Project Costs Outstanding 2-1-12 (PDF)

Estimated Project Costs Outstanding as of 2/1/12

Design	\$79,206	
Utility Relocation	\$430,494	(Includes Verizon invoice previously submitted)
Construction	\$1,261,998	(Subject to change during final design)
TOTAL	\$1,771,698	(Subject to change during final design)

Costs Now to 7/1/12

2/3 Design	\$52,804
2/3 Utility Relocation	\$286,996
Total Now to 7/1/12	\$339,800

Costs 7/1/12 to 1/1/13

1/3 Design	\$26,402
1/3 Utility Relocation	\$143,498
1/4 Grading Items	\$34,437
1/6 Constr. Engineering	\$22,190
1/6 Protective Items	\$10,149
1/6 Field Office	\$1,648
1/6 Construction Signs	\$1,016
Total 7/1/12 to 1/1/13	\$239,340

Costs 1/1/13 to 7/1/13

3/4 Grading Items	\$103,312
1/2 Constr. Engineering	\$66,571
1/2 Contingencies	\$50,863
Drainage Items	\$171,273
1/4 Pavement Items	\$66,720
1/4 Incidental Items	\$27,870
1/2 Protective Items	\$30,447
1/2 Erosion Control	\$6,514
1/2 Field Office	\$4,943
1/2 Construction Signs	\$3,047
1/4 Lighting Items	\$60,987
Total 1/1/13 to 7/1/13	\$592,545

Costs 7/1/13 to 1/1/14

1/3 Constr. Engineering	\$44,380
1/2 Contingencies	\$50,863
3/4 Pavement Items	\$200,160
3/4 Incidental Items	\$83,609
1/3 Protective Items	\$20,298
1/2 Erosion Control	\$6,514
1/3 Field Office	\$3,295
1/3 Construction Signs	\$2,031
Planting Items	\$5,902
3/4 Lighting Items	\$182,962
Total 7/1/13 to 1/1/14	\$600,014



TO: MAYOR AND TOWN COUNCIL
FROM: GENE SWEARINGEN
SUBJECT: 2012-2013 Preliminay Budget
DATE: 03/05/12

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.

ATTACHMENTS:

- Preliminary Budget 2012-2013 (PDF)

NOTES TO BUDGET FORMAT

The first three columns are the Actual values from FYE (Fiscal Year Ending) 06/30/2009 thru 06/30/2011

The 4th Column is YTD values for 07/01 - 01/2012

The 5th column labeled "Comments" are simple notes for the Projection values for Jan -June 2012

Meaning of "Comments" Notations:

- N/C No change
- Rpt/HM Report From Holly
- ? Guesstimate
- Consolidate Rearranging accounts into another(s)
- Rpt STDH Report from Spend the Day in Haymarket
- W/Useage Depends on Monthly/Period Account Balances
- SA Last Yr Same As Last year
- Based C/Yr Based on Current Year
- Sooner/Later will eventually receive an Invoice/charge
- (Proj) 06/30/2012 Projected Values for 06/30/2012
- (ISB) 06/30/2013 Initial Staff Budget For 06/30/2013

The 6th column is the value for the balance of this fiscal Year

The 7th column is the "Projected Total" for FYE 06/30/2012

The 8th Column is the "Amended Budget" FYE 06/30/2012

The 9th column is the value Over (black) or Under (red) Budget

The 10th column is "Comments" for the Initial Staff Budget Value

- SA Projection Meaning of "Comments" Notations:
- Same As the Projection for 06/30/2012

The 11th column is the INITIAL STAFF BUDGET FOR FYE 06/30/2013

Summary of Assumptions For Jan-June 2012 & ISB FYE 06/2013

REVENUES

StreetScope Construction

\$375,958 Up to \$460,000 by 08/2012 For StreetScope. For Jan-June 2012 \$ 375,958
 \$1,245,000 Up to (Balance ?) of \$1,245,00 thru 06/30/2013

All Other Revenues

Primarily Based on the Projections for 06/30/2012

EXPENSES

StreetScope Construction

(\$493,109) Up to \$493,109 by 06/30/2012.

