



- TAB # 8** 5. Contribution Request for Fiscal Year 2016/2017
  - a. Western Tidewater Free Clinic
  - b. Historic Smithfield – 1750 Isle of Wight Courthouse
- (forthcoming)** 6. FY 2016/2017 Budget Discussion: Revenues

**TUESDAY, MARCH 29<sup>TH</sup>, 2016**

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

- TAB # 9** 1. Public Comment
- TAB # 10** 2. Operational Update – Parks and Recreation Committee Report
- TAB # 11** 3. Paint the Town Purple – Relay for Life Event, June 10<sup>th</sup> and 11<sup>th</sup> 2016
- TAB # 12** 4. Park Projects:
  - a. Bike Path Restorations
- 5. Request to Use Clontz Park for the Annual Fireworks Display on July 3<sup>rd</sup>, 2016

**Immediately following the conclusion of the above meeting:**

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

- TAB # 13** 1. Public Comment
- 2. Renewal of Street Maintenance Contract with Blair Brothers, Inc for One Additional Year
- TAB # 14** 3. Proposals from Blair Brothers for Street Maintenance Work
- TAB # 15** 3. Update on Refuse and Recycling Contract with All Virginia Environmental Solutions

**Immediately following the conclusion of the above meeting:**

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

- TAB # 16** 1. Public Comment
- TAB # 17** 2. Pinewood Heights Relocation Project – Phase II and Phase III Update
- 3. Pre-Public Hearing Discussion: Special Use Permit – Public Boat Ramp at Clontz Park

**\*\*\* Additional Item Not Listed on Committee but will be on Council's April 5<sup>th</sup>, Agenda\*\*\***

- Approval of March 1st, Town Council Meeting Minutes



# SMITHFIELD POLICE DEPARTMENT

913 SOUTH CHURCH STREET • SMITHFIELD, VA 23430  
(757) 357-3247 • FAX (757) 357-6551



*Col. Steven G Bowman*  
Chief of Police

*Lt. Matthew B. Rogers*  
Patrol Commander

*Lt. Col. Alonzo Howell*  
Deputy Chief

*Lt. Patrick J. Valdez*  
Investigations Commander

VIA: Email

To: Peter M. Stephenson, Town Manager  
From: Colonel Steven G. Bowman *SGB/atc*  
Date: March 22, 2016  
Subject: Replacement Police Vehicle

You will recall that, on March 7, 2016, Lieutenant Matthew Rogers was involved in a rear-end collision that resulted in his patrol vehicle being damaged to the point that the Virginia Municipal League insurance adjuster has declared it a total loss. This accident was the fault of the other driver.

I respectfully request that the Town Council, with your concurrence replace the patrol vehicle with a 2016 Chevrolet Tahoe that can be purchased off of the competitive bid state contract for a sum of \$41715.00. This price includes the options necessary to perform law enforcement functions and includes outfitting with the necessary emergency lighting and equipment.

As this is a replacement out of the normal budget cycle, we propose to pay for this vehicle with funds we receive from the insurance claim in the amount of \$8,633.00 and funds currently in our operating budget. We propose a shift in allocation due to savings incurred in our 2015-2016 operating budget, specifically from the reserves in the fuel line item.

The rationale for purchasing a larger, four-wheel drive vehicle is that Lieutenant Rogers is commander of the department's Emergency Response Team. This team utilizes a number of tools and devices that can be stored and rapidly deployed in this type of vehicle. In addition, this vehicle can be utilized in hazardous weather conditions. Finally, while the initial cost of this outfitted vehicle is somewhat more than a standard patrol vehicle, we anticipate the useful life to exceed a patrol vehicle by two to three years. Thus, the pro-rata cost is similar.

As always, I appreciate your support.

Attachment

# Smithfield.

March 24, 2016

Mr. Steve Bowman  
Chief of Police  
Smithfield Police Department  
913 South Church Street  
Smithfield, Virginia 23430

Dear Steve:

On Thursday, April 21, 2016, Smithfield Foods will welcome Fox Sports to our campus as they will conduct a live broadcast of their nationally telecast show, *Race Hub*, that evening from 5:00pm to 6:00pm. The show will be hosted on the plaza between the Smithfield Center and Smithfield Foods executive building and residents of the town are all invited to attend.

At the foot of Luter Drive, we will have exhibits from Richard Petty motorsports, Richmond Raceway, Smithfield Racing, and our Smithfield #43 Ford Fusion race car....along with food trucks to service attending residents and employees.

We, respectfully, ask for the closure of Luter Drive that day to local traffic from 3:30pm until 7:00pm.

Thank you in advance for your assistance.

Appreciatively,



Bob Weber  
Vice President, Sponsorships  
Smithfield Foods



Cured in Place, Fold and Form, Grouting  
 Utility Rehabilitation Specialists™  
 2111 Smith Avenue, Chesapeake, VA 23320  
 Phone 757-366-9505 Fax 757-366-5150

01/22/2016

TO : Mr. Jessie Snead  
 Town of Smithfield, VA  
 P.O. Box 246  
 Smithfield, VA 23431

SWAM Certification # 681054

Re. Sanitary Sewer Rehabilitation Contract  
 CCTV Sanitary Sewers Location: Town of Smithfield, VA

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL
Cypress Basin					
1	Mobilization of Clean and TV Crew < \$3,600.00	0	LS	\$3,600.00	\$0.00
7	Clean (light) & TV Inspection of 8" Pipes	5,129	LS	\$1.95	\$10,001.55
8	Heavy Cleaning of 8" Pipes	0	LS	\$0.90	\$0.00
9	Clean (light) & TV Inspection of 10" Pipes	5,494	LS	\$2.15	\$11,812.10
10	Heavy Cleaning of 10" Pipes	0	LS	\$0.90	\$0.00
				Subtotal	\$ 21,813.65
Moore's Creek Basin					
1	Mobilization of Clean and TV Crew < \$3,600.00	0	LS	\$3,600.00	\$0.00
7	Clean (light) & TV Inspection of 8" Pipes	15170	LS	\$1.95	\$29,581.50
8	Heavy Cleaning of 8" Pipes	0	LS	\$0.90	\$0.00
9	Clean (light) & TV Inspection of 10" Pipes	0	LS	\$2.15	\$0.00
10	Heavy Cleaning of 10" Pipes	0	LS	\$0.90	\$0.00
				Subtotal	\$29,581.50
				Grand Total	\$ 51,395.15

- All work to be performed per the Sanitary Sewer Rehabilitation Contract with the Town of Smithfield
- This is an estimate per the quantities provided by the owner. All work to be billed per measurements of size and lengths in the field. TSU will not go over the proposal value without direction from the owner.
- If any of the sites require significant bypassing this will be brought to the attention of the owner to discuss any possible additional costs to the project.

For Tri-State Utilities

  
 \_\_\_\_\_  
 Craig R. Welsh, Project Manager

Date 1-22-16

## Jessie Snead

---

**From:** Steve Bott <sbott@rewcorp.com>  
**Sent:** Friday, March 11, 2016 2:12 PM  
**To:** Jessie Snead  
**Cc:** Gregg Dickson; Tammy Gregory  
**Subject:** RE: Wellington Skid Mounted Bypass Pump

Jessie,

I received another Quote today from a different supplier for Piping and I was able to adjust the Price down based on this new Quote... Please see the adjusted Price

Also In reviewing the cut sheet on the Pump I noticed the Lights were on the enclosure, I called Sam at Godwin and reminded him that you wanted these deleted as per earlier discussions when we met on-site, he said he will remove these and will be sending you a revised quote for the Pump also, so hopefully you will see that 1<sup>st</sup> of the week

The cost for the installation of Owner furnished Skid Mounted Bypass Pump is **\$39,900**

This cost includes:

Selective Demo

Necessary Labor to install, an at grade 12" Thick Cast in place Concrete Pad, all Suction and Discharge Cement Lined Ductile Iron Piping as per sketch

Setting Pump and Piping tie in to FM

110V power to new pump for Heater and Charger Circuits( Note Panel is full so cost based on Existing panel accommodating Twin Breakers so these 2 circuits can be added without a panel upgrade)

PCP modifications For Pump Run Signal and relays required to lock-out PS sewage pumps while Bypass pump is in operation (same as Main st)

Pour Back 6 x 12 area of driveway that was removed

Install new Bubbler tubing inside W/w back to PCP

Furnish and Install Stilling well in W/w for Level transducer (Transducer provided by Godwin)

Labor necessary for SCADA Programming for new alarms

**Cost excludes:** Skid Mounted Bypass Pump, Level transducer, Floats, and Expansion joints, and any Fuel Pump testing

we have also excluded the start-up cost for Godwin, because they should have this included in their cost to supply the pump. Job is Assumed to be Tax exempt so pricing excludes Sales Tax.

**Town of Smithfield will provide the following:** All Bypass Operations, Including but not limited to Pumps, hoses, and Fuel during Tie -ins and Wet well Work, Town will also provide Pump and Haul for Wet well draw down prior to entry, and Pump and haul as needed during FM tie-in..

**Optional ADDER:** 14' x 10' Concrete Driveway Extension **\$2,500 Additional**

Please call with any Questions, Thanks

**SALE QUOTATION**

ITEM	QTY	DESCRIPTION	UNIT PRICE	SALE TOTAL
A	1	Godwin Dri-Prime CD140M Critically Silenced <ul style="list-style-type: none"> <li>• Sound Attenuated Enclosure</li> <li>• 4" 150# Flange Suction &amp; Discharge</li> <li>• John Deer 4045H280-T3 Diesel Engine</li> <li>• Includes PrimeGuard and Auto Throttle</li> <li>• Skid-mounted, Emergency Standby</li> <li>• <b>Engine/Motor Options</b> <ul style="list-style-type: none"> <li>• Emergency Standby Diesel Engine</li> <li>• Battery Charger - 12 Volt Trickle</li> <li>• Block Heater - 110 Volt</li> <li>• Electrical - GFCI Duplex Receptacle</li> </ul> </li> <li>• <b>Base Options</b> <ul style="list-style-type: none"> <li>• UL Double Wall Tank                                     <ul style="list-style-type: none"> <li>• 150 Gallons</li> </ul> </li> <li>• Lights - Interior                                     <ul style="list-style-type: none"> <li>• 1 each - mounted in the centr of the CS Enclosure</li> </ul> </li> </ul> </li> </ul>	\$ 51,866.10	\$ 51,866.10
B	1	Godwin PrimeGuard Level Transducer <ul style="list-style-type: none"> <li>• 0-15 psi</li> </ul>	1,027.65	1,027.65
C	1	Godwin PrimeGuard Float Set <ul style="list-style-type: none"> <li>• w/ 65' Mechanical Floats</li> </ul>	338.52	338.52
D	2	4" x 6" Proco Flanged Expansion Joint <ul style="list-style-type: none"> <li>• Series 240-AV/NP</li> <li>• Neoprene Cover with Buna N Tube</li> <li>• ANSI Flg Pattern: 125/150#</li> </ul>	1,300.00	2,600.00
<b>NET SALE TOTAL</b>				<b>\$ 58,903.13</b>
<b>DELIVERY CHARGE</b>				<b>\$ 425.00</b>

**Please note all sale pricing is in U.S. Dollars. The price does not include freight, export boxing, duties, taxes, or any other items not specifically mentioned.**

This pricing information is for internal use only. We ask that these items and terms be kept confidential. All applicable tax and freight charges will be added to invoices. All quotations are subject to credit approval. All quotations are valid for 30 days. All prices quoted in US dollars.

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b>Real Estate Tax</b>				
Current RE Tax	1,675,000.00	1,689,735.24	(14,735.24)	100.88%
Delinquent RE Tax	32,275.00	21,630.82	10,644.18	67.02%
Current RE Penalty	4,000.00	5,035.26	(1,035.26)	125.88%
Delinquent RE Penalty	3,800.00	2,423.65	1,376.35	63.78%
Current RE Interest	745.00	224.65	520.35	30.15%
Delinquent RE Interest	8,885.00	4,003.86	4,881.14	45.06%
<b>Total Real Estate Taxes</b>	<b>1,724,705.00</b>	<b>1,723,053.48</b>	<b>1,651.52</b>	<b>99.90%</b>
<b>Personal Property Tax</b>				
Current PP Tax	861,900.00	789,518.14	72,381.86	91.60%
Delinquent PP Tax	28,000.00	7,092.02	20,907.98	25.33%
Current PP Penalty	13,000.00	6,991.18	6,008.82	53.78%
Delinquent PP Penalty	5,800.00	3,436.60	2,363.40	59.25%
Current PP Interest	1,200.00	171.09	1,028.91	14.26%
Delinquent PP Interest	4,600.00	2,359.31	2,240.69	51.29%
<b>Total Personal Property Tax</b>	<b>914,500.00</b>	<b>809,568.34</b>	<b>104,931.66</b>	<b>88.53%</b>
<b>Miscellaneous Receipts Over/Short</b>	<b>15.00</b>	<b>(1.43)</b>	<b>16.43</b>	<b>-9.53%</b>
<b>Total Over/Short</b>	<b>15.00</b>	<b>(1.43)</b>	<b>16.43</b>	<b>-9.53%</b>
<b>Other Taxes</b>				
Franchise Tax	149,000.00	-	149,000.00	0.00%
Cigarette Tax	130,000.00	110,657.84	19,342.16	85.12%
Transient Occupancy Tax	170,000.00	95,159.60	74,840.40	55.98%
Meals Tax-4%	915,000.00	590,533.88	324,466.12	64.54%
Meals Tax-2%	457,500.00	295,266.94	162,233.06	64.54%
Communications Tax	237,000.00	114,877.90	122,122.10	48.47%
Rolling Stock	23.00	17.68	5.32	76.87%
Rental Tax	3,230.00	2,832.74	397.26	87.70%
Sales Tax	300,000.00	167,998.54	132,001.46	56.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Consumption Tax	46,000.00	25,851.02	20,148.98	56.20%
Utility Tax	193,600.00	106,298.37	87,301.63	54.91%
<b>Total Other Local Taxes</b>	<b>2,601,353.00</b>	<b>1,509,494.51</b>	<b>1,091,858.49</b>	<b>58.03%</b>
<b><u>Licenses, Permits &amp; Privilege Fees</u></b>				
Business Licenses	340,000.00	140,201.24	199,798.76	41.24%
Business Licenses Penalty	4,650.00	497.57	4,152.43	10.70%
Business Licenses Interest	250.00	167.91	82.09	67.16%
Permits & Other Licenses	12,000.00	10,843.30	1,156.70	90.36%
Inspection Fees-Subdivision	5,000.00	1,800.00	3,200.00	36.00%
WC Dog Park Registration	2,400.00	1,324.00	1,076.00	55.17%
Consultant Review Fees	5,500.00	2,164.40	3,335.60	39.35%
Vehicle License Tags	-	-	-	0.00%
Vehicle License	146,200.00	121,575.89	24,624.11	83.16%
<b>Total Licenses, permits and privilege fees</b>	<b>516,000.00</b>	<b>278,574.31</b>	<b>237,425.69</b>	<b>53.99%</b>
<b><u>Fines &amp; Costs</u></b>				
Public Defender Fee	-	-	-	0.00%
<b>Fines &amp; Costs</b>	<b>70,000.00</b>	<b>38,135.16</b>	<b>31,864.84</b>	<b>54.48%</b>
<b>Total Fines &amp; Forfeitures</b>	<b>70,000.00</b>	<b>38,135.16</b>	<b>31,864.84</b>	<b>54.48%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	8,000.00	<b>6,776.09</b>	1,223.91	84.70%
Beautification Fund Interest	-	<b>27.44</b>	(27.44)	0.00%
Rentals	19,242.00	<b>12,910.46</b>	6,331.54	67.10%
Smithfield Center Rentals	156,000.00	<b>108,798.52</b>	47,201.48	69.74%
Smithfield Center Vendor Programs	6,000.00	2,950.00	3,050.00	49.17%
Kayak Rentals	5,600.00	<b>6,126.00</b>	(526.00)	109.39%
Windsor Castle Programs	-	-	-	0.00%
Special Events	14,000.00	<b>7,531.10</b>	6,468.90	53.79%
Fingerprinting Fees	1,200.00	<b>900.00</b>	300.00	75.00%
Museum Gift Shop Sales	8,600.00	<b>6,242.94</b>	2,357.06	72.59%
Museum Programs/Lecture Fees	1,500.00	<b>1,288.00</b>	212.00	85.87%
Sale of Equipment	1,000.00	401.00	599.00	40.10%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Sale of Land	-	-	-	0.00%
Lease of Land	525.00	<b>500.00</b>	25.00	95.24%
<b>Total revenue from use of money and property</b>	221,667.00	154,451.55	67,215.45	69.68%
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	2,000.00	<b>1,855.27</b>	144.73	92.76%
Obici Healthcare Foundation Grant-TRIAD	-	1,000.00	(1,000.00)	100.00%
Virginia Municipal Group Safety Grant	4,000.00	<b>4,000.00</b>	-	100.00%
<b>Total Miscellaneous Revenue</b>	6,000.00	6,855.27	(855.27)	114.25%
<b><u>From Reserves</u></b>				
Restricted Reserves-Police Department		-	-	0.00%
Reserves-Pinewood Escrow	-	-	-	100.00%
Reserves-Beautification Fund	-	-	-	100.00%
<b>From Operating Reserves</b>	142,510.00	53,484.00	89,026.00	37.53%
<b>Total From Reserves</b>	142,510.00	53,484.00	89,026.00	37.53%
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	161,533.00	<b>80,766.00</b>	80,767.00	50.00%
Litter Control Grant	3,318.00	<b>3,354.00</b>	(36.00)	101.08%
Police Block Grants-State	-	-	-	0.00%
Asset Forfeiture	-	<b>1,269.60</b>	(1,269.60)	100.00%
TRIAD Grant	2,250.00	-	2,250.00	0.00%
Fire Programs	24,294.00	-	24,294.00	0.00%
VCA Grant	5,000.00	<b>5,000.00</b>	-	100.00%
DCA Grant (Dam)	-	-	-	0.00%
SNAP Program	-	<b>42.00</b>	(42.00)	100.00%
Fuel Refund (state)	-	-	-	0.00%
<b>Total State Revenue</b>	196,395.00	90,431.60	105,963.40	46.05%
<b><u>Intergovernmental Federal</u></b>				
Police Federal Grants	2,250.00	<b>3,709.15</b>	(1,459.15)	164.85%
Pinewood Heights CDBG Relocation Planning Grant Phase III	-	-	-	0.00%
<b>Pinewood Heights CDBG Relocation Grant-Phase II</b>	-	<b>81,000.00</b>	(81,000.00)	100.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Federal Fuel Income	-	-	-	0.00%
<b>Total Federal Revenue</b>	2,250.00	84,709.15	(82,459.15)	3764.85%
<b><u>Other Financing Sources</u></b>				
<b><u>Operating Transfers In</u></b>				
Transfer In for Debt Service	-	-	-	0.00%
<b>Total Operating Transfers In</b>	-	-	-	0.00%
<b><u>Other Financing Sources</u></b>				
Line of Credit Proceeds	450,000.00	-	450,000.00	0.00%
Note Proceeds	-	-	-	0.00%
<b>Insurance Recoveries</b>	-	<b>2,624.95</b>	<b>(2,624.95)</b>	<b>100.00%</b>
<b>Total Other Financing Sources</b>	450,000.00	2,624.95	447,375.05	0.58%
<b><u>Contributions</u></b>				
<b>CHIPS Contributions</b>	600.00	<b>3,250.00</b>	<b>(2,650.00)</b>	<b>541.67%</b>
Contributions-Windsor Castle Park Foundation	-	-	-	0.00%
<b>Contributions-Smithfield Foods-WC Park Outbuildings</b>	9,940.00	22,454.62	<b>(12,514.62)</b>	<b>225.90%</b>
<b>Contributions-Smithfield VA Events</b>	-	18,000.00	<b>(18,000.00)</b>	<b>0.00%</b>
<b>Contributions-Historic Smithfield</b>	-	<b>2,797.00</b>	<b>(2,797.00)</b>	<b>0.00%</b>
Contributions-Isle of Wight County-Museum	-	-	-	0.00%
Contributions-Miscellaneous-Museum	11,650.00	<b>6,876.00</b>	4,774.00	59.02%
Contributions-Public Safety	-	<b>30.00</b>	(30.00)	100.00%
<b>Contributions-Smithfield Foods -Public Safety</b>	-	<b>50,000.00</b>	<b>(50,000.00)</b>	<b>0.00%</b>
<b>Contributions-Public Ball Fields</b>	-	<b>2,500,000.00</b>	<b>(2,500,000.00)</b>	<b>0.00%</b>
<b>Total Contributions</b>	22,190.00	2,603,407.62	(2,581,217.62)	11732.35%
<b>Total General Fund Revenue</b>	6,867,585.00	7,354,788.51	-487,203.51	107.09%
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>				
Line of Credit Proceeds	(450,000.00)	-	(450,000.00)	0.00%
General Obligation Bond-Land Acquisition	-	-	-	0.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Cash Proffer Revenues	-	-	-	0.00%
Meals tax-special projects	(457,500.00)	(295,266.94)	(162,233.06)	64.54%
Pinewood Heights Reserves	-	-	-	0.00%
Beautification Fund Reserves	-	-	-	0.00%
Contributions-WC Park	(9,940.00)	(22,454.62)	12,514.62	225.90%
Contributions-Historic Smithfield	-	(2,797.00)	2,797.00	100.00%
Contributions-Public Safety	-	(50,000.00)	50,000.00	0.00%
Contributions to Ball Fields Smithfield Foods	-	(2,500,000.00)	2,500,000.00	100.00%
Pinewood Heights Planning Grant	-	-	-	0.00%
Pinewood Heights Relocation Project -Grant	-	(81,000.00)	81,000.00	100.00%
			-	0.00%
<b>Total Non-operating Revenues</b>	<b>(917,440.00)</b>	<b>(2,951,518.56)</b>	<b>2,034,078.56</b>	<b>321.71%</b>
<b>Total General Fund Operating Revenues</b>	<b>5,950,145.00</b>	<b>4,403,269.95</b>	<b>1,546,875.05</b>	<b>74.00%</b>

**General Fund Budget  
Expenses**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>				
<b>Town Council</b>				
Salaries	40,000.00	26,180.00	13,820.00	65.45%
FICA	3,496.00	2,104.22	1,391.78	60.19%
Employee Wellness/Assistance Plan	1,638.00	784.00	854.00	47.86%
Legal Fees	46,000.00	40,480.36	5,519.64	88.00%
Election Expense	3,600.00	-	3,600.00	0.00%
Maintenance contracts	595.00	-	595.00	0.00%
Advertising	25,000.00	11,128.97	13,871.03	44.52%
Professional Services	27,500.00	29,374.68	(1,874.68)	106.82%
Records Management maint & upgrades	4,258.00	995.00	3,263.00	23.37%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	1,000.00	-	1,000.00	0.00%
Insurance	23,700.00	14,115.00	9,585.00	59.56%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Supplies	22,000.00	12,202.44	9,797.56	55.47%
Travel & Training	6,800.00	3,381.49	3,418.51	49.73%
<b>Subscriptions/Memberships</b>	<b>9,100.00</b>	<b>8,996.00</b>	<b>104.00</b>	<b>98.86%</b>
Council Approved Items	12,000.00	8,200.56	3,799.44	68.34%
Public Defender Fees	5,000.00	720.00	4,280.00	14.40%
Bank Charges	625.00	441.00	184.00	70.56%
SpecialProjects	3,500.00	241.25	3,258.75	6.89%
Smithfield CHIPS program	3,000.00	-	3,000.00	0.00%
Update Town Charter & Code	3,000.00	650.00	2,350.00	21.67%
Annual Christmas Parade	200.00	103.84	96.16	51.92%
<b>Total Town Council</b>	<b>247,012.00</b>	<b>160,098.81</b>	<b>86,913.19</b>	<b>64.81%</b>
<b><u>Town Manager</u></b>				
<b>Salaries</b>	<b>229,835.00</b>	<b>147,023.72</b>	<b>82,811.28</b>	<b>63.97%</b>
FICA	18,390.00	10,282.62	8,107.38	55.91%
VSRS	17,800.00	11,865.33	5,934.67	66.66%
Health	49,700.00	33,130.24	16,569.76	66.66%
Auto Expense	500.00	53.60	446.40	10.72%
Maintenance Contracts	2,525.00	1,366.39	1,158.61	54.11%
Communications	16,000.00	9,160.50	6,839.50	57.25%
<b>Insurance</b>	<b>2,330.00</b>	<b>1,632.00</b>	<b>698.00</b>	<b>70.04%</b>
Supplies	5,500.00	2,126.44	3,373.56	38.66%
<b>Dues &amp; Subscriptions</b>	<b>3,250.00</b>	<b>2,330.67</b>	<b>919.33</b>	<b>71.71%</b>
Computer & technology expenses	16,000.00	4,579.11	11,420.89	28.62%
Travel & Training	7,800.00	3,014.05	4,785.95	38.64%
<b>Other</b>	<b>100.00</b>	<b>27.46</b>	<b>72.54</b>	<b>27.46%</b>
<b>Total Town Manager</b>	<b>369,730.00</b>	<b>226,592.13</b>	<b>143,137.87</b>	<b>61.29%</b>
<b><u>Treasurer</u></b>				
<b>Salaries</b>	<b>288,020.00</b>	<b>184,273.51</b>	<b>103,746.49</b>	<b>63.98%</b>
FICA	23,045.00	13,842.18	9,202.82	60.07%
VSRS	21,265.00	14,360.60	6,904.40	67.53%
Health	38,735.00	24,663.40	14,071.60	63.67%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Disability	150.00	50.27	99.73	33.51%
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,900.00	-	2,900.00	0.00%
Communications	8,500.00	4,955.79	3,544.21	58.30%
Computer & technology expenses	2,000.00	-	2,000.00	0.00%
Data Processing	18,000.00	10,991.62	7,008.38	61.06%
Service contracts-includes MUNIS	51,715.00	12,134.68	39,580.32	23.46%
Insurance	2,410.00	1,692.00	718.00	70.21%
Supplies	12,000.00	8,743.74	3,256.26	72.86%
Dues & Subscriptions	1,550.00	916.65	633.35	59.14%
Credit Card Processing	3,000.00	323.36	2,676.64	10.78%
Cigarette Tax Stamps	2,835.00	2,829.60	5.40	99.81%
Travel & Training	2,000.00	235.38	1,764.62	11.77%
Other	100.00	18.16	81.84	18.16%
<b>Total Treasurer</b>	<b>489,975.00</b>	<b>280,030.94</b>	<b>209,944.06</b>	<b>57.15%</b>

