



September 20, 2013

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, SEPTEMBER 23RD, 2013

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

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Street Closure Request for Zombie Walk, October 19, 2013.
- TAB # 2** 4. Street Closure Request for Smithfield High School Homecoming Parade Friday, October 25th, 2013
- TAB # 3** 5. Street Closure Request for Night time Christmas Farmers Market Scheduled for December 13th, 2013

Immediately following the conclusion of the above meeting:

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

1. Public Comment
- TAB # 4** 2. Budgeted Reverse Osmosis Plant Proposal from Kimley-Horn and Associates, Inc.
- TAB # 5** 3. Contract Renewal for Mechanical, Electrical and Utility Services with REW Corporation for One Additional Year
4. FYI – Temporary Water Shut-Off at Fire Hydrant near the YMCA

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comment
- TAB # 6** 2. August Financial Statements and Graphs
- TAB # 7** 3. August Cash Balances
- TAB # 8** 4. Invoices Over \$10,000 Requiring Council's Authorization:
 - a. USBank (Old Water Treatment Plant) \$115,723.13
 - b. Western Tidewater Free Clinic (Budgeted Contribution) \$ 33,339.00
5. Approve the Personal Property Tax Relief Act (PPTRA) Percentage
6. Continued Discussion on Virginia Retirement System – Hybrid Plan and VLDP

TUESDAY, SEPTEMBER 24TH, 2013

4:00 p.m.

Parks & Recreation

Members: Chapman (CH), Pack, Tynes

TAB # 9

1. Public Comment
2. Operational Update - Parks and Recreation Committee Report
3. Smithfield 2020 Branding Initiative
4. Aiken Fest Windsor Castle Trail Closure
5. Smithfield Recreation Country Que Windsor Castle Trail Closure
6. Butterfly Garden by Girl Scouts

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

TAB # 10

1. Public Comment
2. Pinewood Heights Phase II Update
3. Smithfield on the Move Update and Submittal of Next Round of Grant Funding
4. Exemption Process to Allow Camping on Public Property

***** Additional Item Not Listed on Committee but will be on Council's October 1st Agenda*****

- Approval of September 3rd Town Council Minutes
- Expiration of Windsor Castle Park RFP Negotiation Period



Town of Smithfield, Virginia Special Event Application for Permit

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

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

Event Name	ZOMBIE WALK FOR POLIO
Event Date	OCT 19, SATURDAY
Event Organizer	event org: ELIZABETH PASIECZNY
Website	website

Event Contacts

Name	ELIZABETH P.	Cell Phone	(757) 771-4549	Email	creegforwqman@gmail.com
Name	name	Cell Phone	phone	Email	email

1st Time Event

Annual Event If yes, how many times has the event taken place? text 2

Event Category

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

Average Tickets Price \$ 2.00 [ticket/admission price](#)

Expected Attendance 70 [number](#) Largest One-time Attendance [number](#)

Participants will be youth adults both

Description/Purpose of Event

[Click here to enter text.](#) TO RAISE AWARENESS OF POLIO AND IMPORTANCE OF VACCINATION. WE BRING ZOMBIE LOVERS OF ALL AGES TOGETHER TO LAUGH, EDUCATE AND DEVOUR FINGER FOOD.

List benefits of your event to the Community

[Click here to enter text.](#) LOCAL MERCHANTS HAVE SOLD/ADVERTISED THEIR PRODUCTS TOWARD ZOMBIES. ICE CREAM PARLOR MAKES A KILLING IN SALES WITH "BRANSWICK" STEW AND "SCARE" CREAM SUNDAYS. YOUNG VOLUNTEERS HELP OUT AND MEET OTHERS IN THE COMMUNITY. THEY DISCOVER IT'S FUN TO WORK IN CHARITIES. IT'S POSSIBLE TO GATHER PEACEFULLY AND PLAY, AND CREATIVITY & IMAGINATION IS IMPORTANT AND SHARED BY ALL.



Town of Smithfield, Virginia
Special Event Application for Permit

Recipient of Proceeds

Click here to enter text.
POLIO FUND AT ROTARY INTERNATIONAL.

Alcohol Service and/or Sales? Yes No

What are the date(s) and times of service/sales of alcohol?

Click here to enter text.

Having music live bands or DJ? Yes No

What are the date(s) and times for music? Click here to enter text.

What is your plan in the event of bad weather?

Click here to enter text. WE WALK NO MATTER WHAT OR JUST CANCEL.

Will you be able to provide a certificate of insurance for \$1,000,000? yes no

Policy Number Click here to enter text.

Name of Insurance Liability Carrier: Click here to enter text. ROTARY INTERNATIONAL

Insurance Company Address and Phone Number

Click here to enter text.
TO BE IDENTIFIED...

Tax Exemption Number: Click here to enter text.

Please check all that your event will include

<input type="checkbox"/> Food, Caterer number	<input type="checkbox"/> Food, by Organization number
<input type="checkbox"/> Retail Vendors Non-Profit number	<input type="checkbox"/> Retail Vendors For Profit number
<input type="checkbox"/> Port-a-Potties number	<input type="checkbox"/> Fencing/Barricades number
<input type="checkbox"/> Trash Cans number	<input type="checkbox"/> Generators number
<input type="checkbox"/> Dumpsters number	<input type="checkbox"/> Special Lighting number
<input type="checkbox"/> Recycle Containers number	<input type="checkbox"/> Golf carts/ATVs number
<input type="checkbox"/> First Responders- EMS, Fire	

<input type="checkbox"/> Tents	number & sizes
<input type="checkbox"/> Staging	number & sizes

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
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Town of Smithfield, Virginia
Special Event Application for Permit

Smithfield Town Services

Road Closures (list roads and hours needed for closure):

Click here to enter text.
GRACE ST UP TO MASON STREET.

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

Click here to enter text.

Smithfield Police Officer \$ 41 per officer per hour

(An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers. The number of officers required will depend on your event size and type. The officer(s) report a half hour before the event begins and must remain a half hour after the event closes.)

Public Works Staff-If any of these items are selected, a Public Works staff member will have to be on site at a rate of \$ 25 per staff person per hour.

Light Tower \$ 150

Trash Cans \$ 0

Dumpster \$ 0

Cones \$ 0

Do you need water hookup (for catering, bathroom trailers)?

Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.

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 Elizabeth Pasieczny Date 8/28/2013
Print Name ELIZABETH PASIECZNY

Attach the following documents:

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



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

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

Event Name	Smithfield High School Homecoming Parade
Event Date	Friday, October 25, 2013
Event Organizer	Jill Gwaltney
Website	jgwaltne@iwcs.k12.va.us

Event Contacts

Name	Jill Gwaltney	Cell Phone	7573713918	Email	jgwaltne@iwcs.k12.va.us
Name	name	Cell Phone	phone	Email	email

1st Time Event

Annual Event If yes, how many times has the event taken place? 6-7 years

Event Category

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

Average Tickets Price \$ 0

Expected Attendance

Largest One-time Attendance

Participants will be youth adults both

Description/Purpose of Event

This is a school event represented by several clubs, organizations and community members to promote school spirit and unity. This will be displayed in the form of a Homecoming Parade through downtown Smithfield.

List benefits of your event to the Community

Strengthen school and community relationships



Town of Smithfield, Virginia
Special Event Application for Permit

Recipient of Proceeds

There are no proceeds

Alcohol Service and/or Sales? [] Yes [X] No

What are the date(s) and times of service/sales of alcohol?

There will be no sales of alcohol

Having music live bands or DJ? [X] Yes [] No

What are the date(s) and times for music? The SHS Band will be participating in the parade.

What is your plan in the event of bad weather?

The Parade will be canceled.

Will you be able to provide a certificate of insurance for \$1,000,000? [X] yes [] no

Policy Number VA-IS-047B-14

Name of Insurance Liability Carrier: VA CORP.

Insurance Company Address and Phone Number

308 Market St. SE, Suite 1&2

Roanoke Va. 24011

Contact: Carol Jordan

Carol@vacoins.org /888-822-6722

Tax Exemption Number: 54-6001363

Please check all that your event will include

- Food, Caterer number
Retail Vendors Non-Profit number
Port-a-Potties number
Trash Cans number
Dumpsters number
Recycle Containers number
First Responders- EMS, Fire
Food, by Organization number
Retail Vendors For Profit number
Fencing/Barricades
Generators number
Special Lighting number
Golf carts/ATVs number

- Tents number & sizes
Staging number & sizes

- Fireworks
Allowing pets
Providing Shuttle Service

Smithfield Town Services

Road Closures (list roads and hours needed for closure):



Town of Smithfield, Virginia
Special Event Application for Permit

James Street, _____, _____, Main Street, Mason Street

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

N/A

Smithfield Police Officer \$ 41 per officer per hour

(An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers. The number of officers required will depend on your event size and type. The officer(s) report a half hour before the event begins and must remain a half hour after the event closes.)

Officers will be participating in the Parade.

Public Works Staff-If any of these items are selected, a Public Works staff member will have to be on site at a rate of \$ 25 per staff person per hour.

- Light Tower \$ 150
- Trash Cans \$ 0
- Dumpster \$ 0
- Cones \$ 0

Do you need water hookup (for catering, bathroom trailers)?

Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.

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 Joyce R. McDowell Date SEP 18 2013
Print Name Joyce R. McDowell

Attach the following documents:

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



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

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

Event Name	Evening Christmas Farmers Market
Event Date	Friday, Dec. 13, 2013
Event Organizer	Cheryl Ketcham
Website	www.smithfieldfarmersmarket.org

Event Contacts

Name	Cheryl Ketcham	Cell Phone	757-375-3031	Email	cketcham@isleofwightus.net
Name	name	Cell Phone	phone	Email	email

1st Time Event x

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

Event Category

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

Average Tickets Price \$ free

Expected Attendance 3,000 **Largest One-time Attendance** number

Participants will be youth adults both

Description/Purpose of Event

Evening Christmas Craft & Food Market along Main Street

List benefits of your event to the Community

Christmas shopping, support small businesses and artisans in the community, social event for community members.



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

Recipient of Proceeds

Proceeds from vendor fees will support the Smithfield Farmers Market's annual budget

Alcohol Service and/or Sales? Yes No

What are the date(s) and times of service/sales of alcohol?

Friday, Dec. 13, 2013, from 6 p.m. to 9 p.m.

Having music live bands or DJ? Yes No

What are the date(s) and times for music? Friday, Dec. 13, 2013, from 6 p.m. to 10 p.m.

What is your plan in the event of bad weather?

Event will happen regardless of weather unless conditions are dangerous. In that case, the event will be cancelled.

Will you be able to provide a certificate of insurance for \$1,000,000? yes no

Policy Number [Click here to enter text.](#)

Name of Insurance Liability Carrier: [Click here to enter text.](#)

Insurance Company Address and Phone Number

Through Isle of Wight County

Tax Exemption Number: [Click here to enter text.](#)

Please check all that your event will include

Food, Caterer number	X Food, by Organization approx. 5
X Retail Vendors Non-Profit number	X Retail Vendors For Profit approx. 100
<input type="checkbox"/> Port-a-Potties number	x Fencing/Barricades for alcohol area
X Trash Cans	x Generators provided by Isle of Wight County
<input type="checkbox"/> Dumpsters number	X Special Lighting Christmas and showcase lighting at vendors tents
X Recycle Containers	x Golf carts/ATVs one
<input type="checkbox"/> First Responders- EMS, Fire	

x Tents	Vendor tents, 10x10, approx. 100
<input type="checkbox"/> Staging	number & sizes

<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
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Town of Smithfield, Virginia
Special Event Application for Permit

Smithfield Town Services

Road Closures (list roads and hours needed for closure):

Main Street, from 4 p.m. to 11:30 p.m.

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

Click here to enter text.

Smithfield Police Officer \$ 41 per officer per hour x []

(An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers. The number of officers required will depend on your event size and type. The officer(s) report a half hour before the event begins and must remain a half hour after the event closes.)

Public Works Staff-If any of these items are selected, a Public Works staff member will have to be on site at a rate of \$ 25 per staff person per hour.

Light Tower \$ 150 []

Trash Cans \$ 0 x []

Dumpster \$ 0 [] x

Cones \$ 0 [] x

Do you need water hookup (for catering, bathroom trailers)? []

Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.

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 Cheryl Ketcham Date 8/20/13
Print Name Cheryl Ketcham

Attach the following documents:

Flyers or any promotional materials about event or organization



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

Map/Layout of Event

Please see attached map.

Paisley Pig Consignment shop 202 Main, 32'	16	
RESTROOMS	17	
Ice Cream Parlor, 203 Main, 23'	18	
Three's Company, 210 Main, 23'	19	
	20	
	21	

Driveway

Wharf Hill, 216 Main, 52'	22	
	23	
	24	
	25	
Bakery 218 Main, 52'	26	
	27	
(Beanery) 17'	28	
	29	
Hayden's Lane 20'	30	
	31	
Old Ham Shop 224 Main, 16'	32	
	33	
	34	
Smithfield Times, 228 Main, 50'		Music Hospitality

Driveway, 10'

Post Office, 234 Main, 82'	37	
	38	
	39	
	40	
	41	
	42	
	43	

Unerwood

	68		68	
				205 Main 30'
				69
				70
				71
				72
				73
				74
				75
				76
				77
				78
				79
				80
				81
				82
				A Taste of Smithfield, 217 Main, 42' Restrooms
				83
	84		Driveway	
				85
				86
				87
				88
				89
				90
				91
				92
				93
				94
				95
				96
				97
				98
				99
				Return Engagements 235 Main, 14'
				100
				Olive's 237 Main, 20'
				Bank Driveway 30' Parking in back

TOWN OF SMITHFIELD TASK ORDER No. 2

September 3, 2013

Project Title: Reverse Osmosis Plant Improvements

■
Suite 300
501 Independence Pkwy
Chesapeake, Virginia
23320

This Task Order is entered into by and between Kimley-Horn and Associates, Inc. (Consultant) and the **Town of Smithfield** (Owner). This Task Order incorporates by reference the Consulting Agreement entered into by the Parties dated January 2, 2013 (the Master Consulting Agreement). The Master Consulting Agreement is hereby amended and supplemented as follows:

Background and Project Description:

The Town of Smithfield owns and operates a water treatment plant (WTP) which uses reverse osmosis (RO) for removal of fluoride in its drinking water to meet the requirements set forth in a recent consent order. The Owner is experiencing silica scaling in the treatment trains causing membrane fouling and inefficient operations. The plant has a metered concentrate discharge to HRSD because of high phosphorus levels in the waste stream which is costing nearly \$250,000 per year.

The plant has been in operation for approximately 18 months and uses Avista Vitec 4000 as a scale inhibitor. Two wells feed the plant and each well is capable of providing enough water for two RO trains.

The original design concept was to discharge concentrate into a nearby creek. The presence of phosphorus in the raw water prohibited the Owner from obtaining a discharge permit to the creek. The Owner would like investigate phosphorus removal methods and obtain a permit to discharge into the creek. The waste stream from the plant site, including concentrate, currently flows into a pump station and then discharges into the HSRD force main system.

In stage 3 there are four elements per vessel. The current array of the train is 24:12:6:6 elements. Orifices have been placed in the permeate discharge of stages 1 & 2 to create artificial back pressure. The membranes are Toray TM 720 400. There are currently hoses for cleaning and the staff would like to see a permanent cleaning system to eliminate the hoses. There is currently some amount of hydrogen sulfide present in the water during the summer and there should be a review of summer conditions to determine the amount of hydrogen sulfide present. Calcium addition is performed by adding calcium slurry into the clearwell. The Owner would like a better method of adding hardness and alkalinity to the water. There is approximately a 20% raw water blend. This is expressed as 800,000 gallons per day of RO and 240,000 gallons per day of blend.

Scope of Services:

Task 1: Project Management

The Consultant will coordinate with the Owner, The Department of Environmental Quality (DEQ) and the Virginia Health Department (VDH) on permit and design requirements related to the design phase services. The Consultant will prepare monthly invoices for the Owner, and will also communicate the status of the project schedule.

