

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

1. Public Comment
- TAB # 1** 2. May Financial Statements and Graphs
- TAB # 2** 3. May Cash Balances / VML Investment Pool Update
- TAB # 3** 4. Invoices Over \$10,000 Requiring Council Authorization:
 - a. Blair Brothers Inc \$136,669.00
 - b. IOW Gen Obligation Bond \$ 37,313.86 (Cont. TC Agenda)
 - c. Kimley-Horn Associates \$ 23,976.74
5. Renewal of Farmers Bank Line of Credit (Cont. TC Agenda)
6. Determination of Loan Financing

TUESDAY, JUNE 28th, 2016

4:00 p.m.

Parks and Recreation

Members: Chapman (CH), Pack, Tynes

1. Public Comment
- TAB # 4** 2. Operational Update – Parks and Recreation Committee Report
- TAB # 5** 3. Proposed Rate Increase for the Smithfield Center Venue

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

1. Public Comment
2. Bike Trail/Sidewalk Project Updates by Jamie Oliver of Isle of Wight County

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

1. Public Comment
- TAB # 6** 2. Pinewood Heights Relocation Project – Phase II and Phase III Update
- TAB # 7** 3. RFP – Relocation of Wombwell House

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

- Approval of June 7th, Town Council Meeting Minutes
 - Proclamation for National Night Out 2016 and Presentation by IOW TRIAD & S.A.L.T. Council
 - Accept Deeds for 110 and 111 Carver Avenue and 38 Jamestown Avenue as part of the Pinewood Heights Relocation Project
 - Adopt Appropriation Resolution to Carry Forward Funds and Restricted Funds Appropriated in Fiscal year 2015/2016
 - Adopt Appropriation Resolution for Funds for Fiscal Year 2016/2017, Effective July 1st, 2016
 - Amend Town's Pay and Classification Plan
 - Town Manager's Annual Contract Renewal
-

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Revenue						
General Fund revenues						
<u>Real Estate Tax</u>						
Current RE Tax	1,686,000.00	1,686,000.00	1,675,000.00	1,686,687.75	(687.75)	100.04%
Delinquent RE Tax	23,200.00	23,200.00	32,275.00	23,393.86	(193.86)	100.84%
Current RE Penalty	6,500.00	6,500.00	4,000.00	7,106.09	(606.09)	109.32%
Delinquent RE Penalty	2,500.00	2,500.00	3,800.00	2,568.76	(68.76)	102.75%
Current RE Interest	745.00	745.00	745.00	1,037.97	(292.97)	139.32%
Delinquent RE Interest	4,100.00	4,100.00	8,885.00	4,188.67	(88.67)	102.16%
Total Real Estate Taxes	1,723,045.00	1,723,045.00	1,724,705.00	1,724,983.10	(1,938.10)	100.11%
<u>Personal Property Tax</u>						
Current PP Tax	583,000.00	583,000.00	621,105.00	583,120.79	(120.79)	100.02%
Delinquent PP Tax	16,500.00	16,500.00	28,000.00	14,970.74	1,529.26	90.73%
Current PP Penalty	13,000.00	13,000.00	13,000.00	12,979.75	20.25	99.84%
Delinquent PP Penalty	4,300.00	4,300.00	5,800.00	5,658.76	(1,358.76)	131.60%
Current PP Interest	1,200.00	1,200.00	1,200.00	1,247.33	(47.33)	103.94%
Delinquent PP Interest	3,000.00	3,000.00	4,600.00	4,192.28	(1,192.28)	139.74%
Total Personal Property Tax	621,000.00	621,000.00	673,705.00	622,169.65	(1,169.65)	100.19%
<u>Public Service Corporations Tax</u>						
Current RE Tax	29,774.00	29,775.00	-	29,774.56	0.44	100.00%
Current PP Tax	750.00	750.00	-	757.61	(7.61)	101.01%
Total Public Service Tax	30,524.00	30,525.00	-	30,532.17	(7.17)	100.02%
<u>Miscellaneous Receipts Over/Short</u>						
	10.00	15.00	15.00	0.56	14.44	3.73%
Total Over/Short	10.00	15.00	15.00	0.56	14.44	3.73%
<u>Other Local Taxes</u>						
Franchise Tax	137,645.00	137,645.00	149,000.00	137,832.43	(187.43)	100.14%
Cigarette Tax	150,000.00	150,000.00	130,000.00	169,877.84	(19,877.84)	113.25%
Transient Occupancy Tax	180,000.00	180,000.00	170,000.00	127,318.52	52,681.48	70.73%
Meals Tax-4%	1,046,930.00	1,051,100.00	915,000.00	845,714.27	205,385.73	80.46%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Meals Tax-2%	523,470.00	525,550.00	457,500.00	422,857.13	102,692.87	80.46%
Sales Tax	320,000.00	300,000.00	300,000.00	247,383.82	52,616.18	82.46%
Consumption Tax	47,000.00	46,000.00	46,000.00	39,608.83	6,391.17	86.11%
Utility Tax	190,000.00	193,600.00	193,600.00	160,679.43	32,920.57	83.00%
Business Licenses	365,000.00	365,000.00	340,000.00	365,445.85	(445.85)	100.12%
Business Licenses Penalty	2,000.00	4,650.00	4,650.00	3,478.30	1,171.70	74.80%
Business Licenses Interest	600.00	250.00	250.00	468.13	(218.13)	187.25%
Vehicle License Tags	-	-	-	12.00	(12.00)	0.00%
Vehicle License	209,110.00	136,500.00	146,200.00	138,110.25	(1,610.25)	101.18%
Total Other Local Taxes	3,171,755.00	3,090,295.00	2,852,200.00	2,658,786.80	431,508.20	86.04%
<u>Licenses, Permits & Privilege Fees</u>						
Permits & Other Licenses	15,000.00	12,000.00	12,000.00	14,523.60	(2,523.60)	121.03%
Inspection Fees-Subdivision	3,000.00	5,000.00	5,000.00	3,000.00	2,000.00	60.00%
WC Dog Park Registration	2,300.00	2,400.00	2,400.00	1,804.00	596.00	75.17%
Consultant Review Fees	3,000.00	5,500.00	5,500.00	2,656.40	2,843.60	48.30%
Total Licenses, permits and privilege fees	23,300.00	24,900.00	24,900.00	21,984.00	2,916.00	88.29%
<u>Fines & Costs</u>						
Public Defender Fee				-	-	0.00%
Fines & Costs	70,000.00	70,000.00	70,000.00	58,079.38	11,920.62	82.97%
Total Fines & Forfeitures	70,000.00	70,000.00	70,000.00	58,079.38	11,920.62	82.97%
<u>From Use of Money and Property</u>						
General Fund Interest	8,000.00	11,000.00	8,000.00	11,727.06	(727.06)	106.61%
Beautification Fund Interest	-	-	-	42.62	(42.62)	100.00%
Rentals	19,750.00	19,242.00	19,242.00	18,706.82	535.18	97.22%
Smithfield Center Rentals	180,000.00	156,000.00	156,000.00	171,258.71	(15,258.71)	109.78%
Smithfield Center Vendor Programs	6,000.00	6,000.00	6,000.00	3,950.00	2,050.00	65.83%
Kayak Rentals	9,000.00	5,600.00	5,600.00	7,302.71	(1,702.71)	130.41%
Special Events	17,000.00	12,360.00	14,000.00	13,579.54	(1,219.54)	109.87%
Fingerprinting Fees	1,200.00	1,200.00	1,200.00	1,200.00	-	100.00%
Museum Gift Shop Sales	9,400.00	8,600.00	8,600.00	9,192.20	(592.20)	106.89%
Museum Programs/Lecture Fees	1,500.00	1,500.00	1,500.00	1,663.00	(163.00)	110.87%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Sale of Equipment	8,000.00	10,000.00	1,000.00	673.00	9,327.00	6.73%
Lease of Land	500.00	525.00	525.00	500.00	25.00	95.24%
Total revenue from use of money and property	260,350.00	232,027.00	221,667.00	239,795.66	(7,768.66)	103.35%
<u>Miscellaneous Revenue</u>						
Other Revenue	2,100.00	2,000.00	2,000.00	2,039.02	(39.02)	101.95%
Cash Proffer Revenues	-	-	-	-	-	0.00%
Obici Healthcare Foundation Grant-TRIAD		1,000.00	-	1,052.50	(52.50)	105.25%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	4,000.00	4,000.00	-	100.00%
Total Miscellaneous Revenue	6,100.00	7,000.00	6,000.00	7,091.52	(91.52)	101.31%
<u>From Reserves</u>						
Restricted Reserves-Police Department				-	-	0.00%
Reserves-Pinewood Escrow			-		-	0.00%
Reserves-Restricted for Police Evidence Building		169,072.00	-	169,072.00	-	100.00%
Reserves-Restricted for Ball Fields	3,025,000.00	-	-		-	0.00%
From Operating Reserves	521,010.50	513,893.00	142,510.00	601,604.50	(87,711.50)	117.07%
Total From Reserves	3,546,010.50	682,965.00	142,510.00	770,676.50	(87,711.50)	540.79%
<u>Intergovernmental Virginia</u>						
Law Enforcement	161,533.00	161,533.00	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	3,354.00	3,354.00	3,318.00	3,354.00	-	100.00%
Police Block Grants-State	-	-	-	-	-	0.00%
Communications Tax	232,000.00	232,000.00	237,000.00	172,756.11	59,243.89	74.46%
Rolling Stock	18.00	18.00	23.00	17.68	0.32	98.22%
Rental Tax	4,000.00	3,230.00	3,230.00	3,529.06	(299.06)	109.26%
Asset Forfeiture	-	1,270.00	-	1,269.60	0.40	99.97%
PPTRA State Revenue	240,795.00	240,795.00	240,795.00	240,794.89	0.11	100.00%
TRIAD Grant	2,250.00	2,250.00	2,250.00	-	2,250.00	0.00%
Fire Programs	25,627.00	25,627.00	24,294.00	-	25,627.00	0.00%
VCA Grant	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	-	-	-	-	-	0.00%
SNAP Program	100.00	100.00	-	42.00	58.00	42.00%
Total State Revenue	674,677.00	675,177.00	677,443.00	547,912.34	127,264.66	81.15%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Intergovernmental Federal</u>						
Police Federal Grants	3,500.00	3,700.00	2,250.00	3,709.15	(9.15)	100.25%
Boat Ramp Grant	252,815.00	-	-	-	-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	697,260.00	302,740.00	-	40,822.42	261,917.58	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	-	375,280.00	-	180,000.00	195,280.00	47.96%
Total Federal Revenue	953,575.00	681,720.00	2,250.00	224,531.57	457,188.43	32.94%
<u>Other Financing Sources</u>						
<u>Operating Transfers In</u>						
Transfer In for Debt Service			-	-	-	0.00%
Total Operating Transfers In	-	-	-	-	-	0.00%
<u>Other Financing Sources</u>						
Line of Credit Proceeds	500,000.00	-	450,000.00	-	-	0.00%
Note Proceeds	3,597,725.00	1,102,275.00	-	-	1,102,275.00	0.00%
Insurance Recoveries	-	12,600.00	-	3,818.15	8,781.85	30.30%
Total Other Financing Sources	4,097,725.00	1,114,875.00	450,000.00	3,818.15	1,111,056.85	0.34%
<u>Contributions</u>						
CHIPS Contributions	3,700.00	3,700.00	600.00	5,188.00	(1,488.00)	140.22%
Contributions-Smithfield Foods-WC Park Outbuildings	-	22,455.00	9,940.00	22,454.62	0.38	100.00%
Contributions-Smithfield VA Events	32,000.00	32,000.00	-	31,500.00	500.00	98.44%
Contributions-Historic Smithfield	-	2,797.00	-	2,797.00	-	100.00%
Contributions-Museum	11,650.00	11,650.00	11,650.00	9,613.00	2,037.00	82.52%
Contributions-Public Safety	-	30.00	-	30.00	-	100.00%
Contributions-Smithfield Foods -Public Safety	-	50,000.00	-	50,000.00	-	100.00%
Contributions-Public Ball Fields	50,000.00	3,025,000.00	-	2,525,000.00	500,000.00	83.47%
Total Contributions	97,350.00	3,147,632.00	22,190.00	2,646,582.62	501,049.38	84.08%
Total General Fund Revenue	15,275,421.50	12,101,176.00	6,867,585.00	9,556,944.02	2,544,231.98	78.98%

Less Revenues, Loan Funds, Grants and Contributions related

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
to capital projects						
Line of Credit Proceeds	(500,000.00)	-	(450,000.00)	-	-	0.00%
General Obligation Bond-Land Acquisition	(3,597,725.00)	(1,102,275.00)	-	-	(1,102,275.00)	0.00%
Cash Proffer Revenues	-	-	-	-	-	0.00%
Meals tax-special projects	(523,470.00)	(525,550.00)	(457,500.00)	(422,857.13)	(102,692.87)	80.46%
From Operating Reserves	(521,010.50)	(513,893.00)	(142,510.00)	(601,604.50)	87,711.50	117.07%
Pinewood Heights Reserves	-	-	-	-	-	0.00%
Beautification Fund Reserves	-	(169,072.00)	-	(169,072.00)	-	0.00%
Ball Field Reserves	(3,025,000.00)	-	-	-	-	0.00%
Contributions-WC Park	-	(22,455.00)	(9,940.00)	(22,454.62)	(0.38)	100.00%
Contributions-Historic Smithfield	-	(2,797.00)	-	(2,797.00)	-	100.00%
Contributions-Public Safety	-	(50,000.00)	-	(50,000.00)	-	100.00%
Contributions to Ball Fields	(50,000.00)	(3,025,000.00)	-	(2,525,000.00)	(500,000.00)	83.47%
Contributions-Smithfield VA Events	(32,000.00)	(32,000.00)	-	(31,500.00)	(500.00)	98.44%
Pinewood Heights Phase III CDBG Funds	(697,260.00)	(302,740.00)	-	(40,822.42)	(261,917.58)	0.00%
Boat Ramp Grant	(252,815.00)	-	-	-	-	0.00%
Pinewood Heights Relocation Project -Grant	-	(375,280.00)	-	(180,000.00)	(195,280.00)	47.96%
Total Non-operating Revenues	(9,199,280.50)	(6,121,062.00)	(1,059,950.00)	(4,046,107.67)	(2,074,954.33)	66.10%
Total General Fund Operating Revenues	6,076,141.00	5,980,114.00	5,807,635.00	5,510,836.35	469,277.65	92.15%

**General Fund Budget
Expenses**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
GENERAL GOVERNMENT						
Town Council						
Salaries	40,000.00	40,000.00	40,000.00	35,850.00	4,150.00	89.63%
FICA	3,352.00	3,496.00	3,496.00	2,864.29	631.71	81.93%
Employee Wellness/Assistance Plan	1,344.00	1,176.00	1,638.00	1,078.00	98.00	91.67%
Legal Fees	65,000.00	65,000.00	46,000.00	55,887.36	9,112.64	85.98%
Election Expense	-	3,600.00	3,600.00	3,350.31	249.69	93.06%
Maintenance contracts	600.00	595.00	595.00	595.00	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Advertising	25,000.00	25,000.00	25,000.00	16,970.07	8,029.93	67.88%
Professional Services	40,000.00	25,000.00	27,500.00	18,319.50	6,680.50	73.28%
Records Management maint & upgrades	5,292.00	5,292.00	4,258.00	5,292.00	-	100.00%
Site Plan Review	5,000.00	5,000.00	5,000.00	-	5,000.00	0.00%
Communications	-	-	1,000.00	-	-	0.00%
Insurance	18,820.00	18,820.00	23,700.00	18,820.00	-	100.00%
Supplies	20,000.00	22,000.00	22,000.00	15,973.14	6,026.86	72.61%
Travel & Training	6,500.00	6,800.00	6,800.00	3,381.49	3,418.51	49.73%
Subscriptions/Memberships	9,200.00	9,100.00	9,100.00	8,546.00	554.00	93.91%
Council Approved Items	12,000.00	12,000.00	12,000.00	9,533.51	2,466.49	79.45%
Public Defender Fees	4,000.00	5,000.00	5,000.00	720.00	4,280.00	14.40%
Bank Charges	625.00	625.00	625.00	479.00	146.00	76.64%
SpecialProjects	3,000.00	3,500.00	3,500.00	278.77	3,221.23	7.96%
Smithfield CHIPS program	4,750.00	4,750.00	3,000.00	340.00	4,410.00	7.16%
Update Town Charter & Code	3,000.00	3,000.00	3,000.00	650.00	2,350.00	21.67%
Annual Christmas Parade	200.00	200.00	200.00	103.84	96.16	51.92%
Total Town Council	267,683.00	259,954.00	247,012.00	199,032.28	60,921.72	76.56%
<u>Town Manager</u>						
Salaries	313,814.00	229,835.00	229,835.00	197,891.67	31,943.33	86.10%
FICA	25,105.00	18,390.00	18,390.00	13,799.59	4,590.41	75.04%
VSRS	19,695.00	17,800.00	17,800.00	16,314.82	1,485.18	91.66%
Health	62,245.00	49,700.00	49,700.00	49,695.36	4.64	99.99%
Auto Expense	500.00	500.00	500.00	53.60	446.40	10.72%
Maintenance Contracts	2,800.00	2,800.00	2,525.00	2,260.93	539.07	80.75%
Communications	17,000.00	16,000.00	16,000.00	12,856.85	3,143.15	80.36%
Insurance	2,330.00	2,330.00	2,330.00	2,176.00	154.00	93.39%
Supplies	4,000.00	5,500.00	5,500.00	3,201.66	2,298.34	58.21%
Dues & Subscriptions	3,355.00	3,300.00	3,250.00	2,921.09	378.91	88.52%
Computer & technology expenses	13,000.00	16,000.00	16,000.00	6,190.87	9,809.13	38.69%
Travel & Training	7,800.00	7,800.00	7,800.00	5,328.29	2,471.71	68.31%
Other	100.00	100.00	100.00	27.46	72.54	27.46%
Total Town Manager	471,744.00	370,055.00	369,730.00	312,718.19	57,336.81	84.51%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Treasurer</u>						
Salaries	299,575.00	288,020.00	288,020.00	248,366.60	39,653.40	86.23%
FICA	23,966.00	23,045.00	23,045.00	18,623.40	4,421.60	80.81%
VSRS	20,177.00	22,160.00	21,265.00	20,207.45	1,952.55	91.19%
Health	47,470.00	38,965.00	38,735.00	38,964.22	0.78	100.00%
Disability	160.00	150.00	150.00	101.67	48.33	67.78%
Audit	12,250.00	11,750.00	11,750.00	11,750.00	-	100.00%
Depreciation Software	2,900.00	2,900.00	2,900.00	2,800.00	100.00	96.55%
Communications	9,500.00	8,500.00	8,500.00	6,838.51	1,661.49	80.45%
Computer & technology expenses	5,000.00	3,415.00	2,000.00	3,411.12	3.88	99.89%
Data Processing	20,000.00	20,000.00	18,000.00	17,208.40	2,791.60	86.04%
Service contracts-includes MUNIS	58,000.00	23,000.00	51,715.00	18,790.05	4,209.95	81.70%
Insurance	2,410.00	2,410.00	2,410.00	2,256.00	154.00	93.61%
Supplies	11,700.00	10,585.00	12,000.00	7,632.09	2,952.91	72.10%
Dues & Subscriptions	1,200.00	1,200.00	1,550.00	976.50	223.50	81.38%
Credit Card Processing	1,000.00	1,000.00	3,000.00	138.06	861.94	13.81%
Cigarette Tax Stamps	3,030.00	2,835.00	2,835.00	2,829.60	5.40	99.81%
Travel & Training	1,000.00	2,000.00	2,000.00	261.42	1,738.58	13.07%
Other	100.00	100.00	100.00	21.16	78.84	21.16%
Total Treasurer	519,438.00	462,035.00	489,975.00	401,176.25	60,858.75	86.83%

PUBLIC SAFETY

Police Department

Salaries	1,461,705.00	1,374,090.00	1,374,090.00	1,177,038.60	197,051.40	85.66%
FICA	116,940.00	109,930.00	109,930.00	85,671.69	24,258.31	77.93%
VSRS	76,640.00	92,810.00	92,810.00	84,633.53	8,176.47	91.19%
Health Insurance	206,195.00	195,005.00	195,005.00	186,494.03	8,510.97	95.64%
Disability	160.00	150.00	160.00	100.35	49.65	66.90%
Pre-Employment Test	1,000.00	1,000.00	2,000.00	-	1,000.00	0.00%
Uniforms	24,000.00	24,000.00	24,000.00	13,888.78	10,111.22	57.87%
Service Contracts	38,000.00	38,000.00	38,000.00	35,588.51	2,411.49	93.65%
Communications	53,000.00	53,000.00	53,000.00	38,691.04	14,308.96	73.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Computer & Technology Expenses	15,000.00	15,000.00	15,200.00	7,604.19	7,395.81	50.69%
Insurance	54,580.00	54,580.00	54,580.00	52,792.00	1,788.00	96.72%
Ins. - LODA	10,896.00	10,896.00	11,415.00	10,895.64	0.36	100.00%
Materials & Supplies	24,000.00	25,500.00	25,500.00	19,742.51	5,757.49	77.42%
Dues & Subscriptions	6,550.00	6,550.00	6,500.00	6,512.46	37.54	99.43%
Equipment	7,500.00	15,000.00	15,000.00	7,383.21	7,616.79	49.22%
Radio & Equipment repairs	2,000.00	2,000.00	2,000.00	919.65	1,080.35	45.98%
Vehicle Maintenance	40,000.00	40,000.00	50,000.00	30,357.92	9,642.08	75.89%
Gas	45,000.00	45,000.00	75,000.00	31,312.85	13,687.15	69.58%
Tires	7,000.00	7,000.00	7,500.00	17.56	6,982.44	0.25%
Travel & Training	30,000.00	30,000.00	32,500.00	17,167.33	12,832.67	57.22%
Special Events	1,000.00	1,000.00	700.00	945.89	54.11	94.59%
Police Grants	2,500.00	2,500.00	2,500.00	-	2,500.00	0.00%
Investigation expenses	5,000.00	5,000.00	5,000.00	1,511.53	3,488.47	30.23%
Accreditation (costs charged to existing line items)	-	-	-	-	-	0.00%
Asset Forfeiture	-	-	-	-	-	0.00%
Other	500.00	500.00	500.00	831.79	(331.79)	166.36%
Total Police Department	2,229,166.00	2,148,511.00	2,192,890.00	1,810,101.06	338,409.94	82.54%
 Fire Department						
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	-	13,000.00	0.00%
State Pass Thru	25,627.00	25,627.00	24,294.00	-	25,627.00	0.00%
Total Fire Department	38,627.00	38,627.00	37,294.00	-	38,627.00	0.00%
 Contributions-Public Safety						
Coast Guard Auxiliary	-	250.00	250.00	250.00	-	100.00%
Great Springs Road-Sidewalk Contribution to IOW County	-	100,000.00	-	100,000.00	-	100.00%
E911 Dispatch Center	252,446.00	175,671.00	175,671.00	173,058.65	2,612.35	98.51%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	262,446.00	285,921.00	185,921.00	283,308.65	2,612.35	99.09%

