



TOWN OF HAYMARKET TOWN COUNCIL

WORK SESSION ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, October 1, 2013

3:00 PM

Council Chambers

1. Call to Order

2. Agenda Items

1. October 7, 2013 Draft Town Council Agenda Packet

3. Councilmember Time

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

4. Adjournment



TO: Town of Haymarket Town Council
SUBJECT: October 7, 2013 Draft Town Council Agenda Packet
DATE: 10/01/13

ATTACHMENTS:

- 10-07-2013 TC Packet for Work Session (PDF)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ AGENDA ~

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

15000 Washington St
Haymarket, VA 20169

Monday, October 7, 2013

7:00 PM

Council Chambers

1. Call to Order

2. Citizen's Time

3. Minutes Acceptance

- A. Mayor & Council - Regular Meeting - Sep 3, 2013 7:00 PM
- B. Mayor & Council - Special Meeting - Sep 16, 2013 7:00 PM

4. Department Reports

- A. Museum Report - Denise Hall
- B. Engineer's Report - Holly Montague
- C. Town Manager's Report - Brian Henshaw
- D. Planner's Report - Marchant Schneider
- E. Building Official's Report Dan Lyons, Soil Consultants, Inc.
- F. Police Report - Chief James Roop
- G. Treasurer's Report - Staff

5. Agenda Items

- A. H.E.A.L. Program - Brian Henshaw, Town Manager
- B. Appropriations & Budget Amendment - Staff
- C. ATTIVA Events Contract
- D. Robinson's Paradise Rezoning - Marchant Schneider

6. Councilmember Time

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

7. Adjournment

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)



TOWN OF HAYMARKET TOWN COUNCIL

REGULAR MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Tuesday, September 3, 2013

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

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

2. Pledge of Allegiance

3. Moment of Silence - Mrs. Hilda Powell

4. Citizen's Time

Pam Stutz - 6720 Jefferson Street

Ms. Stutz brings to Council's attention that the Food Pantry was just voted best charitable organization in the Haymarket Lifestyles magazine and reads aloud the magazine's write up. She notes that the Food Pantry beat out the American Red Cross, Rainbow Therapeutic Riding Center. So keep in mind that the food pantry is a well recognized charity in Haymarket and she asks that the Council consider their letter of intent with graciousness and politeness this evening.

Michael Snyder - 6797 Saint Paul Drive

Mr. Snyder recently filed a request to build a fence with the Town that was denied. The ARB did amend his application to approve it as-built. However, his HOA is trying to sue him for compliance and make him build the fence to the property line. His property line extends almost to the sidewalk on Washington Street. He is not sure the HOA can make him do this since the Town has already ruled on the matter. He would like some help from the Council on this.

Bob Weir - 6853 Saint Paul Drive

He noticed the Town election has come back. He sees that VML is here tonight to offer some advise on the issue of moving the Town elections to November. He takes what VML says with a grain of salt. He does not feel VML is a friend of the Town and never has been, you can look to VML's lobbying in support of the transportation tax. He feels that opening up the Charter to review and amendment by the General Assembly is probably not a good idea. It would open to amendment at the sub-committee, committee and the floor levels and can be amended at the insistence of a particular legislator who is either influenced by the Town, resident, or other entity such as Prince William County. A change of that magnitude is something you should probably bring to the residents as a referendum item.

Secondly tonight, the six council members, this is not addressed to you. Mr. Mayor, you've shown quite the propensity to file, what he would suggest are trumped up fabricated complaints with local and state law enforcement against Town staff, Town businesses, Town Council members and in doing so he believes the Mayor has created a number of circumstances, potential liability for the Town, black-eye for the Town, negative impacts on businesses in what is supposed to be a business friendly Town. He doesn't see the Mayor's pattern of behavior changing. He offers that if this behavior does continue, to please try and pick on someone with an "A" type personality and not do it in the local watering hole. He suggests that the Mayor obtain a minimal grasp of the law prior to making the accusations.

Ralph Ring -

Apparently the Food Pantry has not kept up to its end of the lease or has let the building deteriorate. As a

citizen of the Town he feels that is inappropriate behavior both on the Town's part and on the charities part. He feels that the Council should do something about its unruly teenager in the basement, ie, the food pantry. He doesn't object to giving them a lease for a dollar per year. There should be no reason the building should deteriorate with the reported 400 volunteers. This is not a wise use of our tax dollars. Council needs to make sure they make improvements to the building and live up to their civic responsibility.

5. Minutes Acceptance

A. Mayor & Council - Work Session - Jul 30, 2013 3:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Steve Aitken, Councilman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Scarbrough, Kenworthy, Tobias
ABSTAIN:	Katherine Harnest

B. Mayor & Council - Regular Meeting - Aug 5, 2013 7:00 PM

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

C. Mayor & Council - Work Session - Aug 27, 2013 3:00 PM

RESULT:	ACCEPTED [5 TO 0]
MOVER:	Steve Aitken, Councilman
SECONDER:	Mary-Lou Scarbrough, Councilwoman
AYES:	Aitken, Bare, Scarbrough, Kenworthy, Tobias
ABSTAIN:	Katherine Harnest

6. Department Reports

- A. Police Report - James E. Roop
- B. Town Engineer's Report - Holly Montague
- C. Town Planner's Report - Marchant Schneider
- D. Treasurer's Report - Staff
- E. Town Manager's Report - Brian Henshaw
- F. Building Official's Report Dan Lyons, Soil Consultants, Inc.

7. Agenda Items

A. Proclaim September 2013 Blood Cancer Awareness Month & September 15 as Lymphoma Awareness Day Joe Pasanello, Resident - Haymarket Station

Councilwoman Harnest reads aloud a proclamation recognizing September 2013 as Blood Cancer Awareness Month.

WHEREAS, lymphoma is the most common form of blood cancer and the third most common childhood cancer; and

WHEREAS, more than 80,000 new cases of lymphoma are diagnosed each year in the United States, including 1,600 in the Commonwealth of Virginia of which approximately 85 will occur in Prince William County; and

WHEREAS, a cure for lymphoma can only be realized through advanced cancer research; and

WHEREAS, awareness and education are powerful tools in the race to find a cure for lymphoma; and

WHEREAS, the health and vitality of the people of the Commonwealth of Virginia, Prince

William County, and the Town of Haymarket are significantly enhanced by local efforts to increase communication and education pertaining to blood cancers; and

WHEREAS, Blood Cancer Awareness in September helps to raise general awareness of the disease and provides hope to all those affected by a lymphoma diagnosis;

NOW, THEREFORE, BE IT RESOLVED that the Haymarket Town Council does hereby proclaim September 2013 as Blood Cancer Awareness Month, and urges all citizens to support the efforts and activities of the National Capital Chapter of the Lymphoma Research Foundation to bring awareness and education in the race to finding a cure for blood cancer in September and throughout the year.

B. November Town Elections Pros and Cons - Mary Jo Fields, VML

Ms. Mary Jo Fields is here this evening to provide the Council with pros and cons regarding moving Town elections from May to November.

C. VML HEAL Program - Marissa Jones

Ms. Marissa Jones is here this evening to talk about the Healthy Eating/Active Living (H.E.A.L.) Program.

D. PACE Boundary Line Adjustment - Marchant Schneider

WHEREAS, QBE Global, LLC is the contract purchaser on the property owned by the Prince William County School Division, known as the PACE West School ("Property"), GPIN 7397-19-1734; and

WHEREAS, the Town boundary of the Town of Haymarket bifurcates the PACE West School building resulting in the majority of the Property, including recreation fields utilized by the Prince William County Department of Parks & Recreation, being located within the Town boundary; and

WHEREAS, QBE Global, LLC by letter dated May 3, 2013, petitioned the Haymarket Town Council requesting support of QBE Global's efforts to redevelop the Property and allow for continued use of the onsite recreation fields; specifically, support for a boundary line adjustment to include the entire Property within the Town of Haymarket's corporate limits; and

WHEREAS, the proposed boundary line adjustment would cause approximately 2.0783 acres of Property located within Prince William County to be added to the Town of Haymarket; and

WHEREAS, in accordance with Code of Virginia Section 15.2-3106, *et seq.*, two localities may, by agreement, relocate a common boundary line; and

WHEREAS, the Haymarket Town Council, by letter dated June 4, 2013, expressed to the Prince William Board of County Supervisors its support and interest in initiating a boundary line adjustment based on QBE Global's filing and pursuit of a rezoning of the PACE West School property from a residential district to a business district; and

WHEREAS, on June 7, 2013, QBE Global, LLC, and Haymarket Properties Group, LLC, filed a rezoning application and thereafter the requisite public hearings were held by the Town Council and Planning Commission; and

WHEREAS, on June 27, 2013, the Town Council conducted a public hearing on the Boundary Line Adjustment Agreement after advertisement of its intention to do so, together with a descriptive summary of the proposed agreement in the Gainesville Times, a newspaper of general circulation in the Town and County; and

WHEREAS, on July 1, 2013, the Town Council, by formal resolution, stated its interest in entering into an agreement with Prince William County authorizing adjustments to the corporate boundary line of the Town of Haymarket and requested that the Prince William Board of County Supervisors authorize a public hearing to consider the same agreement in the form of Exhibit A attached hereto; and

WHEREAS, on August 5, 2013, the Town Council approved a rezoning of the PACE West School property from a residential district to a business district effective upon the execution of an order by the Circuit Court approving a Boundary Line Adjustment Agreement bringing the entirety of the Property within the Town corporate boundary; and

WHEREAS, on August 6, 2013, the Prince William Board of County Supervisors conducted a public hearing and took action to approve and execute an agreement between Prince William County and the Town of Haymarket for a boundary line adjustment in the form of Exhibit A attached hereto, contingent upon execution of a lease between the Board of County Supervisors and the contract purchaser of the PACE West School for use of the ballfields on the Property; and

WHEREAS, the Haymarket Town Council has determined that QBE Global's proposal is consistent with the Town's land use vision and would be a mutually beneficial arrangement for both the County and the Town; and

WHEREAS, the proposed boundary line adjustment would eliminate the cost of duplicative development review and permitting by both jurisdictions and would expedite QBE Global's effort to repurpose the Pace West School building and Property for benefit of the community; and

WHEREAS, a proposed agreement in the form attached hereto as Exhibit A has been drafted by staff for the Town of Haymarket, addressing the parcel lying partially in the Town and partially within the County;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Haymarket, meeting in regular session this 3rd day of September, 2013, that the Council does hereby approve an agreement to adjust a boundary line between Prince William County and the Town of Haymarket, as approved in final form by the Town Attorney; and

BE IT FURTHER RESOLVED that the Mayor is authorized to endorse, on behalf of the Town, an agreement with Prince William County substantially in the form of Exhibit A attached hereto; and

BE IT FINALLY RESOLVED that the Town directs the Town Attorney to file any necessary documents and petitions with the Prince William County Circuit Court to effect the boundary line adjustment

RESULT:	ADOPTED [5 TO 1]
MOVER:	Steve Aitken, Councilman
SECONDER:	Katherine Harnest, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy
NAYS:	Jay Tobias

E. Haymarket Regional Food Pantry Lease

RESOLUTION 20130903 - 2

RESOLUTION OF THE TOWN OF HAYMARKET TOWN COUNCIL TO ENTER INTO LEASE WITH HAYMARKET REGIONAL FOOD PANTRY

WHEREAS, the Charter of the Town of Haymarket expressly provides the Town with power to provide for the "preservation of the general health of the inhabitants" of the Town, to include the power to "provide for the care, support and maintenance of children and of sick, aged, insane, poor persons and Paupers", and further, to "provide and maintain, either within or without the town, charitable Institutions"; and

WHEREAS, the Haymarket Regional Food Pantry as a charitable institution is currently operating in and around the Town and has its mission to eliminate hunger by acquiring and distributing food to those who seek aid and by educating, empowering and enlightening the community about the issues of hunger and nutrition; and

WHEREAS, the Haymarket Regional food Pantry has requested that it be allowed to lease from the Town certain premises owned by the Town and known as 14740 Washington Street, Haymarket, Virginia 20169 (the "Property") for a period of three (3) years at the rate of one dollar per annum, all in accordance with the terms of that certain non-binding letter of intent presented by it to the Town dated August 25th, 2013 and attached hereto and incorporated herein by reference (the "LOI"); and

WHEREAS, the Town finds that the mission of the Haymarket Regional Food Pantry is compatible with the Town's Charter; and

WHEREAS, the Town further finds that the entering into a lease in accordance with the terms of the LOI with the Haymarket Regional Food Pantry will: (i) allow the Town to meet the various social, charitable and public needs of its citizens; (ii) help to provide the less fortunate citizens of the Town with the opportunity to meet the nutritional needs of their family and children; and (iii) further the general health, welfare and safety of the Town and that of its citizens.

NOW, THEREFORE, BE IT RESOLVED this 3rd day of September, 2013, that the Haymarket Town Council does hereby authorize:

1. The Town Manager to negotiate a lease with the Haymarket Regional Food Pantry for the Property, all in general conformance with the terms of the Letter of Intent; and
2. Upon review and approval of the lease as to form by the Town Attorney, to authorize the Mayor or Town Manager to thereafter execute the lease on behalf of the Town.
3. The Town Attorney should work with the Town Manager to include language that 1) addresses the tenant will perform light maintenance and 2) that water be functional in the building no later than July 1, 2013. If there is to be a breach of the lease the matter be brought back before Council.

RESULT:	ADOPTED [5 TO 1]
MOVER:	Steve Aitken, Councilman
SECONDER:	Rebecca Bare, Councilwoman
AYES:	Aitken, Bare, Harnest, Scarbrough, Kenworthy
NAYS:	Jay Tobias

F. Appropriation - Genesis Contracting 15020 Washington Street (Old Post Office)

Motion that the Town Council appropriate \$3,883 for building repairs to 15020 Washington Street, Old Post Office to Genesis Contracting & Consulting, LLC. Funds to come from the Maintenance of General Buildings and Grounds - Capital Outlay - Major Building Repairs

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

Amend the agenda

Motion to amend the agenda by adding closed session

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

8. Closed Session

A. Enter into Closed Session

Motion to enter into closed session pursuant to 2.2-3711 A:

3. 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. **Specifically the position of the Treasurer.**

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

B. Certification of the Closed Session

Motion pursuant to VA §2.2-3712 certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body

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

9. Councilmember Time

- A. Steve Aitken
- B. Rebecca Bare

Councilwoman Bare discusses the Planning Commission vacancy. The Planning Commission is recommending their only applicant, Ralph Ring to be appointed.

Appointment

Motion to appoint Ralph Ring to the Planning Commission for the term ending June 30, 2017

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

- C. Katherine Harnest
- D. Mary Lou Scarbrough
- E. Milt Kenworthy
- F. James Tobias

Direct clerk to advertise a special meeting of the Town Council for Monday, September 16 @ 7pm with the stated purpose of closed session for the Town's financial position

- G. David Leake - Fire House & Mayor Committee Updates

The Mayor announces that on September 12, 2013 @ 6:30 PM Supervisor Pete Candland will open the time capsule at the Old Firehouse

10. Motion to Adjourn

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

Submitted:

Approved:

Jennifer Preli, Town Clerk

David Leake, Mayor

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)



TOWN OF HAYMARKET TOWN COUNCIL

SPECIAL MEETING ~ MINUTES ~

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

15000 Washington St
Haymarket, VA 20169

Monday, September 16, 2013

7:00 PM

Council Chambers

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

Mayor David Leake called the meeting to order.

1. Call to Order

2. Roll Call

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

3. Legal Opinion

The Town's legal counsel, Martin Crim, was presented with a question prior to the meeting of adding an agenda item this evening. The Town's adopted "Rules of Procedure" require two things: 1) All Council must be present; we do have that this evening; and 2) If the Council determines in good faith that it is essential to discuss or act on such additional item immediately. Should these two criteria be met, a majority vote of Council is needed to add the item.

Tonight's request was to add the ATTIVA event's contract addendum. The addendum proposes to extend their contract for one additional year. It is Mr. Crim's understanding that the reason for adding the ATTIVA events contract extension this evening is so that ATTIVA can approach potential sponsorship for 2014 on Haymarket Day this coming Saturday. The contract ends December 31, 2013. The idea behind this provision of the Rules of Procedure is so that the public has sufficient notice when possible. Its a balance the public's right to know vs. The need for the action.

The Mayor recommends that this item be added to the next Council agenda so that the public is properly notified in advance of the potential action.

4. Closed Session

A. Closed Session

Motion to enter into closed session pursuant to VA § 2.2-3711 A(1) this evening for the following purpose:

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; specifically the **Treasurer position**

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

B. Certification of the Closed Session

Motion that pursuant to § 2.2-3712. Closed meetings procedures; certification of proceedings, to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body.

