



July 19, 2013

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: July 2013 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER
LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, July 22nd, 2013

4:00 P.M. Police Members: Tynes (CH), Chapman, Gregory

1. Public Comments
2. Operational Updates
3. Purchase of Three Budgeted Police Vehicles
4. Parking Ordinance Amendments
- TAB # 1** 5. Street Closure Request for Hog Jog Race October 12th, 2013
- TAB # 2** 6. Street Closure Request for Parade of Homes September 3rd, 2013 through October 3rd, 2013

Immediately following the conclusion of the above meeting:

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

1. Public Comment
- TAB # 3** 2. Regional Sewer Consolidation Study Draft Summary

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comment
- TAB # 4** 2. June Cash Balances
- TAB # 5** 3. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. Draper Aden Associates \$ 14,531.50
 - b. Caldwell \$ 25,468.32
 - c. US Bancorp \$ 84,150.83
 - d. US Bank (Debt Service RO Plant) \$208,243.75
4. Resolution to Approve Line of Credit Renewal with Farmers Bank
5. Resolution to Approve Line of Credit Renewal with Towne Bank

TUESDAY, July 23rd, 2013

4:00 p.m.

Parks & Recreation

Members: Chapman (CH), Pack, Tynes

TAB # 6

1. Public Comments
2. Parks and Recreation Committee Report
3. Naming Streets within Windsor Castle Park

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

TAB # 7

1. Public Comments
2. Renew Debris Removal Contract with Goodrich and Sons and Smithfield Services for One Additional Year
3. Release of Excel Paving Performance Bond for the South Church Street Project

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

TAB # 8

1. Public Comments
2. Public Art Project on Hayden's Lane – Shelia Gwaltney
3. Great Springs Road Property Deed

TAB # 9

4. Closed Session – Acquisition/Disposition of Real Property
 - a. 315 Main Street
 - b. Pinewood Heights

***** Additional Item Not Listed on Committee but will be on Council's August 6th Agenda*****

- Approval of June 24th Continued Town Council Minutes and July 2nd Town Council Minutes



**Town of Smithfield, Virginia
Special Event Application for Permit**

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to hold an open to the public Special Event on town property will have to complete an application process. Open to the public special events are different in nature from private events and many factors for public events have to be taken into consideration such as impact to property and community, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage.

This application will be presented for review by the Special Events Review Committee. The Town is authorized to issue permits for Special Events occurring within the town limits pursuant to the procedures established by the Town. Please allow time in your event-planning schedule for the review and permitting process.

Event Name	2013 Smithfield Hog Jog
Event Date	10/12/13
Event Organizer	Kyle Weidlich
Website	Not Applicable

Event Contacts

Name	Kyle Weidlich	Cell Phone	757 508 1072	Email	kweidlich@ctvirginia.com
Name	name	Cell Phone	phone	Email	email

1st Time Event

Annual Event If yes, how many times has the event taken place? text.

Event Category

Festival Concert Parade Run/Walk Bike Race/Tour Car Show Other [Click here to enter text.](#)

Average Tickets Price \$ n/a

Expected Attendance 750-800 **Largest One-time Attendance** 750

Participants will be youth adults both

Description/Purpose of Event

5k run/walk, WildHog run/walk, kids 250 meter fun run

List benefits of your event to the Community

All proceeds go to Isle of Wight Christian Outreach Program

PARADE OF HOMES Cypress Creek Community

Preview Gala-
6/16/13

FRIDAY, September 13, 2013

Security- CITY

Position	Hours
Traffic I	3:30 PM – 7:30 PM
Traffic II	4:30 PM – 8:30 PM

Instructions: (check in at will call booth – by front of tent- upon arrival)

Traffic I - Your priority is to assist with traffic entering/exiting site at main Parking area. You will be coordinating efforts with our parking supervisor.

Traffic II - Your priority will be to keep people parking from parking in areas that could cause problems close to site. I need to have adequate access for fire and rescue vehicles.

IF ANY QUESTIONS CONTACT TERESA- 439-2069, OR JEAN 615-5559

PARADE OF HOMES *Show Days-* **October 13 - 28, 2012**

Show Hours- Mondays-Saturdays, Noon – 8 PM; Sundays noon-6 PM

Security- CITY

(6/21/13)

Day/Date	Money Escort	Traffic	Notes
Saturday 9/14	6:30 PM – 8:30 PM	11:30 AM – 4 PM	
Sunday 9/15	4:30 PM – 6:30 PM	11:30 AM – 4 PM	
Monday 9/16	6:30 PM – 8:30 PM	N/A	
Tuesday 9/17	6:30 PM – 8:30 PM	N/A	
Wednesday 9/18	6:30 PM – 8:30 PM	N/A	
Thursday 9/19	6:30 PM – 8:30 PM	N/A	
Friday 9/20	6:30 PM – 8:30 PM	N/A	
Saturday 9/21	6:30 PM – 8:30 PM	11:30 AM – 4 PM	
Sunday 9/22	4:30 PM – 6:30 PM	11:30 AM – 4 PM	
Monday 9/23	6:30 PM – 8:30 PM	N/A	
Tuesday 9/24	6:30 PM – 8:30 PM	N/A	
Wednesday 9/25	6:30 PM – 8:30 PM	N/A	
Thursday 9/26	6:30 PM – 8:30 PM	N/A	
Friday 9/27	6:30 PM – 8:30 PM	N/A	
Saturday 9/28	6:30 PM – 8:30 PM	11:30 AM – 4 PM	
Sunday 9/29	4:30 PM – 6:30 PM	11:30 AM – 6:30 PM	Last Day Move out

PARADE OF HOMES Show Days- October 13 - 28, 2012

Show Hours- Mondays-Saturdays, Noon - 8 PM; Sundays noon-6 PM

Security- CITY

(6/16/13)

Day/Date	Money Escort	Traffic	Notes
Saturday 9/14	6:00 PM - 9 PM	11 AM - 5 PM	
Sunday 9/15	5:00 PM - 8 PM	11 AM - 5 PM	
Monday 9/16	6:00 PM - 9 PM	N/A	
Tuesday 9/17	6:00 PM - 9 PM	N/A	
Wednesday 9/18	6:00 PM - 9 PM	N/A	
Thursday 9/19	6:00 PM - 9 PM	N/A	
Friday 9/20	6:00 PM - 9 PM	N/A	
Saturday 9/21	6:00 PM - 9 PM	11 AM - 5 PM	
Sunday 9/22	5:00 PM - 8 PM	11 AM - 5 PM	
Monday 9/23	6:00 PM - 9 PM	N/A	
Tuesday 9/24	6:00 PM - 9 PM	N/A	
Wednesday 9/25	6:00 PM - 9 PM	N/A	
Thursday 9/26	6:00 PM - 9 PM	N/A	
Friday 9/27	6:00 PM - 9 PM	N/A	
Saturday 9/28	6:00 PM - 9 PM	11 AM - 5 PM	
Sunday 9/29	5:00 PM - 8 PM	11 AM - 7 PM	Last Day Move out

PARADE OF HOMES

June 18, 2013

Amy Murrill Musick
Director, Smithfield Center
220 N. Church St.
Smithfield, VA 23430

Dear Amy,

Big Homes Shows (an entity of Tidewater Builders Association) is the show promoter for the PHBA's Parade of Homes. We would like to apply for a special event permit.