Task 2: Preliminary Engineering Phase Services

A. *Silica Scaling Evaluation.* Consultant will collect information and data on the existing reverse osmosis train array, operation, and maintenance. A computer simulation will be created using the Toray projection software which will allow manipulation of the train array, membrane placement, and membrane type. Current raw water quality data will be used in this program. A train array will be developed that allows maximum recovery to be achieved without projections of the silica depositing on the tail end membranes. A description will be prepared of the modifications and changes that would be required to the existing train array to achieve the recommended array developed during this task.

B. *Phosphorus Removal Evaluation.* Consultant will collect background information, historical information, current water quality data, and conduct a literature search of the available treatment processes for removal of phosphorus. The available techniques will be analyzed as to their applicability to the situation at the Smithfield WTP. This analysis will be based on achieving the current water quality requirements for discharge into waters of the state of Virginia.

C. *Concentrate Discharge Evaluation.* Consultant will prepare an analysis of the physical requirements and planning level estimates of costs that might be associated with the application of any of the phosphorus removal techniques at the Smithfield WTP that could meet the discharge requirements.

D. *Various Plant Operational Improvement Evaluations.* Consultant will investigate the following three issues that were discussed during the March 20, 2013 site visit:

1. Investigate alternative methods of adding calcium to the water to achieve a more stable finished water product. The intent would be to identify a system that could replace the current system using bag calcium and a dry material feeder.
2. Investigate the extent of piping that would be required to create a piped in place cleaning system. The intent would be to replace the hoses that are currently expected to be used when cleaning the membranes.
3. Investigate the levels of hydrogen sulfide present in the raw water, passing through the membranes, and present in the drinking water during the summer months. Consultant will review this matter with the Owner and assist with conducting testing during the summer to determine the extent of the hydrogen sulfide issue.

E. *Preparation of Preliminary Engineering Report (PER).* Consultant will prepare a Preliminary Engineering Report which includes a summary of the evaluations completed in items A-D above

and recommendations for design, permitting and construction of improvements to include an opinion of probable construction costs. Deliverable will include five copies of the PER document and one digital (pdf) version.

Task 3: Design Phase Services

Based on the recommendations from the PER and direction from the Owner, the Consultant will prepare applicable permit applications and construction documents to support the improvements to the plant. A scope and fee estimate for these services will be developed by the Consultant for the Owner's consideration following Task 2.

Task 4: Construction Phase Services

Following completion of task 3 above, the Consultant will provide on-site construction observation services during the construction phase. The Consultant will be present to observe the progress of the work. Such visits and observations by Consultant are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the work based on Consultant's exercise of professional judgment. Based on information obtained during such visits and such observations, Consultant will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Consultant will keep the Owner informed of the general progress of the work.

Task 5: Record Drawings

Following completion of the Construction Phase Services in Task 4, the Consultant will prepare record drawings using AutoCAD 2013 based on redlined markups provided to the Consultant by the selected contractor. The Consultant will also produce a copy of the drawings on Mylar and on CD.

Project Schedule: The Consultant will commence its services on or as soon as practicable after the date of the execution of this Task Order and receipt of a written Notice to Proceed.

Basis of Compensation

Task No.	Phase Description	Fee	Basis of Compensation
1	Project Management	\$1,150	Lump Sum
2	Preliminary Engineering Phase Services	See below	
2A	Silica Scaling Evaluation	\$4,250	Lump Sum
2B	Phosphorus Removal Evaluation	\$2,750	Lump Sum
2C	Concentrate Discharge Evaluation	\$3,050	Lump Sum
2D	Various Plant Operational Improvements Evaluation	\$5,200	Lump Sum
2E	Preliminary Engineering Report	\$8,000	Lump Sum
3	Design Phase Services	TBD	Lump Sum
4	Construction Phase Services	TBD	Not-To-Exceed
5	Record Drawings	TBD	Lump Sum
6	Expenses	\$500	Estimated
Total Estimated Fee		\$24,900	



Miscellaneous Provisions

Regulatory matters: Except as otherwise required or provided in the Scope of Services, Consultant will not meet or confer with any member of any federal, state or local regulatory agency concerning the services without obtaining the prior consent of Owner.

IN WITNESS WHEREOF, Owner and Consultant have executed this amendment to the Master Consulting Agreement.

OWNER: The Town of Smithfield

BY: _____
Peter M. Stephenson, Town Manager

Date

Address for giving notices:

P.O. Box 246
Smithfield, VA 23431
Phone: (757) 365-4200
Fax: (757) 365-9508

CONSULTANT: KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____


TITLE: Associate

DATE: 9/3/13

Address for giving notices:

ATTN: Jamie H. Weist, PE
501 Independence Parkway, Suite 300
Chesapeake, VA 23320

Phone: 757-548-7387
Fax: 757-548-7301
E-mail: Jamie.weist@kimley-horn.com

Memo

TO: Smithfield Town Council – Water and Sewer Committee
FROM: William T. Hopkins, III
DATE: September 23, 2013
RE: Mechanical, Electrical and Utility Services Contract

The Town of Smithfield has a contract with R.E.W. Corporation for the 2012/2013 fiscal year to perform mechanical, electrical and utility services with the right to renew for one additional year. The mechanical, electrical and utility services contract includes the following type of work:

- Replace check valves, valves and piping as well as repair or replace force mains.
- Replace or repair any electrical components in pump stations as well as trouble shoot any control problems at pump stations.
- Ability to rebuild package pump stations and wet well/dry well pump stations from the ground up.

There will be no changes to the current contract pricing. The new contract term will be effective November 3, 2013 through November 2, 2014.

Staff has been extremely pleased with the level of service provided by R.E.W. Corporation and therefore we are recommending that this contract be extended one more year.

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,660,000.00	-	1,660,000.00	0.00%
Delinquent RE Tax	20,000.00	1,050.27	18,949.73	5.25%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,000.00	106.67	1,893.33	5.33%
Current RE Interest	1,000.00	-	1,000.00	0.00%
Delinquent RE Interest	3,400.00	74.72	3,325.28	2.20%
Total Real Estate Taxes	1,692,900.00	1,231.66	1,691,668.34	0.07%
Personal Property Tax				
Current PP Tax	838,000.00	240,794.89	597,205.11	28.73%
Delinquent PP Tax	35,000.00	4,203.38	30,796.62	12.01%
Current PP Penalty	13,500.00	-	13,500.00	0.00%
Delinquent PP Penalty	6,000.00	963.08	5,036.92	16.05%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	4,320.00	497.76	3,822.24	11.52%
Total Personal Property Tax	897,470.00	246,459.11	651,010.89	27.46%
Miscellaneous Receipts Over/Short	15.00	6.76	8.24	45.07%
Total Over/Short	15.00	6.76	8.24	45.07%
Other Taxes				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	28,331.40	101,668.60	21.79%
Transient Occupancy Tax	142,000.00	33,336.95	108,663.05	23.48%
Meals Tax-4%	794,270.00	165,114.99	629,155.01	20.79%
Meals Tax-2%	397,135.00	82,557.50	314,577.50	20.79%
Communications Tax	245,000.00	-	245,000.00	0.00%
Rolling Stock	13.00	15.75	(2.75)	121.15%
Rental Tax	1,300.00	-	1,300.00	0.00%
Sales Tax	243,000.00	25,103.00	217,897.00	10.33%
Consumption Tax	47,500.00	6,538.80	40,961.20	13.77%
Utility Tax	194,500.00	23,211.17	171,288.83	11.93%
Total Other Local Taxes	2,314,573.00	364,209.56	1,950,363.44	15.74%
Licenses, Permits & Privilege Fees				
Business Licenses	330,000.00	31,240.72	298,759.28	9.47%
Business Licenses Penalty	6,420.00	2,805.48	3,614.52	43.70%
Business Licenses Interest	645.00	1,358.61	(713.61)	210.64%
Permits & Other Licenses	13,000.00	1,830.90	11,169.10	14.08%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
WC Dog Park Registration	2,200.00	297.00	1,903.00	13.50%
Consultant Review Fees	5,000.00	-	5,000.00	0.00%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	135,500.00	1,838.17	133,661.83	1.36%
Total Licenses, permits and privilege fees	492,765.00	39,373.88	453,391.12	7.99%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	5,396.07	51,603.93	9.47%
Total Fines & Forfeitures	57,000.00	5,396.07	51,603.93	9.47%
<u>From Use of Money and Property</u>				
General Fund Interest	6,400.00	1,129.67	5,270.33	17.65%
Beautification Fund Interest	85.00	28.40	56.60	33.41%
Rentals	15,685.00	1,393.46	14,291.54	8.88%
Smithfield Center Rentals	143,000.00	21,581.02	121,418.98	15.09%
Smithfield Center Vendor Programs	4,500.00	-	4,500.00	0.00%
Kayak Rentals	-	4,916.25	(4,916.25)	#DIV/0!
Special Events	1,000.00	410.00	590.00	41.00%
Fingerprinting Fees	1,000.00	220.00	780.00	22.00%
Sale of Equipment	1,000.00	239.00	761.00	23.90%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	173,195.00	29,917.80	143,277.20	17.27%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,200.00	437.00	1,763.00	19.86%
Cash Proffer Revenues	-	8,000.00	(8,000.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	10,000.00	2,500.00	80.00%
Virginia Municipal Group Safety Grant	3,861.00	-	3,861.00	0.00%
Total Miscellaneous Revenue	18,561.00	18,437.00	124.00	99.33%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	14,618.00	2,436.32	12,181.68	16.67%
From Operating Reserves	529,075.00	223,999.87	305,075.13	42.34%
Total From Reserves	543,693.00	226,436.19	317,256.81	41.65%
<u>Intergovernmental Virginia</u>				
Law Enforcement (no change budgeted for 2014)	161,533.00	-	161,533.00	0.00%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	-	5,000.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
DCA Grant (Dam)	17,000.00		17,000.00	0.00%
SNAP Program	-	265.00	(265.00)	#DIV/0!
FEMA-VDEM (state portion)	-		-	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
Total State Revenue	208,624.00	277.32	208,346.68	0.13%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	1,190.00	3,810.00	23.80%
Urban Fund Partial Use Allocation (80%)	-		-	#DIV/0!
FEMA-federal portion	-		-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00		500,194.00	0.00%
Federal Fuel Income	1,000.00		1,000.00	0.00%
Total Federal Revenue	506,194.00	1,190.00	505,004.00	0.24%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Note Proceeds-HVAC Financing (Smithfield Center)	-		-	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00		400,000.00	0.00%
Insurance Recoveries	-		-	#DIV/0!
Total Other Financing Sources	400,000.00	-	400,000.00	0.00%
<u>Contributions</u>				
CHIPS Contributions	2,500.00		2,500.00	0.00%
Bike Rack	-		-	#DIV/0!
Public Restroom	-		-	#DIV/0!
Porcine Statues	-		-	#DIV/0!
Contribution-Smithfield Foods Donation to PD	-		-	#DIV/0!
Contribution-Motorcycle Donation	-		-	#DIV/0!
Ruritan Club Contribution-Ivy Hill Bench	-		-	#DIV/0!
Contributions-Employee Awards	-		-	#DIV/0!
Contributions-IOW County (ball fields)	25,000.00		25,000.00	0.00%
Contributions-IOW County Port Authority Grants	-		-	#DIV/0!
Farmers Bank-Police Department	-		-	#DIV/0!
Contributions South Church Street Improvement Project	-		-	#DIV/0!
Total Contributions	27,500.00	-	27,500.00	0.00%
Total General Fund Revenue	7,332,490.00	932,935.35	6,399,554.65	12.72%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	
Cash Proffer Revenues	-	(8,000.00)	8,000.00	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(82,557.50)	(314,577.50)	
Pinewood Heights Reserves	(14,618.00)	(226,436.19)	211,818.19	
Contributions to Ball Fields (IOW)	(25,000.00)		(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	-	(500,194.00)	
Total Non-operating Revenues	(1,336,947.00)	(316,993.69)	(1,019,953.31)	23.71%
Total General Fund Operating Revenues	5,995,543.00	615,941.66	5,379,601.34	10.27%
General Fund Budget Expenses				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	5,980.00	34,020.00	14.95%
FICA	3,500.00	528.04	2,971.96	15.09%
Employee Wellness/Assistance Plan	1,800.00	273.00	1,527.00	15.17%
Legal Fees	32,000.00	1,525.00	30,475.00	4.77%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	280.00	29,720.00	0.93%
Professional Services	1,500.00	-	1,500.00	0.00%
Records Management maint & upgrades-scanner & software	8,484.00	-	8,484.00	0.00%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	3,500.00	79.55	3,420.45	2.27%
Insurance	27,435.00	6,657.50	20,777.50	24.27%
Supplies	20,000.00	2,173.42	17,826.58	10.87%
Travel & Training	6,000.00	2,035.00	3,965.00	33.92%
Subscriptions/Memberships	9,100.00	8,243.00	857.00	90.58%
Council Approved Items	16,000.00	691.75	15,308.25	4.32%
Public Defender Fees	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	16.00	609.00	2.56%
SpecialProjects	2,500.00	232.20	2,267.80	9.29%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	-	2,000.00	0.00%
Annual Christmas Parade	400.00	-	400.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Council Approved Hwy	-	-	-	-
Total Town Council	219,311.00	31,424.46	187,886.54	14.33%
<u>Town Manager</u>				
Salaries	216,840.00	33,871.20	182,968.80	15.62%
FICA	17,350.00	2,495.78	14,854.22	14.38%
VSRS	25,100.00	4,140.43	20,959.57	16.50%
Health	37,455.00	9,126.56	28,328.44	24.37%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,700.00	-	1,700.00	0.00%
Communications	15,500.00	1,123.51	14,376.49	7.25%
Insurance	2,910.00	671.93	2,238.07	23.09%
Supplies	5,500.00	578.86	4,921.14	10.52%
Dues & Subscriptions	2,940.00	1,371.78	1,568.22	46.66%
Computer & technology expenses	16,000.00	4,992.76	11,007.24	31.20%
Travel & Training	7,800.00	1,252.52	6,547.48	16.06%
Other	100.00	-	100.00	0.00%
TM Allocated to Hwy	-	-	-	#DIV/0!
Total Town Manager	349,695.00	59,625.33	290,069.67	17.05%
<u>Treasurer</u>				
Salaries	258,170.00	38,131.80	220,038.20	14.77%
FICA	20,655.00	2,809.72	17,845.28	13.60%
VSRS	29,230.00	4,823.58	24,406.42	16.50%
Health	32,840.00	8,027.84	24,812.16	24.45%
Audit	11,500.00	-	11,500.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	814.10	7,265.90	10.08%
Data Processing	18,000.00	2,675.73	15,324.27	14.87%
Service Contracts	18,500.00	4,635.62	13,864.38	25.06%
Insurance	2,510.00	579.57	1,930.43	23.09%
Supplies	15,000.00	893.02	14,106.98	5.95%
Dues & Subscriptions	2,300.00	799.95	1,500.05	34.78%
Credit Card Processing	1,000.00	189.56	810.44	18.96%
Cigarette Tax Stamps	2,565.00	-	2,565.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Other	100.00	-	100.00	0.00%
Treasurer Alloc to Hwy	-	-	-	#DIV/0!
Total Treasurer	425,150.00	64,380.49	360,769.51	15.14%
PUBLIC SAFETY				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
<u>Police Department</u>				
Salaries	1,322,140.00	210,028.33	1,112,111.67	15.89%
FICA	105,775.00	15,426.81	90,348.19	14.58%
VSRS	139,100.00	22,732.24	116,367.76	16.34%
Health Insurance	185,950.00	43,676.95	142,273.05	23.49%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	1,284.30	22,715.70	5.35%
Service Contracts	37,000.00	20,312.58	16,687.42	54.90%
Communications	65,000.00	4,337.17	60,662.83	6.67%
Computer & Technology Expenses	10,000.00	(234.63)	10,234.63	-2.35%
Insurance	51,935.00	11,992.04	39,942.96	23.09%
Ins. - LODA	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	30,500.00	1,485.79	29,014.21	4.87%
Dues & Subscriptions	6,500.00	901.00	5,599.00	13.86%
Equipment	15,000.00	286.63	14,713.37	1.91%
Radio & Equipment repairs	3,500.00	669.12	2,830.88	19.12%
Vehicle Maintenance	50,000.00	-	50,000.00	0.00%
Gas	85,000.00	6,969.19	78,030.81	8.20%
Tires	7,500.00	-	7,500.00	0.00%
Travel & Training	27,500.00	7,206.70	20,293.30	26.21%
Special Events	500.00	129.15	370.85	25.83%
Police Grants	24,478.00	-	24,478.00	0.00%
Investigation expenses	5,000.00	125.00	4,875.00	2.50%
Other	500.00	-	500.00	0.00%
Total Police Department	2,209,840.00	358,289.74	1,851,550.26	16.21%
<u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
Total Fire Department	32,461.00	-	32,461.00	0.00%
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
Rescue Squad-shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	118,950.00	-	118,950.00	0.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	129,200.00	-	129,200.00	0.00%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,170.00	29,259.22	156,910.78	15.72%