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

5. Agenda Items

A. Town Treasurer Position

Council directs the Town Manager to act as discussed in closed session

B. Award of Bid - Genesis Contracting

Motion that the Town Council authorize the Mayor and Town Attorney to enter into contract with Genesis Contracting & Consulting, LLC on behalf of the Town, based on their total bid of \$19,532 for repairs to 15025 Washington Street, the Haymarket Museum.

It is further moved that the FY-2014 budget be amended by reducing the 94100 - Washington Street-Street Scape Construction expenditure line item by \$20,000 from \$2,339,623 to \$2,319,623 and increase funding to line item 43100 - Maintenance of General Buildings & Grounds - Capital Outlay Major Building Repairs line item by \$20,000.

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

6. Motion to Adjourn

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

Submitted:

Approved:

 Jennifer Preli, Town Clerk

 David Leake, Mayor



TO: Town of Haymarket Town Council
SUBJECT: Museum Report
DATE: 10/07/13

Gainesville-Haymarket Firehouse Time Capsule

Thursday, September 12th with approximately 35 in attendance, the Gainesville-Haymarket Firehouse Time Capsule was resealed. Housed in a cornerstone of the firehouse building for nearly 67 years, it was removed and the contents resealed. The contents included; 7 coins (2 dimes, 2 nickels, and, 3 pennies), a newspaper article from the Manassas Messenger dated, October 16th, 1946 and a sheet of paper (disintegrated) that is believed to have listed the names of the 25 members of the volunteer fire department staff, Town Council members, and the names of all the Town's residents under the age of 15. The time capsule and its contents are currently on exhibit at the Museum.

Haymarket Day - 2013

Saturday, September 21st marked our 25th Annual Haymarket Day. The Museum welcomed over 300 visitors that day. Most of who were first time visitors. Patrons young and old enjoyed the Time Capsule exhibit as well as seeing the old clerk's desk with the Royal typewriter.



TO: Town of Haymarket Town Council
 SUBJECT: Engineer's Report
 DATE: 10/07/13

Enhancement Project

- The Town and the Contractor has meet with Haymarket Baptist Church Preschool and a concerned citizen to go over the Enhancement Project, hear their concerns and discuss how to construct project while minimizing impacts. Based on the meeting with the Preschool, the Contractor is going to try and install the drainage that cuts diagonally across the Haymarket Baptist Church parking lot October 17-19, when the preschool is not in session.
- The Contractor has been submitting required documentation to the VDOT Inspectors and issued their Notice To Proceed for Monday, September 30. Over the next couple of weeks, the staging area will be set up, construction surveying will begin, and Erosion & Sedimentation controls set in place. Actual construction activities (drainage at the Haymarket Baptist Church) are expected to begin after October 7.

Plan Review

- Robinson's Paradise Re-zoning: Re-zoning packet has been received and is under review.

Alexandra's Keep Drainage Revision

- The contractor has performed some of the grading along the back and sides of the lots. The contractor has installed the underdrain pipe under the driveways. The final activities for the Drainage Revision are to repave the driveways and finalize the grading directly adjacent to the buildings.



TO: Town of Haymarket Town Council
 SUBJECT: Town Manager's Report
 DATE: 10/07/13

Food Pantry:

- We have received the draft lease from our Attorney's office.
- The food pantry has reviewed the draft lease and has presented some questions/ clarification of the legal language in the lease.
- Rick Nishanian is reviewing the comments.
- I anticipate wrapping up the lease renewal very soon.

Voting Changes:

- Last month, Mary Jo Fields from VML presented the pros and cons about changing our election dates.
- I would recommend at this time that I respond back to the Prince William Electoral Board that we are going to proceed forward with our May election for 2014.
- I would further recommend that you all set aside some time in an upcoming work session to discuss the potential for a change, talk about the process and give consideration rather you change or not, about potentially changing to 4 year staggered terms and even consider term limits for all elected officials.
- Once this discussion occurs, this would allow you to present a referendum on the May election ballot.

HEAL (Healthy Eating - Active Living): *Partnership with VML*

- The revised resolution and recommendation is within the action agenda.

Treasurer Position:

- The position has been offered to selected candidate and they have accepted the position.
- We are working out the final details and I will update accordingly.
- It is my hope we can introduce the candidate at the regular council meeting.

Attiva Contract Extension:

- To be discussed in closed session.

Audit Update:

- Robinson, Farmer, & Cox have submitted the draft audit report for your review.
- I have included the draft report in your agenda packet.

Haymarket Day Wrap Up:

- I have included a general report provided by Attiva/ Spend the Day in Haymarket.

Quiet Zone Update:

- I have made contact with the property owners on either side of the railroad track at private crossing on Kapp Valley Way.
- Both property owners have expressed a safety concern.
- I will be setting up a field visit with all of the national organizations as well as the Quiet Zone committee, and local property owners involved to discuss the Quiet Zone and the sign location and the private crossing within the zone.
- Once this meeting takes place we would need to purchase and install the proper signs acknowledging the Quiet Zone at each crossing.
- At that point, we declare our Quiet Zone and would need to have a public notice/ awareness campaign for residents and the Haymarket/Gainesville area.

DR Horton Inspection Issues:

- I do not think that this will happen, but I wanted you all to be aware of the issues just in case a representative from DR Horton does come to the Council meeting on the 7th.
- DR Horton has expressed concerns about our permitting and building inspections process, more appropriately dealing with our appointed Building Official, SCE and namely our Inspector, Dan Lyons.
- The company felt that they were being unfairly treated based upon a stop work order issued for Lot 4. The stop work order was issued out of multiple requests for a complete set of plans that would show the various types of houses being constructed within the subdivision.
- The plans submitted to the Town originally did not include the full set of plans and building permits were issued from the Town.
- Essentially, our inspector did not feel that he accurately perform an inspection without the correct plans, which once submitted, the plans would need to be reviewed by a structural engineer through SCE to verify accuracy.
- There is a code section in the International Building Code that this discrepancy alludes to and this was used as a determination for the course of action by our inspector.
- There have been numerous issues between both parties for some time now; this is the most recent issue that seemed to be escalating.
- The plans were submitted and reviewed and both parties seem to be working together at this time. There are only two houses that are under construction in the development and I am working with both the project manager and with our inspector to keep the process moving forward.
- If you would like additional information, we can have our inspector come to a special meeting or to our next Council Meeting if you would like further clarification.

VML Conference:

- I will be attending the VML Conference on Monday, October 14 &15 in Arlington, VA

HGBA (Haymarket Gainesville Business Association):

- I will be speaking at the next meeting. The meeting is being hosted by Fauquier Bank on October 15th.



TO: Town of Haymarket Town Council
 SUBJECT: Planner's Report
 DATE: 10/07/13

- Ice Rink Expansion. The Planning Commission reviewed the preliminary site plan at its September meeting and will continue its review in October. The applicant has offered an alternate standard specific to ice rinks which is less than the Town standard of 1 space / 200 sq. ft.
- Haymarket Self Storage. The owner submitted a preliminary site on September 27 for the outdoor storage area. Staff has 30 days to review the materials and provide comment.
- Sheetz. Sheetz is preparing to submit a site plan and special use permit for the reconstruction of the building and gas pump area. They also intend to submit a Zoning Text Amendment to propose additional signage for station pumps and canopy. No timeline has been offered regarding when a formal site plan is to be submitted.
- Robinsons Paradise Rezoning. A resolution of intent to amend is included in the Council's October packet. The application proposes to rezone the approved 16 lots single-family subdivision from R-1 to R-2 to permit up to 28 small lot single-family homes.



TO: Town of Haymarket Town Council
SUBJECT: Building Official's Report
DATE: 10/07/13

ATTACHMENTS:

- Building Official's Report - October 2013 (PDF)



September 27, 2013

The Honorable David Leake, Mayor & the Honorable Council Members of The Town of Haymarket,
15000 Washington Street, Suite 100
Haymarket, Virginia 20168

**Re: Monthly Building Code Compliance Inspection Report at
The Town of Haymarket, Virginia**

Mr. Leake,

In accordance with your request, Soil Consultants Engineering Inc. (SCE) performed building code compliance inspections for the Town of Haymarket. The information contained in this report covers amounts and results of SCE’s inspections from the period of August 24 thru September 27, 2013. A synopsis of the construction inspections is as follows:

Building	31
Electrical	3
Mechanical	0
Plumbing	0
Finals	5
Rejections	3

The inspections above resulted with the issuance of two (2) Certificates of Occupancies. Two (2) Temporary Occupancy permits were also approved. One (1) property condition inspection was conducted during this same time period.

During this time frame, plan submissions consisted of:

Building	9
Electrical	6
Mechanical	3
Plumbing	4
Fire Alarm	2

Four (4) of the submitted plans were rejected as the “design professional” failed to submit full and complete information and/or drawings which would allow an accurate review process.

One (1) E&S review was conducted during this time frame. My findings indicated that, yet again, DR Horton and their subcontractor were not following their prescribed and approved submissions and that they were using non-compliant materials. When approached about the issue, their subcontractor attempted to employ threats

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

and intimidation tactics. I have also been monitoring DR Horton's removal and replacement of a stone retaining wall to which they originally constructed on the property of another.

I conducted two (2) Property Reviews at the request of the business's owners/tenants, preparing reports for these persons and coping the finding to the ToH. As a result of these reports, one (1) Certificate of Occupancy was issued and the other has resulted in the issuance of building, electrical, mechanical and plumbing permits to which a new business will open in the foreseeable future within the town. Prospective contractors have already been in contact with myself concerning my findings.

We thank you for the opportunity to be of service. If you should have any questions regarding this letter, please do not hesitate to contact us.

Respectfully Submitted,



Dan Lyons, Building Inspector

Cc: Doug Smith, President
Soil Consultants Engineering, Inc

file



TO: Town of Haymarket Town Council
SUBJECT: Police Report
DATE: 10/07/13

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)



TO: Town of Haymarket Town Council
SUBJECT: Treasurer's Report
DATE: 10/07/13

ATTACHMENTS:

- Treasurer's Report - October 2013 - Summary.pdf (PDF)
- Treasurer's Report - October 2013 (PDF)
- DRAFT - Town of Haymarket Report FY13 (PDF)
- DRAFT Management Letter (PDF)

EXPENDITURES	Adopted Fiscal Year 2013 Budget	Amended Budget	1st Quarter Appropriations	1st Qtr Actuals Thru 09/30/2013
Administration	521,483.00	521,483.00	110,461.00	123,359.00
Public Safety	685,994.00	685,994.00	171,874.00	188,430.00
Public Works	197,607.00	217,607.00	66,527.00	51,959.00
Parks, Recreation, & Cultural	42,479.00	42,479.00	8,745.00	5,803.00
Community Development	2,399,987.00	2,379,987.00	2,339,623.00	44,943.00
Non-Departmental	457,880.00	457,880.00	415,110.00	109,344.00
TOTAL EXPENSE	4,305,430.00	4,305,430.00	3,112,340.00	523,838.00

REVENUE	Adopted Fiscal Year 2013 Budget	Amended Budget	1st Quarter Appropriations	1st Qtr Actuals Thru 09/30/2013
General Property Taxes	330,932.00	330,932.00		300,409.00
Other Local Taxes	1,068,000.00	1,068,000.00		198,483.00
Permits, Fees, & Licenses	45,750.00	45,750.00		28,747.00
Fines & Forfeitures	75,000.00	75,000.00		23,369.00
Revenue from the Commonwealth	190,499.00	190,499.00		76,903.00
Miscellaneous	14,800.00	14,800.00		3,085.00
Rental (Use of Property)	239,826.00	239,826.00		58,573.00
Interest on Bank Deposits	1,000.00	1,000.00		498.00
Safety LU/MAP 21 Grant	1,290,852.00	1,290,852.00		0.00
Transfer of Cash Reserves	1,048,771.00	1,048,771.00		0.00
TOTAL REVENUE	4,305,430.00	4,305,430.00		690,067.00

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Ordinary Income/Expense		
Income		
GENERAL PROPERTY TAXES		
Real Estate - Current	291,267.49	291,032.00
Public Service Corp RE Tax	8,815.07	9,400.00
Personal Property Tax	45.09	25,000.00
Penalties - All Property Taxes	0.00	3,000.00
Interest - All Property Taxes	281.33	2,500.00
Total GENERAL PROPERTY TAXES	300,408.98	330,932.00
OTHER LOCAL TAXES		
Sales Tax Receipts	16,696.67	85,000.00
Meals Tax - Current	107,327.48	475,000.00
Consumer Utility Tax	18,251.95	100,000.00
Bank Stock Tax	0.00	18,000.00
Business License Tax	-107.63	140,000.00
Cigarette Tax	56,315.00	250,000.00
Total OTHER LOCAL TAXES	198,483.47	1,068,000.00
PERMITS,FEES & LICENESES		
Occupancy Permits	600.00	2,000.00
Inspection Fees	8,690.00	10,000.00
Other Planning & Permits	18,635.00	23,000.00
Application Fees	507.12	10,000.00
Motor Vehicle Licenses	315.00	750.00
Total PERMITS,FEES & LICENESES	28,747.12	45,750.00
FINES & FORFEITURES	23,369.78	75,000.00
REVENUE FROM COMMONWEALTH		
Communications Tax	30,991.10	120,000.00
Department of Fire Programs	17,000.00	8,000.00
599 Law Enforcement Grant	7,092.00	33,922.00
DEQ Grant	0.00	1,000.00
Personal Property Tax Reimburse	18,626.97	18,627.00
DMV Grant	1,644.80	7,500.00
Railroad Rolling Stock	1,548.20	1,450.00
Total REVENUE FROM COMMONWEALTH	76,903.07	190,499.00
MISCELLANEOUS		
Penalties/Interest (Non BPOL)	123.66	
Interest on Bank Deposits	43.14	1,500.00
Gifts & Donations	10.00	1,500.00
Citations & Accident Reports	340.00	300.00
Recovered Costs - Events	2,170.90	10,500.00

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Sale of Salvage & Surplus	397.34	1,000.00
Total MISCELLANEOUS	3,085.04	14,800.00
 RENTAL (USE OF PROPERTY)		
Penalties & Interest	445.73	
Suite 110 Rental Income	12,090.26	46,615.00
Suite 200 Rental Income	23,253.87	94,141.00
Suite 204 Rental Income	6,802.23	27,720.00
15020 Wash St Rental Income	6,458.34	32,000.00
6630 Jefferson St Rental Income	9,197.25	37,350.00
Town Hall Rental Income	325.00	2,000.00
Total RENTAL (USE OF PROPERTY)	58,572.68	239,826.00
 INTEREST ON BANK DEPOSITS		
	498.29	1,000.00
SAFETY LU/MAP 21 GRANT	0.00	1,290,852.00
TRANSFER OF CASH RESERVES	0.00	1,048,771.00
Total Income	690,068.43	4,305,430.00
 Gross Profit		
	690,068.43	4,305,430.00
 Expense		
01 - ADMINISTRATION		
11100 - TOWN COUNCIL		
Salaries & Wages - Regular	5,275.00	23,400.00
FICA/Medicare	431.08	1,755.00
Mileage Allowance	0.00	1,500.00
Meals and Lodging	0.00	2,000.00
Convention & Education	678.28	1,000.00
Town Elections	0.00	4,000.00
Total 11100 - TOWN COUNCIL	6,384.36	33,655.00
 12110 - TOWN ADMINISTRATION		
Salaries/Wages-Regular	38,282.19	159,240.00
Salaries/Wages - Overtime	1,902.92	8,000.00
Salaries/Wages - Part Time	17,731.75	72,300.00
FICA/Medicare	4,451.48	18,000.00
VRS	3,276.12	13,646.00
Health Insurance	8,453.52	34,232.00
Disability Insurance	261.60	910.00
Unemployment Insurance	395.87	2,500.00
Worker's Compensation	503.00	500.00
Liability Insurance	11,728.00	12,000.00
Accounting Services	5,118.25	20,000.00
Cigarette Tax Administration	1,678.71	7,500.00