This event is being held in Cypress Creek at Smithfield, Virginia September 14th – 29th. Hours of the show will be Mondays – Saturdays Noon- 8 PM and Sundays noon-6 PM. Our Preview Gala for members and invited guests of PHBA (including the Charity host) will be held Friday, September 13th 6:00-8:30 PM.

Traffic Route/Parking- Visitors will be directed to take Cypress Creek Parkway to St. Andrews where they will enter the main parking area to the left (open field). They will exit from this same location.

Parking is being coordinated by the Kiwanis Club of Smithfield. Handicap Parking will be available.

Existing occupied homes- currently there is one occupied home within the Parade of Homes site that will be fenced in. The homeowner is aware and is cooperating fully. Emergency vehicles will have access to this home.

Department of Police- I will be scheduling a meeting with a representative of this department soon at the site. Please forward this contact information to me.

Security- This is a sixteen day show. I use private security (Starr Investigations) for front of tent and back gate security. I use Township off-duty police officers for three hours each evening to assist with security for money count and escort to the bank. We also use Township off-duty officers for traffic control on Saturdays and Sundays and the Preview Gala.

Exhibit Center- This will be two tents 30x150 each. They each have emergency exits as well as emergency lighting/signs, fire extinguishers, and exit signs. The sales team is in the process of selling these booths.

Fire Marshall's Office- I will be scheduling a meeting soon with a representative from this office in regards to the emergency access, the exhibit center, concessions, and any other concerns they have. Please forward this contact information to me.

Signs- I need information on signage regulations. The off-site directional signs will be kept between the community and Rt. 10 where it intersects with Rt 710. On-site directional signage will be placed on Cypress Creek Parkway. These directional signs will not be installed prior to Sept. 6. We plan July 2nd to put a 4x4 sign on Cypress Creek Blvd near Nairn listing the builders for the show. Some time in July we will also place a sign near the entrance of the community stating this is the location of the 2013 Parade of Homes. All signage will be removed within 4 days after the close of the show.

Road Closures- We need to close Cypress Creek Parkway from St. Andrews to Nairn completely from Sept. 3 (exhibit center tent installation begins) and will have reopened by sometime Thursday, October 3rd. We will close to thru traffic on St. Andrews from Cypress Creek Pkwy to where it meets Cypress Creek Pkwy again for the same period. Cypress Creek Parkway will be closed from St. Andrews (near lot 269) for same period. This is the route for deliveries and emergency vehicles- we have a gate with a security guard in this location.

Permits we will be obtaining- (let me know if I am missing any)

Road Closed

Tent/building- Exhibit Center

Electrical- for concessions, exhibit center, raw space exhibits, support

Construction Water Meters- for concessions (cleaning only), Exhibitor, support

Insurance- we will be providing you with a certificate of liability prior to the event per your instructions in the event permit application.

Equipment- We provide our own dumpster, trash cans, toilets, light towers, golf carts, fencing and cones from various vendors.

Alcohol- We will have alcohol on site for a couple of occasions. At this moment I only know of the Charity Preview gala which is PIIBA members and invited guests only (not open to public); and the Real Estate Agent Day (we open early and serve mimosas and continental breakfast to realtors). There may be a few others. We will secure a blanket ABC permit.

Concessions- I am currently talking with Bubba N Frank's Restaurant to coordinate the concessions at this event. He has a trailer that can be left on site and is relatively self contained. I will provide power for him if needed.

Music- typically we only have music for the preview gala and sometimes we may have a performer playing a guitar, violin, etc. We don't usually have music that would be disruptive to residents living nearby.

Ticket prices- \$10 general admission. Discounts and coupons will be available. Please see the attached Fact Sheet for details.

Attendance- Even though we have conducted this type show in other areas for over 30 years, this venue is new. We are expecting a very good attendance but are not concerned about traffic, crowd control etc. Week-ends are our biggest days as well as the Preview Gala. This is why we have the extra off-duty officers assisting on these days.

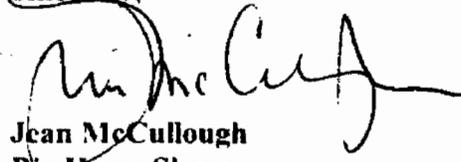
We believe this event will bring tremendous exposure to the town of Smithfield through our advertising campaign that will include, TV, radio and social media. The website for this event is www.paradeofhomesva.com which is currently under construction, but should be ready in the next two weeks.

Sadler Building Corp. is building the charity house in conjunction with Southern Living's Operation Finally Home. A deserving war veteran will receive this home. A press release will be coming out very soon about this.

We would like permission to use the logo of Town of Smithfield and the name in regards to this event.

Please contact Teresa Howell, our logistics manager, if you have any questions. She can be reached at 757-439-2069, or www.thowell@tbaonline.org. Thank you for your consideration and assistance.

Sincerely,



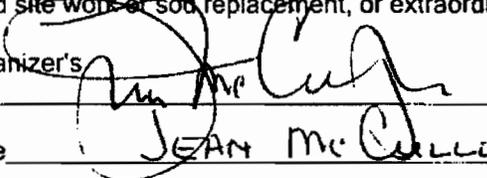
Jean McCullough
Big Home Shows
Staff Vice President
Homearama, Home Shows & Special Projects
757-615-5559

Attached: Site Map
Exhibit Center Map
Fact Sheet



**Town of Smithfield, Virginia
Special Event Application for Permit**

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Event Organizer's Signature  Date 6.14.13
Print Name JEAN MCCULLOUGH

Attach the following documents:

- | |
|---|
| Flyers or any promotional materials about event or organization |
| Map/Layout of Event |

PARADE OF HOMES 2013
CYPRESS CREEK
September 14 – September 29, 2013

What is Parade of Homes? Parade of Homes is a 16-day single-site display of fully furnished and fully landscaped custom showcase homes that demonstrate the latest in home construction, design, furnishings and technological innovations.

