

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

## **Town Council Meeting Agenda**

1. Call to Order
2. Citizens' Time
3. Rachele Bowman – Virginia Department of Health – PW District  
Presentation on Lyme disease – prevention strategies & public outreach
4. Minutes – April 2 & 23, 2012
5. Certificate of Appropriateness - Old Post Office
6. Certificate of Appropriateness - Hulfish House
7. Northern Virginia Regional Hazard Mitigation Plan
8. Building Official's Report
9. Police Report
10. Treasurer's Report
11. Zoning Permits
12. Haymarket Old Town Centre Site Plan
13. Town Manager's Report
  - a. I-66 Projects
  - b. Streetscape
  - c. Town Center Master Plan
14. 2012/2013 Preliminary Budget
15. Recommendation: Line of Duty Act (LODA)
16. Web Streaming/Minutes/Agendas - Town Meetings
17. Councilmember Time
  - a. Tobias
  - b. Leake
  - c. Cole
  - d. Mayor
  - e. Scarbrough
  - f. Kenworthy
  - g. Weir

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

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

Town of Haymarket – Council Session of April 2, 2012  
15000 Washington Street-Haymarket, Virginia 20169  
Mayor Pamela E. Stutz

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## Call to Order

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

## Roll Call

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

## Public Hearing – Special Use Permit #20120305

Mayor turns meeting over to Vice Mayor Cole; Mayor Stutz is the applicant for the Special Use Permit that is the subject of the public hearing this evening. Vice Mayor Cole turns the meeting to Chair Rebecca Bare, Planning Commission.

## Planning Commission Public Hearing

**Roll Call: Bare, Jarboe, Robinson, Weir**

1<sup>st</sup> Call for all those in favor, 2<sup>nd</sup> Call, 3<sup>rd</sup> and final call: *No public comment*

1<sup>st</sup> Call for all those opposed, 2<sup>nd</sup> Call, 3<sup>rd</sup> and final call: *No public comment*

Chair Bare closes the public hearing

**Jarboe motions to forward to the Town Council Special Use Permit Application #20120305 for an in home business office to be located at 6721 Jefferson Street, with a recommendation of approval pursuant to 58-53(6) and 58-16 of the Town Code, Robinson seconds;**

**Ayes: 4      Nays: 0**

**Weir moves to adjourn the special meeting of the Planning Commission, Ivancic seconds;**

**Ayes: 4      Nays: 0**

## Town Council Public Hearing

Vice Mayor Cole calls the TC public hearing to order for Special Use Permit Application #

1<sup>st</sup> Call for all those in favor, 2<sup>nd</sup> Call, 3<sup>rd</sup> and final call: *No public comment*

1<sup>st</sup> Call for all those opposed, 2<sup>nd</sup> Call, 3<sup>rd</sup> and final call: *No public comment*

Vice Mayor Cole closes public hearing

Town planner notes correction in the motion should be March 5, 2012

Mayor returns to her seat

## Citizen's Time

**Mark A. Trbovich - 7388 Roxbury Avenue, Manassas**

Sesquicentennial - He is here as a local historian. One of the greatest civilian tragedies in Virginia happened here in Haymarket, the burning of the Town. The rebuilding of Haymarket was also very important. He would like to propose a dedication ceremony on November 4, 2012

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starting at the museum. He would like to do a candlelight procession to Saint Paul's; this would resemble how the town people fled their homes the night that the Town was burned.

**Heather Ring – Greenhill Crossing**

The partial chain of title that was provided last month on the Town Center Property was not a complete chain of title. In her opinion we don't know anything more than we did when this came up two months ago.

**Ken Luersen – 6752 Jefferson Street**

Today was the deadline for comments on the interchange improvements. He looked at the options and he was a little disturbed in how little they focused on the 15/55 interchange. There needs to be more attention put into that intersection. He compares this to 66/28/Braddock Road.

## Minutes

Weir notes Page 5 of 6 in the February 6, 2012 minutes after the word complete should be the acquisition of the easements for. Tobias correction page 3 of 6 change to: *Make it more of a monument such as the Stone House.*

**Weir motions to approve the minutes of February 6, 2012 as amended, Leake seconds;**

**Ayes: 6      Nays: 0**

**Cole motions to approve the minutes of February 15, 2012, Scarbrough seconds;**

**Ayes: 5      Nays: 0      Abstain: Leake**

**Cole moves to approve the minutes of March 5, 2012, Leake seconds;**

**Ayes: 6      Nays: 0**

**Weir motions to approve the minutes of the special meeting of March 19, 2012, Kenworthy seconds;**

**Ayes: 5      Nays: 0      Abstain: Leake**

**Weir motions to approve the minutes of the March 19, 2012 Budget Work-Session, Scarbrough seconds;**

**Ayes: 6      Nays: 0**

## Old Post Office

The Town Manager talks about the Certificate of Appropriateness that has been submitted to the ARB, shutting off the drive through for a patio. He is holding off on doing the rest of the work until the ARB looks at the partial demolition of the rear lean-to and other exterior changes. The ARB will meet joint with the Planning Commission next Monday night to review the revised application.

Mayor asks about the potential patio. She asks about set back requirements. Weir comments that it is B1-B1 so there is a zero lot line, no setback required. Weir mentions that looking at the plan we are erecting an addition on the back, we need to do some house cleaning. Because these changes are not in accordance with the approved Haymarket Old Town Centre site plan, if the Council thinks the site plan is valid, we need to make an amendment, or we need to invalidate the plan.

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Mayor recommends that the Planning Commission add it to their agenda for Monday night and make a recommendation to the Town Council.

Weir was not aware that there would be an addition on the back. The Town Manager says it will accommodate an ADA bathroom. Tobias comments that it seems that each day the plan is changing. Some council members have asked for a master drawing. He thinks we should get a rendering of what the building will look like when complete. Also, he is concerned that we haven't gotten the necessary approvals from the ARB. The Town Manager takes issue with the March minutes that he remembers stating there would be an addition. He states that it was the idea to put it outside all along. Weir would like the cost of the special ARB meeting to be charged to the project.

## **Hulfish House**

We are continuing to work on the exterior. Primer has been put on the building. Mr. Doris Buck addresses council. Her customers have been screaming clothes. She thinks the Hulfish house would be ideal for her to add clothing to her consignment business.

The out house, there is a person interested in renting that small building. PWC is doing renovation of historic property. They have expressed interest in moving this building to the UVA site. The Journey Through Hallowed Ground is also interested in using this building. We understand that the building was used as a kitchen for the main house; we could outfit it the way it looked at that time. The Town Manager will take the Hulfish house to the ARB Monday night also.

## **Building Official's Report**

Mr. Lowery has been involved with the potential tenants. He does not like the drive-through on the west side of the Old Post Office so he agrees that it should be closed off. He would like the new addition to have a turn gable roof to match the building.

Cole went to the IcePlex last month to talk to them about the noise; he can hear the air handler in his house. He would like to know if a sound meter has been taken back there to measure. He has spoken with Mr. Bloom about the 3 buildings on Payne Lane properties. \*\*He will put it in writing to Mr. Bloom this week about the safety of each building.

## **Police Report – Deputy Chief Greg Breeden**

*No comments*

## **Zoning Permits**

**Cole motions that the Town Council approve Zoning Permit #20120223 for a general business office to be located at 4426 Costello Way, Suites 204 & 205, in accordance with Section 58-179(9) of the Town Code. I further move that the Town Council approve Zoning Permit #20120301 for an itinerant merchant to be located at 6612 James Madison Highway for a period of thirty (30) days, specifically 06/15/2012 – 07/15/2012, in accordance with Section 14-4 of the Town Code, Leake seconds; Property owner signature is missing – please obtain as a condition of approval.**

**Ayes: 6      Nays: 0**

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## **Treasurer's Report**

Tobias comments that the Capital Improvements number is low on page 1 of 1 for appropriations. Tobias recommends that we allocate the remaining funds for all categories, to include CIP, Public Safety, & Public Works.

**Tobias motions to appropriate the remainder of the Fiscal Year 2012 Budget Expenditures, Weir seconds;**

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

\*\*Mayor asks that a clean copy of those figures be provided

Weir comments that the CIP should not come from the Town Manager, it should come from the Planning Commission. And he feels the PC's recommendations will vary from what is presented.

## **Alexandra's Keep – Marchant Schneider – Town Planner**

Tonight we have a minor site plan amendment from DR Horton for Alexandra's Keep Subdivision. The amendments to the plan were for several minor improvements from VDOT and other servicing agencies. The Town Planner presents a revised motion for Council to consider, staff does support the minor site plan amendment.

Weir talks about the proffers, there is an escalation clause. One of the contributions is to the historic commission.

**Weir motions that the Town Council approve Amended Final Site Plan AFSP#20120329, ALEXANDRA'S KEEP REVISION 1, prepared by Burgess and Niple, and dated September 5, 2006, revised through July 29, 2011, signed and sealed March 29, 2012, in accordance with Section 58-510 of the Town Code, Leake seconds; Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

## **I-66 Widening – Holly Montague, Town Engineer**

VDOT has sent surveys to property owners adjacent to I-66 regarding the sound walls that VDOT has proposed. We are still waiting on the environmental document to come up, which is when the public will be solicited to comment. VDOT has agreed to pay for and purchase lights on the bridge, but the Town would need to maintain and pay for the electricity.

## **I-66/Route 15 Interchange Holly Montague, Town Engineer**

The Town Engineer would like a consensus or majority from Council

Weir – Semi-directional Ramp

Kenworthy-SPUI

Scarbrough-Semi-directional Ramp

Stutz-Semi-directional Ramp

Cole-Semi-directional Ramp

Leake-Semi-directional Ramp

Tobias-Semi-directional Ramp

We will also request the Town seal on the bridge and "welcome to Haymarket"

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Also the Town's position is opposed to right-in, right-out that VDOT is proposing is unacceptable to the Town.

## **Town Manager's Report**

There were some issues with E&S controls at Sherwood Forest, but they have been resolved. Weir is assuming the Town will organize a candidate's night? Mayor directs the Town Manager to coordinate a candidate's night.

\*\*April 23, 2012 budget work-session, Clerk to advertise accordingly

## **Museum**

**Weir moves to defer consideration of appropriating funds for the painting of the museum, Tobias seconds;**

**Discussion:** Tobias comments about the potential excess funds, we have the money now; we should probably spend it and use the Alexandra's Keep proffer money for other needs of the museum. **Weir withdraws his motion**

**Tobias motions to amend the Fiscal Year 2012 budget by reallocating \$53,647 out of Capital Improvements & Repairs/Boundary Adjustment line item and reallocate \$15,000 of it to the Museum line item and \$38,647 to Capital Improvements Projects, Leake seconds;**

**Discussion:** Mayor would like confirmation that this does not exceed the 1% requirement of having a public hearing. The Treasurer confirms this amount does not require a public hearing.

**Roll Call: Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

**Cole moves to appropriate up to \$15,000 for the painting of the Museum with Gossom & Costello from the museum line item, Leake seconds;**

**Roll Call: Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

**Weir moves to appropriate \$10,000 for legal fees related to the condemnation of property for the Street Scape Project, Weir further moves that \$10,000 be transferred from the Street Scape expenditures Line item to the Street Scape funding line item, Kenworthy seconds;**

**Roll Call: Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

## **Line of Duty Act**

\*\*Place on next month's agenda. \*\*Weir recommends a resolution that reflects moving forward with VML also.

## **Special Use Permit**

**Scarbrough motions to approve Special Use Permit #20120305 for an in-home business to be located at 6721 Jefferson Street, pursuant to 58-53(6) and 58-16 of the Town Code, Leake seconds;**

**Ayes: 6      Nays: 0**

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**Council Members**

**Tobias**            Nothing

**Leake**            He is concerned about the condition of the sidewalks at Haymarket Station  
He also asks that streets & sidewalks be cleaned

**Leake motions to allocate up to \$1,500 for the cleaning of streets and sidewalks, to include Washington Street & Hunting Path Road to come from maintenance contracts/street cleaning, Cole seconds;**

**Roll Call: Tobias-Yes, Leake-Yes, Cole-Yes, Scarbrough-Yes, Kenworthy-Yes, Weir-Yes**

**Cole**            Nothing

**Scarbrough**    Nothing

**Kenworthy**    Asks if we have continued communication with the potential tenant for the Old Post Office

**Weir**            Asks if the Town has any street benches in inventory. Giuseppe's would like to have two. VML sends us a summary of legislation, he asks the Clerk to forward him the latest.