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Maintenance Service Contracts	363.00	1,500.00
Printing & Binding	1,345.16	5,000.00
Advertising	1,754.19	13,000.00
Postage	21.40	2,000.00
Telecommunications	483.65	2,600.00
Equipment Rental	275.84	1,600.00
Mileage	135.13	1,500.00
Meals & Lodging	0.00	2,000.00
Convention & Education	390.00	1,000.00
Miscellaneous	0.00	1,000.00
Dues & Memberships	1,508.88	3,500.00
Office Supplies	1,112.97	3,500.00
Books & Subscriptions	830.65	800.00
Educational & Training	475.00	2,000.00
Total 12110 · TOWN ADMINISTRATION	102,479.28	389,828.00
12210 · LEGAL SERVICES		
Legal Services	14,410.00	80,000.00
Total 12210 · LEGAL SERVICES	14,410.00	80,000.00
12240 · INDEPENDENT AUDITOR		
Auditing Services	0.00	18,000.00
Total 12240 · INDEPENDENT AUDITOR	0.00	18,000.00
(GG) Operating Expenses		
Bond Amortization Expense	85.46	
Total (GG) Operating Expenses	85.46	
Total 01 · ADMINISTRATION	123,359.10	521,483.00
03 · PUBLIC SAFETY		
31100 · POLICE DEPARTMENT		
Salaries & Wages - Regular	80,595.25	338,312.00
Salaries & Wages - Overtime	5,682.97	15,000.00
Salaries & Wages - Part Time	0.00	500.00
FICA/MEDICARE	6,364.85	30,000.00
VRS	6,690.78	30,000.00
Health Insurance	16,366.90	85,000.00
Group Insurance	1,284.00	4,802.00
Disability Insurance	557.40	2,450.00
Unemployment Insurance	0.00	5,000.00
Workers' Compensation Insurance	10,126.00	10,000.00
Line of Duty Act Insurance	2,600.00	2,500.00
Legal Services	2,986.89	14,500.00

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Repair/Maintenance Service	1,565.61	2,025.00
Maintenance Service Contracts	1,081.70	1,200.00
Advertising	0.00	500.00
Electrical Services	1,005.62	2,000.00
Internet Services	1,146.98	3,180.00
Postage & Delivery	43.05	500.00
Telecommunications	1,472.78	4,700.00
General Prop Ins (Veh. & Bldg)	9,267.30	11,000.00
Equipment Rental	471.39	500.00
Mileage Allowance	0.00	250.00
Meals and Lodging	51.28	250.00
Discretionary Fund	177.57	1,500.00
Dues & Subscriptions	0.00	5,400.00
Office Supplies	1,615.79	3,375.00
Repair & Maintenance Supplies	0.00	500.00
Vehicle Fuels	6,397.20	25,000.00
Vehicle/Powered Equip Supplies	1,141.85	22,000.00
Police Supplies	1,255.57	2,700.00
Uniforms	1,298.32	8,850.00
Education & Training	233.08	1,000.00
Grant Expenditures	0.00	7,500.00
Capital Outlay-Machinery/Equip	0.00	6,000.00
Total 31100 · POLICE DEPARTMENT	161,480.13	647,994.00
34100 · BUILDING OFFICIAL	26,950.00	30,000.00
32100 · FIRE & RESCUE		
Contributions to other Govt Ent	0.00	8,000.00
Total 32100 · FIRE & RESCUE	0.00	8,000.00
Total 03 · PUBLIC SAFETY	188,430.13	685,994.00
04 · PUBLIC WORKS		
43200 · REFUSE COLLECTION		
Trash Removal Contract	16,749.57	67,000.00
Total 43200 · REFUSE COLLECTION	16,749.57	67,000.00
43100 · MAINT OF GENERAL BLDG & GROUNDS		
Repairs/Maintenance Services	3,792.42	15,000.00
Pest Control	295.00	3,000.00
Maintenance Service Contracts	3,060.19	15,000.00
Landscaping	5,184.00	15,000.00
Snow Removal	0.00	4,000.00
Maint Svc - Street Cleaning	1,065.00	11,000.00
Electric Services	787.92	3,500.00

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**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Electrical Services-Streetlight	463.80	2,600.00
Water & Sewer Services	317.35	350.00
Website & Internet Svcs	4,193.96	12,000.00
General Property Insurance	1,800.33	1,701.00
Janitorial Supplies	91.58	1,000.00
Capital Outlay-Major Bldg Reprs	4,494.25	10,000.00
Total 43100 · MAINT OF GENERAL BLDG & GROUNDS	25,545.80	94,151.00
 43201 · RENTAL PROPERTY - SUITE 110		
Repairs/Maintenance Services	229.58	1,000.00
Electrical Services	787.92	3,500.00
Water/Sewer Services	0.00	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	463.00
Repair/Maintenance Supplies	0.00	500.00
Total 43201 · RENTAL PROPERTY - SUITE 110	1,874.80	6,623.00
 43202 · RENTAL PROPERTY - SUITE 200		
Repairs/Maintenance Services	591.00	1,000.00
Electrical Services	787.93	3,500.00
Water and Sewer Services	0.00	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	1,060.00
Repair/Maintenance Supplies	0.00	500.00
Total 43202 · RENTAL PROPERTY - SUITE 200	2,236.23	7,220.00
 43203 · RENTAL PROPERTY - SUITE 204		
Repairs/Maintenance Services	0.00	1,000.00
Electrical Services	787.92	3,500.00
Water and Sewer Services	0.00	350.00
General Property Insurance	857.30	810.00
Real Property Taxes	0.00	305.00
Repair/Maintenance Supplies	0.00	500.00
Total 43203 · RENTAL PROPERTY - SUITE 204	1,645.22	6,465.00
 43204 · RENTAL PROPERTY - 15020 WASH ST		
Repairs/Maintenance Services	400.00	1,000.00
Water and Sewer Services	16.06	350.00
General Property Insurance	514.38	486.00
Real Property Taxes	0.00	1,000.00
Repair/Maintenance Supplies	0.00	500.00
Utilities	33.34	
Total 43204 · RENTAL PROPERTY - 15020 WASH ST	963.78	3,336.00

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
43205 · RENTAL PROPERTY-HULFISH HOUSE		
Repairs/Maintenance Services	546.23	1,000.00
Water and Sewer Services	0.00	350.00
General Property Insurance	600.11	570.00
Real Property Taxes	0.00	232.00
Repairs/Maintenance Supplies	0.00	500.00
Total 43205 · RENTAL PROPERTY-HULFISH HOUSE	1,146.34	2,652.00
43206 · 14710 WASHINGTON STREET		
Repairs/Maintenance Services	365.50	2,500.00
Electrical Services	315.15	4,000.00
Pest Control	0.00	0.00
Sewer Services	0.00	350.00
Gas Services	88.09	1,500.00
General Property Insurance	1,028.76	810.00
Repair & Maintenance Supplies	0.00	1,000.00
Total 43206 · 14710 WASHINGTON STREET	1,797.50	10,160.00
Total 04 · PUBLIC WORKS	51,959.24	197,607.00
07 · PARKS, REC & CULTURAL		
71110 · EVENTS		
Contractual Services	1,580.00	7,500.00
Total 71110 · EVENTS	1,580.00	7,500.00
72200 · MUSEUM		
Salaries & Wages - Part Time	1,341.25	12,000.00
FICA/Medicare	0.00	1,074.00
Other Contractual Services	100.00	3,000.00
Repairs & Maintenance Services	838.15	4,000.00
Maintenance Service Contracts	0.00	720.00
Advertising	0.00	3,000.00
Electrical Services	153.72	1,200.00
Heating Services	178.00	2,500.00
Water & Sewer Services	0.00	500.00
Postage	0.00	100.00
Telecommunications	315.18	1,500.00
General Property Insurance	1,200.22	1,135.00
Miscellaneous	0.00	1,500.00
Dues & Subscriptions	0.00	500.00
Office Supplies	96.83	500.00
Janitorial Supplies	0.00	250.00
Repair & Maintenance Supplies	0.00	1,000.00

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Books & Subscriptions	0.00	500.00
Total 72200 · MUSEUM	4,223.35	34,979.00
Total 07 · PARKS, REC & CULTURAL	5,803.35	42,479.00
08 · COMMUNITY DEVELOPMENT		
81100 · PLANNING COMMISSION		
Salaries & Wages - Regular	1,005.00	5,000.00
FICA/Medicare	49.35	300.00
Mileage Allowance	0.00	1,500.00
Meals & Lodging	0.00	2,000.00
Convention & Education	0.00	1,000.00
Total 81100 · PLANNING COMMISSION	1,054.35	9,800.00
81110 · ARCHITECTURAL REVIEW BOARD		
Salaries & Wages - Regular	630.00	3,780.00
FICA/Medicare	0.00	284.00
Mileage Allowance	0.00	1,500.00
Meals & Lodging	0.00	2,000.00
Convention & Education	0.00	1,000.00
Total 81110 · ARCHITECTURAL REVIEW BOARD	630.00	8,564.00
94101 · CABOOSE ENHANCEMENT PROJECT		
Construction	2,450.00	42,000.00
Total 94101 · CABOOSE ENHANCEMENT PROJECT	2,450.00	42,000.00
94100 · WASH ST. ENHANCEMENT PROJECT		
Street Scape Construction	40,809.29	2,339,623.00
Total 94100 · WASH ST. ENHANCEMENT PROJECT	40,809.29	2,339,623.00
Total 08 · COMMUNITY DEVELOPMENT	44,943.64	2,399,987.00
09 · NON-DEPARTMENTAL		
95100 · DEBT SERVICE		
2004 A Bond Principal	3,130.18	12,700.00
2004 A Bond Interest	1,560.56	6,065.00
2004 B Bond Principal	4,217.96	17,260.00
2004 B Bond Interest	3,851.17	30,781.00
2004 C Bond Principal	7,514.92	30,551.00
2004 C Bond Interest	4,063.40	15,763.00
2005 Bond Principal	75,000.00	75,000.00
2005 Bond Interest	6,288.75	37,733.00
Bond Administration Fees	85.46	
Capital Lease Payments	3,632.46	21,794.00

**Town of Haymarket
Treasurer's Report - October 2013**

	Jul '13 - Jun 14	Budget
Total 95100 - DEBT SERVICE	109,344.86	247,647.00
Street Scape Capital Reserve	0.00	160,233.00
General Reserve	0.00	50,000.00
Total 09 - NON-DEPARTMENTAL	109,344.86	457,880.00
Total Expense	523,840.32	4,305,430.00
Net Ordinary Income	166,228.11	0.00
Net Income	166,228.11	0.00

TOWN OF HAYMARKET, VIRGINIA
FINANCIAL REPORT
YEAR ENDED JUNE 30, 2013

DRAFT

TOWN OF HAYMARKET, VIRGINIA

TOWN COUNCIL

David Leake, Mayor

Jay Tobias, Vice-Mayor

Rebecca Bare

Katherine Harnest

Mary Lou Scarbrough

Milt Kenworthy

Steve Aitken

OFFICIALS

Brian Henshaw, Town Manager

Jennifer Preli, Town Clerk

TOWN OF HAYMARKET, VIRGINIA

Financial Report
Year Ended June 30, 2013

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TOWN OF HAYMARKET, VIRGINIA

Financial Report
Year Ended June 30, 2013

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ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

INDEPENDENT AUDITORS' REPORT

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

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, of the Town of Haymarket, Virginia, as of and for the year ended June 30, 2013, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Unmodified Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities of the Town of Haymarket, Virginia, as of June 30, 2013, and the respective changes in financial position thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Emphasis of Matter

As described in Note 1 to the financial statements, in 2013, the Town adopted new accounting guidance, GASB Statement Nos. 63, *Financial Reporting of Deferred Outflows of Resources, Deferred Inflows of Resources, and Net Position* and 65, *Items Previously Reported as Assets and Liabilities*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 24, 2013, on our consideration of the Town of Haymarket, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Haymarket, Virginia's internal control over financial reporting and compliance.

Charlottesville, Virginia
September 24, 2013

MANAGEMENT'S DISCUSSION AND ANALYSIS

As management of the Town of Haymarket, Virginia we offer readers of the Town's financial statements this narrative overview and analysis of the financial activities of the Town for the fiscal year ended June 30, 2013.

FINANCIAL HIGHLIGHTS

- The assets of the Town exceeded its liabilities at the close of the most recent fiscal year by \$4,397,164 (net position). Of this amount \$1,968,477 (unrestricted net position) may be used to meet the government's ongoing obligations to citizens and creditors.
- As of the close of the current fiscal year; the Town's general fund reported ending fund balance of \$1,993,239, an increase of \$178,519 in comparison with the prior year. Approximately ninety-seven percent of this total amount, \$1,933,239 is available for spending at the Town's discretion (unassigned fund balance).
- The Town's total debt decreased \$153,341 during the current fiscal year.

Overview of the Financial Statements

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

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

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

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

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

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

Overview of the Financial Statements: (Continued)

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

Fund financial statements - A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The Town of Haymarket, Virginia, like other local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the Town can be divided into two categories - the governmental funds and proprietary funds.

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

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

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

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

Overview of the Financial Statements: (Continued)

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

Other information - In addition to the basic financial statement and accompanying notes, this report also presents certain required supplementary information for budgetary comparison schedules and presentation of combining financial statements for the discretely presented component units.

Government-wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a Town's financial position. In the case of the Town, assets exceeded liabilities by \$4,397,164 at the close of the most recent fiscal year.

Town of Haymarket, Virginia's, Net Position

	Governmental Activities	
	2013	2012
Current and other assets	\$ 2,095,733	\$ 1,949,082
Capital assets	<u>4,257,472</u>	<u>4,110,360</u>
Total assets	<u>\$ 6,353,205</u>	<u>\$ 6,059,442</u>
Current liabilities	\$ 261,647	\$ 303,879
Long-term liabilities outstanding	<u>1,694,394</u>	<u>1,836,549</u>
Total liabilities	<u>\$ 1,956,041</u>	<u>\$ 2,140,428</u>
Net position:		
Invested in capital assets, net of related debt	\$ 2,428,687	\$ 2,128,234
Unrestricted	<u>1,968,477</u>	<u>1,790,780</u>
Total net position	<u>\$ 4,397,164</u>	<u>\$ 3,919,014</u>

A large part of the Town's net position, 2,428,687 or (55%) reflects its investment in capital assets (e.g., land, buildings and improvements, infrastructure, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The Town uses these capital assets to provide services to citizens; consequently, these assets are not available for future spending. Although the Town's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities.

Government-wide Financial Analysis: (Continued)

Governmental Activities - Governmental activities increased the Town's net position by \$478,150. Key elements of these changes are as follows:

Town of Haymarket, Virginia's Changes in Net Position For the Years Ended June 30, 2013 and 2012		
	Governmental Activities	
	2013	2012
Revenues:		
Program revenues:		
Charges for services	\$ 357,015.00	\$ 447,283.00
Operating grants and contributions	32,838.00	56,252.00
Capital grants and contributions	243,456.00	110,990.00
General revenues:		
General property taxes	328,174.00	170,546.00
Other local taxes	1,137,475.00	1,126,255.00
Grants and contributions not restricted to specific programs	149,577.00	146,199.00
Other general revenues	223,634.00	39,231.00
Total revenues	\$ 2,472,169.00	\$ 2,096,756.00
Expenses:		
General government administration	\$ 610,577.00	\$ 492,697.00
Public safety	556,185.00	605,960.00
Public works	281,174.00	442,859.00
Cultural	17,145.00	42,294.00
Community development	468,340.00	-
Interest and other fiscal charges	60,598.00	39,994.00
Total expenses	\$ 1,994,019.00	\$ 1,623,804.00
Change in net position	\$ 478,150.00	\$ 472,952.00
Net position, July 1, 2012	3,919,014.00	3,446,062.00
Net position, June 30, 2013	\$ 4,397,164.00	\$ 3,919,014.00

Financial Analysis of the Town's Funds

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

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

As of the end of the current fiscal year, the Town's governmental funds reported combined ending fund balances of \$1,993,239 an increase of \$178,519 in comparison with the prior year. A large part of this total amount, \$1,933,239 constitutes unassigned fund balance, which is available for spending at the Town's discretion.

The general fund is the primary operating fund of the Town. As a measure of the general fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Unassigned fund balance totals \$1,933,239 at year end.

General Fund Budgetary Highlights

The Town's General Fund had \$2,472,169 in revenues during the year, which was \$464,388 less than budgeted (reference Exhibit 8). The Town's General Fund expended \$2,293,650 during the year, which was \$840,715 less than budgeted (reference Exhibit 8).

Capital Asset and Debt Administration

Capital assets - The Town's investment in capital assets for its governmental funds as of June 30, 2013 totals \$4,257,472 (net of accumulated depreciation). This investment in capital assets includes land, construction in progress, buildings and improvements, infrastructure and machinery and equipment. The Town's investment in governmental capital assets for the current fiscal year compared to the prior year total of \$4,110,360 results in an increase of \$147,112. This increase is due primarily to current year additions exceeding current year depreciation expense.

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

Debt

During the year the Town's debt decreased \$153,341 as it repaid principal on general obligation debt in the General Fund, (\$132,805). Annual requirements to amortize all long-term debt and related interest and other information relative to the Town's debt can be found in the notes to the financial statements.

