

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

- | | | |
|----------------|--|--------------|
| TAB # 3 | 1. Public Comment | |
| TAB # 4 | 2. October Financial Statements and Graphs | |
| TAB # 5 | 3. October Cash Balances / VML Investment Pool Update | |
| | 4. Invoices Over \$10,000 Requiring Council Authorization: | |
| | a. RAD Sports | \$ 54,511.00 |
| | b. Draper Aden Associates | \$ 10,706.50 |
| | c. A. C. Schultes of Maryland, Inc. (Well 8A repairs) | \$ 87,325.00 |
| | d. Sydnor Hydro Inc. (Approved August 2017) | \$ 16,900.00 |
| | e. REW Corporation (Budgeted By-pass Pump) | \$ 16,700.00 |
| | f. Windsor Castle Park Foundation | \$100,000.00 |
| | g. Historic Windsor Castle Restoration, LLC | \$100,000.00 |
| | h. IOW County E911 True-up | \$ 55,896.52 |
| TAB # 6 | 5. Review of Fund Balance Policy | |

TUESDAY, NOVEMBER 28TH, 2017

4:00 p.m.

Parks and Recreation

Members: Bowman (CH), Pack, Tynes

- | | | |
|----------------|--|--|
| TAB # 7 | 1. Public Comment | |
| TAB # 8 | 2. Operational Update – Committee Report / 2017 Special Event List | |
| | 3. Joseph W. Luter, Jr. Sports Complex | |
| | a. Update from Project Manager Brian Camden | |
| | b. Proposed Change Order from RAD Sports for Additional Bleachers | |

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- | | | |
|----------------|---|--|
| TAB # 9 | 1. Public Comment | |
| | 2. Request to VDOT for Town to Assume Maintenance Responsibility for a Portion of US258 – Main Street | |
| | 3. Recommendation to Award Professional Engineering and Consulting Services Contract | |

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Bowman, Smith

- | | | |
|-----------------|--|--|
| TAB # 10 | 1. Public Comment | |
| TAB # 11 | 2. Pre–Public Hearing Discussion: Special Use Permit – 322 Main Street | |
| TAB # 12 | 3. Pinewood Heights Relocation Project – Phase III Update | |
| | 5. Update on Windsor Castle Restoration Project | |

***** Additional Item Not Listed on Committee but will be on Council's December 5th Agenda*****

- Approval of November 7th, 2017 Town Council Meeting Minutes
 - Approval of 2018 Meeting Schedule
 - Appoint Nominating Committee for the two expiring terms on the Board of Historic and Architectural Review
 - Appoint a Nominating Committee for the three expiring terms on Planning Commission
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**POLICE
COMMITTEE**

Special Event Checklist

Event Phone #: 449-4861

Date of Event	Sat, Jan 13, 2018	Name of Event	BOB Fest
Event Times	11A-4P	Setup/Street Closure Times	Mon, Jan 8 - Mon, Jan 15
Contact	Gina	Phone #	869-0664

<input checked="" type="checkbox"/>	Parking	on sketch
<input checked="" type="checkbox"/>	Grass Cutting	not needed
<input checked="" type="checkbox"/>	Trash	Cans provided
<input type="checkbox"/>	Electrical	
<input type="checkbox"/>	Water	
<input type="checkbox"/>	COI on File	
<input type="checkbox"/>	ABC	
<input type="checkbox"/>	Letter to Residents	
<input type="checkbox"/>	Ms Utility	
<input type="checkbox"/>	Tent Permit	

PW Required
 \$30 per hour per staff
 (minimum of 2 staff required)

- 4 PW Sat 10 AM-6 PM
- 1 light tower, deliver on Monday
- all trash cans, deliver on Tuesday

PD Required
 \$46 per hour per officer

- 1 Thu 10 PM-6 AM Overnight
- 1 Fri 10 PM-6 AM Overnight
- 2 Sat 7:30 AM-9:30 AM 8K Race
- 1 Sat 8AM - 1PM Jericho Road Closure
- 2 Sat 8 AM-5 PM Event Patrol
- 2 Sat 10 AM-5 PM Event Patrol

Jericho Road - one way traffic - 8am - 1pm / Traffic assist 9am - 11:30am for race

Town Council Approval





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

Event Date	Sat, Jan 13, 2018				
Event Name	BOB Festival				
Event Location	Windsor Castle Riverfront				
Event Times (don't include setup times)	11 AM-4 PM				
Event Organizer (Group Name)	Smithfield VA Events				
Contacts					
Name	Gina Ippolito	Cell Phone	869-0064	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other -				
Description of Event			Tourism Submission	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
Hosted by Smithfield VA Events (the folks that brings you the awesome Smithfield Wine & Brew Fest and Bacon & Bourbon Fest) -- this annual winter fest is the HOT BIG WINTER THING in Coastal Virginia. The day kicks off with the (optional) CHILLY BOB 8K ROADRACE, hosted by the Optimist Club of Isle of Wight. The All-You-Can-Eat party (Oysters, Brunswick Stew & BBQ) is from noon until four o'clock and is held inside two large HEATED party tents at Windsor Castle Park in Smithfield, VA.					
Contact name and phone number for more information on event					
Name: Gina Ippolito			Phone: 869-0064		
Expected Attendance	2000	Website	http://www.smithfieldvaoysterfest.com/		
Average Ticket/Entry Price	\$ 45	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both		
Music-DJ/Band?	Band	Alcohol Sales or Service?	Alcohol Sales		
What is your plan in the event of bad weather-cancel, reschedule?				Rain or Shine	
Requesting? <input type="checkbox"/> road closures <input type="checkbox"/> traffic assistance <input type="checkbox"/> park trail closures					
List benefits of your event to the community			List Recipients of Proceeds		
The three festivals benefit local civic clubs by paying for their volunteer service hours. In addition, each of the three festivals selects a not for profit to receive a large donation for projects that directly benefit the Isle of Wight County community.			Local charitable organizations		

Check any of the following that your event will include.		Special Event To Do List	Complete by:
<input type="checkbox"/> Food, Caterer	<input checked="" type="checkbox"/> Food, by Organization	Submit event flyer/promotional material	4 months
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	<input type="checkbox"/> Retail Vendors For Profit	Street Closures/Park Closures/Traffic Assist goes to Town Council	3 months
<input checked="" type="checkbox"/> Port-a-Potties	<input checked="" type="checkbox"/> Tents	Apply for ABC permit (if needed)	6 weeks
<input checked="" type="checkbox"/> Dumpster/Recycle Receptacles	<input checked="" type="checkbox"/> Rentals-Furniture-Tables, Chairs	Contact EMS/Fire (if needed)	4 weeks
<input checked="" type="checkbox"/> Generators/ Light Tower	<input checked="" type="checkbox"/> Staging	Apply for Health Permit	4 weeks
<input checked="" type="checkbox"/> Fencing/Barricades	<input checked="" type="checkbox"/> Golf carts	Apply for Tent Permit (if needed)	4 weeks
<input checked="" type="checkbox"/> Providing Shuttle Service	<input type="checkbox"/> Bounce Houses	Call Ms Utility (if tenting or fencing site)	4 weeks
<input type="checkbox"/> Other-List Items Here:		Have walkthrough appointment with the Town <ul style="list-style-type: none"> • Submit your Certificate of Insurance (\$1 million policy) to the Town • Submit your ABC permit 	4 weeks

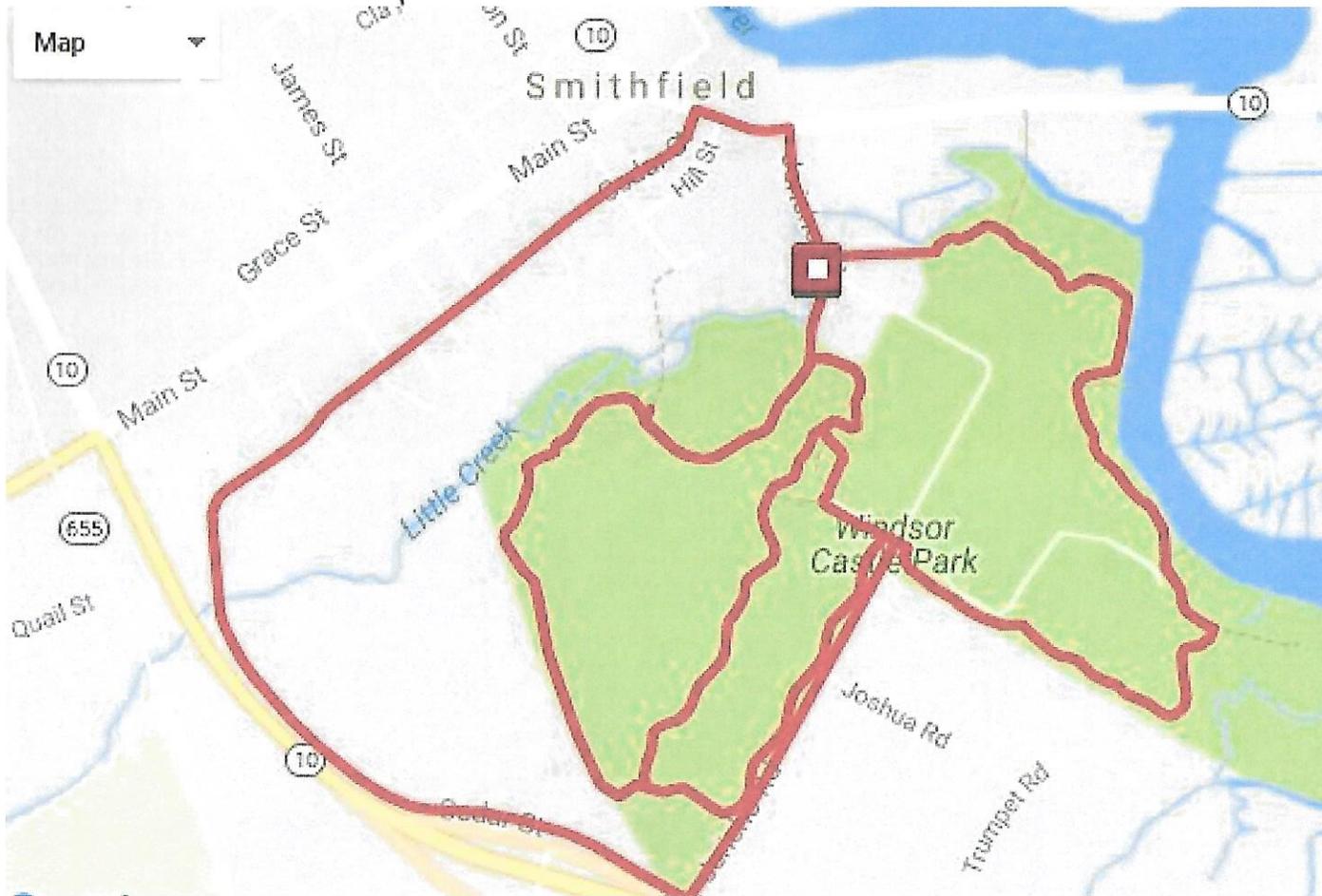
I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Gina Ippolito	Date	11/17/17
Print Name	Gina Ippolito		

Special Event Checklist

Event Phone #: 449-4861

Date of Event	Sat, Feb 3, 2018	Name of Event	Mardi Gras Run 4 Beads
Event Times	9A-3P	Setup/Street Closure Times	6A-4P
Contact	Andy	Phone #	647-4482



Parking		
Grass Cutting		
Trash		
Electrical		
Water		
COI on File		
ABC		
Letter to Residents		
Ms Utility		
Tent Permit		
PW Staff		
No	Area	Times
PD Staff		
No	Area	Times
Street/ Park Closures / Traffic Assist		
Area	Times	
Traffic Assist		
Cedar One Way	9A-11A	
Jericho One Way	9A-11A	
Town Council Approval		



**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
February 3, 2018	9:00am to 3pm	Windsor Castle Park & Cedar Street

Event Name	Mardi Gras Run4Beads				
Event Organizer (Group Name)	IOW-Smithfield-Windsor Chamber of Commerce				
Tax Exemption ID Number	54-1277308				
Website	www.run4beads.com				
Event Contacts					
Name	Andrew Cripps	Cell Phone	757-647-4482	Email	acripps@theisle.org
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	2
Event Category <input checked="" 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			
The Run4Beads includes 5K and 10K runs starting at the Windsor Castle Park Manor House and proceeding through the park, onto Cedar Street then back into the park at the Mason Street entrance. At the conclusion there will be music, food, awards and vendors. Runners will check in at 8am and the festival will end at 2pm.			
Average Ticket Price	\$30	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	400	Largest Attendance Number and Year	420, 2015
What is your plan in the event of bad weather-cancel, reschedule?		Rain or Shine, cancelled only if conditions are dangerous.	

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
Cedar Street, Jericho Road to Mason St.	Closure	February 11, 2017	8am to noon

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
2/3/2018	10:30am to 2pm	2/3/2018	10:30am to 2pm.

List benefits of your event to the community	List Recipients of Proceeds
Brings local families as well as visitors to Smithfield to enjoy a fun, family friendly event, promote revenue for local businesses and hotels, and support the chamber's business support programs.	IOW-Smithfield-Windsor Chamber of Commerce



**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 checked="" type="checkbox"/> Retail Vendors For Profit	5
<input checked="" type="checkbox"/> Port-a-Potties	4	<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans	10	<input checked="" type="checkbox"/> Generators	1
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	2
<input checked="" type="checkbox"/> First Responders- EMS, Fire	1		
Item	Number	Sizes	
Tents	3	1 10' x 30', 2 10' x 10'	
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	I660139L9001TCT14
Name of Insurance Liability Carrier	GF Walls Insurance Agency/Travelers Insurance Co.
Insurance Company Address	1018 South Church Street, Smithfield, VA 23430
Insurance Company Phone Number	757-357-4456

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	
Print Name	Andrew Cripps		

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	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	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	4,754.56	1,690,245.44	0.28%
Delinquent RE Tax		15,000.00	4,075.76	10,924.24	27.17%
Current RE Penalty		3,900.00	-	3,900.00	0.00%
Delinquent RE Penalty		2,270.00	486.50	1,783.50	21.43%
Current RE Interest		415.00	-	415.00	0.00%
Delinquent RE Interest		4,600.00	771.00	3,829.00	16.76%
Total Real Estate Taxes		1,721,185.00	10,087.82	1,711,097.18	0.59%
<u>Personal Property Tax</u>					
Current PP Tax		605,000.00	-	605,000.00	0.00%
Delinquent PP Tax		16,500.00	15,406.46	1,093.54	93.37%
Current PP Penalty		13,000.00	-	13,000.00	0.00%
Delinquent PP Penalty		6,800.00	5,771.34	1,028.66	84.87%
Current PP Interest		700.00	-	700.00	0.00%
Delinquent PP Interest		5,900.00	3,753.17	2,146.83	63.61%
Total Personal Property Tax		647,900.00	24,930.97	622,969.03	3.85%
<u>Public Service Corporations Tax</u>					
Current RE Tax		30,450.00	-	30,450.00	0.00%
Current PP Tax		576.00	-	576.00	0.00%
Total Public Service Tax		31,026.00	-	31,026.00	0.00%
<u>Miscellaneous Receipts Over/Short</u>					
Total Over/Short		20.00	2.56	17.44	12.80%
<u>Other Local Taxes</u>					
Franchise Tax		136,955.00	-	136,955.00	0.00%
Cigarette Tax		169,000.00	51,949.43	117,050.57	30.74%
Transient Occupancy Tax		190,000.00	52,801.27	137,198.73	27.79%
Meals Tax-4.25%		1,130,840.00	295,720.40	835,119.60	26.15%
Meals Tax-2%		532,000.00	143,501.95	388,498.05	26.97%
Sales Tax		340,000.00	53,205.62	286,794.38	15.65%
Consumption Tax		49,000.00	12,044.48	36,955.52	24.58%
Utility Tax		192,000.00	47,581.39	144,418.61	24.78%
Business Licenses		365,000.00	6,290.69	358,709.31	1.72%
Business Licenses Penalty		2,000.00	254.85	1,745.15	12.74%
Business Licenses Interest		600.00	24.75	575.25	4.13%
Peg Channel Capital Fee		1,940.00	492.20	1,447.80	25.37%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Vehicle License Tags		-	-	-	0.00%
Vehicle License		140,500.00	10,271.08	130,228.92	7.31%
Total Other Local Taxes		3,249,835.00	674,138.11	2,575,696.89	20.74%
<u>Licenses, Permits & Fees</u>					
Permits & Other Licenses		15,000.00	9,180.00	5,820.00	61.20%
Inspection Fees-Subdivision		6,000.00	450.00	5,550.00	7.50%
Administrative Collection Fees-DMV Stops		-	4,950.00	(4,950.00)	0.00%
WC Dog Park Registration		2,000.00	333.00	1,667.00	16.65%
Consultant Review Fees		1,500.00	2,650.00	(1,150.00)	176.67%
Total Licenses, permits and privilege fees		24,500.00	17,563.00	6,937.00	71.69%
<u>Fines & Costs</u>					
Public Defender Fee				-	0.00%
Fines & Costs		60,000.00	18,789.97	41,210.03	31.32%
Total Fines & Forfeitures		60,000.00	18,789.97	41,210.03	31.32%
<u>From Use of Money and Property</u>					
General Fund Interest		6,000.00	13,047.93	(7,047.93)	217.47%
Beautification Fund Interest		-	24.16	(24.16)	0.00%
Rentals		20,000.00	7,020.90	12,979.10	35.10%
Smithfield Center Rentals		158,000.00	71,985.13	86,014.87	45.56%
Smithfield Center Vendor Programs		5,500.00	-	5,500.00	0.00%
Kayak Rentals		9,000.00	5,646.00	3,354.00	62.73%
Special Events		22,000.00	5,370.90	16,629.10	24.41%
Fingerprinting Fees		1,400.00	440.00	960.00	31.43%
Museum Gift Shop Sales		10,000.00	3,725.74	6,274.26	37.26%
Museum Programs/Lecture Fees		2,100.00	850.00	1,250.00	40.48%
Sale of Equipment/Buildings		10,000.00	-	10,000.00	0.00%
Lease of Land		600.00	-	600.00	0.00%
Total revenue from use of money and property		244,600.00	108,110.76	136,489.24	44.20%
<u>Miscellaneous Revenue</u>					
Other Revenue		2,100.00	269.75	1,830.25	12.85%
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	4,240.75	1,359.25	75.73%
<u>From Reserves</u>					
Restricted Reserves-Police Department (CD)		-		-	0.00%
Reserves-Pinewood Escrow		-		-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Reserves-Restricted for Ball Fields		1,079,303.00	716,993.72	362,309.28	66.43%
From Operating Reserves		74,727.00	627,974.06	(553,247.06)	840.36%
Total From Reserves		1,154,030.00	1,344,967.78	(190,937.78)	116.55%
<u>Intergovernmental Virginia</u>					
Law Enforcement		166,736.00	41,684.00	125,052.00	25.00%
Litter Control Grant		3,232.00	3,151.00	81.00	97.49%
Police Block Grants-State		-	-	-	0.00%
Communications Tax		225,000.00	36,162.90	188,837.10	16.07%
Rolling Stock		16.00	118.58	(102.58)	741.13%
Rental Tax		3,800.00	1,657.79	2,142.21	43.63%
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	-	5,000.00	0.00%
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	323,569.16	377,426.84	46.16%
<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)	#DIV/0!
Urban Fund Projects					
Right turn lane-Joseph W Luter Jr Sports Complex	835,744.00		3,061.52		
Benns Church/Route 258/Route 10 Bypass intersection	176,861.00		6,149.78		
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	28,690.00		0.00		
Pinewood Heights CDBG Relocation Grant Phase III		-	-	-	0.00%
Total Federal Revenue		165,000.00	77,611.30	96,600.00	47.04%
<u>Other Financing Sources</u>					
<u>Operating Transfers In</u>					
Transfer In for Debt Service			-	-	0.00%
Total Operating Transfers In			-	-	0.00%
<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		-	1,445.63	(1,445.63)	0.00%
Total Other Financing Sources		2,229,553.00	1,970,998.63	258,554.37	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Contributions					
CHIP Contributions		13,000.00	10,750.75	2,249.25	82.70%
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	4,371.00	7,829.00	35.83%
Contributions-Public Ball Fields		50,000.00	-	50,000.00	0.00%
Total Contributions		109,200.00	55,161.75	54,038.25	0.00%
<hr/>					
Total General Fund Revenue		10,343,445.00	4,630,172.56	5,722,483.74	0.00%
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)	(143,501.95)	(388,498.05)	26.97%
From Operating Reserves		(74,727.00)	(627,974.06)	553,247.06	840.36%
Pinewood Heights Reserves		-	-	-	0.00%
PD Reserves		-	-	-	0.00%
Ball Field Reserves		(1,079,303.00)	(716,993.72)	(362,309.28)	66.43%
Contributions-WC Park		-	(35,040.00)	35,040.00	0.00%
Contributions to Ball Fields		(50,000.00)	-	(50,000.00)	0.00%
Contributions-Smithfield VA Events		(34,000.00)	(5,000.00)	(29,000.00)	14.71%
Pinewood Heights Phase III CDBG Funds		-	-	-	0.00%
Dam Grants -State and Federal		(190,000.00)	-	(190,000.00)	0.00%
Boat Ramp Grant		-	-	-	0.00%
Total Non-operating Revenues		(4,189,583.00)	(3,498,062.73)	(691,520.27)	83.49%
Total General Fund Operating Revenues		6,153,862.00	1,132,109.83	5,030,963.47	18.40%