**Scarbrough motions to adjourn the regularly scheduled meeting of the Town Council, Kenworthy seconds;**

**Ayes: 6        Nays: 0**

Submitted:

Approved:

  
\_\_\_\_\_  
Jennifer Prael, Town Clerk

\_\_\_\_\_  
Pamela E. Stutz, Mayor

Town of Haymarket – Council Work Session of April 23, 2012  
15000 Washington Street-Haymarket, Virginia 20169  
Mayor Pamela E. Stutz

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**Call to Order**

Vice Mayor Cole calls the budget work-session to order at 7:00 pm

**Roll Call**

Tobias, Leake, Weir, Scarbrough, Kenworthy, Cole

Absent: Stutz

I, Jennifer Preli, Town Clerk, certify that the Town of Haymarket Town Council did convene, at 7:00 p.m. a budget work session on April 23, 2012 and that no action was taken at the work session. The work-session was adjourned at 8:30 p.m.

  
Jennifer Preli, Town Clerk





INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** OLD POST OFFICE BUILDING – RENOVATION UPDATE  
**DATE:** 05/07/12  
**CC:** STAFF

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**The Architectural Review Board approved the Certificate of Appropriateness for the Old Post Office including the colors of the siding and roof. The ARB also recommended that certain items on the design be removed until the issue of the existing site plan on the property is resolved.**

BACKGROUND

The ARB approved the attached Certificate of Appropriateness for the Old Post Office at a joint meeting with the Planning Commission in April. The COA approval includes:

The color of the exterior walls: White

The color of the Roof: Regal Blue (a sample of this color will be available at the meeting)

Entrance on western façade to be handicap accessible

The ARB also recommended that the following Items be held for approval until the Town Council determines the status of the Site Plan for the Town Center Property:

ADA Ramp to be installed from rear of structure to the door on the western façade.

Close the driveway on the western side of the building.

The paved area (driveway) on the western side of the building to be removed and replaced with a fenced patio (materials to be determined).

The replacement of the rear addition is also being held until the Site Plan status is determined.

Interior work on the Old Post Office has continued including the installation of the flooring system.

#### RECOMMENDATION

It is recommended that the Town Council approve the recommendations of the ARB as follows:  
Old Post Office exterior color: white; roof color: Regal Blue; western entrance to be handicap accessible.





INTEROFFICE MEMORANDUM

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**TO:** MEMBERS OF THE ARCHITECTURAL REVIEW BOARD  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** RENOVATION OF HISTORIC BUILDINGS ON THE TOWN CENTER PROPERTY  
**DATE:** 04/05/12  
**CC:** STAFF

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The Haymarket Town Council approved the renovation of the Old Post Office Building and the Hulfish House, two historic buildings owned by the Town. The renovation work is progressing and we are now at a point where decisions regarding the color of the buildings need to be made and approved by the ARB.

The work in progress is:

Old Post Office – see attached elevations and interior schematic drawing

1. Replace stone foundation on main building. Reclaim / stockpile stone for future use
2. Replace in-kind standing seam metal roof on main building (suggested color: Regal Blue)
3. Repair / replace wood lap siding on main building
4. Repair window glass and frames. Replace the windows as necessary with in-kind or from salvage. Install shutters to match the color of the roof.
5. Repair double doors (front of main building)
6. Remove entry door on eastern facade
7. Paint building white.
8. Replace rear addition:
  - a. Reconstruct to match width of main building (same building foot print, no additional square footage)
  - b. Relocate entry door and windows (see attached elevations).
  - c. Roof to match main building (roof pitch, material and colors).
  - d. Wood lap siding to be used on exterior and painted to match main building.
9. Entrance on western facade to be handicap accessible.





PC meeting 4-9-12  
joint with ARB

Swinford calls to order 7:04

Bare calls to order 7:04  
Weir, Jarboe, Robinson, Bare

Swinford Scarborough Ivancic

Luersen running late.

COA 15000/15020  
demo and renovation

Ivancic, on elevations for Hulfish. Right elevation south side?  
diamond pane window left off drawing. It will be there per TM.  
TM briefs boards. demo of replacement of addition asking tonight. replacement smaller than existing.  
Weir – any desire to restrict scope of narrative? 10, 11 and 12.  
take those off list. can still do all things needed . need hold off on those and come back thru PC and council on those items.

Luersen arrives 7:09

Marchant – ARB review can still move forward. PC could defer their vote.

\*\*\*\*Swinford motions to approve COA. Scarborough seconds.

Gene some changes to Hulfish house. one took entrance off south side of bldg. below diamond window.  
not needed. extra to get upstairs. not changing footprint. ran into some issues with side porch. worse shape  
than though. rebuilding it. find termite damage in back. Took care of that. everything ready now though.

Jarboe – 2 bldgs. color of roof. Old Post office roof color? why not matching what's in the back?

Swinford town wanted something different. Easily to see and direct people to.  
Jarboe blue roof will look ridiculous. stands out too much. very bright blue. why not same color as museum.  
TM hoping a muted blue. along lines of shade of green on museum.  
Swinford most historic districts like that.

Luersen details on patio area? do we get arch detail on it?  
no on agenda to be approved. as is.  
TM a zoning issue and stie plan issue that has to be taken care of.  
Have to come back to the ARB with materials.  
Weir suggest striking those 3 issues off narrative and deal at later date.  
Tm come back at later date.

\*\*\*\*Luersen moves to amend strike 10, 11 and 12 to a later date. Swinford seconds. Ayes: 4  
Absent 1

\*\*\*\*Bare motions to defer the PC vote on the 58-13 c fence, patio driveway closing hand ramp until council  
makes final decidsion on site plan for TCP. Jarboe seconds. Ayes: 4 Nays: 1 Ivancic

## Cost Tracking: Old Post Office

Item	Estimated Cost	Actual Cost	Notes
Demolition of Interior	\$ 9,500.00	\$ 7,700.00	Work Complete
Removal of siding and floor joists. Brace wall dig out rock foundation. Pour concrete footer for western exterior wall and center footers	\$ 20,000.00	\$ 18,300.00	Work Complete
Repair/replace siding on sides and front	\$ 4,500.00	\$ 4,500.00	Not to exceed quote from Payne 3/19
Materials for siding repair	\$ 2,000.00		Complete
Replace floor framing and flooring	\$ 7,500.00	\$ 6,000.00	Not to exceed quote from Payne
Replace/repair windows and doors	\$ 7,500.00		Obtaining cost estimates
Repair of north Foundation wall	\$ 3,500.00		Obtaining bid
Replace stairs	\$ 1,500.00	\$ 2,000.00	Century Stair quote (\$1,100) plus estimated installation
Beam and bracing for second floor ceiling - temporary	\$ 1,200.00		
Demolish old addition	\$ 2,500.00	\$ 2,500.00	Work Complete
Replace Roof	\$ 10,000.00	\$ 6,800.00	Low bid from Smith & Son Construction 3/20



New addition - Handicap rest room, kitchette, including plumbing	\$ 20,000.00		
Handicap Ramp	\$ 3,500.00		
Paint Exterior	\$ 14,000.00	\$ 8,650.00	Low bid Quote from Gossom 3/13
Electrical	\$ 10,000.00		Low bid from GDC Electric
HVAC	\$ 18,000.00	\$ 7,850.00	Low bid from L H Mechanical
Final grading	\$ 5,000.00		Allowance
Engineering/Administration	\$ 15,000.00	\$ 4,740.00	Through 3/20
Sub-Total	\$ 155,200.00	\$ 69,040.00	
Contingency 25%	\$ 38,800.00		
<b>Total</b>	<b>\$ 194,000.00</b>	<b>\$ 138,080.00</b>	





INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** HULFISH HOUSE – RENOVATION UPDATE  
**DATE:** 05/07/12  
**CC:** STAFF

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**The Architectural Review Board approved the Certificate of Appropriateness for the Hulfish House including the colors of the siding and roof and the elimination of one exterior door.**

BACKGROUND

The ARB approved the attached Certificate of Appropriateness for the Hulfish House at a joint meeting with the Planning Commission in April. The COA approval includes:

The color of the exterior walls: White

The Color of the roof: Terra Cotta (a sample of this color will be available at the meeting)

The removal of the door on the southeast wall

The next steps of the exterior renovation will continue once the exterior colors have been approved.

The plan for the interior has now been developed and interior work has begun with the removal of interior walls both upstairs and downstairs and the replacement of the downtown flooring system.

RECOMMENDATION

It is recommended that the Town Council approve the recommendations of the ARB as follows: Hulfish House exterior color: White; Roof Color: Terra Cotta; and, remove the exterior door on the south wall.

# The Town of HAYMARKET Established in 1799

ZONING PERMIT #: ZP20120321

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

## ZONING PERMIT APPLICATION

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

**NAME OF BUSINESS/APPLICANT:** Town of Haymarket

**PROPOSED USE:** Retail Size (Sq. Ft./Length) of Construction: \_\_\_\_\_

**SITE ADDRESS:** 15000/15020 Washington Street Parcel ID #: \_\_\_\_\_

Subdivision Name: \_\_\_\_\_ Lot Size: \_\_\_\_\_

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

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

Off-street Parking: Spaces Required: \_\_\_\_\_ Spaces Provided: \_\_\_\_\_

**BRIEF DESCRIPTION OF ACTIVITY:** (i.e. previous use, type and dimensions of signs, height/length of fencing, etc.)  
Repair 2 buildings (Old Post Office and Hulfish House) for potential retail use tenants.

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

FEE:  \$25.00 Residential  \$50.00 Commercial

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

See attached Narrative

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

### PERMIT HOLDER INFORMATION

Town of Haymarket

Name

PO Box 1230

Address

Haymarket VA 20168

City

State

Zip

703-753-2600

Phone#

Email

### PROPERTY OWNER INFORMATION

Same

Name

Address

City

State

Zip

Phone#

Email



INTEROFFICE MEMORANDUM

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**TO:** MEMBERS OF THE ARCHITECTURAL REVIEW BOARD  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** RENOVATION OF HISTORIC BUILDINGS ON THE TOWN CENTER PROPERTY  
**DATE:** 04/05/12  
**CC:** STAFF

