



May 14, 2015

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

**SUBJECT: MAY 2015 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER
LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, MAY 18TH, 2015

4:00 p.m. Police Members: Tynes (CH), Chapman, Gregory

1. Public Comment
2. Operational Updates
3. Presentation by Sergeant Miller – Town Vacation Leave Policy

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Smith, Tynes

1. Public Comment
 2. Contract Renewal for Sanitary Sewer Rehabilitation Services
 3. Contract Renewal for Underground Utility Services
 4. DEQ Required Observation Well Nest Project Update by Andy Snyder of Draper Aden Associates
- TAB # 1**
TAB # 2
TAB # 3

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comment
 2. Contribution Request for Fiscal Year 2015\2016
 - a. Smithfield Friends of the Library
 - b. Coast Guard Auxiliary – Smithfield Flotilla 59
 3. April Financial Statements and Graphs
 4. April Cash Balances / VML Investment Pool Update
 5. Invoices Over \$10,000 Requiring Council Authorization:
 - a. REW Corporation – Main Street Pump Station Repairs \$15,413.00
 7. FY 2015/2016 Budget Discussion: Water and Sewer
- TAB # 4 (forthcoming)**
TAB # 5
TAB # 6
TAB # 7

TUESDAY, MAY 19TH, 2015

4:00 p.m. Public Buildings & Welfare Members: Cook (CH), Chapman, Smith

- TAB # 8**
TAB # 9
1. Public Comment
 2. Closed Session
 3. Pinewood Heights Relocation Project Update
 4. Pre-Public Hearing Discussion: Comprehensive Plan Future Land Use – Growth Area Map

Immediately following the conclusion of the above meeting:

Parks and Recreation Members: Chapman (CH), Pack, Tynes

- TAB # 10**
1. Public Comment
 2. Operational Update – Parks and Recreation Committee Report

Immediately following the conclusion of the above meeting:

Public Works Members: Smith (CH), Cook, Tynes

- TAB # 11**
1. Public Comments
 2. Waterford Oaks Stormwater Repairs

***** Additional Item Not Listed on Committee but will be on Council's June 2nd Agenda*****

- Approval of May 5th, 2015 Meeting Minutes
 - Nominating Committee for Expiring Term (6-30-2015) of Faye Seeley for the Board of Zoning Appeals.
 - Appoint an Evaluation Committee for the four Appointed Positions (Town Manager, Town Treasurer, Town Clerk, Town Attorney)
-

DATE MAY 18, 2015

TO SMITHFIELD TOWN COUNCIL- WATER AND SEWER
COMMITTEE

FROM SONJA EUBANK
PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT SANITARY SEWER REHABILITATION

Each year the town engages the services of a sanitary sewer rehabilitation contractor to clean and line damaged sewer lines. The town does not own the equipment necessary to perform this type of work. The town had a contract with Tri-State Utilities for the 2014/2015 fiscal year and the town reserves the right to renew the contract for four additional years. The current contract will expire June 2015.

The sanitary sewer rehabilitation contract includes the following type of work:

- Provide labor and equipment to clean and TV sanitary sewer lines prior to lining
- Provide labor and equipment to install CIPP or Ultraliner Liner. The work shall include traffic control and bypassing

Staff has been pleased with their work and recommends that this contract be renewed one additional year. There will be no changes in contract terms or prices.

DATE MAY 18, 2015

TO SMITHFIELD TOWN COUNCIL- WATER AND SEWER
COMMITTEE

FROM SONJA EUBANK
PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT UNDERGROUND UTILITY CONTRACT

Each year the town engages the services of an underground utility contractor for scheduled and emergency repairs/replacement to sanitary sewer and water systems over 6 feet deep. The town does not own the equipment required to perform this type of work. The town had a contract with Lewis Construction for the 2014/2015 fiscal year and the town reserves the right to renew the contract for four additional years. The current contract will expire June 2015.

The underground utility contract includes the following type of work:

- Provide labor and equipment for scheduled and emergency repairs/replacement to the sanitary sewer and water systems
- Provide repairs for utilities ranging from 6ft.-25ft. in depth
- Must be able to respond within one hour of emergencies

Staff has been pleased with the work Lewis Construction has performed and recommends that this contract be renewed for an additional year. There will be no changes in contract terms or prices.





Peter Faleski, Flotilla Commander
United States Coast Guard Auxiliary
054-05-09
Peter.faleski@gmail.com
1-610-360-7621

May 15, 2015

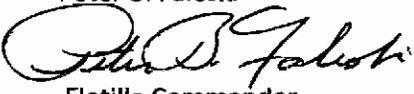
Mr. Peter M. Stephenson
Town Manager
Town of Smithfield
911 S. Church Street
Smithfield, Va. 23430

Dear Mr. Stephenson,

On behalf of the United States Coast Guard Auxiliary's Smithfield Flotilla 59 I would like to request the inclusion of a grant to our Flotilla in the amount of \$500.00 be included in the budget that you present to the Town Council. As you know, our Flotilla provides numerous hours of service to our community promoting recreational boater safety. Because we are a federal entity under the Department of Homeland Security, our fundraising abilities are extremely restricted and your support is critical to our continued success.

Please note that we have reduced the amount requested from what we had submitted in previous years in the hope that we can get full funding of the amount requested. We deeply appreciate the support that the Town of Smithfield has provided to the Auxiliary.

Thank you for your consideration.

Peter B. Faleski

Flotilla Commander
Smithfield Flotilla 59
United States Coast Guard Auxiliary

CASH BALANCES AS OF APRIL 2015					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,638,402.55	(759,459.76)	(450,173.45)	428,769.34
Water-Debt Service	Farmers Bank	996,131.04	64,626.29		1,060,757.33
Water Capital Escrow (availability fees)	TowneBank	382,306.94	19,040.00		401,346.94
Water Treatment Plant Escrow	TowneBank	111,762.86	-		111,762.86
Water Deposit Account	TowneBank	107,670.63	-		107,670.63
Water Development Escrow	TowneBank	95,613.41	-		95,613.41
Subtotal Water		3,331,887.43	(675,793.47)	(450,173.45)	2,205,920.51
			-		
Sewer	Farmers Bank	244,740.14	129,103.80	(406,430.74)	(32,586.80)
Sewer Development Escrow	TowneBank	352,486.10	-		352,486.10
Sewer Capital Escrow (availability fees)	TowneBank	834,386.32	28,840.00		863,226.32
Sewer Compliance	Farmers Bank	847,818.14	169,297.15	-	1,017,115.29
Subtotal Sewer		2,279,430.70	327,240.95	(406,430.74)	2,200,240.91
Highway	Farmers Bank	30,372.43	315,394.86	-	345,767.29
General Fund	Farmers Bank	2,867,115.40	69,262.50	856,604.19	3,792,982.09
Payroll	Farmers Bank	131,127.27			131,127.27
Money Market-General Fund	TowneBank	2,188.05			2,188.05
Business Super Now-General Fund	Farmers Bank	33,132.42			33,132.42
Money Market-General Fund	Farmers Bank	289,838.45			289,838.45
General Fund Capital Escrow Account	TowneBank	214,838.45			214,838.45
Certificate of Deposit	Farmers Bank	526,104.40			526,104.40
Certificate of Deposit-Police Dept	Farmers Bank	36,725.91			36,725.91
Special Project Account (Pinewood)	Farmers Bank	19,977.37			19,977.37
Pinewood Heights Escrow	Farmers Bank	44,308.55			44,308.55
SNAP Account	Farmers Bank	2,306.75			2,306.75
Museum Account	Farmers Bank	101,453.52			101,453.52
S. Church Street Account	TowneBank	36,104.84	(36,104.84)	-	-
Subtotal General Fund		4,305,221.38	33,157.66	856,604.19	5,194,983.23
TOTAL ALL FUNDS		9,946,911.94	0.00	-	9,946,911.94

REGIONS BANK
1900 5TH AVE N - 25TH FL
BIRMINGHAM AL 35203

ADMINISTRATOR:	JOY HOLLOWAY 804-343-3112
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

TOWN OF SMITHFIELD, VA
ATTN: ELLEN D. MINGA, TREASURER
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23431

IF YOU HAVE QUESTIONS CONCERNING THIS STATEMENT, PLEASE CONTACT
YOUR ACCOUNT ADMINISTRATOR.

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period 04/01/2015 through 04/30/2015
Account Number 9246002035

[Table Of Contents](#)

Balance Sheet	1
Summary Of Fund	2
Asset Summary As Of 04/30/2015	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

ACCOUNT STATEMENT

Statement Period
Account Number

04/01/2015 through 04/30/2015
9246002035

Balance Sheet

	AS OF 04/01/2015		AS OF 04/30/2015	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
COMMON TRUST FUNDS - BALANCED				
COMMON TRUST FUNDS - BALANCED	500,027.47	503,464.28	500,281.53	503,619.08
TOTAL COMMON TRUST FUNDS - BALANCED	500,027.47	503,464.28	500,281.53	503,619.08
TOTAL HOLDINGS	500,027.47	503,464.28	500,281.53	503,619.08
TOTAL ASSETS	500,027.47	503,464.28	500,281.53	503,619.08
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	500,027.47	503,464.28	500,281.53	503,619.08
TOTAL LIABILITIES AND EQUITY	500,027.47	503,464.28	500,281.53	503,619.08

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Page 2

Statement Period 04/01/2015 through 04/30/2015
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 04/01/2015		503,464.28
CTF DISTRIBUTIONS	305.29	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	99.26-	
ADMINISTRATIVE EXPENSES	51.23-	
TOTAL MARKET VALUE AS OF 04/30/2015		503,619.08

ACCOUNT STATEMENT

Statement Period 04/01/2015 through 04/30/2015
Account Number 9246002035

Asset Summary As Of 04/30/2015

DESCRIPTION	MARKET VALUE	COST	% OF PORT
COMMON TRUST FUNDS - BALANCED	503,619.08	500,281.53	100
TOTAL INVESTMENTS	503,619.08	500,281.53	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	503,619.08		

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period 04/01/2015 through 04/30/2015
Account Number 9246002035

Asset Detail As Of 04/30/2015

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
COMMON TRUST FUNDS - BALANCED				
49,989.3225	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	503,619.08	500,281.53	100
		503,619.08	500,281.53	100
	TOTAL INVESTMENTS	503,619.08		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	503,619.08		
	TOTAL MARKET VALUE	503,619.08		

ACCOUNT STATEMENT

Statement Period 04/01/2015 through 04/30/2015
Account Number 9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS	305 . 29		
TOTAL INCOME EARNED		305 . 29	
TOTAL INCREASES IN FUND VALUE			305 . 29

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES	51 . 23		
TOTAL FEES AND OTHER EXPENSES		51 . 23	

UNREALIZED LOSS IN THE PERIOD		99 . 26	
TOTAL DECREASES IN FUND VALUE			150 . 49
NET CHANGE IN NET ASSET VALUE			154 . 80