Contact The Town's Financial Management

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

Basic Financial Statements

DRAFT

Government-wide Financial Statements

DRAFT

TOWN OF HAYMARKET, VIRGINIA

Exhibit 1

Statement of Net Position
June 30, 2013

	Governmental Activities
Assets:	
Cash and cash equivalents	\$ 1,848,889
Receivables, net of allowance for uncollectibles	246,844
Capital assets:	
Land	1,781,511
Other capital assets, net of accumulated depreciation	2,475,961
Capital assets, net	\$ 4,257,472
Total assets	\$ 6,353,205
Liabilities:	
Accounts payable	\$ 26,154
Accrued liabilities	35,171
Deposits	41,169
Long-term liabilities:	
Due within one year	159,153
Due in more than one year	1,694,394
Total liabilities	\$ 1,956,041
Net Position:	
Invested in capital assets	\$ 2,428,687
Unrestricted	1,968,477
Total net position	\$ 4,397,164
Total liabilities and net position	\$ 6,353,205

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

TOWN OF HAYMARKET, VIRGINIA

Statement of Activities
For the Year Ended June 30, 2013

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
Primary Government:				
Governmental activities:				
General government administration	\$ 610,577	\$ -	\$ -	\$ -
Public safety	556,185	106,739	32,838	-
Public works	281,174	250,276	-	243,456
Cultural	17,145	-	-	-
Community development	468,340	-	-	-
Interest on long-term debt	60,598	-	-	-
Total governmental activities	\$ 1,994,019	\$ 357,015	\$ 32,838	\$ 243,456
Business-type activities:				
Town Hall Properties	\$ -	\$ -	\$ -	\$ -
Total business-type activities	\$ -	\$ -	\$ -	\$ -
Total	\$ 1,994,019	\$ 357,015	\$ 32,838	\$ 243,456

General Revenues:

General property taxes

Meals taxes

Cigarette taxes

Business license taxes

Consumer utility taxes

Other local taxes

Unrestricted revenues from the use of money and property

Grants and contributions not restricted to specific programs

Miscellaneous

Total general revenues

Change in net position

Net position, beginning of year, as restated

Net position, end of year

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

Net (Expense) Revenue and Changes in Net Position		
Primary Government		
Governmental Activities	Business-Type Activities	Total
\$ (610,577)	\$ -	\$ (610,577)
(416,608)	-	(416,608)
212,558	-	212,558
(17,145)	-	(17,145)
(468,340)	-	(468,340)
(60,598)	-	(60,598)
<u>\$ (1,360,710)</u>	<u>\$ -</u>	<u>\$ (1,360,710)</u>
\$ -	\$ -	-
\$ -	\$ -	-
<u>\$ (1,360,710)</u>	<u>\$ -</u>	<u>\$ (1,360,710)</u>
\$ 328,174	\$ -	\$ 328,174
488,073	-	488,073
232,817	-	232,817
191,358	-	191,358
111,384	-	111,384
113,843	-	113,843
214,916	-	214,916
149,577	-	149,577
8,718	-	8,718
<u>\$ 1,838,860</u>	<u>\$ -</u>	<u>\$ 1,838,860</u>
\$ 478,150	\$ -	\$ 478,150
<u>3,919,014</u>	<u>-</u>	<u>3,919,014</u>
<u>\$ 4,397,164</u>	<u>\$ -</u>	<u>\$ 4,397,164</u>

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

Fund Financial Statements

DRAFT

TOWN OF HAYMARKET, VIRGINIA

Exhibit 3

Balance Sheet
 Governmental Fund
 At June 30, 2013

	General Fund
	<u> </u>
Assets:	
Cash and cash equivalents	\$ 1,848,889
Receivables (net of allowance for uncollectibles):	
Taxes including penalties	14,372
Accounts	<u>232,472</u>
Total assets	<u>\$ 2,095,733</u>
Liabilities:	
Accounts payable	\$ 26,154
Accrued liabilities	35,171
Deposits payable	<u>41,169</u>
Total liabilities	<u>\$ 102,494</u>
Fund Balance:	
Restricted for:	
Proffers - Alexandras Keep - for historic resources	\$ 6,000
Proffers - Alexandras Keep - for parks, recreation, public Works	54,000
Unassigned	<u>1,933,239</u>
Total fund balance	<u>\$ 1,993,239</u>
Total liabilities and fund balance	<u>\$ 2,095,733</u>

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

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Exhibit 4

Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position
At June 30, 2013

Total fund balances for governmental funds (Exhibit 3) \$ 1,993,239

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

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

Land	\$ 1,781,511	
Depreciable capital assets, net of accumulated depreciation	<u>2,475,961</u>	4,257,472

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

General obligation bonds	\$ (1,798,603)	
Capital lease obligations	(30,182)	
Accrued leave	<u>(24,762)</u>	<u>(1,853,547)</u>

Total net position of governmental activities		\$ <u><u>4,397,164</u></u>
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The accompanying notes to financial statements are an integral part of this statement.

TOWN OF HAYMARKET, VIRGINIA

Exhibit 5

Statement of Revenues, Expenditures and Changes In Fund Balances
 Governmental Fund
 Year Ended June 30, 2013

	General Fund	Capital Improvements	Total Governmental Funds
Revenues:			
General property taxes	\$ 328,174	\$ -	\$ 328,174
Other local taxes	1,137,475	-	1,137,475
Permits, privilege fees and regulatory licenses	250,276	-	250,276
Revenue from use of money and property	214,916	-	214,916
Charges for services	106,739	-	106,739
Miscellaneous	8,718	-	8,718
Intergovernmental revenues:			
Commonwealth	179,915	-	179,915
Federal	245,956	-	245,956
Total revenues	\$ 2,472,169	\$ -	\$ 2,472,169
Expenditures:			
Current:			
General government administration	\$ 619,651	\$ -	\$ 619,651
Public safety	558,797	-	558,797
Public works	424,526	-	424,526
Cultural	8,397	-	8,397
Community development	468,340	-	468,340
Debt service:			
Principal retirement	153,341	-	153,341
Interest and fiscal charges	60,598	-	60,598
Total expenditures	\$ 2,293,650	\$ -	\$ 2,293,650
Excess (deficiency) of revenues over expenditures	\$ 178,519	\$ -	\$ 178,519
Changes in fund balances	\$ 178,519	\$ -	\$ 178,519
Fund balances at beginning of year, as restated	1,814,720	-	1,814,720
Fund balances at end of year	\$ 1,993,239	\$ -	\$ 1,993,239

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

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Exhibi

Reconciliation of the Statement of Revenues, Expenditures, and Changes in Fund Balances
of Governmental Fund to the Statement of Activities
Year Ended June 30, 2013

Net change in fund balances - total governmental funds (Exhibit 5) \$ 178,5

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

Capital outlay	\$ 273,622	
Depreciation expense	<u>(126,510)</u>	147,1

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transactions, however, has any effect on net position.

Details supporting this adjustment are as follows:

Principal retired on general obligation bonds	\$ 132,805	
Principal retired on capital leases	<u>20,536</u>	153,3

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. The following is a summary of items supporting this adjustment:

Change in accrued leave		<u>(8)</u>
Change in net position of governmental activities	\$	<u><u>478,1</u></u>

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

TOWN OF HAYMARKET, VIRGINIA

Exhibit 7

Statement of Revenues, Expenses and Changes in Net Position
 Proprietary Fund
 Year Ended June 30, 2013

	Town Hall Properties
Operating revenues	\$ -
Operating expenses	-
Change in net position	\$ -
Net position, beginning of year, as restated	-
Net position, end of year	\$ -

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES:

The Town of Haymarket, located in Prince William County, Virginia, approximately 35 miles west of Washington, D.C. was initially chartered in 2499 and later incorporated in 1882. The town has a population of approximately 1,850 and a land area of approximately 372 acres.

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

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

A. Financial Reporting Entity

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

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

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

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

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

A. Financial Reporting Entity: (Continued)

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

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

B. Government-Wide and Fund Financial Statements

The basic financial statements include both government-wide (based on the Town as a whole) and fund financial statements. The focus is on both the Town as a whole and the fund financial statements, including the major individual funds of the governmental and business-type categories, as well as the fiduciary funds, (by category) and the component units, if applicable. Both the government-wide and fund financial statements (within the basic financial statements) categorize primary activities as either governmental or business-type. In the government-wide Statement of Net Position, both the governmental and business-type activities columns (a) are presented on a consolidated basis by column, and (b) are reflected, on a full accrual, economic resource basis, which incorporates long-term assets and receivables as well as long-term debt and obligations. Each presentation provides valuable information that can be analyzed and compared (between years and between governments) to enhance the usefulness of the information. The Town generally first uses restricted assets for expenses incurred for which both restricted and unrestricted assets are available. The Town may defer the use of restricted assets based on a review of the specific transaction.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, community development, etc.) that are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc.). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions.

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B. Government-Wide and Fund Financial Statements: (Continued)

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

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

Proprietary fund operating revenues consist of charges for services and related revenues. Nonoperating revenues consist of contributions, grants, investment earnings and other revenues not directly derived from the providing of services.

The following is a brief description of the specific funds used by the Town in FY 2013.

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

B. Government-Wide and Fund Financial Statements: (Continued)

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

C. Basis of Accounting

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

All proprietary funds are accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and all liabilities associated with the operation of these funds are included on the balance sheet. Fund equity (i.e., net total assets) is segregated into contributed capital and retained earnings components. Proprietary fund-type operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets.

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

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

C. Basis of Accounting: (Continued)

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

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

2. *Proprietary Funds* - The accrual basis of accounting is used for the Enterprise Fund. Under the accrual method, revenues are recognized in the accounting period in which they are earned, while expenses are recognized in the accounting period in which the related liability is incurred.

D. Budgets and Budgetary Accounting

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

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

E. Cash and Cash Equivalents

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

F. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either “due to/from other funds” (i.e., the current portion of interfund loans) or “advances to/from other funds” (i.e., the non-current portion of interfund loans). All other outstanding balances between funds are reported as “due to/from other funds.” Any residual balances

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

F. Receivables and Payables: (Continued)

outstanding between the governmental activities and business-type are reported in the government-wide financial statements as “internal balances.”

Advances between funds, as reported in the fund financial statements, are offset by a fund balance reserve account in applicable governmental funds to indicate that they are not available for appropriation and are not expendable available financial resources.

G. Allowance for Uncollectible Accounts

The Town calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance amounted to approximately \$87,572 at June 30, 2013 and is comprised solely of general and capital improvement receivables.

H. Capital Assets

Capital outlays are recorded as expenditures of the governmental funds of the Town and as assets in the government-wide financial statements.

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

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

I. Use of Estimates

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

J. Accrued Leave

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

K. Fund Equity

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

K. Fund Equity: (Continued)

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

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

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

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

L. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The Town does not have any deferred outflows of resources as of June 30, 2013.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The Town does not have any deferred inflows of resources as of June 30, 2013.

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 1—SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES: (Continued)

M. Net Position Flow Assumption

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

NOTE 2—PROPERTY TAXES RECEIVABLE:

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

NOTE 3—DEPOSITS:

Deposits:

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

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 4—CAPITAL ASSETS:

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

Governmental Activities:	Restated Balance July 1, 2012	Additions	Deletions	Balance June 30, 2013
Capital assets not being depreciated:				
Land	\$ 1,768,492	\$ 13,019	\$ -	\$ 1,781,511
Construction in progress	188,464	218,677	407,141	-
Total capital assets not being depreciated	<u>\$ 1,956,956</u>	<u>\$ 231,696</u>	<u>\$ 407,141</u>	<u>\$ 1,781,511</u>
Other capital assets:				
Buildings and improvements	\$ 1,549,118	\$ 407,141	\$ -	\$ 1,956,259
Infrastructure assets	1,065,427	-	-	1,065,427
Historic museum	292,852	-	-	292,852
Police vehicles	198,797	35,526	-	234,323
Equipment	174,388	6,400	-	180,788
Total other capital assets	<u>\$ 3,280,582</u>	<u>\$ 449,067</u>	<u>\$ -</u>	<u>\$ 3,729,649</u>
Less: Accumulated depreciation for:				
Buildings and improvements	\$ 467,547	\$ 55,088	\$ -	\$ 522,635
Infrastructure assets	295,887	35,514	-	331,401
Historic museum	78,878	8,748	-	87,626
Police vehicles	141,145	7,489	-	148,634
Equipment	143,721	19,671	-	163,392
Total accumulated depreciation	<u>\$ 1,127,178</u>	<u>\$ 126,510</u>	<u>\$ -</u>	<u>\$ 1,253,688</u>
Other capital assets, net	<u>\$ 2,153,404</u>	<u>\$ 322,557</u>	<u>\$ -</u>	<u>\$ 2,475,961</u>
Net capital assets	<u>\$ 4,110,360</u>	<u>\$ 554,253</u>	<u>\$ 407,141</u>	<u>\$ 4,257,472</u>
Depreciation expense has been allocated as follows:				
General government administration		\$ 13,819		
Public safety		28,618		
Public works		75,325		
Cultural		<u>8,748</u>		
Total depreciation expense		<u>\$ 126,510</u>		

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 5—LONG-TERM OBLIGATIONS:

The following is a summary of long-term obligations for the fiscal year ended June 30, 2013:

	Amounts Payable			Amounts Payable June 30, 2013	Amounts Due Within One Year
	July 1, 2012	Increases	Decreases		
Governmental Obligations:					
General obligation bonds	\$ 1,931,408	\$ -	\$ 132,805	\$ 1,798,603	\$ 135,507
Accrued leave	23,940	3,141	2,319	24,762	2,476
Capital lease obligations	50,718	-	20,536	30,182	21,170
Total Governmental Obligations	<u>\$ 2,006,066</u>	<u>\$ 3,141</u>	<u>\$ 155,660</u>	<u>\$ 1,853,547</u>	<u>\$ 159,153</u>

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

Year Ending June 30,	Town Obligations			
	General Obligation Bonds		Capital Leases	
	Principal	Interest	Principal	Interest
2014	\$ 135,507	\$ 72,401	\$ 21,170	\$ 625
2015	138,342	66,664	9,012	69
2016	141,315	60,789	-	-
2017	144,434	54,767	-	-
2018	147,707	48,591	-	-
2019	151,141	42,255	-	-
2020	154,746	35,748	-	-
2021	158,528	29,062	-	-
2022	162,499	22,189	-	-
2023	166,668	15,118	-	-
2024	147,716	7,934	-	-
2025	75,000	3,628	-	-
2026	75,000	726	-	-
Total	<u>\$ 1,798,603</u>	<u>\$ 459,872</u>	<u>\$ 30,182</u>	<u>\$ 694</u>

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 5—LONG-TERM OBLIGATIONS: (Continued)

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

Incurring by Town:General Obligation Bonds:

\$4,145,000 payable in monthly interest installments ranging from \$4,838 to \$242 beginning October 14, 2005 through September 14, 2025 and annual principal installments of \$75,000 beginning September 14, 2006 through September 14, 2025, interest payable at 4.00%	\$ 975,000
\$262,568 capital-related general obligation series 2004A bonds maturing in monthly installments of \$1,564 through March 18, 2024, interest payable monthly at 3.80%	165,672
\$372,426 capital-related general obligation series 2004B bonds maturing in monthly installments of \$2,670 through March 18, 2024, interest payable monthly at 6.10%	254,025
\$634,131 capital-related general obligation series 2004C bonds maturing in monthly installments of \$3,859 through March 18, 2024, interest payable monthly at 4.05%	<u>403,906</u>
Total general obligation bonds	\$ 1,798,603

Capital Lease Obligations:

The Town has entered into a lease agreement as lessee for financing the acquisition of two police cruisers. The police cruisers cost \$127,000 and were acquired with lease financing. Details of these leases are as follows:

\$62,413 obligation for the purchase of three police cruisers, payable in monthly installments of \$1,816 through November 16, 2014, interest at 3.00%	<u>\$ 30,182</u>
Accrued Leave	<u>\$ 24,762</u>
Total governmental obligations	<u><u>\$ 1,853,547</u></u>

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 6–CLAIMS, JUDGEMENTS AND COMPENSATED ABSENCES:

The Town has accrued the liability arising from outstanding claims and judgments and compensated absences. Town employees earn vacation leave based upon length of service. The Town has outstanding accrued vacation pay totaling \$24,762.

NOTE 7–RETIREMENT PLAN:**A. Plan Description**

Name of Plan: Virginia Retirement System (VRS)

Identification of Plan: Agent Multiple-Employer Defined Benefit Pension Plan

Administering Entity: Virginia Retirement System (System)

All full-time, salaried permanent employees of participating employers of public school divisions and employees of participating employers are automatically covered by VRS upon employment. Benefits vest after five years of service credit. Members earn one month of service credit for each month they are employed and their employer is paying into the VRS. Members are eligible to purchase prior public service, active duty military service, certain periods of leave and previously refunded VRS service as service credit in their plan.