Town of Smithfield					
General Fund Operating Budget					
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget	
FICA	14,895.00	2,311.39	12,583.61	15.52%	
VSRS	16,365.00	2,700.76	13,664.24	16.50%	
Health	20,780.00	5,044.23	15,735.77	24.27%	
Uniforms	1,200.00	-	1,200.00	0.00%	
Contracted Services	23,000.00	3,788.20	19,211.80	16.47%	
Retail Sales & Use Tax	500.00	78.54	421.46	15.71%	
Utilities	30,000.00	1,960.49	28,039.51	6.53%	
Communications	21,500.00	1,489.78	20,010.22	6.93%	
Computer & technology expenses	2,500.00	-	2,500.00	0.00%	
Insurance	4,810.00	1,110.65	3,699.35	23.09%	
Kitchen Supplies	4,000.00	219.99	3,780.01	5.50%	
Office Supplies/Other Supplies	4,000.00	236.63	3,763.37	5.92%	
Food Service & Beverage Supplies	8,000.00	349.83	7,650.17	4.37%	
AV Supplies	1,000.00	-	1,000.00	0.00%	
Repairs & Maintenance	40,000.00	1,696.38	38,303.62	4.24%	
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%	
Landscaping	12,000.00	1,070.58	10,929.42	8.92%	
Travel & Training	2,000.00	635.00	1,365.00	31.75%	
Programming Expenses	1,000.00	-	1,000.00	0.00%	
Advertising	20,000.00	4,927.00	15,073.00	24.64%	
Refund event deposits	3,500.00	637.50	2,862.50	18.21%	
Credit card processing expense	4,500.00	946.66	3,553.34	21.04%	
Total Smithfield Center	431,720.00	58,462.83	373,257.17	13.54%	
<u>Contributions-Parks, Recreation and Cultural</u>					
Farmers Market	3,000.00	-	3,000.00	0.00%	
BSV Parking Lot	-	-	-	#DIV/0!	
TUMC Parking Lot	1,500.00	250.00	1,250.00	16.67%	
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%	
Isle of Wight Arts League	10,000.00	5,000.00	5,000.00	50.00%	
Library	10,000.00	-	10,000.00	0.00%	
Total Contributions-Park, Recreation and Cultural	26,460.00	5,250.00	21,210.00	19.84%	
<u>Windsor Castle Park</u>					
Salaries	73,820.00	11,698.47	62,121.53	15.85%	
FICA	5,910.00	861.99	5,048.01	14.59%	
VSRS	8,505.00	1,431.80	7,073.20	16.83%	
Health	13,870.00	3,221.16	10,648.84	23.22%	
Contracted Services	5,000.00	587.30	4,412.70	11.75%	
Grass Cutting	30,000.00	6,175.90	23,824.10	20.59%	
Professional Services	1,000.00	444.27	555.73	44.43%	
Utilities	5,000.00	98.68	4,901.32	1.97%	
Supplies	2,500.00	-	2,500.00	0.00%	

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Repairs & Maintenance	40,000.00	4,407.78	35,592.22	11.02%
Total Windsor Castle Park	185,605.00	28,927.35	156,677.65	15.59%
<u>Other Parks & Recreation</u>				
Fishing Pier-	-	-	-	-
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	211.24	1,388.76	13.20%
Community Wellness Initiative	35,000.00	7,558.23	27,441.77	21.59%
SNAP Program		457.25	(457.25)	#DIV/0!
Waterworks Dam	34,000.00	-	34,000.00	0.00%
Haydens Lane Maintenance	2,900.00	852.12	2,047.88	29.38%
Veterans War Memorial	1,000.00	85.21	914.79	8.52%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	78,000.00	11,164.05	66,835.95	14.31%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	12,000.00	705.27	11,294.73	5.88%
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	107,826.00	-	107,826.00	0.00%
Renter Occupied Households	134,155.00	2,436.32	131,718.68	1.82%
Moving Costs	13,900.00	-	13,900.00	0.00%
Relocation Specialist	10,633.00	-	10,633.00	0.00%
<u>Acquisition Specialist</u>	15,000.00	-	15,000.00	0.00%
<u>Clearance & Demolition</u>	29,000.00	5,500.00	23,500.00	18.97%
Subtotal Non CDBG	325,014.00	8,641.59	316,372.41	2.66%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households		-	-	-

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Clearance & Demolition	-	-	-	#DIV/0!
		-	-	#DIV/0!
Subtotal CDBG	230,394.00	-	230,394.00	0.00%
Total Pinewood Heights Contributions	555,408.00	8,641.59	546,766.41	1.56%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	-	33,339.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	328,965.00	6,000.00	322,965.00	1.82%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	203,530.00	32,808.51	170,721.49	16.12%
FICA	16,285.00	2,417.47	13,867.53	14.84%
VSRS	24,750.00	4,187.36	20,562.64	16.92%
Health	33,600.00	8,189.70	25,410.30	24.37%
Uniforms	2,000.00	69.56	1,930.44	3.48%
Contractual	9,125.00	805.96	8,319.04	8.83%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	53,509.14	159,215.86	25.15%
Trash Collection-new contract	227,555.00	18,616.98	208,938.02	8.18%
Street Lights	5,000.00	77.64	4,922.36	1.55%
Communications	15,000.00	998.15	14,001.85	6.65%
Safety Meetings	5,000.00	103.56	4,896.44	2.07%
Insurance	8,060.00	1,861.09	6,198.91	23.09%
Materials & Supplies	6,000.00	177.28	5,822.72	2.95%
Repairs & Maintenance	9,000.00	787.62	8,212.38	8.75%
Gas & Tires	10,500.00	829.60	9,670.40	7.90%
Travel & Training	6,000.00	1,005.93	4,994.07	16.77%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	232.00	1,768.00	11.60%
Other	1,000.00	-	1,000.00	0.00%
Public Works Alloc to Hwy	-	-	-	-

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Total Public Works	802,095.00	126,677.55	675,417.45	15.79%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	21,235.00	3,218.88	18,016.12	15.16%
FICA	1,700.00	294.44	1,405.56	17.32%
Contractual	7,000.00	5,740.65	1,259.35	82.01%
Communications	3,750.00	116.81	3,633.19	3.11%
Utilities	47,000.00	3,942.53	43,057.47	8.39%
Insurance	3,176.00	733.35	2,442.65	23.09%
Materials & Supplies	3,000.00	-	3,000.00	0.00%
Materials & Supplies-Town Manager	-	10.74	(10.74)	#DIV/0!
Materials & Supplies-Police Department	-	157.97	(157.97)	#DIV/0!
Materials & Supplies-Town Hall	-	60.80	(60.80)	#DIV/0!
Materials & Supplies-Public Works	-	80.00	(80.00)	#DIV/0!
Materials & Supplies-Public Restrooms	-	421.72	(421.72)	#DIV/0!
Repairs & Maintenance	29,289.00	4,380.28	24,908.72	14.96%
Rent Expense-Office Space	4,800.00	800.00	4,000.00	16.67%
Other	1,000.00	-	1,000.00	0.00%
Alloc Costs to Hwy	-	-	-	-
Total Public Buildings	121,950.00	19,958.17	101,991.83	16.37%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	76,352.23	(76,352.23)	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
Total Transfers To Reserves	-	76,352.23	(76,352.23)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	2,499.14	12,800.86	16.33%
Ball Fields	73,750.00	-	73,750.00	-
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Ball field financing?				
Interest and fiscal charges				
Public Building Acquisition	33,195.00	-	33,195.00	0.00%
HVAC	2,370.00	457.92	1,912.08	19.32%
Ball Fields	14,650.00	-	14,650.00	0.00%
Total Debt Service	164,179.00	2,957.06	161,221.94	1.80%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 08/31/13	Remaining Budget	% of budget
Total General Fund Expenses	6,060,039.00	858,110.85	5,201,928.15	14.16%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(8,641.59)	(546,766.41)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(560,408.00)	(8,641.59)	(551,766.41)	1.54%
Total General Fund Operating Expenses	5,499,631.00	849,469.26	4,650,161.74	15.45%
Net Operating Reserve (+/-)	495,912.00	(233,527.60)	729,439.60	-47.09%
Net Reserve (+/-)	1,272,451.00	74,824.50	1,197,626.50	5.88%

	Adopted Budget 2013/2014	Actual 8/31/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	1,272,451.00	74,824.50	1,197,626.50	5.88%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%
Vacant Lots	-		-	-
Appraisal/Legal	(7,170.00)		(7,170.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	-	(166,426.00)	0.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(269,800.00)		(269,800.00)	0.00%
Renter Occupied Units		-	-	-
Vacant Lots		-	-	-
Subtotal CDBG Capital Acquisition	(269,800.00)	-	(269,800.00)	0.00%
Total Pinewood Heights Relocation CIP	(436,226.00)	-	(436,226.00)	0.00%
TOWN COUNCIL				
Cable 6 upgrades	-	-	-	#DIV/0!
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%
TREASURER				
Computer Equipment System upgrades				
AS400 Server	(45,000.00)		(45,000.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Porcine statues			-	#DIV/0!
Smithfield Center-HVAC unit			-	#DIV/0!
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%
Windsor Castle-Light Tower			-	#DIV/0!
Windsor Castle-Station Bridge			-	#DIV/0!
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(101,700.00)	(71,487.00)	(30,213.00)	70.29%
Ipads for vehicles			-	#DIV/0!

	Adopted Budget 2013/2014	Actual 8/31/2013	Remain Budget	% of Budget
Copier	(10,000.00)		(10,000.00)	-
Donated Opticom			-	#DIV/0!
Donated motorcycle (\$5000)			-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%
N/S Church St Streetscape Improvements			-	#DIV/0!
PUBLIC BUILDINGS				
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%
Public Restrooms			-	#DIV/0!
Net Capital Outlay	(1,272,451.00)	(74,824.50)	(1,197,626.50)	5.88%
Net Reserves (Deficit) after capital outlay	-	0.00	-	0.12

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	699,025.00	120,580.74	578,444.26	17.25%
Sewer Compliance Fee	489,559.00	81,907.02	407,651.98	16.73%
Miscellaneous Revenue	500.00	207.45	292.55	41.49%
Connection fees	31,600.00	1,580.00	30,020.00	5.00%
Total Operating Revenue	1,220,684.00	204,275.21	1,016,408.79	16.73%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	226,915.00	35,424.04	191,490.96	15.61%
FICA	18,155.00	2,610.20	15,544.80	14.38%
VSRS	26,245.00	4,487.35	21,757.65	17.10%
Health	38,750.00	9,781.41	28,968.59	25.24%
Uniforms	2,500.00	136.36	2,363.64	5.45%
Audit & Legal Fees	14,750.00	762.50	13,987.50	5.17%
HRPDC sewer programs	872.00	-	872.00	0.00%
Maintenance & Repairs	50,000.00	3,182.80	46,817.20	6.37%
VAC Truck Repairs & Maintenance	7,500.00	911.00	6,589.00	12.15%
Data Processing	14,000.00	2,006.82	11,993.18	14.33%
Dues & Subscriptions	150.00	-	150.00	0.00%
Utilities	43,500.00	3,027.51	40,472.49	6.96%
SCADA Expenses	6,000.00	298.77	5,701.23	4.98%
Telephone	12,000.00	910.79	11,089.21	7.59%
Insurance	16,140.00	3,726.80	12,413.20	23.09%
Materials & Supplies	46,000.00	2,431.94	43,568.06	5.29%
Truck Operations	14,000.00	895.73	13,104.27	6.40%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	219.45	3,030.55	6.75%
Miscellaneous	600.00	-	600.00	0.00%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	550,652.00	70,813.47	479,838.53	12.86%
Operating Income before D&A Expense	670,032.00	133,461.74	536,570.26	19.92%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Operating Income (Loss)	(102,688.00)	69,068.74	(171,756.74)	-67.26%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	4,120.00	78,280.00	5.00%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	765.15	2,484.85	23.54%
Interest Expense	(39,351.00)	-	(39,351.00)	0.00%
Total Nonoperating Revenues (Expenses)	68,032.00	4,885.15	63,146.85	7.18%
Net Income (loss)	(34,656.00)	73,953.89	(108,609.89)	-213.39%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	(4,120.00)	(78,280.00)	5.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(81,907.02)	(407,651.98)	16.73%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Additional debt service costs-principal expense	(74,700.00)	-	(74,700.00)	0.00%
Total adjustments to CAFR	109,328.00	(21,634.02)	130,962.02	-19.79%
Working adjusted income	74,672.00	52,319.87	22,352.13	70.07%

	Adopted Budget 2013/2014	Actual 8/31/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	74,672.00	52,319.87	22,352.13	70.07%
Sewer SSO Consent Order	(325,000.00)		(325,000.00)	0.00%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
716 Smithfield Blvd -6" S.S. lateral complete			-	#DIV/0!
Rubber tire backhoe			-	-
Canteberry Pump Station			-	#DIV/0!
Light Tower (1/4)			-	#DIV/0!
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)		(100,000.00)	0.00%
Pump Station Upgrades	(100,000.00)		(100,000.00)	-
Impeller-Wellington Pump Station			-	#DIV/0!
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(548,076.00)	(3,337.50)	(544,738.50)	0.61%
Net Reserves (Deficit) after capital outlay	(473,404.00)	48,982.37	(522,386.37)	-10.35%
Funding from Development Escrow	0	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	-	200,000.00	0.00%
Funding from Sewer Compliance Fee	325,000.00	-	325,000.00	0.00%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	51,596.00	48,982.37	2,613.63	94.93%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,453,834.00	220,609.63	1,233,224.37	15.17%
Debt Service Revenue	187,896.00	67,569.30	120,326.70	35.96%
Miscellaneous	500.00	1,467.60	(967.60)	293.52%
Connection fees	13,200.00	660.00	12,540.00	5.00%
Application Fees	5,000.00	1,310.00	3,690.00	26.20%
Total Operating Revenue	1,660,430.00	291,616.53	1,368,813.47	17.56%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Expenses				
Salaries	348,720.00	53,175.97	295,544.03	15.25%
FICA	27,900.00	3,918.23	23,981.77	14.04%
VSRS	38,530.00	6,315.03	32,214.97	16.39%
Health	49,735.00	12,247.09	37,487.91	24.62%
Uniforms	3,255.00	225.00	3,030.00	6.91%
Contractual	15,000.00	540.00	14,460.00	3.60%
Legal & Audit	20,000.00	762.50	19,237.50	3.81%
Maintenance & Repairs	21,000.00	278.04	20,721.96	1.32%
Water Tank Maintenance	100,000.00	25,468.32	74,531.68	25.47%
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,580.00	-	2,580.00	0.00%
Data Processing	14,000.00	2,006.82	11,993.18	14.33%
Utilities	1,500.00	41.47	1,458.53	2.76%
Communications	15,045.00	880.74	14,164.26	5.85%
Insurance	25,200.00	5,818.79	19,381.21	23.09%
Materials & Supplies	114,400.00	9,315.51	105,084.49	8.14%
Gas and Tires	14,500.00	1,344.61	13,155.39	9.27%
Dues & Subscriptions	1,000.00	87.00	913.00	8.70%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	7.30	5,492.70	0.13%
Miscellaneous	9,500.00	8,670.05	829.95	91.26%
RO Annual costs	470,673.00	23,290.23	447,382.77	4.95%
Bad debt expense	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,306,863.00	154,392.70	1,152,470.30	11.81%