ACCOUNT STATEMENT

Statement Period
Account Number

04/01/2015 through 04/30/2015
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
04 / 01 / 2015	BEGINNING BALANCE	0 . 00	500 , 027 . 47
04 / 01 / 2015	DISTRIBUTION FROM 49,964.12 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 03/31/2015 CUSIP # CF5400035	150 . 78	0 . 00
04 / 01 / 2015	PURCHASED 150.78 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 04/01/2015 AT 1.00 CUSIP # 61747C723	150 . 78 -	150 . 78
04 / 02 / 2015	PURCHASED 14.9635 UNITS VIRGINIA INVESTMENT POOL ON 03/31/2015 AT 10.0765 INCOME REINVESTMENT CUSIP # CF5400035	150 . 78 -	150 . 78
04 / 02 / 2015	SOLD 150.78 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 04/02/2015 AT 1.00 CUSIP # 61747C723	150 . 78	150 . 78 -
04 / 16 / 2015	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 03/31/2015	51 . 23 -	0 . 00
04 / 16 / 2015	DISTRIBUTION FROM 49,979.08 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 04/15/2015 CUSIP # CF5400035	154 . 51	0 . 00
04 / 16 / 2015	PURCHASED 103.28 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 04/16/2015 AT 1.00 CUSIP # 61747C723	103 . 28 -	103 . 28
04 / 17 / 2015	PURCHASED 10.241 UNITS VIRGINIA INVESTMENT POOL ON 04/15/2015 AT 10.0854 INCOME REINVESTMENT CUSIP # CF5400035	103 . 28 -	103 . 28
04 / 17 / 2015	SOLD 103.28 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 04/17/2015 AT 1.00 CUSIP # 61747C723	103 . 28	103 . 28 -
04 / 30 / 2015	ENDING BALANCE	0 . 00	500 , 281 . 53

REGIONS BANK
VACO/VML VIRGINIA INVESTMENT
POOL, TOWN OF SMITHFIELD,
VIRGINIA PARTICIPANT
ACCOUNT

ACCOUNT STATEMENT

Statement Period
Account Number

04/01/2015 through 04/30/2015
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

INVESTMENT, INSURANCE AND ANNUITY PRODUCTS: ARE NOT FDIC INSURED, ARE NOT A DEPOSIT, ARE NOT BANK GUARANTEED, ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY, MAY GO DOWN IN VALUE, AND ARE NOT A CONDITION OF ANY BANKING ACTIVITY.

FOR MORE DETAILED INFORMATION REGARDING FEES, PLEASE CONSULT THE FUND PROSPECTUS OR CONTACT YOUR ADMINISTRATOR.

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A SIX MONTH STATUTE OF LIMITATIONS FROM THE RECEIPT OF THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IF YOU HAVE QUESTIONS, PLEASE CONSULT YOUR ATTORNEY.



ELECTRICAL CONTRACTORS

3708 Adams Street, Suite E
Portsmouth, Virginia 23703
PH. 757.686.0800
Fax. 757.686.0823

Scope/Quote

Project: Town of Smithfield- Main Street Emergency Repairs
Bid Date: May 1, 2015

Gentlemen:

We propose to furnish the work for Electrical, complete as detailed below:

- Remove existing CT's, meterbase, 3 1/2" conduit and 500 MCM wire.
- Install Dominion Power provided CT's and meterbase to make room for the new MSD.
- Provide and install new 1- 400 amp 3 phase 250v 3R Main Service Disconnect with 6-400 amp fuses.
- Provide and install new 3 1/2" PVC conduit underground with 4-500 MCM and 1-3 Ground wire from new MSD to the existing ATS.
- Provide and install new 3 1/2" PVC conduit with 4-500 MCM and 1-3 Ground wire from new MSD to the existing CT cabinet.
- Provide new grounding rods and wire for new MSD.
- Provide Electrical permit.

Lump Sum Bid..... **\$ 15,413.00**

Our scope of work includes the following notes and exceptions:

1. Applicable taxes are included; a bond is not included, but can be furnished for an additional cost.
2. This quotation will remain valid for thirty (30) days from date of bid.
3. Temporary electrical power or lighting is not included in this quote.
4. No fees or usage charges of any kind from any utility are included.
5. No painting of conduit, supports, hangers or equipment is included.

We appreciate the opportunity to provide this quotation and hope this meets with your approval. If there are any questions, please call.

Very truly yours,
R. E. W. Corporation


Darrell Northrop

VENDOR # _____
ACCOUNT # _____
DEPT HEAD _____
TOWN MANAGER _____

Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget Rev	Adopted Budget	Balance as of	Remaining	% of
	2015/2016	2014/2015	2014/2015	03/31/15	Budget	budget
Revenue						
Operating Revenues						
Sewer Charges	681,000.00	681,000.00	668,000.00	438,555.98	229,444.02	65.65%
Sewer Compliance Fee	496,000.00	496,000.00	492,000.00	318,297.63	173,702.37	64.69%
Miscellaneous Revenue	1,000.00	1,000.00	1,000.00	127.58	872.42	12.76%
Connection fees	39,500.00	39,500.00	23,700.00	25,280.00	(1,580.00)	106.67%
Total Operating Revenue	1,217,500.00	1,217,500.00	1,184,700.00	782,261.19	402,438.81	66.03%
Town of Smithfield						
Sewer Fund Budget						
	Proposed Budget	Proposed Budget Rev	Adopted Budget	Balance as of	Remaining	% of
Description	2015/2016	2014/2015	2014/2015	03/31/15	Budget	budget
Expenses						
Operating Expenses						
Salaries	270,775.00	227,410.00	227,410.00	163,053.35	64,356.65	71.70%
FICA	21,665.00	18,195.00	18,195.00	12,155.60	6,039.40	66.81%
VSRS	20,180.00	22,015.00	22,015.00	13,664.45	8,350.55	62.07%
Health	56,225.00	39,650.00	39,650.00	28,882.81	10,767.19	72.84%
Uniforms	2,500.00	2,500.00	2,500.00	1,129.94	1,370.06	45.20%
Audit & Legal Fees	14,750.00	14,750.00	14,750.00	4,492.18	10,257.82	30.46%
Accreditation	-	2,000.00	2,000.00	1,387.48	612.52	69.37%
HRPDC sewer programs	887.00	788.00	918.00	591.00	327.00	64.38%
Professional Fees	15,000.00	15,000.00	-	10,110.00	(10,110.00)	#DIV/0!
Maintenance & Repairs-find & fix	63,125.00	63,125.00	50,000.00	42,083.65	7,916.35	84.17%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	14,000.00	14,000.00	9,990.47	4,009.53	71.36%
Dues & Subscriptions	50.00	50.00	50.00	14.50	35.50	29.00%
Utilities	51,000.00	51,000.00	46,000.00	32,377.98	13,622.02	70.39%
SCADA Expenses	6,000.00	6,000.00	6,000.00	3,063.91	2,936.09	51.07%
Telephone	12,000.00	12,000.00	12,000.00	7,575.71	4,424.29	63.13%
Insurance	17,270.00	16,450.00	15,895.00	15,894.52	0.48	100.00%
Materials & Supplies	46,000.00	46,000.00	46,000.00	25,508.71	20,491.29	55.45%
Truck Operations	12,000.00	9,000.00	14,000.00	4,274.23	9,725.77	30.53%
Travel & Training	4,000.00	4,000.00	4,000.00	125.00	3,875.00	3.13%
Contractual	3,500.00	3,000.00	3,780.00	1,977.32	1,802.68	52.31%
Miscellaneous	600.00	600.00	600.00	486.10	113.90	81.02%

Town of Smithfield

Sewer Fund Budget

	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget
Bad Debt Expense	-	-	5,000.00	-	5,000.00	0.00%
Bank service charges	-	-	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	639,027.00	575,033.00	552,588.00	378,838.91	173,749.09	68.56%
Operating Income before D&A Expense	578,473.00	642,467.00	632,112.00	403,422.28	228,689.72	63.82%
Depreciation & Amort. Exp.	380,000.00	470,000.00	600,000.00	342,730.48	257,269.52	57.12%
Operating Income (Loss)	198,473.00	172,467.00	32,112.00	60,691.80	(28,579.80)	189.00%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	-	13,525.00	-	13,525.00	(13,525.00)	100.00%
Availability Fees	103,000.00	103,000.00	61,800.00	65,920.00	(4,120.00)	106.67%
Contributed Capital-Smithfield Foods Rev Ln	11,890.00	22,833.00	22,833.00	11,273.75	11,559.25	49.37%
Interest Revenue	4,500.00	5,400.00	4,500.00	4,082.09	417.91	90.71%
Interest Expense	(10,101.00)	(29,231.00)	(36,965.00)	(9,847.14)	(27,117.86)	26.64%
Total Nonoperating Revenues (Expenses)	109,289.00	115,527.00	52,168.00	84,953.70	(32,785.70)	162.85%
Net Income (loss)	307,762.00	287,994.00	84,280.00	145,645.50	(61,365.50)	172.81%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(13,525.00)	-	(13,525.00)	13,525.00	100.00%
Availability Fees	(103,000.00)	(103,000.00)	(61,800.00)	(65,920.00)	4,120.00	106.67%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	(22,833.00)	(22,833.00)	(11,273.75)	(11,559.25)	49.37%
Compliance Fee	(496,000.00)	(496,000.00)	(492,000.00)	(318,297.63)	(173,702.37)	64.69%
Bad Debt Expense	-	-	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	380,000.00	470,000.00	600,000.00	342,730.48	257,269.52	57.12%
Additional debt service costs-principal expense	(97,940.00)	(78,850.00)	(78,850.00)	(78,850.00)	-	100.00%
Total adjustments to CAFR	(328,830.00)	(244,208.00)	(50,483.00)	(145,135.90)	94,652.90	287.49%
Working adjusted income	(21,068.00)	43,786.00	33,797.00	509.60	33,287.40	1.51%

	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted Budget 2014/2015	Actual 3/31/2015	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	(21,068.00)	43,786.00	33,797.00	509.60	33,287.40	1.51%
Sewer SSO Consent Order	-	(5,000.00)	(3,000.00)	(4,050.00)	1,050.00	135.00%
MOA Compliance Plan	(40,000.00)	(10,000.00)	(50,000.00)		(50,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)	(25,000.00)	(25,000.00)		(25,000.00)	0.00%
MOA CIP Development	(28,000.00)	(7,000.00)	(35,000.00)		(35,000.00)	0.00%
RWWMP Development Coord Assistance	(20,000.00)	(5,000.00)	(25,000.00)		(25,000.00)	0.00%
Sewer Master Plan	(56,250.00)	-	-	-	-	0.00%
Construction Standards Update	(3,321.00)	(3,321.00)	(3,321.00)	-	(3,321.00)	0.00%
Main St & Mason ST CCTV & CIPP Lining		(47,834.00)		(32,437.52)	32,437.52	
Removal, repair, replacement fiberglass pump		(20,210.00)		(20,210.00)	20,210.00	0.00%
Antenna Poles at Jordan & Riverside Dr Pump Stations		(13,821.00)				
SCADA Towers-Drummonds, Jersey Park, Watson		(20,731.00)		(20,730.90)	20,730.90	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Moonefield		(9,600.00)		(9,600.00)	9,600.00	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent		(14,500.00)		(14,500.00)	14,500.00	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Lakeside		(14,530.00)				
Sewer Main Repair-200 Block of Main Street		(8,782.00)				
Sewer Main Repair-Institute & 228 Main		(17,753.00)				
Sewer extension-Carver & Pinewood		(22,000.00)				
Main Street Pump Station-purchase/installation of bypass pump		(91,064.00)		(91,063.83)	91,063.83	100.00%
Main Street (Commerce) Electrical upgrades-damaged		(15,413.00)				
By-pass pump-(which lift station)	(100,000.00)					
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	-	(100,000.00)	0.00%
Truck/Equipment	(16,500.00)	(10,000.00)	(10,000.00)	(8,548.00)	(1,452.00)	0.00%
Net Capital Outlay	(389,071.00)	(361,559.00)	(251,321.00)	(201,140.25)	(50,180.75)	80.03%
Net Reserves (Deficit) after capital outlay	(410,139.00)	(317,773.00)	(217,524.00)	(200,630.65)	(16,893.35)	92.23%
Funding from Development Escrow	56,250.00	-	-	-	-	-
Reserves from Sewer Capital Escrow Account	100,000.00	171,904.00	100,000.00	60,311.75	39,688.25	60.31%
Funding from Sewer Compliance Fee	213,000.00	155,921.00	138,000.00	44,507.52	93,492.48	32.25%
Draw from operating reserves	40,889.00	-	-	-	-	0.00%
Net Cashflow	-	10,052.00	20,476.00	(95,811.38)	116,287.38	-467.92%