(\$1,400,000) Up to (Balance ?) of \$1,400,000 thru 06/30/2013

All Other Expenses

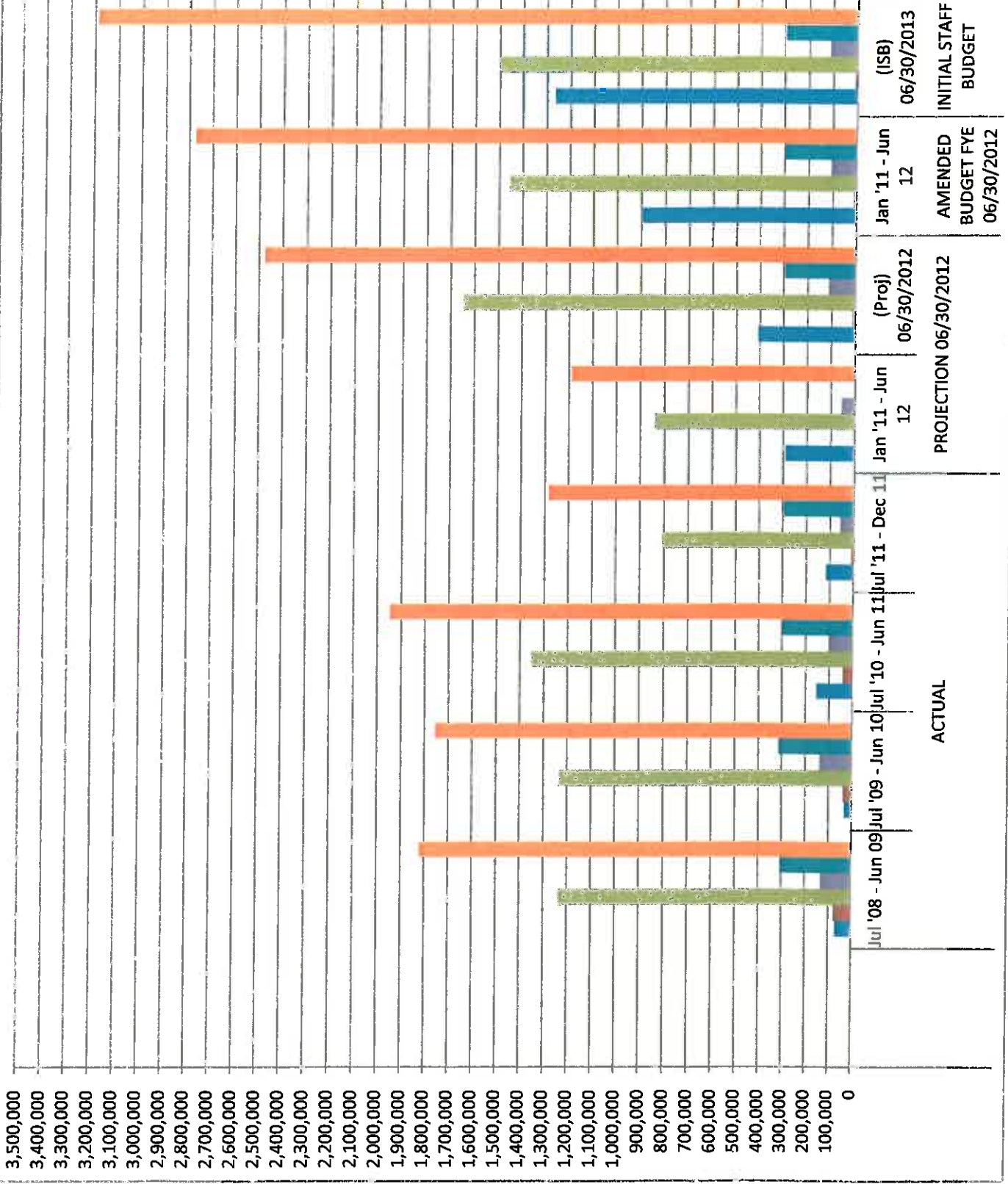
Total Council & Boards	Increased	12,735	Over Projection	06/30/2012	
Total Events	Increased	2,342	Over Projection	06/30/2012	
Total Museum	Increased	354	Over Projection	06/30/2012	
Total Operating Expenses	Increased	31,744	Over Projection	06/30/2012	
Total Public Safety.	Increased	3,059	Over Projection	06/30/2012	
Total Public Works	Increased	3,854	Over Projection	06/30/2012	
Total Staff Wages & Benefits	Increased	15,334	Over Projection	06/30/2012	
Total Town Owned Property	Increased	11,109	Over Projection	06/30/2012	
Sub Total		80,531			