**General Fund Budget
Expenses**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
GENERAL GOVERNMENT					
Town Council					
Salaries		40,500.00	13,660.00	26,840.00	33.73%
FICA		3,240.00	1,066.40	2,173.60	32.91%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Employee Wellness/Assistance Plan		1,344.00	350.00	994.00	26.04%
Legal Fees		65,000.00	6,045.00	58,955.00	9.30%
Election Expense		3,700.00	-	3,700.00	0.00%
Maintenance contracts		660.00	-	660.00	0.00%
Advertising		27,000.00	2,442.51	24,557.49	9.05%
Professional Services		10,000.00	6,928.34	3,071.66	69.28%
Records Management maint & upgrades		5,880.00	709.99	5,170.01	12.07%
Site Plan Review		3,000.00	-	3,000.00	0.00%
Insurance		19,550.00	9,197.00	10,353.00	47.04%
Supplies		20,000.00	5,060.02	14,939.98	25.30%
Travel & Training		6,500.00	2,939.34	3,560.66	45.22%
Subscriptions/Memberships		9,200.00	9,181.44	18.56	99.80%
Council Approved Items		12,000.00	1,867.43	10,132.57	15.56%
Public Defender Fees		2,000.00	-	2,000.00	0.00%
Bank Charges		700.00	358.52	341.48	51.22%
SpecialProjects		3,000.00	492.77	2,507.23	16.43%
Smithfield CHIP program		6,400.00	2,435.00	3,965.00	38.05%
Update Town Charter & Code		3,000.00	275.00	2,725.00	9.17%
Annual Christmas Parade		350.00	-	350.00	0.00%
Total Town Council		243,024.00	63,008.76	180,015.24	25.93%
<u>Town Manager</u>					
Salaries		327,794.00	96,580.33	231,213.67	29.46%
FICA		26,224.00	6,655.40	19,568.60	25.38%
VSRS		21,036.00	7,011.94	14,024.06	33.33%
Disability		505.00	125.95	379.05	24.94%
Health		73,885.00	30,347.47	43,537.53	41.07%
Auto Expense		500.00	-	500.00	0.00%
Maintenance Contracts		2,800.00	1,987.14	812.86	70.97%
Communications		17,500.00	5,198.75	12,301.25	29.71%
Insurance		2,580.00	1,124.00	1,456.00	43.57%
Supplies		5,000.00	973.18	4,026.82	19.46%
Dues & Subscriptions		4,805.00	1,652.12	3,152.88	34.38%
Computer & technology expenses		13,000.00	2,839.56	10,160.44	21.84%
Travel & Training		8,800.00	2,136.56	6,663.44	24.28%
Other		100.00	35.19	64.81	35.19%
Total Town Manager		504,529.00	156,667.59	347,861.41	31.05%
<u>Treasurer</u>					
Salaries		305,007.00	90,328.44	214,678.56	29.62%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
FICA		24,400.00	6,640.61	17,759.39	27.22%
VSRS		20,941.00	6,980.18	13,960.82	33.33%
Health		49,842.00	20,672.27	29,169.73	41.48%
Disability		162.00	40.62	121.38	25.07%
Audit		12,750.00	-	12,750.00	0.00%
Depreciation Software		1,600.00	-	1,600.00	0.00%
Communications		9,500.00	2,664.30	6,835.70	28.05%
Computer & technology expenses		5,000.00	-	5,000.00	0.00%
Data Processing		20,000.00	5,965.22	14,034.78	29.83%
Service contracts-includes MUNIS		58,000.00	12,361.46	45,638.54	21.31%
Insurance		2,590.00	1,163.00	1,427.00	44.90%
Supplies		9,000.00	1,868.32	7,131.68	20.76%
Dues & Subscriptions		1,200.00	1,584.85	(384.85)	132.07%
Credit Card Processing		1,000.00	282.08	717.92	28.21%
Cigarette Tax Stamps		3,170.00	-	3,170.00	0.00%
Travel & Training		1,000.00	115.00	885.00	11.50%
Other		100.00	106.00	(6.00)	106.00%
Total Treasurer		525,262.00	150,772.35	374,489.65	28.70%
PUBLIC SAFETY					
Police Department					
Salaries		1,427,901.00	394,227.64	1,033,673.36	27.61%
FICA		114,232.00	28,349.41	85,882.59	24.82%
VSRS		89,103.00	24,847.35	64,255.65	27.89%
Health Insurance		264,147.00	92,497.37	171,649.63	35.02%
Disability		160.00	40.62	119.38	25.39%
Pre-Employment Test		1,000.00	400.00	600.00	40.00%
Uniforms		22,000.00	6,202.87	15,797.13	28.19%
Service Contracts		40,000.00	2,833.64	37,166.36	7.08%
Communications		50,000.00	14,461.97	35,538.03	28.92%
Computer & Technology Expenses		13,000.00	481.84	12,518.16	3.71%
Insurance		57,805.00	26,109.00	31,696.00	45.17%
Ins. - LODA		11,915.00	10,780.03	1,134.97	90.47%
Materials & Supplies		24,000.00	6,059.32	17,940.68	25.25%
Dues & Subscriptions		6,800.00	3,498.94	3,301.06	51.46%
Equipment		15,000.00	1,329.88	13,670.12	8.87%
Radio & Equipment repairs		2,000.00	936.30	1,063.70	46.82%
Vehicle Maintenance		40,000.00	7,582.94	32,417.06	18.96%
Gas		41,500.00	11,372.24	30,127.76	27.40%
Tires		7,000.00	583.33	6,416.67	8.33%
Travel & Training		30,000.00	10,716.15	19,283.85	35.72%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Special Events		1,000.00	392.90	607.10	39.29%
Police Grants		1,500.00	-	1,500.00	0.00%
Investigation expenses		5,000.00	(9.99)	5,009.99	-0.20%
Other		500.00	227.01	272.99	45.40%
Total Police Department		2,265,563.00	643,920.76	1,621,642.24	28.42%
 <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	-	210,513.00	0.00%
Total Contributions-Public Safety		210,513.00	-	210,513.00	0.00%
 <u>PARKS, RECREATION & CULTURAL</u>					
<u>Parks & Recreation</u>					
Salaries		112,818.00	24,585.84	88,232.16	21.79%
FICA		9,025.00	1,747.71	7,277.29	19.37%
VSRS		7,788.00	1,791.75	5,996.25	23.01%
Health		25,063.00	3,771.31	21,291.69	15.05%
Uniforms		3,000.00	111.98	2,888.02	3.73%
Advertising		20,500.00	9,667.84	10,832.16	47.16%
Dues & Subscriptions		2,000.00	522.00	1,478.00	26.10%
Travel & Training		2,000.00	968.19	1,031.81	48.41%
Total Parks & Recreation		182,194.00	43,166.62	139,027.38	23.69%
 <u>Smithfield Center</u>					
Salaries		149,889.00	44,045.21	105,843.79	29.39%
FICA		11,992.00	3,438.04	8,553.96	28.67%
VSRS		7,819.00	2,500.20	5,318.80	31.98%
Health		23,277.00	11,127.99	12,149.01	47.81%
Disability		-	34.08	(34.08)	100.00%
Contracted Services		17,500.00	5,943.36	11,556.64	33.96%
Retail Sales & Use Tax		800.00	241.38	558.62	30.17%
Utilities		25,000.00	4,937.64	20,062.36	19.75%
Communications		21,000.00	6,136.67	14,863.33	29.22%
Computer & technology expenses		4,000.00	1,564.07	2,435.93	39.10%
Insurance		6,115.00	2,834.50	3,280.50	46.35%
Kitchen Supplies		3,000.00	332.68	2,667.32	11.09%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Office Supplies/Other Supplies		5,000.00	953.72	4,046.28	19.07%
Food Service & Beverage Supplies		6,000.00	929.29	5,070.71	15.49%
AV Supplies		3,000.00	-	3,000.00	0.00%
Repairs & Maintenance		40,000.00	9,565.30	30,434.70	23.91%
Landscaping		12,000.00	4,068.75	7,931.25	33.91%
Other		-	-	-	0.00%
Refund event deposits		7,000.00	1,435.00	5,565.00	20.50%
Credit card processing expense		4,500.00	1,690.85	2,809.15	37.57%
Total Smithfield Center		347,892.00	101,778.73	246,113.27	29.26%
<u>Contributions-Parks, Recreation and Cultural</u>					
Windsor Castle Restoration		1,490,000.00	180,000.00	1,310,000.00	12.08%
Historic Windsor Castle Restoration LLC		-	50,000.00	-	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	5,035.50	4,695.50	51.75%
Isle of Wight Arts League		10,000.00	4,500.00	5,500.00	45.00%
Friends of the Library		4,888.00	4,888.00	-	100.00%
Total Contributions-Park, Recreation and Cultural		1,519,119.00	244,423.50	1,324,695.50	16.09%
<u>Windsor Castle Park</u>					
Salaries		84,872.00	23,472.30	61,399.70	27.66%
FICA		6,790.00	1,708.61	5,081.39	25.16%
VSRS		5,097.00	1,600.96	3,496.04	31.41%
Health		19,429.00	6,283.96	13,145.04	32.34%
Contracted Services		11,000.00	2,790.00	8,210.00	25.36%
Insurance		10,000.00	4,301.50	5,698.50	43.02%
Grass Cutting		30,000.00	14,755.48	15,244.52	49.18%
Kayak/Watersports expenses		1,500.00	-	1,500.00	0.00%
Utilities		7,000.00	136.05	6,863.95	1.94%
Supplies		5,000.00	51.94	4,948.06	1.04%
Repairs & Maintenance		40,000.00	15,218.81	24,781.19	38.05%
Total Windsor Castle Park		220,688.00	70,319.61	150,368.39	31.86%
<u>Museum</u>					
Salaries		105,832.00	31,448.78	74,383.22	29.72%
FICA		8,467.00	2,276.81	6,190.19	26.89%
VSRS		4,116.00	1,278.52	2,837.48	31.06%
Health		12,187.00	4,990.90	7,196.10	40.95%
Operating expenses					
Contracted services		4,100.00	485.12	3,614.88	11.83%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Communications		700.00	149.94	550.06	21.42%
Computer and Technology		540.00	540.00	-	100.00%
Insurance		2,175.00	911.00	1,264.00	41.89%
Supplies		4,160.00	4,076.85	83.15	98.00%
Advertisinig		1,500.00	-	1,500.00	0.00%
Travel/Training		200.00	-	200.00	0.00%
Dues & Subscriptions		800.00	-	800.00	0.00%
Gift Shop-to be funded by gift shop proceeds					
Gift Shop expenses		9,000.00	983.56	8,016.44	10.93%
Sales & Use Tax		775.00	372.97	402.03	48.13%
Credit card processing fees		800.00	221.66	578.34	27.71%
Total Museum		155,352.00	47,736.11	107,615.89	30.73%
<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	163.10	1,386.90	10.52%
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	872.76	(122.76)	116.37%
Public Ballfields		50,000.00	1,564.48	48,435.52	3.13%
Fireworks		2,000.00	2,000.00	-	100.00%
Total Parks & Recreation		57,050.00	5,009.48	52,040.52	8.78%
COMMUNITY DEVELOPMENT					
Pinewood Heights					
Non-CDBG Contributed Operating Expenses					
<u>Administration</u>					
Precontract Administration			1,365.03	(1,365.03)	#DIV/0!
Management Assistance			8,085.21	(8,085.21)	#DIV/0!
Monitoring/Closeout				-	#DIV/0!
<u>Permanent Relocation</u>					
Owner Occupied Households				-	#DIV/0!
Renter Occupied Households				-	#DIV/0!
Moving Costs			1,900.00	(1,900.00)	#DIV/0!
Relocation Specialist			358.00	(358.00)	#DIV/0!

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
<u>Acquisition</u>					
Owner Acquisition				-	#DIV/0!
Renter Acquisition				-	#DIV/0!
Vacant Lot Acquisition				-	#DIV/0!
Appraisal/Legal			250.00	(250.00)	#DIV/0!
<u>Acquisition Specialist</u>					
			2,177.49	(2,177.49)	#DIV/0!
<u>Clearance & Demolition</u>					
			8,230.25	(8,230.25)	#DIV/0!
Subtotal Non CDBG		40,043.00	22,365.98	17,677.02	55.85%
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			1,411.50	(1,411.50)	#DIV/0!
<u>Acquisition</u>					
Owner Occupied				-	#DIV/0!
Renter Occupied				-	#DIV/0!
<u>Clearance & Demolition</u>					
				-	#DIV/0!
<u>Planning Grant-Phase III</u>					
				-	#DIV/0!
Subtotal CDBG			32,219.41	(32,219.41)	#DIV/0!
Total Pinewood Heights Contributions -rollover	428,000.00	40,043.00	54,585.39	(14,542.39)	136.32%
<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	0.00%
Christian Outreach		11,500.00		11,500.00	0.00%
Genieve Shelter		7,200.00		7,200.00	0.00%
TRIAD		3,120.00		3,120.00	0.00%
Tourism Bureau		233,088.00	0.00	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	38,000.00	314,908.00	10.77%

PUBLIC WORKS

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Planning, Engineering & Public Works					
Salaries		237,778.00	69,567.58	168,210.42	29.26%
FICA		19,023.00	5,205.85	13,817.15	27.37%
VSRS		15,566.00	4,901.59	10,664.41	31.49%
Health		42,546.00	15,091.11	27,454.89	35.47%
Disability		1,815.00	284.14	1,530.86	15.66%
Uniforms		2,500.00	142.76	2,357.24	5.71%
Contractual		7,500.00	1,623.17	5,876.83	21.64%
GIS		500.00	0.00	500.00	0.00%
Recycling		133,000.00	46,647.93	86,352.07	35.07%
Trash Collection		220,000.00	40,544.39	179,455.61	18.43%
Street Lights		5,000.00	217.85	4,782.15	4.36%
Communications		12,000.00	2,468.65	9,531.35	20.57%
Safety Meetings/Safety Expenses		3,000.00	4,245.99	(1,245.99)	141.53%
Insurance		10,000.00	4,089.00	5,911.00	40.89%
Materials & Supplies		6,000.00	652.69	5,347.31	10.88%
Repairs & Maintenance		9,000.00	3,618.53	5,381.47	40.21%
Gas & Tires		6,500.00	2,305.63	4,194.37	35.47%
Travel & Training		6,000.00	2,037.81	3,962.19	33.96%
Litter Control Grant		3,354.00	421.71	2,932.29	12.57%
Dues & Subscriptions		2,700.00	327.50	2,372.50	12.13%
Other		2,500.00	1,395.00	1,105.00	55.80%
Total Public Works		746,282.00	205,788.88	540,493.12	27.58%
PUBLIC BUILDINGS					
Public Buildings					
Salaries		29,232.00	6,764.59	22,467.41	23.14%
FICA		2,339.00	526.65	1,812.35	22.52%
Contractual		22,000.00	6,889.59	15,110.41	31.32%
Communications		3,000.00	530.13	2,469.87	17.67%
Utilities		46,000.00	12,009.48	33,990.52	26.11%
Insurance		11,500.00	5,441.50	6,058.50	47.32%
Materials & Supplies		6,000.00	1,543.45	4,456.55	25.72%
Repairs & Maintenance		36,000.00	15,952.01	20,047.99	44.31%
Other		500.00	113.62	386.38	22.72%
Total Public Buildings		156,571.00	49,771.02	106,799.98	31.79%
OTHER FINANCING USES					
Transfers to Operating Reserves				-	0.00%
Transfers to Restricted Reserves-low Bond Payoff		489,553.00	489,553.00	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual as of 10/31/17	Remaining Budget	% of budget
Transfers to Restricted Reserves-WC Restoration			1,300,000.00	(1,300,000.00)	100.00%
Transfers to Restricted Reserves-Dam Repair		-	68,400.00	(68,400.00)	100.00%
Transfers to Restricted Reserves-Pinewood		-	88,916.56	(88,916.56)	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		-	-	-	0.00%
Total Transfers To Reserves		489,553.00	1,946,869.56	(1,457,316.56)	397.68%
DEBT SERVICE					
Debt Service					
Principal Retirement					
Public Building Acquisition-TM/PD		24,893.00		24,893.00	0.00%
HVAC -Smithfield Center		2,940.00	2,874.01	65.99	97.76%
Police Evidence Building		52,002.00	17,138.95	34,863.05	32.96%
New Debt-Multiple projects		202,473.00		202,473.00	0.00%
Line of Credit		250,000.00		250,000.00	0.00%
Interest and fiscal charges					
Public Building Acquisition-TM/PD		29,403.00		29,403.00	0.00%
HVAC -Smithfield Center		15.00	13.44	1.56	89.60%
Police Evidence Building		9,245.00	3,313.57	5,931.43	35.84%
New Debt-Multiple projects		75,000.00	24,206.50	50,793.50	32.28%
Line of Credit		4,065.00		4,065.00	0.00%
Total Debt Service		650,036.00	47,546.47	602,489.53	7.31%
Total General Fund Expenses		8,705,216.00	3,869,364.83	4,885,851.17	44.45%
Less Expenses related to reserves/capital projects:					
Transfers to Restricted Reserves-Pinewood CDBG Project		-	(1,300,000.00)	1,300,000.00	0.00%
Transfers to Restricted Reserves-IOW Bond Payroll		(489,553.00)		(489,553.00)	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		-	-	-	0.00%
Pinewood Heights Relocation Project Expenses		(40,043.00)	(54,585.39)	14,542.39	0.00%
Pinewood Heights Line of Credit Expenses		(254,065.00)	-	(254,065.00)	0.00%
Total Non-operating Expenses		(783,661.00)	(1,354,585.39)	570,924.39	0.00%
Total General Fund Operating Expenses		7,921,555.00	2,514,779.44	5,456,775.56	31.75%
Net Operating Reserve (+/-)		(1,767,693.00)	(1,382,669.61)	(425,812.09)	78.22%
Net Reserve (+/-)		1,638,229.00	760,807.73	836,632.57	46.44%

Proposed Amendments 2017/2018	Adopted 2017/2018	Actual 10/31/2017	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)		1,638,229.00	760,807.73	836,632.57	46.44%
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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	(72,000.00)	-	-	-	#DIV/0!
TOWN COUNCIL					
None			-	-	
TREASURER					
MUNIS Conversion	(36,527.00)	(84,250.00)		(84,250.00)	0.00%
PARKS, RECREATION AND CULTURAL					
Clontz Park-Replace Pier		(10,000.00)		(10,000.00)	0.00%
Clontz Park-Boat Ramp		-		-	#DIV/0!
Bathroom floors-Smithfield Center		(10,000.00)		(10,000.00)	0.00%
Reel Mower		(30,000.00)		(30,000.00)	0.00%
Ball Fields	(100,000.00)	(1,129,303.00)	(716,993.72)	(412,309.28)	63.49%
PUBLIC SAFETY					
Police					
Police Vehicles		(58,866.00)	-	(58,866.00)	0.00%
Emergency Equipment-In Car Cameras		(15,511.00)		(15,511.00)	0.00%

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	145,171.74	535,828.26	21.32%
Sewer Compliance Fee	505,400.00	97,598.02	407,801.98	19.31%
Miscellaneous Revenue	650.00	600.00	50.00	92.31%
Connection fees	39,500.00	4,740.00	34,760.00	12.00%
Total Operating Revenue	1,226,550.00	248,109.76	978,440.24	20.23%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	253,934.00	51,699.72	202,234.28	20.36%
FICA	20,315.00	3,775.67	16,539.33	18.59%
VSRS	16,062.00	4,004.13	12,057.87	24.93%
Health	54,120.00	15,177.41	38,942.59	28.04%
Uniforms	3,200.00	618.88	2,581.12	19.34%
Audit	6,375.00		6,375.00	0.00%
Legal	5,620.00	835.00	4,785.00	14.86%
Accreditation	5,000.00	-	5,000.00	0.00%
HRPDC sewer programs	821.00	410.50	410.50	50.00%
Professional Fees	25,000.00	1,920.00	23,080.00	7.68%
Maintenance & Repairs	40,000.00	23,592.17	16,407.83	58.98%
VAC Truck Repairs & Maintenance	7,500.00	7,606.18	(106.18)	101.42%
Data Processing	15,000.00	4,398.94	10,601.06	29.33%
Dues & Subscriptions	150.00	59.00	91.00	39.33%
Utilities	47,000.00	8,917.69	38,082.31	18.97%
SCADA Expenses	6,000.00	1,175.60	4,824.40	19.59%
Telephone	12,000.00	3,281.40	8,718.60	27.35%
Insurance	18,300.00	8,290.00	10,010.00	45.30%
Materials & Supplies	60,000.00	16,337.70	43,662.30	27.23%
Truck Operations	10,000.00	1,713.45	8,286.55	17.13%
Travel & Training	5,000.00	1,345.88	3,654.12	26.92%
Contractual	3,500.00	526.05	2,973.95	15.03%
Bank charges	-	0.37	(0.37)	100.00%
Miscellaneous	1,200.00	413.89	786.11	34.49%
Total Sewer Fund Operating Expenses before D&A Exp.	616,097.00	156,099.63	459,997.37	25.34%
Operating Income before D&A	610,453.00	92,010.13	518,442.87	15.07%

**Town of Smithfield
Sewer Fund Budget**

Expense	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Depreciation & Amort. Exp.	399,000.00	116,742.19	282,257.81	29.26%
Operating Income (Loss)	211,453.00	(24,732.06)	236,185.06	-11.70%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	103,000.00	12,360.00	90,640.00	12.00%
Interest Revenue	8,000.00	4,290.16	3,709.84	53.63%
Interest Expense	(7,098.00)	(706.34)	(6,391.66)	9.95%
Total Nonoperating Revenues (Expenses)	103,902.00	15,943.82	87,958.18	15.35%
Net Income (loss)	315,355.00	(8,788.24)	324,143.24	-2.79%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(103,000.00)	(12,360.00)	(90,640.00)	12.00%
Compliance Fee	(505,400.00)	(97,598.02)	(407,801.98)	19.31%
Depreciation & Amort. Exp.	399,000.00	116,742.19	282,257.81	29.26%
Additional debt service costs-principal expense	(100,430.00)	(100,430.00)	-	100.00%
Total adjustments to CAFR	(309,830.00)	(93,645.83)	(216,184.17)	30.22%
Working adjusted income	5,525.00	(102,434.07)	107,959.07	-1854.01%

	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual 10/31/2017	Remaining Budget	% of Budget
Sewer Fund					
Working adjusted income		5,525.00	(102,434.07)	107,959.07	-1854.01%
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	(2,121.00)	-	(1,170.00)	1,170.00	100.00%
Replacement pumps, Main St, Drummonds, Lakeside		(48,500.00)		(48,500.00)	0.00%
By-pass Pump		(150,000.00)	(83,229.41)	(66,770.59)	55.49%
By-pass Pump-rollover from 2017	(100,000.00)				
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%
Vehicles/Equipment		(12,500.00)		(12,500.00)	0.00%
Net Capital Outlay		(628,551.00)	(84,399.41)	(544,151.59)	13.43%
Net Reserves (Deficit) after capital outlay		(623,026.00)	(186,833.48)	(436,192.52)	29.99%
Funding from Development Escrow			-		
Reserves from Sewer Capital Escrow Account		236,051.00	83,229.41	152,821.59	35.26%
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		-	(89,096.57)	89,096.57	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,370,615.00	314,721.18	1,055,893.82	22.96%
Debt Service Revenue	192,770.00	37,321.50	155,448.50	19.36%
Miscellaneous	1,000.00	3.02	996.98	0.30%
Connection fees	16,500.00	1,980.00	14,520.00	12.00%
Application Fees	8,654.00	2,833.00	5,821.00	32.74%
Total Operating Revenue	1,589,539.00	356,858.70	1,232,680.30	22.45%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Expenses				
Salaries	386,172.00	93,379.69	292,792.31	24.18%
FICA	30,894.00	6,746.52	24,147.48	21.84%
VSRS	23,821.00	6,093.94	17,727.06	25.58%
Health	77,700.00	24,863.87	52,836.13	32.00%
Uniforms	3,255.00	323.85	2,931.15	9.95%
Contractual	13,500.00	1,782.00	11,718.00	13.20%
Audit	6,375.00		6,375.00	0.00%
Legal	5,620.00	835.00	4,785.00	14.86%
Accreditation	5,000.00		5,000.00	0.00%
Maintenance & Repairs	25,000.00	3,324.82	21,675.18	13.30%
Water Tank Maintenance	100,000.00		100,000.00	0.00%
Professional Services	40,000.00		40,000.00	0.00%
Regional Water Supply Study	3,860.00	1,930.00	1,930.00	50.00%
Data Processing	15,000.00	4,398.94	10,601.06	29.33%
Utilities	4,500.00	144.59	4,355.41	3.21%
Communications	13,000.00	3,281.44	9,718.56	25.24%
Insurance	28,365.00	12,934.50	15,430.50	45.60%
Materials & Supplies	100,000.00	18,079.30	81,920.70	18.08%
Gas and Tires	12,000.00	3,094.82	8,905.18	25.79%
Dues & Subscriptions	1,000.00	789.00	211.00	78.90%
Bank service charges-credit card fees	1,200.00	446.35	753.65	37.20%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Travel and Training	5,000.00	1,389.50	3,610.50	27.79%
Miscellaneous	12,000.00	4,954.96	7,045.04	41.29%
<u>RO Annual costs</u>				
Power	104,000.00	29,909.73	74,090.27	28.76%
Chemicals	52,332.00	17,319.99	35,012.01	33.10%
HRSD	297,798.00	70,975.92	226,822.08	23.83%
Supplies	20,000.00	1,900.55	18,099.45	9.50%
Communication	9,200.00	2,608.98	6,591.02	28.36%
Travel and training	4,300.00		4,300.00	0.00%
Dues & Subscriptions	600.00	129.00	471.00	21.50%
Maintenance and Repairs	66,500.00	13,755.51	52,744.49	20.68%
Total Water Fund Operating Expenses before D&A Exp.	1,467,992.00	325,392.77	1,142,599.23	22.17%
Operating Income before D&A Expense	121,547.00	31,465.93	90,081.07	25.89%
Depreciation & Amortization Expense	385,000.00	120,162.00	264,838.00	31.21%
Operating Income (Loss)	(263,453.00)	(88,696.07)	(174,756.93)	33.67%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees			-	0.00%
Availability Fees	68,000.00	8,160.00	59,840.00	12.00%
Interest Revenue	7,500.00	7,871.89	(371.89)	104.96%
Well Nest Construction Contribution			-	0.00%
Interest Expense	(42,600.00)	(2,596.83)	(40,003.17)	6.10%
Total Nonoperating Revenues (Expenses)	32,900.00	13,435.06	19,464.94	40.84%
Net Income (Loss)	(230,553.00)	(75,261.01)	(155,291.99)	-228.76%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees				#DIV/0!
Availability Fees	(68,000.00)	(8,160.00)	(59,840.00)	12.00%
Debt Service Revenue	(192,770.00)	(37,321.50)	(155,448.50)	19.36%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Depreciation & Amort. Exp.	385,000.00	120,162.00	264,838.00	31.21%
Additional debt service costs-principal expense	(242,515.00)	(226,570.00)	(15,945.00)	93.43%
Total adjustments to CAFR	(118,285.00)	(151,889.50)	33,604.50	128.41%
Working adjusted income	(348,838.00)	(227,150.51)	(121,687.49)	65.12%

	Proposed Amendments 2017/2018	Adopted 2017/2018	Actual 10/31/2017	Remain Budget	% of Budget
Water Fund					
Net Operating Reserves (Deficit)		(348,838.00)	(227,150.51)	(121,687.49)	65.12%
Construction Standards Update-rollover 2017	(2,121.00)	-	(1,170.00)	1,170.00	100.00%
Water Master Plan		(37,551.00)		(37,551.00)	0.00%
Vehicle/Equipment		(12,500.00)		(12,500.00)	0.00%
RO Server (backup)		(10,000.00)		(10,000.00)	0.00%
Well 8-repair crack in casing or screen-rollover 2017	(60,000.00)			-	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)		(100,000.00)	0.00%
Net Capital Outlay		(285,051.00)	(1,170.00)	(283,881.00)	0.41%
Net Reserves (Deficit) after capital outlay		(633,889.00)	(228,320.51)	(405,568.49)	36.02%
Financing-Main St. Water Main, Water Line replace		-		-	0.00%
Operating Reserves		226,245.00		226,245.00	0.00%
Water Treatment Escrow		-		-	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		-	(6,217.18)	6,217.18	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	100.21	84.79	54.17%
Revenue - Commwlth of VA	1,169,688.00	297,326.35	872,361.65	25.42%
Total Highway Fund Revenue	1,169,873.00	297,426.56	872,446.44	25.42%

**Town of Smithfield
Highway Fund**

Description	Adopted 2017/2018	Balance as of 10/31/17	Remaining Budget	% of budget
Expenses				
Salaries	233,524.00	64,999.37	168,524.63	27.83%
FICA	18,682.00	4,693.04	13,988.96	25.12%
VSRS	15,204.00	4,539.04	10,664.96	29.85%
Health	57,170.00	16,713.54	40,456.46	29.23%
Uniforms	3,500.00	355.99	3,144.01	10.17%
Engineering	-	-	-	0.00%
Grass	20,000.00	10,405.96	9,594.04	52.03%
Maintenance	637,880.00	69,837.54	568,042.46	10.95%
Asphalt/Paving		21,669.80	(21,669.80)	
Ditching		27,664.05	(27,664.05)	
Traffic Control devices		2,813.27	(2,813.27)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		17,421.53	(17,421.53)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		268.89	(268.89)	
Storm Maintenance		-	-	
Street Lights	117,000.00	28,168.46	88,831.54	24.08%
Insurance	15,450.00	6,862.00	8,588.00	44.41%
VAC Truck Repairs	2,500.00	2,534.57	(34.57)	101.38%
Gas and Tires	8,000.00	2,154.23	5,845.77	26.93%
Stormwater Management Program (regional)	3,342.00	1,671.00	1,671.00	50.00%
Total Highway Fund Expense	1,132,252.00	212,934.74	919,317.26	18.81%
Net Reserves (+/-)	37,621.00	84,491.82	(46,870.82)	224.59%

Proposed Amendments 2017/2018	Adopted 2017/2018	Actual 10/31/2017	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)		37,621.00	84,491.82	(46,870.82)	224.59%
Construction Standards Update-rollover 2017	-	(2,121.00)	(1,170.00)	(951.00)	55.16%
Vehicles and Equipment		(12,500.00)	-	(12,500.00)	0.00%
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)	(9,165.00)	(28,456.00)	24.36%
Net Reserves (Deficit) after capital outlay		0.00	75,326.82	(75,326.82)	#DIV/0!
Carryover from FY2017			<u>145,134.85</u>		
<u>Net Adjusted Reserves (deficit)</u>			220,461.67		

Notes: October 2017

GENERAL FUND

Revenues:

Current/Delinquent RE

Real estate bills were mailed at the end of October which accounts for the low amount of current revenue recorded. Through November 17, current collections posted total \$190,865 and delinquent collections total \$4996.

Current/Delinquent PP

Personal property bills were mailed the first week of November. Current collections posted through November 17 equal \$84,552 and delinquent collections total \$16,855.

Cigarette Tax

Sold 180,000 cigarette tax stamps through October compared to 197,120 for the same period last year. Total revenues are \$12,898 lower than prior year but includes 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.

Meals Tax

Meals tax revenues total \$439,222 compared to \$411,118 through October 2017. 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 August 2017 and is \$13,318 less than FY2017.

Consumption/Utility Tax

Consumption and utility taxes reflect collections for July through September. Utility taxes collected to date are \$554 lower than FY2017 and consumption taxes are \$901 lower than prior year.

Business licenses

Due date is April 15, so the majority of this revenue will be collected in the spring. Current revenues reflect delinquent accounts and new business.

Vehicle License Tax

VL Tax is billed with PP, so collections to date reflect supplemental and delinquent collections from prior years. VL tax collected through November 17 equals \$36,735.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$180), zoning permits (\$7070), yard sale permits (\$430), E&S Fees (\$600), ROW permit fees (\$840), and golf cart permits (\$60).