It's the 27th anniversary year for Peninsula Home Builders Association's Parade of Homes in South Hampton Roads and the second time it has been hosted in Cypress Creek. The show will feature 9 homes for sale ranging from 3,200 square foot up to over 4,000 square feet. Prices range from the \$400 K's to \$500 K's

When is it? The show is open noon until 8 p.m. every day, except Sundays, from noon until 6 p.m. Ticket sales will stop one hour before closing.

Where is it? The event will be in Cypress Creek in Smithfield, Virginia where the community of Cypress Creek features one of the finest golf courses in the area, but you don't have to be a golfer to appreciate all the luxuries that come from the resort lifestyle of Smithfield's finest country club community. We feature only the best home builders to design and build luxury homes. The area offers many amenities from shopping to parks, museums and historic landmarks. Residents of Cypress Creek very close to the quaint town of Smithfield, with a variety of home styles from the areas finest custom home builders, consumers are sure to find the perfect place to call home.

How much does it cost? **General admission is \$10 for a one-day pass and \$17 for a two-day pass. Active duty and retired military guests and seniors (62 or better) get a \$3 discount Monday-Thursday. Children 12 and under are free. Special offer Tuesday and Wednesday \$5.00 after 5 P.M. Only one discount applies**

Who is building homes in this event? Builders participating in the show include: John Barnes of Chesapeake Homes, Virginia Beach; James Crocker of L.F. Enterprises LLC, Hampton; Ed Sadler of Sadler Building Corp, Virginia Beach; Danny Exantus & Steve Guerrier of Smart Move Builders, Norfolk; Stephen Quick of Stephen Alexander Homes, Chesapeake; William S. Wirt of Wm S Wirt Construction Inc., Portsmouth.

Feature Homes:

Operation Finally Home by Sadler Building Corp in partnership with Southern Living. First, it is a builder's association founded charity building homes for America's war wounded veterans. Builders, tradesmen, and building suppliers building homes...what a perfect way to give back to those who have sacrificed a normal life for our freedom! The purpose for Operation Finally Home is to remove the burden of providing shelter, so that the family can overcome the devastating effects of the war, and move forward with their lives, not looking backward, but looking toward the opportunities ahead. This is a **hand-up and not a handout**. This is a step in the direction of a rewarding future as productive members of their community. This home will go to a wounded veteran or his family. The home is fully paid for by donations. The family will be introduced in the near future.

Major Events:

- Preview Party, Friday, September 13 6:00pm – 8:30pm - gates open at 5:30pm
- Taste of The Region, from 5:30 – 7:30p.m. Monday, September 16th, sponsored by TBD, invites guests to sample cuisine from local restaurants and vote for their favorite.
- Real Estate Agent Day, set for Wednesday, September 18th, invites area real estate agents to be admitted free all day with a business card and ID. Breakfast is from 9:30-11 a.m.
- Military Appreciation Day, on Monday, September 23rd, military guests get buy one, get one free admission with a valid military identification card.
- Mothers Day Out, gates open early at 10 a.m., Wednesday, September 25th, for Moms with school-age children.

Also:

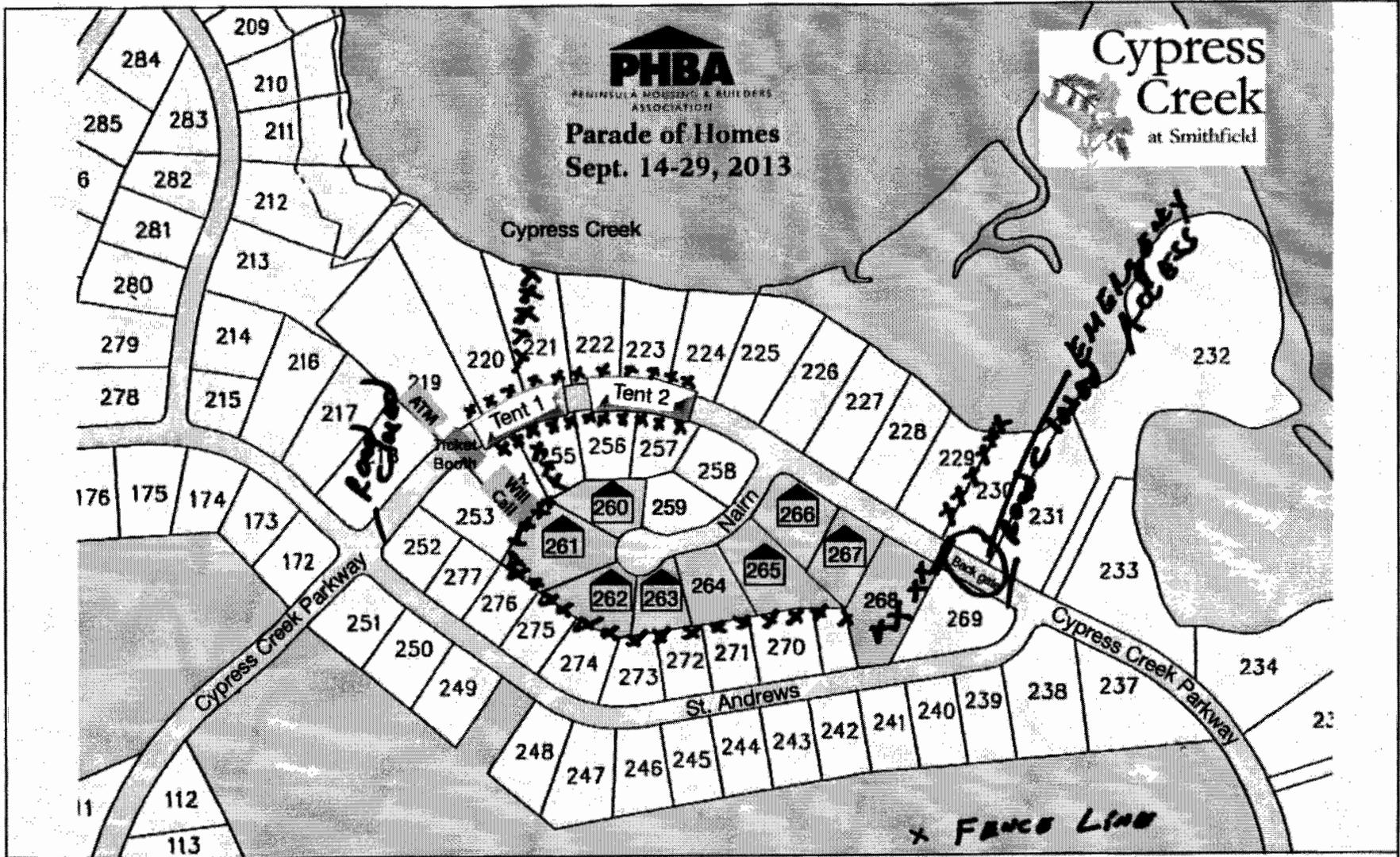
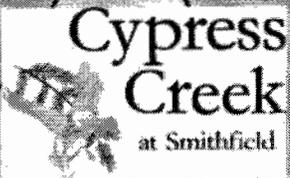
- An Idea Marketplace showcases products and services for the home.
- The Parade of Homes Furniture Sale takes place throughout the event with price lists available in each home. Visitors can start picking up their purchases starting at 6:30 p.m., **Sunday, September 29th. Tentative Monday September 30th Furniture Sale.**
- A variety of entertainment is scheduled throughout the event.