PARKS, RECREATION & CULTURAL

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Smithfield Center</u>						
Salaries	215,208.00	196,185.00	196,185.00	162,327.34	33,857.66	82.74%
FICA	17,220.00	15,505.00	15,505.00	12,464.53	3,040.47	80.39%
VSRS	10,096.00	11,885.00	11,885.00	10,893.85	991.15	91.66%
Health	30,996.00	26,390.00	21,555.00	26,388.91	1.09	100.00%
Uniforms	1,200.00	1,200.00	1,200.00	1,191.73	8.27	99.31%
Contracted Services	17,500.00	20,000.00	23,000.00	14,835.35	5,164.65	74.18%
Retail Sales & Use Tax	800.00	700.00	1,000.00	571.60	128.40	81.66%
Utilities	25,000.00	25,000.00	28,000.00	18,304.74	6,695.26	73.22%
Communications	19,000.00	19,000.00	19,000.00	13,683.78	5,316.22	72.02%
Computer & technology expenses	4,000.00	4,000.00	4,000.00	3,368.79	631.21	84.22%
Insurance	5,900.00	5,900.00	5,900.00	5,616.00	284.00	95.19%
Kitchen Supplies	3,000.00	4,000.00	4,000.00	1,802.48	2,197.52	45.06%
Office Supplies/Other Supplies	6,500.00	6,500.00	5,000.00	5,123.08	1,376.92	78.82%
Food Service & Beverage Supplies	6,000.00	8,000.00	6,000.00	6,315.89	1,684.11	78.95%
AV Supplies	3,000.00	1,000.00	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	35,000.00	35,000.00	33,121.97	1,878.03	94.63%
Systems Maintenance (HVAC, AV, Generator)	-	10,000.00	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	17,500.00	15,000.00	12,886.72	4,613.28	73.64%
Travel & Training	2,000.00	2,000.00	2,000.00	1,791.79	208.21	89.59%
Programming Expenses	500.00	500.00	500.00	-	500.00	0.00%
Advertising	20,000.00	20,000.00	20,000.00	14,768.48	5,231.52	73.84%
Refund event deposits	7,000.00	7,000.00	5,000.00	6,000.56	999.44	85.72%
Credit card processing expense	4,500.00	4,500.00	4,500.00	4,180.23	319.77	92.89%
Total Smithfield Center	451,420.00	441,765.00	435,230.00	355,637.82	86,127.18	80.50%
<u>Contributions-Parks, Recreation and Cultural</u>						
Farmers Market	3,000.00	3,000.00	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	1,500.00	1,500.00	1,000.00	500.00	66.67%
Hampton Roads Planning District Commission	10,000.00	9,080.00	8,677.00	9,076.00	4.00	99.96%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	10,000.00	-	100.00%
Friends of the Library	8,000.00	10,000.00	10,000.00	4,551.61	5,448.39	45.52%
Total Contributions-Park, Recreation and Cultural	32,500.00	33,580.00	33,177.00	24,627.61	8,952.39	73.34%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Windsor Castle Park</u>						
Salaries	66,935.00	63,710.00	63,710.00	51,383.59	12,326.41	80.65%
FICA	5,355.00	5,100.00	5,100.00	3,794.52	1,305.48	74.40%
VSRS	4,000.00	4,725.00	4,725.00	4,209.55	515.45	89.09%
Health	12,705.00	11,365.00	11,365.00	10,072.47	1,292.53	88.63%
Contracted Services	6,500.00	6,500.00	6,000.00	6,577.02	(77.02)	101.18%
Insurance	8,935.00	8,935.00	8,935.00	8,424.00	511.00	94.28%
Grass Cutting	30,000.00	30,000.00	30,000.00	24,408.39	5,591.61	81.36%
Kayak/Watersports expenses	1,500.00	1,500.00	1,500.00	999.92	500.08	66.66%
Professional Services	10,000.00	2,000.00	5,000.00	1,640.00	360.00	82.00%
Utilities	7,000.00	7,000.00	7,000.00	3,294.32	3,705.68	47.06%
Supplies	5,000.00	5,000.00	5,000.00	435.97	4,564.03	8.72%
Repairs & Maintenance	40,000.00	40,000.00	40,000.00	20,076.64	19,923.36	50.19%
Total Windsor Castle Park	197,930.00	185,835.00	188,335.00	135,316.39	50,518.61	72.82%
<u>Museum</u>						
Salaries	104,255.00	93,270.00	93,270.00	82,969.32	10,300.68	88.96%
FICA	8,340.00	7,465.00	7,465.00	6,419.54	1,045.46	86.00%
VSRS	3,696.00	4,025.00	4,025.00	3,685.11	339.89	91.56%
Health	7,220.00	6,512.00	6,512.00	6,511.68	0.32	100.00%
Operating expenses						
Contracted services	2,500.00	2,500.00	2,000.00	2,300.64	199.36	92.03%
Communications	700.00	710.00	600.00	608.66	101.34	85.73%
Insurance	1,772.00	1,772.00	-	1,772.00	-	100.00%
Supplies	4,700.00	4,700.00	4,700.00	4,649.89	50.11	98.93%
Advertising	1,500.00	1,500.00	1,500.00	-	1,500.00	0.00%
Travel/Training	200.00	300.00	300.00	95.00	205.00	31.67%
Dues & Subscriptions	800.00	800.00	800.00	303.75	496.25	37.97%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses	9,000.00	9,000.00	9,000.00	6,364.84	2,635.16	70.72%
Sales & Use Tax	700.00	700.00	500.00	536.31	163.69	76.62%
Credit card processing fees	1,000.00	1,000.00	1,000.00	663.56	336.44	66.36%
Total Museum	146,383.00	134,254.00	131,672.00	116,880.30	17,373.70	87.06%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Other Parks & Recreation</u>						
Jersey Park Playground	1,000.00	2,625.00	1,000.00	2,611.57	13.43	99.49%
Pinewood Playground	500.00	500.00	500.00	400.00	100.00	80.00%
Clontz Park-pier (move to capital)	-	15,000.00	1,500.00	6,094.81	8,905.19	40.63%
Community Wellness Initiative	-	65.00	-	65.00	-	100.00%
Cypress Creek No Wake Zone	-	1,345.00	-	1,345.00	-	100.00%
SNAP Program	-	200.00	-	149.00	51.00	74.50%
Waterworks Dam	-	25,000.00	-	25,234.56	(234.56)	100.94%
Waterworks Lake (park area)	500.00	500.00	500.00	-	500.00	0.00%
Haydens Lane Maintenance	1,500.00	1,500.00	1,500.00	1,368.68	131.32	91.25%
Veterans War Memorial	1,000.00	1,000.00	1,000.00	800.13	199.87	80.01%
Fireworks	2,000.00	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	6,500.00	49,735.00	8,000.00	40,068.75	9,666.25	80.56%

COMMUNITY DEVELOPMENT

Pinewood Heights

Non-CDBG Contributed Operating Expenses

Administration

Precontract Administration	10,000.00	5,000.00		5,592.23	(592.23)	111.84%
Management Assistance	30,820.00	16,285.00		8,168.97	8,116.03	50.16%
Monitoring/Closeout	5,000.00	-		-	-	#DIV/0!

Permanent Relocation

Owner Occupied Households	-	139,000.00		-	139,000.00	0.00%
Renter Occupied Households	-	114,775.00		31,093.00	83,682.00	27.09%
Moving Costs	25,800.00	11,300.00		12,600.00	(1,300.00)	111.50%
Relocation Specialist	24,975.00	5,550.00		6,751.00	(1,201.00)	121.64%

Acquisition

Owner Acquisition	1,386.00	172,274.00		742.50	171,531.50	0.43%
Renter Acquisition	759,200.00	75,270.00		142,377.00	(67,107.00)	189.16%
Vacant Lot Acquisition	610.00	40,610.00		286.00	40,324.00	0.70%
Appraisal/Legal	16,790.00	8,046.00		6,750.00	1,296.00	83.89%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
<u>Acquisition Specialist</u>	27,306.00	8,344.00		7,688.99	655.01	92.15%
<u>Clearance & Demolition</u>	52,200.00	17,079.00		13,029.86	4,049.14	76.29%
Subtotal Non CDBG	954,087.00	613,533.00		235,079.55	378,453.45	100.00%
CDBG Contributed Operating Expenses						
<u>Permanent Relocation</u>						
Owner Occupied Households	278,775.00	290,100.00		199,100.00	91,000.00	68.63%
Renter Occupied Households	143,860.00	32,140.00		-	32,140.00	0.00%
Relocation Specialist	18,000.00				-	#DIV/0!
<u>Acquisition</u>						
Owner Occupied	277,125.00	239,280.00		137,500.00	101,780.00	57.46%
<u>Clearance & Demolition</u>	-			-	-	#DIV/0!
<u>Planning Grant-Phase III</u>			-	-	-	#DIV/0!
Subtotal CDBG	717,760.00	561,520.00		336,600.00	224,920.00	59.94%
Total Pinewood Heights Contributions	1,671,847.00	1,175,053.00	-	571,679.55	603,373.45	48.65%
<u>Contributions-Community Development</u>						
Old Courthouse Contribution	4,000.00	5,000.00	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	11,500.00	14,000.00	14,000.00	-	14,000.00	0.00%
Genieve Shelter	7,200.00	9,000.00	9,000.00	-	9,000.00	0.00%
TRIAD	3,120.00	3,900.00	3,900.00	2,745.50	1,154.50	70.40%
Tourism Bureau	235,132.50	198,049.00	198,049.00	99,282.30	98,766.70	50.13%
Western Tidewater Free Clinic	38,000.00	34,000.00	34,000.00	34,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	354,952.50	319,949.00	319,949.00	192,027.80	127,921.20	60.02%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
PUBLIC WORKS						
Planning, Engineering & Public Works						
Salaries	201,400.00	189,540.00	189,540.00	170,931.63	18,608.37	90.18%
FICA	16,115.00	15,165.00	15,165.00	12,656.33	2,508.67	83.46%
VSRS	12,735.00	15,260.00	15,260.00	13,828.49	1,431.51	90.62%
Health	36,500.00	33,275.00	33,275.00	33,321.73	(46.73)	100.14%
Disability	1,505.00	1,000.00	1,000.00	587.52	412.48	58.75%
Uniforms	2,500.00	2,500.00	2,500.00	1,456.40	1,043.60	58.26%
Contractual	7,000.00	7,000.00	7,000.00	6,249.83	750.17	89.28%
GIS	2,000.00	2,400.00	2,400.00	400.00	2,000.00	16.67%
Recycling-1% CPI-U	239,006.00	236,640.00	236,640.00	195,842.04	40,797.96	82.76%
Trash Collection-1% CPI-U	240,000.00	240,000.00	240,000.00	190,652.08	49,347.92	79.44%
Street Lights	5,000.00	14,000.00	5,000.00	13,387.11	612.89	95.62%
Communications	12,000.00	12,000.00	12,000.00	10,176.04	1,823.96	84.80%
Safety Meetings/Safety Expenses	3,000.00	5,000.00	5,000.00	4,330.81	669.19	86.62%
Insurance	8,515.00	8,515.00	8,515.00	8,116.00	399.00	95.31%
Materials & Supplies	6,000.00	6,000.00	5,000.00	3,610.55	2,389.45	60.18%
Accreditation	-	-	-	-	-	0.00%
Repairs & Maintenance	5,000.00	5,000.00	5,000.00	4,171.84	828.16	83.44%
Gas & Tires	6,500.00	6,500.00	7,500.00	4,311.16	2,188.84	66.33%
Travel & Training	6,000.00	8,000.00	8,000.00	2,945.15	5,054.85	36.81%
Litter Control Grant	3,354.00	3,354.00	3,318.00	2,749.48	604.52	81.98%
Dues & Subscriptions	2,700.00	2,700.00	2,000.00	2,346.09	353.91	86.89%
Other	3,000.00	3,000.00	3,000.00	1,839.16	1,160.84	61.31%
Total Public Works	819,830.00	816,849.00	807,113.00	683,909.44	132,939.56	83.73%
PUBLIC BUILDINGS						
Public Buildings						
Salaries	28,660.00	27,300.00	27,300.00	19,006.89	8,293.11	69.62%
FICA	2,295.00	2,185.00	2,185.00	1,499.46	685.54	68.63%
Contractual	20,000.00	18,000.00	18,000.00	16,005.64	1,994.36	88.92%
Communications	3,000.00	3,000.00	3,000.00	2,337.46	662.54	77.92%
Utilities	46,000.00	46,000.00	54,000.00	35,394.77	10,605.23	76.95%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Insurance	11,265.00	11,265.00	11,265.00	10,500.00	765.00	93.21%
Materials & Supplies	6,000.00	5,000.00	5,000.00	3,778.98	1,221.02	75.58%
Repairs & Maintenance	36,000.00	36,000.00	36,000.00	34,023.50	1,976.50	94.51%
Rent Expense-Office Space	-	4,800.00	4,800.00	4,000.00	800.00	83.33%
Other	1,000.00	1,000.00	1,000.00	230.49	769.51	23.05%
Total Public Buildings	154,220.00	154,550.00	162,550.00	126,777.19	27,772.81	82.03%
OTHER FINANCING USES						
Transfers to Operating Reserves				-	-	#DIV/0!
Transfers to Restricted Reserves-low Bond Payoff	489,553.00				-	#DIV/0!
Transfers to Restricted Reserves-Pinewood CDBG Project		-		-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Ball Fields)		3,025,000.00	-	2,525,000.00	500,000.00	83.47%
Transfers to Restricted Reserves-Police Motorcycles		-		50,000.00	(50,000.00)	#DIV/0!
Total Transfers To Reserves	489,553.00	3,025,000.00	-	2,575,000.00	450,000.00	85.12%
DEBT SERVICE						
Debt Service						
Principal Retirement						
Public Building Acquisition-TM/PD	23,233.00	21,574.00	21,574.00	-	21,574.00	0.00%
HVAC -Smithfield Center	17,215.00	16,550.00	16,550.00	15,156.19	1,393.81	91.58%
Police Evidence Building	50,445.00	48,930.00	48,930.00	44,728.40	4,201.60	91.41%
New Debt-Multiple projects	-	-			-	#DIV/0!
Line of Credit	500,000.00	-	450,000.00	-	-	#DIV/0!
Interest and fiscal charges						
Public Building Acquisition-TM/PD	30,564.00	31,480.00	31,480.00	15,740.36	15,739.64	50.00%
HVAC -Smithfield Center	490.00	1,155.00	1,155.00	1,107.64	47.36	95.90%
Police Evidence Building	10,805.00	12,430.00	12,430.00	11,299.32	1,130.68	90.90%
New Debt-Multiple projects-interest only	58,750.00	1,840.00			1,840.00	0.00%
Line of Credit	4,065.00	-	7,000.00	-	-	0.00%
Total Debt Service	695,567.00	133,959.00	589,119.00	88,031.91	45,927.09	65.72%
Total General Fund Expenses	8,809,806.50	10,035,632.00	6,197,967.00	7,916,293.19	2,119,338.81	78.88%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual as of 05/31/16	Remaining Budget	% of budget
Less Expenses related to capital projects:						
Legal Fees	-	-	-	-	-	0.00%
Professional Fees	(50,000.00)	(67,000.00)	(34,000.00)	(51,288.87)	(15,711.13)	76.55%
Transfers to Restricted Reserves-Pinewood CDBG Project	-	-	-	-	-	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	(3,025,000.00)	-	(2,525,000.00)	(500,000.00)	83.47%
Transfers to Restricted Reserves-Police Motorcycles	-	-	-	(50,000.00)	50,000.00	100.00%
Pinewood Heights Relocation Project Expenses	(1,671,847.00)	(1,175,053.00)	-	(571,679.55)	(603,373.45)	48.65%
Pinewood Heights Line of Credit Expenses	(504,065.00)	-	(457,000.00)	-	-	0.00%
Total Non-operating Expenses	(2,225,912.00)	(4,267,053.00)	(491,000.00)	(3,197,968.42)	(1,069,084.58)	74.95%
Total General Fund Operating Expenses	6,583,894.50	5,768,579.00	5,706,967.00	4,718,324.77	1,050,254.23	81.79%
Net Operating Reserve (+/-)	(507,753.50)	211,535.00	100,668.00	792,511.58	(580,976.58)	374.65%
Net Reserve (+/-)	6,465,615.00	2,065,544.00	669,618.00	1,640,650.83	424,893.17	79.43%

Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual 5/31/2016	Remain Budget	% of Budget
-----------------------	---------------------------	-----------------------------	---------------------	------------------	----------------

Net Operating Reserves (Deficit)	6,465,615.00	2,065,544.00	669,618.00	1,640,650.83	424,893.17	79.43%
---	---------------------	---------------------	-------------------	---------------------	-------------------	---------------

Capital Outlay
General Fund

GENERAL GOVERNMENT						
COMMUNITY DEVELOPMENT						
Pinewood Heights Relocation-CIP						
Non CDBG Capital Acquisition						
Owner Occupied Units						
Renter Occupied Units	(144,000.00)	(12,000.00)		(24,000.00)	12,000.00	200.00%
Vacant Lots	(36,000.00)	-		(24,000.00)	24,000.00	#DIV/0!
Subtotal Non CDBG Capital Acquisition	(180,000.00)		-	(48,000.00)	48,000.00	#DIV/0!
CDBG Capital Acquisition						
Owner Occupied Units	(48,000.00)	(48,000.00)		(24,000.00)	(24,000.00)	50.00%
Renter Occupied Units				-		
Vacant Lots				-		
Subtotal CDBG Capital Acquisition	(48,000.00)	(48,000.00)	-	(24,000.00)	(24,000.00)	50.00%
Total Pinewood Heights Relocation CIP	(228,000.00)	(48,000.00)	-	(72,000.00)	24,000.00	150.00%
TOWN COUNCIL						
None				-	-	
TREASURER						
MUNIS Conversion	(107,525.00)	(50,000.00)	(157,525.00)	(19,126.87)	(30,873.13)	38.25%
PARKS, RECREATION AND CULTURAL						
Smithfield Center Main Hall Speaker System		(8,560.00)	(8,560.00)	(8,408.21)	(151.79)	98.23%
Smithfield Center Backflow Device on fire protection system		(6,600.00)		(6,600.00)	-	100.00%
Smithfield Center-bathroom renovations						
WC Playground	(60,000.00)					
WC Park Building Stabilization		(22,455.00)	(9,940.00)	(22,454.62)	(0.38)	100.00%
WC Park Building Renovations	(2,000,000.00)					
Clontz Park-Replace Pier	(10,000.00)					

	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual 5/31/2016	Remain Budget	% of Budget
Clontz Park-Boat Ramp	(254,000.00)	(50,000.00)		(35,412.50)	(14,587.50)	70.83%
Ball Fields possible purchase	(3,640,000.00)	(984,377.00)	-	(826,357.05)	(158,019.95)	83.95%
PUBLIC SAFETY						
Police						
Police Vehicles	(146,715.00)	(147,070.00)	(99,173.00)	(105,350.82)	(41,719.18)	71.63%
Police Motorcycles		(50,000.00)	-	-	(50,000.00)	0.00%
Police Equipment-Tasers		(22,075.00)	-	(22,073.38)	(1.62)	99.99%
Tough Book MDTs/docking stations/workstation-3		(41,520.00)	(41,520.00)	(8,700.00)	(32,820.00)	20.95%
In Car Cameras		(35,700.00)	(35,700.00)	(46,161.00)	10,461.00	129.30%
PUBLIC WORKS						
Vehicles and Equipment	(9,375.00)	(5,912.00)	(14,000.00)	(6,037.00)	125.00	102.11%
James Street/Washington Street	-					
Great Springs Road Sidewalk			(100,000.00)			
Storage Shed		-	(7,200.00)	-	-	0.00%
PUBLIC BUILDINGS						
Police Evidence Building Improvements		(550,000.00)	(196,000.00)	(418,694.38)	(131,305.62)	76.13%
Storage Building Improvements		(43,275.00)	-	(43,275.00)	-	100.00%
Repair garage doors at Town Hall	(10,000.00)					
Fire Alarm & Security System Replacement	-					
Town Hall Windows (1/2)	-		-	-	-	0.00%
Net Capital Outlay	(6,465,615.00)	(2,065,544.00)	(669,618.00)	(1,640,650.83)	(424,893.17)	79.43%
Net Reserves (Deficit) after capital outlay	-	-	-	-	0.00	#DIV/0!