VRS administers two defined plans for local government employees - Plan 1 and Plan 2:

- Members hired before July 1, 2010 and who were vested as of January 1, 2013 are covered under Plan 1. Non-hazardous duty members are eligible for an unreduced retirement benefit beginning at age 65 with at least five years of service credit or age 50 with at least 30 years of service credit. They may retire with a reduced benefit as early as age 55 with at least five years of service credit or age 50 with at least five years of service credit.
- Members hired or rehired on or after July 1, 2010 and Plan 1 members who were not vested on January 1, 2013 are covered under Plan 2. Non-hazardous duty members are eligible for an unreduced benefit beginning at their normal Social Security retirement age with at least five years of service credit or when the sum of their age and service equals 90. They may retire with a reduced benefit as early as age 60 with at least five years of service credit.
- Eligible hazardous duty members in Plan 1 and Plan 2 are eligible for an unreduced benefit beginning at age 60 with at least 5 years of service credit or age 50 with at least 25 years of service credit. These members include sheriffs, deputy sheriffs and hazardous duty employees of political subdivisions that have elected to provide enhanced coverage for hazardous duty service. They may retire with a reduced benefit as early as age 50 with at least five years of service credit. All other provisions of the member's plan apply.

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 7–RETIREMENT PLAN: (CONTINUED)

A. Plan Description: (Continued)

The VRS Basic Benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the member's average final compensation multiplied by the member's average final compensation multiplied by the member's total service credit. Under Plan 1, average final compensation is the average of the member's 36 consecutive months of highest compensation. Under Plan 2, average final compensation is the average of the member's 60 consecutive months of highest compensation. The retirement multiplier for non-hazardous duty members is 1.70%. The retirement multiplier for sheriffs and regional jail superintendents is 1.85%. The retirement multiplier for eligible political subdivision hazardous duty employees other than sheriffs and jail superintendents is 1.70% or 1.85% as elected by the employer. The multiplier for Plan 2 members was reduced to 1.65% effective January 1, 2013 unless they are hazardous duty employees and their employer has elected the enhanced retirement multiplier. At retirement, members can elect the Basic Benefit, the Survivor Option, a Partial Lump-Sum Option Payment (PLOP) or the Advance Pension Option. A retirement reduction factor is applied to the Basic Benefit amount for members electing the Survivor Option, PLOP or Advance pension Option or those retiring with a reduced benefit.

Retirees are eligible for an annual cost-of-living adjustment (COLA) effective July 1 of the second calendar year of retirement. Under Plan 1, the COLA cannot exceed 5.00%; under Plan 2, the COLA cannot exceed 6.00%. During years of inflation or deflation, the COLA is 0.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia (1950), as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

The system issues a publicly available comprehensive annual financial report that includes financial statements and required supplementary information for VRS. A copy of the most recent report may be obtained from the VRS website at <http://www.varetire.org/Pdf/Publications/2012-annual-report.pdf> or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

B. Funding Policy

Plan members are required by Title 51.1 of the Code of Virginia (1950), as amended, to contribute 5.00% of their compensation toward their retirement. All or part of the 5.00% member contribution may be assumed by the employer. Beginning July 1, 2012 new employees were required to pay the 5% member contribution. In addition, for existing employees, employers were required to begin making the employee pay the 5% member contribution. This could be phased in over a period up to 5 years and the employer is required to provide a salary increase equal to the amount of the increase in the employee-paid member contribution. In addition, the Town is required to contribute the remaining amounts necessary to fund its participation in the VRS using the actuarial basis specified by the Code of Virginia and approved by the VRS Board of Trustees. The Town's contribution rate for the fiscal year ended 2013 was 8.57% of annual covered payroll.

C. Annual Pension Cost

For fiscal year 2013, Town's annual pension cost of \$38,863 was equal to the Town's required and actual contributions.

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)

NOTE 7–RETIREMENT PLAN: (CONTINUED)

C. Annual Pension Cost: (Continued)

Fiscal Year Ending	Three Year Trend Information		
	Annual Pension Cost (APC) (1)	Percentage of APC Contributed	Net Pension Obligation
Town:			
June 30, 2013	\$ 38,863	100%	\$ -
June 30, 2012	35,501	100%	-
June 30, 2011	13,828	100%	-

(1) Employer portion only

The FY2013 required contributions were determined as a part of the June 30, 2011 actuarial valuation using the entry age normal actuarial cost method. The actuarial assumptions at June 30, 2011 included (a) an investment rate of return (net of administrative expenses) of 7.00%, (b) projected salary increases ranging from 3.75% to 5.60% per year for general government employees, 3.75% to 6.20% per year for teachers, and 3.50% to 4.75% for employees eligible for enhanced benefits available to law enforcement officers, firefighters, and sheriffs, and (c) a cost-of-living adjustment of 2.50% per year for Plan 1 employees and 2.25% for Plan 2 employees. Both the investment rate of return and the projected salary increases include an inflation component of 2.50%. The actuarial value of the Town's assets is equal to the modified market value of assets. This method uses techniques that smooth the effects of short-term volatility in the market value of assets over a five-year period. The Town's unfunded actuarial accrued liability is being amortized as a level percentage of projected payrolls on an open basis.

D. Funding Status and Funding Programs:

As of June 30, 2012, the most recent actuarial valuation date, the plan was 124.82% funded. The actuarial accrued liability for benefits was \$71,926 and the actuarial value of assets was \$89,777 resulting in an unfunded actuarial accrued liability (UAAL) of (\$24,851). The covered payroll (annual payroll of active employees covered by the plan) was \$453,408 and ratio of the UAAL to the covered payroll was (3.94%).

The schedule of funding progress, presented as Required Supplementary Information following the notes to the financial statements, presents multiyear trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability (AAL) for benefits.

NOTE 8–CONTINGENT LIABILITIES:

At June 30, 2013 there were no matters of litigation involving the Town which would materially affect the Town's financial position should any court decisions on pending matters not be favorable to the Town.

TOWN OF HAYMARKET, VIRGINIA

Notes to Financial Statements
As of June 30, 2013 (Continued)**NOTE 9—OPERATING LEASES:**

Lease Revenue: The Town leases certain commercial buildings and office suites in its Town Hall Properties. The non-cancelable operating lease agreements expire at various times throughout the fiscal years ending June 30, 2014 through 2018. Most of the leases are for one year with annual renewals of two to five years from inception. Rental income from these non-cancelable operating leases was approximately \$279,271 for the fiscal year ended June 30, 2013. The approximate future minimum lease rentals to be received by the Town's business-type activities are as follows for the fiscal years ending June 30:

Year ending June 30:	
2014	\$ 210,504
2015	158,019
2016	165,916
2017	47,738
2018	19,295
	<u>\$ 601,472</u>

NOTE 10—FUND BALANCE/NET POSITION RESTATEMENTS:

Fund balances and net position were restated as of July 1, 2012 as follows:

	Fund Balances		Net Position	
	General Fund	Capital Improvements	Governmental Funds	Business-Type Activities
Net position/fund balances as previously reported	\$ 1,171,853	\$ 655,615	\$ 3,397,128	\$ 534,775
Adjustment to reclassify Town Hall Properties fund into the general fund	534,775	-	534,775	(534,775)
Adjustment to reclassify Capital Improvements fund into the general fund	655,615	(655,615)	-	-
Adjustment to remove unamortized bond issuance costs	(5,464)	-	(12,889)	(12,889)
Adjustment to reclassify capital asset previously included in the Town Hall Properties to Governmental funds	(1,423,467)	-	-	-
Adjustment to reclassify long-term obligations previously included in the Town Hall Properties to Governmental funds	881,408	-	-	-
Totals as restated	<u>\$ 1,814,720</u>	<u>\$ -</u>	<u>\$ 3,919,014</u>	<u>\$ (12,889)</u>

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

Required Supplementary Information

Note to Required Supplementary Information:

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

TOWN OF HAYMARKET, VIRGINIA

Exhibit 8

General Fund
 Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Year Ended June 30, 2013

	Original Budget	Final Budget	Actual	Variance With Final Budget Positive (Negative)
Revenues				
General property taxes	\$ 339,163	\$ 339,163	\$ 328,174	\$ (10,989)
Other local taxes	1,021,353	1,021,353	1,137,475	116,122
Permits, privilege fees and regulatory licenses	30,562	230,674	250,276	19,602
Revenue from use of money and property	266,956	266,956	214,916	(52,040)
Charges for services	115,262	115,262	106,739	(8,523)
Miscellaneous	-	-	8,718	8,718
Intergovernmental revenues:				
Commonwealth	180,649	180,649	179,915	(734)
Federal	782,500	782,500	245,956	(536,544)
Total revenues	\$ 2,736,445	\$ 2,936,557	\$ 2,472,169	\$ (464,388)
Expenditures				
Current:				
General government administration	\$ 763,077	\$ 743,328	\$ 619,651	\$ 123,677
Public safety	534,940	607,060	558,797	48,263
Public works	259,390	497,719	424,526	73,193
Cultural	18,265	24,265	8,397	15,868
Community development	1,370,000	1,046,220	468,340	577,880
Debt service:				
Principal retirement	153,341	153,341	153,341	-
Interest and fiscal charges	62,432	62,432	60,598	1,834
Total expenditures	\$ 3,161,445	\$ 3,134,365	\$ 2,293,650	\$ 840,715
Excess (deficiency) of revenues over expenditures	\$ (425,000)	\$ (197,808)	\$ 178,519	\$ 376,327
Changes in fund balances	\$ (425,000)	\$ (197,808)	\$ 178,519	\$ 376,327
Fund balances at beginning of year, as restated	425,000	197,808	1,814,720	1,616,912
Fund balances at end of year	\$ -	\$ -	\$ 1,993,239	\$ 1,993,239

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Exhibit 9

Virginia Retirement System
 Public Employees Retirement System
 Schedule of Funding Progress
 Last Two Fiscal Years

Valuation as of (1)	Actuarial Value of Assets (AVA) (2)	Actuarial Accrued Liability (AAL) (3)	Unfunded AAL (UAAL) (3) - (2) (4)	Funded Ratio Assets as % of AAL (2)/(3) (5)	Annual Covered Payroll (6)	UAAL as a % of Covered Payroll (4)/(6) (7)
6/30/2012	\$ 89,777	\$ 71,926	(17,851)	100.00%	\$ 453,408	-3.94%
6/30/2011	22,710	-	(22,710)	100.00%	415,407	-5.47%

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Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

Supporting Schedules

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TOWN OF HAYMARKET, VIRGINIA

Schedule
Page 1 of .

GOVERNMENTAL FUND

Schedule of Revenues - Budget and Actual
Year Ended June 30, 2013

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 300,000	\$ 300,000	\$ 289,372	\$ (10,628)
Public service corporation taxes:				
Real property	9,119	9,119	8,980	(139)
Business personal property taxes	24,615	24,615	23,119	(1,496)
Penalties and interest	5,429	5,429	6,703	1,274
Total general property taxes	\$ 339,163	\$ 339,163	\$ 328,174	\$ (10,989)
Other local taxes:				
Local sales and use taxes	\$ 79,500	\$ 79,500	\$ 94,752	\$ 15,252
Cigarette tax	250,000	250,000	232,817	(17,183)
Business license tax	146,970	146,970	191,358	44,388
Bank franchise taxes	17,652	17,652	19,091	1,439
Consumer utility tax - electric	83,970	83,970	111,384	27,414
Meals tax	442,736	442,736	488,073	45,337
Motor vehicle licenses	525	525	-	(525)
Total other local taxes	\$ 1,021,353	\$ 1,021,353	\$ 1,137,475	\$ 116,122
Permits, privilege fees and regulatory licenses:				
Application fees	\$ 10,000	\$ 10,000	\$ 7,400	\$ (2,600)
Inspections	19,800	19,800	56,792	36,992
Occupancy permits	-	-	3,100	3,100
Other planning and permits	762	200,874	182,984	(17,890)
Total permits, privilege fees and regulatory licenses	\$ 30,562	\$ 230,674	\$ 250,276	\$ 19,602
Revenue from use of money and property:				
Revenue from use of money	\$ 1,956	\$ 1,956	\$ 3,688	\$ 1,732
Revenue from use of property	265,000	265,000	211,228	(53,772)
Total revenue from use of money and property	\$ 266,956	\$ 266,956	\$ 214,916	\$ (52,040)
Charges for services:				
Haymarket Day Booth and Sponsor Fees	\$ 10,500	\$ 10,500	\$ -	\$ (10,500)
Public safety fees	104,762	104,762	106,739	1,977
Total charges for services	\$ 115,262	\$ 115,262	\$ 106,739	\$ (8,523)

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Schedule
Page 2 of .

GOVERNMENTAL FUND

Schedule of Revenues - Budget and Actual
Year Ended June 30, 2013 (Continued)

Fund, Major and Minor Revenue Source	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
<u>General Fund: (Continued)</u>				
Revenue from local sources: (Continued)				
Miscellaneous revenue:				
Miscellaneous income	\$ -	\$ -	\$ 8,718	\$ 8,718
Total revenue from local sources	<u>\$ 1,773,296</u>	<u>\$ 1,973,408</u>	<u>\$ 2,046,298</u>	<u>\$ 72,890</u>
Revenue from the Commonwealth:				
Non-categorical aid:				
PPTRA	\$ 18,627	\$ 18,627	\$ 18,627	\$ -
Telecommunications tax	129,484	129,484	129,484	-
Rolling stock tax	1,438	1,438	1,466	28
Total non-categorical aid	<u>\$ 149,549</u>	<u>\$ 149,549</u>	<u>\$ 149,577</u>	<u>\$ 28</u>
Categorical aid:				
Law enforcement grants	\$ 31,100	\$ 31,100	\$ 29,538	\$ (1,562)
Fire funds	-	-	800	800
Total Categorical aid	<u>\$ 31,100</u>	<u>\$ 31,100</u>	<u>\$ 30,338</u>	<u>\$ (762)</u>
Total revenue from the Commonwealth	<u>\$ 180,649</u>	<u>\$ 180,649</u>	<u>\$ 179,915</u>	<u>\$ (734)</u>
Revenue from the federal government:				
Categorical aid:				
Law enforcement grants	\$ 2,500	\$ 2,500	\$ 2,500	\$ -
VDOT ISTEA/SAFETY-LU grant	\$ 780,000	\$ 780,000	\$ 243,456	\$ (536,544)
Total Categorical aid	<u>\$ 782,500</u>	<u>\$ 782,500</u>	<u>\$ 245,956</u>	<u>\$ (536,544)</u>
Total revenue from the federal government	<u>\$ 782,500</u>	<u>\$ 782,500</u>	<u>\$ 245,956</u>	<u>\$ (536,544)</u>
Total General Fund	<u><u>\$ 2,736,445</u></u>	<u><u>\$ 2,936,557</u></u>	<u><u>\$ 2,472,169</u></u>	<u><u>\$ (464,388)</u></u>

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Schedule 2

Page 1 of 2

GOVERNMENTAL FUND

Schedule of Expenditures--Budget and Actual
Year Ended June 30, 2013

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund:				
General government administration:				
Mayor and Town Council	\$ 25,000	\$ 25,000	\$ 25,150	\$ (150)
Salary - general	213,455	207,455	222,657	(15,202)
Fringe benefits - general	152,467	152,467	146,170	6,297
Payroll taxes	56,450	56,450	53,674	2,776
Accounting	18,150	14,150	25,745	(11,595)
Cigarette tax administration	7,500	7,500	7,479	21
Advertising	13,000	17,000	9,101	7,899
Miscellaneous	20,100	14,057	5,524	8,533
Professional services	56,697	61,292	43,095	18,197
Training	1,375	5,375	3,119	2,256
Travel	3,500	4,500	4,401	99
Legal services	80,000	41,200	31,933	9,267
Office expenses	18,604	22,427	16,473	5,954
Insurance	29,710	25,566	18,730	6,836
Capital improvements	67,069	88,889	6,400	82,489
Total general government administration	\$ 763,077	\$ 743,328	\$ 619,651	\$ 123,677
Public safety:				
Salary - law enforcement	\$ 354,606	\$ 364,606	\$ 351,023	\$ 13,583
Workers compensation	8,300	8,300	8,197	103
Legal services	12,000	12,000	9,023	2,977
Miscellaneous	39,461	39,461	20,710	18,751
Travel	500	500	626	(126)
Office expenses	5,806	3,983	4,207	(224)
Insurance	7,622	9,766	9,845	(79)
Vehicle fuel	30,000	25,000	21,059	3,941
Vehicle supplies	15,000	20,000	14,872	5,128
Uniforms	8,850	8,850	5,983	2,867
Police cruiser	34,795	57,794	57,321	473
Building official	18,000	56,800	55,931	869
Total public safety	\$ 534,940	\$ 607,060	\$ 558,797	\$ 48,263

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

TOWN OF HAYMARKET, VIRGINIA

Schedule :

Page 2 of 2

GOVERNMENTAL FUND

Schedule of Expenditures--Budget and Actual
Year Ended June 30, 2013 (Continued)

Fund, Function, Activity and Elements	Original Budget	Budget as Amended	Actual	Variance from Final Budget Positive (Negative)
General Fund: (Continued)				
Public works:				
Maintenance of buildings and grounds	\$ 34,244	\$ 61,540	\$ 52,728	\$ 8,812
Trash removal	88,000	74,500	68,196	6,304
Rental property - Suite 110	-	-	465	(465)
Rental property - Suite 200	-	-	664	(664)
Rental property - Suite 204	-	-	326	(326)
Rental property - Hulfish House	2,500	4,700	1,284	3,416
Rental property - 14710 Washington Street	22,862	17,022	11,550	5,472
Rental property - 14740 Washington Street	2,500	2,500	-	2,500
Rental property - 15026 Washington Street	-	28,025	24,840	3,185
Rental property - 15000 Washington Street	53,274	36,541	32,734	3,807
Rental property - 15020 Washington Street	2,500	2,500	-	2,500
Rental property - 15025 Washington Street	46,265	48,265	7,568	40,697
Maintenance contracts	7,245	7,245	4,333	2,912
Capital improvements	-	214,881	219,838	(4,957)
Total public works	\$ 259,390	\$ 497,719	\$ 424,526	\$ 73,193
Cultural:				
Museum	\$ 10,765	\$ 16,765	\$ 3,530	\$ 13,235
Special events	7,500	7,500	4,867	2,633
Total cultural	\$ 18,265	\$ 24,265	\$ 8,397	\$ 15,868
Community development:				
Planning commission	\$ 5,000	\$ 5,000	\$ 4,395	\$ 605
Architectural review board	4,000	4,000	2,580	1,420
Streetscape project	1,361,000	936,000	360,145	575,855
Contributions to other entities	-	101,220	101,220	-
Total community development	\$ 1,370,000	\$ 1,046,220	\$ 468,340	\$ 577,880
Debt service:				
Principal retirement	\$ 153,341	\$ 153,341	\$ 153,341	\$ -
Interest and other debt costs	62,432	62,432	60,598	1,834
Total debt service	\$ 215,773	\$ 215,773	\$ 213,939	\$ 1,834
Total General Fund	\$ 3,161,445	\$ 3,134,365	\$ 2,293,650	\$ 840,715

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

Compliance

DRAFT

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

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

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the Specifications for Audits of Counties, Cities, and Towns, issued by the Auditor of Public Accounts of the Commonwealth of Virginia; and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States the financial statements of the Town of Haymarket, Virginia as of and for the year ended June 30, 2013, and the related notes to the financial statements, and have issued our report thereon dated September 24, 2013.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

We noted certain other matters that we reported to management of the Town of Haymarket, Virginia in a separate letter dated September 24, 2013.