**PUBLIC SAFETY**

**Police Department**

Salaries	1,374,090.00	<b>873,121.87</b>	500,968.13	63.54%
FICA	109,930.00	<b>63,616.84</b>	46,313.16	57.87%
VSRS	92,810.00	<b>61,460.13</b>	31,349.87	66.22%
Health Insurance	195,005.00	<b>125,229.72</b>	69,775.28	64.22%
Disability	160.00	<b>50.27</b>	109.73	31.42%
Pre-Employment Test	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	<b>6,897.63</b>	17,102.37	28.74%
Service Contracts	38,000.00	<b>32,623.69</b>	5,376.31	85.85%
Communications	53,000.00	<b>26,400.67</b>	26,599.33	49.81%
Computer & Technology Expenses	15,200.00	<b>6,422.98</b>	8,777.02	42.26%
Insurance	54,580.00	<b>39,594.00</b>	14,986.00	72.54%
Ins. - LODA	11,415.00	10,895.64	519.36	95.45%
Materials & Supplies	25,500.00	13,642.32	11,857.68	53.50%
Dues & Subscriptions	6,500.00	<b>5,766.24</b>	733.76	88.71%
Equipment	15,000.00	<b>2,167.17</b>	12,832.83	14.45%
Radio & Equipment repairs	2,000.00	<b>768.65</b>	1,231.35	38.43%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Vehicle Maintenance	50,000.00	17,067.32	32,932.68	34.13%
Gas	75,000.00	22,013.02	52,986.98	29.35%
Tires	7,500.00	17.56	7,482.44	0.23%
Travel & Training	32,500.00	11,650.21	20,849.79	35.85%
Special Events	700.00	945.89	(245.89)	135.13%
Police Grants	2,500.00	-	2,500.00	0.00%
Investigation expenses	5,000.00	1,511.53	3,488.47	30.23%
Asset Forfeiture	-	-	-	0.00%
Other	500.00	424.26	75.74	84.85%
<b>Total Police Department</b>	2,192,890.00	1,322,287.61	870,602.39	60.30%
 <b><u>Fire Department</u></b>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	24,294.00	-	24,294.00	0.00%
<b>Total Fire Department</b>	37,294.00	-	37,294.00	0.00%
 <b><u>Contributions-Public Safety</u></b>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
E911 Dispatch Center	175,671.00	5,153.11	170,517.89	2.93%
Fire Department Rescue Truck	10,000.00	10,000.00	-	100.00%
<b>Total Contributions-Public Safety</b>	185,921.00	15,153.11	170,767.89	8.15%
 <b><u>PARKS, RECREATION &amp; CULTURAL</u></b>				
<b><u>Smithfield Center</u></b>				
Salaries	196,185.00	120,740.41	75,444.59	61.54%
FICA	15,505.00	9,284.29	6,220.71	59.88%
VSRS	11,885.00	7,922.80	3,962.20	66.66%
Health	21,555.00	17,039.07	4,515.93	79.05%
Uniforms	1,200.00	394.38	805.62	32.87%
Contracted Services	23,000.00	8,867.23	14,132.77	38.55%
Retail Sales & Use Tax	1,000.00	455.88	544.12	45.59%
Utilities	28,000.00	11,835.88	16,164.12	42.27%
Communications	19,000.00	9,129.13	9,870.87	48.05%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Computer & technology expenses	4,000.00	2,678.80	1,321.20	66.97%
Insurance	5,900.00	4,212.00	1,688.00	71.39%
Kitchen Supplies	4,000.00	1,544.51	2,455.49	38.61%
Office Supplies/Other Supplies	5,000.00	3,202.51	1,797.49	64.05%
Food Service & Beverage Supplies	6,000.00	4,935.10	1,064.90	82.25%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	35,000.00	25,576.19	9,423.81	73.07%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	15,000.00	9,217.61	5,782.39	61.45%
Travel & Training	2,000.00	1,791.79	208.21	89.59%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	10,819.23	9,180.77	54.10%
Refund event deposits	5,000.00	4,950.56	49.44	99.01%
Other	-	-	-	100.00%
Credit card processing expense	4,500.00	2,890.71	1,609.29	64.24%
<b>Total Smithfield Center</b>	<b>435,230.00</b>	<b>257,488.08</b>	<b>177,741.92</b>	<b>59.16%</b>
 <b><u>Contributions-Parks, Recreation and Cultural</u></b>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	500.00	1,000.00	33.33%
Hampton Roads Planning District Commission	8,677.00	6,807.00	1,870.00	78.45%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Friends of the Library	10,000.00	3,051.60	6,948.40	30.52%
Total Contributions-Park, Recreation and Cultural	33,177.00	20,358.60	12,818.40	61.36%
 <b><u>Windsor Castle Park</u></b>				
Salaries	63,710.00	37,745.83	25,964.17	59.25%
FICA	5,100.00	2,789.70	2,310.30	54.70%
VSRS	4,725.00	3,035.04	1,689.96	64.23%
Health	11,365.00	6,610.17	4,754.83	58.16%
Contracted Services	6,000.00	4,066.09	1,933.91	67.77%
Insurance	8,935.00	6,318.00	2,617.00	70.71%
Grass Cutting	30,000.00	17,355.27	12,644.73	57.85%
Kayak/Watersports expenses	1,500.00	999.92	500.08	66.66%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
<b>Professional Services</b>	5,000.00	14,154.62	(9,154.62)	283.09%
Utilities	7,000.00	1,441.67	5,558.33	20.60%
Supplies	5,000.00	159.97	4,840.03	3.20%
Repairs & Maintenance	40,000.00	17,991.21	22,008.79	44.98%
Total Windsor Castle Park	188,335.00	112,667.49	75,667.51	59.82%
<b><u>Museum</u></b>				
<b>Salaries</b>	93,270.00	61,921.73	31,348.27	66.39%
FICA	7,465.00	4,798.94	2,666.06	64.29%
VSRS	4,025.00	2,680.08	1,344.92	66.59%
Health	6,512.00	4,341.12	2,170.88	66.66%
<b>Operating expenses</b>				
<b>Contracted services</b>	2,000.00	1,954.77	45.23	97.74%
Communications	600.00	458.86	141.14	76.48%
<b>Insurance</b>	-	1,329.00	(1,329.00)	100.00
Supplies	4,700.00	3,231.00	1,469.00	68.74%
Computer & Technology	-	-	-	0.00%
Advertisinig	1,500.00	-	1,500.00	0.00%
Travel/Training	300.00	95.00	205.00	31.67%
Dues & Subscriptions	800.00	303.75	496.25	37.97%
<b>Gift Shop-to be funded by gift shop proceeds</b>				
Gift Shop expenses	9,000.00	5,563.56	3,436.44	61.82%
<b>Sales &amp; Use Tax</b>	500.00	454.24	45.76	90.85%
Credit card processing fees	1,000.00	484.19	515.81	48.42%
Total Museum	131,672.00	87,616.24	44,055.76	66.54%
<b><u>Other Parks &amp; Recreation</u></b>				
<b>Jersey Park Playground</b>	1,000.00	2,349.23	(1,349.23)	234.92%
Pinewood Playground	500.00	400.00	100.00	80.00%
<b>Clontz Park-pier maintenance</b>	1,500.00	1,388.03	111.97	92.54%
Community Wellness Initiative	-	65.00	(65.00)	100.00%
<b>Cypress Creek No Wake Zone</b>	-	1,345.00	(1,345.00)	0.00%
<b>SNAP Program</b>	-	126.00	(126.00)	100.00%
Town Open Space Areas	-	-	-	0.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Waterworks Dam	-	10,200.00	(10,200.00)	0.00%
Waterworks Lake (park area)	500.00	-	500.00	0.00%
Haydens Lane Maintenance	1,500.00	339.08	1,160.92	22.61%
Veterans War Memorial	1,000.00	536.97	463.03	53.70%
<b>Fireworks</b>	<b>2,000.00</b>	<b>2,000.00</b>	<b>-</b>	<b>100.00%</b>
Total Parks & Recreation	8,000.00	18,749.31	(10,749.31)	234.37%

**COMMUNITY DEVELOPMENT**

**Pinewood Heights**

**Non-CDBG Contributed Operating Expenses**

**Administration**

Precontract Administration		5,116.90	(5,116.90)	100.00%
Management Assistance		5,752.94	(5,752.94)	100.00%
Monitoring/Closeout		-	-	0.00%

**Permanent Relocation**

Owner Occupied Households		-	-	0.00%
Renter Occupied Households		33,338.00	(33,338.00)	100.00%
Moving Costs		5,000.00	(5,000.00)	100.00%
Relocation Specialist		1,937.50	(1,937.50)	100.00%

**Acquisition**

Owner Acquisition		509.00	(509.00)	100.00%
Renter Acquisition		-	-	0.00%
Vacant Lot Acquisition		286.00	(286.00)	100.00%
Appraisal/Legal		1,650.00	(1,650.00)	100.00%

**Acquisition Specialist**

		1,500.00	(1,500.00)	0.00%
--	--	----------	------------	-------

**Clearance & Demolition**

		1,429.86	(1,429.86)	0.00%
--	--	----------	------------	-------

**Subtotal Non CDBG**

		56,520.20	(56,520.20)	100.00%
--	--	-----------	-------------	---------

**CDBG Contributed Operating Expenses**

**Permanent Relocation**

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Owner Occupied Households		99,000.00	(99,000.00)	0.00%
Renter Occupied Households		-	-	0.00%
<b><u>Acquisition</u></b>				
Owner Occupied		<b>69,000.00</b>	(69,000.00)	100.00%
<b><u>Clearance &amp; Demolition</u></b>				
		-	-	0.00%
<b><u>Planning Grant-Phase III</u></b>				
	-	-	-	0.00%
<b>Subtotal CDBG</b>		<b>168,000.00</b>	<b>(168,000.00)</b>	<b>100.00%</b>
<b>Total Pinewood Heights Contributions</b>	<b>-</b>	<b>224,520.20</b>	<b>(224,520.20)</b>	<b>100.00%</b>

**Contributions-Community Development**

Old Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Historic Smithfield	-	-	-	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	3,900.00	-	3,900.00	0.00%
Tourism Bureau	198,049.00	257.80	197,791.20	0.13%
Western Tidewater Free Clinic	34,000.00	34,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	-	100.00%
<b>Total Contributions-Community Development</b>	<b>319,949.00</b>	<b>90,257.80</b>	<b>229,691.20</b>	<b>28.21%</b>

**PUBLIC WORKS**

**Planning, Engineering & Public Works**

Salaries	189,540.00	129,161.55	60,378.45	68.14%
FICA	15,165.00	9,586.60	5,578.40	63.22%
VSRS	15,260.00	10,068.31	5,191.69	65.98%
Health	33,275.00	22,388.75	10,886.25	67.28%
Disability	1,000.00	326.32	673.68	32.63%
Uniforms	2,500.00	1,220.36	1,279.64	48.81%

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Contractual	7,000.00	4,625.08	2,374.92	66.07%
GIS	2,400.00	400.00	2,000.00	16.67%
Recycling-2% CPI-U	236,640.00	157,129.51	79,510.49	66.40%
Trash Collection-2% CPI-U	240,000.00	152,497.60	87,502.40	63.54%
Street Lights	5,000.00	882.00	4,118.00	17.64%
Communications	12,000.00	6,838.37	5,161.63	56.99%
Safety Meetings/Safety Expenses	5,000.00	988.36	4,011.64	19.77%
<b>Insurance</b>	<b>8,515.00</b>	<b>6,087.00</b>	<b>2,428.00</b>	<b>71.49%</b>
Materials & Supplies	5,000.00	2,699.52	2,300.48	53.99%
Accreditation	-	-	-	0.00%
Repairs & Maintenance	5,000.00	2,698.15	2,301.85	53.96%
Gas & Tires	7,500.00	3,301.15	4,198.85	44.02%
Travel & Training	8,000.00	1,616.75	6,383.25	20.21%
Litter Control Grant	3,318.00	-	3,318.00	0.00%
<b>Dues &amp; Subscriptions</b>	<b>2,000.00</b>	<b>1,879.09</b>	<b>120.91</b>	<b>93.95%</b>
Other	3,000.00	1,586.35	1,413.65	52.88%
<b>Total Public Works</b>	<b>807,113.00</b>	<b>515,980.82</b>	<b>291,132.18</b>	<b>63.93%</b>

**PUBLIC BUILDINGS**

**Public Buildings**

<b>Salaries</b>	<b>27,300.00</b>	<b>13,907.97</b>	<b>13,392.03</b>	<b>50.94%</b>
FICA	2,185.00	1,098.67	1,086.33	50.28%
<b>Contractual</b>	<b>18,000.00</b>	<b>13,616.22</b>	<b>4,383.78</b>	<b>75.65%</b>
Communications	3,000.00	1,865.90	1,134.10	62.20%
Utilities	54,000.00	24,261.08	29,738.92	44.93%
<b>Insurance</b>	<b>11,265.00</b>	<b>7,875.00</b>	<b>3,390.00</b>	<b>69.91%</b>
Materials & Supplies	5,000.00	1,465.49	3,534.51	29.31%
<b>Repairs &amp; Maintenance</b>	<b>36,000.00</b>	<b>25,074.12</b>	<b>10,925.88</b>	<b>69.65%</b>
Rent Expense-Office Space	4,800.00	3,200.00	1,600.00	66.67%
Other	1,000.00	230.49	769.51	0.23
<b>Total Public Buildings</b>	<b>162,550.00</b>	<b>92,594.94</b>	<b>69,955.06</b>	<b>56.96%</b>

**OTHER FINANCING USES**

**Town of Smithfield  
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 02/29/16	Remaining Budget	% of budget
Transfers to Operating Reserves		-	-	100.00%
Transfers to Restricted Reserves-Pinewood CDBG Project		115,746.74	(115,746.74)	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		2,500,000.00	(2,500,000.00)	100.00%
Transfers to Restricted Reserves-Police Motorcycles		50,000.00	(50,000.00)	100.00%
<b>Total Transfers To Reserves</b>	-	2,665,746.74	(2,665,746.74)	100.00%
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Building Acquisition-TM/PD	21,574.00	-	21,574.00	0.00%
HVAC	16,550.00	9,577.15	6,972.85	57.87%
Rescue Squad/Ball fields	48,930.00	32,356.17	16,573.83	66.13%
Line of Credit	450,000.00	-	450,000.00	0.00%
<b>Interest and fiscal charges</b>				
Public Building Acquisition-TM/PD	31,480.00	15,740.36	15,739.64	50.00%
HVAC	1,155.00	772.56	382.44	66.89%
Rescue Squad/Ball fields	12,430.00	8,332.16	4,097.84	67.03%
Line of Credit	7,000.00	-	7,000.00	0.00%
<b>Total Debt Service</b>	589,119.00	66,778.40	522,340.60	11.34%
<b>Total General Fund Expenses</b>	6,197,967.00	6,156,921.22	41,045.78	99.34%
<b>Less Expenses related to capital projects:</b>				
Legal Fees		-	-	
Professional Fees	(27,500.00)	(53,729.30)	26,229.30	195.38%
Pinewood Heights Relocation Project Expenses	-	(224,520.20)	224,520.20	100.00%
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	0.00%
<b>Total Non-operating Expenses</b>	(484,500.00)	(278,249.50)	(206,250.50)	57.43%
<b>Total General Fund Operating Expenses</b>	5,713,467.00	5,878,671.72	(165,204.72)	102.89%
<b>Net Operating Reserve (+/-)</b>	236,678.00	(1,475,401.77)	1,712,079.77	-623.38%

**Town of Smithfield**  
**General Fund Operating Budget**

<b>Description</b>	<b>Adopted Budget 2015/2016</b>	<b>Actual as of 02/29/16</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b>Net Reserve (+/-)</b>	669,618.00	1,197,867.29	(528,249.29)	178.89%

Adopted Budget 2015/2016	Actual 2/29/2016	Remain Budget	% of Budget
-----------------------------	---------------------	------------------	----------------

<b>Net Operating Reserves (Deficit)</b>	<b>669,618.00</b>	<b>1,197,867.29</b>	<b>(528,249.29)</b>	<b>178.89%</b>
-----------------------------------------	-------------------	---------------------	---------------------	----------------

**Capital Outlay  
General Fund**

<b>GENERAL GOVERNMENT</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units				#DIV/0!
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots		(24,000.00)	24,000.00	#DIV/0!
Subtotal Non CDBG Capital Acquisition	-	(24,000.00)	24,000.00	#DIV/0!
<b>CDBG Capital Acquisition</b>				
Owner Occupied Units		(12,000.00)	12,000.00	#DIV/0!
Renter Occupied Units		-		#DIV/0!
Vacant Lots		-		#DIV/0!
		<b>(12,000.00)</b>	12,000.00	
Subtotal CDBG Capital Acquisition	-	(12,000.00)	12,000.00	#DIV/0!
<b>Total Pinewood Heights Relocation CIP</b>	<b>-</b>	<b>(36,000.00)</b>	<b>36,000.00</b>	<b>100.00%</b>
<b>TOWN COUNCIL</b>				
None		-	-	
<b>TREASURER</b>				
<b>MUNIS Conversion</b>	<b>(157,525.00)</b>	<b>(9,381.00)</b>	<b>(148,144.00)</b>	<b>5.96%</b>
<b>PARKS, RECREATION AND CULTURAL</b>				
<b>Smithfield Center Main Hall Speaker System</b>	<b>(8,560.00)</b>	<b>(8,408.21)</b>	<b>(151.79)</b>	<b>98.23%</b>
<b>WC Park Building Stabilization</b>	<b>(9,940.00)</b>	<b>(9,940.00)</b>	<b>-</b>	<b>100.00%</b>
Kayak Storage	-	-	-	0.00%
Playground repairs	-	-	-	0.00%
<b>Ball Fields possible purchase (deposits made)</b>	<b>-</b>	<b>(776,376.89)</b>	<b>776,376.89</b>	<b>0.00%</b>

	Adopted Budget 2015/2016	Actual 2/29/2016	Remain Budget	% of Budget
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
Police Vehicles	(99,173.00)	(105,325.82)	6,152.82	106.20%
Police Equipment-Tasers	-	(22,073.38)	22,073.38	100.00%
Tough Book MDTs/docking stations/workstation-3	(41,520.00)	(8,700.00)	(32,820.00)	20.95%
In Car Cameras-3	(35,700.00)	(14,685.00)	(21,015.00)	41.13%
Fire Vehicle	-	-	-	100.00%
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(14,000.00)	(5,912.00)	(8,088.00)	42.23%
Great Springs Road-Sidewalk	(100,000.00)	(100,000.00)	-	100.00%
Storage Shed	(7,200.00)		(7,200.00)	0.00%
<b>PUBLIC BUILDINGS</b>				
Police Evidence Building Improvements	(196,000.00)	(57,789.99)	(138,210.01)	29.48%
Storage Building Improvements	-	(43,275.00)	43,275.00	0.00%
	-	-	-	0.00%

<b>Net Capital Outlay</b>	<b>(669,618.00)</b>	<b>(1,197,867.29)</b>	<b>528,249.29</b>	<b>178.89%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>

**Town of Smithfield  
Sewer Fund Budget**

	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	681,000.00	359,379.58	321,620.42	52.77%
Sewer Compliance Fee	496,000.00	261,943.14	234,056.86	52.81%
Miscellaneous Revenue	1,000.00	48.00	952.00	4.80%
Connection fees	39,500.00	24,370.00	15,130.00	61.70%
<b>Total Operating Revenue</b>	<b>1,217,500.00</b>	<b>645,740.72</b>	<b>571,759.28</b>	<b>53.04%</b>

**Town of Smithfield  
Sewer Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	270,900.00	159,153.07	111,746.93	58.75%
FICA	21,675.00	11,580.04	10,094.96	53.43%
VSRS	20,180.00	12,679.38	7,500.62	62.83%
Health	56,225.00	32,745.38	23,479.62	58.24%
Uniforms	2,500.00	2,251.90	248.10	90.08%
Audit & Legal Fees	14,750.00	4,927.50	9,822.50	33.41%
Accreditation	-	-	-	0.00%
HRPDC sewer programs	887.00	683.50	203.50	77.06%
Professional Fees	15,000.00	4,010.00	10,990.00	26.73%
Maintenance & Repairs	63,125.00	29,380.42	33,744.58	46.54%
VAC Truck Repairs & Maintenance	7,500.00	532.25	6,967.75	7.10%
Data Processing	14,000.00	8,243.72	5,756.28	58.88%
Dues & Subscriptions	50.00	59.00	(9.00)	118.00%
Utilities	51,000.00	24,582.12	26,417.88	48.20%
SCADA Expenses	6,000.00	3,242.50	2,757.50	54.04%
Telephone	12,000.00	5,984.42	6,015.58	49.87%
Insurance	17,270.00	12,333.00	4,937.00	71.41%
Materials & Supplies	46,000.00	37,588.94	8,411.06	81.72%
Truck Operations	12,000.00	4,067.08	7,932.92	33.89%
Travel & Training	4,000.00	1,190.13	2,809.87	29.75%
Contractual	3,500.00	1,757.53	1,742.47	50.22%
Miscellaneous	600.00	614.39	(14.39)	102.40%

**Town of Smithfield  
Sewer Fund Budget**

	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
Bank service charges	-	-	-	0.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	639,162.00	357,606.27	281,555.73	55.95%
<b>Operating Income before D&amp;A Expense</b>	578,338.00	288,134.45	290,203.55	49.82%
<b>Depreciation &amp; Amort. Exp.</b>	380,000.00	247,523.61	132,476.39	65.14%
<b>Operating Income (Loss)</b>	198,338.00	40,610.84	157,727.16	20.48%
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	103,000.00	64,000.00	39,000.00	62.14%
Contributed Capital-Smithfield Foods Rev Ln	11,890.00	11,843.52	46.48	99.61%
Interest Revenue	4,500.00	4,271.39	228.61	94.92%
Bond issue costs	-	-	-	0.00%
Interest Expense	(10,101.00)	(5,852.11)	(4,248.89)	57.94%
<b>Total Nonoperating Revenues (Expenses)</b>	109,289.00	76,662.80	32,626.20	70.15%
<b>Net Income (loss)</b>	307,627.00	117,273.64	190,353.36	38.12%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	0.00%
Availability Fees	(103,000.00)	(64,000.00)	(39,000.00)	62.14%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	(11,843.52)	(46.48)	99.61%
Compliance Fee	(496,000.00)	(261,943.14)	(234,056.86)	52.81%
Depreciation & Amort. Exp.	380,000.00	247,523.61	132,476.39	65.14%
Additional debt service costs-principal expense	(97,940.00)	(97,940.00)	-	100.00%
<b>Total adjustments to CAFR</b>	(328,830.00)	(190,603.05)	(138,226.95)	57.96%
<b>Working adjusted income</b>	(21,203.00)	(73,329.41)	52,126.41	345.84%

	Adopted Budget 2015/2016	Actual 2/29/2016	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>(21,203.00)</b>	<b>(73,329.41)</b>	52,126.41	345.84%
Sewer SSO Consent Order	-	-	-	100.00%
MOA Compliance Plan	(40,000.00)		(40,000.00)	0.00%
<b>MOA Flow Monitoring</b>	<b>(25,000.00)</b>	<b>(21,300.00)</b>	<b>(3,700.00)</b>	<b>85.20%</b>
MOA CIP Development	(28,000.00)		(28,000.00)	0.00%
RWWMP Development Coord Assistance	(20,000.00)		(20,000.00)	0.00%
Sewer Master Plan	(56,250.00)	-	(56,250.00)	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Work Order System		-	-	0.00%
PW Security Gate		-	-	0.00%
Main St & Mason ST CCTV & CIPP Lining		-	-	0.00%
Removal, repair, replacement fiberglass pump		-	-	0.00%
Antenna Poles at Jordan & Riverside Dr Pump Stations		-	-	0.00%
SCADA Towers-Drummonds, Jersey Park, Watson		-	-	0.00%
Arc Flash		-	-	0.00%
<b>Removal and reinstallation work at Watson Pump Station</b>		<b>(18,610.00)</b>	<b>18,610.00</b>	<b>100.00%</b>
4" Fairbanks Morse Submersible Run-Dry Pump-Moonefield		-	-	0.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent		-	-	0.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Lakeside		-	-	0.00%
<b>Sewer Main Repair-200 Block of Main Street</b>		<b>(17,753.00)</b>	<b>17,753.00</b>	<b>100.00%</b>
Sewer Main Repair-Institute & 228 Main		-	-	0.00%
Sewer extension-Carver & Pinewood		-	-	0.00%
<b>Impeller-Ledford Lane Pump Station</b>		<b>(5,060.60)</b>	<b>5,060.60</b>	<b>0.00%</b>
<b>Main Street/Mason-CCTV &amp; CIPP Lining</b>		<b>(9,054.60)</b>	<b>9,054.60</b>	<b>100.00%</b>
<b>Impeller-Cypress Creek Golf Course</b>		<b>(5,385.00)</b>	<b>5,385.00</b>	<b>100.00%</b>
By-pass pump-Wellington	(100,000.00)		(100,000.00)	0.00%
Sewer Capital Repairs	(100,000.00)	(29,131.86)	(70,868.14)	29.13%
Truck/Equipment	(16,500.00)	(7,883.00)	(8,617.00)	47.78%
<b>Net Capital Outlay</b>	<b>(389,071.00)</b>	<b>(114,178.06)</b>	<b>(274,892.94)</b>	<b>29.35%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(410,274.00)</b>	<b>(187,507.47)</b>	<b>(222,766.53)</b>	<b>45.70%</b>
<b>Funding from Development Escrow</b>	<b>56,250.00</b>	-	56,250.00	
<b>Reserves from Sewer Capital Escrow Account</b>	<b>100,000.00</b>	38,031.86	61,968.14	38.03%
<b>Funding from Sewer Compliance Fee</b>	<b>213,000.00</b>	44,017.60	168,982.40	20.67%
<b>Draw from operating reserves</b>	<b>41,024.00</b>	-	41,024.00	0.00%
<b>Funding from Bond Escrow (released from refinance)</b>		-	-	0.00%
<b>Net Cashflow</b>	<b>-</b>	<b>(105,458.01)</b>	<b>105,458.01</b>	<b>-100.00%</b>

**Town of Smithfield  
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenue</b>				
Water Sales	1,423,185.00	762,074.94	661,110.06	53.55%
Debt Service Revenue	189,712.00	100,284.75	89,427.25	52.86%
Miscellaneous	1,000.00	1,418.85	(418.85)	141.89%
Connection fees	16,500.00	9,940.00	6,560.00	60.24%
Application Fees	8,654.00	5,653.00	3,001.00	65.32%
<b>Total Operating Revenue</b>	<b>1,639,051.00</b>	<b>879,371.54</b>	<b>759,679.46</b>	<b>53.65%</b>

**Town of Smithfield  
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Expenses</b>				
Salaries	404,060.00	235,460.91	168,599.09	58.27%
FICA	32,325.00	17,628.71	14,696.29	54.54%
VSRS	28,115.00	16,119.83	11,995.17	57.34%
Health	67,885.00	35,806.41	32,078.59	52.75%
Uniforms	3,255.00	1,666.98	1,588.02	51.21%
Contractual	12,000.00	11,470.33	529.67	95.59%
Legal & Audit	15,000.00	8,571.75	6,428.25	57.15%
Accreditation	-	-	-	0.00%
Maintenance & Repairs	21,000.00	4,700.00	16,300.00	22.38%
Water Tank Maintenance	105,091.00	26,181.44	78,909.56	24.91%
Professional Services	20,000.00	22,638.12	(2,638.12)	113.19%
Regional Water Supply Study	1,689.00	1,275.75	413.25	75.53%
Data Processing	14,000.00	8,243.72	5,756.28	58.88%
Utilities	2,000.00	215.39	1,784.61	10.77%
Communications	13,000.00	5,984.45	7,015.55	46.03%
Insurance	26,900.00	19,143.00	7,757.00	71.16%
Materials & Supplies	75,000.00	69,696.10	5,303.90	92.93%
Gas and Tires	15,000.00	6,017.08	8,982.92	40.11%
Dues & Subscriptions	1,000.00	430.00	570.00	43.00%
Bank service charges	1,200.00	897.96	302.04	74.83%
Travel and Training	4,000.00	1,997.67	2,002.33	49.94%
Miscellaneous	9,500.00	7,296.74	2,203.26	76.81%
<b>RO Annual costs</b>				
Power	103,560.00	62,526.10	41,033.90	60.38%

**Town of Smithfield  
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
Chemicals	57,332.00	30,917.61	26,414.39	53.93%
HRSD	269,800.00	138,661.86	131,138.14	51.39%
Supplies	20,000.00	8,761.66	11,238.34	43.81%
Communication	9,030.00	5,834.77	3,195.23	64.62%
Travel and training	2,500.00	1,874.98	625.02	75.00%
Dues & Subscriptions	400.00	400.00	-	100.00%
Maintenance and Repairs	40,000.00	34,199.88	5,800.12	85.50%
Bad debt expense	-	-	-	0.00%
<b>Total Water Fund Operating Expenses before D&amp;A Exp.</b>	<b>1,374,642.00</b>	<b>784,619.20</b>	<b>590,022.80</b>	<b>57.08%</b>
<b>Operating Income before D&amp;A Expense</b>	<b>264,409.00</b>	<b>94,752.34</b>	<b>169,656.66</b>	<b>35.84%</b>
Depreciation & Amortization Expense	365,000.00	221,072.39	143,927.61	60.57%
Operating Income (Loss)	(100,591.00)	(126,320.05)	25,729.05	125.58%
<b>Nonoperating Revenues (Expenses)</b>				
Pro-Rata Share Fees	-	2,400.00	(2,400.00)	100.00%
Availability Fees	68,000.00	42,440.00	25,560.00	62.41%
Insurance Recoveries	-	15,404.86	(15,404.86)	100.00%
Interest Revenue	6,800.00	6,984.77	(184.77)	102.72%
Well Nest Construction Contribution	(70,000.00)	-	(70,000.00)	0.00%
Interest Expense	(42,583.00)	(43,453.69)	870.69	102.04%
<b>Total Nonoperating Revenues (Expenses)</b>	<b>(37,783.00)</b>	<b>23,775.94</b>	<b>(61,558.94)</b>	<b>-62.93%</b>
<b>Net Income (Loss)</b>	<b>(138,374.00)</b>	<b>(102,544.11)</b>	<b>(35,829.89)</b>	<b>74.11%</b>
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	#DIV/0!
Availability Fees	(68,000.00)	(42,440.00)	(25,560.00)	62.41%
Debt Service Revenue	(189,712.00)	(100,284.75)	(89,427.25)	52.86%
Depreciation & Amort. Exp.	365,000.00	221,072.39	143,927.61	60.57%
Additional debt service costs-principal expense	(381,887.00)	(381,886.98)	(0.02)	100.00%
<b>Total adjustments to CAFR</b>	<b>(274,599.00)</b>	<b>(305,939.34)</b>	<b>31,340.34</b>	<b>111.41%</b>