**Town of Smithfield
Sewer Fund Budget**

	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Revenue						
Operating Revenues						
Sewer Charges	681,000.00	681,000.00	681,000.00	541,328.96	139,671.04	79.49%
Sewer Compliance Fee	498,600.00	496,000.00	496,000.00	403,258.70	92,741.30	81.30%
Miscellaneous Revenue	500.00	1,000.00	1,000.00	48.00	952.00	4.80%
Connection fees	39,500.00	39,500.00	39,500.00	30,690.00	8,810.00	77.70%
Total Operating Revenue	1,219,600.00	1,217,500.00	1,217,500.00	975,325.66	242,174.34	80.11%

**Town of Smithfield
Sewer Fund Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Expenses						
Operating Expenses						
Salaries	278,265.00	270,900.00	270,900.00	211,689.26	59,210.74	78.14%
FICA	22,265.00	21,675.00	21,675.00	15,384.92	6,290.08	70.98%
VSRS	17,405.00	20,180.00	20,180.00	17,255.30	2,924.70	85.51%
Health	55,760.00	56,225.00	56,225.00	47,828.64	8,396.36	85.07%
Uniforms	3,200.00	2,500.00	2,500.00	2,743.62	(243.62)	109.74%
Audit	6,125.00	5,875.00	5,875.00	5,875.00	-	100.00%
Legal	9,000.00	8,875.00	8,875.00	7,613.25	1,261.75	85.78%
Accreditation	-	-	-	-	-	0.00%
HRPDC sewer programs	887.00	887.00	887.00	881.00	6.00	99.32%
Professional Fees	20,000.00	15,000.00	15,000.00	15,415.00	(415.00)	102.77%
Maintenance & Repairs	60,000.00	63,125.00	63,125.00	37,734.46	25,390.54	59.78%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	7,500.00	910.85	6,589.15	12.14%
Data Processing	14,500.00	14,000.00	14,000.00	12,907.33	1,092.67	92.20%
Dues & Subscriptions	60.00	50.00	50.00	73.50	(23.50)	147.00%
Utilities	51,000.00	51,000.00	51,000.00	38,130.96	12,869.04	74.77%
SCADA Expenses	6,000.00	6,000.00	6,000.00	4,386.91	1,613.09	73.12%
Telephone	12,000.00	12,000.00	12,000.00	8,488.47	3,511.53	70.74%
Insurance	17,270.00	17,270.00	17,270.00	16,444.00	826.00	95.22%
Materials & Supplies	50,000.00	50,000.00	46,000.00	39,970.77	10,029.23	79.94%
Truck Operations	9,000.00	9,000.00	12,000.00	5,339.13	3,660.87	59.32%
Travel & Training	5,000.00	4,000.00	4,000.00	2,191.12	1,808.88	54.78%
Contractual	3,500.00	3,500.00	3,500.00	2,342.38	1,157.62	66.93%

**Town of Smithfield
Sewer Fund Budget**

	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Miscellaneous	1,200.00	1,200.00	600.00	1,009.76	190.24	84.15%
Bank service charges	-	-	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	649,937.00	640,762.00	639,162.00	494,615.63	146,146.37	77.19%
Operating Income before D&A Expense	569,663.00	576,738.00	578,338.00	480,710.03	96,027.97	83.35%
Depreciation & Amort. Exp.	390,000.00	380,000.00	380,000.00	336,676.20	43,323.80	88.60%
Operating Income (Loss)	179,663.00	196,738.00	198,338.00	144,033.83	52,704.17	73.21%
Nonoperating Revenues (Expenses)						
Pro-rata Share Fees	-	2,400.00	-	2,400.00	-	100.00%
Availability Fees	103,000.00	103,000.00	103,000.00	80,480.00	22,520.00	78.14%
Contributed Capital-Smithfield Foods Rev Ln	-	11,890.00	11,890.00	11,843.52	46.48	99.61%
Interest Revenue	4,500.00	6,250.00	4,500.00	6,471.22	(221.22)	103.54%
Interest Expense	(8,602.00)	(10,101.00)	(10,101.00)	(9,392.90)	(708.10)	92.99%
Total Nonoperating Revenues (Expenses)	98,898.00	113,439.00	109,289.00	91,801.84	21,637.16	80.93%
Net Income (loss)	278,561.00	310,177.00	307,627.00	235,835.67	74,341.33	76.03%
WORKING ADJUSTMENTS TO CAFR						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees	-	(2,400.00)	-	(2,400.00)	-	100.00%
Availability Fees	(103,000.00)	(103,000.00)	(103,000.00)	(80,480.00)	(22,520.00)	78.14%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	(11,890.00)	(11,890.00)	(11,843.52)	(46.48)	99.61%
Compliance Fee	(496,000.00)	(496,000.00)	(496,000.00)	(403,258.70)	(92,741.30)	81.30%
Depreciation & Amort. Exp.	390,000.00	380,000.00	380,000.00	336,676.20	43,323.80	88.60%
Additional debt service costs-principal expense	(98,770.00)	(97,940.00)	(97,940.00)	(97,940.00)	-	100.00%
Total adjustments to CAFR	(319,660.00)	(331,230.00)	(328,830.00)	(259,246.02)	(71,983.98)	78.27%
Working adjusted income	(41,099.00)	(21,053.00)	(21,203.00)	(23,410.35)	2,357.35	111.20%

	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual 5/31/2016	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	(41,099.00)	(21,053.00)	(21,203.00)	(23,410.35)	2,357.35	111.20%
Sewer SSO Consent Order			-	-	-	
MOA Compliance Plan			(40,000.00)		-	
MOA Flow Monitoring	(75,000.00)	(25,000.00)	(25,000.00)	(21,300.00)	(3,700.00)	85.20%
MOM Flow Plan Review	(75,000.00)				-	
MOA CIP Development			(28,000.00)		-	
RWWMP Development Coord Assistance			(20,000.00)		-	
Sewer Master Plan	(50,000.00)	(6,250.00)	(56,250.00)	(5,866.25)	(383.75)	93.86%
Construction Standards Update	(3,321.00)	-	(3,321.00)	(1,047.50)	1,047.50	#DIV/0!
Work Order System				-	-	
PW Security Gate				-	-	
Main St & Mason ST CCTV & CIPP Lining				-	-	
Removal, repair, replacement fiberglass pump				-	-	
Antenna Poles at Jordan & Riverside Dr Pump Stations				-	-	
SCADA Towers-Drummonds, Jersey Park, Watson				-	-	
Arc Flash				-	-	
Removal and reinstallation work at Watson Pump Station		(18,610.00)		(18,610.00)	-	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Moonfield				-	-	
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent				-	-	
4" Fairbanks Morse Submersible Run-Dry Pump-Lakeside				-	-	
Sewer Main Repair-200 Block of Main Street		(17,753.00)		(17,753.00)	-	100.00%
Sewer Main Repair-Institute & 228 Main				-	-	
Sewer extension-Carver & Pinewood				-	-	
Impeller-Ledford Lane Pump Station		(5,061.00)		(5,060.60)	(0.40)	99.99%
Main Street/Mason-CCTV & CIPP Lining		(9,055.00)		(9,054.60)	(0.40)	100.00%
Fairbanks Assembly less impeller-Morris Creek		(5,025.00)	-	(5,025.00)	-	100.00%
Impeller-Cypress Creek Golf Course		(5,385.00)		(5,385.00)	-	100.00%
By-pass pump-Crescent	(100,000.00)				-	
By-pass pump-Wellington		(100,000.00)	(100,000.00)		(100,000.00)	0.00%
Manhole rehab	(75,000.00)				-	
Lakeside Pump Station-Sydnor Hydro		(14,965.00)		(14,965.00)	-	100.00%
Sewer Capital Repairs (find & fix)	(100,000.00)	(85,035.00)	(100,000.00)	(29,131.86)	(55,903.14)	34.26%
Truck/Equipment	(9,375.00)	(7,883.00)	(16,500.00)	(7,883.00)	-	100.00%
Net Capital Outlay	(487,696.00)	(300,022.00)	(389,071.00)	(141,081.81)	(158,940.19)	47.02%
Net Reserves (Deficit) after capital outlay	(528,795.00)	(321,075.00)	(410,274.00)	(164,492.16)	(156,582.84)	51.23%
Funding from Development Escrow		-	56,250.00	-	-	
Reserves from Sewer Capital Escrow Account	153,321.00	100,000.00	100,000.00	52,996.86	47,003.14	53.00%
Funding from Sewer Compliance Fee	325,000.00	200,022.00	213,000.00	51,167.60	148,854.40	25.58%
Draw from operating reserves	50,474.00	21,053.00	41,024.00	-	21,053.00	0.00%
Funding from Bond Escrow (released from refinance)				-	-	0.00%
Net Cashflow	-	-	-	(60,327.70)	60,327.70	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Revenue						
Operating Revenue						
Water Sales	1,407,750.00	1,414,305.00	1,423,185.00	1,101,463.40	312,841.60	77.88%
Debt Service Revenue	190,652.00	189,712.00	189,712.00	154,047.40	35,664.60	81.20%
Miscellaneous	1,500.00	1,000.00	1,000.00	1,418.85	(418.85)	141.89%
Connection fees	16,500.00	16,500.00	16,500.00	12,580.00	3,920.00	76.24%
Application Fees	8,654.00	8,654.00	8,654.00	8,273.00	381.00	95.60%
Total Operating Revenue	1,625,056.00	1,630,171.00	1,639,051.00	1,277,782.65	352,388.35	78.38%

**Town of Smithfield
Water Fund Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Expenses						
Salaries	421,655.00	404,060.00	404,060.00	315,227.77	88,832.23	78.02%
FICA	33,735.00	32,325.00	32,325.00	23,575.90	8,749.10	72.93%
VSRS	24,360.00	28,115.00	28,115.00	22,319.11	5,795.89	79.39%
Health	76,190.00	67,885.00	67,885.00	53,091.88	14,793.12	78.21%
Uniforms	3,255.00	3,255.00	3,255.00	1,961.27	1,293.73	60.25%
Contractual	13,500.00	13,500.00	12,000.00	12,570.33	929.67	93.11%
Audit	6,125.00	5,875.00	5,875.00	5,875.00	-	100.00%
Legal	14,000.00	14,000.00	9,125.00	11,257.50	2,742.50	80.41%
Accreditation	-	-	-	-	-	0.00%
Maintenance & Repairs	60,000.00	21,000.00	21,000.00	12,759.50	8,240.50	60.76%
Water Tank Maintenance	100,000.00	26,182.00	105,091.00	26,181.44	0.56	100.00%
Professional Services	40,000.00	37,000.00	20,000.00	31,958.12	5,041.88	86.37%
Regional Water Supply Study	1,701.00	1,701.00	1,689.00	1,701.00	-	100.00%
Data Processing	14,500.00	14,000.00	14,000.00	12,907.33	1,092.67	92.20%
Utilities	2,000.00	2,000.00	2,000.00	819.20	1,180.80	40.96%
Communications	13,000.00	13,000.00	13,000.00	8,488.51	4,511.49	65.30%
Insurance	26,900.00	26,900.00	26,900.00	25,524.00	1,376.00	94.88%
Materials & Supplies	100,000.00	100,000.00	75,000.00	90,555.73	9,444.27	90.56%
Gas and Tires	12,000.00	12,000.00	15,000.00	7,950.53	4,049.47	66.25%
Dues & Subscriptions	1,000.00	1,000.00	1,000.00	444.50	555.50	44.45%
Bank service charges	1,200.00	1,200.00	1,200.00	1,171.43	28.57	97.62%
Travel and Training	5,000.00	4,000.00	4,000.00	3,878.67	121.33	96.97%
Miscellaneous	12,000.00	12,000.00	9,500.00	9,907.98	2,092.02	82.57%
RO Annual costs						

**Town of Smithfield
Water Fund Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Power	103,560.00	103,560.00	103,560.00	85,886.79	17,673.21	82.93%
Chemicals	57,332.00	57,332.00	57,332.00	41,942.71	15,389.29	73.16%
HRSD	294,082.00	269,800.00	269,800.00	208,841.72	60,958.28	77.41%
Supplies	20,000.00	20,000.00	20,000.00	10,355.30	9,644.70	51.78%
Communication	9,030.00	9,030.00	9,030.00	8,086.35	943.65	89.55%
Travel and training	4,300.00	2,500.00	2,500.00	2,207.98	292.02	88.32%
Dues & Subscriptions	400.00	400.00	400.00	590.00	(190.00)	147.50%
Maintenance and Repairs	45,000.00	40,000.00	40,000.00	52,056.06	(12,056.06)	130.14%
Bad debt expense	-	-	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,515,825.00	1,343,620.00	1,374,642.00	1,090,093.61	253,526.39	79.30%
Operating Income before D&A Expense	109,231.00	286,551.00	264,409.00	187,689.04	98,861.96	65.50%
Depreciation & Amortization Expense	370,000.00	365,000.00	365,000.00	302,949.01	62,050.99	83.00%
Operating Income (Loss)	(260,769.00)	(78,449.00)	(100,591.00)	(115,259.97)	36,810.97	146.92%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	-	2,400.00	-	2,400.00	-	100.00%
Availability Fees	68,000.00	68,000.00	68,000.00	53,320.00	14,680.00	78.41%
Insurance Recoveries	-	15,405.00	-	15,404.86	0.14	100.00%
Interest Revenue	6,800.00	9,850.00	6,800.00	9,199.01	650.99	93.39%
Cash Proffers	-	-	-	-	-	0.00%
Well Nest Construction Contribution	-	-	(70,000.00)	-	-	0.00%
Interest Expense	(40,465.00)	(42,583.00)	(42,583.00)	(43,453.69)	870.69	102.04%
Total Nonoperating Revenues (Expenses)	34,335.00	53,072.00	(37,783.00)	36,870.18	16,201.82	69.47%
Net Income (Loss)	(226,434.00)	(25,377.00)	(138,374.00)	(78,389.79)	53,012.79	308.90%

**WORKING ADJUSTMENTS TO CAFR
(FOR INTERNAL USE ONLY)**

Restricted revenues:

Pro-rata Share Fees	-	(2,400.00)	-	(2,400.00)	-	100.00%
Availability Fees	(68,000.00)	(68,000.00)	(68,000.00)	(53,320.00)	(14,680.00)	78.41%
Debt Service Revenue	(190,652.00)	(189,712.00)	(189,712.00)	(154,047.40)	(35,664.60)	81.20%
Depreciation & Amort. Exp.	370,000.00	365,000.00	365,000.00	302,949.01	62,050.99	83.00%
Additional debt service costs-principal expense	(303,070.00)	(381,887.00)	(381,887.00)	(381,886.98)	(0.02)	100.00%

**Town of Smithfield
Water Fund Budget**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Total adjustments to CAFR	(191,722.00)	(276,999.00)	(274,599.00)	(288,705.37)	11,706.37	104.23%
Working adjusted income	(418,156.00)	(302,376.00)	(412,973.00)	(367,095.16)	64,719.16	121.40%

	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual 5/31/2016	Remain Budget	% of Budget
Water Fund						
Net Operating Reserves (Deficit)	(418,156.00)	(302,376.00)	(412,973.00)	(367,095.16)	64,719.16	121.40%
Construction Standards Update	(3,321.00)		(3,321.00)	(1,047.50)	1,047.50	#DIV/0!
Water Master Plan	(50,000.00)	(6,250.00)	(56,250.00)	(7,076.01)	826.01	113.22%
Vehicle/Equipment	(9,375.00)	(7,885.00)	(16,500.00)	(7,883.00)	(2.00)	99.97%
RO Server	(5,000.00)				-	
RO auxiliary diesel fuel tank (generator)	(5,100.00)	-	(5,100.00)		-	
RO Cleaning System Upgrades	(5,000.00)	(13,000.00)	(18,000.00)	-	(13,000.00)	0.00%
RO 3rd Stage Removal	(15,000.00)	-	(15,000.00)		-	
RO Mason Vibration Testing	(10,000.00)				-	
RO Bypass Pump	(100,000.00)				-	
RO New Membranes	(8,500.00)				-	
RO Vic Valves		(9,925.00)	-	(9,924.40)	(0.60)	99.99%
Meter Reading Equipment		(8,500.00)		(8,500.00)	-	100.00%
System Improvements	(50,000.00)	(50,000.00)	(50,000.00)	(6,684.19)	(43,315.81)	13.37%
Main Street Water Main Upgrade Phase I	(240,094.00)	-	(240,094.00)		-	
Pagan Point Line Repairs	(65,000.00)				-	
Lumar Road Line Repairs		(35,000.00)			(35,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)		(7,590.00)	(330,000.00)	(10,487.81)	2,897.81	138.18%
Net Capital Outlay	(566,390.00)	(138,150.00)	(734,265.00)	(51,602.91)	(86,547.09)	37.35%
Net Reserves (Deficit) after capital outlay	(984,546.00)	(440,526.00)	(1,147,238.00)	(418,698.07)	(21,827.93)	95.05%
Financing-Main St. Water Main, Water Line replace	300,000.00	-	570,094.00		-	#DIV/0!
Operating Reserves	147,721.00	-	121,834.00	-	-	#DIV/0!
Water Treatment Escrow		-	38,100.00		-	#DIV/0!
Water Development Escrow		-	56,250.00	-	-	#DIV/0!
Water Capital Escrow	266,390.00	135,000.00	50,000.00	5,400.00	129,600.00	4.00%
Debt Service fees applied to debt	270,435.00	310,960.00	310,960.00	331,923.06	(20,963.06)	106.74%
Net Cashflow	-	5,434.00	-	(81,375.01)	86,809.01	-1497.52%

**Town of Smithfield
Highway Fund**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Revenue						
Interest Income	185.00	185.00	185.00	167.66	17.34	90.63%
Sale of equipment	-	6,000.00	6,000.00	-	6,000.00	0.00%
Revenue - Commwlth of VA	1,104,024.00	1,104,024.00	1,061,479.00	828,018.15	276,005.85	75.00%
Total Highway Fund Revenue	1,104,209.00	1,110,209.00	1,067,664.00	828,185.81	282,023.19	74.60%

**Town of Smithfield
Highway Fund**

Description	Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Balance as of 05/31/16	Remaining Budget	% of budget
Expenses						
Salaries	252,745.00	238,150.00	238,150.00	187,542.15	50,607.85	78.75%
FICA	20,220.00	19,055.00	19,055.00	13,684.69	5,370.31	71.82%
VSRS	15,035.00	18,070.00	18,070.00	15,999.92	2,070.08	88.54%
Health	45,830.00	41,680.00	41,680.00	40,447.18	1,232.82	97.04%
Uniforms	-	3,500.00	3,100.00	3,260.64	239.36	93.16%
Engineering	-	-	-	-	-	0.00%
Grass	20,000.00	20,000.00	20,000.00	11,447.74	8,552.26	57.24%
Maintenance	593,299.00	604,166.00	560,701.00	399,821.32	204,344.68	66.18%
Asphalt/Paving				93,082.02	(93,082.02)	
Ditching				213,499.27	(213,499.27)	
Traffic Control devices				13,692.58	(13,692.58)	
Other (maintenance)				3,546.72	(3,546.72)	
Other (lawnmowers, landscaping, etc)				67,025.58	(67,025.58)	
Structures and Bridges				-	-	
Ice and Snow removal				8,766.77	(8,766.77)	
Administrative				208.38	(208.38)	
Storm Maintenance				-	-	
Street Lights	106,000.00	106,000.00	106,000.00	88,511.54	17,488.46	83.50%
Insurance	14,372.00	14,372.00	14,372.00	13,912.00	460.00	96.80%
Miscellaneous-bank charges	-	-	0	-	-	0.00%
VAC Truck Repairs	2,500.00	2,500.00	2,500.00	232.99	2,267.01	9.32%
Gas and Tires	8,000.00	8,000.00	10,000.00	4,730.10	3,269.90	59.13%
Stormwater Management Program (regional)	1,422.00	1,895.00	1,215.00	1,895.00	-	100.00%
Total Highway Fund Expense	1,079,423.00	1,077,388.00	1,034,843.00	781,485.27	295,902.73	72.54%
Net Reserves (+/-)	24,786.00	32,821.00	32,821.00	46,700.54	(13,879.54)	142.29%

Proposed 2016/2017	Proposed Rev 2015/2016	Adopted Budget 2015/2016	Actual 5/31/2016	Remain Budget	% of Budget
-----------------------	---------------------------	-----------------------------	---------------------	------------------	----------------

HIGHWAY

Net Operating Reserves (Deficit)	25,696.00	32,821.00	32,821.00	46,700.54	(13,879.54)	142.29%
Construction Standards Update	(3,321.00)	(3,321.00)	(3,321.00)		(3,321.00)	0.00%
Vehicles and Equipment	(9,375.00)	(16,500.00)	(16,500.00)	(14,439.00)	(2,061.00)	87.51%
Beautification	(5,000.00)	(5,000.00)	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	(8,000.00)	(8,000.00)	-	(8,000.00)	0.00%
Sidewalk Repair	(10,000.00)					
Net Capital Outlay	(25,696.00)	(32,821.00)	(32,821.00)	(14,439.00)	(18,382.00)	43.99%
Net Reserves (Deficit) after capital outlay	0.00	0.00	0.00	32,261.54	(32,261.54)	#DIV/0!
Carryover from FY2015				<u>92,151.75</u>		
Net Adjusted Reserves (deficit)				124,413.29		

GENERAL FUND

Revenues:

Current Real Estate

Through June 17, 2016 we have posted \$1,687,326 for current real estate. This is slightly above budgeted projections for collections (100.8%). Outstanding real estate for 2015 is \$20,527.61 which is 1.2% of total billings.

Delinquent Real Estate

Through June 17, we have posted \$23,394 in delinquent real estate. The budget was reduced to reflect the outstanding balance of prior years that now stands at only \$4241 for all years prior to 2015.

Current Personal Property

Current personal property collected through June 17 totals \$585,680 (100.46 %) including the personal property tax Collections for the same period last year totaled \$622,120 (99.36%). The reduction in FY2016 is a result of 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. Also, we did not tax boats in FY2016. We are currently processing a batch of supplements, so there will be some additional revenue for this year above what has already been projected.

Delinquent Personal Property

Through June 17 we have collected \$15,599 in delinquent PP taxes (94.54%) which is \$12,051 less than prior year. supplemental billings throughout the year. As of March 18, we have collected \$8959 which is \$10,188 less than prior year. We are working on a supplemental batch that will bring in additional revenues and we are also working on DMV stops.

Franchise Tax

Franchise taxes for all banks in the town limits have now been collected for FY2016. We had a significant drop for BB&T (\$10,430) but we still exceeded FY2015 because of the refund (\$20,171) that was paid to Bank of America as directed by the state last year.