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	137,223.83	216,343.17	38.81%
Depreciation & Amortization Expense	365,000.00	30,417.00	334,583.00	8.33%
Operating Income (Loss)	(11,433.00)	106,806.83	(118,239.83)	-934.20%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	54,400.00	2,720.00	51,680.00	5.00%
Interest Revenue	5,925.00	1,103.74	4,821.26	18.63%
Interest Expense	(123,720.00)	(62,004.19)	(61,715.81)	50.12%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(58,180.45)	(5,214.55)	91.77%
Net Income (Loss)	(74,828.00)	48,626.38	(123,454.38)	-64.98%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	(2,720.00)	(51,680.00)	5.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(67,569.30)	(120,326.70)	35.96%
Depreciation & Amort. Exp.	365,000.00	30,417.00	334,583.00	8.33%
Additional debt service costs-principal expense	(322,275.00)	-	(322,275.00)	0.00%
Total adjustments to CAFR	(192,071.00)	(39,872.30)	(152,198.70)	20.76%
Working adjusted income	(266,899.00)	8,754.08	(275,653.08)	-3.28%

	Adopted Budget 2013/2014	Actual 8/31/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(266,899.00)	8,754.08	(275,653.08)	-3.28%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)		(25,000.00)	0.00%
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Public Works Security Gate	(2,625.00)		(2,625.00)	0.00%
RO Security Gate	(10,000.00)		(10,000.00)	0.00%
System Improvements	(50,000.00)		(50,000.00)	0.00%
RO Plant-installation of flow transmitters			-	#DIV/0!
Light Tower			-	#DIV/0!
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
Net Capital Outlay	(218,076.00)	(3,337.50)	(214,738.50)	1.53%
Net Reserves (Deficit) after capital outlay	(484,975.00)	5,416.58	(490,391.58)	-1.12%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00		331,758.00	0.00%
Net Cashflow	31,783.00	5,416.58	26,366.42	17.04%

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	51.82	198.18	20.73%
Revenue Sharing-VDOT	-	-	-	#DIV/0!
Insurance Reimbursement	-	-	-	#DIV/0!
Revenue - Commwlth of VA	1,003,519.92	-	1,003,519.92	0.00%
Total Highway Fund Revenue	1,003,769.92	51.82	1,003,718.10	0.01%
Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 08/31/13	Remaining Budget	% of budget
Expenses				
Salaries	248,065.00	37,820.31	210,244.69	15.25%
FICA	19,845.00	2,786.76	17,058.24	14.04%
VSRS	29,090.00	4,570.38	24,519.62	15.71%
Health	45,290.00	10,871.00	34,419.00	24.00%
Uniforms	3,100.00	178.80	2,921.20	5.77%
Engineering	-	-	-	-
Grass	31,400.00	-	31,400.00	0.00%
Maintenance	348,427.92	21,451.59	(21,451.59)	6.16%
Asphalt/Paving			-	
Ditching			-	
Traffic Control devices		37.10	(37.10)	
Other (maintenance)			-	
Other (lawnmowers, landscaping, etc)		278.04	(278.04)	
Structures and Bridges			-	
Ice and Snow removal			-	
Administrative			-	
Street Lights	110,000.00	7,966.98	102,033.02	7.24%
Insurance	19,440.00	4,488.78	14,951.22	23.09%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	956.32	9,043.68	9.56%
Stormwater Management Program (regional)	1,786.00	-	1,786.00	0.00%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	868,943.92	91,090.92	777,853.00	10.48%
Net Reserves (+/-)	134,826.00	(91,039.10)	225,865.10	-67.52%

HIGHWAY

Adopted Budget 2013/2014	Actual 8/31/2013	Remain Budget	% of Budget
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	Adopted Budget 2013/2014	Actual 8/31/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	134,826.00	(91,039.10)	225,865.10	-67.52%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lawnmower	(8,000.00)	(7,945.00)	(55.00)	99.31%
Net Capital Outlay	(134,826.00)	(11,282.50)	(123,543.50)	8.37%
Net Reserves (Deficit) after capital outlay	0.00	(102,321.60)	102,321.60	

Notes: August 2013

GENERAL FUND

Revenues:

Current PP Tax

In August, the Town receives the state's annual contribution of \$240,794.89 towards personal property tax relief. It will offset the allowable billing to the town's residents.

Franchise Tax

As in previous years, franchise tax will not be collected until the last quarter of the fiscal year.

Cigarette Tax

Cigarette tax is always difficult to project since the stamps are sold to the wholesalers instead of the retailers, but FY2014 has posted collections approximately \$10,000 lower than for the same period in FY2013.

Transient Occupancy

The transient occupancy tax received through August 2013 was \$33,336.95 compared to July 2012 revenue of \$42,546.82, which is a significant decrease from last year of \$9,209.87.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The August payment was accrued in FY2013.

Special Events

Special Events revenue is starting out strong for July 2013. Based on budget, we have received 41%, which is \$410.00 of the \$1,000.00 budgeted.

Cash Proffer Revenues

The Town received \$8,000 from builders for Church Square.

Obici Foundation Wellness Grant

During July 2013, received \$10,000 of the \$12,500 budgeted for this year.

Reserves-Pinewood Escrow

The Pinewood Escrow reserves funds were set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters.

From Operating Reserves

\$223,999.87 was pulled from operating reserves to fund deficit through August.

Expenses:

ALL DEPARTMENTS

Health Insurance

Represents the July through September payments of health and dental as they are normally paid in advance which brings the expense % to approximately 25%.

Insurance

First quarter VML property/casualty/workers' compensation insurance has been paid and accounts for approximately 25% of budget.

Subscriptions/Memberships

Most annual dues and subscriptions are paid in the first few months of the fiscal year which accounts for the high percentage of expense to date in this line item for most departments.

Town Council

Travel and Training

This month's amount includes charges for October 2013 VML Conference.

Smithfield CHIPS program

Paid \$2,830.00 to VCE-Isle of Wight County for 4-H Camp for children sponsored by CHIPS.

Treasurer

Service Contracts

Included in this line item was \$3,750.00, which was paid to BAI for the annual on-line payments contract

Public Safety

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,722.08.

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act.

Contributions-Parks, Rec, & Cultural

Isle of Wight Arts League

\$5,000.00 was paid for the Local Government Challenge Grant.

Windsor Castle Park

Lodging cost at Smithfield Station for consultant who is working on WC playground plans.

Fireworks

The expense for fireworks was billed by IOW in July and has been paid in full for the year.

Contributions Community Development

Chamber of Commerce

Annual budgeted contribution to Isle of Wight/Smithfield/Windsor

Capital:

Police

Police Vehicles This expense represents the purchase of three police vehicles.

Public Works

Work Order System \$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

SEWER

Expenses

Health Insurance As noted in the general fund, the insurance expense line item represents payments for July and August.

Insurance Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Capital:

Work Order System \$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

WATER

Revenues

Miscellaneous Included is the Sale of scrap metal for \$1,097.60. The miscellaneous revenue has exceeded the budgeted amount by \$967.60.

Expenses

Health Insurance As noted in the general fund, the insurance expense line item represents payments for July and August.

Insurance Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Miscellaneous Includes a lum sum payment to VDH-Waterworks Technical Assistance Fund. 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 the same as last year's rate.

Nonoperating Revenues (Expenses)

Interest Expense

Represents 1st semi-annual payment of the two VML-VACO loans less accrued interest from year end 2012.

Capital:

Work Order System

\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

HIGHWAY

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July and August.

Insurance

Represents 1st quarter payment to VML for property/casualty and workers' compensation insurance.

Capital:

Work Order System

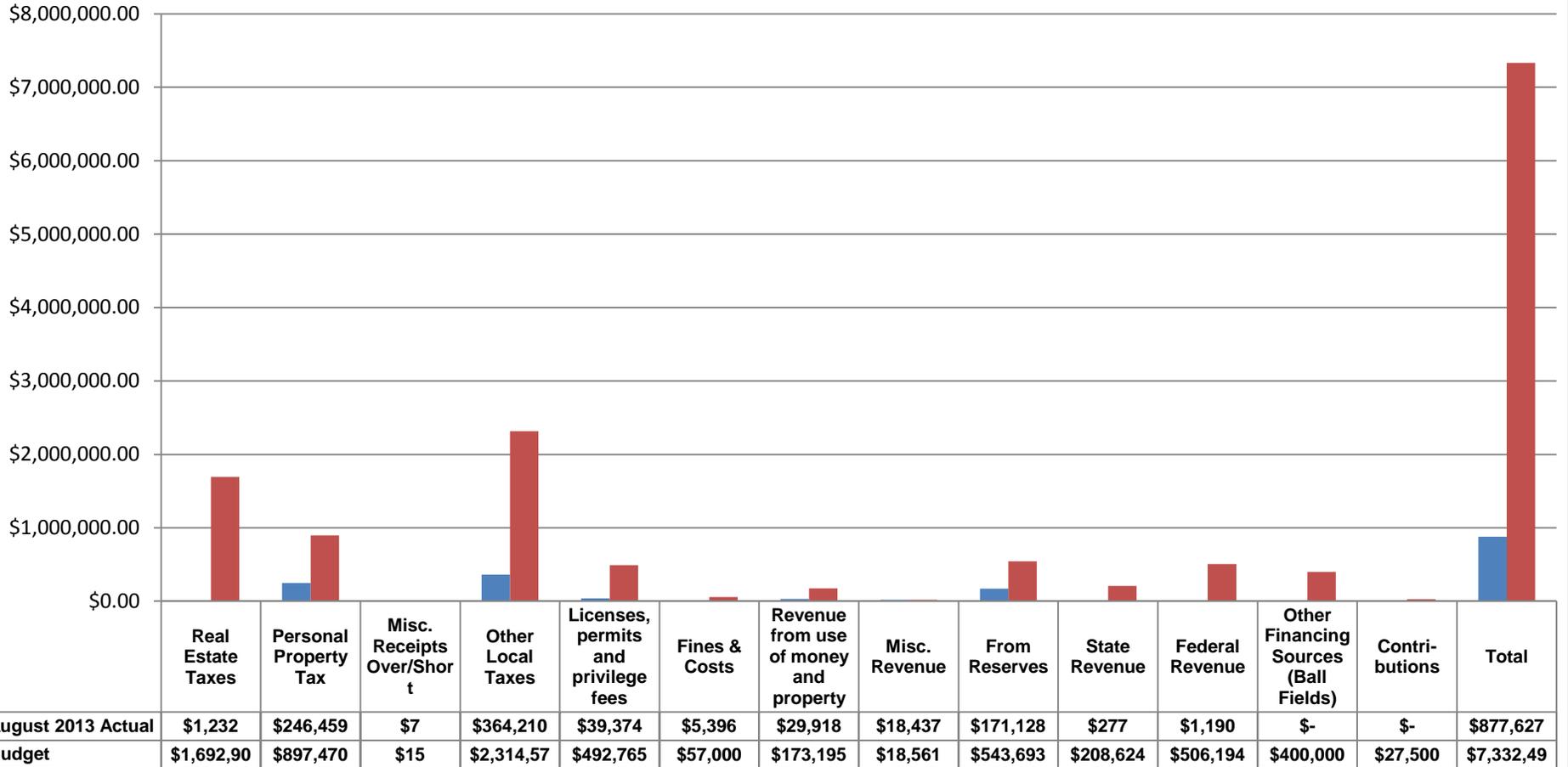
\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

Lawnmover

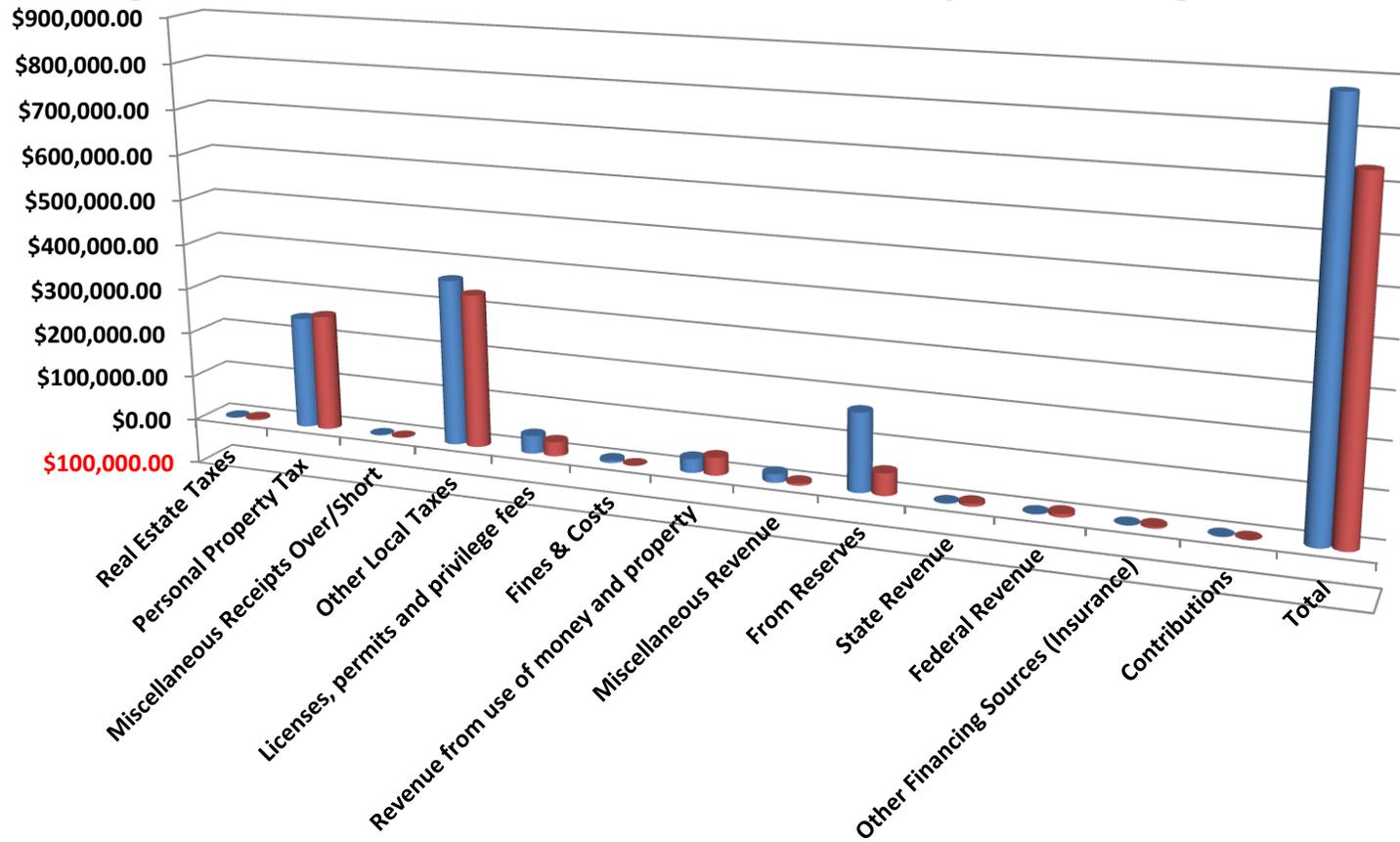
This expense represents the purchase of a lawnmover.