Town of Smithfield Water Fund Budget						
Description	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget
Revenue						
Operating Revenue						
Water Sales	1,423,185.00	1,423,185.00	1,397,000.00	927,086.04	469,913.96	66.36%
Debt Service Revenue	189,712.00	189,712.00	188,970.00	121,630.37	67,339.63	64.36%
Miscellaneous	1,000.00	1,000.00	500.00	863.00	(363.00)	172.60%
Connection fees	16,500.00	16,500.00	9,900.00	10,560.00	(660.00)	106.67%
Application Fees	8,654.00	8,654.00	5,500.00	6,863.00	(1,363.00)	124.78%
Total Operating Revenue	1,639,051.00	1,639,051.00	1,601,870.00	1,067,002.41	534,867.59	66.61%
Town of Smithfield Water Fund Budget						
Description	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget
Expenses						
Salaries	403,940.00	353,310.00	353,310.00	256,597.85	96,712.15	72.63%
FICA	32,315.00	28,185.00	28,185.00	19,369.96	8,815.04	68.72%
VSRS	28,115.00	28,060.00	28,060.00	20,261.11	7,798.89	72.21%
Health	67,885.00	53,475.00	51,975.00	40,156.65	11,818.35	77.26%
Uniforms	3,255.00	2,500.00	3,255.00	1,063.31	2,191.69	32.67%
Contractual	12,000.00	12,000.00	15,000.00	10,165.66	4,834.34	67.77%
Legal & Audit	15,000.00	15,000.00	15,000.00	5,491.48	9,508.52	36.61%
Accreditation	-	2,000.00	2,000.00	1,542.33	457.67	77.12%
Maintenance & Repairs	21,000.00	21,000.00	21,000.00	10,728.19	10,271.81	51.09%
Water Tank Maintenance	105,091.00	103,650.00	103,650.00	77,469.87	26,180.13	74.74%
Water Tank Inspections	-	-	-	-	-	0.00%
Professional Services	20,000.00	50,750.00	-	10,871.85	(10,871.85)	0.00%
Regional Water Supply Study	1,689.00	1,763.00	1,839.00	1,322.25	516.75	71.90%
Data Processing	14,000.00	14,000.00	14,000.00	9,990.47	4,009.53	71.36%
Utilities	2,000.00	2,000.00	2,000.00	1,021.74	978.26	51.09%
Communications	13,000.00	13,000.00	13,000.00	7,745.02	5,254.98	59.58%
Insurance	26,900.00	25,620.00	25,200.00	25,197.56	2.44	99.99%
Materials & Supplies	75,000.00	75,000.00	75,000.00	47,070.75	27,929.25	62.76%
Gas and Tires	15,000.00	12,000.00	15,500.00	7,237.41	8,262.59	46.69%
Dues & Subscriptions	1,000.00	1,000.00	1,000.00	494.50	505.50	49.45%
Bank service charges	1,200.00	1,200.00	325.00	854.66	(529.66)	262.97%
Travel and Training	4,000.00	5,500.00	5,500.00	957.67	4,542.33	17.41%
Miscellaneous	9,500.00	9,500.00	9,500.00	9,244.66	255.34	97.31%
RO Annual costs	-	-	-	-	-	#DIV/0!
Power	103,560.00	103,560.00	120,075.00	71,704.41	48,370.59	59.72%
Chemicals	57,332.00	57,332.00	51,976.00	38,207.90	13,768.10	73.51%
HRSD	269,800.00	247,525.00	235,949.00	162,833.60	73,115.40	69.01%
Supplies	20,000.00	31,970.00	41,000.00	24,822.66	16,177.34	60.54%
Communication	9,030.00	-	-	-	-	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget
Travel and training	2,500.00	-	-			
Dues & Subscriptions	400.00	-	-			
Maintenance and Repairs	40,000.00	40,000.00	20,000.00	23,041.95		
Bad debt expense	-	-	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,374,512.00	1,310,900.00	1,260,799.00	885,465.47	378,375.48	70.23%
Operating Income before D&A Expense	264,539.00	328,151.00	341,071.00	181,536.94	156,492.11	53.23%
Depreciation & Amortization Expense	365,000.00	340,000.00	365,000.00	248,445.55	116,554.45	68.07%
Operating Income (Loss)	(100,461.00)	(11,849.00)	(23,929.00)	(66,908.61)	39,937.66	279.61%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	-	10,400.00	-	10,400.00	(10,400.00)	100.00%
Availability Fees	68,000.00	68,000.00	40,800.00	43,520.00	(2,720.00)	106.67%
Insurance Recoveries	-	4,996.00	-	4,996.65	(4,996.65)	100.00%
Interest Revenue	6,800.00	7,240.00	6,800.00	5,555.35	1,244.65	81.70%
Well Nest Construction Contribution	70,000.00	-	-	-	-	#DIV/0!
Interest Expense	(42,583.00)	(127,886.00)	(111,606.00)	(63,626.68)	(47,979.32)	57.01%
Total Nonoperating Revenues (Expenses)	102,217.00	(37,250.00)	(64,006.00)	845.32	(64,851.32)	-1.32%
Net Income (Loss)	1,756.00	(49,099.00)	(87,935.00)	(66,063.29)	(24,913.66)	75.13%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(10,400.00)	-	(10,400.00)	10,400.00	100.00%
Availability Fees	(68,000.00)	(68,000.00)	(40,800.00)	(43,520.00)	2,720.00	106.67%
Bad Debt Expense	-	-	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(189,712.00)	(189,712.00)	(188,970.00)	(121,630.37)	(67,339.63)	64.36%
Depreciation & Amort. Exp.	365,000.00	340,000.00	365,000.00	248,445.55	116,554.45	68.07%
Additional debt service costs-principal expense	(381,887.00)	(337,974.00)	(337,974.00)	(337,973.17)	(0.83)	100.00%
Total adjustments to CAFR	(274,599.00)	(266,086.00)	(195,244.00)	(265,077.99)	69,833.99	135.77%
Working adjusted income	(272,843.00)	(315,185.00)	(283,179.00)	(331,141.28)	44,920.33	116.94%

	Proposed Budget 2015/2016	Proposed Budget Rev 2014/2015	Adopted 2014/2015	Actual 3/31/2015	Remain Budget	% of Budget
Water Fund						
Net Operating Reserves (Deficit)	(272,843.00)	(315,185.00)	(283,179.00)	(331,141.28)	47,962.28	116.94%
Construction Standards Update	(3,321.00)	(3,321.00)	(3,321.00)	-	(3,321.00)	0.00%
Water Master Plan	(56,250.00)					
Vehicle/Equipment	(16,500.00)	(10,000.00)	(10,000.00)	(8,548.00)	(1,452.00)	85.48%
RO auxiliary diesel fuel tank (generator)	(5,100.00)					
RO Cleaning System Upgrades	(18,000.00)					
RO 3rd Stage Removal	(15,000.00)					
System Improvements (Hydrants/Tie-Ins)	(50,000.00)	(50,000.00)	(50,000.00)	(9,700.00)	(40,300.00)	19.40%
Main Street Water Main Upgrade Phase I	(240,093.49)					
Water line replacement (Cypress Creek Bridge)	(330,000.00)	(110,000.00)	(110,000.00)	-	(110,000.00)	0.00%
Net Capital Outlay	(734,264.49)	(173,321.00)	(173,321.00)	(18,248.00)	(155,073.00)	10.53%
Net Reserves (Deficit) after capital outlay	(1,007,107.49)	(488,506.00)	(456,500.00)	(349,389.28)	(107,110.72)	76.54%
Financing-Main St. Water Main, Water Line replace	570,093.49	-	-	-	-	0.00%
Operating reserves	-					
Water Treatment Escrow	38,100.00					
Water Development Escrow	56,250.00	-	-	-	-	0.00%
Water Capital Escrow	50,000.00	160,000.00	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	310,960.00	338,279.00	338,279.00	253,289.53	84,989.47	74.88%
Net Cashflow	18,296.00	9,773.00	41,779.00	(96,099.75)	137,878.75	-230.02%

SEWER**Revenues****Sewer Revenue**

Revenues through 4/28/15	469,815.94	8.5 billings completed
Estimate remainder billings	212,030.55	based on May 2014-Aug 2014
Add IOW Sewer manual billings	9,112.50	
Allowance for bad debt	(10,000.00)	
	680,958.99	round to \$681000
Total 2014	676,193.72	allowance for bad debt \$8101
Total 2013	653,564.11	

Sewer Compliance Fee

Revenues through 4/28/15	343,548.07	10 billings completed
Estimate remainder billings	152,733.78	based on 2 most current billings
	496,281.85	
Total 2014	493,191.70	
Total 2013	489,933.37	

Miscellaneous Revenue

Revenues through 4/28/15	127.58	check valve, 4" shear guard
		leave budget as is at \$1000
Total 2014	1091.83	scrap metal, sewer fittings, sewer parts
Total 2013	627.23	

Sewer Connection Fees

Revenues through 4/28/15	33,180.00	budget based on 15 connections-21 at \$1580 to date
		bump budget up to 25 connections-\$39500
Total 2014	32,370.00	Balance through April 2014 was \$18,150
Total 2013	44,240.00	Balance through April 2013 was \$33,180

Pro-rata share fees

Revenues through 4/28/15	13,525.00	Budget 2015 based on actual-no budget for 2016
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Collected on pro-rata share fees for 3 lots on Richmond Ave from HHJV LLC and 10 lots Montpelier Way (Smithfield Manor) from Dominion Building Corp. Also collected \$3125 in pro-rated utility fees for Carver Avenue from L&L Marine Inc (sewer only).

Total 2014	-
Total 2013	-

Availability Fees

Revenues through 4/28/15	82,400.00	budget based on 20 connections-20 at \$4120 to date
		bump budget up to 25 connections-\$103000

Total 2014	84,600.00	Balance through April 2014 was \$47520
Total 2013	115,360.00	Balance through April 2013 was \$90,640

Contributed capital

Revenues through 4/28/15 22,829.35

Principal portion of VRA Loan for James Street Pump Station-fully reimbursed by Smithfield Foods

Balance of the loan will be paid in FY2016 11,890.83

Interest Revenue

Revenues through 3/15 4,082.09

annualized 5,442.79 increase budget to \$5400 for 2015, leave at \$4500 for 2016
based on expected use of escrow funds

Total 2013 \$ 5,973.73

EXPENSES**Salaries**

Expenses through 3/15 \$ 163,053.35

annualized based on 6 payrolls \$ 223,125.64 leave budget as is for 2015-still have vacation/sick to accrue
remaining and 1 accrual payroll

2016 payroll per detail payroll worksheet showing 2% COLA & 1% VRS

FICA

Expenses through 3/15 \$ 12,155.60

% of payroll 7%

projected budget based on 8% of salary 16,633.98 leave at current budget of \$18195 for 2015

2016 FICA based on 8% of 2016 payroll projections

VSRS

Expenses through 3/15 \$ 13,664.45 reflects 9 payments

annualized \$18,219 leave budget as is for 2015

Projection for 2016 based on 7.72% of base salary (additional 1% charged to employees) for Plan 1, 6.72% for
Plan 2 and hybrids.

