



February 23, 2018

TO: SMITHFIELD TOWN COUNCIL

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

**SUBJECT: FEBRUARY 2018 COMMITTEE MEETINGS WILL BE HELD AT THE
SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET,
SMITHFIELD, VA**

MONDAY, FEBRUARY 26TH, 2018 @ 4:00 p.m.

Police

Members: Tynes (CH), Bowman

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Revised Parade Route for St. Patrick's Day Parade on Saturday, March 17th, 2018.
- TAB # 2** 4. Street Closure/Traffic Assistance for Smithfield 6 Pack 6K on Sunday, April 22nd, 2018 from 3:00 p.m. to 5:00 p.m.
- TAB # 3** 5. Street Closure/Traffic Assistance for Main Street Mile on Sunday, April 29th, 2018.

Immediately following the conclusion of the above meeting:

Water and Sewer

Members: Smith, Tynes

1. Public Comment
2. Operational Updates
3. Utility Master Planning – Future Water Trade Options with Isle of Wight County

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Cook

- 1. Public Comment
- TAB # 4** 2. January Financial Statements and Graphs
- TAB # 5** 3. January Cash Balances / VML Investment Pool Update
- TAB # 6** 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Draper Aden Associates (Various Projects) \$ 14,623.07
 - b. Burleigh Construction Company \$117,664.42
 - c. RAD Sports (forthcoming) \$ 27,956.21
 - d. Isle of Wight County – Tourism \$116,544.00
 - e. Isle of Wight County – E911 \$ 97,300.50
- TAB # 7** 5. RFP for Professional Auditing Services
- 6. Update/Feedback on Benefits and Compensation Plan Presented at Town Council Retreat
- 7. Town Manager Recruitment Process

TUESDAY, FEBRUARY 27TH, 2018 @ 4:00 p.m.

4:00 p.m.

Parks and Recreation

Members: Bowman (CH), Pack, Tynes

- 1. Public Comment
- TAB # 8** 2. Operational Update – Committee Report / Park Project Update / 2018 Special Event List
- 3. Completed Park Project Presentation – Benches for Windsor Castle Playscape by Eagle Scout Cooper Boley
- TAB # 9** 4. Proposed Park Project Presentations
 - a. A Walk in the Park at Windsor Castle Park by Smithfield Middle School Students
 - b. Install Lions Club Time Capsule at Windsor Castle Park by the Lions Club and Leo Club
- TAB # 10** 6. Joseph W. Luter, Jr. Sports Complex - Update from Project Manager Brian Camden
- 7. Purchase of Nutrient Offset Credit for the Public Boat Ramp at Clontz Park
- 8. Segment 3 Trail Alignment and Funding

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- 1. Public Comment
- TAB # 11** 2. Update on Main Street Work from Columbia Gas Company
- 3. Landscaping and Grass Maintenance Contracts – Recommendation to Renew
- TAB # 12** 4. Adoption of Design and Construction Standards Manual
- TAB # 13** 5. Smithfield Lake Dam Project Completion Summary and Change Order

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Bowman, Smith

- 1. Public Comment
- TAB # 14** 2. Pre-Public Hearing Discussion: Amendment and Revision of Zoning and Subdivision Ordinance
- TAB # 15** 3. Pre-Public Hearing Discussion: Pinewood Heights Relocation Project – Phase IV – Grant Application
 - a. Resolution to Submit Grant Application to DHCD
 - b. Residential Anti-Displacement and Relocation Assistance Plan
 - c. Fair Housing Certification
 - d. Local Business and Employment Plan
 - e. Non-Discrimination Policy
 - f. Section 504 Grievance Procedure
- TAB # 16** 4. Pinewood Heights Relocation Project – Phase III Update
- TAB # 17** 5. Windsor Castle Restoration Project Update
- TAB # 18** 6. Historic District Parking Study Update by Rick Bodson of Smithfield 2020

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

- Approval of February 6th, 2018 Town Council Meeting Minutes
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**POLICE
COMMITTEE**



Saturday, March 17 at 10:30 am

Since we had to cancel our Christmas Parade this past December because of the weather, we're holding our very first St. Patrick's Day Parade instead! Join us for this family-friendly event.

For further information
call 757.365.1644.





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

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
Sunday April 22 nd	3p-5p	Downtown/WCP trail

Event Name	Smithfield 6Pack 6k Beer Run
Event Organizer (Group Name)	Wharf Hill Brewing Company
Tax Exemption ID Number	46-5130936
Website	www.wharfhillbrewing.com

Event Contacts					
Name	Cristin Emrick	Cell Phone	757-849-8948	Email	wharfhillbrewingco@gmail.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	2
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
A 6k run/walk through downtown Smithfield and part of the WCP trail. Participants stop at 6 local eateries for a beer sample and continue on to finish at Wharf Hill Brewing Company.			
Average Ticket Price	\$40	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
Expected Attendance	125-150	Largest Attendance Number and Year	103/2017
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
S Church St @ Station/WCP crosswalk	Traffic assist	4/22/18	3p-4p	
Main Street @ Underwood	Traffic Assist	4/22/18	3:15p-4:30p	
S Church St @ Luter	Traffic Assist	4/22/18	3:30p-5p	

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
4/22/18	3p-5p		

List benefits of your event to the community	List Recipients of Proceeds
Camaraderie between restaurants, marketing exposure for participating restaurants, showcase of town and park, tourism draw for day of event	Smithfield Music



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents			
Staging			
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	MP0045002001709
Name of Insurance Liability Carrier	Mesa Underwrites Specialty Insurance
Insurance Company Address	PO Box 4030, Scottsdale, AZ 85261
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Date	01/18/18
Print Name	Cristin Emrick	

Attach the following documents:

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



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Sunday April 29th	9am-11am	Downtown

Event Name	Main Street Mile
Event Organizer (Group Name)	SHS & IWA XC teams & Wharf Hill Brewing Company
Tax Exemption ID Number	46-5130936
Website	www.wharfhillbrewing.com

Event Contacts					
Name	Matthew Moore	Cell Phone	276-920-1070	Email	mmoore@iwcs.k12.va.us
Name	Margarita Castillo	Cell Phone	207-798-0890	Email	margaritacastillo@iwacademy.com

1st Time Event		Annual Event- how many times has event taken place?	2
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other _____			
Description of Event			
A 1 mile competitive run through downtown Smithfield. Participants will run the short one mile course TBD and finish at BSV.			
Average Ticket Price	\$20	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
Expected Attendance	200	Largest Attendance Number and Year	180/2017
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street @ S Church	Traffic assist	4/29/18	6:30a-11:30a
Main Street @ Underwood	Traffic Assist	4/29/18	9a-10:30a
Institute & Mason on main	closure	4/29/18	9a-10:30a

Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times

List benefits of your event to the community	List Recipients of Proceeds
Student led, established event to offer event planning experience in a competitive race environment for students. Increased tourism on day of event.	Smithfield High and IWA Cross Country Teams



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents			
Staging			
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	MP0045002001709
Name of Insurance Liability Carrier	Mesa Underwrites Specialty Insurance
Insurance Company Address	PO Box 4030, Scottsdale, AZ 85261
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Date	02/18/18
Print Name	Matthew Moore and Margarita Castillo	

Attach the following documents:

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

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Revenue				
General Fund revenues				
<u>General Fund revenues</u>				
<u>Real Estate Tax</u>				
Current RE Tax	1,695,000.00	1,675,276.47	19,723.53	98.84%
Delinquent RE Tax	15,000.00	8,593.34	6,406.66	57.29%
Current RE Penalty	3,900.00	2,025.20	1,874.80	51.93%
Delinquent RE Penalty	2,270.00	1,071.43	1,198.57	47.20%
Current RE Interest	415.00	40.16	374.84	9.68%
Delinquent RE Interest	4,600.00	2,403.91	2,196.09	52.26%
Total Real Estate Taxes	1,721,185.00	1,689,410.51	31,774.49	98.15%
<u>Personal Property Tax</u>				
Current PP Tax	605,000.00	589,014.23	15,985.77	97.36%
Delinquent PP Tax	16,500.00	24,899.18	(8,399.18)	150.90%
Current PP Penalty	13,000.00	5,453.84	7,546.16	41.95%
Delinquent PP Penalty	6,800.00	9,030.70	(2,230.70)	132.80%
Current PP Interest	700.00	71.08	628.92	10.15%
Delinquent PP Interest	5,900.00	6,181.44	(281.44)	104.77%
Total Personal Property Tax	647,900.00	634,650.47	13,249.53	97.96%
<u>Public Service Corporations Tax</u>				
Current RE Tax	30,450.00	30,970.38	(520.38)	101.71%
Delinquent RE Tax	-	20.56	(20.56)	100.00%
Current PP Tax	576.00	398.63	177.37	69.21%
Total Public Service Tax	31,026.00	31,389.57	(363.57)	101.17%
<u>Miscellaneous Receipts Over/Short</u>				
Total Over/Short	20.00	(17.74)	37.74	-88.70%
<u>Other Local Taxes</u>				
Franchise Tax	136,955.00	-	136,955.00	0.00%
Cigarette Tax	169,000.00	96,693.10	72,306.90	57.21%
Transient Occupancy Tax	190,000.00	94,868.63	95,131.37	49.93%
Meals Tax-4.25%	1,130,840.00	600,941.36	529,898.64	53.14%
Meals Tax-2%	532,000.00	287,135.34	244,864.66	53.97%
Sales Tax	340,000.00	144,432.93	195,567.07	42.48%
Consumption Tax	49,000.00	21,534.03	27,465.97	43.95%
Utility Tax	192,000.00	88,333.55	103,666.45	46.01%
Business Licenses	365,000.00	26,861.26	338,138.74	7.36%
Business Licenses Penalty	2,000.00	254.85	1,745.15	12.74%
Business Licenses Interest	600.00	24.75	575.25	4.13%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Peg Channel Capital Fee	1,940.00	985.00	955.00	50.77%
Vehicle License Tags	-	-	-	0.00%
Vehicle License	140,500.00	132,537.54	7,962.46	94.33%
Total Other Local Taxes	3,249,835.00	1,494,602.34	1,755,232.66	45.99%
<u>Licenses, Permits & Fees</u>				
Permits & Other Licenses	15,000.00	10,820.00	4,180.00	72.13%
Inspection Fees-Subdivision	6,000.00	750.00	5,250.00	12.50%
Administrative Collection Fees-DMV Stops	-	7,135.00	(7,135.00)	0.00%
WC Dog Park Registration	2,000.00	612.00	1,388.00	30.60%
Consultant Review Fees	1,500.00	2,650.00	(1,150.00)	176.67%
Total Licenses, permits and privilege fees	24,500.00	21,967.00	2,533.00	89.66%
<u>Fines & Costs</u>				
Public Defender Fee			-	0.00%
Fines & Costs	60,000.00	31,065.98	28,934.02	51.78%
Total Fines & Forfeitures	60,000.00	31,065.98	28,934.02	51.78%
<u>From Use of Money and Property</u>				
General Fund Interest	6,000.00	31,239.56	(25,239.56)	520.66%
Beautification Fund Interest	-	24.16	(24.16)	0.00%
Rentals	20,000.00	11,721.96	8,278.04	58.61%
Smithfield Center Rentals	158,000.00	111,252.14	46,747.86	70.41%
Smithfield Center Vendor Programs	5,500.00	2,750.00	2,750.00	50.00%
Kayak Rentals	9,000.00	5,646.00	3,354.00	62.73%
Special Events	22,000.00	13,059.90	8,940.10	59.36%
Fingerprinting Fees	1,400.00	770.00	630.00	55.00%
Museum Gift Shop Sales	10,000.00	6,170.08	3,829.92	61.70%
Museum Programs/Lecture Fees	2,100.00	1,191.00	909.00	56.71%
Sale of Equipment/Buildings	10,000.00	-	10,000.00	0.00%
Lease of Land	600.00	500.00	100.00	83.33%
Total revenue from use of money and property	244,600.00	184,324.80	60,275.20	75.36%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,100.00	1,059.09	1,040.91	50.43%
Cash Proffer Revenues-pass through to fire/rescue	-	-	-	0.00%
Virginia Municipal Group Safety Grant	3,500.00	3,971.00	(471.00)	113.46%
Total Miscellaneous Revenue	5,600.00	5,030.09	569.91	89.82%
<u>From Reserves</u>				
Restricted Reserves-Police Department (CD)	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Reserves-Pinewood Escrow	-	-	-	0.00%
Reserves-Restricted for Ball Fields	1,079,303.00	813,140.31	266,162.69	75.34%
Reserves-Unallocated loan funds	-	150,000.00	(150,000.00)	100.00%
From Operating Reserves	74,727.00	-	74,727.00	0.00%
Total From Reserves	1,154,030.00	963,140.31	190,889.69	83.46%
<u>Intergovernmental Virginia</u>				
Law Enforcement	166,736.00	83,368.00	83,368.00	50.00%
Litter Control Grant	3,232.00	3,151.00	81.00	97.49%
Police Block Grants-State	-	-	-	0.00%
Communications Tax	225,000.00	91,408.70	133,591.30	40.63%
Rolling Stock	16.00	118.58	(102.58)	741.13%
Rental Tax	3,800.00	2,220.21	1,579.79	58.43%
Asset Forfeiture	-	-	-	0.00%
PPTRA State Revenue	240,795.00	240,794.89	0.11	100.00%
TRIAD Grant	2,250.00	-	2,250.00	0.00%
Fire Programs	25,637.00	-	25,637.00	0.00%
VCA Grant	5,000.00	4,500.00	500.00	90.00%
VDEM Grant (state portion)	28,500.00	-	28,500.00	0.00%
SNAP Program	30.00	-	30.00	0.00%
Total State Revenue	700,996.00	425,561.38	275,434.62	60.71%
<u>Intergovernmental Federal</u>				
Police Federal Grants	3,500.00	0.00	3,500.00	0.00%
Boat Ramp Grant	-	-	-	0.00%
VDEM Grant (federal portion)	161,500.00	0.00	161,500.00	0.00%
FEMA Reimbursements	-	68,400.00	(68,400.00)	100.00%
Urban Fund Projects				
Right turn lane-Joseph W Luter Jr Sports Complex	-	14,826.83	(14,826.83)	100.00%
Benns Church/Route 258/Route 10 Bypass intersection	-	6,149.78	(6,149.78)	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	-	3,364.14	(3,364.14)	100.00%
Pinewood Heights CDBG Relocation Grant Phase III	-	-	-	0.00%
Total Federal Revenue	165,000.00	92,740.75	72,259.25	56.21%
<u>Other Financing Sources</u>				
Line of Credit Proceeds	250,000.00	-	250,000.00	0.00%
Note Proceeds	1,979,553.00	1,969,553.00	10,000.00	99.49%
Insurance Recoveries	-	6,913.29	(6,913.29)	0.00%
Total Other Financing Sources	2,229,553.00	1,976,466.29	253,086.71	88.65%
<u>Contributions</u>				
CHIP Contributions	13,000.00	11,173.75	1,826.25	85.95%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Public Safety	-	65.00	(65.00)	100.00%
Contributions-Windsor Castle Park Foundation	-	35,040.00	(35,040.00)	0.00%
Contributions-Smithfield VA Events	34,000.00	5,000.00	29,000.00	14.71%
Contributions-Museum	12,200.00	6,003.00	6,197.00	49.20%
Contributions-Public Ball Fields	50,000.00	101,238.87	(51,238.87)	202.48%
Total Contributions	109,200.00	158,520.62	(49,320.62)	145.17%
<hr/>				
Total General Fund Revenue	10,343,445.00	7,708,852.37	2,634,592.63	74.53%
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Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(250,000.00)	-	(250,000.00)	0.00%
Debt Proceeds	(1,979,553.00)	(1,969,553.00)	(10,000.00)	99.49%
Cash Proffer Revenues	-	-	-	0.00%
Meals tax-special projects	(532,000.00)	(287,135.34)	(244,864.66)	53.97%
From Operating Reserves	(74,727.00)	-	(74,727.00)	0.00%
Pinewood Heights Reserves	-	-	-	0.00%
PD Reserves	-	-	-	0.00%
Ball Field Reserves	(1,079,303.00)	(813,140.31)	(266,162.69)	75.34%
Contributions-WC Park	-	(35,040.00)	35,040.00	0.00%
Contributions to Ball Fields	(50,000.00)	(101,238.87)	51,238.87	202.48%
Contributions-Smithfield VA Events	(34,000.00)	(5,000.00)	(29,000.00)	14.71%
Pinewood Heights Phase III CDBG Funds	-	-	-	0.00%
FEMA Grants (Dam)	(190,000.00)	(68,400.00)	(121,600.00)	36.00%
Boat Ramp Grant	-	-	-	0.00%
<hr/>				
Total Non-operating Revenues	(4,189,583.00)	(3,279,507.52)	(910,075.48)	78.28%
<hr/>				
Total General Fund Operating Revenues	6,153,862.00	4,429,344.85	1,724,517.15	71.98%

**General Fund Budget
Expenses**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,500.00	23,900.00	16,600.00	59.01%
FICA	3,240.00	1,865.06	1,374.94	57.56%
Employee Wellness/Assistance Plan	1,344.00	700.00	644.00	52.08%
Legal Fees	65,000.00	15,751.00	49,249.00	24.23%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Election Expense	3,700.00	-	3,700.00	0.00%
Maintenance contracts	660.00	-	660.00	0.00%
Advertising	27,000.00	12,786.19	14,213.81	47.36%
Professional Services	10,000.00	8,428.34	1,571.66	84.28%
Records Management maint & upgrades	5,880.00	950.89	4,929.11	16.17%
Site Plan Review	3,000.00	-	3,000.00	0.00%
Insurance	19,550.00	13,795.50	5,754.50	70.57%
Supplies	20,000.00	11,285.60	8,714.40	56.43%
Travel & Training	6,500.00	4,039.35	2,460.65	62.14%
Subscriptions/Memberships	9,200.00	9,200.44	(0.44)	100.00%
Council Approved Items	12,000.00	6,857.55	5,142.45	57.15%
Public Defender Fees	2,000.00	-	2,000.00	0.00%
Bank Charges	700.00	624.52	75.48	89.22%
SpecialProjects	3,000.00	742.04	2,257.96	24.73%
Smithfield CHIP program	6,400.00	2,435.00	3,965.00	38.05%
Update Town Charter & Code	3,000.00	1,175.00	1,825.00	39.17%
Annual Christmas Parade	350.00	-	350.00	0.00%
Total Town Council	243,024.00	114,536.48	128,487.52	47.13%
<u>Town Manager</u>				
Salaries	327,794.00	183,252.99	144,541.01	55.90%
FICA	26,224.00	12,770.29	13,453.71	48.70%
VSRS	21,036.00	12,270.90	8,765.10	58.33%
Disability	505.00	251.92	253.08	49.89%
Health	73,885.00	48,555.95	25,329.05	65.72%
Auto Expense	500.00	171.00	329.00	34.20%
Maintenance Contracts	2,800.00	2,861.30	(61.30)	102.19%
Communications	17,500.00	9,520.07	7,979.93	54.40%
Insurance	2,580.00	1,686.00	894.00	65.35%
Supplies	5,000.00	1,608.91	3,391.09	32.18%
Dues & Subscriptions	4,805.00	1,966.12	2,838.88	40.92%
Computer & technology expenses	13,000.00	4,149.16	8,850.84	31.92%
Travel & Training	8,800.00	4,552.74	4,247.26	51.74%
Other	100.00	35.19	64.81	35.19%
Total Town Manager	504,529.00	283,652.54	220,876.46	56.22%
<u>Treasurer</u>				
Salaries	305,007.00	170,738.45	134,268.55	55.98%
FICA	24,400.00	12,625.35	11,774.65	51.74%
VSRS	20,941.00	12,215.33	8,725.67	58.33%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Health	49,842.00	33,075.63	16,766.37	66.36%
Disability	162.00	81.24	80.76	50.15%
Audit	12,750.00	-	12,750.00	0.00%
Depreciation Software	1,600.00	-	1,600.00	0.00%
Communications	9,500.00	4,860.61	4,639.39	51.16%
Computer & technology expenses	5,000.00	-	5,000.00	0.00%
Data Processing	20,000.00	10,235.03	9,764.97	51.18%
Service contracts-includes MUNIS	58,000.00	16,734.67	41,265.33	28.85%
Insurance	2,590.00	1,744.50	845.50	67.36%
Supplies	9,000.00	3,384.89	5,615.11	37.61%
Dues & Subscriptions	1,200.00	1,744.70	(544.70)	145.39%
Credit Card Processing	1,000.00	477.04	522.96	47.70%
Cigarette Tax Stamps	3,170.00	3,180.60	(10.60)	100.33%
Travel & Training	1,000.00	133.00	867.00	13.30%
Other	100.00	106.00	(6.00)	106.00%
Total Treasurer	525,262.00	271,337.04	253,924.96	51.66%

PUBLIC SAFETY

Police Department

Salaries	1,427,901.00	765,389.96	662,511.04	53.60%
FICA	114,232.00	55,556.01	58,675.99	48.63%
VSRS	89,103.00	43,312.62	45,790.38	48.61%
Health Insurance	264,147.00	147,181.16	116,965.84	55.72%
Disability	160.00	81.24	78.76	50.78%
Pre-Employment Test	1,000.00	1,117.00	(117.00)	111.70%
Uniforms	22,000.00	10,244.83	11,755.17	46.57%
Service Contracts	40,000.00	11,500.09	28,499.91	28.75%
Communications	50,000.00	26,923.25	23,076.75	53.85%
Computer & Technology Expenses	13,000.00	6,496.14	6,503.86	49.97%
Insurance	57,805.00	39,163.50	18,641.50	67.75%
Ins. - LODA	11,915.00	10,780.03	1,134.97	90.47%
Materials & Supplies	24,000.00	14,442.40	9,557.60	60.18%
Dues & Subscriptions	6,800.00	5,801.93	998.07	85.32%
Equipment	15,000.00	2,692.99	12,307.01	17.95%
Radio & Equipment repairs	2,000.00	1,093.25	906.75	54.66%
Vehicle Maintenance	40,000.00	17,706.97	22,293.03	44.27%
Gas	41,500.00	20,958.81	20,541.19	50.50%
Tires	7,000.00	1,995.97	5,004.03	28.51%
Travel & Training	30,000.00	13,410.59	16,589.41	44.70%
Special Events	1,000.00	742.86	257.14	74.29%
Police Grants	1,500.00	-	1,500.00	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Investigation expenses	5,000.00	599.91	4,400.09	12.00%
Other	500.00	234.48	265.52	46.90%
Total Police Department	2,265,563.00	1,197,425.99	1,068,137.01	52.85%
 <u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	25,637.00	-	25,637.00	0.00%
Total Fire Department	38,637.00	-	38,637.00	0.00%
 <u>Contributions-Public Safety</u>				
E911 Dispatch Center	210,513.00	6,340.31	204,172.69	3.01%
Total Contributions-Public Safety	210,513.00	6,340.31	204,172.69	3.01%
 <u>PARKS, RECREATION & CULTURAL</u>				
<u>Parks & Recreation</u>				
Salaries	112,818.00	54,498.70	58,319.30	48.31%
FICA	9,025.00	4,001.47	5,023.53	44.34%
VSRS	7,788.00	3,767.97	4,020.03	48.38%
Health	25,063.00	6,763.95	18,299.05	26.99%
Uniforms	3,000.00	826.29	2,173.71	27.54%
Advertising	20,500.00	12,621.59	7,878.41	61.57%
Dues & Subscriptions	2,000.00	991.00	1,009.00	49.55%
Travel & Training	2,000.00	2,040.25	(40.25)	102.01%
Total Parks & Recreation	182,194.00	85,511.22	96,682.78	46.93%
 <u>Smithfield Center</u>				
Salaries	149,889.00	80,305.96	69,583.04	53.58%
FICA	11,992.00	6,208.63	5,783.37	51.77%
VSRS	7,819.00	4,332.03	3,486.97	55.40%
Health	23,277.00	18,443.56	4,833.44	79.24%
Disability	-	68.16	(68.16)	100.00%
Contracted Services	17,500.00	8,573.12	8,926.88	48.99%
Retail Sales & Use Tax	800.00	311.04	488.96	38.88%
Utilities	25,000.00	13,253.10	11,746.90	53.01%
Communications	21,000.00	11,076.37	9,923.63	52.74%
Computer & technology expenses	4,000.00	1,564.07	2,435.93	39.10%
Insurance	6,115.00	4,251.75	1,863.25	69.53%
Kitchen Supplies	3,000.00	302.43	2,697.57	10.08%
Office Supplies/Other Supplies	5,000.00	1,771.54	3,228.46	35.43%
Food Service & Beverage Supplies	6,000.00	3,031.01	2,968.99	50.52%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
AV Supplies	3,000.00	-	3,000.00	0.00%
Repairs & Maintenance	40,000.00	17,625.87	22,374.13	44.06%
Landscaping	12,000.00	6,510.00	5,490.00	54.25%
Other	-	-	-	0.00%
Refund event deposits	7,000.00	3,018.40	3,981.60	43.12%
Credit card processing expense	4,500.00	2,799.80	1,700.20	62.22%
Total Smithfield Center	347,892.00	183,446.84	164,445.16	52.73%
<u>Contributions-Parks, Recreation and Cultural</u>				
Windsor Castle Restoration	1,490,000.00	280,000.00	1,210,000.00	18.79%
Historic Windsor Castle Restoration LLC	-	150,000.00	(150,000.00)	0.00%
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	-	1,500.00	0.00%
Hampton Roads Planning District Commission	9,731.00	7,468.25	2,262.75	76.75%
Isle of Wight Arts League	10,000.00	9,000.00	1,000.00	90.00%
Friends of the Library	4,888.00	4,888.00	-	100.00%
Total Contributions-Park, Recreation and Cultural	1,519,119.00	451,356.25	1,067,762.75	29.71%
<u>Windsor Castle Park</u>				
Salaries	84,872.00	47,807.98	37,064.02	56.33%
FICA	6,790.00	3,489.77	3,300.23	51.40%
VSRS	5,097.00	2,951.32	2,145.68	57.90%
Health	19,429.00	10,843.87	8,585.13	55.81%
Contracted Services	11,000.00	6,475.00	4,525.00	58.86%
Insurance	10,000.00	6,452.25	3,547.75	64.52%
Grass Cutting	30,000.00	19,370.89	10,629.11	64.57%
Kayak/Watersports expenses	1,500.00	-	1,500.00	0.00%
Utilities	7,000.00	472.11	6,527.89	6.74%
Supplies	5,000.00	51.94	4,948.06	1.04%
Repairs & Maintenance	40,000.00	20,119.96	19,880.04	50.30%
Total Windsor Castle Park	220,688.00	118,035.09	102,652.91	53.49%
<u>Museum</u>				
Salaries	105,832.00	59,233.58	46,598.42	55.97%
FICA	8,467.00	4,311.60	4,155.40	50.92%
VSRS	4,116.00	2,237.41	1,878.59	54.36%
Health	12,187.00	7,985.44	4,201.56	65.52%
Operating expenses				
Contracted services	4,100.00	1,806.76	2,293.24	44.07%
Communications	700.00	300.18	399.82	42.88%
Computer and Technology	540.00	540.00	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Insurance	2,175.00	1,366.50	808.50	62.83%
Supplies	4,160.00	5,495.78	(1,335.78)	132.11%
Advertisinig	1,500.00	-	1,500.00	0.00%
Travel/Training	200.00	-	200.00	0.00%
Dues & Subscriptions	800.00	25.00	775.00	3.13%
Gift Shop-to be funded by gift shop proceeds				
Gift Shop expenses	9,000.00	3,768.62	5,231.38	41.87%
Sales & Use Tax	775.00	622.96	152.04	80.38%
Credit card processing fees	800.00	355.10	444.90	44.39%
Total Museum	155,352.00	88,048.93	67,303.07	56.68%
<u>Other Parks & Recreation</u>				
Jersey Park Playground	750.00		750.00	0.00%
Pinewood Playground	500.00	139.80	360.20	27.96%
Clontz Park	1,550.00	312.92	1,237.08	20.19%
Cypress Creek No Wake Zone			-	0.00%
SNAP Program			-	0.00%
Waterworks Dam			-	0.00%
Waterworks Lake (park area)	500.00		500.00	0.00%
Haydens Lane Maintenance	1,000.00	269.34	730.66	26.93%
Veterans War Memorial	750.00	1,561.41	(811.41)	208.19%
Public Ballfields	50,000.00	7,475.61	42,524.39	14.95%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	57,050.00	11,759.08	45,290.92	20.61%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract Administration		3,865.03	(3,865.03)	#DIV/0!
Management Assistance		15,209.72	(15,209.72)	#DIV/0!
Monitoring/Closeout			-	#DIV/0!
<u>Permanent Relocation</u>				
Owner Occupied Households			-	#DIV/0!
Renter Occupied Households		895.00	(895.00)	#DIV/0!
Moving Costs		1,900.00	(1,900.00)	#DIV/0!
Relocation Specialist		2,180.25	(2,180.25)	#DIV/0!
<u>Acquisition</u>				
Owner Acquisition		380.00	(380.00)	#DIV/0!

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Renter Acquisition		0.00	-	#DIV/0!
Vacant Lot Acquisition			-	#DIV/0!
Appraisal/Legal		250.00	(250.00)	#DIV/0!
<u>Acquisition Specialist</u>		2,833.74	(2,833.74)	#DIV/0!
<u>Clearance & Demolition</u>		8,230.25	(8,230.25)	#DIV/0!
Subtotal Non CDBG	40,043.00	35,743.99	4,299.01	89.26%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households			-	#DIV/0!
Renter Occupied Households		30,807.91	(30,807.91)	#DIV/0!
Relocation Specialist			-	#DIV/0!
<u>Acquisition</u>				
Owner Occupied			-	#DIV/0!
Renter Occupied		0.00	-	#DIV/0!
<u>Clearance & Demolition</u>				
<u>Planning Grant-Phase III</u>				
Subtotal CDBG	-	30,807.91	(30,807.91)	#DIV/0!
Total Pinewood Heights Contributions -rollover	40,043.00	66,551.90	(26,508.90)	13.54%
<u>Contributions-Community Development</u>				
Old Courthouse Contribution	4,000.00		4,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	11,500.00		11,500.00	0.00%
Genieve Shelter	7,200.00		7,200.00	0.00%
TRIAD	3,120.00	1,650.00	1,470.00	52.88%
Tourism Bureau	233,088.00		233,088.00	0.00%
Western Tidewater Free Clinic	38,000.00	38,000.00	-	100.00%
YMCA Projects	50,000.00		50,000.00	0.00%
Total Contributions-Community Development	352,908.00	45,650.00	307,258.00	12.94%
<u>PUBLIC WORKS</u>				
Planning, Engineering & Public Works				
Salaries	237,778.00	127,177.74	110,600.26	53.49%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
FICA	19,023.00	9,542.36	9,480.64	50.16%
VSRS	15,566.00	8,383.87	7,182.13	53.86%
Health	42,546.00	24,273.40	18,272.60	57.05%
Disability	1,815.00	674.98	1,140.02	37.19%
Uniforms	2,500.00	412.51	2,087.49	16.50%
Contractual	7,500.00	3,923.14	3,576.86	52.31%
GIS	500.00	400.00	100.00	80.00%
Recycling	133,000.00	79,626.03	53,373.97	59.87%
Trash Collection	220,000.00	94,955.94	125,044.06	43.16%
Street Lights	5,000.00	603.05	4,396.95	12.06%
Communications	12,000.00	5,417.60	6,582.40	45.15%
Safety Meetings/Safety Expenses	3,000.00	4,503.41	(1,503.41)	150.11%
Insurance	10,000.00	6,133.50	3,866.50	61.34%
Materials & Supplies	6,000.00	963.60	5,036.40	16.06%
Repairs & Maintenance	9,000.00	3,929.54	5,070.46	43.66%
Gas & Tires	6,500.00	3,894.45	2,605.55	59.91%
Travel & Training	6,000.00	3,225.35	2,774.65	53.76%
Litter Control Grant	3,354.00	421.71	2,932.29	12.57%
Dues & Subscriptions	2,700.00	1,252.50	1,447.50	46.39%
Other	2,500.00	1,650.00	850.00	66.00%
Total Public Works	746,282.00	381,364.68	364,917.32	51.10%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	29,232.00	13,068.46	16,163.54	44.71%
FICA	2,339.00	1,011.43	1,327.57	43.24%
Contractual	22,000.00	14,429.81	7,570.19	65.59%
Communications	3,000.00	1,757.01	1,242.99	58.57%
Utilities	46,000.00	23,431.65	22,568.35	50.94%
Insurance	11,500.00	8,162.25	3,337.75	70.98%
Materials & Supplies	6,000.00	2,101.14	3,898.86	35.02%
Repairs & Maintenance	36,000.00	24,996.38	11,003.62	69.43%
Other	500.00	164.00	336.00	32.80%
Total Public Buildings	156,571.00	89,122.13	67,448.87	56.92%
OTHER FINANCING USES				
Transfers to Operating Reserves	-	988,842.93	(988,842.93)	0.00%
Transfers to Restricted Reserves-low Bond Payoff	489,553.00	489,553.00	-	100.00%
Transfers to Restricted Reserves-WC Restoration	-	1,200,000.00	(1,200,000.00)	100.00%
Transfers to Restricted Reserves-Dam Repair	-	68,400.00	(68,400.00)	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2017/2018	Actual as of 01/31/18	Remaining Budget	% of budget
Transfers to Restricted Reserves-Pinewood	-	220,583.44	(220,583.44)	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	-	-	0.00%
Total Transfers To Reserves	489,553.00	2,967,379.37	(2,477,826.37)	606.14%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition-TM/PD	24,893.00	0.00	24,893.00	0.00%
HVAC -Smithfield Center	2,940.00	2,874.01	65.99	97.76%
Police Evidence Building	52,002.00	30,099.16	21,902.84	57.88%
New Debt-Multiple projects	202,473.00	66,725.57	135,747.43	32.96%
Line of Credit	250,000.00	0.00	250,000.00	0.00%
Leased Ball Field Equipment	-	627.66	(627.66)	#DIV/0!
Interest and fiscal charges				
Public Building Acquisition-TM/PD	29,403.00	14,701.10	14,701.90	50.00%
HVAC -Smithfield Center	15.00	13.44	1.56	89.60%
Police Evidence Building	9,245.00	5,692.75	3,552.25	61.58%
New Debt-Multiple projects	75,000.00	46,496.87	28,503.13	62.00%
Line of Credit	4,065.00	0.00	4,065.00	0.00%
Leased Ball Field Equipment	-	0.00	-	#DIV/0!
Total Debt Service	650,036.00	167,230.56	482,805.44	25.73%
Total General Fund Expenses	8,705,216.00	6,528,748.41	2,176,467.59	75.00%
Less Expenses related to reserves/capital projects:				
Transfers to Restricted Reserves-Pinewood CDBG Project	-	(1,200,000.00)	1,200,000.00	0.00%
Transfers to Restricted Reserves-IOW Bond Payroll	(489,553.00)	(489,553.00)	-	100.00%
Transfers to Restricted Reserves-Dam Repairs	-	(68,400.00)	68,400.00	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	-	-	0.00%
Pinewood Heights Relocation Project Expenses	(491,558.00)	(66,551.90)	(425,006.10)	0.00%
Pinewood Heights Line of Credit Expenses	(254,065.00)	-	(254,065.00)	0.00%
Total Non-operating Expenses	(1,235,176.00)	(1,824,504.90)	589,328.90	0.00%
Total General Fund Operating Expenses	7,470,040.00	4,704,243.51	2,765,796.49	62.97%
Net Operating Reserve (+/-)	(1,316,178.00)	(274,898.66)	(1,041,279.34)	20.89%
Net Reserve (+/-)	1,638,229.00	1,180,103.96	458,125.04	72.04%

Adopted 2017/2018	Actual 1/31/2018	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	1,638,229.00	1,180,103.96	458,125.04	72.04%
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Capital Outlay
General Fund

GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units			-	#DIV/0!
Renter Occupied Units			-	#DIV/0!
Vacant Lots			-	#DIV/0!
Subtotal Non CDBG Capital Acquisition	-	-	-	#DIV/0!
CDBG Capital Acquisition				
Owner Occupied Units	-		-	#DIV/0!
Renter Occupied Units			-	#DIV/0!
Vacant Lots		-		
Subtotal CDBG Capital Acquisition	-	-	-	#DIV/0!
Total Pinewood Heights Relocation CIP-rollover	-	-	-	#DIV/0!
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(84,250.00)	(22,123.54)	(62,126.46)	26.26%
PARKS, RECREATION AND CULTURAL				
Clontz Park-Replace Pier	(10,000.00)	(16,736.00)	6,736.00	167.36%
Clontz Park-Boat Ramp	-		-	#DIV/0!
Bathroom floors-Smithfield Center	(10,000.00)		(10,000.00)	0.00%
Ball Field Mower - Sandpro	(30,000.00)	(38,380.00)	8,380.00	127.93%
Ball Fields	(1,129,303.00)	(914,379.18)	(214,923.82)	80.97%
PUBLIC SAFETY				
Police				
Police Vehicles	(58,866.00)	(59,806.00)	940.00	101.60%
Emergency Equipment-In Car Cameras	(15,511.00)	(5,353.00)	(10,158.00)	34.51%

	Adopted 2017/2018	Actual 1/31/2018	Remain Budget	% of Budget
3 MDT's	(10,773.00)		(10,773.00)	0.00%
PUBLIC WORKS				
Waterworks Dam	(225,000.00)	(35,247.00)	(189,753.00)	15.67%
Urban fund projects (town match)				
Right turn lane-Joseph W Luter Jr Sports Complex	(17,056.00)	(774.04)	(16,281.96)	4.54%
Benns Church/Route 258/Route 10 Bypass intersection	(3,609.00)	(462.81)	(3,146.19)	12.82%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	(586.00)	(192.12)	(393.88)	32.78%
Urban fund projects (federal-aid)				
Right turn lane-Joseph W Luter Jr Sports Complex		(37,927.96)	37,927.96	100.00%
Benns Church/Route 258/Route 10 Bypass intersection		(22,677.36)	22,677.36	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		(9,413.70)	9,413.70	100.00%
Vehicles/Equipment		(571.25)	571.25	100.00%
PUBLIC BUILDINGS				
Repair garage doors at Town Hall	(6,400.00)		(6,400.00)	0.00%
Fire alarm & Monitoring System (3 yr phase in)	(12,500.00)		(12,500.00)	0.00%
Server for access at TH and PD offices	(17,000.00)	(16,060.00)	(940.00)	94.47%
AC/Heater Replacement (Town Hall)-	(7,375.00)		(7,375.00)	0.00%
Net Capital Outlay	(1,638,229.00)	(1,180,103.96)	(458,125.04)	72.04%
Net Reserves (Deficit) after capital outlay	-	-	0.00	