		<u>Projections</u>	<u>Budget</u>	<u>(ISB)</u>
		6/30/2011	6/30/2011	6/30/2012
Without Capital Improvements Expenses		1,427,732	1,507,425	1,508,263
Compared to Projections			94.71%	105.64%
Compared to Budget FYE 06/30/2012				100.06%

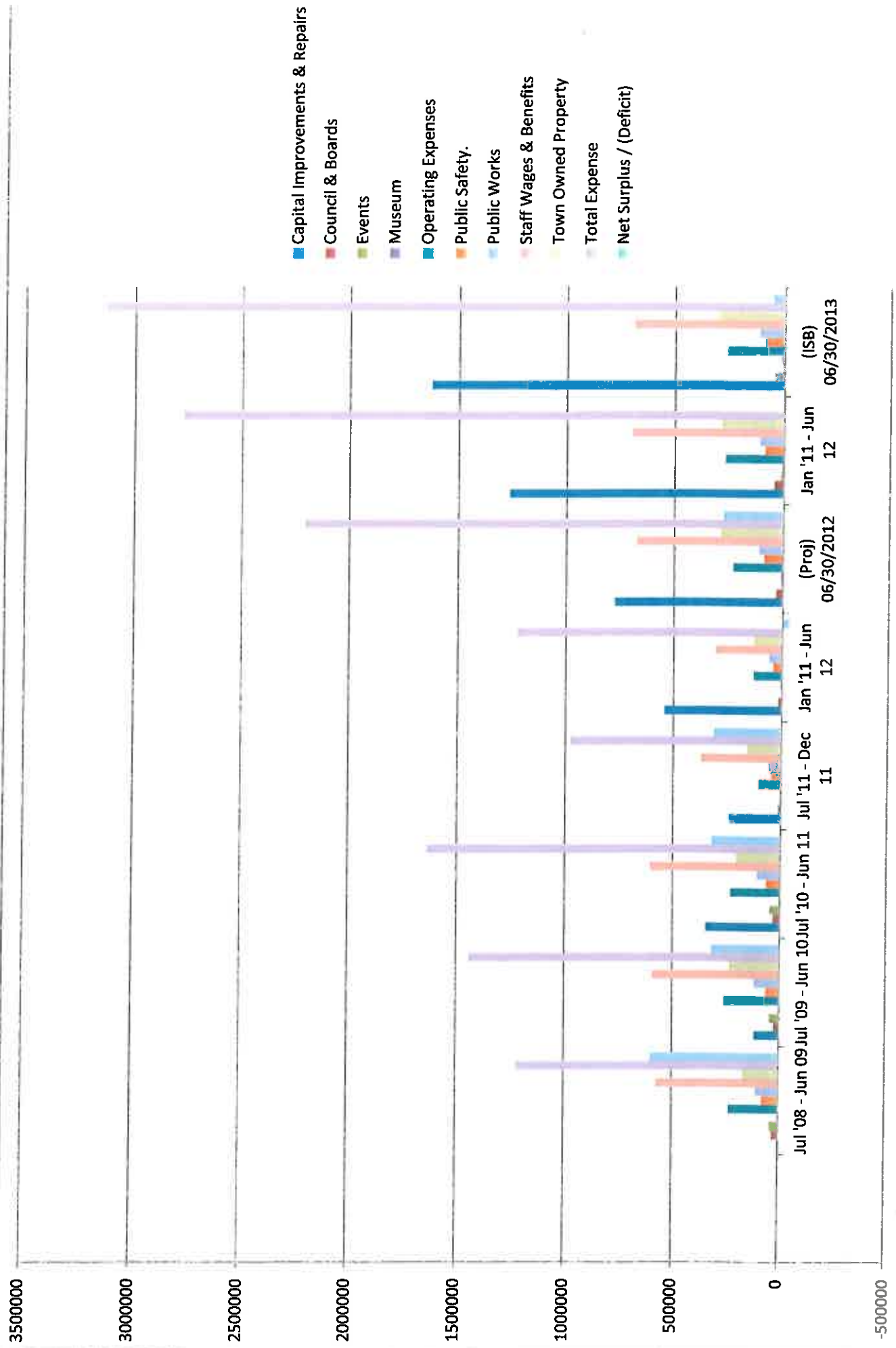
(\$117,15
 (\$155,00

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

9.a.a



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



Town of Haymarket
Initial Staff Working Budget
July 2012 thr. June 2013

	Projections				Comments	FYE 06/30/2012		(Over) / Under Budget	Comments	INITIAL STAFF BUDGET (ISE) 06/30/2013
	Jul '08 - Jun '09	Jul '09 - Jun '10	Jul '10 - Jun '11	Jul '11 - Dec '11		Jan '11 - Jun '12	[Proj] 06/30/2012			
Museum										
Museum Programs	0.00	0.00								
Equipment		3,121.32						4,000	0	4,140
Admin/Secretarial	0.00		1,000.00	1,878.00				0	250	0
Advertising/Marketing								3,500	0	3,823
Computer Accessories	0.00	532.50								
Dues & Subscriptions	303.32	84.84	54.94					60		82
Office Supplies	2.88	28.64	120.08	76.99				400		414
Security System	0.00	0.00	0.00	1,047.50				1,708		1,787
WebSite	0.00	0.00	289.40	236.40				450		466
Total Museum	306.18	880.02	4,538.34	3,244.89				6,872.61	10,118	10,472
Operating Expenses										
Advertising - Meals Tax	0.00	5,786.00	9,694.50	418.00				6,000	1,000	7,000
Audit	15,000.00	15,000.00	13,750.00	0.00				16,500	0	16,150
Admin/Secretarial	0.00	95.00								
Advertising	13,314.09	3,070.40	3,726.25	3,027.75				6,205		7,405
Bank Service Charges	887.52	951.61	331.85	-65.00				150		75
Bond Amortization Expense	1,025.92	465.00	465.00	512.76				1,139		1,038
Cigarette Tax Administration	5,936.61	7,922.68	7,511.89	3,885.55				10,688		11,898
Commissioner Admin Fee	4,072.45	4,940.78	3,053.40	1,901.91				3,882		3,992
DHCD Surcharge	454.77	516.48	482.80	688.68				1,373		1,373
Discretionary Fund	1,847.78	500.68	835.96	549.43				3,000		3,000
