



April 23, 2015

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, APRIL 27TH, 2015

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

- TAB # 1**
1. Public Comment
 2. Operational Updates
 3. Street Closure Request for Olden Days, June 26th and 27th, 2015.
 - a. Fri, June 26 4 PM-8 PM Main Street 100 and 200 Blocks from Church Street to Institute Street and South Mason from Main Street to Cedar Street
 - b. Fri, June 26 8 PM –Sat, June 27 5 PM South Mason from Main Street to Cedar Street
 - c. Sat, June 27 7 AM-5 PM Main Street 100, 200 and 300 blocks from Church Street to Underwood and North Mason from Thomas Street to Main Street
 4. Main Street Closures for Special Events – Results from IOW Chamber Survey

Immediately following the conclusion of the above meeting:

- Water and Sewer Members: Gregory (CH), Smith, Tynes**
- TAB # 2**
1. Public Comment
 2. Update on RO Plant Operations and Recovery Rate
 3. Proposal from Lewis Construction to Fix Sewer Line on Main Street

Immediately following the conclusion of the above meeting:

- Finance Members: Pack (CH), Gregory, Cook**
- TAB # 3**
- TAB # 4**
- TAB # 5**
1. Public Comment
 2. Contribution Request for Fiscal Year 2015\2016
 - a. Christian Outreach
 - b. YMCA
 3. March Financial Statements and Graphs
 4. March Cash Balances / VML Investment Pool Update
 5. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Lewis Construction of Virginia, Inc. (Sewer Extension) \$22,000.00

- TAB # 6** 6. Resolution for the Virginia Retirement System “Phase In” for Fiscal Year 2015/2016
- (forthcoming)** 7. FY 2015/2016 Budget Discussion: Expenses
- 8. Closed Session: Acquisition of Real Property for Public Purposes and Matters Requiring Advice of Legal Counsel

TUESDAY, APRIL 28TH, 2015

4:00 p.m. Parks and Recreation Members: Chapman (CH), Pack, Tynes

- TAB # 7** 1. Public Comment
- 2. Operational Update – Parks and Recreation Committee Report
 - a. Windsor Castle Park Events- Get Away Gala on Friday, May 1st.
 - b. YMCA Kayak Fleet Request
- 3. \$5 SVAE Ticket Donation to Windsor Castle Foundation Board and MOU
- 4. Grading of Old Orchard Field at Windsor Castle park by SVAE

Immediately following the conclusion of the above meeting:

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

- TAB # 8** 1. Public Comments
- 2. Street Maintenance Contract Renewal

Immediately following the conclusion of the above meeting:

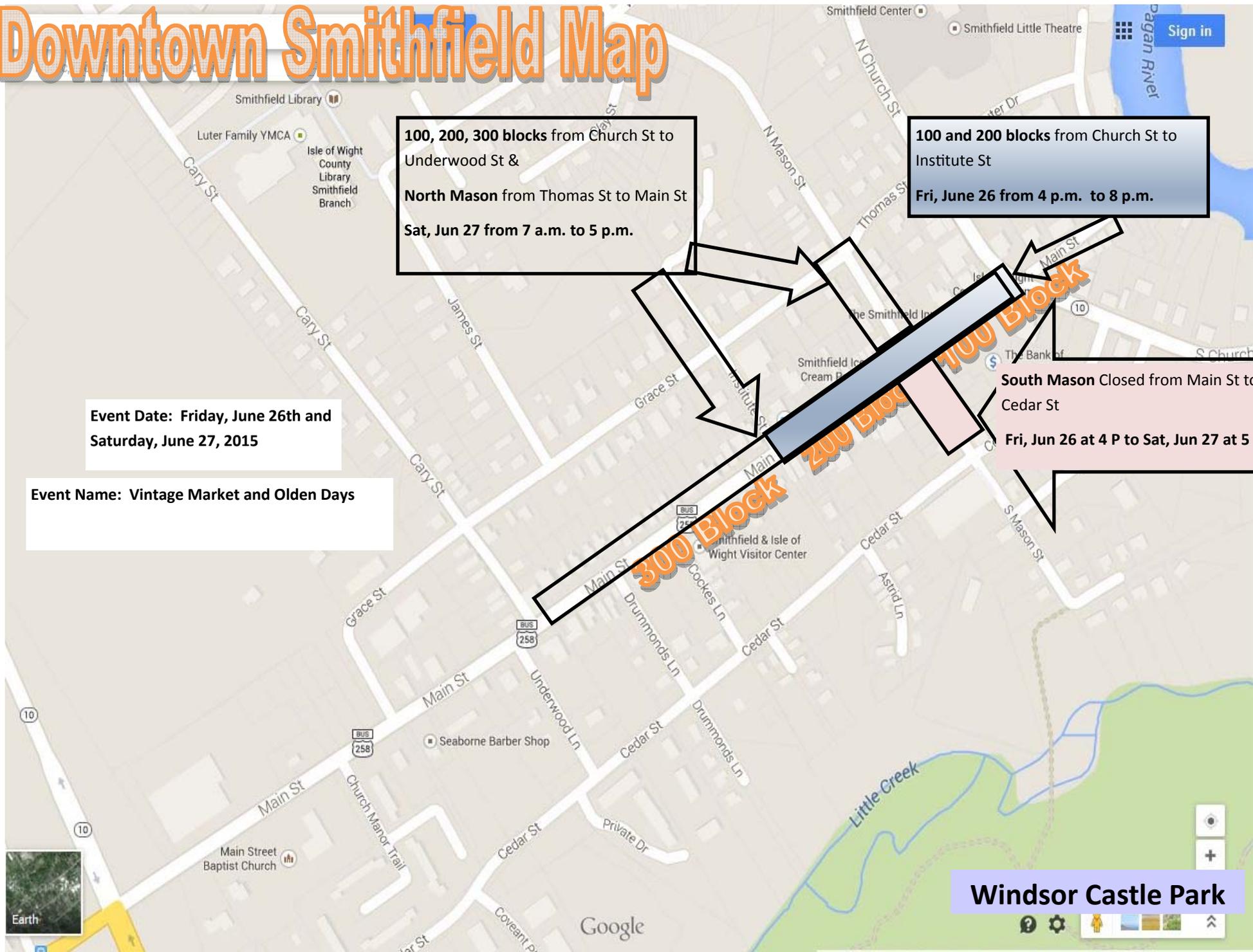
Public Buildings & Welfare Members: Cook (CH), Chapman, Smith

- TAB # 9** 1. Public Comment
- TAB # 10** 2. Pinewood Heights Relocation Project Update
- 3. Assessment and Renovation Cost Estimate for Town Storage Building at 911/913 South Church Street
- TAB # 11** 4. Draft Renovation Cost Estimate for Smithfield Police Evidence/Storage Building (Old Rescue Squad) at 1802 South Church Street

***** Additional Item Not Listed on Committee but will be on Council’s May 5th Agenda*****

- Approval of April 7th, 2015 Meeting Minutes
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Downtown Smithfield Map



100, 200, 300 blocks from Church St to Underwood St &
North Mason from Thomas St to Main St
Sat, Jun 27 from 7 a.m. to 5 p.m.

100 and 200 blocks from Church St to Institute St
Fri, June 26 from 4 p.m. to 8 p.m.

South Mason Closed from Main St to Cedar St
Fri, Jun 26 at 4 P to Sat, Jun 27 at 5 P

Event Date: Friday, June 26th and Saturday, June 27, 2015

Event Name: Vintage Market and Olden Days

Windsor Castle Park

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,665,000.00	1,666,582.63	(1,582.63)	100.10%
Delinquent RE Tax	20,000.00	31,177.25	(11,177.25)	155.89%
Current RE Penalty	4,400.00	3,095.09	1,304.91	70.34%
Delinquent RE Penalty	3,000.00	3,796.48	(796.48)	126.55%
Current RE Interest	900.00	432.68	467.32	48.08%
Delinquent RE Interest	5,400.00	8,797.53	(3,397.53)	162.92%
Total Real Estate Taxes	1,698,700.00	1,713,881.66	(15,181.66)	100.89%
Personal Property Tax				
Current PP Tax	865,000.00	841,197.63	23,802.37	97.25%
Delinquent PP Tax	20,000.00	21,554.91	(1,554.91)	107.77%
Current PP Penalty	17,000.00	11,555.86	5,444.14	67.98%
Delinquent PP Penalty	5,000.00	5,894.26	(894.26)	117.89%
Current PP Interest	1,200.00	517.19	682.81	43.10%
Delinquent PP Interest	3,100.00	4,619.90	(1,519.90)	149.03%
Total Personal Property Tax	911,300.00	885,339.75	25,960.25	97.15%
Miscellaneous Receipts Over/Short	15.00	(23.96)	38.96	-159.73%
Total Over/Short	15.00	(23.96)	38.96	-159.73%
Other Taxes				
Franchise Tax	134,370.00	(20,171.00)	154,541.00	-15.01%
Cigarette Tax	174,067.00	96,943.11	77,123.89	55.69%
Transient Occupancy Tax	139,430.00	63,692.14	75,737.86	45.68%
Meals Tax-4%	879,785.00	562,827.90	316,957.10	63.97%
Meals Tax-2%	439,892.00	281,413.95	158,478.05	63.97%
Communications Tax	240,000.00	137,731.72	102,268.28	57.39%
Rolling Stock	15.00	22.94	(7.94)	152.93%
Rental Tax	1,000.00	2,655.20	(1,655.20)	265.52%
Sales Tax	270,000.00	182,767.90	87,232.10	67.69%
Consumption Tax	49,000.00	32,169.48	16,830.52	65.65%
Utility Tax	193,600.00	128,063.81	65,536.19	66.15%
Total Other Local Taxes	2,521,159.00	1,468,117.15	1,053,041.85	58.23%
Licenses, Permits & Privilege Fees				
Business Licenses	335,000.00	218,959.12	116,040.88	65.36%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
Business Licenses Penalty	4,350.00	3,154.87	1,195.13	72.53%
Business Licenses Interest	1,600.00	118.33	1,481.67	7.40%
Permits & Other Licenses	11,000.00	17,372.74	(6,372.74)	157.93%
Inspection Fees-Subdivision	-	12,376.39	(12,376.39)	100.00%
WC Dog Park Registration	2,400.00	1,875.00	525.00	78.13%
Consultant Review Fees	5,000.00	5,259.50	(259.50)	105.19%
Vehicle License Tags	-	3.00	(3.00)	0.00%
Vehicle License	132,000.00	138,967.84	(6,967.84)	105.28%
Total Licenses, permits and privilege fees	491,350.00	398,086.79	93,263.21	81.02%
<u>Fines & Costs</u>				
Fines & Costs	70,000.00	43,856.11	26,143.89	62.65%
Total Fines & Forfeitures	70,000.00	43,856.11	26,143.89	62.65%
<u>From Use of Money and Property</u>				
General Fund Interest	7,500.00	5,546.32	1,953.68	73.95%
Beautification Fund Interest	130.00	65.23	64.77	50.18%
Rentals	18,812.00	13,119.94	5,692.06	69.74%
Smithfield Center Rentals	143,000.00	120,229.83	22,770.17	84.08%
Smithfield Center Vendor Programs	5,625.00	6,000.00	(375.00)	106.67%
Kayak Rentals	11,000.00	3,330.00	7,670.00	30.27%
Windsor Castle Programs	-	68.00	(68.00)	100.00%
Special Events	7,300.00	7,467.00	(167.00)	102.29%
Fingerprinting Fees	1,000.00	820.00	180.00	82.00%
Museum Gift Shop Sales	-	6,231.07	(6,231.07)	100.00%
Museum Programs/Lecture Fees	-	1,336.00	(1,336.00)	100.00%
Sale of Equipment	1,000.00	5,944.88	(4,944.88)	594.49%
Lease of Land	525.00	500.00	25.00	95.24%
Total revenue from use of money and property	195,892.00	170,658.27	25,233.73	87.12%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,000.00	2,144.57	(144.57)	107.23%
Cash Proffer Revenues	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	-	100.00%
Total Miscellaneous Revenue	6,000.00	6,144.57	(144.57)	102.41%
<u>From Reserves</u>				
Reserves-Pinewood Escrow	4,410.00	224,218.61	(219,808.61)	5084.32%
Reserves-Beautification Fund	-	55,658.04	(55,658.04)	100.00%
From Operating Reserves	389,587.35	-	389,587.35	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
Total From Reserves	393,997.35	279,876.65	114,120.70	71.04%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	3,321.00	3,318.00	3.00	99.91%
Police Block Grants-State	4,000.00	-	4,000.00	0.00%
TRIAD Grant	-	2,250.00	-	100.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	4,000.00	-	4,000.00	0.00%
SNAP Program	3,000.00	427.00	2,573.00	14.23%
Fuel Refund (state)	-	8.77	(8.77)	100.00%
Total State Revenue	200,315.00	132,152.77	70,412.23	65.97%
<u>Intergovernmental Federal</u>				
Police Federal Grants	1,200.00	2,253.22	(1,053.22)	187.77%
Pinewood Heights CDBG Relocation Planning Grant Phase III	20,000.00	9,000.00	11,000.00	45.00%
Pinewood Heights CDBG Relocation Grant-Phase II	375,280.00	125,800.00	249,480.00	33.52%
Federal Fuel Income	-	-	-	0.00%
Total Federal Revenue	396,480.00	137,053.22	259,426.78	34.57%
<u>Other Financing Sources</u>				
Line of Credit Proceeds	450,000.00	-	450,000.00	0.00%
General Obligation Bond-Capital Asset financing	-	-	-	0.00%
Insurance Recoveries	-	9,497.15	(9,497.15)	100.00%
Total Other Financing Sources	450,000.00	9,497.15	440,502.85	2.11%
<u>Contributions</u>				
CHIPS Contributions	1,000.00	100.00	900.00	10.00%
Contributions-Windsor Castle Park Foundation	-	3,150.00	(3,150.00)	100.00%
Contributions-Isle of Wight County Historical Society-Museum	-	21,202.00	-	100.00%
Contributions-Isle of Wight County-Museum	-	61,075.26	-	100.00%
Contributions-Miscellaneous-Museum	-	8,530.32	-	100.00%
Contributions-Public Safety	-	1,030.00	-	100.00%
Contributions-IOW County (ball fields)	-	-	-	0.00%
Total Contributions	1,000.00	95,087.58	(2,250.00)	9508.76%
Total General Fund Revenue	7,336,208.35	5,339,727.71	2,090,568.22	72.79%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(450,000.00)	-	(450,000.00)	0.00%
General Obligation Bond-Land Acquisition	-	-	-	0.00%
Cash Proffer Revenues	-	-	-	0.00%
Meals Tax (2%) allocated to Special Projects	(439,892.00)	(281,413.95)	(158,478.05)	63.97%
Pinewood Heights Reserves	(4,410.00)	(224,218.61)	219,808.61	5084.32%
Beautification Fund Reserves		(55,658.04)	55,658.04	#DIV/0!
Contributions-Smithfield Foods-SC AV System	-	(21,202.00)	21,202.00	0.00%
Contributions to Ball Fields (IOW)	-	-	-	0.00%
Pinewood Heights Planning Grant	(20,000.00)	(9,000.00)	(11,000.00)	45.00%
Pinewood Heights Relocation Project -Grant	(375,280.00)	(125,800.00)	(249,480.00)	33.52%
Total Non-operating Revenues	(1,289,582.00)	(717,292.60)	(572,289.40)	0.00%
Total General Fund Operating Revenues	6,046,626.35	4,622,435.11	1,518,278.82	76.45%
General Fund Budget Expenses				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	29,575.00	10,425.00	73.94%
FICA	3,560.00	2,507.19	1,052.81	70.43%
Employee Wellness/Assistance Plan	1,638.00	1,228.50	409.50	75.00%
Legal Fees	32,000.00	30,592.93	1,407.07	95.60%
Election Expense	-	-	-	0.00%
Maintenance contracts	695.00	595.00	100.00	85.61%
Advertising	25,000.00	13,073.63	11,926.37	52.29%
Professional Services	1,500.00	23,833.96	(22,333.96)	1588.93%
Records Management maint & upgrades	4,500.00	4,258.00	242.00	94.62%
Site Plan Review	5,000.00	3,687.50	1,312.50	73.75%
Communications	1,000.00	519.52	480.48	51.95%
Insurance	22,534.00	22,534.00	-	100.00%
Supplies	20,000.00	15,636.11	4,363.89	78.18%
Travel & Training	6,000.00	6,293.04	(293.04)	104.88%
Subscriptions/Memberships	9,100.00	8,758.00	342.00	96.24%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2014/2015	03/31/15	Remaining	% of
			Budget	budget
Council Approved Items	12,000.00	7,087.29	4,912.71	59.06%
Public Defender Fees	3,000.00	3,518.00	(518.00)	117.27%
Bank Charges	625.00	381.60	243.40	61.06%
SpecialProjects	3,500.00	255.51	3,244.49	7.30%
Smithfield CHIPS program	3,772.00	2,140.00	1,632.00	56.73%
Update Town Charter & Code	3,000.00	2,239.00	761.00	74.63%
Annual Christmas Parade	400.00	177.54	222.46	44.39%
Total Town Council	198,824.00	178,891.32	19,932.68	89.97%
<u>Town Manager</u>				
Salaries	221,220.00	161,209.10	60,010.90	72.87%
FICA	17,698.00	11,556.32	6,141.68	65.30%
VSRS	19,475.00	14,414.21	5,060.79	74.01%
Health	38,000.00	32,277.09	5,722.91	84.94%
Auto Expense	500.00	1,116.58	(616.58)	223.32%
Maintenance Contracts	1,700.00	2,192.15	(492.15)	128.95%
Communications	15,500.00	10,939.80	4,560.20	70.58%
Insurance	2,220.00	2,217.64	2.36	99.89%
Supplies	5,500.00	2,055.23	3,444.77	37.37%
Dues & Subscriptions	3,100.00	3,093.38	6.62	99.79%
Computer & technology expenses	16,000.00	3,562.11	12,437.89	22.26%
Travel & Training	7,800.00	5,392.88	2,407.12	69.14%
Other	100.00	12.00	88.00	12.00%
Total Town Manager	348,813.00	250,038.49	98,774.51	71.68%
<u>Treasurer</u>				
Salaries	254,540.00	180,778.35	73,761.65	71.02%
FICA	20,364.00	13,768.82	6,595.18	67.61%
VSRS	20,270.00	15,495.22	4,774.78	76.44%
Health	26,700.00	19,959.24	6,740.76	74.75%
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,500.00	6,068.97	2,431.03	71.40%
Computer & technology expenses	-	-	-	0.00%
Data Processing	18,000.00	13,320.61	4,679.39	74.00%
Service contracts	18,500.00	17,169.30	1,330.70	92.81%
Insurance	2,295.00	2,292.08	2.92	99.87%
Supplies	11,000.00	5,851.64	5,148.36	53.20%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
Dues & Subscriptions	2,300.00	1,468.60	831.40	63.85%
Credit Card Processing	3,000.00	2,075.08	924.92	69.17%
Cigarette Tax Stamps	2,650.00	2,646.00	4.00	99.85%
Travel & Training	2,000.00	31.36	1,968.64	1.57%
Other	100.00	108.26	(8.26)	108.26%
Total Treasurer	404,669.00	281,033.53	123,635.47	69.45%
PUBLIC SAFETY				
Police Department				
Salaries	1,356,195.00	926,665.84	429,529.16	68.33%
FICA	108,496.00	68,287.10	40,208.90	62.94%
VSRS	107,015.00	73,829.01	33,185.99	68.99%
Health Insurance	184,355.00	130,578.03	53,776.97	70.83%
Disability	-	12.85	(12.85)	100.00%
Pre-Employment Test	2,000.00	1,445.50	554.50	72.28%
Uniforms	24,000.00	18,763.92	5,236.08	78.18%
Service Contracts	37,000.00	33,110.74	3,889.26	89.49%
Communications	65,000.00	34,443.09	30,556.91	52.99%
Computer & Technology Expenses	15,200.00	6,374.14	8,825.86	41.94%
Insurance	51,980.00	51,978.24	1.76	100.00%
Ins. - LODA	11,415.00	11,414.48	0.52	100.00%
Materials & Supplies	25,500.00	11,625.18	13,874.82	45.59%
Dues & Subscriptions	6,500.00	5,276.58	1,223.42	81.18%
Equipment	15,000.00	12,445.87	2,554.13	82.97%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	33,021.42	16,978.58	66.04%
Gas	85,000.00	33,576.70	51,423.30	39.50%
Tires	7,500.00	4,745.70	2,754.30	63.28%
Travel & Training	32,500.00	19,396.75	13,103.25	59.68%
Special Events	500.00	605.07	(105.07)	121.01%
Police Grants	25,000.00	-	25,000.00	0.00%
Investigation expenses	5,000.00	1,626.55	3,373.45	32.53%
Other	500.00	412.70	87.30	82.54%
Total Police Department	2,219,156.00	1,479,635.46	739,520.54	66.68%
Fire Department				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	23,070.00	-	23,070.00	0.00%
Total Fire Department	36,070.00	-	36,070.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	250.00	-	100.00%
E911 Dispatch Center	169,753.00	76,920.50	92,832.50	45.31%
Commonwealth Attorney's Software Update	10,500.00	10,500.00	-	100.00%
Fire Department Rescue Truck	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	190,503.00	97,670.50	92,832.50	51.27%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	188,750.00	129,720.72	59,029.28	68.73%
FICA	15,100.00	10,136.29	4,963.71	67.13%
VSRS	12,705.00	9,402.21	3,302.79	74.00%
Health	21,100.00	15,939.98	5,160.02	75.54%
Uniforms	1,200.00	941.00	259.00	78.42%
Contracted Services	23,000.00	12,810.43	10,189.57	55.70%
Retail Sales & Use Tax	500.00	582.95	(82.95)	116.59%
Utilities	30,000.00	20,529.39	9,470.61	68.43%
Communications	19,000.00	11,388.40	7,611.60	59.94%
Computer & technology expenses	4,000.00	2,729.44	1,270.56	68.24%
Insurance	5,615.00	5,612.20	2.80	99.95%
Kitchen Supplies	4,000.00	2,881.58	1,118.42	72.04%
Office Supplies/Other Supplies	5,000.00	3,795.92	1,204.08	75.92%
Food Service & Beverage Supplies	7,000.00	4,452.55	2,547.45	63.61%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	21,226.34	18,773.66	53.07%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	1,875.00	8,125.00	18.75%
Landscaping	13,500.00	11,148.17	2,351.83	82.58%
Travel & Training	2,000.00	1,189.21	810.79	59.46%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	18,756.91	1,243.09	93.78%
Refund event deposits	3,500.00	4,677.26	(1,177.26)	133.64%
Credit card processing expense	4,500.00	2,733.08	1,766.92	60.74%
Total Smithfield Center	431,970.00	292,529.03	139,440.97	67.72%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	750.00	750.00	50.00%
Hampton Roads Planning District Commission	8,200.00	6,432.75	1,767.25	78.45%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2014/2015	03/31/15	Remaining	% of
			Budget	budget
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	10,000.00	10,000.00	-	100.00%
Total Contributions-Park, Recreation and Cultural	32,700.00	27,182.75	5,517.25	83.13%
<u>Windsor Castle Park</u>				
Salaries	75,110.00	53,784.68	21,325.32	71.61%
FICA	6,010.00	4,266.67	1,743.33	70.99%
VSRS	6,630.00	4,430.35	2,199.65	66.82%
Health	14,175.00	8,691.04	5,483.96	61.31%
Contracted Services	5,000.00	4,121.08	878.92	82.42%
Insurance	8,510.00	8,507.40	2.60	99.97%
Grass Cutting	30,000.00	17,489.20	12,510.80	58.30%
Kayak Expenses	1,500.00	-	1,500.00	0.00%
Professional Services	5,000.00	6,489.75	(1,489.75)	129.80%
Utilities	5,000.00	2,867.01	2,132.99	57.34%
Supplies	2,500.00	3,932.65	(1,432.65)	157.31%
Repairs & Maintenance	40,000.00	17,201.96	22,798.04	43.00%
Total Windsor Castle Park	199,435.00	131,781.79	67,653.21	66.08%
<u>Museum</u>				
Salaries	88,977.00	66,027.92	22,949.08	74.21%
FICA	7,118.00	5,378.17	1,739.83	75.56%
VSRS	3,905.00	2,927.25	977.75	74.96%
Health	-	553.62	(553.62)	100.00%
Operating expenses	-	-	-	0.00%
Contracted services		1,319.04		
Communications		389.35		
Supplies		3,401.10		
Computer & Technology		667.14		
Advertising				
Travel/Training				
Dues & Subscriptions				
Gift Shop-to be funded by gift shop proceeds	-	-	-	100.00%
Gift Shop expenses		1,814.10		
Sales & Use Tax		288.68		
Credit card processing fees		675.36		
Total Museum	100,000.00	83,441.73	25,113.04	83.44%
<u>Other Parks & Recreation</u>				
Jersey Park Playground	1,000.00	160.75	839.25	16.08%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
Pinewood Playground	500.00	49.00	451.00	9.80%
Clontz Park-pier maintenance	4,600.00	5,854.88	(1,254.88)	127.28%
Community Wellness Initiative	-	130.00	(130.00)	0.00%
SNAP Program	3,000.00	1,135.00	1,865.00	37.83%
Waterworks Dam	10,450.00	2,546.39	7,903.61	24.37%
Waterworks Lake (park area)	1,000.00	41.22	958.78	4.12%
Haydens Lane Maintenance	1,500.00	318.53	1,181.47	21.24%
Veterans War Memorial	1,000.00	947.51	52.49	94.75%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	25,050.00	13,183.28	11,866.72	52.63%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Management Assistance	22,790.00	22,194.77	595.23	97.39%
Monitoring/Closeout	2,790.00	-	2,790.00	0.00%
Permanent Relocation				
Owner Occupied Households	192,800.00	96,353.83	96,446.17	49.98%
Renter Occupied Households	97,911.00	74,433.28	23,477.72	76.02%
Moving Costs	4,191.00	7,100.00	(2,909.00)	169.41%
Relocation Specialist	245.00	21,027.00	(20,782.00)	8582.45%
Acquisition				
Owner Acquisition	1,000.00	1,532.00	(532.00)	153.20%
Renter Acquisition	208,834.00	208,903.50	(69.50)	100.03%
Appraisal/Legal	2,400.00	4,360.00	(1,960.00)	181.67%
Acquisition Specialist	12,352.00	13,142.50	(790.50)	106.40%
Clearance & Demolition	23,278.00	5,960.50	17,317.50	25.61%
Subtotal Non CDBG	568,591.00	455,007.38	113,583.62	80.02%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	44,800.00	-	44,800.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
Renter Occupied Households		-	-	0.00%
Acquisition				
Owner Occupied	244,640.00	138,000.00	106,640.00	56.41%
Clearance & Demolition				
		-	-	0.00%
Planning Grant-Phase III				
	20,000.00	17,793.73	2,206.27	0.00%
Subtotal CDBG	309,440.00	155,793.73	153,646.27	50.35%
Total Pinewood Heights Contributions	878,031.00	610,801.11	267,229.89	69.56%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Historic Smithfield	-	55,658.04	(55,658.04)	100.00%
Chamber of Commerce	-	6,000.00	(6,000.00)	0.00%
Christian Outreach	14,000.00	14,000.00	-	100.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	1,650.00	-	100.00%
Tourism Bureau	195,159.00	97,579.50	97,579.50	50.00%
Western Tidewater Free Clinic	33,000.00	33,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	307,809.00	257,887.54	49,921.46	83.78%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	204,550.00	142,968.82	61,581.18	69.89%
FICA	16,365.00	8,851.11	7,513.89	54.09%
VSRS	18,960.00	12,834.47	6,125.53	67.69%
Health	35,135.00	25,229.23	9,905.77	71.81%
Disability	-	346.30	(346.30)	0.00%
Uniforms	2,500.00	973.55	1,526.45	38.94%
Contractual	9,500.00	4,242.31	5,257.69	44.66%
GIS	3,200.00	400.00	2,800.00	12.50%
Recycling-2% CPI-U	217,210.00	163,799.35	53,410.65	75.41%
Trash Collection-2% CPI-U	232,170.00	175,729.40	56,440.60	75.69%
Street Lights	5,000.00	4,231.79	768.21	84.64%
Communications	12,000.00	8,170.28	3,829.72	68.09%
Safety Meetings/Safety Expenses	5,000.00	1,851.70	3,148.30	37.03%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2014/2015	03/31/15	Remaining	% of
			Budget	budget
Insurance	8,110.00	8,106.76	3.24	99.96%
Materials & Supplies	5,000.00	3,300.96	1,699.04	66.02%
Accreditation -Site visit	2,000.00	652.09	1,347.91	32.60%
Repairs & Maintenance	9,000.00	856.03	8,143.97	9.51%
Gas & Tires	10,500.00	4,184.14	6,315.86	39.85%
Travel & Training	8,000.00	4,678.41	3,321.59	58.48%
Litter Control Grant	3,321.00	2,021.25	1,299.75	60.86%
Dues & Subscriptions	2,000.00	1,230.66	769.34	61.53%
Other	1,000.00	2,605.80	(1,605.80)	260.58%
Total Public Works	810,521.00	577,264.41	233,256.59	71.22%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	26,500.00	15,027.34	11,472.66	56.71%
FICA	2,120.00	1,246.87	873.13	58.81%
Contractual	13,000.00	14,963.95	(1,963.95)	115.11%
Communications	2,000.00	1,647.51	352.49	82.38%
Utilities	54,000.00	32,036.65	21,963.35	59.33%
Insurance	10,725.00	10,725.00	-	100.00%
Materials & Supplies	3,000.00	3,130.19	(130.19)	104.34%
Repairs & Maintenance	36,000.00	16,292.59	19,707.41	45.26%
Rent Expense-Office Space	4,800.00	4,000.00	800.00	83.33%
Other	1,000.00	59.38	940.62	5.94%
Total Public Buildings	153,145.00	99,129.48	54,015.52	64.73%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	380,560.52	(380,560.52)	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	0.00%
Total Transfers To Reserves	-	380,560.52	(380,560.52)	0.00%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition-TM/PD	21,574.00	-	21,574.00	0.00%
HVAC	15,905.00	11,861.23	4,043.77	74.58%
Ball Fields	-	-	-	0.00%
Line of Credit	450,000.00	-	450,000.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2014/2015	Actual as of 03/31/15	Remaining Budget	% of budget
Interest and fiscal charges				
Public Building Acquisition	32,340.00	16,198.79	16,141.21	50.09%
HVAC	1,800.00	1,445.54	354.46	80.31%
Line of Credit	7,000.00		7,000.00	0.00%
Ball Fields	-	-	-	0.00%
Total Debt Service	528,619.00	29,505.56	499,113.44	5.58%
Total General Fund Expenses	6,865,315.00	4,790,536.50	2,083,333.27	69.78%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	(1,500.00)	(23,833.96)	22,333.96	
Pinewood Heights Relocation Project Expenses	(878,031.00)	(610,801.11)	(267,229.89)	
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	
Total Non-operating Expenses	(1,336,531.00)	(634,635.07)	(701,895.93)	47.48%
Total General Fund Operating Expenses	5,528,784.00	4,155,901.43	1,381,437.34	75.17%
Net Operating Reserve (+/-)	517,842.35	466,533.68	136,841.48	90.09%
Net Reserve (+/-)	470,893.35	549,191.21	7,234.95	116.63%