Administrative collection fees

\$30 collected per DMV stop. The front office has been very busy clearing out delinquent balances over the past few months.

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 September and are \$6,195 higher than FY2017.

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.

Smithfield Center Rentals

Rents of \$71,985 are \$18,717 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 \$716,994 of contributions for the ball field from prior year. We have \$244,840 remaining to apply to the project as of 10/31/17.

Reserves-Operating

Utilized \$627,974 of operating reserves to fund expenses prior to recognizing 2018 revenues. Last year we used \$252,032 through October. This is mainly because we received \$500,000 in contributions for the ball fields last year and did not show that amount as restricted reserves as we expected to spend it during the fiscal year.

Law Enforcement

Received 1st quarter 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 August 2017. It is \$1124 less than prior year.

PPTRA State Revenue

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

FEMA reimbursement

Received \$68,400 from FEMA. We have not yet been 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.

Note Proceeds

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

Insurance Recoveries

Received \$1446 from VML for property & vehicle damage to 2015 F350 (\$214.00), Public Works garage door (\$170), flatbed trailer damage (\$582), and additional property damage (\$480-claim #02PC17-00433-01PR).

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, \$20 from Smithfield Baptist Church, 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.

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 November- 42% of the year.

Insurance

2 quarterly payments (50%) has 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

Bank charges

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

Smithfield CHIP

Included \$2,255 to Airfield 4-H Center for children's camp.

Town Manager

Maintenance contract

Pitney Bowes-\$995.04-service period 10/1/17-9/30/18
RICOH copier-\$186.39 x 4 months=745.56
RICOH-\$246.54 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.

Police

Insurance-LODA

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

Radio equipment & repairs

Atlantic communications-\$142.50-technical service on car camera
Atlantic communications-\$375-remove & install camera system
Atlantic communications-\$363.80-technical service-camera freezes up
Atlantic communications-\$55.00-mic making noise-tested okay

Travel & Training

Includes \$7014 for Hampton Roads Criminal Justice Training Academy-FY2018 Pro-rata

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-\$950
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

Travel & training

Virginia Recreation and Park Society-\$840.00-annual conference Musick & Hewett
Mansfield Oil-\$41.91-fuel charges (not separated as in other departments)
Beach Bully BBQ & Catering-\$86.28

Smithfield Center

Computer & Technology expense

EMS Software-\$1209.08-8/1/17 through 7/31/18-will move to contracted services for 2019

Contributions-Parks, Recreation and Cultural

Historic Windsor Castle Restoration LLC

First payment of TC approved funding for tenant building renovation.

Hampton Roads Planning District Commission

2 quarterly payments of \$2432.75 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 has submitted a request to the state for the matching funds.

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

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.

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-\$87.50
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 overlamine on pvc
Bank of America-\$129.70-various vendors

Other Parks & Recreation

Veterans War Memorial

Southern Shores-\$724.45-monthly services-revised allocation increased from \$28.41 to \$144.89 per month.
Dominion VA Power-\$148.31

Public Ball Fields

Utilities-Dominion VA Power-\$536.28-3 billings for service at the ball fields.
Communications-\$22.99-
Computer & Technology-\$610.86
Other-\$135-Sentara Obici Occupational-drug screen, preemployment physical, hearing test

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.

Contributions-Community Development

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-\$275 for 10 hour insect repellent-case of 48
WW Grainger-\$264 for 1 drum truck
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.

Repairs & Maintenance

Smithfield Auto & Truck-\$865.94-2005 Ford Explorer-upper ball joint, lower ball joint, oil, inspection & oil change for 2005 Crown Vic
Airgass USA, LLC-\$204.51-oxygen cylinders-rentals
American Tire Distributor-\$340-tires for 2005 Ford Crown Vic
Bank of America-\$826-Industrial Battery-batteries for the radios at radio bldg
Coffey's Lockshop-\$39.25-key copies
Uline-\$535.91-12 count trash can liners (40-45 gallon)
Smithfield Auto & Truck-\$789.33-2005 Crown Vic-fuel filter, transmission filter, brake flush, coolant, flush brake system, coolant system, mount and balance 4 tires, alignment
Smithfield True Value-\$17.59 -drill bits and insert bits

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.

Other Financing Uses

Transfers to Restricted Reserves IOW Loan Drew down balance of loan funds. This portion is earmarked for loan repayment to IOW County.

Transfer to Restricted Reserves-WC Restoration Drew down balance of loan funds. This will be allocated to the WCP Foundation throughout the fiscal year to meet the Town's remaining contribution as budgeted.

Transfers to Restricted Reserves-Dam Repair Earmark money received from FEMA until work is billed.

Transfers to Restricted Reserves-Pinewood Meals tax revenues of \$143,502 have offset expenses to date of \$54,585 leaving a balance of \$88,917 reserved for the project in FY2018.

DEBT SERVICE

HVAC-Smithfield Center This loan was paid off in September 2017.

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

None

TREASURER

None

PARKS, RECREATION AND CULTURAL

Ball Fields

Alpha Corporation-\$13,200.40 for services rendered through 9/30/17 (PM Services).
James S Robbins, Jr PE-\$8000-Pre construction meeting of GET Soil Report, inspections
RAD Sports-\$474,094.95-progress payment #8 & #9.
A R Chesson-\$188,471.72-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-\$742.50-CMT Services from 9/1/17 through 9/30/17

PUBLIC SAFETY

None

PUBLIC WORKS

Waterworks Dam

Draper Aden -\$7119.00-Engineering Services through August 31, 2017.

Urban Fund Projects

Three UPC projects supported by federal funds with 2% matching from the Town. Draw requests have 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 October. Full billings and consumption are shown in the graphs for trend analysis. Sewer charges are \$2,009 lower than FY2017 and compliance fees are \$1509 higher.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. For Aug-Oct we collected on 3 connections at \$1580 each (5/8" meters) for a total of \$4,740 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 November - 42% of the year.

HRPDC Sewer Programs

Represents 2 quarterly payments-50%

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-hydromatic 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

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)

Dues

APWA-\$30 each to Sewer and Water for Public Works , Bank of America-card renewal fee-\$29

Insurance

Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.

Nonoperating Revenues (Expenses)

Availability fees

We received 3 at \$4120 each for a total of \$12,360.

Interest Expense

First loan payment was made for the year. Accrued interest of \$3532.69 was reversed from current interest payment. Final payment for the year will be interest only in February.

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)

By-pass Pump

Xylem-\$83,229.41-Dri-Prime CD180M Critically Silenced Pump

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 October. Full billings and consumption are shown in the graphs for trend analysis. Water charges are \$37,840 higher than FY2017 and debt service fees are \$483 higher.

Connection Fees

The Town has collected on 3 accounts at \$660 each (5/8" meters) for a total of \$1980.

Expenses

Salaries

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

Health Insurance

Health and dental have been paid for July through November -42% of the year.

HRPDC Regional Water Supply

Represents 2 quarterly payments-50%

Insurance

Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.

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 2 quarterly payments to VDH-Waterworks Technical Assistance Fund (\$2,225.04 each qtr). 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 3 at \$2720 for a total of \$8160.

Interest Revenue

Interest revenue has already exceeded budget. This is due to increased balances as some development has generated deposits in the esrow accounts. The water billings are also higher to date that the same period last year.

Interest Expense

First loan payment was made for the year. Accrued interest of \$14,143.56 was reversed from current interest payment.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

Principal was paid for the 2 VML VACO Loans. These are paid semi-annually. Have not yet started paying principal on the line of credit that was used for the main street water line replacement (\$265,000).

WATER CAPITAL

Design & Constructions Standards Update

Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

First quarterly payment made at the end of September. The first payment was \$297,326.35 which 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 November- 42% 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 9/2017
Southern Shores-\$2230.60-Sep-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 9/2017
Southern Shores-\$2530.60-Sep-contract mowing BP road, Benn's Church Blvd/Canteberry Lane, Route 258, through 10/2/17

Insurance

Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance-50%.

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)

Stormwater Management Program

Represents 2 quarterly payments-50%

HIGHWAY CAPITAL

Design & Constructions Standards Update

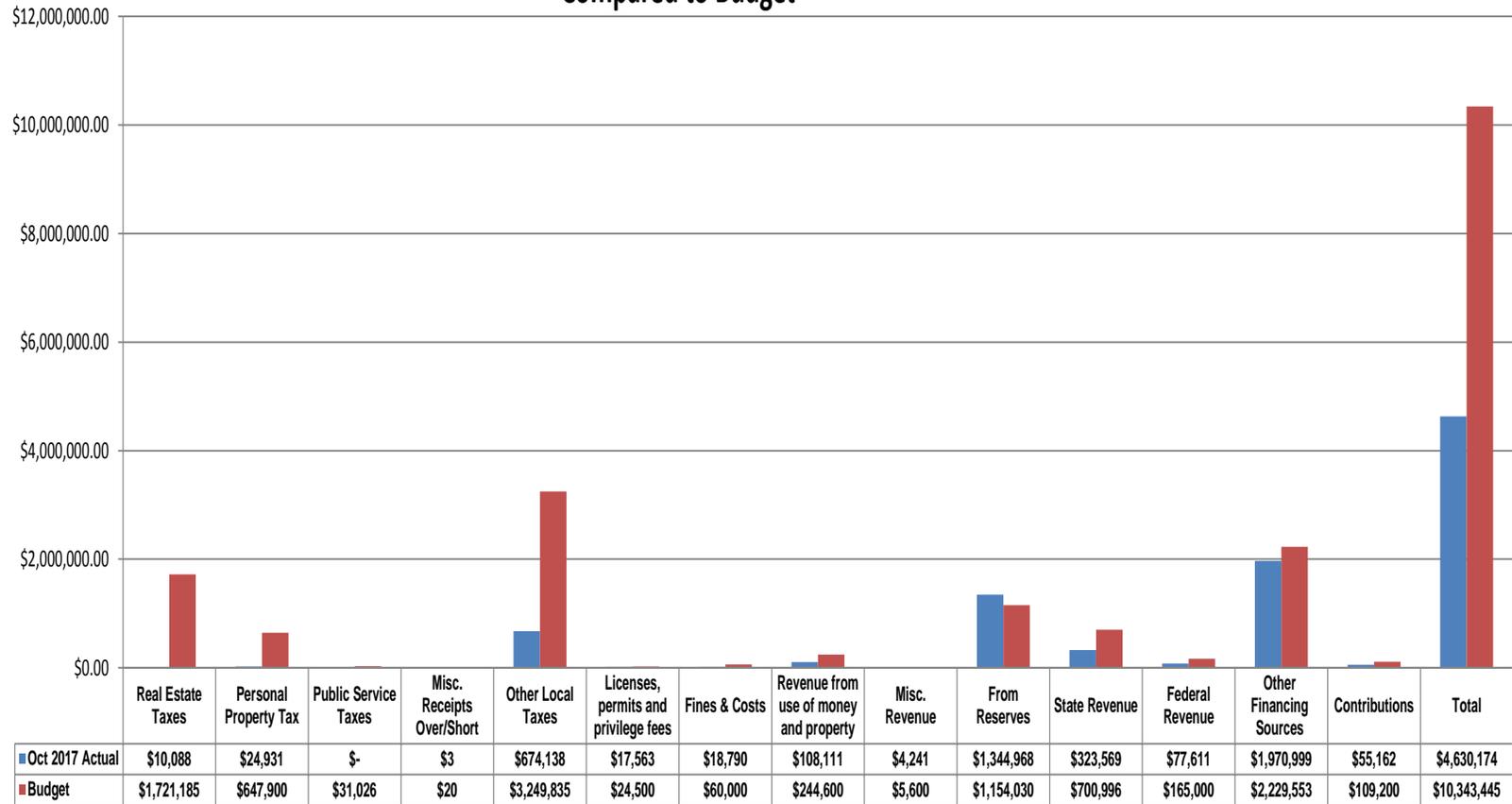
Draper Aden-\$1170-professional fees through August 31, 2017 (split between SWR, WTR, HWY 1/3 each)

Mower

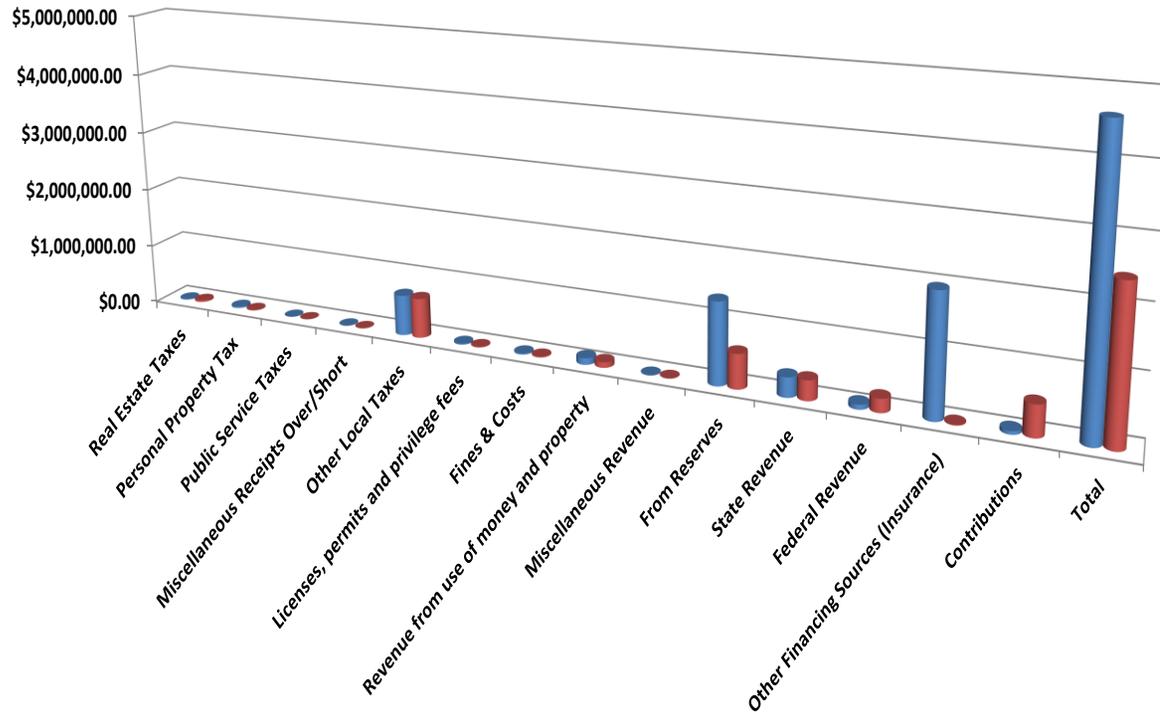
Farmers Service-\$7995-One FX850 Kaw S/S 60" Deck

OCTOBER 2017 FINANCIAL GRAPHS

Oct 2017 YTD General Fund Revenues Compared to Budget

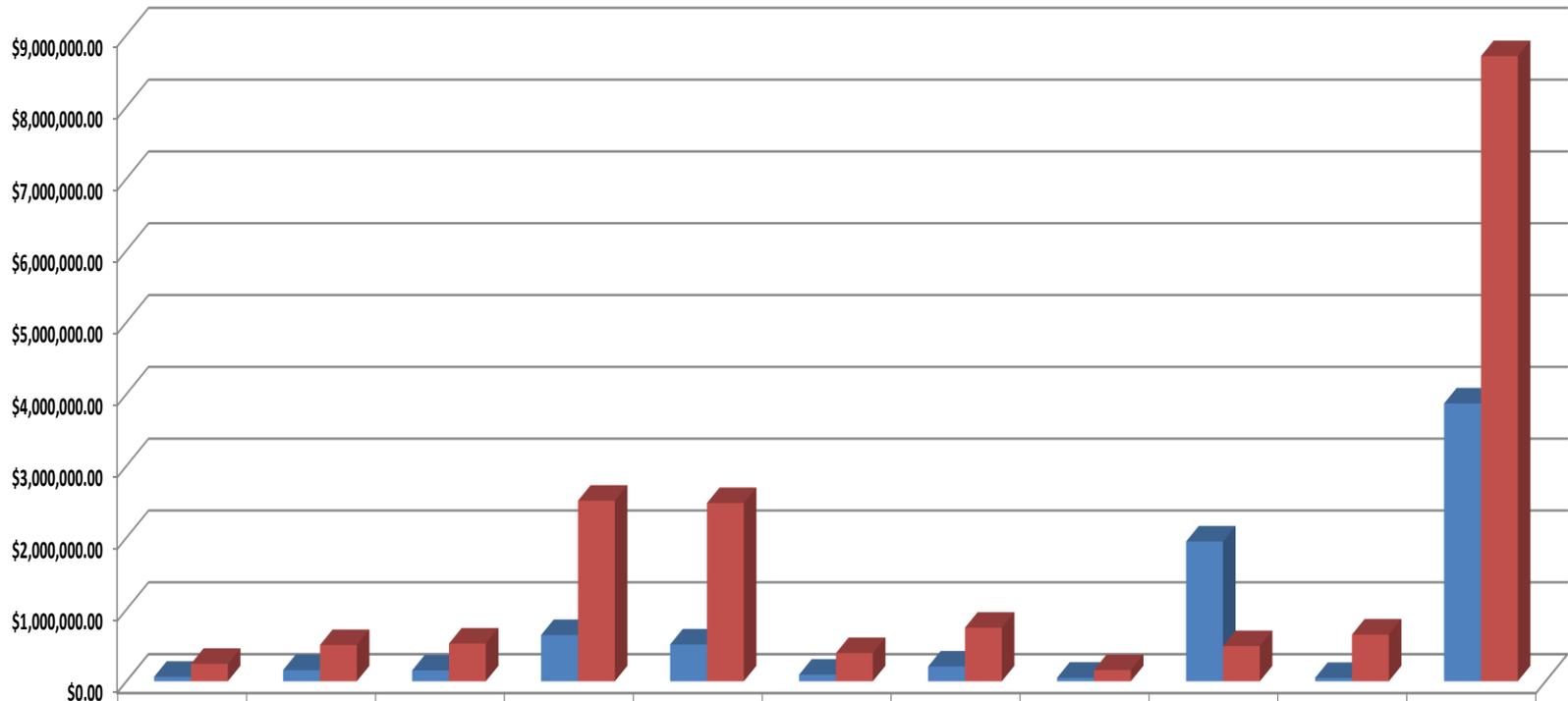


Oct 2017 YTD General Fund Revenue Compared to Oct 2016



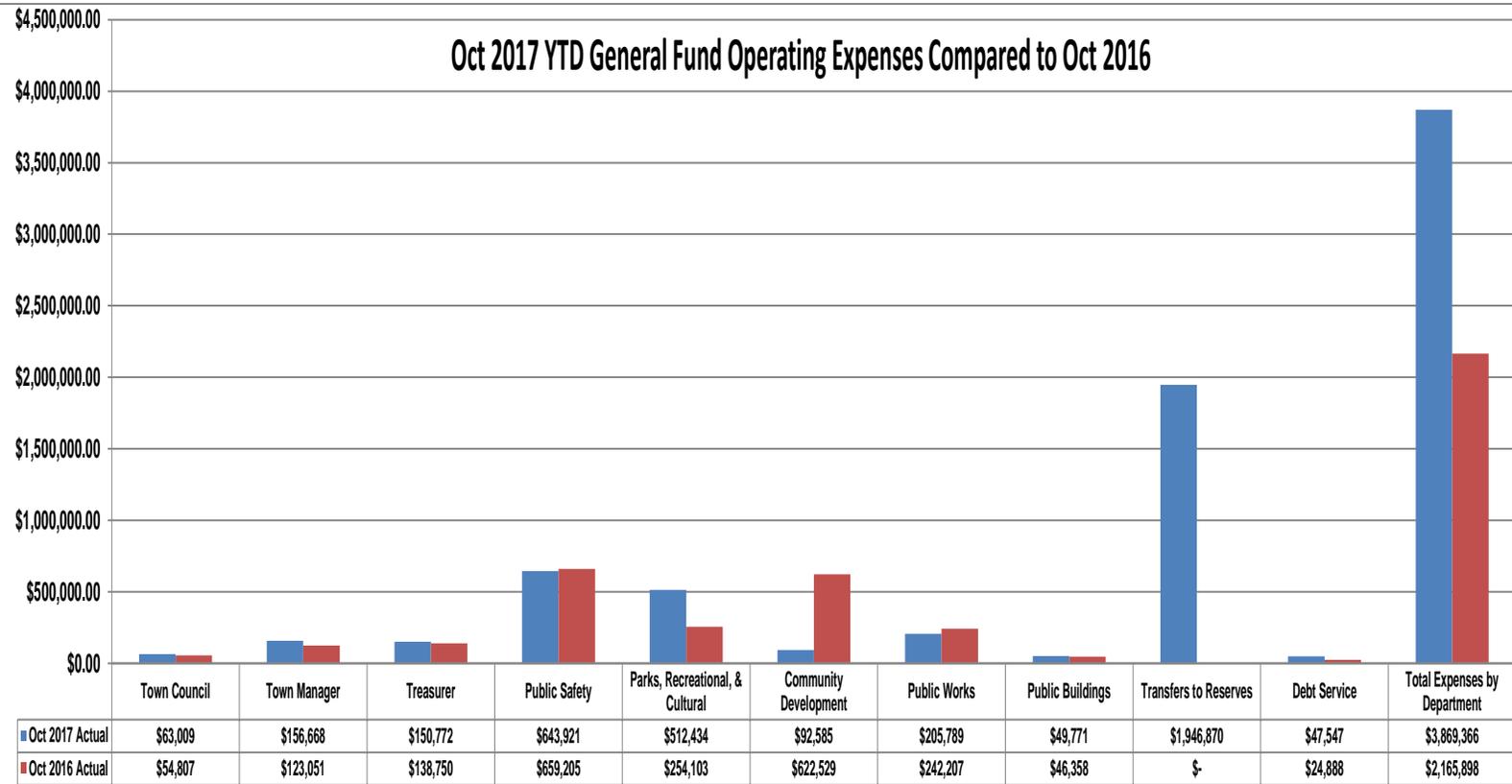
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Oct 2017 Actual	10,088	24,931	-	3	674,138	17,563	18,790	108,111	4,241	1,344,968	323,569	77,611	1,970,999	55,162	4,630,174
■ Oct 2016 Actual	\$26,419	\$12,179	\$-	\$10	\$662,584	\$9,052	\$12,665	\$90,923	\$2,070	\$567,192	\$326,261	\$222,968	\$13,748	\$504,552	2,450,623

Oct 2017 YTD General Fund Operating Expenses Compared to Budget

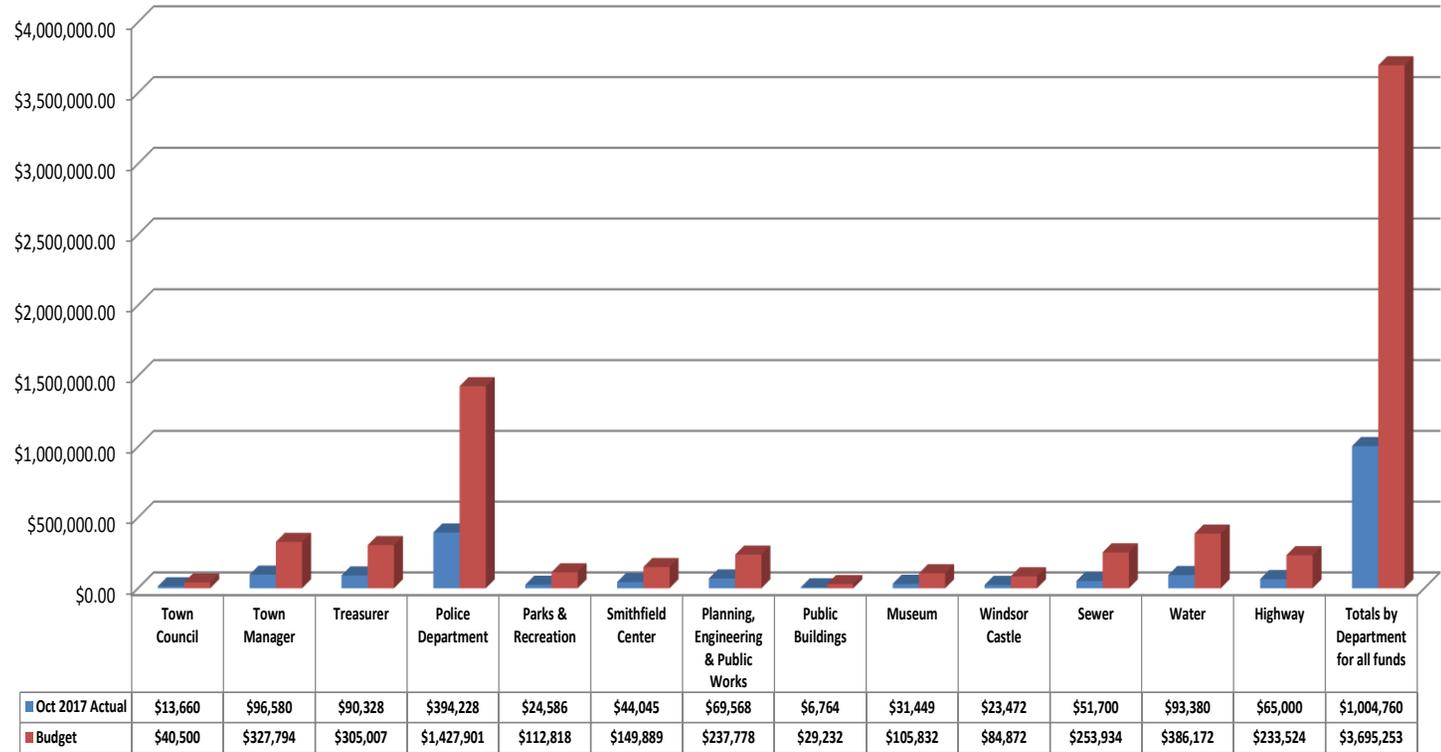


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ Oct 2017 Actual	\$63,009	\$156,668	\$150,772	\$643,921	\$512,434	\$92,585	\$205,789	\$49,771	\$1,946,870	\$47,547	\$3,869,366
■ Budget	\$243,024	\$504,529	\$525,262	\$2,514,713	\$2,482,295	\$392,951	\$746,282	\$156,571	\$489,553	\$650,036	\$8,705,216