This report is intended solely for the information and use of the Town Council, management, and others within the entity and is not intended to be and should not be used by anyone other than these specified parties.

Charlottesville, Virginia
September 24, 2013

DRAFT

ROBINSON, FARMER, COX ASSOCIATES

CERTIFIED PUBLIC ACCOUNTANTS

A PROFESSIONAL LIMITED LIABILITY COMPANY

DATE: September 24, 2013
MEMORANDUM TO: Town of Haymarket, Virginia
FROM: Robinson, Farmer, Cox Associates
REGARDING: FY 12-13 Audit

In planning and performing our fieldwork as part of the audit of the financial statements of the Town of Haymarket, Virginia for the year ended June 30, 2013, we considered the Town's internal control structure to plan our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we noted certain matters involving the internal control structure and other operational matters that are presented for your consideration. This letter does not affect our report dated September 24, 2013 on the financial statements of the Town of Haymarket, Virginia. Our comments and recommendations are intended to improve the internal control structure or result in other amounts that are normally operating efficiencies. We will be pleased to discuss these comments in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations and request your reply to corrective action initiated.

Governmental Accounting Standards Board Pronouncements

In order to assist your staff in preparing for upcoming accounting changes, we have included the following summaries of Governmental Accounting Standards Board (GASB) pronouncements that will affect the Town in upcoming years.

GASB No. 68 - Accounting and Financial Reporting for Pensions - The objective of this statement is to improve accounting and financial reporting by state and local governments for pensions and to better report pension expense and pension liabilities. This statement is effective for periods beginning after June 15, 2014.

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)



TO: Town of Haymarket Town Council
SUBJECT: H.E.A.L. Program
DATE: 10/07/13

BACKGROUND

Last month, Marisa Jones who is a representative of the Institute for Public Health Innovation presented the benefits and process of becoming a HEAL community. Becoming a HEAL Community is free and easy. When a municipality joins HEAL Cities & Towns, it gets access to expert staff, sample policies, and assessment tools. By becoming a HEAL Community, the Town of Haymarket would receive the following benefits: HEAL City/Town logo for use, a custom press release, online recognition, and recognition at future VML events.

RECOMMENDATION

I would recommend adopting the following resolution for the Town of Haymarket to become a "HEAL Community" promoting healthy eating and active living.

ATTACHMENTS:

- HEAL Resolution (PDF)

RESOLUTION #20130903-2

Becoming a HEAL Community

WHEREAS, the Town has the ability to affect the health and wellbeing of its residents; and

WHEREAS, through planning and design the Town can encourage a built environment that promotes walking, biking, and other forms of physical activity that promotes healthy lifestyles; and

WHEREAS, obesity has taken a tremendous toll on the health and productivity of all Virginians; and

WHEREAS, supporting the health of residents and the local workforce would decrease chronic disease and health care costs and increase productivity; and

WHEREAS, it is within the Town's Comprehensive Plan to strive to be an active and walkable community through initiatives such as the Virginia Department of Transportation's "Complete Streets" effort;

WHEREAS, the Town sees merit in supporting initiatives that promotes healthier lifestyles while still being able to enjoy all of life's opportunities and acknowledge that a healthy lifestyle is a personal choice;

NOW, THEREFORE, LET IT BE RESOLVED that the Town of Haymarket hereby recognizes that obesity is a serious public health threat to the health and wellbeing of adults, children and families in **Haymarket**, and a commitment is needed to put healthy choices within reach for all residents. While individual lifestyle changes are necessary, individual effort alone is insufficient to combat obesity's rising tide. Significant societal and environmental changes are needed to support individual efforts to make healthier choices. To that end, the Town of Haymarket adopts this Healthy Eating Active Living resolution:

I. Built Environment

BE IT FURTHER RESOLVED that the Town of Haymarket elected officials, planner, engineer, community economic and redevelopment personnel responsible for the design and construction of parks, neighborhoods, streets, and business areas, should make every effort to:

- § Prioritize capital improvements projects to increase the opportunities for physical activity;
- § Plan and construct a built environment that encourages walking, biking and other forms of physical activity;
- § Address walking and biking connectivity between residential neighborhoods and schools, parks, recreational resources, and retail through design and layout;
- § Revise comprehensive plans and zoning ordinances to increase opportunities for physical activity wherever and whenever possible, including complete streets policies, compact, mixed-use and transit-oriented development;

II. Workplace Wellness

BE IT FURTHER RESOLVED that in order to promote wellness within Town of Haymarket, and to set an example for other businesses, **the Town of Haymarket** pledges to work on adopting and implementing a workplace wellness policy that will:

II.

- § Establish physical activity breaks for meetings over two hours in length;
- § Continue to provide for a water resource and promote water consumption in the workplace and at meetings
- § Explore the development of a fitness benefit providing opportunities for paid physical activity breaks during the work week for municipal employees, and/or reduced membership rates at local fitness centers

III. Healthy Food Access

BE IT FURTHER RESOLVED that the **Town of Haymarket** elected officials, staff, community economic personnel responsible for the design and of parks, neighborhoods, streets, and business areas, should make every effort to:

- § Work with the local Farmers' Market to promote and expand its current operation for the benefit of the residents of the Town.
- § Create a Memorandum of Understanding with the Farmers' Market to provide them a long term agreement for the location of the Farmers' Market to establish long term success.
- § Work with local restaurants to promote healthier options to existing menus through a Healthy Restaurant Recognition Program.
- § Work with HEAL representatives to create nutritional guideline to better define healthy options.

IV. Implementation

BE IT FURTHER RESOLVED that the elected officials and staff should annually review the steps taken to implement the Resolution, discuss additional steps planned, and any desired actions that would need to be taken up by the town council.

BE IT FURTHER RESOLVED that Town of Haymarket staff shall work with HEAL Cities & Towns Campaign Staff to explore HEAL policies and to identify those policies that are suitable for the Town's unique local circumstances.

BE IT FURTHER RESOLVED that staff will report back to this Council with recommendations not later than the beginning of 2014 with ideas and concepts for implementing healthy initiatives in and around the Town.

Done this 7th Day of October 2013

TOWN OF HAYMARKET, VIRGINIA

BY _____
David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk

Voting Aye:
Voting Nay:
Abstaining:
Absent:



TO: Town of Haymarket Town Council
 SUBJECT: Appropriations & Budget Amendment
 DATE: 10/07/13

Quarterly Appropriations

Pursuant to Policy #20100816 adopted by the Town Council on August 16, 2010, it is requested that the Council appropriate the following for the second quarter of Fiscal Year 2014:

Police & Public Safety: \$171,874; Administration: \$97,457; Public Works: \$49,401; Legislative & Advisory: \$13,004; Museum: \$8,745

Budget Amendment & Appropriation

Vice-Mayor Tobias, staff and I have been watching the Building Official budget line item for the last couple of months. This line item is quickly seeing it's budget erode away and at the current pace will be over budget within the 2nd quarter of the fiscal year. This overage is due to the amount of inspections that are associated with Sherwood Forrest along with regular building inspections for renovation and remodeling projects around Town. This line item also includes any expenses associated with construction plan review and Erosion and Sediment Control inspections.

OBSERVATIONS:

- On the revenue side, we budgeted to receive \$10,000 in inspections; currently we have received \$8,690.00 which does not include current invoices. So we should easily eclipse the budgeted amount. So we are recouping some funds.
- In looking at last year's budget, for the Building Official we had budgeted \$56,000, we budgeted less this fiscal year (\$30,000).
- Sherwood Forrest is on their last two houses, so inspections for new construction should begin to slow down, which is what currently dominates our inspector's time.

RECOMMENDATION:

My recommendation is to move \$25,000 from the Streetscape Capital Reserve (currently at \$160,233.00). With the project starting later than anticipated, this should not be as much of an issue and I will remain diligent about making certain we are receiving reimbursements in a timely manner once the project begins.

RECOMMENDED MOTION:

I move that the FY 2014 budget be amended by reducing the 91000 Non-departmental - Street Scape Capital Reserve expenditure line item by \$25,000 from \$160,233.00 to \$135,233.00 and increase funding by \$25,000 to line item PUBLIC SAFETY: 4003130 - Building Official - Other Contractual Services.

Consideration moving forward:

- We have the ability to take over the Erosion and Sediment Control Program and Inspections in house. Holly is a Certified Administrator and I am certified Combined Administrator for Erosion

and Sediment Control (all three functions; administrator, plan review, & inspection) within the state. This would eliminate some SCE charges, but it would not eliminate expenditures for building inspections.



TO: Town of Haymarket Town Council
SUBJECT: ATTIVA Events Contract
DATE: 10/07/13

ATTACHMENTS:

- ATTIVA CORPORATION INC dba STDIH (Addendum) (5) (PDF)

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

CONTRACT ADDENDUM

This Addendum, dated this ___ day of September, 2013, extends and amends the Contract made and entered into on the 5th day of October, 2011, by and between the TOWN OF HAYMARKET, VIRGINIA, a body politic, herein called “Town” and ATTIVA CORPORATION, INC., dba SPEND THE DAY IN HAYMARKET, herein called “Promoter”.

Per Section 6 of the October 5, 2011 Contract, the parties agree to a one year extension to that Contract subject to the following terms, which supersede any contrary terms in the Contract.

1. For events during which Washington Street and/or Jefferson Street will be closed, the Promoter shall be responsible at its expense for securing an agreement with a Traffic Control company or Rental Company to ensure that “message display” boards are displayed announcing upcoming events a minimum of 5 business days prior to the event. If Virginia Department of Transportation (VDOT) determines that an alternative sign style may be utilized instead of a digital message display board, this substitution will be allowed if the alternative sign style meets VDOT standards.

2. If Promoter fails to pay the Town in full any obligations under this Contract within ten days of their due date, the Town may terminate this Contract immediately without giving Promoter prior notice or an opportunity to make the payment.

3. Promoter may not make any commitments on behalf of the Town or in relation to any events covered by this Contract that extend beyond December 31, 2014.

4. Promoter shall coordinate with the Town Manager the location of all vendors and shall comply with all policies adopted from time to time by the Town Council for the regulation of events covered by this Contract.

5. Promoter shall report to the Town Manager before each event so that the Manager can relay the Promoter’s progress to the Town Council.

[SIGNATURES APPEAR ON FOLLOWING PAGES]

TOWN OF HAYMARKET

David Leake, Mayor

ATTEST:

Jennifer Preli, Town Clerk

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by David Leake, Mayor of the Town of Haymarket, Virginia, this ___ day of _____, 2013

My commission expires: _____

Notary Public

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by Jennifer Preli, Clerk of the Town of Haymarket, Virginia, this ___ day of _____, 2013

My commission expires: _____

Notary Public

Approved as to form:

Martin Crim, Town Attorney

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

ATTIVA CORPORATION, INC., dba
SPEND THE DAY IN HAYMARKET

By: _____

Print name and title: _____

COMMONWEALTH OF VIRGINIA
COUNTY OF PRINCE WILLIAM, to-wit:

The foregoing instrument was acknowledged before me by _____,
_____ [title] of ATTIVA CORPORATION, INC., dba Spend the Day in
Haymarket, this ___ day of _____, 2013

My commission expires: _____

Notary Public

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)



TO: Town of Haymarket Town Council
 SUBJECT: Robinson's Paradise Rezoning
 DATE: 10/07/13

DJB Management, Inc. Profit Sharing Fund, has submitted an application to amend the Town zoning map in order to rezone the Robinson's Paradise Subdivision, encompassing approximately 8.08 acres, from the R-1 Residential Zoning District to the R-2 Residential Small Lot Single Family Zoning District. Pursuant to Section 58-425 of the Zoning Ordinance, it is recommended that the Town Council forward the application to the Planning Commission for consideration.

BACKGROUND

The subject site is located north of Route 66 and west of Jefferson Street / Old Carolina Road. The approved subdivision was for 16 single-family lots. The Applicant proposes 28 small lot single-family units. The property is planned Low Density Residential. The planned land use designation is intended to transition to lower density residential development along the perimeter of town consistent with the County's planned land uses. The County has since preplanned the area north of the subdivision to Commercial Employment Center (CEC).

Section 58-425 of the Zoning Ordinance states proposed changes in classifications of property shall be referred to the Planning Commission for its recommendation.

RECOMMENDATION

It is recommended that the Town Council adopt a resolution of intent to amend the Zoning Map of the Town of Haymarket and to forward the resolution to the Planning Commission for consideration pursuant to Section 58-425 of the Haymarket Town Code and the Code of Virginia, 15.2-2285, as amended. The resolution will direct the Planning Commission to consider such amendments, hold requisite public hearings, and forward their recommendation to the Town Council.

DRAFT MOTION(S)

1. I move that the Town Council adopt Resolution 20131007-1, Intent to Amend the Zoning Map of the Town of Haymarket
2. I move that the Town Council take no action regarding _____.

Or,

3. I move an alternate motion.

ATTACHMENTS:

- (1) Town Council Initiating Resolution (Rezoning DJB Management) 20131007-1 (PDF)
- 01-Cover Sheet (PDF)
- 02-Generalized Development Plan (PDF)
- Robinsons Paradise Justification Narrative (PDF)
- Narrative Exhibit A (PDF)

RESOLUTION 20131007 – 1

RESOLUTION TO INITIATE AMENDMENTS TO THE ZONING MAP OF THE TOWN OF HAYMARKET, VIRGINIA (ROBINSON’S PARADISE)

WHEREAS certain zoning map amendments have been submitted by DJB Management, Inc. Profit Sharing Fund, for consideration by the Town Council pursuant to the provisions § 15.2-2286(A)(7) of the Code of Virginia and § 58-422 of the Code of the Town of Haymarket, Virginia;

WHEREAS, the Town Council may consider such petitions in furtherance of the purposes of zoning as set out in § 15.2-2283 of the Code of Virginia and to further implement the Town’s Comprehensive Plan;

NOW, THEREFORE, BE IT RESOLVED that the Town Council states its intention to consider amending the Zoning Map of the Town of Haymarket, Virginia, to rezone 8.08 acres identified as GPINs 7298-91-6445, 7298-91-5551, 7298-91-4658, 7298-91-3864, 7298-91-2475, 7298-91-1779, 7298-91-0983, 7298-91-0286, 7298-81-9096, 7298-82-9505, 7298-92-0708, 7298-92-1502, 7298-91-2197, 7298-81-9576, 7298-91-0471, 7298-91-1267, 7298-81-8583 and Walter Robinson Lane, from Residential District R-1 to the Residential District R-2 (Small Lot Single Family Dwellings);

AND BE IT FURTHER RESOLVED that the Town Council, pursuant to § 58-425 of the Haymarket Town Code, hereby refers these matters to the Planning Commission to consider whether these amendments are in furtherance of the public necessity, convenience, general welfare, and good zoning practice; to consider whether these amendments are consistent with the Town’s Comprehensive Plan; to consider the impact of these amendments on the services, character, and needs of the community; to prepare draft amendments for consideration; and for the Planning Commission’s recommendation in regard to these matters referred.