AUGUST 2013 FINANCIAL GRAPHS

August 2013 YTD General Fund Revenues Compared to Budget

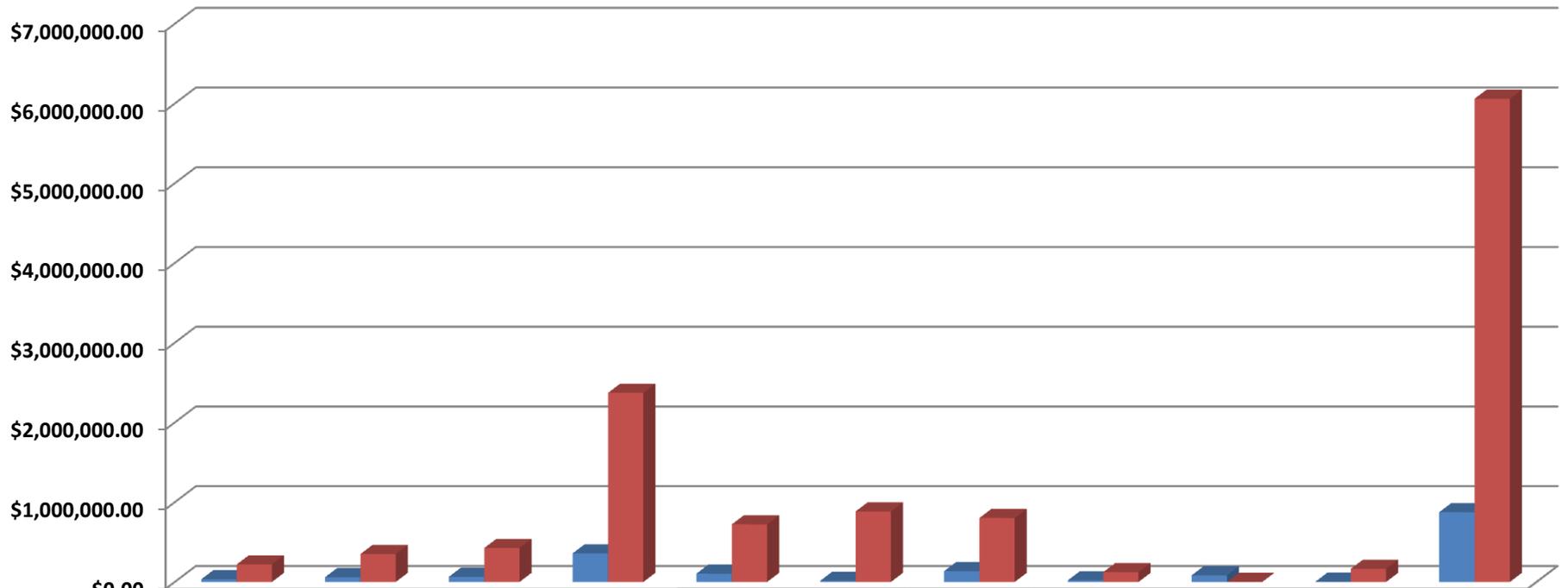


August 2013 YTD General Fund Revenue Compared to August 2012



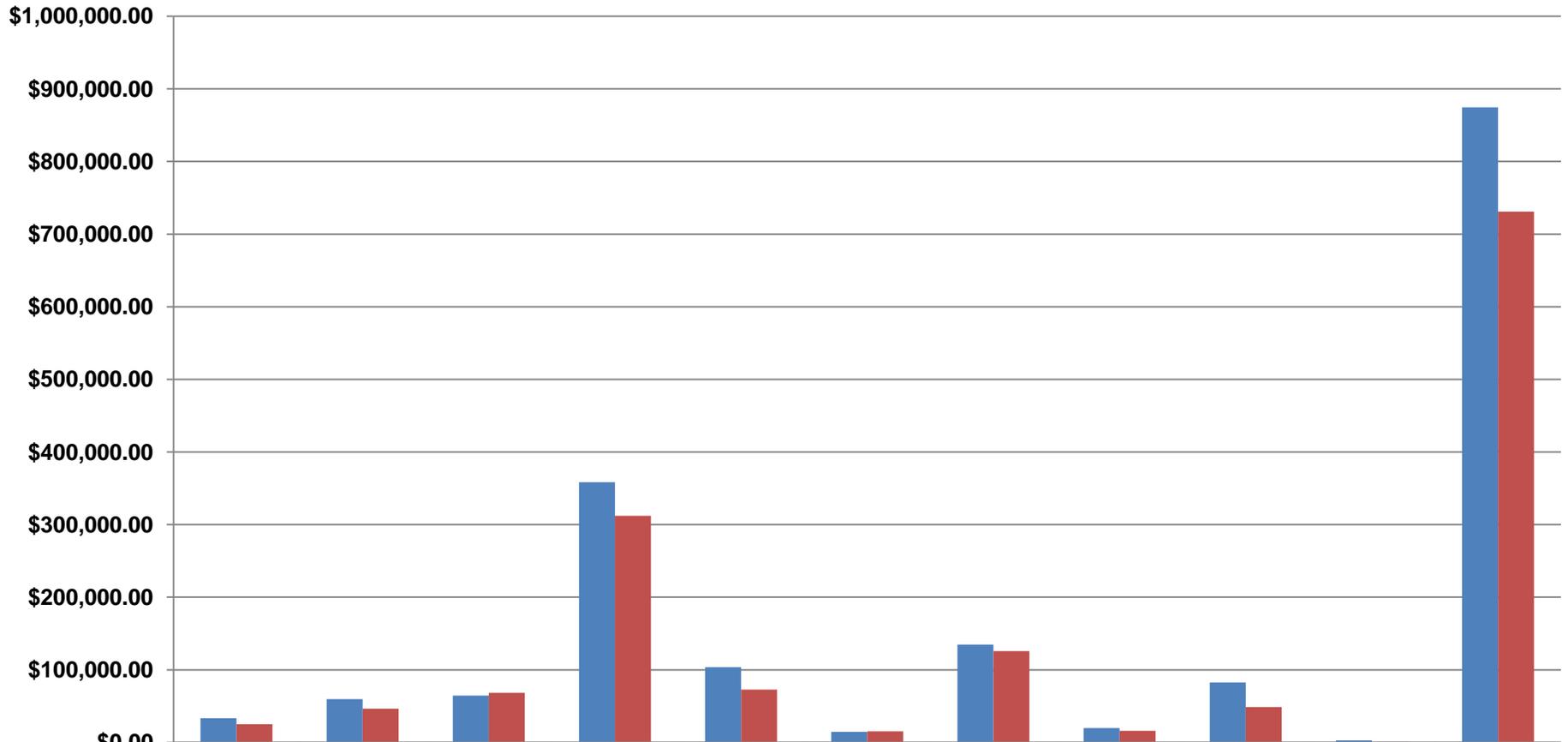
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ August 2013 Actual	\$1,232	\$246,459	\$7	\$364,210	\$39,374	\$5,396	\$29,918	\$18,437	\$171,128	\$277	\$1,190	\$-	\$-	\$877,627
■ August 2012 Actual	\$3,464	\$255,592	\$(25)	\$336,472	\$30,936	\$10	\$39,033	\$4,989	\$48,523	\$6,102	\$7,609	\$3,330	\$394	\$736,429

August 2013 YTD General Fund Operating Expenses Compared to Budget



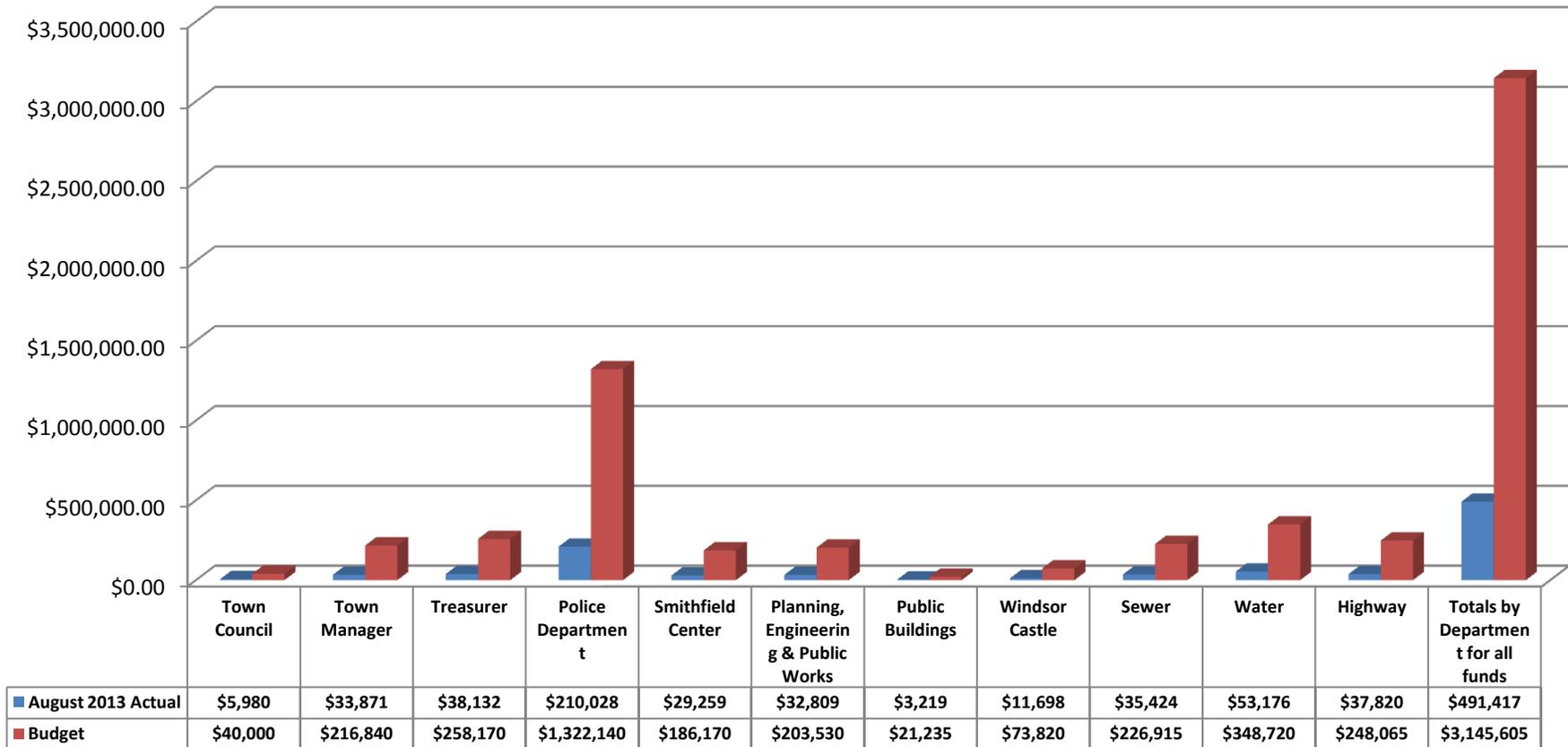
	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ August 2013 Actual	\$33,513	\$59,625	\$64,380	\$358,290	\$103,804	\$14,642	\$134,747	\$19,958	\$82,558	\$2,957	\$874,474
■ Budget	\$219,311	\$349,695	\$425,150	\$2,371,501	\$721,785	\$884,373	\$802,095	\$121,950	\$-	\$164,179	\$6,060,039

August 2013 YTD General Fund Operating Expenses Compared to August 2012

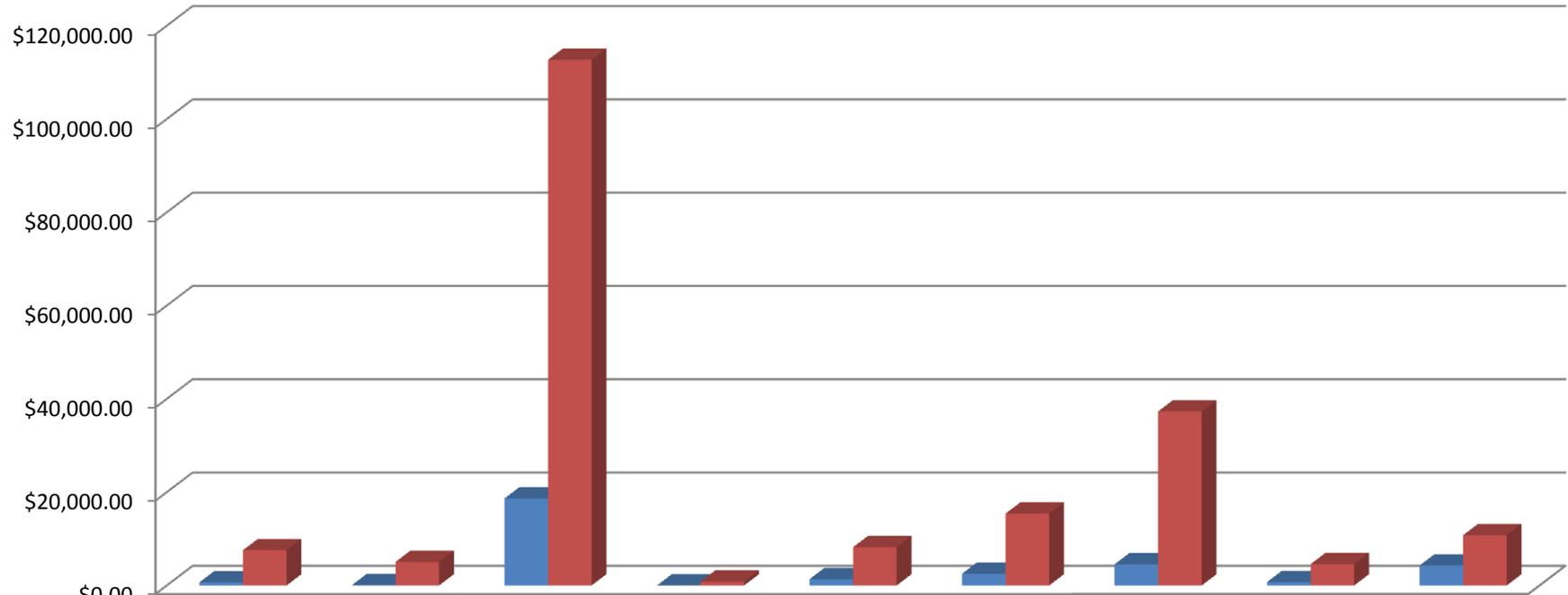


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ August 2013 Actual	\$33,513	\$59,625	\$64,380	\$358,290	\$103,804	\$14,642	\$134,747	\$19,958	\$82,558	\$2,957	\$874,474
■ August 2012 Actual	\$24,949	\$46,427	\$68,326	\$312,230	\$72,676	\$15,243	\$125,658	\$15,942	\$48,874	\$731	\$731,057