Sponsors: Presenting sponsor _____. Official sponsors are Pomoco Auto Group, Vintage Tavern. Promotional co-sponsors are _____. More information is available at www.paradeofhomesva.com or by calling (757) 420-2434.

More Information: Directions, a complete event listing, more information and a discount coupon are available at www.paradeofhomesva.com



Parade of Homes
Sept. 14-29, 2013



Cypress Creek Parade of Homes Builders

L F Enterprises LLC
Lot 262

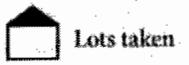
Smart Move Builders
Lot 260 & Lot 266

Chesapeake Homes
Lot 267

Sadler Building Corp.
Lot 261

Stephen Alexander Homes
Lot 263

William S. Wirt Construction Inc.
Lot 265

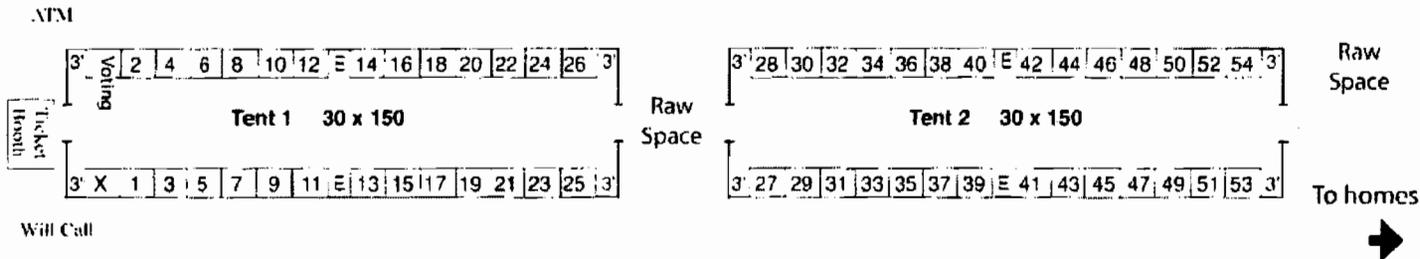


Idea Marketplace



PARADE OF HOMES

September 14-29, 2013



BOOTH PRICES	
Booths (10' x 9')	Rate
Draped tables and chairs are available at an additional cost from our show decorators. Booth space includes one duplex 110 electrical outlet. * See guidelines regarding power	
Standard Booths (each)	\$1,675
End Booths (each)	\$1,800
First & Last 2 booths	\$2,000
Exhibit Raw Space*	\$15 sq ft
*(min 10' x 10') priced by the square foot. call for available space	
Banner Hanging	\$350

Big Home Shows

Contact:

L. B. Kretzschmer
757-305-9013 or
lbkretzschmer@tbaonline.org



Regionalization of Sewer System Assets Study Executive Summary (As of June 28, 2013)

Project Summary

- Evaluate the feasibility of combining the operations, maintenance, and capital improvements of all wastewater collection systems in the Hampton Roads Region.
- Driven by EPA Consent Order(s).
 - It is generally believed that EPA and DEQ prefer a regional approach.

Financial Summary

- System assets would be donated to the regional entity.
- Debt would be assumed by the regional entity.
- All existing debt would be refinanced and restructured.
- No PILOT payments in future projections, but could be added, with restrictions, in the future.
- “True” capital cost savings total nearly \$1 billion, but are less when factored in a Net Present Value-type analysis.

Net Present Value Summary

Capital Savings	\$551 M
O&M Savings	\$392 M
Debt Refinancing Costs	<u>(\$ 52 M)</u>
<u>Total NPV Savings</u>	<u>\$891 M</u>

- Leveling debt minimizes rate impacts but increases costs long term.
- Debt refunding costs could be reduced significantly during implementation.

Operations & Maintenance

- Analysis made use of AWWA QualServe data as a baseline.
- Adjustments made to provide same level of service.
- All staffing levels will be maintained for 5 years, and then optimized through attrition.
- Adjustments made for future management, operation, and maintenance requirements (5-10%).
- Future O&M regulatory requirements are unknown, but will impact both alternatives (regionalized or not-regionalized) equally.

Legal Review

- HRSD's enabling legislation supports operating and maintaining collection systems.
- There are no apparent obstacles to HRSD assuming assets and debt from localities.
- Modifications to the governing structure will require legislative action.

Governance

- Utilize the existing HRSD organization.
- Add board members – nominated by localities, appointed by the Governor.
- Add ex-officio members as advisors.

Economic Development / Local Government Coordination

- Coordination between HRSD and Localities is critical.
- Enhance coordination.
 - Create an Economic Development Coordinator position.
 - Create 2 Government Affairs Liaison positions.
- Enhance public communications, outreach.
 - Focus on retail operations issues.
 - Coordinate public health, water quality communications.
 - Coordinate environmental education.