Done this 7th day of October, 2013

TOWN OF HAYMARKET, VIRGINIA

BY _____
David Leake, Mayor

ATTEST:

Jennifer Preli, Clerk

Voting Aye: _____

Voting Nay: _____

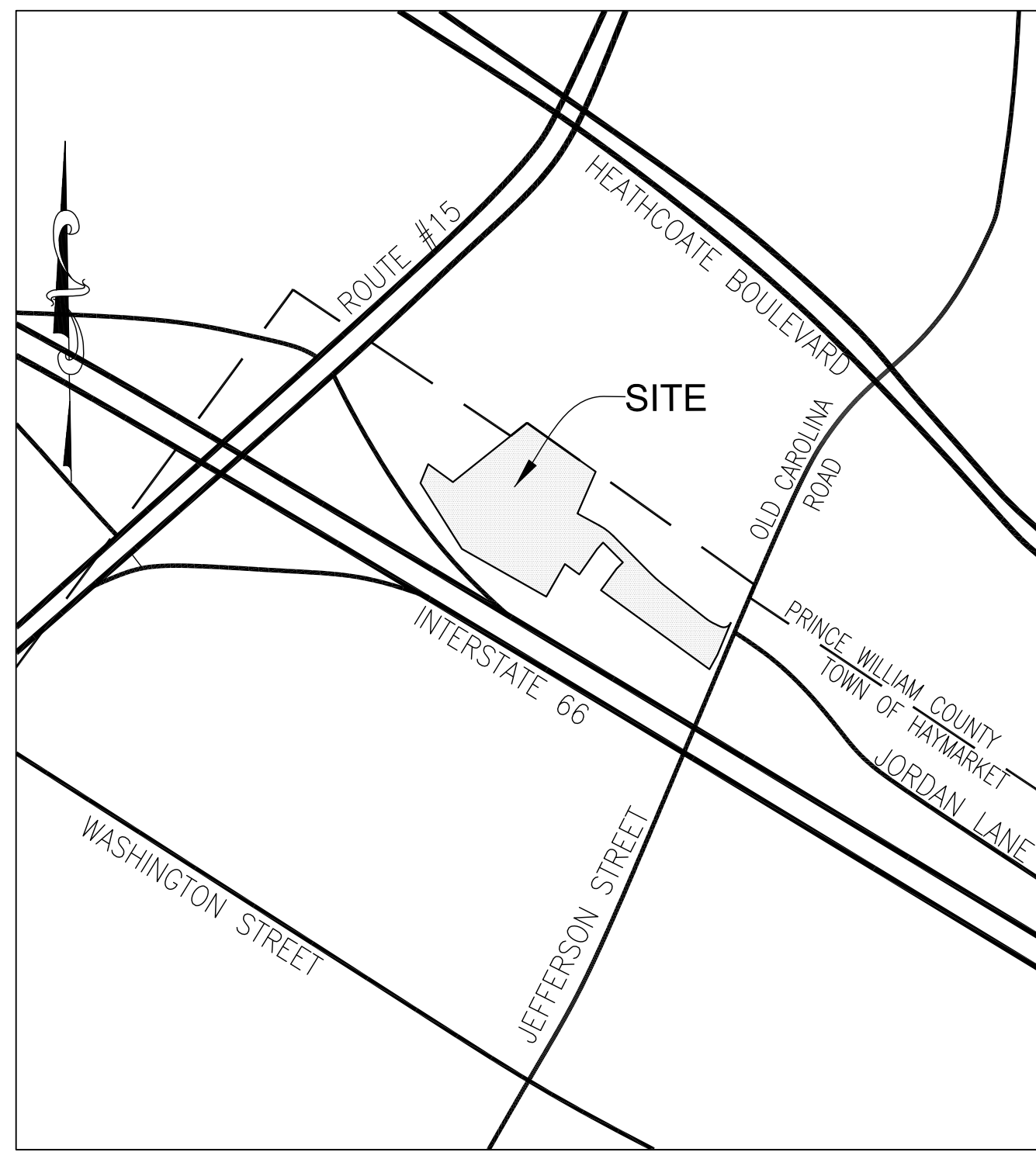
Abstaining: _____

Absent: _____

Attachment: 10-07-2013 TC Packet for Work Session (1621 : October 7, 2013 Draft Town Council Agenda Packet)

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- 1 Cover Sheet
- 2 Generalized Development Plan



VICINITY MAP
SCALE: 1"=500'

ROBINSON'S PARADISE SUBDIVISION GENERALIZED DEVELOPMENT PLAN

Town of Haymarket
Prince William County, Virginia

Owner/Developer:
DJB Management Inc.
8009 Herb Farm Road
Bethesda, Maryland 20817

LOT TABLE

LOT 1	4399 SQ.FT.
LOT 2	4029 SQ.FT.
LOT 3	4066 SQ.FT.
LOT 4	4175 SQ.FT.
LOT 5	4285 SQ.FT.
LOT 6	4398 SQ.FT.
LOT 7	4622 SQ.FT.
LOT 8	5011 SQ.FT.
LOT 9	5559 SQ.FT.
LOT 10	5170 SQ.FT.
LOT 11	4953 SQ.FT.
LOT 12	4969 SQ.FT.
LOT 13	5013 SQ.FT.
LOT 14	5315 SQ.FT.
LOT 15	4373 SQ.FT.
LOT 16	5823 SQ.FT.
LOT 17	6569 SQ.FT.
LOT 18	4968 SQ.FT.
LOT 19	6118 SQ.FT.
LOT 20	4609 SQ.FT.
LOT 21	5701 SQ.FT.
LOT 22	5685 SQ.FT.
LOT 23	7630 SQ.FT.
LOT 24	4399 SQ.FT.
LOT 25	4399 SQ.FT.
LOT 26	4399 SQ.FT.
LOT 27	4399 SQ.FT.
LOT 28	4399 SQ.FT.
SWM/BMP LOT	21116 SQ.FT.
GREEN SPACE	65526 SQ.FT.
PROPOSED ROW	41142 SQ.FT.
TOTAL	267219 SQ.FT.

NOTES:

- THE AREA SUBJECT TO THE REZONING PROPOSED BY THIS APPLICATION IS LISTED IN THE AREA TABULATIONS. NOT ALL AREA IN THE ORIGINAL SUBDIVISION BOUNDARIES IS INCLUDED IN THIS REZONING REQUEST. SEE SHEET 2 OF 2 FOR DESIGNATION OF AREAS EXCLUDED.
- THE SUBJECT PROPERTIES ARE LOCATED ON FEMA FLOOD INSURANCE RATE MAP 51153C, PANEL 0059 D, WITH AN EFFECTIVE DATE OF JANUARY 5, 1995. THE FOLLOWING FLOOD ZONE DESIGNATIONS APPEAR TO BE ON THE PROPERTY:
-ZONE X - AREAS DETERMINED TO BE OUTSIDE THE 0.2% ANNUAL CHANCE FLOODPLAIN.
THIS INFORMATION IS DERIVED SOLELY FROM THE FLOOD INSURANCE RATE MAP. IT DOES NOT CONSTITUTE THE RESULTS OF A FLOOD STUDY BY THIS FIRM, NOR IS IT A CERTIFICATION OF FLOOD ZONE.
- NO TITLE REPORT HAS BEEN SUPPLIED.
- PROPERTY CURRENTLY ZONED "R-1" ACCORDING TO THE TOWN OF HAYMARKET ZONING MAPS AND OTHER INFORMATION OF RECORD. BUILDING RESTRICTION LINES/SETBACKS AS SHOWN HEREON ARE FROM THE TOWN OF HAYMARKET, VIRGINIA ZONING ORDINANCE AS AMENDED.
- FIELD SURVEY COMPLETED ON APRIL 29, 2003 BY BOWMAN CONSULTING GROUP, INC.
- MERIDIAN ESTABLISHED FROM NGVD 29 DATUM BY BOWMAN CONSULTING GROUP, INC. DATED APRIL 29, 2003.

R-2 ZONING CRITERIA (SMALL LOT SFD)

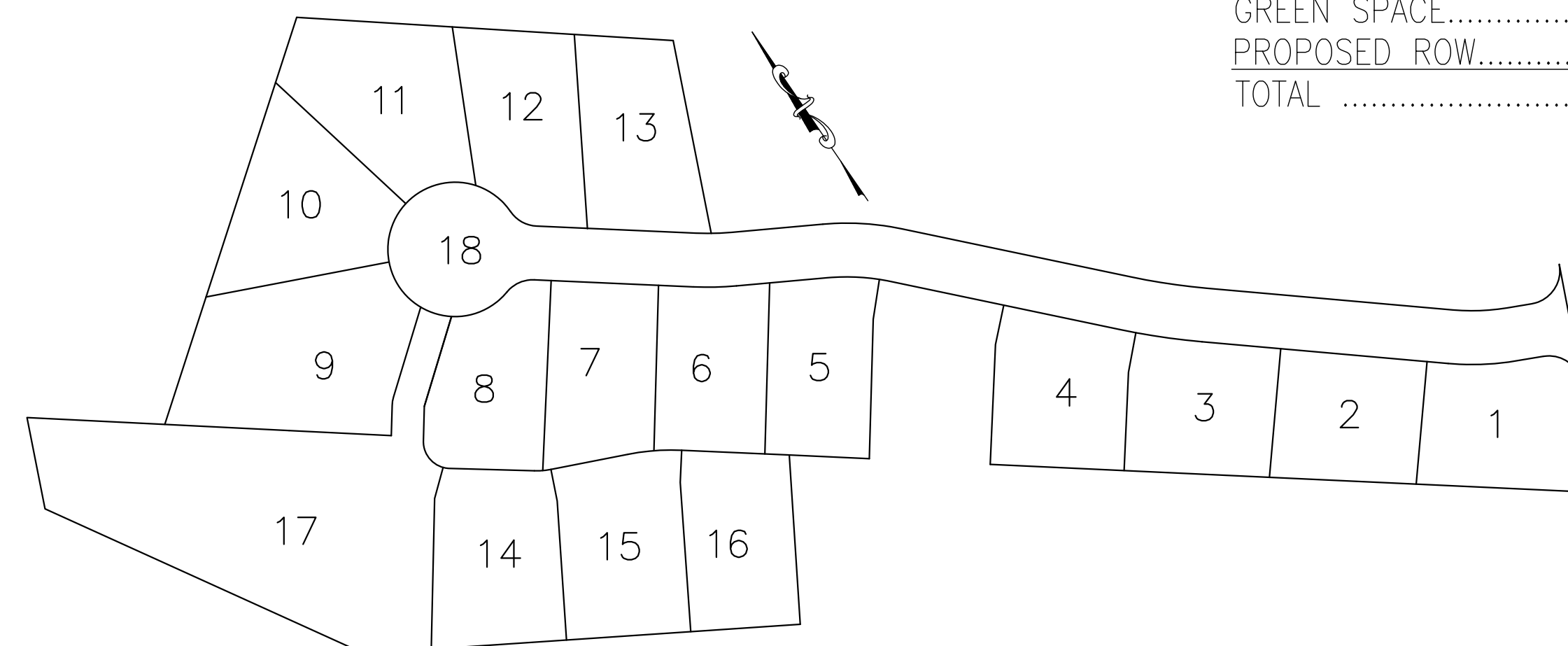
FRONTAGE:	40'
MINIMUM LOT SIZE:	4,000 SQ. FEET (4,200 SF AVERAGE LOT SIZE)
FRONT SETBACK:	15'
SIDE SETBACK:	3' MINIMUM (20' BETWEEN ADJOINING STRUCTURES)
REAR SETBACK:	20'
MAXIMUM LOT COVERAGE:	40%
MAXIMUM BUILDING HEIGHT:	35' (2.5 STORIES HIGH)

SITE TABULATIONS:

EXISTING ZONING:	R-1
PROPOSED ZONING:	R-2 (SMALL LOT SINGLE FAMILY DWELLING)
AVERAGE LOT SIZE:	[(139,435)/28]= 4,980 SF
ALLOWABLE DENSITY:	6 UNITS/ACRE
PROPOSED DENSITY:	4.56 UNITS/ACRE
OPEN SPACE PROVIDED:	1.50 ACRES (24.5% OF GROSS SITE ACREAGE)

AREA TABULATION:

7298-91-6445	0.2673 ACRES(1)
7298-91-5551	0.2354 ACRES(2)
7298-91-4658	0.2491 ACRES(3)
7298-91-3864	0.2553 ACRES(4)
7298-91-2475	0.2373 ACRES(5)
7298-91-1779	0.2340 ACRES(6)
7298-91-0983	0.2458 ACRES(7)
7298-91-0286	0.2438 ACRES(8)
7298-81-9096	0.4145 ACRES(9)
7298-82-9505	0.2915 ACRES(10)
7298-92-0708	0.3149 ACRES(11)
7298-92-1502	0.2689 ACRES(12)
7298-91-2197	0.2724 ACRES(13)
7298-81-9576	0.2818 ACRES(14)
7298-91-0471	0.2843 ACRES(15)
7298-91-1267	0.2458 ACRES(16)
7298-81-8583	0.8805 ACRES(17)
WALTER ROBINSON LANE	0.9119 ACRES(18)
TOTAL	6.1345 ACRES



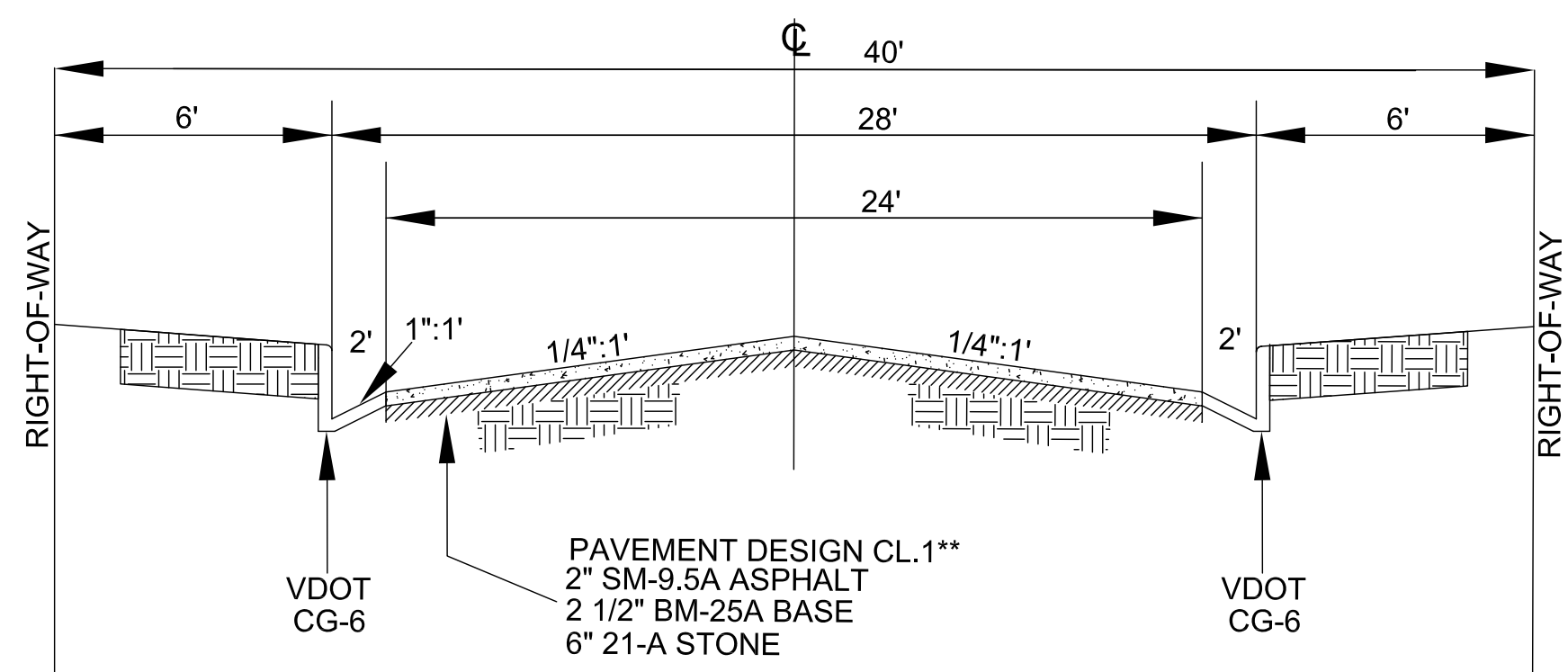
PROPERTY KEY
SCALE: 1"=100'