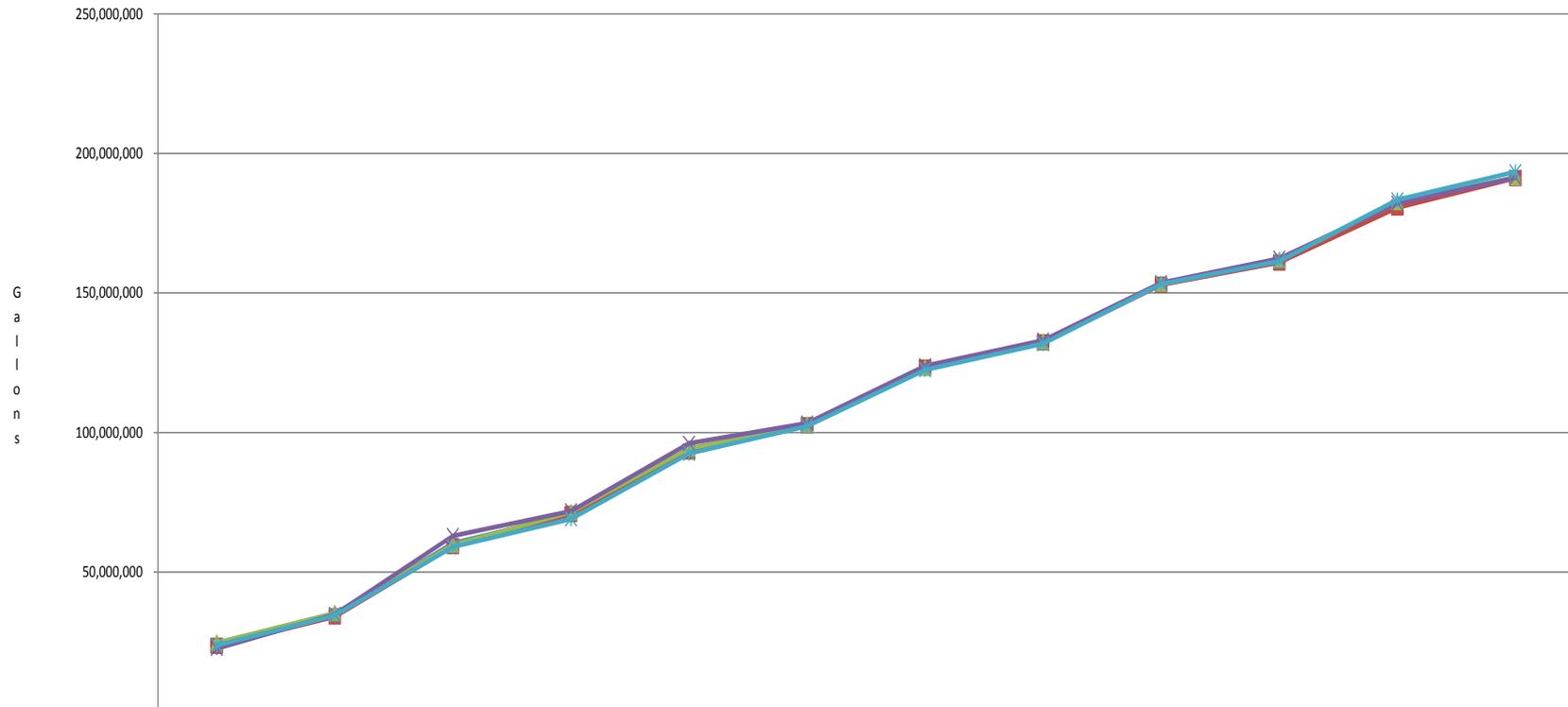
Oct 2017 YTD General Fund Operating Expenses Compared to Oct 2016



Oct 2017 YTD Salaries to Budget by Department

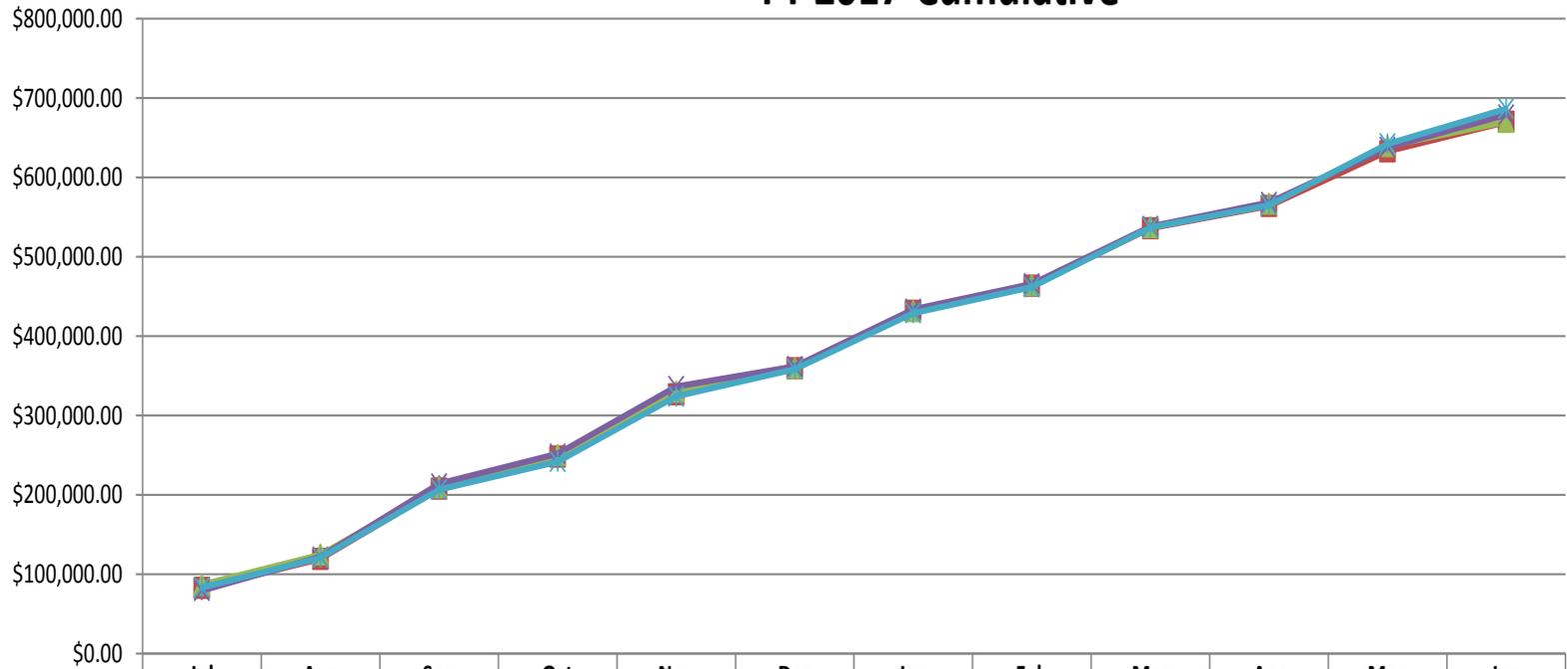


Oct 2017 YTD Sewer Consumption Compared to FY 2014 through FY 2017-Cumulative



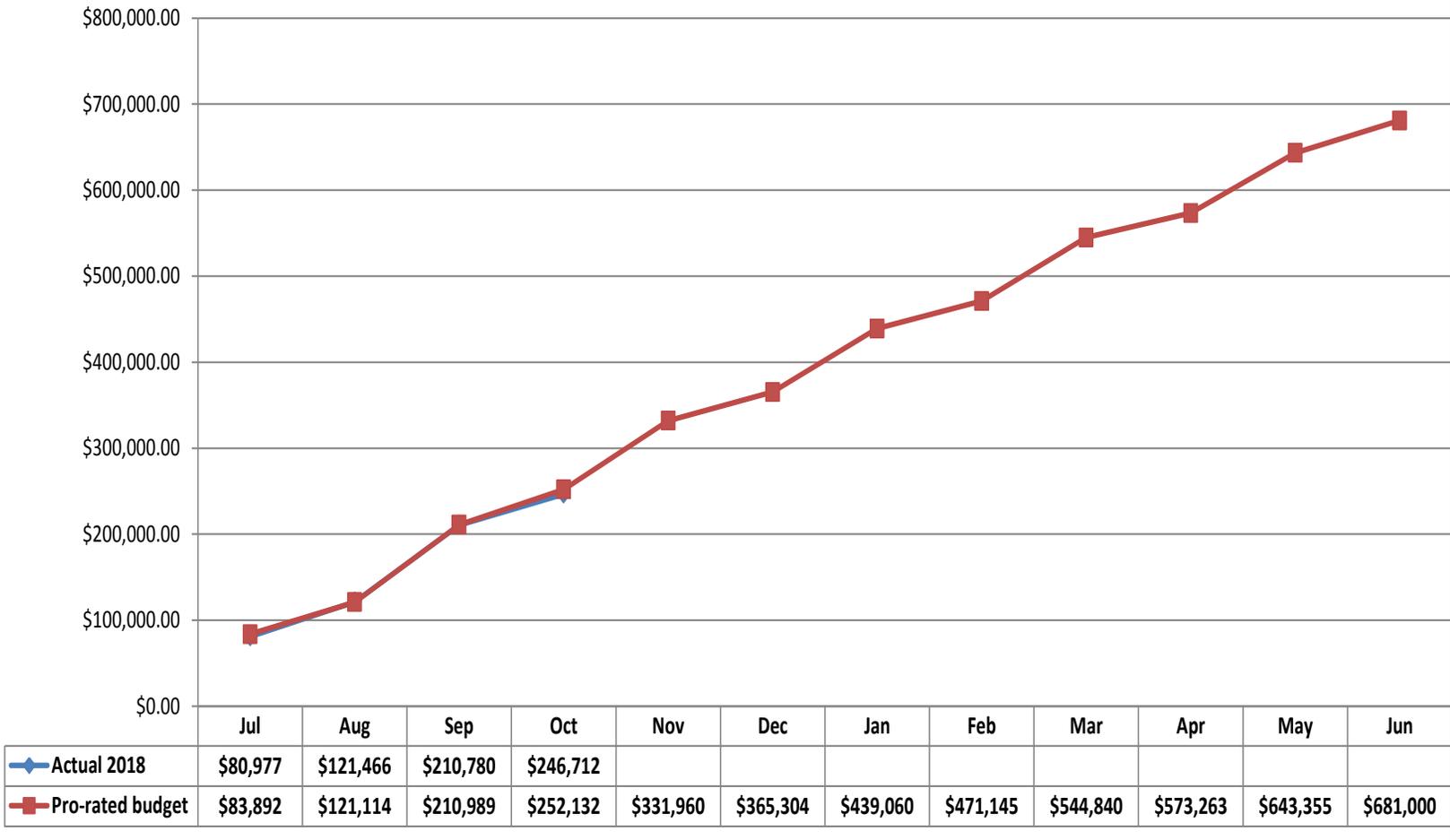
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884								
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
Actual 2016	24,711,665	35,276,564	59,786,489	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

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

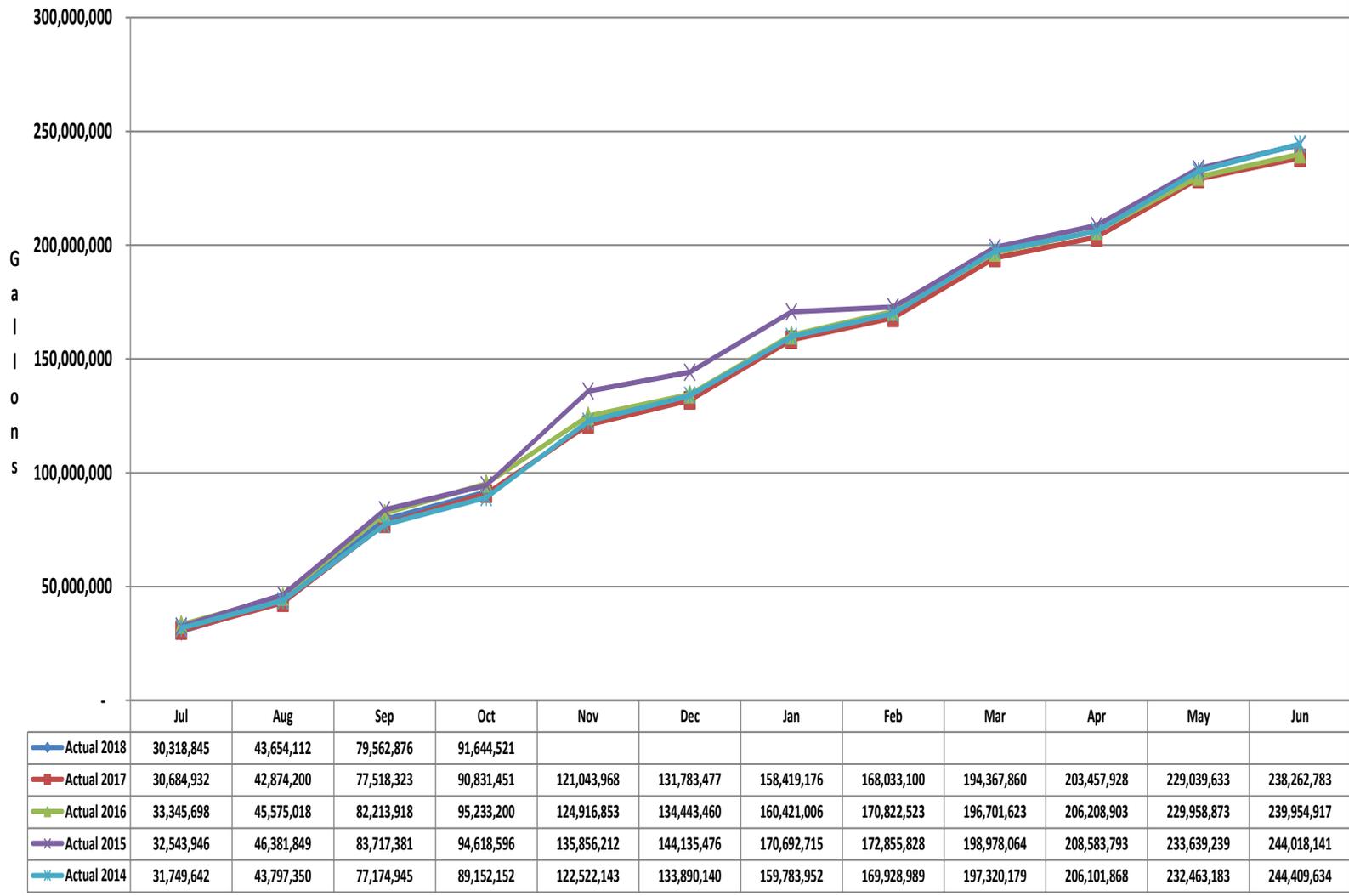


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
◆ Actual 2018	\$80,977	\$121,466	210,780	\$246,712								
■ Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438	\$535,928	563,886	\$632,831	\$669,860
▲ Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$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

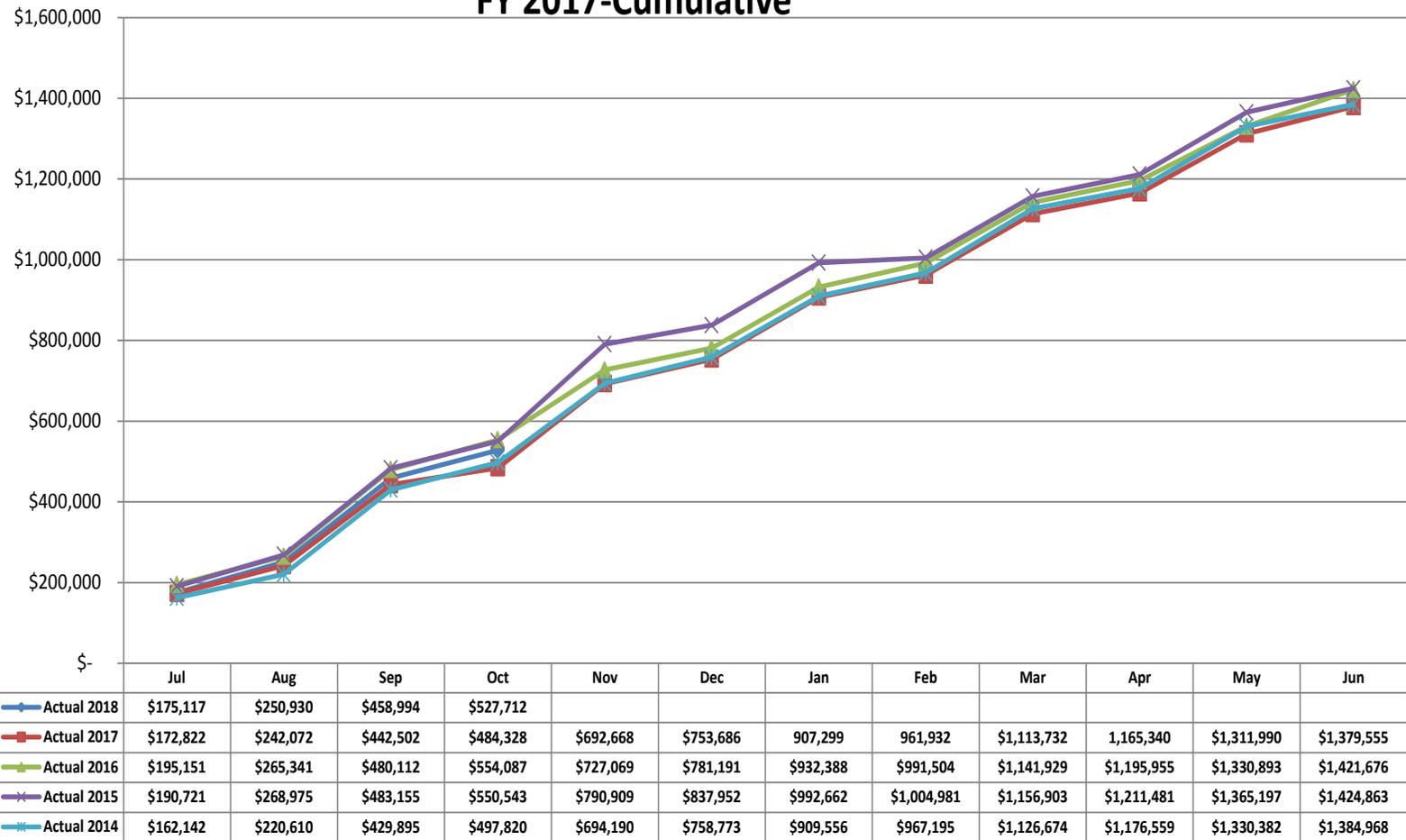
Oct 2017 Unadjusted Sewer Charges Compared to Pro-Rated Budget



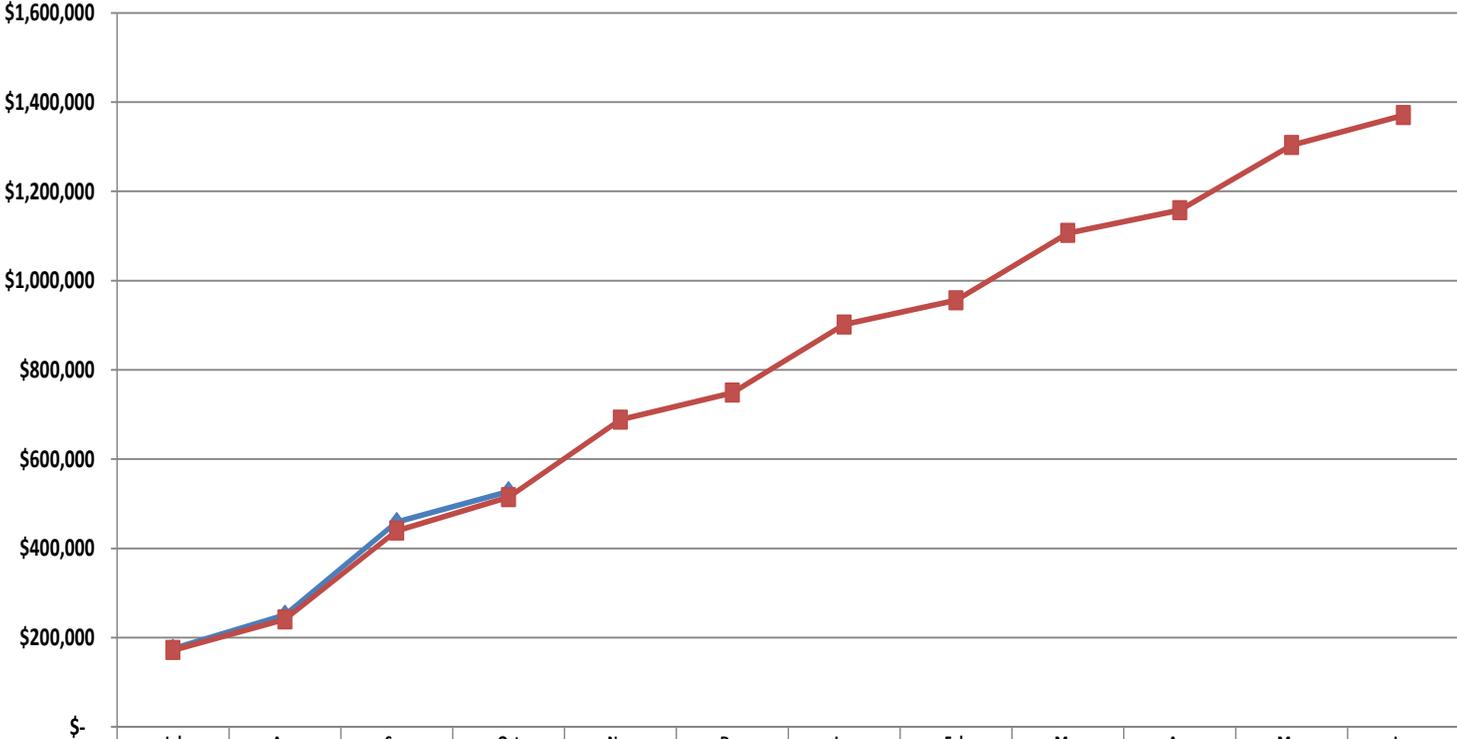
Oct 2017 YTD Water Consumption Compared to FY 2014 through FY 2017-Cumulative



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



Oct 2017 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								
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

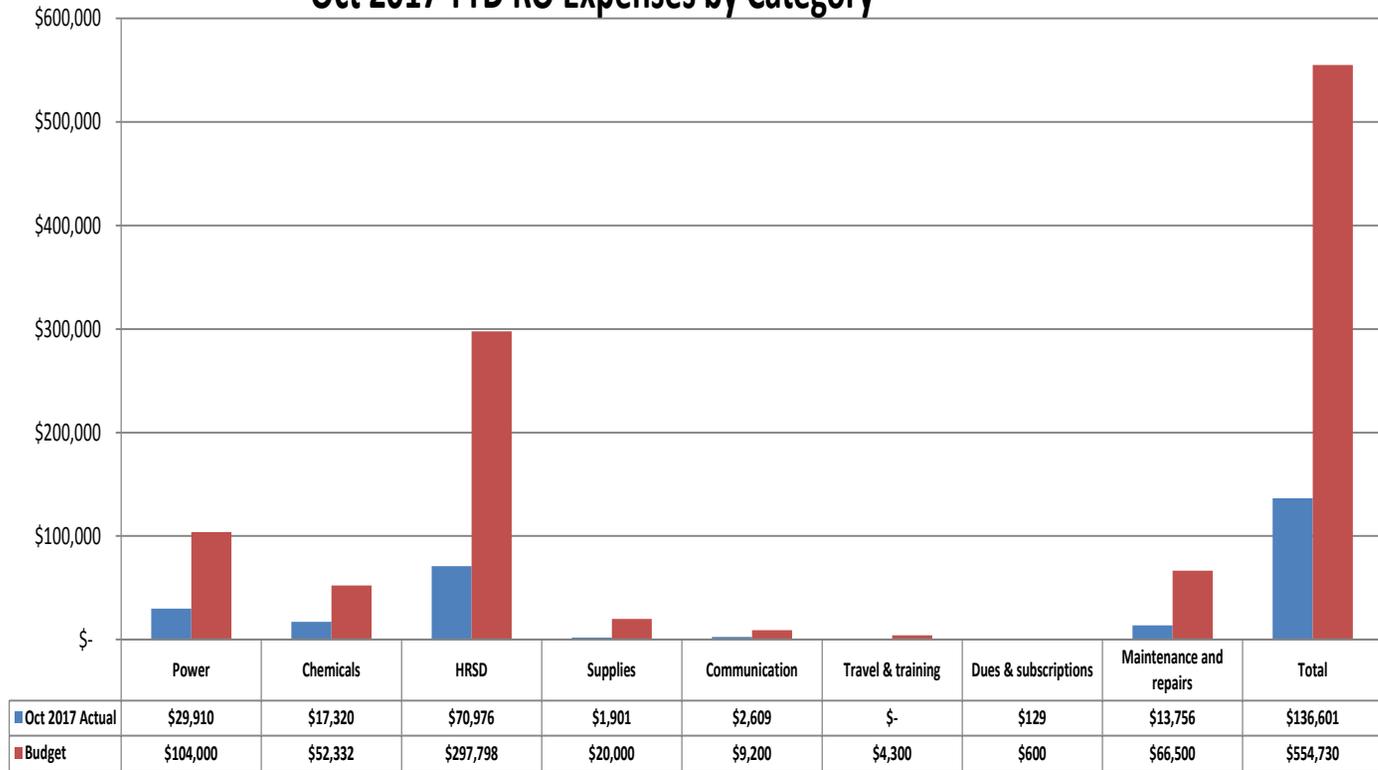
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-18							\$ 6.10
Mar-18							\$ 6.10
Jan-18							\$ 6.10
Nov-17	4,588,481	1,283,941		\$ 27,989.74	\$ 7,832.05	\$ 35,821.79	\$ 6.10
Sep-17	7,801,519	2,159,493		\$ 47,589.27	\$ 13,172.91	\$ 60,762.18	\$ 6.10
Jul-17	4,620,000	2,213,800	16,794,812	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	\$ 6.10
-Jul 17				\$ (28,182.00)	\$ (13,504.19)		
+Jul 18				\$ -	\$ -	\$ (41,686.19)	
				\$ 75,579.01	\$ 21,004.96	\$ 96,583.97	
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200		\$ 18,632.39	\$ 13,787.23		\$ 6.10
Mar-17	2,933,440	2,258,900		\$ 17,893.99	\$ 13,779.30		\$ 6.10
Jan-17	3,296,000	2,138,000		\$ 20,105.60	\$ 13,041.80		\$ 6.10
Nov-16	5,167,000	1,909,600		\$ 31,518.70	\$ 11,648.57		\$ 6.10
Sep-16	6,870,000	1,726,900		\$ 41,907.00	\$ 10,534.10		\$ 6.10
Jul-16	4,218,000	1,498,700	37,331,230	\$ 27,037.38	\$ 9,606.67	\$ 229,492.73	\$ 6.41
-Jul 16				\$ (27,037.38)	\$ (9,606.67)		
+Jul 17				\$ 28,182.00	\$ 13,504.19	\$ 5,042.14	
						\$ 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		\$ 19,915.87	\$ 13,889.83		\$ 6.41
Mar-16	2,797,000	1,850,300		\$ 17,928.77	\$ 11,860.43		\$ 6.41
Jan-16	3,139,000	1,800,900		\$ 20,120.99	\$ 11,543.78		\$ 6.41
Nov-15	6,464,000	1,664,500		\$ 41,434.24	\$ 10,669.45		\$ 6.41
Sep-15	8,543,000	1,489,900		\$ 54,760.63	\$ 9,550.27		\$ 6.41
Jul-15	6,213,000	1,607,200	40,842,700	\$ 39,825.33	\$ 10,302.16	\$ 261,801.75	\$ 6.41
-Jul 15				\$ (39,825.33)	\$ (10,302.16)		
+Jul 16				\$ 27,037.38	\$ 9,606.67	\$ (13,483.44)	
						\$ 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		\$ 22,781.14	\$ 11,346.99		6.41
Mar-15	3,069,000	1,738,000		\$ 19,672.29	\$ 11,140.58		6.41
Jan-15	3,448,000	1,802,600		\$ 22,101.68	\$ 11,554.67		6.41
Nov-14	6,806,000	1,684,300		\$ 43,626.46	\$ 10,796.37		6.41
Sep-14	8,287,000	1,556,000		\$ 53,119.67	\$ 9,973.96		6.41
Jul-14	6,465,000	1,553,800	41,733,900	\$ 41,440.65	\$ 9,959.86	\$ 267,514.32	6.41
-Jul 14				\$ (41,440.65)	\$ (9,959.86)		
+Jul 15				\$ 39,825.33	\$ 10,302.16	\$ (1,273.02)	
						\$ 266,241.30	