Cigarette Tax

Sold 516,360 tax stamps through May 2016 which is 95,460 more stamps than sold through the same period last year. Revenues are \$41,933 higher than year to date May 2015. A large refund (\$7,542) was made to CVS in December 2014; however, excluding that refund revenues would still be \$34,391 higher than last year. We brought in revenues of \$24,675 for the month of May alone which will put us over budget for the year. Through June 17 we have posted cigarette tax revenues of \$174,813. This is an exceptionally high revenue year for this line item.

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 2016 revenue. TO revenues for quarters ended September 2015, December 2015, and March 2016 are \$9524 higher than the same period last year; however, we will have to wait until the July payments for quarter ending June 30 to see how we compare to budget for 2016. We may fall slightly below budget due to a refund in the 3rd quarter for one business that overpaid in FY2015.

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 2016 totals. FY2016 revenues collected from August through May are \$131,736 higher than May 2015.

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. Revenue of \$247,384 represents July 2015 through March 2016 and is \$15,118 higher 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 May utility tax (for July through April) is \$6993 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 \$2759. Hopefully they will catch up by fiscal year end.

Business License Tax

Business license taxes are due on April 15 so most of this line item has been collected for the year. Through June 17 we have collected \$379,983 which is well over budgeted projections of \$365,000. A large portion of the increase was due to contract work which can fluctuate significantly from year to year depending on the number and size of projects.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$620), zoning permits (\$5500), yard sale permits (\$750), 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, \$300 from Sasser Construction for 1026 & 1109 Cypress Creek Pkway, \$150 from Wirt Construction for 201 Turnberry, \$150 from Extreme Builders-214 Salter Ct., \$150 from HH Hunt for 102 Ryder, and \$150 from Lenz-136 Goose Hill), ROW permit (3,020 including \$2110 from Creative Structures for O'Reilly's Auto Parts, \$770 Columbia Gas, \$70 VA Power, and \$70 Verizon), golf cart permits (\$120), the peg channel fee (Charter-\$1864), and demolition permits (\$100).

Inspection Fees

Inspection fees through May as follows:
Dominion Bldg -\$600- Monticello Courts Lots 53-57, Montpelier Way Lots 20-23
Atlantic Homes-\$600-112 & 114 St. James Ave.
Sasser Construction - \$600-1026 & 1109 Cypress Creek Pkwy
Wirt Construction-\$300-201 Turnberry Lot 14
E R Lenz-\$300- 136 Goose Hill Way
Extreme Builders-\$300-214 Salter Ct
HH Hunt-\$300-102 Ryder

WC Dog Park Registration

Registrations are \$481 less than May 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 \$110 through June 17 which puts us \$486 below projected budget.

Review Fees

Review fees through May 2016 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-\$756.40-21A-01-005-601 N Church Street-tree wash addition
Lanny Hinson-plat review-\$150

Like inspection fees, this line item is tracking below budget for the year by \$2800.

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 \$2446 more than revenue for the same period in FY2015. Revenue represents payment for July through March. This line item should be in line with budget projections.

Smithfield Center Rentals

Smithfield Center rentals have been huge for April and May. We have now exceeded budget and to date have recorded an additional \$6,110 for June. This puts us close to \$180,000 for the year.

Smithfield Center Vendor Programs

Vendor programs came in below budget and below 2015 revenues (\$6000). Need to check with Amy to see if something was erroneously posted to rental revenues in my office instead of vendor.

Kayak Rentals

Kayak rentals have exceeded budget and 2015 revenues of \$6549. We still have one more month to record so this continues to be a popular attraction.

Special Events

Special events of \$13580 is right on track with May 2015 (\$13537). Per Amy the cancelation of the Bacon Fest due to weather had a negative impact of approximately \$2500 which would have made collections around \$16000 to date.

Museum Gift Shop Sales/Museum Programs/Lecture Fees

Both gift shop sales and program/lecture fees have exceeded budget through May and combined total \$1151 more than the same period last year.

Sale of Equipment

Through May we had equipment sales through GOVDEALS of \$673 but in June we have posted sales of \$10,757 which will put us at \$1430 over the amended budget.

From Reserves

Reserves-Restricted for Police Evidence Bldg

This line item identifies loan funds from FY2015 that were available to pay for some of the needed renovations at the police evidence building.

Operating Reserves

Through May we have used \$601,605 of operating reserves. We have not finalized loan proceeds that would finance the ball field property purchase (\$777,377) and the PD evidence building renovations (\$294,622). Those 2 projects

Intergovernmental Virginia Law Enforcement

The law enforcement grant is paid quarterly, so the final payment was received in June for 100% of budget.

Communications Tax

Communications tax from the state runs 2 months behind so revenue for May reflects July 2015 through March 2016. This revenue is \$5246 less than the same period last year.

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.

PPTRA State Revenue

This reflects the lump sum payment from the state every August to be applied resident personal property tax. In past years, this line item was included in the current personal property revenue line item.

Triad Grant

TRIAD funds of \$1397.03 were posted in June. Well below the \$2250 we have received in past years. Not sure why the amount was such an odd one. Checked with Kurt, and he wasn't sure either. Private donations made up for the shortfall.

Fire Program Funds

Fire program funding has been approved by the state and should be received by the end of June.

Intergovernmental Federal

Pinewood CDBG Relocation Grant

Phase II MY2

Received \$81000 in CDBG funds for owner occupied acquisition reimbursement. Am working on a final draw request prior to close out audit on June 22nd and June 23rd. May not be able to draw 100% of CDBG funds because of homeowners who chose not to participate in the phase.

Pinewood CDBG Relocation Grant

Phase III

Phase III is moving quickly and I am working on a draw request for that as well.

Note Proceeds

I could draw note proceeds based on expenses to date, but we have not officially made a determination of the loan we wish to award. Need to do that through council before funding can commence. If we do not complete that before fiscal year end, we will roll those funds to FY2017.

Insurance Recoveries

Received \$3818 from VML for repairs to 3 police vehicles (collision). Still expecting settlement for Lt. Rogers' vehicle that was totaled.

CHIPS Contributions

Received multiple personal and non-profit donations this year including \$1000 from the Smithfield Rotary Club, \$1000 from Kiwanis, \$450 from Smfd VA Events, \$225 from VFW Ladies' Auxilliary, \$100 from Smfd Women's Club and the balance from private citizens and businesses. We are well over budget for the year, and this is the most money contributed for the CHIP program in many years.

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 \$31500 from Smithfield VA Events for the BOB Fest (\$7000), the BB&B Fest (\$11000) and the wine fest (\$13500) to be set aside for Windsor Castle Park maintenance.

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.

VRS

VRS has been accrued to reflect 11 of the 12 months due for FY2016.

Health Insurance

Health insurance has been paid for all 12 months in FY2016.

Insurance

All 4 quarterly payments have been made to VML for property casualty/workers' compensation insurance.

Town Council

Legal fees

Includes \$26,244 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-\$7500-town website design
Alpha \$2047-Pierceville Property
Canada Land Surveying-\$1500 for PR surveying of previous ball field site (at new rescue squad)
Hampton Roads Planning Associates-\$5980-Fee for Comprehensive Plan Study

Records Mgmt Maint & Upgrades

This account has been fully expended for they year. There should be no additional costs leaving it at 100% of budget.

Site Plan Review

The Town has not been billed for site plan reviews even though we have received revenue for reviews done. Still expect end of year billing for this line item.

Treasurer

Audit

Audit for 2015 has been paid at 100%.

Depreciation Software

Depreciation (fixed asset) software has also been paid for the year at 100%.

Computer & Technology expenses

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. Spent additional \$710 for computer monitors.

Cigarette Tax Stamps

Placed an order for one case of stamps (540,000 stamps). One order is all that will be placed for the year.

Police

Service Contracts

Includes \$20,923 to Sungard Public Sector for OSSI system and State Livescan interface, monthly Gately charges (\$634x7 = \$4438+ \$662x2=\$1324), RICOH copier charges totaling \$2983, 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, \$540 to BETA Systems for certification of 27 sets of tuning forks, and \$600 to Pitney Bowes for postage meter.

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 request was approved and paid in June.

State Pass Thru

As soon as the state deposits the approved fire funds in our account, we will transfer the money to the fire dept. Since it is being paid at the end of June, we will probably accrue the payment as we did last year.

Contributions - Public Safety

Great Springs Rd Sidewalk Contribution

This contribution was originally budgeted as capital outlay, but since it is a county project it was reclassified as an operating expense.

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. The remainder will be accrued as of June 30 as we await the annual true up.

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

Uniforms

This line item is overbudget as of June 17 by \$185. There are savings in other line items that will absorb that overage.

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

Epps Inc. \$4800 to stain the back deck.

Ferguson Enterprises-\$886.55-ADA compliant sink or toilet (not sure which from invoice description)

As of June 17 this line item has \$753 remaining for the year. If it does go over, we still had \$10,000 unused for this fiscal year for systems maintenance.

Contributions-Parks, Recreation and Cultural

Farmers Market

The annual budgeted contribution will be paid in June.

Hampton Roads Planning District Commission

Four quarterly payments of \$2269. As with last year, the actual invoice was greater than the original 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 \$4552 to The Friends of the Library as approved for needed building improvements and a shed. The remainder has been requested and will be paid in June.

Windsor Castle

Contracted Services

This will be overbudget for the year. Looks like AVES (and now EURE) doubled price of porta-potties compared to last year. Could be because they were upgraded to handicap units. Just confirmed that was the case for Clontz Park.

Museum

Supplies

This line item has exceeded projected budget; however, nothing has been charged against advertising. There is also excess in travel and training and dues and subscriptions to cover the overage.

Other Parks & Recreation

<u>Jersey Park Playground</u>	Includes Hardwood Mulch-\$400- black mulch; GameTime-\$1949.23 for replacement slide
<u>Clontz Park Pier Maintenance</u>	Includes Dominion VA Power for lighting (\$273), AVES/Eure-porta potties (\$829), Eck Supply-MVR100/Med MH Lamp (\$180), Smithfield Glass & Mirror (\$222) for 60 plexiglass lamp lenses, various small items from True Value (\$92), and \$4500 to Smithfield Detailing for pressure washing.
<u>Cypress Creek No-Wake Zone</u>	L&L Marine-\$875- to post new signs and Major Signs-\$470 for 2 48"x48" epanel reflective signs reading "No Wake"
<u>Waterworks Dam</u>	Paid Draper Aden \$15028 for engineering services for Smithfield Dam. Also paid \$120 to Spivey Rentals Inc. for 2 specialty signs - "Danger No Trespassing Spillway", and \$6.56 to Harbor Freight Tools for supplies.
<u>Fireworks</u>	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. In March we paid All Virginia \$11600 for demolition of 4 units for Phase II MY1. We also bought one renter occupied unit in March and one in April in Phase II My2. We have bought and relocated one owner occupied unit in Phase III and relocated 4 renters although final payment for 2 of those units has not yet been made. We have received reimbursement of \$180,000 from VDHCD and submitted a second draw request for \$99,000.

Contributions-Community Development

<u>Old Courthouse Contribution</u>	The budgeted payment for this line item will be made in June.
<u>Chamber of Commerce</u>	Payment of annual contribution for services provided.
<u>Christian Outreach</u>	This annual budgeted payment was made in June.
<u>Genieve Shelter</u>	As with the Old Courthouse and Farmers Market, this payment will be made in June.
<u>Tourism</u>	Upon TC approval in March we paid 1/2 of the annual budgeted amount. We will accrue the balance for year end and wait for true up from IOW County before making final payment.
<u>Western Tidewater Free Clinic</u>	Payment of annual contribution as requested by the clinic.

YMCA

This was paid in February.

Public Works

Street Lights

We did add 2 new street lights this year at Colonial Avenue and Kendall Haven. The initial construction cost must be paid from general fund then they are added to the list so that electricity charges can be paid from highway funds.

Public Buildings

Repairs & Maintenance

Includes the following significant charges:

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.

Global Equipment Co-\$1181.72-extra high capacity bulk rack without decking, additional level

Schultz Landscapes-\$2576.18- for annual landscaping (\$1200) and to fix irrigation system (\$1376.18) at the Taste of Smithfield. Shared 50% of costs with Smfd Foods.

Other Financing Uses

Transfers to Restricted Reserves-Special Projects-BallFields

We received \$500,000 from Smithfield Foods and \$2,000,000 from Mr. Joseph Luter III to be used exclusively for the Ball Fields. We also received \$25,000 from the Farmers Bank. Those funds are shown as a revenue and then shown as a transfer to restricted reserves to remove them from available operating revenues.

Transfers to Restricted Reserves-Police Motorcycles

We received \$50,000 from Smithfield Foods for the purchase of 2 police motorcycles. Per Deputy Chief Howell, we should have possession of the motorcycles before fiscal year end.

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

Pinewood Heights

Purchased 6 lots through May 2016. One was Phase III and the rest were Phase II MY2.

TREASURER

MUNIS Conversion

Prograss payments on the MUNIS conversion that will be carried forward into FY2017.

PARKS, RECREATION AND CULTURAL

Smithfield Center Main Hall Speaker System

Paid Productive AV for installation of budgeted Main Hall Speaker system.

Smithfield Center Backflow Device

Lewis Construction-\$6600 for backflow device on fire protection system.

WC Park Building Stabilization

This cost was reimbursed 100% by Smithfield Foods as shown under contributed revenue.

Ball field property

Purchased 2 parcels for future ball field complex. Have since incurred professional costs such as surveying and engineering.

PUBLIC SAFETY

Police Vehicles

Purchased 3 police vehicles from Southern Dodge Auto Group as budgeted and included outfitting from Atlantic Communications and Kustom Signals (radar). The approved Tahoe will not be available by year end and will be rolled over into FY2017.

Police Equipment - Tasers

Approved by TC to replace outdated tasers.

Tough Book MDTs

3 New toughbooks for the 3 new vehicles.

In-Car Cameras

Purchased for the 3 new police vehicles. Additional cameras (6) purchased with part of the MDT's budget.

PUBLIC WORKS

Vehicles and Equipment

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

PUBLIC BUILDINGS

Police Evidence Building Improvements

Spent \$418,694 through May on project management, architectural services, and construction services for renovation of the old rescue squad building.

Storage Building Improvements

Paid T H G Corporation \$41,500 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 May 31 the sewer charges are \$6,028 lower than prior year. Sewer compliance fees are fairly flat since they are fixed charges based on connections. Year to date May is \$2233 higher than prior year indicating some new growth.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. Through May 2016 we have collected 18 at \$1580 (5/8" meters) and 1 at \$2250 (3/4" meter).

Expenses

Salaries

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

VRS

VRS has been accrued to reflect 11 of the 12 months due for FY2016. Will be underbudget because of employee turnover.

Health Insurance

Health insurance has been paid for all 12 months in FY2016. Below budget because of gaps in positions due to employee turnover.

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.

Audit

The 2015 audit fee has been allocated in full.

HRPDC-Sewer Programs

Paid all 4 quarters to Hampton Roads Planning District Commission for wastewater program.

Professional Fees

Professional fees for the year are all Draper Aden- These are hourly and general review type services as opposed to those for capitalizable tasks.

Draper Aden	7/9/2015	\$	780.00	General Review Services-HRSD Consent Order
Draper Aden	7/21/2015	\$	1,550.00	General Review Services-HRSD Consent Order
Draper Aden	11/5/2016	\$	400.00	Smithfield Policy Review-Utilities
Draper Aden	11/9/2015	\$	1,280.00	DEQ Consent Order Model Update
Draper Aden	3/4/2016	\$	1,100.00	Flow Monitoring/MOM Program/Water&Sewer Stds
Draper Aden	3/8/2016	\$	2,390.00	DEQ Consent Order General Review Services
Draper Aden	4/13/2016	\$	450.00	Water & Sewer Planning

Draper Aden	4/13/2016	\$	3,805.00	Sewer System Assessment
Draper Aden	4/15/2016	\$	2,680.00	General Review Services-HRSD Consent Order
Draper Aden	4/27/2016	\$	980.00	Consent Order-Sewer (March 1 - March 31 2016)
		\$	15,415.00	

Insurance

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

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 18 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

Sewer Master Plan

Work was done on the master plan this fiscal year but the bulk of the project will be completed in FY2017.

Construction Standards

Expected to be done in FY2017 so 2016 budget was eliminated. Apparently work did start in 2016 but total capital expenses should be within budget for the year.

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

<u>Main Street & Mason St. CCTV and CIPP Lining</u>	Paid \$9054.60 to Lewis Construction for remaining balance of contract work totaling \$39,899.95 (in prior year).
<u>Fairbanks Assembly less impeller-Morris Creek</u>	\$5025 to Sydnor Hydro for rotating assembly (less impeller) at Moonefield Pump Station
<u>Impeller</u>	Paid \$5385 to Sydnor Hydro for impeller at Cypress Creek Golf Course
<u>Lakeside Pump Station-Sydnor Hydro</u>	Sydnor Hydro-\$14965.00-Fairbanks Morse 4" Dry-Pit Submersible with impeller
<u>Sewer Capital Repairs</u>	\$20,526 to Lewis Construction for S Mason St - sewer lateral rehab \$8605 to Lewis Construction for extra new sewer lateral-Windsor Ave.
<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 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 May 31, 2016 the water charges are \$34,353 lower than prior year. We have recently switched to a new meter reading system and are experiencing some software conversion issues. One of the meters for Gatling Pointe was not billed and it is not picking up any accounts that are not radio read (Pinewood Heights). We are working to correct these dropped accounts and will make adjustments before fiscal year end.

Debt service is a flat fee based on connections so it does not fluctuate significantly. Debt service revenues through February are \$761 higher than prior year.

Miscellaneous

The sale of miscellaneous items through May 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 18 accounts at \$660 (5/8" meters) and 1 at \$700 (3/4" meter).

Expenses

<u>Salaries</u>	Salaries have been reduced by accrued payroll entries for June 2015.
<u>VRS</u>	VRS has been accrued to reflect 11 of the 12 months due for FY2016. Will be underbudget because of employee turnover.
<u>Health Insurance</u>	Health insurance has been paid for all 12 months in FY2016. Below budget because of gaps in positions due to employee turnover.
<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 \$5857 for water sample testing, Pubworks \$733 for work order/inventory system support, and Terminix \$75 for quarterly pest control services.
<u>Audit</u>	The 2015 audit fee has been allocated in full.
<u>Water Tank Maintenance</u>	The 2016 budget was reduced to reflect the termination of the contract with Caldwell. This line item has been increased for 2017 as we expect to select a new vendor to replace Caldwell.
<u>Professional Services</u>	Includes \$17,505 to Draper Aden for Well Nest/DEQ GWWP Compliance. Paid \$850 to Draper Aden to Smithfield Policy Review-Utilities Paid \$12,763 to Kimley Horn for WTP Project Management & Testing. Paid \$840 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 4 quarters to Hampton Roads Planning District Commission for regional water program.
<u>Insurance</u>	Represents payment of all 4 quarters to VML for property/casualty and workers' comp insurance.
<u>Materials & 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. Paid Lewis Construction \$3372 in March for Carson meter vault. Also paid HD Supply \$5057 for meter setters, radio read meters, check valves, etc. In April and May paid HD Supply \$2230 and \$4450 for radio read meters. 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>Maintenance & 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. Paid REM Services \$4998 for vibration services. Also paid Lewis Construction \$3926 for 14 hours of labor & materials. In May paid \$3243 to REW for computer & drive repairs.

Nonoperating Revenues (Expenses)

Pro-rata share fees

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

Availability Fees

We have received 18 at \$2720 and 1 at \$4360.

Insurance Recoveries

Received \$15405 from VML for repairs for lightening damage at RO plant.

Interest Expense

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.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

All principal payments have been made for the year.

Water Capital

Construction Standards

Expected to be done in FY2017 so 2016 budget was eliminated. Apparently work did start in 2016 but total capital expenses should be within budget for the year.

Water Master Plan

Work was done on the master plan this fiscal year but the bulk of the project will be completed in FY2017.

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 WTR was \$7883.

RO Vic Valves

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

Meter Reading Equipment

Paid HD Supply \$8500 for mobile w/laptop that will read the "radio read" meters much faster than any technology we've previously used. We are having some issues with the software recognizing some of our special accounts that are not radio reads (Pinewood, Gatling Pointe, and sewer only accounts). We are still working to resolve those read issues.

System Improvements

Paid Lewis Construction \$5400 for new 3/4 water service completion on S Mason. Also paid HD Supply \$1284 for parts to be used on Cedar Street Convalescent Home meter upgrade.

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. Also paid Draper Aden \$2900 for professional services related to the bridge water main.

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

We have received 3 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.

VRS

VRS has been accrued to reflect 11 of the 12 months due for FY2016.

Health Insurance

Health insurance has been paid for all 12 months in FY2016.

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 all 4 quarterly payments to VML for property/casualty and workers' comp insurance.

Stormwater Management Program (regional)

Represents 4 quarterly payments to HRPDC for the storm water program. After 3 quarters we had already exceeded the expected budget so the difference was reallocated from the available maintenance funds.

Highway Capital

Construction Standards Updates

Need to review charges for Sewer and Water. This cost should be allocated 1/3 to each.

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.