	Adopted 2014/2015	Actual 3/31/2015	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	470,893.35	549,191.21	(78,297.86)	116.63%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	-			
Renter Occupied Units	(24,000.00)	(36,000.00)	12,000.00	150.00%
Vacant Lots	(24,000.00)		(24,000.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(48,000.00)	(36,000.00)	(12,000.00)	75.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(48,000.00)	(24,000.00)	(24,000.00)	50.00%
Renter Occupied Units		-	-	0.00%
Vacant Lots		-	-	0.00%
Subtotal CDBG Capital Acquisition	(48,000.00)	(24,000.00)	(24,000.00)	50.00%
Total Pinewood Heights Relocation CIP	(96,000.00)	(60,000.00)	(36,000.00)	62.50%
TOWN COUNCIL				
None	-	-	-	
TREASURER				
AS400 Server	-		-	0.00%
PARKS, RECREATION AND CULTURAL				
Kayak Storage	(6,000.00)	(6,234.38)	234.38	103.91%
Playground repairs	(8,000.00)	-	(8,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(135,600.00)	(127,358.45)	(8,241.55)	93.92%
Tough Book MDTs/docking stations	(24,041.35)	(14,573.38)	(9,467.97)	60.62%
In Car Cameras	(16,752.00)	-	(16,752.00)	0.00%
PUBLIC WORKS				
Vehicles and Equipment	(7,500.00)	(6,414.00)	(1,086.00)	85.52%
GIS/Mapping-roll over	-	-	-	
James/Washington Street Improvements	-	-	-	
Purchase of land at Commerce Street	-	(50,843.00)	50,843.00	100.00%

	Adopted 2014/2015	Actual 3/31/2015	Remain Budget	% of Budget
PUBLIC BUILDINGS				
Phone Systems-PD	(22,000.00)	(22,513.00)	513.00	102.33%
Police Evidence Building Improvements	(150,000.00)	-	(150,000.00)	0.00%
Replace heat/ac unit at Town Hall	(5,000.00)	(6,255.00)	1,255.00	125.10%
Rescue Squad Building Purchase	-	(255,000.00)	255,000.00	100.00%
Net Capital Outlay	(470,893.35)	(549,191.21)	78,297.86	116.63%
Net Reserves (Deficit) after capital outlay	-	-	(0.00)	#DIV/0!

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2014/2015	03/31/15	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	668,000.00	438,555.98	229,444.02	65.65%
Sewer Compliance Fee	492,000.00	318,297.63	173,702.37	64.69%
Miscellaneous Revenue	1,000.00	127.58	872.42	12.76%
Connection fees	23,700.00	25,280.00	(1,580.00)	106.67%
Total Operating Revenue	1,184,700.00	782,261.19	402,438.81	66.03%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget	Balance as of	Remaining	% of
	2014/2015	03/31/15	Budget	budget
Expenses				
Operating Expenses				
Salaries	227,410.00	163,053.35	64,356.65	71.70%
FICA	18,195.00	12,155.60	6,039.40	66.81%
VSRS	22,015.00	13,664.45	8,350.55	62.07%
Health	39,650.00	28,882.81	10,767.19	72.84%
Uniforms	2,500.00	1,129.94	1,370.06	45.20%
Audit & Legal Fees	14,750.00	4,492.18	10,257.82	30.46%
Accreditation	2,000.00	1,387.48	612.52	69.37%
HRPDC sewer programs	918.00	591.00	327.00	64.38%
Maintenance & Repairs	50,000.00	42,083.65	7,916.35	84.17%
VAC Truck Repairs & Maintenance	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	9,990.47	4,009.53	71.36%
Dues & Subscriptions	50.00	14.50	35.50	29.00%
Utilities	46,000.00	32,377.98	13,622.02	70.39%
SCADA Expenses	6,000.00	3,063.91	2,936.09	51.07%
Telephone	12,000.00	7,575.71	4,424.29	63.13%
Insurance	15,895.00	15,894.52	0.48	100.00%
Materials & Supplies	46,000.00	25,508.71	20,491.29	55.45%
Truck Operations	14,000.00	4,274.23	9,725.77	30.53%
Travel & Training	4,000.00	125.00	3,875.00	3.13%
Contractual	3,780.00	1,977.32	1,802.68	52.31%
Miscellaneous	600.00	486.10	113.90	81.02%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget
Bank service charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	552,588.00	368,728.91	183,859.09	66.73%
Operating Income before D&A Expense	632,112.00	413,532.28	218,579.72	65.42%
Depreciation & Amort. Exp.	600,000.00	342,730.48	257,269.52	57.12%
Operating Income (Loss)	32,112.00	70,801.80	(38,689.80)	220.48%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	13,525.00	(13,525.00)	100.00%
Availability Fees	61,800.00	65,920.00	(4,120.00)	106.67%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	22,833.00	11,273.75	11,559.25	49.37%
Interest Revenue	4,500.00	4,082.09	417.91	90.71%
Interest Expense	(36,965.00)	(9,847.14)	(27,117.86)	26.64%
Total Nonoperating Revenues (Expenses)	52,168.00	84,953.70	(32,785.70)	162.85%
Net Income (loss)	84,280.00	155,755.50	(71,475.50)	184.81%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(13,525.00)	13,525.00	100.00%
Availability Fees	(61,800.00)	(65,920.00)	4,120.00	106.67%
Contributed Capital-Smithfield Foods Rev Ln	(22,833.00)	(11,273.75)	(11,559.25)	49.37%
Compliance Fee	(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.	600,000.00	342,730.48	257,269.52	57.12%
Additional debt service costs-principal expense	(78,850.00)	(78,850.00)	-	100.00%
Total adjustments to CAFR	(50,483.00)	(145,135.90)	94,652.90	287.49%
Working adjusted income	33,797.00	10,619.60	23,177.40	31.42%

	Adopted Budget 2014/2015	Actual 3/31/2015	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	33,797.00	10,619.60	23,177.40	31.42%
Sewer SSO Consent Order	(3,000.00)	(46,597.52)	43,597.52	1553.25%
MOA Compliance Plan	(50,000.00)		(50,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)		(25,000.00)	0.00%
MOA CIP Development	(35,000.00)		(35,000.00)	0.00%
RWWMP Development Coord Assistance	(25,000.00)		(25,000.00)	0.00%
Storage Shed	-	-	-	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Removal, repair, replacement fiberglass pump-RO?		(20,210.00)	20,210.00	0.00%
SCADA Towers-Drummonds, Jersey Park, Watson		(20,730.90)	20,730.90	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Moonefield		(9,600.00)	9,600.00	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent		(14,500.00)	14,500.00	100.00%
Main Street Lift Station Rehab.		(91,063.83)	91,063.83	100.00%
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	0.00%
Truck/Equipment	(10,000.00)	(8,548.00)	(1,452.00)	0.00%
Net Capital Outlay	(251,321.00)	(211,250.25)	(40,070.75)	84.06%
Net Reserves (Deficit) after capital outlay	(217,524.00)	(200,630.65)	(16,893.35)	92.23%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	60,311.75	39,688.25	60.31%
Funding from Sewer Compliance Fee	138,000.00	44,507.52	93,492.48	32.25%
Draw from operating reserves	-	-	-	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	0.00%
Net Cashflow	20,476.00	(95,811.38)	116,287.38	-467.92%

Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	03/31/15		Budget	budget
Revenue					
Operating Revenue					
Water Sales	1,397,000.00	927,086.04		469,913.96	66.36%
Debt Service Revenue	188,970.00	121,630.37		67,339.63	64.36%
Miscellaneous	500.00	863.00		(363.00)	172.60%
Connection fees	9,900.00	10,560.00		(660.00)	106.67%
Application Fees	5,500.00	6,863.00		(1,363.00)	124.78%
Total Operating Revenue	1,601,870.00	1,067,002.41		534,867.59	66.61%
Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	03/31/15		Budget	budget
Expenses					
Salaries	353,310.00	256,597.85		96,712.15	72.63%
FICA	28,185.00	19,369.96		8,815.04	68.72%
VSRS	28,060.00	20,261.11		7,798.89	72.21%
Health	51,975.00	40,156.65		11,818.35	77.26%
Uniforms	3,255.00	1,063.31		2,191.69	32.67%
Contractual	15,000.00	9,415.66		5,584.34	62.77%
Legal & Audit	15,000.00	5,491.48		9,508.52	36.61%
Accreditation	2,000.00	1,542.33		457.67	77.12%
Maintenance & Repairs	21,000.00	10,728.19		10,271.81	51.09%
Water Tank Maintenance	103,650.00	77,469.87		26,180.13	74.74%
Water Tank Inspections	-	-		-	0.00%
Professional Services	-	10,871.85		(10,871.85)	0.00%
Regional Water Supply Study	1,839.00	1,322.25		516.75	71.90%
Data Processing	14,000.00	9,990.47		4,009.53	71.36%
Utilities	2,000.00	1,021.74		978.26	51.09%
Communications	13,000.00	7,745.02		5,254.98	59.58%
Insurance	25,200.00	25,197.56		2.44	99.99%
Materials & Supplies	75,000.00	47,820.75		27,179.25	63.76%
Gas and Tires	15,500.00	7,237.41		8,262.59	46.69%
Dues & Subscriptions	1,000.00	494.50		505.50	49.45%
Bank service charges	325.00	854.66		(529.66)	262.97%
Travel and Training	5,500.00	957.67		4,542.33	17.41%
Miscellaneous	9,500.00	9,244.66		255.34	97.31%
RO Annual costs	469,000.00	320,610.52		148,389.48	68.36%
Bad debt expense	7,500.00	-		7,500.00	0.00%

Town of Smithfield					
Water Fund Budget					
Description	Adopted Budget 2014/2015	Balance as of 03/31/15	Remaining Budget	% of budget	
Total Water Fund Operating Expenses before D&A Exp.	1,260,799.00	885,465.47	375,333.53	70.23%	
Operating Income before D&A Expense	341,071.00	181,536.94	159,534.06	53.23%	
Depreciation & Amortization Expense	365,000.00	248,445.55	116,554.45	68.07%	
Operating Income (Loss)	(23,929.00)	(66,908.61)	42,979.61	279.61%	
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	-	10,400.00	(10,400.00)	100.00%	
Availability Fees	40,800.00	43,520.00	(2,720.00)	106.67%	
Insurance Recoveries	-	4,996.65	(4,996.65)	100.00%	
Interest Revenue	6,800.00	5,555.35	1,244.65	81.70%	
Interest Expense	(111,606.00)	(63,626.68)	(47,979.32)	57.01%	
Total Nonoperating Revenues (Expenses)	(64,006.00)	845.32	(64,851.32)	-1.32%	
Net Income (Loss)	(87,935.00)	(66,063.29)	(21,871.71)	75.13%	
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	-	(10,400.00)	10,400.00	100.00%	
Availability Fees	(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	(188,970.00)	(121,630.37)	(67,339.63)	64.36%	
Depreciation & Amort. Exp.	365,000.00	248,445.55	116,554.45	68.07%	
Additional debt service costs-principal expense	(337,974.00)	(337,973.17)	(0.83)	100.00%	
Total adjustments to CAFR	(195,244.00)	(265,077.99)	69,833.99	135.77%	
Working adjusted income	(283,179.00)	(331,141.28)	47,962.28	116.94%	

	Adopted 2014/2015	Actual 3/31/2015	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(283,179.00)	(331,141.28)	47,962.28	116.94%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Vehicle/Equipment	(10,000.00)	(8,548.00)	(1,452.00)	85.48%
System Improvements	(50,000.00)	(9,700.00)	(40,300.00)	19.40%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	0.00%
Net Capital Outlay	(173,321.00)	(18,248.00)	(155,073.00)	10.53%
Net Reserves (Deficit) after capital outlay	(456,500.00)	(349,389.28)	(107,110.72)	76.54%
Operating Reserves		-	-	0.00%
Water Development Escrow		-	-	0.00%
Water Capital Escrow	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	338,279.00	253,289.53	84,989.47	74.88%
Net Cashflow	41,779.00	(96,099.75)	137,878.75	-230.02%

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
Revenue				
Interest Income	220.00	137.48	82.52	62.49%
Revenue - Commwlth of VA	1,033,113.00	796,108.95	237,004.05	77.06%
Total Highway Fund Revenue	1,033,333.00	796,246.43	237,086.57	77.06%
Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	03/31/15	Budget	budget
Expenses				
Salaries	254,070.00	169,605.08	78,459.92	68.37%
FICA	20,330.00	12,480.21	7,364.79	62.89%
VSRS	22,565.00	14,905.58	14,184.42	51.24%
Health	49,525.00	31,829.90	13,460.10	70.28%
Uniforms	3,100.00	1,909.77	1,190.23	61.61%
Engineering	-	6,124.00	(6,124.00)	100.00%
Grass	26,000.00	4,016.79	21,983.21	15.45%
Maintenance	455,446.00	177,609.59	416,086.68	29.92%
Asphalt/Paving		21,007.56	(21,007.56)	
Ditching		82,726.08	(82,726.08)	
Traffic Control devices		4,396.31	(4,396.31)	
Other (maintenance)		6,701.36	(6,701.36)	
Other (lawnmowers, landscaping, etc)		44,296.15	(44,296.15)	
Structures and Bridges		-	-	
Ice and Snow removal		16,687.99	(16,687.99)	
Administrative		1,794.14	(1,794.14)	
Storm Maintenance		-	-	
Street Lights	106,000.00	70,328.23	35,671.77	66.35%
Insurance	13,690.00	13,687.60	1,292.40	91.37%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	5,419.68	4,580.32	54.20%
Stormwater Management Program (regional)	1,786.00	1,578.75	207.25	88.40%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	965,012.00	509,495.18	590,857.09	46.30%
Net Reserves (+/-)	68,321.00	286,751.25	(353,770.52)	-427.86%

	Adopted Budget 2014/2015	Actual 3/31/2015	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	68,321.00	286,751.25	(218,430.25)	419.71%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
Vehicles	(10,000.00)	(8,548.00)	(1,452.00)	85.48%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Drainage Improvements	(50,000.00)		(50,000.00)	0.00%
Net Capital Outlay	(68,321.00)	(8,548.00)	(59,773.00)	12.51%
Net Reserves (Deficit) after capital outlay	0.00	278,203.25	(278,203.25)	100.00%
Carryover from FY2014		<u>108,461.20</u>		
<u>Net Adjusted Reserves (deficit)</u>		386,664.45		

Notes: March 2015

GENERAL FUND

Revenues:

Current RE

As of April 14, 2015, we have posted \$1,668,407 (100.2%) of current year billings. Delinquent notices have been processed although we are still have payments filtering in. We do have 3 large business account that have not been paid that total \$17,437.

Delinquent RE Tax

Delinquent RE tax collections have already exceeded budget. As of April 14, we have collected \$31,266 in delinquent re taxes. Total outstanding delinquent RE prior to 2014 is \$10,966.36 of which half belongs to a delinquent business account that was approached last year and said they could not pay. They are outstanding for 2013 and 2014.

Current PP

As of April 14, we have posted \$845,662 (97.95%) of 2014 PP collections which includes the annual tax relief of \$240,795. Delinquent notices have been processed and supplements have been mailed totaling 9268. We have additional supplements to process from IOW County before year end and we are working on DMV stops.

Delinquent PP Tax

We have collected \$23,884 (119.42%) in delinquent PP taxes through April 14. This line item has exceeded the original budget and should reflect additional revenues before year end as we continue to process monthly supplements from IOW County.

Franchise tax

Bank franchise tax is normally collected during the last quarter of the fiscal year. This year, however, we were notified by the VA Dept. of Taxation that we were required to refund Bank of America for overages paid for the last 3 years. This applies to all localities that receive the franchise tax from BOA. Our portion totaled \$20,171 and has been paid in full to avoid accrued interest. We will be showing a negative \$20,171 in this category until the 4th quarter of the fiscal year when 2015 payments are made by the banks. Please note that I recently received notice from BB&T that they too have filed amended returns with the Department of Taxation for years 2012, 2013, and 2014 and are requesting refunds of previously paid taxes to each of the localities. I do not yet know what the total of those refunds will be.

Cigarette Tax

Cigarette tax is \$16,323 lower than March 2014; although, this includes a refund of \$7,541.93 to CVS for unused tax stamps as they decided to stop selling cigarettes in their stores. Otherwise, we would be \$8,781 lower than the same period last year. We have sold an additional \$5284 in tax stamps through April 14. The decrease may just be a timing issue by wholesalers who purchase the tax stamps in bulk, but it may be a reflection of the increased tax.