August 2013 YTD Salaries to Budget by Department

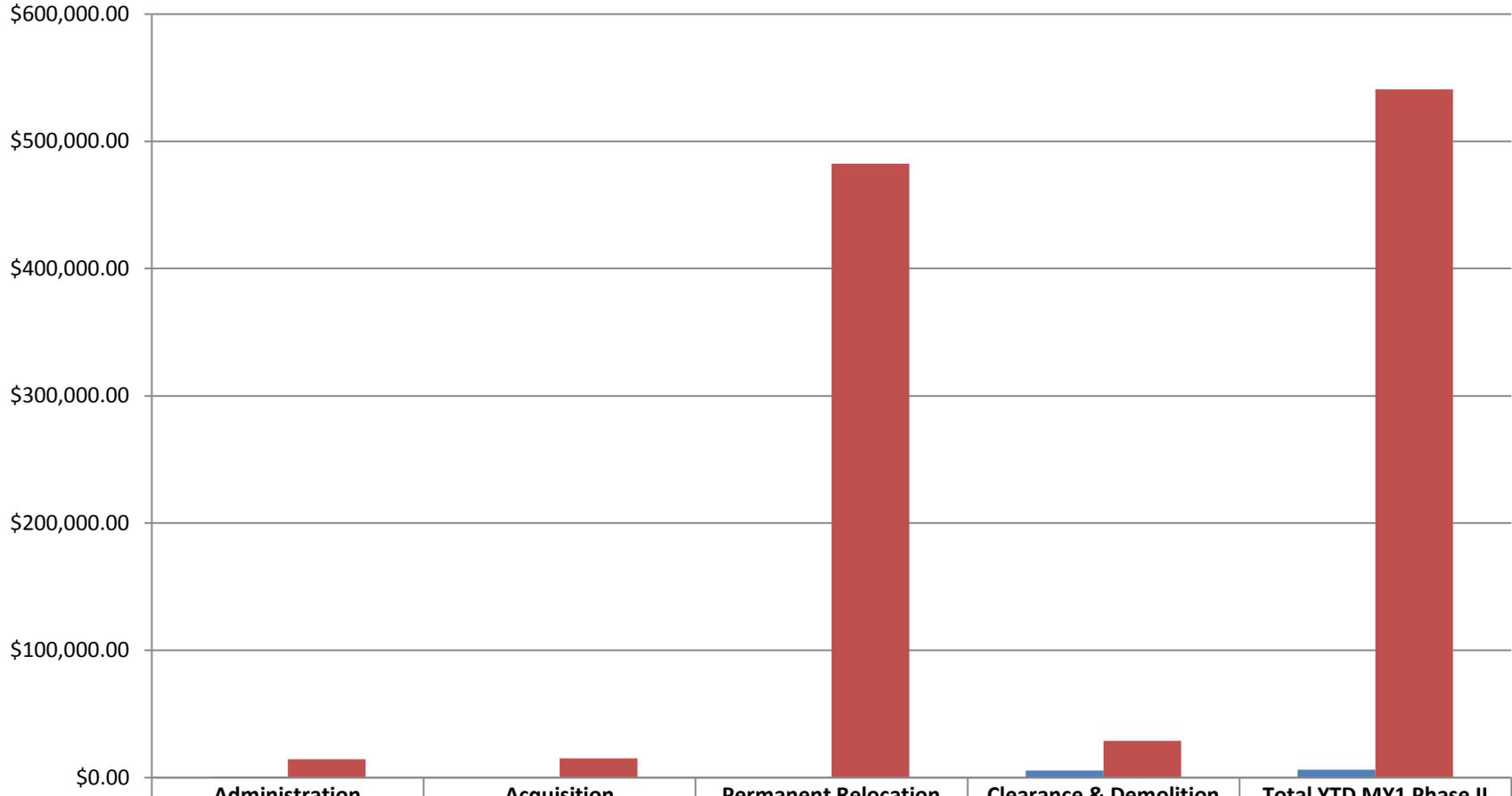


August YTD Overtime Compared to Budget



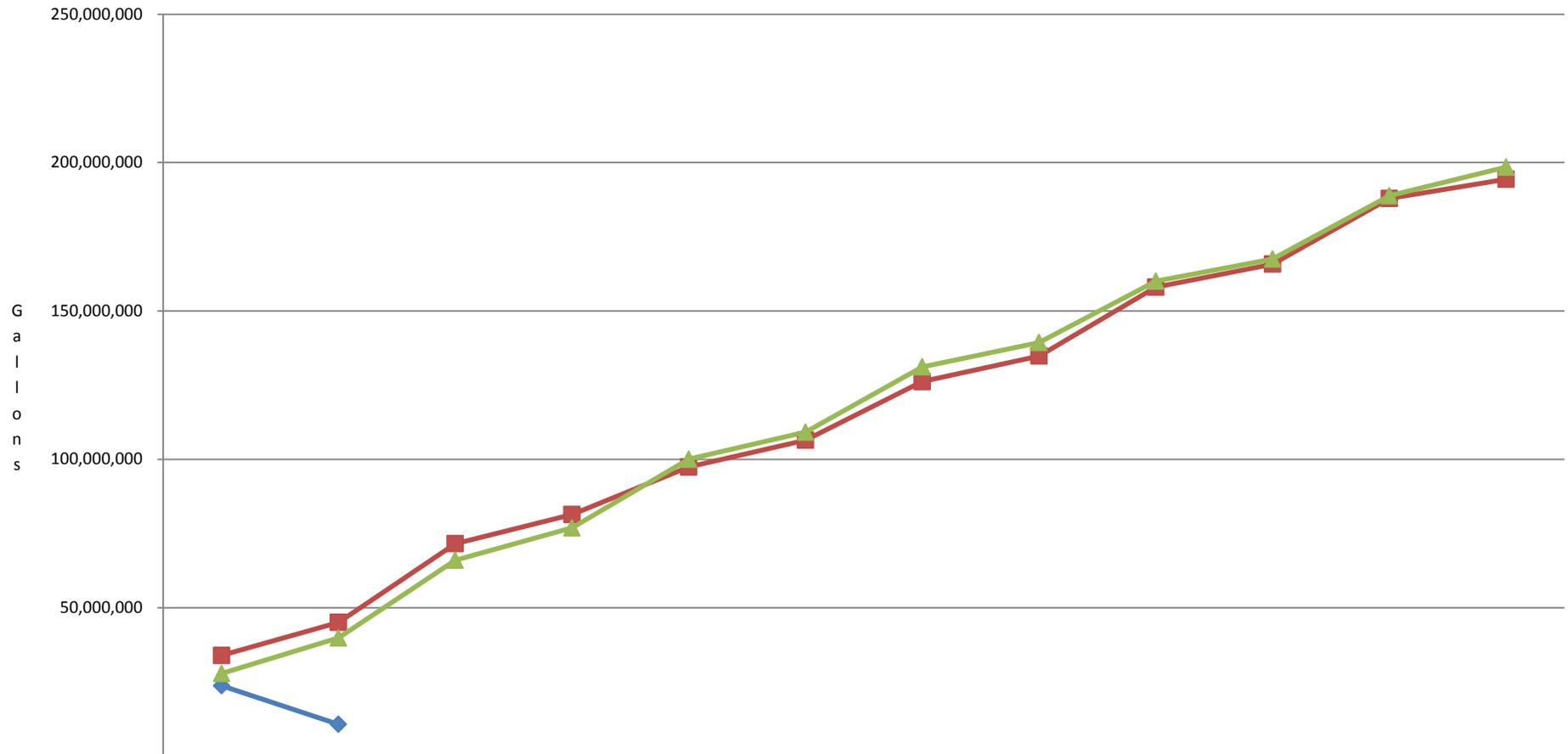
■ August YTD Actual	\$667	\$79	\$18,656	\$-	\$1,340	\$2,506	\$4,531	\$735	\$4,284
■ Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

August YTD Pinewood Heights Expenses MY 1 Phase II



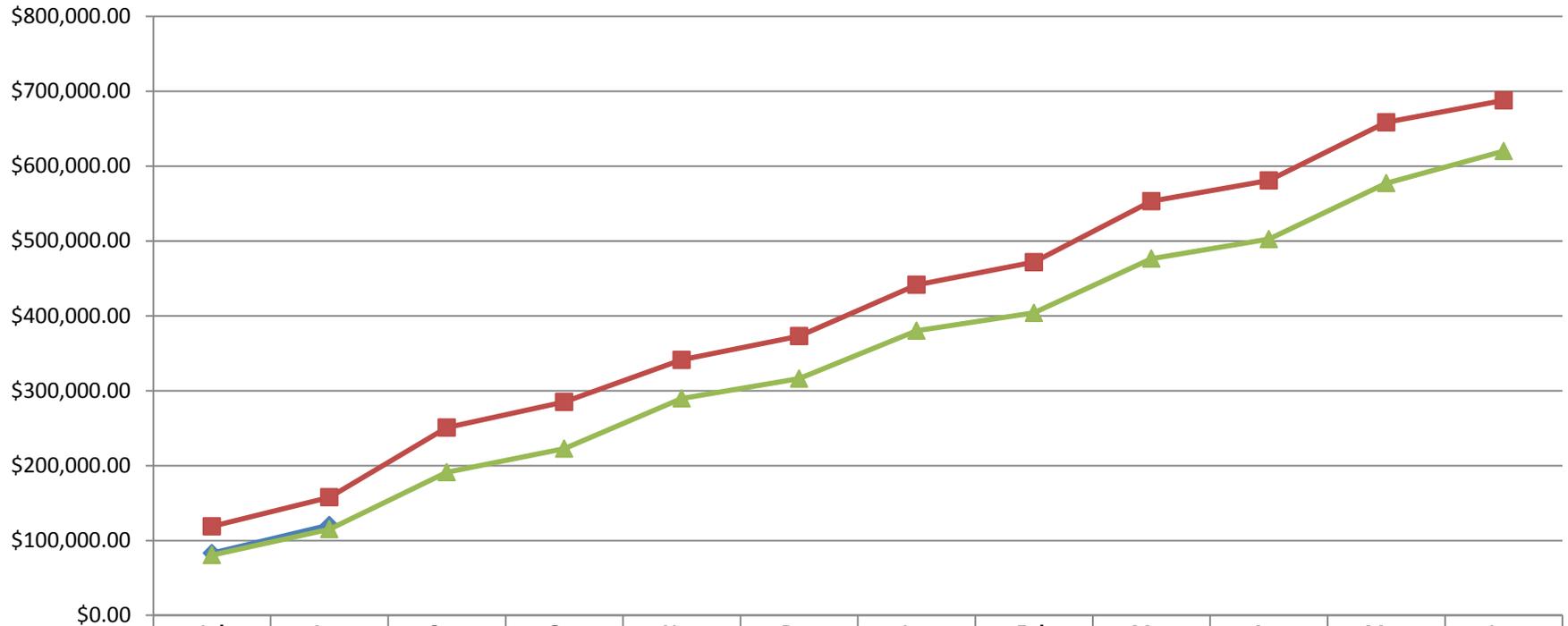
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
August YTD Actual	\$705			\$5,500	\$6,205
Budget	\$14,500	\$15,000	\$482,290	\$29,000	\$540,790

August 2013 YTD Sewer Consumption Compared to 2012- Cumulative



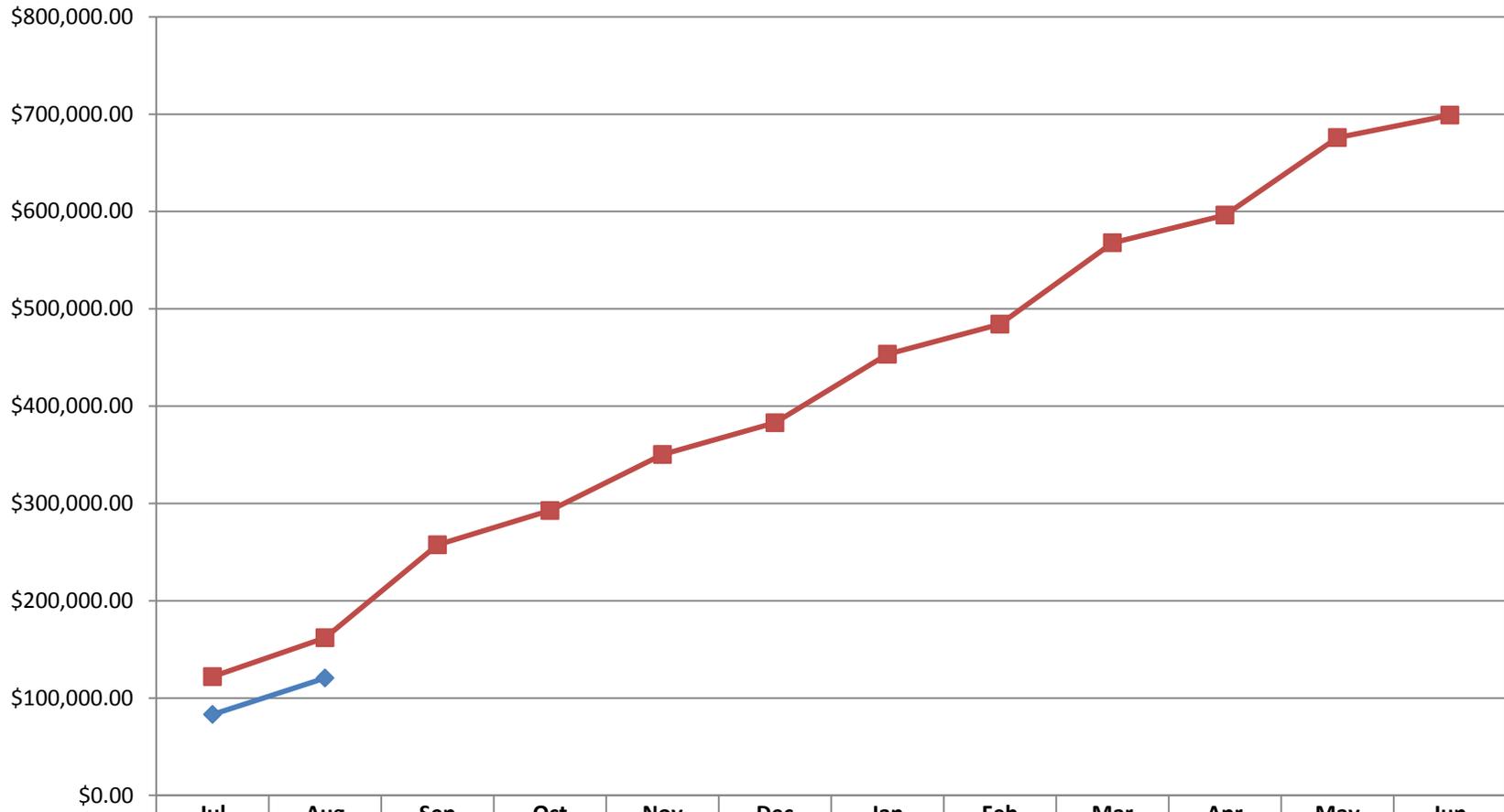
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	10,723,352										
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

August 2013 YTD Sewer Charges Compared to 2012-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581										
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$687,639
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