Health

Expenses through 3/15 \$ 28,882.81 reflects 8 payments

\$ 10,634.06 remaining 3 months

\$ 39,516.87 leave budget as is-based on current billing

annualized 38,510.41

2016 premiums based on 5.25% increase in health and 1.4% decrease in dental.

Uniforms

Expenses through 3/15	1,129.94	assume 8 billings
annualized	1,694.91	max 5% increase per year=2046-leave at \$2500 because of new employees/set up costs
Total 2014	1,785.37	
Total 2013	1,956.61	
Total 2012	2,276.45	
Total 2011	4,265.91	
Total 2010	3,458.65	
Total 2009	3,359.96	
Total 2008	2,644.99	

Audit & Legal Fees

Expenses through 3/15	4,492.18		2016
Legal	4,492.18	billings for 8 months	6,738.27
Audit	5,750.00	will show up in April	5,875.00
	10,242.18		12,613.27

annualized	12,488.27	leave budget at \$14,750
Per audit quote	\$ 23,000.00	50% is allocated to GF which equals \$11500
Quote for 2016	23,500.00	50% is allocated to GF which equals \$11750
Total 2014	13,020.94	
Total 2013	20,883.56	
Total 2012	17,404.13	
Total 2011	17,546.44	
Total 2010	18,743.85	
Total 2009	20,831.34	
Total 2008	20,244.33	

Accreditation

Expenses through 3/15	1,387.48	Per PW request, balance will be used this year for training registration.
Expenses for 2016	???	

HRPDC-sewer programs

Expenses through 3/15	591.00
Per amended memo from HRPDC total for 2015 should be 788.	
Per projected 2015-2016 draft	887.00

Professional Fees

Expenses through 3/15	10,110.00	Draper Aden expenses related to regional consent order meetings. This portion of their contract should be moved from capital to professional.
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Maintenance & Repairs

Expenses through 3/15	42,083.65	assume 8 billings
Adjusted expenses to date	<u>42,083.65</u>	
annualized	63,125.48	increase budget-includes find & fix-non-capital repairs
Total 2014	52,217.95	(Apr-Jun \$27056)
Total 2013	71,489.66	budget increased from \$50000-numerous noncapital repairs, impellers, pump expenses
Total 2012	45,635.93	
Total 2011	47,295.91	
Total 2010	45,432.89	
Total 2009	68,532.65	
Total 2008	40,464.38	

VAC Truck Maint & Repairs

Expenses through 3/15	-	assume 8 billings
annualized	-	leave budget for now
Total 2014	4,669.28	
Total 2013	2,398.71	
Total 2012	5,249.51	

Data Processing

Expenses through 3/15	\$ 9,990.47	
Annualized	<u>\$ 14,985.71</u>	leave budget at \$14000
Total 2014	13,244.83	
Total 2013	13,303.00	
Total 2012	12,601.58	
Total 2011	12,892.50	
Total 2010	14,940.68	
Total 2009	13,448.91	
Total 2008	13,404.48	

Add \$1500 for 2012 in anticipation of MUNIS programming costs.

Dues & Subscriptions

Expenses through 3/15	14.50	
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Annualized	21.75	reduce budget to \$50
Total 2014	44.50	
Total 2013	29.00	
Total 2012	129.00	
Total 2011	53.17	
Total 2010	29.00	
Total 2009	46.50	
Total 2008	17.50	

Utilities

Expenses through 4/15	37,750.03	assume 9 billings	last year through March \$33,395.65
2014 bills apr-jun	9,848.83		
	<u>47,598.86</u>		

Annualized	50,333.37	increase budget to \$51000
Total 2014	43,244.48	
Total 2013	40,362.32	
Total 2012	38,055.64	
Total 2011	35,170.74	
Total 2010	35,588.53	
Total 2009	46,778.45	had 4 months of large DVP bills around \$4000 each
Total 2008	37,830.55	

	<u>DVP</u>	<u>Comm Electric</u>	<u>Total</u>
14-Jul	2,563.97	254.70	2,818.67
14-Aug	2,487.64	242.34	2,729.98
14-Sep	2,992.99	278.82	3,271.81
14-Oct	2,531.39	219.22	2,750.61
14-Nov	2,531.39	239.62	2,771.01
14-Dec	5,201.44	564.59	5,766.03
15-Jan	5,435.39	694.23	6,129.62
15-Feb	5,455.01	685.24	6,140.25
15-Mar	4,546.66	825.39	5,372.05
	<u>33,745.88</u>	<u>4,004.15</u>	<u>37,750.03</u>
est. remaining	<u>10,000.00</u>	<u>2,475.00</u>	<u>12,475.00</u>
	43,745.88	6,479.15	50,225.03

Comm Elect

3 phase -sewage pump

Acct #2601			
Dist Chgs	213.75	<u>200KWH@.043010</u>	<u>6520@.029010</u>
Svc Chgs	560.31	6720 KWH	.046240+.037140
Sales tax	0.16		
	<u>774.22</u>		

Dominion
6489 KWH

DVP Comm Electric Total

13-Jul	2,798.12	229.39	3,027.51	
13-Aug	2,661.79	233.93	2,895.72	
13-Sep	2,543.92	214.97	2,758.89	
13-Oct	2,638.04	187.06	2,825.10	
13-Nov	3,103.80	207.30	3,311.10	
13-Dec	4,276.44	257.81	4,534.25	
14-Jan	4,344.70	344.91	4,689.61	
14-Feb	4,382.29	441.00	4,823.29	
14-Mar	4,213.15	317.03	4,530.18	33,395.65
14-Apr	3,593.99	279.61	3,873.60	
14-May	2,877.77	197.24	3,075.01	
14-Jun	2,666.78	233.44	2,900.22	
	40,100.79	3,143.69	43,244.48	

Comm Elect

Acct #2601			
Dist Chgs	94.23	200KWH@.043010	2400@.029010
Svc Chgs	174.85	2600 KWH	.046240+.037140
Sales tax	0.41		
	269.49		

Dominion includes multiple accounts
5510 KWH

Jeff is checking run times because rates have not changed.

SCADA (operating costs)

Expenses through 4/15	3,429.28	assume 9 billings
Annualized	4,572.37	leave budget at \$6000
Total 2014	6,640.77	
Total 2013	18,246.10	
Total 2012	3,157.23	
Total 2011	2,063.42	
Total 2010	3,311.00	
Total 2009	15,293.58	
Total 2008	673.90	

Telephone

Expenses through 4/15	7,829.56	assume 8 billings-Charter not paid in April
	4,000.00	(estimate \$1000 each for last 4 billings)
	11,829.56	leave budget at \$12000
Annualized	11,744.34	

Total 2014	10,186.32
Total 2013	10,516.16
Total 2012	11,378.88
Total 2011	14,456.25
Total 2010	13,690.15
Total 2009	19,329.34
Total 2008	15,199.61

Insurance

Expense through 4/15	15,894.52
workers' comp audit 2014	<u>553.00</u>
	16,447.52

This expense covers 4 quarters of VML billing.

2016 based on 5% increase	17,269.90
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Total 2014	15,936.20
Total 2013	15,366.64
Total 2012	13,980.44
Total 2011	15,298.62
Total 2010	12,696.36
Total 2009	15,956.00
Total 2008	16,035.62

Materials & Supplies

Expenses through 4/15	24,766.40	assume 9 bilings
Annualized	33,021.87	leave budget at \$46000-won't know total until year end inventory is counted.
Total 2014	36,507.38	
Total 2013	60,652.73	
Total 2012	42,862.17	
Total 2011	43,718.70	
Total 2010	45,432.89	
Total 2009	38,812.22	
Total 2008	29,349.56	

Truck Operations

Expenses through 3/15	4,274.23	
annualized	6,411.35	lower budget to \$9000 for 2015 Bump back up to \$12000 for 2016
Total 2014	8,944.44	
Total 2013	10,569.18	
Total 2012	13,010.29	
Total 2011	13,692.47	
Total 2010	9,864.52	
Total 2009	13,110.24	
Total 2008	12,534.33	

Travel & Training

Expenses through 4/15	125.00
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annualized	166.67	leave budget as is for 2015-PW staff attended conference in April-expenses not yet posted
Total 2014	683.33	
Total 2013	3,394.00	
Total 2012	2,450.85	
Total 2011	3,527.50	
Total 2010	2,503.36	
Total 2009	2,582.05	
Total 2008	404.19	

Contractual

Expenses through 4/15	1,977.32	assume 9 billings
annualized	2,636.43	reduce budget to \$3000 for 2015, \$3500 for \$2016
Total 2014	2,330.80	
Total 2013	3,331.62	
Total 2012	214.99	
Total 2011	4,219.25	
Total 2010	1,746.55	
Total 2009	1,265.00	
Total 2008	2,162.55	
VUPS	1,126.65	Miss Utilities tickets for 8 months
Pubworks	719.00	workorder system
Specter Instruments	131.67	annual renewal of esp support contract for WIN-911
	<u>1,977.32</u>	
estimated balance of VUPS	<u>800.00</u>	
	2,777.32	

Miscellaneous

Expenses through 3/15	486.10	
annualized	648.13	leave budget at \$600
Total 2014	522.04	
Total 2013	451.50	
Total 2012	239.46	
Total 2011	5,677.31	Mrs. Joyce waterline relocation/Excel repair work at Moody house.
Total 2010	578.92	
Total 2009	178.71	
Total 2008	156.56	

Bad Debt Expense

Budget for 2013	-	eliminate-using allowance for doubtful accounts write offs posted against revenue
Total 2014	-	
Total 2013	900.85	
Total 2012	4,126.92	

Total 2011	2,392.60
Total 2010	347.49
Total 2009	3,836.57
Total 2008	2,853.97

Bank Service Charges

Expenses through 3/15 - US BANK pro-rata trustee fees on loan-always charged in past

Total 2014	-
Total 2013	-
Total 2012	328.37
Total 2011	328.00
Total 2010	325.00
Total 2009	325.00
Total 2008	326.50