Transient Occupancy

Transient occupancy tax payments for July 2014 totaled \$49,546 reflectiing the highest quarterly

revenue since July 2011. This revenue was accrued for June 2014, however, so it was backed out of the 2015 revenue. The first quarterly payment for this fiscal year was made in October and exceeds the same quarter in FY2014 by \$4,673. The 2nd quarterly payments were due on January 20 and are showing below budget because of one delinquent account. The business owner has not responded to repeated requests for payment so the Town Attorney has filed a warrant in debt.

Meals Tax

Meals tax revenues of \$168,348 were collected in July 2014. Like TO, these revenues were accrued in June 2014. Revenue for FY2015 was not reflected until the month of August. Collections are \$79,256 higher than the same period for FY2014. The elimination of the discount is largely the reason for the increase.

Communications Tax

Communications tax from the state runs 2 months behind. In March we received the state distribution for January. Revenue for this line item is \$673 less than the same period last year.

Sales Tax

Sales tax from IOW County also runs 2 months behind since it is received from the state. The March revenue represents July 2014 through January 2015 which is \$14,114 higher than through January 2014.

Consumption Tax/Utility Tax

Collection of utility/consumption taxes represent July through February 2015. The consumption tax of \$32,169 is \$2,226 less than prior year and utility tax of \$128,064 is \$4,069 lower. This is mainly attributable to low receipts for November for DVP. Upon research the DVP representative said the drop was due to early readings because of the holiday. Last year's holidays did not reflect such a sharp decrease. The rep said that other localities had called as well, but I am not sure what could be done to challenge the readings.

Business License Tax

Business licenses are due on April 15 so mail and walk in traffic have increased. Revenues posted through April 13 total \$252,978 (75%).

Permits & other licenses

Permits and other licenses are running above budget with \$3675 collected in zoning permits and \$1650 in E&S fees. Three quarters of PEG Channel Capital Fee (Charter) totaling \$1385 is also included in this line item. In February we also received \$8,170 for a rezoning application from Heardon Construction Corp for the Mary Crocker property.

Inspection fees-subdivision

Represents inspection fees of \$9,226.39 from Cypress Creek Development as well as \$2850 from various contractors for lots at Church Square, Cypress Creek, Smithfield Manor Townhomes, Wellington Estates, and \$300 from Oakwood Homes for a modular home at 301 A West St.

Review Fees

Review fees through September 2014 are as follows:
Draper Aden \$1,702.00 Riverside Health System Magnolia Manor Expansion
Smithfield Manor Townhomes \$150.00-Phase 10
Robert Livengood-\$925.00-contractors office & shop
Hampton Roads Golf Management-\$150.00-RV storage
Jones & Jones PC-\$150.00-plat review Gwaltney property
Charles Miller-plat review 21A-33-039-\$150
Buddy Webb & Co-\$190.00-O'Reily Auto Parts
Draper Aden-\$1312.50-no explanation-researching to see if it is a refund.
Cypress Creek Development-\$380-Phase VII B&C-Draper Aden Assoc
Anchor Contracting-\$150-plat review Anchor Contracting

Vehicle License Fees

Through April 13 we have collected \$142,205 in VL fees (107.73%) which will put us over our original budget.

Part of the overage is due to supplements over \$6700.

Fines & Costs

Represents collections for July through Feb 2015 which are \$5581 lower than the same period last year.

Kayak Rentals

This line item reflects revenue from July through the beginning of October. It will pick up again in the spring through the end of the fiscal year.

Museum Gift Shop Sales/Programs

Since the museum was a new budget department this year and revenues were an unknown, we did not budget for them. We will amend the budget at year end to reflect activity for the current fiscal year.

Sale of Equipment

Includes \$1304 in July consisting of numerous small items from the Smithfield Center, \$1520 in August for the sale of a 2000 Ford Explorer and \$3041 in September for the sale of a 2005 Ford Crown Vic. Also sold a small metal cabinet, dvd/vhs player, and black screen for \$80.

Other Revenue

Through March we have collected \$806 in grass cutting, \$462 in accident report fees, \$326 in capital credit refunds, and various other small refunds.

Reserves-Pinewood Escrow

As of June 30, 2014, we reflected \$219,808 in restricted reserves for use in the Pinewood Project. Those reserves were combined with current year meals tax revenues and CDBG funds to finance FY2015 expenses. Through March we have utilized all of the \$219,808 carried forward from last year to fund current year expenses as well as \$4411 in rent escrow reserves. We also used \$30,368 from prior year operating reserves which are reflected in the "From Operating Reserves" total below.

Reserves-Beautification Fund

These reserves were used to finance the donation to Historic Smithfield for the Old Courthouse restoration.

Police Grants-State/Federal

The 2 grants received this year have both been federal grants. In the past few years, the grants have shifted more from state funding to federal.

TRIAD Grant

The TRIAD grant funds normally run through IOW County, but this year they were passed through to the Town of Smithfield since the county decided to scale back on their participation.

Fire Programs

Have submitted request for grant money to the state. Money is expected to be paid in June of 2015.

DCA Grant (DAM)

Have not yet submitted for reimbursement. Need to speak with Andy at Draper Aden regarding this grant.

Pinewood Heights Planning Grant Phase III

Have received \$9000 of the \$20000 allocated for the Pinewood Planning Grant. To date we have spent \$17793.73 for planning. Will do one final draw request once all funds are expended.

Pinewood Heights CDBG Relocation Grant

Received \$44,800 in draw down funds to close out the CDBG portion of Phase II MY1. Have also drawn down \$81000 for Phase II MY2. Have been unable to draw additional funds due to need for budget amendment to reclassify CDBG funds from owner to renter category.

Insurance Recoveries-

The Town was reimbursed by VML for damages to 4 police vehicle (\$4117), fire damage to the pier at Clontz Park (\$3500) and light pole/light damage at Church/Thomas (\$1880)..

Contributions-Windsor Castle

Received \$3150 from Windsor Castle Park Foundation to be used for the kayak shed.

Contributions-IOW Historical Society

Contributions collected from donors through IOW Historical Society to be used restrictively for museum operations.

Contributions-Isle of Wight County Museum

Contribution from IOW County representing value of gift shop sales/inventory.

Contributions-Miscellaneous-Museum

Represents admission donations made by museum visitors.

Contributions-Public Safety

Contribution made to the Police Department by the Carollo family in memory of Mrs. Josephine Carollo.

Expenses:

ALL DEPARTMENTS

Insurance

All 4 quarters of VML property/casualty/workers' compensation insurance have been paid.

Dues/Subscriptions/Memberships

The majority of dues/subscriptions are paid at the beginning of the fiscal year meaning that a high percentage of expense is reflected for most of the year.

Town Council

Legal Fees

Have incurred year -to-date legal fees from Troutman Sanders totaling \$7385.76 for annexation work and \$2282.50 from Wilcox & Savage for assistance with personnel issues in addition to ongoing legal issues that are handled by the Town Attorney.

Professional services

Paid \$13559 to Kimley Horn for engineering calculations/master plan for Pinewood. This was rolled over from FY2014 but will need to be added to the budget for FY2014. We also paid \$2800 to Kimley Horn for analysis of the South Church Street project with regards to Verizon. We paid \$2000 to Sinnen-Green & Associates for appraisal services (Old Rescue Squad Bldg). Paid \$2150 to Canada Land Surveying for plat for North Church Street (Smithfield Center). Also paid \$1825 to Bay Environmental for Phase I ESA vacant lot on Main Street. In February we paid \$1500 to Soscia & Company for 1/2 appraisal of Rescue Squad building.

Travel & Training

Includes \$2005 for registrations and \$2386 for hotel for the VML conference in October, NRPA Congress Registration for C. Chapman (\$509) as well as mileage reimbursements of \$528. Also included \$750 to IOW Chamber of Commerce to sponsor Natasha Weiss for the leadership program, and \$40 for C Williams to attend Chamber annual meeting.

Public Defender Fees

In March we received a bill from Isle of Wight County for \$3360 for public defender fees including dismissed cases. They have never billed us for dismissed cases, but this was an audit finding so they will do so going forward. Chief Bowmand and Mr. Riddick have discussed this situation.

Town Manager

Health Insurance

A change in insurance coverage for two employees to family coverage will push this line item over budget. A budget adjustment will have to be made for this year.

Auto Expense

Paid \$1116.58 to Dave's Service Center for van repairs.

Maintenance Contracts

\$186.39 per month for new copier from RICOH (9 months-\$1677.51) plus final payment to Canon Solutions (\$309.76) for old copier prior to cancellation notice as well as supplies for \$204.88.

Treasurer

Audit

The audit invoice of \$23,000 was approved at the April TC meeting. It has been paid and divided 50% General Fund (\$11,500) and 25% each water and sewer (\$5750/ea).

Depreciation software

This invoice was received at the end of March. There was an unexpected increase of \$1000 for the annual contract increasing the price to \$2800.

Service Contracts

Paid BAI for the annual webpayments software support (\$3938), IBM for qtrly server maintenance fee (\$1588.86), and Computer Plus (\$1567.44) for printer maintenance. Also paid BAI (\$10075) for full year of annual software/programming maintenance.

Cigarette Tax Stamps

Ordered one case of cigarette tax stamps (540,000 stamps at \$4.90 per 1,000). That should be enough to last us through the fiscal year.

Public Safety

Police Department

Service Contracts

Includes \$20,314 to Sunguard Public Sector, \$4434 to ID Networks, \$4677 to Gately Communications, copier charges of \$2860, \$480 to Beta Systems, \$347 to Computer Projects of IL, Inc.

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act. It is paid annually in July.

Equipment

Includes \$1995.75 to Lawmen Supply for Phalanx Shield 24x36 and \$2640 to Galls/Quartermaster for 8 Maxpro Armor Gunfighter helmets. In December we also paid \$771 to TSSI (flashbangs, vapor grenades), \$807.55 to Brownell's for AR 15 Enhanced Pivot and Enhanced Takedown equipment, \$354 to Marlow White for honor guard flag carriers, and \$189.50 to Quantico Tactical for ALS RubFin Rocket Direct Fire. In February we paid \$654 to The Gun Shop for 2 cases (40 boxes-2000 rounds) of federal classic pistol cartridges. March charges included \$689 to the Gun Shop for 3 pistol cartridges and \$50 to Grafik Trenz for helmet decals and reflecting lettering, and \$64.59 to Taser International for flex headband.

Special Events

\$504 for National Night Out Banners and supplies, \$96 for Hardees-Hog Jog, and \$5 for Trunk or Treat.

Fire Department

Fuel fund & travel

This is normally paid towards year end at the request of the fire department based on the number of runs made by volunteers.

State pass thru

The paperwork has been submitted to the state for this grant and should be reimbursed in June.

Contributions-Public Safety

Commonwealth Attorney's Software Update

Paid in full as budgeted for FY2015.

Fire Dept Truck

The Town's annual commitment of \$10,000 to the Smithfield Volunteer Fire Dept. for a fire truck has been paid.

Parks Recreation & Cultural

Smithfield Center

Uniforms

Staff shirt orders from Lands End totaling \$264.15 in August, \$584.95 in November, \$45.95 in January, and \$45.95 in March. These shirts show the Smithfield Center logo. Since they only order several times a year, this line item should fall within budget even though it is tracking high through March.

Retail Sales & Use Tax

Taxes paid to the state have increased as the taxable retail portion of Smithfield Center activity has increased. This is actually a positive increase as it indicates that retail revenues have risen.

Landscaping

Last year we only spent \$12,573 on this line item, but this year has been running higher because of an extra charge for plants (\$1160) that should have been paid for FY2014 but was overlooked (either by the vendor or AP) and was paid in the current fiscal year. Given that 2014 would have been 13,733 if the invoice had been paid correctly and based on charges last year for Apr-Jun, this line item is projected to be over budget by approximately \$1500.

Advertising

Includes ad in the Hampton Roads Wedding Guide (\$1315) and Wedding Wire (\$3100) as well as Vista Graphics (\$793), Pilot Media (\$625) and Tidewater Publications (\$1609) In Sept & Oct includes ads in Jewish News (\$1060) and Virginia Bride (\$599). Also includes \$1826.80 to Richwood Graphics for 100 5x7 frames and 500 pens. November includes ad in the Suffolk News-Herald (\$1526), the Smithfield Times (\$545), Smithfield Volunteer Fire Department calendar (\$85) and several small charges. Also includes \$225 to Lois Tokarz for ad design. The only charge for December was \$197.20 to Richwood Graphics for 250 pens. January included \$120 to Lois Tokarz for ad design, Coastal Virginia Magazine (\$793), Recreation News (\$350), and \$36.12 for business cards. February included charges to Pilot Media (\$800), Suffolk News-Herald (\$195), and Lois Tokarz (\$220-ad design) as well as AMEX charges of \$37.93 for facebook advertising. Payments for March included Smithfield Times (\$941), AMEX (\$136.49-page missing with detail), and \$890.44 to Tidewater Publications for special event advertising. Amy is expecting this line item to be over budget for the year but will offset the overage in another category such as repairs/maintenance.

Refund event deposits

Through March we have issued refunds for 15 events. Per Amy their price increase has led to larger refunds when eligible.

Contributions-Parks, Rec, & Cultural

Hampton Roads Planning District Commission

The town has paid 3 of the 4 quarterly payments due for the year.

IOW Arts League

The Town has paid its share of the 2015 local matching grant, and the matching portion received from the state as well.

Friends of the Library

Town has paid \$10,000 to the Friends of the Library as requested through Town Council for electrical/lighting work, participation in leadership IOW program, new carpet/flooring in the community room.

Windsor Castle

Contracted services

Paid \$828.25 to Guardian Security (including service calls), \$2787.83 to All Virginia for porta potties, and \$505 to Transportation Equipment for Eco-Counter annual contract.

Professional Services

Paid \$3000 to Canada Land Surveying for 301 & 302 Jericho Road and \$3489.75 to Applied Laboratory Services for Asbestos Inspection of Windsor Castle Structures.

Supplies

Paid \$840 to Major Signs for aluminum numbered signs and \$63.50 for restroom/bik path signs. Also paid \$167.08 to Eck for house light. In Oct paid \$155.37 to Zero Waste for a case of rolled bags. In November paid an additional \$227 for pedestrian path sign and additional numbered sign. In December we spent \$1245 with Spivey Disposal for rolloff containers and \$155.37 to Zero Waste for a case of rolled bags. Also spent \$249.39 with Major Safety for safety glasses, ear muffs, and vest and \$249.99 with Northern Tool for Briggs BHP Intek Engine (1/2 charged to WC) as well as a few other small purchases.

Museum

Health

We did not originally budget for health for the Museum Director, but her husband's provider would no longer carry her, so we picked her up at the first of the year. She will be carried for 12 months in FY2016.

Operating expenses/gift shop expenses

Operating expenses have been budgeted based on donations. Gift shop expenses will be funded from gift shop revenues (which at this time is unbudgeted). Budget revisions are being proposed with more detailed expense breakdown.

Other Parks & Recreation

Clontz Park-pier maintenance

Includes \$4500 to Hodges & Hodges for repairs to the pier after fire damage. An offset of \$3500 was paid by VML and is shown under Insurance Recoveries in the revenue section. Also paid \$630.88 to Eck Supply for 100-W bulb and lamp for pier.

Veterans War Memorial

Paid \$261 to Bennetts Creek Nursery for 123 pansy plants. The remaining expenses are DVP totaling \$152 and various small invoices to Eck Supply (\$378) for flood lights and lumens, Southern Shores Landscaping (\$107) and Northern Tool (\$49).

Community Development

Pinewood Heights

We closed on 47 Carver in July, 39 & 40 Carver in August, and 48 Carver in October 2014. Relocation for 48 Carver took place in December. In November we relocated the tenant at 52 Carver, and in January we relocated a tenant at 54 Carver. The town closed on 54 Carver Avenue in February.

We have also spent \$17794 through March for the Planning Grant. Once we have spent the remaining 2206, I will request the balance of the grant funds (\$11000).

Contributions-Community Development

Historic Smithfield Transferred the balance remaining in Beautification funds to be used for the Old Courthouse restoration.

Chamber of Commerce Contribution of \$6000 was restored after presentation from Chamber for services provided.

Christian Outreach This contribution was paid in February per Town Council approval.

Triad This expense was to pass through the TRIAD grant money received for the TRIAD group. This money was reimbursed to the Town in Feb.as the TRIAD group has asked the Town to make purchases on their behalf in order to utilize the Town's tax exempt status. This was previously done by IOW County.

Western Tidewater Free Clinic The Western Tidewater Free Clinic requested payment of their budgeted contribution that was then paid on December 15, 2014.

YMCA Contributions This contribution was paid in February per Town Council approval.

Public Works

Street Lights Installed 1 8000 lumen street light at intersection of John Rolfe Dr and Andrews Crossing at Smithfield Forest subdivision for \$3354.81.

Other Includes \$1535 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners. Also includes \$366.60 to the Isle of Wight County Health Department for hepatitis immunizations for new employees.

Public Buildings

Contractual This includes \$5610 for fire extinguisher inspection, fire alarm testing, alarm monitoring, and troubleshooting in Town Hall, Town Manager, and PD offices. Also includes \$2240 to Fidelity for maintenance on existing phone system. In August we also incurred an additional \$1160 for maintenance costs for PD phone system. Maintenance was not budgeted for the new phone system this year, so a budget amendment will have to be made. Also includes charges to Orkin Exterminating (\$1928), All Virginia (\$1758), Terminex (\$704), Workplace Essentials (\$546), and GFI USA (\$1021).

Communications Paid \$377 to Charter (Peg Channel), \$1092 to Verizon, and \$179 to Verizon business. Verizon Business was not used last year, so this will put us approximately \$200 over budget for the year.

Materials & Supplies Includes \$2286 in janitorial supplies for Town Hall and Public Restrooms. Running above budget, but with the increase in events, the public restroom supplies have surpassed projected budget estimates.

Rent-office space

\$400 rent for 10 months to Smithfield Foods for the V W Joyner building. April rent was paid at the end of March.

Other Financing Uses

Transfers to Operating Reserves

As of March 31, 2015, we have collected \$380,560 more in revenues than we have expensed. For the same period last year, our reserves totaled \$888,894. Our revenues YTD are \$304,018 higher than 2014 but operating expenses are \$390,749 higher (museum, VRS phase in, old courthouse). Capital outlay increased \$421,600 due to unbudgeted purchases of old rescue squad buiding (\$255000) and land at Commerce Street (\$50843) in addition to budgeted items such as 4 police vehicles (3 the prior year), land acquisition at Pinewood (\$60,000) and a new phone system for the PD (\$22513).

Capital:

Community Development

Pinewood Heights-Owner Acquisition

Land portion of the capital acquisitions of the property at 39, 40, 47 and 48 Carver.

Public Safety

Police Vehicles

4 budgeted police vehicles have been received. There are additional equipment expenses related to the vehicles that have not yet been invoiced.

Tough Book MDT's/Docking Stations-

Partial install on the 4 new cars for this fiscal year. The remainder will be expensed by year end.

In Car Cameras

These will also be installed on the 4 new vehicles by fiscal year end.

Public Works

Vehicles

The Town purchased a new Ford 350 from Beach Ford in December that split between PW, WTR, SWR, and HWY.

Purchase of land

This represents payment to Riddick Babineau to close on property at the bottom of Wharf Hill. Closing was delayed after the check was remitted for settlement due to discrepancy on the boat slip.

Public Buildings

Phone System PD

Phone system has been installed and payment has been made in full.

Replace heat/Ac unit in Town Hall

Paid Atlantic Construction \$6255 for new unit in town hall which did exceed budget costs.

Rescue Squad Building

Purchase of IOW County's portion of the old rescue squad building. This will be a budget amendment.

SEWER

Revenues

Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2014 financial statements. Half of the August billing was also accrued leaving the other half reflected on the August financial statements. March 2015 adjusted year-to-date revenues for sewer charges are \$3597 higher than adjusted 2015. Adjusted sewer compliance fees are \$2450 higher. Adjusted consumption is 1,032,228 higher than the same period last year.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 16 connections at \$1580.

Expenses

Maintenance and repairs

March maintenance detail:

Dave's Svc Ctr	\$ 295.45	brake pads on F250-1/2 sewer- 1/2 water
REW	\$ 553.00	troubleshoot James St and Plaza Pump stations
Advance Safety	\$ 168.46	in-house calibration, sensor for O2 gas monitor sensor -1/2 sewer - 1/2 water
Advance Safety	\$ 163.46	in-house calibration, sensor O2 gas monitor sensor -1/2 sewer - 1/2 water

February maintenance included the following:

REW	\$ 758	Troubleshooting the James Street Pump Station
Wood Equip	\$770.20	lower radial cutter for Ledford Pump Station

In January we paid maintenance expenses as follows:

REW	\$ 1,903	replacing the PLC at the Wellington Pump Station
REW	\$ 899	troubleshooting and replacing 2 current sensing relays at Pinewood Pump St.
Atlantic Constructors	\$880	Heat pump not working at operations building (Cary St) 1/2 wa, 1/2 sw

December was a huge month for repairs although none of them were at the capital threshold so they were expensed.

C.A. Barrs	\$3,825	Utility crew for sewer repairs on the Cypress Creek Blvd (Bridge?)
Lewis Construction	\$2250	Equipment/labor for find & fix at Jersey Park
REW	\$1,263	replace transducer at Golf Club pumping station
REW	\$1,493	troubleshooting flowmeter issues at Morris Creek pumping station
Wood Equip	\$4,250	3HP 230 V 3 Phase (Plaza Shopping Center)
	\$544	pull out flange for EZ2200 (Watson Pumping station)
	\$1,009	lower radial cutter and hydromatic o-ring (Bradford Mews)

In November we also paid REW \$5209 for troubleshooting at various pump stations as follows:

James and Wellington: limit switches defective, replaced limit switches
St. Andrews-motor starters defective, replaced motor starters
Wellington & Morris Creek-replaced limit switches
Moonefield, Cypress Creek, Main, Drummonds, Golf Course, and Crescent:-
checked limit switches and turned over 4 spare limit switches to town personnel as spares

Insurance

Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance.

Nonoperating Revenues (Expenses)

Pro-rata share fees

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.

Availability fees

Like connection fees, we have received 16 at \$4120 each.

Contributed Capital-Smithfield Foods Rev Ln

This line items represents accrual of principal paid on debt that is due for reimbursement from Smithfield Foods for the James Street Pump Station. The second payment for the year was made in April.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

The sewer fund has only one current loan outstanding (other than the reimbursable revolving loan). The principal is paid once a year and has been paid in full for fiscal year 2015. This loan was refinanced in March. A budget adjustment will be made for interest as the last payment was paid off with the refinancing.

Sewer Capital

Consent Order

In October paid \$2090 to Draper Aden for Program Manager II work. In November paid \$3060 to Draper Aden for proposed DEQ Consent Order Review and \$4050 to Lewis Construction for find and fix. Paid \$2560 to Draper Aden in January for Program Manager II (\$1900) and Design Engineer (\$660) work. Also paid \$760 to Draper Aden in February for labor on Program Manager II.

In February paid \$30,845.35 to Tri-State for CCTV and CIPP lining on Main Street and Mason Street

In March, paid \$1640 to Draper Aden for consent order meeting and Smithfield Services \$1592.17 for sand hauled/delivered for find & fix.

Removal, repair, replacement fiberglass pump

Sydnor Hydo repaired fiberglass pump and reinstalled.

SCADA Towers-Drummonds, Jersey Park, Watson

Payment to REW for installation of 3 SCADA towers.

4" Fairbanks Morse Submersible Run-Dry Pump-Moonefield

REW Installation of submersible dry-pump at Moonefield.

4" Fairbanks Morse Submersible Run-Dry Pump-Crescent

Installation of submersible dry-pump at Crescent. This was budgeted for last year but did not arrive in time

Main Street Pump Station

Paid \$57,932.33 to Xylem Dewatering for Godwin Dri-Prime Pump. Also paid \$19,188 in December to REW for 57% completion of installation of bypass pump. Paid balance of \$13,944 in February.

Truck

The Town purchased a new Ford 350 from Beach Ford in December that split between PW, WTR, SWR, and HWY.