August 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative



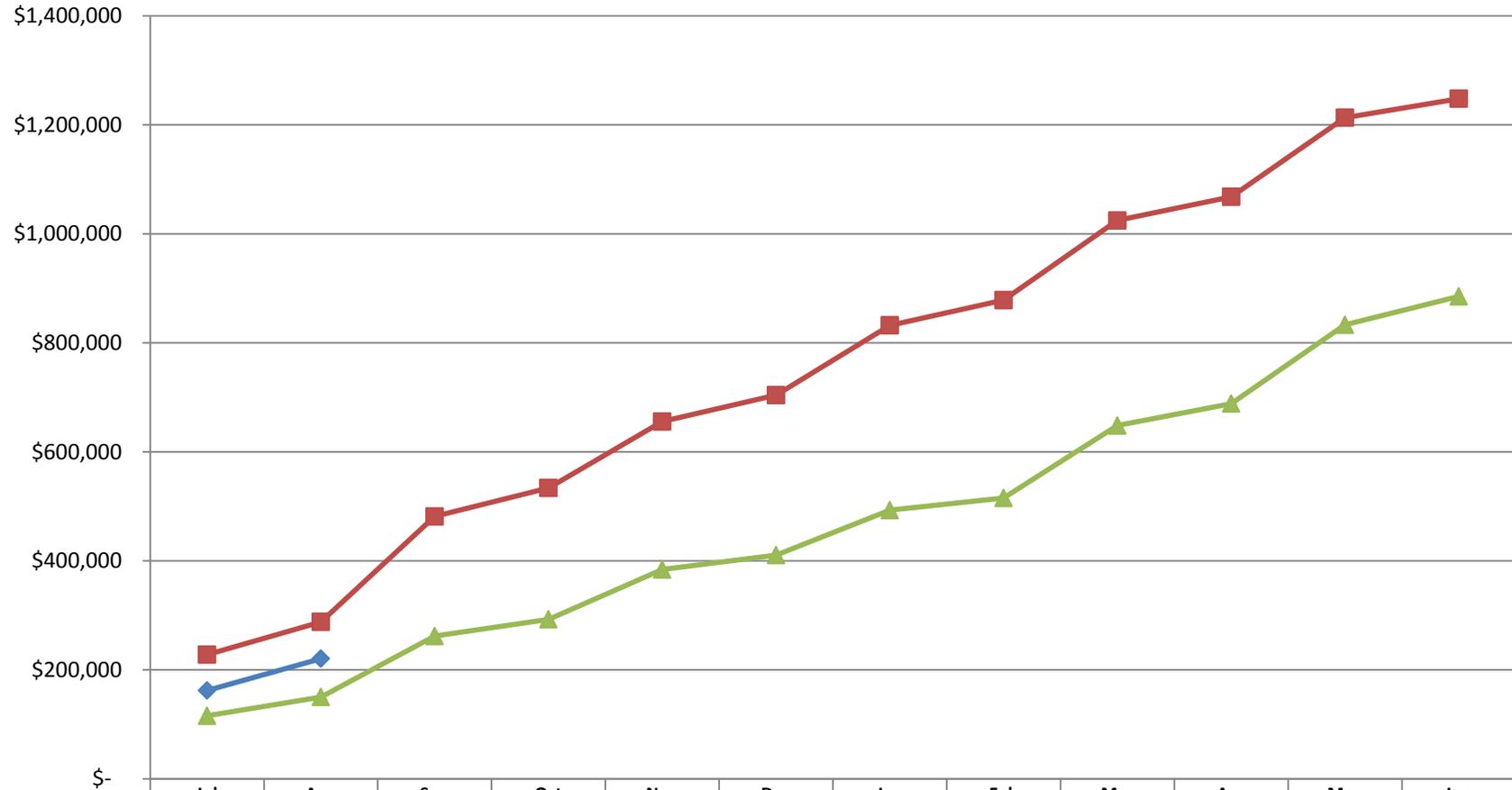
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
◆ Actual	\$83,143	\$120,581										
■ Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

August 2013 YTD Water Consumption Compared to 2012-Cumulative



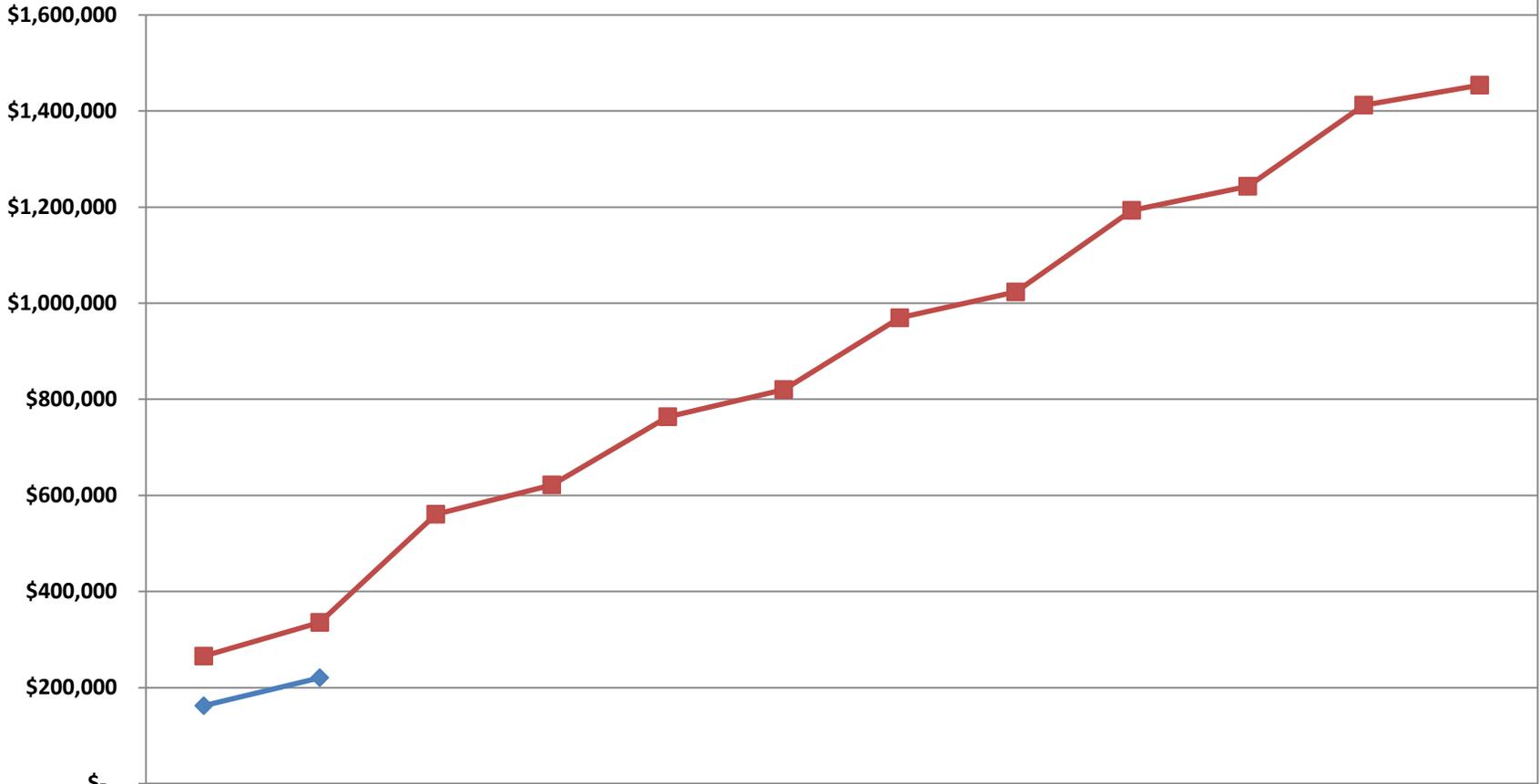
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	31,749,642	12,047,708										
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,001,884	173,330,652	202,238,523	211,359,247	239,897,757	247,266,148
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078	135,117,221	145,533,600	174,583,031	183,366,490	209,554,614	217,888,180	246,182,751	256,982,334

August 2013 YTD Water Charges Compared to 2012-Cumulative



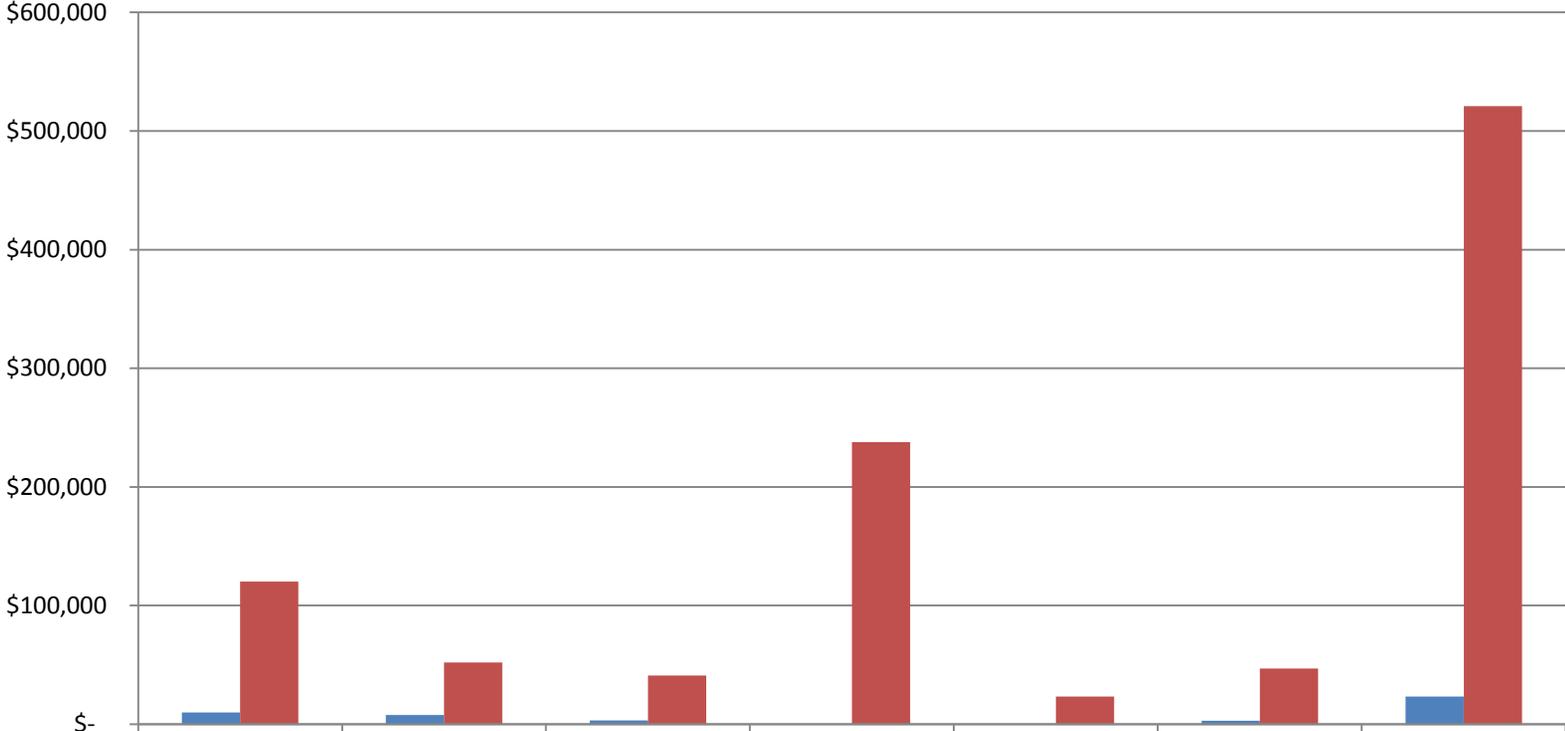
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$162,142	\$220,610										
Actual 2013	\$227,860	\$288,112	\$481,390	533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546	\$1,068,017	\$1,213,227	\$1,248,050
Actual 2012	\$115,583	\$150,181	\$261,961	292,821	\$383,979	\$410,562	\$492,964	\$515,361	\$648,258	\$688,672	\$833,080	\$885,260

August 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative



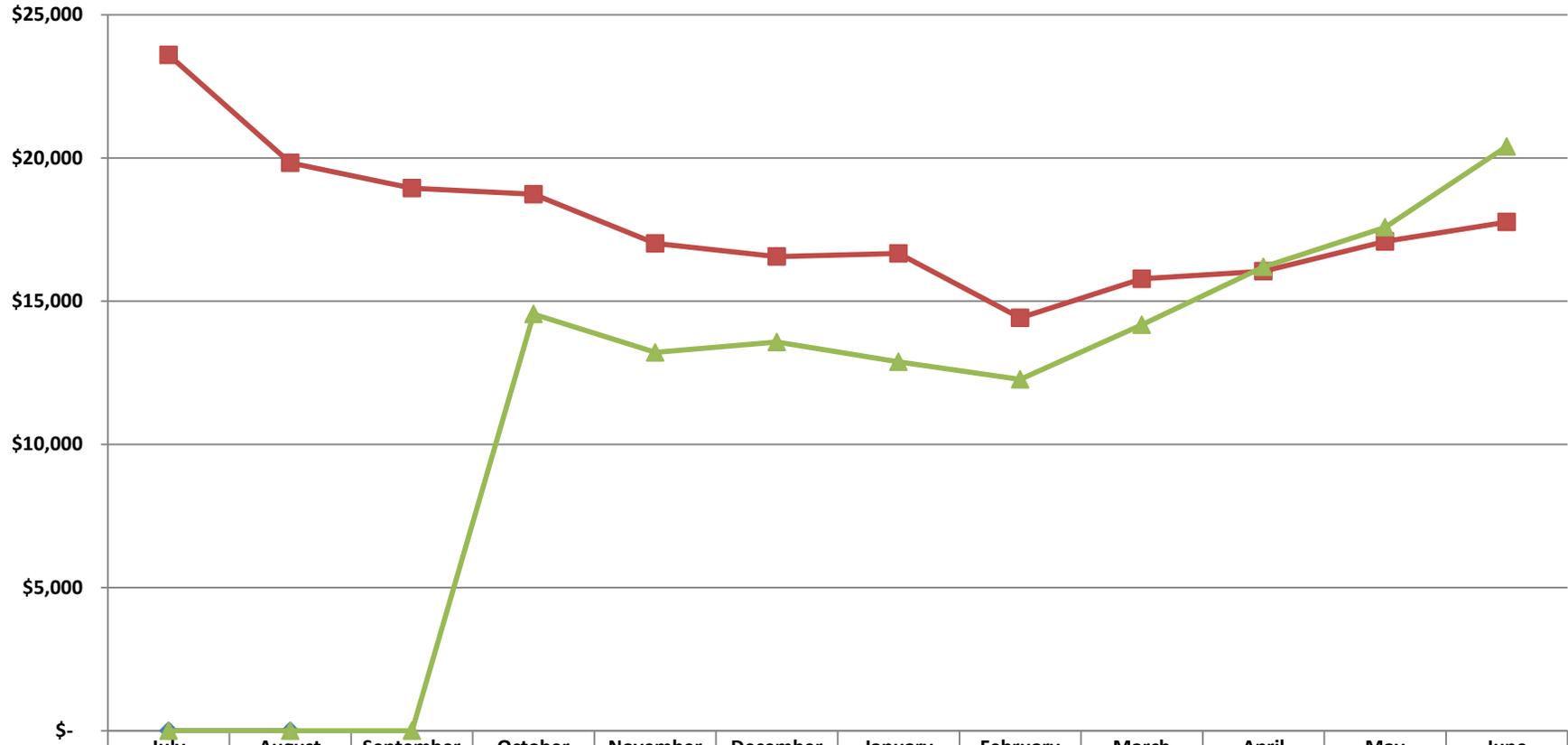
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142	\$220,610										
Pro-rated budget	\$265,431	\$335,618	\$560,764	621,803	\$763,647	\$820,158	\$969,536	\$1,023,290	\$1,193,208	\$1,243,229	\$1,412,223	\$1,453,834

August 2013 YTD RO Expenses by Category



	Power	Chemicals	Other Operating	HRSD	Membrane	Other Repair & Replacement	Total
■ August 2013 Actual	\$9,839	\$7,560	\$3,062			\$2,830	\$23,290
■ Budget	\$120,075	\$51,976	\$41,000	\$237,621	\$23,333	\$46,832	\$520,837

HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2014	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
FY 2012	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF AUGUST 2013					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,002,562.30	(320,027.98)	(524,457.97)	158,076.35
Water-Debt Service	Farmers Bank	1,095,483.29	63,040.19	-	1,158,523.48
Water Capital Escrow (availability fees)	TowneBank	283,836.93	5,440.00	-	289,276.93
Water Treatment Plant Escrow	TowneBank	111,178.34	-	-	111,178.34
Water Development Escrow	TowneBank	76,788.43	-	-	76,788.43
Subtotal Water		2,569,849.29	(251,547.79)	(524,457.97)	1,793,843.53
Sewer	Farmers Bank	264,761.68	85,360.72	(378,388.56)	(28,266.16)
Sewer Development Escrow	TowneBank	329,269.08	-	-	329,269.08
Sewer Capital Escrow (availability fees)	TowneBank	816,080.53	8,240.00	-	824,320.53
Sewer Compliance	Farmers Bank	222,198.13	76,395.42	-	298,593.55
Subtotal Sewer		1,632,309.42	169,996.14	(378,388.56)	1,423,917.00
Highway	Farmers Bank	131,917.10	(93,611.57)	-	38,305.53
General Fund	Farmers Bank	1,664,119.15	175,185.31	827,264.36	2,666,568.82
Payroll	Farmers Bank	53,881.93	-	-	53,881.93
Money Market-General Fund	TowneBank	2,177.14	-	-	2,177.14
Business Super Now-General Fund	Farmers Bank	32,997.10	-	-	32,997.10
Money Market-General Fund	Farmers Bank	288,179.54	-	-	288,179.54
General Fund Capital Escrow Account	TowneBank	213,767.53	-	-	213,767.53
Certificate of Deposit	Farmers Bank	525,708.91	-	-	525,708.91
Certificate of Deposit-Police Dept	Farmers Bank	36,560.48	-	-	36,560.48
Special Project Account (Pinewood)	Farmers Bank	19,910.21	-	131,712.52	151,622.73
Pinewood Heights Escrow	Farmers Bank	26,385.41	-	-	26,385.41
SNAP Account	Farmers Bank	557.75	-	-	557.75
S. Church Street Account	TowneBank	42,665.64	(22.09)	(42,643.55)	-
Subtotal General Fund		2,906,910.79	175,163.22	916,333.33	3,998,407.34
Beautification Fund	Farmers Bank	7,825.54	-	-	7,825.54
Money Market-Beautification	Farmers Bank	61,151.87	-	(13,486.80)	47,665.07
Subtotal Beautification		68,977.41	-	(13,486.80)	55,490.61
TOTAL ALL FUNDS		7,309,964.01	0.00	0.00	7,309,964.01