HRSD EXPENSES FOR RO PLANT FY2014-FY2018

\$30,000
\$25,000
\$20,000
\$15,000
\$10,000
\$5,000
\$-

	July	August	September	October	November	December	January	February	March	April	May
FY2018	\$25,744	\$23,320	\$21,912								
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

Oct 2017 YTD RO Expenses by Category



<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru September	
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>		<u>\$ 134,826.48</u>		
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	14,180,638	62,372.15
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		
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>		
		<u>48,295,870</u>		<u>\$ 212,424.46</u>		
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	12,096,912	57,412.03
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		
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>		
		<u>44,960,296</u>		<u>\$ 213,382.00</u>		

HRSD Charges to date per month				1 CCF=748 gallons	Comparison thru September	
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	12,744,493	65,255.54
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		
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	13,761,853	75,984.57
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		
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	12,876,620	77,638.76
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		
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	10,790,663	70,975.92

CASH BALANCES AS OF OCTOBER 2017					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,217,703.27	(345,179.63)	(257,172.07)	615,351.57
Water-Debt Service	Farmers Bank	703,512.56	24,227.89	-	727,740.45
Water Capital Escrow (availability fees)	TowneBank	442,750.12	2,720.00	-	445,470.12
Water Treatment Plant Escrow	TowneBank	112,605.61			112,605.61
Water Deposit Account	TowneBank	80,701.53			80,701.53
Water Development Escrow	TowneBank	121,211.62		-	121,211.62
Subtotal Water		2,678,484.71	(318,231.74)	(257,172.07)	2,103,080.90
Sewer	Farmers Bank	331,711.01	15,524.03	(315,796.58)	31,438.46
Sewer Development Escrow	TowneBank	380,021.33		-	380,021.33
Sewer Capital Escrow (availability fees)	TowneBank	748,974.69	4,120.00	-	753,094.69
Sewer Compliance	Farmers Bank	2,019,774.72	63,789.51	-	2,083,564.23
Subtotal Sewer		3,480,481.75	83,433.54	(315,796.58)	3,248,118.71
Highway	Farmers Bank	74,843.38	156,462.55	-	231,305.93
General Fund	Farmers Bank	4,159,083.29	(374,840.25)	572,968.65	4,357,211.69
Payroll	Farmers Bank	294,524.26			294,524.26
Money Market-General Fund	TowneBank	2,204.57			2,204.57
Business Super Now-General Fund	Farmers Bank	33,627.59			33,627.59
Money Market-General Fund	Farmers Bank	294,524.26			294,524.26
General Fund Capital Escrow Account	TowneBank	216,458.45	489,553.00		706,011.45
Certificate of Deposit	Farmers Bank	526,762.04			526,762.04
Certificate of Deposit-Police Dept	Farmers Bank	36,955.96			36,955.96
Special Project Account	Farmers Bank	1,298,308.53			1,298,308.53
Pinewood Heights Escrow	Farmers Bank	57,565.28			57,565.28
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	166,052.27			166,052.27
Windsor Castle Acct	TowneBank	89,500.00			89,500.00
S. Church Street Account	TowneBank	36,377.10	(36,377.10)	-	-
Subtotal General Fund		7,214,162.35	78,335.65	572,968.65	7,865,466.65
TOTAL ALL FUNDS		13,447,972.19	-	-	13,447,972.19



Account Statement

October 2017

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
511,442.85	513,083.60	0.00	42.20	548.67	512,767.93	511,949.32	-822.14

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
10/01/2017	Income Earned	18.57			10.041220	1.849	
10/13/2017	Withdrawal		42.20		10.032478	4.206	0.00
10/13/2017	Income Earned	249.40			10.032478	24.859	
10/31/2017	Income Earned	280.70			10.025134	28.000	
10/31/2017	Ending Balance			512,767.93	10.025134	51,148.237	



Account Statement

October 2017

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: 1.24%

	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
10/31/2017	Ending Balance			0.000	



Daily Rates

October 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Daily Yield
01-Oct-17	0.000033564	1.23%
02-Oct-17	0.000033838	1.24%
03-Oct-17	0.000033838	1.24%
04-Oct-17	0.000033838	1.24%
05-Oct-17	0.000033838	1.24%
06-Oct-17	0.000033838	1.24%
07-Oct-17	0.000033838	1.24%
08-Oct-17	0.000033838	1.24%
09-Oct-17	0.000033838	1.24%
10-Oct-17	0.000033564	1.23%
11-Oct-17	0.000033564	1.23%
12-Oct-17	0.000033838	1.24%
13-Oct-17	0.000033838	1.24%
14-Oct-17	0.000033838	1.24%
15-Oct-17	0.000033838	1.24%
16-Oct-17	0.000033564	1.23%
17-Oct-17	0.000033564	1.23%
18-Oct-17	0.000033564	1.23%
19-Oct-17	0.000033564	1.23%
20-Oct-17	0.000033564	1.23%
21-Oct-17	0.000033564	1.23%
22-Oct-17	0.000033564	1.23%
23-Oct-17	0.000034112	1.25%
24-Oct-17	0.000033564	1.23%
25-Oct-17	0.000033838	1.24%
26-Oct-17	0.000033838	1.24%
27-Oct-17	0.000033838	1.24%
28-Oct-17	0.000033838	1.24%
29-Oct-17	0.000033838	1.24%
30-Oct-17	0.000033838	1.24%
31-Oct-17	0.000033838	1.24%

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

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: 11
PERIOD TO: 11/20/2017
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	\$157,718.32
3. CONTRACT SUM TO DATE (LINE 1 ± 2).....	\$2,736,518.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$2,416,256.32
5. RETAINAGE	
a. 5.00 % of Completed Work	\$120,812.82
(Columns D + E on G703)	
b. 0.00 % of Stored Materials	\$0.00
(columns F on G703)	
Total Retainage (Line 5a + 5b or Total in Columns I on G703)	\$120,812.82
6. TOTAL EARNED LESS RETAINAGE	\$2,295,443.50
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$2,240,932.50
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$54,511.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$441,074.82

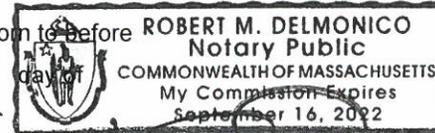
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: R.A.D. Corp

By: *James P. [Signature]* Date: 11-20-17

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..... \$54,511.00

(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	\$259,352.00	-\$101,633.68
NET CHANGES by Change Order		\$157,718.32

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE: 2

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

APPLICATION NO: 11

APPLICATION DATE: 11/20/2017

PERIOD TO: 11/20/2017

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS STORED NOT IN D O R E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD		TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	39,900.00	1,260.00		41,160.00	98.00	840.00	2,058.00
2.010	Erosion Control	36,000.00	25,200.00	3,600.00		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	152,880.00	3,120.00		156,000.00	100.00		7,800.00
28.000	Chain Link Fence	132,000.00	129,360.00	2,640.00		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	50,960.00	1,040.00		52,000.00	100.00		2,600.00
2.160	Athletic Equipment	54,000.00	52,920.00	1,080.00		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	207,100.00	6,540.00		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	115,200.00	11,520.00		126,720.00	99.00	1,280.00	6,336.00
20018.000	Concrete Flat work	106,000.00	100,700.00	3,180.00		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: 11
 APPLICATION DATE: 11/20/2017
 PERIOD TO: 11/20/2017

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F) %		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION	THIS PERIOD					
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	7,800.00	23,400.00		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	
		2,736,518.32	2,358,876.32	57,380.00		2,416,256.32	88.30	320,262.00	120,812.82



Draper Aden Associates

Engineering • Surveying • Environmental Services

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: November 13, 2017
Invoice Period: October 1 – October 31, 2017
cc: Andy Snyder (DAA)

Recent Activities:

Updates to Construction/Design Standards

1. Coordinated with Town personnel regarding Construction/Design Standards comments; and
2. Updated/Revised Construction/Design Standards per Town comments.

Upcoming Tasks:

1. Finalize Design/Construction Standards; and
2. Evaluate existing and future water demands in Southeastern portion of Town for comparison to Gatling Pointe water usage.

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

Vendor # _____

Account # _____

Dept. Head W. A. [Signature]

Town Manager [Signature]

Invoice Number: 2017100163

Invoice / Hourly Breakdown

Project Name: Annual Engineering Services Contract – General Services

Project Number: HR04103-02

Date: November 13, 2017

Invoice Period: October 1 – October 31, 2017

Task	DAA Personnel Hours				Total Labor (\$)	Expenses (\$)	Total Invoice (\$)
	Sr. Program Manager	Program Manager I	Project Manager	Engineer			
	\$190.00	\$140.00	\$130.00	\$100.00			
Updates to Construction and Design Standards				7.5	\$750.00	\$0.00	\$750.00
Totals:	0.0	0.0	0.0	7.5	\$750.00	\$0.00	\$750.00

INVOICE TOTAL = \$750.00



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
Date: November 13, 2017
Invoice Period: October 1 – October 31, 2017
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. Finalized design of emergency spillway repair and compilation of project plans;
2. Compiled project specifications inclusive of FEMA and VDEM frontend document requirements;
3. Prepared documents for bidding; and
4. Advertised project for bids on October 29th.

Task B – Project Management

1. QA/QC of plans and specifications.

Task C – Construction Administration

1. N/A

Upcoming Tasks:

1. Address DCR's Alteration Permit comments and resubmit;
2. Continue to coordinate with Angler regarding Environmental Permitting;
3. Continue to coordinate with FEMA and DCR; and
4. Provide bidding services.

Scope Changes:

1. N/A

Vendor # _____
Account # _____
Dept. Head See w.a. [Signature]
Town Manager [Signature]

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 68.99% 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:
 - a. Mandatory Pre-Bid Meeting: November 14th at 11:00 am
 - b. Bid Opening: November 28th at 2:00 pm

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: 2017100158

Invoice / Hourly Breakdown

Project Name: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation

Project Number: 16020295-010303

Date: November 13, 2017

Invoice Period: October 1 – October 31, 2017

Task	Description	Contract Amount (\$)	Previously Invoiced (\$)	Current Invoice (\$)	Total Invoiced (\$)	Invoiced To Date (%)
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	\$11,522.00	\$8,916.50	\$20,438.50	64.88%
B	Project Management	\$5,000.00	\$3,016.00	\$1,040.00	\$4,056.00	81.12%
C	Construction Administration	\$3,500.00	\$0.00	\$0.00	\$0.00	0.0%
Totals:		\$50,000.00	\$24,538.00	\$9,956.50	\$34,494.50	68.99%

Task	Description	DAA Personnel Hours						Total Labor (\$)	Expenses (\$)	Total Invoice (\$)	
		Sr. Program Engineer	Program Manager I	Sr. Comm Resource Specialist	Project Manager	Design Engineer	Sr. Admin				Admin
		\$190.00	\$140.00	\$140.00	\$130.00	\$110.00	\$75.00				\$70.00
A.1	Topographic Survey								\$0.00	\$0.00	\$0.00
A.2	Engineering/Design Services	34.0		3.0	15.0		0.5	0.7	\$8,916.50	\$0.00	\$8,916.50
B	Project Management				8.0				\$1,040.00	\$0.00	\$1,040.00
C	Construction Administration								\$0.00	\$0.00	\$0.00
Totals:		34.0		3.0	23.0		0.5	0.7	\$9,956.50	\$0.00	\$9,956.50

INVOICE TOTAL = \$9,956.50

A.C. Schultes of Maryland, Inc.
8221 Cloverleaf Drive
Millersville, MD 21108
USA

Invoice#
1113.H7665
Invoice Dat
11/13/17

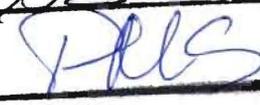
Voice: (410) 841-6710
 Fax: (410) 841-6711

Sold To:

Town of Smithfield
 Accounts Payable
 PO Box 246
 Smithfield, VA 23431

Customer ID: T0986

Customer PO	Payment Terms	Due Date
Emerg Repair Well 8A	Net 30 Days	12/13/17

Description	Amount
Attn: Jesse Snead	
Re: Well #8!, Invoice #2, ACSM Job H7665	
Mobilization	2,500.00
Two man crew to clean well & screens, five days @ \$1975.00/day	9,750.00
Repairs to VTP assembly	29,550.00
2nd video inspection	1,200.00
Replace 10" steel column 14 length @ \$800.00/length	11,200.00
Perform standard maintenance to motor	5,225.00
Epoxy Point Column pipe	13,750.00
 Vendor # _____	
 Account # _____	
 Dept. Head  _____	
 Town Manager  _____	

We accept Discover, Mastercard and Visa

Subtotal 73,175.00
 Sales Tax
TOTAL INVOICE AMOUN \$73,175.00

A.C. Schultes of Maryland, Inc.
8221 Cloverleaf Drive
Millersville, MD 21108
USA

Invoice#
0718.H77665
 Invoice Date
7/18/17

Voice: (410) 841-6710
 Fax: (410) 841-6711

Sold To:
 Town of Smithfield
 Accounts Payable
 PO Box 246
 Smithfield, VA 23431

Customer ID: T0986

PAID

Customer PO	Payment Terms	Due Date
Verbal RO Plant	Net 30 Days	8/17/17

Description	Amount
Attn: Jack Reed Re: Television Inspection and Report for Well 8A, ACSM Job H7665 Provide necessary labor, equipment and materials to remove the existing vertical turbine pump Televising and reporting on the well	12,950.00 1,200.00
Vendor # _____	
Account # _____	
Dept. Head <i>PS</i> _____	
Town Manager <i>PS</i> _____	

We accept Discover, Mastercard and Visa

Subtotal 14,150.00
 Sales Tax
TOTAL INVOICE AMOUNT \$14,150.00

SYDNOR

HYDRO...INC.

P.O. BOX 27186
PHONE 804-643-2725

RICHMOND, VIRGINIA 23261
FAX 804-788-9058

www.sydnorhydro.com
sydnor@sydnorhydro.com

7543

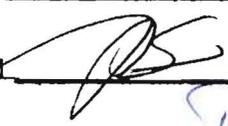
Please PAY BY INVOICE

SHIPPING ADDRESS
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

SHIPPED TO

69569
TOWN OF SMITHFIELD
PO BOX 246
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
10/31/17		90066-8	11	ST 12
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			NET 30	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	MAIN STREET PUMP STATION FAIRBANKS MORSE SERIAL #1260665 1 - FAIRBANKS MORSE 4" D5433WD DRY-PIT SUBMERSIBLE, 40HP / 1800 RPM, 230V/3PH/60HZ, WITH DYNAMICALLY BALANCED IMPELLER Vendor # _____ Account # _____ Dept. Head  _____ Town Manager  _____		\$16,900.00	
TOTAL BILLING				\$16,900.00

ACCOUNTS NOT PAID IN FULL IN **30 DAYS** ARE SUBJECT TO A **FINANCE CHARGE** OF 1 1/2% OF THE **UNPAID BALANCE** AT THE END OF THE **MONTH** WHICH IS AN **ANNUAL RATE** OF 18% PER YEAR.

Pump approved by
Town Council
8-1-2017

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Contract Invoice

Invoice#: 8031617-1

Date: 11/16/2017

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: James St Bypass Pump
P.O. Box 246
Smithfield VA 23431

Due Date: 11/16/2017

Terms: Net 30 Days

Order#

Description	Amount
Invoice	16,700.00

Notes:

This invoice is for labor and materials for the James Street Bypass Pump per the attached scope of work. If you have any questions please let me know.

Thank you
Tammy Gregory

Vendor # _____

Account # _____

Dept. Head _____

Town Manager _____

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

Non-Taxable Amount:	16,700.00
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	16,700.00

A



3-13-2017

Town of Smithfield Public Utilities

***James Street Bypass Pump
Scope of Work***

- Disconnect and remove existing bypass pump
- Deliver existing pump to Morris creek pump station
- Enlarge existing concrete pad to accommodate new Pump footprint
- Set new bypass pump (Bypass Pump is furnished by Town)
- Modify conduits as needed to tie-in to new Pump
- Pull in and Terminate 110V wiring
- Pull in and re-use existing level transducer
- Install new spool piece on 8" Suction pipe and tie in to new Pump
- Excavate and expose Force main piping, tie new Pump into below grade piping

NOTES:

1. Town of Smithfield to coordinate Valve operation as needed
2. Town to handle any bypassing or Pump and Haul as required
3. Town to Provide Expansion Joints for Pump suction and Discharge
4. Town to provide the Level Transducer(s) as needed
5. Godwin to assist with Start-up
6. Town to provide fuel for Start-up

R. E. W. Corporation

Steven Bott
Project Manager

AFFIDAVIT AND WAIVER OF LIENS

The undersigned, Jon Gregory Dickson, President, a Virginia Electrical Contractor ("Affiant"), is a general contractor, subcontractor, material provider or other entity or person furnishing services, labor and/or materials in the construction or repair of improvements to real estate located at Smithfield, VA owned by Town of Smithfield. ("Owner").

Affiant has requested payment in the amount of \$ 16,700.00 (the "Payment"), as set forth in the invoice to which this Affidavit and Waiver of Liens is attached (the "Invoice"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiant, pursuant to due authority, does hereby:

(1) Warrant to Owner and any lienholder or bond claimant that (a) as of the date of the Invoice, Affiant has paid (or shall, promptly upon Affiant's receipt of the Payment, pay) all amounts then due from Affiant to all persons, firms, associations, corporations, or other entities furnishing labor, materials, equipment or supplies with respect to the construction or repair of improvements upon the real estate identified above pursuant to that contract for the Provided labor and materials for James Street Bypass Pump Project between Owner and R.E.W. Corporation (the "Agreement"), (b) upon receipt of the Payment, none of such laborers, sub-subcontractors, suppliers, material men, or claimants has any claim, demand or lien against Owner's property (real or personal), facilities or any part thereof and (c) all applicable taxes, fees and benefits relating directly or indirectly to the amounts invoiced in the Invoice have been (or shall, promptly upon Affiant's receipt of the Payment, be) paid in full.

(2) Certify to Owner that Affiant (a) upon receipt of the Payment, has no outstanding claims against Owner, or anyone for whom Owner is responsible, in connection with the services, labor or work performed or materials and equipment supplied by the Affiant or anyone claiming through Affiant, (b) has not and will not exercise or assign any right to perfect a lien against Owner's property, facilities or any part thereof based upon materials or equipment delivered and/or services performed in connection with the amounts invoiced in the Invoice and (c) has the right, power and authority to execute this Affidavit and Waiver of Liens; and

(3) Remise, release, waive, relinquish and forever quitclaim unto Owner, its successors and assigns, all rights that presently exist or hereafter may accrue to Affiant to file any lien or claim of any kind whatsoever against the above stated real estate based on the delivery of materials or equipment and/or the performance of services in connection with the Invoice.

IN WITNESS WHEREOF, this Affidavit and Waiver of Liens is executed this 16th day of November, 2017 pursuant to due authority.

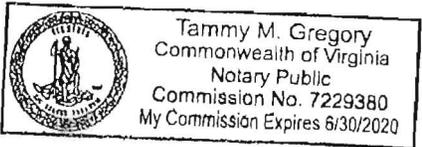
R.E.W. Corporation
By: _____
Name: Jon Gregory Dickson
Its: President

STATE OF Virginia
CITY/COUNTY OF Portsmouth :

Subscribed and sworn before me this 16th day of November, 2017.

My Commission expires: 06/30/2020
#7229380

Tammy M. Gregory
Tammy M. Gregory
(Notary Public)





Local Roots,
Global Reach

Isle of Wight County

PO Box 80
Isle of Wight, VA 23397
757-365-6273

Original

INVOICE

Invoice Date	Invoice No.
10/16/2017	1809
Customer Number	
399376	
Invoice Total Due	
\$55,896.52	
Amount Paid	

Due upon receipt

FY17 E911 TRUE-UP

VENDOR # 465
ACCOUNT # H-100-32300-5614
DEPT HEAD [Signature]
TOWN MANAGER [Signature]

TOWN OF SMITHFIELD
PO BOX 246
SMITHFIELD, VA 23431-

B
I
L
L
T
O

09350182018000001809300055896526

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 10/16/2017 Customer Number 399376

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP	1.00	\$55,896.52	EACH	\$55,896.52	\$0.00	\$0.00	\$55,896.52
Please make checks payable to Isle of Wight County					Invoice Total:	\$55,896.52	

INVOICE DUE UPON RECEIPT

**Isle of Wight County
E911 True Up Summary**

	<u>FY02-03</u>	<u>FY03-04</u>	<u>FY04-05</u>	<u>FY05-06</u>	<u>FY06-07</u>	<u>FY07-08</u>	<u>FY08-09</u>	<u>FY09-10</u>	<u>FY10-11</u>	<u>FY11-12</u>	<u>FY12-13</u>	<u>FY13-14</u>	<u>FY14-15</u>	<u>FY15-16</u>	<u>FY16-17</u>
Revenues:															
E911 Collections	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76	\$ 531,942.42	\$ 264,207.92	\$ -	\$ -								
Miscellaneous				2,935.97									939.40		
E911 Wireless Grant					53,835.51	124,187.22	100,903.00	71,156.98	84,100.57	92,934.92	84,109.18	93,033.37	96,918.23	94,169.61	96,882.40
PSAP Grant						22,128.35	26,271.00	-	150,000.00				15,417.54	176,121.07	-
RAD Emergency Program													5,000.00	5,000.00	5,000.00
Compensation Board													-	130,147.00	130,147.00
Prior Year E911 Grant Funds				8,584.90						1,098.00					
County Portion of Communications Tax				262,248.04	611,581.84	555,663.52	557,980.11	555,218.08	543,934.03	545,376.83	536,097.33	531,413.27	515,681.20	515,681.20	503,005.83
T/W Portion of Communications Tax				2,710.96	5,269.19	5,129.09	4,450.41	4,794.24	4,914.14	4,542.29	4,436.15	4,396.62	4,365.48	4,365.48	4,331.98
T/S Portion of Communications Tax				9,613.71	18,685.57	18,188.35	15,764.90	16,127.35	17,425.88	16,107.27	15,730.89	15,591.45	15,480.94	15,480.94	15,362.19
Total Revenue	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76	\$ 534,878.39	\$ 601,201.04	\$ 781,852.17	\$ 706,154.96	\$ 649,352.40	\$ 810,240.24	\$ 660,306.97	\$ 650,135.57	\$ 649,297.74	\$ 669,676.51	\$ 940,965.30	\$ 754,729.40
Operating Expenditures:															
Salaries & Wages	\$ 202,157.40	\$ 230,702.64	\$ 309,601.79	\$ 254,739.61	\$ 399,118.12	\$ 439,544.80	\$ 384,389.52	405,566.98	410,876.08	435,315.81	432,328.81	465,206.35	581,861.49	636,334.52	658,806.05
Part-Time Salaries	8,057.41	28,322.50	1,723.00	13,861.08	41,356.32	16,963.65	143,918.79	113,767.86	54,116.17	46,707.60	79,214.43	30,507.25	23,162.64	23,927.30	38,610.13
Overtime	21,682.74	28,311.15	28,950.66	33,153.14	17,795.57	14,799.35	11,749.96	10,099.89	15,228.87	26,796.68	11,013.62	42,045.42	64,395.19	55,245.46	46,837.39
Fringe Benefits	48,813.90	63,189.70	85,512.66	75,031.58	142,867.97	136,087.67	157,461.73	162,610.52	173,728.41	191,444.70	218,452.60	245,721.56	314,939.45	312,908.02	323,361.85
Equipment Repairs & Maint	11,678.28	12,232.23	45,051.91	43,539.84	62,243.60	48,284.57	81,835.60	114,044.63	154,670.94	120,083.34	141,507.05	141,628.89	126,235.01	123,558.21	119,853.48
Utilities												6,506.32	6,437.91	6,437.91	6,853.62
Professional Services								1,400.00	1,097.99			21,329.10	15,093.77		
Advertising	144.50	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Postage	31.81	28.15	93.12	259.07	17.23	35.41	98.85	19.78	4.29	7.96	2.28	5.00	17.28		
Telephone	680.17	862.98	849.86	850.21	1,267.64	2,733.55	6,378.43	9,177.78	5,193.86	6,243.30	461.31	221.23	8,173.79	8,218.20	7,824.30
Office Supplies	2,474.03	2,536.65	3,001.65	2,689.44	2,631.51	2,861.26	2,127.36	2,307.04	2,088.34	2,442.29	3,351.61	3,820.08	3,206.66	2,904.73	2,390.31
Motor Fuel, Repairs	194.15	172.10	163.77	187.79	182.48	182.05	8.27	-	-	-	-	-	-	-	5,000.00
Clothing	-	1,754.50	625.00	499.00	-	2,101.50	1,355.19	-	-	-	1,311.82	-	-	-	1,234.28
Dues & Subscriptions	753.85	1,536.74	1,321.90	1,297.07	1,111.45	1,491.00	1,251.00	440.00	454.41	777.40	856.00	856.00	856.00	856.00	856.00
Furniture & Fixtures														2,720.00	-
Operating Expenses	-	-	113,768.28	32,373.79	29,332.06	51,285.92	35,413.56	37,678.93	41,223.03	42,345.72	42,233.56	42,425.82	39,803.84	38,712.78	41,294.10
Travel & Training	5,609.62	9,208.45	8,746.65	8,236.74	12,934.62	11,914.28	5,444.15	4,641.11	3,265.00	4,523.39	5,002.92	8,554.04	10,066.90	184,288.32	6,645.16
Equipment	79,637.93	141,699.19	49,331.76	5,797.02	15,837.43	132,976.97	125,389.34	4,329.10	150,703.98	68,212.25	29,997.19	28,493.40	22,917.54		1,886.16
Copier Cost															
GIS Operations	20,000.00	4,400.00	12,981.15	2,500.00	-	-	-	-	-	-	-	-	-	-	-
Rental / Principal Lease Pymts	112,817.71	82,874.44	71,471.22	89,315.39	81,706.08	61,827.20	56,383.99	29,128.94	20,882.06	20,495.60	20,391.60	20,377.13	40,948.67	41,904.03	41,438.20
Interest Lease Pymts	-	7,158.83	14,982.97	12,934.57	8,543.88	4,117.03	1,926.89	57.61							
Capital Outlay													10,670.09		
Technology													76,141.00	72,264.00	72,264.00
Risk Management													4,738.00	5,070.00	5,070.00
Total Operating	514,733.50	614,990.25	748,177.35	577,265.34	816,945.96	927,206.21	1,015,132.63	895,270.17	1,033,533.43	965,396.04	986,124.80	1,029,862.17	1,355,968.97	1,532,142.31	1,380,225.03
Transfer to Reserve for Capital	100,000.00	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenditures	\$ 614,733.50	\$ 614,990.25	\$ 748,177.35	\$ 577,265.34	\$ 816,945.96	\$ 927,206.21	\$ 1,015,132.63	\$ 895,270.17	\$ 1,033,533.43	\$ 965,396.04	\$ 986,124.80	\$ 1,029,862.17	\$ 1,355,968.97	\$ 1,532,142.31	\$ 1,380,225.03
Net Operating / (Deficit)	\$ (82,466.03)	\$ (96,039.77)	\$ (231,991.59)	\$ (42,386.95)	\$ (215,744.92)	\$ (145,354.04)	(308,977.67)	(245,917.77)	(223,293.19)	(305,089.07)	(335,989.23)	(380,564.43)	(686,292.46)	(591,177.01)	(625,495.63)
Adjustments for Sharing Calculation:															
100% County Funded Expenditures	64,157.00	145,241.76	9,297.35	2,279.45	-	-	-	32,741.00							
Costs associated with Redundant Center					1,370.94	73,944.16	84,868.00								
Net Operating / (Deficit) to be Shared	\$ (18,309.03)	\$ 49,201.99	\$ (222,694.24)	\$ (40,107.50)	\$ (214,373.98)	\$ (71,409.88)	\$ (224,109.67)	\$ (213,176.77)	\$ (223,293.19)	\$ (305,089.07)	\$ (335,989.23)	\$ (380,564.43)	\$ (686,292.46)	\$ (591,177.01)	\$ (625,495.63)
County Portion (63%)	\$ (12,267.05)	\$ -	\$ (149,205.14)	\$ (26,872.03)	\$ (143,630.57)	\$ (47,844.62)	(150,153.48)	(142,828.44)	(149,606.44)	(204,409.68)	(225,112.78)	(254,978.17)	(432,364.25)	(372,441.52)	(394,062.25)
Town of Smithfield Portion (28.5%)	(4,577.26)	-	(55,673.56)	(10,026.88)	(53,593.50)	(17,852.46)	(56,027.41)	(53,294.19)	(55,823.30)	(76,272.27)	(83,997.31)	(95,141.11)	(195,593.35)	(168,485.45)	(178,266.25)
Town of Windsor Portion (8.5%)	(1,464.72)	-	(17,815.54)	(3,208.60)	(17,149.92)	(5,712.79)	(17,928.77)	(17,054.14)	(17,863.46)	(24,407.13)	(26,879.14)	(30,445.15)	(58,334.86)	(50,250.05)	(53,167.13)
Total Shared Expenses	\$ (18,309.03)	\$ -	\$ (222,694.24)	\$ (40,107.50)	\$ (214,373.98)	\$ (71,409.88)	\$ (224,109.67)	\$ (213,176.77)	\$ (223,293.19)	\$ (305,089.08)	\$ (335,989.23)	\$ (380,564.43)	\$ (686,292.46)	\$ (591,177.01)	\$ (625,495.63)