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	335,192.72	345,807.28	49.22%
Sewer Compliance Fee	505,400.00	242,196.62	263,203.38	47.92%
Miscellaneous Revenue	650.00	600.00	50.00	92.31%
Connection fees	39,500.00	8,740.00	30,760.00	22.13%
Total Operating Revenue	1,226,550.00	586,729.34	639,820.66	47.84%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	253,934.00	106,697.06	147,236.94	42.02%
FICA	20,315.00	7,889.65	12,425.35	38.84%
VSRS	16,062.00	7,022.16	9,039.84	43.72%
Health	54,120.00	24,591.15	29,528.85	45.44%
Uniforms	3,200.00	1,368.44	1,831.56	42.76%
Audit	6,375.00	-	6,375.00	0.00%
Legal	5,620.00	2,115.50	3,504.50	37.64%
Accreditation	5,000.00	35.58	4,964.42	0.71%
HRPDC sewer programs	821.00	615.75	205.25	75.00%
Professional Fees	25,000.00	3,526.29	21,473.71	14.11%
Maintenance & Repairs	40,000.00	39,263.47	736.53	98.16%
VAC Truck Repairs & Maintenance	7,500.00	10,401.88	(2,901.88)	138.69%
Data Processing	15,000.00	8,167.47	6,832.53	54.45%
Dues & Subscriptions	150.00	59.00	91.00	39.33%
Utilities	47,000.00	19,781.84	27,218.16	42.09%
SCADA Expenses	6,000.00	2,552.85	3,447.15	42.55%
Telephone	12,000.00	6,430.09	5,569.91	53.58%
Insurance	18,300.00	12,435.00	5,865.00	67.95%
Materials & Supplies	60,000.00	11,412.09	48,587.91	19.02%
Truck Operations	10,000.00	3,062.22	6,937.78	30.62%
Travel & Training	5,000.00	1,904.16	3,095.84	38.08%
Contractual	3,500.00	1,496.75	2,003.25	42.76%
Bank charges	-	0.37	(0.37)	100.00%
Miscellaneous	1,200.00	779.31	420.69	64.94%
Total Sewer Fund Operating Expenses before D&A Exp.	616,097.00	271,608.08	344,488.92	44.09%
Operating Income before D&A	610,453.00	315,121.26	295,331.74	51.62%

**Town of Smithfield
Sewer Fund Budget**

Expense	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Depreciation & Amortization Expense	399,000.00	204,429.21	194,570.79	51.24%
Operating Income (Loss)	211,453.00	110,692.05	100,760.95	52.35%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	0.00%
Availability Fees	103,000.00	23,080.00	79,920.00	22.41%
Interest Revenue	8,000.00	7,043.69	956.31	88.05%
Interest Expense	(7,098.00)	(4,192.16)	(2,905.84)	59.06%
Total Nonoperating Revenues (Expenses)	103,902.00	25,931.53	77,970.47	24.96%
Net Income (loss)	315,355.00	136,623.58	178,731.42	43.32%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(103,000.00)	(23,080.00)	(79,920.00)	22.41%
Compliance Fee	(505,400.00)	(242,196.62)	(263,203.38)	47.92%
Depreciation & Amort. Exp.	399,000.00	204,429.21	194,570.79	51.24%
Additional debt service costs-principal expense	(100,430.00)	(100,430.00)	-	100.00%
Total adjustments to CAFR	(309,830.00)	(161,277.41)	(148,552.59)	52.05%
Working adjusted income	5,525.00	(24,653.83)	30,178.83	-446.22%

	Adopted 2017/2018	Actual 1/31/2018	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	5,525.00	(24,653.83)	30,178.83	-446.22%
Sewer SSO Consent Order-rollover		-	-	0.00%
MOA Compliance Plan			-	0.00%
MOA Flow Monitoring	(75,000.00)		(75,000.00)	0.00%
MOM Flow Plan Review	(75,000.00)		(75,000.00)	0.00%
Sewer Master Plan	(37,551.00)		(37,551.00)	0.00%
Construction Standards Update-rollover 2017	-	(1,998.34)	1,998.34	100.00%
Replacement pumps, Main St, Drummonds, Lakeside, Watson	(48,500.00)	(22,300.00)	(26,200.00)	45.98%
By-pass Pump	(150,000.00)	(99,929.41)	(50,070.59)	66.62%
By-pass Pump-rollover from 2017	-		-	0.00%
Sanitary Sewer Inspections (TV the lines)	(55,000.00)		(55,000.00)	0.00%
Manhole rehab	(75,000.00)		(75,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(100,000.00)	-	(100,000.00)	0.00%
Install and program new PLC & OIT-James St Pump Station	-	(9,860.00)	9,860.00	100.00%
Vehicles/Equipment	(12,500.00)	(571.25)	(11,928.75)	4.57%
Net Capital Outlay	(628,551.00)	(134,659.00)	(493,892.00)	21.42%
Net Reserves (Deficit) after capital outlay	(623,026.00)	(159,312.83)	(463,713.17)	25.57%
Funding from Development Escrow		-		
Reserves from Sewer Capital Escrow Account	236,051.00	116,829.41	119,221.59	49.49%
Funding from Sewer Compliance Fee-find and fix	380,000.00	14,507.50	365,492.50	3.82%
Draw from operating reserves	6,975.00	-	6,975.00	0.00%
Funding from Bond Escrow (released from refinance)				
Net Cashflow	-	(27,975.92)	27,975.92	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,370,615.00	691,915.63	678,699.37	50.48%
Debt Service Revenue	192,770.00	92,149.20	100,620.80	47.80%
Miscellaneous	1,000.00	3.02	996.98	0.30%
Connection fees	16,500.00	3,180.00	13,320.00	19.27%
Application Fees	8,654.00	4,703.00	3,951.00	54.34%
Total Operating Revenue	1,589,539.00	791,950.85	797,588.15	49.82%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Expenses				
Salaries	386,172.00	190,210.62	195,961.38	49.26%
FICA	30,894.00	13,911.15	16,982.85	45.03%
VSRS	23,821.00	9,131.11	14,689.89	38.33%
Health	77,700.00	35,156.09	42,543.91	45.25%
Uniforms	3,255.00	1,181.31	2,073.69	36.29%
Contractual	13,500.00	7,525.83	5,974.17	55.75%
Audit	6,375.00	-	6,375.00	0.00%
Legal	5,620.00	2,115.50	3,504.50	37.64%
Accreditation	5,000.00	77.98	4,922.02	1.56%
Maintenance & Repairs	25,000.00	10,367.45	14,632.55	41.47%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	3,299.33	36,700.67	8.25%
Regional Water Supply Study	3,860.00	2,895.00	965.00	75.00%
Data Processing	15,000.00	8,167.47	6,832.53	54.45%
Utilities	4,500.00	517.35	3,982.65	11.50%
Communications	13,000.00	6,387.79	6,612.21	49.14%
Insurance	28,365.00	19,401.75	8,963.25	68.40%
Materials & Supplies	100,000.00	29,356.30	70,643.70	29.36%
Gas and Tires	12,000.00	4,373.77	7,626.23	36.45%
Dues & Subscriptions	1,000.00	789.00	211.00	78.90%
Bank service charges-credit card fees	1,200.00	706.71	493.29	58.89%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Travel and Training	5,000.00	1,595.79	3,404.21	31.92%
Miscellaneous	12,000.00	7,580.86	4,419.14	63.17%
<u>RO Annual costs</u>				
Power	104,000.00	56,613.81	47,386.19	54.44%
Chemicals	52,332.00	31,716.31	20,615.69	60.61%
HRSD	297,798.00	129,825.52	167,972.48	43.60%
Supplies	20,000.00	3,658.44	16,341.56	18.29%
Communication	9,200.00	4,694.82	4,505.18	51.03%
Travel and training	4,300.00	174.00	4,126.00	4.05%
Dues & Subscriptions	600.00	129.00	471.00	21.50%
Maintenance and Repairs	66,500.00	22,593.72	43,906.28	33.98%
Total Water Fund Operating Expenses before D&A Exp.	1,467,992.00	604,153.78	863,838.22	41.16%
Operating Income before D&A Expense	121,547.00	187,797.07	(66,250.07)	154.51%
Depreciation & Amortization Expense	385,000.00	203,534.27	181,465.73	52.87%
Operating Income (Loss)	(263,453.00)	(15,737.20)	(247,715.80)	5.97%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees			-	0.00%
Availability Fees	68,000.00	15,820.00	52,180.00	23.26%
Interest Revenue	7,500.00	14,113.87	(6,613.87)	188.18%
Well Nest Construction Contribution	-		-	0.00%
Interest Expense	(42,600.00)	(19,469.97)	(23,130.03)	45.70%
Total Nonoperating Revenues (Expenses)	32,900.00	10,463.90	22,436.10	31.81%
Net Income (Loss)	(230,553.00)	(5,273.30)	(225,279.70)	-16.03%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees				#DIV/0!
Availability Fees	(68,000.00)	(15,820.00)	(52,180.00)	23.26%
Debt Service Revenue	(192,770.00)	(92,149.20)	(100,620.80)	47.80%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Depreciation & Amort. Exp.	385,000.00	203,534.27	181,465.73	52.87%
Additional debt service costs-principal expense	(242,515.00)	(231,824.53)	(10,690.47)	95.59%
Total adjustments to CAFR	(118,285.00)	(136,259.46)	17,974.46	115.20%
Working adjusted income	(348,838.00)	(141,532.76)	(207,305.24)	40.57%

	Adopted 2017/2018	Actual 1/31/2018	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(348,838.00)	(141,532.76)	(207,305.24)	40.57%
Construction Standards Update-rollover 2017	-	(1,998.33)	1,998.33	100.00%
Water Master Plan	(37,551.00)		(37,551.00)	0.00%
Vehicle/Equipment	(12,500.00)	(8,571.25)	(3,928.75)	68.57%
RO Server (backup)	(10,000.00)		(10,000.00)	0.00%
Well 8-repair crack in casing or screen-rollover 2017		(87,325.00)	87,325.00	0.00%
RO Bypass Pump	(100,000.00)		(100,000.00)	0.00%
RO Stainless Steel Valve	(10,000.00)		(10,000.00)	0.00%
RO New Membranes (24)	(15,000.00)		(15,000.00)	0.00%
System Improvements	(100,000.00)	(6,674.50)	(93,325.50)	6.67%
Transmitter Wilson Water Tower	-	(5,943.00)	5,943.00	100.00%
Net Capital Outlay	(285,051.00)	(110,512.08)	(174,538.92)	38.77%
Net Reserves (Deficit) after capital outlay	(633,889.00)	(246,101.84)	(381,844.16)	38.82%
Financing-Main St. Water Main, Water Line replace	-		-	0.00%
Operating Reserves	226,245.00		226,245.00	0.00%
Water Treatment Escrow	-	87,325.00	(87,325.00)	0.00%
Water Development Escrow	-		-	0.00%
Water Capital Escrow	172,551.00		172,551.00	0.00%
Debt Service fees applied to debt	235,093.00	222,103.33	12,989.67	94.47%
Net Cashflow	-	63,326.49	(57,383.49)	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	147.42	37.58	79.69%
Revenue - Commwlth of VA	1,169,688.00	594,652.70	575,035.30	50.84%
Total Highway Fund Revenue	1,169,873.00	594,800.12	575,072.88	50.84%

**Town of Smithfield
Highway Fund**

Description	Adopted 2017/2018	Balance as of 01/31/18	Remaining Budget	% of budget
Expenses				
Salaries	233,524.00	132,421.56	101,102.44	56.71%
FICA	18,682.00	9,581.77	9,100.23	51.29%
VSRS	15,204.00	8,781.42	6,422.58	57.76%
Health	57,170.00	29,633.69	27,536.31	51.83%
Uniforms	3,500.00	1,086.07	2,413.93	31.03%
Engineering	-	-	-	0.00%
Grass	20,000.00	13,378.34	6,621.66	66.89%
Maintenance	637,880.00	260,112.84	377,767.16	40.78%
Asphalt/Paving		172,779.30	(172,779.30)	
Ditching		46,113.30	(46,113.30)	
Traffic Control devices		3,278.27	(3,278.27)	
Other (maintenance)		2,439.63	(2,439.63)	
Other (lawnmowers, landscaping, etc)		32,351.57	(32,351.57)	
Structures and Bridges		-	-	
Ice and Snow removal		2,346.88	(2,346.88)	
Administrative		803.89	(803.89)	
Storm Maintenance		-	-	
Street Lights	117,000.00	58,876.53	58,123.47	50.32%
Insurance	15,450.00	10,293.00	5,157.00	66.62%
VAC Truck Repairs	2,500.00	3,466.47	(966.47)	138.66%
Gas and Tires	8,000.00	4,055.03	3,944.97	50.69%
Stormwater Management Program (regional)	3,342.00	2,506.00	836.00	74.99%
Total Highway Fund Expense	1,132,252.00	534,192.72	598,059.28	47.18%
Net Reserves (+/-)	37,621.00	60,607.40	(22,986.40)	161.10%

Adopted 2017/2018	Actual 1/31/2018	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	37,621.00	60,607.40	(22,986.40)	161.10%
Construction Standards Update-rollover 2017	(2,121.00)	(1,998.33)	(122.67)	94.22%
Vehicles and Equipment	(12,500.00)	(7,769.57)	(4,730.43)	62.16%
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	(7,995.00)	(5.00)	99.94%
Sidewalk Repair	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(37,621.00)	(17,762.90)	(19,858.10)	47.22%
Net Reserves (Deficit) after capital outlay	0.00	42,844.50	(42,844.50)	#DIV/0!
Carryover from FY2017		145,134.85		
Net Adjusted Reserves (deficit)		187,979.35		

Notes: January 2018

GENERAL FUND

Revenues:

Current/Delinquent RE

Postings of 2017 RE through February 19, 2018 totaled \$1,680,002 (99%) leaving \$39,185 outstanding. Delinquent RE postings totaled \$8,789 (60%). Delinquent notices have been mailed and supplements are also in process.

Current/Delinquent PP

Current collections posted through February 19, 2018 equal \$591,853 (98%) and delinquent collections total \$25,844 (157%). As with real estate, delinquent notices have been mailed and supplements are in process.

Current Public Service RE/PP

Public service billings were not mailed until the first of December and are due as of January 1, 2018. Through December 31, \$31,389 has been collected (101%).

Cigarette Tax

Sold 316,060 cigarette tax stamps through January compared to 333,180 for the same period last year. Total revenues are \$12,918 lower than prior year but include a refund to H.T.Hackney for \$7271.

Transient Occupancy

Transient occupancy revenues for the quarter ended September 2017 are \$10,918 higher than the same period in FY2017. Collections through January 2018 total \$94,869. The second quarter collections are \$7,123 less than prior year.

Meals Tax

Meals tax revenues total \$888,077 compared to \$835,071 through January 2018. Several new establishments have been added to the mix for this year.

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax shown reflects July through November 2017 and is \$9,323 less than FY2017.

Consumption/Utility Tax

Consumption and utility taxes reflect collections for July through December. Utility taxes collected to date are \$515 higher than FY2017 and consumption taxes are \$766 lower than prior year.

Business licenses

Due date is April 15, so the majority of this revenue will be collected in the spring. Through Jan. we have recorded \$18,006 in collections for 2018 with the remaining \$8,855 collected on delinquent accounts or new activity at the end of 2017.

Vehicle License Tax

VL tax collected through February 19 equals \$134,063 (95%). Additional collections will be made throughout the remainder of the year from supplements and collections from delinquent notices.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$355), zoning permits (\$7,995), yard sale permits (\$440), E&S Fees (\$750), ROW permit fees (\$1,190), and golf cart permits (\$90).

Administrative collection fees

\$30 collected per DMV stop. The front office has been very busy clearing out delinquent balances over the past few months as reflected in the delinquent personal property postings that have already exceeded budget.

Review Fees-

Review fees have already exceeded budget for the year. They include:
Lane Planning Solutions-\$2500-Lakeview Cove - 22-01-042

Barlow & Riddick, PC-\$150-Hearns MH-21-01-070

Fines and Costs

Fines reflect revenues for July through December and are \$4,828 higher than FY2018.

General Fund Interest

General fund interest is higher than expected because of cash balances due to draw downs and grant reimbursements. We have already surpassed budget for the year. For the same period last year, the interest to date was \$9202.

Smithfield Center Rentals

Rents of \$111,252 are \$26,719 greater than the same period in 2017. Total SC rents for 2017- \$158,560.

Kayak Rentals

Since this line item is seasonal, the summer months are very strong for rentals. July through Oct 2017 rentals totaled \$5646 compared to \$5700 for the same period last year. Rentals will pick up again in the spring.

Reserves Restricted -Ball field

Utilized \$813,140.31 of contributions for the ball field from prior year. We have \$148,693 remaining to apply to the project as of 1/31/18.

Reserves-Unallocated Loan Funds

Of the total \$5M loan, \$563,271 was unallocated because of the delays of the Clontz Park Public Boat Ramp and the dam hazard mitigation. A portion is being used to fund the tenant and outbuilding repairs at WCP (\$150,000 through January).

Law Enforcement

Received 1st two quarters of 599 funds for PD

Litter Grant

Litter grant received for the year. The budget was based on prior year allocation of \$3232, but this year's allocation was \$81 less than budget.

Communications Tax

Runs 2 months behind in the fiscal year. Revenue reflects income for July through November 2017. It is \$2549 less than prior year.

PPTRA State Revenue

Annual property tax relief paid by the state in August of each year.

VCA Grant

We received the \$4500 matching grant from the Virginia Commission for the Arts. It has been paid to the IOW Arts League.

FEMA reimbursement

Received \$68,400 from FEMA. We have not yet paid for the dam repairs affiliated with this grant.

Urban Fund Projects

Represents the reimbursement requests made to date in FY2018 on the 3 current urban fund projects. Three more requests were prepared in February for payments made in January.

Note Proceeds

Represents remaining draw down on \$5M loan. Principal payments started in November. The remaining \$10,000 was drawn in FY2017.

Insurance Recoveries

Received \$5,913 from VML for property & vehicle damage to 2015 F350 (\$214.00) and 2013 Dodge Charger (\$2,192), Public Works garage door (\$170), flatbed trailer damage (\$582), Street Light damage at 210 and 220 N Church St (\$2276), and additional property damage (\$480-claim #02PC17-00433-01PR). In January also received \$1000 reimbursement of collision deductible.

CHIP Contribution

Received \$10,000 from Smithfield VA Events after the 2017 Bacon Fest. Also received an additional \$265 from SVAE for "Send a Kid" to Camp. These contributions are in addition to \$350 from the Kiwanis Club, \$100 from the Women's Club of Smithfield, \$20 from Smithfield Baptist Church, \$323 undesignated from Smithfield VA Events, and a refund of \$115.75 for camp expenses charged to FY2017.

Contribution-WC Park Foundation

Received \$35,040.00 for balance of Natural Playground installation.

Contributions-Smithfield VA Events

Received \$5000 from the 2017 Bacon Fest.

Contributions-Public Ball Fields

Received \$1238.87 from the Luter Family Foundation to close out the balance in the fund. Note: We also received \$100,000 from Isle of Wight County that was posted on 12/5/17.

Expenses:

All Departments

Salaries

Salaries have been reduced by accrued payroll entries for June 2017.

Health/Dental Insurance

Health and dental have been paid for July through February- 67% of the year.

Insurance

3 quarterly payments (75%) have been made to VML for property casualty/workers' compensation insurance.

Dues/Subscriptions

The majority of dues and subscriptions are paid in the first quarter of the new fiscal year reflecting a large percentage of total budgeted expenses.

Town Council

Professional services

Hampton Roads Planning District Commission-\$6478.34-Comprehensive Plan Balance
Insercorp-\$450-iPlasma License for smithfieldva.gov
Insercorp-\$1500- work order to implement new employment application form

Bank charges

Includes \$350 for renewal of the \$1,000,000 line of credit with Farmers Bank.

Town Manager

Maintenance contract

Pitney Bowes-\$995.04-service period 10/1/17-9/30/18
RICOH copier-\$186.39 x 8 months=\$1491.12
RICOH-\$375.14 copier supplies

Treasurer

Dues & Subscriptions

Includes \$1300 to VA Employment Commission for access to IRMS system that allows us to track critical data to prepare liens. We did not budget for this as we had always been denied access in the past. This year we were finally able to gain approval. Will make up this expense from another departmental line item.

Cigarette Tax Stamps

Purchased 540,000 cigarette tax stamps at \$5.89 per 1000. Slightly higher than budgeted increase over last year's purchase at \$5.50 per 1000.

Police

Insurance-LODA

This reflects an annual payment for Line of Duty Act benefits for our certified officers.

Parks Recreation & Cultural

Advertising
Hampton Roads Wedding Guide-\$1515.00
Wedding Wire-\$4045-Feature for 7/2/17 through 7/2/18
Leisure Media 360-\$500
Pilot Media-\$1505.50
Smithfield Times-\$1285
Tidewater Publications-\$389
Virginia Bride Magazine-\$599
Lois Tokarz-\$90-business card design for Parks & Recreation & Smithfield Center
Bank of America-Uprinting-\$74.34-1500 business cards
Smithfield High School-\$50-1/8 page ad
The Catering Place-\$168.75-attendant for Gala-SC
Custom Metal Fabricators-\$2000-partial payment on custom LOVE letters -SC
Facebook-\$200-ads
Music Makes You Happy-\$200-sound system set up for up to 400 people-2 wired microphones

Travel & training
Virginia Recreation and Park Society-\$840.00-annual conference Musick & Hewett
Mansfield Oil-\$368.94-fuel charges (not separated as in other departments)
Beach Bully BBQ & Catering-\$86.28
Mid-Atlantic Horticulture-\$155.03-pesticide recertification-C Hewitt
Virginia Recreation and Park Society-\$590-C Hewitt-CPSI 2018 Newport News - Course and Exam

Contributions-Parks, Recreation and Cultural

Windsor Castle Restoration \$280,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
Historic Windsor Castle Restoration LLC Two payments of TC approved funding for tenant building renovation totaling \$150,000 to date.
Hampton Roads Planning District Commission 3 quarterly payments of \$2432.75 each plus a payment of \$170.00 for benchmark network for land subsidence.
Isle of Wight Arts League The Town paid its portion of the annual state matching grant (reduced to \$4500 this year) and the additional \$4500 was paid in January after receiving the state match.
Friends of the Library Paid full request of funds as presented to Town Council for equipment purchases.

Windsor Castle Park

Grass Cutting
Southern Shores-\$2301.04-July 2017
Southern Shores-\$5364.65-August 2017
Southern Shores-\$3826.18-September 2017
Southern Shores-\$3263.61-October 2017
Southern Shores-\$1525.14-November 2017
Southern Shores-\$1538.47-December 2017

Southern Shores-\$1551.80-January 2018

Repairs & Maintenance

Includes \$9,238 to Goodrich & Sons to prune or take out 14 trees around Windsor Castle. Includes clean up and hauling away debris.
Also includes \$2647.50 to Smithfield Services-haul stone

Museum

Supplies

Action Graphics & Signs-\$1444.50-window signs
Virginia Department of Historic Resources-\$12-black/white copies (57)
Bank of America-\$971.28-supplies-numerous vendors
Spring Lake Bottled Water-\$145
VA Displays LLC-\$935-Country Store Display Case Components
Bank of America-\$346.87-supplies-numerous vendors
VA Displays LLC-\$150-Museum sign, printed cast vinyl with matte overlaminate on pvc
Bank of America-\$129.70-various vendors
Daniel Hohman-\$100-World War I era frame
Mary Kayaselcuk-\$75-doughnut girl presentation
Bank of America-\$656.27-various vendors
Jesse Gundry-\$75-St. Nick Program
Bank of America-\$397.19-various vendors
Bank of America-\$143.38-various vendors
VFW-\$35-Application for American Flag Program

Other Parks & Recreation

Veterans War Memorial

Southern Shores-\$1159.12-monthly services-revised allocation increased from \$28.41 to \$144.89 per month.
Bennetts Creek Nursery-\$184.50-50 blue blotch, 20 delta pure white, and 20 matrix pansies
Dominion VA Power-\$217.79

Public Ball Fields

Utilities-Dominion VA Power-\$1514.92--6 billings for service at the ball fields.
Communications-\$442.41
Computer & Technology-\$610.86
Other-\$135-Sentara Obici Occupational-drug screen, preemployment physical, hearing test
Repairs & Maint-\$4772.42
Smithfield Auto-\$651.09-1999 Ford F350-brakes, calipers
Lowe's-\$243.61-treated lumber & supplies to secure maintenance building on ball field site
Windsor Fire Extinguisher-\$35
ATW Door Systems-\$1500-Commercial door model #1380 White push panel
Farmers Service-\$1082-Field Gem Choice Infield Mix
Smithfield True Value-\$121.15-black paint, sledge hammer, drill hammer, roof nails, avia snip, pliers, level
Bank of America-\$809.63-Lowe's-maintenance tools
Bank of America-\$276-Bennett's Creek Nursery-landscape around sign
Smithfield True Value-\$53.94-multi tool hanger, flip up tool hanger, cable lock for equipment

Fireworks

Annual contribution to IOW County of \$2000 for July 4 fireworks has been paid in full for FY2018.

Community Development

Pinewood Heights

Includes permanent relocation of one renter occupied household (\$30,807.91) at 35 Jamestown subject to reimbursement of CDBG funds and demolition of units at 31 and 32 Jamestown.

Contributions-Community Development

Chamber of Commerce

Payment of 2018 budgeted contribution in full.

Western Tidewater Free Clinic

Payment of 2018 budgeted contribution in full.

Planning, Engineering, & Public Works

Safety Meetings & Supplies

Grant money received was \$3971 so we will amend the budget to reflect that increase.
Spivey Rentals-\$2607.50-25 traffic barrels-to be paid out of safety grant
Spivey Rentals-\$1100.00-10 compact sign stands-to be paid out of safety grant
Moore Medical-\$274.99 for 10 hour insect repellent-case of 48
WW Grainger-\$263.50 for 1 drum truck
The Supply Room-\$125.95-bandages, neosporin, antacid, non-aspirin pain relief for first aid kit
Talked with Sonja. With adjustment for the additional grant funding, this line item is \$275 over budget. Some additional expenses may be needed during the FY, so we will discuss how to rework line items within the department.
Bank of America-\$131.47

Other

Includes \$1195 to Southern Shores for grass violation cuts. Have not yet received reimbursements.

Public Buildings

Repairs & Maintenance

Some of the larger invoices:
Carter Machinery-\$1101.38-troubleshoot generator-Town Hall
Carter Machinery-\$1086.32-troubleshoot generator-PD
Goodrich & Sons-\$2425-take down large maple off of house by ball field.
Fitz & Sons-\$3155--install overhead door & liftmaster-PB Shop-insurance reimbursable?
Goodrich & Sons-\$1250-take down large dead tree out of parking lot between Main & Cedar St.
Atlantic Constructors-\$576-check out operation of 6 electric heaters in main shop-inspected & cleaned and upgrade amps from 40 to 50.
Capital Tristate-\$667.25-breaker & bulbs
Gokeyless-\$795.45-lock for TM bldg
Hiko-\$868.55-furnished labor, materials and equipment to replace bad cable and correct routing of all cable for four post lift, straighten lock bar in column and torque anchor bolts-
Schultz Lawnscares-\$1200-2018 Lawn Care Service at Taste of Smithfield

Other Financing Uses

Transfer to Operating Reserves

As of 1/31/18, we have received \$988,843 more in revenues than has been expended. Last year, we moved \$704,299 to reserves to account for excess revenues over expenses at that point in the year.

<u>Transfers to Restricted Reserves IOW Loan</u>	Drew down balance of loan funds. This portion is earmarked for loan repayment to IOW County.
<u>Transfer to Restricted Reserves-WC Restoration</u>	Drew down balance of loan funds. This is being allocated to the WCP Foundation throughout the fiscal year to meet the Town's remaining contribution as budgeted.
<u>Transfers to Restricted Reserves-Dam Repair</u>	Earmark money received from FEMA until work is billed.
<u>Transfers to Restricted Reserves-Pinewood</u>	Meals tax revenues of \$287,135 have offset expenses to date of \$66,552 leaving a balance of \$220,583 reserved for the project in FY2018.

DEBT SERVICE

<u>HVAC-Smithfield Center</u>	This loan was paid off in September 2017.
<u>Leased Ball Field Equipment</u>	Lease payments on Sand Pro-\$21,180-field groomer

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

None

TREASURER

<u>MUNIS Conversion</u>	Tyler Technologies-\$22,123-progress payments on conversion of AP/Finance/Budget.
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PARKS, RECREATION AND CULTURAL

<u>Clontz Park</u>	Epps Building-\$5481.00-replace boards on fishing pier Kimley-Horn-\$9355-Engineering services through November 30, 2017 Kimley-Horn-\$1900-Engineering services through December 31, 2017
<u>Ball Field Equipment</u>	Smith Turf & Irrigation-\$17,200-grass mower for ball fields Smith Turf & Irrigation-\$21,180-Sand Pro Field groomer (financed through PNC)
<u>Ball Fields</u>	Alpha Corporation-\$16,105 for services rendered through 11/24/17 (PM Services). James S Robbins, Jr PE-\$8000-Pre construction meeting of GET Soil Report, inspections RAD Sports-\$593,205-progress payment #8, #9, #10, & #11. A R Chesson-\$250,228.58-progress billing on concessions building Ferguson Enterprises-\$712.80-HB2 Hotbox w/Hea Lewis Construction-\$1925.00-6 hrs install 2" RPZ/test, 5 hrs pour slab install hot box MUSCO Sports Lighting-\$29,846.35-final payment G E T Solutions-\$2699.50-CMT Services from 9/1/17 through 10/31/17 Kimley-Horn-\$6611.23-additional engineering services through 9/30/17 Lewis Construction-\$1975-7 hours equipment/labor, truck supplies LB Water Service-\$1320.72-adapters, couplings, elbows, tubing, etc.

Canada Land Surveying-\$1750-right of way dessication plat for the Town of Smithfield should this be part of VDOT project?

PUBLIC SAFETY

Police Vehicles Haley Ford-\$58,406-purchase of 2 2017 Ford Explorers
Grafik Trenz-\$1400-lettering for 2 explorers

Emergency Equipment Kustom Signals-\$5353-purchase of Eyewitness HD SCR

PUBLIC WORKS

Waterworks Dam Draper Aden -\$13,949-Engineering Services through September 30, 2017.
Draper Aden -\$9,956.50-Engineering Services through October 31, 2017.
Draper Aden -\$280-General Engineering Services through November 30, 2017-
Draper Aden -\$6237.34-General Engineering Services through November 30, 2017-
Draper Aden -\$4824.16-General Engineering Services through December 31, 2017-

Urban Fund Projects Three UPC projects supported by federal funds with 2% matching from the Town. Draw requests have

Vehicles Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)
been made on all expenses to date.

PUBLIC BUILDINGS

Server access for Town Buildings Signal Engineering-\$16060-materials & labor to upgrade existing door access system

SEWER

Revenues

Sewer Charges/Sewer Compliance Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2017 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 as well as September through January. Full billings and consumption are shown in the graphs for trend analysis. Sewer charges are \$1,682 lower than FY2017 and compliance fees are \$3,104 higher.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. For Aug-Dec we collected on 4 connections at \$1580 each (5/8" meters) and a meter upgrade (from 5/8" to 1") at \$2,420 for a total of \$8,740 for the year.

Expenses

Salaries Salaries have been reduced by accrued payroll entries for June 2017.

Health Insurance Health and dental have been paid for July through February- 67% of the year.

HRPDC Sewer Programs Represents 3 quarterly payments-75%

Maintenance and repairs Some of the higher billings include:

Carter Machinery-\$2135.87-labor/materials to work on Generator-Main Street
 Carter Machinery-\$1926.34-labor/materials to work on Generator-Jordan
 Wood Equipment-\$4672.92-hydraulic 5HP 6.25" Impeller 35' cord-Canteberry
 Lewis Construction-\$2662.50-find and fix at 120 Barclay Crescent-equipment/labor
 Lewis Construction-\$1425.00-find and fix at 300 Moonefield Dr-equipment/labor
 Lewis Construction-\$1425.00-find and fix at 405 Evergreen Way-equipment/labor
 Lewis Construction-\$3500-10 ton asphalt patching-Barclay & Evergreen-utility cut patching
 Lewis Construction-\$3575.00-excavated lateral from town main, relay main-306 East St.
 Sydnor Hydro-\$4980-Drummond's Lake-Fairbanks Morse Impeller
 Wood Equipment-\$1970.72-Minton Way-base elbow with 2" suction and 3" discharge for
 vertical pumps, ss upper guide bracket and intermediate guide brackets
 Sydnor Hydro-\$1484-Cypress Creek Golf Course-Fairbanks Morse Volute
 Wood Equipment-\$2351.94-5" impeller 35' cord, capacitor kit
 Xylem Dewatering-\$1410.60-8" expansion joints-sewer bypass pump
 Powerhouse Equipment-\$531.86-sewer machine check engine and parts (carb, plug, filter, labor)
 Tri-State Utilities-\$960-rental of vactor/cutter to remove 8" gripper plug-108 Lytham
 REW-\$900-relays and programming changes to add pump run alarm for James Street pump station
 Hercules Fence-\$1600-double chain link fence at Cary Street Pump Station

This item is already at 98% of budget with 6 months remaining. Last year's total was \$33,238 for the year. Will need to reallocate from capital portion of find and fix (\$100,000) barring additional significant capital findings during the fiscal year. Otherwise, the budget will have to be adjusted upward without offset except for the possibility of some savings in professional services.

VAC Truck Repairs & Maintenance

Atlantic Machinery-\$240.19-boom tie down straight (75% sewer, 25% hwy)
 Atlantic Machinery-\$3592.50-cues MP Plus Reel w/200' cable and dual frequency locator (75% sewer, 25% hwy)
 Dave's Service center-\$38.25-state inspection
 Smithfield Auto Parts-\$2.49-lamp bulb
 Atlantic Machinery-\$3732.75-8.4" monitor & control box with DVR SD Recorder (75% sewer, 25% hwy)
 Lely Tank and Waste.-\$2007.49-Kohler Engine 27 HP, muffler, deflector kit, wire guard starter side
 Atlantic Machinery-\$783.90-6"-12" adjustable skid, blue buzz box-(75% sewer, 25% hwy)
 Smithfield Auto Parts-\$4.31-radiator cap (75% sewer, 25% hwy)

Budget will be reallocated from materials and supplies to cover budget deficit in VAC truck line item.

Insurance

Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

Nonoperating Revenues (Expenses)

Availability fees

We received 4 at \$4120 each and one upgrade at \$6600 for a total of \$23,080

Interest Expense

Both interest payments have been made for the year. Accrued interest of \$3532.69 was reversed from current interest payment. Accrual will be made at year end for the period February through June that will tie to budget.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

The refinanced loan is paid semi-annually but only has one principal payment for the year. We have paid principal in full for 2018.

SEWER CAPITAL

Design & Constructions Standards Update

Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$238.34-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Replacement Pump-Main Street

Sydnor Hydro-\$16,900-Fairbanks Morse 4" Dry-Pit Submersible

Pump-Watson Pump Station

Wood Equipment Service Co.-\$5400-Hydromatic 5HP Impeller 35' Cord-SN10497794

By-pass Pump-James Street

Xylem-\$83,229.41-Dri-Prime CD180M Critically Silenced Pump
REW-\$16,700-Labor and materials for pump installation

James Street Pump Station

REW-\$9860-Install and program new PLC and OIT

Vehicles

Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)

WATER

Revenues

Water Charges/Debt Service Revenue

Water revenues including the debt service fee billed for July and 1/2 of August were accrued on the June 2017 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 as well as September through January. Full billings and consumption are shown in the graphs for trend analysis. Water charges are \$8508 lower than FY2017 and debt service fees are \$998 higher.

Connection Fees

The Town has collected on 4 accounts at \$660 each (5/8" meters) and a meter upgrade (from 5/8" to 1") at \$540 for a total of \$3,180.

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2017.

Health Insurance

Health and dental have been paid for July through February -67% of the year.

Contractual

James R Reed-\$390-water testing July 31, 2017
James R Reed-\$1392-water testing August 29, 2017
James R Reed-\$540-water testing October 31, 2017
Core and Main-\$4625.83-Neptune support contract for hand held readers 7/1/17-6/30/18
Tracker Software-\$578-PubWorks Annual Support and Maintenance 2018 (1/4 PW, WTR, SWR, HWY)

HRPDC Regional Water Supply

Represents 3 quarterly payments-75%

Insurance Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

Dues APWA-\$30 each to Sewer and Water for Public Works , Bank of America-card renewal fee-\$29, American Water Works Association-\$330, and Virginia Rural Water Association-\$400.00

Miscellaneous Includes VDH-Waterworks- \$6675.12 for 3 quarters-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)

Availability Fees We have received 4 at \$2720 each and 1 at \$4940 for a total of \$15,820.

Interest Revenue Interest revenue has already exceeded budget. This is due to increased balances as some development has generated deposits in the escrow accounts.

Interest Expense Both VML VACO loan payments have been made for the year. Accrued interest of \$14,143.56 was reversed from current interest expense. Started paying monthly interest in November on \$365,000 borrowed as part of \$5M line of credit (converted to fixed rate loan).

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense Principal was paid for the 2 VML VACO Loans. These are paid semi-annually. Started paying monthly principal on the line of credit that was used for the main street water line replacement (\$365,000) in November as noted in explanation for interest above.