**Town of Smithfield  
Water Fund Budget**

<b>Description</b>	<b>Adopted Budget 2015/2016</b>	<b>Balance as of 02/29/16</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Working adjusted income	(412,973.00)	(408,483.45)	(4,489.55)	98.91%

Adopted Budget 2015/2016	Actual 2/29/2016	Remain Budget	% of Budget
-----------------------------	---------------------	------------------	----------------

**Water Fund**

<b>Net Operating Reserves (Deficit)</b>	<b>(412,973.00)</b>	(408,483.45)	(4,489.55)	98.91%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Water Master Plan	(56,250.00)		(56,250.00)	0.00%
Vehicle/Equipment	(16,500.00)	(7,883.00)	(8,617.00)	47.78%
RO auxiliary diesel fuel tank (generator)	(5,100.00)		(5,100.00)	0.00%
RO Cleaning System Upgrades	(18,000.00)	-	(18,000.00)	0.00%
RO 3rd Stage Removal	(15,000.00)		(15,000.00)	0.00%
RO Vic Valves	-	(9,924.40)	9,924.40	100.00%
System Improvements	(50,000.00)	(5,400.00)	(44,600.00)	10.80%
Main Street Water Main Upgrade Phase I	(240,094.00)		(240,094.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(330,000.00)	(7,587.81)	(322,412.19)	2.30%
<b>Net Capital Outlay</b>	<b>(734,265.00)</b>	<b>(30,795.21)</b>	<b>(703,469.79)</b>	<b>4.19%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(1,147,238.00)</b>	<b>(439,278.66)</b>	<b>(707,959.34)</b>	<b>38.29%</b>
Financing-Main St. Water Main, Water Line replace	570,094.00		570,094.00	0.00%
Operating Reserves	121,834.00	-	121,834.00	0.00%
Water Treatment Escrow	38,100.00		38,100.00	0.00%
Water Development Escrow	56,250.00	-	56,250.00	0.00%
Water Capital Escrow	50,000.00	5,400.00	44,600.00	10.80%
Debt Service fees applied to debt	310,960.00	331,923.06	(20,963.06)	106.74%
Net Cashflow	-	(101,955.60)	101,955.60	-100.00%

**Town of Smithfield  
Highway Fund**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Revenue</b>				
Interest Income	185.00	118.57	66.43	64.09%
Sale of equipment	6,000.00	-	6,000.00	0.00%
<b>Revenue - Commwlth of VA</b>	<b>1,061,479.00</b>	<b>552,012.10</b>	<b>509,466.90</b>	<b>52.00%</b>
<b>Total Highway Fund Revenue</b>	<b>1,067,664.00</b>	<b>552,130.67</b>	<b>515,533.33</b>	<b>51.71%</b>

**Town of Smithfield  
Highway Fund**

Description	Adopted Budget 2015/2016	Balance as of 02/29/16	Remaining Budget	% of budget
<b>Expenses</b>				
<b>Salaries</b>	<b>238,150.00</b>	<b>137,521.21</b>	<b>100,628.79</b>	<b>57.75%</b>
FICA	19,055.00	10,040.73	9,014.27	52.69%
VSRS	18,070.00	11,551.87	6,518.13	63.93%
Health	41,680.00	26,601.36	15,078.64	63.82%
<b>Uniforms</b>	<b>3,100.00</b>	<b>2,172.61</b>	<b>927.39</b>	<b>70.08%</b>
Engineering	-	-	-	0.00%
Grass	20,000.00	8,475.36	11,524.64	42.38%
Maintenance	560,701.00	302,190.81	258,510.19	53.90%
Asphalt/Paving		69,884.66	(69,884.66)	
Ditching		158,100.78	(158,100.78)	
Traffic Control devices		11,817.70	(11,817.70)	
Other (maintenance)		3,546.72	(3,546.72)	
Other (lawnmowers, landscaping, etc)		52,305.66	(52,305.66)	
Structures and Bridges		-	-	
Ice and Snow removal		6,408.16	(6,408.16)	
Administrative		127.13	(127.13)	
Storm Maintenance		-	-	
Street Lights	106,000.00	61,548.12	44,451.88	58.06%
<b>Insurance</b>	<b>14,372.00</b>	<b>10,434.00</b>	<b>3,938.00</b>	<b>72.60%</b>
Miscellaneous-bank charges			-	0.00%
VAC Truck Repairs	2,500.00	106.79	2,393.21	4.27%
Gas and Tires	10,000.00	3,514.28	6,485.72	35.14%
<b>Stormwater Management Program (regional)</b>	<b>1,215.00</b>	<b>1,421.25</b>	<b>(206.25)</b>	<b>116.98%</b>
<b>Total Highway Fund Expense</b>	<b>1,034,843.00</b>	<b>575,578.39</b>	<b>459,264.61</b>	<b>55.62%</b>
<b>Net Reserves (+/-)</b>	<b>32,821.00</b>	<b>(23,447.72)</b>	<b>56,268.72</b>	<b>-71.44%</b>

Adopted Budget 2015/2016	Actual 2/29/2016	Remain Budget	% of Budget
-----------------------------	---------------------	------------------	----------------

**HIGHWAY**

<b>Net Operating Reserves (Deficit)</b>	<b>32,821.00</b>	<b>(23,447.72)</b>	<b>56,268.72</b>	<b>-71.44%</b>
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
<b>Vehicles and Equipment</b>	<b>(16,500.00)</b>	<b>(14,271.00)</b>	<b>(2,229.00)</b>	<b>86.49%</b>
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	-	(8,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(32,821.00)</b>	<b>(14,271.00)</b>	<b>(18,550.00)</b>	<b>43.48%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>(37,718.72)</b>	<b>37,718.72</b>	<b>#DIV/0!</b>
<b>Carryover from FY2015</b>		<u>92,151.75</u>		
<b>Net Adjusted Reserves (deficit)</b>		54,433.03		

## Notes: February 2016

### GENERAL FUND

#### Revenues:

##### Current Real Estate

Most of the real estate payments have been posted for the year. Through March 18, 2016 we have posted \$1,690,611 (100.93%) Total remaining outstanding RE 2015 is \$40,655.

##### Delinquent Real Estate

Through March 18, we have posted \$21,970 in delinquent real estate. We will need to reduce the expected delinquent collections for FY2016 as outstanding balance is now very low...totaling only \$5664 for all years. Because of the increase in current year real estate we will still reach original budget for the year.

##### Current Personal Property

Current personal property collected through March 18 totals \$798,040 (92.59 %) including the personal property tax relief of \$240,794 remitted by the state. Collections for the same period last year totaled \$822,992 (96.4%). We will definitely have to amend the budget for this category due to several adjustments made by IOW County after our original budget was adopted, the largest being a decrease in assessment of \$21,826,217 for Machinery & Tools for Gwaltney of Smithfield. This resulted in a decrease in billed revenues of \$32,739. This adjustment was made on 7/10/15 based on the 2015 property listings and disposal. There are still currently 6 business accounts outstanding that total almost \$16000 collectively, but the remaining balances are numerous accounts below \$500 as mentioned in last month's variance analysis. Delinquent notices were processed at the end of February with collections throughout the month of March. Outstanding 2015 PP totals \$81,097 which is still significant. We are ready to post a batch of supplemental bills which will generate additional revenues for the year.

##### Delinquent Personal Property

The majority of delinquent collections are paid with current year personal property. We will also bill prior years with supplemental billings throughout the year. As of March 18, we have collected \$8959 which is \$10,188 less than prior year. Outstanding balances for prior years will be included on the 2015 delinquent PP notices and will be included on supplemental billings as well.

##### Franchise Tax

The franchise tax will be paid in the last quarter of the fiscal year, usually May and June.

##### Cigarette Tax

Sold 336,340 tax stamps through February 2016 which is 40,740 more stamps than sold through the same period last year. Revenues are \$23,933 higher than year to date February 2015. A large refund (\$7,542) was made to CVS in December 2014.

##### Transient Occupancy

Transient occupancy tax payments for July 2015 totaled \$55,220 which was even higher than July 2014 revenue of \$49,545. This revenue was accrued for June 2015, however, so it was backed out of the 2015 revenue. Transient occupancy for quarter ended September 30 and December 31 2015 have been recorded and are \$10,462 higher than the same period last year putting us at almost 56% of budget.

##### Meals Tax

Meals tax revenues of \$220,329 were collected in July 2015. Like TO, these revenues were accrued for June 2015 and backed out of 2015 totals. FY2016 revenues collected from August through February are \$124,002 higher than February 2015.

##### Communications Tax

Communications tax from the state runs 2 months behind so revenue for February reflects July through December 2015 communications tax that is \$3641 less than prior year.

**Sales Tax**

Sales tax from IOW County also runs 2 months behind since it is received from the state. Revenue of \$167998 represents July through Dec 2015 and is \$6993 greater than the same period last year.

**Consumption Tax/Utility Tax**

Utility/Consumption taxes are generally very flat and do not vary much from year to year. The February utility tax (for July through January) is \$8013 less than FY2015 which is unusual and reflects a drop in collections from Virginia Power of \$5639 and from Columbia Gas of \$921 in the month of February. Consumption tax likewise decreased \$2762.

**Business License Tax**

Business license taxes are due on April 15 so most of this line item is collected in the spring but we have collected \$118,339 on 2016 licenses through February. For the same period last year we had only collected \$25,791 on current year licenses.

**Permits & other licenses**

Permits and other licenses are made up of sign permits (\$445), zoning permits (\$3775), yard sale permits (\$490), E&S fees (\$1350 from Dominion Bldg for 5 lots on Monticello Ct & 4 on Montpelier Way, \$300 from Atlantic Homes for 112 & 114 St. James St, \$150 from Sasser Construction for 1026 Cypress Creek Pkway, \$150 from Wirt Construction for 201 Turnberry), ROW permit (\$2740 including \$2110 from Creative Structures for O'Reilly's Auto Parts, \$490 Columbia Gas, \$70 VA Power, and \$70 Verizon), golf cart permit (\$50) and the peg channel fee (Charter-\$1393).

**Inspection Fees**

Dominion Building paid \$300 for Monticello Court Lots 53-57 & \$300 for Montpelier Way Lots 20-23, Atlantic homes paid \$600 for 112 & 114 St. James Ave., Sasser Construcion paid \$300 for 1026 Cypress Creek Pkwy, and Wirt Construction paid \$300 for 201 Turnberry Lot 14.

**WC Dog Park Registration**

Registrations are \$296 less than February 2015. Registrations are sold throughout the year but most of the revenue is collected in January when the registration fee renews. We have collected an additional \$160 through March 18.

**Review Fees**

Review fees through September 2015 are as follows:  
Roddham T. Delk, Jr.- \$150-plat review  
Cypress Creek Development \$300-2 plat reviews  
Dominion Builders-\$150 plan review  
Daniel T Cox-\$150 for plat review 22-01-005A  
Work Program Architect-\$850 Smfd Foods parking lot expansion  
Mark Calhoon-\$150 for plat review 22B-11-003/004  
MEB-Smithfield Packing-\$414.40-21A-01-005-601 N Church Street-tree wash addition

**Vehicle License Tax**

Vehicle license taxes are included on the personal property tax bills and are largely collected during November and December. Collections through March 18 total \$125,709 (86%) which is \$7,571 less than the collections for the same period last year. We are just getting ready to process supplemental bills that will generate additional revenue. Total VL collections for FY2015-\$148,712.

**Fines & Costs**

Fines and costs are \$4337 more than revenue for the same period in FY2015. Revenue represents payment for July through December.

**Smithfield Center Vendor Programs**

Vendor revenues are collected in January and February for the upcoming calendar year. We have collected \$2550 less than February 2015. We have collected an additional \$750 through March 18.

**Kayak Rentals**

Kayak rentals have now been closed for the winter season. They will resume in the spring. Collections to date are \$2796 more than the same period last year.

**Special Events**

Special events of \$7531 is \$1339 more than February 2015. Per Amy the cancelation of the Bacon Fest due to weather had a negative impact of approximately \$2500 which would have made collections almost \$3839 higher.

**Museum Gift Shop Sales/Museum Program/Lecture Fees**

It is noteworthy that the museum is already at 86% of budget for programs and lecture fees that assist with offsetting its

annual operating expenses. Gift shop sales which are used to purchase inventory for the gift shop also continue to be strong at almost 73% of budget and are consistent with last year's sales increasing by \$474.

**Sale of Equipment**

To date we have sold a Double Door Freezer for \$401.

**Other Revenues**

This line item is at almost 93% of budget. While not a significant budget item it does include \$701 in grass cutting revenues (for neglected lots), \$465 in accident report fees, and \$426 in capital credit refunds from Community Electric, and \$178 for Jury Duty reimbursement for one of the Town's employees in addition to several smaller items.

**Obici Healthcare Foundation Grant**

The foundation gave a grant of \$1000 to be used for TRIAD in addition to the state grant funds.

**Virginia Municipal Group Safety Grant**

The Town applied for annual safety grant funds from the Virginia Municipal Group and received \$4000 for FY2016. This grant has been received annually for several years and helps to support safety training and equipment for the public utilities department.

**From Reserves**

**Operating Reserves**

Through February we used \$53,484 of operating reserves. We would have had a large transfer to operating reserves instead of from operating reserves but we utilized \$777,377 to purchase the ball field property until a loan is put into place.

**Intergovernmental Virginia**

**Law Enforcement**

The law enforcement grant is paid quarterly, so the next payment should be received in March.

**Litter Control Grant**

This grant is received annually from the Commonwealth of Virginia. Budget is based on the prior year's award, but the grant for 2016 exceeded the award for 2015.

**Asset Forfeiture**

The Police Department received \$2857 in asset forfeiture proceeds but \$1587 of seizure funds had to be turned over to the state. Those funds are reflected under the PD departmental expenses.

**Triad Grant**

Last year this grant was received in December, but we have not yet received the funding for 2016. The funds will be used for the annual TRIAD conference held at the Smithfield Center.

**Fire Program Funds**

The pass through funds from the state are paid once the annual request has been submitted. This has been completed for 2016.

**Intergovernmental Federal**

Pinewood Heights CDBG Relocation Grant-Phase II

Received \$81000 in CDBG funds for owner occupied acquisition reimbursement. We will need to amend the 2016 budget to reflect the remainder of Phase II MY2 that was not finished in FY2015. We have submitted a 2nd draw request for \$99,000.

**Insurance Recoveries**

Received \$2625 from VML for repairs to 2 police vehicles (collision).

**CHIPS Contributions**

Received multiple personal and non-profit donations for CHIPS in February including \$1000 from the Smithfield Rotary Club, \$225 from Smithfield VA Events, and \$100 from the Women's Club of Smithfield. In September we also received \$500 from the Kiwanis Club. These contributions put us well over budget for the year. This is the first time in many years that we've received this amount of money for the CHIP program.

**Contributions-Smithfield Foods -WC**

Reimbursement from Smithfield Foods as follows:  
\$9940 - WC Outbuildings job-THG Construction  
\$2944.87-Asbestos inspections  
\$9569.75-outbuildings-professional services

**Contributions-Smithfield VA Events**

The Town received \$18000 in February from Smithfield VA Events from the BOB Fest (\$7000) and the BB&B Fest (\$11000) to be set aside for Windsor Castle Park.

**Contributions-Historic Smithfield**

Reimbursement for 1/2 of consulting fees for Pierceville regarding evaluation of the rezoning application and impact on historic district design guidelines as well as historic structures at Pierceville.

**Contributions -Public Safety**

Received \$50,000 contribution from Smithfield Foods for the purchase of 2 police motorcycles.

**Contributions-Smithfield Foods**

Received 1/2 of \$1,000,000 commitment from Smithfield Foods for the proposed ball field complex. Also received \$2,000,000 from Mr. Joseph Luter III for the ballfield project.

**Expenses:**

**All Departments**

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Insurance

Three quarterly payments have been made to VML for property casualty/workers' compensation insurance.

Dues & Subscriptions

Most of the dues and subscriptions are paid in the first few months of the new fiscal year so percentages will run high in most departments for this line item.

**Town Council**

Legal fees

Includes \$19,688 from Troutman Sanders regarding annexation consulting and \$1177 from Wilcox & Savage for human resources consulting (VRS).

Professional services

Professional services paid through February are as follows:  
Frazier Associates-\$1292.50 for Smithfield Cary & Main (Pierceville)  
Insercorp-\$3750-town website design  
Alpha \$2047-Pierceville Property  
Kimley-Horn-\$11935.18-Smithfield Baseball evaluation  
Canada Land Surveying-\$4500 for Phase I & Phase II Clontz Park  
Kimley-Horn-\$5850-Smithfield Boat Ramp

**Treasurer**

Supplies

Spent \$1757 in October for 2 replacement computers in the front office. Also spent \$878 in February for replacement computer for payroll clerk. Had not expected to replace that computer in FY2016. We will monitor supplies for the remainder of the year.

Cigarette Tax Stamps

Placed an order for one case of stamps (540,000 stamps). One order usually lasts an entire fiscal year.

**Police**

**Service Contracts**

Includes \$20,923 to Sungard Public Sector for OSSI system and State Livescan interface, monthly Gately charges (\$634x7 = \$4438), RICOH copier charges totaling \$1942, Computer Projects of IL, Inc. of \$347 for annual openfox messenger license and maintenance, \$4434 to ID Networks for annual livescan hardware and software maintenance, and \$540 to BETA Systems for certification of 27 sets of tuning forks.

**Insurance-LODA**

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

**Special Events**

Includes \$283 to AVES for COED PJ at National Night Out (NNO), \$205 to NATW for NNO banner, \$25 for postage related to NNO, \$150 for National Night Out Pizza Party, \$272 to BOA., and \$10 to Kurt Beach for booth display

items for the Smfd Women's Club Health & Community Expo.

## **Fire Department**

### Fuel Fund & Travel

This line item is a budgeted incentive for the volunteer firemen based on the number of calls to which they respond during the year. It is normally paid in the last quarter of the fiscal year.

### State Pass Thru

The state pass thru funds are contingent upon submission of a request from the local fire department in conjunction with the Town. This application has just recently been completed and submitted. Payout should be in June.

## **Contributions - Public Safety**

### E911 Dispatch Center

Currently we are paying a monthly allocation of the Town's communications tax receipts to IOW County as part of its contribution to the central dispatch center. In March we did pay approximately 1/2 of the budgeted amount for this fiscal year.

### Fire Department Rescue Truck

Last year installment #5 was paid in January. This year's request was paid in February. We committed to \$70,000 so we will have 1 additional year after this year.

## **Parks Recreation & Cultural**

### Smithfield Center

### Health Insurance

This line item will need a budget amendment. We were required to offer health/dental to a part-time employee who met the criteria for coverage eligibility based on the number of hours consistently worked.

### Food & Beverage Supplies

Numerous charges for food supply items but no single invoice stands out as being significant. Total food & beverage supplies for FY2015 was \$10,893 so possibly this line items needs to be reevaluated going forward.

### Repairs & Maintenance

Includes:

Windsor Fire Extinguisher Service LLC-\$1689.90-troubleshoot, rebuild backflow device, backflow for front lawn sprinklers  
Atlantic Lift Systems-\$1115.97-Annual inspection of scissor lift  
Windsor Fire Extinguisher Service LLC-\$1685.72-install hinged outswing window for emergency exit  
Smithfield Detailing-\$700 to power wash the deck  
Paid Epps Inc. \$4800 to stain the back deck.

### Travel & Training

Includes \$176 for employee retreat to James City County (paddle boards, kayak, refreshments), \$485 for registration, and \$1131.12 for travel/lodging to the 2015 NRPA Annual Conference-A Musick.

### Event Deposits

Refunded 12 customers from July through January for a total of \$4950.56.

## **Contributions-Parks, Recreation and Cultural**

### Hampton Roads Planning District Commission

Three quarterly payments of \$2269. As with last year, the actual invoice is greater than the adopted budget (\$399).

### Isle of Wight Arts League

The Town paid its portion of the annual state matching grant and has also remitted the passthrough funding received from the state.

### Friends of the Library

Paid \$3052 to The Friends of the Library as approved for needed building improvements.

## **Windsor Castle**

Kayak/watersport expenses

Purchase of several paddle boards to add to the list of available rentals at the park.

Professional Services

Alpha Corporation - on call PM Services-Windsor Castle Outbuildings-\$12,515  
Draper Aden-\$1640-Windsor Castle Park Expansion/Renovation

**Museum**

Contracted services

Includes:  
Guardian Security Systems-\$840 for monthly monitoring from 11/25/15 to 11/24/16  
Xerox Copier - \$115.29 for 7 months (\$815.77)  
Pastperfect Museum Software-\$299.00 for annual software support

Insurance

This was an oversight on my part during budget. Last year we did not include the museum staff in our workers' compensation allocation until year end so they did not get picked when reviewing the 2015 statements for budget projections.

Sales & Use Tax

This line item will increase as gift shop sales increase so even though we are over 90% through 8 months of the year, sales are strong (73% of budget) and will help to support the gift shop.

**Other Parks & Recreation**

Jersey Park Playground

Hardwood Mulch-\$400- black mulch; GameTime-\$1949.23 for replacement slide

Pinewood Playground

Hardwood Mulch-\$400- black mulch

Clontz Park Pier Maintenance

Includes Dominion VA Power for lighting (\$236), AVES-porta potties (\$659), Eck Supply-MVR100/Med MH Lamp (\$180), Smithfield Glass & Mirror (\$222) for 60 plexiglass lamp lenses, and various small items from True Value (\$92).

Cypress Creek No-Wake Zone

L&L Marine-\$875- to post new signs and Major Signs-\$470 for 2 48"x48" epanel reflective signs reading "No Wake"

SNAP Program

This program was established with the community wellness initiative and grant through the Obici Foundation. The program was not budgeted for this year since the Farmers Market had indicated they'd like to go in another direction, but to date they have continued the program and requested reimbursement for market vendors.

Waterworks Dam

Paid Draper Aden \$10,080 for engineering services for Smithfield Dam. Also paid \$120 to Spivey Rentals Inc. for 2 specialty signs - "Danger No Trespassing Spillway".

Fireworks

Payment to IOW County for town's portion of annual July 4th fireworks.

**Community Development**

Pinewood Heights

We paid moving costs to one Section 8 renter in July -110 Carver and one homeowner-53 Carver- in August. We also acquired one homeowner property and 2 vacant lots in August. In October we were able to relocate the homeowner from 53 Carver who property was purchased in August. There was no activity in November other than payment of consulting fees and demolition of 2 duplexes (checks being held pending completion of site cleanup) The only activity in December was signage and advertising for Phase III totaling \$1430. In January we paid \$5117 to Community Planning Partners for precontract administration of Phase III. Again in February we paid \$1709.55 to CPP for administrative assistance with the project. We have received reimbursement of \$81000 from VDHCD and submitted a second draw request for \$99,000. We will need a budget amendment for the remainder of Phase II and all of Phase III.

## Contributions-Community Development

### Old Courthouse Contribution

A request has not yet been made for the 2016 funds. Dr. Hinson will be at the March finance committee meeting however to discover ongoing support from the Town.

### Chamber of Commerce

Payment of annual contribution for services provided.

### Christian Outreach

Funds for 2016 have not been requested. These will be paid out before June 30. Barbara Stafford will attend the April finance committee meeting to discuss the status of COP.

### Genieve Shelter

Again, the funds for 2016 have not yet been requested. A representative will attend the April finance committee meeting to update Council and staff on their organization.

### Tourism

Upon TC approval in March we paid 1/2 of the annual budgeted amount.

### Western Tidewater Free Clinic

Payment of annual contribution as requested by the clinic.

### YMCA

This was paid in February.

## Public Buildings

### Contractual

Paid \$4422 to Windsor Fire Extinguisher for annual monitoring/inspections of the Police Dept, Town Manager's Office, and Town Hall and \$3534 to Fonality for phone software & support agreement for Town Hall & PD. Also includes payments to AVES for trash pickup (\$1265), Orkin/Terminix (\$1985) for pest control services, Windsor Fire Extinguisher Service (\$1327) for labor to replace batteries in key fobs & isolate panel faults (TH), troubleshoot gamewell panel and FACP fault, and replace fire alarm horn strobe at PD, Windsor Fire Extinguisher Service (\$393) for service call to PD regarding smoke detector, \$408 to CDW for software protection (24 @ \$17 each), and \$279.96 to GoDaddy for email security at the PD and Town Hall.

### Repairs & Maintenance

Spent \$2678 in February with the largest charges being:  
Overhead Door-\$642.94-replaced spring, lube, and inspected door (old fire department at Town Hall)  
Architectural Products of VA-\$512-door hinges  
Spivey Disposal-\$445 for dumpster for clean out of old rescue squad building  
Other significant charges to date:  
Atlantic Constructors-\$3485.00-replace mini split serving data room  
Goodrich & Sons-\$3800-prune trees, bushes-parking lot between Main and Grace, sidewalk by Main (not eligible for highway maintenance funds)  
Grainger-\$1240.20-30 fluorescent bulbs & an electric unit heater  
Overhead Door-\$2270-replace complete operator on door-Town Hall  
Overhead Door-\$775-installed springs, lube, and inspected door-PW building  
Atlantic Constructors-\$635-replace tvx on janitrol system  
Bennetts Creek Nursery-\$939.40 for mums and pansies  
Smithfield True Value-\$997.46 of which \$583 was for posts and 100' chain for 315 Main Street.

## Other Financing Uses

### Transfers to Restricted Reserves-Special Projects-CDBG Pinewood

As of February 29, we have collected \$115,747 more in meals tax and CDBG reimbursements than has been spent to date. This reserve will be applied to Pinewood project expenses going forward.

### Transfers to Restricted Reserves-Special Projects-Ball

We received \$500,000 from Smithfield Foods and \$2,000,000 from Mr. Joseph Luter III to be used exclusively for the Ball Fields.

<u>Field</u>	Those funds are shown as a revenue and then shown as a transfer to restricted reserves to remove them from available operating revenues.
<u>Transfers to Restricted Reserves-Police Motorcycles</u>	We received \$50,000 from Smithfield Foods for the purchase of 2 police motorcycles.
<b>CAPITAL OUTLAY</b>	
<b>COMMUNITY DEVELOPMENT</b>	
<u>Pinewood Heights</u>	Purchased one owner occupied property and 2 vacant lots.
<b>TREASURER</b>	
<u>MUNIS Conversion</u>	As pf March, we have made 2 payments of \$9381 each to Tyler Technologies for the MUNIS conversion. We had a kickoff meeting on March 16 and are slowly moving forward.
<b>PARKS, RECREATION AND CULTURAL</b>	
<u>Smithfield Center Main Hall Speaker System</u>	Paid Productive AV for installation of budgeted Main Hall Speaker system.
<u>WC Park Building Stabilization</u>	Paid THG Construction \$9940 for work on the outbuildings.
<u>Ball field property</u>	Purchased 2 parcels for future ball field complex.
<b>PUBLIC SAFETY</b>	
<u>Police Vehicles</u>	Purchased 3 police vehicles from Southern Dodge Auto Group as budgeted and included outfitting from Atlantic Communications and Kustom Signals (radar)
<u>Police Equipment - Tasers</u>	Non-budgeted item approved by council to replace outdated tasers. A budget amendment will be made to reflect this expense.
<u>Tough Book MDTs</u>	3 New toughbooks for the 3 new vehicles.
<u>In-Car Cameras</u>	Purchased for the 3 new police vehicles.
<u>Fire Vehicle</u>	Purchased a fire vehicle for \$25000 through GOVDEALS. The cost of the vehicle was reimbursed by the fire department in February. Not sure if they have received it but do not have any paperwork to title it so at this point we will assume it was a pass through. Will talk to auditors about whether to show a contributed revenue and a contributed expense, but it will not be a capital item.
<b>PUBLIC WORKS</b>	
<u>Vehicles and Equipment</u>	Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561.
<u>Great Springs Road Public Sidewalk</u>	Budgeted contribution to IOW County for sidewalk project-Might need to be moved to operations side of financial statement.
<b>PUBLIC BUILDINGS</b>	
<u>Police Evidence Building Improvements</u>	Spent \$57790 to date on project management and architectural services for renovation of the old rescue squad building.
<u>Storage Building Improvements</u>	Paid T H G Corporation \$41,500 through November for improvements to the old storage building located behind

the PD to be used for records by the TM department. Also paid \$1775 for a dehumidifier, upgrade light fixtures and install wall switch.

## **SEWER**

### **Revenues**

#### Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2015 financial statements. Half of the August billing was also accrued. The Jul/Aug billings/consumption are reflected in the graphs in order to show continuous data for the utility system. As of February 29 the sewer charges are \$6,784 lower than prior year. Sewer compliance fees are fairly steady since they are fixed charges based on connections. Year to date February is \$1075 higher than prior year indicating some new growth.