Grant Proceeds Used	0.00	0.00	4,800.00	792.46				1,585		7,200
Insurance										
Bond Coverage	1,489.21									
Liability	30,990.00	36,041.25	36,918.21	28,865.00				26,885		29,240
Worker's Compensation	7,133.00	0.00	8.00	6,655.00				6,658		6,991
Total Insurance	39,616.21	36,041.25	36,927.21	33,555.00				33,553		36,231
Loss on Disposals	4,425.00									
Miscellaneous Expense	184.31									
Dues and Subscriptions	1,724.22	4,244.98	2,893.98	1,695.04				3,382		3,530
Leased Equipment	4,102.48	4,348.07	2,259.21	730.30				1,461		1,534
Literature & Publications	1,023.59	400.00	400.00	0.00				800		840
Office Equipment	2,970.97	219.69	18,127.38	264.54				2,800		3,045
Office Supplies	7,844.26	6,229.43	3,972.53	1,811.64				4,000		4,200
Postage and Delivery	3,345.02	3,310.87	-198.94	941.77				1,500		1,575
Printing and Reproduction	5,961.97	4,608.35	2,946.91	593.41				1,000		1,050
Repairs/Maintenance										
Computer Repairs	3,982.99	740.00	840.00	0.00				300		315
Copier Maintenance	2,841.61	2,811.08	1,740.25	630.00				1,260		1,323
Total Repairs/Maintenance	6,824.60	3,551.08	2,580.25	630.00				1,560		1,638
Reconciliation Discrepancies	0.00	-153.04	1,015.33	0.05				2,740		
Office Expenses - Other	0.00	0.00	-579.13	0.00				0		
Total Office Expenses	33,257.11	26,967.24	33,517.64	6,635.75				16,583	0	17,412
Professional Services										
Building Official	17,898.90	17,189.50	14,575.00	6,710.00				15,140		15,897
Chief Financial Officer	19,995.00	19,110.00	23,573.25	11,230.28				39,000		21,200
Engineering Fees	27,046.00	14,538.98	7,450.00	0.00				15,000		15,750
Legal Fees	37,494.00	31,489.50	47,584.24	17,531.39				45,000		47,250
Pass Through Fees	423.00	24,159.35	0.00	3,854.00				6,354		6,072
Planner	0.00	5,000.00	10,980.00	5,140.00				10,000		11,025
Storm Water Plan Review/Inspect	4,380.00	720.00	4,085.40	0.00				10,000		10,000
Total Professional Services	106,944.90	112,185.01	108,247.88	44,465.67				116,274	120,140	127,784