**TOWN OF SMITHFIELD
FUND BALANCE POLICY**

Effective Date: _____

I. PURPOSE

The purpose of this policy is to establish minimum fund balance levels for the Town’s governmental funds, to establish the conditions for use and replenishment of those funds, and to identify the different classifications for reporting fund balance. Fund balance is the net position of a governmental fund (the difference between assets, liabilities, deferred outflows of resources, and deferred inflows of resources).

II. SCOPE

This policy applies to all governmental funds of the Town.

III. POLICY

It is the policy of the Town of Smithfield that the Town’s governmental funds shall be operated in a manner consistent with sound financial management principles. An adequate fund balance level is an essential element in both short-term and long-term financial planning. It serves to mitigate current and future risks, sustain operations during economic downturns, provides cash flow liquidity for the Town’s general operations, and enhances creditworthiness. While maintenance of an adequate level is necessary, it is important that the amount established be appropriate in light of the Town’s operations.

a. Fund Balance Classifications

Governmental fund balances shall be reported in the following classifications, as set forth in Governmental Accounting Standards Board Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*.

Classification	Definition	Examples
Nonspendable	Amounts that cannot be spent because they are either (a) not in spendable form or (b) legally or contractually required to be maintained intact.	<ul style="list-style-type: none"> • Inventories • Prepaid Items • Long-term receivables
Restricted	That portion of fund balance upon which constraints are placed on the use of resources (a) externally imposed by creditors, grantors, contributors, or laws or regulations of other governments, or (b) imposed by law through constitutional provisions or enabling legislation.	<ul style="list-style-type: none"> • Debt covenants • Revenues restricted by enabling legislation • Grants
Committed	Used for specific purposes pursuant to constraints imposed by formal action of the government's highest level of decision-making authority.	Amounts that the Town Council sets aside by resolution
Assigned	Amounts that are constrained by the government's intent to be used for specific purposes, but are neither restricted nor committed.	Authority delegated to the Town Manager
Unassigned	Unassigned fund balance is the residual classification for the General Fund. This accounts for the balance that has not been reported in any other classification. The General Fund is the only fund that can report a positive unassigned fund balance. All other governmental funds would report deficit unassigned fund balance.	

b. Minimum Level of General fund Balance

The Town of Smithfield will maintain a minimum unassigned fund balance in the General Fund equal to 25% of the current annual operating expenditure budget. For purposes of this calculation, this shall be based on the annual adopted budget figures. Fund balance may be maintained at a higher level than this minimum to save for large planned expenditures (i.e. capital projects), emergencies, cash flow issues related to timing of revenue receipts, and to address economic volatility. Amounts above this minimum may be further identified by Council to be set aside for other purposes (such as reserves for contingencies). The purpose of establishing a minimum fund balance is to maintain a prudent level of financial resources to protect against the need to either reduce service levels or raise taxes and fees due to temporary revenue shortfalls or unpredicted one-time expenditures.

c. Order of Resource Use for the General Fund

In general, restricted funds are used first when expenditure is incurred for which both restricted and unrestricted fund balances are available. In addition, for unrestricted fund balance, the order of use of fund balances shall be: 1) committed, 2) assigned, and 3) unassigned.

d. Maintenance of Minimum Unassigned General Fund Balance Level

At the end of each fiscal year, all general fund revenues in excess of expenditures will first be allocated to unassigned fund balance until the established minimum general fund balance is met. After that minimum level is met, the surplus may be committed to use for capital expenditures or emergency needs, as approved by the Town Council.

e. Replenishment of General Fund Minimum Fund Balance

Should the minimum balance (unassigned fund balance as a percentage of total budgeted expenditures) fall below the 25% requirement for the General Fund, the Town Council shall approve and adopt a plan to restore this balance to the target level within the next fiscal year's budget.

f. Use of General Fund Unassigned Fund Balance

The general fund unassigned fund balance shall be drawn upon only as absolutely necessary and any use thereof shall be upon the approval of Town Council and limited to:

1. One time capital expenditures;
2. Offsetting economic volatility;
3. Non-recurring expenditures;
4. Providing liquidity in emergency situations.

TOWN OF SMITHFIELD (PER 2017 AUDIT REPORT)

Fund balances-All Governmental Funds

		<u>Nonspendable</u>		<u>Restricted</u>		<u>Committed</u>		<u>Assigned</u>		<u>Unassigned</u>		<u>Total Fund Balances</u>
2017	\$	47,593	\$	1,258,418	\$	1,245,015	\$	8,108	\$	5,251,801	\$	7,810,935
2016	\$	87,451	\$	1,800,803	\$	203,984	\$	8,108	\$	5,331,092	\$	7,527,039
2015	\$	37,522	\$	130,778	\$	144,384	\$	91,980	\$	5,353,610	\$	5,758,274
2014	\$	2,128	\$	161,059	\$	22,444	\$	46,172	\$	4,878,078	\$	5,109,881
2013	\$	36,723	\$	176,929	\$	19,903	\$	117,967	\$	4,058,330	\$	4,409,852
2012	\$	-	\$	-	\$	-	\$	8,108	\$	2,691,180	\$	2,692,281

EXAMPLES FOR DISCUSSION:

2018 General Fund Budgeted Operating Expenses	\$	8,705,216.00	
Less:			
Other Financing Sources-transfers to reserves		(489,553.00)	
Adjusted 2018 GF Budgeted Operating Expenses	\$	8,215,663.00	
10% of budgeted operating expenses	\$	821,566.30	benchmark for unassigned
15% of budgeted operating expenses	\$	1,232,349.45	benchmark for unassigned
20% of budgeted operating expenses	\$	1,643,132.60	benchmark for unassigned
25% of budgeted operating expenses	\$	2,053,915.75	benchmark for unassigned
30% of budgeted operating expenses	\$	2,464,698.90	benchmark for total fund balance
40% of budgeted operating expenses	\$	3,286,265.20	benchmark for total fund balance

Adjusted 2018 GF Budgeted Operating Expenses	\$	8,215,663.00	
(DIVIDED EQUALLY INTO 12 MONTHS)	\$	684,638.58	
2 MONTHS	\$	1,369,277.17	17%
3 MONTHS	\$	2,053,915.75	25%

2018 General Fund Budgeted Operating Expenses	\$	8,705,216.00	
2018 Enterprise Fund Operating Expenses		2,084,089.00	
Less:			
Other Financing Sources-transfers to reserves		(489,553.00)	
Adjusted 2018 Budgeted Operating Expenses including enterprise funds	\$	10,299,752.00	
10% of budgeted operating expenses	\$	1,029,975.20	benchmark for unassigned
15% of budgeted operating expenses	\$	1,544,962.80	benchmark for unassigned
20% of budgeted operating expenses	\$	2,059,950.40	benchmark for unassigned
30% of budgeted operating expenses	\$	3,089,925.60	benchmark for total fund balance
40% of budgeted operating expenses	\$	4,119,900.80	benchmark for total fund balance

Adjusted 2018 Budgeted Operating Expenses including enterprise funds	\$	10,299,752.00	
(DIVIDED EQUALLY INTO 12 MONTHS)	\$	858,312.67	
2 MONTHS	\$	1,716,625.33	17%
3 MONTHS	\$	2,574,938.00	25%

2017 Backup

2017

Nonspendable

Museum Inventory	41,911.93
Prepaid Expenses	<u>5,680.94</u>
	\$ 47,592.87

Restricted

Highway fund balance	141,609.00
Beautification (now closed)	13,658.67
South Church Street Project-remaining balance (to be closed)	36,340.34
Pinewood Heights escrow	65,825.03
Police CD	36,932.69
SNAP program funds	2,218.75
Sports Complex (contributions less expenses-remaining bal)	<u>961,833.00</u>
	1,258,417.48

Committed

Museum	157,098.79
Windsor Castle Acct	84,500.00
Special Projects (less ballfield contributions)	<u>1,003,415.74</u>
	1,245,014.53

Assigned

Rising Star Fund Balance	\$ 8,108.21
--------------------------	-------------

2016

37,058.63

50,392.02

\$ 87,450.65

95,600.60

13,574.26

36,231.65

46,734.65

36,840.51

2,264.75

1,665,156.31

\$ 1,896,402.73

131,482.68

50,500.00

22,000.78

203,983.46

\$ 8,108.21

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

November 2017

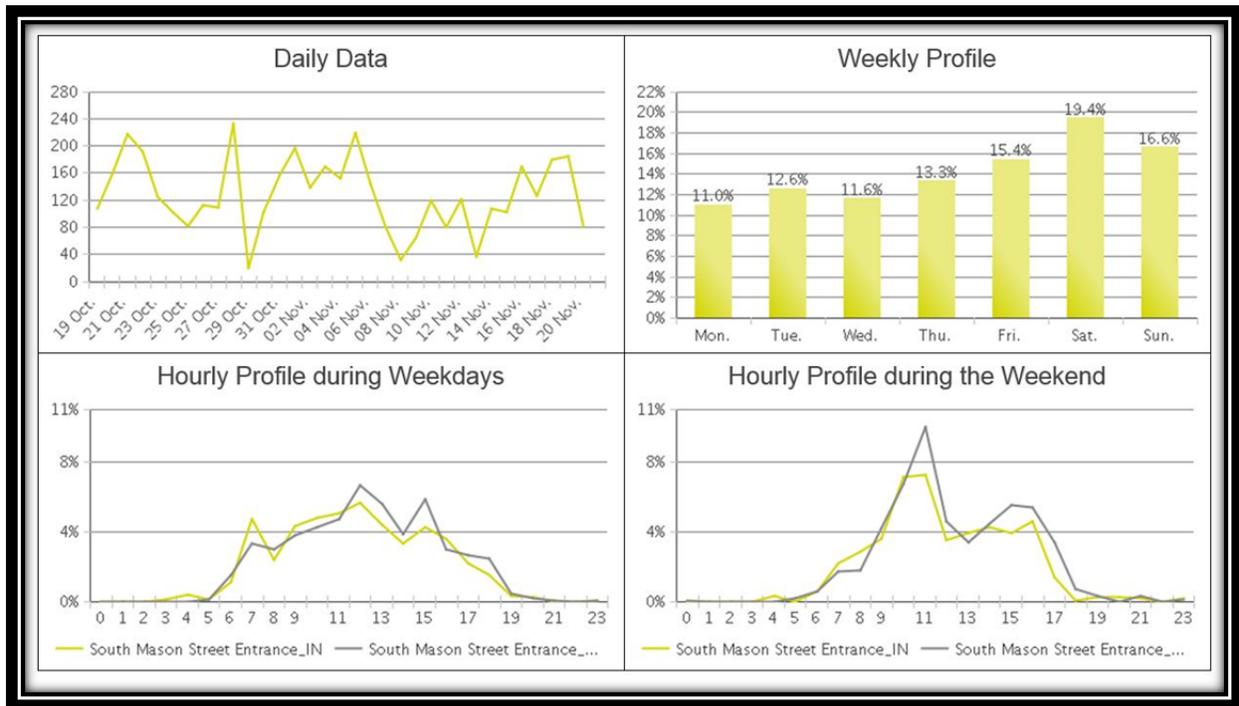
Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Oct 23	Committee Meetings	Smithfield Center
Tue	Oct 24	Committee Meetings	Smithfield Center
		Healthcare Education Event	Smithfield Center
Wed	Oct 25	SVAE Check Giveaway	Smithfield Center
Thu	Oct 26	Bridal Show Express	Smithfield Center
Sat	Oct 28	Wedding & Reception	Smithfield Center
		Horsepower on Main Street	Downtown
Sun	Oct 29	Reception	Smithfield Center
		Wedding	WC Riverfront
Mon	Oct 31	Hamoween	Downtown
Thu	Nov 2	Smithfield Foods Job Fair	Smithfield Center
Fri	Nov 3	Rushmere Fire Department Banquet	Smithfield Center
Sat	Nov 4	5k for Cystic Fibrosis	WC Park
		Wedding & Reception	Smithfield Center
Tue	Nov 7	Election Day	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Sat	Nov 11	Veterans Day Service	Veterans Memorial
Tue	Nov 14	Business Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Thu	Nov 16	Smithfield Women's Club Meeting	Smithfield Center
		Adoption Day Celebration	Smithfield Center
Sat	Nov 18	Festival of Trees	Smithfield Center
Tue	Nov 21	Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BHA&R Meeting	Smithfield Center
Sat	Nov 25	Birthday Banquet	Smithfield Center
Upcoming Special Events			
Fri	Dec 1	Women's Club Tree Lighting	Smithfield Times Gazebo
Sat, Sun	Dec 2-3	Antique Show	Smithfield Center
Fri	Dec 8	Christmas Evening Market	Downtown
Sat	Dec 9	Santa Breakfast	Smithfield Center
Sat	Dec 9	Christmas Parade	Downtown
Wed	Dec 13	LOVE Sign Ribbon Cutting	Smithfield Center

Parks Maintenance Staff -Routine Maintenance and Projects	
Windsor Castle	Luter Sports Complex
Tree Removal (assisted by Trail Docs)	Cleaned Out and Prepared Garage for Use as Maintenance Building for Parks Staff
Leaf Removal (weekly)	
Playscape Maintenance	
Drain Pipe Clean Out	
Placed sand on bridges	
Replaced bridge boards	
Applied grass seed & fertilizer to Playscape	
Set out trash cans for events at park	

Parks and Recreation Operation Update November 2017

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

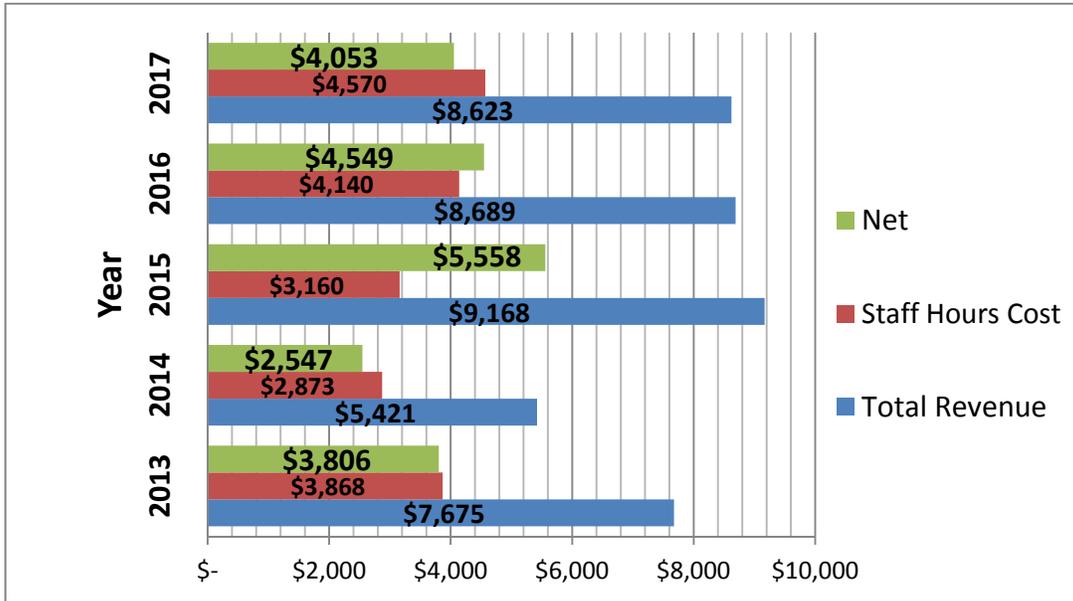
Eco Counter Data from Mason Street Entrance			
Daily Average: 128		Busiest Day of the Week: Saturday	
Busiest Days	Saturday, October 28 (233)	Sunday, November 05 (219)	Saturday, October 21 (217)



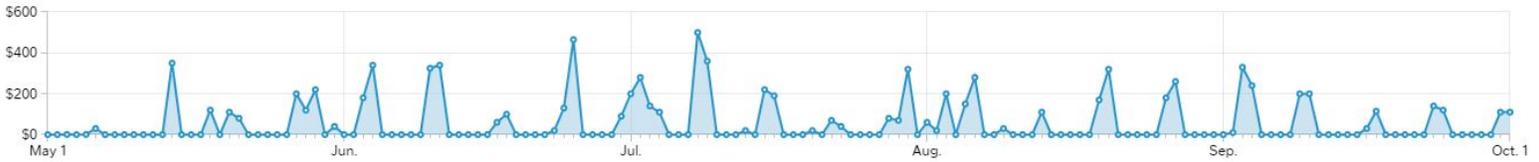
Trail Doc Projects and Hours		
Trail Docs have earned over 433 Volunteer Hours since January.		
Projects completed	Leaf blowing	Trail repair and Maintenance
	Ivy removal	Tree of Heaven & Stilt Grass Eradication
	Playscape Maintenance	Erosion Ditch Construction
	Bag Worm Removal from trees	

Parks and Recreation Operation Update

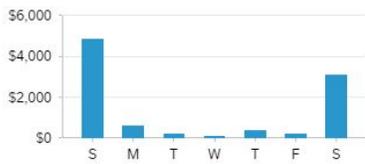
November 2017



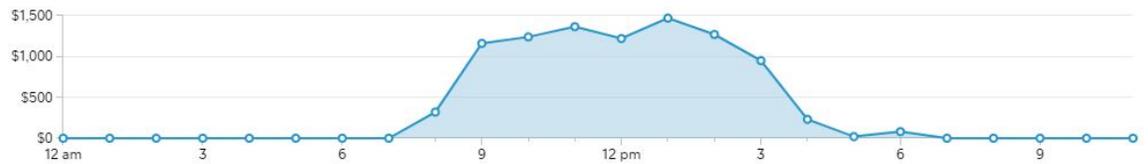
05/01/2017-10/01/2017



DAY OF WEEK



TIME OF DAY



Joe Luter Jr. Sports Complex

Update of project will be given by Brian Camden.

Parks and Recreation Operation Update
November 2017

Park Projects			
In Progress Projects			
Project Name	Location	Applicant Name	Notes
Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith Smithfield Middle 7 th Graders Boy Scout Troop 7	Area for milkweed planting has been marked off and tilled
Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout	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.
Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School	Constructed an edible garden in Windsor Castle Park that is open to the public. This garden will feature many healthy snacks such as strawberries, tomatoes and carrots. <ul style="list-style-type: none"> • Recently weeded.
Oyster Restoration	Windsor Castle	Kelly Davis, Chesapeake Bay Foundation	Oyster cages are monitored and after one year of growth are given to the Chesapeake Bay Foundation to be planted on the oyster reef in the bay. <ul style="list-style-type: none"> • Project is being turned over to Windsor High School class as part of their project based learning.
Completed Projects			
Project Name	Location	Applicant Name	Completed Date
Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout	2017
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	2016
Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist	2015
Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36	2015
Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist	2016
Tree Identification	Windsor Castle	Girl Scout Troop 622	2014

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

Event Date	Times	Event Name	PD Required	Town Services	PW Required
Street Closures	Location Type of Event Attendance		\$46 per hour per officer		\$30 per hour per staff (minimum of 2 staff required)
	9 A-5 P	BOB Festival	1 Thu 10 PM-6 AM Overnight	4 PW	Sat 10 AM-6 PM
	WC Riverfront	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1	light tower, deliver on Monday
Traffic Assist	8K & Festival	869-0664	2 Sat 7:30 AM-9:30 AM 8K Race	all	trash cans, deliver on Tuesday
	2000 p	gina@smithfieldvaevents.com	1 Sat 8AM - 1PM Jericho Road Closure		
	Resolution	Jericho Road - one way traffic - 8am - 1pm / Traffic assist 9am - 11:30am for race	2 Sat 8 AM-5 PM Event Patrol		
	2p-5 p Smithfield Center Community 250 p	MLK Program			
2/3/2018	9 A-3 P	Mardi Gras Run 4 Beads			
	WC Riverfront	IOW Chamber-Andy Cripps			
Traffic Assist	5K & 10 K	647-4482			
	2/3/1901	acripps@theisle.org			
	Resolution	Traffic assist 9am - 11:30am for race			
	3 P-6:30 P Smithfield Center Fundraiser 200 p	Sweetheart Banquet			
	7 P-11 P Smithfield Center Fundraiser 250 p	CASA Gala	1 Sat 6:30 PM-11:30 PM		
	2 p-4 P Smithfield Center Community 100 p	Black History Month Program			
	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	1 Sat 5 PM-10 PM		
	10 A-2:30 P Town Streets	YMCA Triathlon	1 Sat 9 AM-2 PM YMCA Entrance		FYI Only
Traffic Assist	Race	Virginia-Maryland -Greg Hawkins	1 Sat 9 AM-2 PM Grace/Cary		
	500	Greg Hawkins <greg.hawkins@vtsmts.com>	1 Sat 9AM-2PM James/Grace		
	Resolution	Traffic assist 10am - 1:30pm / Cary Street 10am - 1:30pm	1 Sat 9 AM-2 PM Cary/Main/Underwood		
	9 AM-2 PM Smithfield Center Flea Market 500 p	Women's Club Flea Market Connie Chapman	1 Sat 9 AM-2 PM Underwood/Cedar		
	11 A-5 P WC Riverfront	Wine Fest	4 PW 10 AM-6 PM		
Jericho Road	Festival	Smithfield VA Events-Gina Ippolito	1 Fri 10 PM-6 AM Overnight	1	light tower, deliver on Wednesday
	3500 p	869-0664	1 Sat 8 AM-1 PM Jericho Road Closure	all	trash cans, deliver on Wednesday
	Resolution	gina@smithfieldvaevents.com	1 Sat 10 AM-6 PM Command Center	clean	fishing pier, by Tuesday
	Resolution	Jericho Road - one way traffic - 8am - 1pm	2 Sat 10 AM-6 PM Event Patrol		
			2 Sat 10:30 AM-6 PM Money Drops		
	9 A-9 P Station Parking Lot	Smithfield Station Parking Lot Assist	1 Sat 10 AM-4 PM Station Parking Lot		
	Officer Request	Smithfield Station -Randy Pack	1 Sat 4 PM-7 PM Station Bar		
		620-7700			
		randy.pack@smithfieldstation.com			
	8 P-12 P Smithfield Center Prom 200 p	Windsor Prom	1 7:30 PM-11:30 PM		
	Mon 8 A-2 P Smithfield Center Senior Community 350 p	TRIAD	1 Mon 7 AM-10 AM Parking Assist		
	8 A-12 P WC Courtyard	Optimist 5K			no staff
	Race	Mike Murphy		4	trash cans and liners
	300 p	757-660-7151			
		memurph1126@gmail.com			