**Invoices over \$10,000
requiring Town Council
Authorization**



Pat Welling
Vice President

U S Bank
EX-VA-URIT
Two James Center
1021 E. Cary St., Suite 1850
Richmond, Va. 23219
Tel 804-771-7933
Fax 804.771-7941

August 27, 2013

Ms. Ellen D. Minga
Town Treasurer
Town of Smithfield
310 Institute Street
P. O. Box 246
Smithfield, VA 23431

Subject: Semi-Annual Payment Amount
\$1,745,000 General Obligation Refunding Bond, Series 2004A

Dear Ms. Minga:

Your principal and/or interest payment related to the referenced bond issue will be due on: October 1, 2013

Interest	\$25,723.13
Principal	\$90,000.00
Pro-rata Trustee fees	\$0.00
Total	\$115,723.13

Payments should be made payable to U S Bank on or before the due date, as follows:

<u>Wire Instructions:</u>	<u>Checks - First Class Mail - Lockbox:</u>	<u>Checks - Overnight Express Mail</u>
RBK U.S. Bank N.A.	U.S. Bank Operations Center	U.S. Bank Operations Center
ABA 091000022	Attn: Trust Finance Management	Lockbox Services - 12-2699
BNF SE WIRE CLRG	P.O. Box 86	EP-MN-01LB
A/C# A/C 173103781824	Lockbox Services -SDS 12-2699	1200 Energy Park Drive
OBI Pat Welling	Minneapolis, MN 55486-2699	St Paul, MN 55108
Ref Town of Smithfield - 7044574		

Please do not hesitate to call me if you have any questions or if I can be of any assistance.

Very truly yours,

Pat Welling
Vice President

CC: Virginia Resources Authority

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER Pills

Old Water Treatment Plant



September 6, 2013

Ms. Ellen Minga
Treasurer
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Dear Ms. Minga,

On behalf of Western Tidewater Free Clinic (WTFC), I thank the Town of Smithfield and the Town Council for supporting the Clinic again this fiscal year. I am writing to request the annual contribution as approved in the FY2013-14 budget. **\$ 33,339**

As always, we invite you, the Town staff, and all members of the City Council to visit the Clinic to see first-hand how your funds are making a difference.

Please contact me at 923-1060, ext. 7001 if you would like to schedule a tour or if additional information is needed. Thank you.

Sincerely,

Miriam A. Beiler, MBA
Executive Director

VENDOR # _____
ACCOUNT # 4-100-32300-25632
DEPT HEAD ed
TOWN MANAGER PLS

Parks and Recreation Committee Report

September 2013

Parks and Recreation Committee Items

1. Operational Update –Parks and Rec Committee Report
2. 20/20 Branding Initiative
3. Aiken Fest Windsor Castle Trail Closure
4. Smithfield Rec Country Que Windsor Castle Trail Closure
5. Butterfly Garden by Girl Scouts

Event Listing

Private Events (since last committee meeting)-listing does not include regular monthly meetings

Day	Date	Event Type	Location	Event Notes
Sat	Aug 31 st	Wedding	Smithfield Center	
Sun	Sep 1 st	Anniversary	Smithfield Center	
Thu	Sep 5 th	Chamber Annual Meeting	Haydens Lane	1 st time this site has been used for a meeting like this
Sat	Sep 7 th	Wedding & Reception	Smithfield Center	
		Wedding & Reception	Windsor Castle	
Sun	Sep 8 th	Bridal Shower	Smithfield Center	
Fri	Sep 13 th	Wedding & Reception	Smithfield Center	
Sat	Sep 14 th	Wedding & Reception	Smithfield Center	
		Wedding & Reception	Windsor Castle	
Sun	Sep 15 th	Wedding& Reception	Smithfield Center	
Sat	Sep 21 st	Wedding & Reception	Smithfield Center	
Sun	Sep 22 nd	Wedding & Reception	Windsor Castle & Center	

Open to Public Events (since last committee meeting)

Day	Date	Event Type	Location
		(none in last month)	

Upcoming Open to the Public Events (through October Committees)

Day	Date	Event Type	Location
Sat	Oct 5 th	Parade of Homes through Oct 20th	Cypress Creek
Sat	Oct 5 th	Genieve Shelter 5 K	Windsor Castle Courtyard
		Aiken Fest	Windsor Castle Riverfront
Sun	Oct 6 th	Walk to Stop Diabetes	Windsor Castle Courtyard
Sat	Oct 12 th	Town & Country Day	
		Hog Jog	Town Streets
		Ruritan Car Show	Main Street
		Smithfield Rec Country Que	Windsor Castle Riverfront
Wed	Oct 23 rd	Chamber of Commerce Isle Fest	Windsor Castle Riverfront
Fri	Oct 25 th	Smithfield Homecoming Parade	Town Streets
Thu	Oct 31 st	Ham-oween	Main Street

Parks and Recreation Committee Report

September 2013

Event Facilities

Smithfield Center

September has been very busy with weddings & receptions on most Friday, Saturday and Sundays.

October weekends are very busy for the Smithfield Center.

We will soon schedule for the deck to be sanded and refinished.

Clontz Park

No events at this site since August Committee Meetings.

Windsor Castle

Two wedding & receptions have been held this month at the Windsor Castle Riverfront location and both events had great weather and went very well.

We have several October events at this site-Aiken Fest, Genieve Shelter Walk, Diabetes Walk, Smithfield Recreation Country Que and two weddings.

Natural Playgrounds Company has provided a site plan with the fitness and play elements as well as other structures such as the amphitheater and picnic areas. The site plan is at Town Hall in the 2nd floor conference room for viewing.

- Some research needs to be done on amphitheater styles and picnic shelter size options.
- The next step will be for NPC to return cost estimates on the various elements, as well as projected maintenance costs for these items.

Highlights from the Windsor Castle Foundation Board Meeting on Thursday, September 5th

- 5% remaining balance due to Natural Playgrounds Company, pending any changes requested for Master Plan (Master Plan is being kept at Town Hall conference room)
- An Eco-counter was installed at the Smithfield Station Bridge on Wed, Sep 4th. It captures data for people entering and exiting the park. The counter is able to distinguish between an enter and an exit.
- The Dog Park agility course proposed by the Eagle Scouts needs a total of \$ 800. The Eagle Scout will contribute \$ 400 and has asked the Foundation Board to contribute the other \$ 400. WCFB voted yes to the whole \$ 400.
- New bylaws were reviewed and a final draft will be submitted to the Town Parks & Recreation Committee by the committee meeting on Tuesday, September 24th. Rick Bodson was present for the WCFB board meeting to address the changes to the bylaws and made the suggestion that the Town Council make a motion to dissolve the Windsor Castle Foundation Board so to allow the new foundation board as designated in the bylaws can officially form.

Parks and Recreation Committee Report

September 2013

- Request for bird identification signage was presented, all present felt that this needed to be instead go through the Town Parks & Recreation Committee, it was also discussed that town staff needed to develop standard signage for the park before proceeding with any additional signage.
- The girl scouts have requested to put and maintain a Butterfly Garden at Windsor Castle. This item was passed on the Parks & Recreation Committee.

Programming

Kayak Rentals

June 1-9, 2013	\$ 208.00
June 14-16, 2013	\$ 342.00
June 21-23, 2013	\$ 468.60
June 28-30, 2013	\$ 177.95
July 3-7, 2013	\$ 849.76
July 12-14, 2013	\$ 283.96
July 19-21, 2013	\$ 424.06
July 26-28, 2013	\$ 683.82
Aug 2- 4, 2013	\$ 762.55
Aug 9-11, 2013	\$ 594.85
Aug 16-18, 2013	\$ 365.71
Aug 24-26, 2013	\$ 628.62
Aug 30-Sep 1, 2013	\$ 570.03
Sep 7-8, 2013	\$ 565.16
Sep 14-15, 2013	\$ 523.39
Revenue to Date	= \$ 7448.46
Kayak Staff Hours Paid to Date	= \$ 3072.00
Net	= \$ 4376.46

The kayak season will continue through Town and Country weekend, Sunday, October 13th.
Hours: Saturday and Sundays 9 AM-6 PM

We had two night paddles -Sat, Sep 7th and Sat, Sep 14th.

- Both paddles had great weather and used our whole fleet of kayaks and some folks brought their own kayaks (\$25 charge).

Sep 7th generated \$ 330

Sep 14th generated \$ 310

Our most popular rental day of week is Saturday.

Our most popular rental times of day are 10 AM and 3 PM.

Updates on Past Committee Items
--

1. Signage at Windsor Castle Park-
 - a. Trail Markers

Parks and Recreation Committee Report

September 2013

- b. Lions Historic Markers
- c. Leadership Class Bird Identification

PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project
Multi-Year 1
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

-  PRELIM ACQ LETTER SENT/RECEIVED
 -  APPRAISAL COMPLETE
 -  OFFER TO PURCHASE ACCEPTED
 -  OFFER TO PURCHASE DECLINED
 -  RELOCATION COMPLETE
 -  DEMOLITION COMPLETE
 -  PROPERTIES TO BE ACQUIRED IN MY2
- O OWNER OCCUPIED
R RENTER OCCUPIED
8 SECTION 8 TENANT



September, 2013

COMMUNITY PLANNING PARTNERS, INC.

A Pinewood Heights Management Team Meeting was held on September 10th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street. Management Team Members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William Saunders, Planner/GIS Coordinator; Mr. Michael Dodson of Community Planning Partners; Mrs. Denise Tynes, Town Council Member; T. Carter Williams, Mayor; and Ms. Julia Simmons, Isle of Wight County. Sparkplugs present were: Ms. Cynthia Diggs, Ms. Helena Urquhart, Ms. Margaret Parker, Ms. Mary Mason and Ms. Lillie Brown.

I. Welcome: Mr. Dodson called the meeting to order and welcomed everyone for coming.

II. Reminder of Multi-Year 1 Products: Mr. Dodson reminded everyone that multi-year one has the acquisition/relocation of six owner-occupied units, two market rate renter-occupied units and two Section 8 renter units.

III. Current Progress: There has been a little bit of progress this month and the hope is to continue that progression the next couple of months so that we will be able to start multi-year 2 of Phase II. Mr. Dodson reported that 41 and 42 Carver have been demolished and 43 Carver has been boarded. He explained that they are still working on the relocation of 44 Carver residents. Information has been sent to the Town Attorney. This particular property may take some time to clear up. Mr. Dodson stated that he has made Ms. Boehringer of the Department of Housing and Community Development aware of this issue. Mr. Dodson stated that they are working through the punch list at the relocation property for 45 Carver. Mr. Dodson stated that the homeowner at 45 Carver Avenue has never signed their purchase agreement with the town. Another copy has been placed in the mail for their signature. The settlement form has been prepared for 45 Carver as well. Mr. Dodson stated that the request for appraisals for 46 Carver, 47 Carver and 48 Carver were made and the appraisals have been received. The town is now in the process now of making offers to these residents. Mr. Dodson stated that we have received an application from the owner of 51 Carver Avenue and it is being processed.

IV. Financial Status of Project: Mr. Dodson asked about the next drawn down date. Ms. Minga stated that the town does not have anything to drawn down until we have another acquisition.

V. Extension Request / Budget Revisions: Mr. Dodson stated that the request for multi-year 1 extension has been submitted to VHCD. The reason for the extension is the town signed the contract three months later than the original date of the contract becoming effective July 1st, 2012. DHCD agreed to the effective date of July 1st, 2012, however they never included in the contract the extension of the deadline giving the town only 15 months to complete multi-year 1 rather than 18 months. There is also a budget revision to move some funding around. At this time the town has spent a little bit more on owner acquisition than we were anticipating. Mr. Dodson stated that along with these updates he has amended the Project Management Plan.

VI. Future Meeting: The next meeting will be November 11th, 2013 at 4:00 p.m.

VII. Comments or Questions – Mr. Saunders asked in regards to demolition which unit does he expect to be the next to be demolished. Mr. Dodson stated that even though 43 Carver is ready to go 44 Carver will take a while so he anticipates the next unit to be 45 and 46 Carver. 45 Carver should close in the next 30 days and he will be working to get 46 Carver completed very soon after that. Mr. Dodson stated that he has been talking to Ms. Boehringer about multi-year 2. He prefers the town not acquire 51 and 40 Carver before the funds are released for multi-year 2. If for any reason they do not give the town the multi-year 2 funds then the town has acquired half of units that we do not want. He explained that the way the contract is written the town must vacate the tenants before multi-year 2 funds can be released. Ms. Minga asked what happens if the issues with 44 Carver do not get resolved within the timeframe necessary to move to multi-year 2. Mr. Dodson stated that DHCH is aware of the issues with 44 Carver and may allow the town to proceed with multi-year 2 while the issues are being resolved. The Town Manager summarized that 45 and 46 Carver are the next units to close. Mr. Saunders asked about the funds that the town subsidizes for forty-two months for renters that relocate. If one of the renters defaults on their landlord and they go somewhere else does that jeopardize their subsidy or do they get their subsidy payment regardless of their portion of the rent. Mr. Dodson stated that it depends on the reason they default. If the renter gets kicked out and there is a judgment against them they could potentially lose their benefits. He continued to explain that if the renter is in default and they are willing they could use their benefit to pay the default amount. Ms. Minga stated that the town had this situation in Phase I and the money was not used properly. The renters were still evicted. This reflected very poorly on the town so therefore the town does not favor cash advances. Ms. Minga stated that they had one renter in Phase I that actually moved out and did not leave any forwarding address so

their funds remain in an escrow account with the town. Ms. Boehringer of DHCD requested that the money remain in that fund in case the renter shows back up. This particular renter did not utilize their full forty-two months and town staff does not know if they are aware that they have funds that are due to them. Ms. Minga stated that she would not have a problem in paying back rent if the renter wanted to catch up their rent as long as the check is made payable to the landlord. Mr. Saunders questioned why the town does not pay the landlord directly. Ms. Minga stated that they do pay the landlords rent directly however some renters receive supplemental utility payments that are paid directly to the renters. Ms. Urqhart asked if the renter that left without a forwarding address is still eligible for these rent funds. Ms. Minga stated that they are until the grant closes. It was decided to hold off on requesting appraisals for 40 and 51 Carver until they get closer to working with those residents. Mr. Dodson stated that the town is only required to relocate and make offers on property in multi-year 1 before getting to proceed with multi-year 2. The town does not have to acquire and demolish all ten before moving head. The Town Manager mentioned that if any residents present had any questions for Mr. Dodson to please talk with him while he was here. Mr. Dodson also mentioned that the town will need to decide how they want to satisfy their fair housing act for the upcoming year. It was discussed that the town would like to host a fair housing class to meet this obligation. Mr. Dodson will follow-up on this request.

Meeting Adjourned at 4:28 p.m.