Interest Expense

Per amortization schedules

Sewer Capital**Sewer**

	2015/2016 Proposed Budget	2014/2015 Amended Budget	2014/2015 Proposed Budget	2013/2014 Amended Budget	2013/2014 Adopted Budget	2012/2013 Amended Budget	2011/2012 Proposed Amended Budget
Sewer SSO Consent Order		5,000.00	3,000.00	65,000.00	325,000.00	660,000.00	833,000.00
Sewer Storage Shed				12,000.00			
MOA Compliance Plan	40,000.00	10,000.00	50,000.00				
MOA Flow Monitoring	25,000.00	25,000.00	25,000.00				
MOA CIP Development	28,000.00	7,000.00	35,000.00				
RWWMP Development Coord Assistance	20,000.00	5,000.00	25,000.00				
Construction Standards Update	3,321.00	3,321.00	3,321.00	-	4,201.00	281.00	
Hydrogen Sulfide Analysis	-		-				
Sewer Master Plan	56,250.00	-	-				-
Pump Station Upgrades/damage repair		15,413.00	-	100,000.00	100,000.00		
SCADA		34,552.00					
ARC Flash			-	35,000.00			-
Manhole inspections/repairs						100,000.00	100,000.00
PW Security Gate				2,625.00	2,625.00		
Work Order System				6,250.00	6,250.00	-	-
Sewer Extension		22,000.00					
CCTV & CIPP lining		47,834.00					
Fiberglass pump		20,210.00					
Submersible pumps		38,630.00					
By-pass pump	100,000.00	91,064.00					
Sewer Capital Repairs	100,000.00	26,535.00	100,000.00	65,000.00	100,000.00	-	-
Truck	16,500.00	10,000.00	10,000.00	10,000.00	10,000.00	17,500.00	15,000.00

Total	389,071.00	361,559.00	251,321.00	295,875.00	548,076.00	777,781.00	948,000.00	5/14/2015
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Notes:

1) Details of Sewer Consent Order:

Planned budget for 2013	300,000.00
Additional Flow Monitoring Equipment	150,000.00
ARC Flash	35,000.00
HRSD Coordination and General SOBC Assistance	80,000.00
Capacity Assessment/Level of Service Determination	35,000.00
Regional Consolidation Study Assistance	25,000.00
Minton Way Basin CCTV Inspection	35,000.00
	-
	<u>660,000.00</u>

2) Details of Sewer Consent Order:

Planned budget for 2012	400,000.00	400,000.00
Rehab Plan Adjustments	50,000.00	50,000.00
ARC Flash	35,000.00	(35,000.00)
Additional Flow Monitoring Equipment	150,000.00	150,000.00
MOM Program Phase 2-Full Hydraulic Model	50,000.00	(50,000.00)
REW-Upgrade SCADA	<u>148,000.00</u>	<u>148,000.00</u>
	833,000.00	663,000.00

Consent Order History

	Budget	Actual	
FY2008	427,230.00	484,106.60	
FY2009	660,000.00	447,805.81	
FY2010	680,000.00	217,695.00	
FY2011 (includes vac truck)	500,550.00	455,354.51	
FY2012	833,000.00	587,648.65	
FY2013	660,000.00	684,557.19	some find/fix
FY2014	<u>65,000.00</u>	<u>49,023.50</u>	
	3,825,780.00	2,926,191.26	
Projected FY2015 budget	<u>77,834.00</u>	53,168.42	through 3/15
Total budgets (includes rollovers)	3,903,614.00		
Original project planned		<u>3,067,230.00</u>	
Balance remaining on original project cost		87,870.32	

WATER

Water Revenue

Revenues through 4/15	981,632.52	8.5 billings completed
Estimate remainder billings	451,552.63	based on May 2014-Aug 2014
Allowance for bad debt	(10,000.00)	
	<u>\$ 1,423,185.15</u>	

Total 2014	1,418,338.80
Total 2013	1,181,391.66

Debt Service Revenue

Revenues through 4/15	131,457.47	10 billings completed
Estimate remainder billings	<u>58,255.43</u>	based on May 2014-Aug 2014
	189,712.90	

<u>Projected 2016</u>	185,587.02
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Total 2014	194,705.93
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Miscellaneous

Revenues through 4/15	938.00	meter box/lid, line setters
		bump to \$1000
Total 2014	2,776.80	
Total 2013	1,047.12	

Water Connection Fees

Revenues through 4/15	14,520.00	budget based on 15 connections-22 at \$660 to date
Assume 20 new connects per	<u>1,980.00</u>	bump budget up to 25 connections-\$16500
	16,500.00	
Total 2014	13,490.00	
Total 2013	18,480.00	

Application fees

Revenues through 4/15	7,534.00	through 10 periods
Annualized	9,040.80	increase budget to \$8654
Total 2014	6,749.00	
Total 2013	5,869.00	
Total 2012	5,234.00	

Pro-rata share fees

Revenues through 4/28/15	10,400.00	Budget 2015 based on actual-no budget for 2016
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Collected on pro-rata share fees for 3 lots on Richmond Ave from HHJV LLC and 10 lots Montpellier Way (Smithfield Manor) from Dominion Building Corp.

Total 2014	-
Total 2013	-

Availability Fees

Revenues through 4/30/15	57,120.00	budget based on 15 connections-21 connections to date
Assume 25 new connects	<u>10,880.00</u>	(at \$2720 each)
	<u>68,000.00</u>	

Total 2014	56,040.00
Total 2013	76,160.00

Insurance Recoveries

Revenues through 4/30/15	4,996.65
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Represents \$4,996.65 paid by Canal Insurance Co. for damages caused by AVES when a truck hit a fire hydrant on Red Pt. Dr.

Interest Revenue

Revenues through 3/15	5,555.35	
annualized	7,407.13	revise budget to \$7240 for 2015, leave 2016 at \$6800 for expected use of escrow funds
Total 2014	6,923.09	
Total 2013	6,248.35	

Expenses

Salaries

Expenses through 3/15	\$ 256,597.85	
annualized based on 6 payrolls remaining and 1 accrual payroll	\$ 351,133.90	leave current budget as is-still have vacation/sick to accrue at year end

2016 payroll per detail payroll worksheet showing 2% COLA & 1% VRS

FICA

Expenses through 3/15	\$ 19,369.96
% of payroll	8%

2015 budget based on 8% of salary	26,506.26	leave at current budget for 2015
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Projection for 2015 based on 7.72% of base salary (additional 1% charged to employees) for Plan 1, 6.72% for Plan 2 and hybrids.

VSRS

Expenses through 3/15 \$ 20,261.11 reflects 9 payments

annualized 27,014.81 leave current budget as is.

Projection for 2016 based on 7.72% of base salary (additional 1% charged to employees) for Plan 1, 6.72% for Plan 2 and hybrids.

Health

Expenses through 3/15 \$ 40,156.65 reflects 9 payments

\$ 13,316.92 remaining 3 months

\$ 53,473.57

annualized 53,542.20 2 new employees budgeted for 2016

2016 premiums based on 5.25% increase in health and 1.4% decrease in dental.

Uniforms

Expenses through 3/15 1,063.31 assume 8 billings

annualized 1,594.97 leave budget as is for 2016-new employees have set up charges-annual increase of 5% to be applied reduce 2015 to \$2500

Total 2014 2,332.23
Total 2013 2,892.14
Total 2012 2,417.17
Total 2011 4,265.91
Total 2010 3,346.44
Total 2009 2,987.72
Total 2008 2,368.75

Contractual

Expenses through 4/15 10,570.66 assume 8 billings

annualized 14,094.21 leave budget at \$12000

Total 2014 11,501.75
Total 2013 14,501.78
Total 2012 11,702.75
Total 2011 4,219.25
Total 2010 6,341.00
Total 2009 4,301.93
Total 2008 4,227.82

2015

James R Read-water testing 3,915.00
Win-911 Software 131.66
HD Supply Waterworks 750.00 software support-handhelds
HD Supply Waterworks 5,055.00 hardware support-handhelds

Pubworks	719.00	
	<u>10,570.66</u>	
HIKO Inc	50.00	annual lift inspection
est balance James R Read	<u>1,215.00</u>	
	<u>11,835.66</u>	reduce budget to \$12000

2014

J R Reed	5,040.00	water sampling
HIKO Inc	50.00	annual lift inspection
Treasurer of VA	78.00	
Pubworks	528.75	inventory system
HD Supply Waterworks	750.00	software support-handhelds
HD Supply Waterworks	<u>5,055.00</u>	hardware support-handhelds
	11,501.75	

Legal & Audit

Expenses through 4/15	5,491.48		<u>2016</u>
Legal	5,491.48	billings for 8 months	8,237.22
Audit	<u>5,750.00</u>	will show up in April	<u>5,875.00</u>
	11,241.48		14,112.22

annualized	13,987.22	leave budget at \$15000
Per audit quote	\$ 23,000.00	50% is allocated to GF which equals \$11500
Quote for 2016	23,500.00	50% is allocated to GF which equals \$11750
Total 2014	13,140.94	
Total 2013	25,222.26	DEQ permitting
Total 2012	18,770.13	
Total 2011	17,546.44	
Total 2010	18,743.85	
Total 2009	20,831.34	
Total 2008	20,244.33	

Accreditation

Expenses through 4/15	1,542.33	Per PW request, balance will be used this year for training registration.
Expenses for 2016	???	

Repairs & Maintenance

Expenses through 3/15	10,728.19	assume 8 billings
annualized	16,092.29	leave budget at \$21000
Total 2014	17,364.74	
Total 2013	22,822.53	

Total 2012	19,656.93
Total 2011	10,628.94
Total 2010	12,109.85
Total 2009	36,861.97
Total 2008	6,434.03

Water Tank Maintenance

Expenses through 3/15	77,469.87
4th quarter on May council agenda	<u>26,181.44</u>
	<u>103,651.31</u>

2016 Per Public Utilities department-contract 105,091.00 Per Caldwell add 1.39% CPI increase for next year

Professional Services

Expenses through 4/15	12,351.85	not sure if there will be additional expense for this line item
balance Kimley Horn contract to WTP	4,410.00	
Draper Aden invoice 5/1/15	<u>2,955.00</u>	DEQ Monitoring Well Site Survey
	<u>19,716.85</u>	

annualized 16,469.13

Note: New contract signed with Kimley Horn in March 2015 for \$30,750 for additional testing for RO discharge

2015

Kimley Horn	10,206.85	Discharge analysis-WTP
Draper Aden	665.00	Fire Flow Policy Review
Draper Aden	1,480.00	Well Nest/DEQ Ground Water Withdrawal Permit Compliance

2014

Kimley Horn 28,546.36 RO Discharge alternatives

2013

Arthur Russnow	1,351.75	professional hydrogeologic services for DEQ meeting
Buchart Horn	1,952.34	DEQ meeting

Total 2013	3,304.09	
Total 2010	335.00	
Total 2009	1,000.00	Arbitrage analysis
Total 2008	-	

Clark Nexsen 15,098.00 review of Smfd Water Tank inspection report & budget estimates for repairs

Regional Water Supply Study

Expenses through 4/15 1,322.25

Per amended memo from HRPDC total for 2015 should be 1763.

Per projected 2015-2016 draft 1,689.00

Data Processing

Expenses through 3/15	\$ 9,990.47	assume 8 billings
Annualized	\$ 14,985.71	leave budget at \$14000 deposit program adjustment to be billed BAI
Total 2014	13,244.83	
Total 2013	13,303.00	
Total 2012	12,601.58	
Total 2011	12,892.50	
Total 2010	14,940.68	
Total 2009	13,448.91	
Total 2008	13,404.48	

Add \$1500 for 2012 in anticipation of MUNIS programming costs.

Utilities

Expenses through 4/15	1,280.60	assume 9 billings
Annualized	1,707.47	leave budget at \$2000
Total 2014	1,585.91	
Total 2013	1,315.70	
Total 2012	9,016.66	RO went live in the fall and electric bill transferred to RO expense line item
Total 2011	69,626.06	included RO under construction
Total 2010	39,724.11	
Total 2009	46,391.16	
Total 2008	43,180.49	

Note: RO plant under construction.