WATER

Revenues

Water Charges

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2014 financial statements. Again, half of the August billing was accrued for June 2014 and the other half is reflected as FY2015 revenues on the year-to-date statement. March adjusted year-to-date revenues are \$5,065 higher than the same period in FY2014. Adjusted consumption is 3,366 higher than the the period ended February 28, 2014.

Debt Service Revenue

Debt service revenue is lower than budget because of the adjustments for July and 1/2 of August. This revenue is \$5,100 lower than FY2014 because of the decrease in the fee from \$19.30 to \$8.95 bi-monthly.

Miscellaneous

Represents \$200 in sales of meter box/lid, \$588 for line setter and repairs (cost of 2 men & 2 trucks), and \$75 for returned check charges.

Connection Fees

As with sewer, the Town has collected on 16 accounts at \$660.

Expenses

Water Tank Maintenance

We have made 3 quarterly payments to Caldwell for water tank maintenance in the current fiscal year.

Regional Water Supply Study

Paid 3 quarters to HRPDC for regional water supply study. This line item will actually come in a little below budget at \$1763 for the year.

Insurance

Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance.

Bank service charges

Now that we are accepting credit cards for water deposit payments, we will be incurring higher charges for this service especially in light of the number of returned checks we have collected to date.

Miscellaneous

Includes a lump sum payment to VDH-Waterworks Technical Assistance Fund (\$8,758.55). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

Nonoperating Revenues (Expenses)

Pro-rata share fees

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.

Availability Fees

Like connection fees, we have received 16 at \$2720.

Insurance Recoveries

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.

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

Made up of 3 debt service principal payments for the VML-VACO Loans 1 and 2. One of the loans only has 1 principal payment for the year. Also includes annual principal cost of VRA loan for the year. The original RO loan was refinanced and interest adjustment will be made to current year budget to reflect the payoff.

Water Capital

Vehicles

The Town purchased a new Ford 350 from Beach Ford in December that split between PW, WTR, SWR, and HWY.

System Improvements

Paid \$9700 to Lewis Construction for upgrade of water line from 6" to 8" and removal of vault top/disposal (Canteberry)

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

We received 3 qtrly payment from the state as of March 31. It is \$7091.40 higher than the quarterly grant allocations for FY2014 which translates to \$28,368 in additional revenue to be used for highway maintenance.

Expenses

Engineering

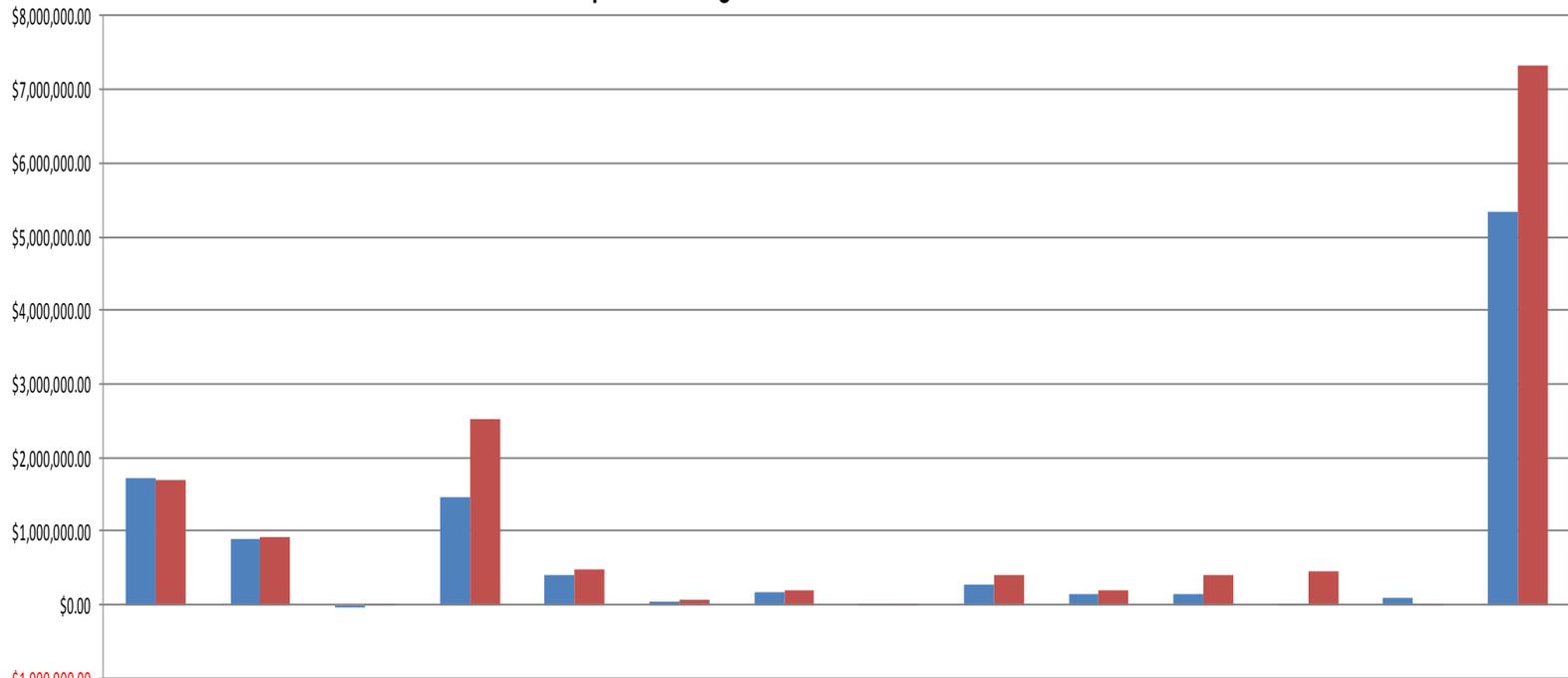
Paid \$6124 to Kimley-Horn for Topographical survey and review of existing information and hydraulic analysis re: Pagan Pines drainage

Insurance

Represents 4 quarterly payments to VML for the year.

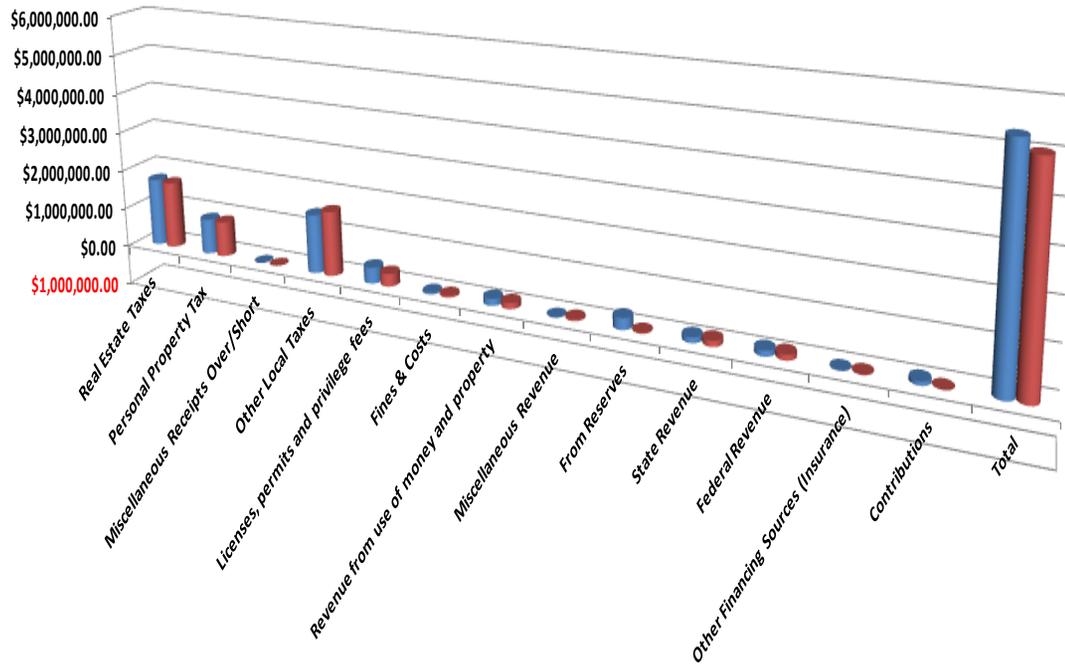
MAR 2015 FINANCIAL GRAPHS

Mar 2015 YTD General Fund Revenues Compared to Budget



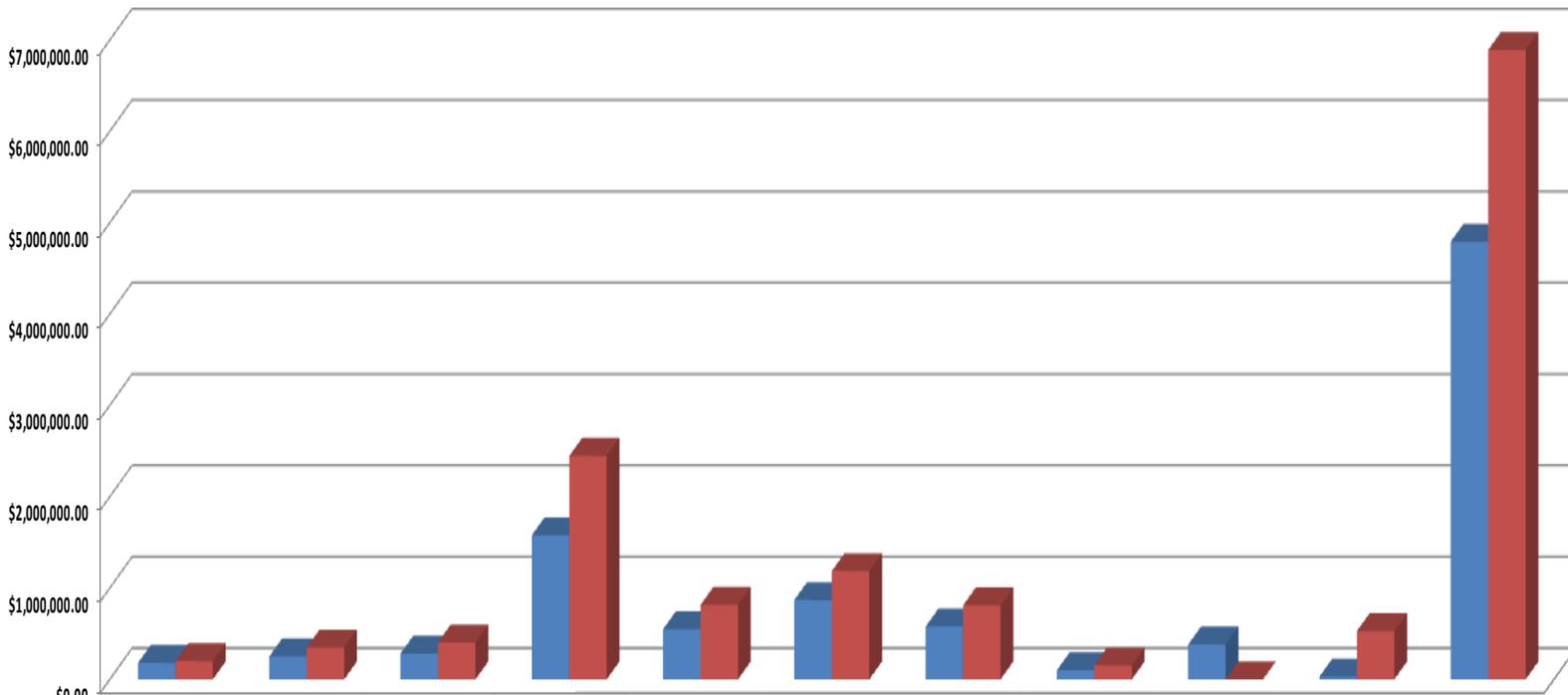
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
Mar 2015 Actual	\$1,713,882	\$885,340	\$(24)	\$1,468,117	\$398,087	\$43,856	\$170,658	\$6,145	\$279,877	\$132,153	\$137,053	\$9,497	\$95,087	\$5,339,728
Budget	\$1,698,700	\$911,300	\$15	\$2,521,159	\$491,350	\$70,000	\$195,892	\$6,000	\$393,997	\$200,315	\$396,480	\$450,000	\$1,000	\$7,336,208

Mar 2015 YTD General Fund Revenue Compared to Mar 2014



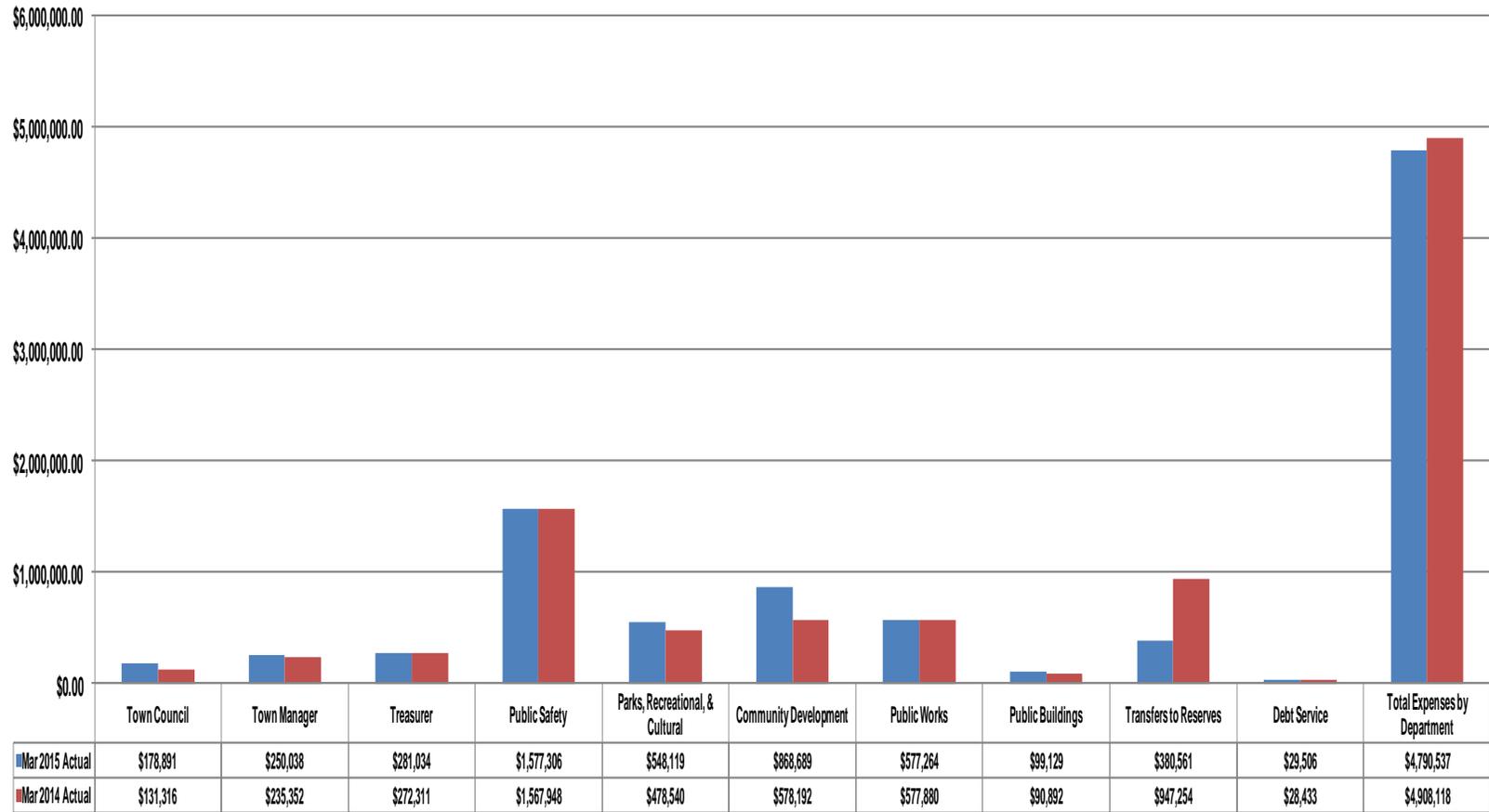
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
Mar 2015 Actual	\$1,713,882	\$885,340	\$(24)	\$1,468,117	\$398,087	\$43,856	\$170,658	\$6,145	\$279,877	\$132,153	\$137,053	\$9,497	\$95,087	\$5,339,728
Mar 2014 Actual	\$1,680,408	\$878,687	\$(11)	\$1,613,571	\$315,621	\$49,447	\$146,024	\$44,834	\$23,941	\$138,248	\$133,816	\$10,521	\$600	\$5,035,707

Mar 2015 YTD General Fund Operating Expenses Compared to Budget

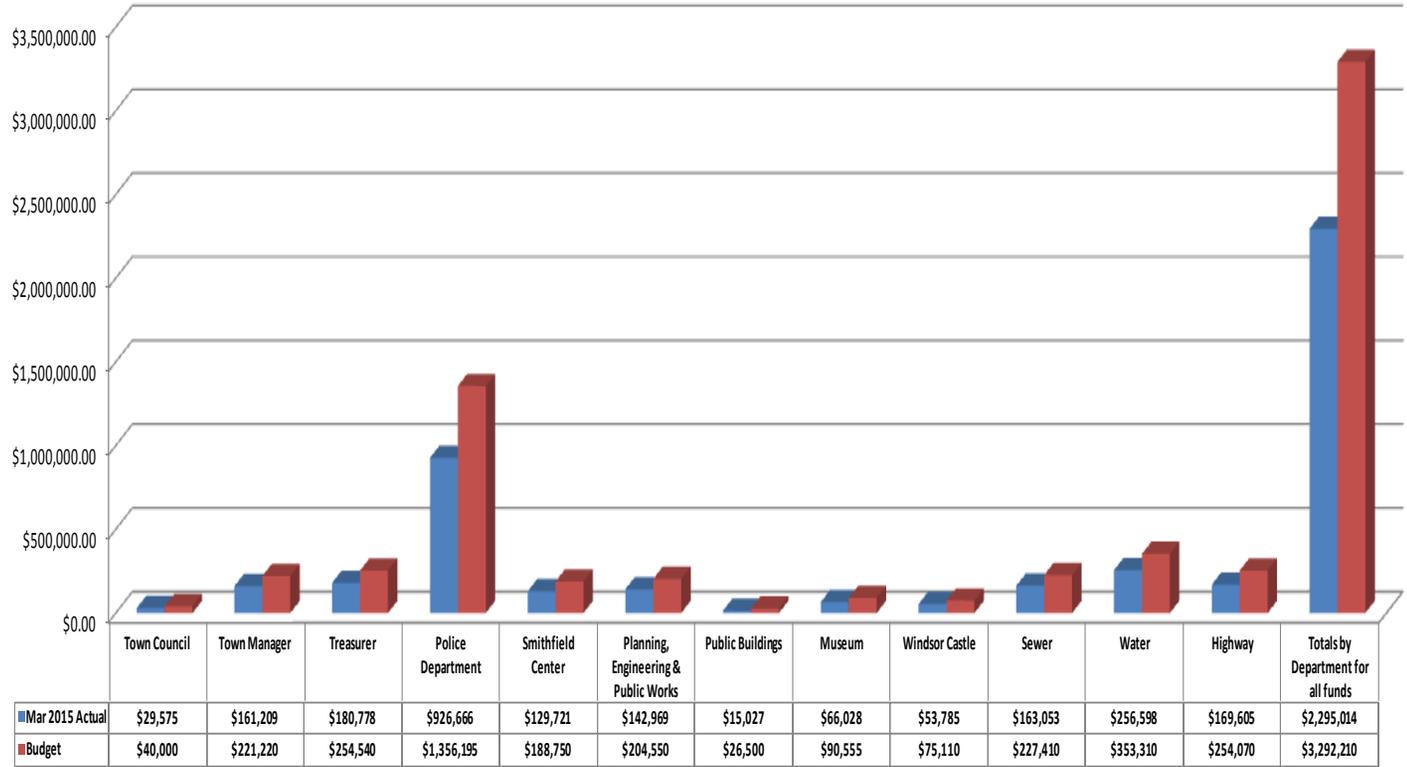


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Mar 2015 Actual	\$178,891	\$250,038	\$281,034	\$1,577,306	\$548,119	\$868,689	\$577,264	\$99,129	\$380,561	\$29,506	\$4,790,537
Budget	\$198,824	\$348,813	\$404,669	\$2,445,729	\$815,155	\$1,185,840	\$810,521	\$153,145	\$-	\$528,619	\$6,891,315

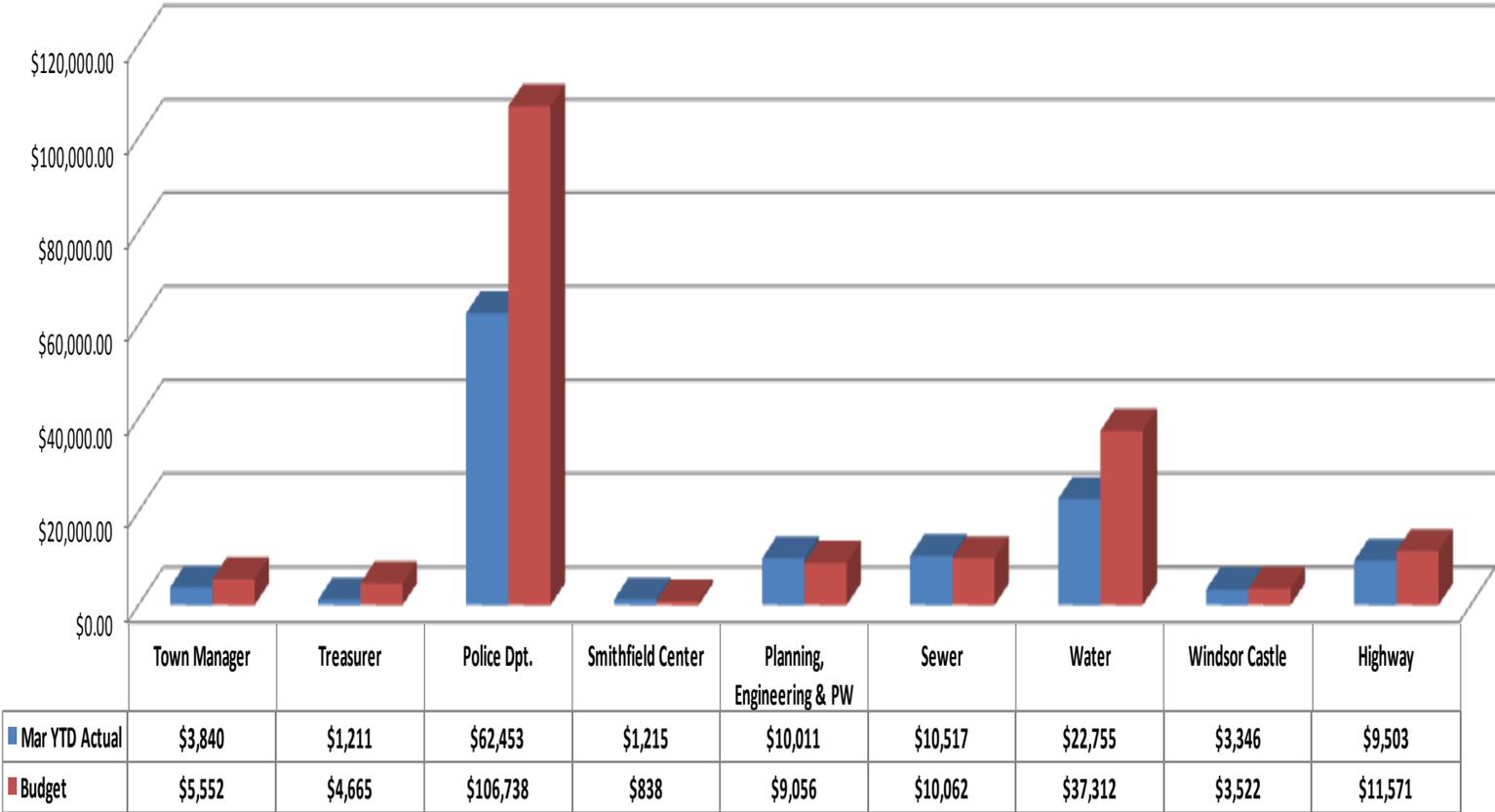
Mar 2015 YTD General Fund Operating Expenses Compared to Mar 2014