#### Connection Fees

Connection fees are collected sporadically throughout the fiscal year. In the month of July, we received payment for 6 connections at \$1580 (5/8" meters), one at \$2250 in August (3/4" meter), 3 at \$1580 (5/8" meters) for November, 4 at \$1580 (5/8" meters) in December, and 1 at \$1580 for Feb. This is a total of 15 connections year to date.

### **Expenses**

#### Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

#### Uniforms

Sewer running over budget with addition of 2 maintenance helpers (50% sewer) that had to be outfitted (set up fees). This cost will be reduced with the new contract. Total for 2015 was only \$2045 for the year.

#### HRPDC-Sewer Programs

Paid 3 quarters to Hampton Roads Planning District Commission for wastewater program.

#### Insurance

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

#### Materials & supplies

Includes \$4142 in diesel pump rentals with Xylem as part of storm preparation. Also includes \$2307 (1/2 of charges) for gasalert system to be offset by VML Safety Grant (to be moved from general fund), and \$950 (1/2 of charges) for heavy patch to level up ground manholes in Waterford Oaks. In January paid HD Supply \$3692.40 for numerous parts. In February paid The Blair Brothers \$472 for mobilization and demobilization of dozer at PW Cary St. location. Note: This line item is always adjusted at year end based on final inventory count.

#### Miscellaneous

Sentara Obici Occupational Health-\$321 for drug screenings, DOT physicals (CDL), and hearing tests  
Isle of Wight County Health Department-\$293 for hepatitis immunizations

### **Nonoperating Revenues (Expenses)**

#### Pro-rata share fees

Received \$2400 from Atlantic Homes for 112 & 114 St. James.

#### Availability fees

Like connection fees, we have received 14 at \$4120 each and 1 at \$6320.

#### Contributed Capital-Smithfield Foods

Reimbursement from Smithfield Foods of VA Revolving Loan principal.

#### Interest expense

Paid the 2nd semi-annual payment of refunded bond. The balance remaining will be adjusted with the year end accrual.

### **WORKING ADJUSTMENTS TO CAFR**

Additional debt service costs-principal expense

The refinanced loan is paid semi-annually but only has one principal payment for the year so it is paid in full for FY2016.

**SEWER CAPITAL**

MOA Flow Monitoring

Paid \$7700 to REW for installation of flowmeter at Pinewood Pump Station, \$7600 at Moonefield Pump Station, and \$6000 at Morris Creek Pumping Station

Watson Wet Well

REW Corporation-\$8900 for labor and materials for removal and reinstallation of hatch, pump, guide rails, vent piping, suction piping, and reconnect of pump leads.  
\$9710 to Commonwealth Epoxy Coatings Inc- wet well rehab at Watson Drive Pump Station

Sewer Main Repair-200 Block of Main Street

Paid Lewis Construction \$17753 for repairs to 200 Block of Main Street.

Impeller

Paid \$5061 to Wood Equipment for 5 HP impeller-Ledford Lane

Main Street & Mason St. CCTV and CIPP Lining

Paid \$9054.60 to Lewis Construction for remaining balance of contract work totaling \$39,899.95 (in prior year).

Impeller

Paid \$5385 to Sydnor Hydro for impeller at Cypress Creek Golf Course

Sewer Capital Repairs

\$20,526 to Lewis Construction for S Mason St - sewer lateral rehab  
\$8605 to Lewis Construction for extra new sewer lateral-Windsor Ave.

Vehicles

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to SWR was \$7883.

**WATER**

**Revenues**

Water Charges/Debt Service Revenue

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2015 financial statements. Again, half of the August billing was accrued for June 2015 and the other half is shown on the August statements. This holds true for the debt service revenue as well. The graphs again show the Jul/Aug billings/consumption for tracking/trend purposes. As of February 29 the water charges are \$13,088 lower than prior year. Billed consumption is down 2,065,648 gallons after adjustments for Jul/Aug. Debt service is a flat fee based on connections so it does not fluctuate significantly. Debt service revenues through February are \$492 higher than prior year.

Miscellaneous

The sale of miscellaneous items through February are as follows:  
John C Croston-\$98-water meter base  
Today Homes Inc.-\$100-lid and box-110 Glen Eagles  
Dominion Bldg Corp-\$200-3 meter boxes, 1 lid-210, 212, 214 Monticello Ct.  
Hampton Roads Golf Mgt LLC-\$748.75-9 water meter boxes, 13 water lids  
Dominion Bldg Corp-\$220-replaced damaged register-212 Monticello Court  
Tommy Barnette Plumbing-\$27.10-1 coupler  
Returned check charges-\$25

Connection Fees

The Town has collected on 14 accounts at \$660 (5/8" meters) and 1 at \$700 (3/4" meter).

**Expenses**

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

<u>Contractual</u>	Paid \$5055 to HD Supply for annual neptune support contract for meter reading equipment and \$850 for Software support. Also paid JR Reed \$4757 for water sample testing, Pubworks \$733 for work order/inventory system support, and Terminix \$75 for quarterly pest control services.
<u>Professional Services</u>	Includes \$11,165 to Draper Aden for Well Nest/DEQ GWWP Compliance. Paid \$400 to Draper Aden to Smithfield Policy Review-Utilities Paid \$10,338 to Kimley Horn for WTP Project Management & Testing. Paid \$735 to Canada Land Surveying-locate and or set property corners on Ridgeland Dr and Pagan Rd (includes Courthouse research and field time)
<u>HRPDC-Regional Water Supply</u>	Paid 3 quarters to Hampton Roads Planning District Commission for regional water program.
<u>Insurance</u>	Represents payment of 3 quarters to VML for property/casualty and workers' comp insurance.
<u>Materials &amp; Supplies</u>	Paid \$6103 in January to HD Supply for radio read meters, check valves, couplings, adapters, meter boxes, risers, and lids. In February paid \$4771 to HD Supply for radio read meters and \$2786 to the Blair Brothers for asphalt repair. As with sewer, this account is always difficult to track with budget because it will be adjusted at year end based on the final inventory count.
<u>Miscellaneous</u>	Includes 3 quarterly payments of \$2184 to VDH-Waterworks Technical Assistance Fund (\$6552). 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. Also includes \$200 to Leon Parker for easement and various charges to IOW Health Dept and Sentara Obici for drug testing, hearing tests, and Hepatitis immunizations.
<u>Travel &amp; Training-RO</u>	VT Continuing Education-registration (Jack Reed, Jessie Snead) and lodging, Water Jam-training Dale Wall
<u>Maintenance &amp; Repairs-RO Plant</u>	Includes \$5954 paid to REW for repairs at WTP for lightning damage causing defective equipment and \$5270 to Rosemount Inc for magnetic flowmeter flowtubes and transmitters. In February paid additional \$4572 to Rosemount for magnetic flowmeter sensors.
<b><u>Nonoperating Revenues (Expenses)</u></b>	
<u>Pro-rata share fees</u>	Received \$2400 from Atlantic Homes for 112 & 114 St. James.
<u>Availability Fees</u>	We have received 14 at \$2720 and 1 at \$4360.
<u>Insurance Recoveries</u>	Received \$15405 from VML for repairs for lightening damage at RO plant.
<u>Interest Expense</u>	Paid the 2nd semi-annual payments due on both refunded bonds and the VML/VACO bond for the RO plant and South Church St waterline replacement. No debt service payments remain for the year and the overage will be eliminated once the year end accruals are made.
<b><u>WORKING ADJUSTMENTS TO CAFR</u></b>	
<u>Additional debt service costs-principal expense</u>	All principal payments have been made for the year.
<b><u>Water Capital</u></b>	
<u>Vehicles</u>	Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to WTR was \$7883.

RO Vic Valves

Paid Ferguson Enterprises \$9924 for 2 VIC Valves (4 BV & 6 BV SS BDY & Trim 726)

System Improvements

Paid Lewis Construction \$5400 for new 3/4 water service completion on S Mason

Water line replacement-Cypress Creek Bridge

Paid Lewis Construction \$7588 for labor and materials to repair the 8" water main at the Smithfield Station Bridge. This is not a permanent solution but will delay the urgency of the eventual replacement.

**HIGHWAY**

Revenues

Revenue-Commonwealth of Virginia

We have received two quarterly state maintenance contributions. The payments are higher than originally budgeted and should net an additional \$42,545 for the year.

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Uniforms

Uniforms are tracking slightly above budget. We have just signed a new contract and prices are going down for the remainder of the fiscal year. Did purchase some seasonal short sleeve shorts for the department from West Sportwear with charges split between PW, WTR, SWR, and HWY. (\$202.49 each).

Insurance

Represents 3 of 4 quarterly payments to VML for property/casualty and workers' comp insurance.

Stormwater Management Program (regional)

Represents 3 quarterly payments to HRPDC for the storm water program. After 3 quarters we have already exceeded the expected budget. The difference will be deducted from available maintenance funds.

**Highway Capital**

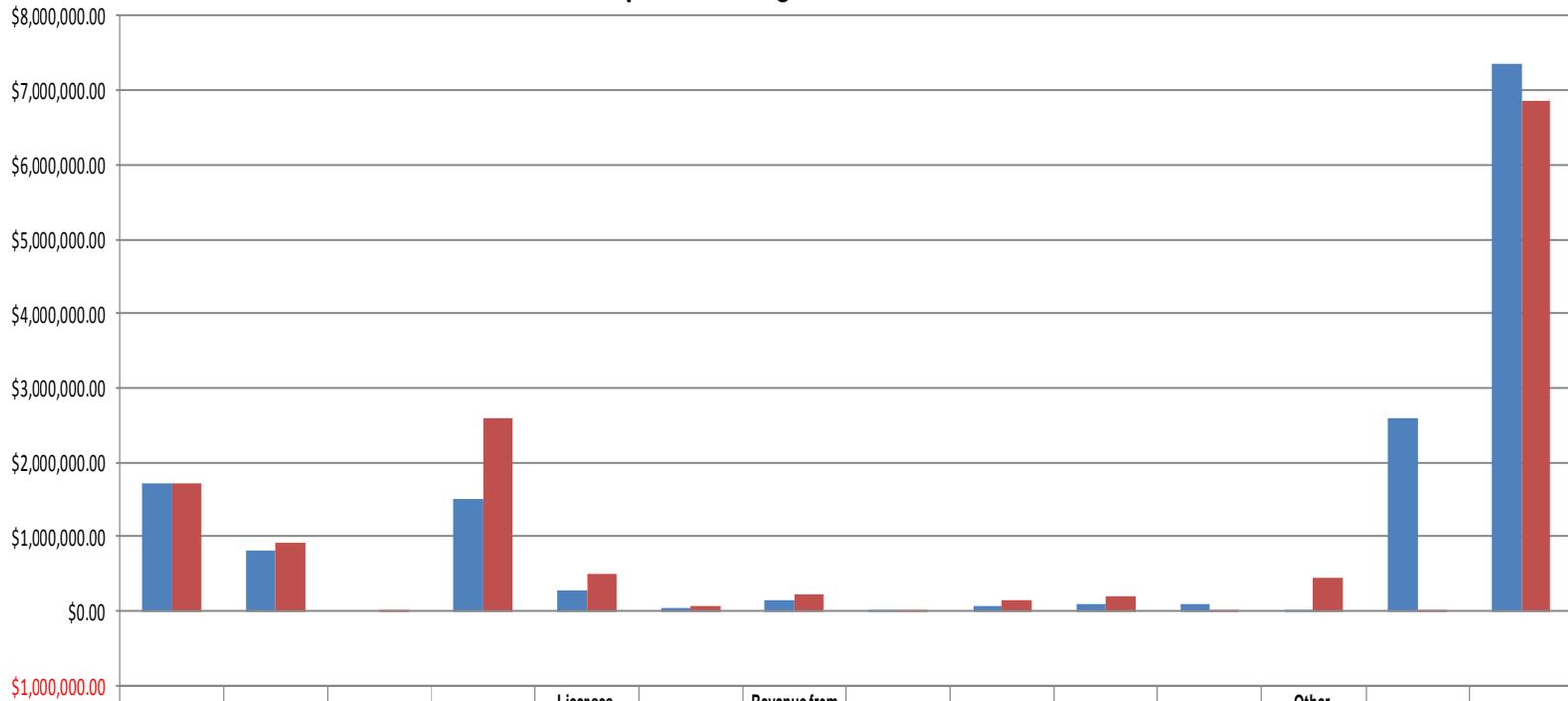
Vehicles and Equipment

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to Hwy was \$7883.

Purchased a Meyers Snow Plow for F250 for \$6388 (includes installation).

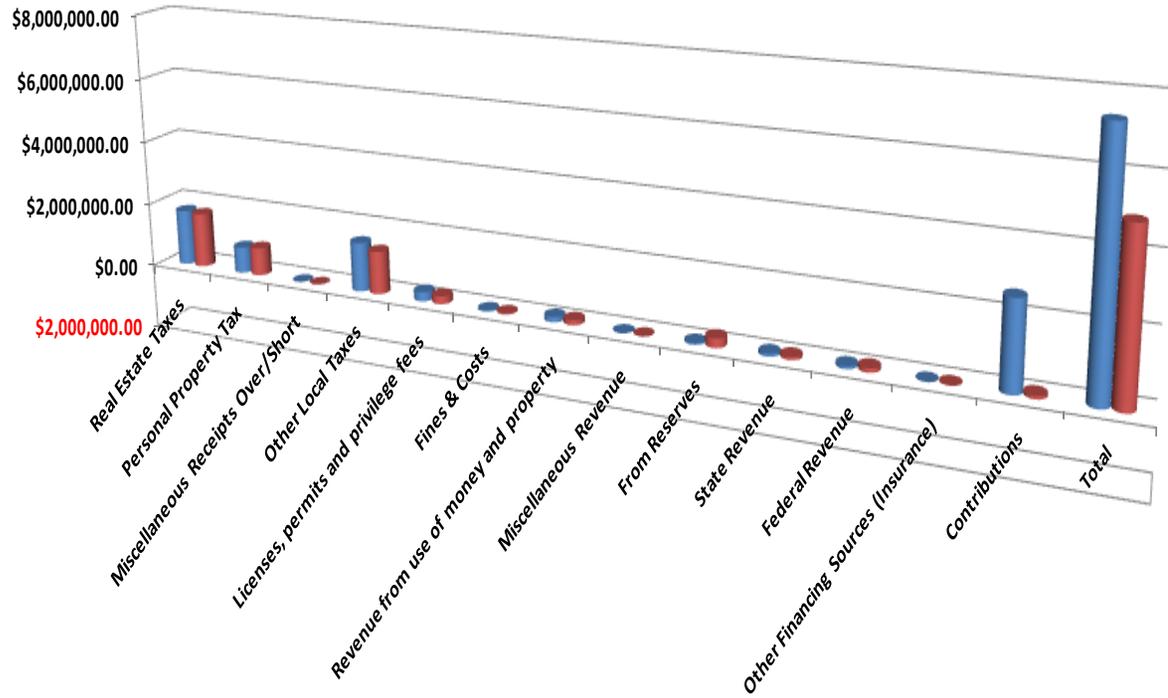
# FEB 2016 FINANCIAL GRAPHS

## Feb 2016 YTD General Fund Revenues Compared to Budget



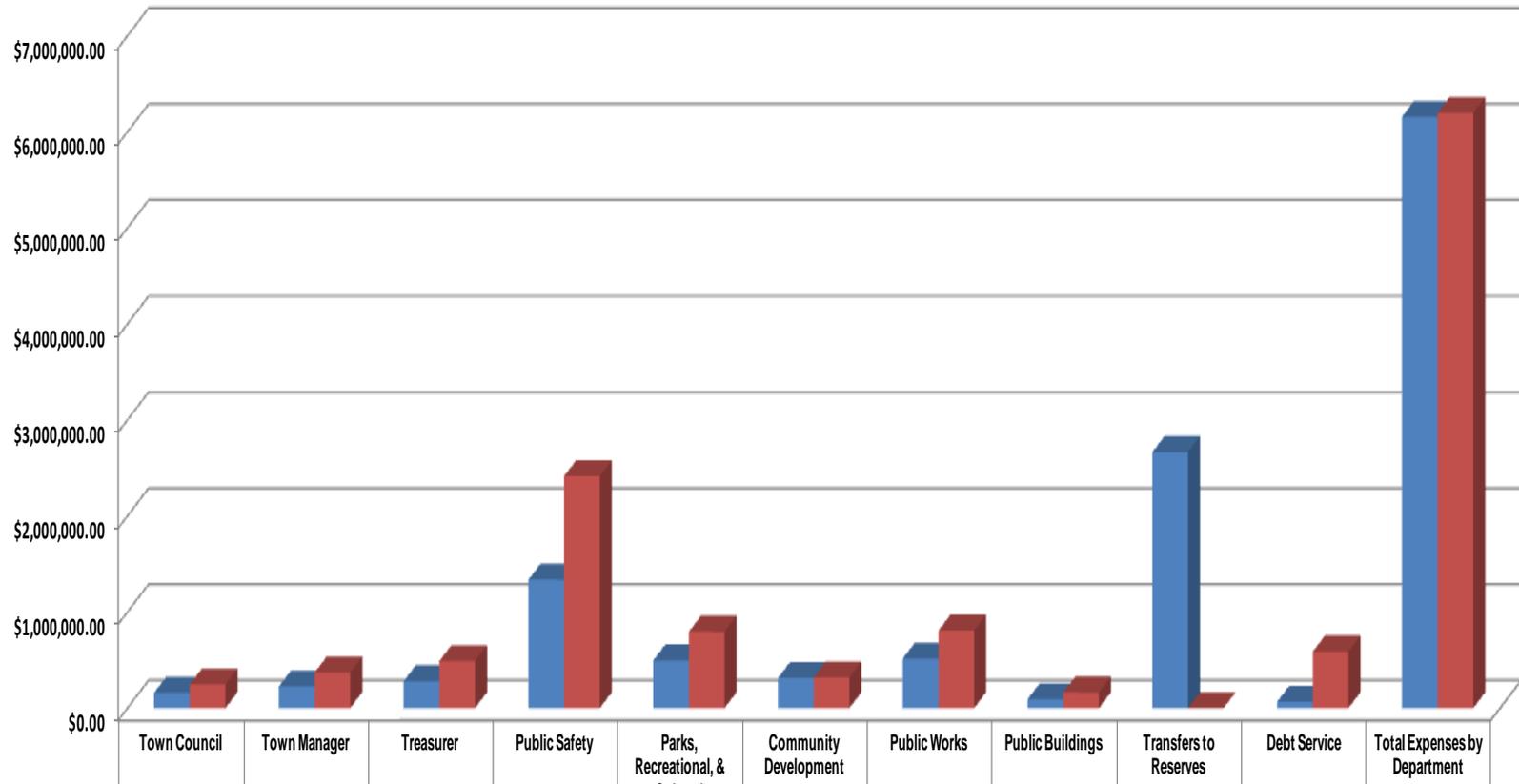
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ Feb 2016 Actual	\$1,723,053	\$809,568	\$(1)	\$1,509,494	\$278,574	\$38,135	\$154,451	\$6,855	\$53,484	\$90,432	\$84,709	\$2,625	\$2,603,408	\$7,354,787
■ Budget	\$1,724,705	\$914,500	\$15	\$2,601,353	\$516,000	\$70,000	\$221,667	\$6,000	\$142,510	\$196,395	\$2,250	\$450,000	\$22,190	\$6,867,585

## Feb 2016 YTD General Fund Revenue Compared to Feb 2015



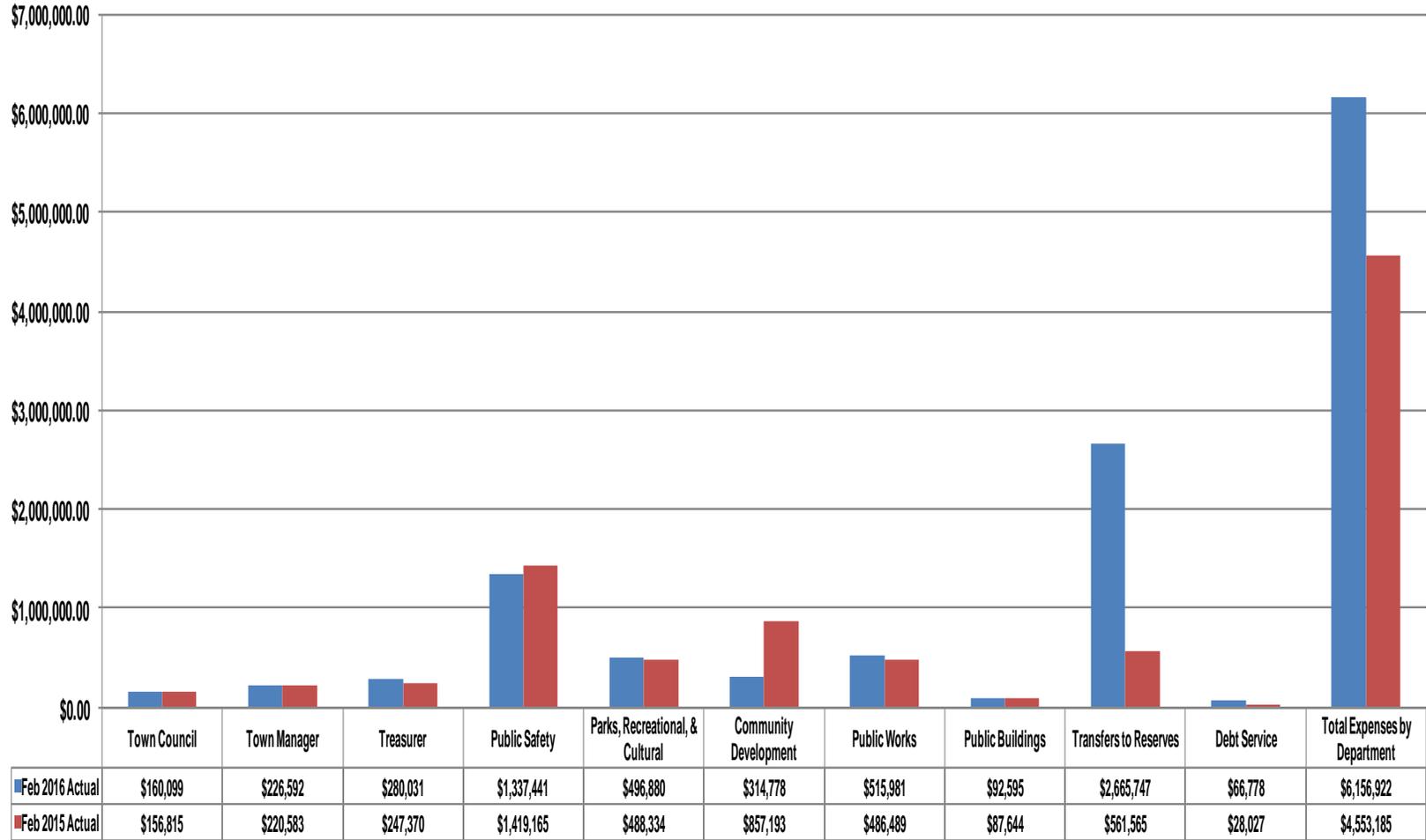
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Feb 2016 Actual	\$1,723,053	\$809,568	\$(1)	\$1,509,494	\$278,574	\$38,135	\$154,451	\$6,855	\$53,484	\$90,432	\$84,709	\$2,625	\$2,603,408	\$7,354,787
■ Feb 2015 Actual	\$1,695,961	\$861,797	\$2	\$1,316,945	\$241,403	\$37,758	\$145,256	\$6,110	\$280,466	\$91,770	\$125,800	\$9,187	\$93,324	\$4,905,779

## Feb 2016 YTD General Fund Operating Expenses Compared to Budget

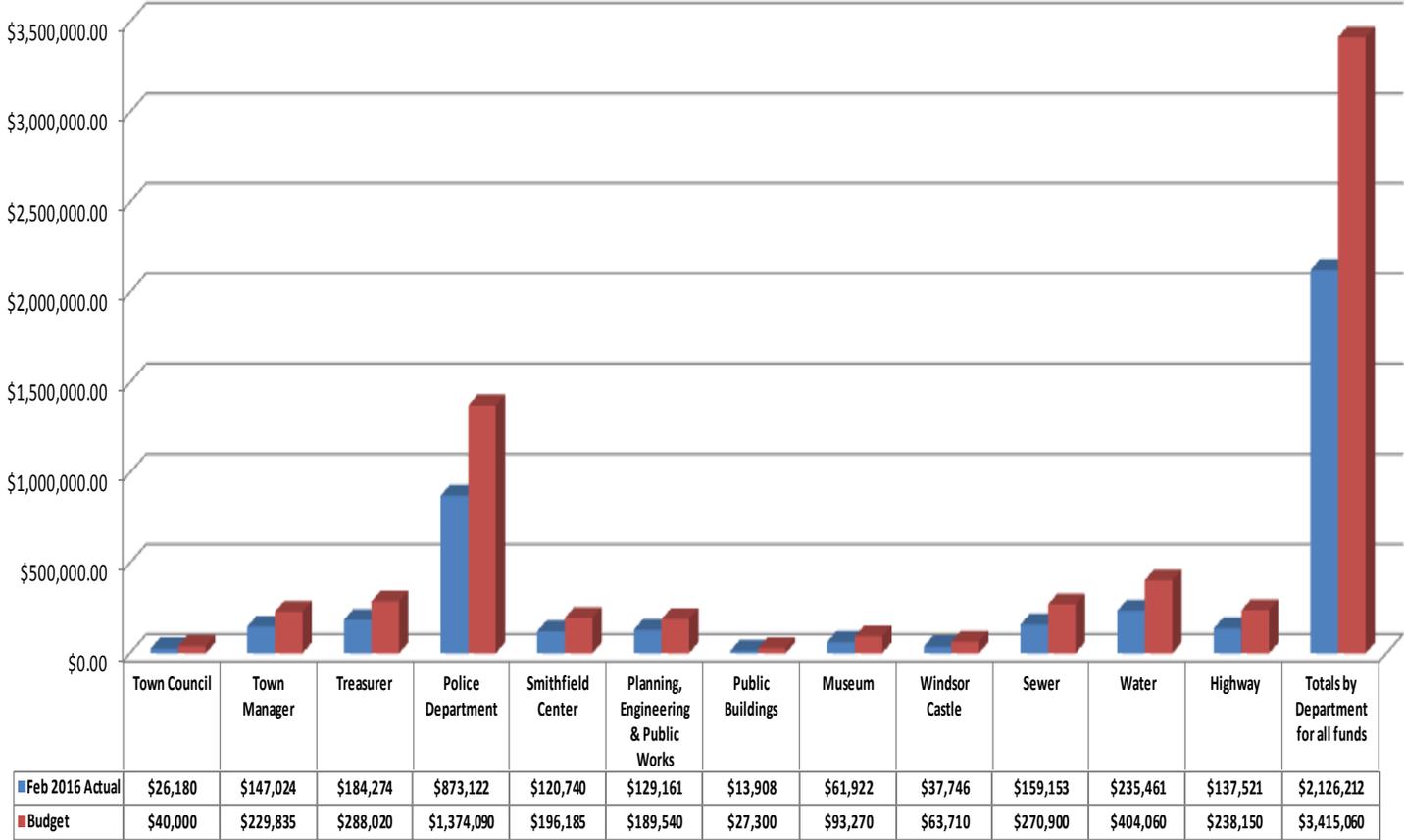


■ Feb 2016 Actual	\$160,099	\$226,592	\$280,031	\$1,337,441	\$496,880	\$314,778	\$515,981	\$92,595	\$2,665,747	\$66,778	\$6,156,922
■ Budget	\$247,012	\$369,730	\$489,975	\$2,416,105	\$796,414	\$319,949	\$807,113	\$162,550	\$-	\$589,119	\$6,197,967