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

	Projections						FYE 06/30/2012 Budget	(Over) / Under Budget	Comments	INITIAL STAFF BUDGET (198) 06/30/2013
	Jul '08 - Jun '09	Jul '09 - Jun '10	Jul '10 - Jun '11	Jul '11 - Dec '11	Comments	Jan '11 - Jun '12				
PWC BOE	0.00	2,932.88	2,492.00	0.00	3,300.00	3,300	0			
Training & Education	2,206.80	996.84	1,367.33	495.00	872.33	1,367	2,133	SA Last Yr Plus 5%	1,430	
Travel & Ent										
Entertainment	284.32	0.00	0.00	137.91	392.09	500	0	No Election		
Lodging	560.25	543.56	334.06	284.37	1,215.63	1,500	0	SA Last Yr Plus 5%	1,575	
Meals	100.00	287.11	104.91	645.09	760	760	0	SA Last Yr Plus 5%	786	
Mileage	2,648.27	1,071.38	1,076.14	593.05	1,938.65	2,500	0	SA Last Yr Plus 5%	2,925	
Total Travel & Ent	3,192.84	2,782.06	1,848.77	1,090.24	4,158.78	5,250	0		4,988	
Unused Fire Department Grant	0.00	36,423.00	0.00	0.00	0.00	0	0	But Remaining	10,577	
Total Operating Expenses	232,140.01	255,648.86	228,801.99	98,010.20	128,801.68	228,812	37,929		258,356	
Public Safety.										
Advertising	1,041.77	1,110.55	0.00	0.00	650.00	650	0	Actual Plus 3.5%	673	
Discretionary Fund	267.76	674.90	260.10	274.47	475.53	750	0	Actual Plus 3.5%	776	
Dues & Subscriptions	1,308.98	4,208.12	4,155.99	3,536.82	4,683.18	4,000	4,000	Actual Plus 3.5%	4,140	
Equipment Rental	2,916.09	2,100.55	2,135.97	1,155.00	1,546.00	2,700	0	Actual Plus 3.5%	2,786	
Equipment Maintenance	219.60	160.00	355.00	655.96	844.04	1,600	1,500	Actual Plus 3.5%	1,553	
Equipment	1,420.42	3,158.03	1,936.15	1,059.55	5,833.85	7,000	7,000	Actual Plus 3.5%	7,246	
Finance Charge	0.00	0.00	80.17	0.00	0.00	0	0	Actual Plus 3.5%	0	
Grant Pass-through	10,985.00	1,000.00	6,203.89	5,881.82	2,818.38	8,500	8,500	Actual Plus 3.5%	8,798	
Insurance Pass-Through	258.20	-1,027.66								
Legal	12,000.00	9,582.50	11,225.00	5,887.50	6,112.50	12,000	0	Actual Plus 3.5%	12,420	
Office Supplies	4,582.05	3,738.35	3,420.14	2,255.84	2,444.16	2,500	2,500	Actual Plus 3.5%	2,588	
Office Equipment	317.86	610.72	254.99	0.00	300.00	300	0	Actual Plus 3.5%	311	
Postage & Delivery	598.79	829.96	0.00	282.01	167.89	450	450	Actual Plus 3.5%	466	
Promotional	1,965.98	98.12	652.78	201.84	498.16	700	700	Actual Plus 3.5%	725	
Public Defender	1,200.00	3,120.00	1,200.00	840.00	1,680.00	2,500	2,500	Actual Plus 3.5%	2,588	
Recruitment	600.00									
Security System	329.25	286.40	350.40	197.55	302.45	500	500	Actual Plus 3.5%	518	
Travel/Meals/Mileage	0.00	343.15	437.26	227.51	1,272.49	1,500	1,500	Actual Plus 3.5%	1,553	
Trng/Trvl/Dues	1,798.04									
Uniforms/Accessories	5,543.86	1,448.44	1,944.41	2,772.85	227.15	3,000	3,000	Actual Plus 3.5%	3,105	
Uniform Maintenance	2,176.80	1,448.05	1,829.31	1,612.85	2,237.15	3,850	3,850	Actual Plus 3.5%	3,985	
Vehicle/Fuel	12,006.61	16,968.37	17,694.41	10,842.21	9,357.79	20,000	20,000	Actual Plus 3.5%	20,700	
Vehicle/Maintenance	15,718.17	13,325.68	10,862.69	7,704.20	7,295.80	15,000	15,000	Actual Plus 3.5%	15,525	
Total Public Safety.	77,754.34	63,154.27	63,821.92	45,404.33	41,905.62	87,400	87,400		90,459	
Public Works										
Landscaping	13,204.00	14,247.36	13,795.92	6,880.00	8,420.00	15,000	15,000	Actual Plus 3.5%	15,525	
Maintenance Contract/Street	5,760.00	7,835.00	11,091.51	2,100.73	4,899.27	7,000	7,000	Actual Plus 3.5%	7,245	
Snow Removal	4,987.50	11,603.00	1,410.00	0.00	4,000.00	4,000	4,000	Actual Plus 3.5%	4,140	
Street Cleaning	860.00	0.00	0.00	0.00	0.00	0	0	Actual Plus 3.5%	0	
Street Light Electricity	1,862.83	3,280.31	3,863.39	1,903.17	2,196.83	4,100	4,100	Actual Plus 3.5%	4,244	
Town Decorations	0.00	616.37								
Trash Removal	78,889.69	78,459.63	77,149.49	42,293.57	37,716.43	80,000	80,000	Actual Plus 3.5%	82,800	
Total Public Works	105,164.12	116,251.66	107,430.31	52,887.47	57,232.53	110,100	110,100		113,954	