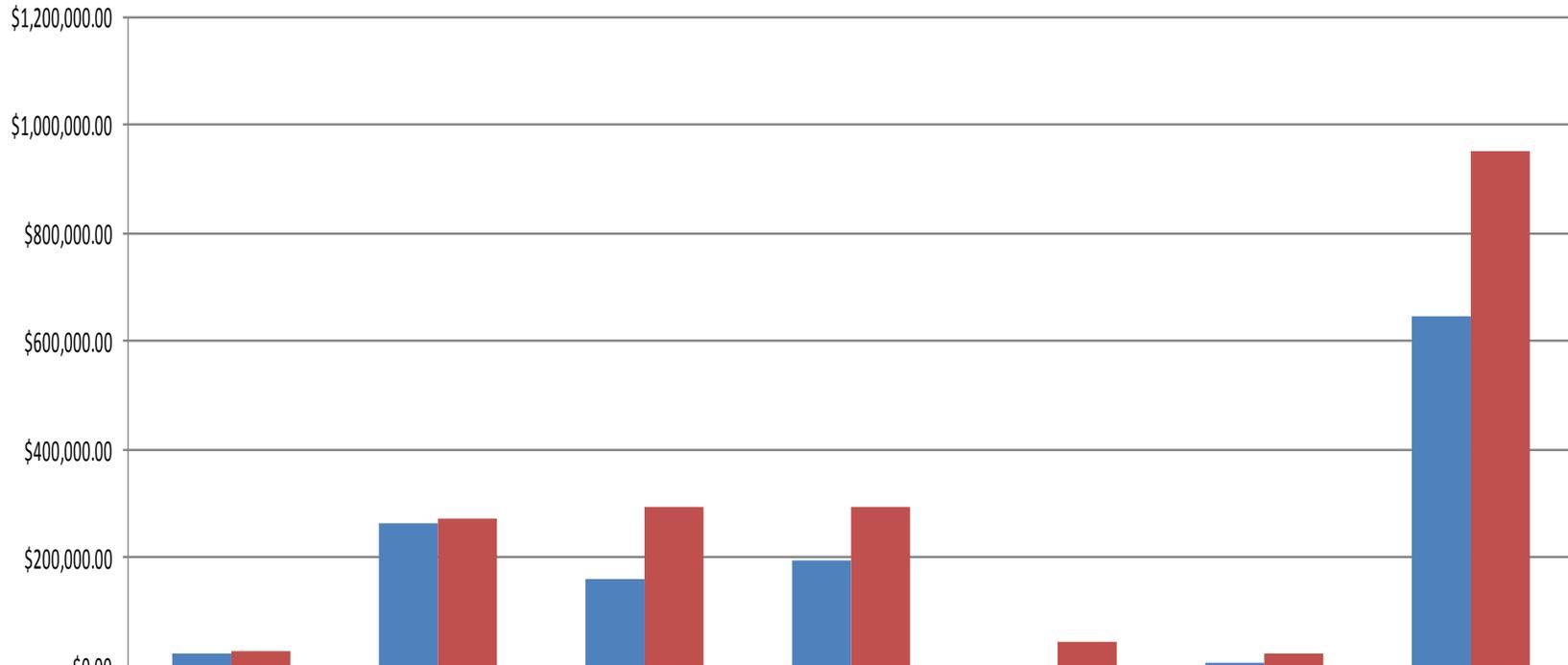
Mar 2015 YTD Salaries to Budget by Department



Mar YTD Overtime Compared to Budget

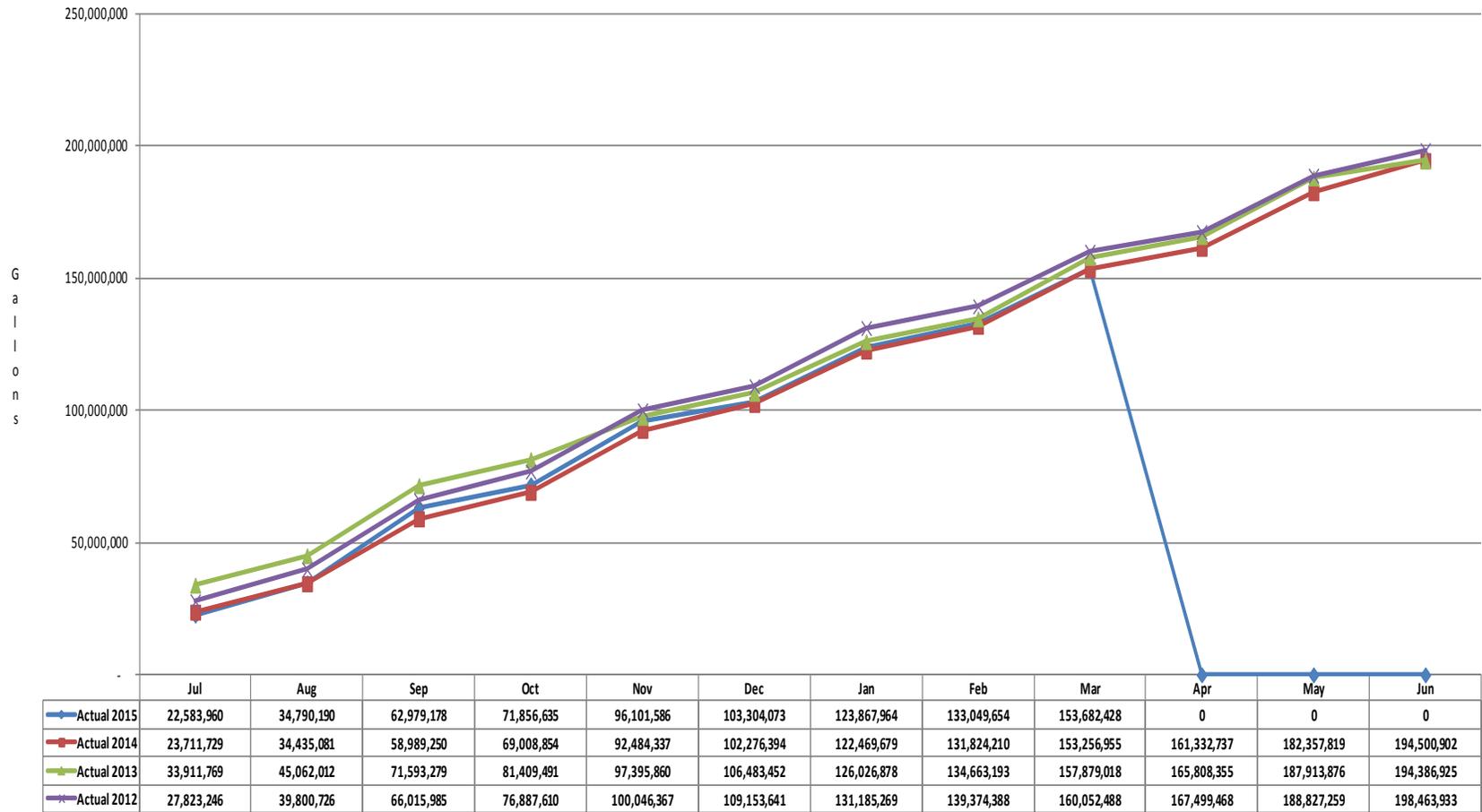


Mar YTD Pinewood Heights Expenses Phase II

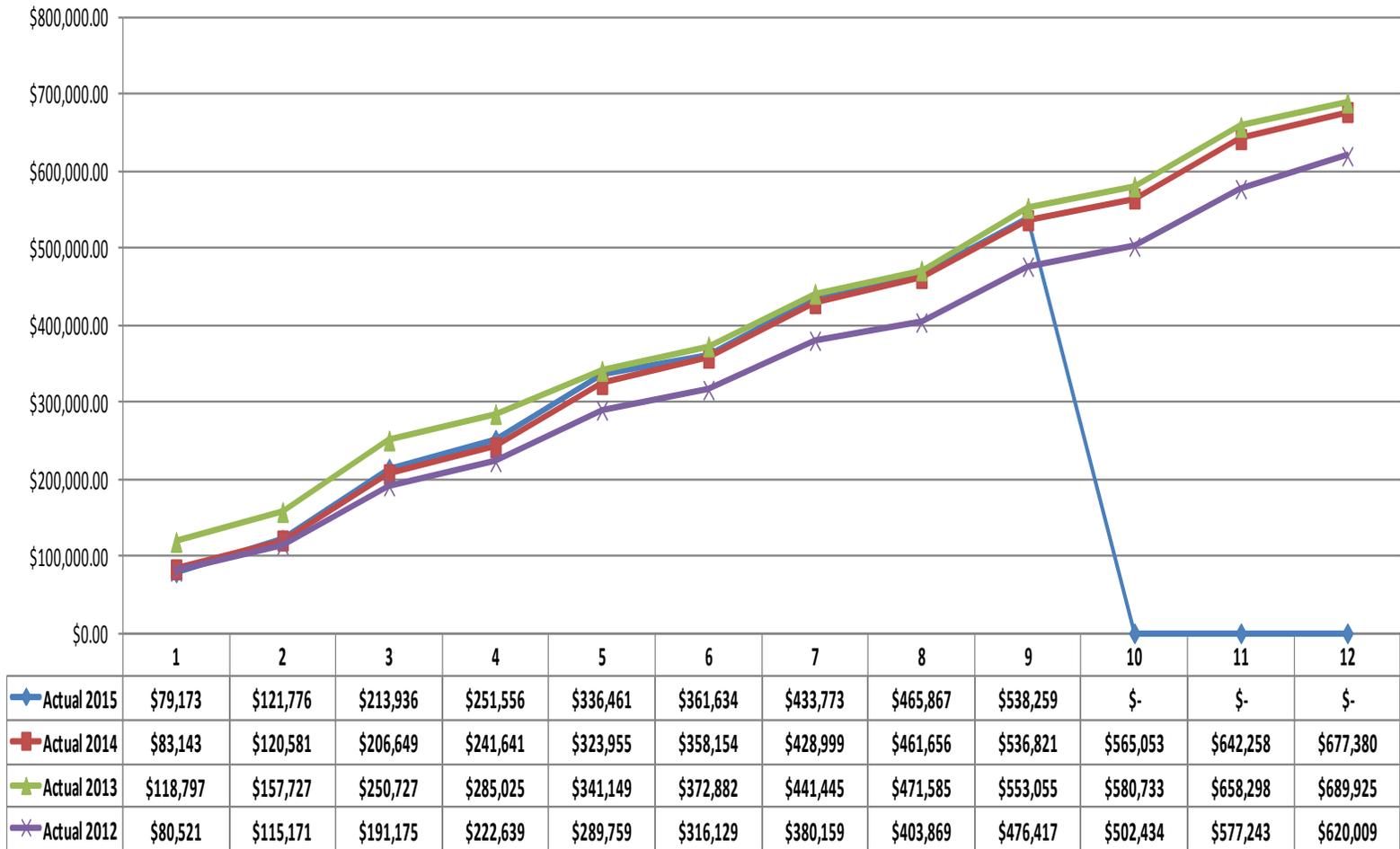


	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
Mar YTD Actual	\$22,195	\$263,938	\$162,000	\$194,503	\$-	\$5,961	\$648,597
Budget	\$25,580	\$272,586	\$292,640	\$295,147	\$44,800	\$23,278	\$954,031

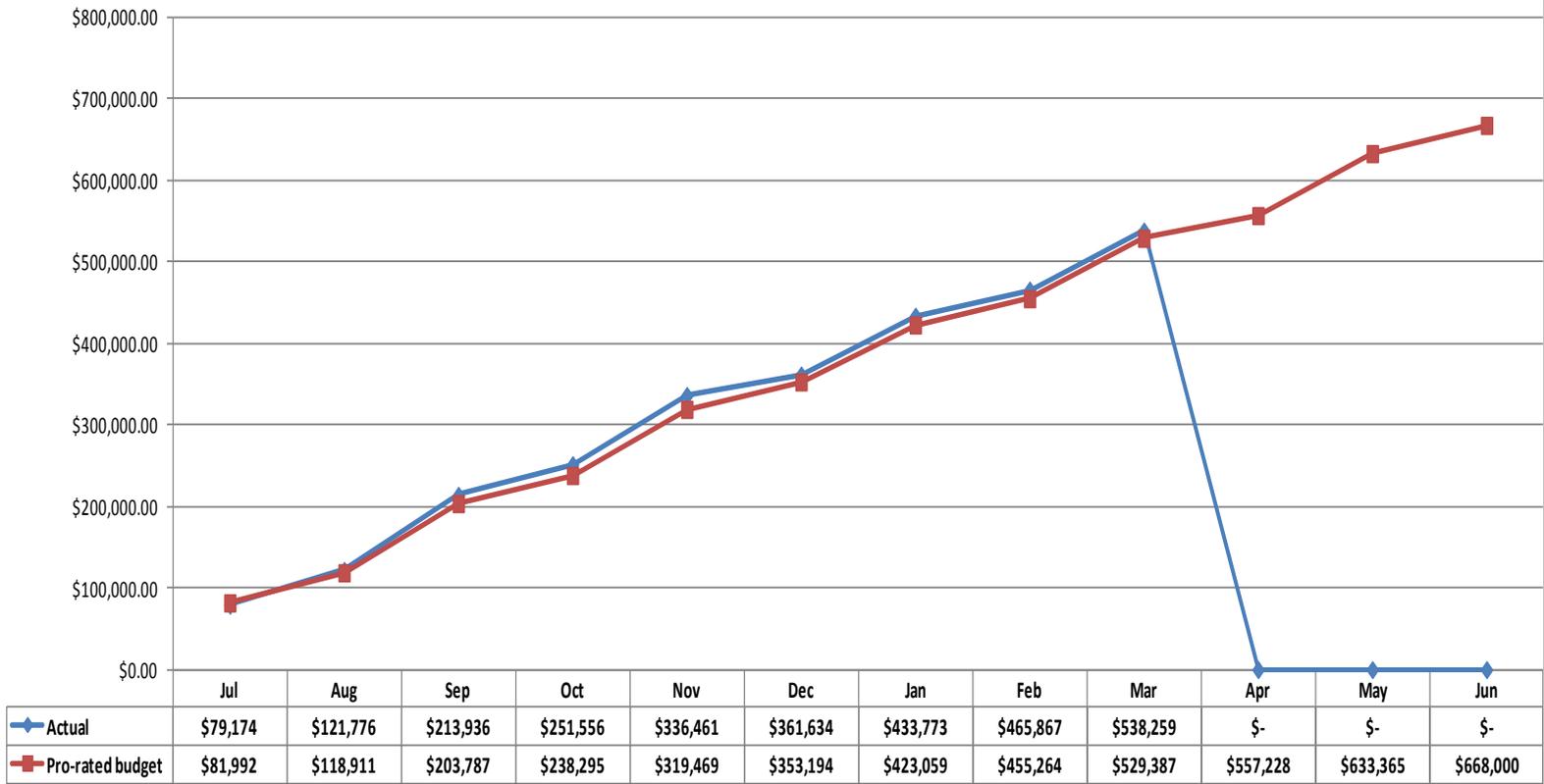
Mar 2015 YTD Sewer Consumption Compared to FY 2012 through FY 2014-Cumulative



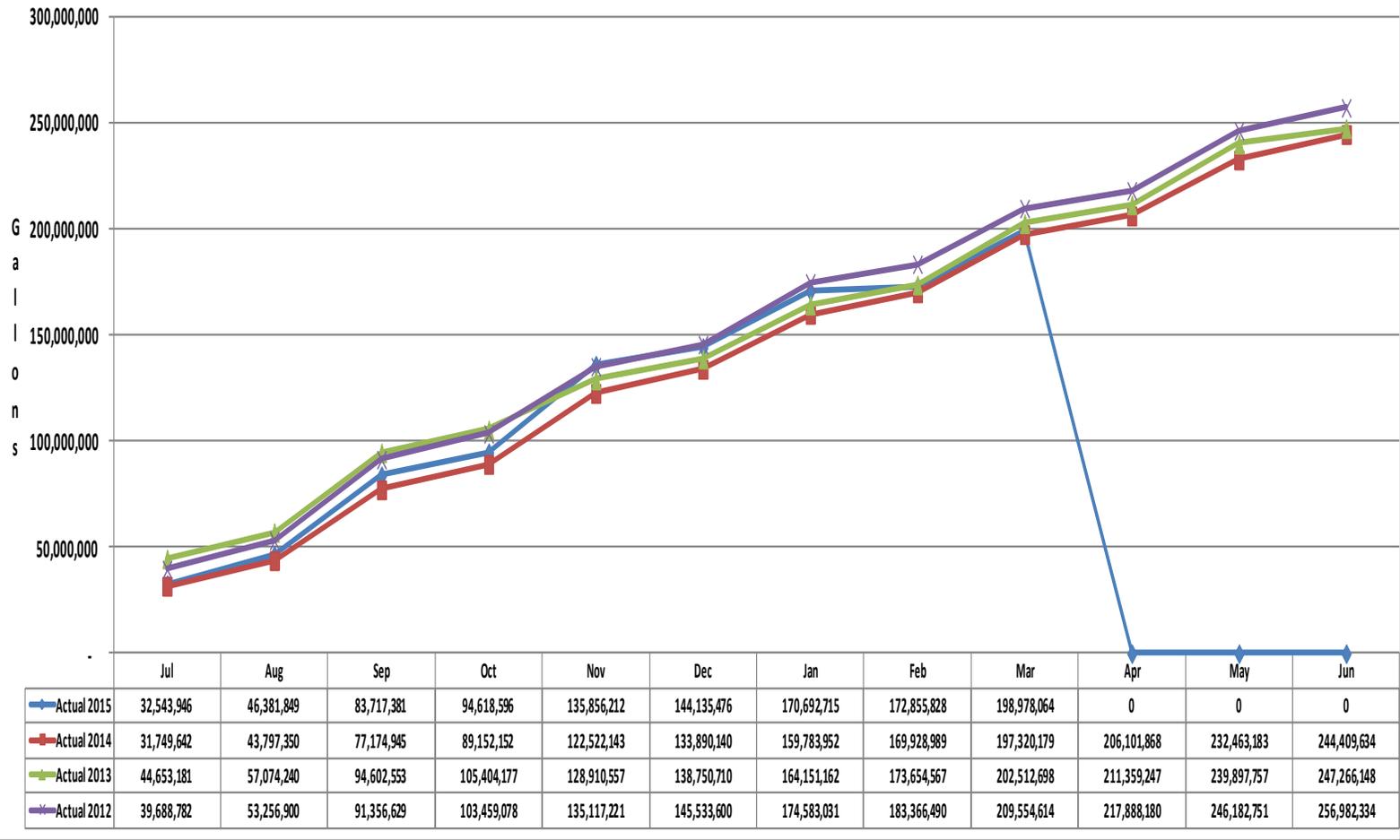
Mar 2015 YTD Sewer Charges Compared to FY 2012 through FY 2014-Cumulative



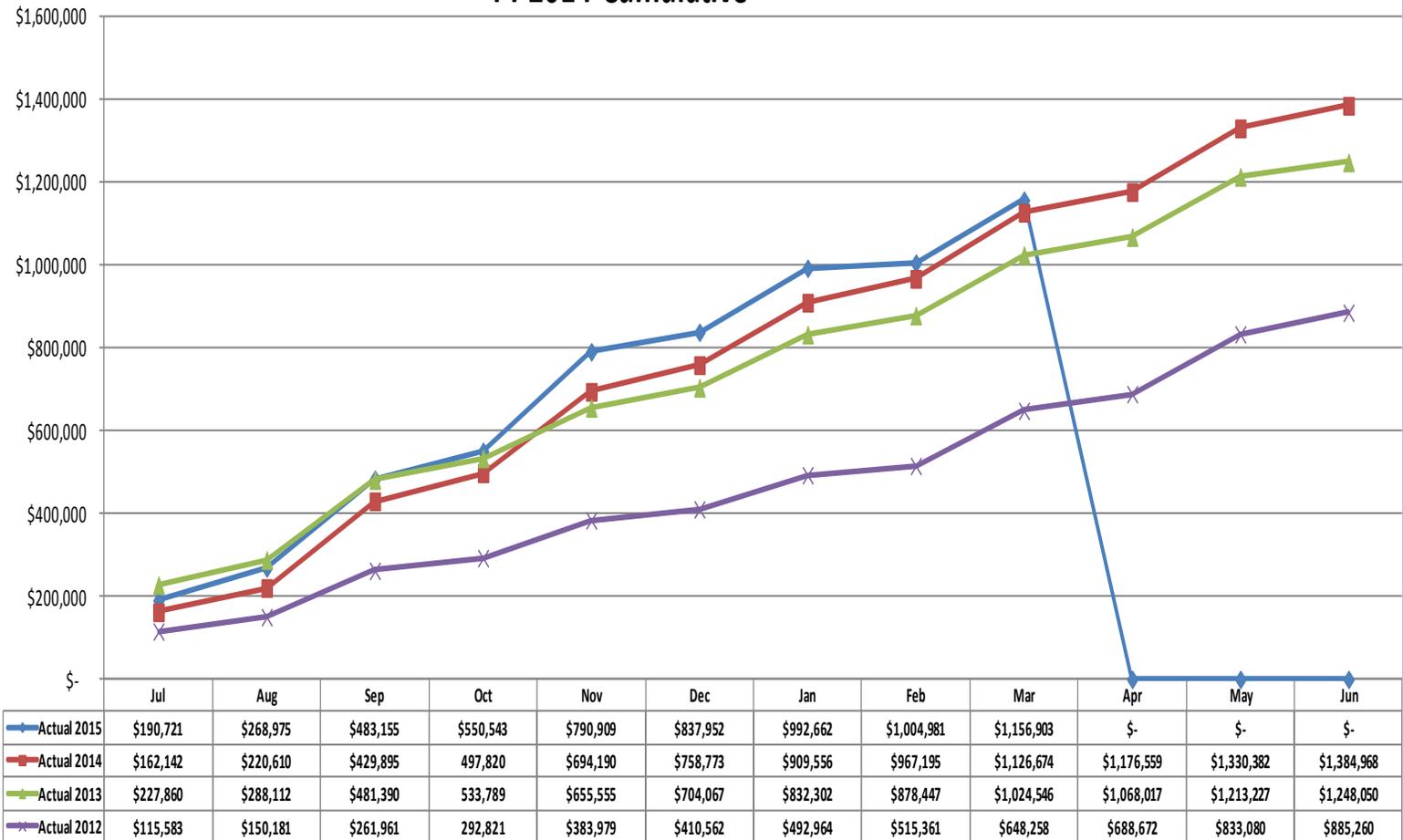
Mar 2015 Sewer Charges Compared to Pro-Rated Budget-Cumulative