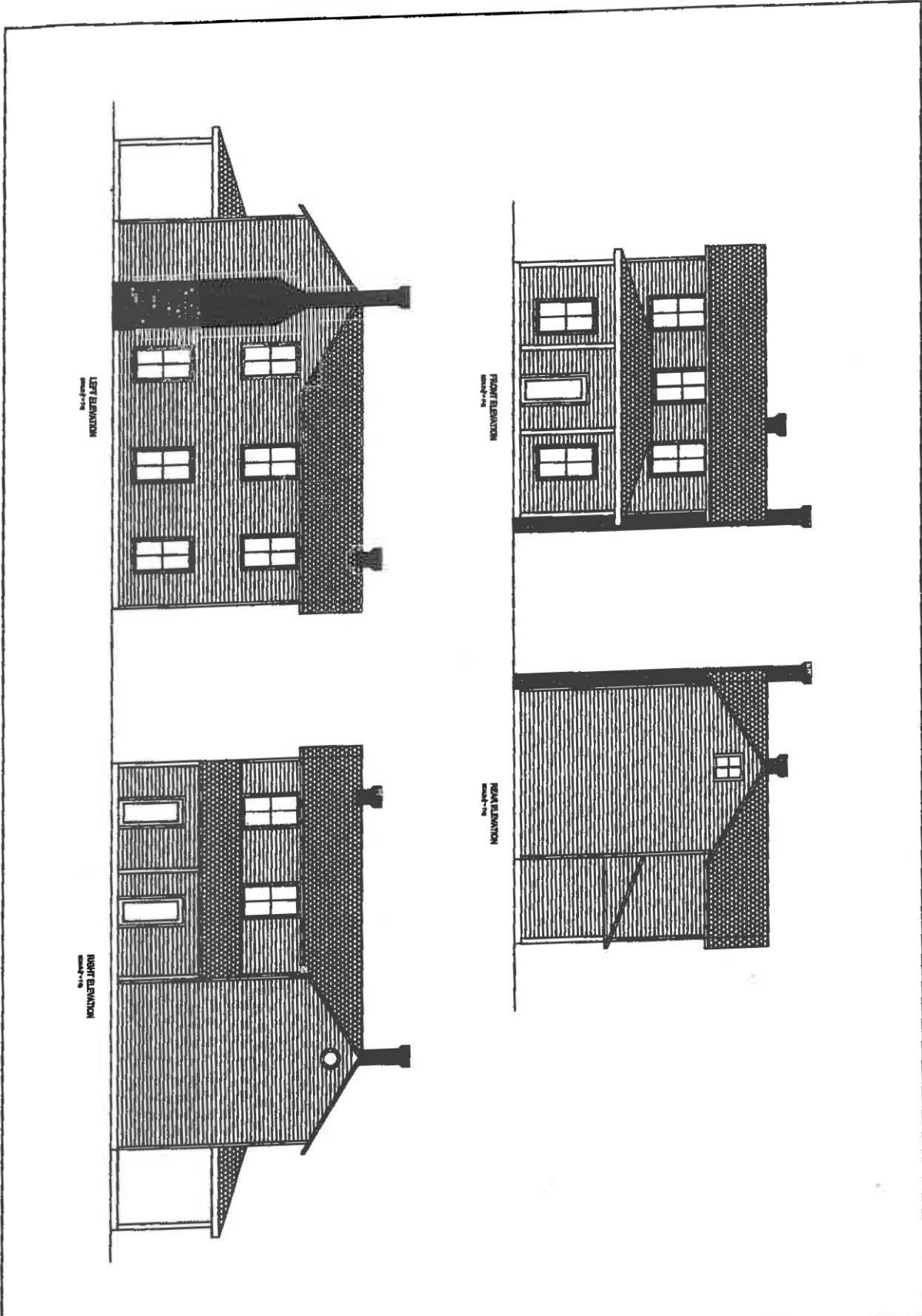
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The Haymarket Town Council approved the renovation of the Old Post Office Building and the Hulfish House, two historic buildings owned by the Town. The renovation work is progressing and we are now at a point where decisions regarding the color of the buildings need to be made and approved by the ARB.

The work in progress is:

Old Post Office – see attached elevations and interior schematic drawing

1. Replace stone foundation on main building. Reclaim / stockpile stone for future use
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3. Repair / replace wood lap siding on main building
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5. Repair double doors (front of main building)
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  - c. Roof to match main building (roof pitch, material and colors).
  - d. Wood lap siding to be used on exterior and painted to match main building.
9. Entrance on western façade to be handicap accessible.



LEFT ELEVATION  
Scale 1/8" = 1'-0"

RIGHT ELEVATION  
Scale 1/8" = 1'-0"

FRONT ELEVATION  
Scale 1/8" = 1'-0"

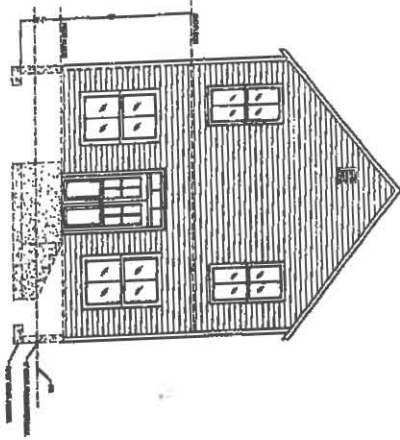
REAR ELEVATION  
Scale 1/8" = 1'-0"

DATE	1/21/11
PROJECT	RENOVATION PLAN - ELEVATIONS FOR HULFISH HOUSE TOWN OF HAYMARKET PRINCE WILLIAM COUNTY, VIRGINIA
CLIENT	
DESIGNER	
CHECKED	
APPROVED	
SCALE	AS SHOWN
PROJECT NO.	
DRAWING NO.	S-2

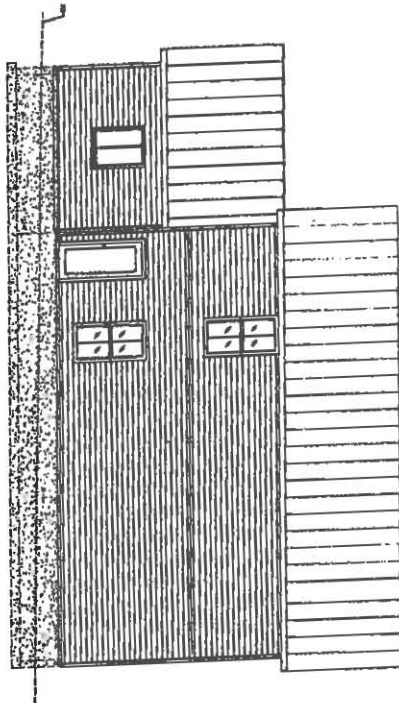
**RENOVATION PLAN - ELEVATIONS  
FOR  
HULFISH HOUSE  
TOWN OF HAYMARKET  
PRINCE WILLIAM COUNTY, VIRGINIA**

NO.	DESCRIPTION

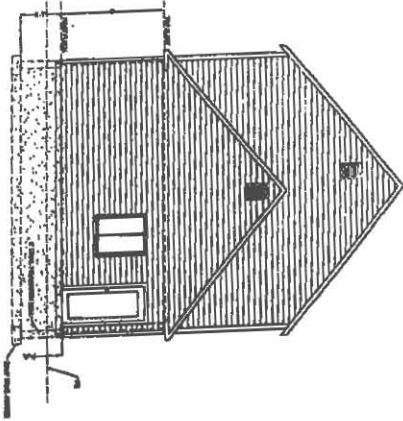
**DRH ENGINEERS, P.L.C.**  
 400 Mountain Court, Suite 100 Mountain, Virginia 22180  
 540-940-0200 540-971-4001 Fax 540-940-0200



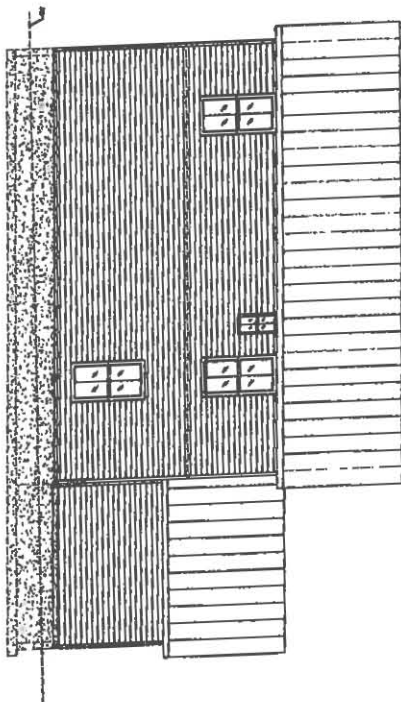
FRONT ELEVATION  
SCALE: 1/4" = 1'-0"



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



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



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

<p>DATE: 3/21/12 DRAWN BY: [Name] CHECKED BY: [Name] SCALE: 1/4" = 1'-0"</p>		<p><b>RENOVATION PLAN - DETAILS</b> FOR <b>OLD POST OFFICE</b> <b>TOWN OF HAYMARKET</b> PRINCE WILLIAM COUNTY, VIRGINIA</p>	<p><b>DRH ENGINEERS, P.L.C.</b> 2008 - STRUCTURAL - 000000000000 4400 University Blvd., Suite 1100 Alexandria, Virginia 22304 703.261.0000 FAX: 703.261.0001</p>
--	--	---	--

## Cost Tracking: Hulfish House

Item	Estimated Cost	Actual Cost	Notes
Cover exposed interior walls; remove temporary walls and flooring	\$ 2,700.00	\$ 2,700.00	Work Complete
Clear interior wall; install sump pump; install temporary floor inside door	\$ 1,800.00	\$ 1,800.00	Work Complete
Prepare all exterior walls for painting	\$ 11,000.00	\$ 11,000.00	Not-to-exceed quote from Payne Construction - Labor only 3/13 (through 3/30: \$8,800)
Exterior walls - materials	\$ 1,000.00	\$ 1,500.00	Work Complete
Install sister joists/replacement joists and plywood	\$ 5,000.00	\$ 6,000.00	Not-to-exceed quote from Payne
Materials - joists and plywood	\$ 2,500.00		
Replace interior load bearing wall	\$ 1,500.00	Included in Quote for floor replacement	
Repair/replace boarded windows and doors	\$ 5,000.00	\$ 3,000.00	Total will be \$4,500 including cost of replacement windows.
Remove interior walls on second floor	\$ 1,500.00	\$ 1,200.00	Work Complete



Remove plaster and drywall on first floor	\$	5,000.00		Obtaining quotes for the work.
Install Dry wall throughout	\$	6,500.00		Obtaining quotes for the work
Install ADA Bathroom on side porch	\$	6,000.00		One of three quotes received: quote \$6,455.
Replace Roof	\$	15,000.00	\$ 12,000.00	Low bid quote from Smith & Son.
Electrical	\$	12,000.00		Obtaining three quotes
HVAC Installation	\$	15,000.00	\$ 10,500.00	Low bid quote from L.H. Mechanical
Fill exterior foundation opening with dirt	\$	1,200.00		Included in Payne quote for removing dirt from Post Office
Paint Building	\$	20,000.00	\$ 17,200.00	Low bid quote from Gossom 3/13. Quote includes out building.
Build cover over open foundation area	\$	3,500.00		
Out building repairs	\$	7,500.00		Painting of outbuilding included in Gossom Painting quote
Out building Roof	\$	4,000.00	\$ 2,600.00	Low bid quote from Smith & Son Construction 3/20
Engineering Support	\$	3,000.00	\$ 760.00	Billed through 3/20
Sub-Total	\$	116,200.00		

Contingency 25% \$ 29,050.00

Total \$ 145,250.00 \$ 70,260.00





**INTEROFFICE MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** MULTI-JURISDICTIONAL HAZARD MITIGATION PLAN  
**DATE:** 05/07/11  
**CC:** STAFF

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**BACKGROUND**

The Federal Disaster Mitigation Act of 2000 requires all localities to develop and adopt a hazard mitigation plan, or participate in and adopt a regional plan, in order to be eligible for funding through the Federal Emergency Management Agency's Hazard Mitigation Grant Program and Pre-Disaster Mitigation Grant Program.

The Northern Virginia Regional Commission developed a plan in 2006 and has made recent updates that the Town must adopt.

**RECOMMENDATION**

It is recommended that the Town Council adopt the Multi-Jurisdictional Hazard Mitigation Plan for Northern Virginia.

**RESOLUTION 20120507-1**

**Adoption of the Multi-Jurisdictional Hazard Mitigation Plan Update for the Northern Virginia Region**

WHEREAS, the Disaster Mitigation Act of 2000, as amended, requires that local governments develop, adopt, and update natural hazard mitigation plans in order to receive certain federal assistance; and,

WHEREAS, the Northern Virginia Regional Hazard Mitigation Plan has been prepared in accordance with FEMA requirements at 44C.F.R.201.6; and,

WHEREAS, a Mitigation Advisory Committee (\*MAC), comprised of representatives from the Counties of Arlington, Fairfax, Loudoun, and Prince William; the Cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and Towns of Clifton, Dumfries, Haymarket, Herndon, Leesburg, Middleburg, Purcellville, Occoquan, Quantico, Round Hill, and Vienna, was convened in order to assess the risks of hazards facing the Northern Virginia region, and to make recommendations on actions to be taken to mitigate these hazards; and,

WHEREAS, a request for proposals was issued to hire an experienced consulting firm to work with the MAC to update a comprehensive hazard mitigation plan for the Northern Virginia region; and,

WHEREAS, the plan incorporates the comments, ideas and concerns of the community and of the public in general, which this plan is designed to protect, ascertained through a series of public meetings, publication of the draft plan, press releases, and other outreach activities; and

BE IT RESOLVED that the Town of Haymarket recognizes that recent events of the Virginia Earthquake, Hurricane Irene, and Tropical Storm Lee are not captured in the current FEMA approved pending adoption update of the local Hazard Mitigation Plan. Being committed to mitigation planning and activities, Haymarket, as part of the next update, will fully endeavor to identify, evaluate, and include these events and their impacts.