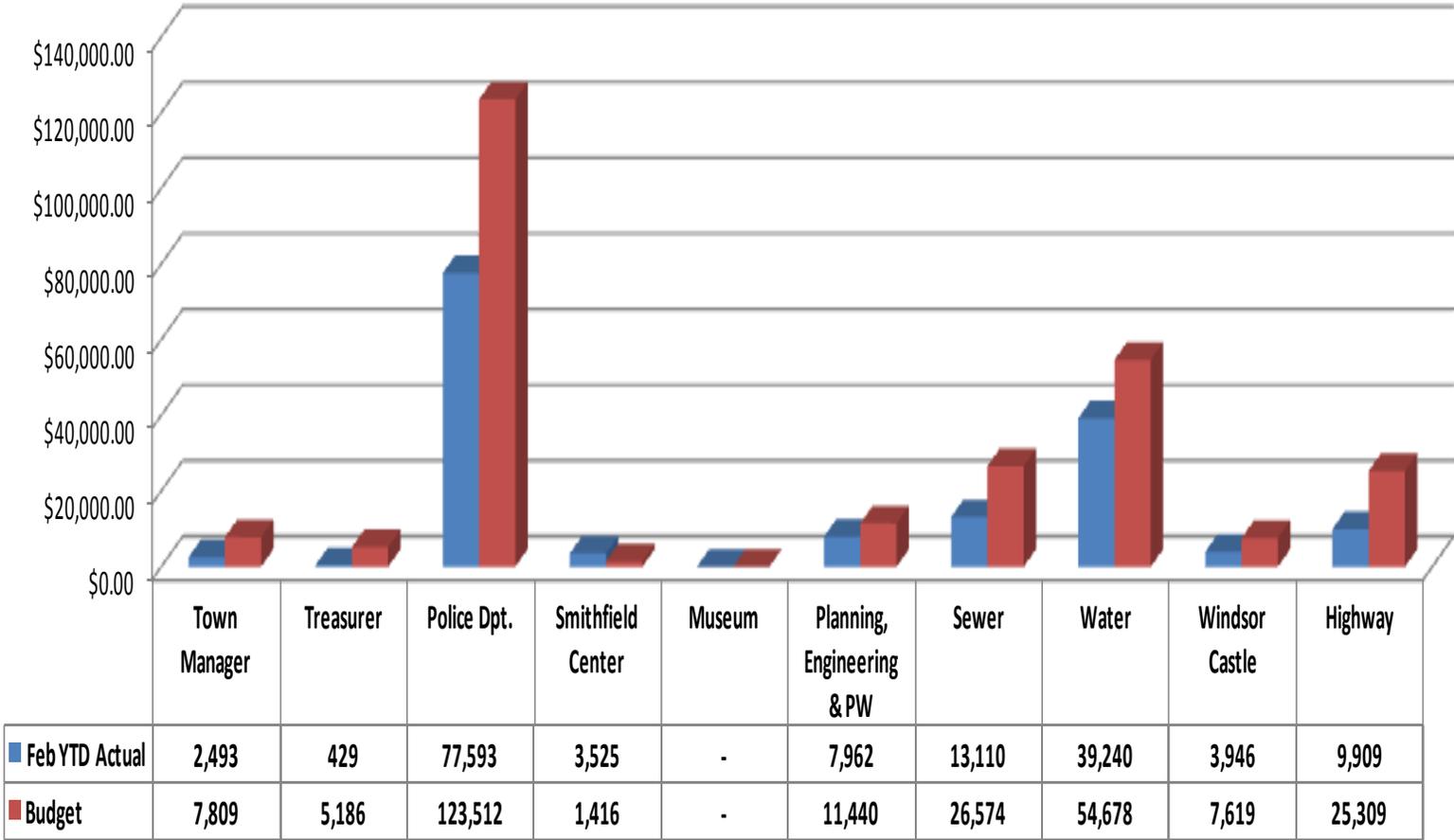
### Feb 2016 YTD General Fund Operating Expenses Compared to Feb 2015



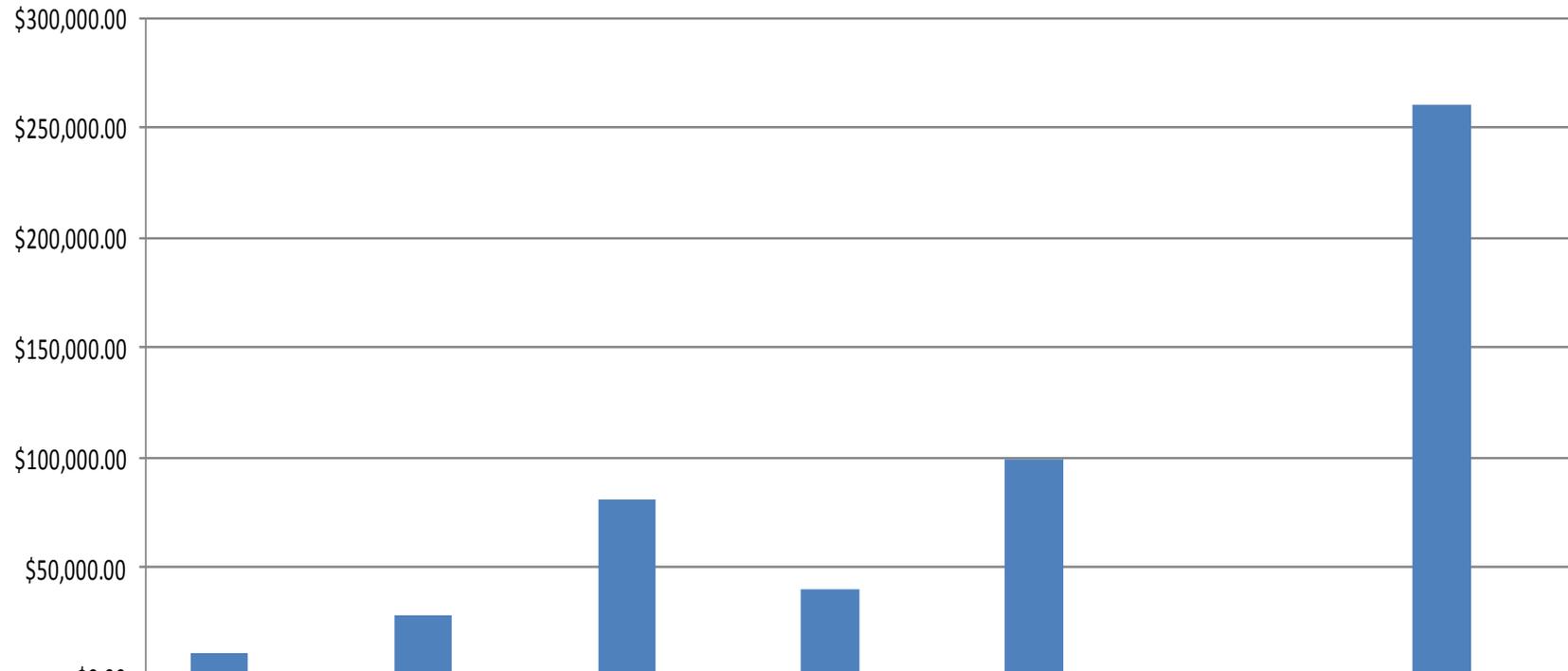
### Feb 2016 YTD Salaries to Budget by Department



## February YTD Overtime Compared to Budget

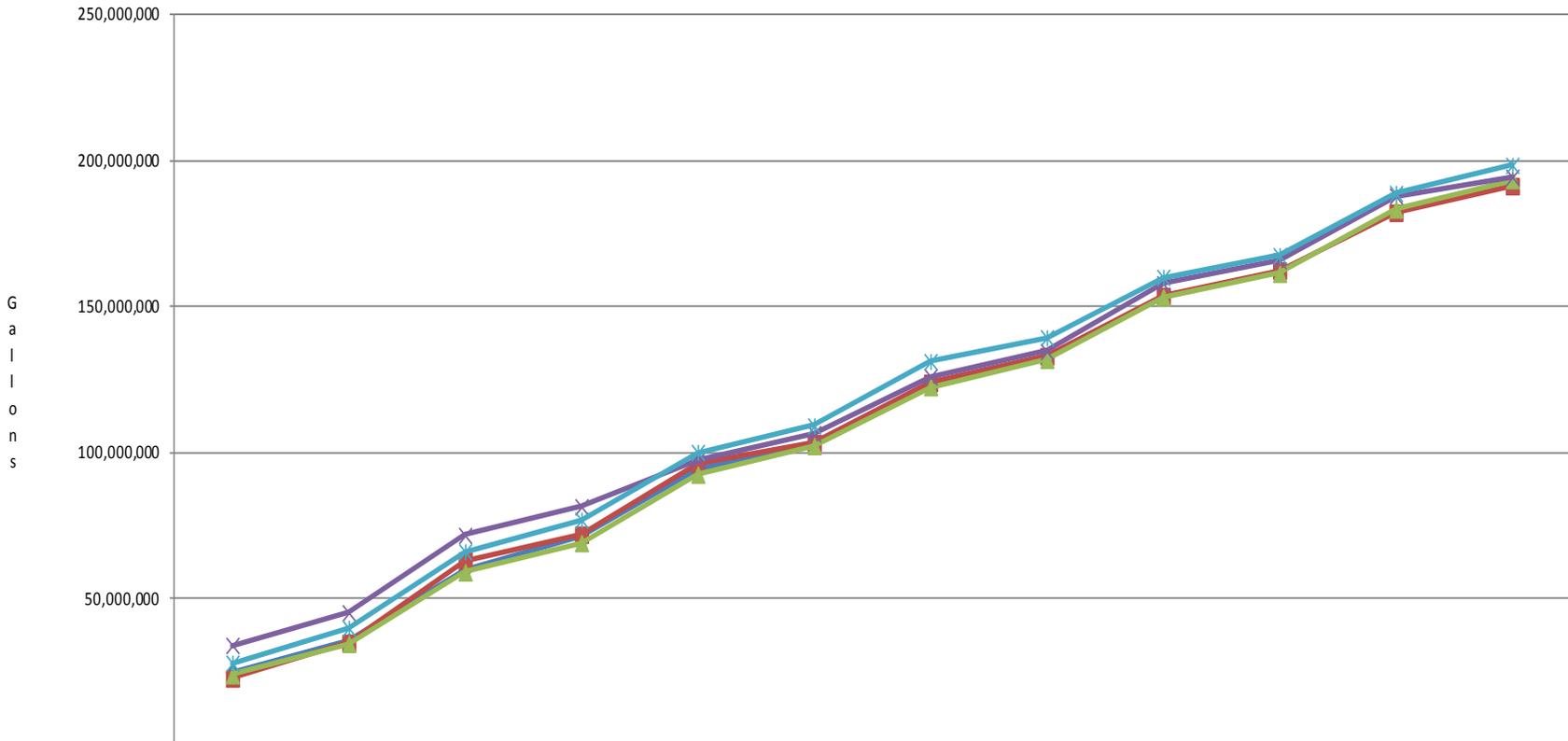


## Feb YTD Pinewood Heights Expenses Phase II



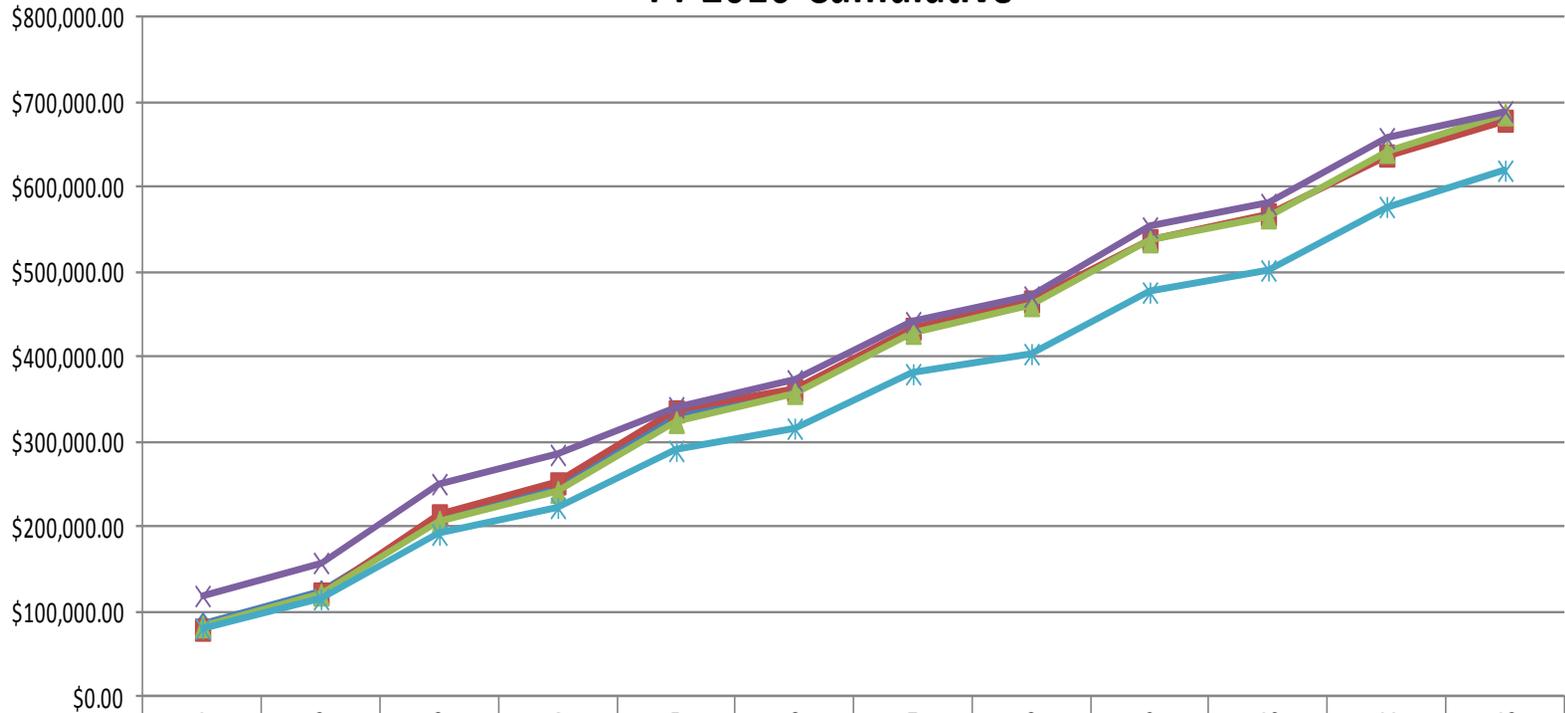
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase II
<b>Feb YTD Actual</b>	\$10,870	\$27,945	\$81,000	\$40,275	\$99,000	\$1,430	\$260,520
<b>Budget</b>	\$-	\$-	\$-	\$-	\$-	\$-	\$-

## Feb 2016 YTD Sewer Consumption Compared to FY 2012 through FY 2016-Cumulative



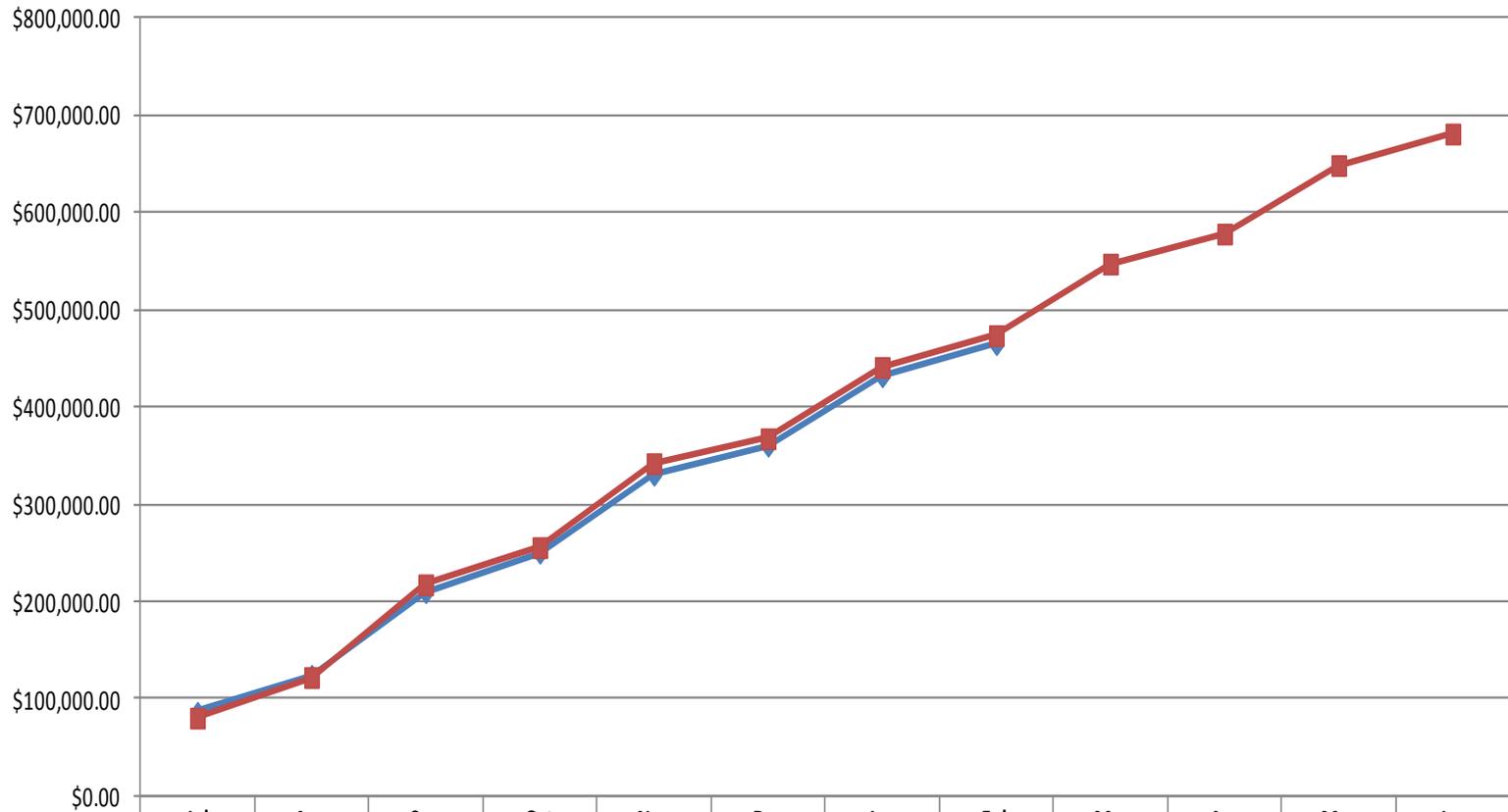
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614				
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,484,337	102,276,394	122,469,679	131,824,210	153,256,955	161,332,737	183,366,226	193,421,309
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,663,193	157,879,018	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

## Feb 2016 YTD Sewer Charges Compared to FY 2012 through FY 2016-Cumulative



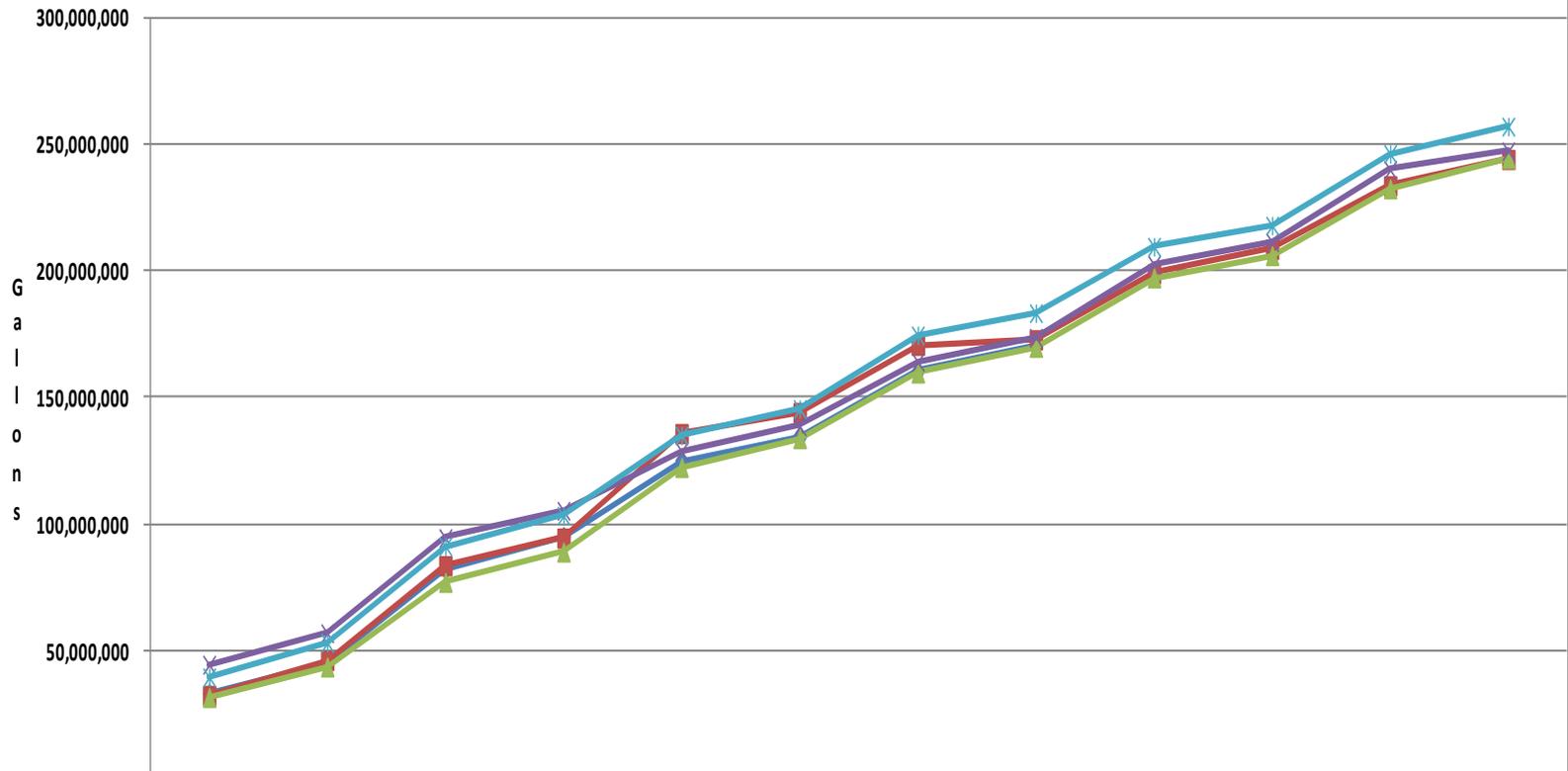
	1	2	3	4	5	6	7	8	9	10	11	12
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	464,390				
Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461	\$361,634	\$433,773	\$465,867	\$538,259	\$568,628	637,878	\$678,940
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$461,656	\$536,821	\$565,053	\$642,258	\$686,501
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$689,925
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

## Feb 2016 Sewer Charges Compared to Pro-Rated Budget-Cumulative



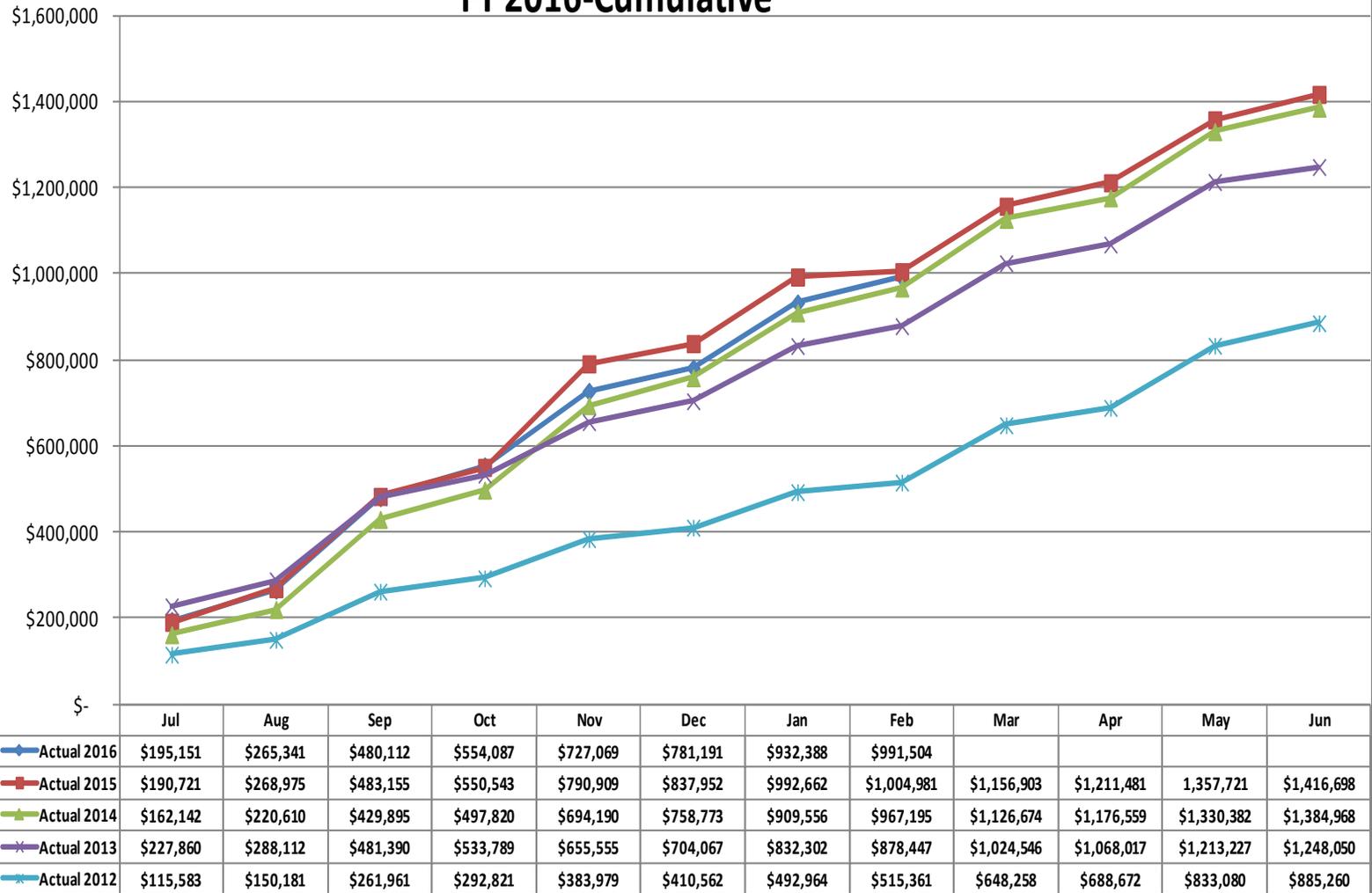
Actual	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390				
Pro-rated budget	\$80,503	\$122,252	\$217,527	\$255,779	\$342,110	\$367,705	\$441,055	\$473,688	\$547,295	\$578,173	\$648,585	\$681,000

## Feb 2016 YTD Water Consumption Compared to FY 2012 through FY 2016-Cumulative

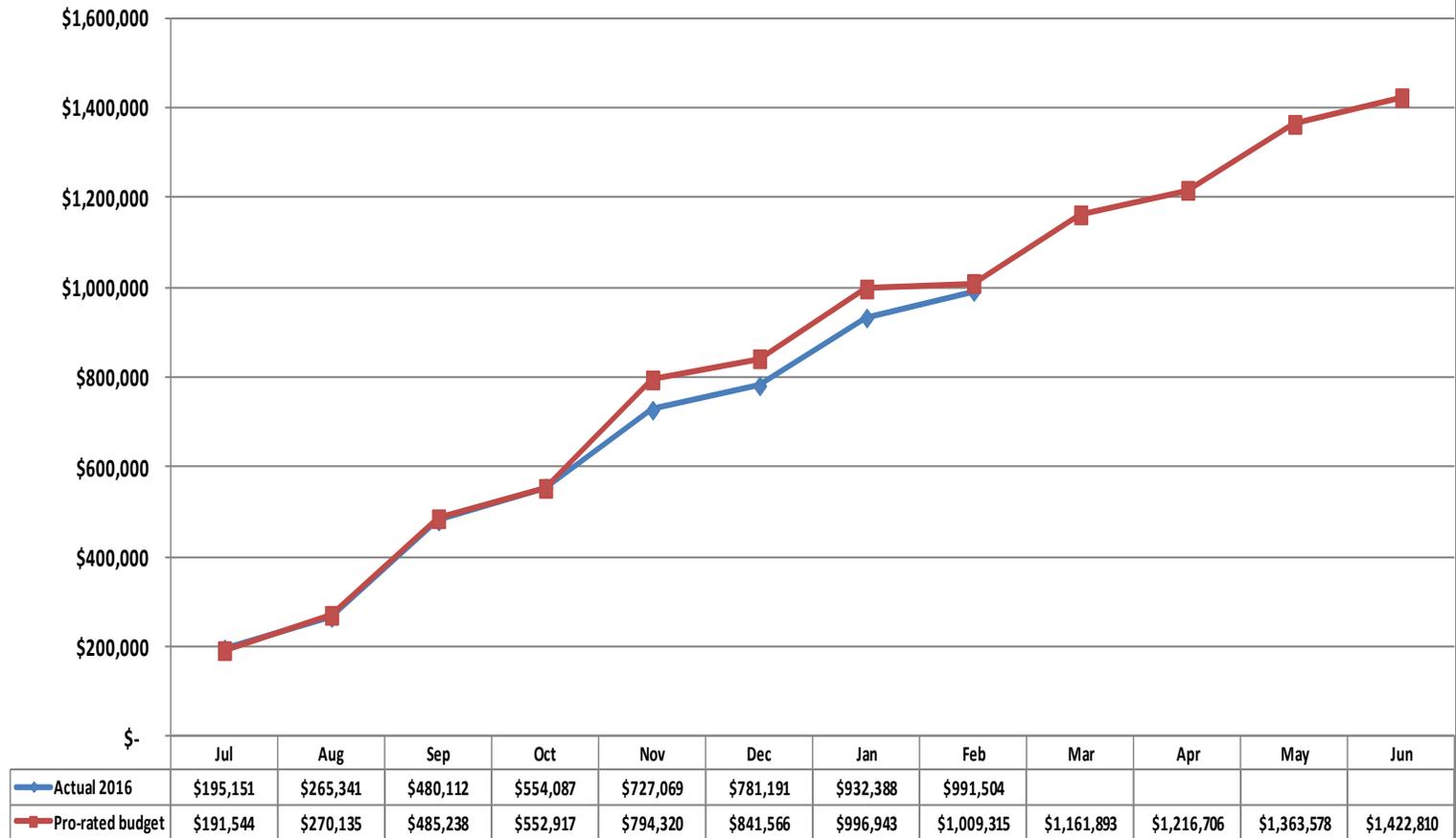


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523				
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	135,856,212	144,135,476	170,692,715	172,855,828	198,978,064	208,583,793	233,639,239	244,018,141
Actual 2014	31,749,642	43,797,350	77,174,945	89,152,152	122,522,143	133,890,140	159,783,952	169,928,989	197,320,179	206,101,868	232,463,183	244,409,634
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,151,162	173,654,567	202,512,698	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