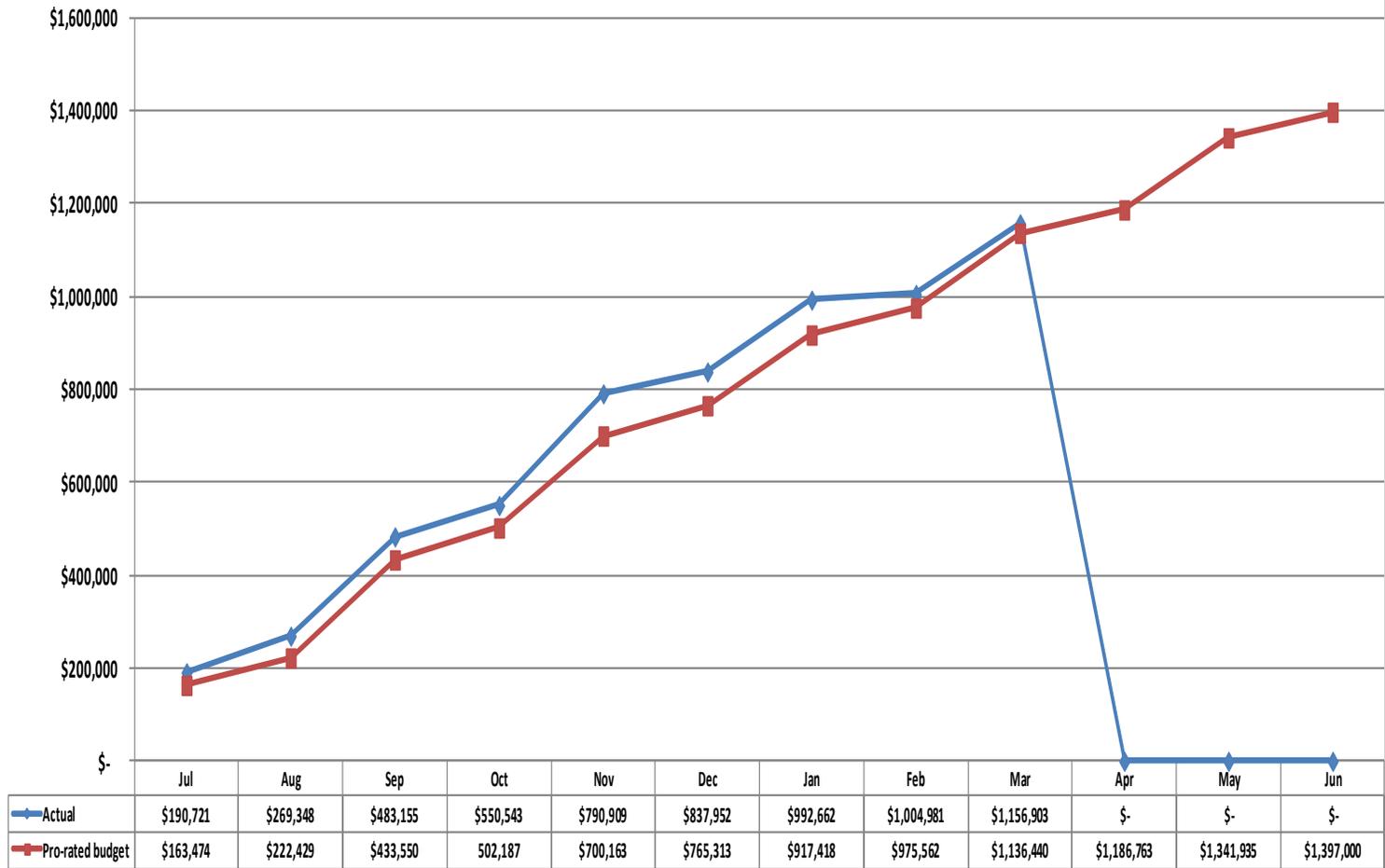
Mar 2015 YTD Water Consumption Compared to FY 2012 through FY 2014-Cumulative



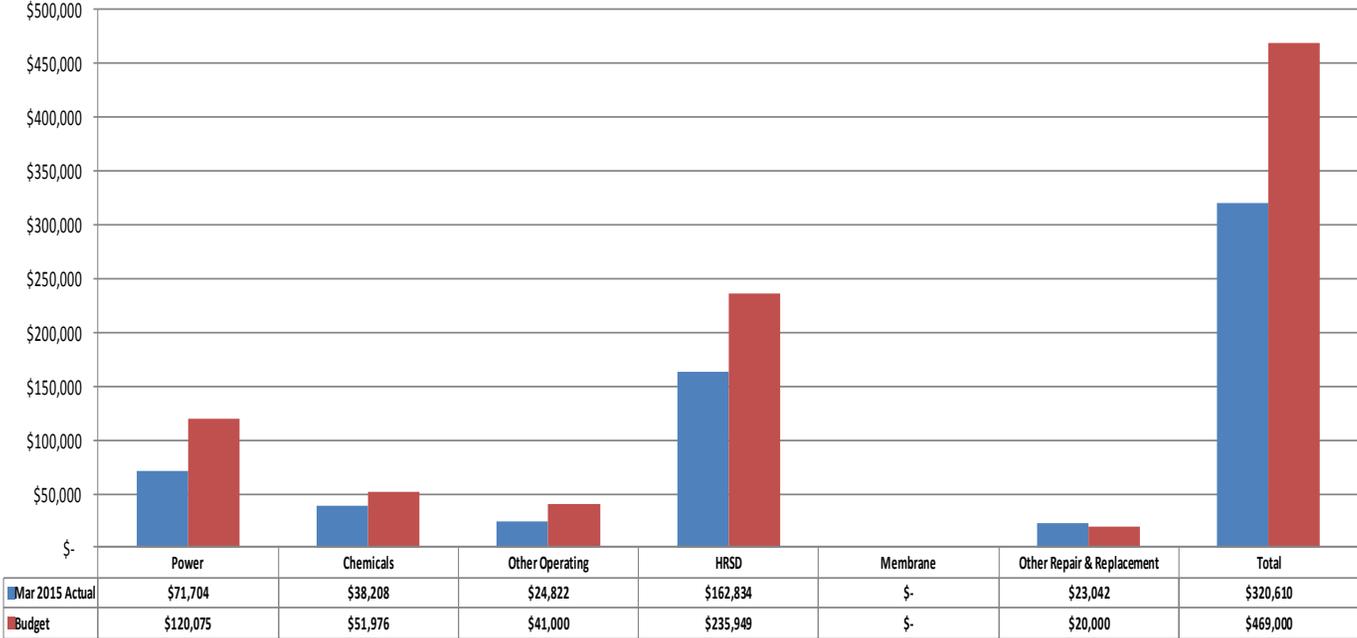
Mar 2015 YTD Water Charges Compared to FY 2012 through FY 2014-Cumulative

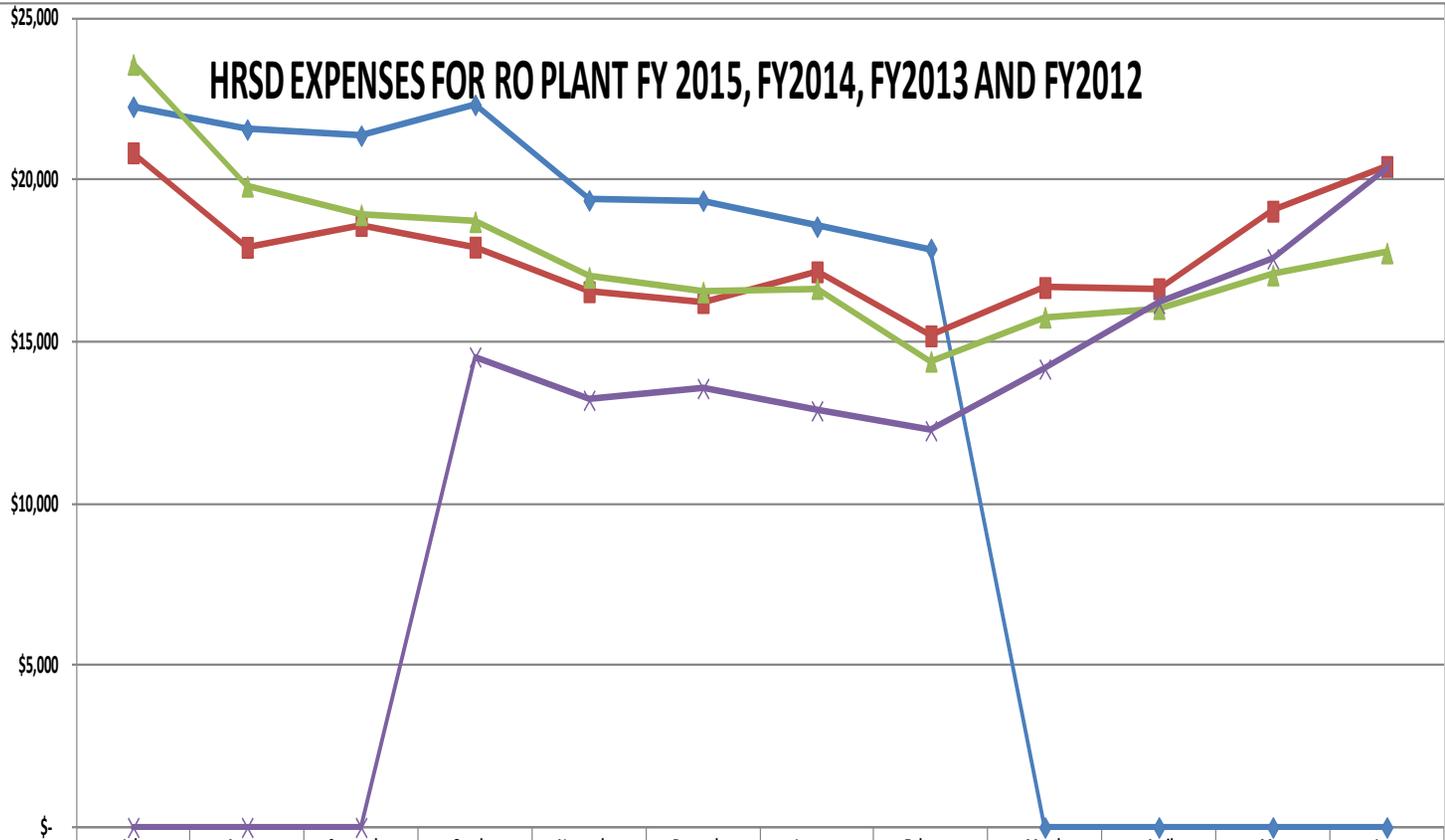


Mar 2015 YTD Water Charges Compared to Pro-Rated Budget-Cumulative



Mar 2015 YTD RO Expenses by Category





	July	August	September	October	November	December	January	February	March	April	May	June
2015 Actual	\$22,286	\$21,580	\$21,389	\$22,343	\$19,389	\$19,380	\$18,578	\$17,888	\$-	\$-	\$-	\$-
2014 Actual	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181	\$15,200	\$16,695	\$16,659	\$19,056	\$20,439
2013 Actual	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
2012 Actual	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF MARCH 2015					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,346,174.94	(556,237.62)	(450,173.45)	339,763.87
Water-Debt Service	Farmers Bank	995,926.50	44,920.19		1,040,846.69
Water Capital Escrow (availability fees)	TowneBank	382,212.68	5,440.00		387,652.68
Water Treatment Plant Escrow	TowneBank	111,735.31	-		111,735.31
Water Deposit Account	TowneBank	108,165.19	-		108,165.19
Water Development Escrow	TowneBank	95,589.84	-		95,589.84
Subtotal Water		3,039,804.46	(505,877.43)	(450,173.45)	2,083,753.58
			-		
Sewer	Farmers Bank	275,067.35	74,611.32	(406,430.74)	(56,752.07)
Sewer Development Escrow	TowneBank	352,399.20	-		352,399.20
Sewer Capital Escrow (availability fees)	TowneBank	862,529.56	8,240.00		870,769.56
Sewer Compliance	Farmers Bank	848,638.64	117,950.70	-	966,589.34
Subtotal Sewer		2,338,634.75	200,802.02	(406,430.74)	2,133,006.03
Highway	Farmers Bank	63,389.45	341,715.95	-	405,105.40
General Fund	Farmers Bank	2,498,697.91	(554.08)	856,604.19	3,354,748.02
Payroll	Farmers Bank	123,353.59			123,353.59
Money Market-General Fund	TowneBank	2,187.51			2,187.51
Business Super Now-General Fund	Farmers Bank	33,125.72			33,125.72
Money Market-General Fund	Farmers Bank	289,766.62			289,766.62
General Fund Capital Escrow Account	TowneBank	214,785.48			214,785.48
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	19,974.05			19,974.05
Pinewood Heights Escrow	Farmers Bank	45,352.83			45,352.83
SNAP Account	Farmers Bank	2,306.75			2,306.75
Museum Account	Farmers Bank	100,102.18			100,102.18
S. Church Street Account	TowneBank	36,095.95	(36,086.46)	-	9.49
Subtotal General Fund		3,928,578.90	(36,640.54)	856,604.19	4,748,542.55
TOTAL ALL FUNDS		9,370,407.56	0.00	-	9,370,407.56

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 03/01/2015 through 03/31/2015
Account Number 9246002035

[Table Of Contents](#)

Balance Sheet	1
Summary Of Fund	2
Asset Summary As Of 03/31/2015	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2015 through 03/31/2015
9246002035

Balance Sheet

	AS OF 03/01/2015		AS OF 03/31/2015	
	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	499,855.70	502,692.68	500,027.47	503,464.28
TOTAL COMMON TRUST FUNDS - BALANCED	499,855.70	502,692.68	500,027.47	503,464.28
TOTAL HOLDINGS	499,855.70	502,692.68	500,027.47	503,464.28
TOTAL ASSETS	499,855.70	502,692.68	500,027.47	503,464.28
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	499,855.70	502,692.68	500,027.47	503,464.28
TOTAL LIABILITIES AND EQUITY	499,855.70	502,692.68	500,027.47	503,464.28

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

ACCOUNT STATEMENT

Page 2

Statement Period 03/01/2015 through 03/31/2015
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 03/01/2015		502,692.68
CTF DISTRIBUTIONS	320.39	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	599.83	
ADMINISTRATIVE EXPENSES	148.62-	
TOTAL MARKET VALUE AS OF 03/31/2015		503,464.28

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2015 through 03/31/2015
9246002035

Asset Summary As Of 03/31/2015

DESCRIPTION	MARKET VALUE	COST	% OF PORT
COMMON TRUST FUNDS - BALANCED	503,464.28	500,027.47	100
TOTAL INVESTMENTS	503,464.28	500,027.47	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	503,464.28		

ACCOUNT STATEMENT

Statement Period 03/01/2015 through 03/31/2015
 Account Number 9246002035

Asset Detail As Of 03/31/2015

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
COMMON TRUST FUNDS - BALANCED				
49,964.118	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	503,464.28	500,027.47	100
		503,464.28	500,027.47	100
	TOTAL INVESTMENTS	503,464.28		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	503,464.28		
	TOTAL MARKET VALUE	503,464.28		

ACCOUNT STATEMENT

Statement Period 03/01/2015 through 03/31/2015
Account Number 9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS 320 . 39

TOTAL INCOME EARNED 320 . 39

UNREALIZED GAIN IN THE PERIOD 599 . 83

TOTAL INCREASES IN FUND VALUE 920 . 22

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 148 . 62

TOTAL FEES AND OTHER EXPENSES 148 . 62

TOTAL DECREASES IN FUND VALUE 148 . 62

NET CHANGE IN NET ASSET VALUE 771 . 60

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2015 through 03/31/2015
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
03 / 01 / 2015	BEGINNING BALANCE	0 . 00	499 , 855 . 70
03 / 02 / 2015	DISTRIBUTION FROM 49,947.05 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 02/28/2015 CUSIP # CF5400035	165 . 74	0 . 00
03 / 02 / 2015	PURCHASED 165.74 SHS MORGAN STANLEY INSTL LIQUIDITY PRIME PORTFOLIO #8341 ON 03/02/2015 AT 1.00 CUSIP # 61747C723	165 . 74 -	165 . 74
03 / 03 / 2015	PURCHASED 16.468 UNITS VIRGINIA INVESTMENT POOL ON 02/28/2015 AT 10.0645 INCOME REINVESTMENT CUSIP # CF5400035	165 . 74 -	165 . 74
03 / 03 / 2015	SOLD 165.74 SHS MORGAN STANLEY INSTL LIQUIDITY PRIME PORTFOLIO #8341 ON 03/03/2015 AT 1.00 CUSIP # 61747C723	165 . 74	165 . 74 -
03 / 16 / 2015	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR QUARTER ENDING 02/28/2015	148 . 62 -	0 . 00
03 / 16 / 2015	DISTRIBUTION FROM 49,963.52 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 03/15/2015 CUSIP # CF5400035	154 . 65	0 . 00
03 / 16 / 2015	PURCHASED 6.03 SHS MORGAN STANLEY INSTL LIQUIDITY PRIME PORTFOLIO #8341 ON 03/16/2015 AT 1.00 CUSIP # 61747C723	6 . 03 -	6 . 03
03 / 17 / 2015	PURCHASED .6 UNITS VIRGINIA INVESTMENT POOL ON 03/15/2015 AT 10.0562 INCOME REINVESTMENT CUSIP # CF5400035	6 . 03 -	6 . 03
03 / 17 / 2015	SOLD 6.03 SHS MORGAN STANLEY INSTL LIQUIDITY PRIME PORTFOLIO #8341 ON 03/17/2015 AT 1.00 CUSIP # 61747C723	6 . 03	6 . 03 -

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

ACCOUNT STATEMENT

Page 7

Statement Period 03/01/2015 through 03/31/2015
Account Number 9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
03/31/2015	ENDING BALANCE	0.00	500,027.47

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

ACCOUNT STATEMENT

Statement Period
Account Number

03/01/2015 through 03/31/2015
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.

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

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LCOV\Suffolk@aol.com

INVOICE

Invoice Number: 0415-1072153

Invoice Date: Apr 6, 2015

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
Carver Ave & Pinewood Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			4/21/15

Quantity	Item	Description	Unit Price	Amount
1.00		Sewer extension - 200' of 8" PVC SDR 26 1 Doghouse SMH 1 precast SMH	22,000.00	22,000.00
Subtotal				22,000.00
Sales Tax				
Total Invoice Amount				22,000.00
Payment/Credit Applied				
TOTAL				22,000.00

Check/Credit Memo No:

A finance charge of 1.5% per month (18% annual) on past due invoices.



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

March 18, 2015

Employer Code: 55310

Dear Employer,

You elected to phase in the 5 percent member contribution for Plan 1 and Plan 2 employees hired before July 1, 2012 to comply with actions taken by the 2012 General Assembly.

For fiscal year 2015, your governing body elected a 3 percent member contribution for your Plan 1 and Plan 2 employees. Using the enclosed resolution, your local governing body must elect to increase the member contribution by at least 1 percent for fiscal year 2016, as required by the *Code of Virginia*. Or, you may elect to increase it by more than 1 percent up to the full 5 percent. In addition, you must certify in the resolution that employees will receive an offsetting salary increase effective July 1, 2015.

Please send the formal signed resolution to VRS **no later than July 10, 2015** (Attn: ZaeAnne Allen, P.O. Box 2500, Richmond, VA 23218-2500).

Code of Virginia § 51.1-144(F) requires all Plan 1 and Plan 2 school division and political subdivision employees to begin paying the 5 percent member contribution effective July 1, 2012. The statute allows employers to phase in the member contribution for employees hired before July 1, 2012. The full 5 percent phase-in must be complete by July 1, 2016 and the phase-in increases must be in whole percentages of at least 1 percent of creditable compensation per year, with required offsetting salary increases as required by Chapter 822 of the 2012 Acts of Assembly.

If you have any questions about the information in this packet, contact ZaeAnne Allen, employer coverage coordinator, at zallen@varetire.org or (804) 775-3514.

Sincerely,

A handwritten signature in black ink that reads 'Patricia S. Bishop'. The signature is written in a cursive style with a large initial 'P'.

Patricia S. Bishop
Acting VRS Director

(Enclosure)

Member Contributions by Salary Reduction for Counties, Cities, Towns, and Other Political Subdivisions

(In accordance with Chapter 822 of the 2012 Acts of Assembly (SB497))

Resolution

WHEREAS, the _____ [Political Subdivision Name] _____ [employer code] employees who are Virginia Retirement System members who commence or recommence employment on or after July 1, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis upon commencing or recommencing employment; and

WHEREAS, the _____ [Political Subdivision Name] employees who are Virginia Retirement System members and in service on June 30, 2012, shall be required to contribute five percent of their creditable compensation by salary reduction pursuant to Internal Revenue Code § 414(h) on a pre-tax basis no later than July 1, 2016; and

WHEREAS, such employees in service on June 30, 2012, shall contribute a minimum of an additional one percent of their creditable compensation beginning on each July 1 of 2012, 2013, 2014, 2015, and 2016, or until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the _____ [Political Subdivision Name] may elect to require such employees in service on June 30, 2012, to contribute more than an additional one percent each year, in whole percentages, until the employees' contributions equal five percent of creditable compensation; and

WHEREAS, the second enactment clause of Chapter 822 of the 2012 Acts of Assembly (SB497) requires an increase in total creditable compensation, effective July 1, 2015, to each such employee in service on June 30, 2015, to offset the cost of the member contributions, such increase in total creditable compensation to be equal to the percentage increase of the member contribution paid by such pursuant to this resolution. (For example, if the member contribution paid by the employee increases from two to three percent pursuant to this resolution, the employee must receive a one percent increase in creditable compensation.)

BE IT THEREFORE RESOLVED, that the

_____ [Political Subdivision Name] does hereby certify to the Virginia Retirement System Board of Trustees that it shall effect the implementation of the member contribution requirements of Chapter 822 of the 2012 Acts of Assembly (SB497) according to the following schedule for the fiscal year beginning July 1, 2015:

PLAN 1	Percent
Employer Paid Member Contribution	%
Employee Paid Member Contribution	%
Total	5%

PLAN 2	Percent
Employer Paid Member Contribution	%
Employee Paid Member Contribution	%
Total	5%

(Note: Each column must add up to 5 percent.); and

BE IT FURTHER RESOLVED, that such contributions, although designated as member contributions, are to be made by the _____ [Political Subdivision Name] in lieu of member contributions; and

BE IT FURTHER RESOLVED, that pick up member contributions shall be paid from the same source of funds as used in paying the wages to affected employees; and

BE IT FURTHER RESOLVED, that member contributions made by the _____ [Political Subdivision Name] under the pick up arrangement shall be treated for all purposes other than income taxation, including but not limited to VRS benefits, in the same manner and to the same extent as member contributions made prior to the pick up arrangement; and

BE IT FURTHER RESOLVED, that nothing herein shall be construed so as to permit or extend an option to VRS members to receive the pick up contributions made by the _____ [Political Subdivision Name] directly instead of having them paid to VRS; and

BE IT FURTHER RESOLVED, that notwithstanding any contractual or other provisions, the wages of each member of VRS who is an employee of the _____ [Political Subdivision Name] shall be reduced by the amount of member contributions picked up by the _____ [Political Subdivision Name] on behalf of such employee pursuant to the foregoing resolutions; and

BE IT FURTHER RESOLVED, that no salary increases provided solely to offset the cost of required member contributions to the Virginia Retirement System under § 51.1-144 of the Code of Virginia will be used to certify that any salary increases required by the Appropriation Act have been provided.

NOW, THEREFORE, the officers are hereby authorized and directed in the name of the _____ [Political Subdivision Name] to carry out the provisions of this resolution, and said officers are authorized and directed to pay over to the Treasurer of Virginia from time to time such sums as are due to be paid by the _____ [Political Subdivision Name] for this purpose.

Governing Body Chairman

CERTIFICATE

I, _____, [Title, e.g. Clerk, Secretary] of the _____ [Political Subdivision Name], certify that the foregoing is a true and correct copy of a resolution passed at a lawfully organized meeting of the _____ [Political Subdivision Name] held at _____, Virginia at _____ o'clock on _____, 2015. Given under my hand and seal of the _____ [Political Subdivision Name] this _____ day of _____, 2015.

Clerk

This resolution must be passed prior to July 1, 2015 and received by VRS no later than July 10, 2015.