Financial Analysis Summary

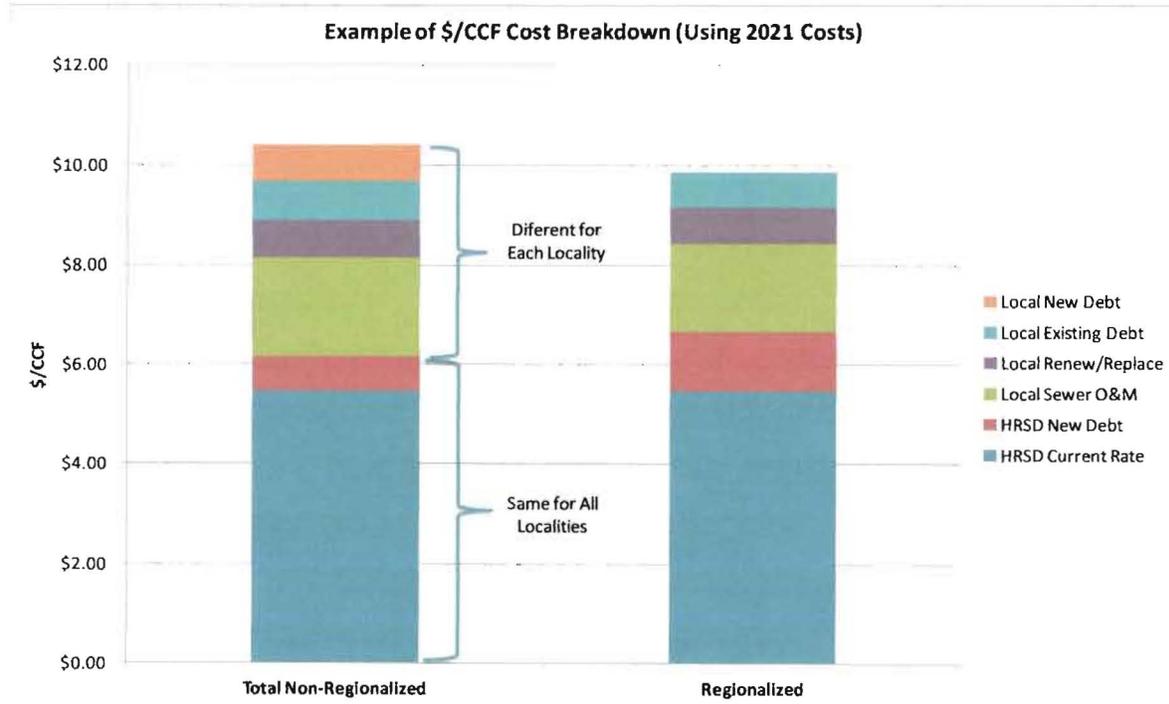
The Financial Analysis estimates and compares the cost of providing wastewater service for the Non-Regionalized and Regionalized Scenarios. Costs of providing wastewater service are estimated annually for the 30-year planning period (2013 – 2042) and include the following components.

Non-Regional Scenario	Regional Scenario
HRSD costs A. Current HRSD rate x CCF B. New debt service for Consent Order capital improvements Locality costs C. Local sewer system costs <ul style="list-style-type: none"> - Annual O&M - Infrastructure renewal and replacement (pay-as-you-go) - Existing debt service - New debt service for Consent Order capital improvements 	HRSD costs A. Current HRSD rate x CCF B. New debt service for Consent Order capital improvements C. Local sewer system costs <ul style="list-style-type: none"> - Annual O&M - Infrastructure renewal and replacement (pay-as-you-go) - Existing debt service (refinance existing Locality debt)

Each cost component is handled in the Financial Analysis as follows.

Cost Component	Non-Regionalized Scenario	Regionalized Scenario
A. Current HRSD rate x CCF	<ul style="list-style-type: none"> • Escalated annually (7% through 2020, 3.5% thereafter) 	<ul style="list-style-type: none"> • Escalated annually (7% through 2020, 3.5% thereafter)
B. New debt service for Consent Order capital improvements	<ul style="list-style-type: none"> • HRSD and Localities carry separate debt service • Capital spending spread equally across each year of implementation schedules in Comparative Analysis • Amortized at 5%, 30 years 	<ul style="list-style-type: none"> • HRSD carries all debt service • Capital spending spread equally across each year of 20-year implementation schedule in Comparative Analysis • Amortized at 5%, 30 years
C. Local sewer system costs		
Annual O&M	<ul style="list-style-type: none"> • Current Locality annual O&M adjusted by 5% or 15% based on QualServe comparison • Escalated 3% per year 	<ul style="list-style-type: none"> • Current Locality annual O&M adjusted by 5% or 15% based on QualServe comparison • Escalated 3% per year • Savings for admin and management FTE reduction
Infrastructure renewal and replacement	<ul style="list-style-type: none"> • Set at Locality annual depreciation expense • Rate (not debt) funded 	<ul style="list-style-type: none"> • Set at Locality annual depreciation expense • Rate (not debt) funded
Existing debt service	<ul style="list-style-type: none"> • Current debt service schedules for each Locality 	<ul style="list-style-type: none"> • Refunded with level debt service, 30 years at 5%

Costs for providing wastewater treatment are converted to a \$/CCF unit cost for a ready comparison between the Non-Regional and Regional Scenarios. The following chart illustrates the breakdown by cost element for total \$/CCF unit costs for the two Scenarios.



Total costs for comparing wastewater service over the 30-year planning period are compared on a net present value (NPV) basis. As shown here, the Regionalized Scenario provides a projected NPV savings over 30 years of \$891.

Non-Regionalized NPV (30 yrs, 5%) \$million	Regionalized NPV (30 years, 5%) \$million	Regionalized NPV Savings \$million
		Capital Improvement Funding
		\$551
		Sewer System O&M
		\$392
		Refinancing Existing Debt
		(\$52)
\$11,779	\$10,888	\$891

CASH BALANCES AS OF JUNE 2013				
			Year end	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco./Interdep	ADJUSTED
		BALANCE	Balances	BALANCES
Water	Farmers Bank	992,052.55	(786,728.70)	205,323.85
Water-Debt Service	Farmers Bank	1,279,412.60	61,778.63	1,341,191.23
Water Capital Escrow (availability fees)	TowneBank	270,094.11	16,320.00	286,414.11
Water Treatment Plant Escrow	TowneBank	111,148.19		111,148.19
Water Development Escrow	TowneBank	76,748.68		76,748.68
Subtotal Water		2,729,456.13	(708,630.07)	2,020,826.06
Sewer	Farmers Bank	223,720.15	(281,506.26)	(57,786.11)
Sewer Development Escrow	TowneBank	329,098.63	-	329,098.63
Sewer Capital Escrow (availability fees)	TowneBank	795,064.29	24,720.00	819,784.29
Sewer Compliance	Farmers Bank	230,296.33	74,792.11	305,088.44
Subtotal Sewer		1,578,179.40	(181,994.15)	1,396,185.25
Highway	Farmers Bank	10,027.05	191,217.82	201,244.87
General Fund	Farmers Bank	2,027,944.52	633,458.17	2,661,402.69
Payroll	Farmers Bank	51,809.74		51,809.74
Money Market-General Fund	TowneBank	2,176.01		2,176.01
Business Super Now-General Fund	Farmers Bank	32,983.32		32,983.32
Money Market-General Fund	Farmers Bank	287,984.62		287,984.62
General Fund Capital Escrow Account	TowneBank	213,656.87		213,656.87
Certificate of Deposit	Farmers Bank	525,635.03		525,635.03
Certificate of Deposit-Police Dept	Farmers Bank	36,523.66		36,523.66
Special Project Account (Pinewood)	Farmers Bank	19,903.37	122,078.58	141,981.95
Pinewood Heights Escrow	Farmers Bank	28,811.97		28,811.97
S. Church Street Account	TowneBank	42,643.55	(42,643.55)	-
Subtotal General Fund		3,270,072.66	712,893.20	3,982,965.86
Beautification Fund	Farmers Bank	7,822.88		7,822.88
Money Market-Beautification	Farmers Bank	61,126.13	(13,486.80)	47,639.33
Subtotal Beautification		68,949.01	(13,486.80)	55,462.21
TOTAL ALL FUNDS		7,656,684.25	0.00	7,656,684.25