Beautification

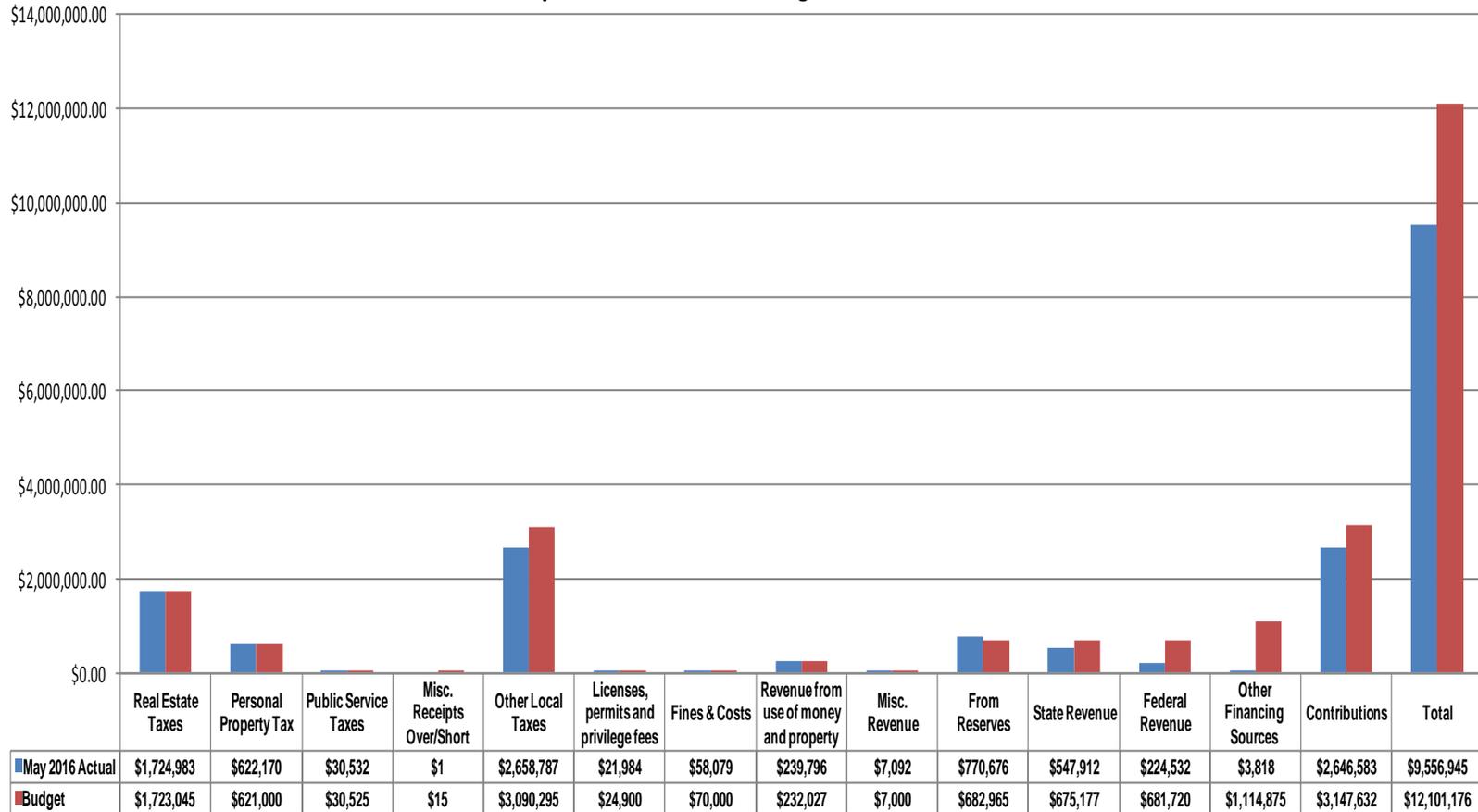
Have not had a capital cost for this line item during FY2016. Beautification activities under the capital threshold of \$5000 have been charged against regular maintenance.

Mower

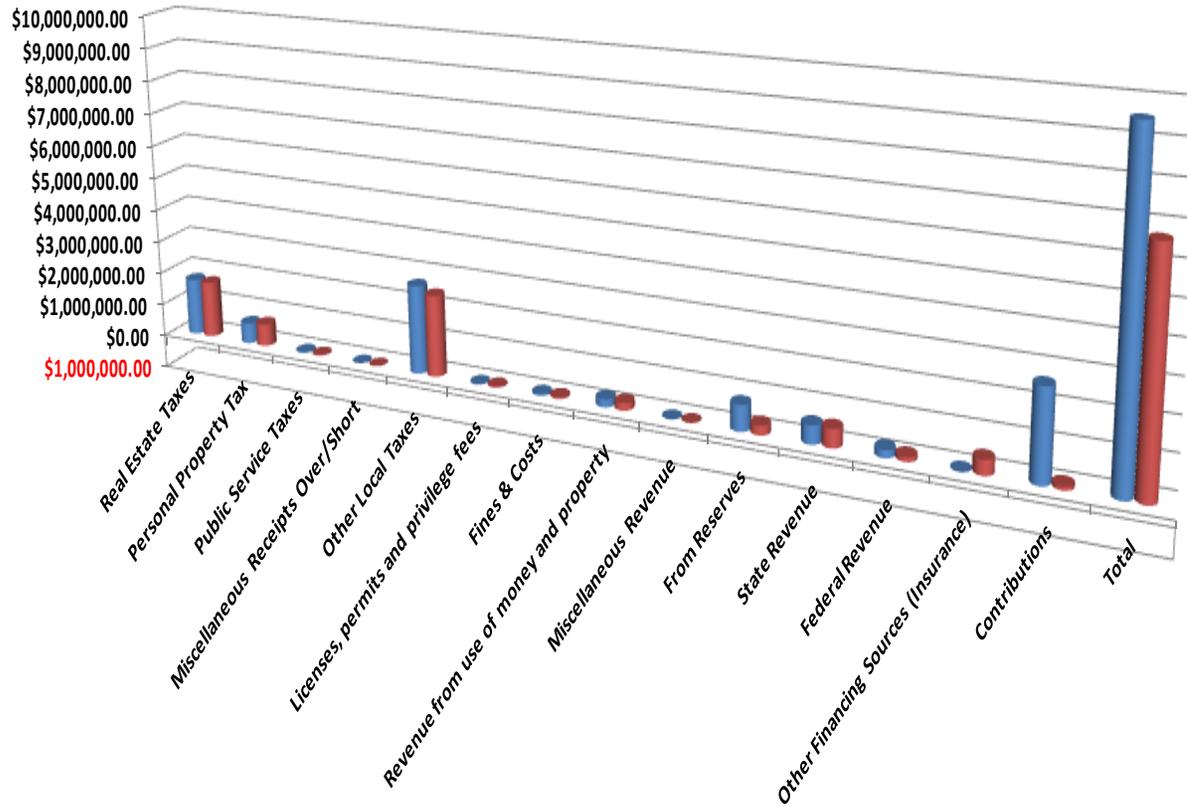
PW does intend to purchase a mower as budgeted by fiscal year end.

MAY 2016 FINANCIAL GRAPHS

May 2016 YTD General Fund Revenues Compared to Amended Budget

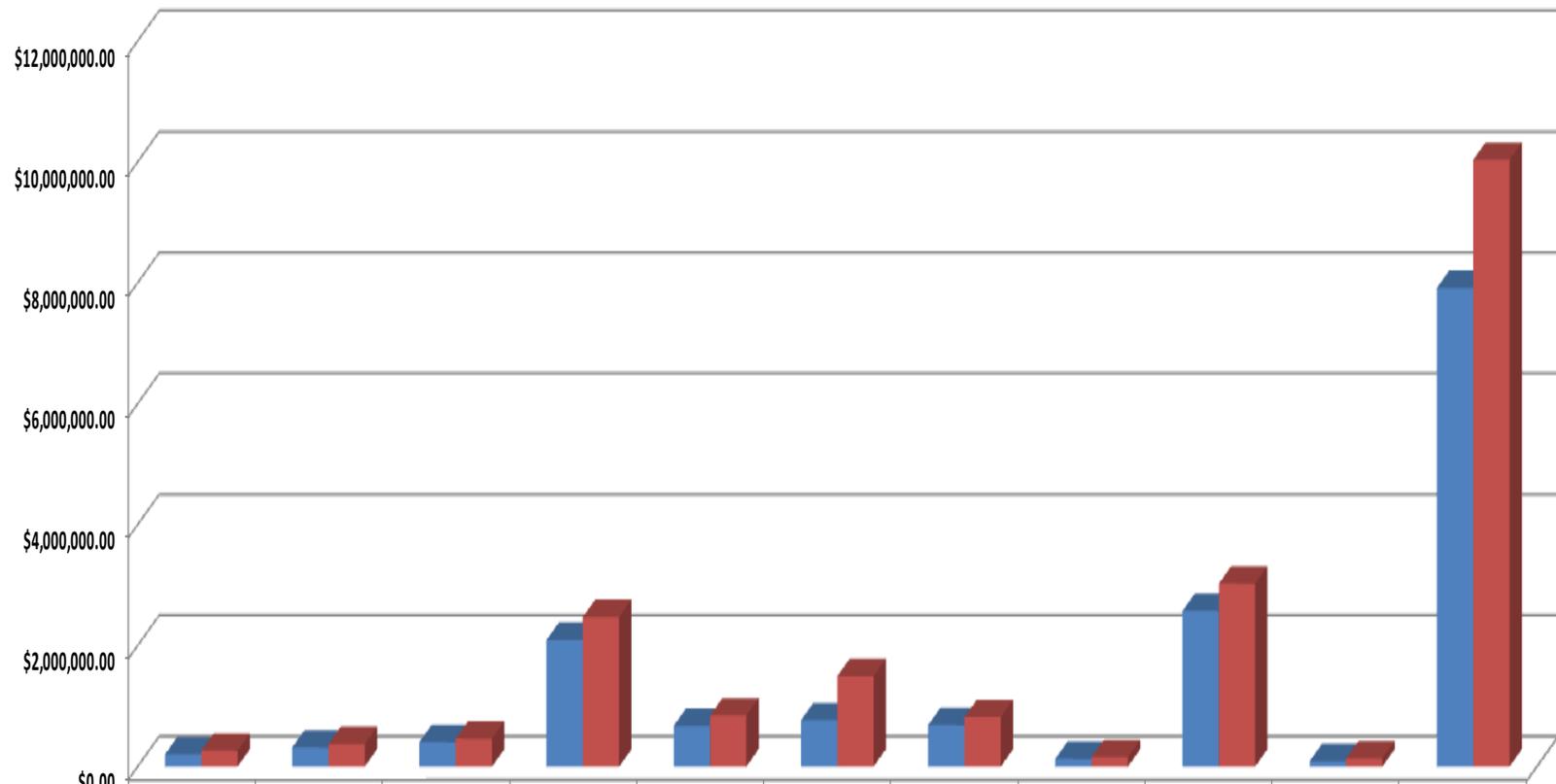


May 2016 YTD General Fund Revenue Compared to May 2015



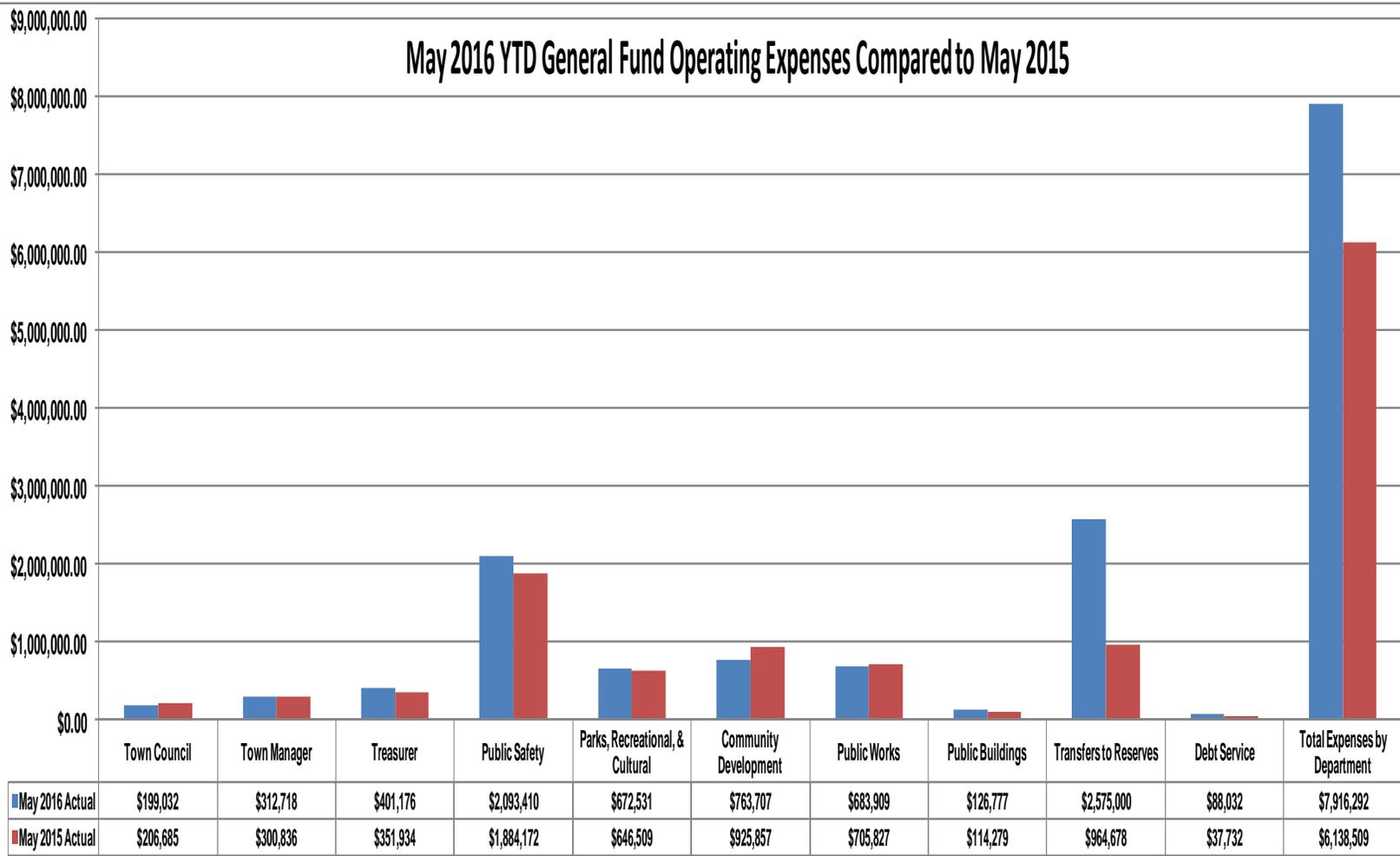
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ May 2016 Actual	1,724,983	622,170	30,532	1	2,658,787	21,984	58,079	239,796	7,092	770,676	547,912	224,532	3,818	2,646,583	9,556,945
■ May 2015 Actual	1,704,654	675,351	30,753	(13)	2,446,772	41,037	55,633	222,774	6,310	279,877	550,995	137,053	439,497	109,572	6,700,265

May 2016 YTD General Fund Operating Expenses Compared to Amended Budget

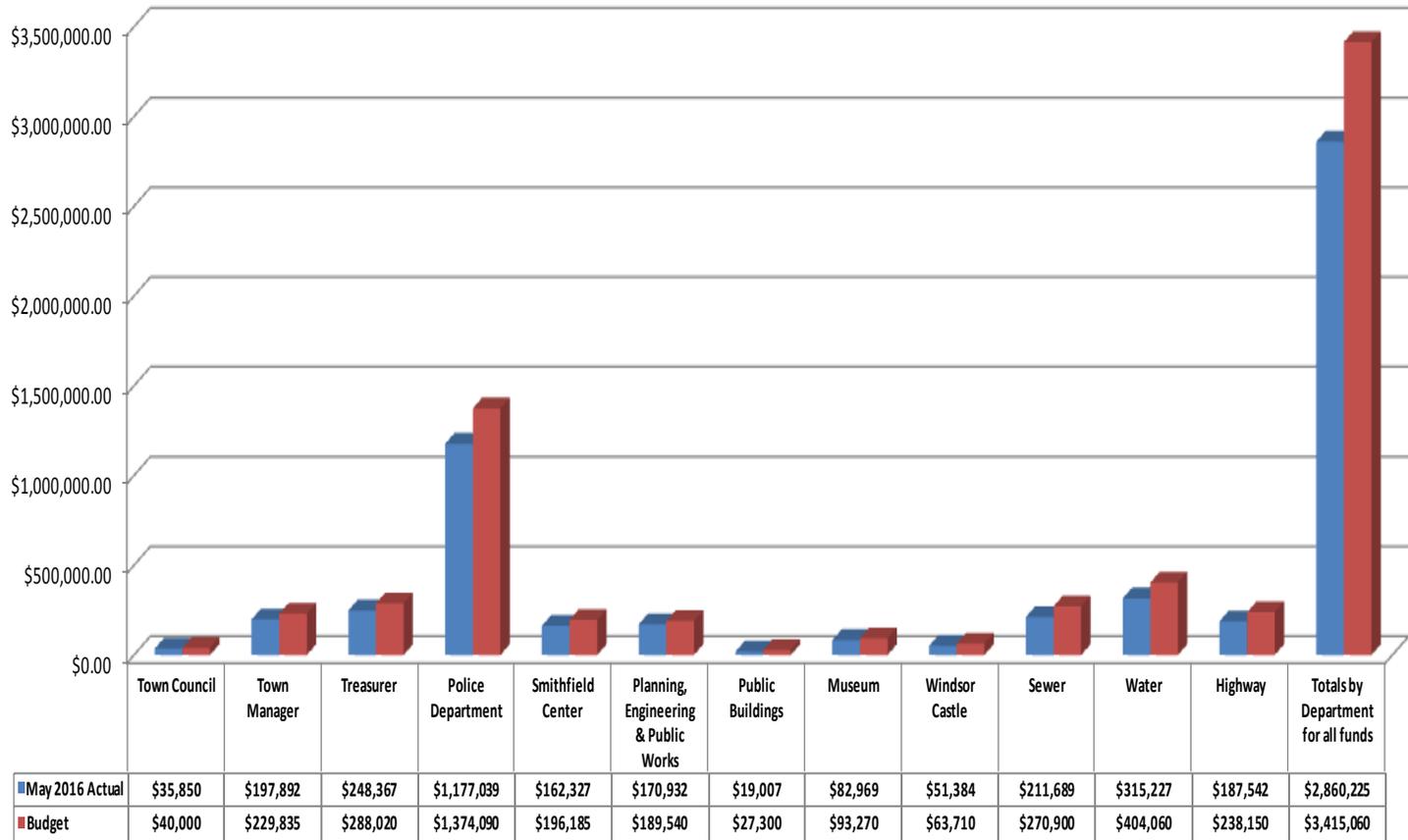


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
May 2016 Actual	\$199,032	\$312,718	\$401,176	\$2,093,410	\$672,531	\$763,707	\$683,909	\$126,777	\$2,575,000	\$88,032	\$7,916,292
Budget	\$259,954	\$370,055	\$462,035	\$2,473,059	\$845,169	\$1,495,002	\$816,849	\$154,550	\$3,025,000	\$133,959	\$10,035,632

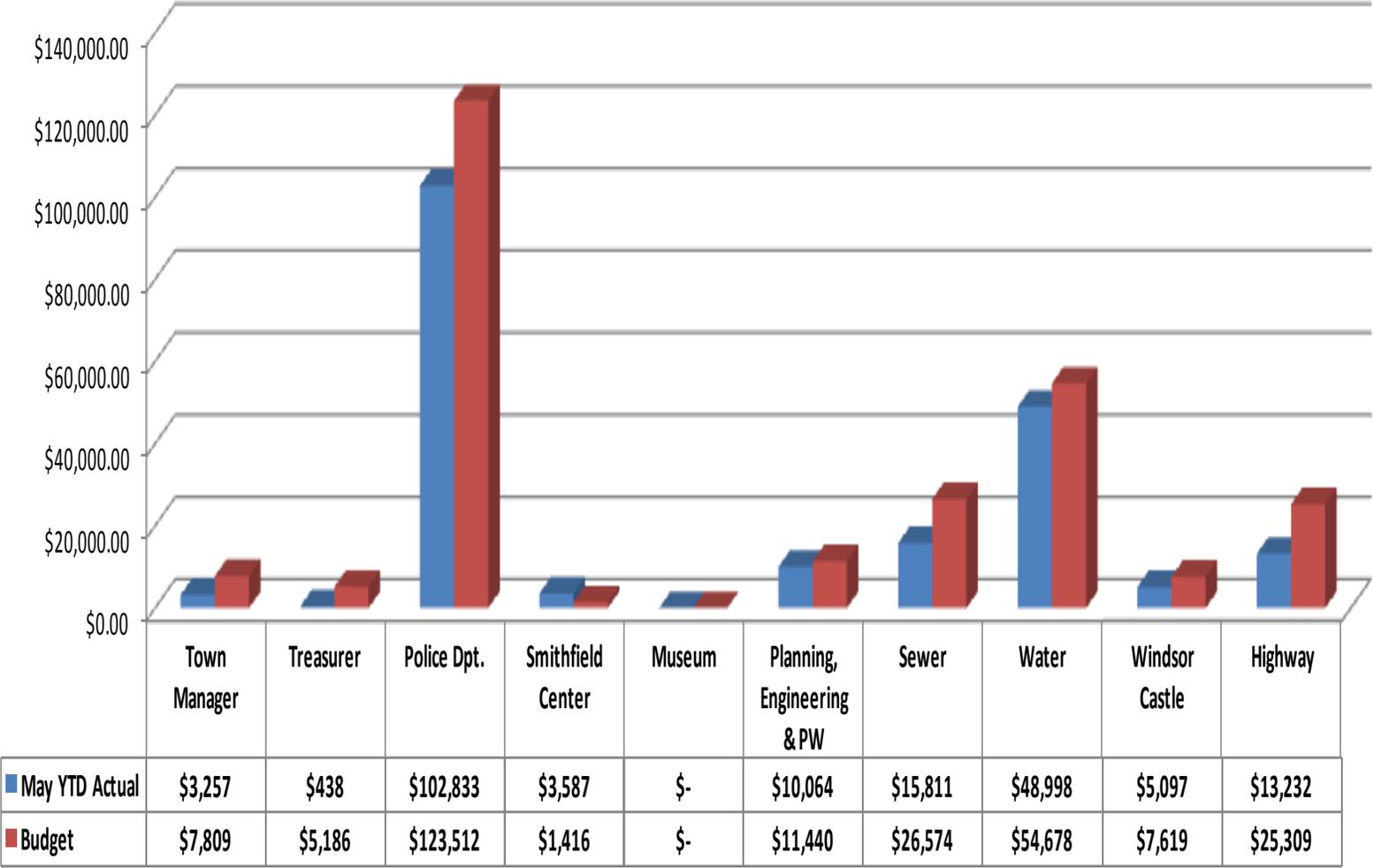
May 2016 YTD General Fund Operating Expenses Compared to May 2015