NOW THEREFORE, BE IT RESOLVED by the Haymarket Town Council that the 2010 Northern Virginia Hazard Mitigation Plan Update is hereby approved and adopted by the Haymarket Town Council on May 7, 2012, and resolved to execute the action in the plan. A copy of the plan is attached to this resolution.

BY:

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Pamela E. Stutz, Mayor

ATTEST:

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Jennifer Preli, Town Clerk

Motioned By:

Seconded By:

Ayes:

Nays:

Absent:

Abstain:

# INTRODUCTION

This section provides a general introduction to the Northern Virginia Regional Hazard Mitigation Plan. It consists of the following five subsections:

- Background
- Purpose
- Scope
- Authority
- Summary of Plan Contents

## *Background*

Natural hazards, such as floods, tornadoes and severe winter storms, are a part of the world around us. Their occurrence is natural and inevitable, and there is little we can do to control their force and intensity. In today's world we must also consider manmade hazards, such as technological accidents or deliberate acts of terrorism, as legitimate and significant threats to life, safety and property. That being said, the focus of this Hazard Mitigation Plan is limited to natural hazards only.

The Northern Virginia region is vulnerable to a wide range of natural hazards, including flooding, tornadoes, hurricanes and winter storms. These hazards threaten the safety of residents and have the potential to damage or destroy both public and private property, disrupt the local economy and impact the overall quality of life of individuals who live, work and play in the Northern Virginia region.

While we cannot eliminate natural hazards, there is much we can do to lessen their potential impact upon our community and our citizens. The effective reduction of a hazard's impact can decrease the likelihood that such events will result in a disaster. The concept and practice of reducing risks to people and property from known hazards is generally referred to as *hazard mitigation*.

Hazard mitigation techniques include both structural measures, such as strengthening or protecting buildings and infrastructure from the destructive forces of potential hazards, and non-structural measures, such as the adoption of sound land use policies or the creation of public awareness programs. Some of the most effective mitigation measures are implemented at the local government level where decisions on the regulation and control of development are made. A comprehensive mitigation strategy addresses hazard vulnerabilities that exist today and in the foreseeable future. Therefore it is essential that projected patterns of development are evaluated and considered in terms of how that growth will increase or decrease a community's overall hazard vulnerability. Land use is a particularly important topic in the Northern Virginia region, where many communities are facing increasing growth rates. Now is the time to effectively guide development away from identified hazard areas and environmentally sensitive locations, before unsound development patterns emerge and people and property are placed in harm's way.

One of the most effective tools a community can use to reduce hazard vulnerability is to develop, adopt, and update as needed, a local *hazard mitigation plan*. A hazard mitigation plan establishes the broad community vision and guiding principles for addressing hazard risk, including the development of specific mitigation actions designed to eliminate or reduce identified



# INTRODUCTION

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## NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

vulnerabilities. The Northern Virginia Regional Hazard Mitigation Plan (hereinafter “Hazard Mitigation Plan” or “Plan”) is a logical first step toward incorporating hazard mitigation principles and practices into the routine activities and functions of local government within the Northern Virginia region.

The mitigation actions noted in this Plan go beyond recommending structural solutions to reduce existing vulnerability. Local policies addressing community growth, incentives to protect natural resources, and public awareness and outreach campaigns are examples of other measures that can be used to reduce the future vulnerability of the Northern Virginia region to identified hazards. The Plan has been designed to be a living document, with implementation and evaluation procedures included to help achieve meaningful objectives and successful outcomes.

### **Disaster Mitigation Act of 2000**

In an effort to reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000) in order to amend the Robert T. Stafford Disaster Relief and Emergency Assistance Act. Section 322 of DMA 2000 emphasizes the need for state and local government entities to closely coordinate on mitigation planning activities, and makes the development of a hazard mitigation plan a specific eligibility requirement for any local government applying for federal mitigation grant funds. These funds include the Hazard Mitigation Grant Program (HMGP) and the newly-created Pre-Disaster Mitigation (PDM) program, both of which are administered by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security. Communities with an adopted and federally-approved hazard mitigation plan thereby become pre-positioned and more apt to receive available mitigation funds before and after the next disaster strikes.

The Plan has been prepared in coordination with FEMA Region III and the Virginia Division of Emergency Management to ensure that the Plan meets all applicable DMA 2000 and state requirements. A *Local Mitigation Plan Crosswalk*, found in Appendix C, provides a summary of federal and state minimum standards and notes the location where each requirement is met within the Plan.

### **Linking Hazard Mitigation and Sustainability**

The Northern Virginia Regional Hazard Mitigation Plan is guided by three broad principles, including *sustainability*, *safe growth* and *mitigation actions* based on the findings of the risk and capability assessments. Sustainability, simply put, is taking actions today that allow for future generations to live in a community that is of the same quality or better than that experienced by the current population. Sustainability is a framework that is intended to guide the actions taken by elected officials, citizens and the business leaders to make the Northern Virginia region a place where people can enjoy a sound economy, safe communities, a healthy environment and plentiful recreational opportunities.

The adoption of hazard mitigation practices are viewed as complimentary to the goals of sustainability. Broadly speaking, by making communities less vulnerable, they become better places to live. For example, a specific action may include the relocation of flood-prone properties to an area outside of the identified floodplain. In turn, the land is allowed to revert back to open space in its natural state or may become part of a managed park or greenway system. By taking this action, several goals can be achieved:

- A reduction in the number of structures located in harm's way;
- The elimination of necessary emergency response, such as search and rescue activities, in that area following a flood;

# INTRODUCTION

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## NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

- The creation of additional parkland that may include recreational amenities such as hiking trails, bicycle paths or canoe access points;
- The conversion of the floodplain back to its natural function; and
- A reduction in non-point source pollution.

The consideration of land use and safe growth practices are two other key elements of this Plan. The concept of safe growth will be used to describe this process. Safe growth may be described as simply reviewing all future land use decisions with the following types of questions in mind: Will this proposed use increase hazard vulnerability? If so, how could this practice be modified in such a way that a given activity accounts for identified hazards? Specific safe growth techniques may include, but are not limited to: cluster development, setback requirements, the identification and mapping of hazard zones and environmentally sensitive areas, and related smart growth activities.

### *Purpose*

The purpose of the Northern Virginia Regional Hazard Mitigation Plan is to:

- Protect life, safety and property by reducing the potential for future damages and economic losses that result from **natural** hazards;
- Make communities safer places to live, work and play;
- Qualify for grant funding in both the pre-disaster and post-disaster environment;
- Speed recovery and redevelopment following future disaster events;
- Demonstrate a firm local commitment to hazard mitigation principles; and
- Comply with state and federal legislative requirements for local multi-jurisdictional hazard mitigation plans.

### *Scope*

The greater focus of this Plan will fall upon on those hazards determined to be “high” or “moderate” risk as determined through a detailed hazard risk assessment conducted for the Northern Virginia region.<sup>1</sup> Other hazards that pose a low or negligible risk will continue to be evaluated during future updates to the Plan, but they may not be fully addressed until they are determined to be of high or moderate risk. This enables those counties, cities and towns participating in the development and maintenance of the Plan to prioritize mitigation actions based on those hazards which are understood to present the greatest risk to lives and property.

The geographic scope (i.e. the planning area) for the Plan includes the following four counties, five cities and five towns in the Northern Virginia region. It should be noted that independent cities within the Commonwealth of Virginia are politically separate from counties (and retain the same authority as counties), whereas incorporated towns are not.

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<sup>1</sup> See Section 6: Vulnerability Assessment, for the comparative ranking of hazards and their determined risk classification.



# INTRODUCTION

## NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

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### Counties:

- Arlington County
- Fairfax County
- Loudoun County
- Prince William County

### Cities:

- City of Alexandria
- City of Fairfax
- City of Falls Church
- City of Manassas
- City of Manassas Park

### Towns:

- Town of Dumfries (Prince William County)
- Town of Herndon (Fairfax County)
- Town of Leesburg (Loudoun County)
- Town of Vienna (Fairfax County)
- Town of Purcellville (Loudoun County)

## *Authority*

The Plan, developed in accordance with current state and federal rules and regulations governing local hazard mitigation plans, has been adopted by the four (4) counties and ten (10) participating municipalities in accordance with the authority and police powers granted to counties and municipalities under §15.2-2223 through §15.2-2231 of the Virginia State Code. Copies of local adoption resolutions are provided in Appendix A. The Plan shall be routinely monitored and revised to maintain compliance with the following provisions, rules and legislation:

- Section 322, Mitigation Planning, of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as enacted by Section 104 of the Disaster Mitigation Act of 2000 (P.L. 106-390); and
- FEMA's Interim Final Rule published in the Federal Register on February 26, 2002, at 44 CFR Part 201.

## *Summary of Plan Contents*

The remaining contents of this Plan are designed and organized to be as reader-friendly and functional as possible. While significant background information is included on the processes used and studies completed (e.g. risk assessment, capability assessment), this information is separated from the more meaningful planning outcomes or actions (e.g. mitigation strategy, mitigation action plans).

Section 2, **Planning Process**, provides a complete narrative description of the process used to prepare the Plan. This includes the identification of who was involved, who participated on the planning team, and how the public and other stakeholders were involved. It also includes a detailed summary for each of the key meetings held along with any associated outcomes.

The **Community Profile**, located in Section 3, describes the general makeup of the Northern Virginia region, including prevalent geographic, demographic and economic characteristics. In

# INTRODUCTION

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## NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

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In addition, transportation, housing and land use patterns are discussed. This baseline information provides a snapshot of the regional planning area and thereby assists county and municipal officials recognize those social, environmental and economic factors that ultimately play a role in determining community vulnerability to natural hazards.

The **Risk Assessment** is presented in three separate sections: Section 4: **Hazard Identification**; Section 5: **Hazard Analysis**; and Section 6: **Vulnerability Assessment**. Together, these sections serve to identify, analyze and assess the Northern Virginia region's overall risk to natural hazards. The risk assessment also attempts to define any hazard risks that may uniquely or exclusively affect the individual municipal jurisdictions.

The Risk Assessment builds on available historical data from past hazard occurrences, establishes detailed profiles for each hazard, and culminates in a hazard risk ranking based on conclusions about the frequency of occurrence, spatial extent and potential impact of each hazard. FEMA's HAZUS<sup>®/MH</sup> loss estimation methodology was also used in evaluating known hazard risks by their relative long-term cost in expected damages. In essence, the information generated through the risk assessment serves a critical function as communities seek to determine the most appropriate mitigation actions to pursue and implement — enabling communities to prioritize and focus their efforts on those hazards of greatest concern and those structures or planning areas facing the greatest risk(s).

The **Capability Assessment**, found in Section 7, provides a comprehensive examination of each participating jurisdiction's capacity to implement meaningful mitigation strategies and identifies existing opportunities to increase and enhance that capacity. Specific capabilities addressed in this section include planning and regulatory capability, staff and organizational (administrative) capability, technical capability, fiscal capability, and political capability. Information was obtained through the use of detailed survey questionnaires for local officials and an inventory and analysis of existing plans, ordinances and relevant documents. The purpose of this assessment is to identify any existing gaps, weaknesses or conflicts in programs or activities that may hinder mitigation efforts, and to identify those activities that should be built upon in establishing a successful and sustainable regional hazard mitigation program.

The *Community Profile*, *Risk Assessment*, and *Capability Assessment* collectively serve as a basis for determining the goals for the Hazard Mitigation Plan, each contributing to the development, adoption and implementation of a meaningful *Mitigation Strategy* that is based on accurate background information.