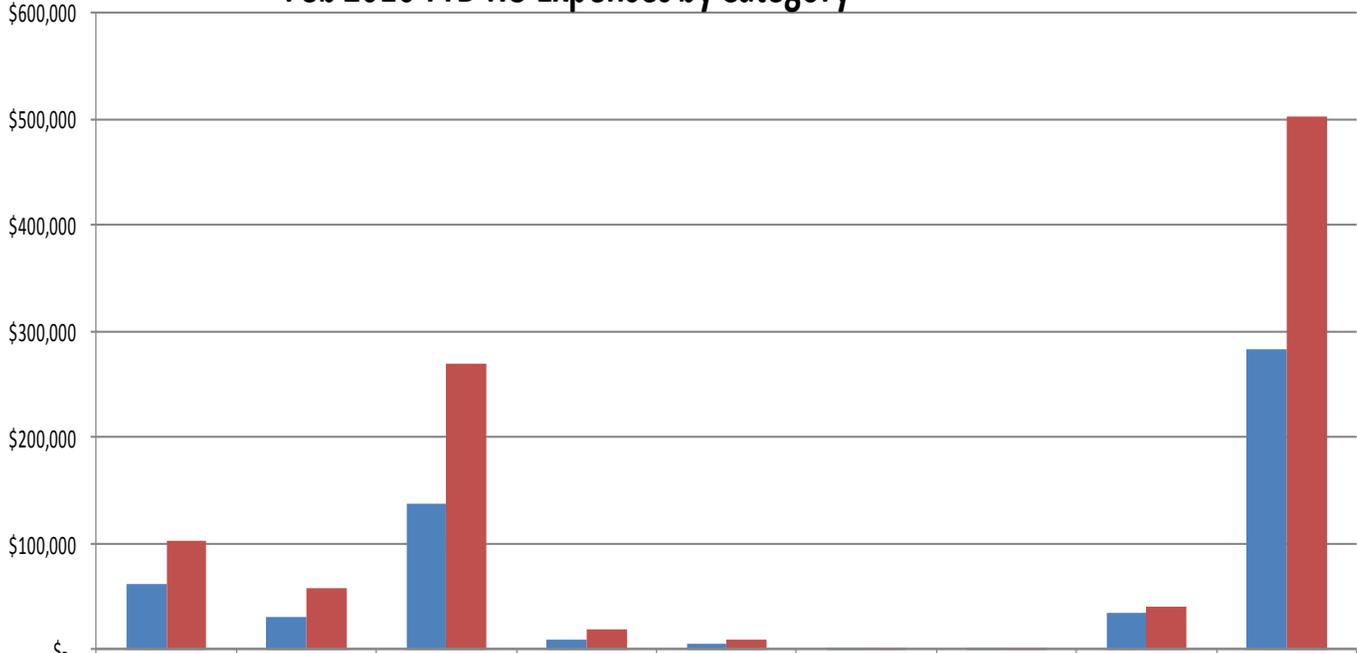
## Feb 2016 YTD Water Charges Compared to FY 2012 through FY 2016-Cumulative



## Feb 2016 YTD Water Charges Compared to Pro-Rated Budget-Cumulative

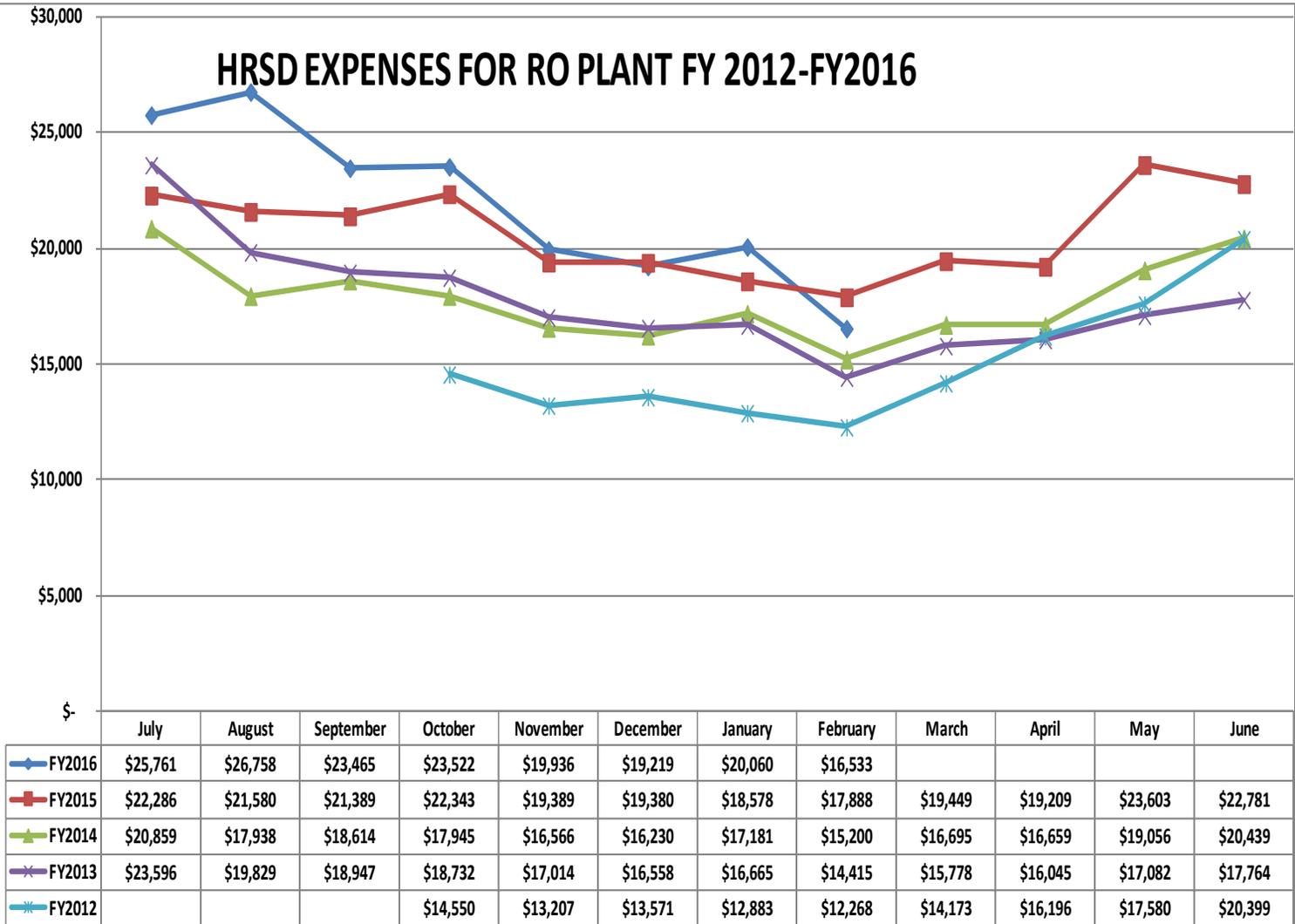


### Feb 2016 YTD RO Expenses by Category



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
■ Feb 2016 Actual	\$62,526	\$30,918	\$138,662	\$8,762	\$5,835	\$1,875	\$400	\$34,200	\$283,178
■ Budget	\$103,560	\$57,332	\$269,800	\$20,000	\$9,030	\$2,500	\$400	\$40,000	\$502,622

## HRSD EXPENSES FOR RO PLANT FY 2012-FY2016



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

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru December	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00		
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52		
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02		
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69		
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99		
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18		
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18		
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02	31,801,562	162,833.60
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12		
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98		
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14		
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84		
		48,410,294		\$ 247,875.68		
8/18/2015	7/31/2015	4,665,711	4.13/CCF	25,761.29		
9/21/2015	8/31/2015	4,846,280	4.13/CCF	26,758.27		
10/13/2015	9/30/2015	4,249,862	4.13/CCF	23,465.01		
11/16/2015	10/31/2015	4,260,123	4.13/CCF	23,522.00		
12/14/2015	11/30/2015	3,610,698	4.13/CCF	19,935.92		
1/13/2016	12/31/2015	3,480,926	4.13/CCF	19,219.37		
2/12/2016	1/31/2016	3,633,192	4.13/CCF	20,060.24		
3/8/2016	2/29/2016	2,994,404	4.13/CCF	16,533.22	31,741,196	175,255.32

CASH BALANCES AS OF FEBRUARY 2015					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
<b>Water</b>	Farmers Bank	1,203,457.53	(360,236.71)	(450,173.45)	393,047.37
<b>Water-Debt Service</b>	Farmers Bank	995,715.19	29,951.28		1,025,666.47
<b>Water Capital Escrow (availability fees)</b>	TowneBank	382,112.17	5,440.00		387,552.17
<b>Water Treatment Plant Escrow</b>	TowneBank	111,705.93	-		111,705.93
<b>Water Deposit Account</b>	TowneBank	102,246.97	-		102,246.97
<b>Water Development Escrow</b>	TowneBank	95,564.70	-		95,564.70
<b>Subtotal Water</b>		<b>2,890,802.49</b>	<b>(324,845.43)</b>	<b>(450,173.45)</b>	<b>2,115,783.61</b>
			-		
<b>Sewer</b>	Farmers Bank	290,215.27	10,046.00	(406,430.74)	(106,169.47)
<b>Sewer Development Escrow</b>	TowneBank	352,306.53			352,306.53
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	862,302.73	8,240.00		870,542.73
<b>Sewer Compliance</b>	Farmers Bank	851,726.47	78,748.07	-	930,474.54
<b>Subtotal Sewer</b>		<b>2,356,551.00</b>	<b>97,034.07</b>	<b>(406,430.74)</b>	<b>2,047,154.33</b>
<b>Highway</b>	Farmers Bank	92,952.63	115,961.83	-	208,914.46
<b>General Fund</b>	Farmers Bank	2,498,697.91	147,935.99	856,604.19	3,503,238.09
<b>Payroll</b>	Farmers Bank	116,675.85			116,675.85
<b>Money Market-General Fund</b>	TowneBank	2,186.93			2,186.93
<b>Business Super Now-General Fund</b>	Farmers Bank	33,118.80			33,118.80
<b>Money Market-General Fund</b>	Farmers Bank	289,701.95			289,701.95
<b>General Fund Capital Escrow Account</b>	TowneBank	214,729.00			214,729.00
<b>Certificate of Deposit</b>	Farmers Bank	526,104.40			526,104.40
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,725.91			36,725.91
<b>Special Project Account (Pinewood)</b>	Farmers Bank	19,970.62			19,970.62
<b>Pinewood Heights Escrow</b>	Farmers Bank	46,396.66			46,396.66
<b>SNAP Account</b>	Farmers Bank	2,306.75			2,306.75
<b>Museum Account</b>	Farmers Bank	98,874.79			98,874.79
<b>S. Church Street Account</b>	TowneBank	36,086.46	(36,086.46)	-	-
<b>Subtotal General Fund</b>		<b>3,921,576.03</b>	<b>111,849.53</b>	<b>856,604.19</b>	<b>4,890,029.75</b>
<b>TOTAL ALL FUNDS</b>		<b>9,261,882.15</b>	<b>0.00</b>	<b>-</b>	<b>9,261,882.15</b>

REGIONS BANK  
1900 5TH AVE N - 25TH FL  
BIRMINGHAM AL 35203

ADMINISTRATOR:	JEAN DOBBINS 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

TOWN OF SMITHFIELD, VA  
ATTN: ELLEN D. MINGA, TREASURER  
310 INSTITUTE STREET  
PO BOX 246  
SMITHFIELD VA 23431

---

IF YOU HAVE QUESTIONS CONCERNING THIS STATEMENT, PLEASE CONTACT  
YOUR ACCOUNT ADMINISTRATOR.

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

# ACCOUNT STATEMENT

---

Statement Period	02/01/2016 through 02/29/2016
Account Number	9246002035

## [Table Of Contents](#)

---

Balance Sheet	1
Summary Of Fund	2
Asset Summary As Of 02/29/2016	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

# ACCOUNT STATEMENT

Statement Period  
Account Number

02/01/2016 through 02/29/2016  
9246002035

## Balance Sheet

	AS OF 02/01/2016		AS OF 02/29/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
<b>A S S E T S</b>				
CASH	0.00	0.00	0.00	0.00
<b>TOTAL CASH &amp; RECEIVABLES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
CIF/CTF FUNDS-BALANCED				
CIF/CTF FUNDS-BALANCED	502,974.70	506,862.61	503,309.78	507,583.64
<b>TOTAL CIF/CTF FUNDS-BALANCED</b>	<b>502,974.70</b>	<b>506,862.61</b>	<b>503,309.78</b>	<b>507,583.64</b>
<b>TOTAL HOLDINGS</b>	<b>502,974.70</b>	<b>506,862.61</b>	<b>503,309.78</b>	<b>507,583.64</b>
<b>TOTAL ASSETS</b>	<b>502,974.70</b>	<b>506,862.61</b>	<b>503,309.78</b>	<b>507,583.64</b>
<b>L I A B I L I T I E S</b>				
<b>TOTAL LIABILITIES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL NET ASSET VALUE</b>	<b>502,974.70</b>	<b>506,862.61</b>	<b>503,309.78</b>	<b>507,583.64</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>502,974.70</b>	<b>506,862.61</b>	<b>503,309.78</b>	<b>507,583.64</b>

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

## ACCOUNT STATEMENT

Page 2

Statement Period 02/01/2016 through 02/29/2016  
Account Number 9246002035

### Summary Of Fund

---

<b>MARKET VALUE AS OF 02/01/2016</b>		<b>506,862.61</b>
CTF DISTRIBUTIONS	377.88	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	385.95	
ADMINISTRATIVE EXPENSES	42.80-	
<b>TOTAL MARKET VALUE AS OF 02/29/2016</b>		<b>507,583.64</b>

# ACCOUNT STATEMENT

Statement Period 02/01/2016 through 02/29/2016  
Account Number 9246002035

## Asset Summary As Of 02/29/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	507,583.64	503,309.78	100
TOTAL INVESTMENTS	507,583.64	503,309.78	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	507,583.64		

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

## ACCOUNT STATEMENT

Page 4

Statement Period  
Account Number

02/01/2016 through 02/29/2016  
9246002035

### Asset Detail As Of 02/29/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
	<b>CIF/CTF FUNDS-BALANCED</b>			
50,290.168	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	507,583.64	503,309.78	100
		<b>507,583.64</b>	<b>503,309.78</b>	<b>100</b>
	<b>TOTAL INVESTMENTS</b>	<b>507,583.64</b>		
	<b>CASH</b>	<b>0.00</b>		
	<b>DUE FROM BROKER</b>	<b>0.00</b>		
	<b>DUE TO BROKER</b>	<b>0.00</b>		
	<b>NET ASSETS</b>	<b>507,583.64</b>		
	<b>TOTAL MARKET VALUE</b>	<b>507,583.64</b>		

# ACCOUNT STATEMENT

Statement Period  
Account Number

02/01/2016 through 02/29/2016  
9246002035

## Summary Of Earnings

---

### INCOME EARNED

CTF DISTRIBUTIONS 377.88

**TOTAL INCOME EARNED 377.88**

UNREALIZED GAIN IN THE PERIOD 385.95

**TOTAL INCREASES IN FUND VALUE 763.83**

### FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 42.80

**TOTAL FEES AND OTHER EXPENSES 42.80**

**TOTAL DECREASES IN FUND VALUE 42.80**

NET CHANGE IN NET ASSET VALUE 721.03

# ACCOUNT STATEMENT

Statement Period 02/01/2016 through 02/29/2016  
Account Number 9246002035

## Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
02 / 01 / 2016	BEGINNING BALANCE	0 . 00	502 , 974 . 70
02 / 01 / 2016	DISTRIBUTION FROM 50,256.96 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 01/31/2016 CUSIP # CF5400035	188 . 60	0 . 00
02 / 02 / 2016	PURCHASED 188.6 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 02/02/2016 AT 1.00 CUSIP # 61747C723	188 . 60 -	188 . 60
02 / 02 / 2016	PURCHASED 18.7 UNITS VIRGINIA INVESTMENT POOL ON 01/31/2016 AT 10.0854 INCOME REINVESTMENT CUSIP # CF5400035	188 . 60 -	188 . 60
02 / 02 / 2016	SOLD 188.6 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 02/02/2016 AT 1.00 CUSIP # 61747C723	188 . 60	188 . 60 -
02 / 16 / 2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 01/31/2016	42 . 80 -	0 . 00
02 / 16 / 2016	DISTRIBUTION FROM 50,275.66 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 02/15/2016 CUSIP # CF5400035	189 . 28	0 . 00
02 / 16 / 2016	PURCHASED 146.48 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 02/16/2016 AT 1.00 CUSIP # 61747C723	146 . 48 -	146 . 48
02 / 17 / 2016	PURCHASED 14.507 UNITS VIRGINIA INVESTMENT POOL ON 02/15/2016 AT 10.097 INCOME REINVESTMENT CUSIP # CF5400035	146 . 48 -	146 . 48
02 / 17 / 2016	SOLD 146.48 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 02/17/2016 AT 1.00 CUSIP # 61747C723	146 . 48	146 . 48 -
02 / 29 / 2016	ENDING BALANCE	0 . 00	503 , 309 . 78

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

## ACCOUNT STATEMENT

---

Statement Period  
Account Number

02/01/2016 through 02/29/2016  
9246002035

**IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:**

INVESTMENT, INSURANCE AND ANNUITY PRODUCTS: ARE NOT FDIC INSURED, ARE NOT A DEPOSIT, ARE NOT BANK GUARANTEED, ARE NOT INSURED BY ANY FEDERAL GOVERNMENT AGENCY, MAY GO DOWN IN VALUE, AND ARE NOT A CONDITION OF ANY BANKING ACTIVITY.

FOR MORE DETAILED INFORMATION REGARDING FEES, PLEASE CONSULT THE FUND PROSPECTUS OR CONTACT YOUR ADMINISTRATOR.

**IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:**

AN ACTION FOR BREACH OF TRUST BASED ON MATTERS DISCLOSED IN A TRUST ACCOUNTING OR OTHER WRITTEN REPORT OF THE TRUSTEE MAY BE SUBJECT TO A SIX MONTH STATUTE OF LIMITATIONS FROM THE RECEIPT OF THE TRUST ACCOUNTING OR OTHER WRITTEN REPORT. IF YOU HAVE QUESTIONS, PLEASE CONSULT YOUR ATTORNEY.

# APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side)

PAGE 1 OF 2 PAGES

TO OWNER: Town of Smithfield  
315 Main Street  
Post Office Box 246  
Smithfield, Virginia 23431

PROJECT: Police Evidence Bldg

APPLICATION NO.: 1 v2

PERIOD TO: 01/31/16

PROJECT NO.:

Distribution to:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	
<input type="checkbox"/>	

FROM CONTRACTOR: J&B Hartigan, Inc

VIA ARCHITECT: Moseley Architects P.C.

CONTRACT DATE: 1/6/2016

CONTRACT FOR: Renovation for Evidence Storage

## CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract.

Continuation Sheet, AIA Document G703, is attached.

- |                                           |    |                   |
|-------------------------------------------|----|-------------------|
| 1. ORIGINAL CONTRACT SUM.....             | \$ | <u>459,000.00</u> |
| 2. Net change by Change Orders.....       | \$ | <u>3,322.65</u>   |
| 3. CONTRACT SUM TO DATE (Line 1 + 2)..... | \$ | <u>462,322.65</u> |
| 4. TOTAL COMPLETED & STORED TO DATE.....  | \$ | <u>134,147.42</u> |
- (Column G on G703)
5. RETAINAGE:
- |                           |    |                 |
|---------------------------|----|-----------------|
| a. 5 % of Completed Work  | \$ | <u>6,707.37</u> |
| (Columns D + E on G703)   |    |                 |
| b. 5 % of Stored Material | \$ | <u>-</u>        |
| (Column F on G703)        |    |                 |
- Total Retainage (Line 5a + 5b or  
Total in Column I of G703)
- |  |    |                 |
|--|----|-----------------|
|  | \$ | <u>6,707.37</u> |
|--|----|-----------------|
6. TOTAL EARNED LESS RETAINAGE
- |  |    |                   |
|--|----|-------------------|
|  | \$ | <u>127,440.04</u> |
|--|----|-------------------|
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT  
(Line 6 from prior Certificate).....
- |  |    |                  |
|--|----|------------------|
|  | \$ | <u>65,846.31</u> |
|--|----|------------------|
8. CURRENT PAYMENT DUE.....
- |  |    |                  |
|--|----|------------------|
|  | \$ | <u>61,593.73</u> |
|--|----|------------------|
9. BALANCE TO FINISH, INCLUDING RETAINAGE  
(Line 3 less Line 6)
- |  |    |                   |
|--|----|-------------------|
|  | \$ | <u>334,882.61</u> |
|--|----|-------------------|

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

CONTRACTOR:

By: Barbara A. Brown Date: 2/24/16

## ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED.....\$

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

ARCHITECT:

By: \_\_\_\_\_ Date: \_\_\_\_\_

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

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month	3,322.65	
TOTALS	3,322.65	-
NET CHANGES by Change Order	3,322.65	-

**CONTINUATION SHEET**

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 1

Contractor's signed certification is attached.

APPLICATION DATE: 1/29/2016

In tabulations below, amounts are stated to the nearest dollar.

PERIOD: Jan 1-31 2016

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)		
1.	Doors (Interior) w/ hardware	17,747.26				-	0%	17,747.26	-
2.	Doors (Bay Doors)	31,685.52				-	0%	31,685.52	-
3.	Roof Blocking	5,300.00				-	0%	5,300.00	-
4.	Plumbing	17,751.82		6,656.93		6,656.93	37%	11,094.89	332.85
5.	Electrical-w/duct bank-Security Conduit & J Hook	47,700.00		17,887.50		17,887.50	38%	29,812.50	894.38
6.	Mechanical	79,076.00		19,769.00		19,769.00	25%	59,307.00	988.45
7.	Inspection (Cleaning)	1,590.00				-	0%	1,590.00	-
8.	Balance & Testing	2,517.50				-	0%	2,517.50	-
9.	Hospitality & Equipment Pads	2,120.00				-	0%	2,120.00	-
10.	Gutters	5,300.00				-	0%	5,300.00	-
11.	Roofing	98,580.00				-	0%	98,580.00	-
12.	Access Control/Security	32,330.00				-	0%	32,330.00	-
13.	Painting Exterior	5,300.00				-	0%	5,300.00	-
14.	Sign Construction	5,300.00				-	0%	5,300.00	-
15.	Pressure Wash Exterior	1,034.56				-	0%	1,034.56	-
16.	Demo Radio Tower	1,017.60		-		-	0%	1,017.60	-
17.	Demo - Flower Bed	4,081.00		4,081.00		4,081.00	100%	-	204.05
18.	Demo/Interior - A2.1	3,392.00		3,392.00		3,392.00	100%	-	169.60
19.	Doors Frames & Hardware (Interior Only)	4,337.52				-	0%	4,337.52	-
20.	Ceiling Tile & Grid	6,504.16				-	0%	6,504.16	-
21.	New Flooring (VCT/Carpet/Sports Flr/Sealer)	22,107.36				-	0%	22,107.36	-
22.	Prime/Paint Interior	11,303.84				-	0%	11,303.84	-
23.	Remove ext caulk/clean/prime paint ext metal	3,907.16				-	0%	3,907.16	-
24.	Top Out Existing Walls/Inter & Ext Missing Block	13,743.96				-	0%	13,743.96	-
25.	Ext Landscaping (4x4, Mulch)	2,650.00				-	0%	2,650.00	-
26.	General Conditions	32,621.68		14,059.88		14,059.88	43%	18,561.80	702.99
<b>GRAND TOTALS</b>		<b>458,998.94</b>	<b>-</b>	<b>65,846.31</b>	<b>-</b>	<b>65,846.31</b>		<b>393,152.63</b>	<b>3,292.32</b>

**CONTINUATION SHEET**

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

APPLICATION NO: 1  
 APPLICATION DATE: 1/29/2016  
 PERIOD: Jan 1-31 2016  
 ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G TOTAL COMPLETED & STORED TO DATE (D + E + F)		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		%	(G / C)		
1.	Doors (Interior) w/ hardware	17,747.26				-	0%	17,747.26	-
2.	Doors (Bay Doors)	31,685.52				-	0%	31,685.52	-
3.	Roof Blocking	5,300.00				-	0%	5,300.00	-
4.	Plumbing	17,751.82	6,656.93	1,331.39		7,988.32	45%	9,763.50	399.42
5.	Electrical-w/duct bank-Security Conduit & J Boxes	47,700.00	17,887.50	20,272.50		38,160.00	80%	9,540.00	1,908.00
6.	Mechanical	79,076.00	19,769.00	27,676.60		47,445.60	60%	31,630.40	2,372.28
7.	Inspection (Cleaning)	1,590.00				-	0%	1,590.00	-
8.	Balance & Testing	2,517.50				-	0%	2,517.50	-
9.	Hospitality & Equipment Pads	2,120.00		2,120.00		2,120.00	100%	-	106.00
10.	Gutters	5,300.00				-	0%	5,300.00	-
11.	Roofing	98,580.00				-	0%	98,580.00	-
12.	Access Control/Security	32,330.00				-	0%	32,330.00	-
13.	Painting Exterior	5,300.00				-	0%	5,300.00	-
14.	Sign Construction	5,300.00				-	0%	5,300.00	-
15.	Pressure Wash Exterior	1,034.56				-	0%	1,034.56	-
16.	Demo Radio Tower	1,017.60	-	1,017.60		1,017.60	100%	-	50.88
17.	Demo - Flower Bed	4,081.00	4,081.00			4,081.00	100%	-	204.05
18.	Demo/Interior - A2.1	3,392.00	3,392.00			3,392.00	100%	-	169.60
19.	Doors Frames & Hardware (Interior Only)	4,337.52		1,084.38		1,084.38	25%	3,253.14	54.22
20.	Ceiling Tile & Grid	6,504.16				-	0%	6,504.16	-
21.	New Flooring (VCT/Carpet/Sports Flr/Sealer)	22,107.36				-	0%	22,107.36	-
22.	Prime/Paint Interior	11,303.84				-	0%	11,303.84	-
23.	Remove ext caulk/clean/prime paint ext metal	3,907.16				-	0%	3,907.16	-
24.	Top Out Existing Walls/Inter & Ext Missing Block	13,743.96		8,246.38		8,246.38	60%	5,497.58	412.32
25.	Ext Landscaping (4x4, Mulch)	2,650.00				-	0%	2,650.00	-
26.	General Conditions	32,621.68	14,059.88	3,229.61		17,289.49	53%	15,332.19	864.47
	Contract Mod 1	3,322.65		3,322.65		3,322.65	100%	-	166.13
<b>GRAND TOTALS</b>		<b>462,321.59</b>	<b>65,846.31</b>	<b>68,301.11</b>	<b>-</b>	<b>134,147.42</b>		<b>328,174.18</b>	<b>6,707.37</b>