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

	Projections					Comments	FYE 06/30/2012		INITIAL STAFF BUDGET
	Jul '08 - Jun '09	Jul '09 - Jun '10	Jul '10 - Jun '11	Jul '11 - Dec '11	Jan '11 - Jun '12		(Proj) 06/30/2012	Budget	
Staff Wages & Benefits									
Salaries, Wages & Earnings	2,873.84	4,252.19	5,898.02	0.00	See PR Rpt (Append)	4,227.00	8,000	1,773	Matched Budget
Staff - Museum	183,823.38	170,899.23	149,877.88	149,877.88	See PR Rpt (Append)	177,987	189,757	11,770	Projection Plus 1.5%
Salaries & Wages	264,745.55	274,804.74	274,804.46	118,233.25	See PR Rpt (Append)	309,023	309,814	(409)	Projection Plus 1.5%
Payroll Only (Public Safety)	451,055.87	453,175.19	451,203.84	264,871.11		481,237	504,371	13,134	
Total Salaries, Wages & Earnings						228,285.89			
Payroll Burden									
Health, Life & Disability	0.00	0.00	0.00	60,887.25	Based CNY	39,543.83	113,025	12,784	Projection Plus 5%
Disability/Life Insurance	10,856.76	11,380.98	11,857.52	24,412.15	% of Actual	20,846.19	41,436	(3,822)	Projection Plus 1.5%
Employer Payroll Taxes	35,374.78	39,319.87	41,426.45						
Health Insurance	88,281.40	82,182.00	85,741.58						
Payroll Processing Fees	973.27	1,074.17	2,812.55	1,218.02	Based CNY	1,218.02	2,850	518	Projection Plus 1.5%
Retirement Contributions	8,728.78	8,116.85	13,827.55	19,027.25	% of Actual	16,247.88	38,057	782	Projection Plus 1.5%
Tax Penalties	0.00	55.87							
Payroll Burden - Other									
Total Payroll Burden	122,192.99	140,735.44	155,404.64	105,342.87		77,853.71	183,488	10,272	
Total Staff Wages & Benefits	573,848.80	593,914.83	608,728.28	370,313.78		304,119.60	687,859	23,408	
									889,789