The **Mitigation Strategy**, found in Section 8, consists of broad regional goal statements as well as specific mitigation actions for each local government jurisdiction participating in the planning process. The strategy provides the foundation for detailed **Mitigation Action Plans**, found in Section 9, that link specific mitigation actions for each jurisdiction to locally-assigned implementation mechanisms and target completion dates. Together, these sections are designed to make the Plan both strategic (through the identification of long-term goals) but also functional through the identification of short-term and immediate actions that will guide day-to-day decision-making and project implementation.

In addition to the identification and prioritization of possible mitigation projects, emphasis is placed on the use of program and policy alternatives to help make the communities of the Northern Virginia region less vulnerable to the damaging forces of nature while improving the economic, social and environmental health of the community. The concept of multi-objective planning was emphasized throughout the planning process, particularly in identifying ways to link hazard mitigation policies and programs with complimentary community goals related to housing,

# INTRODUCTION

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## NORTHERN VIRGINIA REGIONAL HAZARD MITIGATION PLAN

economic development, downtown revitalization, recreational opportunities, transportation improvements, environmental quality, land development, and public health and safety.

The ***Plan Maintenance Procedures***, found in Section 10, includes the measures that the Northern Virginia Regional Commission and participating jurisdictions will take to ensure the Plan's continuous long-term implementation. The procedures also include the manner in which the Plan will be regularly evaluated and updated to remain a current and meaningful planning document.



**INTEROFFICE MEMORANDUM**

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** BUILDING OFFICIAL'S REPORT  
**DATE:** 05/07/2012  
**CC:** STAFF

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**The report is attached.**

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**INTEROFFICE MEMORANDUM**

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**TO:** GENE SWEARINGEN, TOWN MANAGER

**FROM:** JAMES LOWERY, BLDG/FIRE OFFICIAL

**SUBJECT:** UPDATE ON PROJECTS

**DATE:** 4/26/12

**CC:** JENNIFER PRELI, TOWN CLERK

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1. Issued final inspections and occupancy permits for Lots 20-24, Sherwood Forest.
2. Performed groundwork plumbing on Lots 7-12, Alexandra's Keep.
3. Virginia Power has moved lightpole at cul-de-sac of Bleight Drive.
4. Old Post Office & Hullfish House – performing ongoing inspections on renovations.
5. Final inspection and occupancy issued on Haymarket Iceplex. Temporary trailers are in process of being removed from property.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** POLICE REPORT  
**DATE:** 05/07/2012  
**CC:** STAFF

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

**Town Police Statistics for  
January, February, & March 2012**

<b>Activity</b>	<b>January</b>	<b>February</b>	<b>March</b>	<b>Total</b>
<b>Mileage</b>	<b>5218</b>	<b>5434</b>	<b>4874</b>	<b>15526</b>
<b>Gas</b>	<b>530.1</b>	<b>526.5</b>	<b>465.1</b>	<b>1521.7</b>
<b>Warning Tickets</b>	<b>93</b>	<b>68</b>	<b>97</b>	<b>258</b>
<b>Parking Tickets</b>	<b>20</b>	<b>6</b>	<b>11</b>	<b>37</b>
<b>Uniform Traffic Summons</b>	<b>136</b>	<b>209</b>	<b>111</b>	<b>456</b>
<b>Criminal Felony</b>	<b>2</b>	<b>1</b>	<b>0</b>	<b>3</b>
<b>Criminal Misdemeanor</b>	<b>1</b>	<b>3</b>	<b>0</b>	<b>4</b>
<b>Reports</b>	<b>8</b>	<b>15</b>	<b>14</b>	<b>37</b>
<b>Complaints</b>	<b>294</b>	<b>375</b>	<b>315</b>	<b>984</b>
<b>Accidents</b>	<b>2</b>	<b>0</b>	<b>2</b>	<b>4</b>
<b>Hours Worked</b>	<b>770.5</b>	<b>878</b>	<b>936.2</b>	<b>2584.7</b>

During the month of March the Haymarket Police staff participated in the following:

March 1<sup>st</sup> staff met with representatives of the Cigarette Tax Board to discuss new laws and issues involving the illegal sales, purchases, and transporting of cigarettes.

March 15<sup>th</sup> officers attended a prescription drug abuse training session at Manassas Park Police Department.

March 17<sup>th</sup> Haymarket Police along with Prince William Sheriff's Deputies and VA State Troopers held a St. Patrick's Day Sobriety Checkpoint on Route 15 in front of the A LA Carte Catering business. Stats for the checkpoint are attached.

March 24<sup>th</sup> Officer O'Neal gave a safety talk with a group of Boy Scouts at the police station.

Preparations were made for the upcoming April Distracted Driver Awareness Campaign.



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

1. Traffic Obstruction = 3
2. Train Crash = 1
3. Runaway Juvenile = 1
4. Suspicious Person = 5
5. Parking Violations = 4
6. Motorist Assist = 1
7. Burglary = 1
8. Assist PWC = 4
9. Assist VSP = 1
10. Alarm calls = 1
11. Shoplifting = 1
12. Domestic = 2
13. Larceny = 2
14. Suspicious Veh. = 7
15. Accident = 2
16. Vandalism = 1
17. DUI Checkpoint = 1

3/17/12 Rt. 15 @ A/A Carte Catering, 6608 J. Madison

List of Participating Members

Names	Badges	Department
D.C. G.A. Breeden Sr.	7102	HPD
Chief Roop	7101	HPD
Capt. J. Berglund	7103	HPD
Officer O'Neil	7105	HPD
Officer Shaver	7104	HPD
Officer Sclaniwah.	7109	HPD
Donna Knapp		HPD
Trooper Lewis		VSP
Deputy Hernandez		P.W.S.O.
Deputy Sedlachak		P.W.S.O.
Lt. Halderman		P.W.S.O.
Gainesville Towing Staff		
Capt. Chris Cook & members of Evergreen Fire & Rescue		

Checkpoint Statistics

Number of cars checked: 912  
Number of Summons Issued: 10  
Number of Arrest: 0  
Field Sobriety tests - 7  
Results / Types of Summons:

HPD - 1 fail to obtain VA license; Expired VA Inspection  
P.W.S.O. - 2 Exp. Registrations; 3 No VA O.S.; 1 Drive Suspended;  
1 Drive outside of Parkway; 1 Violation of Provisional Restrictions

VSP - 1 Drive Suspended

Supervisors Signature / Title / Badge #

James Roop 7101 Chief of Police



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** TREASURER'S REPORT  
**DATE:** 05/07/2012  
**CC:** STAFF

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**The report is attached.**

TOWN OF HAYMARKET  
Chief Financial Officer Report  
Notes For Council  
05-07-2012 TR.xlsx

**ITEMS FOR COUNCIL CONSIDERATION**

<b>1 Summary of Revenues</b>							
Class Totals - Expenditures	Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Under Budget	Over Budget	Net
Total Development Revenue	895,552	895,552	895,552	144,997.94	(774,242)	23,688	(750,554)
Total Events/Other Town activities	15,000	15,000	15,000	6,886.01	(8,114)	0	(8,114)
Total Operating Revenue	1,305,747	1,305,747	1,305,747	1,210,896.28	(181,647)	86,796	(94,851)
Total Public Safety	107,907	107,907	107,907	105,461.47	(5,512)	3,066	(2,446)
Total Tax Income/Individuals	299,247	299,247	299,247	286,357.14	(13,265)	375	(12,890)
Prior Years - Town Surplus		500,000	500,000	150,000.00	(350,000)	0	(350,000)
<b>Total Revenues</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>3,123,453</b>	<b>1,904,599</b>	<b>(1,332,780)</b>	<b>113,926</b>	<b>(1,218,854)</b>
<b>Summary of Expenditures</b>							
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	1,592,528	1,592,528	417,141	0	1,175,387	1,175,387
Total Council & Boards	43,000	43,000	43,000	21,500	0	21,500	21,500
Total Events	13,500	13,500	13,500	5,508	0	7,992	7,992
Total Museum	8,915	8,915	8,915	3,566	(792)	6,141	5,349
Total Operating Expenses	264,741	264,741	264,741	170,526	(15,127)	109,342	94,215
Total Public Safety	87,400	95,900	95,900	67,243	(136)	28,793	28,657
Total Public Works	110,100	110,100	110,100	76,336	0	33,764	33,764
Total Staff Wages & Benefits	697,839	697,839	697,839	536,803	0	161,036	161,036
Total Town Owned Property	281,930	296,930	296,930	236,639	(4,193)	64,484	60,291
<b>Total Expense</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>3,123,453</b>	<b>1,535,262</b>	<b>(20,248)</b>	<b>1,608,439</b>	<b>1,588,191</b>
Net Surplus	0	0	0	369,337	(1,312,532)	1,722,365	369,337
							0.00

**2 Additional Appropriation**

**2.A**

Line Items Over 4th Qt Appropriations:	Approved Budget	Amended Budget	Year-to-Date Allocation	Adj Actual	Over Budget	
<b>Museum</b>						
Dues & Subscriptions	45	45	45	60	(15)	
Security System	270	270	270	1,048	(778)	(792)
<b>OPERATING EXPENSES</b>						
DHCD Surcharge	412	412	412	975	(563)	
Admin Support				1,358	(1,358)	
Building Official	15,140	15,140	15,140	16,555	(1,415)	
Engineering Fees	10,000	10,000	10,000	12,550	(2,550)	
Pass Thru Fees	0	0	0	9,240	(9,240)	(15,127)
<b>PUBLIC SAFETY</b>						
Office Equipment	300	300	300	436	(136)	(136)
<b>TOWN OWNED PROPERTY</b>						
15000 Wash St (THB)						
14710 Washington St (Police Dp)						
Cleaning	3,000	3,000	3,000	3,565	(565)	
Internet & Website	2,500	2,500	2,500	3,887	(1,387)	
Telephone	1,000	1,000	1,000	1,373	(373)	
15000 Wash St (Tenants)						
Cleaning	3,000	3,000	3,000	4,730	(1,730)	
Leasehold Real Estate Tax	900	900	900	1,039	(139)	(4,193)
						<b>(20,248)</b>