Communications

Expenses through 4/15	8,748.50	assume 9 billing periods
Annualized	11,664.67	Leave budget at \$13000
Total 2014	10,119.28	
Total 2013	10,622.12	
Total 2012	14,096.80	
Total 2011	11,567.08	
Total 2010	10,070.54	
Total 2009	12,296.49	
Total 2008	5,237.41	

Insurance

Expense through 4/5/13	25,197.56	premium adjustment for RO plant
workers' comp audit 2014	420.00	
	<u>25,617.56</u>	

This expense covers all 4 quarters of VML billing.

2016 based on 5% increase	26,898.44
Total 2014	26,858.16
Total 2013	25,199.65
Total 2012	15,919.80
Total 2011	14,555.09
Total 2010	14,733.21
Total 2009	20,165.59
Total 2008	19,493.96

Materials & Supplies

Expenses through 4/15	48,897.78	assume 9 billings
Annualized	65,197.04	leave budget at \$75,000-still unsure of inventory fall out
Total 2014	42,697.62	
Total 2013	25,688.27	
Total 2012	148,718.38	inventory adjustment
Total 2011	26,188.08	
Total 2010	95,525.83	
Total 2009	65,253.70	
Total 2008	111,726.20	

Gas & Tires

Expenses through 3/15	7,237.41	
Annualized	10,217.52	Reduce budget to \$12000 for 2015
Total 2014	14,318.14	
Total 2013	13,043.89	
Total 2012	14,377.79	
Total 2011	12,415.15	
Total 2010	9,518.08	
Total 2009	11,636.96	
Total 2008	11,104.67	

Dues & Subscriptions

Expenses through 3/15	494.50	assume 9 billing periods
Annualized	659.33	leave budget at \$1000
Total 2014	926.50	
Total 2013	993.00	
Total 2012	824.00	
Total 2011	682.16	
Total 2010	336.66	
Total 2009	751.50	
Total 2008	547.50	

Bank Service Charges

Expenses through 3/15	854.66	
Annualized	1,139.55	bump up to \$1200 using credit cards for water payments/deposits numerous deposits returned for insufficient funds
Total 2014	470.58	
Total 2013	-	
Total 2010	410.90	
Total 2009	319.34	
Total 2008	365.00	

Travel & Training

Expenses through 4/15	957.67	assume 8 billings
annualized	1,436.51	leave at \$5500 (travel expenses not yet recorded) Jeff/Jessie AWWA Conference
Total 2014	2,031.40	
Total 2013	2,550.80	
Total 2010	1,241.35	
Total 2009	3,300.84	
Total 2008	2,153.34	

Miscellaneous

Expenses through 4/15	9,244.66	
annualized	13,866.99	leave budget at \$9500-not sure of increase in VDH fees
Total 2014	9,044.93	
Total 2013	9,159.94	
Total 2010	7,087.68	\$5969.60 VDH
Total 2009	5,889.53	\$5735.92 VDH
Total 2008	5,873.40	

VDH-Waterworks Technical	8,758.55	represents all 4 qtrly pmnts--waterworks operation fee
Harris Chiropractic	-	CDL physicals
Isle of Wight County Health Dept	172.78	immunizations (hep A & B)
Sentara Obici	313.33	hearing tests
	<u>9,244.66</u>	

RO Costs

Expenses through 4/15	337,649.69	
annualized	450,199.59	leave budget as is-add 9% to HRSD charges not sure how this may be affected with water discharge analysis

Total 2014	428,685.61
Total 2013	390,465.00

	428,685.61
	<u>(213,382.00) hrsd</u>
	215,303.61 other

	469,000.00
	<u>(247,338.00) est hrsd</u>
	221,662.00 other

	469,000.00
	<u>(269,598.00) est hrsd 9%</u>
	199,402.00 bump other back up to \$232822

	232,822.00
	<u>269,598.00</u>
	502,420.00

Bad Debt Expenses

- eliminate-using allowance for doubtful accounts
write offs posted against revenue

Total 2014	-
Total 2013	1,127.21
Total 2012	6,745.16
Total 2011	5,270.19

Well Nest Construction Contribution

70,000.00

Required by DEQ as part of the town's permit approval. To be paid to Smithfield Foods.

Interest Expense

Per amortization schedules

Capital

Per CIP and departmental budget requests. Will need to consider financing and/or raising the debt service fee to include debt payments for financing in addition to RO Plant.

PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project
Multi-Year 2
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

- PRELIM ACQ LETTER RECEIVED BY OWNER
 - APPRAISAL COMPLETE
 - OFFER TO PURCHASE ACCEPTED
 - OFFER TO PURCHASE DECLINED
 - RELOCATION COMPLETE/IN PROCESS
 - DEMOLITION IN PROCESS
 - PROPERTIES ACQUIRED IN MY1
- O OWNER OCCUPIED
 R RENTER OCCUPIED
 8 SECTION 8 TENANT



May 2015
COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR MAY 2015

Locality: Town of Smithfield Contract #: 13-01 MY2 Prepared by: Michael Paul Dodson, CFM
Project Name: Pinewood Heights Phase II Contract Completion Date: 08/27/2015 Date: 05/15/2015

FINANCIALS

CDBG Contract Amount: \$375,280 Leverage Amount: \$589,894
CDBG Amount Expended: \$0 Leverage Amount Expended: \$0

CUMULATIVE CONSTRUCTION PROGRESS
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: / /

When was the last Management Team meeting? 05/12/2015 Next meeting? 07/14/2015

Budget: Is project proceeding within the approved budget? Yes No If no, revision will be furnished by: / /

Technical Assistance Required? Yes No If yes, in what area(s)?

Status: All purchase offers have been accepted. The residents at 52 and 54 have all been relocated. The tenant at 52 Carver has been relocated and now is an owner in Isle of Wight County. The tenant/heir at 54 Carver has relocated to a new apartment. The Town owns 54 Carver and its has been secured. Title issues are preventing the closings on 52 Carver. Options for the closing will be given to the Town's staff and attorney. The owner of 53 Carver is having a new home built in Jersey Park that should be ready in 15-20 days. 110/111 Carver residents are still looking for a new home but have completed their respective applications. 110 Carver cannot be relocated until July 1st due to the closing of the Isle of Wight Housing office. The owners of 44 Carver have accepted their offers to sale and we are working on relocation actions now that would place them in a new purchased home.

Are problems anticipated? None

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=2)

- Owner Occupied Homes
 - 1) 44 Carver
 - 2) 53 Carver
- Preliminary Acquisition Letters Sent 2
 - 1) 44 Carver
 - 2) 53 Carver
- Appraisals Completed 2
 - 1) 44 Carver
 - 2) 53 Carver
- Review Appraisals Completed 2
 - 1) 44 Carver
 - 2) 53 Carver
- Offer to Purchase Letters Sent 2
 - 1) 44 Carver
 - 2) 53 Carver
- Offers Accepted 2
 - 1) 44 Carver
 - 2) 53 Carver
- Properties Closed On 0

Tenant-Occupied Acquisition (Goal=4)

- Tenant Occupied Homes
 - 1) 52 Carver
 - 2) 54 Carver
 - Preliminary Acquisition Letters Sent 4
 - 2) 52 Carver
 - 2) 54 Carver
 - Appraisals Completed 4
 - 1) 52 Carver
 - 2) 54 Carver
 - Review Appraisals Completed 4
 - 1) 52 Carver
 - 2) 54 Carver
 - Offer to Purchase Letters Sent 4
 - 1) 52 Carver
 - 2) 54 Carver
 - Offers Accepted 4
 - 1) 52 Carver
 - 2) 54 Carver
 - Properties Closed On 2
 - 1) 54 Carver
- | | | |
|--|---------------|---------------|
| | 3) 110 Carver | 4) 111 Carver |
| | 3) 110 Carver | 4) 111 Carver |
| | 3) 110 Carver | 4) 111 Carver |
| | 3) 110 Carver | 4) 111 Carver |
| | 3) 110 Carver | 4) 111 Carver |
| | 3) 110 Carver | 4) 111 Carver |

Owner-Occupied Relocation (Goal=2)

- Owner Occupied Homes
 - 1) 44 Carver
 - 2) 53 Carver
- Household Surveys Completed 2
 - 1) 44 Carver
 - 2) 53 Carver
- Income Verifications Completed 2
 - 1) 44 Carver
 - 2) 53 Carver

Eligibility of Relocation Letters Sent 2
1) 44 Carver 3) 53 Carver
Comparable Units Found and Inspected 2
1) 44 Carver 3) 53 Carver
Households Relocated 0

Market-Rate, Renter-Occupied Relocation (Goal=3)

Market-Rate Occupied Homes
1) 52 Carver 2) 54 Carver 3) 111 Carver
Household Surveys Completed 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Income Verifications Completed 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Eligibility of Relocation Letters Sent 3
1) 52 Carver 2) 54 Carver 3) 111 Carver
Comparable Units Found and Inspected 2
1) 52 Carver 2) 54 Carver
Households Relocated 2
1) 52 Carver 2) 54 Carver

Section 8, Renter-Occupied Relocation (Goal=1)

Section 8 Occupied Homes
1) 110 Carver
Household Surveys Completed 1
1) 110 Carver
Income Verifications Completed 1
1) 110 Carver
Eligibility of Relocation Letters Sent 1
1) 110 Carver
Comparable Units Found and Inspected 0

Households Relocated 0

Demolition (Goal=6)

Units to be Demolished
1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver 5) 110 Carver 6) 111 Carver
Units that have been Demolished 0

**STAFF REPORT TO THE
PLANNING COMMISSION**

June 2, 2015

**COMPREHENSIVE PLAN REVIEW
GROWTH AREA MAP**

*****PUBLIC HEARING*****

Applicant Name & Address

Town of Smithfield
310 Institute Street
P. O. Box 246
Smithfield, VA 23431

Project Overview

Following several regular Planning Commission meetings and special work sessions of the Planning Commission regarding future land use within the town limits and potential growth areas outside of it, there was a consensus of the Planning Commission to bring the Future Land Use and Growth Area Map before the public for their input at a hearing.

A public hearing was held on the map at the Planning Commission's February 10, 2015 meeting, where it was tabled for further consideration at their March 10, 2015 meeting.

Discussion took place on the map at the March 10, 2015 Planning Commission meeting. The map was subsequently tabled until the next Planning Commission meeting.

Further discussion took place on the map at the April 14, 2015 Planning Commission meeting. There was a consensus of the Planning Commission to separate the Future Land Use and the Growth Area Map sections of the map, to remove Gatling Pointe and Battery Park from the Growth Area Map, and to bring the revised Growth Area Map before the public for their input at a hearing at the May 12, 2015 meeting.

At their May 12, 2015 meeting, following a public hearing, the Planning Commission recommended approval of the revised Growth Area Map to the Town Council.