WATER CAPITAL

Design & Constructions Standards Update Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)
 Draper Aden-\$238.33-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)
 Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)
 Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)
 Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Trencher/trailer Smithfield Lawn Service-\$8000-TORO TRX 20 trencher & trailer

Vehicles Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)

Well #8-Repairs A. C. Schultes of Maryland-\$87,325-repairs to VTP assembly/replace 10" steel columns

Repair Valve-Commerce St & Luter Dr Lewis Construction-\$6674.50-leak detection and replace tapn valve

Transmitter-Wilson Road Water Tower REW Corporation-\$5943-labor and materials for programming, installing PLC, Level Transmitter and Precision Digital Display

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

Two quarterly payments have been received from the state. The payments of \$297,326.35 each will allot us \$19,617.40 more than budgeted for FY2018 expenses.

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2017.

Health Insurance

Health and dental have been paid for July through February- 67% of the year.

Grass Cutting

Southern Shores-\$1486.19-July
Southern Shores-\$4158.57-August-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 8/2017
Southern Shores-\$2230.60-Sep-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 9/2017
Southern Shores-\$2530.60-Oct-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 10/2/17
Southern Shores-\$1486.19-Oct-contract mowing BP Road, Benn's Church Blvd/Canteberry Lanes, Route 258, through 10/24/2017
Southern Shores-\$1486.19-Nov-contract mowing BP Road, Benn's Church Blvd/Canteberry Lanes, Route 258, through 11/21/2017

Insurance

Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance-75%.

VAC Truck Repairs & Maintenance

Atlantic Machinery-\$80.07-boom tie down straight (75% sewer, 25% hwy)
Atlantic Machinery-\$1197.50-cues MP Plus Reel w/200' cable and dual frequency locator (75% sewer, 25% hwy)
Dave's Service center-\$12.75-state inspection
Atlantic Machinery-\$1244.25-8.4" monitor & control box with DVR SD Recorder (75% sewer, 25% hwy)
Lely Tank and Waste.-\$669.16-Kohler Engine 27 HP, muffler, deflector kit, wire guard starter side (75% sewer, 25% hwy)
Atlantic Machinery-\$261.30-6"-12" adjustable skid, blue buzz box-(75% sewer, 25% hwy)
Smithfield Auto Parts-\$1.44-radiator cap (75% sewer, 25% hwy)

Stormwater Management Program

Represents 3 quarterly payments-75%

HIGHWAY CAPITAL

Design & Constructions Standards Update

Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$238.34-professional fees through September 30, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$250.00-professional fees through October 31, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$290.00-professional fees through November 30, 2017 (split between SWR, WTR, HWY 1/3 each)
Draper Aden-\$50.00-professional fees through December 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Vehicles

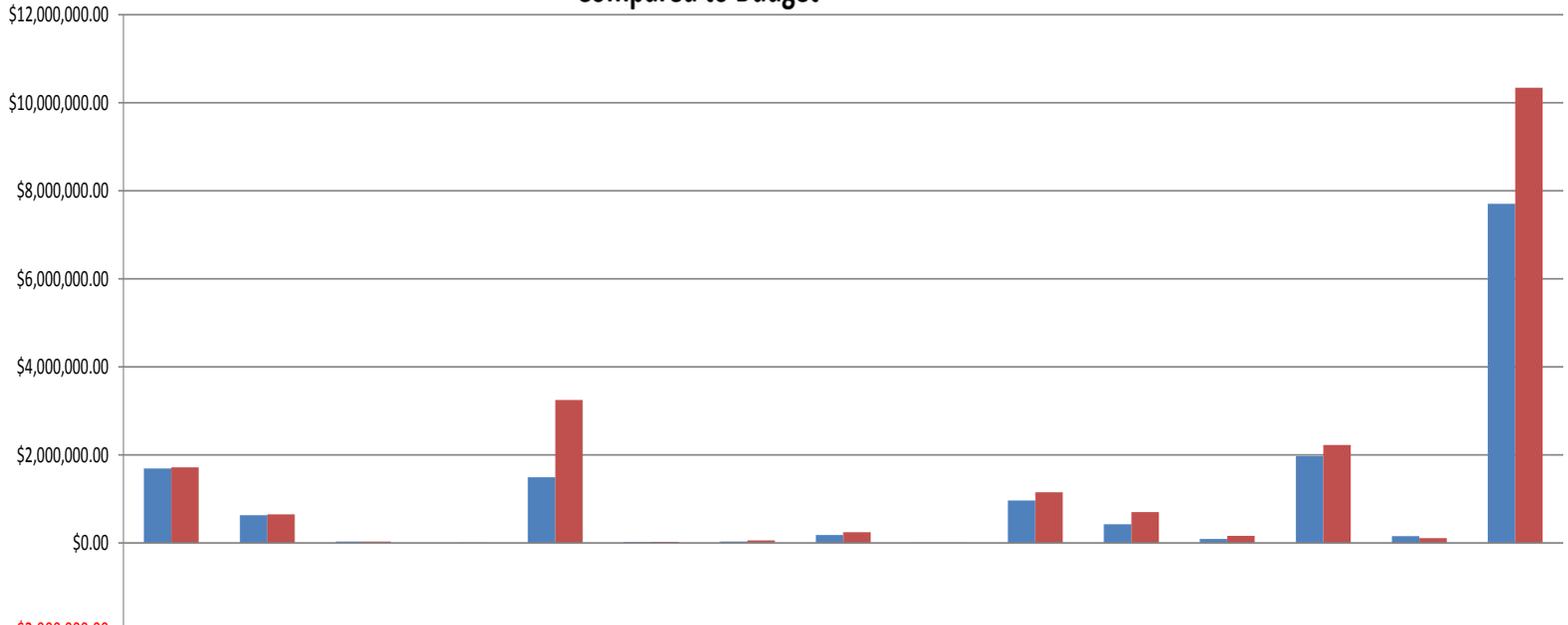
Wilbar Truck Equipment-\$571.25-add on package for 2017 Ford F450 purchased in FY2017 (1/4 each SWR, WTR, HWY, PW)
Colonial Companies-\$7198.32-8.5 HD2 plow, truck kit, mount kit, etc for snow plow

Mower

Farmers Service-\$7995-One FX850 Kaw S/S 60" Deck

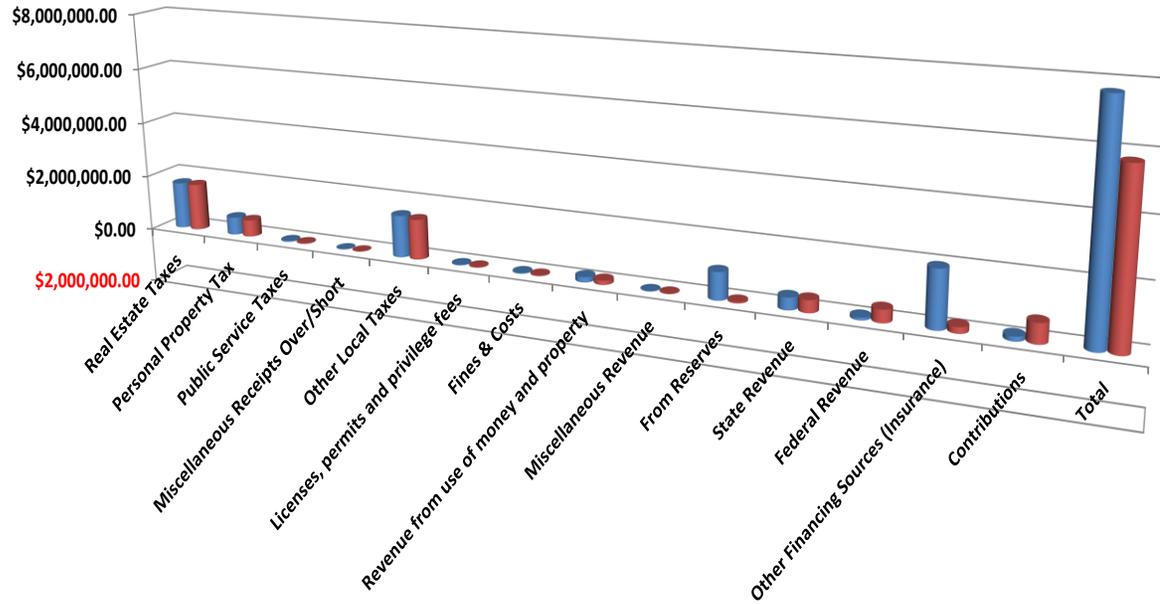
JANUARY 2018 FINANCIAL GRAPHS

Jan 2018 YTD General Fund Revenues Compared to Budget



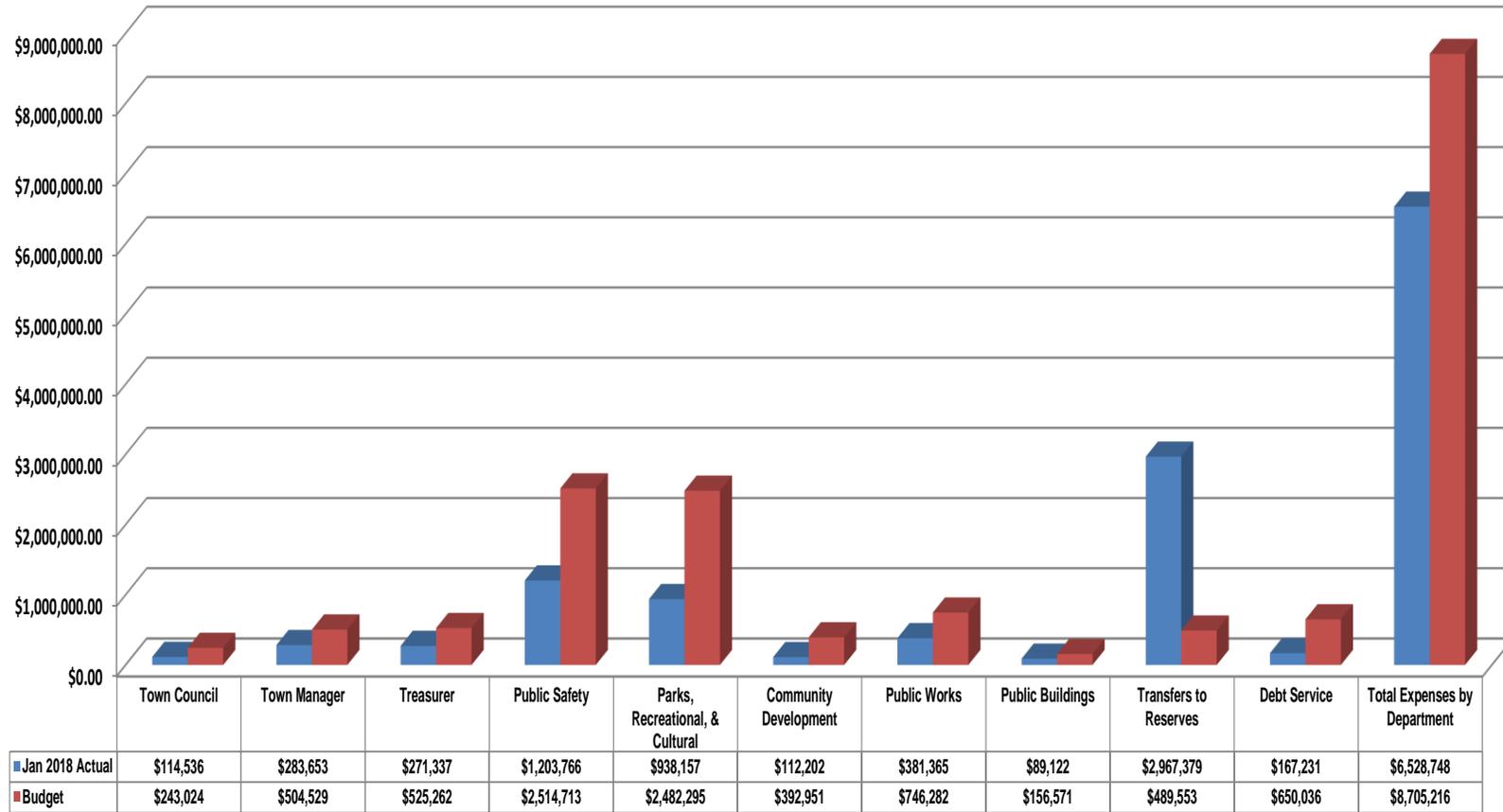
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ Jan 2018 Actual	\$1,689,410	\$634,650	\$31,390	\$(18)	\$1,494,602	\$21,967	\$31,066	\$184,325	\$5,030	\$963,140	\$425,561	\$92,741	\$1,976,466	\$158,521	\$7,708,851
■ Budget	\$1,721,185	\$647,900	\$31,026	\$20	\$3,249,835	\$24,500	\$60,000	\$244,600	\$5,600	\$1,154,030	\$700,996	\$165,000	\$2,229,553	\$109,200	\$10,343,445

Jan 2018 YTD General Fund Revenue Compared to Jan 2017

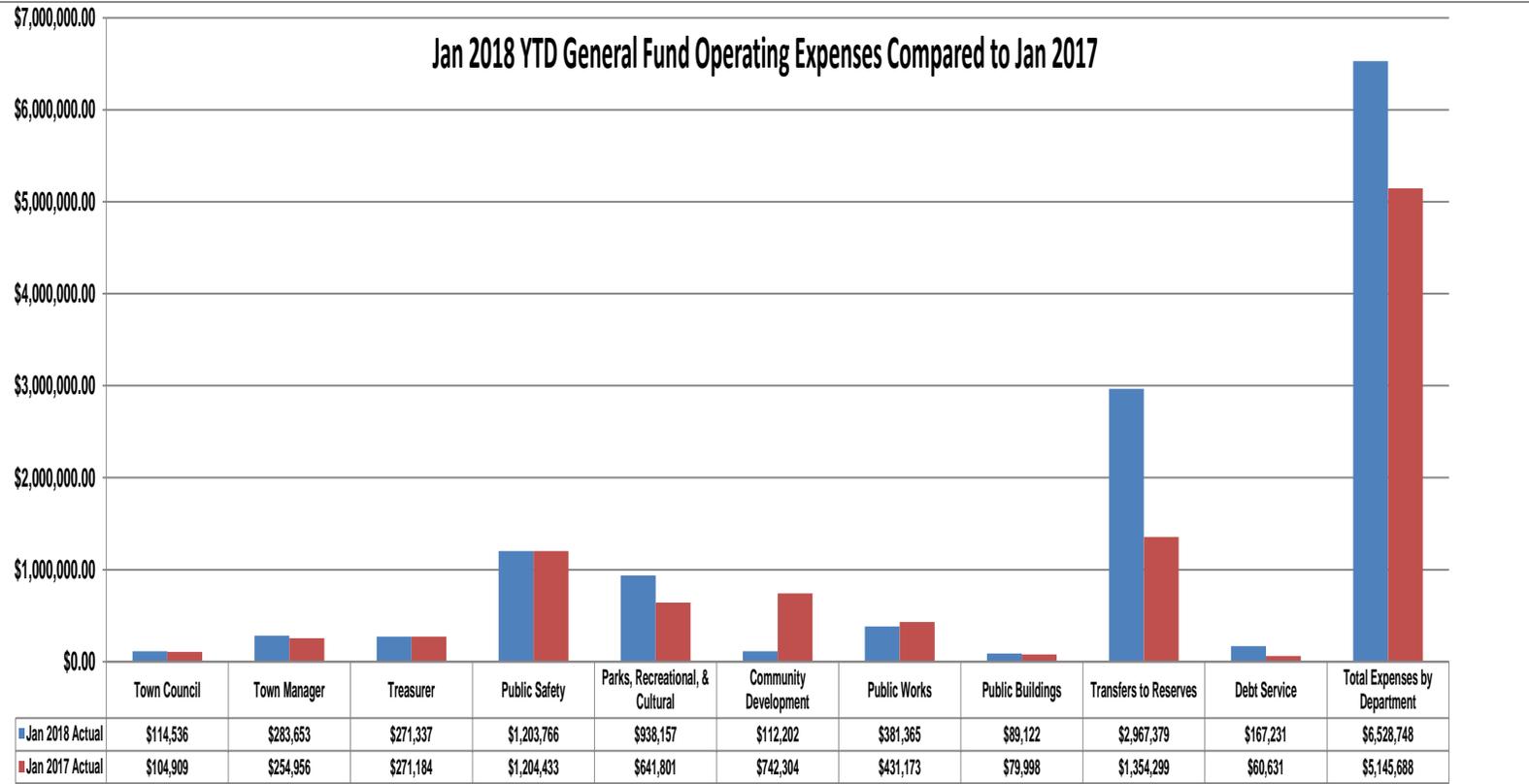


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
Jan 2018 Actual	\$1,689,410	\$634,650	\$31,390	\$(18)	\$1,494,602	\$21,967	\$31,066	\$184,325	\$5,030	\$963,140	\$425,561	\$92,741	\$1,976,466	\$158,521	\$7,708,851
Jan 2017 Actual	\$1,693,329	\$605,562	\$30,123	\$15	\$1,427,596	\$20,085	\$26,238	\$146,938	\$5,443	\$45,327	\$429,034	\$441,498	\$213,748	\$680,580	\$5,765,516

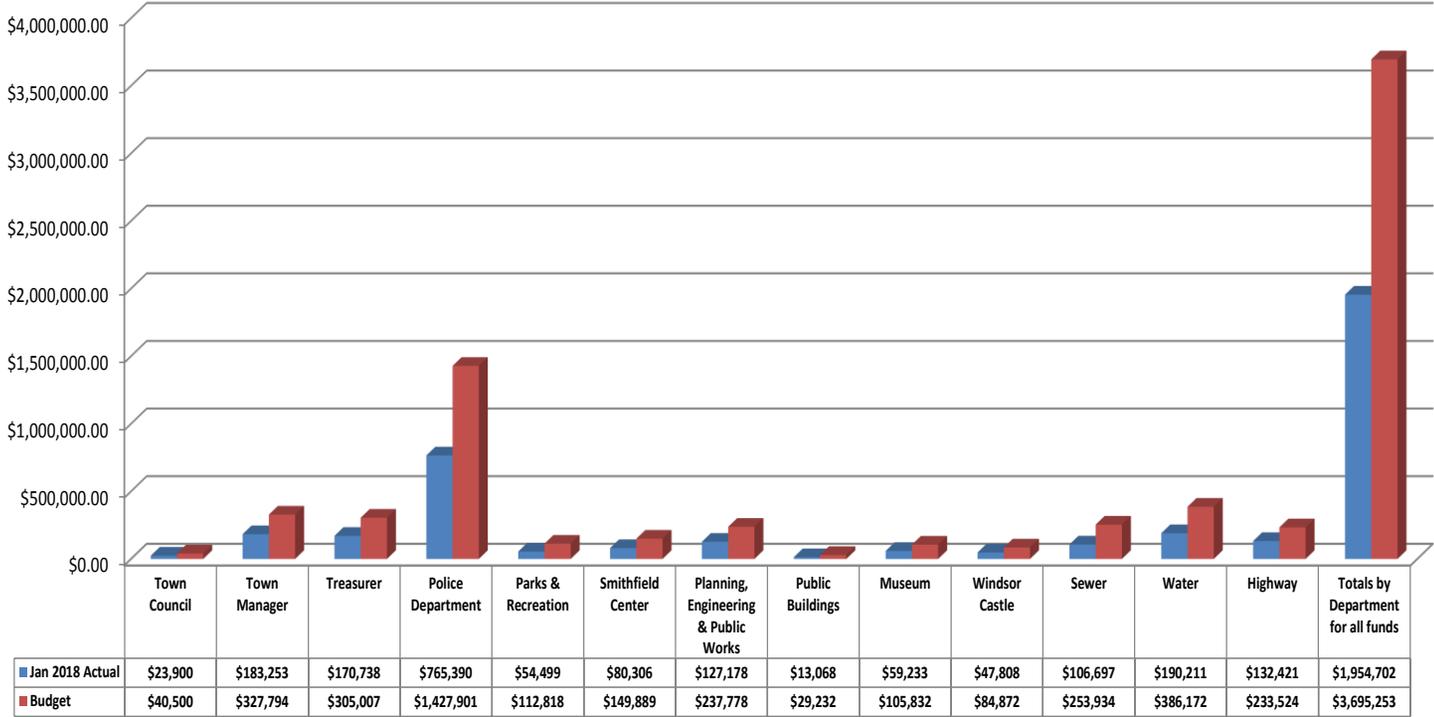
Jan 2018 YTD General Fund Operating Expenses Compared to Budget



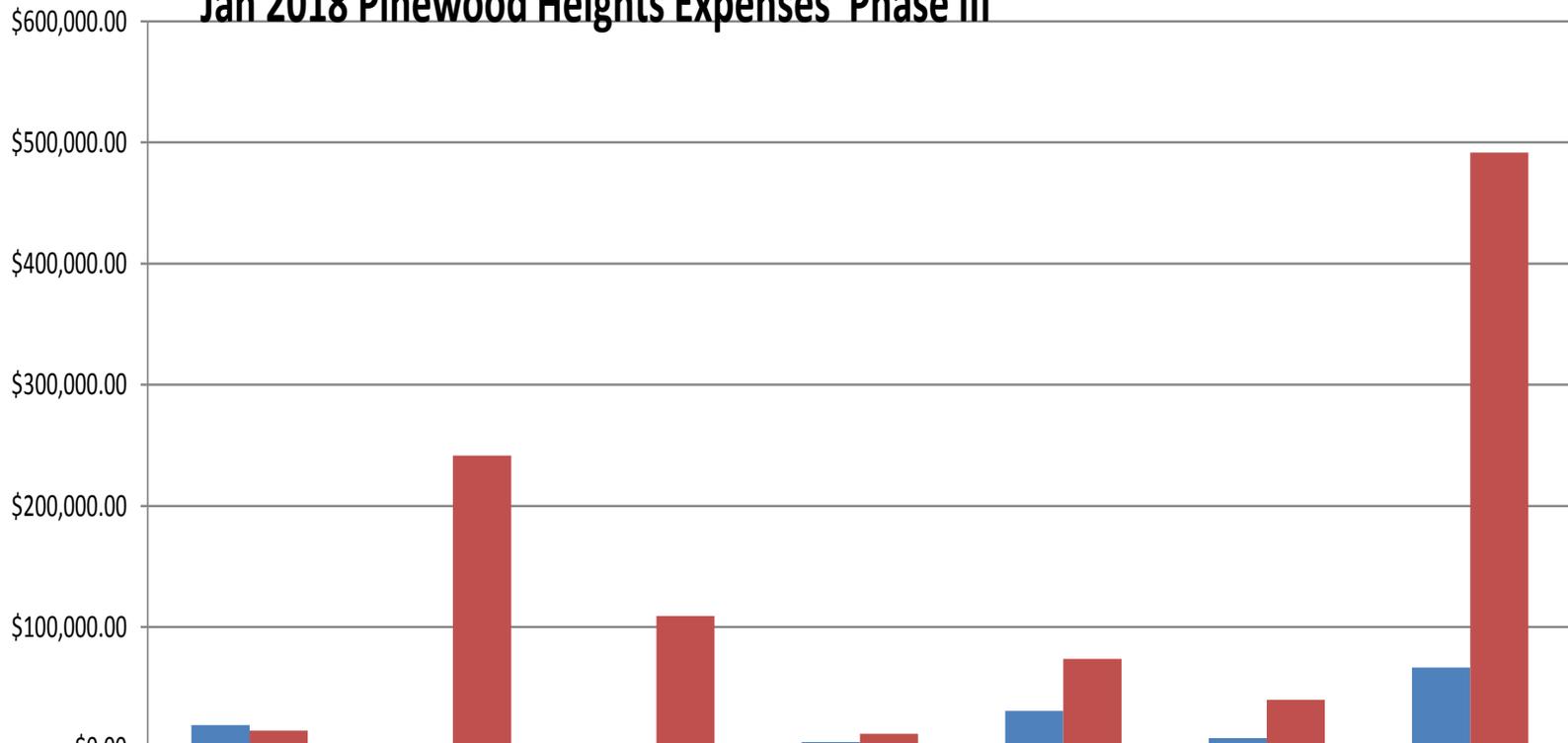
Jan 2018 YTD General Fund Operating Expenses Compared to Jan 2017



Jan 2018 YTD Salaries to Budget by Department

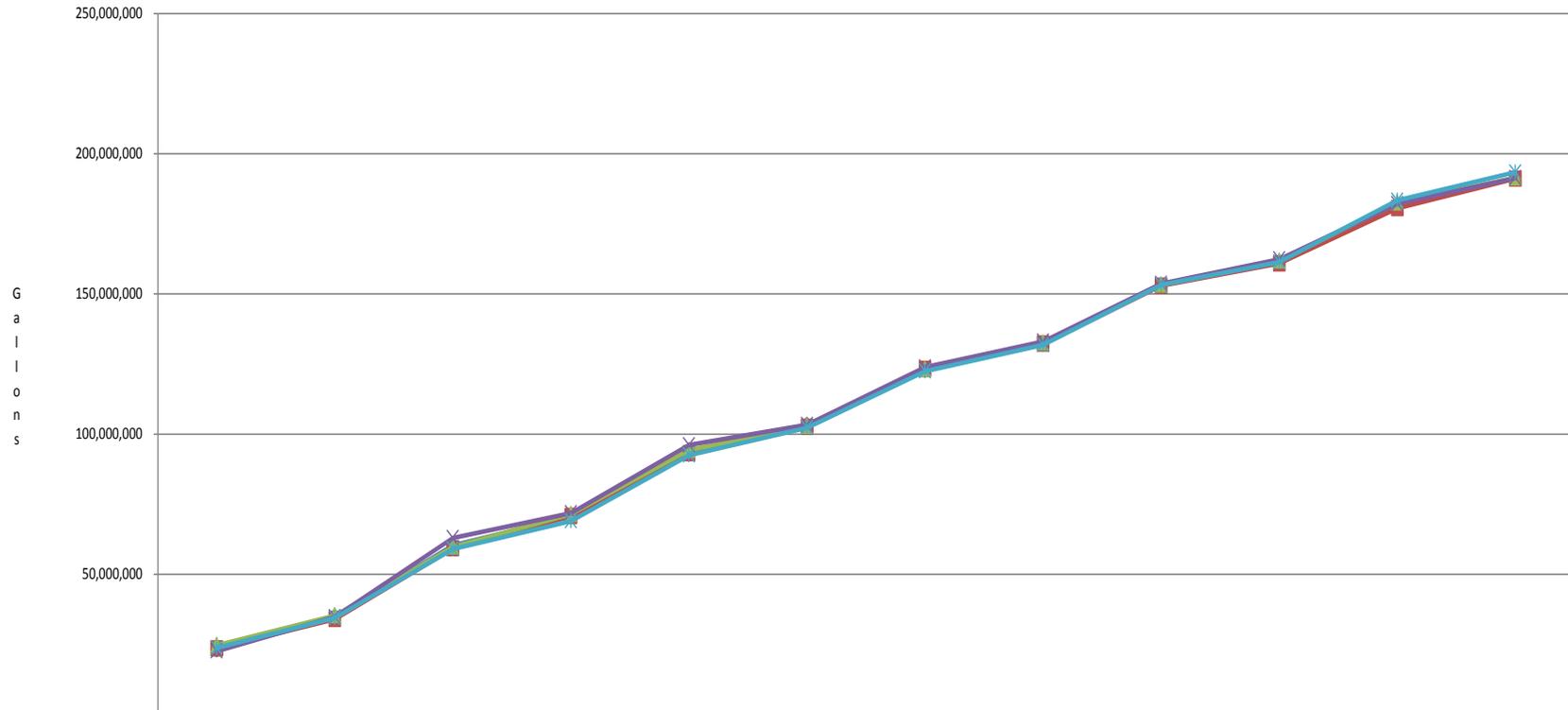


Jan 2018 Pinewood Heights Expenses Phase III



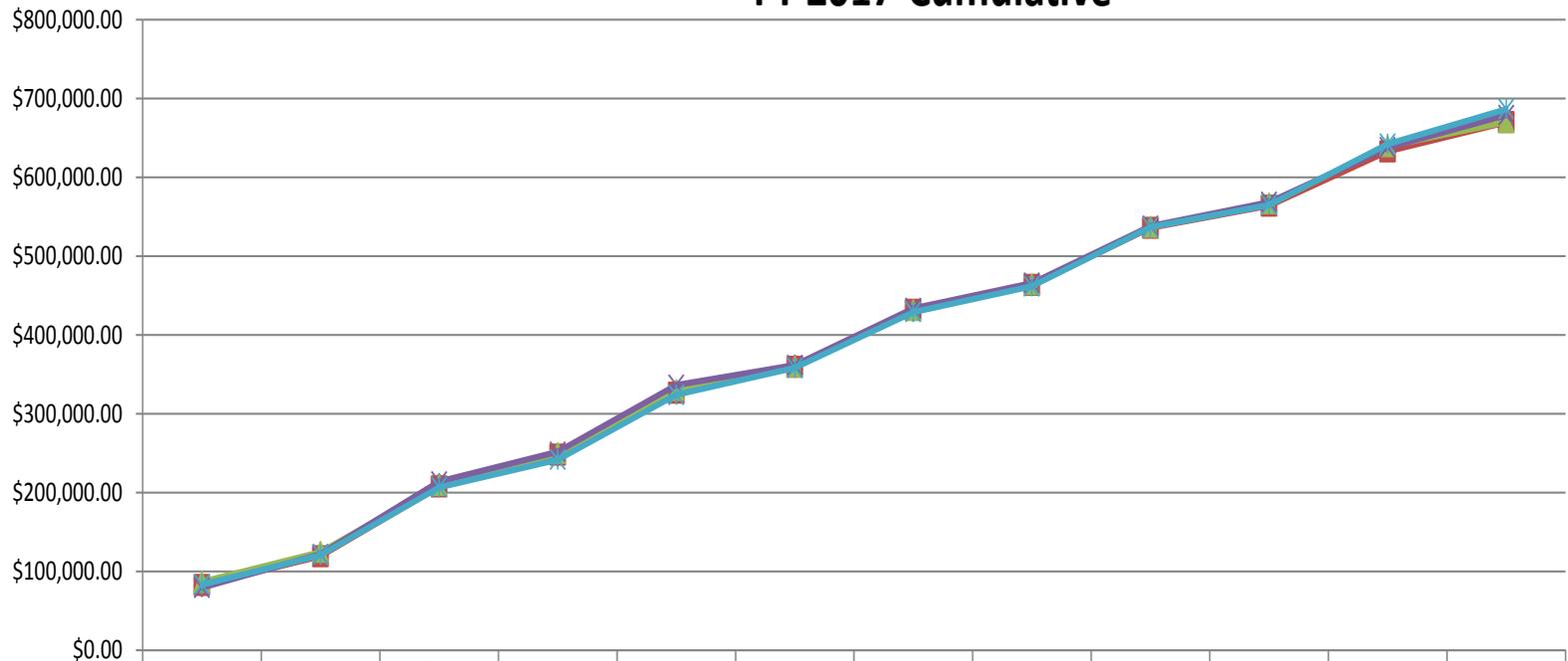
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Jan 2018 YTD Actual	\$19,075	\$3,464	\$-	\$4,975	\$30,808	\$8,230	\$66,552
Budget	\$14,691	\$241,717	\$109,219	\$12,070	\$73,857	\$40,004	\$491,558

Jan 2018 YTD Sewer Consumption Compared to FY 2014 through FY 2017-Cumulative



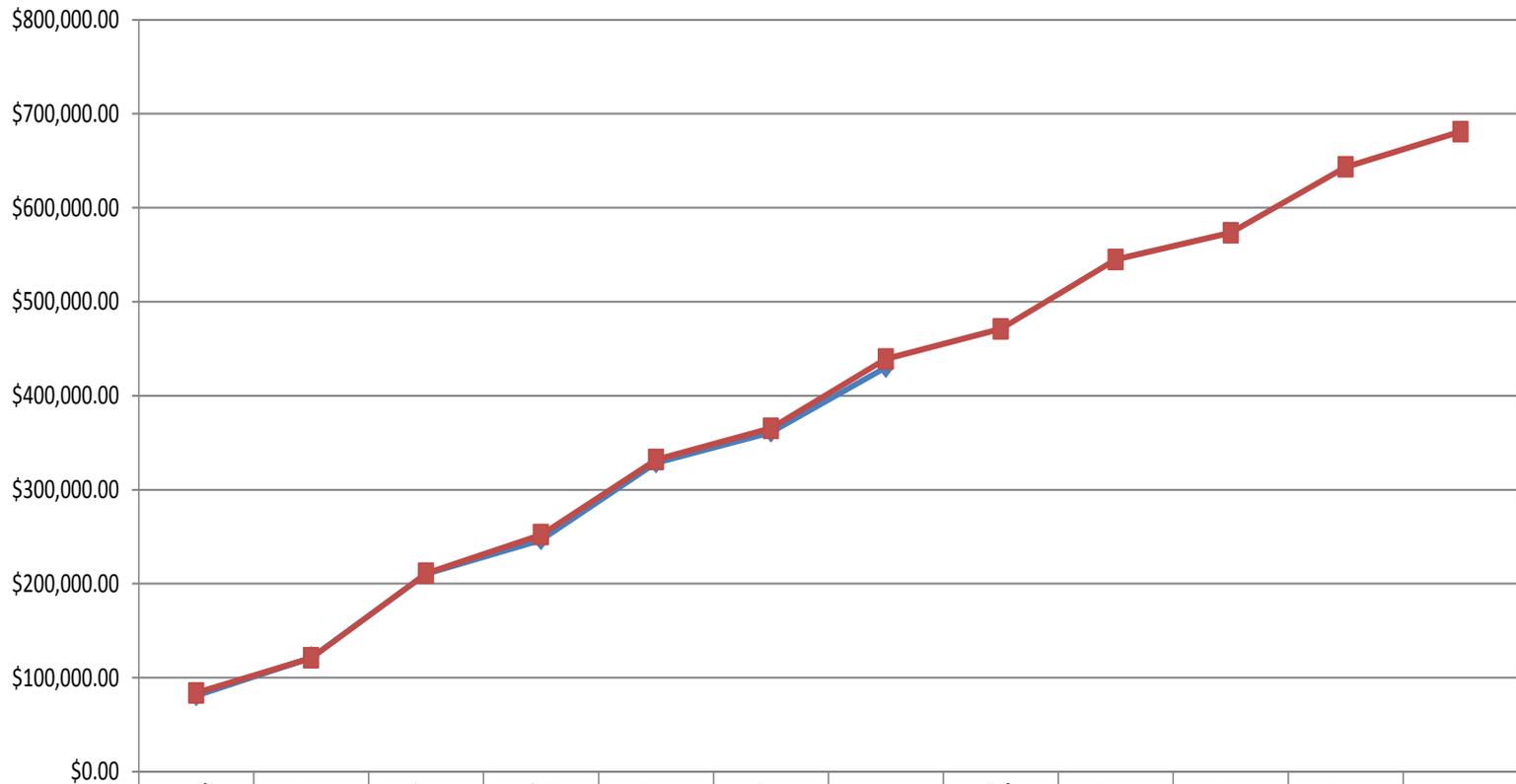
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306					
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,484,337	102,276,394	122,469,679	131,824,210	153,256,955	161,332,737	183,366,226	193,421,309

Jan 2018 YTD Unadjusted Sewer Charges Compared to FY 2014 through FY 2017-Cumulative



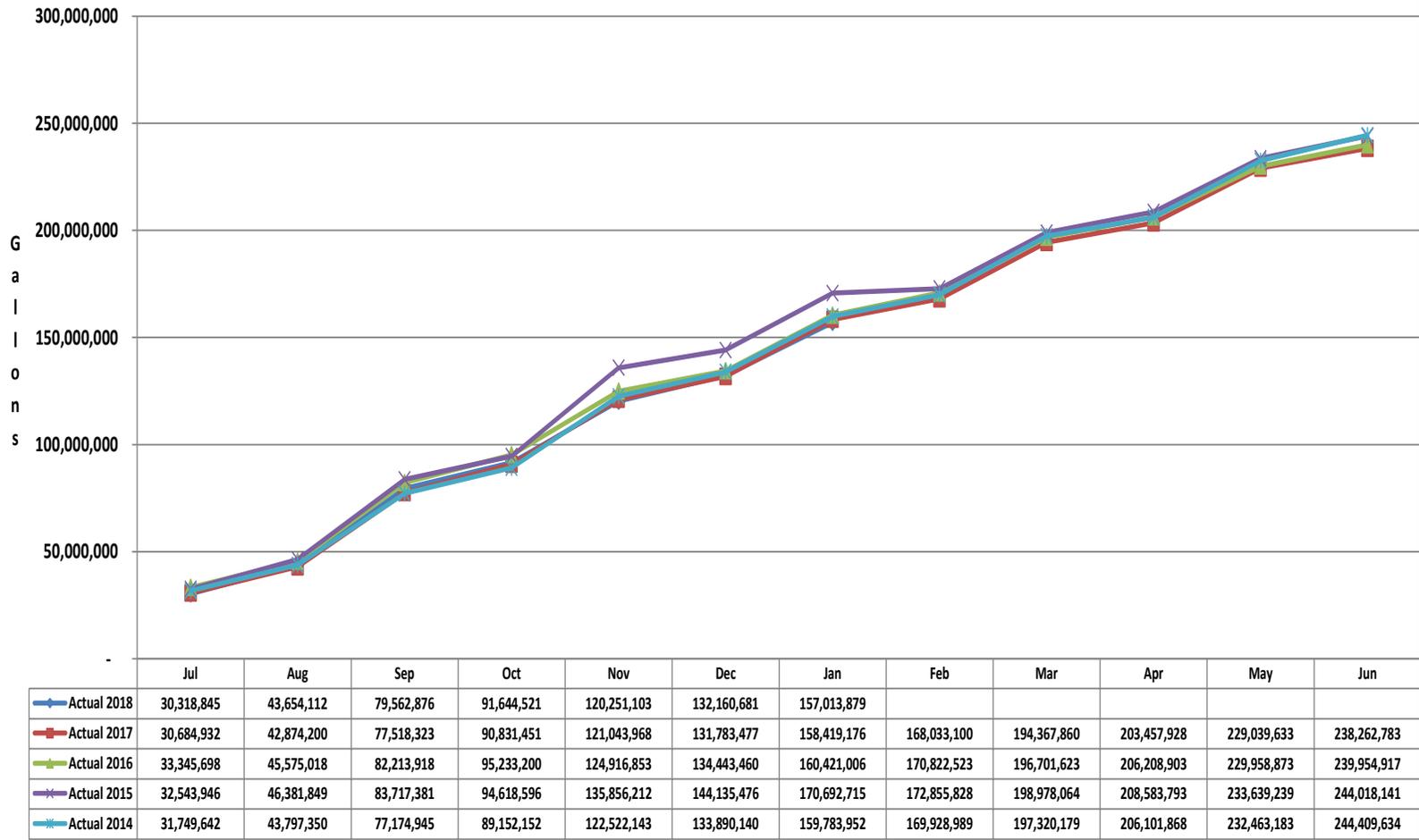
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$80,977	\$121,466	\$210,780	\$246,712	\$328,564	\$361,081	\$430,040					
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438	\$535,928	\$563,886	\$632,831	\$669,860
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	\$670,027
Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461	\$361,634	\$433,773	\$465,867	\$538,259	\$568,628	\$637,878	\$678,940
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$461,656	\$536,821	\$565,053	\$642,258	\$686,501