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2013 to June 30, 2013

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/SSO General Rehabilitation Plan</i> (HR04103-60RI) Plan Development					
	Lump Sum	68.05%	\$119,087.50	\$114,240.00	\$4,847.50
<i>Consent Order / Capacity Assessment</i> (HR04103-66RI) Level of Service Determination					
	Lump Sum	95.11%	\$33,288.50	\$29,900.50	\$3,388.00
<i>Consent Order / Additional Locality-HRSD Coordination</i> (HR04103-67RI) Locality/HRSD Coordination					
	Lump Sum	73.07%	\$58,456.00	\$52,160.00	\$6,296.00
				TOTALS	\$14,531.50

VENDOR # _____
ACCOUNT # 004-42070-7017
DEPT HEAD W.T.A.
TOWN MANAGER FMS



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – June 2013 Invoices
Project Number: HR04103-60RI, HR04103-66RI, HR04103-67RI
Date: July 15, 2013
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-60RI – Continued development of sections of the rehabilitation plan in anticipation of the upcoming completion of the Regionalization Consolidation Study. Sections under development are related to rehabilitation techniques, prioritization methods and I/I reduction estimates.
2. HR04103-66RI – Performed second capacity assessment evaluation based on May 2012 and recent 2013 data provided by HRSD. Began development of a memorandum to summarize the assessment.
3. HR04103-67RI – Attended two capacity team meetings and assisted the Town with general regional coordination efforts pertaining to the Consent Order process.

Upcoming Tasks:

1. HR04103-60RI – Continue development of the rehabilitation plan in preparation for the results of the Regional Consolidation Study expected this summer.
2. HR04103-66RI – Complete memorandum summarizing the second capacity assessment evaluation and submit the results to the Town and DEQ.
3. HR04103-67RI – Attend upcoming capacity team meetings and assist the Town with general regional coordination efforts.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-60RI – 68.05%
2. HR04103-66RI – 95.11%
3. HR04103-67RI – 73.07%

Schedule Status/Deliverable Status

1. HR04103-60RI – On schedule based on VDEQ deadlines.
2. HR04103-66RI – On schedule based on VDEQ deadlines.
3. HR04103-67RI – On schedule based on VDEQ deadlines.

Ms. Sonja Eubank
July 15, 2013
Page 2

Input needed from client "What we are waiting on:"

1. None

Issues you should be aware of/ any other issues:

1. None

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2013 to June 30, 2013

<i>GENERAL REVIEW SERVICES (HR04103-60RI)</i> Consent Order / SSO Rehabilitation Plan	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	June	Lump Sum	\$175,000.00	68.05%	\$119,087.50	\$114,240.00	\$4,847.50
Project Totals			\$175,000.00	68.05%	\$119,087.50	\$114,240.00	\$4,847.50

TOTAL = \$4,847.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2013 to June 30, 2013

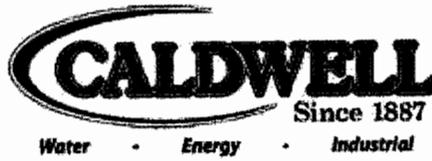
<i>GENERAL REVIEW SERVICES (HR04103-66RI)</i> Consent Order / Capacity Assessment	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Level of Service Determination	June	Lump Sum	\$35,000.00	95.11%	\$33,288.50	\$29,900.50	\$3,388.00
Project Totals			\$35,000.00	95.11%	\$33,288.50	\$29,900.50	\$3,388.00

TOTAL = \$3,388.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning June 1, 2013 to June 30, 2013

<i>GENERAL REVIEW SERVICES (HR04103-67RI)</i> Consent Order / Additional Locality-HRSD Coordination	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Locality - HRSD Coordination	June	Lump Sum	\$80,000.00	73.07%	\$58,456.00	\$52,160.00	\$6,296.00
Project Totals			\$80,000.00	73.07%	\$58,456.00	\$52,160.00	\$6,296.00

TOTAL = \$6,296.00



Invoice Date 7/1/2013
 Invoice Number 100546
 Service Order Number 0000566

INVOICE - SERVICE

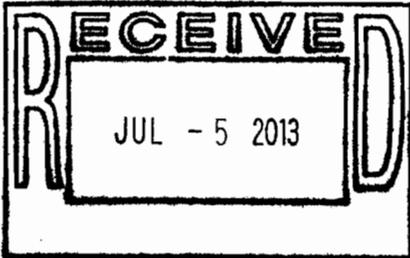
S O L D T O	WO7649 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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NET DUE \$6,633.34

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

QUARTERLY INVOICE
 70,000 GALLON DE 100'HWL
 CARY STREET ELEVATED TANK



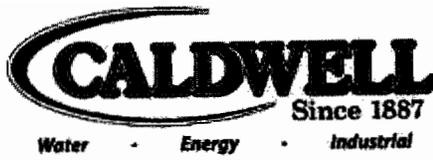
*Total of all invoices
 \$25,408.32*

TOTAL	PAYMENT	NET DUE
\$6,633.34		\$6,633.34

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 7/1/2013
 Invoice Number 100547
 Service Order Number 0000567

INVOICE - SERVICE

S O L D T O	WO7650 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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NET DUE \$8,258.67

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

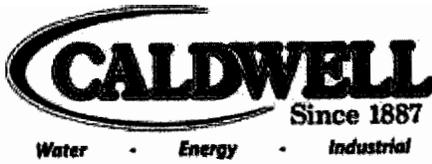
QUARTELY INVOICE
 WILSON ROAD TANK
 150,000 GASLLON 130' HWL

TOTAL	PAYMENT	NET DUE
\$8,258.67		\$8,258.67

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 7/1/2013
 Invoice Number 100548
 Service Order Number 0000568

INVOICE - SERVICE

S O L D T O	WO7651 TOWN OF SMITHFIELD PO BOX 246 SMITHFIELD VA 23431	J O B S I T E	TOWN OF SMITHFIELD
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NET DUE \$7,797.05

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

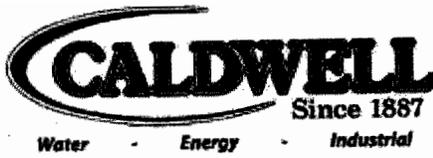
QUARTERLY INVOICE
 CHURCH STREET TANK
 400,000 GALLON 123'HWL PED

TOTAL	PAYMENT	NET DUE
\$7,797.05		\$7,797.05

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



Invoice Date 7/1/2013
 Invoice Number 100549
 Service Order Number 0000569

INVOICE - SERVICE

S O L D T O	WO7652			J	
	TOWN OF SMITHFIELD			O	TOWN OF SMITHFIELD
	PO BOX 246			B	
	SMITHFIELD	VA	23431	S	
				I	
				T	
				E	

NET DUE \$2,779.26

SLS #	TERMS	PURCHASE ORDER
100	NET 30	

DESCRIPTION

QUARTERLY INVOICE
 BATTERY PARK ROAD TANK
 500,000 GALLON 151'HWL PED

TOTAL	PAYMENT	NET DUE
\$2,779.26		\$2,779.26

CUSTOMER COPY

THANK YOU FOR YOUR BUSINESS!