**Town of Haymarket**  
**4th Qt Ending 06-30-2012**  
**Actual Vs. Appropriated Budget**

	Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Under Budget	Over Budget
	Jul '11 - Jun 12	Jul '11 - Jun 12	July2011-June 2012	04/30/2012	04/30/2012	04/30/2012
<b>REVENUES</b>						
<b>Income</b>						
<b>Development Revenue</b>						
Application Fees	10,000	10,000	10,000	3,100	(6,900)	0
Inspections	12,400	12,400	12,400	34,945	0	22,545
ISTEA/Safety LU	400,000	400,000	400,000	97,892	(302,108)	0
PY Meals Tax Collections	450,000	450,000	450,000	0	(450,000)	0
Occupancy Permits	140	140	140	900	0	760
Pass Through Fees						
Engineering/Planning Fees	20,000	20,000	20,000	5,341	(14,659)	0
<b>Total Pass Through Fees</b>	<b>20,000</b>	<b>20,000</b>	<b>20,000</b>	<b>5,341</b>	<b>(14,659)</b>	<b>0</b>
Permits	2,600	2,300	2,600	2,025	(575)	0
VA Surcharge on Permits	412	412	412	795	0	383
<b>Total Development Revenue</b>	<b>895,552</b>	<b>895,552</b>	<b>895,552</b>	<b>144,998</b>	<b>(774,242)</b>	<b>23,686</b>
<b>Events/Other Town activities</b>						
Spend The Day in Haymarket	15,000	15,000	15,000	6,888	(8,114)	0
<b>Total Events/Other Town activities</b>	<b>15,000</b>	<b>15,000</b>	<b>15,000</b>	<b>6,888</b>	<b>(8,114)</b>	<b>0</b>
<b>Operating Revenue</b>						
Business PP Tax	30,000	30,000	30,000	13,084	(16,916)	0
Cigarette Tax	143,277	143,277	143,277	206,236	0	62,959
Fire Department Grants	7,200	7,200	7,200	0	(7,200)	0
Franchise Tax	13,250	13,250	13,250	17,934	0	4,684
Grants - Other	0	0	0	3,993	0	3,993
Gross Receipts Tax	133,400	133,400	133,400	126,444	(6,956)	0
Insurance Payments	0	0	0	810	0	810
Interest Income						
Gen Governm't	11,700	11,700	11,700	1,771	(9,929)	0
<b>Total Interest Income</b>	<b>11,700</b>	<b>11,700</b>	<b>11,700</b>	<b>1,771</b>	<b>(9,929)</b>	<b>0</b>
Meals Tax Collected	415,000	415,000	415,000	378,595	(36,405)	0
Miscellaneous Income	0	0	0	4,192	0	4,192
Penalties & Interest	1,300	1,300	1,300	11,338	0	10,038
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	207,843	(32,161)	0
Sales Tax Receipts	82,000	82,000	82,000	58,072	(23,928)	0
Utility Usage Tax	214,000	214,000	214,000	189,929	(24,071)	0
<b>Total Operating Revenue</b>	<b>1,305,747</b>	<b>1,305,747</b>	<b>1,305,747</b>	<b>1,210,895</b>	<b>(94,852)</b>	<b>86,798</b>
Prior Year Surplus - Appropriated		500,000	500,000	130,900	(350,000)	0
<b>Public Safety</b>						
Accident Report	100	100	100	420	0	320
Courthouse Maintenance	7	7	7	0	(7)	0
Donation/Grants	37,300	37,300	37,300	39,876	0	2,576
Fines (PWC)	70,000	70,000	70,000	64,495	(5,505)	0
Parking Citations	500	500	500	670	0	170
<b>Total Public Safety</b>	<b>107,907</b>	<b>107,907</b>	<b>107,907</b>	<b>105,461</b>	<b>(2,446)</b>	<b>3,066</b>
<b>Tax Income/Individuals</b>						
PP Tax Relief	18,627	18,627	18,627	18,627	(0)	0
Real Property Tax	280,215	280,215	280,215	266,950	(13,265)	0
Town Decal Receipts	405	405	405	780	0	375
<b>Total Tax Income/Individuals</b>	<b>299,247</b>	<b>299,247</b>	<b>299,247</b>	<b>286,357</b>	<b>(13,265)</b>	<b>375</b>
<b>Total Revenues</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>3,123,453</b>	<b>1,904,599</b>	<b>(1,332,780)</b>	<b>113,926</b>

**Town of Haymarket**  
**4th Qt Ending 06-30-2012**  
**Actual Vs. Appropriated Budget**

## EXPENDITURES

			Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
			Jul '11 - Jun 12	Jul '11 - Jun 12	July2011-June 2012	04/30/2012	04/30/2012	04/30/2012
<b>Capital Improvements &amp; Repairs</b>								
<b>Development</b>								
		Boundary Adjustment Cost	55,000	1,353	1,353	1,353	0	0
		<b>Total Development</b>	<b>55,000</b>	<b>1,353</b>	<b>1,353</b>	<b>1,353</b>	<b>0</b>	<b>0</b>
<b>Capital Improvements</b>								
		Police Cruiser	19,240	19,240	19,240	17,132	0	2,108
		Town Center Property	74,354	463,001	463,001	165,287	0	297,714
		<b>Total Capital Improvements</b>	<b>93,594</b>	<b>482,241</b>	<b>482,241</b>	<b>182,420</b>	<b>0</b>	<b>299,821</b>
		Street Scape Expenditures	900,000	890,000	890,000	23,683	0	866,317
		Street Scape Funding	50,000	60,000	60,000	69,685	0	315
<b>Res-Unappropriated/Appropriated</b>								
		General Reserve	17,434	8,934	8,934	0	0	8,934
		Prior Years Surplus		150,000	150,000	150,000	0	0
		<b>Total Res-Unappropriated/Appropriated</b>	<b>17,434</b>	<b>158,934</b>	<b>158,934</b>	<b>150,000</b>	<b>0</b>	<b>8,934</b>
		<b>Total Capital Improvements &amp; Repairs</b>	<b>1,118,028</b>	<b>1,592,528</b>	<b>1,592,528</b>	<b>417,141</b>	<b>0</b>	<b>1,175,387</b>
<b>Council &amp; Boards</b>								
		Architectural Review Board	6,000	5,000	5,000	1,680	0	3,320
		Mayor and Council	32,000	32,000	32,000	16,826	0	15,175
		Planning Commission	6,000	6,000	6,000	2,995	0	3,005
		<b>Total Council &amp; Boards</b>	<b>43,000</b>	<b>43,000</b>	<b>43,000</b>	<b>21,500</b>	<b>0</b>	<b>21,500</b>
<b>Events</b>								
		Spend the Day In Haymarket	13,500	13,500	13,500	5,508	0	7,992
		<b>Total Events</b>	<b>13,500</b>	<b>13,500</b>	<b>13,500</b>	<b>5,508</b>	<b>0</b>	<b>7,992</b>
<b>Museum</b>								
		Equipment	250	250	250	16	0	234
		Museum Programs	4,000	4,000	4,000	115	0	3,885
		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	210	0	190
		Security System	270	270	270	1,048	(778)	0
		Website	450	450	450	239	0	211
		<b>Total Museum</b>	<b>8,915</b>	<b>8,915</b>	<b>8,915</b>	<b>3,566</b>	<b>(792)</b>	<b>8,141</b>
<b>Operating Expenses</b>								
		Advertising - Meals Tax	7,000	7,000	7,000	418	0	6,582
		Audit	16,500	16,500	16,500	13,950	0	2,550
		Advertising	6,000	6,000	6,000	3,066	0	2,934
		Bank Service Charges	150	150	150	(168)	0	315
		Bond Amortization Expense	1,139	1,139	1,139	855	0	284
		Cigarette Tax Administration	7,000	7,000	7,000	6,079	0	921
		Commissioner Admin Fee	4,000	4,000	4,000	3,225	0	775
		DHCD Surcharge	412	412	412	975	(563)	0
		Discretionary Fund	3,000	3,000	3,000	549	0	2,451
		Grant Proceeds Used	7,200	7,200	7,200	792	0	6,408
<b>Insurance</b>								
		Liability	41,500	41,500	41,500	27,631	0	13,869
		Worker's Compensation	6,350	6,350	6,350	5,922	0	428
		<b>Total Insurance</b>	<b>47,850</b>	<b>47,850</b>	<b>47,850</b>	<b>33,553</b>	<b>0</b>	<b>14,297</b>

Town of Haymarket  
4th Qt Ending 06-30-2012  
**Actual Vs. Appropriated Budget**

## EXPENDITURES

	Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
<b>Office Expenses</b>						
Dues and Subscriptions	2,850	2,850	2,850	2,140	0	710
Leased Equipment	2,450	2,450	2,450	980	0	1,470
Literature & Publications	800	800	800	550	0	250
Office Equipment	2,900	2,900	2,900	1,015	0	1,885
Office Supplies	4,000	4,000	4,000	3,327	0	673
Postage and Delivery	5,000	5,000	5,000	1,468	0	3,532
Printing and Reproduction	10,000	10,000	10,000	1,514	0	8,486
<b>Repairs/Maintenance</b>						
Computer Repairs	1,500	1,500	1,500	150	0	1,350
Equipment Repairs				0	0	0
Copier Maintenance	2,800	2,800	2,800	960	0	1,840
<b>Total Repairs/Maintenance</b>	<b>4,300</b>	<b>4,300</b>	<b>4,300</b>	<b>1,110</b>	<b>0</b>	<b>3,190</b>
<b>Total Office Expenses</b>	<b>32,300</b>	<b>32,300</b>	<b>32,300</b>	<b>12,103</b>	<b>0</b>	<b>20,197</b>
<b>Professional Services</b>						
Building Official	15,140	15,140	15,140	16,556	(1,415)	0
Admin Support				1,358	(1,358)	0
Chief Financial Officer	30,000	30,000	30,000	18,374	0	11,626
Engineering Fees	10,000	10,000	10,000	12,550	(2,550)	0
Legal Fees	45,000	45,000	45,000	29,621	0	15,379
Planner	10,000	10,000	10,000	3,854	0	6,146
Pass thru Fees				9,240	(9,240)	0
Storm Water Plan Review/Inspect	10,000	10,000	10,000	673	0	9,327
<b>Total Professional Services</b>	<b>120,140</b>	<b>120,140</b>	<b>120,140</b>	<b>92,225</b>	<b>(14,665)</b>	<b>42,479</b>
PWC BOE	3,300	3,300	3,300	0	0	3,300
Training & Education	3,500	3,500	3,500	820	0	2,680
<b>Travel &amp; Ent</b>						
Entertainment	500	500	500	138	0	362
Lodging	1,500	1,600	1,500	596	0	904
Meals	750	750	750	134	0	616
Mileage	2,500	2,500	2,500	1,212	0	1,288
<b>Total Travel &amp; Ent</b>	<b>5,250</b>	<b>5,250</b>	<b>5,250</b>	<b>2,080</b>	<b>0</b>	<b>3,170</b>
<b>Total Operating Expenses</b>	<b>264,741</b>	<b>264,741</b>	<b>264,741</b>	<b>170,526</b>	<b>(15,127)</b>	<b>109,342</b>
<b>Public Safety</b>						
Advertising	650	650	650	0	0	650
Discretionary Fund	750	750	750	383	0	367
Dues & Subscriptions	4,000	4,000	4,000	3,786	0	214
Equipment Rental	2,700	2,700	2,700	1,670	0	1,030
Equipment Maintenance	1,500	1,500	1,500	856	0	644
Equipment	7,000	15,500	15,500	9,786	0	5,714
Grant Passthrough	8,600	8,500	8,500	3,582	0	4,918
Legal	12,000	12,000	12,000	7,650	0	4,350
Office Supplies	2,500	2,500	2,500	2,157	0	343
Office Equipment	300	300	300	436	(136)	0
Postage & Delivery	450	450	450	379	0	71
Promotional	700	700	700	268	0	432
Public Defender	2,500	2,500	2,500	1,440	0	1,060
Security System	500	500	500	263	0	237
Travel/Meals/Mileage	1,500	1,500	1,500	829	0	671
Uniforms/Accessories	3,000	3,000	3,000	2,895	0	105
Uniform Maintenance	3,850	3,850	3,850	2,038	0	1,812
Vehicle/Fuel	20,000	20,000	20,000	16,252	0	3,748