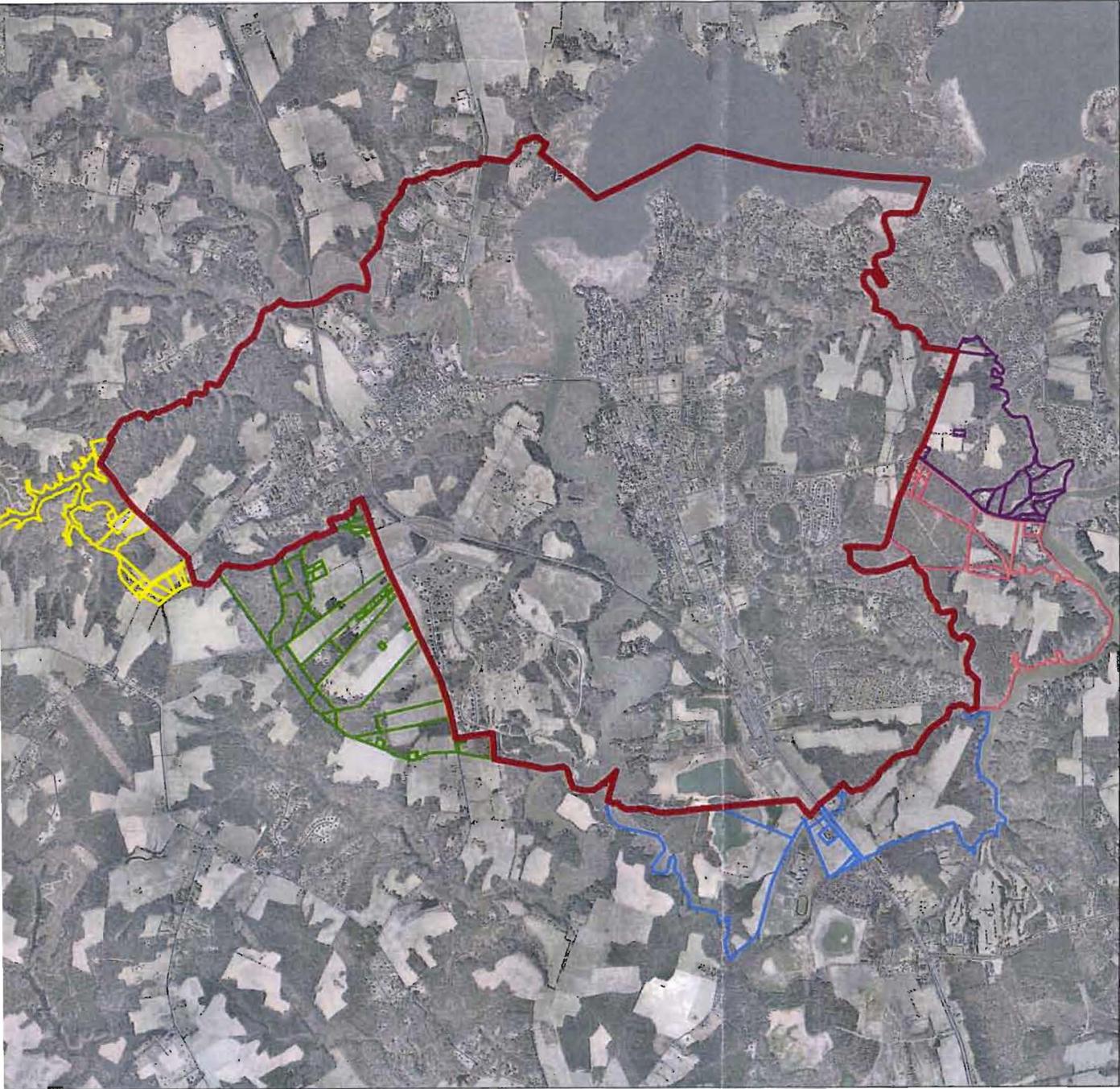
Staff Comments

Please find enclosed a copy of the April 15, 2015 Growth Area Map.

Please give me a call or an email prior to the meeting with any questions about this item.
(William Saunders at 365-4266 or wsaunders@smithfieldva.gov)

The Town of
SMITHFIELD
VIRGINIA
GROWTH AREAS

-  Town Boundary
-  Northeastern Growth Sector
-  Eastern Growth Sector
-  Southern Growth Sector
-  Southwestern Growth Sector
-  Western Growth Area



Map Created by
William Saunders
April 15, 2015

Parks and Recreation Committee Report

May 2015

Event Listing (since last committee meetings)

OTP	Day	Date	Event Type	Location
	Mon	Apr 27	Photography Class	Smithfield Center
			Committee Meetings	Smithfield Center
	Tue	Apr 28	Committee Meetings	Smithfield Center
	Wed	Apr 29	Smithfield Center Staff Training-Fire Safety	Smithfield Center
			Staff Meeting	Smithfield Center
			Taste of Smithfield	Smithfield Center
OTP	Fri	May 1	WCFB Get Away Gala (Park 5th Birthday Events)	Smithfield Center
	Sat	May 2	Wedding Reception	Smithfield Center
			Wedding	Clontz Park
OTP			Optimist 5 K (Park 5th Birthday Events)	Windsor Castle
	Mon	May 4	TRIAD	Smithfield Center
	Tue	May 5	WCFB Meeting	Smithfield Center
			Town Council	Smithfield Center
	Wed	May 6	Business Conference	Smithfield Center
			Isle of Wight County Employee Service Awards	Smithfield Center
	Thu	May 7	Business Conference	Smithfield Center
	Fri	May 8	Kings Fork Prom	Smithfield Center
	Sat	May 9	Birthday Party	Smithfield Center
OTP			Dog Jog and Paw Fest (Park 5th Birthday Events)	Windsor Castle
	Mon	May 11	Isle of Wight County ISLE 2040 Public Forum	Smithfield Center
	Tue	May 12	Town Benefits Open Enrollment Session	Smithfield Center
			Isle of Wight Schools Teacher Retirement Banquet	Smithfield Center
			Pinewood Heights Meeting	Smithfield Center
			Planning Commission	Smithfield Center
	Wed	May 13	Staff Meeting	Smithfield Center
	Thu	May 14	Wedding & Reception	Smithfield Center
	Sat	May 16	Smithfield Prom	Smithfield Center
OTP			Windsor Castle Community Day (Park 5th Birthday Events)	Windsor Castle
			Wedding	Windsor Castle
OTP			Mustang Car Show	Main Street
	Sun	May 17	Retirement Banquet	Smithfield Center
			Cub Scout Picnic	Windsor Castle
			Memorial Service	Windsor Castle

Parks and Recreation Committee Report

May 2015

Upcoming Events to Note				
OTP	Day	Date	Event Type	Location
OTP	Sat	May 23	Peninsula Bike Race	Windsor Castle
OTP	Mon	May 25	Memorial Day Service	Veterans Memorial
OTP	Thu	Jun 4	State of the County Breakfast	Smithfield Center
OTP	Sat	Jun 27	Olden Days	Main Street

Programming

Kayak Rentals at Windsor Castle Park

	Item Name	Category	Items Sold	Gross Sales	Items Refunded	Refunds	Discounts	Net Sales	Tax	Notes	Staff Hours Per Weekend	
5/2/2015	C. Bottled Water/Soda	Food & Beverage	4	\$3.78	0	\$0.00	\$0.00	\$3.78	\$0.22		Hours included 18.5 training	
	A. Kayak	Kayak Rentals	4	\$40.00	0	\$0.00	\$0.00	\$40.00	\$0.00			
5/9/2015	C. Bottled Water/Soda	Food & Beverage	2	\$1.89	0	\$0.00	\$0.00	\$1.89	\$0.11		18	
	A. Kayak	Kayak Rentals	15	\$150.00	0	\$0.00	\$0.00	\$150.00	\$0.00	Closed 2 hours early on		
	B. Tandem Kayak	Kayak Rentals	10	\$200.00	0	\$0.00	\$0.00	\$200.00	\$0.00			
								Totals	\$395.67	\$0.33	36.5	\$365.00



Parks and Recreation Committee Report

May 2015

Park Programming

Fortified Fitness submitted an application and is once again offering boot camp style classes at the park. The current offering is once a week, each Saturday at 8 AM. I will report attendance and revenue generated monthly.

Eco Counter Data for Windsor Castle Park

April 23-May 14, 2015 • Total Traffic: **4,197** • Daily Average: **382** • Busiest Day of the Week: **Monday**

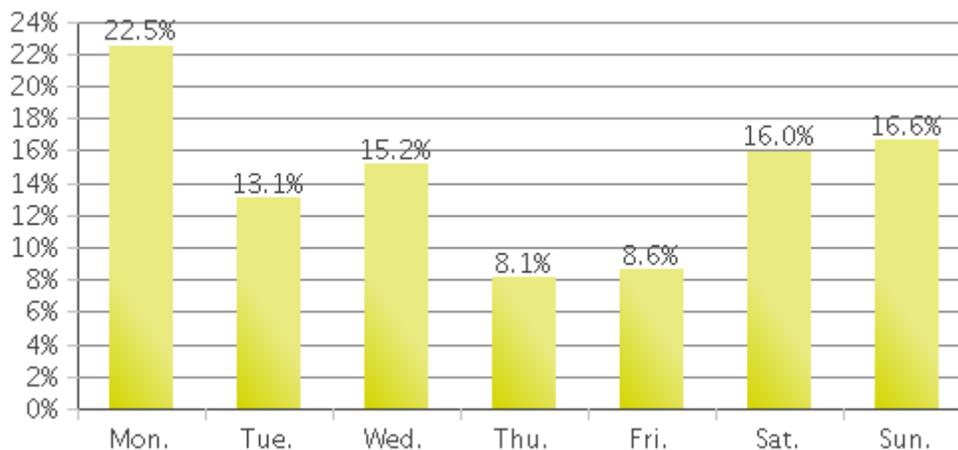
• Busiest Days of the Period Analyzed:

1. Saturday 02 May 2015 (707)
2. Sunday 03 May 2015 (635)
3. Monday 27 April 2015 (632)

Daily Data



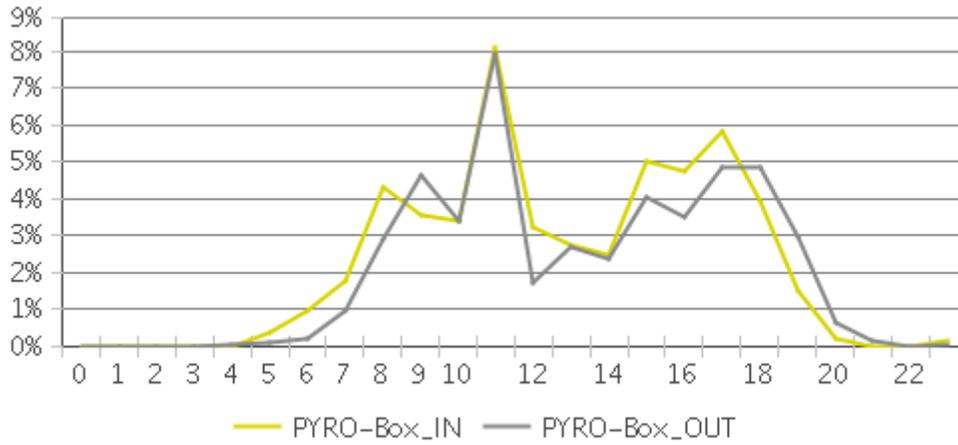
Weekly Profile



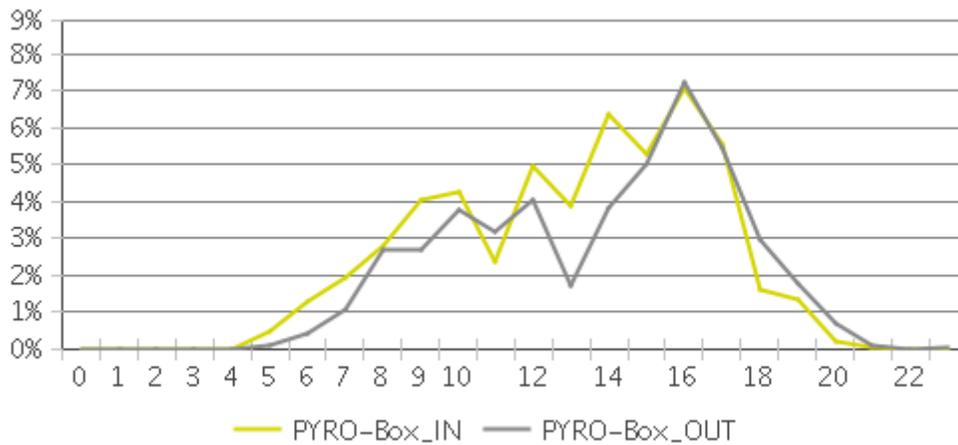
Parks and Recreation Committee Report

May 2015

Hourly Profile during Weekdays



Hourly Profile during Weekends





Proposal

100870

THE BLAIR BROS., INC.