Jan 2018 Unadjusted Sewer Charges Compared to Pro-Rated Budget

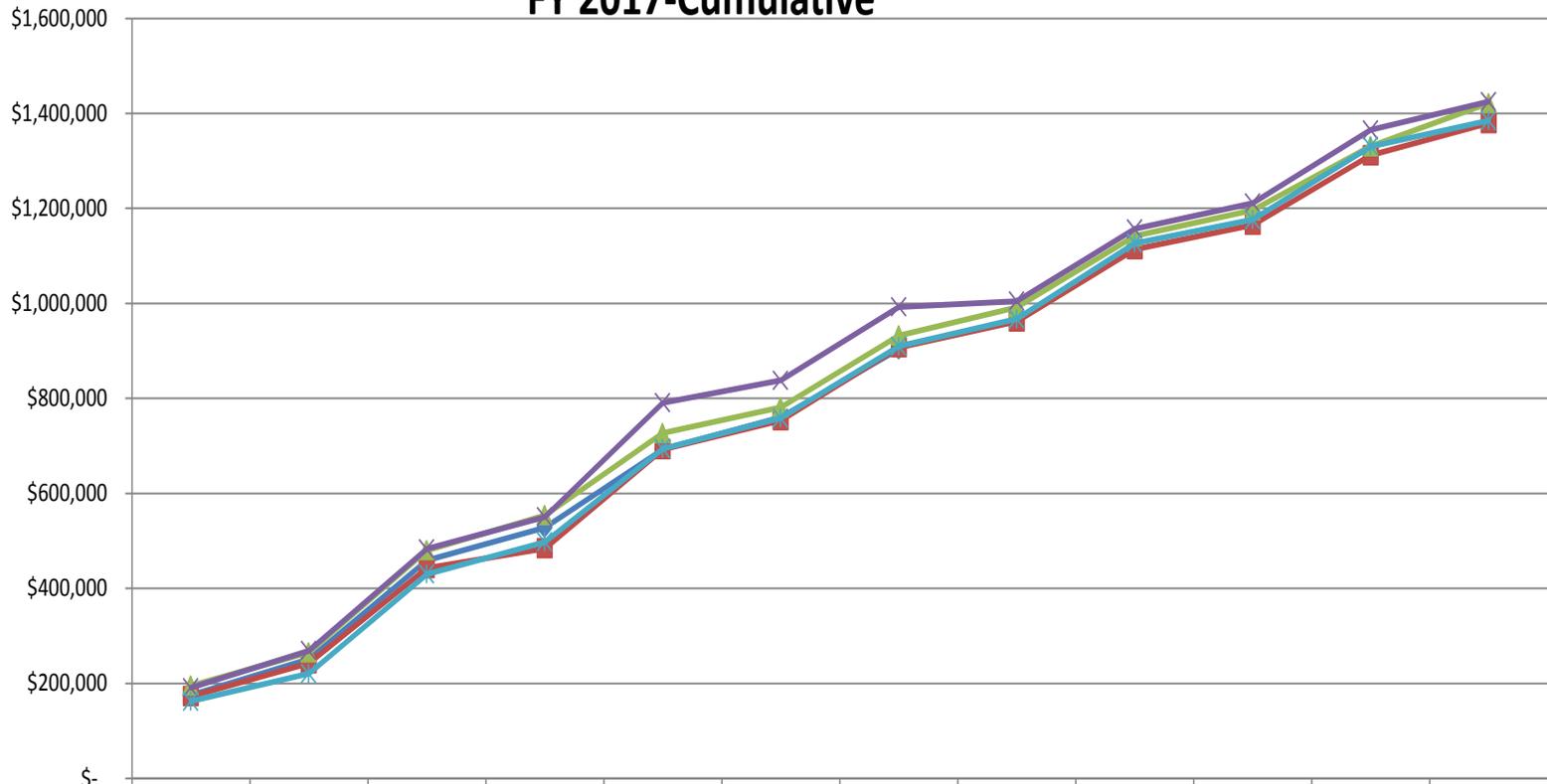


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$80,977	\$121,466	\$210,780	\$246,712	\$328,564	\$361,081	\$430,040					
Pro-rated budget	\$83,892	\$121,114	\$210,989	\$252,132	\$331,960	\$365,304	\$439,060	\$471,145	\$544,840	\$573,263	\$643,355	\$681,000

Jan 2018 YTD Water Consumption Compared to FY 2014 through FY 2017-Cumulative

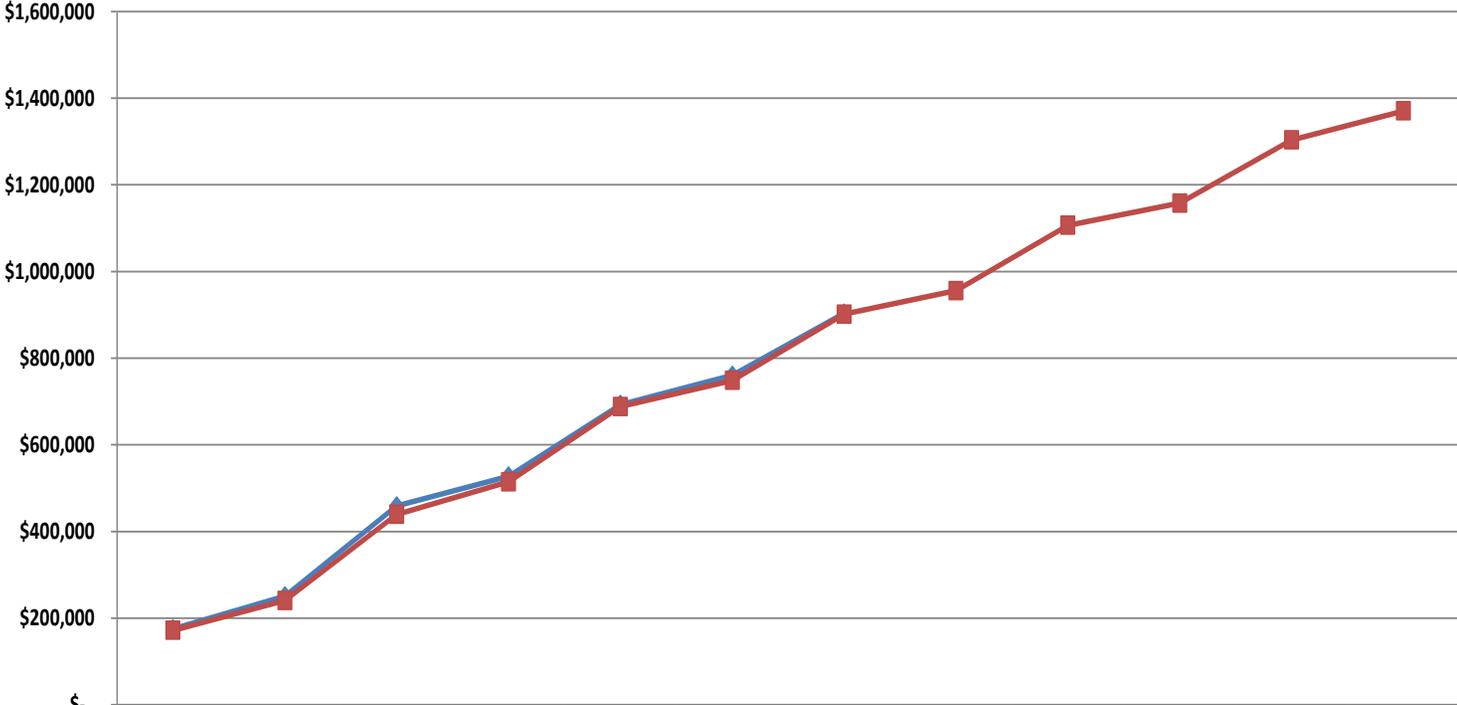


Jan 2018 YTD Unadjusted Water Charges Compared to FY 2014 through FY 2017-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$175,117	\$250,930	\$458,994	\$527,712	\$692,700	\$760,242	\$903,469					
Actual 2017	\$172,822	\$242,072	\$442,502	\$484,328	\$692,668	\$753,686	\$907,299	961,932	\$1,113,732	1,165,340	\$1,311,990	\$1,379,555
Actual 2016	\$195,151	\$265,341	\$480,112	\$554,087	\$727,069	\$781,191	\$932,388	\$991,504	\$1,141,929	\$1,195,955	\$1,330,893	\$1,421,676
Actual 2015	\$190,721	\$268,975	\$483,155	\$550,543	\$790,909	\$837,952	\$992,662	\$1,004,981	\$1,156,903	\$1,211,481	\$1,365,197	\$1,424,863
Actual 2014	\$162,142	\$220,610	\$429,895	\$497,820	\$694,190	\$758,773	\$909,556	\$967,195	\$1,126,674	\$1,176,559	\$1,330,382	\$1,384,968

Jan 2018 Unadjusted Water Charges Compared to Pro-Rated Budget

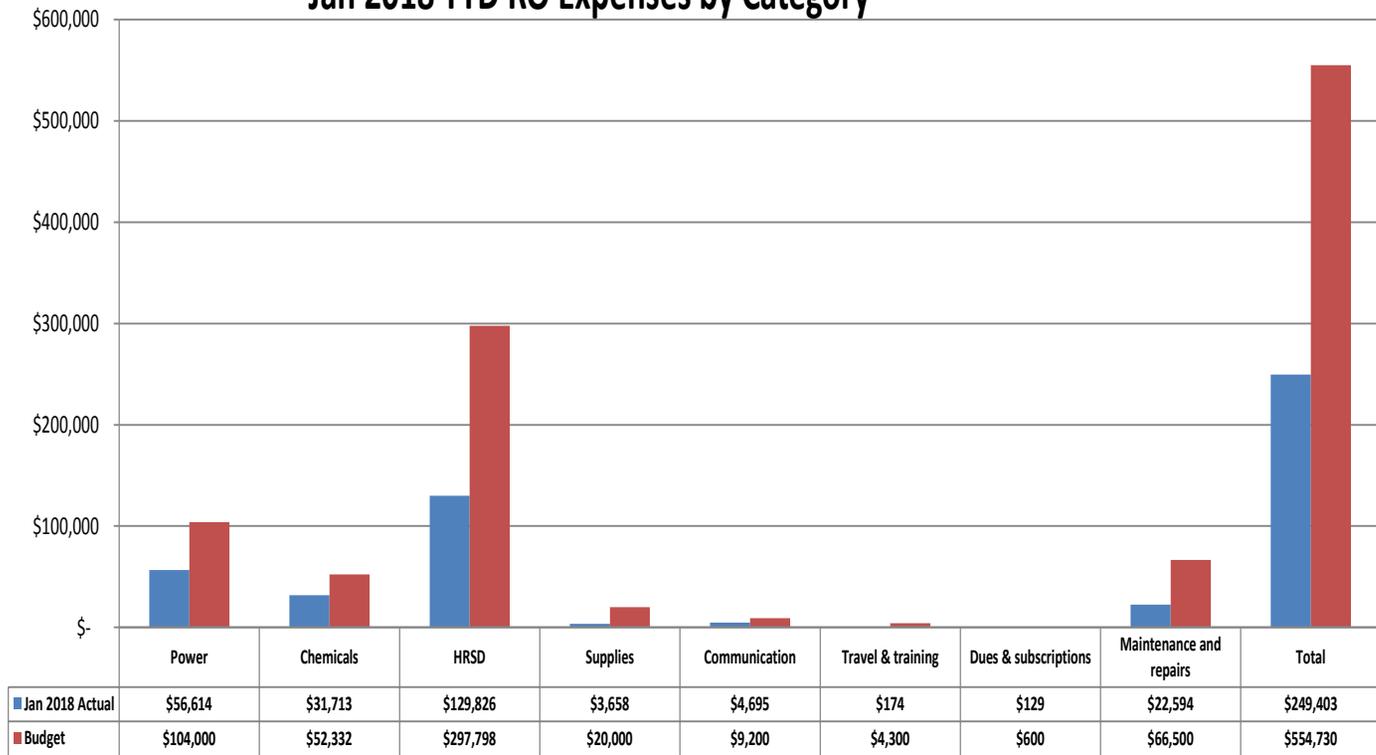


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	\$175,117	\$250,930	\$458,994	\$527,712	\$692,700	\$760,242	\$903,469					
Pro-rated budget	\$171,702	\$240,504	\$439,552	\$514,694	\$688,180	\$748,802	\$901,419	\$955,699	\$1,106,483	\$1,157,789	\$1,303,489	\$1,370,615

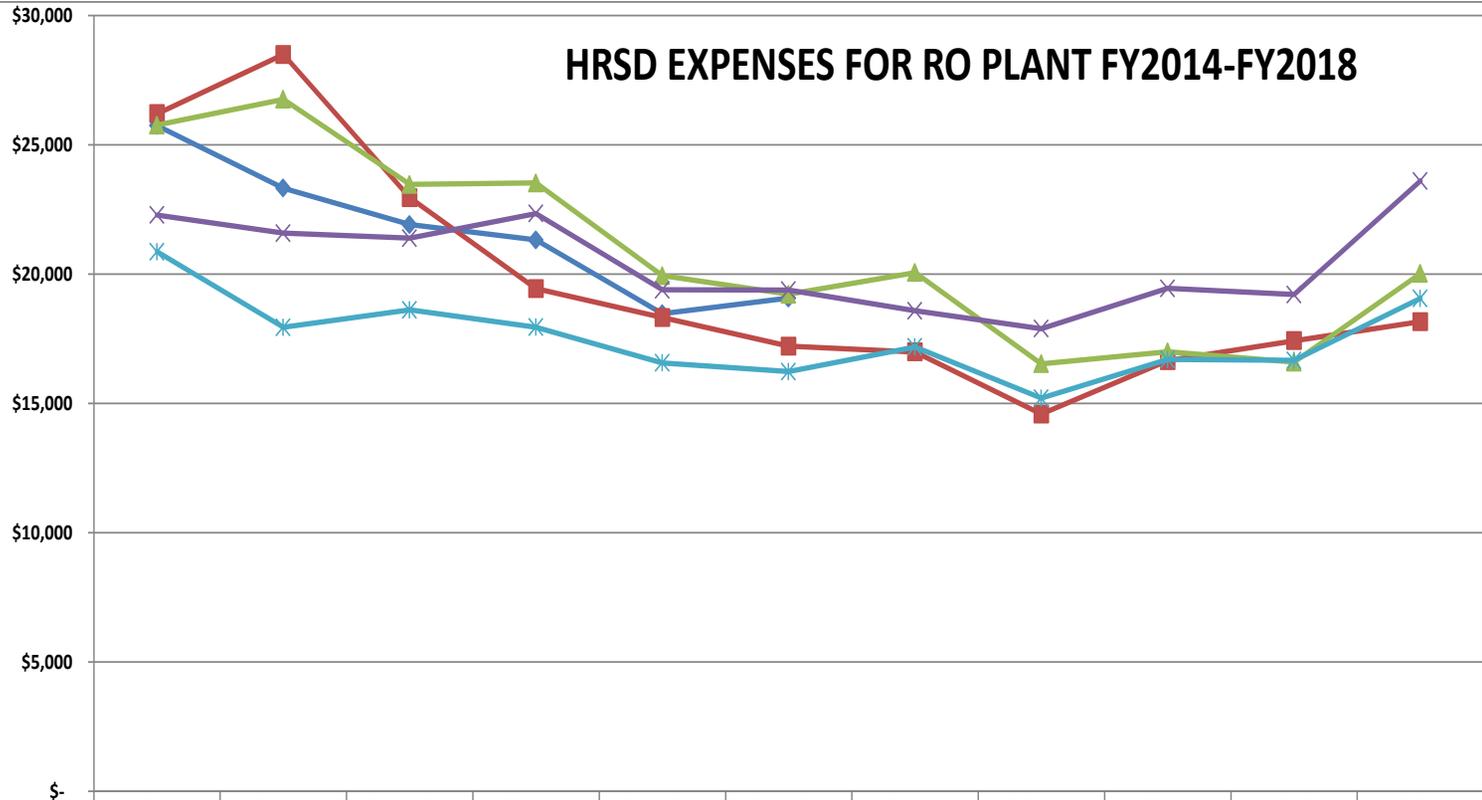
GATLING POINTE WATER BILLINGS

Gatling Pointe	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-18			-			\$ -	\$ 6.10
Mar-18			-			\$ -	\$ 6.10
Jan-18	3,291,000	1,530,000	4,821,000	\$ 20,075.10	\$ 9,333.00	\$ 29,408.10	\$ 6.10
Nov-17	4,588,481	1,283,941	5,872,422	\$ 27,989.74	\$ 7,832.05	\$ 35,821.79	\$ 6.10
Sep-17	7,801,519	2,159,493	9,961,012	\$ 47,589.27	\$ 13,172.91	\$ 60,762.18	\$ 6.10
Jul-17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	\$ 6.10
Subtotal	20,301,000	7,187,234	27,488,234	\$ 123,836.11	\$ 43,842.15	\$ 167,678.26	
-Jul 17	(4,620,000)	(2,213,800)	(6,833,800)	\$ (28,182.00)	\$ (13,504.19)	\$ (41,686.19)	
+Jul 18	-	-	-	\$ -	\$ -	\$ -	
Total	15,681,000	4,973,434	20,654,434	\$ 95,654.11	\$ 30,337.96	\$ 125,992.07	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200	5,314,690	\$ 18,632.39	\$ 13,787.23	\$ 32,419.62	\$ 6.10
Mar-17	2,933,440	2,258,900	5,192,340	\$ 17,893.99	\$ 13,779.30	\$ 31,673.29	\$ 6.10
Jan-17	3,296,000	2,138,000	5,434,000	\$ 20,105.60	\$ 13,041.80	\$ 33,147.40	\$ 6.10
Nov-16	5,167,000	1,909,600	7,076,600	\$ 31,518.70	\$ 11,648.57	\$ 43,167.27	\$ 6.10
Sep-16	6,870,000	1,726,900	8,596,900	\$ 41,907.00	\$ 10,534.10	\$ 52,441.10	\$ 6.10
Jul-16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	\$ 6.41
Subtotal	25,538,930	11,792,300	37,331,230	\$ 157,095.06	\$ 72,397.67	\$ 229,492.73	
-Jul 16	(4,218,000)	(1,498,700)	(5,716,700)	\$ (27,037.38)	\$ (9,606.67)	\$ (36,644.05)	
+Jul 17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	
Total	25,940,930	12,507,400	38,448,330	\$ 158,239.68	\$ 76,295.19	\$ 234,534.87	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-16	3,107,000	2,166,900	5,273,900	\$ 19,915.87	\$ 13,889.83	\$ 33,805.70	\$ 6.41
Mar-16	2,797,000	1,850,300	4,647,300	\$ 17,928.77	\$ 11,860.43	\$ 29,789.20	\$ 6.41
Jan-16	3,139,000	1,800,900	4,939,900	\$ 20,120.99	\$ 11,543.78	\$ 31,664.77	\$ 6.41
Nov-15	6,464,000	1,664,500	8,128,500	\$ 41,434.24	\$ 10,669.45	\$ 52,103.69	\$ 6.41
Sep-15	8,543,000	1,489,900	10,032,900	\$ 54,760.63	\$ 9,550.27	\$ 64,310.90	\$ 6.41
Jul-15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	\$ 6.41
Subtotal	30,263,000	10,579,700	40,842,700	\$ 193,985.83	\$ 67,815.92	\$ 261,801.75	
-Jul 15	(6,213,000)	(1,607,200)	(7,820,200)	\$ (39,825.33)	\$ (10,302.16)	\$ (50,127.49)	
+Jul 16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	
Total	28,268,000	10,471,200	38,739,200	\$ 181,197.88	\$ 67,120.43	\$ 248,318.31	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-15	3,554,000	1,770,200	5,324,200	\$ 22,781.14	\$ 11,346.99	\$ 34,128.13	6.41
Mar-15	3,069,000	1,738,000	4,807,000	\$ 19,672.29	\$ 11,140.58	\$ 30,812.87	6.41
Jan-15	3,448,000	1,802,600	5,250,600	\$ 22,101.68	\$ 11,554.67	\$ 33,656.35	6.41
Nov-14	6,806,000	1,684,300	8,490,300	\$ 43,626.46	\$ 10,796.37	\$ 54,422.83	6.41
Sep-14	8,287,000	1,556,000	9,843,000	\$ 53,119.67	\$ 9,973.96	\$ 63,093.63	6.41
Jul-14	6,465,000	1,553,800	8,018,800	\$ 41,440.65	\$ 9,959.86	\$ 51,400.51	6.41
Subtotal	31,629,000	10,104,900	41,733,900	\$ 202,741.89	\$ 64,772.43	\$ 267,514.32	
-Jul 14	(6,465,000)	(1,553,800)	(8,018,800)	\$ (41,440.65)	\$ (9,959.86)	\$ (51,400.51)	
+Jul 15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	
Total	31,377,000	10,158,300	41,535,300	\$ 201,126.57	\$ 65,114.73	\$ 266,241.30	

Jan 2018 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2014-FY2018



	July	August	September	October	November	December	January	February	March	April	May
◆ FY2018	\$25,744	\$23,320	\$21,912	\$21,318	\$18,462	\$19,069					
■ FY2017	\$26,201	\$28,489	\$22,949	\$19,435	\$18,317	\$17,208	\$16,986	\$14,585	\$16,652	\$17,419	\$18,158
▲ FY2016	\$25,761	\$26,758	\$23,465	\$23,522	\$19,936	\$19,219	\$20,060	\$16,533	\$16,993	\$16,594	\$20,025
× FY 2015	\$22,286	\$21,580	\$21,389	\$22,343	\$19,389	\$19,380	\$18,578	\$17,888	\$19,449	\$19,209	\$23,603
* FY 2014	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181	\$15,200	\$16,695	\$16,659	\$19,056

HRSD Charges to date per month				1 CCF=748 gallons	Comparison through December	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		<u>33,063,626</u>		\$ 134,826.48		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91	26,072,094	114,675.59
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	<u>4,038,800</u>	3.29/CCF	<u>17,764.36</u>		
		48,295,870		\$ 212,424.46		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25	22,788,080	108,152.54
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	<u>4,306,496</u>	3.55/CCF	<u>20,438.77</u>		
		44,960,296		\$ 213,382.00		

HRSD Charges to date per month				1 CCF=748 gallons		Comparison through December	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge	
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00			
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52			
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02			
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69			
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99			
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18	24,679,668	126,367.40	
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18			
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02			
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12			
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98			
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14			
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84			
		48,410,294		\$ 247,875.68			
8/18/2015	7/31/2015	4,665,711	4.13/CCF	25,761.29			
9/21/2015	8/31/2015	4,846,280	4.13/CCF	26,758.27			
10/13/2015	9/30/2015	4,249,862	4.13/CCF	23,465.01			
11/16/2015	10/31/2015	4,260,123	4.13/CCF	23,522.00			
12/14/2015	11/30/2015	3,610,698	4.13/CCF	19,935.92			
1/13/2016	12/31/2015	3,480,926	4.13/CCF	19,219.37	25,113,600	138,661.86	
2/12/2016	1/31/2016	3,633,192	4.13/CCF	20,060.24			
3/8/2016	2/29/2016	2,994,404	4.13/CCF	16,533.22			
4/14/2016	3/30/2016	3,077,636	4.13/CCF	16,992.89			
5/15/2016	4/30/2016	3,005,292	4.13/CCF	16,593.51			
6/15/2016	5/31/2016	3,626,724	4.13/CCF	20,024.72			
7/15/2016	6/30/2016	3,916,340	4.13/CCF	21,623.85			
		45,367,188		\$ 250,490.29			
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85			
9/15/2016	8/31/2016	4,724,928	4.51/CCF	28,488.77			
10/7/2016	9/30/2016	3,806,220	4.51/CCF	22,949.14			
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39			
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37			
1/12/2017	12/31/2016	2,854,056	4.51/CCF	17,208.36	21,992,084	132,599.88	
2/15/2017	1/31/2017	2,817,144	4.51/CCF	16,985.56			
3/15/2017	2/28/2017	2,418,976	4.51/CCF	14,584.89			
4/15/2017	3/31/2017	2,761,768	4.51/CCF	16,651.82			
5/15/2017	4/30/2017	2,889,072	4.51/CCF	17,419.42			
6/9/2017	5/31/2017	3,011,568	4.51/CCF	18,158.16			
7/10/2017	6/30/2017	3,060,880	4.51/CCF	18,455.37			
		38,951,492		\$ 234,855.10			
8/30/2017	7/31/2017	3,913,899	4.92/CCF	25,743.90			
9/8/2017	8/31/2017	3,545,448	4.92/CCF	23,320.31			
10/10/2017	9/30/2017	3,331,316	4.92/CCF	21,911.71			
11/7/2017	10/31/2017	3,241,000	4.92/CCF	21,317.87			
12/20/2017	11/30/2017	2,806,864	4.92/CCF	18,462.30			
1/26/2018	12/31/2017	2,899,168	4.92/CCF	19,069.43	19,737,695	129,825.52	

CASH BALANCES AS OF JANUARY 2018					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,150,754.93	(364,811.59)	(207,172.07)	578,771.27
Water-Debt Service	Farmers Bank	744,089.67	9,428.26	-	753,517.93
Water Capital Escrow (availability fees)	TowneBank	450,745.95	2,720.00	-	453,465.95
Water Treatment Plant Escrow	TowneBank	25,331.33			25,331.33
Water Deposit Account	TowneBank	79,631.17			79,631.17
Water Development Escrow	TowneBank	121,303.31		-	121,303.31
Subtotal Water		2,571,856.36	(352,663.33)	(207,172.07)	2,012,020.96
Sewer	Farmers Bank	429,424.46	(123,039.92)	(265,796.58)	40,587.96
Sewer Development Escrow	TowneBank	380,308.80		-	380,308.80
Sewer Capital Escrow (availability fees)	TowneBank	726,648.27	4,120.00	-	730,768.27
Sewer Compliance	Farmers Bank	2,158,839.41	24,444.61	-	2,183,284.02
Subtotal Sewer		3,695,220.94	(94,475.31)	(265,796.58)	3,334,949.05
Highway	Farmers Bank	55,022.92	135,318.83	-	190,341.75
General Fund	Farmers Bank	5,534,542.24	947,227.90	472,968.65	6,954,738.79
Payroll	Farmers Bank	305,772.34			305,772.34
Money Market-General Fund	TowneBank	2,206.24			2,206.24
Business Super Now-General Fund	Farmers Bank	33,737.48			33,737.48
Money Market-General Fund	Farmers Bank	294,746.71			294,746.71
General Fund Capital Escrow Account	TowneBank	216,622.19	489,553.00		706,175.19
Certificate of Deposit	Farmers Bank	526,828.42			526,828.42
Certificate of Deposit-Police Dept	Farmers Bank	36,979.25			36,979.25
Special Project Account	Farmers Bank	1,118,038.47	(1,088,556.48)		29,481.99
Pinewood Heights Escrow	Farmers Bank	52,458.31			52,458.31
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	170,421.01			170,421.01
Windsor Castle Acct	TowneBank	89,500.00			89,500.00
S. Church Street Account	TowneBank	36,404.61	(36,404.61)	-	-
Subtotal General Fund		8,420,476.02	311,819.81	472,968.65	9,205,264.48
TOTAL ALL FUNDS		14,742,576.24	-	-	14,742,576.24

close out in process



Account Statement

January 2018

Town of Smithfield

P.O. Box 246
Smithfield, VA 23431
U.S.A.

VIP 1-3 Year High Quality Bond Fund VA-01-0009-0001

Summary

VA-01-0009-0001	General						
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
513,006.44	511,542.65	0.00	43.46	594.02	510,191.08	513,557.00	-1,902.13

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
01/01/2018	Income Earned	19.14			9.980535	1.918	
01/12/2018	Withdrawal		43.46		9.966769	4.360	0.00
01/12/2018	Income Earned	273.69			9.966769	27.460	
01/31/2018	Income Earned	301.19			9.943435	30.290	
01/31/2018	Ending Balance			510,191.08	9.943435	51,309.339	



Account Statement

January 2018

Town of Smithfield

P.O. Box 246
 Smithfield, VA 23431
 U.S.A.

VIP Stable NAV Liquidity Pool VA-01-0009-5001

Summary

							Average Monthly Yield:	1.48%
		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance	
VA-01-0009-5001	Liquid General	0.00	0.00	0.00	0.00	0.00	0.00	

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/31/2018	Ending Balance			0.000	



Daily Rates

January 2018

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Jan-18	0.000039866	1.46%
02-Jan-18	0.000039318	1.44%
03-Jan-18	0.000039318	1.44%
04-Jan-18	0.000039866	1.46%
05-Jan-18	0.000039661	1.45%
06-Jan-18	0.000039661	1.45%
07-Jan-18	0.000039661	1.45%
08-Jan-18	0.000039592	1.45%
09-Jan-18	0.000039592	1.45%
10-Jan-18	0.000040140	1.47%
11-Jan-18	0.000040414	1.48%
12-Jan-18	0.000040414	1.48%
13-Jan-18	0.000040414	1.48%
14-Jan-18	0.000040414	1.48%
15-Jan-18	0.000040414	1.48%
16-Jan-18	0.000040140	1.47%
17-Jan-18	0.000040140	1.47%
18-Jan-18	0.000040414	1.48%
19-Jan-18	0.000040414	1.48%
20-Jan-18	0.000040414	1.48%
21-Jan-18	0.000040414	1.48%
22-Jan-18	0.000040414	1.48%
23-Jan-18	0.000040414	1.48%
24-Jan-18	0.000041236	1.51%
25-Jan-18	0.000040962	1.50%
26-Jan-18	0.000040962	1.50%
27-Jan-18	0.000040962	1.50%
28-Jan-18	0.000040962	1.50%
29-Jan-18	0.000040962	1.50%
30-Jan-18	0.000040962	1.50%
31-Jan-18	0.000041236	1.51%

**INVOICES - OVER \$10,000.00
REQUIRING COUNCIL
AUTHORIZATION**

Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Annual Engineering Services Contract – General Services
Project Number: HR04103-02
Date: February 13, 2018
Invoice Period: January 1 – January 31, 2018
cc: Andy Snyder (DAA)

Recent Activities:

Sewer Services:

1. Compiled Meeting Minutes for meeting with HRSD, Smithfield Foods, and HRSD regarding HRSD system pressure issues;
2. Coordinated with HRSD for Regional Hydraulic Model data updates;
3. Coordinated with Town personnel regarding terminal station data and SCADA system data collection;
4. Coordinated with REW regarding data collection of Town's SCADA system; and
5. Requested bypass pump data for terminal lift stations from Godwin Pumps.

Water Services:

1. Reviewed and analyzed provided 2016/2017 water record data for the Town and Gatling Pointe;
2. Geocoded 2016/2017 water record data to town parcels/addresses in GIS;
3. Began analyzing areas in southern portion of Town with existing and future water consumption equivalency with Gatling Pointe; and
4. Began compiling figures and draft memorandum.

General Services:

1. Smithfield Lake Dam – Coordinated with Department of Conservation and Recreation regarding Alteration Permit and Conditional Operation and Maintenance Permit status.

Upcoming Tasks:

1. Finalize water consumption equivalency data analysis and memorandum; and
2. Update water and sewer budgets.

Scope Changes:

1. N/A

Budget Status/Percent Complete:

1. All services performed under the General Services contract are invoiced on a Time and Materials basis. Attached please find an invoice detailing the fee breakdown for each task identified above.

Schedule Status/Deliverable Status:

1. N/A

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

1. N/A

Issues you should be aware of/any other issues:

1. N/A

Invoice Number: 2018010140

Invoice / Hourly Breakdown

Project Name: Annual Engineering Services Contract – General Services

Project Number: HR04103-02

Date: February 13, 2018

Invoice Period: January 1 – January 31, 2017

Task	DAA Personnel Hours					Total Labor (\$)	Expenses (\$)	Total Invoice (\$)
	Sr. Program Engineer	Program Manager I	Project Manager	Engineer	GIS Administrator			
	\$200.00	\$140.00	\$140.00	\$100.00	\$100.00			
Sewer Services								
HRSD Pressure Issues and Data Collection			9.5			\$1,330.00	\$0.00	\$1,330.00
Water Services								
Water Alternatives Analysis	2		5	12	7	\$3,000.00	\$0.00	\$3,000.00
General Services								
Smithfield Lake Dam			2			\$280.00	\$0.00	\$280.00
Totals:	2	0	16.5	12	7	\$4,610.00	\$0.00	\$4,610.00

INVOICE TOTAL = \$4,610.00

Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation
Project Number: 16020295-010303 / 16020295-010202
Date: February 13, 2018
Invoice Period: January 1 – January 31, 2018
cc: Andy Snyder (DAA), Peter Stephenson (Town), Wayne Griffin (Town)

Recent Activities:

Task A.1 – Topographic Survey

1. Complete.

Task A.2 – Engineering and Design Services

1. Complete.

Task B – Project Management

1. Reviewed Burleigh Construction payroll data and compared to Davis bacon requirements;
2. Coordinated with Burleigh Construction regarding field related issues; and
3. Coordinated with Town regarding project status.

Task C – Construction Administration

1. Visited site and provided Inspection Services during the following days:
 - a. January 16, 2018;
 - b. January 22, 2018;
 - c. January 23, 2018;
 - d. January 24, 2016;
 - e. January 26, 2018; and
 - f. January 31, 2018.

Upcoming Tasks:

1. Burleigh Construction to complete work in early February;
2. Draft Change Order No. 1;
3. Compile and submit all project documents for FEMA reimbursement;
4. Attend Water and Sewer Committee Meeting for project close out; and
5. Continue to provide Construction Administration/Inspection Services.

Photos:



Traffic Control



Riprap Upstream of Emergency Spillway



Spillway Pipe Extension (To be Cut)



Long Reach Excavator

Scope Changes:

1. N/A

Budget Status/Percent Complete:

1. All tasks are being invoiced on a Lump Sum, Percent Complete basis. Based on the attached invoice detailing the total lump sum fee, approximately 95.01% of the project budget has been expended. Please refer to the attached invoice and hourly breakdown for each task.

Schedule Status/Deliverable Status:

1. On schedule.

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

1. N/A

Invoice Number: 2018010136

Invoice / Hourly Breakdown

Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation

Project Number: 16020295-010303 / 16020295-010202

Date: February 13, 2018

Invoice Period: January 1 – January 31, 2018

Project Number	Task	Description	Contract Amount (\$)	Previously Invoiced (\$)	Current Invoice (\$)	Total Invoiced (\$)	Invoiced To Date (%)
16020295-010303	A.1	Topographic Survey	\$10,000.00	\$10,000.00	\$0.00	\$10,000.00	100.00%
	A.2	Engineering/Design Services	\$31,500.00	\$31,500.00	\$0.00	\$31,500.00	100.00%
	B	Project Management	\$8,500.00	\$4,056.00	\$3,864.87	\$7,920.87	93.19%
16020295-010202	C	Construction Administration	\$7,500.00	\$0.00	\$5,212.00	\$5,212.00	69.50%
Totals:			\$57,500.00	\$45,556.00	\$9,076.87	\$54,632.87	95.01%

Task	Description	DAA Personnel Hours						Total Labor (\$)	Expenses (\$)	Total Invoice (\$)	
		Sr. Program Engineer	Program Manager I	Sr. Comm Resource Specialist	Project Manager	Engineer	Staff Con. Specialist				Admin Assistant
		\$190.00	\$140.00	\$140.00	\$130.00	\$100.00	\$85.00				\$70.00
A.1	Topographic Survey										
A.2	Engineering/Design Services										
B	Project Management	10.0			12.0	0.5	1.5	1.0	\$3,707.50	\$157.37 ¹	\$3,864.87
C	Construction Administration		0.8				60.0		\$5,212.00		\$5,212.00
Totals:		10.0	0.8	0.0	12.0	0.5	61.5	1.0	\$8,919.50	\$157.37	\$9,076.87

INVOICE TOTAL = \$9,076.87

Notes:

1. Below please find a breakdown of the expenses during the invoice period:
 - a. Parcel to DCR (\$8.04)
 - b. Mileage (\$149.33.96)



Progress Report

To: Ms. Sonja Eubank
Organization: Town of Smithfield
From: Victor H. Valenzuela, P.E.
Project Name: Smithfield Lake Dam – Inundation Study, Hazard Classification, and Emergency Action Plan
Project Number: HR04103-79G
Date: February 13, 2018
Invoice Period: January 1 – January 31, 2018
cc: Andy Snyder (DAA), Jessie Ewald (DAA), Peter Stephenson (Town), Wayne Griffin (Town)

Recent Activities:

Task A - Hazard Classification, Task B – Inundation Mapping, and, Task C – Emergency Action Plan

1. Completed project kick-off coordination; and
2. Submitted Quarterly Grant Reports to DCR.

Upcoming Tasks:

1. Continue Quarterly Reporting; and
2. Completion of the three (3) grant funded design projects.

Scope Changes:

1. N/A

Budget Status/Percent Complete:

1. All tasks are being invoiced on a Lump Sum, Percent Complete basis. Based on the attached invoice detailing the total lump sum fee, approximately 2.0% of the project budget has been expended. Please refer to the attached invoice for each task.