Parks and Recreation Committee Report

April 2015

Event Listing (since last committee meetings)

OTP	Day	Date	Event Type	Location
	Mon	Mar 23	Committee Meetings	Smithfield Center
	Tue	Mar 24	Business Meeting	Smithfield Center
			Committee Meetings	Smithfield Center
	Thu	Mar 26	VA Rural Water Meeting	Smithfield Center
			Lighting Design Class	Smithfield Center
	Fri	Mar 27	JROTC Banquet	Smithfield Center
	Sat	Mar 28	Wedding & Reception	Smithfield Center
	Sun	Mar 29	Birthday Party	Smithfield Center
	Tue	Mar 31	Town Supervisor Training	Smithfield Center
	Wed	Apr 1	Hardy Elementary Dance	Smithfield Center
	Fri	Apr 3	Wedding & Reception	Smithfield Center
	Sat	Apr 4	Wedding & Reception	Smithfield Center
	Sun	Apr 5	Trinity Sunrise Service	Windsor Castle
	Tue	Apr 7	Town Council	Smithfield Center
	Wed	Apr 8	Business Meeting	Smithfield Center
			Hampton Road Chiefs Meeting	Smithfield Center
	Thu	Apr 9	National Wild Turkey Federation Banquet	Smithfield Center
	Sat	Apr 11	Wedding & Reception	Smithfield Center
OTP			Wine and Brew Fest	Windsor Castle
	Tue	Apr 14	Business Conference (live broadcast)	Smithfield Center
	Thu	Apr 16	Smithfield Women's Club	Smithfield Center
			Smithfield Youth Wrestling Banquet	Smithfield Center
	Fri	Apr 17	Surry High School Prom	Smithfield Center
	Sat	Apr 18	YMCA Triathlon	Town Streets
			Wedding Reception	Smithfield Center
	Sun	Apr 19	Wedding & Reception	Smithfield Center
	Mon	Apr 20	Hokie Banquet	Smithfield Center
	Tue	Apr 21	Schoolhouse Meeting	Smithfield Center
			Crimeline Meeting	Smithfield Center
			WCFB Meeting	Smithfield Center
OTP			Bridging the Gap-Race Relations Forum	Smithfield Center
			BHA&R	Smithfield Center
	Wed	Apr 22	Business Meeting	Smithfield Center
			IOW Chamber Youth Leadership Graduation	Smithfield Center
	Thu	Apr 23	Business Meeting	Smithfield Center
	Sat	Apr 25	Windsor High School Prom	Smithfield Center

Parks and Recreation Committee Report

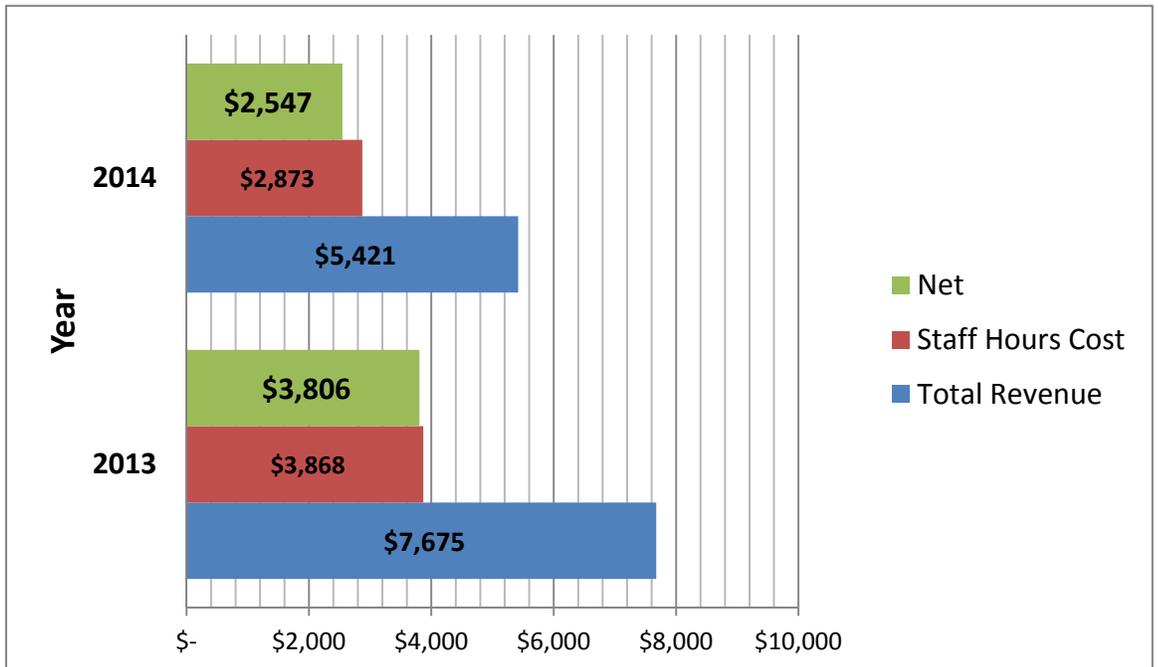
April 2015

Upcoming Events to Note				
OTP	Day	Date	Event Type	Location
OTP	Wed	Apr 29	Taste of Smithfield by IOW Chamber	Smithfield Center
OTP	Fri	May 1	Windsor Castle Foundation Get Away Gala	Smithfield Center
OTP	Sat	May 2	Optimist 5 K (part of Park's 5 th Birthday events)	Windsor Castle
	Mon	May 4	TRIAD conference for Isle of Wight Senior Citizens	Smithfield Center
OTP	Sat	May 9	Dog Days (part of Park's 5 th Birthday events)	Windsor Castle
OTP	Sat	May 16	Windsor Castle Community Day (part of Park's 5 th Birthday events)	Windsor Castle
OTP	Sat	May 16	Mustang Show	Main Street
OTP	Sat	May 23	Peninsula Bike Race	Windsor Castle
OTP	Mon	May 25	Memorial Day Service	Veterans Memorial

Programming

Kayak Rentals at Windsor Castle Park

- Kayak Rentals will open this Saturday, May 2nd, 2015.
- The 2 Kayak Clerk positions have been filled.
- The Trail Doctors worked on Saturday, April 18th to do some improvements to the shed:
 - wire fencing placed around the bottom edge of the building along the exterior to prevent animals from burrowing underneath
 - put down a solid floor covering over the decking boards inside to prevent insects and other pests from coming up through the boards
 - Eye hooks put in place for storage of the kayaks



Parks and Recreation Committee Report

April 2015

YMCA Kayak Fleet Request

The YMCA has requested to use our kayaks for their summer camp this year and inquired about a discounted price. Since their use of the kayaks would be during the week I would like to offer them use of the fleet of kayaks in exchange that they provide kayak lessons and/or water tours to our customers. If approved, I will write up a MOU detailing this agreement.

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

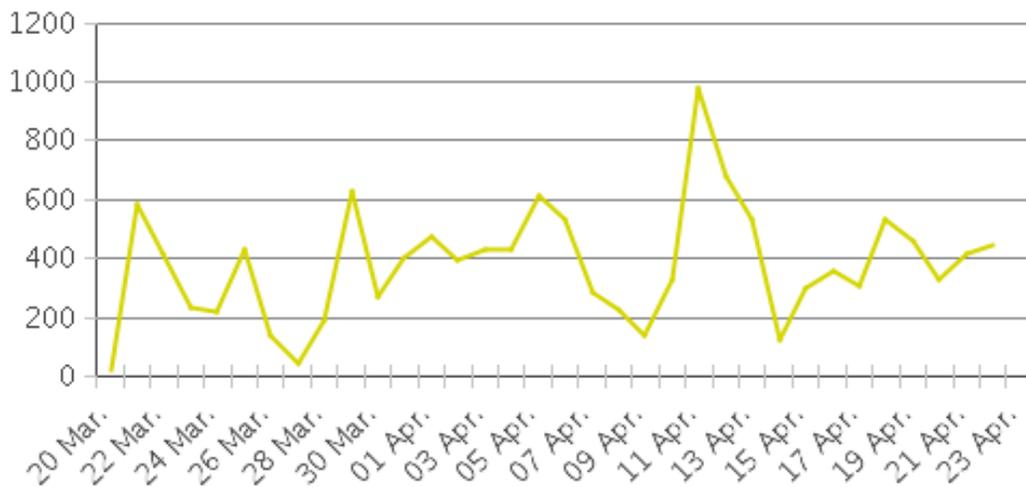
- Total Traffic for the Period Analyzed: 12,905

- Daily Average: 380
- Busiest Day of the Week: Sunday

- Busiest Days of the Period Analyzed:

1. Saturday 11 April 2015 (981)
2. Sunday 12 April 2015 (679)
3. Sunday 29 March 2015 (631)

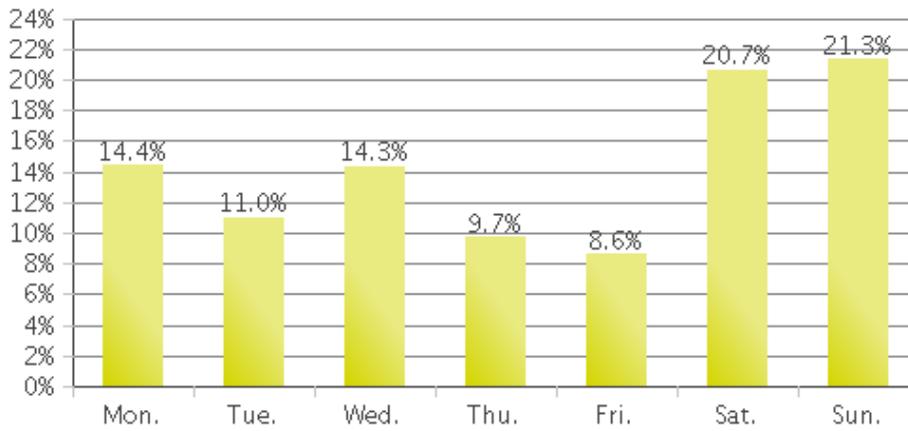
Daily Data



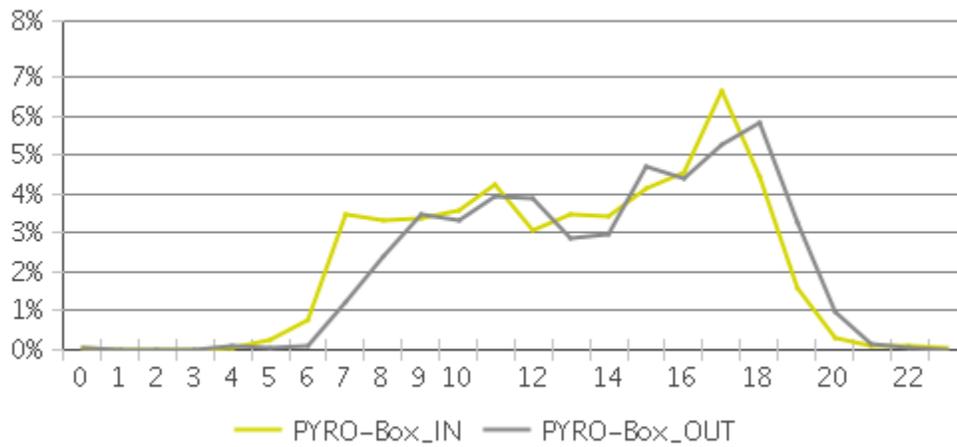
Parks and Recreation Committee Report

April 2015

Weekly Profile



Hourly Profile during Weekdays



Hourly Profile during Weekends



DATE APRIL 27, 2015
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM SONJA EUBANK
DEPARTMENT OF PLANNING, ENGINEERING AND PUBLIC WORKS
SUBJECT STREET MAINTENANCE CONTRACT

Each year the town engages the services of a street maintenance contractor. The town had a contract with The Blair Brothers for the 2014/2015 fiscal year and the town reserves the right to renew the contract four additional years. The current contract will expire May 6, 2015.

The street maintenance contract includes (but not limited to) the following type of work:

Sidewalk Repairs and traffic controls as required.

Clearing and grading roadway and outfall ditches which include seeding and erosion & sedimentation controls, i.e. silt fence, straw bales, etc. Traffic controls as required.

Road Repairs and patching which includes traffic controls.

Road Overlay with 1 ½ to 2 inches of SM2-9.5 A asphalt. Traffic controls as required.

Staff has been pleased with their work and therefore we are recommending that this contract be extended one additional year. Contract terms will remain the same.

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



April 2015

COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR APRIL 2015

Locality: Town of Smithfield Contract #: 13-01 MY2
Project Name: Pinewood Heights Phase II Contract Completion Date: 08/27/2015

Prepared by: Michael Paul Dodson, CFM
Date: 04/15/2015

FINANCIALS

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

CUMLATIVE 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? 03/10/2015 Next meeting? 05/12/2015

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. The owner of 53 Carver is having a new home built in Jersey Park that should be ready in 45 days. 110/111 Carver residents are still looking for a new home but have completed their respective applications. 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 3) 110 Carver 4) 111 Carver
Preliminary Acquisition Letters Sent 4
2) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Appraisals Completed 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Review Appraisals Completed 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Offer to Purchase Letters Sent 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Offers Accepted 4
1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver
Properties Closed On 2
1) 54 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



PAGAN RIVER
ARCHITECTS

Peter Stephenson
Town Manager
Town of Smithfield
911 South Church Street
Smithfield, VA 23430

April 14, 2015

RE: Assessment + Renovation of Smithfield "Town Storage Building" at 911/913 S. Church St.

Peter,

Thank you for the opportunity to submit this evaluation and assessment report for the Smithfield Town Storage Building. It is understood that the Town of Smithfield wants to utilize this structure for dry storage and that the current state of the structure does not adequately protect storage materials from the exterior elements.

I first visited the site during a heavy rain event on the afternoon of March 26, 2015 with Lt. Matthew Rogers and Cas Allen of Alpha Corporation. The rain was being blown sideways at the western side of the facility (side with two (2) personnel doors and two (2) garage-style roll-up doors). At the time of our visit water was seen actively entering the interior of the structure from the juncture of the wall surface and concrete floor slab area, around some access door sills, and from portions of the ceiling structure along the interior of the western side. Previous interior upgrades to several spaces (dropped ceilings, and wall studs with drywall finish furred out over existing 8" cmu walls) did not allow visible evaluation of other areas.

I visited the site for a second time during a very light rain event on the morning of March 30, 2015 with Lt. Matthew Rogers providing access to the interior of the facility. I took basic measurements of the facility and photographs of the current state of the interior and exterior of the structure. Previous puddles of standing water inside had evaporated but the dampness on the interior remained. Photographs with comments are included on the following pages for reference.

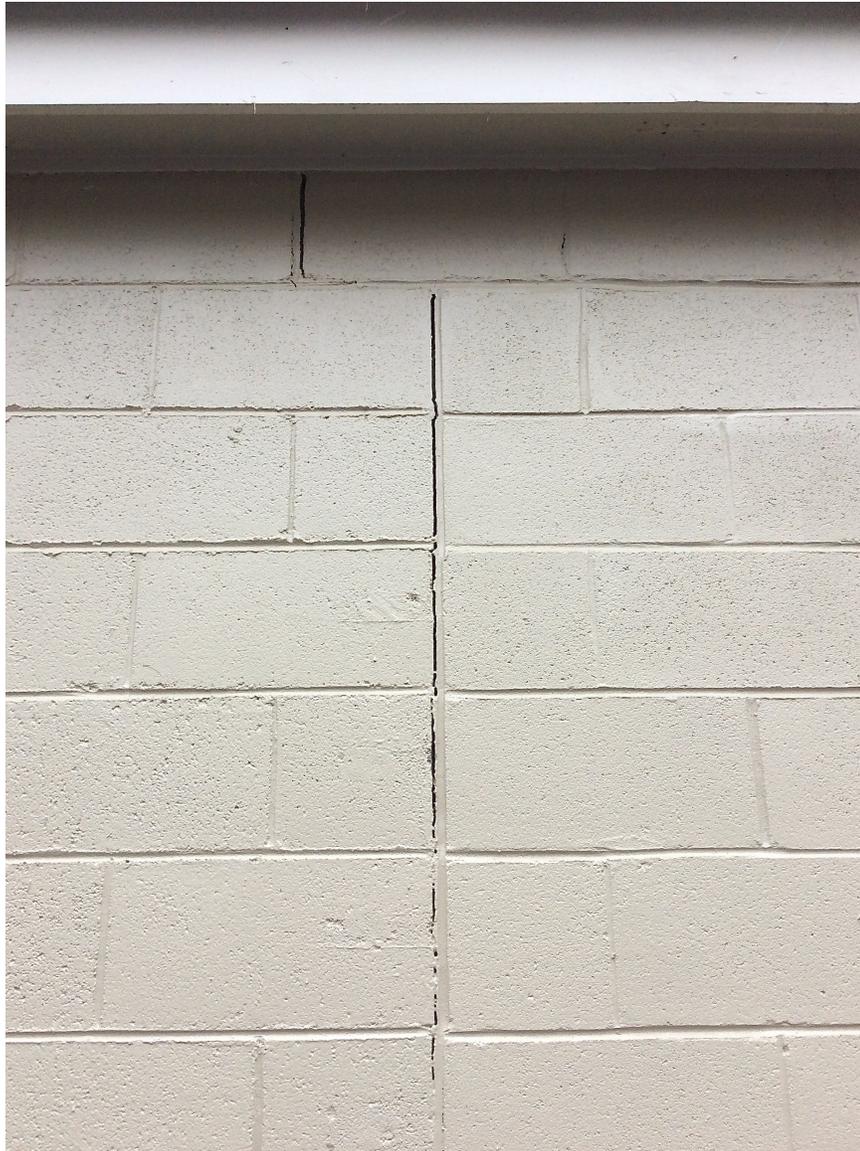
EXTERIOR PHOTOS



Front (West) elevation. Note that the rightmost roof slope is approximately $\frac{1}{2} : 12$. Per code, asphalt shingles are not to be used on roofs less than 2:12 slope; Lapped, non-soldered seam metal roofs with applied lap sealant can be used on roof slopes with a $\frac{1}{2} : 12$ minimum slope. Also note that there is no protective roof overhang extension on this gable end.



Left (North) Elevation. Note that the slope of the asphalt parking surface flows directly towards the front elevation of the structure.



Close-up of the open caulking/mortar joints in the concrete masonry wall surfaces on the Left (North) Elevation. Note that open joints could be seen on all four elevations.



Partial Rear (East) Elevation. Note that there is not a protective roof overhang on this elevation. Painted T1-11 wood siding nailed directly to untreated wood studs fill the gable end from the top of the cmu walls to the underside of the asphalt shingles. This is the typical framing/trim condition on all elevations.



Close-up of the East gable end. Note the open vertical joints between the 3/8" thick T1-11 siding panels. Also note the undulating T1-11 siding edges and edges of the attic vent that are unprotected and are not sealed off from the interior of the structure.



Right (South) Elevation. Note the residential wood door frame used as a secure storage solution. Also note the absence of a protective roof overhang along the Rear elevation seen in the right of the photo.



Close-up of the South Elevation wood door frame at the sill level. Note the deterioration/damage of the wood frame.



Partial Front (South) Elevation. Note the residential wood frame and residential grade overhead door used as a secure access solution on this end of the facility. Also note the open vertical joints between the 3/8" thick T1-11 wood siding above the cmu wall surface. Also note that the asphalt road surface does not slope away from these door openings.



Close-up of the deteriorating wood door frames at the south elevation overhead doors. Also note that the overhead door does not sit flush in the opening so that the weatherstripping surrounding the door does not seal properly to protect the interior from the exterior elements.



Partial (South) Elevation. Note the attempt to pour a shallow depth concrete wash below the steel door with the goal to create a swale for water to flow away from this area. Also note that there is no concrete wash to the right side of this area. Concerning the roof construction (IBC Section 1507.2.2): Asphalt shingles shall only be used on roof slopes of two units vertical in 12 units horizontal. For roof slopes from two units vertical in 12 units horizontal up to four units vertical in 12 units horizontal, double underlayment is required. It did not appear that double underlayment, or drip edge flashing was present. From IBC Section 1507.2.9.3: Provide drip edge at eaves and gables of shingle roofs. Overlap to be a minimum of 2 inches. Eave drip edges shall extend $\frac{1}{4}$ " below sheathing and extend back onto the roof a minimum of 2 inches. Drip edges shall be mechanically fastened a maximum of 12" O.C.

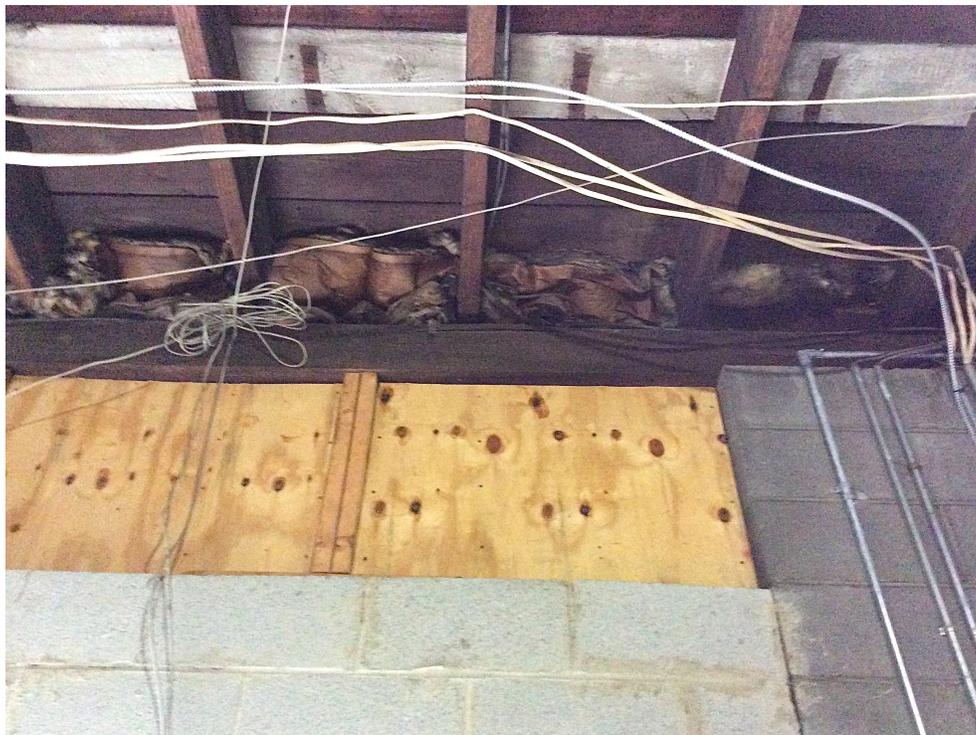
INTERIOR PHOTOS



Note the stained floor from previous standing water that occurred during my first visit on March 26, 2015. Also note that the asphalt parking surface slopes directly to the facility at This location.



Note that the door at the far right is the same door opening as in the previous photo. Note The wood untreated wood stud infill framing above the door with the T1-11 siding attached to the framing. Also note that the original sloped 2x8 roof joists still remain. Also note that the original roof sheathing boards still remain but have incurred some moisture staining. It is apparent that the outermost roof was constructed above this existing roof construction but there was no access to the roof attic/interstitial space to confirm framing conditions.



Close-up of the wall and roof framing conditions shown in the pre-ceding photo. Note that batt insulation has been bunched up between the ends of the existing roof rafters to fill openings to the exterior T1-11 wall surfaces.



Note the cracked wood joist that has been added to the side of the steel beam to catch the end of a perpendicular wood joist that has been sistered to the side of existing roof joists in this area. Also note the discoloration of the cmu wall surface in the right of the photo due to previous moisture infiltration. In this same area, note the untreated 2x vertical wood member being used to support an untreated 2x horizontal wood member located below the bearing ends of the original roof rafters.