P.O. BOX 5413
SUFFOLK, VIRGINIA 23435
Phone: (757) 538-1696 FAX: (757) 538-0714

www.theblairbros.com

SWaM certification number 664748



TO Town of Smithfield Mr. Wayne Griffin 310 Institute Street Smithfield VA 23430	PHONE (757)-365-4253	DATE 4/10/2015
	JOB NAME / LOCATION Waterford Oaks - Storm Sewer Repairs and Associated Work	
	FAX #	JOB PHONE

We hereby submit specifications and estimates for:

Pursuant to our several meetings on site, email correspondence, the AccuMark report and the partial utility plan; we propose to furnish all labor, materials and equipment to accomplish the following:

- A. Infill of 15" Pipe in Drainage Easement
 - 1. Brick in outfall side of structure #4A and the inlet of structure #5A
 - 2. Place "flowable" fill in the existing 15" pipe
- B. Storm Sewer Work (between #3A/#4A and #8A):
 - 1. Demo and remove existing pipe between structures #3A and #4A
 - 2. Add a new structure and pipe between structures #3A and #4A. Perform brick work as required at both of these
 - 3. Run out of the new structure, approximately 220 linear feet, with new 15" RCP to a new structure at the intersection of Manchester Court and Newcastle Way. Then, leave this new structure and install approximately 48 linear feet of new 15" RCP into existing structure #8A. Perform coring of structure #8A and prepare for new RCP.
 - 4. Backfill around pipe with fill sand to within 13" of existing roadway.
 - 5. Place approximately 93 tons of crushed concrete, at an average of 8", for the roadway bedding and fine grade
 - 6. Place approximately 35 tons of BM25.0 asphalt at an average of 3"
 - 7. Place approximately 24 tons of SM9.5a asphalt at an average of 2"
- C. HDPE Work in Easement plan south of lot 192
 - 1. Remove a portion of the existing plastic fence and save for re-use. Care will be taken not to damage the existing fence.
 - 2. Remove existing posts and footings.
 - 3. Excavate and remove 60'-0" of existing HDPE pipe.

The Proposal hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Cont'd _____ dollars (Cont'd _____).

Payment to be made as follows:

Net 30 days from date of invoice. 2% service charges after 30 days. The customer agrees to pay service charges and the cost of collections, including attorney's fees.

This Proposal, when accepted, confirms the agreement between the Customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved by both parties. If full payment is not made within thirty days of the date of invoice or upon previously agreed date, as per terms above, then a late charge of 2% per month will be placed on the balance outstanding. The Customer agrees to pay service charges and the cost of collection, including attorney's fees.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within

30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If payment is made with a credit card, a convenience fee will be added.

Signature _____

Date of Acceptance: _____

Signature _____



Proposal

100870

THE BLAIR BROS., INC.

P.O. BOX 5413
SUFFOLK, VIRGINIA 23435
Phone: (757) 538-1696 FAX: (757) 538-0714

www.theblairbros.com

SWaM certification number 664748



TO Town of Smithfield
Mr. Wayne Griffin
310 Institute Street
Smithfield VA 23430

PHONE
(757)-365-4253

DATE
4/10/2015

JOB NAME / LOCATION
Waterford Oaks - Storm Sewer Repairs and Associated Work

FAX #

JOB PHONE

We hereby submit specifications and estimates for:

4. Install 60'-0" of new 24" HDPE pipe, with bedding stone and stone to above the spring line; and back fill to within 4" of existing grade. Make connection to existing pipe as required.
5. Perform any work to brick in the new pipe in structure #6A as required.
6. Re-install existing fence panels on new 4"x4" post set in concrete.
7. Place approximately 9 cubic yards of premium topsoil. Seed and straw.

Total Proposed Sum: \$89,000.00

We specifically exclude any permits, tests, inspections, bonds., etc.; herbicide; undercut or fill; unstable sub-grade; landscaping (other than topsoil and seed/straw); prime, prime & cover; environmental structures; damage to existing trees or plants; or asphalt markings. We also exclude the removal of any unknown obstructions; or any conflicting utilities that have not been identified by AccuMark. All work shall be weather permitting. Hand work asphalt may not be as smooth as machine laid asphalt. One mobilization is included. LIQUID ASPHALT CLAUSE: This quote must become part of any contract drawn up from its content. Liquid asphalt (AC) at the time of this quote is \$503.50 per ton. At the time of asphalt installation the total price shall be adjusted per the cost per ton of AC at that time.

This Proposal Prepared by Lee Rogers, III

We Propose hereby to furnish material and labor - complete in accordance with the above specifications, for the sum of:

Eighty Nine Thousand and 00/100 Dollars

dollars (\$ 89,000.00).

Payment to be made as follows:

Net 30 days from date of invoice. 2% service charges after 30 days. The customer agrees to pay service charges and the cost of collections, including attorney's fees.

This Proposal, when accepted, confirms the agreement between the Customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved by both parties. If full payment is not made within thirty days of the date of invoice or upon previously agreed date, as per terms above, then a late charge of 2% per month will be placed on the balance outstanding. The Customer agrees to pay service charges and the cost of collection, including attorney's fees.

Authorized Signature

Note: This proposal may be withdrawn by us if not accepted within

30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. If payment is made with a credit card, a convenience fee will be added.

Signature

Signature

Date of Acceptance: _____

A. Infill of 15" Pipe in Drainage Easement			
	Quantity	UNIT	UNIT \$\$ Extension
1	1	LS	\$680.00 \$680.00
2	11	CY	\$110.00 \$1,210.00
Total for "A"			\$1,890.00

B. Storm Sewer Work (between #3A/#4A and #8A):			
	Quantity	UNIT	UNIT \$\$ Extension
1	1	LS	\$1,950.00 \$1,950.00
2	1	EACH	\$3,450.00 \$3,450.00
3	1	LS	\$680.00 \$680.00
4			Run out of the new structure, approximately 220 linear feet, with new 15" RCP to a new structure at the intersection of Manchester Court and Newcastle Way. Then, leave this new structure and install approximately 48 linear feet of new 15" RCP into existing structure #8A.
	268	LF	\$162.00 \$43,416.00
5	1	LS	\$500.78 \$500.78
6	228	CY	\$20.00 \$4,560.00
7	93	TONS	\$29.54 \$2,747.22
8	35	TONS	\$90.00 \$3,150.00
9	24	TONS	\$94.00 \$2,256.00
Total for "B"			\$62,710.00

C. HDPE Work in Easement plan south of lot 192			
	Quantity	UNIT	UNIT \$\$ Extension
1	1	LS	\$525.00 \$525.00
2	8	EACH	\$60.00 \$480.00
3	60	LF	\$78.00 \$4,680.00
4	60	LF	\$257.00 \$15,420.00
5	1	LS	\$340.00 \$340.00
6	60	LF	\$20.00 \$1,200.00
7	900	SF	\$1.95 \$1,755.00
Total for "C"			\$24,400.00

Total Bid Sum:

\$89,000.00

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.**

Date: 4/8/15
Project: MANCHESTER CT.

7716 Quaker Drive
Suffolk, VA 23437
Phone 757-986-2273
Fax 757-986-3536

Included	Excluded	
	X	1. Performance and payment bond. Additional @ % of bid amount.
	X	2. Right of way performance bond or permit.
	X	3. Erosion bond.
	X	4. Offsite and onsite inspection fees.
	X	5. Hook-up fees, line fees, utility fees or usage fees.
	X	6. Onsite water and sewer plumbing permits or fees.
	X	7. Layout (no control)
	X	8. Utility testing
	X	9. Soil testing and /or soil treatment
	X	10. Clearing and removal of clearing debris
	X	11. Demolition
	X	12. Removal of unknown obstructions necessary for our work.
	X	13. Adjustment, relocation or removal of conflicting utilities. Other than shown on the plans
X		14. Patching of existing pavement- additional as required @ \$ /sy. Estimated amount is _____
	X	15. Street lights, street signs or handicap signs.
	X	16. Erosion control measures other than listed items.
X		17. #57 gravel bedding material - additional as required @\$48.00/ton. Estimated amount is _____
	X	18. Wellpointing - additional as required @\$_____ Estimated amount is _____
X		19. Traffic control-flagmen, signs, barricades, etc.
	X	20. Topsoiling. From on site source, no imported topsoil
	X	21. Seeding (temp)
	X	22. Pavement marking/stripeing
	X	23. Water meter
	X	24. Water vault/box
	X	25. Water backflow preventer/hot box
	X	26. Fire water run in
	X	27. Utilities to within 5' of building line
X		28. Roughgrading to be within .15 ft tolerance. Subgrade to be compacted per specifications.
	X	29. Trench excavation to be disposed of back in the trench.
X		30. Disposal of unsuitable trench excavation or undercut excavation and backfill with select material. Excavated soil to be disposed of. Additional as required @\$_____/cy. Estimated is _____
	X	31. Responsibility for existing subgrade.
	X	32. Responsibility for existing sub-standard conditions.
	X	33. Dewatering of any type
X		34. Asphalt and/or concrete saw cut or removal.
X		35. Haul off of any spoil materials.
X		36. Quantities subject to change per field conditions.
	X	37. Engineering
	X	38. Select fill other than listed items and/or quantities on proposal
X		39. It shall be the responsibility of the owner/general contractor to insure protection to improvements made by this company.
	X	40. Environmental impacts
	X	41. Backflow certifications

- | | | |
|-------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 42. Bypass pumping |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 43. Tamper switches with conduit to PIV's and/or valve vaults |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 44. Removal of contaminated soils, hazardous materials, tires, garbage, or containers. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 45. Cleaning or repair of existing facilities |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 46. Testing of imported material sand/select fill, stone, etc. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 47. Compaction testing by soils engineer |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 48. Private fire hydrant flow test certs w/bonnet color code |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 49. Drainage not guaranteed on areas of any dimension that have less than .15 grade. |
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | 50. Material & labor subject to adjustment after 30 days. |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 51. Camera/DVD sanitary sewer new or existing |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 52. Camera/DVD storm drain new or existing |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | 53. Cleaning of any pipe line due to erosion or pumping of others |
- Additional notes & stipulations to be considered a part of this proposal and to be made a part of any contract resulting from this proposal.