Schedule Status/Deliverable Status:

1. On schedule.

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

1. N/A

Invoice Number: 2018010359

Invoice / Percent Complete

Project Name: Smithfield Lake Dam – Inundation Study, Hazard Classification, and Emergency Action Plan

Project Number: HR04103-79G

Date: February 13, 2018

Invoice Period: January 1 – January 31, 2018

Project Number	Task	Description	Contract Amount (\$)	Previously Invoiced (\$)	Percent Complete (%)	Current Invoice (\$)	Total Invoiced (\$)
HR04103-79G	A	Hazard Classification	\$23,980.00	\$0.00	2.0	\$479.60	\$479.60
	B	Inundation Mapping	\$12,250.00	\$0.00	2.0	\$245.00	\$245.00
	C	Emergency Action Plan	\$10,580.00	\$0.00	2.0	\$211.60	\$211.60
Totals:			\$46,810.00	\$0.00	2.0	\$936.20	\$936.20

INVOICE TOTAL = \$936.20

IV. APPLICATION FOR PAYMENT

PROJECT SUMMARY

Date: February 14, 2018 Contractor's Name: Burleigh Construction Co., Inc.
 Project Name: Smithfield Lake Dam Emergency Spillway Hazard Mitigation Project Number: 17-10
 Original Contract Amount: \$ 105,174.42
 Original Contract Time: 60 Days
 Adjusted Contract Amount (by approved Change Orders): \$ 117,664.42
 Adjusted Contract Time (by approved Change Orders): 60 Days
 Adjusted Contract Completion Date: _____

STATUS OF WORK PERFORMED

Total Value of Original Work Performed to Date: \$ 105,174.42
 Total Value of Change Order Work Performed to Date (with attachment): \$ 12,490.00
 Total Value of All Work Performed to Date: \$ 117,664.42
 Value of Materials Stored (Attach Statement): \$ 0.00
 Less _____% Retained by Owner: \$ _____
 Net Amount Earned on Contract to Date: \$ 117,664.42
 Fewer Amounts of Previous Payments Approved: \$ 0.00

BALANCE DUE THIS PAYMENT: \$ 117,664.42

Value of Work Remaining to be Completed: \$ 0.00
 Percentage Complete to Date (Value/Time): 100 % 100 %

CERTIFICATION OF CONTRACTOR

I certify to the best of my knowledge and belief that all items and amounts on the face of the attached estimate and invoice and this Application for Payment are correct; that all Work has been performed and/or material supplied in full accordance with the terms and conditions of the Contract Documents, including all duly authorized deviations, substitutions, alterations, additions and/or deletions; that the foregoing is a true and correct statement of the Contract Price up to and including the last day of the period covered by this estimate and Application for Payment; that no part of the "BALANCE DUE THIS PAYMENT" has been received; that all previous Progress Payments received on this Agreement have been applied by the undersigned to discharge in full all obligations of the undersigned incurred in connection with the Work covered by prior applications for payment under this Agreement; and that all materials and equipment incorporated in said payment or otherwise listed in or covered by this Application for Payment are free and clear of all liens, claims, security interest and encumbrances.

APPROVALS

This Application for Payment has been checked, verified and approved for payment by:
Burleigh
Construction Co., Inc By [Signature] Treasurer February 14, 2018
 Contractor By Title Date
 Resident Project Rep. By Title Date
 Engineer By Title Date
 Owner By Title Date

VI. AFFIDAVIT OF PAYMENT OF CLAIMS

BY: Burleigh Construction Co., Inc. (Contractor)
Post Office Box 289
Concord, Virginia 24538

THIS DAY Justin Burleigh personally appeared before me, Martha Hurt Dudley, a Notary Public in and for the City/County/State of Virginia, and being by me first duly sworn states that all Subcontractors and suppliers of labor and materials have been paid all sums due them to date for Work performed or materials furnished in the performance of the Agreement between:

Town of Smithfield, Virginia (Owner)

and Burleigh Construction Co., Inc. (Contractor)

dated January 5, 2018, for the construction of Smithfield Lake Dam Emergency Spillway

Hazard Mitigation or arrangements have been made by the Contractor satisfactory to such Subcontractors and suppliers with respect to the payments of such sums as may be due them by the Contractor.

Burleigh Construction Co., Inc.
CONTRACTOR

BY: Justin Burleigh

TITLE: Treasurer

DATE: February 14, 2018

Subscribed and sworn to before me this
14th day of February, 2018

My commission expires on the
31st day of October, 2020.

Martha Hurt Dudley
NOTARY PUBLIC

SEAL OF CONTRACTOR



NOTARY SEAL

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Smithfield
P.O Box 246
Smithfield VA 23431

PROJECT: Joseph W. Luter, Jr Sports Com
Courthouse Highway
Smithfield VA 23431

APPLICATION NO: 12
PERIOD TO: 02/22/2018
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: R.A.D. Sports
171 VFW Drive
Rockland MA 02370

VIA ARCHITECT: Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach VA 23452

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the contract. Continuation sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	\$177,193.42
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$2,755,993.42
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$2,445,683.92
5. RETAINAGE	
a. 5.00 % of Completed Work (Columns D + E on G703)	\$122,284.21
b. 0.00 % of Stored Materials (columns F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Columns I on G703)	\$122,284.21
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$2,323,399.71
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$2,295,443.50
8. CURRENT PAYMENT DUE	\$27,956.21
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$432,593.71

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from Owner, and that current payment shown herein is now due.

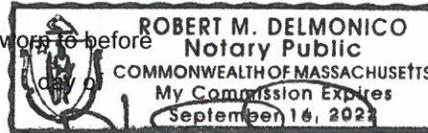
CONTRACTOR: R.A.D. Corp

By: [Signature] Date: 2-22-18

State of:

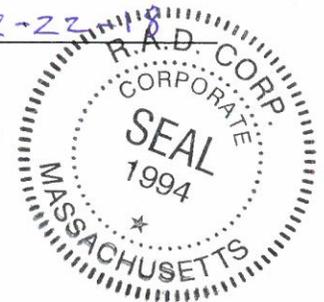
County of:

Subscribed and sworn to before me this



Notary Public:

My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observation and the data comprising this application, the Architect certifies to the owner that to the best of the Architect's knowledge, information and belief the work has been progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED: \$27,956.21

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this application and on the Continuation Sheet that are changed to conform to the amount certified.)

ARCHITECT: Alpha Corporation

By: _____ Date: _____

This certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this contract.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$278,827.10	-\$101,633.68
NET CHANGES by Change Order		\$177,193.42

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
 In tabulations below, ammounts are stated to the nearest dollar.
 Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 12
 APPLICATION DATE: 02/22/2018
 PERIOD TO: 02/22/2018
 ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
1.010	Site Mobilization	42,000.00	41,160.00		41,160.00	98.00	840.00	2,058.00	
2.010	Erosion Control	36,000.00	28,800.00		28,800.00	80.00	7,200.00	1,440.00	
70.300	Tree and Stump Removal	52,000.00	52,000.00		52,000.00	100.00		2,600.00	
3.400	Earthwork	321,000.00	321,000.00		321,000.00	100.00		16,050.00	
2.030	Strip and Screen Topsoil	84,000.00	84,000.00		84,000.00	100.00		4,200.00	
4.060	Water Lines	64,000.00	64,000.00		64,000.00	100.00		3,200.00	
35.090	Sewer Line Work	129,000.00	129,000.00		129,000.00	100.00		6,450.00	
4.050	Storm Drainage	156,000.00	156,000.00		156,000.00	100.00		7,800.00	
28.000	Chain Link Fence	132,000.00	132,000.00		132,000.00	100.00		6,600.00	
2300.000	Underground Electric Pipi	42,000.00	42,000.00		42,000.00	100.00		2,100.00	
413.000	Scoreboards	26,000.00	26,000.00		26,000.00	100.00		1,300.00	
70.951	Parking Lot Lights	22,000.00	22,000.00		22,000.00	100.00		1,100.00	
3.240	Dugouts	166,000.00	166,000.00		166,000.00	100.00		8,300.00	
3.220	Site Amenities	52,000.00	52,000.00		52,000.00	100.00		2,600.00	
2.160	Athletic Equipment	54,000.00	54,000.00		54,000.00	100.00		2,700.00	
12879.015	Screen & Spread Topsoil	156,000.00	148,200.00		148,200.00	95.00	7,800.00	7,410.00	
1722.000	Seed	218,000.00	213,640.00		213,640.00	98.00	4,360.00	10,682.00	
432.000	Infield Mix	84,000.00	82,320.00		82,320.00	98.00	1,680.00	4,116.00	
2.040	Gravel Base to Subgrade	128,000.00	126,720.00		126,720.00	99.00	1,280.00	6,336.00	
20018.000	Concrete Flat work	106,000.00	103,880.00		103,880.00	98.00	2,120.00	5,194.00	
3.260	Asphalt Paving	42,000.00	42,000.00		42,000.00	100.00		2,100.00	
4.070	Site Electric	96,000.00	96,000.00		96,000.00	100.00		4,800.00	

CONTINUATION SHEET

AIA DOCUMENT G703

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing Contractor's signed Certification, is attached.
 In tabulations below, ammounts are stated to the nearest dollar.
 Use column I in Contracts where variable retainage for line items may apply.

APPLICATION NO: 12
 APPLICATION DATE: 02/22/2018
 PERIOD TO: 02/22/2018
 ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
10.090	Bleacher	38,000.00	38,000.00			38,000.00	100.00		1,900.00
2.115	Well Drilling/ Pumps	66,000.00	64,680.00			64,680.00	98.00	1,320.00	3,234.00
2.110	Irrigation	138,000.00	135,240.00			135,240.00	98.00	2,760.00	6,762.00
60.000	Landscape	78,000.00	31,200.00			31,200.00	40.00	46,800.00	1,560.00
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68	-101,633.68			-101,633.68	100.00		-5,081.68
9902.000	Change Order #02	10,980.00	10,431.00			10,431.00	95.00	549.00	521.55
9903.000	Change Order #03	27,850.00						27,850.00	
9904.000	Change Order #04	3,860.00	3,474.00			3,474.00	90.00	386.00	173.70
9905.000	Change Order #05	4,290.00	4,290.00			4,290.00	100.00		214.50
9906.000	Change Order #06	9,855.00	9,855.00			9,855.00	100.00		492.75
9907.000	Change Order #07	192,564.50						192,564.50	
9908.000	Change Order #08	9,952.50		9,952.50		9,952.50	100.00		497.63
9909.000	Change Order #09	19,475.10		19,475.10		19,475.10	100.00		973.76
		2,755,993.42	2,416,256.32	29,427.60		2,445,683.92	88.74	310,309.50	122,284.21

Item Forthcoming

TOWN OF SMITHFIELD

465

REQUISITION

CO 1
Den

SUGGESTED VENDOR			OFFICE USE ONLY	
Isle of Wight County			DATE ORDERED	
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.	
	2-21-18			
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	1/2 2018 tourism contribution			116,544.00
	4-100-32300-5607			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____

TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

[Handwritten Signature]

TOWN OF SMITHFIELD

465

REQUISITION

Col
Hun

SUGGESTED VENDOR <u>Isle of Wight County</u>			OFFICE USE ONLY	
REQUESTED BY			DATE REQUESTED <u>2-21-18</u>	DATE WANTED
ORDER NO.			DATE ORDERED	
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	<u>1/2 2018 E911 Contribution</u>			<u>97300.50</u>
	<u>4.100.32300.5614</u>			

REQUISITIONER
RETAIN YELLOW COPY

APPROVED _____
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD [Signature]

DATE FEBRUARY 26, 2018

TO SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE

FROM SONJA EUBANK
 CONTRACTS/PROCUREMENT ADMINISTRATOR

SUBJECT PROFESSIONAL AUDITING SERVICES
 REQUEST FOR PROPOSALS

The Town issued a Request for Proposals (RFP) for the Professional Auditing Services as the current contract will expire June 2018. Proposals were received from the following:

Robinson, Farmer and Cox
Charlottesville, Virginia

The evaluation committee thoroughly evaluated and scored the proposal based on the criteria in the RFP. Individual discussions and negotiations were conducted with Robinson, Farmer and Cox and staff has been extremely pleased with their services provided for the current contract.

The Virginia Public Procurement Act (VPPA) requires if an award is to be made it shall be made to the highest ranking responsible and responsive offeror; therefore the evaluation committee recommends award of contract to Robinson, Farmer and Cox. The initial term of contract will be for three years with the right to renew for an additional two years.

Per the VPPA (Section 2.2 – 4342), contents of proposals are not public record until after award of contract and therefore details on all proposals would need to be discussed in closed session.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

February 2018

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Jan 22	Committee Meetings	Smithfield Center
Tue	Jan 23	Committee Meetings	Smithfield Center
Fri	Jan 26	Smithfield Fire Banquet	Smithfield Center
Tue	Jan 30	Smithfield Foods Town Hall	Smithfield Center
Thu	Feb 1	Ducks Unlimited	Smithfield Center
Sat	Feb 3	Mardi Gras Run 4 Beads	Windsor Castle
Mon	Feb 5	Farmers Market Vendor Dinner	Smithfield Center
Tue	Feb 6	Town Council	Smithfield Center
Wed	Feb 7	Business Meeting	Smithfield Center
		SVAE Check Giveaway	Smithfield Center
Thu	Feb 8	IOW County Comprehensive Plan Meeting	Smithfield Center
		Oaks Equine Dinner	Smithfield Center
Sun	Feb 11	Sweetheart Banquet	Smithfield Center
Tue	Feb 13	Agritourism Workshop	Smithfield Center
		Schoolhouse Committee Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Feb 14	Senior Sweetheart Ball	Smithfield Center
Thu	Feb 15	Smithfield Women's Club	Smithfield Center
Sat	Feb 17	CASA Gala	Smithfield Center
Tue	Feb 20	Crimeline Meeting	Smithfield Center
		BHAR	Smithfield Center
Sun	Feb 25	Black History Month Program	Smithfield Center
Upcoming Special Events			
Sun	Mar 4	Special Occasion Show	Smithfield Center
Sat	Mar 10	IOW Academy Gala	Smithfield Center
Sat	Mar 17	St Patrick's Day Parade	Downtown Smithfield
Tue	Mar 20	Post Legislative Breakfast	Smithfield Center
Sat	Mar 24	Women's Club Flea Market	Smithfield Center

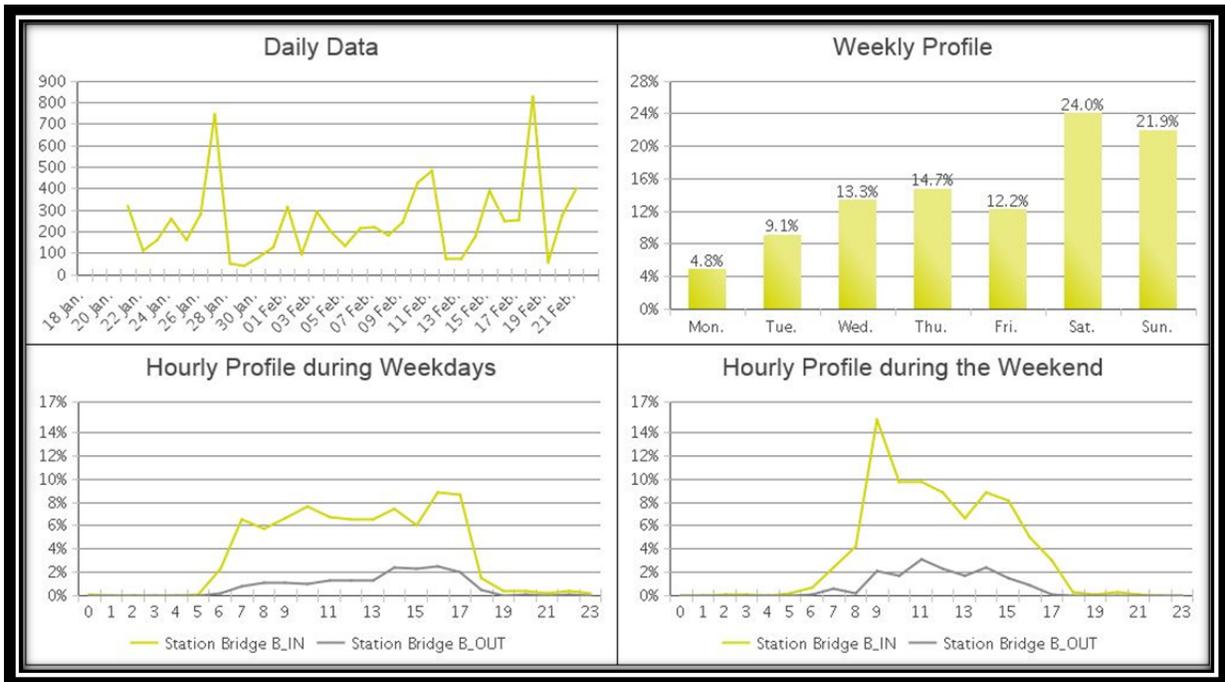
Parks and Recreation Operation Update

February 2018

Windsor Castle Park
Manor House Restoration Project
Update of project will be given during Public Buildings Committee.

Eco Counter Data from Smithfield Station Bridge (moved here January 2018)

Daily Average: 249		Busiest Day of the Week: Saturday	
Busiest Days	Sunday, February 18 (826)	Saturday, January 27 (746)	Sunday, February 11 (482)



Trail Doc Projects and Hours

Trail Docs have earned over **15.5** Volunteer Hour since January 2018.

Projects completed	Trail repair and maintenance
	Dry wells and drainage ditches cleaned
	Drainage ditch repair
	Tree of Heaven Inspection

Joe Luter Jr. Sports Complex

Update of project.

Town of Smithfield Park Projects Listing

Completed	Project Name	Location	Applicant Name	Notes	App Submitted	TC Approved
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay	2/22/2018 submitted application to install a Lions Club Time Capsule In June 2018 which will be enclosed by a brick pedestal	2/22/2018	
	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team		1/25/2017	
	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 th Graders, Boy Scout Troop 7	1/22/18 Milkweed planting done on Fri, Jan 26th	10/18/2017	11/7/2017
	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	1/26/18 plan to finish fence in Feb, plant in Mar and hope to have grand opening in April	3/1/2016	4/1/2016
	Oyster Restoration	Windsor Castle	Windsor High School, Orignally -Kelly Davis, Chesapeake Bay Foundation	11/1/17 Windsor High School Biology Class is taking over project from Kelly Davis but still working on behalf of Chesapeake Bay Foundation	6/10/2015	7/1/2015
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	7/8/17 Making 2 benches that encircle the trees in the same style as the existing benches at the Playscape, Will construct benches off site and assemble on site.	7/8/2017	8/1/2017
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class	10/24/17 TC Committees determined that since this project would part of the downtown landscape in the hsitroci district then the applicant must get approval from BHAR	10/25/2017	BHAR
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout			
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy			
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622			
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout			
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist			
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36			
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist			
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622			

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event Attendance	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
MARCH				
3/10/2018	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	(using IOW Sheriff's deputy)	
3/17/2018	10:30 A-1 P Main Street	St Patricks Day Parade Tourism-Connie Chapman	# (determined by PD)	# (determined by PW)
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		
3/24/2018	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market Connie Chapman		
APRIL				
4/7/2018	10 A-2:30 P Town Streets	YMCA Triathlon Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM YMCA Entrance 1 Sat 9 AM-2 PM Grace/Cary 1 Sat 9AM-2PM James/Grace 1 Sat 9 AM-2 PM Cary/Main/Underwood 1 Sat 9 AM-2 PM Underwood/Cedar	FYI Only
Traffic Assist	Race	336-577-2801		
	500	Greg.Hawkins <greg.hawkins@vtsmts.com>		
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm		
4/14/2018	11 A-5 P WC Riverfront	Wine Fest Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight 1 Sat 8 AM-1 PM Jericho Road Closure 1 Sat 10 AM-6 PM Command Center 2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	4 PW 10 AM-6 PM 1 light tower, deliver on Wed all trash cans, deliver on Wed clean fishing pier, by Tue
Jericho Road	Festival	869-0664		
	3500 p	gina@smithfieldvaevents.com		
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 PM		
4/14/2018	9 A-9 P Station Parking Lot	Smithfield Station Parking Lot Assist Smithfield Station -Randy Pack	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
	Officer Request	620-7700 randy.pack@smithfieldstation.com		
4/22/2018	3 P-5 P Main Street	Smithfield 6 Pack 6K Beer Run Cristin Emerick	?	
Main Street	Race	849-8948		
	300 p	wharhillbrewingco@gmail.com		
4/28/2018	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	1 7:30 PM-11:30 PM	
4/29/2018	9 AM-11 AM Main Street	Main Street Mile Cristin Emerick	?	
Main Street	Race	849-8948		
	200 P	wharhillbrewingco@gmail.com		
MAY				
5/5/2018	8 A-12 P WC Courtyard	Optimist 5K Mike Murphy		no staff 4 trash cans and liners
	Race	757-660-7151		
	300 p	memurph1126@gmail.com		
5/7/2018	Mon 8 A-2 P Smithfield Center	TRIAD	1 Mon 7 AM-10 AM Parking Assist	

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times Location Type of Event	Event Name	PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (2 req)
9/22/2018	7 A-2 P Main Street Attendance	Ruritan Car Show Smithfield Ruritans- Glen Schlickemeyer	1 Sat 7 AM-2 PM Main Closed & Patrol	2 PW Sat 6:30 AM-2:30 PM
Main Street	Car Show			
Restrooms	200 p	gslick3@yahoo.com		
9/29/2018	10 AM-8 PM Little Theater Concert	Aiken Fest Jim Abicit		
	200 p	880-3120		
9/29/2018	9 AM-2 PM Main Street 100-300	Vintage Market Farmers Market-Cheryl Ketcham	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM
Main Street	Market	375-3031		
Restrooms	500 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 6am - 4:30pm		
OCTOBER				
TBD	4:00 PM Main Street	Smithfield Homecoming Parade Smithfield High-Jill Gwaltney	# (determined by PD)	
Main Street	Parade	371-3918		
	100 p	jillgwaltney@gmail.com		
	Resolution	Rolling closure - Cary St. to Grace to Mason to Main starting at 4pm		
10/6/2018	11 A-9 P WC Riverfront	Bacon (BBB) Festival Smitfield Events-Gina Ippilito	1 Thu 10 PM-6 AM Overnight 1 Fri 10 PM-6 AM Overnight	4 PW 10 AM-6 PM 1 light tower, deliver on Wed
Jericho Road	Festival	869-0664	1 Sat 8 AM-1 PM Jericho Road Closure	all trash cans, deliver on Wed
	3500 P	gina@smithfieldvaevents.com	1 Sat 10 AM-6 PM Command Center	clean fishing pier, by Tue
	Resolution	Jericho Road - one way traffic - 8am - 1pm Park Trail Closure 10 AM-5 Pm	2 Sat 10 AM-6 PM Event Patrol 2 Sat 10:30 AM-6 PM Money Drops	
10/6/2018	10 A-7 P Station Parking Lot Officer Request	Smithfield Station Parking/Bar Assist Smithfield Station Parking Lot Assist Randy Pack	1 Sat 10 AM-4 PM Station Parking Lot 1 Sat 4 PM-7 PM Station Bar	
		randy.pack@smithfieldstation.com		
10/13/2018	8 A-11 A Town Streets	Hog Jog IOW COP -Barbara Stafford	No. (determined by PD)	<i>FYI Only</i>
Traffic Assist	5K Race	757-647-4061		
	1000 p	dbstaff@charter.net		
	Resolution	closure of 5K course route - 8:45am - 10:45am		
10/20/2018	6 PM-10 PM Smithfield Center Fundraiser 200 P	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM	
10/20/2018	9 AM-5 PM WC Riverfront	Smithfield Century Tour Bike Event Chamber-Andy Cripps	1 Sat 7:30 AM-8:30 AM Main/Underwood (report to WC Riverfront to meet Andy)	No staff 4 trash cans and liners
Traffic Assist	Bike Race	357-3502	1 Sat 12 PM-2 PM Event Patrol	
	100 p	acripps@theisle.org		
10/27/2018	3 PM-9 PM Main Street	Horsepower on Main Street Team Shelby - Justin Emanul	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM
Main Street	Car Show	876-9160		
Restrooms	100 cars	teamshelbyva@gmail.com		
	Resolution			
10/31/2018	5 P-8 P Main Street	Hamoween	# (determined by PD)	<i>FYI Only</i>
Main Street	Community			
Restrooms	2000 p			

2018 Town of Smithfield Open to Public Events (on town properties)

Event Date	Times	Event Name	PD Required	PW Required
	Location		\$46 per hour per officer	\$30 per hour per staff (2 req)
Street Closures	Type of Event			
Attendance				
NOVEMBER				
11/11/2018	11 AM-12 PM	Veterans Day Ceremony	1 Sat 10:30 AM-11:30 AM	<i>FYI Only</i>
	Vet Mem	VFW		
Traffic Assist	Community			
	150 p			
11/17/2018	6 PM-9 PM	Christmas Evening Market	4 Fri 3 PM-11 PM Event Patrol	6 PW Fri 3 PM-11 PM
	Main Street	Farmers Market-Chery Ketcham		
Main Street	Market	375-3031		
Restrooms	5000 p	cketcham@isleofwightus.net		
	Resolution	Main Street from Church to Underwood - 3pm - 11pm		
11/30/2018	5:30 P-6:30 P	Tree Lighting Ceremony	1 Fri 5 PM-6:30 PM	<i>Service order for assistance in putting up tree on 11/27/17</i>
	Times Gazebo			
Traffic Assist	Community			
	200 p			
DECEMBER				
12/1/2018	Sat, Sun	Antique Show	<i>FYI Only</i>	
	Smithfield Center			
	Trade Show & Home			
	Tours			
	500 p			
12/8/2018	8 A-10 A	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
	Smithfield Center			
	Community			
	400 p			
12/8/2018	10:30 A-12 P	Christmas Parade	# (determined by PD)	# (determined by PW)
	Main Street	Tourism-Connie Chapman		
Town Streets	Parade	902-2164		
Restrooms	3000 p	cchapman@isleofwightus.net		
	Resolution	closure of parade route - 8am until parade end		

Proposed
Windsor Castle Park
Project
Applications



Windsor Castle Park Smithfield, Virginia Park Project Application

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 complete a project on the town property Windsor Castle Park will have to complete an application process. This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	A Walk in the Park
Proposed Park and Location in Park	Windsor Castle Park / walking trail
Individual/Group Name	Smithfield Middle School / Dolphin Team
Website	
Mailing Address	14175 Turner Dr. Smithfield VA 23430

Contacts

Name	Stacia Lupyan	Cell Phone	757-630-6874	Email	slupyan@iwcs.k12.va.us
Name	Denise Boyeer	Cell Phone	757-335-2940	Email	dboyer@iwcs.k12.va.us

Project Description

Our students would like to use laser printers to construct wood signs to be placed along the walking trail at Windsor Castle Park. These signs would have information about the plants and animals that are found in that particular area of the park. These signs will optimistically have a QR code that would provide a link that would allow people to access further information about the plants and animals at Windsor Castle Park.
--

Proposed date of installation		Number of estimated hours to complete project
May 4, 2018		20 hours in school, 6 hours in the park
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
12 to 13 years old	One year	100 students and 3 teachers
List Benefits of your project to the park and community (add lines if necessary):		
Our project would add an informative feature to the park allow the community to have an opportunity to learn about their local park and/or to use their smart phones to learn about the plants and animals that are found in the park.		



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Material Item	Estimated Cost	Will this item remain in the park after construction?	<i>If yes include description of maintenance required and estimated cost</i>	
			Description of Maintenance	Estimated Cost
Wood signs	\$ 300.00	yes	No maintenance required	\$ 0

Maintenance of Project:
 The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

Teachers will check signs on a monthly basis. If the signs become damaged teachers will remove them.

Does the group hold a certificate of insurance?

Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Stacia Lupyman, Denise Boyer
Date Application Completed	January 19, 2018

Attach the following documents:

Promotional materials about organization or project
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.



Windsor Castle Park Smithfield, Virginia Park Project Application

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 complete a project on the town property Windsor Castle Park will have to complete an application process. This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Park Project Name	INSTALL LIONS TIME CAPSULE
Proposed Park and Location in Park	2 POSSIBLE LOCATIONS - Windsor Castle
Individual/Group Name	SMITHFIELD LIONS CLUB/LEO CLUB
Website	
Mailing Address	SMITHFIELD LIONS CLUB PO Box 87 SMITHFIELD VA 23431

Contacts

Name	TERRY CASTONGUAY	Cell Phone	757-870-2727	Email	TLCAST47@GMAIL.COM
Name		Cell Phone		Email	

Project Description

100 ANNIVERSARY OF LIONS CLUBS. INSTALL TIME CAPSULE

Proposed date of installation		Number of estimated hours to complete project
JUNE 7 TH 2018		40 HR
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
N/A	50 yr	5

List Benefits of your project to the park and community (add lines if necessary):

Material Item	Estimated Cost	Will this item remain in the park after construction?
	\$	YES
	\$	
	\$	
	\$	



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Maintenance of Project:

The town asks that all applicants consider how long they will be able to maintain the proposed project, and if and when the applicant is no longer able to do so, then the applicant is asked to consider the following:

1. Asking another person/group to take over maintenance.
2. If unable to find a group to take over maintenance, then the applicant is responsible for removing the item from the park.

Please state your plan for this process below:

LES CWA WILL MAINTAIN APPEARANCE

Does the group hold a certificate of insurance?

Policy Number	FORTH COMMUNITY
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

I have received, read thoroughly, understand and will comply with the policies and procedures governing Windsor Castle Park Projects.

Print Name of Project Manager (must be 18 years or older to submit application)	Ray CASTONWAY
Date Application Completed	2.22.2018

Attach the following documents:

Promotional materials about organization or project
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.



terry castonguay <ticast47@gmail.com>

Time Capsule

3 messages

terry castonguay <ticast47@gmail.com>

Sat, Feb 17, 2018 at 11:15 AM

To: "Don Fuller ••• Fullers D." <Don@fullersden.com>, mackstevens@cox.net, Sharene Nolan <nolan213@cox.net>, "E. Stevens" <esstevens@cox.net>

Leo Club Chairman's Message

Fellow Lions,

This being our Lions Clubs 100 year anniversary, District Governor Beth asked me to initiate a Legacy Project in her name. This project is to purchase and install a Time Capsule and find a location to install the capsule. This capsule will be dedicated on June 7th, 2018 at Windsor Castle Park, in Smithfield, Virginia. This Park is located up on the ridge overlooking the Pagan River and the Smithfield Station Restaurant where the Smithfield Lions Club holds their monthly meetings. The Manor House, Circa 1750, is on this property donated by the Luter Family and is where the City of Smithfield holds all of their Fest Events. Our District Leo clubs from Lancaster, Poquoson, and Smithfield will be participating in the dedication by contributing artifacts that will be placed inside the capsule that will be reopened 50 years from now on June 7th 2068.

We are also inviting Lions clubs in our district that have pins, to participate in this dedication by placing the pins in the capsule. The Capsule is stainless steel, symmetrical, and the dimensions are: 12 inches in diameter and 24 inches tall. It will be placed in a brick pedestal completely encapsulated inside the brick structure with a plaque on the top of the pedestal.

The Smithfield High School Leo Club is working on their own legacy project at the park. Matt Lemon, son of Lion Katie Lemon and Leo Club advisor, is working on installing 16 devices on the park walking trails that sight impaired individuals will be able to use a smart phone and receive an audible explanation of that part of the trail.

I thank District Governor Beth with entrusting me with this project.

Lion Terry Castonguay
Leo Club Chairman

Don Fuller ••• Fullers Den <Don@fullersden.com>

Sat, Feb 17, 2018 at 1:12 PM

Reply-To: Don@fullersden.com

To: terry castonguay <ticast47@gmail.com>

Thanks Lion Terry - will this message be appropriate to include in the minutes for your presentation at the Cabinet Meeting? - Lion Don

[Quoted text hidden]

terry castonguay <ticast47@gmail.com>

Sat, Feb 17, 2018 at 2:54 PM

To: Don@fullersden.com



PROCESSES & PRODUCTS

CUSTOM PARTS GALLERY

ABOUT US

PROFESSOR METAL

CONTACT US

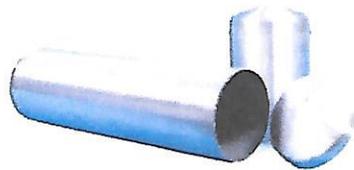
Home > Products & Processes > Time Capsules

Time Capsules

Documents. Mementoes. Artifacts. No matter what you need to preserve for the future, you can count on Amalco's Time Capsules to protect your contents from the harshest elements — as well as insects and animals.

Highest Standards

Amalco has been fabricating high-quality aluminum products for 100 years. These include custom enclosures, military ordnance housings, industrial lighting components, rectangular cans and boxes, seamless aluminum bottles, military carrying and radio cases, and custom storage and transit containers for various explosive and toxic materials. Every operation is done under one roof for maximum efficiency and cost control. When you purchase a Time Capsule from Amalco, you can be sure that you're getting the highest quality craftsmanship and professional service.



The Time Capsule Interior

PASSIVE PROTECTION: A dry interior is the most important factor in preserving material inside a

Request a Quote

A deep draw, hydroforming, or dip brazing specialist will review your project and recommend the optimal solution. Complete and submit the form below to get started.

Name*

Phone*

Email*

Quantity
Select...

Alloy
Select...

Comments

Attach Drawing

Browse...

(Help)

Small Time Capsule Packages

<https://www.futurepkg.com/small-time-capsule-packages>

a time capsule preservation kit, and all info you need to properly do a time capsule project of this kind. In addition, you get an outdoor quality metal plaque that you personalize.

Products (Total Items: 9)

Sort by: Order By

Sale



[Sally 3x12 Time Capsule Package with Kit 5x7 Plaque](#)

~~\$204.99~~ - \$184.49

Perfect personal time capsule container packaged with kit and outdoor plaque

Add To Cart

Sale



[PKG Arnold 7x9 Time Capsule, Kit & Plaque](#)

★★★★★ (1)
~~\$265.99~~ - \$239.39

Time Capsule Container with Kit and 7x5 Outdoor Plaque. Allow 3 days processing for time capsule and 3 weeks for plaque.

Add To Cart

Sale



[PKG 5x22 Family Future Time Capsule Kit 8x6 Plaque](#)

★★★★★ (1)
~~\$296.99~~ - \$262.97

Great deal for all in one package includes time capsule kit and plaque

Add To Cart

Sale



[PKG 6x24 Family Time Capsule Kit 8x6 Plaque](#)

★★★★★ (1)
~~\$337.99~~ - \$304.19

Perfect package for small groups - can be buried & includes outdoor plaque!

Sale



[PKG Polaris 12x7x12 Time Capsule Kit 8x6 Plaque](#)

★★★★★ (2)
~~\$621.59~~ - \$559.43

This time capsule package is a perfect size, includes kit & 8x6 outdoor plaque.

Sale



[PKG Orion 9x4x12 Time Capsule Kit 8x10 Plaque](#)

~~\$668.59~~ - \$601.73

Small time capsule box with preservation supplies and outdoor plaque



#1

#2

ASTRID STREET

ASTRID STREET

CHALMERS LANE

JOSHUA ROAD

B-1
B-2
B-3
B-4
B-5
B-6
B-7
B-8
B-9
B-10
B-11
B-12
B-13
B-14
B-15

16

10

11

14

10

10

Joseph W. Luter, Jr.
Sports Complex



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

February 23, 2018

Mr. Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 12

Dear Mr. Stephenson,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex during the month of February, 2018.

Because there was very little activity at the project site due to low temperatures and inclement weather, we will combine the activities of both RAD Sports and A. R. Chesson into a condensed report.

In general, there has been limited work activity by RAD Construction at the site due mainly to the wet site conditions. This wet soil condition prohibits equipment from operating on the grassy areas because of the excessive rutting that will occur.

On January 25, 2018 RAD notified Kimley-Horn (KH) that they were ready for the engineers to perform a site visit to determine if the work on this project is substantially complete and generally in accordance with the contract documents, and to develop a final punch list. A. R. Chesson had previously notified KH in October that their portion of the project was ready for inspection. The contractor's request identified the following areas to be observed: Concessions Building and entrance wall (MEP only, Architectural was completed previously), site lighting, scoreboards, site electric, fencing, dug-outs, gravel parking lots, concrete walks, asphalt track, supplied athletic and other equipment, supplied bleachers and benches. On February 5, 2018, KH conducted a walk-through of the project. They did not conduct a final



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

observation of the grading, landscaping, storm water management BMP's or erosion and sediment control measures on the site as these components were not complete at this time, however, deficiencies observed during their walk-through were noted in the punch list report.

The punch list was 26-pages long, although 20 of the pages were pictures depicting specific deficiencies, and most of those items focused on the work performed by RAD, and not Chesson. Because there were so few deficient items noted on the Concessions Building, KH issued a Certificate of Substantial Completion to A. R. Chesson.

As of this date, RAD Sports has not achieved substantial completion of the site work at the sports complex. As noted earlier, several areas of punch list repairs cannot be undertaken due to the wet topsoil, however, hand-fine grading activities were able to take place that involved the repair and reconditioning of several areas of erosion and drainage problems, which has resulted in the better establishment of the lawn areas. The picture below depicts the current condition of the "flooded" area that was shown on the front page of last month's Smithfield Times.



Hand-Graded Area and Establishment of New Grass



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Virginia Beach, VA 23452
Ph. 757.533.9368

After we reviewed the full extent along with the specific repairs noted within the engineer's punch list inspection, it is our opinion that the amount of deficiencies noted appear typical for a project of this size and complexity. There did not appear to be any major contract non-compliant issues identified and we anticipate the punch list items to be corrected as soon as weather permits.

Also, after reviewing the noted fine grading/topsoil deficiency items, it is our recommendation that all asphalt paving work remain within RAD's contract. The reason is because in order for RAD to complete the punch list repairs, equipment will be traversing on and off the stone base and edge of paving. There is a good possibility of stone sub-base damage and contamination and it is our recommendation that one single contractor remain fully responsible for the final condition of the asphalt paving in order to avoid any conflicts.