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

Event Date	Times	Event Name	PD Required	Town Services	PW Required
Street Closures	Location Type of Event Attendance		\$46 per hour per officer		\$30 per hour per staff (minimum of 2 staff required)
	8 P-12 P Smithfield Center Gala 300 p	WCFB Suitcase Party	1 Fri 5:30 PM-10:30 PM		
	8 P-12 P Smithfield Center Prom 350 p	Smithfield Prom	2 Sat 6 PM-11:30 PM		
	8 Am-10 AM Main Street	Main Street Mile	1 Sun 8 AM-10 AM Main/S. Church/Cmmd		
Traffic Assist	Race 300 p	Lee Duncan 757-298-3839 wharhillbrewingco@gmail.com	1 Sun 8 AM-10 AM Grace/Cary 1 Sun 8 AM-10 AM James/Grace 1 Sun 8 AM-10 AM Grace/Main		
	Resolution	Traffic assist 8AM - 10Am			
	8 A-2 P WC/Town Streets	Smithfield Challenge	2 Sat 7:30 AM-8:30 AM Main/Underwood 1 Sat 7:30 AM-8:30 AM Grace/Cary		
Traffic Assist	Bike Race 300 p	Sharon Bochman			
	11 A-12 P Veterans Memorial	Memorial Day Service	1 Mon 10:30 AM-11:30 AM		No staff grass cut by Wed
Traffic Assist	Community 150 p				
	8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	2 Fri 6:30 PM-12:30 AM		
	7 A-11 A WC/Clontz	Clean the Bay Day			
	Community Cleanup 20 p	WCFB -Kelly Davis kellyb413@hotmail.com			
	9 A-5 P WC Courtyard & Street	Multiple Sclerosis Bike Event	1 Sat 7:30 AM-8:30 AM Mason/Main 1 Sat 7:30 AM-8:30 AM Cary & Grace 1 Sat 9 PM-5 AM Overnight at WC 1 Sun 10:45 AM-2 PM Cary/Grace 1 Sun 10:45 AM-2 PM Mason/Main		No staff (group handles own trash)
Traffic Assist	Bike Race 1000 p	MS Group-Karla McCarraher 757-319-4253 Karla.McCarraher@nmss.org			
	8 AM-1 PM WC Kayak	Summer Solstice Adventure Race			
	triathlon/adventure 100 p	Mark Montague			
	9 A-5 P Main Street	Olden Days and Car Show	# (determined by PD)		# (determined by PW)
Main Street	Festival	Connie Chapman 902-2164			
Restrooms	4000 p	cchapman@isleofwightus.net			
	9 P-9:30 P Town Streets	Town Fireworks	# (determined by PD)		
Station Bridge	Community 1000 p				
	5 P-9 P Station Parking Lot	Fireworks-Station Parking Lot Assist	1 5 PM-9 PM		
	Officer Request	Smithfield Station-Randy Pack 620-7700 randy.pack@smithfieldstation.com			
	7:30 A-10:30 A WC Trails	5 K Into the Woods Trail Series			no staff 4 trash cans and liners
	5K Race 100 p	Lei Dunn 589-1554 1bodyfitness@cox.net			
	5 P-7 P Smithfield Center Community 500 p	National Night Out Night Out Committee-Kurt Beach 449-4849 kbeach@smithfieldva.gov			
	8 AM-5 PM WC Riverfront	Smithfield BBQ Classic Competition	1 Fri 9 AM-2 PM Jericho/Church Closure 1 Sat 8 AM-6 PM Jericho/Church Closure 1 Sat 8 AM-6 PM Jericho/Dan Smith Closure 1 Sat 12:30 PM-6:30 PM Event Patrol 1 Sat 5 PM-6:30 PM Cookers Depart		
	BBQ Competition 500 p	760-898-3761 jessie@ernieball.com			
	7 A-2 P Main Street	Ruritan Car Show	1 Sat 7 AM-2 PM Main Closed & Patrol		2 PW Sat 6:30 AM-2:30 PM
Main Street	Car Show	Smithfield Ruritans- Glen Schlickemeyer			
Restrooms	200 p	gslick3@yahoo.com			

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

Event Date	Times	Event Name	PD Required	Town Services	PW Required
Street Closures	Location Type of Event Attendance		\$46 per hour per officer		\$30 per hour per staff (minimum of 2 staff required)
	10 AM-8 PM	Aiken Fest			
	Little Theater	Jim Abicit			
	Concert				
	200 p	880-3120			
	9 AM-2 PM	Vintage Market	4 Sat 6 AM-3 PM Main Closed & Patrol	4 PW Sat 6 AM-3 PM	
	Main Street 100-300	Farmers Market-Cheryl Ketcham			
Main Street	Market	375-3031			
Restrooms	500 p	cketcham@isleofwightus.net			
	4:00 PM	Smithfield Homecoming Parade	# (determined by PD)		
	Main Street	Smithfield High-Jill Gwaltney			
Main Street	Parade	371-3918			
	100 p	jillgwaltney@gmail.com			
	11 A-9 P	Bacon (BBB) Festival	1 Thu 10 PM-6 AM Overnight	4 PW 10 AM-6 PM	
	WC Riverfront	Smitfield Events-Gina Ippiloto	1 Fri 10 PM-6 AM Overnight	1 light tower, deliver on Wednesday	
Jericho Road	Festival	869-0664	1 Sat 8 AM-1 PM Jericho Road Closure	all trash cans, deliver on Wednesday	
	3500 P	gina@smithfieldvaevents.com	1 Sat 10 AM-6 PM Command Center	clean fishing pier, by Tuesday	
			2 Sat 10 AM-6 PM Event Patrol		
			2 Sat 10:30 AM-6 PM Money Drops		
	10 A-7 P	Smithfield Station Parking/Bar Assist	1 Sat 10 AM-4 PM Station Parking Lot		
	Station Parking Lot	Smithfield Station Parking Lot Assist	1 Sat 4 PM-7 PM Station Bar		
	Officer Request	Randy Pack			
		randy.pack@smithfieldstation.com			
	8 A-11 A	Hog Jog	No. (determined by PD)		<i>FYI Only</i>
	Town Streets	IOW COP -Barbara Stafford			
Traffic Assist	5K Race	757-647-4061			
	1000 p	dbstaff@charter.net			
	6 PM-10 PM	IOW Schools Gala	1 Sat 5:30 PM-10:30 PM		
	Smithfield Center				
	Fundraiser				
	200 P				
	9 AM-5 PM	Smithfield Century Tour Bike Event	1 Sat 7:30 AM-8:30 AM Main/Underwood (report to WC Riverfront to meet Andy)	No staff	
	WC Riverfront	Chamber-Andy Cripps	4 Sat 12 PM-2 PM Event Patrol	trash cans and liners	
Traffic Assist	Bike Race	357-3502			
	100 p	acripps@theisle.org			
	3 PM-9 PM	Horsepower on Main Street	1 Sat 2 PM-9 PM Main Closed & Patrol	2 PW Sat 1:30 PM-9 PM	
	Main Street	Team Shelby - Justin Emanul			
Main Street	Car Show	876-9160			
Restrooms	100 cars	teamshelbyva@gmail.com			
	5 P-8 P	Hamoween	# (determined by PD)		<i>FYI Only</i>
	Main Street				
Main Street	Community				
Restrooms	2000 p				
	7:30 A-10:30 A	5K for Cystic Fibrosis		No staff	
	WC Trails	IOW Schools -Holly Goetz		4 trash cans and liners	
	5K Race	582-1191			
	100 p	hgoetz@iwcs.k12.va.us			
	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				
	6 PM-10 PM	Festival of Trees	1 Sat 5:30 PM-10:30 PM		
	Smithfield Center	YMCA-Kathy Peterson			
	Fundraiser				
	300 p	kpeterson@peninsulaymca.org			
	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				
	Fri, Sat, Sun	Antique Show	<i>FYI Only</i>		
	Smithfield Center				
	Trade Show & Home				
	Tours				
	500 p				
	6 PM-9 PM	Christmas Farmers 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			

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

Event Date	Times	Event Name	Town Services	
Street Closures	Location Type of Event Attendance		PD Required \$46 per hour per officer	PW Required \$30 per hour per staff (minimum of 2 staff required)
	8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa	<i>FYI Only</i>	<i>FYI Only</i>
	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		

Joseph W. Luter, Jr.
Sports Complex



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

November 21, 2107

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

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 9

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 November.

As we noted in last month's report, neither of the two general contractors, RAD Sports or Chesson Construction, were able to achieve their contractual Substantial Completion dates due to Owner requested change orders. RAD Sports was issued two new change orders this month, one for installing asphalt paving in the parking lots and another to change the main entrance walkway from gravel to concrete. Both of the change orders will significantly enhance functionality of the facility while greatly adding to the overall aesthetics and durability.

RAD Sports has not requested an extension of the Contract Time relating to these change orders, nor have they requested additional costs associated with the extended overhead necessary to implement the change orders.

The new change order for Chesson Construction was for adding masonry pedestals or, plinths, for the bronze statues to be mounted onto. These plinths will be constructed using the same brick matching the Concession Building and will have a concrete cap that the statues will be secured to. The plinths will be three feet tall and should provide a minimum deterrence against young baseball players climbing on or damaging the statues.

At this time, the date for Substantial Completion of the site work performed by RAD Sports is unknown. They plan to commence asphalt installation around the first of December. The Substantial Completion of the Concession Building was achieved on October 27 as this is the date that the punch-list inspection was conducted



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



RAD Sports Construction: Site Work:

The site work has shifted from the ballfields and grassy areas to fine grading the stone crush-and-run in the parking lots and driveway. RAD Sports has also installed the gravel base for the main entrance sidewalk but has fallen behind schedule on installing the landscape.

Completed and/or current construction activities for this period:

- Ballfields are mostly complete.
- Hydro-seeding is mostly completed.
- Re-grading parking lots to receive asphalt.
- Sewer repairs are on-going.
- The maintenance of erosion control devices is on-going



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Major tasks for the next month:

- Install asphalt in the driveways and all parking lots.
- Start landscape installation. The landscape subcontractor says all work will be completed by Friday, December 8.
- Repair sewer line issues.
- Monitor and maintain all erosion control devices.

Issues:

The newly installed sanitary sewer lines were inspected using a CCTV. Several discrepancies were noted to include loose joints, sagging pipes and sand within the pipes. The contractor has started repairing the piping system and a re-inspection is scheduled for November 27.

Work Outside of the Site Contractor's Scope: None

Financial Update:

Since last month's report, two change orders, #7 and #8, have been issued to RAD Sports and approved by the Town.

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
Current Contract Amount with Change Orders:	\$2,763,518.32

Pending Change Orders:

The only pending change order is Change Order #9 to replace six small bleachers with six larger bleachers. This change order is only for the furnishing and delivery of the bleachers, not fabrication or installation. The bleachers will be constructed and installed using Town personnel. Cost for six larger bleachers is \$19,475.10 See pictures below:



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Virginia Beach, VA 23452
Ph. 757.533.9368



Potential Change Orders:

None at this time. The Town has withdrawn their previous requests for additional fencing at the baseball backstops, additional vents at the dugouts and removing the “moon dust” warning track from behind the baseball home plate.

Schedule Update:

Assuming the sanitary sewer line repairs do not adversely affect the asphalt installation, and barring any additional change order requests, the asphalt is scheduled to start on December 1, and the landscape is scheduled to be completed on December 8. Allowing for ten days of asphalt installation, then line stripping, a RAD Sports Site Work Substantial Completion date of mid-December is not unrealistic. However, this date is weather dependent.

A.R Chesson Construction Co., Building Contract:

General:

The contractor, A. R. Chesson Construction Company has focused mainly on punch-list repairs during the past month and the majority of the noted deficiencies have been repaired.



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Virginia Beach, VA 23452
Ph. 757.533.9368

However, none of the bronze statues have been installed due to the necessity of installing the statues on masonry pedestals (plinths).

Completed and or current construction activities for this period:

- Finalize punch list work

Major Tasks for Next Month

- Obtain the Building Occupancy Permit from IOW County Building Official (this may be dependent on the sewer pump and haul).
- Install statues.
- Complete punch list work.
- Perform additional Owner requested work.
- Compile and turn over Operations and Maintenance Manuals.

Financial Update

Only one change order was executed last month and this was for the installation of the "Farmers Bank" signage over the two main entrances. Total cost \$3,118.54.

Original Contract Amount:	\$637,100.00
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
Current Contract Amount with Change Orders:	\$654,872.90

Possible Change Orders:

- PCO #12 is for replacing the light fixtures originally designed to be placed under the exterior canopy at the concession window, and will not fit in the space. Estimated cost to replace fixture \$200.
- PCO #13 was to change the lattice on the roof gables to Hardi-Plank. Cost \$1,711.46. This area was originally slated to be painted plywood and the work has been completed.



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- The Town has requested a wall mounted exterior light to be installed to shine on the flag at night. No estimated cost.
- 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
- The Town has requested two additional baby-changing stations be added, one in the Men's and one in the Ladies bathrooms. There was one already installed in the Family restroom. No cost submitted.
- The Town has requested the architect research the possibility of adding a "Fly-Fan" above the concession windows. Engineer's to review and respond.
- It appears that a floor drain may need to be installed within the exposed foyer area of the exterior stairs leading to the second floor. After a recent rain, standing water was noted in the foyer area and the Architect has issued a sketch to the contractor for installing a small "French Drain" type of floor drain. Estimated cost: rain diverter \$781. + Dry/French Well \$325 = \$1,106.00
- The architect has issued a sketch showing the masonry pedestals for the statues, no cost at this time.

Issues:

As we noted in our earlier reports, until the turn lane is completed there is no sewer disposal system for this site and facility. The on-site sewer piping system does provide some capacity, but the Town may need to engage a pump and haul company to utilize the facility.

As noted above in Possible Change Orders, an unacceptable amount of rainwater collects at the bottom of the exterior stairs leading to the scoring-broadcast booths. The concrete slab is level at this location and the design team has recommended a "French Drain" be installed along with rain diverters on the roof.

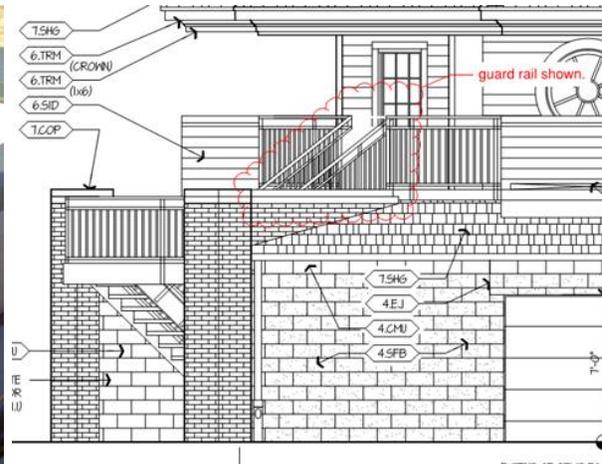
As of this writing, the design team has not performed a mechanical, plumbing or electrical punch list inspection. Consequently, there may be additional deficiency items that are unknown at this time.

During the final building inspection for an Occupancy Permit, the Isle of Wight Building Inspector noted a potential safety hazard which required additional metal pickets be



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added underneath the stair railing to prevent children from climbing onto the roof. See picture below:



Schedule Update:

As noted in last month's report, the contractor submitted a 60-day Time Extension request moving the Substantial Completion date from September 8 to November 8. This is a "No Cost" time extension request, and is based entirely on the relocation of the masonry entrance wall due to the new turn lane, and the delay while the entrance road was undercut. We have reviewed their time extension request and recommend approval.

Conclusion:

Owner requested changes have significantly affected the contract time and cost for both general contractors. However, as we noted in the beginning of this report, these change orders have greatly enhanced the overall durability/life span of the facility along with rendering it more user friendly and functionally efficient.

Although we were not tasked with the management of the Turn Lane and sewer line extension project along Courthouse highway, nor have we been involved in any of the design, budgeting or coordination meetings, we requested the engineers provide an update on this portion of the work. The engineers replied via e-mail on 11/20/17 and their anticipated schedule update is provided below:



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Ph. 757.533.9368

We are submitting final plans addressing VDOT comments either this week or first thing next week. Final design has not been approved but we don't expect many additional comments from VDOT on this submittal.

Construction duration is approximately 6 months.

Schedule moving forward:

Submittal - Nov, 2017

Design Review by VDOT - 6-8 weeks by VDOT, especially with the holidays

Design Approval by VDOT/Central Office/FHWA - 90 Days (3 Months)

Advertisement would occur after approval received from VDOT

Based on the time durations provided by the engineers above, it appears the earliest that the Turn Lane project could be advertised for contractor's bids is in February 2018. Acknowledging the 6-month construction phase duration, (which seems long) substantial completion of the Turn Lane project would occur approximately in August, 2018.

It is unclear if VDOT would allow baseball activities to occur at the sports complex until the Turn Lane project is completed.

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

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

Project Pictures Below



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Virginia Beach, VA 23452
Ph. 757.533.9368





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



Soccer Field Seating



I. CHANGE ORDER

No. 9

DATE OF ISSUANCE 16 November 2017 EFFECTIVE DATE 16 November 2017

OWNER Town of Smithfield
CONTRACTOR RAD Sports
Contract Joseph W. Luter, Jr. Sports Complex
PROJECT Site Civil Bid Package
OWNER'S Contract No. IFB #16-09 ENGINEER'S Contract No. 116499011
ENGINEER Kimley-Horn and Associates, Inc.

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

Description: Provide Additional bleachers (large size).

Reason for Change Order: Owner requested.

Attachments: PCO-10 from RAD Corp.

Table with 1 column: CHANGE IN CONTRACT PRICE. Rows include Original Contract Price (\$2,578,800.00), Net Increase (Decrease) from previous Change Orders No. 1 to 8 (\$157,718.32), Contract Price prior to this Change Order (\$2,736,518.32), Net Increase of this Change Order (\$19,475.10), and Contract Price with all approved Change Orders (\$2,755,993.42).

Table with 1 column: CHANGE IN CONTRACT TIMES. Rows include Original Contract Times (Final Completion: 300), Net change from previous Change Orders No. 1 to No. 8 (Final Completion: 0), Contract Times prior to this Change Order (Final Completion: 300), Net increase (decrease) of this Change Order (Final Completion: 0), and Contract Times with all approved Change Orders (Final Completion: 300).

RECOMMENDED:

APPROVED:

ACCEPTED:

By: Jamie H. Weist ENGINEER(Authorized Signature)

By: OWNER(Authorized Signature)

By: CONTRACTOR(Authorized Signature)

Date: 16 Nov 2017

Date:

Date: 16 Nov 2017



R.A.D. Corp

171 VFW Drive
Rockland, MA 02370
Ph: 781-871-4400
Fx: 781-878-1161

Proposed Change Order

Order#: 16954-10

Order Date: 11/15/2017

To: Town of Smithfield
P.O Box 246
Smithfield VA 23431

Project: 16954
Joseph W. Luter, Jr Sports Com
Courthouse Highway
Smithfield VA 23431

The contractor agrees to perform and the owner agrees to pay for the following changes to this contract.

Plans Attached

Ordered By: 50 James Doherty

Customer Order: 16954

Specifications Attached

Description of Work

Amount

Supply Only 6-5row x 15'ft
That match what's on site
@ \$3,245.85 Each

19,475.10

Notes

Attn: Jamie and Amy

Here is my PCO #10 to supply only 5 row x 15'ft bleacher units the will be assembled by others on site.

Copy of bleacher cut / data sheet is attached

Bleacher units will be delivered to the Joseph W. Luter sports complex

Please forward me change order for these units.

Thank you

James P. Doherty

Negative changes will lower the overall contract price requiring no additional payment by owner.

Requested Amount of Change

19,475.10

The original Contract Sum was	2,578,800.00
Net change by previous Change Orders	137,910.82
The Contract Sum prior to this Change Order	2,716,710.82
The Contract Sum will be changed by this Change Order	19,475.10
The new Contract Sum including this Change Order will be	2,736,185.92
The Contract Time will be changed by	0 Days

Owner: _____

Date: _____

Contractor: R.A.D. Corp James P. Doherty

Date: 11-15-17

Jim Doherty

From: Amy Musick <amusick@smithfieldva.gov>
Sent: Wednesday, November 15, 2017 1:24 PM
To: Jim Doherty; Weist, Jamie; Brian Camden (brian.camden@alphacorporation.com)
Cc: Schmitt, Greg; Jessie Snead; Peter Stephenson
Subject: RE: JLJ Sports Complex - Remaining Work

Please price 6 bleachers. Town staff will handle assembly of those bleachers.

Amy Musick Novak
Director, Smithfield Center and Outdoor Venues
Town of Smithfield
757-356-9939
amusick@smithfieldva.gov

From: Jim Doherty [mailto:jpd@radsports.com]
Sent: Wednesday, November 15, 2017 1:14 PM
To: Weist, Jamie <Jamie.Weist@kimley-horn.com>; Brian Camden (brian.camden@alphacorporation.com)
<brian.camden@alphacorporation.com>
Cc: Schmitt, Greg <Greg.Schmitt@kimley-horn.com>; Jessie Snead <jsnead@smithfieldva.gov>; Amy Musick
<amusick@smithfieldva.gov>; Peter Stephenson <Pstephenson@smithfieldva.gov>
Subject: RE: JLJ Sports Complex - Remaining Work

Need to know bleacher count ASAP . Landscaping update is to have everything planted by first week of December .

James P. Doherty
Project Manager
R.A.D.
SPORTS
171 VFW Drive
Rockland, MA 02370
Ph #781-871-4400 Ext#205
Fx #781-878-1161
Cell #781-706-5758

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From: Weist, Jamie [mailto:Jamie.Weist@kimley-horn.com]
Sent: Wednesday, November 15, 2017 1:04 PM
To: Jim Doherty <jpd@radsports.com>; Brian Camden (brian.camden@alphacorporation.com)
<brian.camden@alphacorporation.com>
Cc: Schmitt, Greg <Greg.Schmitt@kimley-horn.com>; Jessie Snead <jsnead@smithfieldva.gov>; Amy Musick

ALUMINUM 5 ROW x 15'-0" - UNIVERSAL SERIES

MODEL
LU-0515ASC



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Plant City, Florida 33566
Phone: 813-305-1415
Fax: 813-305-1419
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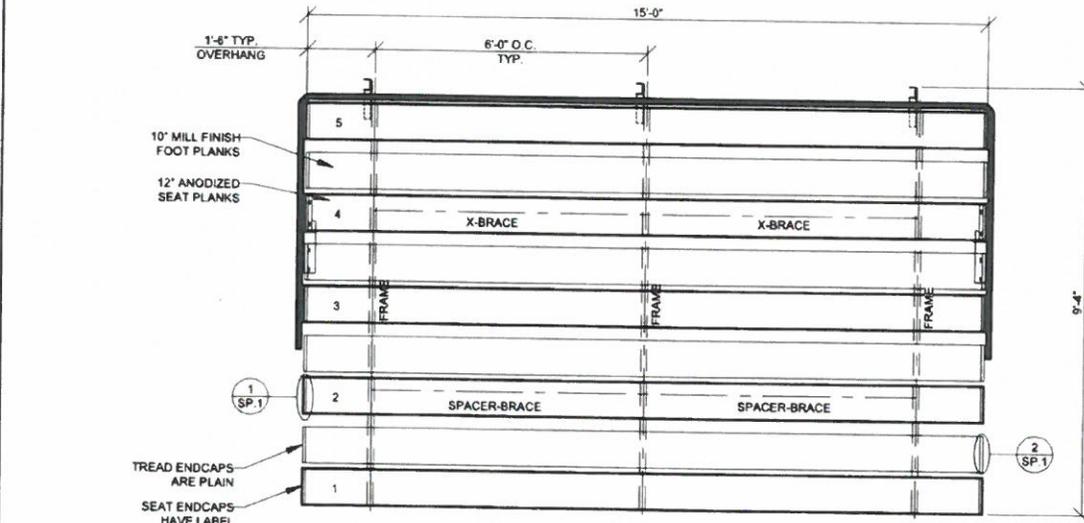
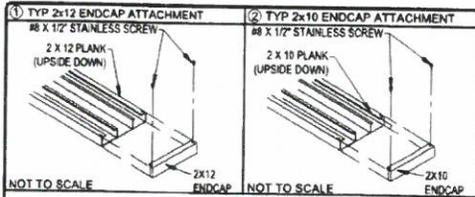


COVER SHEET
5 ROW BLEACHER
6" RISE / 12" SEAT

LU-0515ASC
OPTIONAL -MS (MUD SILL)
OPTIONAL -RB (RUBBER BUMPER)

- CS 1 - COVER SHEET
- SP 1 - BLEACHER SEATING PLAN
- FR 1 - FRAME AND BRACING
- BA 1 - BLEACHER ASSEMBLY
- GR 1 - GUARDRAIL ELEVATION
- CR 2 - GUARDRAIL ASSEMBLY
- FP 1 - FOUNDATION PLAN

Sheet #	
Rev	
DATE	
BY	
CHK'D BY	
DATE	
SCALE	
ASSEMBLY	
NO.	LU-0515ASC
CS.1	



SEATING PLAN
SCALE: 1/2" = 1' - 0"

SECTION LENGTH	GROSS SEATS	ACTUAL SEATS	NO OF ROWS	NET SEATS
15	10.00	10.00	5	50
				NET SEATS
				50
				WHEELCHAIR SPACES
				0
				TOTAL NET SEATING CAPACITY
				50
				(BASED ON 18" PER SEAT)

LOCAL CODES AND SPECIFICATIONS WILL VARY FROM REGION TO REGION AND WILL ALSO CHANGE OVER TIME. IT IS THE BUYER'S RESPONSIBILITY TO CHECK LOCAL CODES FOR COMPLIANCE.