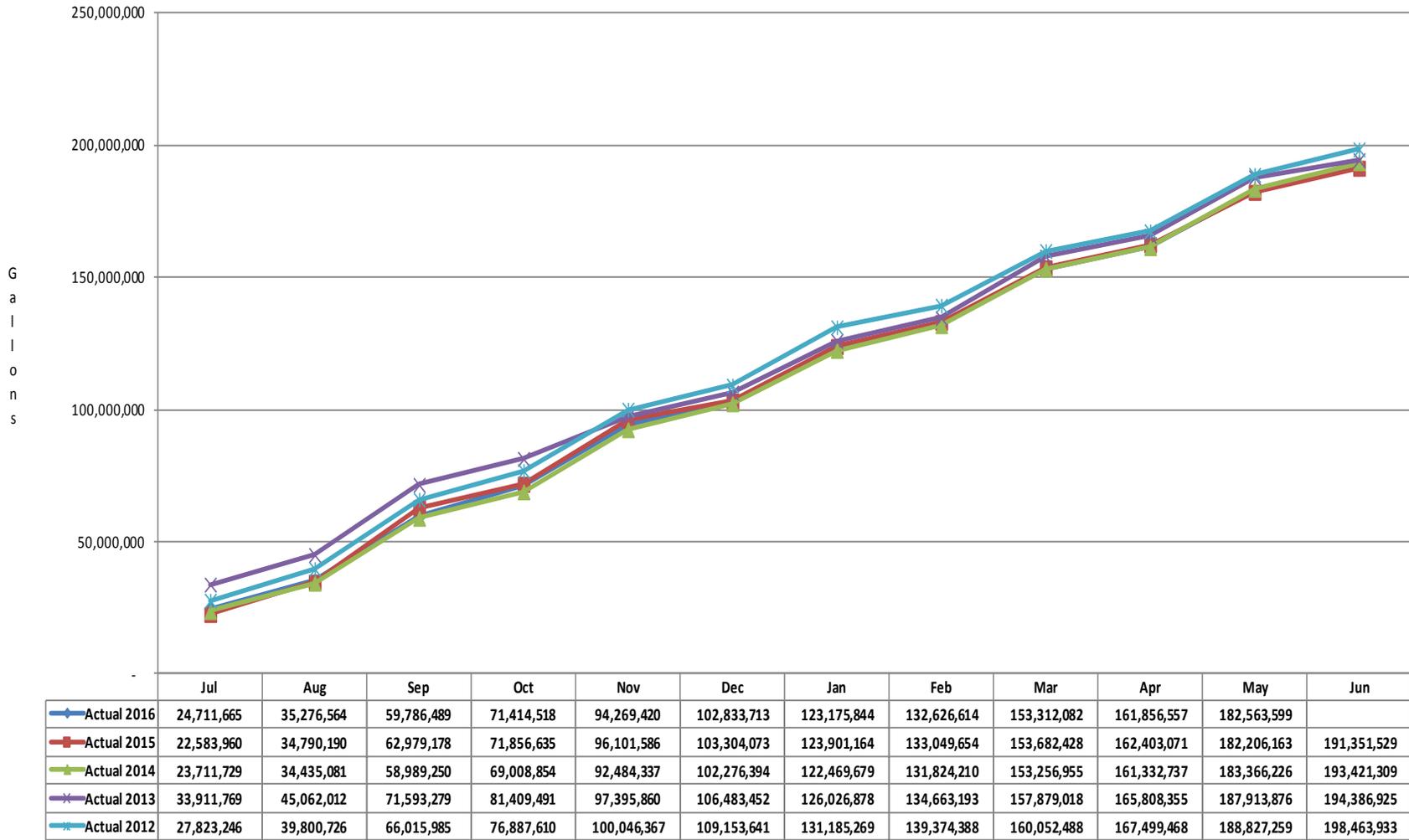
May 2016 YTD Salaries to Budget by Department



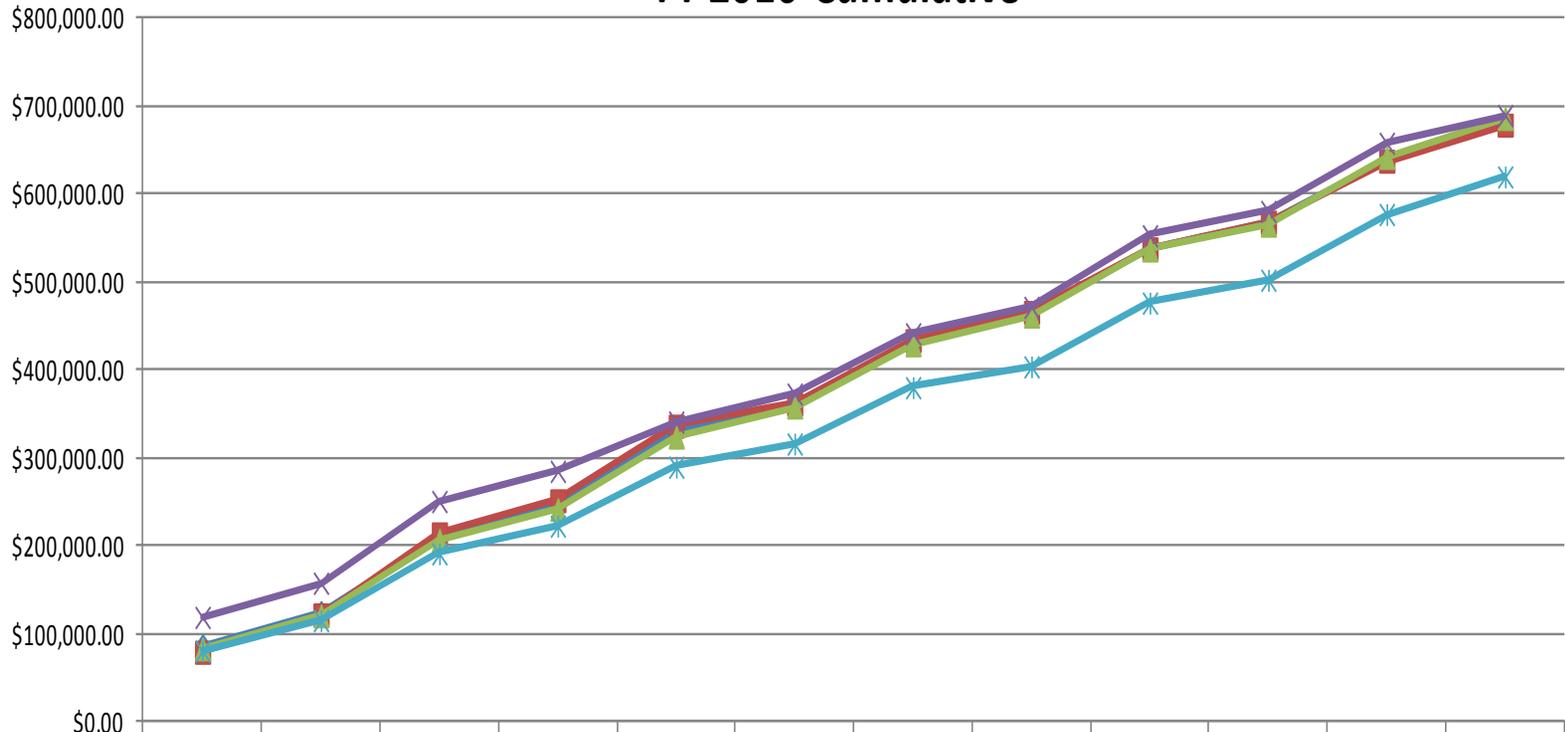
May YTD Overtime Compared to Budget



May 2016 YTD Sewer Consumption Compared to FY 2012 through FY 2016-Cumulative

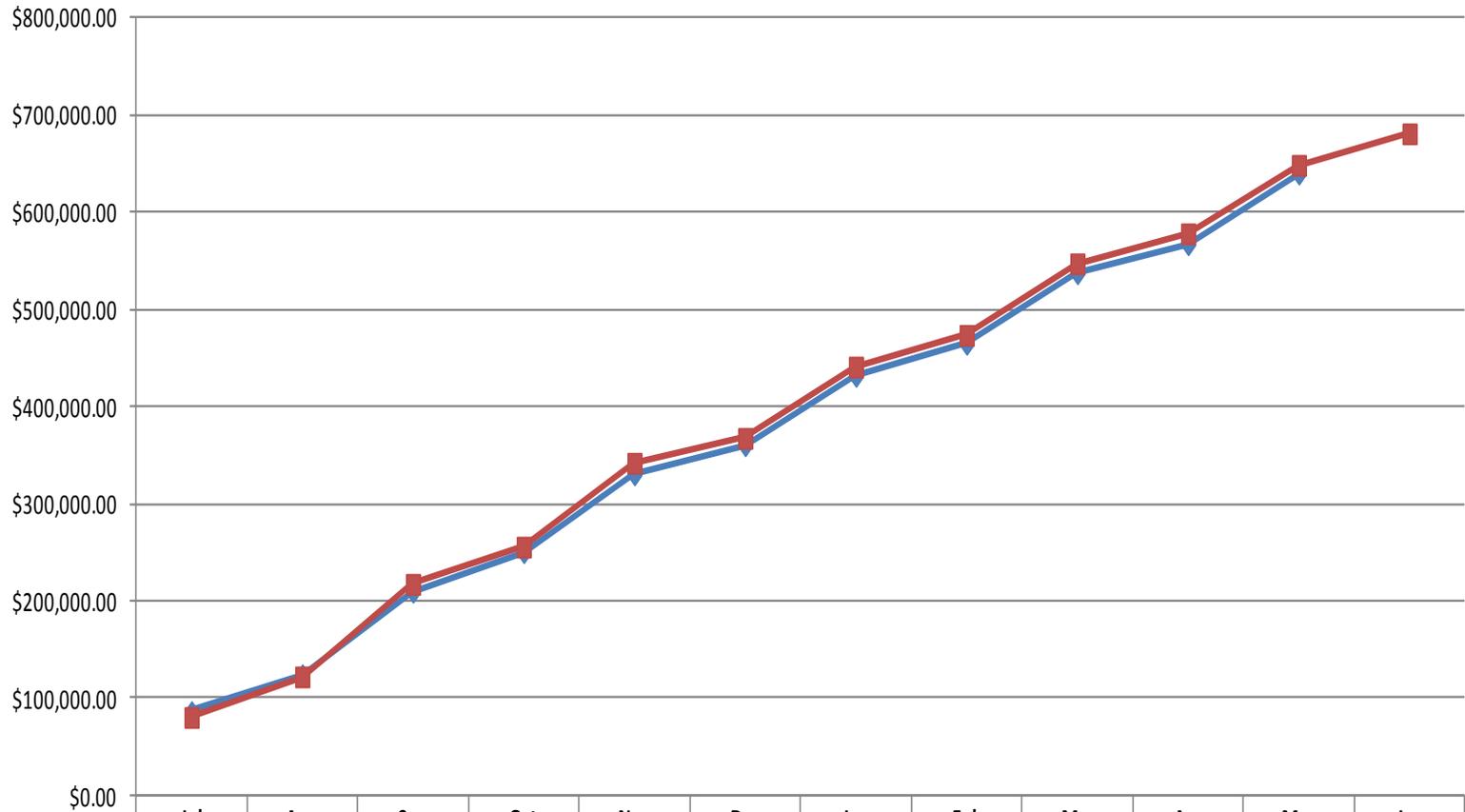


May 2016 YTD Sewer Charges Compared to FY 2012 through FY 2016-Cumulative



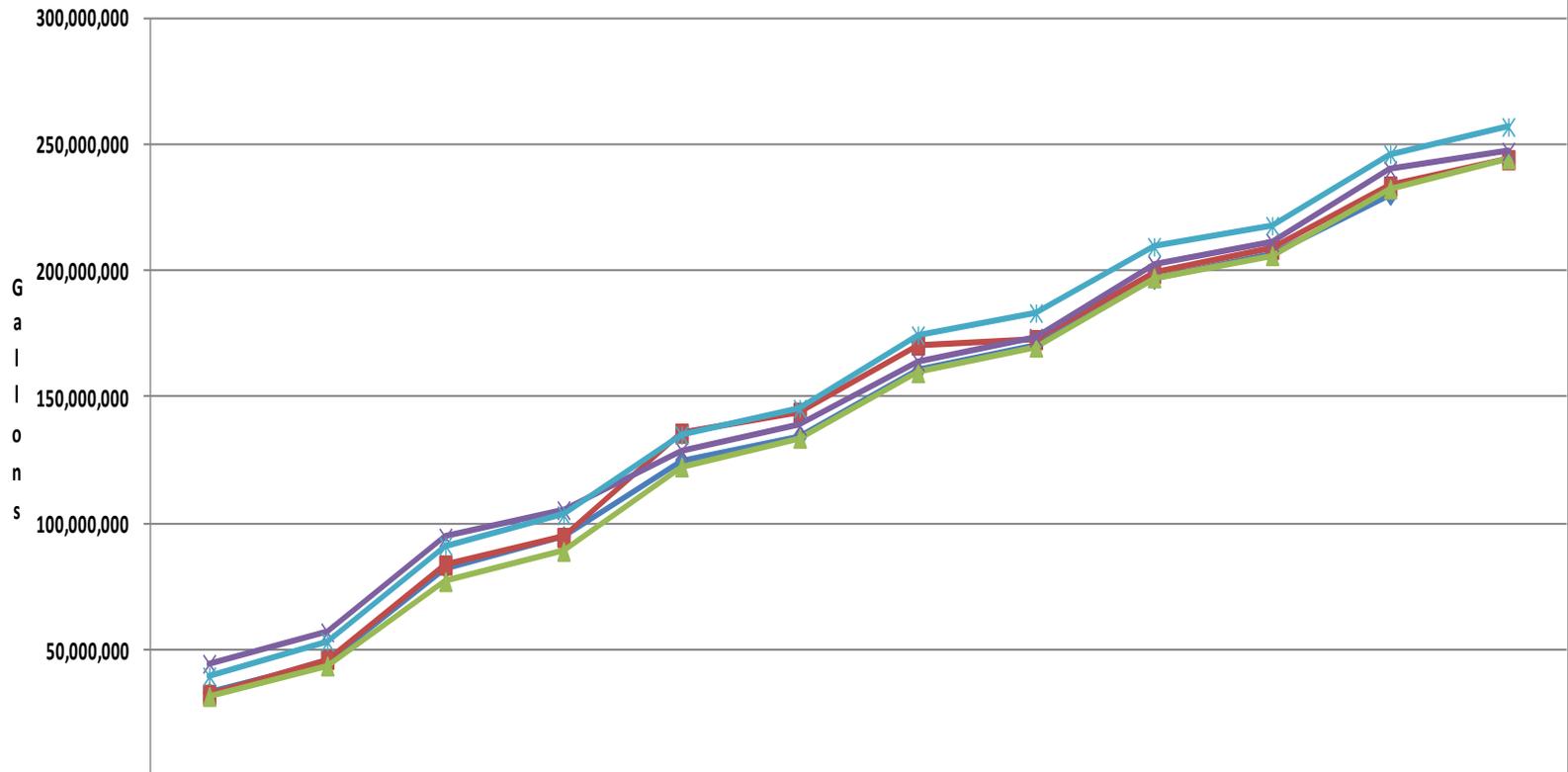
	1	2	3	4	5	6	7	8	9	10	11	12
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	
Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461	\$361,634	\$433,773	\$465,867	\$538,259	\$568,628	\$637,878	\$678,940
Actual 2014	\$83,143	\$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

May 2016 Sewer Charges Compared to Pro-Rated Budget-Cumulative



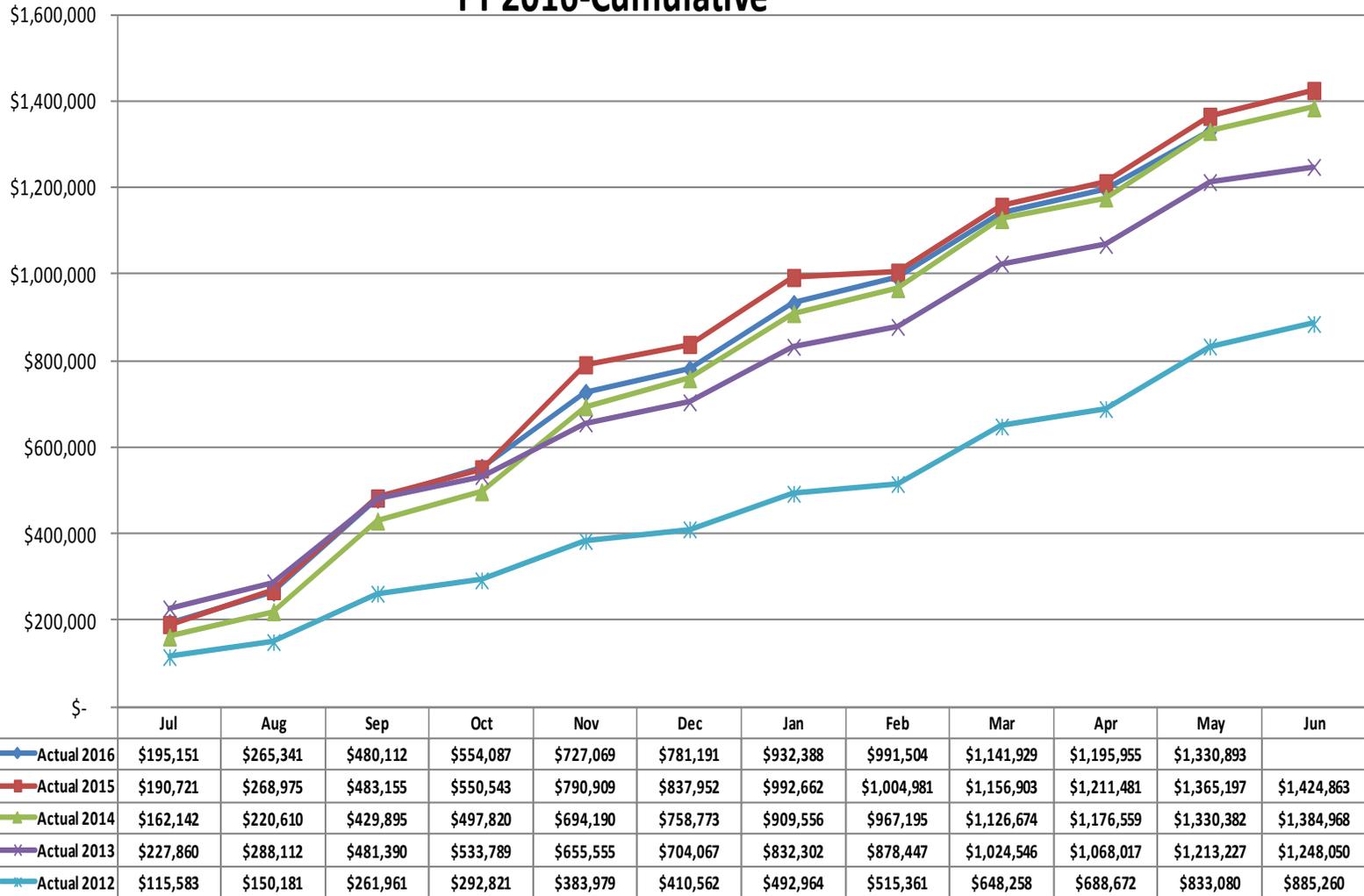
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	
Pro-rated budget	\$80,503	\$122,252	\$217,527	\$255,779	\$342,110	\$367,705	\$441,055	\$473,688	\$547,295	\$578,173	\$648,585	\$681,000

May 2016 YTD Water Consumption Compared to FY 2012 through FY 2016-Cumulative

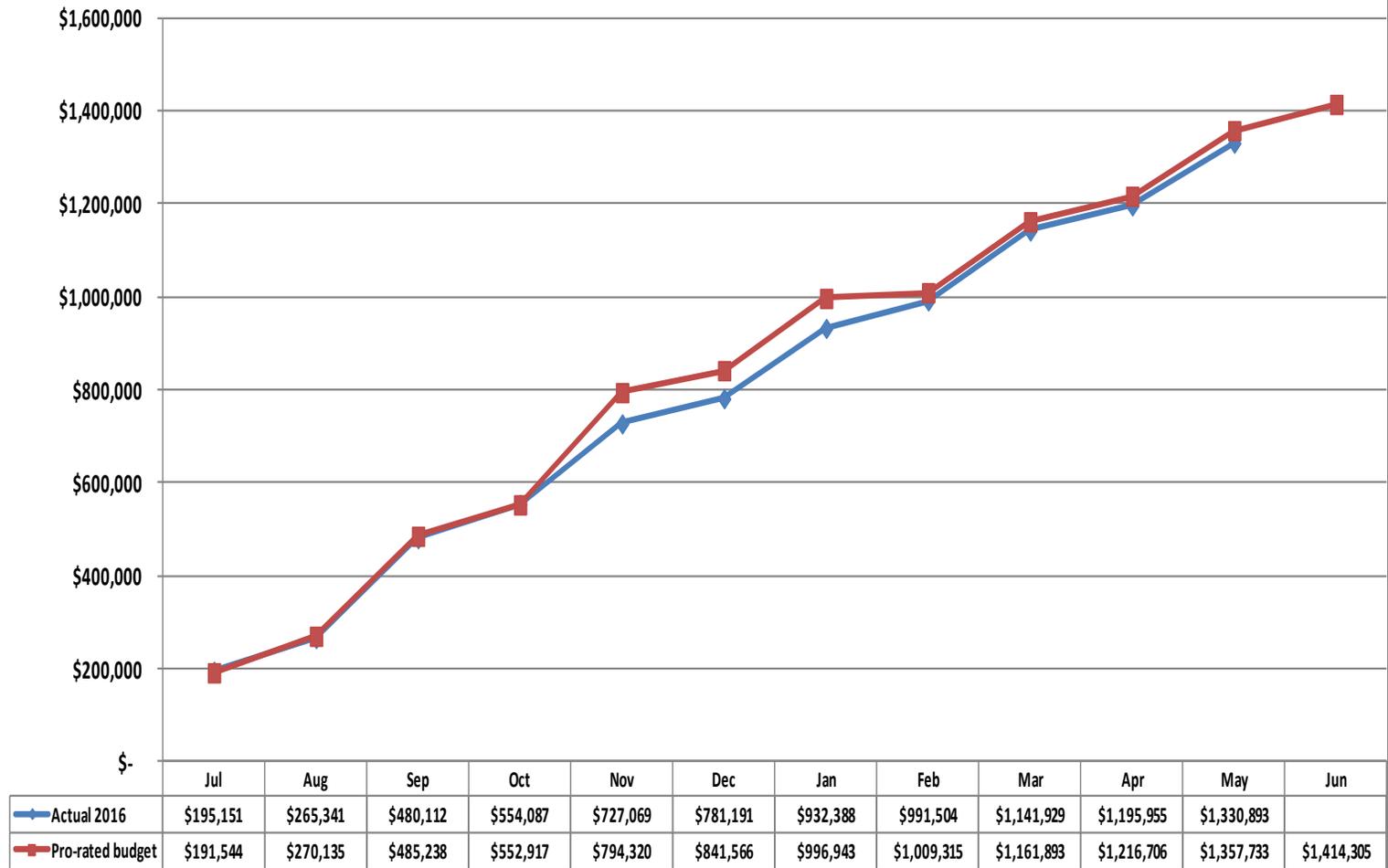


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	135,856,212	144,135,476	170,692,715	172,855,828	198,978,064	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