Financial Update for RAD Sports:

There have been no new change orders issued for the past 3-months.

Original Contract Amount:	\$2,578,800.00
C.O. (#1 credit)	(101,633.68)
C. O. #2 -Electrical Panel	10,980.00
C.O. #3- Asphalt Driveway	27,850.00
C.O. #4- Lights at Entrance Sign	3,860.00
C.O #5- Increase Well Pump	4,290.00
C.O. #6- Roadway Undercut	9,855.00
C. O.#7 Add Asphalt to Parking Lots	192,564.50
C.O. #8 Change gravel sidewalk to concrete	9,952.50
C. O #9 Add 6-Large Bleachers	19,475.10
Current Contract Amount with Change Orders:	\$2,755,993.42

On the Concession Building, the contractor, A. R. Chesson, has been working on the punch list items and is almost complete. The masonry entrance wall remains incomplete because the brick manufacturer is having to make about ten additional special-shape bricks to finish up the last two masonry piers.

During a site meeting review of the statues and their associated masonry anchoring options, it was decided by Town staff to remove the statue installation from Chesson's contract and to install the statues later this summer.

The engineer's punch list inspection for the Concession Building did identify a missing floor drain in the Family Changing room. To install this floor drain now would require



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Virginia Beach, VA 23452
Ph. 757.533.9368

cutting and patching of the concrete floor, which would detract from its overall final appearance. The contractor has suggested a trade off where they will instead install the floor drain at the bottom of the stairs to relieve the ponding issue at the entrance doors. The contractor would also include the installation of the roof rain diverter in the trade. Below is a recent picture:



It is our opinion that the ponding water at the bottom of the staircase represents a potential unsafe condition and it is our recommendation that the Town accept this trade.

Financial Update for A. R. Chesson:

No change orders were issued for the past 2-months.

Original Contract Amount:

\$637,100.00



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

Change Orders #1 (Credit)	(477.86)
Change Order #2	5,674.37
Change Order #3	1,921.48
Change Order #4 Add Statues	7,536.37
Change Order #5 Signage	3,118.54
Change Order #6 Various Items	4,778.15
Current Contract Amount with Change Orders:	\$659,651.05

Possible Change Orders:

- The Town has requested an additional section of chain-link security fencing be installed in the main storage room to protect the electrical panels. Estimated cost; \$1,584.06

Conclusion:

Although there has only been a limited amount of work performed at the project during the past month, we note that the initial stand of grass is coming up in numerous areas of the site and the drainage issues are being corrected. I have included some pictures at the end of this report.

Please let me know if you have any questions or comments.

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368



Grass Being Established



The Oversized Benches Were
Modified by RAD to Fit
Within the Dugouts



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368



New Bleachers Being Assembled By Town Staff



Bleachers Being Assembled By Town Staff

**PUBLIC WORKS
COMMITTEE**

DATE FEBRUARY 27, 2018
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM SONJA EUBANK, CONTRACTS/PROCUREMENT ADMINISTRATOR
SUBJECT LANDSCAPING AND GRASS MAINTENANCE CONTRACTS
RECOMMENDATION TO RENEW

The Town has contracts with Southern Shores Lawn and Landscape for both landscaping and grass maintenance for the 2017/2018 fiscal year. The current contracts expire March 31, 2018 and the town has the right to renew the landscaping contract for four additional years. The mowing contract may be renewed for one additional year.

Staff met with Mr. Rudy to discuss work to be performed for both contracts and staff recommends both contracts to be renewed for one additional year. The grass maintenance contract will have to be bid out the first part of 2019. There will be no changes in terms or prices for both contracts.

Town of Smithfield
Design Standards for
Water Distribution and Sanitary Sewer Systems
Smithfield, Virginia



December 2017



PLANNING, ENGINEERING, AND PUBLIC WORKS

**SMITHFIELD LAKE DAM EMERGENCY SPILLWAY HAZARD MITIGATION
CHANGE ORDER NO. 1**

DATE OF ISSUANCE: February 13, 2018 EFFECTIVE DATE: February 13, 2018

**CONTRACTOR: Burleigh Construction Co., Inc.
PROGRAM MANAGER: Draper Aden Associates
Project Number: 17-10**

You are directed to make the following changes in the Contract Documents:

1. With respect to work required under the Contract:

A. Addition of Traffic Information/Alert Signs – Contractor to provide two (2) information/alert signs one week prior to commencing work and closing Waterworks Road to inform the public of the upcoming Waterworks Road closure. Contractor to place signs as close as possible to the following two (2) locations:

- Waterworks Road at intersection with Route 258
- Waterworks Road at intersection with Route 680

Due to the addition of this out of scope item, the following lump sum line item shall be added to the Contract:

- **Add Line Item 2:** Traffic Information/Alert Signs (2)

B. Cutting of Emergency Spillway Pipe Extension – Per the Contract documents, the Contractor installed a 20-foot emergency spillway pipe extension; however, based on a field visit on January 26, 2018, the Contractor was directed to cut approximately 4-5 feet of the spillway pipe extension, as the spillway pipe extension appeared to overshoot the existing plunge pool. Due to the addition of this out of scope item, the following lump sum line item shall be added to the Contract:

- **Add Line Item 3:** Cutting of Emergency Spillway Pipe Extension





PLANNING, ENGINEERING, AND PUBLIC WORKS

**SMITHFIELD LAKE DAM EMERGENCY SPILLWAY HAZARD MITIGATION
CHANGE ORDER NO. 1**

DATE OF ISSUANCE: February 13, 2018 EFFECTIVE DATE: February 13, 2018

CONTRACTOR: Burleigh Construction Co., Inc.

PROGRAM MANAGER: Draper Aden Associates

Project Number: 17-10

C. Additional Excavation/Dressing of Upstream Area – During a site visit on January 26, 2018, the Contractor was directed to complete additional excavation/dressing work in the area just upstream of the emergency spillway pipe inlet and install new geotextile fabric. Given the size of the riprap that was used on the upstream side of the emergency spillway pipe inlet, the riprap could not be installed without impeding flow into the emergency spillway pipe. This work was not included in the original scope of work and as such, the following lump sum line item shall be added to the Contract:

- **Add Line Item 4:** Additional Excavation/Dressing of Upstream Area





PLANNING, ENGINEERING, AND PUBLIC WORKS

**SMITHFIELD LAKE DAM EMERGENCY SPILLWAY HAZARD MITIGATION
CHANGE ORDER NO. 1**

DATE OF ISSUANCE: February 13, 2018 EFFECTIVE DATE: February 13, 2018

**CONTRACTOR: Burleigh Construction Co., Inc.
PROGRAM MANAGER: Draper Aden Associates
Project Number: 17-10**

2. With respect to Contract Amount:

A. Related **INCREASE** in Contract Amount breakdown:

Action	Bid Item	Item Description	Unit	Unit Price	Original Quantity	Adjusted Quantity	Increase / Decrease Contract Amount
ADD	2	Traffic Information/Alert Signs (2)	LS	\$5,040.00	-	1	\$5,040.00
ADD	3	Cutting of Emergency Spillway Pipe Extension	LS	\$1,500.00	-	1	\$1,500.00
ADD	4	Additional Excavation/Dressing of Upstream Area	LS	\$5,950.00	-	1	\$5,950.00
Net INCREASE of this Change Order:							\$12,490.00

3. With respect to Contract Schedule:

A. No change in Contract Schedule is needed as a result of this Change Order.



PLANNING, ENGINEERING, AND PUBLIC WORKS

**SMITHFIELD LAKE DAM EMERGENCY SPILLWAY HAZARD MITIGATION
CHANGE ORDER NO. 1**

DATE OF ISSUANCE: February 13, 2018 EFFECTIVE DATE: February 13, 2018

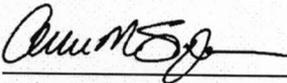
**CONTRACTOR: Burleigh Construction Co., Inc.
PROGRAM MANAGER: Draper Aden Associates
Project Number: 17-10**

Change Order Summary:

CHANGE IN CONTRACT PRICE:	
Original Contract Price	\$105,174.42
Contract Price prior to this Change Order:	\$105,174.42
Net INCREASE of this Change Order:	\$12,490.00
Contract Price with all approved Change Orders:	\$117,664.42

CHANGE IN CONTRACT TIMES:	
Original Contract Time	60
Contract Time prior to this Change Order:	60
Net INCREASE of this Change Order:	0
Contract Time with all approved Change Orders:	60

RECOMMENDED:

By: 
Andrew M. Snyder, P.E.,
Program Manager
Draper Aden Associates

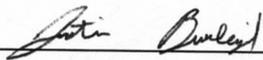
Date: 02/13/2018

APPROVED:

By: _____
Peter Stephenson
Town Manager
Town of Smithfield, Virginia

Date: _____

ACCEPTED:

By: 
Justin Burleigh,
Project Manager
Burleigh Construction Co., Inc.

Date: 2/14/2018

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

**STAFF REPORT TO THE
TOWN COUNCIL**

SUBDIVISION AND ZONING ORDINANCE REVIEW

March 6, 2018

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

**Subdivision Ordinance - Article 5: Subdivision Approval Process
Zoning Ordinance Article 11: Site Plan Requirements**

As a result of the recent audit of the town's local Chesapeake Bay Preservation Program, the Department of Environmental Quality (DEQ) recommended the following condition:

As required by Section 9VAC25-830-190 A 4 (i) – (iii), staff recommends that the Town adopt provisions in their land use ordinances to require notations which state the requirement to retain an undisturbed and vegetated 100-foot wide buffer area, that onsite septic systems must be pumped out once every five years and that a 100% reserve drainfield is required for any onsite septic system and which note that development in the RPA is limited to water dependent facilities or redevelopment.

While these requirements are already elements of our program and its enforcement, this recommendation is to require notations regarding them on all approved site plans and recorded plats that include wetlands, a resource protection area or an on-site septic system. The language regarding plats is located in the amendments to Article 5 of the Subdivision Ordinance, and the language regarding plans is in the amendments to Article 11 of the Zoning Ordinance.

Staff Comments

Strengths:

1. These recommended amendments will allow for full compliance with DEQ in regard to our local Chesapeake Bay Preservation Program.

Weaknesses:

1. None identified at this time.

Staff recommends approval of the amendments to the subdivision and zoning ordinances.

At their February 13, 2018 meeting, the Planning Commission recommended approval of the amendments to Town Council.

Contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with any questions.

Article 5:
SUBDIVISION APPROVAL PROCESS

DRAFT

Article 5:**SUBDIVISION APPROVAL PROCESS****A. General**

1. All subdivision design criteria and construction standards shall be in accordance with this ordinance and the Town's Design and Construction Standards Manual, as may be amended.
2. All applicants for subdivision approval in the Town of Smithfield must complete five (5) major steps in the approval process:
 - a. Subdivision Planning Conference with the Planning and Zoning Administrator and Subdivision/Plan Review Committee,
 - b. Preliminary Subdivision Plat Approval by the Planning Commission,
 - c. Final Subdivision Plat Approval by the Planning Commission,
 - d. Public Improvements Plan Approval by the Planning Commission, and
 - e. Subdivision Bond and Subdivision Agreement Approval and Acceptance by the Town Council.

B. Subdivision Planning Conference**1. Purpose of Conference**

Prior to the submission of the Preliminary Subdivision Plat, the applicant shall contact the Planning and Zoning Administrator to schedule a Subdivision Planning Conference. The purpose of this conference is to establish the following:

- a. the intended use, scope, type, density, physical characteristics, and phasing of proposed subdivision.
- b. intended phasing of the proposed subdivision, with all phased improvements to conform to the standards in effect at the time of construction.

- c. coordination of proposed subdivision with any adopted facilities or infrastructure plans, the Smithfield Comprehensive Plan, the Town's capital improvements program, and existing or proposed plans for development of neighboring properties.
 - d. coordination of transportation improvements with existing and planned streets within the vicinity of the proposed subdivision and as otherwise may be prescribed by the Smithfield Comprehensive Plan and Town Street Plan.
 - e. reasonable regulations and provisions uniquely applicable to the proposed subdivision as related to physiography, public utility and facilities service, drainage and flood control, transportation, environmental and historic impact, economic development, and facilitation of the creation of a convenient, attractive, and harmonious development.
 - f. consistency with conditions of zoning and proffer agreements.
2. The applicant shall provide plans, sketches, exhibits, or other materials as necessary to adequately describe the proposed subdivision.
3. In conjunction with the Subdivision Planning Conference, the Planning and Zoning Administrator shall identify those comprehensive planning and zoning issues, subdivision and site planning considerations, utility and infrastructure considerations, other regulations and provisions which are found to be supportive of this ordinance, as well as contributive to the applicant's understanding of the general requirements as well as any special circumstances which may be related to subsequent subdivision approval.
4. The Subdivision Planning Conference does not replace the requirement for the submission of a Preliminary Subdivision Plat, a Final Subdivision Plat, a Public Improvements Plan, or any other provisions of this Ordinance, the Zoning Ordinance or any other requirement of the Town.
5. There is hereby created a Subdivision Review Committee comprised of members chosen by the Planning and Zoning Administrator and who are qualified to represent the Town at the Subdivision Planning Conference and during the plan review period to determine compliance with applicable laws and regulations in relation to a proposed subdivision.

The composition of the Subdivision Review Committee may vary from time to time shall be determined at the sole discretion of the Planning and Zoning Administrator based on the requirements of a particular project. The Committee may include any or all of the following:

- (1) Members of the Planning Commission
- (2) Members of the Board of Historic and Architectural Review
- (3) Town Manager
- (4) Planning and Zoning Administrator and Staff
- (5) Virginia Department of Health
- (6) Fire Chief
- (7) Virginia Power Company
- (8) Utility Superintendent or other Town Staff
- (9) Regional Sewer Authority
- (10) Department of Conservation and Recreation
- (11) Members of the Town Council
- (12) Virginia Department of Transportation
- (13) Members of other State Agencies, as necessary
- (14) Professional consultant retained by the Town

C. Preliminary Subdivision Plat

1. Submission of Preliminary Subdivision Plat

- a. Application for Preliminary Subdivision Plat approval shall be submitted to the Planning and Zoning Administrator.
- b. Any Preliminary Subdivision Plat which lacks any information required by this ordinance or which is not consistent with the requirements of the Preliminary Subdivision Plat Checklist (see Article 10) shall be deemed to be an incomplete submission and the applicant shall be notified by mail of deficiencies within ten (10) calendar days of the submittal and the plats shall be returned.
- c. The resubmission of a corrected Preliminary Subdivision Plat which has been previously determined to be incomplete shall be considered a new submission.
- d. Once a Preliminary Subdivision Plat which has been determined to be complete, it shall be deemed a "complete submission" and shall be transmitted to the Subdivision Review Committee.

2. Approval Procedures and Timeframes for Preliminary Subdivision Plats

a. Initial Submittal

- i) Whenever the owner of any tract of land in the Town of Smithfield desires to apply to subdivide the same, the applicant shall submit a Preliminary Subdivision Plat, a Preliminary Subdivision Plat Checklist, and other relevant information related to the proposed subdivision to the Planning and Zoning Administrator.
- ii) This Preliminary Subdivision Plat shall be in compliance with the provisions of the Subdivision Ordinance, the Preliminary Plat Checklist (Article X of this Ordinance), the Zoning Ordinance, and, further, shall be in accord with the proceedings of the Subdivision Planning Conference.
- iii) The subdivider shall pay a fee at the time when the Preliminary Subdivision Plat is filed. Such fee shall be in the form of cash or check, the amount thereof is to be determined in accordance with a schedule set and adopted by resolution by the Town Council.
- iv) An applicant shall file twelve (12) blueline or blackline prints of the Preliminary Subdivision Plat. Two (2) copies of the Preliminary Subdivision Plat Checklist shall be filed with each application.
- v) The Preliminary Subdivision Plat and other documents comprising an application shall be available for public viewing in the Department of Planning and Zoning.
- vi) Within ten (10) calendar days of receipt of a complete Preliminary Subdivision Plat, the Planning and Zoning Administrator shall distribute a copy of the complete submission of the Preliminary Subdivision Plat and supporting plans to the individual members of the Subdivision Review Committee. The Committee shall meet within thirty (30) calendar days from the date the complete Preliminary Subdivision Plat was received.
- vii) The Planning and Zoning Administrator shall provide the applicant with Staff and/or Subdivision Review Committee comments and recommendations within sixty (60) calendar days of a complete submission. In cases where Preliminary Subdivision Plat revisions,

deletions or additions are necessary to complete and satisfy the agency review process, the applicant shall be so notified in writing.

- viii) The subdivider or developer shall revise the Preliminary Subdivision Plat to include all requirements of the Subdivision Review Committee and shall submit such revisions to the Planning and Zoning Administrator within fifteen (15) calendar days of receipt of the Town's review comments. Where the revised plat does not include required revisions or is not resubmitted within the fifteen (15) day period, the Planning and Zoning Administrator shall suspend the review period and shall notify the applicant in writing that the plat review shall not proceed until the required revisions are submitted per the determination of the Planning and Zoning Administrator.
- ix) Nothing contained herein shall obligate the applicant to revise the Preliminary Subdivision Plat to include recommendations from Staff and/or the Subdivision Review Committee which are above those specified as the minimum standards in this ordinance. However, in such case in which the applicant does not revise the Preliminary Subdivision Plat to include recommendations of the Subdivision Review Committee, the applicant shall submit in writing to the Planning and Zoning Administrator a statement as to the reasons and justification for not incorporating such recommendations in the revised Preliminary Subdivision Plat.
- x) At such time as the Planning and Zoning Administrator determines that the Preliminary Subdivision Plat is in compliance with the requirements of this ordinance, it shall be deemed an "official submission", whereupon the Planning and Zoning Administrator shall transmit the Preliminary Subdivision Plat, together with the recommendations of the Subdivision Review Committee, and his comments and recommendations, to the Planning Commission for action.
- xi) A decision to approve or disapprove the Preliminary Subdivision Plat shall be rendered by the Planning Commission within forty-five (45) days from the date of an "official submission" unless the timeframe is waived by mutual consent (agreement by the applicant and the Town of Smithfield.)

- xii) The approval of the Preliminary Subdivision Plat does not guarantee approval of the Final Subdivision Plat and Public Improvements Plan; nor does Preliminary Subdivision Plat approval constitute acceptance of the subdivision, or public dedications of areas within, nor does it establish authorization to proceed with construction or improvements within the subdivision.
- xiii) No property shall be transferred or offered for sale, nor shall a permit be issued on the basis of an approved Preliminary Subdivision Plat.
- xiv) Applicants shall have not more than five (5) years after receiving the Preliminary Subdivision Plat approval to submit a Final Subdivision Plat, Public Improvements Plan and related engineering studies for a portion or all of the subdivision. Failure to do so shall render the Preliminary Subdivision Plat approval null and void. The Planning Commission may grant, upon written request by the applicant, an extension of the twelve (12) months.

3. Required Preliminary Subdivision Plat Information

- a. Preliminary Subdivision Plats shall include all required information and certifications as provided for on the Preliminary Plat Checklist (an official copy is contained in Article X of this ordinance.)
- b. It shall be the responsibility of the applicant and the applicant's engineer or surveyor to complete and return two (2) copies of the Preliminary Plat Checklist with the submission and any subsequent resubmission of the Preliminary Subdivision Plat.
- c. The Preliminary Plat Checklist shall be prepared by the applicant's engineer or surveyor, and the checklist shall be certified for completeness in the signature block provided thereon.

D. Final Subdivision Plat and Public Improvements Plans

1. Submission of Final Subdivision Plat and Public Improvements Plan

- a. The application for Final Subdivision Plat approval shall be submitted to the Planning and Zoning Administrator. Two copies of the Final Subdivision Plat

Checklist (see Article 12) shall be submitted with each application. All Final Subdivision Plats shall be accompanied by or preceded by a Public Improvements Plan.

- b. The Public Improvements Plan shall provide engineering design plans, profiles, details and specifications for required subdivision improvements. Two copies of the Final Public Improvements Plan Checklist (see Article 11) shall be submitted with each application.
- c. Any Final Subdivision Plat which lacks any information required by this ordinance, the Zoning Ordinance, and the Final Subdivision Plat Checklist (an official copy contained in Article XI of this Ordinance) shall be deemed to be an "incomplete submission" and shall be rejected by the Planning and Zoning Administrator within ten (10) calendar days of initial submission, otherwise the plat shall be deemed a "complete submission."
- d. Any Public Improvements Plan relevant to a Final Subdivision Plat which lacks any information required by this ordinance, the Zoning Ordinance and the Final Site Plan Checklist, shall be deemed to be an "incomplete submission" and shall be rejected by the Planning and Zoning Administrator within ten (10) calendar days of initial submission, otherwise the plan shall be deemed a "complete submission."

2. Approval Procedures and Timeframes for Final Subdivision Plat

a. Initial Submittal

- i) Twelve (12) copies of the Final Subdivision Plat and Public Improvements Plan (in clearly legible blue or black line copies) shall be submitted to the Planning and Zoning Administrator. The Town may establish a schedule of deadlines and cycles for the submission and review of plats.
- ii) The Final Subdivision Plat and Public Improvements Plan shall be accompanied by payment of a fee for review and processing, with fee based on a fee schedule adopted by resolution of the Town Council.
- iii) The Final Subdivision Plat shall be prepared by a certified land surveyor licensed by the State of Virginia and shall contain the signature and original professional seal of the land surveyor.

- iv) The accompanying Public Improvements Plan shall have been previously approved, or it shall be submitted and concurrently processed for approval in the manner prescribed by the site plan regulations of the Zoning Ordinance. The Public Improvements Plan shall be prepared by a registered professional engineer or B-class surveyor licensed by the State of Virginia and shall contain the signature and original professional seal of the engineer or B-class surveyor.
- v) Two (2) copies of the Final Subdivision Plat Checklist (Article XI of this Ordinance) shall be submitted.

b. Relationship of Final Subdivision Plat to Preliminary Plat

If, in the opinion of the Planning and Zoning Administrator or the Planning Commission, there are substantial differences between the Preliminary and Final Subdivision Plats, the review process shall be suspended until such point in time that the applicant revises the plat or revises such plats to warrant conformity, provided that the applicant, at his discretion, may revise and resubmit the Preliminary Subdivision Plat to conform with the Final Subdivision Plat.

c. Staff Review and Subdivision Review Committee Action

- i) Within ten (10) calendar days of receipt, copies of the complete submission of a Final Subdivision Plat may at the discretion of the Planning and Zoning Administrator be distributed to the members of the Subdivision Review Committee for review and comment on the technical compliance with this ordinance and all applicable Town standards. Concurrently, the Subdivision Plan Review Committee shall review the Public Improvements Plan in accord with the provisions of this ordinance and the Zoning Ordinance.
- ii) Town Staff and/or the Subdivision Review Committee comments on the final subdivision plat shall be completed within thirty (30) calendar days from the complete submission of the Final Subdivision Plat.
- iii) In cases where Final Subdivision Plat revisions, deletions or additions are necessary to complete and satisfy the agency review process, the applicant shall be so notified in writing. The Planning and Zoning Administrator shall provide the applicant with a summary of review

comments and recommendations within sixty (60) calendar days of a complete submission.

d. Revisions by Applicant

- i) In cases where Final Subdivision Plat or Public Improvements Plan revisions, deletions or additions are necessary to complete and satisfy the review process, the applicant shall be so notified in writing.
- ii) The subdivider or developer shall revise the Final Subdivision Plat and Public Improvements Plan to include all requirements from Staff and/or the Subdivision Review Committee and shall submit such revisions to the Planning and Zoning Administrator within thirty (30) days of receipt of the Town's review comments. The resubmission shall be accompanied by a revised check list and correspondence from the applicant's engineer or surveyor addressing each matter presented in the Town's summary review comments.
- iii) Where the revised plat or plan does not include required revisions or is not resubmitted within the thirty (30) day period, the Planning and Zoning Administrator shall suspend the review period and shall notify the applicant in writing that the plat review shall not proceed until the required revisions are submitted per the determination of the Planning and Zoning Administrator.
- iv) Nothing contained herein shall obligate the applicant to revise the Final Subdivision Plat to include recommendations from Staff and/or the Subdivision Review Committee. However, in such case in which the applicant does not revise the Final Subdivision Plat and Public Improvements Plan to include recommendations of the Subdivision Review Committee, the applicant shall submit in writing to the Planning and Zoning Administrator a statement as to the reasons and justification for not incorporating such recommendations in the revised plat and plan.

e. Complete Administrative Review

Pursuant to the the Planning and Zoning Administrator's and/or the Subdivision Review Committee's determination that the Final Subdivision Plat and Public Improvements Plan are in full compliance with the submission requirements of this ordinance, the Zoning Ordinance and the Final Subdivision Plat Check List,

the Final Subdivision Plat shall be deemed a “complete administrative review” and an “official submission.” The Planning and Zoning Administrator shall prepare a report for distribution to the Planning Commission, applicant and other interested parties.

f. Action on Final Subdivision Plat by Planning Commission

- i) Upon determination of a “complete administrative review” and “official submission”, the Planning and Zoning Administrator shall transmit the Final Subdivision Plat and Public Improvements Plan, together with the report containing the findings and recommendations of the complete administrative review, to the Planning Commission for action.
- ii) A decision to approve or disapprove the Final Subdivision Plat or Public Improvements Plan shall be rendered by the Planning Commission within sixty (60) calendar days from the date of receipt of the “complete administrative review” and “official submission” unless the timeframe is waived by mutual consent (agreement by the applicant and the Town of Smithfield).
- iii) The approval of the Final Subdivision Plat or Public Improvements Plan by the Planning Commission does not constitute acceptance of the public facilities.
- iv) No Final Subdivision Plat shall be approved prior to approval of the Public Improvements Plan, provided that the Final Subdivision Plat and Public Improvements Plan may be approved concurrently by the Planning Commission.

g. Appeal to Town Council and Circuit Court

- i) Any person aggrieved by any decision of the Planning Commission or Planning and Zoning Administrator may within fifteen (15) calendar days of such decision, appeal to and have a determination made by the Town Council.
- ii) The Town Council may approve, deny or modify the appeal upon review of the facts and finding at a regularly scheduled meeting within sixty (60) days from date of such appeal.

- iii) Any applicant aggrieved by the failure of the Town Council to act on such an appeal within sixty (60) calendar days or any applicant who is aggrieved by the decision rendered on such appeal by the Town Council may continue to appeal the matter to the Isle of Wight County Circuit Court, provided that such appeal is filed within sixty (60) calendar days from the date of such action or lack thereof by the Town Council.

h. Expiration and Extension of Approval of Final Subdivision Plat

Approval of a Final Subdivision Plat and Public Improvements Plan submitted under the provisions of this ordinance shall expire twelve (12) months after the date of such approval, unless:

- i) the Final Subdivision Plat has been duly recorded in the Office of the Clerk of the Circuit Court of Isle of Wight County, and
- ii) the subdivision surety agreement and bond has been approved and accepted by the Town Council, or
- iii) an extension of the Final Subdivision Plat has been granted by the Planning Commission upon receipt of written request by applicant. Such extension grant shall not exceed a period of six (6) months.

i. Phased Subdivisions

The subdivider shall have the right to record the remaining sections of a subdivision in accord with the Code of Virginia and as shown on an approved and valid Preliminary Subdivision Plat for a period of five (5) years from the date the Final Subdivision Plat for the first section of the subdivision was recorded, pursuant to Section 15.2-2261 of the Code of Virginia

Upon petition by the subdivider, an extension of this minimum timeframe for recordation may be granted as deemed reasonable and appropriate by the Planning Commission so long as the extension is otherwise consistent with the plat recordation guidelines established in the Code of Virginia.

j. Approval Conditions

- i) The Final Subdivision Plat shall not be approved by the Planning Commission until the applicant has:

- (1) the Public Improvements Plan related to the subdivision has fully complied with the requirements and standards of design outlined specifically and referred to more generally (ie. the VDOT Road and Bridge Standards and Specifications manuals and the Town's Design and Construction Standards manual) within this ordinance;
 - (2) submitted all required deeds and plats of easement,
 - (3) the subdivision bond and subdivision agreement have been approved and accepted by the Town Council.
- ii) Approval of the Final Subdivision Plat shall be shown by attaching a signature panel to be signed by the Town Manager.
 - iii) Nothing herein shall require the approval of any subdivision or any part or feature thereof which shall be found to constitute a nuisance or to constitute a danger to the public health, safety, or general welfare, or which shall be determined by the Planning Commission to be a departure from or a violation of sound engineering design or standards.

3. Required Final Subdivision Plat Information

- a. Final Subdivision Plats shall include all required information and certifications as provided for on the Final Plat Checklist (an official copy is contained in Article 12 of this ordinance.)
- b. It shall be the responsibility of the applicant and the applicant's engineer or surveyor to complete and return two (2) copies of the Final Plat Checklist with the submission and any subsequent resubmission of the Final Subdivision Plat.
- c. The Final Plat Checklist shall be prepared by the applicant's engineer or surveyor, and the checklist shall be certified for completeness in the signature block provided thereon.
- d. All Final Subdivision Plats and other record plats shall show the 100-foot resource protection area and resource management area boundaries, and the extent of the buildable area allowed on each lot based on all applicable setbacks, buffers, easements, rights-of-way and other limitations such as the location of the primary and reserve on-site sewage disposal system areas and well protection areas, if public utilities are unavailable.

- e. All Final Subdivision Plats and other record plats including a resource protection area shall provide the following notation: "There shall be no encroachment in the resource protection area, including but not limited to, land disturbing activities, vegetation removal and construction activities without the appropriate authorization from the Town of Smithfield."

- f. All Final Subdivision Plats and other record plats shall show the location of all primary and 100% reserve on-site sewage disposal system areas and shall provide the following notation: "All on-site sewage disposal systems must be pumped out, or inspected, at least once every five years."

DRAFT

Article 11:

SITE PLAN REQUIREMENTS

Article 11:
Site Plan Requirements

A. Purpose and Intent:

1. Title and Application:

The Town shall require submission and approval of a plan of development, hereinafter referred to as the "site plan", prior to the issuance of zoning permits and building permits to ensure the compliance with regulations contained in the Zoning Ordinance and, specifically, this article, which shall be hereinafter referred to as the "Site Plan Requirements" pursuant to Section 15.2-2286 of the Code of Virginia (1997).

2. Relationship to Comprehensive Plan:

The site plan requirements shall be employed to implement the Town's Comprehensive Plan, zoning ordinance, and its expressed growth management objectives. The Comprehensive Plan provides for a balanced development policy which accommodates and directs future growth in a manner sensitive to existing amenities, sensitive environmental areas, historic areas and significant cultural features. There is mutual responsibility between the Town and the developer to develop land within Smithfield in an orderly manner in accordance with the Town's Comprehensive Plan. Therefore, the Comprehensive Plan shall serve as a general guide to the developer in the land development process.

3. Site Plan Process: Major and Minor Site Plans:

The purpose of this article is to facilitate the utilization of the most advantageous site improvement techniques in the development of land within the Town. The site plan requirements promote contemporary standards in the siting, design, landscaping and implementation of development to ensure that land is used in a manner which is efficient and harmonious with neighboring properties.

Site improvements for a lot may be deemed as either (a) major or (b) minor. In this regard, the Town has separate requirements for the submission of either a major site plan and or a minor site plan, each of which is organized to respond to the unique impacts and scope of any given land development activity. This article also provides for a preliminary site plan review process by the Town's Plan Review Committee as well as requirements for residential lot development plans.

6. Fees:

The developer shall pay all applicable plan review fees at the time of submission of a site plan or plat, including pro-rata share fees for off-site improvements and cash proffers. Fees for site inspections and other aspects of the development process shall be due and payable in accord with the site development fee schedule. The site development fee schedule is available from the office of the Planning and Zoning Administrator.

(Ord. of 8-1-2000)

B. Administration of this Article:**1. General:**

The Town Council designates the Planning Commission to review and act to approve or disapprove site plans within its jurisdiction. In the performance of its duties, the Planning Commission shall request and consider the review and comments of the Planning and Zoning Administrator, the Plan Review Committee, selected Town staff and other public agencies.

2. Authority to Review and Approve Site Plans: Major and Minor Site Plans:

The Planning and Zoning Administrator, as an agent of the Planning Commission, shall administer, review and provide a recommendation concerning any site plan submission. Final approval of any site plan must come directly from the Planning Commission.

The Town has two (2) site plan submission and review processes: the minor site plan and the major site plan. The scope and nature of the planned project determines which site plan of the two review processes will be required of the applicant. Unlike the major site plan, the minor site plan incorporates abbreviated submission requirements. In addition, there is a requirement for the submission of a separate lot development plan for subdivided lots in existing and proposed residential subdivisions.

- a. The Planning and Zoning Administrator, as the designated agent of the Planning Commission, shall be responsible for the receipt and processing of all site plan applications subject to the procedures as hereinafter provided.
- b. The Planning and Zoning Administrator may establish, from time to time, such proper and reasonable administrative procedures, in addition to those provided herein, as shall be necessary for the proper administration of this Article.

- c. Town staff and other designated public officials responsible for the supervision, inspection, testing and enforcement of this Article shall have the right to enter upon any property subject to the provisions of this Article and the Zoning Ordinance at all reasonable times during the periods of plan review and construction for the purpose of ensuring compliance with this Article.
- d. It shall be the responsibility of the applicant, owner or developer to notify the Planning and Zoning Administrator when each stage of the development shall be ready for field inspection for compliance with the approved site development plan in accordance with testing and inspection schedules and regulations promulgated by this Article, the Zoning Ordinance and the Town Design and Construction Standards Manual.

C. Uses Requiring a Minor Site Plan:

Minor site plan approval is required for the construction or expansion of all the following, provided that, if the development involves any of the elements which require the need for a major site plan, a major site plan must be submitted.

1. Duplexes, single family residential dwellings.
2. All private single family residential uses related to the development of waterfront access, boat docks, piers, and boat storage for residential properties.
3. All residential accessory uses requiring a special permit.
4. Enlargement of a building which does not otherwise require a major site plan and which does not result in changes in on-site parking, provided that the enlargement does not exceed twenty-five percent (25%) of the gross floor area of the original building or 1000 square feet, whichever is less.
5. Parking areas in conjunction with renting a bedroom(s) in a single family residential dwelling.
6. Any special permit use in a residential district which does not otherwise require a major site plan.
7. Any commercial agricultural activity or building which require on-site parking.
8. All permitted uses and special permit uses in the office, commercial, and industrial districts which do not otherwise require a major site plan or as otherwise determined by the Planning and Zoning Administrator.
9. Enlargement of a parking lot that does not increase the number of parking spaces by more than ten (10) spaces.

10. Changing the parking layout of existing parking lots without increasing the area used for parking, provided that no changes to vehicular access from a public street are proposed.
11. Any development in which off-street parking with ten (10) or less spaces which is to be used by more than one establishment.

D. Uses Requiring a Major Site Plan:

Due to the scope and nature of the uses, the major site plan requires a more extensive submission process than the minor site plan. A major site plan for land development activities is required for projects involving the following:

1. All uses in any of the commercial zoning districts.
2. All uses in the I-1 and I-2 zoning districts.
3. All uses in the A-R and MF-R zoning districts.
4. All uses in the MH-P district.
5. All uses requiring a special permit, including cluster residential developments.
6. Enlargement of a building which results in changes in on-site parking, provided that such enlargement exceeds twenty-five percent (25%) of the gross floor area of the original building or 1000 square feet, whichever is less.
7. All uses related to waterfront access, boat docks and boat storage for (a) public use, (b) which enable public access, or (c) related to uses other than private residential.
8. Installation, extension or change of a public water or sewer main.
9. Public parking lots and parking structures.
10. Installation or change of a public water or sewer pump facility.
11. Installation or change of a public water storage facility.
12. Installation or change of a public water or sewer treatment facility or installation or change of a private sewer pretreatment facility.
13. Construction of a new street or extension of an existing street and related infrastructure.
14. Development of a road or street lying within a previously platted public right of way.
15. Any disturbed areas greater than 10,000 square feet in total land area, except single family homes and other uses that are exempted by E&S Control regulations.
16. Enlargement of a parking lot, increasing the number of parking spaces by more than ten (10) spaces.
17. Any development in which any required off-street parking space requiring more than ten (10) parking spaces which is to be used by more than one establishment.
(Ord. of 8-1-2000)

E. Waiver of Requirement for a Site Plan:

No site plan (major or minor) shall be required for the following uses, when established that (1) the use will not require the improvements subject to review in this article, and (2) that waiving the requirement to submit a site plan will be in keeping with the intent of this article.

1. Where it can be clearly shown that the application for a zoning permit and building permit involves building and safety regulations which are not critical to the purpose and intent of the Zoning Ordinance.
2. Any change in, or expansion of, a use, provided that:
 - a. Such change or expansion does not occasion additional parking as required by this ordinance, and
 - b. No additional ingress/egress to a public road or change in ingress/egress is recommended by the Planning and Zoning Administrator based on intensification or use, and
 - c. No additional ingress/egress or alteration of existing ingress/ egress is proposed.
 - d. Disturbed area is less than 2500 square feet in area, and
 - e. It has been verified in writing by the Planning and Zoning Administrator that availability and connection to water and sewer are attainable.
 - f. The expansion is not within a Resource Protection Area.
3. School uses located in existing church facilities, if no changes to the footprint of the existing building are involved.
4. Notwithstanding the above exceptions, the applicant is required to show evidence of having obtained a building permit and zoning permit, and, upon completion of improvements, a certificate of occupancy.
(Ord. of 8-1-2000)

F. Preliminary Site Plan and Preliminary Site Plan Conference:**1. Requirement for Preliminary Site Plan Conference and Preliminary Site Plan:**

- a. A Preliminary Site Plan Conference is required for a developer or owner prior to undertaking the review process for a major site plan. The Preliminary Site Plan Conference allows the applicant to review the preliminary site plan with the Plan Review Committee prior to the preparation of the final site plan, and to better

understand and anticipate key planning issues, site plan submission requirements, and site-related design issues which may be deemed essential by the Town during the subsequent final site plan review process.