4000 TOWER ROAD, LOUISVILLE KY 40219 / P O BOX 35770, LOUISVILLE KY 40232 / (502) 964-3361 / (502) 966-8732 FAX



GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, SUITE 107
MARSHALL, MN 56258



INVOICE NUMBER 230684318

DATE DUE

8/1/2013

TOTAL DUE

\$84,150.83



CHECK HERE IF ADDRESS CORRECTION IS NEEDED
COMPLETE INFORMATION ON REVERSE SIDE



000007082 1 MB 0.405 106481163331114 P
TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD, VA 23431-0246

PLEASE REFERENCE INVOICE # ON YOUR CHECK

PLEASE RETURN THIS PORTION WITH REMITTANCE PAYABLE TO:



GOVERNMENT LEASING AND FINANCE, INC.
PO BOX 959067
ST LOUIS, MO 63195-9067

959067 230684318 008415083



GOVERNMENT LEASING AND FINANCE, INC.
1310 MADRID ST, SUITE 107
MARSHALL, MN 56258
800-328-5371
EFCUSTOMERSUPPORT@USBANK.COM

DATE OF INVOICE 6/17/2013

INVOICE NUMBER 230684318

Customer Credit Account Number 1177029

DATE DUE

8/1/2013

TOTAL DUE

\$84,150.83

PAGE 1 OF 1

FOR INVOICE INQUIRIES, PLEASE CONTACT US AT 800-328-5371

CONTRACT NUMBER	DESCRIPTION	CONTRACT PAYMENT	MISC./LATE CHARGES	SALES/USE TAX	TOTAL DUE
077-0018806-001	WATER PLANT CONST CONTRACT PAYMENT 8/1/2013	84,150.83	0.00	0.00	84,150.83

***A LATE CHARGE WILL BE ASSESSED IF PAYMENT IS NOT RECEIVED BY DUE DATE. IF

FOR ANY REASON YOUR CHECK IS RETURNED FOR NON-PAYMENT YOU WILL PAY US A \$30.00

FEE OR, IF LESS, THE MAXIMUM ALLOWED BY LAW OR THE CONTRACT.***

RO portion - \$ 37,952.03
S Church St portion \$46,198.80

VENDOR # _____

ACCOUNT # _____

DEPT HEAD ed

TOWN MANAGER Phyllis



Town of Smithfield, Virginia
Attr: Ms. Ellen Minga
PO Box 246
Smithfield, Virginia 23431

Phone (757) 365-4200 Fax (757) 365-4286

RE: Virginia Association Of Counties Finance Program Series 2005A

FOR DEBT SERVICE PAYMENT DUE: 7/20/2013

INTEREST: \$53,243.75

PRINCIPAL: \$155,000.00

TOTAL PAYMENT DUE: \$208,243.75

PAYMENT INSTRUCTIONS

WIRE INSTRUCTIONS: 7/20/2013
U.S. Bank N.A. (091000022)
U.S. Bank Trust N.A. A/C 180121167365
REF: 790154000
ATTN: Kirill Emelianov
651-466-6214

CHECK INSTRUCTIONS: 7/20/2013
US Bank
CM-9705
PO BOX 70870
St. Paul, MN 55170-9705
Reference: Kirill Emelianov

VENDOR # _____
ACCOUNT # 4.005.42060-9000
0.005.501-2320
DEPT HEAD ed
TOWN MANAGER _____

53,243.75
155,000.00

Parks and Recreation Committee Report

July 2013

Past Events (since last committee meeting)

Date	Event	Location	Town Service Fees Applied
June 28 th	Wedding	Smithfield Center	
June 29 th	Wedding	Smithfield Center	
	Olden Days	Main Street	Comp
June 30 th	Wedding	Smithfield Center	
July 3 rd	Town Fireworks	Multiple Town Locations and Smithfield Station	1 officer for 5 hours
July 12 th	Wedding	Smithfield Center	
July 13 th	Wedding	Smithfield Center	
July 14 th	Wedding	Smithfield Center	
	Hamazing Time Trials	Town Streets	2 officers for 6 hours
July 20 th	Wedding	Smithfield Center	

Upcoming Events

Date	Event	Location	Town Service Fees Applied
July 28 th	Wedding	Smithfield Center	
August 3 rd	Wedding	Smithfield Center	
August 10 th	Wedding	Smithfield Center	
August 10 th	Wedding	Smithfield Center	
	Wedding Ceremony	Windsor Castle Riverfront	
August 14 th	Wedding	Smithfield Center	
August 17 th	Birthday Party	Smithfield Center	
August 23 rd	Wedding	Smithfield Center	
August 24 th	Wedding	Smithfield Center	
	March of Dimes Event	Windsor Castle Courtyard	1 officer
September	Parade of Homes	Cypress Creek	Officers needed each day
September 14 th	Wedding	Windsor Castle	
September 22 nd	Wedding	Windsor Castle	
September 28 th	Wedding	Windsor Castle	

Facilities

Smithfield Center

Each weekend since April has had a special event on Friday, Saturday and Sunday-mostly weddings and receptions.

September and October weekends are very busy for the Smithfield Center.

Clontz Park

We had a wedding out there on June 8th and the videographer from that event provided a great video that we can use on our website.

Windsor Castle

No special events at this site in the last month.

Next event is a wedding ceremony in August.

September and October weekends will be very busy.

The Natural Playgrounds Company completed survey work on July 11th. The next step will be for the playground company to return plans for the various play elements.

Kayak Rentals

June 1-9, 2013	\$ 208.00
June 14-16, 2013	\$ 342.00
June 21-23, 2013	\$ 468.60
June 28-30, 2013	\$ 177.95
July 3-7, 2013	\$ 849.76
July 12-14, 2013	\$ 283.96
Revenue to Date	=2330.27
Kayak Staff Hours Paid to Date	=1376.00
Net	=954.00

Going to all credit transactions has not presented a problem with sales.