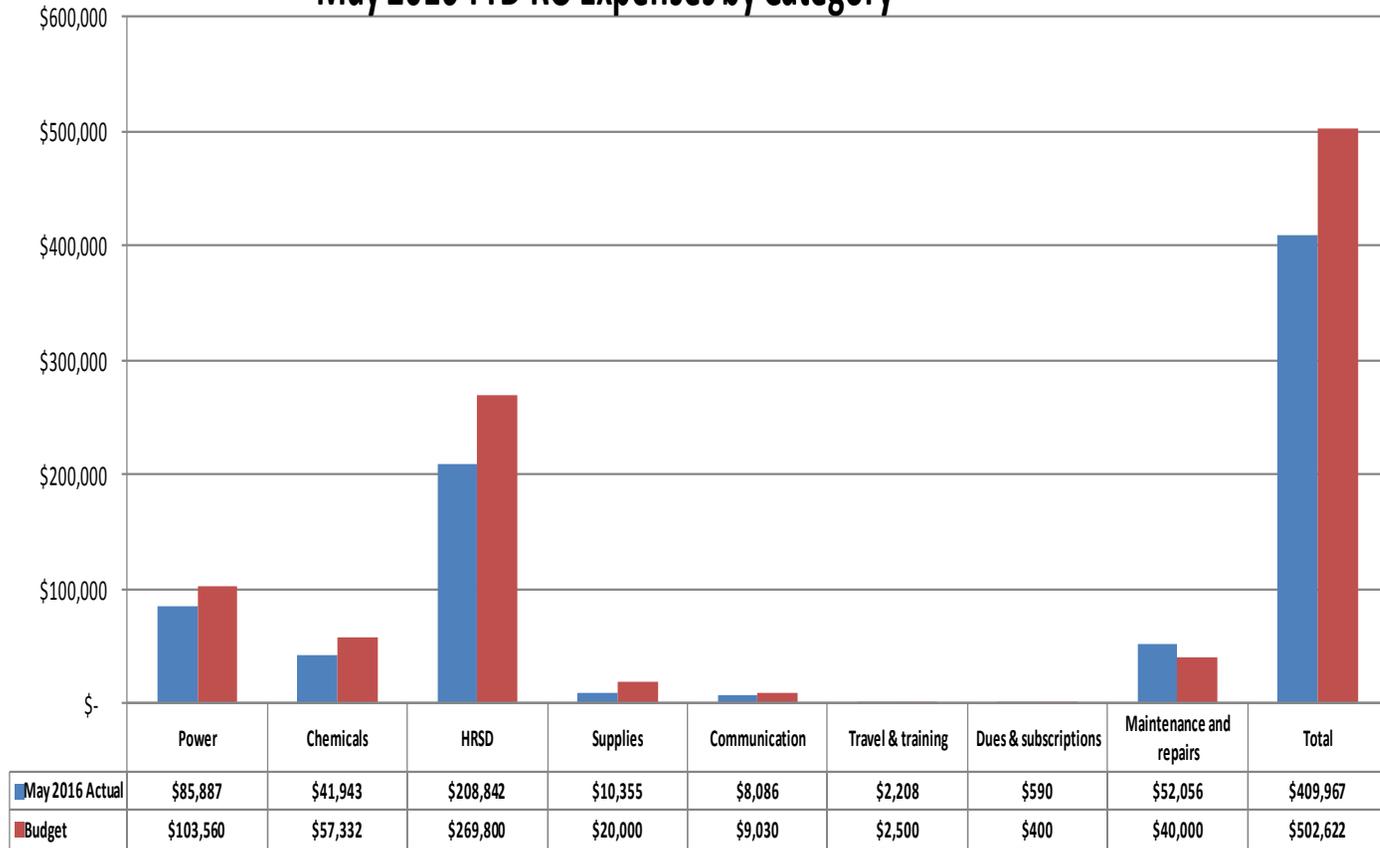
May 2016 YTD Water Charges Compared to FY 2012 through FY 2016-Cumulative



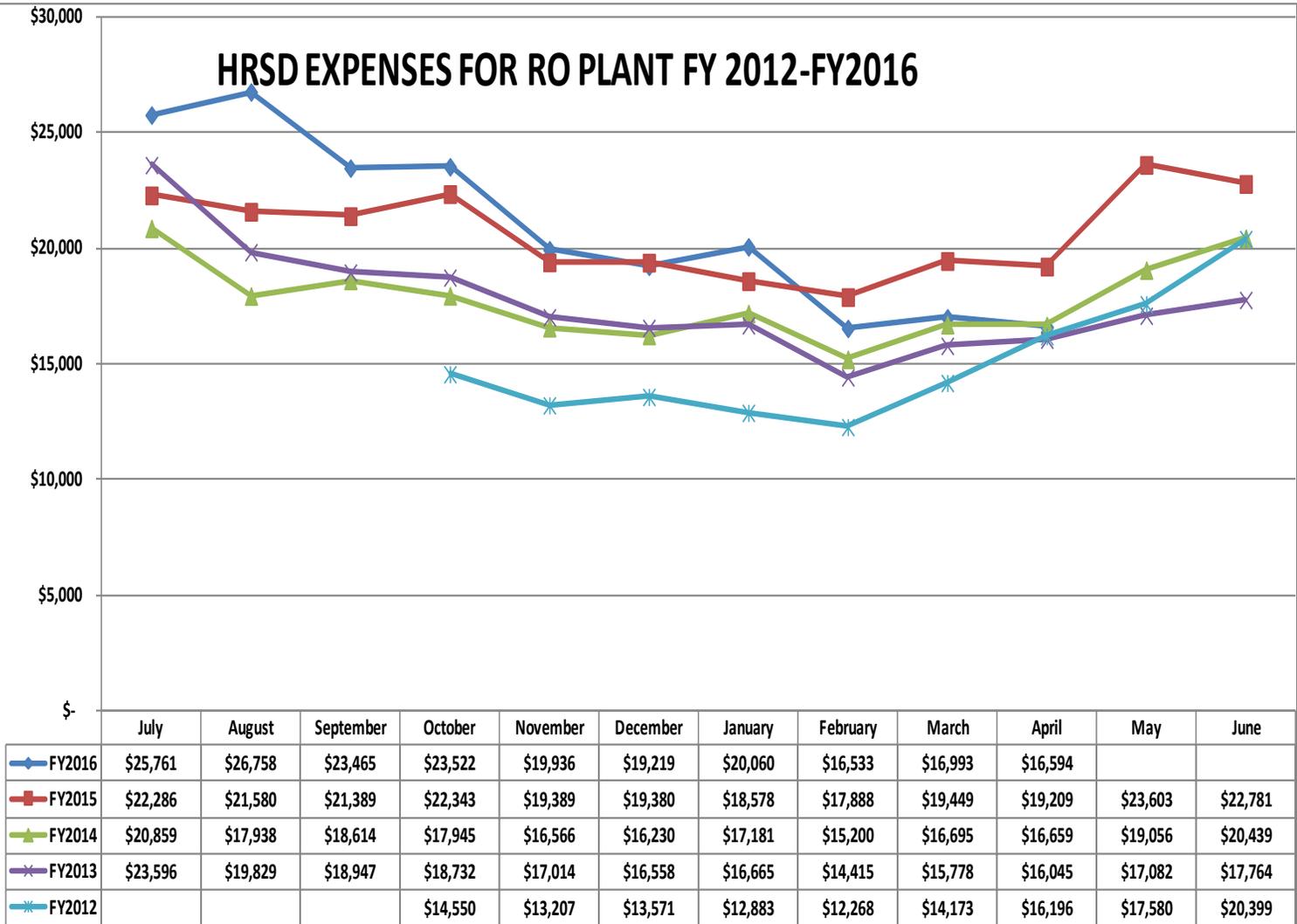
May 2016 YTD Water Charges Compared to Pro-Rated Budget-Cumulative



May 2016 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY 2012-FY2016



HRSD Charges to date per month				1 CCF=748 gallons	Comparison thru April	
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		
		33,063,626		\$ 134,826.48		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
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	40,373,366	177,578.09
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		
		48,295,870		\$ 212,424.46		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
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	36,638,576	173,886.83
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		
		44,960,296		\$ 213,382.00		

HRSD Charges to date per month				1 CCF=748 gallons	Comparison thru April	
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		
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	39,351,456	201,491.70
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		
4/14/2016	3/30/2016	3,077,636	4.13/CCF	16,992.89		
5/15/2016	4/30/2016	3,005,292	4.13/CCF	16,593.51	37,824,124	208,841.72

CASH BALANCES AS OF MAY 2016					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	846,490.96	(506,227.31)	-	340,263.65
Water-Debt Service	Farmers Bank	888,829.80	45,575.88	-	934,405.68
Water Capital Escrow (availability fees)	TowneBank	447,883.11	10,880.00	-	458,763.11
Water Treatment Plant Escrow	TowneBank	112,127.75	-	-	112,127.75
Water Deposit Account	TowneBank	108,210.10	-	-	108,210.10
Water Development Escrow	TowneBank	100,729.20	-	-	100,729.20
Subtotal Water		2,504,270.92	(449,771.43)	-	2,054,499.49
			-		
Sewer	Farmers Bank	500,297.02	(176,910.90)	(327,071.65)	(3,685.53)
Sewer Development Escrow	TowneBank	358,440.55	-	-	358,440.55
Sewer Capital Escrow (availability fees)	TowneBank	847,734.27	16,480.00	-	864,214.27
Sewer Compliance	Farmers Bank	1,376,748.53	118,925.12	-	1,495,673.65
Subtotal Sewer		3,083,220.37	(41,505.78)	(327,071.65)	2,714,642.94
Highway	Farmers Bank	104,521.88	139,076.08	-	243,597.96
General Fund	Farmers Bank	2,248,550.47	388,423.87	327,071.65	2,964,045.99
Payroll	Farmers Bank	245,931.98			245,931.98
Money Market-General Fund	TowneBank	2,195.21			2,195.21
Business Super Now-General Fund	Farmers Bank	33,256.38			33,256.38
Money Market-General Fund	Farmers Bank	290,791.24			290,791.24
General Fund Capital Escrow Account	TowneBank	215,539.88			215,539.88
Certificate of Deposit	Farmers Bank	526,432.40			526,432.40
Certificate of Deposit-Police Dept	Farmers Bank	36,840.51			36,840.51
Special Project Account	Farmers Bank	2,546,582.12			2,546,582.12
Pinewood Heights Escrow	Farmers Bank	48,650.57			48,650.57
SNAP Account	Farmers Bank	2,264.75			2,264.75
Museum Account	Farmers Bank	124,718.28			124,718.28
Windsor Castle Acct	TowneBank	50,500.00			50,500.00
S. Church Street Account	TowneBank	36,222.74	(36,222.74)	-	-
Subtotal General Fund		6,408,476.53	352,201.13	327,071.65	7,087,749.31
TOTAL ALL FUNDS		12,100,489.70	0.00	-	12,100,489.70

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

ADMINISTRATOR:	AMANDA WESLEY 866-230-3771
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 05/01/2016 through 05/31/2016
Account Number 9246002035

[Table Of Contents](#)

Balance Sheet	1
Summary Of Fund	2
Asset Summary As Of 05/31/2016	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

ACCOUNT STATEMENT

Statement Period
Account Number

05/01/2016 through 05/31/2016
9246002035

Balance Sheet

	AS OF 05/01/2016		AS OF 05/31/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CIF/CTF FUNDS-BALANCED				
CIF/CTF FUNDS-BALANCED	504,006.69	509,079.55	504,386.55	508,755.68
TOTAL CIF/CTF FUNDS-BALANCED	504,006.69	509,079.55	504,386.55	508,755.68
TOTAL HOLDINGS	504,006.69	509,079.55	504,386.55	508,755.68
TOTAL ASSETS	504,006.69	509,079.55	504,386.55	508,755.68
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	504,006.69	509,079.55	504,386.55	508,755.68
TOTAL LIABILITIES AND EQUITY	504,006.69	509,079.55	504,386.55	508,755.68

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

ACCOUNT STATEMENT

Page 2

Statement Period 05/01/2016 through 05/31/2016
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 05/01/2016		509,079.55
CTF DISTRIBUTIONS	421.61	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	703.73-	
ADMINISTRATIVE EXPENSES	41.75-	
TOTAL MARKET VALUE AS OF 05/31/2016		508,755.68

ACCOUNT STATEMENT

Statement Period 05/01/2016 through 05/31/2016
Account Number 9246002035

Asset Summary As Of 05/31/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	508,755.68	504,386.55	100
TOTAL INVESTMENTS	508,755.68	504,386.55	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	508,755.68		

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

ACCOUNT STATEMENT

Page 4

Statement Period 05/01/2016 through 05/31/2016
Account Number 9246002035

Asset Detail As Of 05/31/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED				
50,396.739	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	508,755.68	504,386.55	100
		508,755.68	504,386.55	100
	TOTAL INVESTMENTS	508,755.68		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	508,755.68		
	TOTAL MARKET VALUE	508,755.68		

ACCOUNT STATEMENT

Statement Period
Account Number

05/01/2016 through 05/31/2016
9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS 421 . 61

TOTAL INCOME EARNED 421 . 61

TOTAL INCREASES IN FUND VALUE 421 . 61

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 41 . 75

TOTAL FEES AND OTHER EXPENSES 41 . 75

UNREALIZED LOSS IN THE PERIOD 703 . 73

TOTAL DECREASES IN FUND VALUE 745 . 48

NET CHANGE IN NET ASSET VALUE 323 . 87 -

ACCOUNT STATEMENT

Statement Period
Account Number

05/01/2016 through 05/31/2016
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
05 / 01 / 2016	BEGINNING BALANCE	0 . 00	504 , 006 . 69
05 / 02 / 2016	DISTRIBUTION FROM 50,359.17 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 04/30/2016 CUSIP # CF5400035	208 . 21	0 . 00
05 / 02 / 2016	PURCHASED 208.21 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 05/02/2016 AT 1.00 CUSIP # 61747C723	208 . 21 -	208 . 21
05 / 03 / 2016	PURCHASED 20.597 UNITS VIRGINIA INVESTMENT POOL ON 04/30/2016 AT 10.109 INCOME REINVESTMENT CUSIP # CF5400035	208 . 21 -	208 . 21
05 / 03 / 2016	SOLD 208.21 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 05/03/2016 AT 1.00 CUSIP # 61747C723	208 . 21	208 . 21 -
05 / 16 / 2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 04/30/2016	41 . 75 -	0 . 00
05 / 16 / 2016	DISTRIBUTION FROM 50,379.77 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 05/15/2016 CUSIP # CF5400035	213 . 40	0 . 00
05 / 16 / 2016	PURCHASED 171.65 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 05/16/2016 AT 1.00 CUSIP # 61747C723	171 . 65 -	171 . 65
05 / 17 / 2016	PURCHASED 16.971 UNITS VIRGINIA INVESTMENT POOL ON 05/15/2016 AT 10.1141 INCOME REINVESTMENT CUSIP # CF5400035	171 . 65 -	171 . 65
05 / 17 / 2016	SOLD 171.65 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 05/17/2016 AT 1.00 CUSIP # 61747C723	171 . 65	171 . 65 -
05 / 31 / 2016	ENDING BALANCE	0 . 00	504 , 386 . 55

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

ACCOUNT STATEMENT

Statement Period
Account Number

05/01/2016 through 05/31/2016
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.

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



The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/2/2016	12363

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Goose Hill

Item	Qty	Description	Rate	Amount
Contract		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	68,810.00
<p>VENDOR # _____</p> <p>ACCOUNT # _____</p> <p>DEPT HEAD <u>W.A. [Signature]</u></p> <p>TOWN MANAGER <u>[Signature]</u></p>			<p>Total Invoices</p> <p>\$ 136,669.⁰⁰</p>	

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$68,810.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.





The Blair Bros., Inc.

P.O. Box 5413
Suffolk, VA 23435
(757) 538-1696 Fax: (757) 538-0714
www.blairbros.com
SWaM Cert #: 664748

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/2/2016	12364

Bill To:

Project:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Red Point

Item	Qty	Description	Rate	Amount
Contract		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. VENDOR # _____ ACCOUNT # _____ DEPT HEAD <u>W.A. [Signature]</u> TOWN MANAGER <u>[Signature]</u>	67,859.00	67,859.00

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$67,859.00

All charges during the month are due and payable by the 10th of the following month or as per stated terms. A SERVICE CHARGE OF 2% PER MONTH will be added to account from invoice date on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

If prices and terms on invoice are not as agreed, or if any claim or damage or deficiency is to be made, please notify us at once, as no claim made at maturity will be allowed.



Isle of Wight, Virginia
General Obligation Capital Improvement Bonds, Series 2008

33.19%		
Principal	Interest	Total
-	18,807.15	18,807.15
-	17,360.44	17,360.44
-	-	-
-	17,360.44	17,360.44
-	17,360.44	17,360.44
-	-	-
-	17,360.44	17,360.44
-	17,360.44	17,360.44
-	-	-
18,254.50	17,360.44	35,614.94
-	16,995.35	16,995.35
-	-	-
19,914.00	16,995.35	36,909.35
-	16,597.07	16,597.07
-	-	-
19,914.00	16,597.07	36,511.07
-	16,198.79	16,198.79
-	-	-
21,573.50	16,198.79	37,772.29
-	15,740.36	15,740.36
-	-	-
21,573.50	15,740.36	37,313.86
-	15,281.92	15,281.92

	Principal	Coupon	Interest	Debt Service	Annual Debt Service
7/1/2009	-		56,665.10	56,665.10	-
1/1/2010	-		52,306.25	52,306.25	-
6/30/2010	-		-	-	108,971.35
7/1/2010	-		52,306.25	52,306.25	-
1/1/2011	-		52,306.25	52,306.25	-
6/30/2011	-		-	-	104,612.50
7/1/2011	-		52,306.25	52,306.25	-
1/1/2012	-		52,306.25	52,306.25	-
6/30/2012	-		-	-	104,612.50
7/1/2012	55,000.00	4.00%	52,306.25	107,306.25	-
1/1/2013	-		51,206.25	51,206.25	-
6/30/2013	-		-	-	158,512.50
7/1/2013	60,000.00	4.00%	51,206.25	111,206.25	-
1/1/2014	-		50,006.25	50,006.25	-
6/30/2014	-		-	-	161,212.50
7/1/2014	60,000.00	4.00%	50,006.25	110,006.25	-
1/1/2015	-		48,806.25	48,806.25	-
6/30/2015	-		-	-	158,812.50
7/1/2015	65,000.00	4.25%	48,806.25	113,806.25	-
1/1/2016	-		47,425.00	47,425.00	-
6/30/2016	-		-	-	161,231.25
7/1/2016	65,000.00	4.25%	47,425.00	112,425.00	-
1/1/2017	-		46,043.75	46,043.75	-

VENDOR # 465

ACCOUNT # 4 100 45500 0003 15,740.36
4 100 46500 0005 21,573.50

DEPT HEAD ed

TOWN MANAGER PLS

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

Invoice No: 116499005-0516
 Invoice Date: May 31, 2016
 Invoice Amount: \$2,175.00
 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 May 31, 2016

Federal Tax Id: 56-0885615

LUMP SUM

KHA Ref # 116499005.1-7914392

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
PROJECT MANAGEMENT	5,000.00	95.00%	4,750.00	4,750.00	0.00
TESTING PROTOCOL	21,750.00	55.00%	11,962.50	9,787.50	2,175.00
Subtotal	26,750.00	62.48%	16,712.50	14,537.50	2,175.00
Total LUMP SUM					2,175.00

Total Invoice: \$2,175.00

Total Invoices
 for
 Various Projects
 \$ 23,976.⁷⁴

Vendor # _____
 Account # _____
 Dept. Head _____
 Point of Contact *PHS*

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

Invoice No: 116499008-0516
 Invoice Date: May 31, 2016
 Invoice Amount: \$3,800.00
 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 May 31, 2016

Federal Tax Id: 56-0885615

LUMP SUM

KHA Ref # 116499008.1-7914393

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
GEOTECHNICAL INVESTIGATION	3,800.00	100.00%	3,800.00	0.00	3,800.00
CONSTRUCTION DOCUMENTS	25,000.00	95.00%	23,750.00	23,750.00	0.00
Subtotal	28,800.00	95.66%	27,550.00	23,750.00	3,800.00
Total LUMP SUM					3,800.00

Total Invoice: \$3,800.00

TOWN OF SMITHFIELD
ATTN: WILLIAM T. HOPKINS, III, CZA
310 INSTITUTE STREET
SMITHFIELD, VA 23430

Invoice No: 116499010-0516
Invoice Date: May 31, 2016
Invoice Amount: \$8,566.74
Project No: 116499010
Project Name: GOOSE HILL CREEK DRAINAGE
Project Manager: WEIST, JAMIE

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

Client Reference:
TASK ORDER # 10

For Services Rendered through May 31, 2016

Federal Tax Id: 56-0885615

HOURLY

KHA Ref # 116499010.2-7906515

Description	Amount Billed to Date	Previous Amount Billed	Current Amount Due
DRAINAGE ANALYSIS	8,190.00	0.00	8,190.00
OFFICE EXPENSE ALLOCATION	376.74	0.00	376.74
Subtotal	8,566.74	0.00	8,566.74
Total HOURLY			8,566.74

Total Invoice: \$8,566.74

TOWN OF SMITHFIELD
 ATTN: WILLIAM T. HOPKINS, III, CZA
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499010-0516
 Invoice Date: May 31, 2016
 Project No: 116499010
 Project Name: GOOSE HILL CREEK
 DRAINAGE
 Project Manager: WEIST, JAMIE

HOURLY

KHA Ref # 116499010.2-7906515

Group	Description/Name	Hrs/Qty	Rate	Current Amount Due	
LABOR	PROFESSIONAL	RICCIO, SAMANTHA	4.5	130.00	585.00
	PROFESSIONAL 2	HOSTETLER, DAVID	22.0	190.00	4,180.00
		MADARY CRUM, KATIE	1.0	190.00	190.00
		TURNER, PAM	5.0	190.00	950.00
	SENIOR PROFESSIONAL	WEIST, JAMIE	10.0	210.00	2,100.00
	SENIOR SUPPORT	HOLLAND, KIMBERLY	1.0	95.00	95.00
		SCHAEFFER, SUSAN	1.0	90.00	90.00
TOTAL LABOR		44.5		8,190.00	
EXPENSES	OFFICE EXPENSE			376.74	
TOTAL EXPENSES				376.74	
TOTAL LABOR AND EXPENSE DETAIL				8,566.74	

This page is for informational purposes only. Please pay amount shown on cover page.