Town of Haymarket
Initial Staff Working Budget
July 2012 thr. June 2013

	Projections						Budget	(Over) / Under	Comments	INITIAL STAFF BUDGET (ISB) 06/30/2013
	Jul '09 - Jun '09	Jul '09 - Jun '10	Jul '10 - Jun '11	Jul '11 - Dec '11	Comments	(Proj) 06/30/2012				
Town Owned Property										
14710 Washington St (Police Dp)										
Building Maintenance/Cleaning	2,353.09	575.00	178.00	94.50	Match Budget	2,500	0	Projection Plus 7%	3,208	
Building Maintenance/Repairs	0.00	1,229.00	0.00	3,786.72	Match Budget	5,000	0	Projection Plus 7%	6,535	
Communications										
Sprint/Nextel Communications	0.00	1,615.80	1,848.00	1,176.00	Match Budget	1,900	0	Projection Plus 7%	2,463	
VA Info Technologies	0.00	474.04	383.04	180.56	Match Budget	675	0	Projection Plus 7%	892	
Verizon	4,776.51	4,899.29	4,878.01	2,855.79	Match Budget	6,000	0	Projection Plus 7%	7,842	
Verizon Wireless	682.29	199.90								
Total Communications	5,638.80	7,178.83	7,107.85	4,225.35		8,575	0		11,208	
Utilities										
Cable	903.15	1,057.20	1,091.55	733.20	Match Budget	1,225	0	Projection Plus 7%	1,601	
Electric	3,905.06	2,852.81	1,585.90	1,296.53	Match Budget	2,400	0	Projection Plus 7%	3,137	
Gas	1,626.22	1,326.27	1,373.00	593.69	Match Budget	1,675	0	Projection Plus 7%	2,189	
Total Utilities	6,335.43	5,236.08	4,050.05	2,623.41		5,300	0		6,927	
Total 14710 Washington St (Police Dp)	14,302.32	14,218.91	11,335.70	10,732.98		21,375	0		27,937	
14740 Washington St (Vac Harr)										
Debt Service										
SunTrust - Harrower	49,850.44	121,891.50	115,360.87	99,429.38						
Total Debt Service	49,850.44	121,891.50	115,360.87	99,429.38	\$4,113.76 More	124,107	(2,635)	\$4,113.31Mo \$3.00P/Mo	122,439	
Utilities										
Electric	0.00	101.15				0.00	0		0	
Gas	0.00	147.39	73.68							
Telephone										
Water/Sewer	1,458.05	588.54	0.00							
Total Utilities	1,458.05	835.08	73.68	0.00		0	0		0	
Total 14740 Washington St (Vac Harr)	51,308.49	122,726.58	115,434.55	99,429.38		124,107	(2,635)		122,439	
15000 Washington St. (T.H.B)										
Building Improvements	290.04									
Building Repairs	6,876.02	1,817.79	-55.00	847.63	Match Budget	3,500	0	Match Budget	3,500	
Cleaning	2,070.00	1,909.32	2,120.00	2,140.00	Match Budget	3,000	0	Match Budget	3,000	
Gen'l Obligation Bonds	48,175.27	46,043.20	44,907.53	24,887.75	Match Budget	97,353	0	Match Budget	97,353	
Improvements	0.00	274.00								
Internet & Website	982.32	590.22	2,210.98	2,117.59	Match Budget	2,500	0	Match Budget	2,500	
Pest Control						750.00	0	Match Budget	750	
Maintenance	685.00									
Utilities										
Electric	10,689.24	7,943.59	8,881.18	4,918.87	Match Budget	9,500	0	Projection Plus 7%	12,417	
Internet Server	599.50	659.45								
Long Distance	620.77	777.70	713.90	376.94	Match Budget	1,000	0	Projection Plus 7%	1,307	
Telephone	3,085.56	3,132.30	2,758.78	910.13	Match Budget	1,000	0	Projection Plus 7%	1,307	
Water	0.00	10,703.87	4,224.81	1,738.01	Match Budget	4,000	0	Projection Plus 7%	5,228	
Total Utilities	14,995.07	23,217.01	18,586.47	7,943.76		15,500	0		20,259	
Total 15000 Washington St. (T.H.B)	75,053.72	74,651.90	65,771.98	37,936.71		122,603	0		127,382	

Capital Items for Consideration in the 2013 Budget

Item	Estimated Cost	Proposed Schedule	Notes
General Government			
1 Streetscape			
2 Town Center Improvements	\$ 500,000.00		Develop a master plan and develop the entire Town Center Property
3 Telephone System	\$ 4,000.00		More flexibility and security
4 Replace Quickbooks	\$ 20,000.00		
5 Fireproof File cabinets (2)	\$ 4,000.00		Complete replacement of old cabinets to be shared by contractors
6 Computer work station	\$ 1,500.00		
7 Renovate Upstairs bathrooms	\$ 6,000.00		
8 Website Upgrade	\$ 7,500.00		
11			
Public Safety			
1 Police Radios	\$ 77,000.00	Jul-05	To communicate with new PWC system
2 Replacement Vehicle		2014	
3 Replacement Computers	\$ 2,000.00		
4 Trailer	\$ 1,500.00		
Museum			
1 Display tables - Museum	\$ 2,500.00		More room for displays and easier to see