- b. A Preliminary Site Plan Conference does not negate the requirement for the submission of (1) a preliminary site plan, (2) a final plat (as may be required by the Subdivision Ordinance), (3) a minor or major site plan, (4) erosion and sediment control plans, and/or (5) any other applicable provisions of this article.
- c. A Preliminary Site Plan and Preliminary Site Plan Conference is not required when the applicant qualifies for a minor site plan.

2. Preliminary Site Plan Conference Objectives:

The applicant shall contact the Planning and Zoning Administrator to schedule a Preliminary Site Plan Conference. The purpose of this conference is to review the Town's evaluation of the preliminary site plan with respect to the following considerations:

- a. Location, use, design, scope, type, density, physical characteristics and phasing of proposed development.
- b. Coordination of the proposed development with the Smithfield Comprehensive Plan, all adopted master facilities plans, the capital improvements program, and plans for development of neighboring properties.
- c. Coordination of transportation improvements with other existing and planned streets within the general area of the proposed development and otherwise in keeping with the provisions of the transportation element of the adopted Comprehensive Plan and other adopted transportation plans.
- d. Reasonable regulations and provisions uniquely applicable to the proposed development as related to topography, soils, geology, public utility and facilities service, drainage and flood control, transportation, environmental and historic impact, economic development, and facilitation of the creation of a convenient, attractive and harmonious development.
- e. Coordination of proposed development with applicable ordinances, design guidelines and development criteria.
- f. Other matters related to review of preliminary site plan.

3. Preliminary Site Plan Requirements for Major Site Plans:

Five (5) copies of the preliminary site plan shall be submitted ten (10) calendar days prior to the scheduled date of the Preliminary Site Plan Conference.

The preliminary site plan shall show the following:

- a. Name, address and telephone number of owner or developer.
- b. Indicate scale (to be one inch equal fifty (50) feet or larger, maximum size sheets 24" x 36", and date of plan preparation). Site plans shall be legible regardless of scale. Overall master plans, utility plans, drainage plans, etc. may be at a smaller scale as long as it is legible.
- c. Name, address and telephone number of preparer of plan.
- d. Vicinity map.
- e. Current boundary survey of the lot by bearings and distances, and a north arrow.
- f. The area of the lot and gross acreage or square footage of area to be developed, including calculations of net developable area.
- g. The location of the proposed and existing edge of pavement or curb line and other public improvements along the frontage of the property.
- h. Size, location and use of existing and proposed buildings.
- i. Location of the proposed site improvements (including utilities, drainage conveyance, building and site signage, buildings, streets, site lighting, driveways and parking areas) and distances from all property lines.
- j. The dimension, height and use of the proposed building improvements.
- k. Limits of clearing and grading.
- l. Existing zoning (including conditional zoning and proffer agreements), zoning district boundaries and proposed changes in zoning, if any.

- m. Existing topography and a preliminary grading plan depicting finished contours, with contour intervals of two feet or less.
- n. Proposed location, alignment, easements, and sizing of proposed utility service for potable water, fire protection and sanitary sewer.
- o. Certification in writing from the Town that availability and connection to water and sewer are attainable.
- p. Location of tidal and non-tidal wetlands and impacts of the proposed development thereon.
- q. Location of 100-year floodplain boundaries and impacts of the proposed development thereon.
- r. Location of stormwater management facilities and BMP measures.
- s. ~~Location and boundaries of designated Chesapeake Bay Preservation Areas (RPAs and RMAs) and impacts of proposed development thereon.~~ All Preliminary Major Site Plans shall show the 100-foot resource protection area and resource management area boundaries, and the extent of the buildable area allowed on each lot based on all applicable setbacks, buffers, easements, rights-of-way and other limitations such as the location of the primary and reserve on-site sewage disposal system areas and well protection areas, if public utilities are unavailable. All Preliminary Major Site Plans including a resource protection area shall provide the following notation: "There shall be no encroachment in the resource protection area, including but not limited to, land disturbing activities, vegetation removal and construction activities without the appropriate authorization from the Town of Smithfield."
- t. Phasing plan, if the project is to be developed in more than one phase.
- u. References to and location of survey datum, employing the State Plane Coordinate System (specifically State Plane Zone 5576 in a NAD 83 coordinate system) and National Mapping Standards accuracy for urban surveys.
(Ord. of 5-4-2004)

G. Minor Site Plan Requirements:

Minor site plans shall be drawn to scale, prepared and certified by a licensed engineer, architect, landscape architect or land surveyor, or other qualified individual experienced in site plan preparation, and shall include, as a minimum, the following information:

1. Name, address and phone number of owner or developer; name, address and phone number of preparer of plan.
2. Indicate scale (to be one inch equal fifty (50) feet or larger, maximum size sheets 24" x 36", and date of plan preparation). Site plans shall be legible regardless of scale. Overall master plans, utility plans, drainage plans, etc. may be at a smaller scale as long as it is legible.
3. Existing zoning of property (including conditional zoning and proffer agreements), zoning district boundaries, and proposed changes in zoning, if any.
4. Water Quality Impact Assessment (WQIA) when necessary (Refer to Article 3.P, Section H).
5. Vicinity map.
6. Certified boundary survey of the lot, depicting bearings and distances, and a north arrow, including references to and location of survey datum, employing the State Plane Coordinate System and National Mapping Standards accuracy for urban surveys. All coordinates and measurements need to be derived using the State Plane Zone 5576 in a NAD 83 coordinate system. The site plan must also be tied to Isle of Wight County's network of survey monuments that are located in and around the Town of Smithfield.
7. The area of the lot and gross acreage or square footage of area to be developed, including calculations of net developable area. Location, size, and characteristics of geophysical and environmental features (such as wetlands, ponds, springs, streams, watercourses, shrink/swell soils, adverse soils conditions, etc.) and other conditions which impact the calculation of net developable area, as defined.

The site plan for a project shall graphically depict the location and calculations of net developable area shall be provided for the site's physical land units (to the nearest 0.1 acre) as outlined below.

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%

<i>Slopes from 20% but less than 30%</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined.</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

8. The location of the proposed and existing edge of pavement or curb line and other public improvements along the frontage of the property.
9. Size, location and use of existing buildings.
10. Location and design of proposed site improvements (including utilities, storm drainage conveyance, buildings, streets, driveways, parking areas, site lighting fixtures and site signage.)
11. The dimension, height and use of the proposed building improvements, including building signage.
12. Limits of clearing and grading.
13. Landscape plan, as required by Article 9.
14. Existing topography, spot elevations of key features, and proposed site grading depicting finished contours, with contour intervals of two feet or less.
15. Proposed service utility lines for potable water, fire protection and sanitary sewer. Sufficient information for sizing and constructing the service shall be provided pursuant to the Town Design and Construction Standards manual.
16. Certification in writing from the Town that availability and connection to water and sewer are attainable.
17. Erosion and sediment control plan and narrative statement.
18. Location of tidal and non-tidal wetlands and impacts of the proposed development thereon.

19. Location of 100-year floodplain boundaries and impacts of the proposed development thereon.
20. Location of stormwater management facilities and BMP measures.
21. ~~Location and boundaries of designated Chesapeake Bay Preservation Areas (RPAs and RMAs) and impacts of proposed development thereon.~~ All Minor Site Plans shall show the 100-foot resource protection area and resource management area boundaries, and the extent of the buildable area allowed on each lot based on all applicable setbacks, buffers, easements, rights-of-way and other limitations such as the location of the primary and reserve on-site sewage disposal system areas and well protection areas, if public utilities are unavailable. All Minor Site Plans including a resource protection area shall provide the following notation: "There shall be no encroachment in the resource protection area, including but not limited to, land disturbing activities, vegetation removal and construction activities without the appropriate authorization from the Town of Smithfield."
22. Phasing plan, if the project is to be developed in more than one phase.

Minor site plan check list, certified by preparer of plan.
(Ord. of 8-1-2000; Ord. of 8-1-2001; Ord. of 5-4-2004)
23. All Minor Site Plans shall show the location of all primary and 100% reserve on-site sewage disposal system areas and shall provide the following notation: "All on-site sewage disposal systems must be pumped out, or inspected, at least once every five years."

H. Major Site Plan Requirements:

1. Copies Required:

Ten (10) sets of all major site plans shall be submitted in clearly legible blue or black line copies and shall contain the information outlined in this section. A major site plan is hereinafter referred to as a "site plan" in this section. Site plans which lack information

required by this section, the Major Site Plan Checklist, and/or the Town Design and Construction Standards Manual shall be deemed to be incomplete and shall be rejected.

2. Fee Required:

Payment of the site plan review fees per the fee schedule adopted by the Town Council for costs associated with the review of any site plan shall be required at the time of submission of the site plan.

3. Site Plan Certification:

Site plans or any portion thereof involving engineering, architecture, geology, environmental science, or land surveying shall be certified by an engineer, architect, land surveyor, or landscape architect who is duly qualified to practice and whose professional practice is duly registered by the State of Virginia.

No person shall prepare or certify design elements of site plans which are outside the limits of their professional expertise and license. All sheets and calculations submitted with any site plan shall bear the seal and signature of the respective design professional(s).

4. Information Required on Major Site Plan:

This section outlines the required information on site plans (major site plans). The applicant shall employ as many sheets as necessary to incorporate the following minimum requirements.

The sheet size shall be a maximum size of 24" x 36". Site plans shall be legible regardless of scale. Overall master plans, utility plans, drainage plans, etc. may be at a smaller scale as long as it is legible.

All site plans shall be prepared on a current base map which shows existing topography with contour intervals of two feet (2') or less, extending a minimum of twenty-five (25) feet minimum beyond property lines. Topographic mapping shall depict all natural and cultural features for the property, as well as supplemental existing spot elevations. A north arrow shall be included on all plan sheets.

All sheets shall be bound into a single document and each sheet shall bear the seal and signature of the design professional.

- a. Project Cover Sheet - The application shall prepare a cover sheet which clearly depicts the following:
1. Title of project.
 2. Name, address, phone number and seal of preparer of plan, boundary survey, and topographic mapping.
 3. Name, address and phone number of owner of property.
 4. Tax map number, parcel number, deed book reference and zoning classification for parcel and adjacent properties.
 5. Proposed zoning classification.
 6. Description of planned land use, along with projected number of employees (for non-residential land uses) and other information related to the activities to be conducted on the property.
 7. Date of plan and mapping preparation.
 8. Vicinity map and location of zoning district boundaries.
 9. Gross acreage (or square footage) of property.
 10. Net developable area of property and supporting calculations.
 11. Copy of rezoning proffers, special use permit conditions, and waivers or variances granted.
 12. A blank space, sized 4" x 4", for Town review and approval notations.
- b. Boundary Survey Information: A current certified boundary survey of the property prepared to National Mapping Standards accuracy shall be submitted with the site plan in both paper and digital form and shall include the following:
1. Title, title source, and name of owner of lot and subdivision names and/or lot owners for surrounding lots.
 2. Metes and bounds of property.

3. Location and metes and bounds of all existing property lines, rights of way and easements.
 4. Names of existing streets in and adjoining the development.
 5. Setback and yard lines in accord with zoning requirements.
 6. ~~Location of Chesapeake Bay Preservation Area boundaries.~~ All Major Site Plans shall show the 100-foot resource protection area and resource management area boundaries, and the extent of the buildable area allowed on each lot based on all applicable setbacks, buffers, easements, rights-of-way and other limitations such as the location of the primary and reserve on-site sewage disposal system areas and well protection areas, if public utilities are unavailable. All Major Site Plans including a resource protection area shall provide the following notation: "There shall be no encroachment in the resource protection area, including but not limited to, land disturbing activities, vegetation removal and construction activities without the appropriate authorization from the Town of Smithfield."
 7. Reference to survey datum. Horizontal control shall be based on Virginia State Plane Coordinate System, Zone 5576 in a North American Datum 1983 coordinate system.
 8. All digital survey data must be contained in a .dxf file on either a 1.44 mb floppy disk or recordable/rewriteable cd, and the submission file must contain a list providing the name and a brief description of each layer in the file.
 9. Statement of boundary survey closure accuracy and compliance with National Mapping Standards including a certification that the digital data is a true representation of the paper copy.
- c. Minimum Information to be included in Site Plans:
1. Location, dimensions, design sections and construction specifications of all site improvements, including, but not limited to, existing and proposed streets, travelways, alleys, curb and gutter, sidewalk and driveways, including proposed street names and locations for street lights, street signs, and traffic signals.

2. Location of existing and proposed buildings and accessory structures, including land area coverage and floor elevations of proposed use.
3. Location of existing utilities within and adjacent to the development including size and elevation. Provide elevation profile where grading is proposed above utility or within easement limits.
4. Site plan and design profiles of proposed streets and travelways (public or private) depicting:
 - (a) street stations at appropriate station intervals,
 - (b) percent of longitudinal grades,
 - (c) elevations at 50-foot stations in vertical tangent sections and on 25-foot stations in vertical curves,
 - (d) finished grades (on site plans),
 - (e) spot elevations for all non-typical sections,
 - (f) locations of entrances, taper design and any necessary structures and roadway appurtenances.
 - (g) horizontal and vertical curve data, including definition of curve control point (PI, PC, PT, PVI, etc.)
 - (h) sight distances for all crest and sag vertical curves.
 - (i) sight distances (horizontal and vertical) at all street intersections and road entrances other than single family driveways, unless warranted by unique topographical conditions.
 - (j) street intersections showing spot elevations along curb radii and in pavement area as necessary to define surface drainage patterns.
 - (k) super-elevation tables shall be provided where streets require super-elevation.
5. Site plan location and design specifications for off-street parking, travelways, parking lots, sidewalks, and loading areas, including:
 - (a) building square footage / use class unit.
 - (b) site access plan for internal traffic and pedestrian circulation, including handicap access.
 - (c) size of parking spaces, angle of stalls, width of aisles.
 - (d) travelway and parking lot pavement sections.
 - (e) pavement design calculations.

- (f) parking calculations, including ADA requirements.
 - (g) provisions for emergency access / fire protection.
 - (h) location and marking of permanent fire lanes, if required.
 - (i) pavement striping and marking.
 - (j) finished grades and spot elevations at critical design points.
6. Location, size, and characteristics of geophysical and environmental features (such as wetlands, ponds, springs, streams, watercourses, high shrink/swell soils, adverse soils conditions, etc.) and other conditions which impact the calculation of net developable area, as defined. The site plan shall graphically depict the location and calculations of net developable area shall be provided for the site's physical land units (to the nearest 0.1 acre) as outlined below.

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%
<i>Slopes from 20% but less than 30%</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined.</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private sts, travelways and combined travelways and parking bays</i>	0%

7. Location, size, design profiles and design calculations for proposed domestic water service and sanitary sewer mains and laterals. Invert elevations shall be shown to the nearest 0.01' accuracy. Location of gas, telephone, electric and other utility lines and other underground or overhead structures in or affecting the project. Plans shall include detail of utility appurtenances and construction procedures. If irrigation wells are proposed, well locations are to be designated.
8. Site plans for projects which require utility pumping storage or treatment facilities shall be supported by appropriate structural, hydraulic, electrical and mechanical plans and construction specifications. **All Major Site Plans shall show the location of all primary and 100% reserve on-site sewage disposal system areas and shall provide the following notation:**

“All on-site sewage disposal systems must be pumped out, or inspected, at least once every five years.”

9. Detailed site grading plan depicting finished contours, to be prepared at a minimum two (2) foot contour interval, with spot elevations, as required, at key locations of paving, sidewalks, curb and gutter, and other proposed surface improvements.
10. Site plan and design profiles for storm water drainage improvements, including locations of existing and proposed stormwater drainage conveyance pipes, culverts, channels and drop inlets, indicating size, type and grade of all proposed improvements. Typical sections and linings for all channels shall be included. Invert elevations and other design details for all drainage improvements shall be shown to the nearest 0.01' accuracy. Energy grade lines shall be shown on profiles. A drainage delineation map, prepared at the same scale as the site plan, shall include drainage divides and areas of contributing runoff to proposed improvements.
11. Site plan and design profiles for stormwater management (SWM) and Best Management Practices (BMP) structures, including detailed plan and section views of retention/detention ponds, underground storage structures, and other SWM/BMP facilities. Elevations for the calculated 2-, 10-, and 100-year post-development water surface elevations shall be shown with water quality calculations demonstrating compliance with Article 3.P, Section G, subsection 2e.
12. Location, width and purpose of all existing and proposed utility right-of-ways and easements.
13. Location and boundaries of existing water courses, 100-year flood plain and floodways.
14. Location of tidal and non-tidal wetlands, including location and characterization of Chesapeake Bay Preservation Areas.
15. Erosion and sediment control plan and narrative report.
16. Site plan location and design criteria for the following:

- (a) recreation areas (including playgrounds, courts, fields, pedestrian walkways, bike paths, etc.)
 - (b) open space, including required land area calculations.
 - (c) site amenities.
 - (d) retaining walls (include calculations).
 - (e) site and building signage, including street and advertising signs
 - (f) site lighting (exterior and building mounted), including height, illumination intensity, foot-candle distributions, and fixture type and shielding, as required).
 - (g) provisions and location for public trash pick-up.
 - (h) refuse collection and dumpster locations, including access and screening.
 - (i) locations and design for traffic control devices and signalization.
 - (j) building and structural footings.
17. Landscape and screening plan, to be prepared in accord with Article 9 of this ordinance.
18. Water quality impact assessment, pursuant to Article 3.P, Section H.
- d. Additional Required Supporting Information:
- 1. Storm drainage and stormwater management engineering report, to include:
 - (a) hydrologic calculations and hydraulic modeling of the contributing drainage basin.
 - (b) energy grade line calculations for all enclosed pipe systems.
 - (c) storm runoff for pre-development and post-development characteristics, based on TR-55, the Modified Rational Formula or other appropriate modeling techniques as approved by the Planning and Zoning Administrator.
 - (d) analysis and verification of receiving channel capacity.
 - (e) stormwater management pond or retention/detention structure routing and performance analysis, and
 - (f) storm culvert, pipe, and inlet (street and yard) design loading and sizing calculations.
 - 2. Geotechnical report for proposed buildings, structures, streets, pavements, and other infrastructure, as required.

3. Foundation design calculations and construction criteria, where required.
4. Pavement design calculations for all streets and travelways.
5. A phasing plan, if the development is to be constructed in more than one phase. The phasing plan shall clearly indicate by phase lines, notes or other methods which facilities are to be constructed under each phase. Plans shall indicate locations of contour tie-ins for each phase and specific measures for phased termination of all water, sewer, storm drainage, streets and other public improvements. Plans for erosion control and drainage facilities shall be designed and displayed independently for each phase.
6. Articles of incorporation, covenants and property maintenance documents related to the ownership, management, and maintenance functions for any condominium development or other property wherein common ownership agreements exist or as otherwise required by this ordinance.
7. Statement of facility and land use operations and activities, including hours of operation, number of employees and number of work shifts,
8. Site plan check list, certified by preparer of plan.

e. Provisional Information on Major Site Plans:

The Planning and Zoning Administrator may require any or all of the following information and any other materials as may be deemed necessary for its review:

1. Statement of estimated construction time.
2. Photographs and maps relating proposed use to surrounding properties.
3. Site design drawings, showing building configuration, topography and relationship to site improvements, color and building materials.
4. Architectural drawings showing plan and elevations of new planned construction or renovations, including drawings of the original building.

5. Traffic impact assessment in accordance with criteria provided in the Town's Design and Construction Standards Manual.
(Ord. of 8-1-2000; Ord. of 8-1-2001; Ord. of 5-4-2004)

I. Minimum Design and Construction Standards:

In furtherance of the purposes of this article and to assure the public safety and general welfare, no site plan shall be approved unless and until the Town is assured that the following improvements and minimum design criteria will be implemented as required. In addition to requirements outlined herein, all site improvements are to be provided in accord with the Town's Design and Construction Standards Manual, Article 3.P, and Article 11.A, Erosion and Sediment Control.

1. Street Construction and Design Standards:

All street and highway construction and geometric design standards shall be in accord with the Town Design and Construction Standards Manual and all applicable VDOT design and construction standards.

- a. All development in all zoning districts must have direct access to public dedicated and Town maintained roads. Such developments are to be designed so that sites or lots will not have direct access to any arterial road unless the physiography, shape or size of the tract would preclude other methods of providing access.
- b. Where traffic generated from any entire development exceeds 150 vehicle trips per day, or when a residential subdivision contains 150 or more dwelling units (whichever is less), such development or subdivision shall provide connectors to any existing public road at two locations. Where only one connection is physically achievable, the connecting portion of the entrance roadway must be of a four-lane divided standard extending into the development for a length of not less than 250 feet or as otherwise determined by the Planning Commission. No internal vehicular connections shall be permitted to this entrance section.
- c. Streets and rights-of-way shall be provided and designed to permit access to adjoining acreage in conformance with the Comprehensive Plan and other transportation plans and to the satisfaction of the Planning and Zoning Administrator and the Planning Commission.

- d. Curb and gutter shall be required on all new public and private streets. The minimum roadway width shall be thirty (30) feet from the face of curb to the face of curb.
- e. Where public or private streets are to be constructed in phases, such streets shall be terminated with a temporary cul-de-sac or other temporary turn-around acceptable to the Planning Commission. Where temporary turn-arounds are provided, adequate rights of way and/or temporary access and construction easements shall be designated on site plans and subdivision plats.

2. Parking, Loading and Site Access:

- a. For all residential, institutional and commercial uses, other than single family homes, all required off-street parking spaces, parking lots, loading spaces, and on-site vehicular access shall be constructed of a permanent all weather, stabilized, dust free surface (such as concrete or asphalt) with curb and gutter and in accordance with the Town's Design and Construction Standards Manual.
- b. For industrial uses, all employee and customer parking, as well as all entrances into parking areas, shall be constructed of an all weather, stabilized, dust free surface which is clearly defined from adjoining on-site improvements and in accordance with the Town Design and Construction Standards Manual.
- c. For industrial uses, surfacing may be waived only for areas used for heavy equipment parking and loading areas.
- d. Surfacing requirements may also be waived for uses in the HP-O District.
- e. Curb and gutter shall be required on all new private travelways, private streets, and travelways, loading areas and parking lots within a lot.
- f. Parking lots shall be adequately illuminated during non-daylight hours. Lighting shall be designed, shielded, and otherwise arranged to direct light and glare away from abutting properties and adjacent rights of way. Lighting fixtures in parking lots should be compatible with the architectural characteristics of the development. A lighting study may be required with the submission of a site plan.

- g. Dimensional requirements and design criteria for parking spaces, parking lots and loading areas shall be in accord with the Town Design and Construction Standards Manual.
- h. Refer to Landscaping and Screening, Article 9, for parking lot landscaping requirements.

3. Sidewalks and Pedestrian Walkways:

- a. Sidewalks within public rights of way shall be required on all new public streets or other areas of a site where in keeping with the Comprehensive Plan and other Town public improvements plans. Sidewalks shall be constructed of concrete and otherwise in accord with the Town Design and Construction Standards Manual, except in cases where other materials may be approved by the Planning Commission based on its suitability to its environs and its natural setting. In such cases, materials to be considered may include asphalt, concrete, brick, etc.
- b. Construction of bicycle facilities on new public streets or other areas of a site in accordance with the Comprehensive Plan and the Town's bicycle and pedestrian plans shall be provided as recommended by those plans. When an individual lot which does not involve a public street is developed, additional right-of-way to provide for future bicycle facilities shall be dedicated as recommended by the Planning and Zoning Administrator.

4. Lots and Yards:

Lot and yard sizes shall conform to applicable zoning district regulations of this ordinance. On any lot which is created after the adoption of this section, which has a Resource Protection Area (RPA) designation upon it, will require the rear yard setback to begin at a minimum of twenty-five (25) feet from the RPA line. That will assure that there is adequate area to locate all buildings and structures outside the RPA.

5. Easement Widths:

Minimum easement width shall be established as required in the Town Design and Construction Standards Manual.

6. Hydrologic and Hydraulic Analysis:

Engineering documentation shall be provided for all storm drainage improvements, stormwater management facilities, and BMP facilities. Floodplain studies may be required at the option of the Planning and Zoning Administrator. Analysis and design recommendations shall take into consideration the impact of 2-, 10-, and 100-year storm intensities, both pre- and post-development.

7. Storm Drainage Systems and Stormwater Management:

The policies for drainage systems and stormwater management are to be in accord with the Town Design and Construction Standards Manual and Article 3.P. In general, on-site storm drainage and stormwater management structures shall be constructed in concert with all site development activities and post-development runoff volumes and velocities shall not exceed pre-development levels. Analysis and design recommendations shall take into consideration the impact of 2-, 10-, and 100-year storm intensities, both pre- and post-development. The water quality requirements of Article 3.P, Section G, subsection 2.e shall be accommodated.

8. Water Systems:

Water distribution systems shall be designed and constructed to adequately supply both peak load demands for domestic and commercial service and fire flow requirements for the intended development, and meet all requirements of the Town's Design and Construction Standards Manual.

9. Sewer Systems:

- a. Sewer systems shall be designed and constructed on the basis of average daily per capita flows of not less than those set forth by sewerage regulations of the State Department of Health and the Town Design and Construction Standards Manual.
- b. All on-site sewage disposal systems not requiring Virginia Pollutant Discharge Elimination System permit shall be pumped out at least once every five years, in accordance with the provisions of the State Health Code, the Chesapeake Bay Act and the Chesapeake Bay Preservation Overlay District ordinance. (Refer to Article 3.P, Section K)
- c. A reserve sewage disposal site with a capacity at least equal to that of the primary sewage disposal site shall be provided, in accordance with the State

Health Code. This requirement shall not apply to any lot or parcel recorded prior to October 1, 1989 if such lot or parcel is not sufficient in capacity to accommodate a reserve sewage disposal site, as determined by the local Health Department. Building or construction of any impervious surface shall be prohibited on the area of all sewage disposal sites or on an on-site sewage treatment system which operates under a permit issued by the State Water Control Board, until the structure is served by public sewer. As an alternative, alternating drainfields may be installed in lieu of the 100 percent reserve drainfield provided that the following conditions are met:

1. Each of the two alternating drainfields shall have at a minimum, an area of not less than 50 percent of the area that would otherwise be required if a single primary drainfield were constructed.
2. An area equaling 50 percent of the area that would otherwise be required for the primary drainfield site must be reserved for subsurface absorption systems that use a flow diversion device, in order to provide for future replacement or repair to meet the requirements for a sewage disposal system and that expansion of the primary system will require an expansion of this reserve area.
3. The two alternating drainfields shall be connected by a diversion valve that has been approved by the Isle of Wight County Health Department, is located in the pipe between the septic tank and the distribution boxes and is used to alternate the direction of the effluent flow to one drainfield or the other at a time.
4. Such diversion valves shall not be used for sand mounds, low-pressure distribution systems, repair situations when the installation of a valve is not feasible or and other approved system for which the use of a valve would adversely affect the design of the system as determined by the Isle of Wight County Health Department.
5. The diversion valve shall be a three-port, two-way valve of approved materials.
6. There shall be a conduit from the top of the valve to the ground surface with an appropriate cover to be level with or above the ground surface.

7. The valve shall not be located in driveways, recreational courts, parking lots, or beneath sheds and other structures.
8. The valve shall be used to alternate the drainfields every 12 months.
9. Local government shall notify the property owners that the drainfields must be alternated.

10. Street Lights, Site Lighting and Electrical Facilities:

Provisions for street lights, parking lot lighting and other site lighting shall be shown on site plans, as required by the Town Design and Construction Manual. Locations of street and parking lot light poles, fixtures, conduits, transformers, wires and easements shall be coordinated with the Town and local electric company and shall be shown on the site plans. Conduits of a size and location satisfactory to the Town and local electric company shall be located under street pavements at all proposed major intersections for the future installation of traffic control signals as required by the Town.

11. Best Management Practices and Erosion and Sedimentation Control Measures:

Installation of adequate temporary and permanent erosion and sedimentation control measures, as required by the Town's Design and Construction Standards Manual and Article 11.A, Erosion and Sediment Control. Installation of Best Management Practices and other measures related to water quality and runoff protection shall be in accord with Article 3.P.

12. Other Design Criteria:

All other design criteria and construction standards shall be in accordance with the Town's Design and Construction Standards Manual and other applicable regional, state and federal requirements, including those of the Virginia Department of Transportation. Where standards and criteria are not provided therein for a particular site development component, the Planning and Zoning Administrator either shall provide the governing standards or shall approve a proposed standard as prepared by the applicant's engineer.

13. Construction Standards, Inspection, and Supervision:

- a. Unless otherwise specifically provided in this ordinance, the construction standards for all required on-site and off-site improvements shall conform to the provisions of this article and the Town's Design and Construction Standards Manual and all applicable VDOT design manuals. The Planning Commission shall provide written approval of the plans, details, and specifications for all required improvements prior to commencement of construction..
- b. Inspections during the installation of the required on-site improvements shall be made by the Planning and Zoning Administrator or other Town personnel, as applicable, as required to monitor compliance with the approved site plan and applicable Town design and construction standards.
- c. The owner or developer shall notify the Planning and Zoning Administrator in writing forty eight (48) hours prior to the beginning of any work shown to be constructed on an approved major or minor site plan.
- d. The owner or developer shall provide adequate supervision on the site during the installation of all required improvements and have a responsible superintendent or foreman together with one set of approved plans, profiles and specifications available at the site at all times when work is being performed.
- e. The installation of improvements, as required by this article, shall in no case serve to bind the Town to accept such improvements for the maintenance, repair or operation thereof, but such acceptance shall be subject to the existing regulations concerning the acceptance of each type of improvement.
- f. The applicant's contractor shall be responsible for the location of all utilities and underground infrastructure in accord with MISS UTILITY practices prior to land disturbance.
- g. Prior to issuance of an occupancy permit, a certified as-built survey shall be provided the Town upon completion of site improvements. Variations in the as-built conditions shall be noted. The as-built survey shall be provided in digital and standard formats.
(Ord. of 8-1-2000; Ord. of 4-6-2004; Ord. of 5-4-2004; Ord. of 7-1-2008))

J. Site Plan Review and Approval Procedures:

1. Site Plan Submittal and Compliance Procedures (Major and Minor):

- a. Major site plan submission requirements: Ten (10) copies of the major site plan shall be submitted to the Planning and Zoning Administrator. The site plan shall be accompanied by payment of fees for review and processing. The fee shall be based on a fee schedule as may be adopted and modified by the Town Council.
- b. Minor site plan submission requirements: Ten (10) copies of the minor site plan shall be submitted to the Planning and Zoning Administrator. The minor site plan shall be accompanied by payment of fees for review and processing. The fee shall be based on a fee schedule as may be adopted and modified by the Town Council.

2. Initial Site Plan Compliance Requirements (Major and Minor):

- a. An initial review of the applicant's site plan (major and minor) and site plan check list will be made by the Planning and Zoning Administrator to determine the completeness and general compliance with the information requirements of this ordinance.
- b. Site plans (major and minor) which contain information required by this article, the site plan check list and are consistent with the proceedings of the Preliminary Site Plan Conference, shall be deemed to be complete and shall be forwarded to all necessary reviewing agencies and staff within five (5) working days of submittal, at which time the applicant's submittal shall be deemed "substantially complete and accepted for review."
- c. Site plans (major and minor) which lack any information required by this article, the Town Design and Construction Standards Manual, and the Site Plan Checklist, and which are consistent with the proceedings of the Preliminary Site Plan Conference shall be deemed to be incomplete and shall be rejected by the Planning and Zoning Administrator within five (5) working days of submittal, at which time the applicant's submittal shall be deemed "incomplete and rejected" and the reasons for rejection clearly provided. Further review of the submission shall be suspended. The applicant shall be notified of this finding in writing.

3. Review Procedures for Site Plans (Major and Minor):

- a. Review process, general:

The site plan review process shall include participation by the Town's Plan Review Committee, Town staff and other reviewing agencies as determined by the Planning and Zoning Administrator. Final approval of any site plan shall be granted by majority vote of the Planning Commission.

- b. The Plan Review Committee, Town staff and other reviewing agencies:

All site plans (major and minor) shall be reviewed by certain Town, State or local agencies or their delegated agents who are qualified to determine compliance with applicable laws and regulations in relation to proposed development. The Plan Review Committee may include any or all of the following:

- (1) Planning Commission
- (2) Town Manager or Assistant Town Manager
- (3) Planning and Zoning Administrator or Staff
- (4) Virginia Department of Health
- (5) Fire Chief
- (6) Virginia Power
- (7) Town Engineer
- (8) Regional Sewer Authority
- (9) Virginia Department of Environmental Quality
- (10) Town Council

- c. Site plan review and notification process:

- (1) Distribution of the Site Plan to the Plan Review Committee, staff and agency review: Within ten (10) calendar days after acceptance of a site plan which has been determined to be "substantially complete and accepted for review", the reviewing staff and agencies will be issued a copy of the site plan for review and comment on the technical compliance with this ordinance and all applicable standards, provided that the site plan has been found to be in initial compliance as hereinabove stated.
- (2) Administrative site plan review: All Plan Review Committee, staff and agency review and comments shall be completed within thirty (30) calendar days from the date of issuance of the site plan for review. Plan Review Committee, staff and agency comments shall be provided in writing to the Planning and Zoning Administrator, who shall be

responsible for preparing a final site plan review report with recommendations for approval, approval with conditions, or disapproval within ten (10) calendar days after receipt of all staff and agency comments.

- (3) Notice to applicant: Upon receipt by the Planning and Zoning Administrator, the applicant shall be provided with all Plan Review Committee, staff and agency review comments and recommendations.
- (4) Revisions by applicant: Upon receipt of staff and agency comments, the site plan shall be revised by the applicant to comply with all requirements of the Plan Review Committee and other staff and reviewing agencies and shall submit such revisions together with any required re-submittal fee. Where the revised site plan does not include all requested or required revisions, the applicant will be notified that the site plan review process shall not proceed until the requested or required revisions are complete. Site plans requiring only minor revisions will be reviewed within ten (10) calendar days upon resubmission. Plans requiring substantial revisions will be reviewed on the time frame of a new submission.
- (5) Action by Planning Commission: Within seventy (70) days of receipt of staff comments, the Planning Commission shall act on the application and shall render a decision to approve, approve with conditions, defer or disapprove the site plan upon action at a regularly scheduled meeting.
- (6) Site Plan Revisions: In consideration of site plan revisions to any site plan, such revisions may be approved administratively by the Planning and Zoning Administrator upon input from the Planning Commission, provided that where the Planning Commission is of the opinion that the site plan revision is of such a magnitude and impact that a decision on the revision should be reached only after a public hearing thereon. In such instances, a public hearing before the Planning Commission shall be scheduled prior to action on the site plan. The applicant shall be notified in writing of action by the Planning Commission within five (5) calendar days of the action taken.

4. Approval / Denial Process:

- a. Site plans (major and minor) will be approved by the Planning Commission if they demonstrate substantial compliance with this ordinance, as well as the site design criteria set forth in this article and the Town Design and Construction Standards Manual and if the public facilities, utilities and site designs as designed will be able to function in a manner beneficial to the health, safety and general welfare of the public.
- b. Under certain conditions approval by other agencies not specifically referred to hereinabove shall be a prerequisite to approval by the Town.
- c. In denying a site plan, specific reasons shall be provided by the Planning Commission. Reasons for denial shall relate in general terms to such modifications or corrections as will permit approval of the site plan.
- d. Appeals of a decision of the Planning and Zoning Administrator in the administration of this article shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia.
- e. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

5. Expiration of Approval:

Final approval of any site plan (with the exception of erosion and sediment control plans) submitted under the provisions of this ordinance shall expire five (5) years after the date of such approval in accordance with the Code of Virginia, 1950, as amended, thereafter requiring re-submittal for approval. Erosion and sediment control plans expire in accordance with applicable sections of the Town Code.

6. Fees:

- a. Payment of Fee:

The developer shall pay fees to the Town for the examination and review of a site plan submitted pursuant to this ordinance.

b Site Development Fee Schedule:

A schedule of fees for the examination of plans and the inspection of all required improvements in such plans shall be determined by a Town Council resolution, which schedule may be changed from time to time. Before approval of any site plan, such fee shall be made payable to the Town of Smithfield and deposited into the credit of the general fund.

(Ord. of 8-1-2000; Ord. of 5-4-2004; Ord. of 2-1-2005)

K. Site Construction Permits and Bonding of Improvements:

1. Prerequisites for Site Improvement Activities:

No site improvement activities may occur unless all of the following requirements are met:

- a. Approval of site plan.
- b. Approval of final subdivision plat, if required.
- c. Approval of erosion and sediment control plan, if required.
- d. Approval of an erosion and sediment control bond, if applicable.
- e. Installation of adequate erosion and sediment control measures in accord with the plan.
- f. Approval of a performance bond or other surety to ensure the completion of public infrastructure facilities within a specified time frame.
- g. Issuance of a land disturbing permit.
- h. Approval of availability and capacity of all necessary utilities.

2. Improvements Costs:

All improvements required by this ordinance shall be installed at the cost of the owner or developer, except where cost sharing or reimbursement agreements between the Town

of Smithfield and the applicant are appropriate, the same to be recognized by formal written agreement prior to site development plan approval.

3. Acceptance of Site Improvements:

The approval of a site development plan or the installation of the improvements as required by this ordinance, shall not obligate the Town to accept the improvements for maintenance, repair or operation. Acceptance shall be subject to Town and/or State regulations, where applicable, concerning the acceptance of each type of improvement.

4. Bonding of Improvements:

a. Performance (surety) bond required for improvements:

1. A bond shall be required prior to commencement of construction to guarantee the successful completion, function, and operation of certain improvements which are to be accepted for dedication, maintenance and/or operation by the Town and as otherwise required by this ordinance and the subdivision ordinance (where applicable.)
2. Before the final site plan will be approved by the Planning and Zoning Administrator for the owner to commence work and before issuance of an land disturbance permit for any project, the owner or his designated agent shall submit a bond or other surety acceptable to the Town Attorney to ensure that measures could be taken by the Town at the owner's expense should owner fail to complete the public utilities, infrastructure, facilities and erosion control measures required for the project within the specified time frame.
3. The period of the initial bond (surety) agreement shall be not less than twelve (12) months from its effective date. The bond shall be of a form which automatically renews itself unless and until the issuing guarantor shall give ninety (90) days prior written notice to the Town of its intent to terminate the bond.
4. Appropriate personnel and agencies of the Town may make inspections of the improvements subject to bonding at any time during the progress of the work. The owner or developer shall be required to notify the Town

of progress on a periodic basis in accord with the Town's published inspection timeframes and procedures.