Robinson's Paradise
Generalized Development Plan

Engineer:
Michael Johnson, PE
14307 Broughton Place
Gainesville, Virginia 20155
Te: (703)334-6483

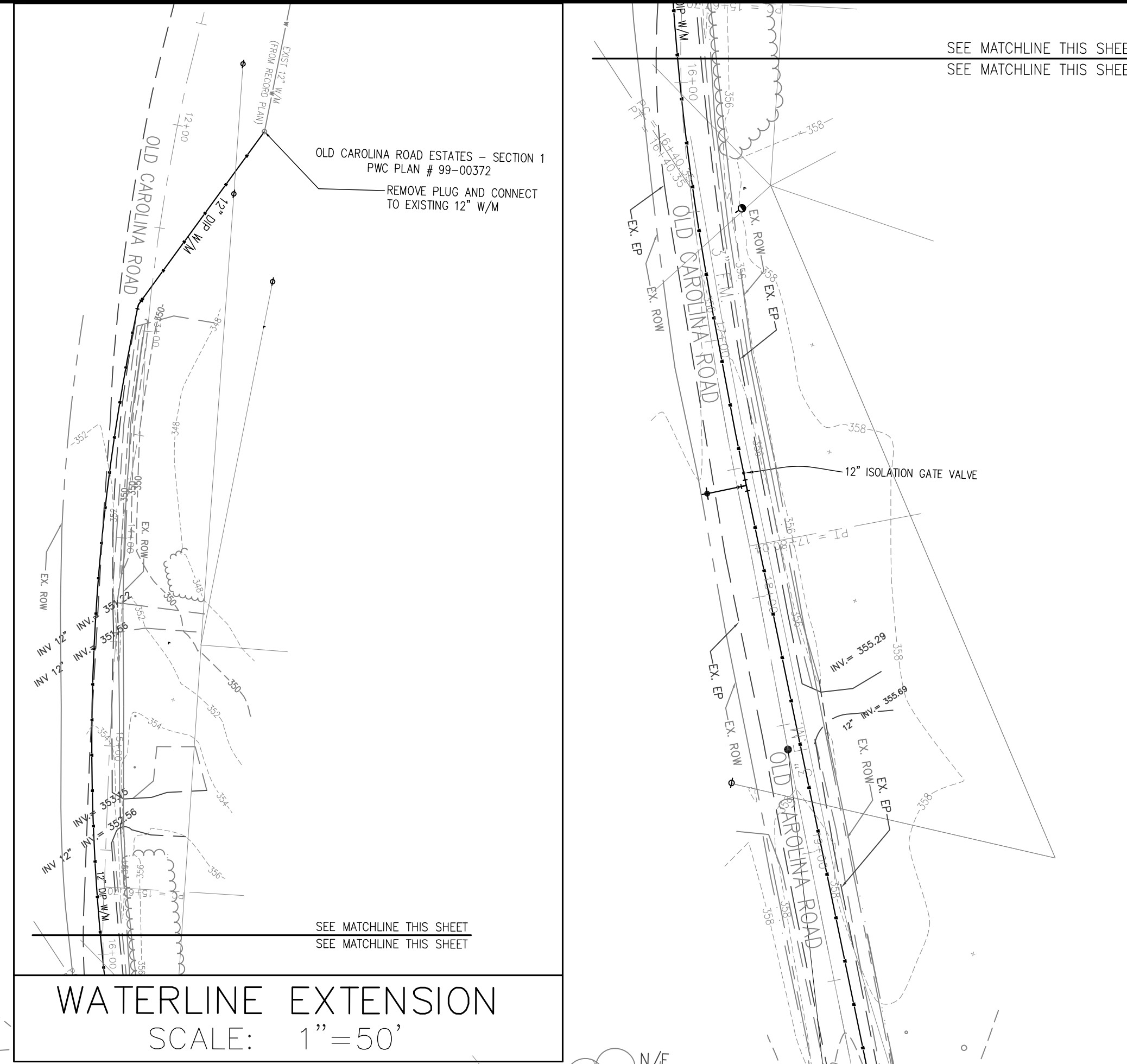
BEFORE DIGGING CALL "MISS UTILITY"
OF VIRGINIA AT 1 - 800 - 552 - 7001

Revision	Date

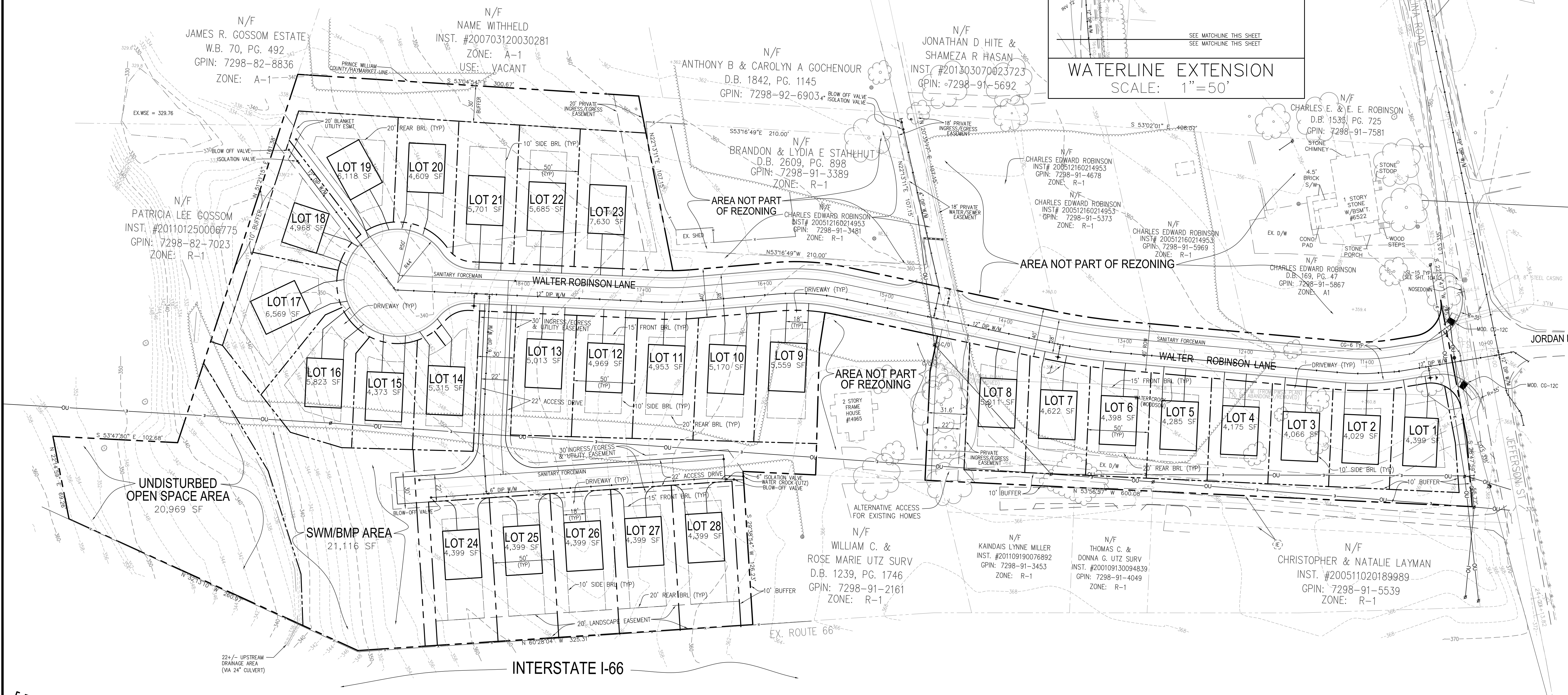


FINAL PAVEMENT DESIGN SHALL BE BASED ON 2000.
VDOT PAVEMENT DESIGN GUIDE AND CBR TESTS.

STREET TYPICAL SECTION
NOT TO SCALE



WATERLINE EXTENSION
SCALE: 1"=50'



GENERALIZED DEVELOPMENT PLAN

ROBINSON'S PARADISE
TOWN OF HAYMARKET, VIRGINIA

MICHAEL JOHNSON, PE
14307 BROUGHTON PLACE
GAINESVILLE, VIRGINIA 20155
TEL: (703)609-1776 FAX: (571)223-5016

REVISION BLOCK	
NO.	DESCRIPTION

DESIGN: M.A.J.
DRAWN: R.C.N.
DATE: 8/24/13
SCALE:
2 OF 2

Robinson's Paradise

Justification Narrative

August 31, 2013

Date: August 31, 2013
Rezoning: Robinson's Paradise
Owner/ Applicant: DJB Management, Inc.
Applicant: DJB Management, Inc.
Property: Geographic Parcel Identification Numbers (GPIN): 7298-91-6445, 7298-91-5551, 7298-91-4658, 7298-91-3864, 7298-91-2475, 7298-91-1779, 7298-91-0983, 7298-91-0286, 7298-81-9096, 7298-82-9505, 7298-92-0708, 7298-92-1502, 7298-91-2197, 7298-81-9576, 7298-91-0471, 7298-91-1267, 7298-81-8583 & Walter Robison Lane
Zoning: R-1, Residential to R-2, Residential (Small Lot Single Family Dwelling)

The Robinson's Paradise project is located on Jefferson Street directly across from Jordan Lane with a portion of the site boundary being located on the Prince William County and Town of Haymarket border. The project also has approximately 585 feet of frontage on Interstate 66. The configuration of the site consists of sixteen (16) lots from the previously approved Robinson's Paradise subdivision along with an existing open space parcel at the Western end of the project area. The site area consists of 6.1345 acres currently zoned R-1. The requested zoning classification is R-2, Residential.

The proposed rezoning to R-2, Residential, will adhere to the Small Lot Single Family Dwelling option available under this zoning classification and no other allowed uses will be considered. The proposed zoning, and unit type proposed, is one classification up in density allowed under the R-1 zoning designation. The Town's Comprehensive Plan designation for the project area is R-1, Residential. The proposed gross density for the property is 4.56 detached single family dwelling units per acre which is under the maximum allowed of 6 dwelling units per acre.

While the proposed zoning classification is one step beyond the Town's Comprehensive Plan designation for this area, the applicant feels there is justification for this rezoning request. At the time the Town applied the R-1 designation to this area Prince William County's Comprehensive plan designation for the parcels adjacent to this property was rural in nature. Since then, the County has increased the intensity of the land use adjacent to this site substantially. It is now designated as REC, or Regional Employment Center (see attached Exhibit "A"). This land use classification allows multistory office buildings and for up to 25% of a project area to be designated for residential use. Prince William County's Comprehensive Plan deems that an acceptable housing type for REC is multifamily with a density of 16-30 units per acre. Considering the growth that is occurring in the area near the Route #15 and Heathcote Boulevard intersection, it very likely that either high rise office or high density multifamily residential will be located in this adjacent area. It should also be noted that the parcel lying directly opposite the Robinson's Paradise subdivision is currently zoned B-1, General Commercial and has an approved site plan allowing the construction of a three story office building.

Robinson's Paradise
Justification Narrative
August 31, 2013
Page 2 of 2

Additionally, much of the area within the Town limits that abuts Interstate 66 is currently zoned R-2, residential and developed as small lot single family dwelling or townhouses. As proposed, the design for the portion Robinson's Paradise presented in this proposal is in line with existing Sherwood Forest located directly across Interstate 66. Lot depths proposed on this application will accommodate driveways of sufficient depth to park a minimum of two cars entirely on the individual lots utilizing a parking space size of 9'x20'.

The internal road alignment shown on the Generalized Development Plan honors the alignment that was recorded under the previously approved subdivision plan. This allows the areas of the Robinson's Paradise subdivision that are not part of this rezoning request to develop as currently platted. Also, consideration has been given to allow for access and utility extensions in general conformance with those previously approved. The addition of an internal access point for the existing homes located between Walter Robinson Lane and Interstate 66 would allow for the possible elimination of an access point on Jefferson Street. This would consolidate ingress/egress traffic and improve road safety in the immediate area. Essentially, this application is proposing more of a resubdivision of lot lines for a portion of the Robinson's Paradise development rather than a wholesale redesign. The proposed plan maintains the current street alignment, stormwater management pond and open space locations. In addition, peripheral buffers have been added to the development to enhance screening between existing and proposed dwelling units allowing for minimal impact on the surrounding area should the rezoning request be approved.

In summary, the applicant feels the request for rezoning to R-2, Small Lot Single Family Dwelling, is justified for the above reasons. Care has been taken with the design to propose a use that fits within the existing parameters the site faces while honoring the spirit of recent development the Town has experienced for properties adjacent to the Interstate 66 corridor.

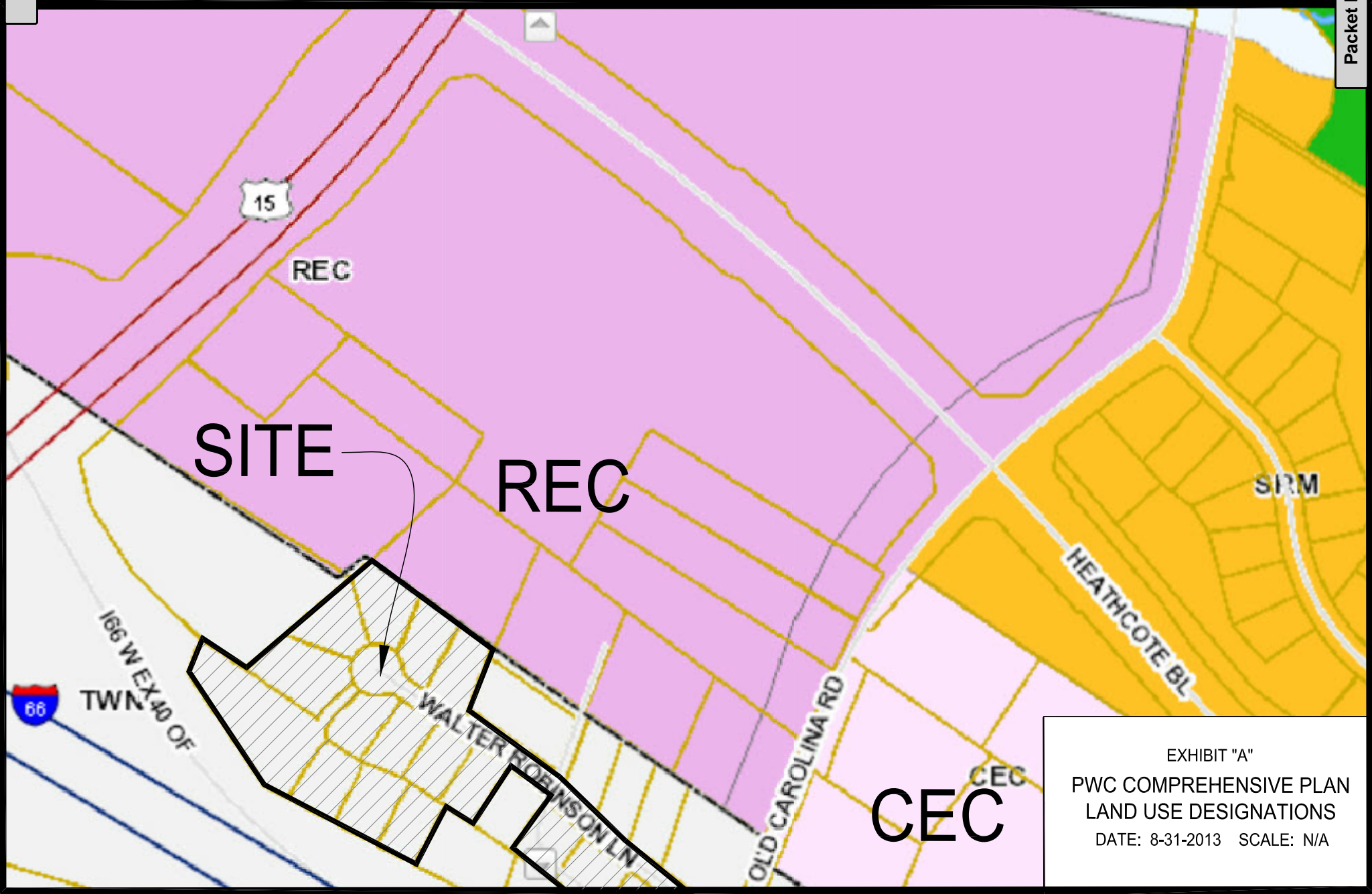


EXHIBIT "A"
 PWC COMPREHENSIVE PLAN
 LAND USE DESIGNATIONS
 DATE: 8-31-2013 SCALE: N/A