Town of Haymarket  
4th Qt Ending 06-30-2012  
Actual Vs. Appropriated Budget

**EXPENDITURES**

	Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget
Vehicle/Maintenance	15,000	15,000	15,000	12,572	0	2,428
<b>Total Public Safety</b>	<b>87,400</b>	<b>95,900</b>	<b>95,900</b>	<b>67,243</b>	<b>(136)</b>	<b>28,783</b>
<b>Public Works</b>						
Landscaping	15,000	15,000	15,000	8,254	0	6,746
Maintenance Contract/Street	7,000	7,000	7,000	4,951	0	2,049
Snow Removal	4,000	4,000	4,000	0	0	4,000
Street Light Electricity	4,100	4,100	4,100	2,879	0	1,221
Town Decorations				0	0	0
Trash Removal	80,000	80,000	80,000	60,252	0	19,748
Yard/Bldg Maintenance		0	0	0	0	0
<b>Total Public Works</b>	<b>110,100</b>	<b>110,100</b>	<b>110,100</b>	<b>76,336</b>	<b>0</b>	<b>33,764</b>
<b>Staff Wages &amp; Benefits</b>						
<b>Salaries, Wages &amp; Earnings</b>						
Staff - Museum	6,000	6,000	6,000	2,805	0	3,195
Salaries & Wages	189,757	189,757	189,757	136,247	0	53,510
Payroll Only (Public Safety)	308,614	308,614	308,614	240,740	0	67,874
<b>Total Salaries, Wages &amp; Earnings</b>	<b>504,371</b>	<b>504,371</b>	<b>504,371</b>	<b>382,792</b>	<b>0</b>	<b>121,579</b>
<b>Payroll Burden</b>						
Health/Life Disability Ins	113,025	113,025	113,025	85,098	0	27,927
Employer Payroll Taxes	41,436	41,436	41,436	38,787	0	2,649
Payroll Processing Fees	2,950	2,950	2,950	1,775	0	1,175
Retirement Contributions	36,057	36,057	36,057	28,351	0	7,706
<b>Total Payroll Burden</b>	<b>193,468</b>	<b>193,468</b>	<b>193,468</b>	<b>154,011</b>	<b>0</b>	<b>39,457</b>
<b>Total Staff Wages &amp; Benefits</b>	<b>697,839</b>	<b>697,839</b>	<b>697,839</b>	<b>536,803</b>	<b>0</b>	<b>161,036</b>
<b>Town Owned Property</b>						
<b>14710 Washington St (Police Dp)</b>						
Building Maintenance/Cleaning	2,500	2,500	2,500	95	0	2,406
Building Maintenance/Repairs	5,000	5,000	5,000	3,805	0	1,195
<b>Communications</b>						
Sprint/Nextel Communications	1,900	1,900	1,900	1,680	0	220
VA Info Technologies	675	675	675	285	0	390
Verizon	6,000	6,000	6,000	4,100	0	1,900
<b>Total Communications</b>	<b>8,575</b>	<b>8,575</b>	<b>8,575</b>	<b>6,065</b>	<b>0</b>	<b>2,510</b>
<b>Utilities</b>						
Cable	1,225	1,225	1,225	1,024	0	201
Electric	2,400	2,400	2,400	1,742	0	658
Gas	1,875	1,875	1,875	1,393	0	282
<b>Total Utilities</b>	<b>5,300</b>	<b>5,300</b>	<b>5,300</b>	<b>4,148</b>	<b>0</b>	<b>1,152</b>
<b>Total 14710 Washington St (Police Dp)</b>	<b>21,375</b>	<b>21,375</b>	<b>21,375</b>	<b>14,112</b>	<b>0</b>	<b>7,263</b>
<b>14740 Washington St (Vac Harr)</b>						
<b>Debt Service</b>						
SunTrust - Harrover	63,002	63,002	63,002	54,794	0	8,208
SunTrust - Harrover	58,470	58,470	58,470	54,794	0	3,676
<b>Total Debt Service</b>	<b>121,472</b>	<b>121,472</b>	<b>121,472</b>	<b>109,588</b>	<b>0</b>	<b>11,884</b>
<b>Total 14740 Washington St (Vac Harr)</b>	<b>121,472</b>	<b>121,472</b>	<b>121,472</b>	<b>109,588</b>	<b>0</b>	<b>11,884</b>
<b>15000 Washington St (T.H.B)</b>						
Building Repairs	3,500	3,500	3,500	867	0	2,643



Town of Haymarket  
4th Qt Ending 06-30-2012  
**Actual Vs. Appropriated Budget**

## EXPENDITURES

				Approved Budget	Amended Budget	Complete Allocation	Adj Actual	Over Budget	Under Budget	
				Cleaning	3,000	3,000	3,000	3,585	(585)	0
				Gen'l Obligation Bonds	97,353	97,353	97,353	81,127	0	16,226
				Internet & Website	2,500	2,500	2,500	3,887	(1,387)	0
				Pest Control	750	750	750	0	0	750
				Utilities						
				Electric	9,500	9,500	9,500	7,974	0	1,526
				Long Distance	1,000	1,000	1,000	829	0	371
				Telephone	1,000	1,000	1,000	1,373	(373)	0
				Water	4,000	4,000	4,000	2,472	0	1,528
				<b>Total Utilities</b>	<b>15,500</b>	<b>15,500</b>	<b>15,500</b>	<b>12,448</b>	<b>(373)</b>	<b>3,425</b>
				<b>Total 15000 Washington St (T.H.B)</b>	<b>122,603</b>	<b>122,603</b>	<b>122,603</b>	<b>101,883</b>	<b>(2,324)</b>	<b>23,044</b>
				<b>15000 Washington St (Tenants)</b>						
				Cleaning	3,000	3,000	3,000	4,730	(1,730)	0
				Leasehold Real Estate Tax	900	900	900	1,039	(139)	0
				Pest Control	600	600	600	95	0	535
				Utilities						
				Electric	2,450	2,450	2,450	2,220	0	230
				Gas	200	200	200	0	0	200
				<b>Total Utilities</b>	<b>2,650</b>	<b>2,650</b>	<b>2,650</b>	<b>2,220</b>	<b>0</b>	<b>430</b>
				<b>Total 15000 Washington St (Tenants)</b>	<b>7,150</b>	<b>7,150</b>	<b>7,150</b>	<b>8,054</b>	<b>(1,860)</b>	<b>965</b>
				<b>15020 Washington St (Red Rstr)</b>						
				Old Post Office Utilities	175	175	175	0	0	175
				15020 Washington St (Red Rstr) - Other	2,500	2,500	2,500	0	0	2,500
				<b>Total 15020 Washington St (Red Rstr)</b>	<b>2,675</b>	<b>2,675</b>	<b>2,675</b>	<b>0</b>	<b>0</b>	<b>2,675</b>
				<b>15025 Washington St (Museum)</b>						
				Repairs	2,500	2,500	2,500	0	0	2,500
				Repairs/Painting Exterior		15,000	15,000	0	0	15,000
				Utilities						
				Communications	2,500	2,500	2,500	1,916	0	584
				Electric	450	450	450	274	0	176
				Gas	1,000	1,000	1,000	672	0	328
				Water/Sewer	205	205	205	140	0	65
				<b>Total Utilities</b>	<b>4,155</b>	<b>4,155</b>	<b>4,155</b>	<b>3,001</b>	<b>0</b>	<b>1,154</b>
				<b>Total 15025 Washington St (Museum)</b>	<b>6,655</b>	<b>21,655</b>	<b>21,655</b>	<b>3,001</b>	<b>0</b>	<b>18,654</b>
				<b>Total Town Owned Property</b>	<b>281,930</b>	<b>296,930</b>	<b>296,930</b>	<b>236,639</b>	<b>(4,193)</b>	<b>64,484</b>
				<b>Total Expense</b>	<b>2,623,453</b>	<b>3,123,453</b>	<b>3,123,453</b>	<b>1,535,262</b>	<b>(20,248)</b>	<b>1,608,439</b>
				<b>Sources &amp; Use of Financing</b>						
				Source						
				Fauquier Bank Loan			62,418	62,418	0	0
				Use						
				Police Vehicle & Pay Off Other Vehicle Loans			(62,418)	(62,418)	0	0
				<b>Net Surplus / (Deficit) -</b>	<b>0</b>	<b>0</b>	<b>(0)</b>	<b>369,337</b>		



## INTEROFFICE MEMORANDUM

**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** DISPOSITION OF HAYMARKET OLD TOWN CENTRE FINAL SITE PLAN  
**DATE:** 05-08-12  
**CC:** STAFF

As requested by the Town Council at the April Town Council Meeting, the Planning Commission has identified the following scenarios regarding the disposition of Haymarket Old Town Centre site plan.

1. **No Action by the Town Council.** The period of validity for a final site plan is five years (extended by the State to 2014). Given the association of the Haymarket Old Town Centre site plan with the previous sales contract to purchase the Town Center property, and subsequent termination of the sales contract, it can be argued the site plan does not meet the Town and State Code definition of “final site plan” and would therefore not be a “valid” plan subject to a period of validity. As such, no action by the Town is necessary. Further, the Town owns the land, no purchase contracts are pending, and any site plan for the Town Center property cannot be developed without the Town’s approval and funding.
2. **The Town Council adopts an as-built plan for the existing conditions of the Town Center property in accordance with Town Code Section 58-179.** This would supersede the Town’s previous approval of the Haymarket Old Town Centre site plan. Any subsequent site plan would require Town staff review, Planning Commission recommendation, and Town Council approval.

*NOTE: the Town Council has made several decisions regarding the Town Center property which are bringing the property into conformance with the Town’s current development standards. Among other items: 1) renovations of the Old Post Office and Hulfish House; 2) a CIP line-item for a Town Center Master Plan; 3) targeting state transportation monies for the extension of a sidewalk from the Old Carolina Bridge to the Town Center property; 4) parking lot improvements; and 5) exterior/interior renovations to Town Hall building and back building.*

3. **The “owner” of the Haymarket Old Town Centre site plan (i.e. the engineering drawings) submits a site plan amendment to incorporate site improvements currently underway at the Town Center property that are not shown on the approved site plan.** The amended plan would require Town staff review, Planning Commission recommendation, and Town Council approval. The Town, as owner of the property, would have to be a party to

the site plan application and the plan could not be developed without the Town's approval. The Town could alternatively acquire the rights to the document and amend the plan on its own.

4. **New structures which are not shown on the Haymarket Old Town Centre site plan can be removed as part of the development of said site plan.** No amendments would be required; however, the plan could not be developed without the property owner's (i.e. the Town's) approval. NOTE: a Town Council action which supersedes the previous site plan, as described in item 2 above, would require the plan to be resubmitted for Town staff review, Planning Commission recommendation, and Town Council approval. The Town could alternatively acquire the rights to the document and develop the plan on its own.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** TOWN MANAGER'S REPORT  
**DATE:** 05/07/11  
**CC:** STAFF

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**The following Items are for the Council's information.**

**I-66 Projects**

A VDOT status meeting on both the Widening and Intersection projects will be held on Wednesday, May 2. The Town Engineer will provide a briefing on that meeting.

The renderings of the sound walls on the I-66 widening project are attached. The Request for Proposals for that project is scheduled to be out by the end of May.

VDOT is moving ahead with the Semi-Directional option on the I-66 Interchange and has submitted that option to the Federal Highway Administration. VDOT is also working on the design of the Route 55/Route 15 interchange and intends to hold a meeting in May for the property owners around that intersection. The Town Engineer will have an update on the meeting.

**Streetscape Update**

Dominion Power reports that the Utility Relocation project is approximately 80% complete. They hope to have the final walk-through on May 18, weather permitting.

**Master Plan Proposals – Town Center Property**

The Town received five proposals to develop a master plan for the Town Center Property. The proposers are:

Burgess and Niple

Kimley Horn  
Rinker Design  
Anderson and Associates  
J2E

The Virginia Tech School of Planning and Design also expressed interest in the project but limited the scope of their assistance to citizen outreach. Because they are not interested in the entire project we have eliminated them from consideration.

The staff is developing criteria for rating the proposals and will use those criteria to rate each. The staff rating and a copy of each proposal will be provided to the Mayor and Council for their review and rating. The top two or three finalists will then be invited to make a presentation to the Council.



**Roadway side-SanDiego DryStack**

Color of Old Carolina Bridge facade and sound walls will be similar to this color.

Pattern of Old Carolina Bridge facade and sound wall facing I-66 will be similar to this pattern.



**Roadway side-NewEngland DryStack**

Pattern of sound wall facing residents will be similar to this pattern.



INTEROFFICE MEMORANDUM

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**TO:** MAYOR AND TOWN COUNCIL  
**FROM:** GENE SWEARINGEN  
**SUBJECT:** LINE OF DUTY ACT RECOMMENDATION  
**DATE:** 05/07/12  
**CC:** STAFF

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

BACKGROUND

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

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

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

RECOMMENDATION

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

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



# RESOLUTION 20120507-3

## **Irrevocable Election Not to Participate in Line of Duty Act Fund**

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

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

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

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

RESOLVED that the following entities:

Town of Haymarket Police Department

To the best of the knowledge of The Town of Haymarket, constitute the population of its past and present covered employees under the Line of Duty Act; and it is further

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

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

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

Adopted in Haymarket, Virginia this 7<sup>th</sup> day of May, 2012.

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Pamela E. Stutz, Mayor

Motioned By:  
Seconded By:

Ayes:  
Nays:  
Absent:  
Abstain:

ATTEST:

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Jennifer Preli, Town Clerk



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

## Memorandum

TO: Administrative Heads and Fiscal Officers

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

DATE: June 29, 2011

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

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

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

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

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

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

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

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

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

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

**Resources:**

Questions may be directed to: [LODA@varetire.org](mailto:LODA@varetire.org)

View more information about the LODA Fund on the web at [www.valoda.org](http://www.valoda.org) or the Department of Accounts at [www.DOA.Virginia.gov](http://www.DOA.Virginia.gov)

Enclosure



INTEROFFICE MEMORANDUM

TO: MAYOR AND TOWN COUNCIL  
 FROM: GENE SWEARINGEN  
 SUBJECT: LIVE STREAMING OF MEETINGS ON THE WEB  
 DATE: 05/07/11  
 CC: STAFF

**BACKGROUND**

The Town Council has asked the staff to research the possibility of live video streaming of the Town meetings on the web site.