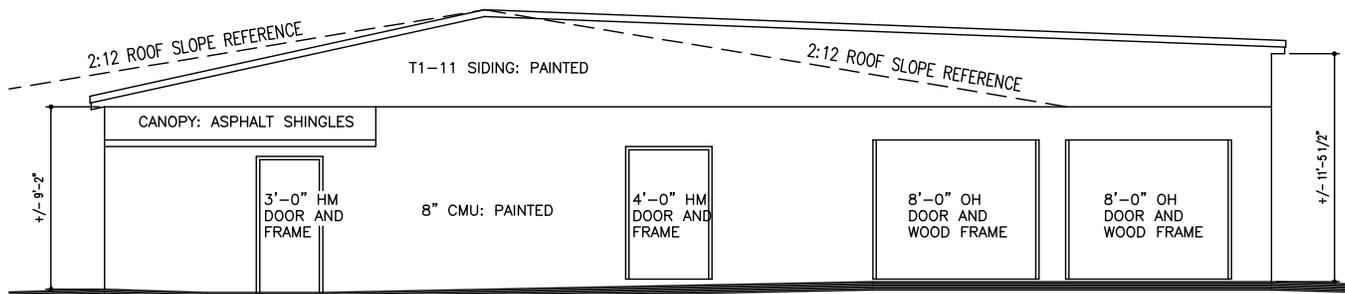
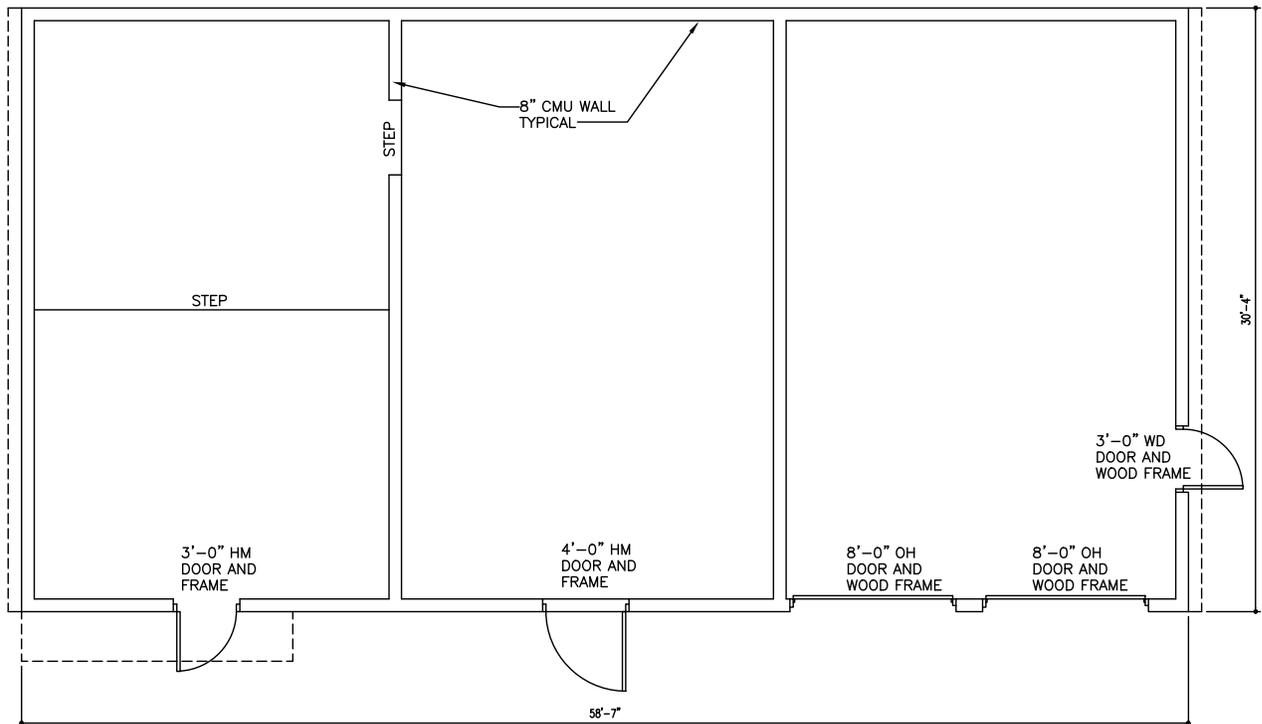


Straight on view of the untreated 2x vertical wood members being used to support an untreated 2x horizontal wood member located below the bearing ends of the original roof rafters. It was noted that the two vertical supports were not attached to the floor or the wall but instead were freestanding. Also note that the untreated horizontal wood member has bowed over its length.

ASSESSMENT SUMMARY

The existing +/- 1,777 S.F. facility does not meet current code for construction or safety but has been recently utilized as a non-habitable limited storage facility. The facility appears to be an assembly of three structures built adjacent to each other over time and modified for current use. These previous modifications do not appear to include any accommodations for structural connections following the load path from the roof to the existing concrete floor slabs. It is understood that the scope of this assessment effort is to provide suggestions to mitigate the current issue of water migration inside the structure, not to provide a full -blown remediation of the structure itself. However, if this facility is ever intended to be habitable, a much more extensive remediation effort should be mandatory due to safety concerns.

DIAGRAMMATIC FLOOR PLAN: EXISTING



FRONT (WEST) ELEVATION: EXISTING

RECOMMENDED REMEDIATION SUGGESTIONS

To Review: It is understood that the Town of Smithfield wants to utilize this structure for dry storage and that the current state of the structure does not adequately protect storage materials from the exterior elements.

SITWORK

- A new 5'-0" wide (minimum) concrete swale to be installed the full length of the Front (West) Elevation (approximately 58'-7"). The concrete shall be a minimum of ½" below the right-most overhead door and left most entry door. The concrete swale to provide positive drainage around the Left (North) elevation of the site. It may be necessary to remove some portions of the existing asphalt surface in order to develop positive drainage away from the facility.

DOORS

- Both steel door frames on the Front (West) Elevation to have continuous sealant on both interior and exterior of all sides. The intersection of the door sills and door jambs to have continuous sealant.
- Both overhead door wood frames on the Front (West) Elevation to be removed and replaced with new wood frames to match existing profiles. New wood frames to be painted and backpainted; Color to match existing. Both new wood frames to have continuous sealant on both the interior and exterior of all sides. The existing overhead doors to be adjusted as required to provide complete seal with new wood frames and concrete floor slab. Where door seals are deteriorated or missing, they are to be replaced.
- The single wood door frame on the Right (South) Elevation to be removed and replaced with new wood frame to match existing profile. New wood frame to be painted and backpainted; Color to match existing. New wood frame to have continuous sealant on both the interior and exterior of all sides. The intersection of the door sill and door jambs to have continuous sealant.

WALLS

- All existing separations in mortar joints of the exterior cmu wall surfaces to be closed off with paintable sealant (in areas where sealant has deteriorated or is missing) or repointed with mortar (in areas where mortar has deteriorated, separated, or is missing). Walls should be touch-up painted where repairs have occurred; color to match existing.
- The 3/8" thick T1-11 wall siding to be removed down to the wall studs (including on the small canopy on the front (West) elevation). House-wrap or 15 mil tarpaper to be installed over wall studs. 5-ply (5/8" thick), all-wood, ship-lapped edged, exterior grade T1-11 untreated wood siding (Plytanium from Lowes, Home Depot, etc. or equal) to be prime painted (Pro-Tek-Elastoprime or equal) on the back side, the front (exposed) side and all edges per the manufacturers recommended installation instructions prior to installation. Install flashing with proper laps as recommended prior to installing new T1-11 siding. Install siding vertically with 2-inch galvanized nails at 8" O.C. maximum over house-wrap making certain that there is a wall stud behind each vertical edge (add 2x4 wall stud where necessary). Z-flashing should be installed at the top of each siding panel to protect the top edge from moisture. 1x4 wood trim, prime painted on the back side, the front (exposed) side and all edges, to be installed along the top most edge of the siding at the roof line and on the corners of the facility. Nail the trim with 2-inch galvanized nails, then caulk all seams with acrylic latex caulk. Cover the exposed primed surfaces of the wall panels and trim with two coats of acrylic latex paint that matches the existing paint color.
- Install a new 14" x 24" gable vent on both the front (West) elevation and the rear (East) elevation. Caulk all front flange edges.

ROOF

- All asphalt shingles are to be removed (including the small canopy on the front (West) elevation). Since it is unknown how the current roof configuration is framed or what the current condition of the roof rafters, sheathing, underlayment, or flashing is in, prepare to replace two-thirds of the roof structure to accommodate a new metal roof per the manufacturers recommended installation specifications. Install a new lapped, non-soldered seam metal roof with applied lap sealant. Lap sealants shall be applied in accordance with the approved manufacturer's installation instructions. Color to be in the charcoal to galvanized steel range.
- Install continuous soffit vent in the left (North) elevation roof soffit and the right (South) elevation roof soffit.

INTERIOR FLOORS + WALLS

- The concrete floors were not constructed to mitigate moisture penetration from below. It is recommended that any planned storage should occur on raised shelving units or ventilated raised platform areas constructed of treated lumber or galvanized steel product.
- The cmu walls were not constructed, treated, or sealed to mitigate moisture penetration from the exterior. The walls, even though they are painted on the exterior, still "breathe" and allow limited dampness to occur. It is recommended that a whole-house humidifier be installed to mitigate this dampness. To this end, install a Sylvane, Ultra-Aire 70H 70-pint ventilating dehumidifier or equal per the manufacturers recommended installation.

FINAL REMEDIATION COMMENTS

Prior to the start of any remediation efforts, the selected General Contractor should visit the site and the facility to review the current conditions first-hand. The remediation suggestions above are intended to mitigate the current intrusion of moisture into the inside of the structure, but not eliminate the presence of dampness in it's entirety. If the scope of the work is modified to completely encapsulate this facility into a watertight envelope, a much more comprehensive remediation strategy can be developed.

GENERAL CONTRACTOR GENERAL NOTES

1. All work to be coordinated with the Town of Smithfield.
2. All work performed to be of accepted industry standards and practices governing the highest quality of workmanship.
3. All workmanship and materials shall be warranted from defects for the period of one year after acceptance from the Town of Smithfield.
4. All wood in contact with concrete slabs and/or masonry to be pressure treated.
5. Any remediation targeted areas which are unclear or conflicting are to be brought to the immediate attention of Alpha Corporation for clarification prior to the execution of the work.
6. Each contractor or subcontractor shall have a minimum of three years experience in their respective trade.
7. Contractor is to coordinate all work, stocking of materials, removal of debris, etc. in compliance with local requirements. All storage shall be off site or as approved by the Town of Smithfield.
8. Contractor to coordinate installations with all trades to avoid conflicts.
9. The contractor shall provide all supervision, labor, material, plant, equipment, machinery, and all other items necessary to complete all demolition and new work as required to provide a complete job in accordance with the remediation efforts in this report.
10. Each subcontractor is to thoroughly review this report and the existing facility and evaluate the scope of work required by their respective trade prior to the execution of construction.

Thank you for the opportunity to submit this professional design services assessment and remediation recommendations report. If questions arise, please do not hesitate to contact me.

Respectfully,

A handwritten signature in black ink, appearing to read "Russell Parrish", written over a light blue horizontal line.

Russell J. Parrish, AIA

Renovation Cost Estimate

Smithfield Police Evidence/Storage

Bldg

Smithfield VA



The renovation includes replacing the carpet, reconfiguration of some spaces for different use, painting walls, upgrading the building security/surveyllence, demolition of some interior walls and replacing the electrical fixtures among others.

Total Repair Estimate
\$265,823

Breakdown by Work Type		
LAB/EQUIP	MAT'L	SUB
\$155,524	\$73,449	\$36,850

Breakdown by Scope of Work					
GENERAL CONDITIONS	\$26,315	EXT. DOORS & WINDOWS	\$5,010	HARDWOOD FLOORING	\$0
DEMOLITION	\$37,565	GARAGE DOORS	\$11,000	TILING	\$3,755
STRUCTURAL CONCRETE	\$0	LANDSCAPING	\$0	PAINTING	\$22,510
CONCRETE & FLATWORK	\$0	MISC. EXT. IMPROVEMENTS	\$0	APPLIANCES	\$0
MASONRY	\$2,501	FRAMING & DRYWALL	\$53,310	PLUMBING	\$2,500
SIDING	\$0	CABINETS & COUNTERTOPS	\$1,267	HVAC	\$24,575
DECKING AND PATIOS	\$0	DOORS & TRIM	\$3,225	ELECTRICAL	\$15,770
ROOFING	\$17,040	CARPET & RESILIENT	\$7,950	MISCELLANEOUS	\$31,530

Description of Work	QTY	Unit	Totals			Total Cost
			Lab	Mat'l	Sub	
GENERAL CONDITIONS						
Dumpster rental-40 yard	3	ea	\$0	\$1,200	\$0	\$1,200

Construction Permits < \$10k	1	job	\$0	\$125	\$0	\$125
Construction Permits, 10k to \$25k	1	job	\$0	\$500	\$0	\$500
Construction Permits, 25k to 50k	1	job	\$0	\$1,000	\$0	\$1,000
Misc. Tools & Materials	1	ls	\$0	\$250	\$0	\$250
Project management	1	wk	\$3,000	\$0	\$0	\$3,000
Final cleaning	16	hrs	\$240	\$0	\$0	\$240
Mobilization Cost	1	ls	\$20,000	\$0	\$0	\$20,000
GENERAL CONDITIONS TOTAL			\$23,240	\$3,075	\$0	\$26,315

DEMOLITION						
<u>Demolition</u>	-	ls	\$0	\$0	\$0	\$0
Demolition work per hour	60	hrs	\$1,200	\$0	\$0	\$1,200
Room demolition, typical room	10	sf	\$6,500	\$0	\$0	\$6,500
Room demolition, kitchen	1	sf	\$400	\$0	\$0	\$400
Flat Roof demolition	7,100	sf	\$29,465	\$0	\$0	\$29,465
DEMOLITION TOTAL			\$37,565	\$0	\$0	\$37,565

STRUCTURAL CONCRETE						
STRUCTURAL CONCRETE TOTAL			\$0	\$0	\$0	\$0

CONCRETE & FLATWORK						
CONCRETE & FLATWORK TOTAL			\$0	\$0	\$0	\$0

MASONRY						
<i>Masonry bid/allowance</i>	435	sf	\$1,631	\$870	\$0	\$2,501
MASONRY TOTAL			\$1,631	\$870	\$0	\$2,501

SIDING						
SIDING TOTAL			\$0	\$0	\$0	\$0

DECKING AND PATIOS						
<u>Decking</u>	-		\$0	\$0	\$0	\$0
<u>Covered Patio</u>	-		\$0	\$0	\$0	\$0
DECKING AND PATIOS TOTAL			\$0	\$0	\$0	\$0

ROOFING						
<i>Roofing bid/allowance</i>	7,100	sf	\$12,425	\$4,615	\$0	\$17,040
Gutters & downspouts, aluminum	-	lf	\$0	\$0	\$0	\$0
Clean gutters & downspouts	-		\$0	\$0	\$0	\$0
ROOFING TOTAL			\$12,425	\$4,615	\$0	\$17,040

EXT. DOORS & WINDOWS						
<u>Exterior Doors</u>	-		\$0	\$0	\$0	\$0
Heavy Duty Steel Doors	3	ea	\$450	\$4,560	\$0	\$5,010
<u>Windows</u>	-		\$0	\$0	\$0	\$0

EXT. DOORS & WINDOWS TOTAL			\$450	\$4,560	\$0	\$5,010
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GARAGE DOORS

<i>Garage Doors Bid/Allowance</i>	1	ls	\$0	\$0	\$0	\$0
Garage Doors Only- 16' door, manual	8	ea	\$2,000	\$6,000	\$0	\$8,000
Garage Door Operator only	8	ea	\$600	\$1,200	\$0	\$1,800
Replace springs for garage door	8	ea	\$800	\$400	\$0	\$1,200

GARAGE DOORS TOTAL			\$3,400	\$7,600	\$0	\$11,000
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LANDSCAPING

<i>Landscaping bid/allowance, trees, bushes, flowers</i>	-	ls	\$0	\$0	\$0	\$0
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LANDSCAPING TOTAL			\$0	\$0	\$0	\$0
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MISC. EXT. IMPROVEMENTS

<i>Misc. Ext Improvements bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Miscellaneous Improvements</u>	-		\$0	\$0	\$0	\$0
<u>Fencing</u>	-		\$0	\$0	\$0	\$0
<u>Misc. Exterior Structures</u>	-		\$0	\$0	\$0	\$0

MISC. EXT. IMPROVEMENTS TOTAL			\$0	\$0	\$0	\$0
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FRAMING & DRYWALL

Interior wall framing	2,400	sf	\$2,400	\$4,200	\$0	\$6,600
<i>Drywall bid/allowance, case by case</i>	10	ls	\$7,500	\$0	\$0	\$7,500
Drywall wallboard, 1/2" thick, finish one side	3,360	sf	\$5,040	\$3,360	\$0	\$8,400

Drywall ceilings, 1/2" thick	3,360	sf	\$13,440	\$2,520	\$0	\$15,960
Skim coating/texturing walls	3,360	sf	\$3,360	\$840	\$0	\$4,200
Skim coating/texturing ceilings	7,100	sf	\$8,875	\$1,775	\$0	\$10,650
FRAMING & DRYWALL TOTAL			\$40,615	\$12,695	\$0	\$53,310

CABINETS & COUNTERTOPS						
<i>Cabinet Installation bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<i>Cabinet Material bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<i>Countertop bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Kitchen</u>			\$0	\$0	\$0	\$0
<u>Bathrooms</u>			\$0	\$0	\$0	\$0
Vanity cabinet	2	ea	\$250	\$900	\$0	\$1,150
New cabinet door pulls	2	ea	\$8	\$9	\$0	\$17
Vanity countertop, stone/solid surface	2	sf	\$0	\$100	\$0	\$100
	-		\$0	\$0	\$0	\$0
	-		\$0	\$0	\$0	\$0
CABINETS & COUNTERTOPS TOTAL			\$258	\$1,009	\$0	\$1,267

DOORS & TRIM						
<i>Finish carpentry bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
Interior door, prehung, hollow-core door	15	ea	\$1,125	\$1,125	\$0	\$2,250
Interior bi-fold, closet doors	3	ea	\$225	\$300	\$0	\$525
Door hardware, knobs only	15	ea	\$225	\$225	\$0	\$450
DOORS & TRIM TOTAL			\$1,575	\$1,650	\$0	\$3,225

CARPET & RESILIENT						
<i>Carpeting & Resilient bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Carpeting</u>	-		\$0	\$0	\$0	\$0
Carpet, economy grade	-	sy	\$0	\$0	\$0	\$0
Carpet average grade	2,500	sf	\$1,875	\$5,475	\$0	\$7,350
Carpet, premium grade	50	sy	\$300	\$300	\$0	\$600
CARPET & RESILIENT TOTAL			\$2,175	\$5,775	\$0	\$7,950
HARDWOOD FLOORING						
<i>Hardwood floors, bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
HARDWOOD FLOORING TOTAL			\$0	\$0	\$0	\$0
TILING						
<i>Tiling bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Kitchen</u>			\$0	\$0	\$0	\$0
Kitchen backsplash, mosaic tile	55	sf	\$275	\$550	\$0	\$825
Floor tile, Kitchen	50	sf	\$200	\$300	\$0	\$500
<u>Bathrooms</u>			\$0	\$0	\$0	\$0
Shower tile, standard	120	sf	\$480	\$480	\$0	\$960
Shower tile, accent mosaic tile	10	sf	\$40	\$120	\$0	\$160
Floor tile, bathrooms	100	sf	\$400	\$500	\$0	\$900
<u>Miscellaneous Tiling</u>			\$0	\$0	\$0	\$0
<u>Other</u>			\$0	\$0	\$0	\$0
Backer board 1/4" at floor tile	100	sf	\$100	\$75	\$0	\$175
Backer board 1/2" at wall tile	100	sf	\$150	\$85	\$0	\$235
TILING TOTAL			\$1,645	\$2,110	\$0	\$3,755

PAINTING						
<u>Exterior Painting</u>			\$0	\$0	\$0	\$0
<i>Exterior painting, bid/allowance</i>	2	ls	\$4,000	\$0	\$0	\$4,000
Exterior painting materials allowance	30	gal	\$0	\$1,050	\$0	\$1,050
Paint exterior door	11	ea	\$825	\$110	\$0	\$935
<u>Interior Painting</u>			\$0	\$0	\$0	\$0
<i>Interior painting, bid/allowance</i>	1	ls	\$2,000	\$0	\$0	\$2,000
Interior painting materials allowance	35	gal	\$0	\$1,225	\$0	\$1,225
Paint doors & frames	100	ea	\$5,000	\$500	\$0	\$5,500
Paint walls	1,000	sf	\$1,000	\$200	\$0	\$1,200
Paint ceilings	1,000	sf	\$1,250	\$250	\$0	\$1,500
Paint wood base	1,000	lf	\$2,000	\$100	\$0	\$2,100
Strip, paint cabinets/vanities	1,000	sf	\$2,500	\$500	\$0	\$3,000
PAINTING TOTAL			\$18,575	\$3,935	\$0	\$22,510

APPLIANCES						
APPLIANCES TOTAL			\$0	\$0	\$0	\$0

PLUMBING						
<i>Plumbing, bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Miscellaneous Plumbing</u>			\$0	\$0	\$0	\$0
Plumbing rough-in, per hour	8	hrs	\$520	\$0	\$0	\$520
Replace gas hot water heater, 40 gallon	1	ea	\$200	\$350	\$0	\$550
<u>Kitchen</u>			\$0	\$0	\$0	\$0
Kitchen faucet fixture	1	ea	\$75	\$135	\$0	\$210

<u>Bathrooms</u>			\$0	\$0	\$0	\$0
Bathroom faucet fixture	2	ea	\$150	\$250	\$0	\$400
Showerhead/tub kit	2	ea	\$150	\$270	\$0	\$420
Toilets	2	ea	\$150	\$250	\$0	\$400
PLUMBING TOTAL			\$1,245	\$1,255	\$0	\$2,500

HVAC						
<i>HVAC, bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
HVAC Rough-In, per hour	60	hrs	\$0	\$0	\$3,900	\$3,900
HVAC Finish Work, per hour	80	hrs	\$0	\$0	\$5,200	\$5,200
Replace air conditioning unit, ~3,000sf, 5 ton	3	ea	\$0	\$0	\$10,500	\$10,500
HVAC equipment tune-up/service call	6	ea	\$0	\$0	\$1,500	\$1,500
Programmable thermostat	2	ea	\$100	\$150	\$0	\$250
Replace supply air grilles/returns	10	ea	\$75	\$150	\$0	\$225
Clean ductwork	12	ls	\$0	\$0	\$3,000	\$3,000
HVAC TOTAL			\$175	\$300	\$24,100	\$24,575

ELECTRICAL						
<i>Electrical, bid/allowance</i>	-	ls	\$0	\$0	\$0	\$0
<u>Miscellaneous Electrical</u>			\$0	\$0	\$0	\$0
Electrical Rough-in, per hour	20	hrs	\$0	\$0	\$1,200	\$1,200
CATV Rough-in, per hour	20	hrs	\$0	\$0	\$1,200	\$1,200
Electrical Finish Work, per hour	10	hrs	\$0	\$0	\$600	\$600
Replace electrical panel, 100 AMP	2	ea	\$0	\$0	\$1,950	\$1,950
Replace electrical panel, 200 AMP	2	ea	\$0	\$0	\$2,500	\$2,500
Replace outlets, light switches	30	ea	\$0	\$0	\$300	\$300
Smoke detectors	30	ea	\$0	\$450	\$750	\$1,200

Carbon monoxide detector	30	ea	\$0	\$600	\$750	\$1,350
Lighting			\$0	\$0	\$0	\$0
Track/Pendent light	2	ea	\$0	\$200	\$100	\$300
Chandelier light fixture	-	ea	\$0	\$0	\$0	\$0
Ceiling dome light	20	ea	\$0	\$700	\$500	\$1,200
Bathroom vanity light	4	ea	\$0	\$340	\$200	\$540
Regular lighting	20	ea	\$0	\$430	\$2,500	\$2,930
Exterior light fixture	4	ea	\$0	\$300	\$200	\$500
ELECTRICAL TOTAL			\$0	\$3,020	\$12,750	\$15,770

MISCELLANEOUS						
Bath accessories, towel bar, toilet disp, ea bathroom	4	ea	\$200	\$200	\$0	\$400
Bathroom mirrors	4	ea	\$100	\$280	\$0	\$380
Window coverings, each window	10	ea	\$250	\$500	\$0	\$750
ALLOWANCE	-		\$0	\$0	\$0	\$0
Information Technology allowance	1	ls	\$5,000	\$15,000	\$0	\$20,000
Security allowance	1	ls	\$5,000	\$5,000	\$0	\$10,000
MISCELLANEOUS TOTAL			\$10,550	\$20,980	\$0	\$31,530

TOTAL REPAIR ESTIMATE			\$155,524	\$73,449	\$36,850	\$265,823
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