We opened for holiday hours on July 3rd and 4th but only had one rental on each day. However, that weekend was our biggest sales weekend ever.

We have scheduled 4 night time paddles for August and September. Reservations will be made through Windsor Castle Kayaks and the tour will be guided by Gary Parsons.

Special Events-Open to the Public

Olden Days was a great success with the largest attendance ever.

Hamazing Time Trials was a bicycle time trial which mostly took place on county roads but needed two officers from the town since the event began and ended within town limits.

DATE JULY 23, 2013

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM WILLIAM T. HOPKINS, III
 DIR. OF PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT DEBRIS REMOVAL CONTRACT

Each year the town engages the services of a debris removal contractor. The town does not have the personnel to properly maintain the BMP (Best Management Practices) ponds and outfall ditch system. The town had a contract with Goodrich and Son's and Smithfield Services for the 2012/2013 fiscal year and the town reserves the right to renew the contract for one additional year.

The debris removal contract includes the following:

- Contractor shall be immediately available after a hurricane or other disasters and shall be available within 24 hours after a minor storm.
- Work will be conducted after storms and as required for normal improvements to storm drainage areas
- Contractor shall be responsible for disposal of debris
- Work shall consist of clearing and removing storm generated debris as directed by the Town of Smithfield. Operations includes multiple, scheduled passes of each site, location and right-of-way
- Contractor shall provide equipment, operators and laborers for debris removal operations

Both Goodrich and Son's and Smithfield Services current contract pricing will remain the same. Staff has been pleased with the work of both companies and we are recommending that both contracts be renewed for an additional year.

Public Art Initiative Outdoor Sculpture Garden

A seasonal display of sculpture in Hayden's Lane from April to October is proposed to complement the Town of Smithfield's collection of Lundeen statuary and the Porcine Parade. The opening of the exhibit in April will be celebrated with outdoor music and visual arts activities held as a Pre-Event for the Wine and Brew Fest on Friday night to draw business for the Historic District restaurants, shops and the new Smithfield micro-winery. The close of the outdoor sculpture exhibit in October will be celebrated with an outdoor art show in the Historic District and may be organized in conjunction with the existing "Town and Country Day" event.

Artist pool:

- Local artists, Pruden Vo-Tech
- Local and State Colleges and Universities
- Statewide and national search for artists

Installation:

similar to brick pad currently displaying "Sweet Swine of Avon", however foundations may or may not be needed, the addition of lights in trees, for evening viewing would add to visual appeal and safety

Security - town police, tie-downs, lights

Funding:

Sculpture will be "on loan" by artists, sponsors and grants will be sought to cover expenses and commissions from any sales of sculpture would be designated to the perpetuation of the exhibit

Closed Session

**Confidential
Information**

MONTHLY PROGRESS REPORT FOR JUNE 2013

Locality: Town of Smithfield Contract #: 11-10 MY1
Project Name: Pinewood Heights Phase II Contract Completion Date: 03/20/2014

Prepared by: Michael Paul Dodson, CFM
Date: 07/15/2013

FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755
CDBG Amount Expended: \$124,526 Leverage Amount Expended: \$149,763

CUMULATIVE CONSTRUCTION PROGRESS {INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: 08/ 15/ 2013

When was the last Management Team meeting? 07/08/2013 Next meeting? 09/10/2013

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: The demolition of 41/42 Carver started and the homes should be completely gone by the end of July (site cleared and graded). Offers for the purchase of 44/45 Carver Street have been accepted by the owners and relocation activities are in full force at this time. The relocation of Coston family (45 Carver) has seen the official notification of benefits and the signing of a contract for a new home. The Coston should be in their new home in 90 days. The relocation option for the Elliot family (44 Carver) is still being pursued in order to find a comparable replacement home. Initial notices and brochures for homes 46, 47, and 48 Carver Avenue have been received and the owners have submitted their application/income information for verification. The Town is reviewing the current progress to make adjustments to the project time in the PMP.

Are problems anticipated? None other than facilitating the acquisition and relocation of current and future owner-occupied households.

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

Owner Occupied Homes

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Preliminary Acquisition Letters Sent 3

1) 41 Carver 2) 44 Carver 3) 45 Carver

Appraisals Completed 3

1) 41 Carver 2) 44 Carver 3) 45 Carver

Review Appraisals Completed 3

1) 41 Carver 2) 44 Carver 3) 45 Carver

Offer to Purchase Letters Sent 3

1) 41 Carver 2) 44 Carver 3) 45 Carver

Offers Accepted 1

1) 41 Carver 2) 44 Carver 3) 45 Carver

Properties Closed On 1

1) 41 Carver

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

1) 42 Carver 2) 43 Carver 3) 48 Carver 4) 40 Carver

Preliminary Acquisition Letters Sent 2

1) 42 Carver 2) 43 Carver 3) 48 Carver

Appraisals Completed 2

1) 42 Carver 2) 43 Carver

Review Appraisals Completed 2

1) 42 Carver 2) 43 Carver

Offer to Purchase Letters Sent 2

1) 42 Carver 2) 43 Carver

Offers Accepted 2

1) 42 Carver 2) 43 Carver

Properties Closed On 2

1) 42 Carver 2) 43 Carver

Owner-Occupied Relocation (Goal=6)

Owner Occupied Homes

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Household Surveys Completed 3

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Income Verifications Completed 3

1) 41 Carver 2) 44 Carver 3) 45 Carver

Eligibility of Relocation Letters Sent 1
1) 41 Carver 2) 44 Carver 3) 45 Carver

Comparable Units Found and Inspected 1
1) 41 Carver 2) 44 Carver 3) 45 Carver

Households Relocated 1
1) 41 Carver

Market-Rate, Renter-Occupied Relocation (Goal=2)

Market-Rate Occupied Homes
1) 48 Carver 2) 40 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Section 8, Renter-Occupied Relocation (Goal=2)

Section 8 Occupied Homes
1) 42 Carver 2) 43 Carver

Household Surveys Completed 2
1) 42 Carver 2) 43 Carver

Income Verifications Completed 2
1) 42 Carver 2) 43 Carver

Eligibility of Relocation Letters Sent 2
1) 42 Carver 2) 43 Carver

Comparable Units Found and Inspected 2
1) 42 Carver 2) 43 Carver

Households Relocated 2
1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

Units to be Demolished
1) 40 Carver 2) 41 Carver 3) 42 Carver 4) 43 Carver 5) 44 Carver 6) 45 Carver
7) 46 Carver 8) 47 Carver 9) 48 Carver 10) 51 Carver

Units that have been Demolished 2
1) 41 Carver 2) 42 Carver