The companies listed below all work by porting into the Town's website and linking their site within the Town's site. There is no required storage on the Town's part for IQM2 or Sire Technologies. In order to accommodate the two Town Council meetings that are currently on the web, the Town has paid \$1,013 in additional storage space. Staff anticipates that number to go up considerably as the media library grows. Should the Town go with a company that ports into our web site, the address displayed on the web bar would look similar to this: <http://townofhaymarket.iqm2.com/Citizens/Default.aspx>.

Company	Live Streaming?	Storage	Hardware Required	Cost	View ability
<b>IQM2</b>	Yes	Unlimited	Designated Computer, Camera, Enhanced Video Card & an encoder for no additional cost	\$330/mo MediaTraq  \$350/mo MinuteTraq	Microsoft Application only
<b>U-Stream</b>	Yes	None	Designated Computer, Camera, Enhanced Video Card	\$99/month	Unlimited viewing capability
<b>Sire Technologies</b>	Yes	Unlimited	Encoder Server (connects to camera & wifi), designated computer, enhanced video card	System Cost 1 <sup>st</sup> Year \$14,960 Annual software & video hosting fees \$6,780	Unlimited viewing capability

**RECOMMENDATION**



**INTELLIGENT MEETING  
MANAGEMENT**

## **Government Meeting Management Software**

**Town of Haymarket, VA**

Submitted By:

**Doug Eden  
COO**

**IQM2 Inc.  
90-D Raynor Avenue  
Ronkonkoma, NY 11779  
(631) 619-2017**

4/12/2012

## IQM2, Inc. Terms, Conditions and Pricing for Town of Haymarket, VA

**IMPORTANT NOTICE TO USER:** IQM2, Inc. owns all intellectual property in the MinuteTraq, MediaTraq and E-Boardroom software "Software". You shall not modify, adapt, translate, rent, lease or otherwise attempt to discover the Software source code. This Agreement will be governed by the laws in force in the State of New York.

**2. Software License.** This software program and the accompanying files, software updates, lists and documentation are licensed, not sold, to you. You may install and Use a copy of the Software on your compatible computer for the purpose of connecting to the hosted service provided by IQM2 as long as you are a current subscriber and maintain your monthly or annual continued services for the applicable licenses.

### 3. Continued Services

**3.1 Updates and Renewals.** If the Software is an Update to a previous version of the Software, you must possess a valid license to the previous version in order to use the Update. Corrections of substantial defects in the Software so that the Software will operate as purported will be rectified by IQM2. Customer agrees to install all updates, including any enhancements, for the Software in accordance with the instructions provided by IQM2.

**3.2 Service Level Agreement "SLA".** Technical support is available twenty-four (24) hours per day, seven (7) days per week for the term of this Agreement. IQM2 policy requires a response from a support staff member within 60 minutes which will result (if necessary) in a formal submission of a case #. Client will be notified of estimated resolution schedule.

**3.3 Hosting.** IQM2 agrees to maintain customer data in a Tier-2 datacenter and is committed to providing 99.9% uptime and availability. IQM2 will perform nightly backups of your hosted data to an alternate physical location.

**3.4 Ownership of Data.** All hosted data belongs to the customer. At the request of the customer IQM2 will provide a backup of all database information and files through a downloadable backup or DVD. IQM2 agrees to provide this service without charge at least once per year.

### 4. Payment Terms & Fees

**4.1 Billing Procedures.** SaaS Services of **\$680 per month** billing will begin upon delivery of software, usernames and passwords. Each subsequent payment will occur on the 1<sup>st</sup> of each month. IQM2 reserves the right to charge a 5% cost of living per year. Payment Terms are **NET 30 Days**. This agreement can be terminated at any time with **30 days** prior written notice.

**4.2 Travel Expenses.** Travel expenses are not included and will be invoiced separately.

**4.3 Hardware.** IQM2 does not warranty any hardware. Hardware warranty is through manufacturer repair or replacement only. Any hardware issues requiring new equipment not covered by the warranty will be billed to the client at cost.

**5. Limitation of Liability.** In no event will IQM2 be liable to you for any damages, claims or costs whatsoever or any consequential, indirect, incidental damages, or any lost profits or lost savings, even if an IQM2 representative has been advised of the possibility of such loss, damages, claims or costs or for any claim by any third party. The foregoing limitations and exclusions apply to the extent permitted by applicable law in your jurisdiction. IQM2's aggregate liability shall be limited to the amount contracted for the software, if any.

### 6. Pricing Structure:

SKU #	Description	Monthly SaaS	One Time
20-330	MinuteTraq - Unlimited	\$350 / mo	
10-002	Professional Services - Remote Training		Included
21-330	MediaTraq - Unlimited	\$330 / mo	
<b>Total - Monthly SaaS</b>		<b>\$680 / mo</b>	

**7. Electronic Payment Discount:** IQM2 offers an optional 2% discount on all services that can be electronically paid through credit card. By submitting your credit card information here you agree to allow IQM2 to charge your monthly SaaS fee (less 2% discount) of **\$666 / mo** in accordance to our regular payment terms.

\_\_\_\_\_  
Type                      Card #    Name on Card    Expires

\_\_\_\_\_  
Billing Address (Street, City, State, Zip)    Security Code

**Town of Haymarket, VA**

**IQM2, Inc.**

\_\_\_\_\_  
Signature

  
\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name, Title

**Daryl Blowes, CEO**  
\_\_\_\_\_  
Printed Name, Title

Date: \_\_\_\_\_

Date: **4/12/2012**

I forgot to address the rest of your questions!

Their demonstration was great! I was very happy with their install. They came out and met with us to create all of our templates and really implement and customize the software before we started using it. The program is great - it does what they said it would and what we needed it to. We went from 1 Board member receiving an electronic copy to 6 of 7 receiving an electronic copy after implementing this software, which is a huge cost and time savings. Also, they do quarterly updates and often release new or updated features, which is great.

If there was one and only one area that I had a complaint about, it would be service. Honestly, I think they have a small service department. I have called before and not been able to reach someone and had to leave a message for them to call me back. That does not happen often, but it has happened before. Most of the time, you reach a live person and they always help and are willing to stay on the phone until they can get a solution.

Let me know if you have any other questions.

**Alyson A. Simpson**  
Deputy Clerk/St. Admin Assistant

**County of Louisa**  
Administration Department  
Direct Phone 540.967.9531

**From:** Jennifer Preli [<mailto:jpreli@townofhaymarket.org>]  
**Sent:** Thursday, April 12, 2012 8:35 AM  
**To:** Alyson Simpson  
**Subject:** RE: Meeting Management Software

It would be great if you could send me their proposal and anyone else who bid it.

Thank you so much for your help! We were very excited after seeing the demo. Are you happy with their support, install, product, etc...?

*Jennifer Preli, Town Clerk*  
*PO Box 1230*  
*Haymarket, Virginia 20168*  
*703-753-2600*  
*703-753-2800 Fax*  
*[Dine in Haymarket Today!](#)*







Document Management & Agenda Automation  
for State & Local Government

# Quote

Hosted Agenda, Minutes and Video Streaming

To: Jennifer Prell  
Town of Haymarket  
15000 Washington Street, Suite 100  
Haymarket, VA  
(703) 753-2600

Date: April 23, 2012  
Expiration Date: July 23, 2012  
Sales Manager: Mark Mason

QTY	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	MAINTENANCE	PART #
<b>HARDWARE</b>					
0	Server PC: Application Server:		Included in Hosting		
0	Windows Server 2003 or higher		Included in Hosting		
0	Server PC: Database Sever:		Included in Hosting		
0	Microsoft SQL Server 2000 or higher		Included in Hosting		
1	SIRE Video Encoder with Osprey 260e Card. Processor Intel® Xeon® processor X3440 (2.53GHz, 95W, 8MB, 1333, HT, Turbo 1/1/2/3), Memory 4GB, Hard Drive 2 x 250GB Non-hot-plug LFF SATA Raid 1, Warranty 9-Hour x 5-Day Coverage, 3 Years Hardware Services Next Business Day On-Site Service, Server 2008 x86 Standard Edition unless multicasting, Capture Card Viewcast Osprey 260e. 1 encoder per room.	2,995.00	\$ 2,995.00		
<b>SUBTOTAL HARDWARE</b>			<b>\$ 2,995.00</b>		
<b>SOFTWARE - HOSTED</b>					
<b>SIRE AGENDA PLUS LICENSES - HOSTED</b>					
1	SIRE Agenda Plus - Hosted per month/year (1 - 10 Licenses)	65.00	\$ 780.00		N/A 110079
<b>SIRE MINUTES PLUS LICENSES - HOSTED</b>					
1	Hosted SIRE Minutes Plus Per user license Per month/year	100.00	\$ 1,200.00		N/A 110077
<b>SUB-TOTAL SOFTWARE - HOSTED</b>			<b>\$ 1,980.00</b>		N/A
<b>VIDEO STREAMING</b>					
<b>SIRE VIDEO PLUS WEB STREAMING</b>					
1	SIRE Video Plus - Annual Video Streaming Hosting Service 1-25 users (Per month/year)	400.00	\$ 4,800.00		N/A 140051
<b>SUB-TOTAL ANNUAL VIDEO HOSTING</b>			<b>\$ 4,800.00</b>		N/A
<b>SERVICES</b>					
1	Agenda Basic Services Bundle. Includes, SIRE AgendaPlus, Streaming Software, SIRE Minutes Plus and SIRE Pub setup and configuration.	6,880.00	\$ 6,880.00		120060
<b>SUB-TOTAL SERVICES</b>			<b>\$ 6,880.00</b>		
<b>ONSITE TRAINING</b>					
1 1/2	SIRE Agenda Plus System Administrator Training - Cost per day.	1,350.00	Included in Services		130057
1/2	SIRE Minutes Plus Training - Cost per day.	1,350.00	Included in Services		130077
<b>SUB-TOTAL TRAINING</b>			<b>Included in Services</b>		

**EXPENSES \***

Travel: Airfare (per trip)	800.00	Billed As Actual
Per Diem: Daily expense for Lodging, Car, meals (per day)	200.00	Billed As Actual

**SUB-TOTAL EXPENSES**

\$ -

**COST OVERVIEW**

<b>Total Cost for Hardware (Video Encoder Server)</b>	\$	2,995.00
<b>Total Cost for Agenda Software (Hosted)</b>	\$	1,980.00
<b>Total Cost for Unlimited Streaming Video (Hosted)</b>	\$	4,800.00
<b>Total Cost for Services</b>	\$	6,880.00
<b>Total Cost for Training</b>		Included in Services
<b>Total Cost for Expenses</b>		Billed as Actual
<b>TOTAL SYSTEM COST</b>	\$	16,655.00
<b>PURCHASE INCENTIVE</b>	\$	1,695.00
<b>SYSTEM COST (1st Year)</b>	\$	14,960.00
<b>ANNUAL SOFTWARE &amp; VIDEO HOSTING FEES (2nd Year Onward)</b>	\$	6,780.00

Quotation prepared by: \_\_\_\_\_

This is a quotation on SIRE Technologies software, subject to the conditions noted below:  
 SIRE Technologies Standard Payment Terms: 100% of Software Fees due at signing. Professional Service Fees due upon mutually determined Milestone; and Maintenance due at final project acceptance.  
 Proposal is valid for 90 days from Proposal Date unless otherwise specified in writing.

\*Travel Expenses will be billed as incurred.

To accept this quotation, sign here and return: \_\_\_\_\_

**Thank you for your business!**

2211 West 2300 South, West Valley City, UT 84119 801.977.8608 Phone 801.977.8875 Fax info@siretechnologies.com