TOWN OF SMITHFIELD  
 ATTN: SONJA EUBANK  
 310 INSTITUTE STREET  
 SMITHFIELD, VA 23430

Invoice No: 116499005-0216  
 Invoice Date: Feb 29, 2016  
 Invoice Amount: \$1,366.83  
 Project No: 116499005  
 Project Name: SMITHFIELD WTP TO #5  
 Project Manager: WEIST, JAMIE

Please send payments to:  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 P.O. BOX 75557  
 BALTIMORE, MD 21275-5557

Client Reference:

For Services Rendered through Feb 29, 2016

Federal Tax Id: 56-0885615

**LUMP SUM**

KHA Ref # 116499005.1-7613758

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT MANAGEMENT	5,000.00	95.00%	4,750.00	4,500.00	250.00
TESTING PROTOCOL	21,750.00	40.00%	8,700.00	7,612.50	1,087.50
<b>Subtotal</b>	<b>26,750.00</b>	<b>50.28%</b>	<b>13,450.00</b>	<b>12,112.50</b>	<b>1,337.50</b>
<b>Total LUMP SUM</b>					<b>1,337.50</b>

**COST PLUS MAX**

KHA Ref # 116499005.3-7607285

Project Summary

Contract Value	4,000.00
Previous Billings	748.12
Current Invoice	29.33
Remaining Contract Value	<u>3,222.55</u>

Total Invoice

\$10,866.83

Description	Current Amount Due
EXPENSES	29.33
<b>Subtotal</b>	<b>29.33</b>
<b>Total COST PLUS MAX</b>	<b>29.33</b>

**Total Invoice: \$1,366.83**

TOWN OF SMITHFIELD  
 ATTN: SONJA EUBANK  
 310 INSTITUTE STREET  
 SMITHFIELD, VA 23430

Invoice No: 116499008-0216  
 Invoice Date: Feb 29, 2016  
 Invoice Amount: \$9,500.00  
 Project No: 116499008  
 Project Name: CLONTZ BOAT RAMP  
 Project Manager: WEIST, JAMIE

Please send payments to:  
 KIMLEY-HORN AND ASSOCIATES, INC.  
 P.O. BOX 75557  
 BALTIMORE, MD 21275-5557

Client Reference:

For Services Rendered through Feb 29, 2016

Federal Tax Id: 56-0885615

**LUMP SUM**

KHA Ref # 116499008.1-7613759

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
GEOTECHNICAL INVESTIGATION	3,800.00	0.00%	0.00	0.00	0.00
CONSTRUCTION DOCUMENTS	25,000.00	88.00%	22,000.00	12,500.00	9,500.00
<b>Subtotal</b>	<b>28,800.00</b>	<b>76.39%</b>	<b>22,000.00</b>	<b>12,500.00</b>	<b>9,500.00</b>
<b>Total LUMP SUM</b>					<b>9,500.00</b>

**Total Invoice: \$9,500.00**

# SYDNOR

## HYDRO...INC.

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

RICHMOND, VIRGINIA 23261  
FAX 804-788-9058

www.sydnorhydro.com  
sydnor@sydnorhydro.com

34089

Please PAY BY INVOICE

SHIPPING ADDRESS  
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

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

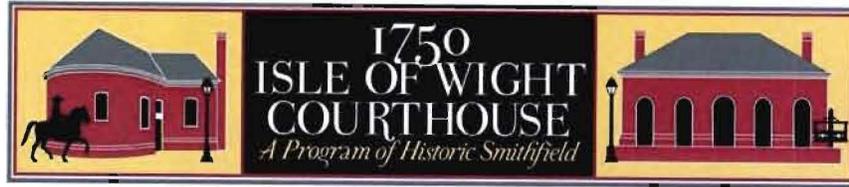
SHIPPED TO

TOWN OF SMITHFIELD  
293 CARY STREET  
SMITHFIELD VA 23430

INVOICE DATE	YOUR ORDER NUMBER	OUR JOB NUMBER	TERRITORY	TAX EXEMPTION CERTIFICATION NUMBER
3/21/16	JEFF SMITH	89003-8	11	ST12
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS	
			NET 30	
QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	LAKESIDE PUMP STATION FAIRBANKS MORSE SERIAL #2433294  1 - FAIRBANKS MORSE 4" D5433WD DRY-PIT SUBMERSIBLE, 30HP/1800RPM, 3PH/60HZ, WITH DYNAMICALLY BALANCED IMPELLER, PER SYDNOR HYDRO, INC. QUOTE #12152-11		\$14,965.00	
TOTAL BILLING				\$14,965.00

VENDOR # \_\_\_\_\_  
ACCOUNT # H-004-42060  
DEPT HEAD \_\_\_\_\_  
TOWN MANAGER \_\_\_\_\_

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



P.O. Box 325 • Smithfield, Virginia 23431 • (757) 356-9016

February 8, 2016

To the Members of Smithfield Town Council

On behalf of the Board of Directors of the 1750 IOW Courthouse I want to thank you for your support of our historic courthouse. We continue to keep the courthouse open to visitors with volunteer docents during the week and paid docents on the weekends. We hold special programs for local school groups and out of town bus tours beyond our regular opening hours. In addition we participate in local events here in town such as Olden Days, Town & Country Day and the Christmas market and parade. Our most popular event each year is the colonial court trial in October, free to the public, which brought 265 visitors to five performances in 2015.

This past December the Courthouse revived an event from some 20 years ago "Christmas in Smithfield" which proved to be the catalyst for thousands of guests across our region. Paid internet advertising was viewed close to 500,000 times in 2015. In the space of less than three months, tens of thousands of visitors visited our websites and shared with friends. Almost 3,000 internet visitors registered as "fans" of our Town's holiday events.

The 1750 Courthouse intentionally designed these Christmas events to promote all of the Historic District merchants and civic groups. For example, advertising paid for by Christmas in Smithfield promoted the products of Smithfield Foods, every Historic District lodging and dining establishment, downtown merchants and arts, and religious groups. Our advertising promoted the Christmas Parade, the Christmas tree lighting; downtown markets held October-December and events at IOW County Museum, Smithfield Center and the Arts center. During that weekend the 1750 IOW Courthouse provided free regular shuttles which served the entire Historic District, delivering visitors literally to the front doors of district merchants, historic sites and houses on tour.

The benefits went well beyond that one week-end. Anecdotally, Historic District merchants reported the largest visitation ever for The Thanksgiving Day weekend--The weekend *before* the Antiques Show and Homes Tour. In addition, the period in which Christmas in Smithfield internet and other advertising commenced (third & fourth quarters of 2015) corresponded to an increase of more than \$55,000 in meals tax collected by the Town within the Historic District compared to same period in 2014. (Attached)

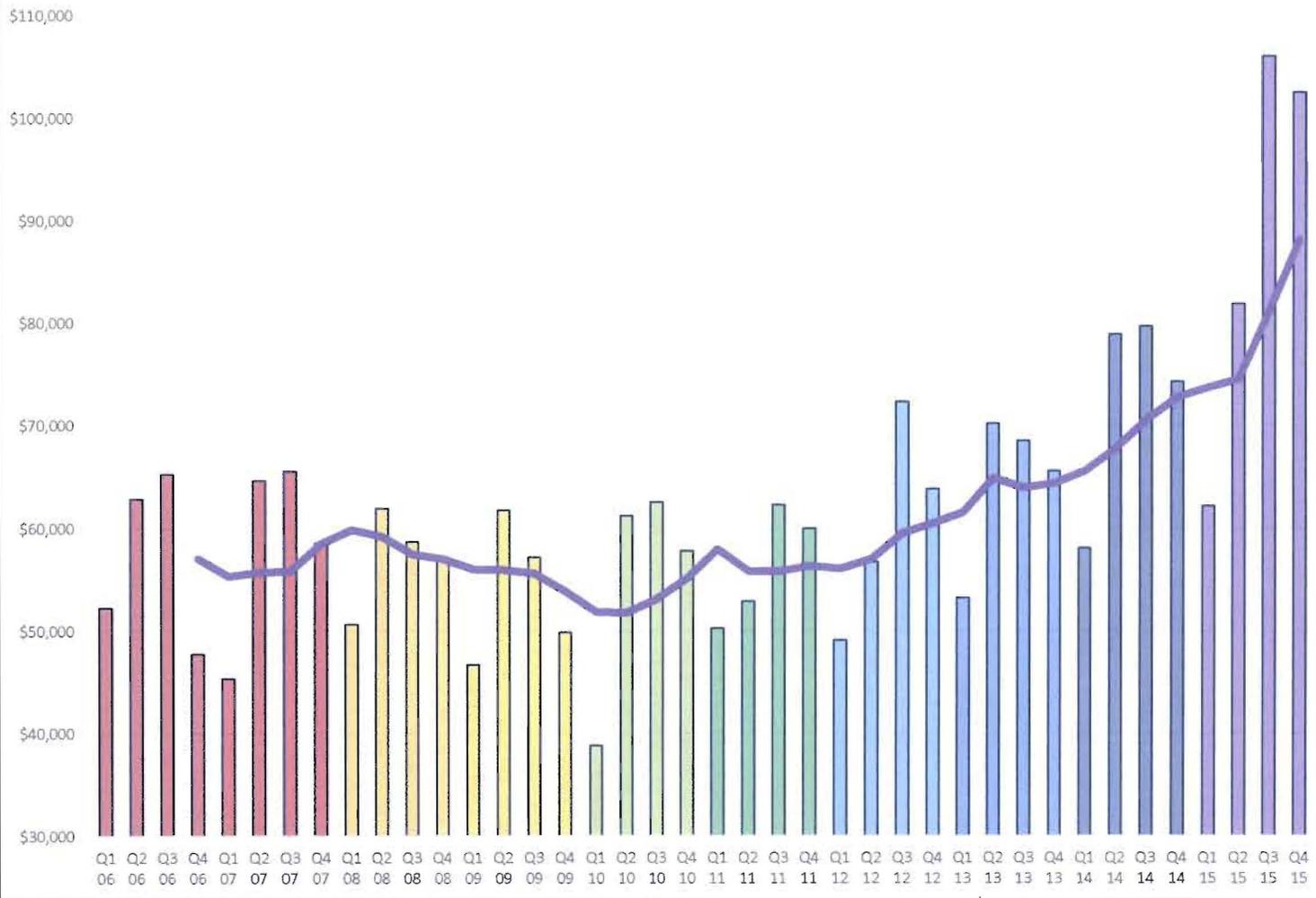
With your continued financial support of \$5,000 we intend to expand our efforts to make the Courthouse the focal point of downtown and promote the Historic District and benefit the entire community.

A handwritten signature in cursive script that reads "Lanny C. Hinson". The signature is written in black ink and is positioned above the printed name.

Lanny C. Hinson, DDS

Director, 1750 Isle of Wight Courthouse

**Historic District quarterly meals tax revenue and one-year moving average**



Year over year growth	
Year	vs. prior year
2006	94%
2007	103%
2008	97%
2009	95%
2010	102%
2011	102%
2012	107%
2013	106%
2014	113%
2015	121%

> Amounts shown are the meals taxes generated by Historic District dining establishments.

- Notes:
- > Quarters are the three months when the tax revenue was generated, e.g., "Q1 15" is the tax on January to March 2015 meal sales.
  - > The data has been adjusted for inflation and normalized to the current 6% tax rate.

**Parks and Recreation Committee Report**

**March 2016**

**Event Listing (since last committee meetings)**

<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
Mon	Feb 22	Committee Meetings	Smithfield Center
Tue	Feb 22	Business Meeting	Smithfield Center
		Committee Meetings	Smithfield Center
Sat	Feb 27	Wedding & Reception	Smithfield Center
Sun	Feb 28	Black History Program	Smithfield Center
<b> </b>			
Mon	Feb 29	Business Meeting	Smithfield Center
Tue	Mar 1	Elections	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Mar 2	Business Meeting	Smithfield Center
		Staff Meeting	Smithfield Center
Sat	Mar 5	Wedding & Reception	Smithfield Center
Sun	Mar 6	Special Occasion Show	Smithfield Center
<b> </b>			
Tue	Mar 8	Peanut Soil and Water District Meeting	Smithfield Center
		Pinewood Height Management Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Mar 9	Pesticide Recertification Meeting	Smithfield Center
Thu	Mar 10	Dominion Power Meeting	Smithfield Center
Sat	Mar 12	IOW Academy Gala	Smithfield Center
		Spring Vintage Market	Main Street
<b> </b>			
Tue	Mar 15	Schoolhouse Meeting	Smithfield Center
		Crimeline	Smithfield Center
		BHA&R	Smithfield Center
Wed	Mar 16	Chamber Home Expo	Smithfield Center
Thu	Mar 17	Smithfield Women's Club Meeting	Smithfield Center
Fri	Mar 18	Fire Department Operations Class	Smithfield Center
Sat	Mar 19	Banquet	Smithfield Center
<b> </b>			
Wed	Mar 23	Hardy Elementary Dance	Smithfield Center
Thu	Mar 24	Meeting	Smithfield Center
Fri	Mar 25	Town Supervisor Training	Smithfield Center
		JROTC Banquet	Smithfield Center
Sat	Mar 26	Wedding & Reception	Smithfield Center
Sun	Mar 27	Sunrise Service	WC Riverfront

**Parks and Recreation Committee Report**

**March 2016**

<b>Upcoming Events to Note</b>				
<b>OTP</b>	<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
OTP	Sat	Apr 2	YMCA Triathlon	Town Streets
OTP	Tue	Apr 5	Post Legislative Breakfast	Smithfield Center
OTP	Sat	Apr 9	Wine Fest	Smithfield Center
OTP	Sat	Apr 23	CASA Gala	Smithfield Center
OTP	Sat	Apr 23	IOW Academy Color Run	Smithfield Center

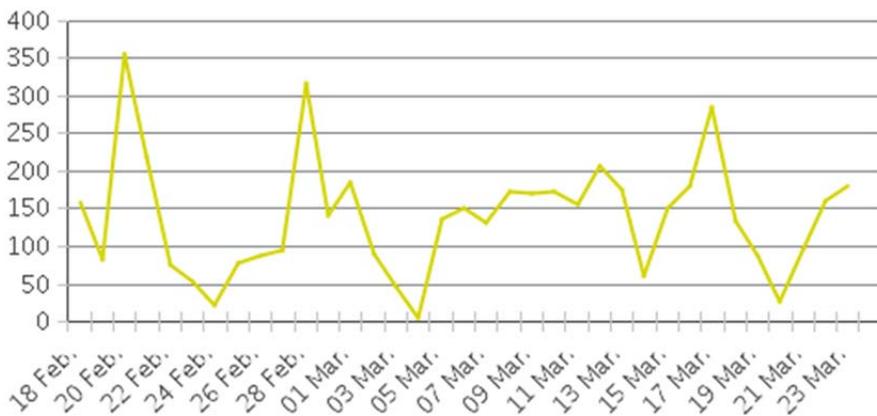
**Programming**

**Kayak Rentals opens Saturday, May 7<sup>th</sup>. Currently accepting applications for the 2016 season.**

**Windsor Castle Park Trail Doctors**

<b>Project</b>	<b>Date</b>	<b>Volunteers</b>
English Ivy Removal & Trail Maintenance –filled in several large ruts	41 hours total in March	Steve Senkovich, Bob Wolfram, Wayne Willis, Carter Williams, Francois Meunier, Becky Stewart, Jim Stewart, Richard Barger
<b>Windsor Castle Community Day is Saturday, May 21<sup>st</sup>. Call Mary Mitchell or Amy Musick if you would like to volunteer for this day where we give back to the park.</b>		
<b>Tickets on Sale for the Windsor Castle Park Lovers Party on Friday, May 13<sup>th</sup>.</b>		

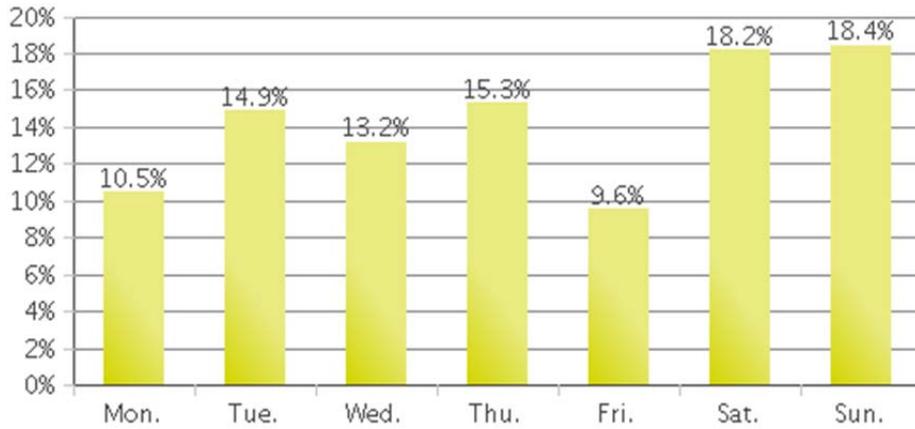
<b>Eco Counter Data for Windsor Castle Park</b>			
Location: Mason Street Entrance		Daily Average - <b>138</b>	
<b>Busiest Days</b>	Saturday February 20 (356)	Sunday February 28 (315)	Thursday March 17 (285)



**Daily Data**

# Parks and Recreation Committee Report

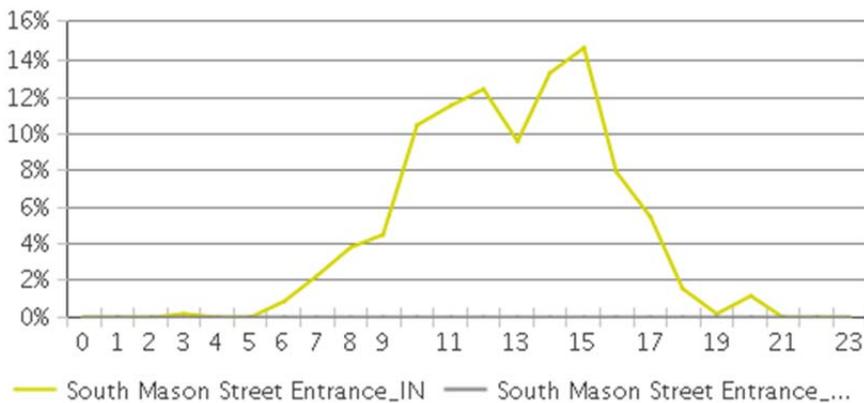
March 2016



**Weekly Profile**



**Hourly Profile during the Week**



**Hourly Profile during the Weekend**

**From:** [pam78@aol.com](mailto:pam78@aol.com) [pam78@aol.com]

**Sent:** Wednesday, March 09, 2016 11:19 AM

**To:** [barnbuildings@msn.com](mailto:barnbuildings@msn.com); [pstephenson@smithfieldva.gov](mailto:pstephenson@smithfieldva.gov); Randy Pack; [miltoncook@smithfield-dds.com](mailto:miltoncook@smithfield-dds.com); [connieandcole@yahoo.com](mailto:connieandcole@yahoo.com); [andrew.gregory@edwardjones.com](mailto:andrew.gregory@edwardjones.com); [concar1410@yahoo.com](mailto:concar1410@yahoo.com); [dtynesmfd@gmail.com](mailto:dtynesmfd@gmail.com)

**Subject:** Relay For Life

Good glorious morning to all!

Relay For Life is fast approaching (June 10th - June 11th at IWA) and we are working on our marketing plans at this time. One suggestion from Relay Nation is that we "Paint the town purple" to raise awareness. This involves hanging purple bows on streetlight poles along Main Street and placing flyers/posters in store front windows as well as a mayoral proclamation.

We are asking for permission to stage this event in May (actual date to be determined). We would be responsible for all clean-up and will not impact traffic or sidewalks in any way.

Please contact me if you have any questions and thank you for considering our request.

Pam Jordan

757.810.5207

[www.RelayForLife.org/IWSVA](http://www.RelayForLife.org/IWSVA)



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

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process. This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

<b>Individual/Group Name</b>	<b>Jacob Thomas - Eagle Project/Troop 96</b>
<b>Website</b>	
<b>Mailing Address</b>	<b>Smithfieldjt2@gmail.com</b>

**Contacts**

<b>Name</b>	<b>Jacob Thomas</b>	<b>Cell Phone</b>	<b>7577752766</b>	<b>Email</b>	<b>Mightyjt3@gmail.com</b>
<b>Name</b>	<b>Jeffrey Thomas</b>	<b>Cell Phone</b>	<b>15404247777</b>	<b>Email</b>	<b>Smithfieldjt2@gmail.com</b>

**Project Description**

The goal of the project is to improve the quality of bike path at Windsor Castle Park, in both road condition and visibility, as well as restoring trail markers and adding additional ones. Adding berms and barriers to help maintain bike path for future, as well as remove the risk of entering the pedestrian path unintentionally. This would involve building up edges of the path where necessary and relocating downed trees or logs to fortify barriers.

The current mountain bike trails was initially put in place a few years ago. Due to vandalism or wear and tear, some of the signs have been removed and need to be replaced to improve rider awareness. Additionally, erosion to the path needs to be addressed, and the additions of berms with drainage ditches will deal with this. The repairs and maintenance of the bike path will improve park attendee enjoyment, and increase mountain bike usage in the area. Finally, I will create a tri-fold brochure discussing the many benefits of the bike trail, that will be linked to the website. Attached to this document is a packet containing the specific repairs.

<b>Proposed area of the park</b>	<b>Proposed date of installation</b>	<b>Number of estimated hours to complete project</b>
<b>Mountain Bike Trail</b>	<b>April 1- April 23</b>	<b>24 hours</b>
<b>If group project participants include youth (under 18), what is the age range?</b>	<b>How long will individual/group be willing to maintain this project? (ex. months, year)</b>	<b>Number of individuals participating in project</b>
<b>12-18</b>	<b>1 years</b>	<b>20+</b>



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

**Material List**

A. Material Item	B. Estimated Cost	C. Will this item remain in the park after construction?	D. If yes to column C, include description of maintenance required and estimated cost Description of Maintenance Estimated Cost	
Lumber (4x4) Pressure Treated Marine Wood	\$ 30.00 for 3-4x4x8ft	YES	Replacement	\$ 30.00
Lumber (2x4) Pressure Treated Marine Wood	\$ 15.50 for 2-2x4x8ft	YES	Replacement	\$ 15.50
Bike Path Signs	\$ 10-15.00 each X 4 = \$60.00	YES	Replacement	\$60.00
Screws/Bolts for construction	\$ 15.00 for 50 screws	YES	Replacement	\$ 15.00 for 50 screws
Plaque	\$160.00	YES	Replacement	\$ 160.00
20lbs of Quick Dry Cement	\$ 15.00	YES	Replacement	\$ 15.00
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$
	\$			\$



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

	\$			\$
	\$			\$
	\$			\$

*Add rows to the table if needed so all materials are listed.*

**List benefits of your project to the park and community**

<b>Improves quality of bike trail for cyclists.</b>
<b>Decrease odds of going off bike path.</b>
<b>Lower chance of injury to cyclists as well as promote general awareness.</b>

**Does the group hold a certificate of insurance?**

<b>Policy Number</b>	
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

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

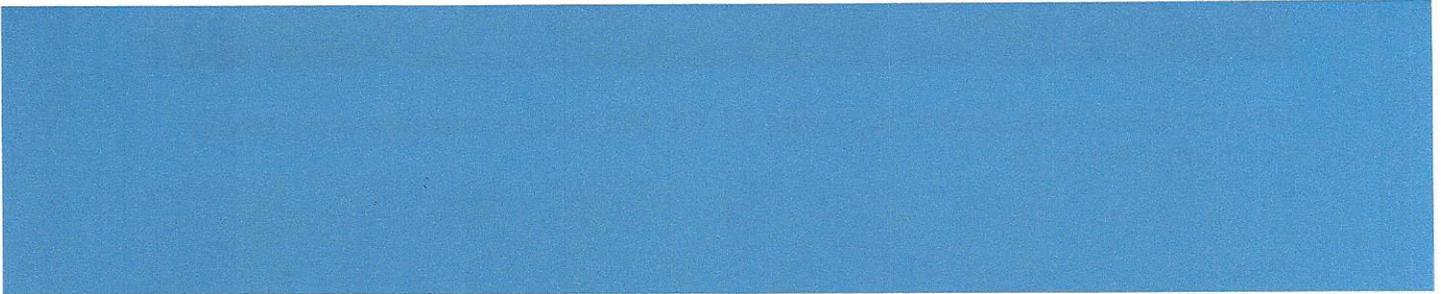
<b>Print Name of Project Manager (must be 18 years or older to submit application)</b>	Jeffrey Thomas
<b>Date Application Completed</b>	2/28/2016

**Attach the following documents:**

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

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





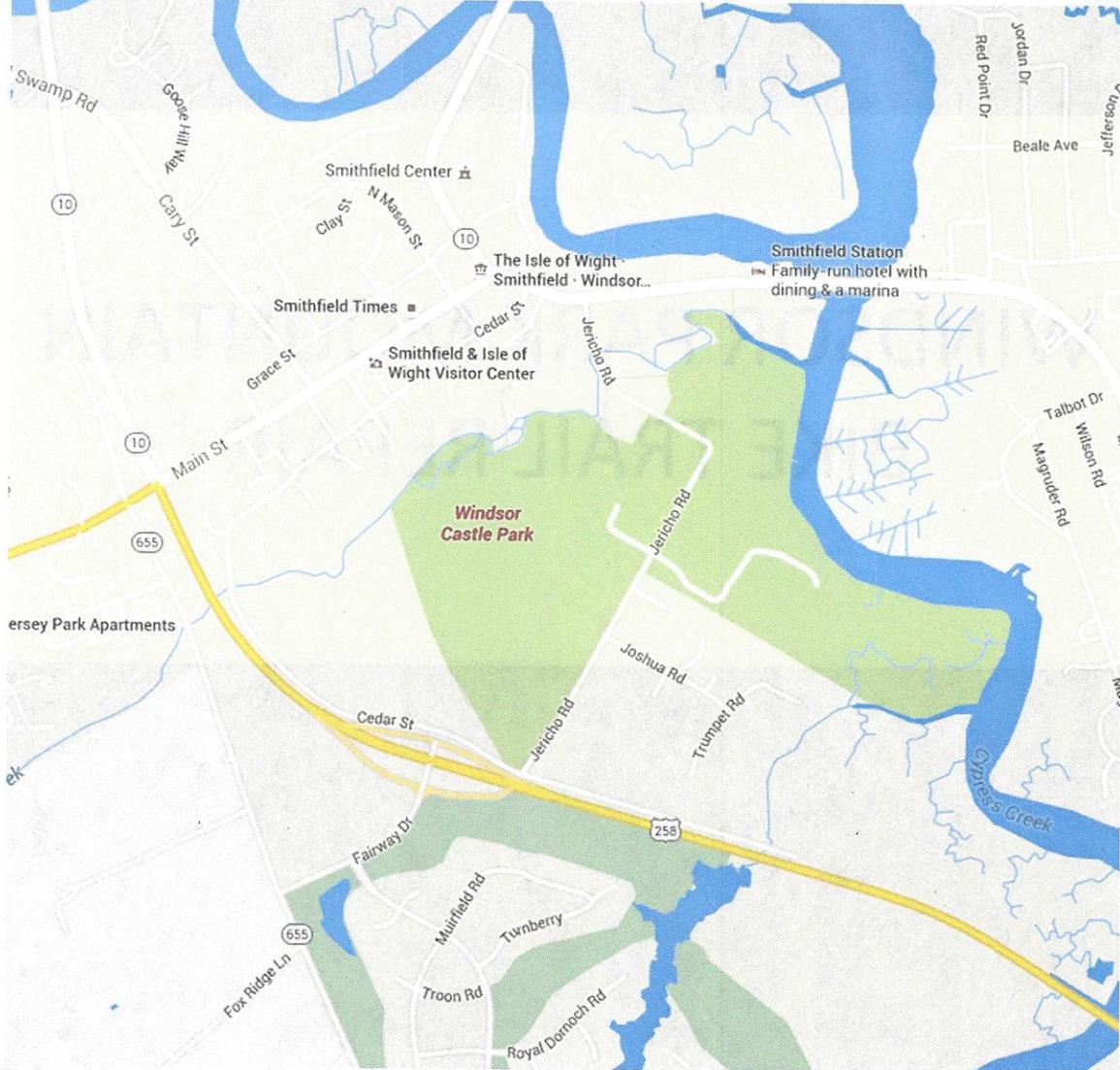
# WINDSOR PARK MOUNTAIN BIKE TRAIL REPAIR



JACOB THOMAS

## WINDSOR PARK MOUNTAIN BIKE TRAIL REPAIR

Windsor Castle Park, located in Smithfield, VA. The parking entrance is on Jericho Road, off of Route 10.