5. A decision by the Town to draw upon the bond to ensure compliance with bonding requirements may be made at any point during the life of the bond at the sole discretion of the Town.

b. Bond cost estimate required by applicant:

1. The developer or his agent shall submit a detailed, itemized cost estimate of (a) public utilities, infrastructure and/or facilities, (b) erosion control and public facilities, and (c) other bondable improvements related to the public health, safety and general welfare as determined and required for the proposed project to the Planning and Zoning Administrator.
2. A cost estimate for improvements to be covered by bonding shall be submitted for approval prior to site plan approval, with said estimate based upon standard unit prices within the region and shall be prepared by a registered professional engineer or licensed general contractor qualified to perform the work subject to the bond.
3. The Town Attorney with recommendation from the Planning and Zoning Administrator shall employ the original bond cost estimate in setting the bondable amount for any project.

c. Notification of expiration and extension of bond:

1. If prior to sixty (60) days from the expiration date of the bond the applicant has not taken steps to gain approval of improvements, release of the bond, and/or extension of the bond, the applicant and surety will be notified by the Town by certified mail within forty-five (45) calendar days prior to that expiration date that a bond extension or new bond will be required.
2. If an extension or new bond is not received by the Planning and Zoning Administrator within twenty-five (25) calendar days of the original bond's expiration date, action will be taken to draw upon the original to allow the Town to complete the installation of public improvements, other site improvements and erosion control and public works facilities. At that

time, all construction permits will be revoked and continued work at the project will place the developer, the contractor, and/or other associated parties in violation of this ordinance.

d. Forms of bond and surety guarantees:

Forms of surety guarantees, all of which shall be subject to the approval of the Town Attorney, shall be limited to the following:

1. Corporate surety bond from an insurance corporation licensed in Virginia.
2. Cash escrows and set-asides from an insured lending institution.
3. Irrevocable letters of credit from an insured lending institution.
4. Cashier's check.
5. Other surety as approved by the Town Attorney.
6. The bond may be released by the Town in full or in part only upon the satisfactory completion of applicable improvements and the permanent stabilization of the site against erosion and sedimentation.

e. Maintenance (defect) bonds:

1. Prior to the release of the performance bond and the acceptance of public facilities by the Town, the owner shall submit a maintenance (defect) bond for any improvement to be accepted for dedication, maintenance, and/or operation by the Town.
2. The maintenance (defect) shall be in an amount and form satisfactory to the Town Attorney but in no instance shall be less than ten (10) percent of the total construction cost of the improvements subject to the bond.
3. The maintenance bond may be released at the end of two (2) years from the date of Town acceptance of responsibility. Such bond shall be released in full if no defects have been found to exist, or if defects are found to exist, they have been corrected by the owner or development to the satisfaction of the Town. If defects found to exist have been corrected by action of the Town, the costs of such action shall be deducted from the amount of the maintenance bond.

f. As-built construction drawings:

As-built construction drawings for all improvements subject to bonding shall be provided to the Town on mylar prior to the release of any bond amounts. The as-built drawings shall fully document the accuracy of improvements and update all information shown on the original site plan.

5. Foundation Survey:

No work on a new building or addition that is required to have either a minor or major site plan and is located within five (5) feet of any required setback shall be approved to proceed above the foundation or slab until the building inspections office has received a survey prepared by a certified land surveyor licensed to practice in Virginia, showing that the foundation or slab, as constructed, is located in accordance with the approved site plan and other applicable ordinances. This requirement is supplemental to, and does not negate the requirement for, submission of application for building permits prior to commencing any construction activity.

(Ord. of 5-4-2004)

L. Requests for Waivers, Variations or Substitutions:

1. An applicant or owner may request a waiver, variation or substitution pursuant to the requirements and application of this article. A written request for a waiver, variation or substitution shall state the rationale and justification for such request together with such alternatives as may be proposed by the applicant or owner.
2. Such request shall be submitted to the Planning and Zoning Administrator with the filing of a preliminary or final site plan.
3. The Planning Commission, at its sole discretion, may accept the request for waiver, variation or substitution for any requirement in a particular case upon a finding that the waiver, variation or subdivision of such requirement would advance the purposes of this ordinance and otherwise serve the public interest in a manner equal to or exceeding the desired effects of the requirements of the ordinance. Alternately, the Planning Commission may recommend a conditional modification to the request or the Planning Commission may deny the request.
4. Approval or conditional approval of a waiver, variation, or substitution shall be accompanied by a statement from the Planning Commission as to the public purpose served by such waiver, variation, or substitution, particularly in regard to the purpose and

intent of this article, this ordinance, the subdivision ordinance, and the Comprehensive Plan.

5. No such waiver, variation, or substitution shall be detrimental to the public health, safety or welfare, orderly development of the area, sound engineering practice, or to properties located within the project impact area.
6. The Planning Commission, in its deliberation on the request, may require the submission of a formal engineering report or other related technical documentation or graphic exhibits to support the applicant's request for waiver, variation, or substitution.
7. The Planning and Zoning Administrator may waive individual requirements for information to be contained on the Single Family Residential Lot Plan.
(Ord. of 8-1-2000; Ord. of 5-4-2004)

M. Revisions to Approved Site Plans:

1. Any revision or deviation from approved plans and specifications must be submitted in writing with related site plan documentation to the Planning and Zoning Administrator.
2. The Planning and Zoning Administrator shall determine which staff and agencies are required to review the requested modifications and will oversee the implementation of this process.
3. The Planning and Zoning Administrator may grant approval of revisions to previously approved site plans, provided that the Planning and Zoning Administrator determines that the proposed revisions do not substantially alter the site plan and thus does not warrant another public hearing at Planning Commission. If it is determined that the revisions to the site plan is of such a magnitude and impact that a decision on the revision should be reached only after a public hearing thereon, then a meeting before the Planning Commission to act on such revision shall be scheduled in a fashion similar to an original site plan submission.
(Ord. of 5-4-2004)

N. Single Family Residential Lot Plans:

To ensure that proposed single family uses and related lot development activities are compatible with approved subdivision plats and public improvements plans and to ensure consistency with the underlying residential zoning district regulations, a single family lot plan shall be required to accompany zoning permit, building permit, and/or use applications for single family residences,

accessory buildings, accessory uses, private garages, rental uses of a portions of a single family dwelling, on-site parking areas or other lot improvements which are to be constructed, reconstructed, rehabilitated, or otherwise expanded. The single family lot plan, or survey, shall be prepared by a certified land surveyor.

The single family residential lot plan shall be reviewed and acted upon by the Planning and Zoning Administrator within ten (10) working days upon receipt and application for a zoning permit or building permit. In the event of denial of approval by the Planning and Zoning Administrator, the applicant may petition the matter to be heard by the Planning Commission at their next regularly scheduled meeting.

The single family residential lot plan shall include the following:

1. Address and tax map reference number of lot; name of subdivision and deed reference.
2. North arrow; dimensions of the lot drawn to scale, with metes and bounds of lot.
3. Location and dimensions of both the existing structure(s) and the structure(s) to be erected on the lot.
4. Geotechnical evaluation and certified engineering design for building foundation for lots which contain shrink/swell soils.
5. Dimensional setbacks from property lines to any structure or improvement, including covered porches, decks, stairwells, garages, swimming pools, accessory uses, etc.
6. Square footage of lot per recorded subdivision plat.
7. Easements contained within the lot or across the lot line.
8. Proposed finished lot grading shown with two foot (2') contour intervals.
9. Certificate of water and sewer availability.
10. Location of all required off-street parking.
11. Location of all existing natural or man-made drainage channels and storm sewer facilities, as well as location of proposed drainage improvements, to ensure the adequate conveyance of stormwater on and through the property.

12. Location and boundaries of 100 year floodplain. The developer(s) are required to establish base flood elevation (BFE) for new development greater than 50 lots or 5 acres. For approximated area, the developer(s) shall use the BFE and floodway data from other sources.
13. Location and boundaries of Chesapeake Bay Preservation Areas.
14. Location of service connections to public water and sewer.
15. Location and design of waterfront improvements, including boat ramps and docks.
16. Location of construction entrance.
17. Limits of clearing, including trees in excess of 6" in diameter which are proposed to be removed outside the construction footprint.
18. Erosion and sediment control measures.
(Ord. of 9-3-2002; Ord. of 5-4-2004)

O. Acceptance of Public Facilities:

Within thirty (30) days following satisfactory completion, inspection and approval of the installation of all required improvements, and upon the satisfactory compliance with the provisions of this ordinance and the Town's Design and Construction Standards Manual, a "Certificate of Substantial Completion" shall be issued as cited in the Town Design and Construction Standards Manual. The Town will accept ownership of maintenance responsibilities for such facilities on the effective date of said letter.

P. Appeals:

1. Appeals of a decision of the Planning and Zoning Administrator in the administration of this article shall be to the Planning Commission as provided in Section 15.2-2311 (1997) of the Code of Virginia.
2. Appeals of a decision of the Planning Commission by the applicant or a party in interest regarding a site plan, waiver, variation or substitution shall be to the Town Council, provided that such appeal is filed with the Town Manager within ten (10) calendar days of the decision being appealed. The appeal shall be placed on the agenda of the Town

Council at the next regular meeting. The Town Council may reverse or affirm, wholly or partly, or may modify the decision of the Planning Commission.

(Ord. of 8-1-2000)

Q. Violations and Penalties:

1. Any person, whether owner, lessee, principal, agent, employee or otherwise, who violates any of the provisions of this ordinance, or permits any such violation, or fails to comply with any of the requirements hereof, or who erects any building or uses any building or uses any land in violation of any detailed or proffered statement or plan submitted by him and approved under the provisions of this ordinance shall be guilty of a Class I misdemeanor and, upon conviction thereof, shall be subject to punishment as provided by law. Each day that a violation continues shall be deemed a separate offense.
2. Any building erected or improvements constructed contrary to any of the provisions of this Ordinance or to the approved plans, and any use of any building or land which is conducted, operated or maintained contrary to any of the provisions of this Ordinance shall be, and the same is hereby declared to be, unlawful.
3. The Town may initiate injunction, mandamus, or any other action to prevent, enjoin, abate or remove such erection or use in violation of any provision of this Ordinance.
4. Upon becoming aware of any violation of a provisions of this ordinance, the Planning and Zoning Administrator, Town Manager, or Town Attorney shall serve notice of such violation on the person committing or permitting the same. If such violation has not ceased within a reasonable time as specified in the notice, action as may be necessary to terminate the violation shall be initiated.
5. The remedies provided for in this article are cumulative and not exclusive and shall be in addition to any other remedies provided by law.
6. In addition to any other remedies which may be obtained under this ordinance, any person who: (i) violates any provision of any this ordinance or (ii) violates or fails, neglects, or refuses to obey any final notice, order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance shall, upon such finding by the circuit court, be assessed a civil penalty not to exceed \$5,000 for each day of violation. Such civil penalties may, at the discretion of the court assessing them, be directed to be paid into the treasury of the

Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein, in such a manner as the court may direct by order.

7. With the consent of any person who: (i) violates any provision of this ordinance related to the protection of water quality in Chesapeake Bay Preservation Areas or (ii) violates or fails, neglects, or refuses to obey any order, rule, regulation, or variance or permit condition authorized or issued by the Planning and Zoning Administrator or the Town Council under this ordinance, the Town Council may provide for the issuance of an order against such person for the one-time payment of civil charges for each violation in specific sums, not to exceed \$10,000 for each violation. Such civil charges shall be paid into the treasury of the Town of Smithfield for the purpose of abating environmental damage to or restoring Chesapeake Bay Preservation Areas therein. Civil charges shall be in lieu of any appropriate civil penalty that could be imposed under Paragraph 6 immediately hereinabove. Civil charges may be in addition to the cost of any restoration required or ordered by the Planning and Zoning Administrator or the Town Council.
(Ord. of 8-1-2000)

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT AND REVISION OF ZONING AND SUBDIVISION ORDINANCES

Notice is hereby given pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council on Tuesday, March 6, 2018 at 7:30 o'clock P.M., in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia to consider the amendment and revision of certain provisions of the Town's Zoning Ordinance. The proposed revisions and amendments of the Zoning Ordinance affect the following articles of the ordinance:

Article 11. Site Plan Requirements

The proposed amendments update the requirement for Preliminary Major Site Plans and Minor Site Plans for showing resource management areas and resource protection areas; and imposes the additional requirement to show the location of primary and secondary sewage disposal system areas on all Minor Site Plan and imposes notice requirement as to the obligation to pump out on-site sewage disposal systems every five years.

The proposed revisions and amendments of the Subdivision Ordinance affect the following articles of the ordinance:

Article 5. Subdivision Approval Process.

The proposed amendment adds additional requirements for final subdivision plat approval.

Copies of the current Zoning Ordinance for Smithfield, Virginia, adopted September 1, 1998, and all amendments thereto, along with copies of the proposed revisions and amendments of the Zoning Ordinance for Smithfield, Virginia are on file and may be examined in the office of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid revisions and amendments may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley G. King, Clerk

Publish: February 21 and 28, 2018

Pinewood Heights Relocation Project Updates

RESOLUTION NO. _____

**AUTHORIZING THE PREPARATION AND FILING OF AN APPLICATION
FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS THROUGH
THE VIRGINIA SMALL CITIES COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

WHEREAS, the Town of Smithfield started working with the residents of the Pinewood Heights neighborhood in 1997 to develop a neighborhood redevelopment plan per Title 36 of the Code of Virginia that included property acquisition, residential relocation, clearance, and an approved property reuse plan; and

WHEREAS, in 2002, the Town of Smithfield designated the Pinewood Heights neighborhood as its top priority community development need and received a 2002 and a 2014 Planning Grant from the Virginia Department of Housing and Community Development (VDHCD) to address neighborhood needs and develop a comprehensive improvement program for the Pinewood Heights neighborhood residents; and

WHEREAS, said study found the Pinewood Heights neighborhood encompasses 17 acres and 82 housing units, with one hundred percent of the housing being substandard; deficient infrastructure throughout the area; and an environmentally unsound area due to its proximity to heavy industry; and

WHEREAS, the Town of Smithfield was forced to divide said study area into several phases in order to fund and implement a comprehensive improvement program that addresses 100% of the need in each phase and to address the needs under the amended state redevelopment laws; and

WHEREAS, the Town of Smithfield followed its Comprehensive Plan and rezoned the neighborhood area as a I-2 District (Heavy Industrial District) resulting in the neighborhood becoming a nonconforming use per the Town's zoning ordinance; and

WHEREAS, the Town of Smithfield successfully implemented a 2006 Community Improvement Grant (CIG) with the assistance of VDHCD by undertaking Phase I of the Pinewood Heights Redevelopment Project; and

WHEREAS, the Town of Smithfield successfully implemented a 2011 Community Improvement Grant (CIG) with the assistance of VDHCD by undertaking Phase II of the Pinewood Heights Redevelopment Project; and

WHEREAS, the Town of Smithfield is successfully implementing a 2015 Community Improvement Grant (CIG) with the assistance of VDHCD by undertaking Phase III of the Pinewood Heights Redevelopment Project; and

WHEREAS, the Town of Smithfield received a FY 2014 Community Development Block Grant (CDBG) Planning Grant from VDHCD to assess Phase III and IV of the Pinewood Heights Redevelopment Project, identify needs that are contributing to the area's decline, and prepare any required Comprehensive Community Development (CCD) program that would address the needs; and

WHEREAS, Phase IV needs assessments and surveys identified seventeen (17) housing units of which one hundred percent (100%) are deteriorated and dilapidated, with concentrations of blight, deteriorating streets, absence of sidewalks, curb and gutter, and storm drainage improvements contributing to standing water and potential health problems, undersized water and sanitary sewer lines, collectively contributing to a serious concentration of blight; and

WHEREAS, the Town conducted door-to-door surveys in the Phase IV Neighborhood Project area, held citizen meetings, formed a project management team with stakeholders from the neighborhood, and completed a needs assessment with participation of said neighborhood residents and property owners; and

WHEREAS, a CCD Improvement Program has been developed by the Town in cooperation with Phase IV Neighborhood residents, property owners, and other stakeholders pursuant to requirements for funding set forth by VDHCD; and

WHEREAS, the Smithfield Town Council wishes to apply for CDBG funds to assist in implementing the Pinewood Heights Phase IV Redevelopment Project with said project benefiting 14 occupied households (38 persons) of which one hundred percent (100%) of these households are low-and moderate-income (LMI) persons; and

WHEREAS, the implementation of the property acquisition and relocation program will benefit five (5) LMI owner-occupied units (11 persons) and nine (9) LMI tenant-occupied units (27 persons) thereby benefiting one hundred percent (100%) of project area residents; and

WHEREAS, the property acquisition and relocation program includes the acquisition and clearance of three (3) vacant units, and the acquisition of two (2) vacant lots in order to help address all the blighting influences in the project area; and

WHEREAS, the Town of Smithfield will demolish, once acquired, the seventeen (17) vacated deteriorating and dilapidated residential units and appurtenances in the Phase IV project area resulting in 100% property clearance and removal of the area's blighting influences; and

WHEREAS, Providential Credit Care Management, Inc. (PCCMI) has worked with numerous households with improving credit and successfully converted eight (8) tenant households into first-time homebuyers in the first three phases and has provided a written commitment to assist in working with additional residents in Phase IV interested in becoming homeowners or maintaining ownership status by helping them stabilize their

financial resources and pre-qualify them for homeownership or refinance with more affordable mortgages; and

WHEREAS, Suffolk Redevelopment and Housing Authority implements the Section 8 Housing Voucher program serving the Town of Smithfield and has committed to assist three (3) existing clients with finding relocation resources and will continue to provide Housing Assistance Payments (HAP); and

WHEREAS, Suffolk Redevelopment and Housing Authority will provide assistance for three (3) of the displaced low-to moderate-income Section 8 tenant households with an average contribution of \$350 per month for a 42-month period as required by the Uniform Real Property Acquisition and Relocation Policies Act of 1970, as amended, for a total financial commitment of \$44,100 in Section 8 assistance; and

WHEREAS, at least three (3) rental households currently residing in dilapidated housing are working with PCCMI to repair their credit and move into home ownership. Thus Isle of Wight County will work with any and all qualified renters accept applications for HOME funds, administered by The Southeastern Tidewater Opportunity Project, Inc. (STOP Organization), to provide down payment and closing cost assistance so that these households can be become first-time homeowners of a decent, safe, and sanitary dwelling; and

WHEREAS, the Town of Smithfield is committing \$1,389,807 in general fund contributions to the Phase IV Pinewood Heights Redevelopment Project; and

WHEREAS, the Town is applying for a \$1,000,000 CIG from VDHCD for a two-activity CCD project with the application submitted on or March 31, 2018, for consideration during the 2018 CDBG funding round; and

WHEREAS, the Town of Smithfield has properly advertised and conducted public hearings on February 6, 2018, and March 6, 2018, which addressed the CDBG program and the CDBG project application, thereby meeting citizen participation requirements; and

WHEREAS, residents and property owners have continually requested the Town to proceed post haste in resolving the problems identified in the neighborhood and in securing necessary funds to carry out a Comprehensive Community Development project.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield, Virginia, that:

1. The Town will apply for a FY 2018 CDBG Community Improvement Grant (CIG) in the amount of \$1,000,000 for the Phase IV Pinewood Heights Redevelopment Project and hereby commits a total of \$1,389,907 in Town general funds; has obtained a commitment from Suffolk Housing Authority

for \$44,100 in Section 8 housing assistance for a total project cost of \$1,433,907 for the purpose of undertaking a comprehensive community development project to address 100 percent of the identified needs in the neighborhood project area.

- 2. The Town hereby authorizes the Town Manager, the Town's chief administrative official, to execute and file all appropriate documents necessary for submission of the Town of Smithfield's 2018 Community Development Block Grant application on or before March 31, 2018, and to provide such additional information as may be required by the Virginia Department of Housing and Community Development.

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Date

ATTEST:

Lesley King, Clerk of Council

**RESIDENTIAL ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE PLAN
PINEWOOD HEIGHTS PHASE IV REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield will replace all occupied and vacant occupiable low/moderate-income dwelling units demolished or converted to a use other than as low/moderate income dwelling unit as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended. All replacement housing will be provided within three (3) years of the commencement of the demolition or conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town will make public and advise the state that it is undertaking such an activity and will submit to the state, in writing, information that identifies:

- (1) A description of the proposed assisted activity as detailed in the CIG application;
- (2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
- (3) A time schedule for the commencement and completion of the demolition or conversion;
- (4) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
- (5) The source of funding and a time schedule for the provision of replacement dwelling units;
- (6) The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy; and
- (7) Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low- and moderate-income households in Smithfield.

The Town of Smithfield will provide relocation assistance to each low/moderate-income household displaced by the demolition of housing or by the direct result of assisted activities. Such assistance shall be that provided under Section 104 (d) of the Housing and Community Development Act of 1974, as amended, or the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended.

The Town of Smithfield's FY 2018 project includes the following activities:

Property Acquisition

- *Property Acquisition of Owner-Occupied Housing*

Five (5) owner-occupied units will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements.

- *Property Acquisition of Investor-Owned Housing*
Twelve (12) investor-owned units will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements. Three (3) units are currently Section (8) tenant occupied units and three (3) rental units are vacant
- *Property Acquisition of Vacant Lots*
Two (2) vacant lots will be appraised and review appraised to determine Fair Market Value of the individual properties and the properties acquired fee simple in accordance with DHCD and URA requirements.

Residential Relocation

- *Owner Relocation Assistance*
Five (5) owner-occupied households will be provided permanent relocation assistance consisting of replacement housing payments and moving expense payments.
- *Rental Relocation Assistance*
Twelve (12) tenant-occupied households will be provided permanent relocation assistance consisting of monthly rental assistance and moving expense payments, if occupied.

Demolition

- *Demolition of Housing Units*
Seventeen (17) substandard units including nine (9) duplex structures will be demolished and cleared. One half of a duplex acquired in Phase II will also be demolished in this phase.

The activities as planned will result in the displacement of 5 owner-occupied households and up to 12 tenant-occupied households, which will be provided relocation assistance and moving expenses to mitigate any potential difficulties associated with their moving. The Town of Smithfield will work with the grant management staff, project area residents, and the Department of Housing and Community Development to ensure that any changes in project activities do not cause additional displacement from or conversion of occupiable structures.

In all cases, an occupiable structure will be defined as a dwelling that meets local building codes or a dwelling that can be rehabilitated to meet code for \$25,000 or less.

TOWN OF SMITHFIELD

T Carter Williams, Mayor

Date

ATTEST:

Clerk of Council

**FAIR HOUSING CERTIFICATION
PINEWOOD HEIGHTS PHASE IV REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

Compliance with Title VIII of the Civil Rights Act of 1968

WHEREAS, the Town of Smithfield has been offered and intends to accept Federal funds authorized under the Housing and Community Development Act of 1974, as amended; and

WHEREAS, recipients of funding under the Act are required to take action to affirmatively further fair housing;

NOW THEREFORE, the Town of Smithfield agrees to take at least one action to affirmatively further fair housing each grant year, during the life of its project funded with Community Development Block Grant funds. The action taken will be selected from a list provided by the Virginia Department of Housing and Community Development.

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Date

ATTEST:

Clerk of Council

**LOCAL BUSINESS AND EMPLOYMENT PLAN
PINWOOD HEIGHTS PHASE IV REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

- (1) The Town of Smithfield designates as its Local Business and Employment Project Area the boundaries of Isle of Wight County, Virginia.
- (2) The Town of Smithfield, its contractors, and designated third parties shall, in utilizing Community Improvement Grant (CIG) funds, utilize businesses and lower income residents of the Project Area in carrying out all activities, to the greatest extent feasible.
- (3) In awarding contracts for work and for procurement of materials, equipment, or services for the Pinewood Heights Phase IV Redevelopment Project using Community Improvement Grant funds, the Town, its contractors, and designated third parties shall take the following steps to utilize businesses which are located in or owned in substantial part by persons residing in the Project Area:
 - (a) The Town of Smithfield shall ascertain what work and procurements are likely to take place through the use of the CIG funds.
 - (b) The Town of Smithfield shall ascertain through various and appropriate sources including advertisement in the *Smithfield Times* the business concerns within the Project Area which are likely to provide materials, equipment, and services which will be utilized in the activities funded through the CIG.
 - (c) The identified business concerns shall be apprised of opportunities to submit bids, quotes, or proposals for work or procurement contracts which utilize CIG funds.
 - (d) To the greatest extent feasible, the identified businesses and any other Project Area business concerns shall be utilized in activities which are funded with the CIG funds.
- (4) In the utilization of trainees or employees for activities funded through the CIG, the Town of Smithfield, its contractors and designated third parties shall take the following steps to utilize low income persons residing in the Project Area:
 - (a) The Town of Smithfield in consultation with its contractors, including design professionals, shall ascertain the types and number of positions for both trainees and employees who are likely to be utilized during the CIG funded project.

- (b) The Town of Smithfield shall advertise through the following source: the *Smithfield Times*, the availability of such positions with information on how to apply.
 - (c) The Town of Smithfield, its contractors and designated third parties shall be required to maintain a record of inquiries and applications of Project Area residents who respond to the advertisements and shall maintain a record of the status of such inquiries and applications.
 - (d) To the greatest extent feasible, the Town of Smithfield, its contractors and designated third parties shall utilize lower income Project Area residents in filling training and employment positions necessary for implementing activities funded with CIG funds.
- (5) In order to ascertain substantial compliance with the above affirmative actions and Section 3 of the Housing and Community Development Act of 1968, the Town of Smithfield shall keep and require to be kept by contractors and designated third parties, listings of all persons employed and all procurements made through the implementation of activities funded by the CIG. Such listings shall be completed and shall be verified by site visits and interviews, cross-checking of payroll reports and invoices, and through audits if necessary.

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Date

ATTEST:

Clerk of Council

**NON-DISCRIMINATION POLICY
PINWOOD HEIGHTS PHASE IV REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield or any employee thereof will not discriminate against an employee or applicant for employment because of race, age, handicap, creed, religion, color, sex, or national origin. Administrative and Personnel officials will take affirmative action to ensure that this policy shall include, but not be limited, to the following: employment, upgrading, demotion or transfer; rates of pay or other forms of compensation; and selection for training.

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Date

ATTEST:

Clerk of Council

SELF-EVALUATION SITE ACCESSIBILITY CHECKLIST

This checklist is intended to be used as a relatively quick and easy guide to determine a building's physical accessibility. Detailed specifications for each area can be found in the Uniform Federal Accessibility Standards (UFAS).

Comments should be made on all "No" answers, and should include alterations that can or will be made, any insurmountable obstacles to accessibility, or other relevant circumstance or considerations.

Name of Site: _____

PARKING

YES

NO

Does the facility have designated parking spaces for disabled individuals?

Are spaces of adequate width (13 ft.)?

Are the spaces marked with the universal access symbol?

Are they near the building's entrance?

Comments: _____

BUILDING ENTRANCE

YES

NO

Is the main entryway wheelchair-accessible?
(Level entry or properly sloped ramp; 32" wide, non-revolving door)

If not, is there a reasonable alternative entry?

Is the entry relatively free of obstacles?

Comments: _____

MEETING ROOMS

YES

NO

Can all rooms to be used for meetings or meals be reached without using steps or escalators?

If elevator use is required, are the elevators accessible? (36" wide door, 54" deep x 68" wide car, wheelchair accessible controls, tactile buttons, auditory floor indicators)

If room changes are required between sessions, are pathways accessible? (36" wide hallways, free of obstacles)

Are doorways wide enough to accommodate a wheelchair? (32" wide)

Comments: _____

FACILITIES

YES

NO

Are restrooms wheelchair-accessible? (Adequate floor space for wheelchair; grab bars, paper products, lavatories at proper height; extended faucet handles)

Are paths to the restrooms accessible?

Are drinking fountains wheelchair accessible?

Can telephones be used from a wheelchair?

Comments: _____

PREPARER:

Preparer's Signature

Date

Preparer's Name (printed)

Title (printed)

SECTION 504 GRIEVANCE PROCEDURE

**PINEWOOD HEIGHTS PHASE IV REDEVELOPMENT PROJECT
TOWN OF SMITHFIELD, VIRGINIA**

The Town of Smithfield has adopted an internal grievance procedure providing for the prompt and equitable resolution of complaints alleging any action prohibited by the Department of Housing and Urban Development's (HUD) 24 CFR 8.53(b) implementing Section 504 of the Rehabilitation Act of 1973, as amended (29 USC 794). Section 504 states, in part, that "no otherwise qualified handicapped individual...shall solely by reason of his handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance..."

Complaints should be addressed to: Mr. Peter M. Stephenson, Town Manager, Town of Smithfield, 301 Institute Street, Smithfield, Virginia 23431, Telephone (757) 365-4200, who has been designated to coordinate Section 504 compliance efforts.

1. A complaint should be filed in writing or verbally containing the name and address of the person filing it, and briefly describe the alleged violation of the regulations.
2. A complaint should be filed within 30 days after the complainant becomes aware of the alleged violation. (Processing of allegations of discrimination occurring before this grievance procedure was in place will be considered on a case-by-case basis).
3. An investigation, as may be appropriate, shall follow a filing of a complaint. Peter M. Stephenson, Town Manager, will conduct the investigation. These rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint. Under 24 CFR 8.53 (b), the Town of Smithfield need not process complaints from applicants for employment or from applicants for admission to housing.
4. A written determination as to the validity of the complaint and description of resolution, if any, shall be issued by Mr. Peter M. Stephenson, Town Manager, and a copy forwarded to the complainant no later than 30 days after its filing.
5. The Section 504 coordinator shall maintain the files and records of the Town of Smithfield relating to the complaints filed.
6. The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 30 days to Mr. Peter M. Stephenson, Town Manager.
7. The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person's pursuit of other remedies such as the filing of a Section 504 complaint with the Department of Housing and Urban Development. Utilization of this grievance procedure is not a prerequisite to the pursuit of other remedies.

8. These rules shall be construed to protect the substantive rights of interested persons, to meet appropriate due process standards, and to assure that the Town of Smithfield complies with Section 504 and the HUD regulations.

TOWN OF SMITHFIELD

T. Carter Williams, Mayor

Date

ATTEST:

Clerk of Council

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JANUARY 15, 2018

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: January 15, 2018

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$1,000,000</u>	Local Leverage Amount Obligated:	<u>\$ 987,500</u>
CDBG Amount Expended:	<u>\$ 816,924</u>	Local Leverage Amount Expended:	<u>\$ 845,570</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>17 of 18</u>	# of homeownership counseling done?	<u>17 of 18</u>
# of homes acquired?	<u>15 of 18</u>	# of housing inspections done?	<u>15 of 18</u>
# of vacant lots acquired?	<u>1 of 2</u>	# of owner-occupied relocations done?	<u>5 of 5</u>
# of demolitions done?	<u>6 of 18</u>	# of market-rate relocations done?	<u>6 of 9</u>
Clearance completed?	<u>6 of 18</u>	# of Section 8 relocations done?	<u>2 of 4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 01/09/2018

Date annual Project Area Clean-Up Session done: 11/ 28/ 2015

Date annual Fair Housing activity done: 06/ 30/ 2017

TA Site Visit Requested: Yes No

Is project on schedule as shown in timeline? Yes No If no, update will be uploaded by: / /

Is the project proceeding within budget? Yes No If no, update will be uploaded by: / /

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring? Appraisals and RA have been completed for all homes except 22 Jamestown and one vacant lot; the 22 Jamestown appraisal has been ordered. Applications have been received and being processed for all residents. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The Town has also closed the rental properties at 24, 25, 27A, 27B, 28A, 28B, 31, 32, 34, 35 Jamestown. The residents of 24 and 25 Jamestown are relocating. The residents at 35 Jamestown have vacated the home and the 35/36 Jamestown duplex is being boarded and prepared for demolition. A purchase offer was resent after Thanksgiving to the heir owners of 37 Jamestown. Staff will continue targeting the residents of 27B and 37 Jamestown Avenue for relocation. We are also pushing the Suffolk RHA to begin active relocation for their renters in 22 Jamestown. Demolition has occurred at 28A/B, 31/32, and 33/34 Jamestown. Future demolitions will occur as duplex units become vacant.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Preliminary Acquisition Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Review Appraisals Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offer to Purchase Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Offers Accepted 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Properties Closed On 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 1

1) 37 Jamestown

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 12

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown

7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Appraisals Completed 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown

7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Review Appraisals Completed 11

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown
7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Offer to Purchase Letters Sent 11

2) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 27A Jamestown 5) 27B Jamestown 6) 28A Jamestown
7) 28B Jamestown 8) 31 Jamestown 9) 32 Jamestown 10) 34 Jamestown 11) 35 Jamestown

Offers Accepted 10

1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Properties Closed On 10

1) 24 Jamestown 2) 25 Jamestown 3) 27A Jamestown 4) 27B Jamestown 5) 28A Jamestown 6) 28B Jamestown
7) 31 Jamestown 8) 32 Jamestown 9) 34 Jamestown 10) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Household Surveys Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Income Verifications Completed 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Comparable Units Found and Inspected 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Households Relocated 5

1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

Market-Rate, Renter-Occupied Relocation (Goal=8)

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Income Verified 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Eligibility of Relocation Letters Sent 8

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
7) 34 Jamestown 8) 35 Jamestown

Comparable Units Found and Inspected 6

1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Households Relocated 5

- 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31Jamestown 5) 34 Jamestown 6) 35 Jamestown

Section 8, Renter-Occupied Relocation (Goal=4)

Section 8 Occupied Homes

- 1) 22 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 32 Jamestown

Household Surveys Completed 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Income Verifications Completed 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Eligibility of Relocation Letters Sent 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Comparable Units Found and Inspected 3

- 1) 27A Jamestown 2) 27B Jamestown 3) 32 Jamestown

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

- 1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown
13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 6

- 1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

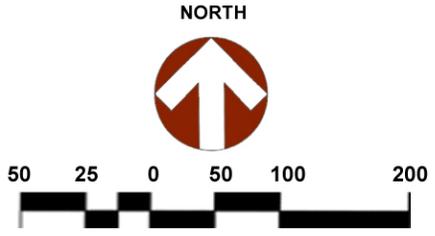
Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



PREMIUM PET HEALTH LLC.
(HEAVY INDUSTRIAL USE)



GRAPHIC SCALE IN FEET

COMMUNITY PLANNING PARTNERS, INC.
COMMUNITY DEVELOPMENT CONSULTANTS
RICHMOND, VIRGINIA

Windsor Castle rehabilitation project update – Public Buildings & Welfare Committee – 2/27/18

Accomplished in the last 30 days

- **Maintenance and storage buildings** – Foundation and framing complete.
- **DHR “annual stewardship” evaluation** – Staff architect and archaeologist visited site and buildings on February 6th. Report has been received; positive review, no issues or corrective actions noted.

Focus for the next 90 days

- **Maintenance and storage buildings** – Primary focus; forecast completion is late spring.
 - **Manor House** – Finalize an update to the floor plan of new wing. Evaluate the engineering design for HVAC. Plan the rehabilitation for the exterior – roof replacement; dormer, window and porch repairs; stucco removal.
-

Current status of key project phases

- **Manor House** – Phase 1 (asbestos removal, moisture mitigation, demolition of wings) complete.
 - **Caretaker’s house** – Rehab complete and under sub-lease by Smithfield VA Events.
 - **Outbuildings** – 8 of 9 at 95% completion; window work on some and painting on most to be completed. Manager’s office remains to be rehabilitated.
 - **Maintenance and storage buildings** – 40% complete.
 - **Site work** – Swales to mitigate storm water behind north outbuildings complete.
-

Funds availability and funds disbursement

- \$800,000 of Town’s \$2 Million commitment has been drawn down.
- \$2.6 Million total funding available; \$1.6 Million needed to be raised for full \$5 Million project.
- \$943,000 spent to date, 18% of the current project forecast. \$807,000 (86%) is tax credit eligible.
- \$175,000 is the current under-project-baseline forecast.

Re-constructed outbuildings – Maintenance building (top) and storage building (below)



Historic District parking study – Public Buildings & Welfare Committee – 2/27/18

Background: Special Use Permit for an event venue at 308 Main Street raised the issue of parking capacity in the 300 block – and the commercial area of the Historic District overall. Mayor Williams asked at the February Town Council meeting that Smithfield 2020 report on the issue.

Progress to date:

- **Data collection underway** – A count of on-street and off-street parking capacity for:
 - N. Church from Thomas Street / Luter Drive to Main Street;
 - Wharf Hill, from Main to Commerce, including Town lot at bottom of Wharf Hill;
 - 100 block, including BSV and TUMC lots and area behind Smithfield Inn;
 - 200 block, including Taste of Smithfield lot, areas behind several buildings on north side of street, lot behind Laura & Lucy's, and small lot across from Post Office;
 - 300 block down to Cary Street, including Joyner Field and off-street parking behind buildings;
 - Count of resident and business owner / employee vehicles parked on-street.
- **Online survey** – Conducted by Tourism via Survey Monkey to its Constant Contact database
 - 515 respondents, 60% of whom are local based on ZIP codes provided by respondents.
 - Several pages of comments and elaboration on key questions.
 - Results being tabulated and analyzed, and will be reviewed at March 2020 Team meeting.
- **Survey of other similar communities** – Research project by a Tourism intern

Next steps:

- **Complete the analysis** and present results to Town Council at 3/27/18 Committee meeting
 - Is there a perceived parking problem based on survey results and informal survey of businesses?
 - Is there an actual parking capacity issue on a typical mid-week day? (Specifically exclude special event days and Farmers Market Saturday mornings.)
- **Propose options for consideration** at the 3/27/18 Committee meeting
 - What options are there for adding capacity?
 - What options are there for limiting use of available capacity?
 - What, if any, options are there for event days?
 - What recommendations can be proposed for signage, on-street marking, etc...?
 - What best practices from other similar downtown areas should be evaluated further?