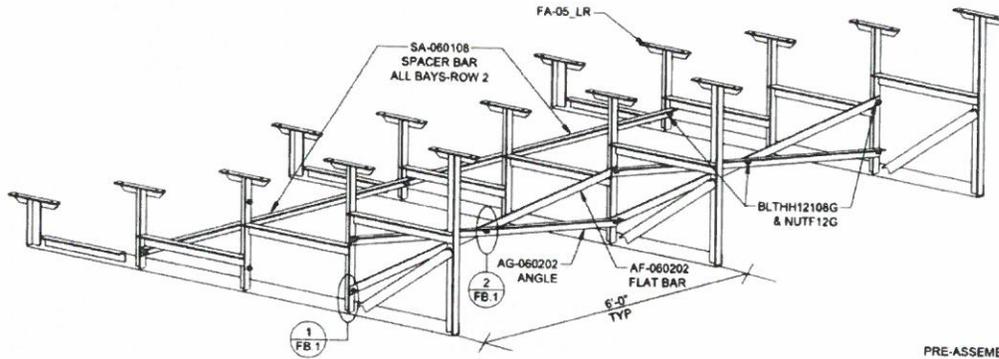
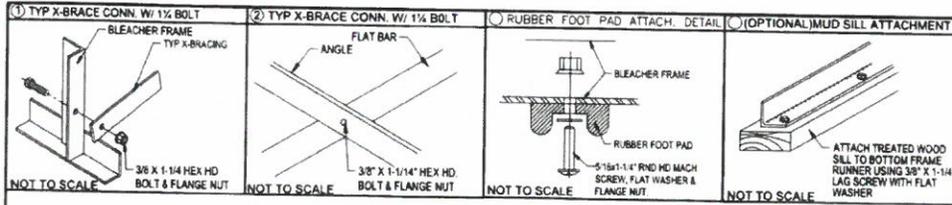
3110 Skyway Road
Plant City, Florida 33566
Phone: 813-305-1415
Fax: 813-305-1419
www.gstrandstands.com



SEATING PLAN
5 ROW BLEACHER
6" RISE / 12" SEAT

LU-0515ASC
LU SERIES

DATE	BY	REVISION
12/12/2006	SP.1	1
12/12/2006	SP.1	2
12/12/2006	SP.1	3
12/12/2006	SP.1	4
12/12/2006	SP.1	5
12/12/2006	SP.1	6
12/12/2006	SP.1	7
12/12/2006	SP.1	8
12/12/2006	SP.1	9
12/12/2006	SP.1	10
12/12/2006	SP.1	11
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12/12/2006	SP.1	93
12/12/2006	SP.1	94
12/12/2006	SP.1	95
12/12/2006	SP.1	96
12/12/2006	SP.1	97
12/12/2006	SP.1	98
12/12/2006	SP.1	99
12/12/2006	SP.1	100



FRAME SECTION
SCALE: NTS

PRE-ASSEMBLE X-BRACE SETS. EACH SET CONSISTS OF A ANGLE AND FLAT BAR. PLACE THE PIECES TOGETHER AT THE FLAT SIDE AND CONNECT USING A 3/8" X 1 1/4" HEX BOLT & FLANGE NUT.

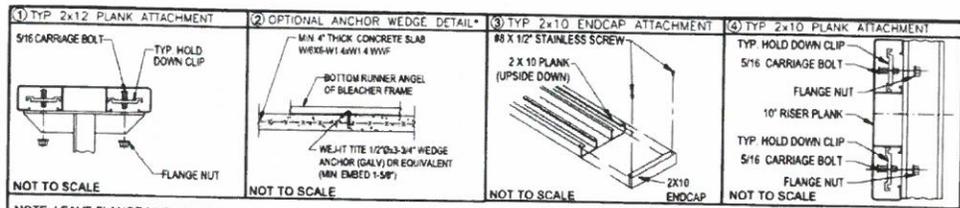


3110 Synergy Road
Plant # 813.305.1415
Phone: 813.305.1415
Fax: 813.305.1415
www.bleacherstands.com

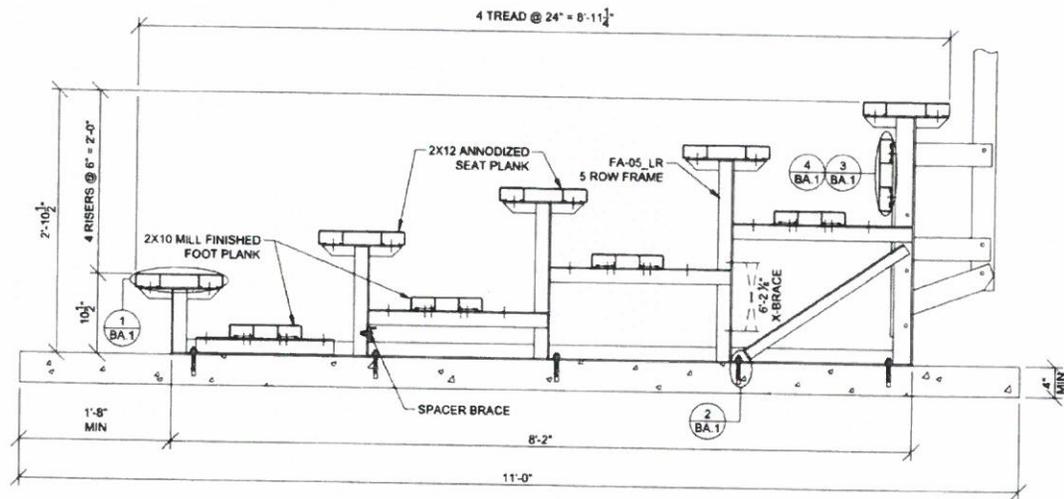
FRAME AND BRACING
5 ROW BLEACHER
6" RISE / 12" SEAT

LU-05ISASC
OPTIONAL -HS (MUD SILL)
OPTIONAL -RB (RUBBER BUMPERS)

Sheet #
Date
Scale
Drawing
Title
LU-05ISASC
FB.1



NOTE: LEAVE FLANGE NUT LOOSE UNTIL CLIPS HAVE BEEN SECURED TO PLANKS



BLEACHER ASSEMBLY
SCALE: 1" = 1'-0"

*CONCRETE WEDGE ANCHORS NOT INCLUDED WITH ALL UNITS. IF USING OTHER ANCHORING SYSTEM, SKIP THIS STEP AND REFER TO INSTRUCTIONS SPECIFIC TO THE ANCHORING SYSTEM PURCHASED FOR YOUR UNIT. SEE PRINT FP.1 (INCLUDED IN THIS PACKET) FOR GENERAL CONCRETE FOUNDATION SPECIFICATIONS.



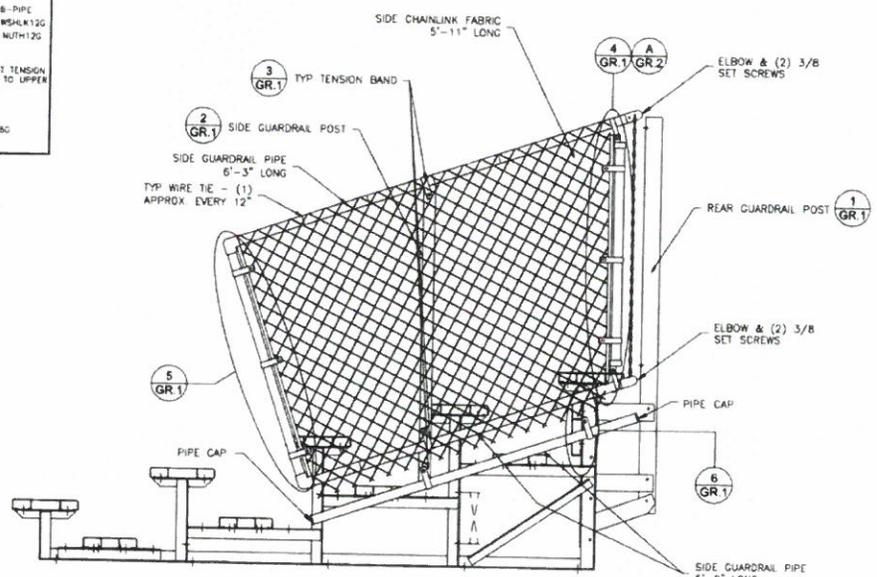
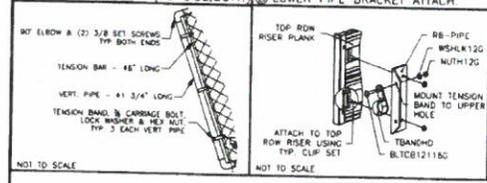
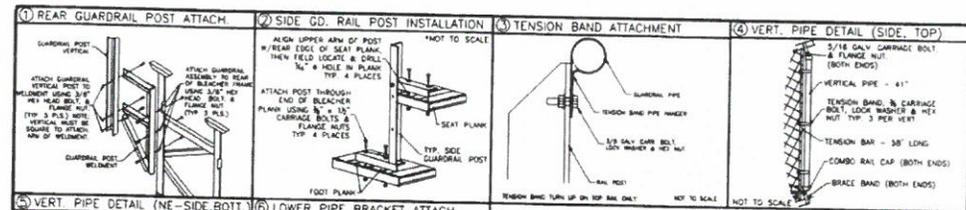
3110 Spynny Road
P.O. Box 113
Cincinnati, OH 45245
Ph: 813.305.1356
Fax: 813.305.1418
www.bleacherstands.com

BLEACHER ASSEMBLY
5 ROW BLEACHER
6" RISE / 12" SEAT

LU-0515ASC
(OPTIONAL CONCRETE FOUNDATION)
LU SERIES

Sheet #	1
Rev	
Scale	1" = 1'-0"
Date	12-10-2008
Drawn by	J.P.
Checked by	J.P.
Approved by	J.P.
Project	LU-0515ASC
Unit #	1000

BA.1



GUARDRAIL ELEVATION
 SCALE 3/4" = 1' - 0"

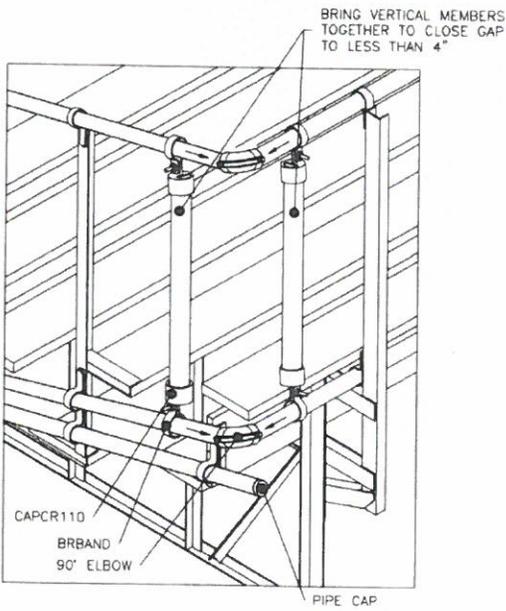
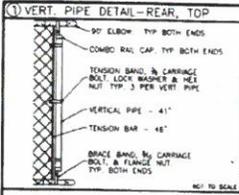


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 Pine City, TN 37366
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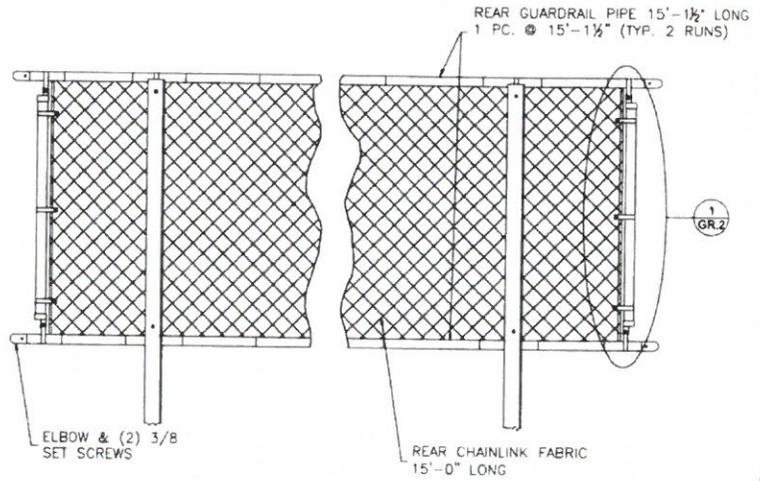
GT
 STANDARDS
 FRAME AND BRACING
 5 ROW BLEACHER
 6" RISE / 12" SEAT

LU-05ISASC
 GUARDRAIL ELEVATION

LU-05ISASC
 GR.1



DETAIL A
 SCALE: NTS



REAR GUARDRAIL
 SCALE: NTS



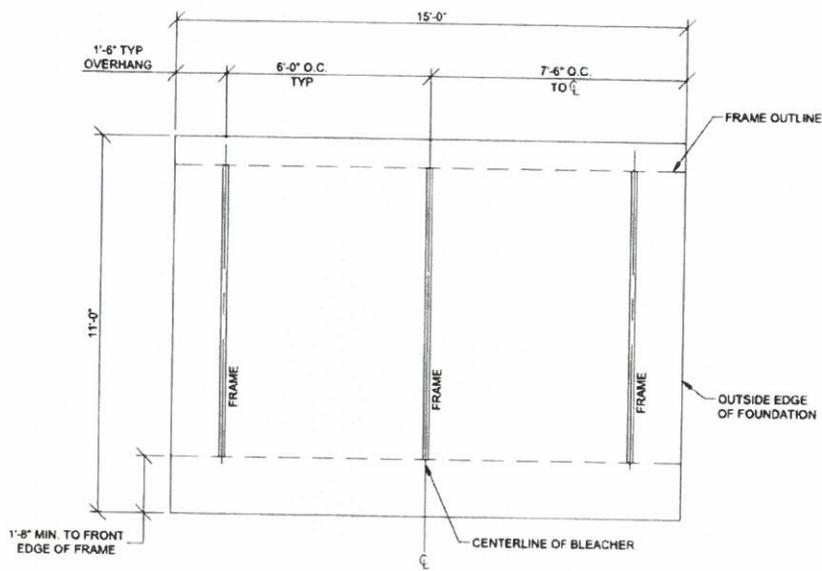
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FRAME AND BRACING
 5 ROW BLEACHER
 6" RISE / 12" SEAT

LU-0515ASC
 GUARDRAIL ATTACHMENT

Sheet 1
 OF 1
 LU-0515ASC
 GUARDRAIL ATTACHMENT
 LU-0515ASC
 GR.2



OPTIONAL FOUNDATION PLAN*

SCALE: 3/8" = 1' - 0"

* MINIMUM FOUNDATION AREA SHOWN. DEPENDING ON LOCAL SOIL CONDITIONS, BLEACHER CAN BE INSTALLED ON A CONCRETE PAD OR FOOTERS, OR ATTACHED TO 2x6 TREATED LUMBER GROUND SILLS AND PLACED ON COMPACTED STONE, ASPHALT, OR ANY OTHER SMOOTH, SOLID, LEVEL SURFACE. CONSULT YOUR LOCAL CONCRETE CONTRACTOR TO DETERMINE PROPER CONCRETE SPECIFICATIONS FOR YOUR LOCAL SOIL AND WEATHER-RELATED CONDITIONS. THE BEARING SURFACE MUST BE CAPABLE OF SUPPORTING A MINIMUM OF 660 POUNDS PER LINEAR FOOT. TO MEET LOCAL CODES, BLEACHERS WILL NEED TO BE ANCHORED. ANCHORING SYSTEMS FOR ALL SURFACE TYPES ARE AVAILABLE - CONTACT YOUR BLEACHER SALES REPRESENTATIVE FOR MORE INFORMATION.



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Plant City, Florida 33566
Phone: 813-305-1415
Fax: 813-305-1419
www.gstrandstands.com



FOUNDATION PLAN
5 ROW BLEACHER
6" RISE / 12" SEAT

LU-05ISASC
LU SERIES

Drawn by	
Checked by	
Scale	
Date	
Sheet No.	

LU-05ISASC

FP.1

Product:

Bleachers

Kimley»Horn

- NO EXCEPTIONS TAKEN
- CORRECTIONS NOTED
- REJECTED
- VERIFY & MAKE CORRECTIONS
- RESUBMIT

Our limited review is only for compliance with the design concept and information given in the Contract Documents. Contractor is sole responsible for dimension, quantities, performance, safety, coordination with other work, and all other requirements of the Contract Documents. Review does not authorize changes to contract unless stated specifically in separate letter or change order.

Reviewed

By Greg Schmitt

Date: 12/29/2016

Comments:

**PUBLIC WORKS
COMMITTEE**

DATE NOVEMBER 28TH 2017

TO SMITHFIELD TOWN COUNCIL – PUBLIC WORKS COMMITTEE

FROM SONJA EUBANK
CONTRACTS/PROCUREMENT ADMINISTRATOR

SUBJECT PROFESSIONAL ENGINEERING AND CONSULTANT SERVICES
REQUEST FOR PROPOSALS

The Town issued a Request for Proposals (RFP) for the Professional Engineering and Consultant Services Contract as the current contracts will expire December 31, 2017. Proposals were received from the following:

AMT Consulting Engineers
Blakeway Corporation
Draper Aden Associates
Hoggard-Eure Associates
Kimley-Horn and Associates Inc.
Pennoni Associates

The evaluation committee thoroughly evaluated and scored all proposals based on the criteria in the RFP. Individual discussions and negotiations were conducted with the two highest ranking offerors; Draper Aden Associates and Kimley Horn and Associates, Inc. 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(s); therefore the evaluation committee recommends award of contract to both Draper Aden Associates and Kimley-Horn and Associates, Inc. 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.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

**STAFF REPORT TO THE
TOWN COUNCIL**

SPECIAL USE PERMIT

December 5, 2017

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

Applicant Name & Address	Brian and Mary Oszust 103 Buckingham Way Smithfield, VA 23430
Property Owner Name & Address	Robin Wiatt 6620 SW 46 th Street Miami, FL 33155
Property Location	322 Main Street (Tax map #21A-01-154); +/-350 ft. southwest of the intersection of Institute Street and Main Street
Statistical Data (see plat)	
Current Zoning	D, Downtown District
Proposed Use	Retail / Antique Store
Parking Required:	0 spaces for <10,000 sq. ft. lot
Parking Provided:	None
Surrounding Land Uses/Zoning	D, Downtown District; DN-R, Downtown Neighborhood Residential
Conformity with Comprehensive Plan	Current future land use plan shows the land as downtown commercial

Project Overview

The applicant is seeking approval for a Special Use Permit (SUP) to operate a retail outlet / antique store at 322 Main Street under the provisions of Article 3.H, Section C and Article 6 of the Zoning Ordinance; specifically, the conversion of a residential structure for a non-residential principal use in the Downtown zoning district.

Previous applicants, Fred Glanville and Leslie Bell, received a SUP on July 5, 2001 to operate a retail business (“Pagan River Shoppes”) at 322 Main Street; however, that SUP was issued to the applicants, rather than running with the land.

Therefore, later applicants, Michael and Viki Ivens, had to reapply in 2007 in order to have a commercial use in the residential structure. They received a SUP on June 5, 2007 to allow for retail sales (“The Odd Duck”). Their approval was to allow for commercial use on the ground floor with the upstairs remaining for residential use.

The current applicant is before you for SUP approval in order to expand the retail use to include both the ground floor and the upstairs floor of the residential structure. The proposed use is retail, specifically for an antique store.

Hours of operation are proposed to be from 10am-5pm, but could be altered once customer demand is evaluated. The number of employees will be two, the owners/proprietors themselves.

At their November 14, 2017 meeting, the Smithfield Planning Commission recommended approval of this application with no conditions.

Staff Comments

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

As this is a Special Use Permit application, reasonable conditions may be attached to the permit, as deemed necessary to protect the public interest and welfare.

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



TOWN OF SMITHFIELD

310 Institute Street, P. O. Box 246 λ Smithfield, VA 23431
(757) 365-4200 λ Fax (757) 357-9933

APPLICATION FOR:

- Special Use Permit Variance Special Yard Exception
 Special Sign Exception Other

Applicant(s) Name: Brian & Mary Oszust
Address: 103 Buckingham Way
City, State, Zip: Smithfield, VA 23430
Phone Number(s): (757) 435-8745 ; (757) 435-9932
MOSZUST@CHARTER.NET

Property Owner(s) Name: Robin Wiatt
Address: 6620 SW 46th St
City, State, Zip: Miami, FL 33155
Phone Number(s): (305) 755-2579

Property Address: 322 Main St
Tax Map Number(s): 21A-01-154
Property Description: Two story building on Main St. with a former business on the ground floor, and a former residence on 2^{ed} story.
Zoning: D - Downtown Acreage: < 1 Application Fee: 400.00
Legal Reference: _____ Deed Book#: 387 Page#: 513

Proposed Use/Exception: Convert second floor from residential use to commercial use; for retail sales.

AS PER ARTICLE 3.H SECTION C OF TOWN ORDINANCE:
CONVERSION OF A RESIDENTIAL STRUCTURE FOR A NON-RESIDENTIAL PRINCIPAL USE

Brian Oszust
Applicant(s) Signature

10-20-17
Date

Mary Oszust
Applicant(s) Signature

10/20/17
Date



For Sale
Jim Perry
RE/MAX
Perkins
574-6863

THIS IS TO CERTIFY THAT ON SEPTEMBER 6, 1995, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT AND THAT THE TITLE LINES AND PHYSICAL IMPROVEMENTS ARE SHOWN ON THIS PLAT. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE ARE NO ENCROACHMENTS OR VISIBLE EASEMENTS EXCEPT AS SHOWN.

STEPHEN I. BOONE, L.S.

THIS SURVEY PERFORMED WITHOUT BENEFIT OF A TITLE REPORT.

FILE COPY

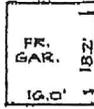
N/F BETTS

N/F BOWDEN



N/F LUNSON

167'-2" (DEED)
166'-25" (FIELD)



N/F METHODIST EPISCOPAL CHURCH
(ATKINSON - TRUSTEE)

CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



CONC.



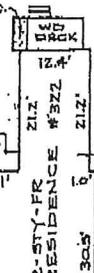
CONC.



CONC.



CONC.



167'-2" (DEED)
166'-11" (FIELD)

INSTITUTE STREET

311.51' (FIELD)

ROUTE 258

WEST MAIN STREET

PHYSICAL SURVEY

OF

322 WEST MAIN STREET, TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA

PROPERTY AS DESCRIBED IN
D.B. 387, P. 513

FOR: TOM E. AND YVONNE F. DOBYNS

STEPHEN I. BOONE & ASSOCIATES, P.C.
LAND SURVEYORS
PONTMOUTH, VIRGINIA

DATE: SEPTEMBER 29, 1995.

SCALE: 1" = 20'

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
SPECIAL USE PERMIT

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, December 5, 2017 at 7:30 p.m. to consider the application of Robin Wiatt, owner, and Brian Oszust and Mary Oszust, applicants, for a special use permit under the provisions of Article 3.H., Sections C and H., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of a residential structure for a non-residential use, in particular for retail sales. The property which is the subject of this special use permit is located at 322 Main Street. The property in question is zoned D, Downtown District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the offices of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: November 22 and 29, 2017

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR NOVEMBER 2017

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: November 15, 2017

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</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>13</u> of <u>18</u>	# of housing inspections done?	<u>15</u> of <u>18</u>
# of vacant lots acquired?	<u>1</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>6</u> of <u>18</u>	# of market-rate relocations done?	<u>6</u> of <u>9</u>
Clearance completed?	<u>6</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 09/12/2017

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

Date annual Fair Housing activity done: 06/ 30/ 2016

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. 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. Rental 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 27A, 27B, 28A, 28B, 31, 32, 34, 35 Jamestown. The offer package for 24 Jamestown was accepted and return. The property was sent to Riddick for closing. The residents at 35 Jamestown have closed on their new home however closing is pending on HOME funds (application in process). A purchase offer was sent to the heir owners of 37 Jamestown. Staff will continue targeting the residents of 27B and 37 Jamestown Avenue for relocation. 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 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

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) 25 Jamestown 2) 26 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

Offer to Purchase Letters Sent 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

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 8

1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 32 Jamestown
7) 34 Jamestown 8) 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 7

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

Eligibility of Relocation Letters Sent 7

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

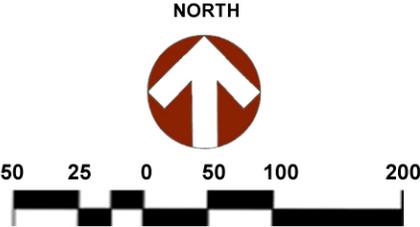
PROJECT STATUS MAP

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



GRAPHIC SCALE IN FEET

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

NOVEMBER 15, 2017

Project update – Town Council Public Buildings & Welfare Committee, November 28, 2017

The Caretaker’s house exterior – 99% complete. Remaining work: Doors, lights, trim on porches



The Caretaker's house interior – 60% complete. Remaining: Complete HVAC, plumbing, electrical, lighting; install windows, doors, trim and cabinetry.



The west peanut barn – pre-rehab



The west peanut barn, post rehab



The evolution of the rehab of the corn crib – back side, facing west (toward Jericho Estates):

Note the total bleaching out of the paint due to southern exposure.

Also note the vertical boards... discovered to be for structural reinforcement of rotted logs.



Once vertical boards were removed, logs were hand-hewn and installed.



Current south side, awaiting a coat of paint



The mule stable, south elevation:



The mule stable, north elevation, post-rehab. Note the new cedar shingle roof.



The smokehouse, pre-rehab (front) and post-rehab (back). Note the number of boards replaced.



18th Century barn – Beginning, work-in-progress (after new roof) and current state (awaiting painting)



Historic Windsor Castle Restoration LLC					
Summary of funding balances and projected disbursements as of November 21, 2017					
Availability of funds					
Current balances	Checking account	Town commitment	WCPF capital account	Accelerated project funds	Total available
		\$60,851	\$1,300,000	\$1,198,445	\$300,000
<p>\$700,000 of the Town's \$2,000,000 funding commitment has been drawn down.</p> <p>Smithfield Foods' \$1,000,000 donation is included in the WCPF capital account balance.</p> <p>\$10,000 has been transferred from Windsor Castle Foundation to the LLC.</p> <p>\$50,000 of the \$350,000 funding for the accelerated projects has been drawn down.</p> <p>Based on current forecast core project costs of \$4,812,719, WCPF capital campaign needs to raise \$1,516,811.</p>					
Disbursements - actual-to-date and forecast to project completion					
Disbursements by major project	Baseline / estimate	Actual to date	Forecast to complete	Total cost	Below / (above) baseline
Manor House	1,531,807	37,906	1,493,901	1,531,807	0
Manor House / new wing	593,035	0	593,035	593,035	0
Caretaker's house / exterior	431,606	242,615	10,200	252,815	178,791
Outbuildings	423,540	330,618	86,000	416,618	6,922
Utilities	974,786	1,275	973,356	974,631	155
Archaeology and site improvements	995,894	24,100	971,000	995,100	795
Project and admin *	49,332	29,536	19,180	48,715	617
Core projects totals	\$5,000,000	\$666,048	\$4,146,671	\$4,812,719	\$187,281
Caretaker's house / interior	90,000	28,813	59,512	88,325	1,675
Maintenance and storage buildings	260,000	4,288	253,089	257,377	2,623
Accelerated projects totals	\$350,000	\$33,100	\$312,601	\$345,701	\$4,299
Total disbursements	\$5,350,000	\$699,149	\$4,459,272	\$5,158,420	\$191,579
<p>13.6% (\$699,149) of the \$5,158,420 current forecast project total has been disbursed to date.</p> <p>97.9% (\$684,251) of project disbursements of \$699,149 is tax-credit eligible.</p>					
<p>* - Project-wide (DHR application fees, dumpster...) and administrative expenses (bank fees, postage...)</p>					