### Specific Points

The Bike Path Shown on the maps throughout the park is not accurate as to its actual size and does not provide any distance measurements. It is estimated to be about half a mile by the park service. It would be proposed to put a new sign at least at the map marker in front of the bike path. The actual path that would need to be displayed is shown on the next page.

WINDSOR PARK MOUNTAIN BIKE TRAIL REPAIR



**Marker:** B-1 is uprooted, it needs to be placed in firmer ground or otherwise more firmly attached. There also should be a marker as to indicate the intended direction of the path.



B-3 needs to be cleaned off so that they are visible to the cyclist.



A path marker needs to be installed between points B-3 & B-4 so that the direction to go is known.



## WINDSOR PARK MOUNTAIN BIKE TRAIL REPAIR



Between **B-5** and **B-6**, there is need of repair to the trail.



Near point **B-6**, the edge needs to be reinforced to combat erosion to the path.



Between points **B-7** and **B-8**, there needs to be increased signage



**B-8** needs reinforcement along the edge as well as a barrier to prevent cyclists from going off route unintentionally.



Signs **B-9**, **B-10**, and **B-11** are missing and need to be replaced. Along this way, there are signs of washout where dirt needs to be filled in.



In between what should be **B-11** and **B-12**, there is a significantly steep grade, which needs to be measured, and if deemed necessary, marked with warning signs.



Improving alternate path between **B-14** and **B-15**



Border off point near **B-16** from pedestrian path, to deter ignorant or unaware riders.



## Process

### Path Up-keep and Berming

This will involve clearing the path of any major debris, and build up the edges of the path, making it more defined. Workers will need to pay special attention to curving slopes, as this is where the most erosion will be, and build up as much as necessary. Tools used for this include rakes and shovels.

### Barriers

Using chainsaws, reuse local downed trees to make barriers for assistance in blocking off incorrect paths and improving quality of the edge of the path. This will require the gathering of wood, the sawing, and the placement, and reinforcement of these barriers when necessary. Tools used for this will include a chainsaw, as well as necessary safety equipment.

### Replacement Markers

There are 3 path markers that need to be replaced. The wood needs to be cut with a saw to proper dimensions, bolted together accordingly, and installed with a quick dry cement base. This requires the use of a saw, measuring materials, a drill, and a shovel or postholer for digging the holes. These will be constructed off-site at a prior date, and installed

### Additional Markers

Small, 6" by 4" Signs will need to be installed along the trail at various points to indicate that the user is on the bike path. These can be ordered with the pattern already present, and using the proper tools, installed. Tools will include a drill for boring holes and installing bolts to trees.

Dimensions for the signs are on the following page.

## Project Details

20-35 Participants, equipped with

- Long handled Short-toothed Rakes
- Hoes
- Work Gloves
- Drills
- Saws/Chainsaws
- Shovels

Materials including:

- Lumber (4x4) Pressure Treated Marine Wood
- Lumber (2x4) Pressure Treated Marine Wood
- Bike Path Signs
- Screws/Bolts for construction
- Plaque
- 20lbs of Quick Dry Cement

- Food and water provided
- Waste disposal materials



11 inches

8 inches



4 inches

7 inches



Local Roots, Global Reach

# ISLE OF WIGHT COUNTY, VIRGINIA

February 5, 2016

Town of Smithfield  
Attn: Peter Stephenson, Town Manager  
P.O. Box 246  
Smithfield, VA 23431

Dear Mr. Stephenson:

This letter is to request use of Clontz Park for the annual July 3, 2016 fireworks display. The start time of the show is 9:50pm. We have contracted with American Fireworks Company to provide the show. County Staff will be on site the morning of July 3<sup>rd</sup> and I am requesting that the entrance to Clontz Park be unlocked by 8:00am so the shooting crew may have ample time to set up.

For your knowledge, our office has been in contact with an Emergency Services Representative for Isle of Wight County, requesting their services at Clontz Park. We would appreciate if you would issue any permits that may be necessary for this event.

Thank you for your time and assistance with this event. If you should have any questions please give me a call at 757-357-5959 or 757-376-0316.

Thank you,

Lauren Wood  
Fair/Events Coordinator  
Isle of Wight County Parks and Recreation

DATE MARCH 29, 2016  
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE  
FROM SONJA EUBANK  
DEPARTMENT OF PLANNING, ENGINEERING AND PUBLIC WORKS  
SUBJECT STREET MAINTENANCE CONTRACT

Each year the town engages the services of a street maintenance contractor. The town had a contract with The Blair Brothers for the 2015/2016 fiscal year and the town reserves the right to renew the contract three additional years. The current contract will expire May 6, 2016.

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

**Sidewalk Repairs** and traffic controls as required.

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

**Road Repairs** and patching which includes traffic controls.

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

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



# ----- Proposal -----

**The Blair Bros., Inc.**

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748

Proposal No.

45



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/18/2016
Project Name/Location
Red Point

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Mill in front of all concrete/asphalt driveways and at tie-ins. Approximately 3,600 square yards. 2. Install 5 risers to level of new asphalt. 3. Overlay approximately 4,800 square yards with 2" of IM19.0A 4. Install shoulder stone 1'-1 1/2' wide along edge of new asphalt.	67,859.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$67,859.00
----------------------------------------------------------------------	---------------------------

<b>Payment Terms and Conditions:</b> This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.	<b>Authorized Signature:</b> <small>Note: This proposal may be withdrawn by us if not accepted within 30 days.</small>
----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.

47

## The Blair Bros., Inc.

P.O. Box 5413

1 Blair Brothers Rd.

Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/18/2016
Project Name/Location
Jefferson Dr.

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Mill in front of driveways and at tie-ins. Approximately 4,200 square yards. 2. Install 12 risers to level of new asphalt. 3. Overlay approximately 5,700 square yards with 2" of IM19.0A 4. Install shoulder stone 1'-1 1/2' wide along edge of new asphalt.	84,815.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$84,815.00
----------------------------------------------------------------------	---------------------------

**Payment Terms and Conditions:**  
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

Authorized Signature:

Note: This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.

46

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/18/2016
Project Name/Location
Beale Ave.

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Mill in front of all concrete/asphalt driveways and at tie-ins. Approximately 1,400 square yards. 2. Overlay approximately 2,800 square yards. 3. Install shoulder stone 1'-1 1/2' wide along edge of new asphalt.	44,994.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$44,994.00
----------------------------------------------------------------------	---------------------------

**Payment Terms and Conditions:**  
 This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.

**Authorized Signature:**

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



# ----- Proposal -----

Proposal No.

44

## The Blair Bros., Inc.

P.O. Box 5413  
1 Blair Brothers Rd.  
Suffolk, VA 23435

Phone: (757) 538-1696 Fax: (757) 538-0714

SWAM Certification Number: 664748



Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/18/2016
Project Name/Location
Goose Hill

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Edge mill approximately 3,200 square yards and clean. 2. Install 4 risers to level of new asphalt overlay. 3. Overlay approximately 6,020 square yards with 2" of IM19.0A.	68,810.00

Thank you for the opportunity to quote, we appreciate your business.	<b>Total:</b> \$68,810.00
----------------------------------------------------------------------	---------------------------

<p><b>Payment Terms and Conditions:</b>          This proposal, when accepted, confirms the agreement between the customer and The Blair Bros., Inc. for the completion of the above described work and/or changes approved with both parties. Payment terms, Net 30 days. If full payment is not made within the 30 days of the date of the invoice date, a late charge of 2% per month will be placed on the balance outstanding. The customer agrees to pay the service charges and the cost of collection, including attorney's fees.</p>	<p><b>Authorized Signature:</b> </p> <p style="text-align: center; font-size: small;">Note: This proposal may be withdrawn by us if not accepted within 30 days.</p>
---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outline above if payment is made with a credit card, a 3% convenience fee will be added.

Date of Acceptance: \_\_\_\_\_ Signature: \_\_\_\_\_



March 24, 2016

Town of Smithfield  
310 Institute Street  
P.O. Box 246  
Smithfield, Va. 23431  
ATTN: Peter Stephenson, Town Manager

Dear Peter,

I would like to take this opportunity to thank you for taking time out of your schedule last week to talk with Dawson and me about our upcoming transaction. As we discussed, All Virginia Environmental Solutions, Inc. (AVES) has agreed to merge its business in with Bay Disposal, Inc. We are confident that with Bay Disposal's financial capabilities, ability to purchase new equipment, and experience that we will be able to provide the Town of Smithfield with the finest service available. Please find listed below some pertinent details:

- The merger of the two companies should be finalized by April 1<sup>st</sup>.
- Bay Disposal has two new automated trucks on order with anticipated delivery date of April 15<sup>th</sup>. These trucks would be used to service the Town of Smithfield.
- Bay Disposal will begin rebranding the carts this Summer with the Bay Disposal name.
- It is our intention to begin hauling your recyclables back to our processing plant in Hampton and no longer take them to Butler Paper in Hampton.

Bay Disposal is fully aware of some of the concerns and issues you have been experiencing with AVES. We will work to correct these as quickly as possible. It would be my expectation that you will see a noticeable service improvement within the first thirty days.

Hopefully, this addresses all your concerns. I would be happy to meet with you one on one if you would like to address specific situations that you need corrected or would just like to have a frank conversation about your expectations.

Thank you for your support. You can always reach me at 452-4003 (office direct) or 754-7032 (cell) if you have any questions or need any additional information.

Sincerely,

A handwritten signature in black ink, appearing to read "Emmett Moore", is written over the word "Sincerely,".

Emmett Moore  
President

# PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project  
Multi-Year 2  
Town of Smithfield, Virginia

## LEGEND

--- PHASE II BOUNDARY

### STATUS:

- PRELIM ACQ LETTER RECEIVED BY OWNER
- OFFER TO PURCHASE ACCEPTED
- RELOCATION IN PROCESS
- RELOCATION COMPLETE
- READY FOR DEMOLITION/DEMO PREP
- PROPERTIES ACQUIRED IN MY1
- GRANT ACTIVITIES COMPLETE MY2

- O OWNER OCCUPIED
- R RENTER OCCUPIED
- 8 SECTION 8 TENANT



March 2016

COMMUNITY PLANNING PARTNERS, INC.

## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR MARCH 2016

Locality: Smithfield Town  
 Project Name: Pinewood Heights Phase 2

Contract #: 13- 02 MY2

Prepared by: Michael Paul Dodson  
 Date: March 15, 2016

FINANCIALS			
CDBG Contract Amount:	<u>\$375,280</u>	Local Leverage Amount:	<u>\$540,751</u>
CDBG Amount Obligated:	<u>\$375,280</u>	Local Leverage Amount Obligated:	<u>\$540,751</u>
CDBG Amount Expended:	<u>\$180,000</u>	Local Leverage Amount Expended:	<u>\$231,005</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>6 of 6</u>	# of homeownership counseling done?	<u>6 of 6</u>
# of homes acquired?	<u>2 of 6</u>	# of housing inspections done?	<u>4 of 6</u>
# of vacant lots acquired?	<u>2 of 2</u>	# of owner-occupied relocations done?	<u>1 of 2</u>
# of demolitions done?	<u>2 of 6</u>	# of market-rate relocations done?	<u>2 of 3</u>
Clearance completed?	<u>2 of 6</u>	# of Section 8 relocations done?	<u>1 of 1</u>

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 01/ 2013

Date of last Management Team meeting: 03/ 08/ 2016

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

Date annual Fair Housing activity done: 08/ 07/ 2015

TA Site Visit Requested:  Yes  No

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

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

**Status:** What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?  
 All purchase offers have been accepted. The residents at 52, 53, 54, 110 Carver have all been relocated. The tenant at 52 Carver has been relocated and now is an owner in Isle of Wight County. Title issues are preventing the closings on 52 Carver but condemnation procedures were approved and have been started by the Town Attorney. The Council ordinance for the action will be in March and the court date will be in April. The Town will also be working to close on 110 & 111 Carver Street. The tenant at 110 has relocated. The tenant at 111 Carver has completed the relocation forms and the Town is working to address VDOT site location access (driveway) on the new lot. The owners of 44 Carver have accepted their offers to sale and we are working on relocation actions now that would place them in a new purchased home.

**Are problems anticipated?** None

**Other comments:** None

## Project Specific Products:

### Owner-Occupied Acquisition (Goal=2)

Owner Occupied Homes

1) 44 Carver      2) 53 Carver

Preliminary Acquisition Letters Sent 2

1) 44 Carver      2) 53 Carver

Appraisals Completed 2

1) 44 Carver      2) 53 Carver

Review Appraisals Completed 2

1) 44 Carver      2) 53 Carver

Offer to Purchase Letters Sent 2

1) 44 Carver      2) 53 Carver

Offers Accepted 2

1) 44 Carver      2) 53 Carver

Properties Closed On 1

1) 53 Carver

### Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

1) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Preliminary Acquisition Letters Sent 4

2) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Appraisals Completed 4

1) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Review Appraisals Completed 4

1) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Offer to Purchase Letters Sent 4

1) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Offers Accepted 4

1) 52 Carver      2) 54 Carver      3) 110 Carver      4) 111 Carver

Properties Closed On 1

1) 54 Carver

### Owner-Occupied Relocation (Goal=2)

Owner Occupied Homes

1) 44 Carver      2) 53 Carver

Household Surveys Completed 2

1) 44 Carver      2) 53 Carver

Income Verifications Completed 2

1) 44 Carver      2) 53 Carver

Eligibility of Relocation Letters Sent 2

1) 44 Carver      2) 53 Carver

Comparable Units Found and Inspected 2

1) 44 Carver      2) 53 Carver

Households Relocated 1

1) 53 Carver

**Market-Rate, Renter-Occupied Relocation** (Goal=3)

Market-Rate Occupied Homes

1) 52 Carver      2) 54 Carver      3) 111 Carver

Household Surveys Completed 3

1) 52 Carver      2) 54 Carver      3) 111 Carver

Income Verifications Completed 3

1) 52 Carver      2) 54 Carver      3) 111 Carver

Eligibility of Relocation Letters Sent 3

1) 52 Carver      2) 54 Carver      3) 111 Carver

Comparable Units Found and Inspected 3

1) 52 Carver      2) 54 Carver      3) 111 Carver

Households Relocated 2

1) 52 Carver      2) 54 Carver

**Section 8, Renter-Occupied Relocation** (Goal=1)

Section 8 Occupied Homes

1) 110 Carver

Household Surveys Completed 1

1) 110 Carver

Income Verifications Completed 1

1) 110 Carver

Eligibility of Relocation Letters Sent 1

1) 110 Carver

Comparable Units Found and Inspected 1

1) 110 Carver

Households Relocated 1

1) 110 Carver

**Demolition** (Goal=6)

Units to be Demolished

1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver      5) 110 Carver      6) 111 Carver

Units that have been Demolished 2

1) 53 Carver      2) 54 Carver

*Upload your progress report and last month's PMT agenda and meeting minutes via CAMS into the "Reports and Communications" tab. They are to be scanned as one document. Remember to place a copy in the project files.*

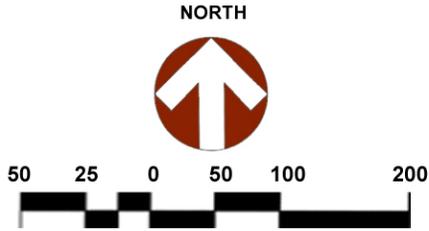
# PROJECT STATUS MAP

## Pinewood Heights Phase III Redevelopment Project

### Town of Smithfield, Virginia

**LEGEND**

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



GRAPHIC SCALE IN FEET

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

## PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR MARCH 2016

Locality: Smithfield Town Contract #: 15-10 Prepared by: Michael Paul Dodson  
 Project Name: Pinewood Heights Phase 3 Date: March 15, 2016

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>0</u>	Local Leverage Amount Obligated:	\$ <u>0</u>
CDBG Amount Expended:	\$ <u>0</u>	Local Leverage Amount Expended:	\$ <u>0</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>0</u> of <u>18</u>	# of homeownership counseling done?	<u>0</u> of <u>18</u>
# of homes acquired?	<u>0</u> of <u>18</u>	# of housing inspections done?	<u>0</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>0</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>0</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>0</u> of <u>4</u>

### ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 03/ 08/ 2016

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

Date annual Fair Housing activity done: 08/ 07/ 2015

TA Site Visit Requested:  Yes  No

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

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

**Status:** What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?  
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 23, 24, 26, 27A, 28A, 28B, 31, 33, 34, 35, 36, 37, and 38 Jamestown. Application received and being processed for residents at 21, 23, 24, 26, 27A, 28A, 28B, 31, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Six residents have provided, and been qualified for relocation, their income forms. Three owner relocatees have signed contracts for new homes and two renters have identified relocation options; available relocation locations have been sent to two renters for their review. Appraisal requests and right to accompany letters, along with title report requests will be mailed for 21, 23, 31, 36, 37, and 38; title and appraisal reports are due back at the end of March for these homes.

**Are problems anticipated?** None

**Other comments:** None

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=5)

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

**Heir (Vacant) Acquisition** (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

**Tenant-Occupied Acquisition** (Goal=12)

Tenant Occupied Homes

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

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

Preliminary Acquisition Letters Sent 8

1) 24 Jamestown 2) 26 Jamestown 3) 27A Jamestown 4) 28A Jamestown 5) 28B Jamestown 7) 31 Jamestown

8) 34 Jamestown 9) 35 Jamestown

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

**Owner-Occupied Relocation** (Goal=5)

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 4

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

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

Market-Rate Occupied Homes

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

Household Surveys Completed 4

1) 28A Jamestown 2) 28B Jamestown 3) 34 Jamestown 4) 35 Jamestown

Income Verifications Completed 1

1) 35 Jamestown

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

Section 8 Occupied Homes

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

Household Surveys Completed 1

1) 27A Jamestown

Income Verifications Completed 1

1) 27A Jamestown

Eligibility of Relocation Letters Sent 1

1) 27A Jamestown

Comparable Units Found and Inspected 1

1) 27A Jamestown

Households Relocated 0

**Demolition** (Goal=18)

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown

7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown 11) 31 Jamestown 12) 32 Jamestown

13) 33 Jamestown 14) 34 Jamestown 15) 35 Jamestown 16) 36 Jamestown 17) 37 Jamestown 18) 38 Jamestown

Units that have been Demolished 0

**STAFF REPORT  
TO THE  
TOWN COUNCIL**

**April 5, 2016**

**SPECIAL USE PERMIT REVIEW**

**\*\*\*PUBLIC HEARING\*\*\***

<b>Applicants Name &amp; Address</b>	Town of Smithfield P. O. Box 246 Smithfield, VA 23431
<b>Property Owners Name &amp; Address</b>	Town of Smithfield P. O. Box 246 Smithfield, VA 23431
<b>Property Location &amp; Description</b>	Clontz Park, Clontz Way East of the N. Church Street Bridge (21-01-099)
<b>Statistical Data (See Site Plan)</b>	
Current Zoning	I-2, Heavy Industrial
Current Use	Public Park and Public Fishing Pier
Proposed Additional Use	Public Boat Ramp
<b>Surrounding Land Uses/Zoning</b>	I-2, Heavy Industrial District; E-C, Environmental Conservation District
<b>Conformity with Comprehensive Plan</b>	Consistent with future land use designation of Parks and Recreation

**Staff Comments**

The applicant is requesting a special use permit for the 'Waiver of Parking and Loading Requirements' at Clontz Park under the provisions of Article 3.L (I-2, Heavy Industrial), Section C.33 and Article 6 (Special Use Permits) of the Zoning Ordinance.

The relief sought regards Article 8 (Parking and Loading Requirements), Section B.6.a, which reads: *For all residential, institutional and commercial uses (other than single family residential off-street parking and as otherwise addressed by the HP-O District), all required off street parking spaces and drives shall be constructed of an all-weather, stabilized, dust free surface (concrete, bituminous concrete, paving blocks, or other similar material) with curb, guttering and drainage improvements.* The applicant proposes to use a gravel surface for the required off street parking spaces and drives, with no curb and guttering.

At their March 8, 2016 meeting, the Town of Smithfield Planning Commission recommended approval of this application with no conditions.

Please contact William Saunders at 365-4266 or [wsaunders@smithfieldva.gov](mailto:wsaunders@smithfieldva.gov) with questions.



# TOWN OF SMITHFIELD

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

## APPLICATION FOR:

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

Applicant(s) Name: TOWN OF SMITHFIELD  
Address: P.O. Box 246  
City, State, Zip: SMITHFIELD, VA 23431  
Phone Number(s): 757-365-4266

Property Owner(s) Name: SAME AS ABOVE  
Address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number(s): \_\_\_\_\_

Property Address: CLONTZ WAY, SMITHFIELD, VA 23430  
Tax Map Number(s): 21-01-099  
Property Description: CLONTZ PARK

Zoning: I-2 Acreage: 5.9 Application Fee: WAIVED  
Legal Reference: \_\_\_\_\_ Deed Book#: \_\_\_\_\_ Page#: \_\_\_\_\_

Proposed Use/Exception: WAIVER OF PARKING & LOADING REQUIREMENTS;  
FOR THE USE OF A GRAVEL PARKING LOT AND TRAVEL WAY WITH  
NO CURB AND GUTTER FOR A PUBLIC BOAT RAMP.

[Signature]  
Applicant(s) Signature

FEB. 1, 2016  
Date

\_\_\_\_\_  
Applicant(s) Signature

\_\_\_\_\_  
Date

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 5, 2016 at 7:30 p.m. to consider the application of the Town of Smithfield, owner, for a special use permit under the provisions of Article 3.L., Section C., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve a waiver of parking and loading requirements to permit the use of a gravel parking surface without curb and gutter for the off street parking area. The property which is the subject of this special use permit is the Clontz Park property located on Clontz Way on the northeast side of the North Church Street bridge which is identified as Tax Map Parcel No. 21-01-099 on the current Tax Maps for Isle of Wight County. The property in question is zoned Heavy Industrial District (I-2). The applicant proposes to construct a boat launch facility upon the property.

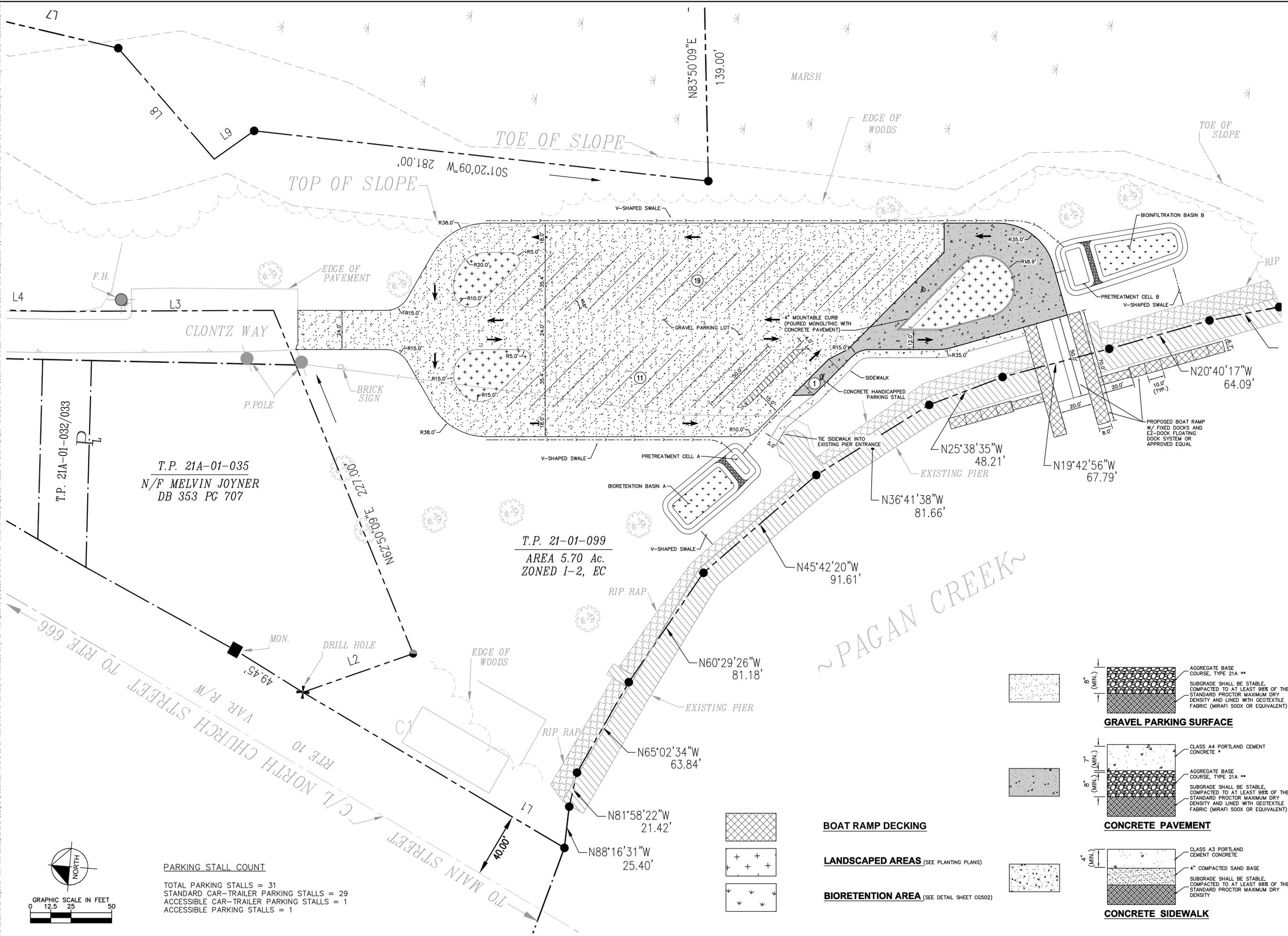
Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the offices of the Department of Planning, Engineering, & Public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

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: March 23 and 30, 2016

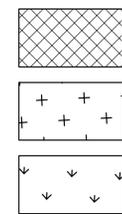
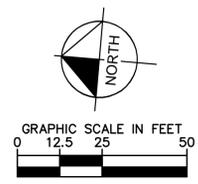
This document, together with the concepts and designs presented herein, is intended only for the specific purpose and client for which it was prepared. Reuse of and improper reliance on this document without written authorization and adaptation by Kimley-Horn and Associates, Inc. shall be without liability to Kimley-Horn and Associates, Inc.



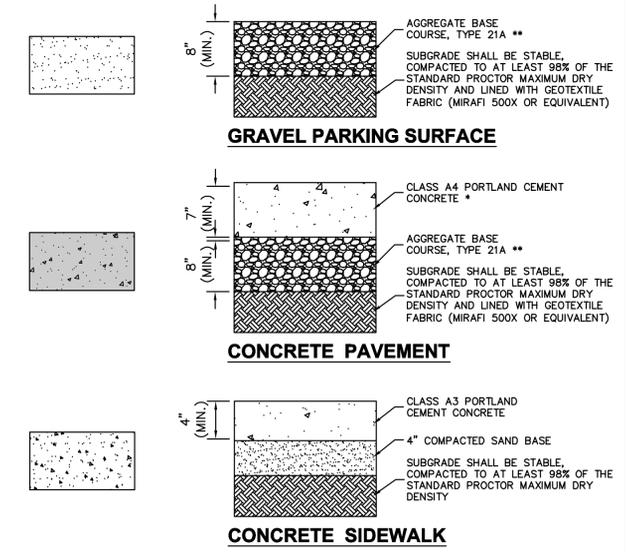
T.P. 21A-01-035  
 N/F MELVIN JOYNER  
 DB 353 PG 707

T.P. 21-01-099  
 AREA 5.70 Ac.  
 ZONED I-2, EC

**PARKING STALL COUNT**  
 TOTAL PARKING STALLS = 31  
 STANDARD CAR-TRAILER PARKING STALLS = 29  
 ACCESSIBLE CAR-TRAILER PARKING STALLS = 1  
 ACCESSIBLE PARKING STALLS = 1



- BOAT RAMP DECKING**
- LANDSCAPED AREAS** (SEE PLANTING PLANS)
- BIORETENTION AREA** (SEE DETAIL SHEET C6502)



NO.	REVISIONS	DATE	BY

**Kimley»Horn**  
 11815 FOUNTAIN WAY, SUITE 300  
 NEWPORT NEWS, VA 23606  
 PHONE: 757-213-8600 WWW.KIMLEY-HORN.COM

PRELIMINARY DESIGN - NOT FOR CONSTRUCTION

KHA PROJECT	DATE	SCALE	DESIGNED BY	DRAWN BY	CHECKED BY
116499008	03/01/2016	AS SHOWN	DEC	JAW	JHW

**OVERALL SITE PLAN**

**CLONTZ BOAT RAMP**  
 PREPARED FOR  
**TOWN OF SMITHFIELD**  
 VIRGINIA

SHEET NUMBER  
**CS101**