TOWN OF SMITHFIELD
 ATTN: LESLEY KING
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 7906516
 Invoice Date: May 31, 2016
 Invoice Amount: \$9,435.00
 Project No: 116499011.3
 Project Name: JOE LUTER SPORTS COMPLEX
 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 May 31, 2016

Federal Tax Id: 56-0885615

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
JOINT PERMIT APPLICATION	6,500.00	210.00	0.00	210.00
MEETINGS AND COORDINATION	6,000.00	940.00	0.00	940.00
PRELIM 35% SITE PLAN	13,500.00	6,970.00	0.00	6,970.00
SW MANAGEMENT DESIGN	12,000.00	1,315.00	0.00	1,315.00
Subtotal	38,000.00	9,435.00	0.00	9,435.00
Total COST PLUS MAX				9,435.00

Total Invoice: \$9,435.00

TOWN OF SMITHFIELD
 ATTN: LESLEY KING
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 7906516
 Invoice Date: May 31, 2016
 Project No: 116499011.3
 Project Name: JOE LUTER SPORTS
 COMPLEX
 Project Manager: WEIST, JAMIE

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
JOINT PERMIT APPLICATION	SENIOR SUPPORT	1.5	80.00	120.00
		1.0	90.00	90.00
TOTAL JOINT PERMIT APPLICATION		2.5		210.00
PRELIM 35% SITE PLAN	DESIGNER	24.0	145.00	3,480.00
	PROFESSIONAL	8.0	130.00	1,040.00
	PROFESSIONAL 2	7.0	170.00	1,190.00
	SENIOR PROFESSIONAL	6.0	210.00	1,260.00
TOTAL PRELIM 35% SITE PLAN		45.0		6,970.00
SW MANAGEMENT DESIGN	PROFESSIONAL	7.5	130.00	975.00
	PROFESSIONAL 2	2.0	170.00	340.00
TOTAL SW MANAGEMENT DESIGN		9.5		1,315.00
MEETINGS AND COORDINATION	PROFESSIONAL 2	5.0	170.00	850.00
	SENIOR SUPPORT	1.0	90.00	90.00
TOTAL MEETINGS AND COORDINATION		6.0		940.00
TOTAL LABOR AND EXPENSE DETAIL				9,435.00

This page is for informational purposes only. Please pay amount shown on cover page.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Committee Report

June 2016

Event Listing (since last Committee Meetings)			
Day	Date	Event Type	Location
Mon	May 23	Committee Meetings	Smithfield Center
Tue	May 24	VDOT Meeting	Smithfield Center
		Committee Meetings	Smithfield Center
Wed	May 25	VDOT Meeting	Smithfield Center
		Town Staff Meeting	Smithfield Center
		IOW Schools Senior Banquet	Smithfield Center
Sat	May 28	Wedding & Reception	Smithfield Center
		Peninsula Bike Event	WC Courtyard
 			
Mon	May 30	Memorial Day Service (indoor)	Smithfield Center
Tue	May 31	Gymnastics Banquet	Smithfield Center
Wed	Jun 1	IOW Schools Retirement Banquet	Smithfield Center
Thu	Jun 2	Reception	Smithfield Center
Fri	Jun 3	Kings Fork Prom	Smithfield Center
Sat	Jun 4	MS Bike Event	WC Courtyard
		Wedding & Reception	Smithfield Center
Sun	Jun 5	MS Bike Event	WC Courtyard
 			
Tue	Jun 7	State of the County Breakfast	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Jun 8	Staff Meeting	Smithfield Center
		Lions Club District Meeting	Smithfield Center
Sat	Jun 11	Wedding & Reception	Smithfield Center
Sun	Jun 12	Wedding	WC Manor House
		Reception	Smithfield Center
 			
Mon	Jun 13	VDOT Meeting	Smithfield Center
Tue	Jun 14	Planning Commission	Smithfield Center
Wed	Jun 15	Smithfield (Foods) Meeting	Smithfield Center
Thu	Jun 16	VDOT Meeting	Smithfield Center
		Flavors of Isle of Wight by Chamber of Commerce	Smithfield Center
Fri	Jun 17	Beekeepers Conference	Smithfield Center
Sat	Jun 18	Beekeepers Conference	Smithfield Center
Sun	Jun 19	Wedding & Reception	Smithfield Center
 			
Tue	Jun 21	Schoolhouse Meeting	Smithfield Center
		AMEC Foster Job Fair	Smithfield Center
		Crimeline	Smithfield Center
		BHAR	Smithfield Center
Thu	Jun 22	Wedding & Reception	Smithfield Center
Fri	Jun 24	Olden Days Events	Town Streets
Sat	Jun 25	Olden Days	Town Streets
		Reception	Smithfield Center
Sun	Jun 26	Reception	Smithfield Center

Parks and Recreation Committee Report

June 2016

Upcoming Events to Note			
Day	Date	Event Type	Location
Sun	Jul 3	Fireworks Display	Clontz Park
Sat	Jul 16	5K by One Body Fitness	WC Trails
Sun	Jul 24	Blood, Sweat and Bacon Bike Event	Memorial Lawn

Programming

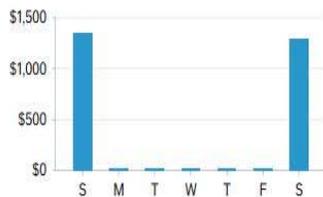
Kayak Rentals

Netted as of 6/23/16	\$ 2493	Averaging Per Weekend	\$ 356 per weekend
Staffing Hours as of 6/23/16	\$ 1028		
Net after Staffing Hours	\$ 1465		

05/07/2016–06/23/2016



DAY OF WEEK



TIME OF DAY



New!!! Taking reservations for Mondays and Fridays starting July 1st.

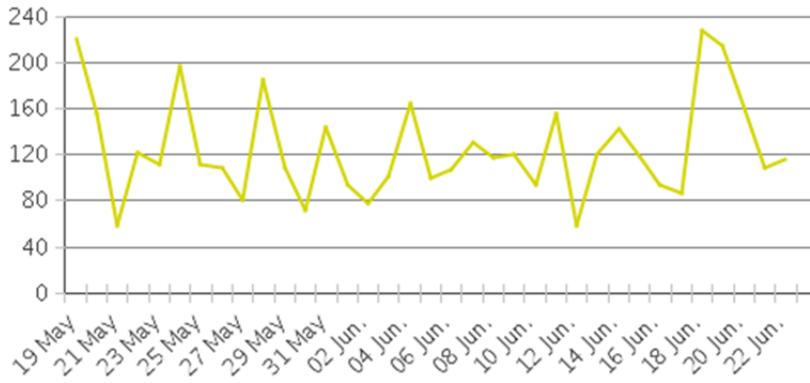
Windsor Castle Park Trail Doctors

Projects	Date
Windsor Castle Community Day <ul style="list-style-type: none"> • Dog Park Fence Painting • Clean the Bay • Gravesite Beautification • Landscape Edging Project • Flower Planting • Dog Park Gate Repair • Bike Path Repair • Fishing Line Disposal Receptacle Installation 	Projects have been completed on various days throughout the month of June

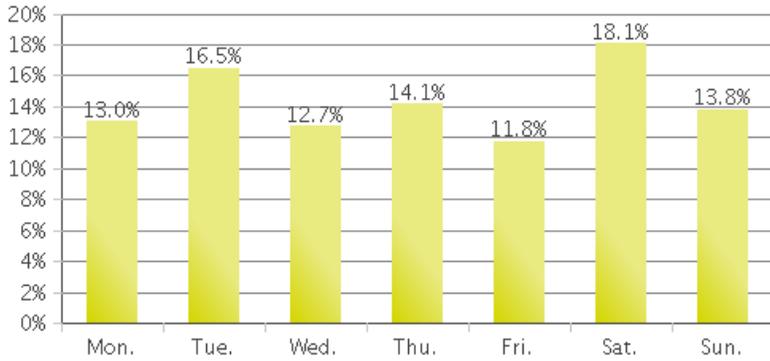
Parks and Recreation Committee Report

June 2016

Eco Counter Data for Windsor Castle Park			
Location: Mason Street Entrance		Daily Average - 125	
Busiest Days	Saturday June 18 (228)	Thursday May 19 (220)	Sunday June 19 (214)



Daily Data



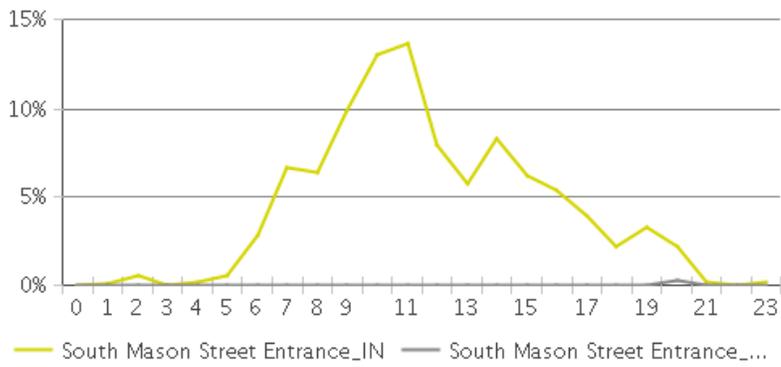
Weekly Profile



Hourly Profile during the Week

Parks and Recreation Committee Report

June 2016



**Hourly Profile during
the Weekend**

Proposed Rate Increases for the Smithfield Center Venue –for 2016

The suggested prices would go into effect July 5th, 2016.

Day of Week	Current Fee Structure	Increase of	Suggested Price	Average Rate of Other Venues
Saturday, Friday or Sunday	\$ 1800	\$ 1000	\$ 2800	\$ 3700
Weekday- Monday through Thursday	\$ 600	\$ 200	\$ 800	\$ 1500

Standard Rate

Resident Rate

Day of Week	Current Fee Structure	Increase of	Suggested Price	Average Rate of Other Venues
Saturday, Friday or Sunday	\$ 1400	\$ 600	\$ 2000	\$ 3700
Weekday- Monday through Thursday	\$ 600	\$ 0	\$ 600	\$ 1500

The Resident Rate applies to those individuals or groups who have an address within Isle of Wight County. For weddings, the bride or groom must reside in Isle of Wight and the bride or groom must complete the rental contract. Resident Rate applicants must present proof of residence.

Annual Events on the books as of 7/1/16 will continue to be priced at the 2014 Fee Structure through 2018. 2019 and beyond these events will be subject to the current adopted Fee Structure.

<i>April through October</i>				
Day of Week	Norfolk Botanical Garden – Rose Garden Hall	Mariners Museum	Planters Club	Average Rate
Saturday	\$ 5000	\$ 3800	\$ 2400	\$ 3700
Friday or Sunday	\$ 5000	\$ 3800	\$ 2400	\$ 3700
Weekday-	\$ 1300	\$ 1800	\$ 1600	\$ 1500

Average Rate taken from the following facilities

Proposed Rate Increases for the Smithfield Center Venue –for 2016

Monday through Thursday			
--------------------------------	--	--	--

What do clients get for their money. . . .a lot

Flexible times for event. Most venues are restricted to not allowing setup until 3 PM or after. The Center offers purchasing of extra hours if you would like to start setup in the morning.

Our venue is deep cleaned between every event-floors mopped, tables wiped down etc.

The furniture set the client requests is in place when their time starts.

<i>Standard Rate</i>			
Day of Week	Suggested Price	Estimated No. Of Events	Estimated Revenue
Saturday	\$ 2800	40	\$ 112,000
Friday, Sunday	\$ 2800	30	\$ 84,000
Weekday-	\$ 800	20	\$ 16,000

Items included in price:

- 400 Chairs
- 43 60" round tables
- 38 6' rectangle tables

- 8 36" cocktail tables
- Portable Bar
- 2 Large Keg Coolers
- *Computer Video and Audio Projection*
- *Audio for Microphones and Speaking Podiums*
- Warming Kitchen-includes Warmer, Ice Maker, 2 Fridges and Countertop Prep Space
- **AND....drumroll please...the most amazing staff in Hampton Roads!!!**

Proposed Rate Increases for the Smithfield Center Venue –for 2016

Monday through Thursday			
-------------------------	--	--	--

<i>Resident Rate</i>			
Day of Week	Suggested Price	Estimated No. Of Events	Estimated Revenue
Saturday	\$ 2000	4	\$ 8000
Friday, Sunday	\$ 2000	6	\$ 12,000
Weekday- Monday through Thursday	\$ 600	20	\$ 12,000
Annual Events -2014 Fee Structure (Rent 2 days –which totals \$2000)	\$ 2000	4	\$ 10,400
Estimated Revenue			\$ 254,400

The current projected revenue is \$ 180,000 for a difference of \$ 74,000.

The estimated revenue does not include items such as added hours, rental items etc.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JUNE 2016

Locality: Smithfield Town

Contract #: 13- 02 MY2

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 2

Date: June 16, 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>\$261,000</u>	Local Leverage Amount Expended:	<u>\$367,408</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>5 of 6</u>	# of housing inspections done?	<u>5 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>3 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: 05/17/ 2016

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

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

TA Site Visit Requested: Yes No

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

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

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?

All purchase offers have been accepted. The residents at 52, 53, 54, 110 & 111 Carver have all been relocated. The residents of 111 Carver will complete their moving to a new home on Tan Road in 90 days. The homes at 52, 53, 54, 110 & 111 Carver have been acquired. 53 and 54 have been demolished. The disconnection of the services and prep work to demolish 52 Carver has begun. 110 Carver has been secured and once vacated the 110/111 Carver duplex will be demolished.

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 4

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



June 2016

COMMUNITY PLANNING PARTNERS, INC.

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JUNE 2016

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: June 16, 2016

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$80,500</u>	Local Leverage Amount Obligated:	<u>\$245,000</u>
CDBG Amount Expended:	<u>\$80,500</u>	Local Leverage Amount Expended:	<u>\$210,000</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>6</u> of <u>18</u>	# of homeownership counseling done?	<u>6</u> of <u>18</u>
# of homes acquired?	<u>0</u> of <u>18</u>	# of housing inspections done?	<u>6</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>1</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>2</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>1</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 03/ 09/ 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. Appraisals and RA have been completed for 21, 23, 31, 36, 37, and 38. Town has acquired 38 Jamestown. Applications have been received and being processed for residents at 21, 23, 24, 26, 27A, 28A, 28B, 31, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Ten residents have provided, and been qualified for relocation using the required income forms. Five owner relocatees have signed contracts for new home; one has relocated into her new home. Two market rate renters and one Section 8 renter have relocated. 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 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 1

1) 38 Jamestown

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 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 5

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

Review Appraisals Completed 5

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

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) 36 Jamestown 5) 38 Jamestown

Eligibility of Relocation Letters Sent 4

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

Comparable Units Found and Inspected 4

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

Households Relocated 1

1) 38 Jamestown

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

Market-Rate Occupied Homes

1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown

7) 34 Jamestown 8) 35 Jamestown

Household Surveys Completed 4

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

Income Verifications Completed 4

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

Eligibility of Relocation Letters Sent 4

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

Comparable Units Found and Inspected 4

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

Households Relocated 1

1) 28B Jamestown

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

Section 8 Occupied Homes

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

Household Surveys Completed 2

1) 27A Jamestown 2) 27B Jamestown
Income Verifications Completed 2
1) 27A Jamestown 2) 27B Jamestown
Eligibility of Relocation Letters Sent 1
1) 27A Jamestown
Comparable Units Found and Inspected 1
1) 27A Jamestown
Households Relocated 1
1) 27A Jamestown

Demolition (Goal=18)

Units to be Demolished

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

Units that have been Demolished 0

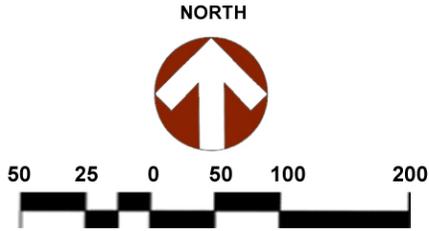
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE III BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  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

TOWN OF SMITHFIELD
REQUEST FOR PROPOSALS
RELOCATION OF DR. JORDAN WOMBWELL HOUSE (16-07)

I. PURPOSE:

The Town of Smithfield (hereinafter referred to as “Town”) is requesting proposals for the purchase, relocation and rehabilitation of the Dr. Jordan Wombwell House located at 888 W. Main Street, Smithfield, Virginia.

The town will sell the home only to the successful offeror for \$1 and in an “as-is condition” to be removed from the site and relocated at the offeror’s expense. The town desires to see the structure restored and reused. There is not an option to purchase the land upon which it is currently located.

II. BACKGROUND:

The small frame house with a gable roof, dormers and three chimneys was built by Dr. Jordan Wombwell in 1842 on land he bought from John W. Davis. Dr. Wombwell died in 1849 and his will directed that his property be sold after his wife’s death. In 1882 John W. Gray bought the farm. In 1908 it was conveyed to Ezekiel W. Jones who owned the adjoining Glebe tract and other nearby land. Ezekiel W. Jones Jr. was allotted this farm at the division of his father’s property. It was bought by Howard Leslie Little, Sr., of Ruth Jones Pavy in 1948 and called “the Gray Farm” in the deed.

The Town of Smithfield acquired the property in 2016 which will be the home of the Joseph W. Luter Jr. Sports Complex.

III. STATEMENT OF NEEDS:

Proposals shall include a descriptive plan and timeline for the removal and relocation, the intended use for the house, relevant past experience and proof of financial ability to complete the project according to the plan and timeline.

The successful offeror will be required at their sole expense to cover all costs associated with the removal of the structure from its current location to the proposed new location where it will be sited, and to obtain all required licenses, permits and inspections.

The successful offeror shall furnish all labor, materials, permits, right of way authorization, and design/engineering/transportation costs to relocate and reconstruct the structure on the new site.

IV. PROPOSAL PREPARATION AND SUBMISSION INSTRUCTIONS:

A. GENERAL INSTRUCTIONS:

1. RFP Response: In order to be considered for selection, offerors must submit a complete response to this RFP. One (1) original and three (3) copies of each proposal must be submitted. Offerors must clearly label the word "ORIGINAL" on the cover and must clearly label all copies with the word "COPY" on the cover. If your proposal contains proprietary information and you are invoking protection from disclosure under § 2.2-4342F of the Code of Virginia, refer to IV.A.2.f below, and submit one (1) redacted copy of the proposal clearly labeled with words "REDACTED COPY" on the cover. No other distribution of the proposal shall be made by the offeror.
2. PROPOSAL PREPARATION:
 - a. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information required may result in town requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. **Proposals which are substantially incomplete or lack key information may be rejected.** Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
 - c. Proposals shall be organized in the order in which the requirements are presented in the RFP. All pages of the proposal shall be numbered. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements. "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled as "should" or "may" are highly desirable, although their absence will not have a large impact and would be useful, but are not necessary. Depending on the overall

response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability to satisfy a “must” or “shall” requirement does not automatically remove the Offeror from consideration; however it may seriously affect the overall rating of the offerors’ proposal.

- e. Each copy of the proposal shall be bound or contained in a single volume when practical. All documentation submitted with the proposal should be contained in that single volume.
- f. Ownership of all data, materials, and documentation originated and prepared for the Town pursuant to the RFP shall belong exclusively to the Town and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the offeror must invoke protections of § 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted. The written notice must specifically identify the data or materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of proposal. If, after being given reasonable time the offeror refuses to withdraw an entire classification designation, the proposal will be rejected.

3. ORAL PRESENTATION: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal. This provides an opportunity for the offeror to clarify or elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. Oral presentations are an option of the Town and may or may not be conducted.

B. SPECIFIC PROPOSAL INSTRUCTIONS: Proposals should be as thorough and detailed as possible so that the Town may properly evaluate your capabilities to provide the required services. **Offerors are required to submit the following items as a complete proposal. Refer to 2C for proposal format.**

- 1. Signature page which includes State Corporation Commission Identification, addenda acknowledgements (if any) and other signature requirements signed and filled out.

2. Specific items (including exception page) or data requested in RFP. *Contractor has ten (10) days from notice of intent to award to provide insurance documentation and W-9 form.*
3. A written narrative statement to include:
 - a. Introduction to company and experience in providing the services described herein.
4. Specific plans for providing the proposed services to include:
 - a. Details of the proposed methodology for relocation and rehabilitation of structure.
 - b. Intended future use of structure.
 - c. Time frame for completion of structure removal.
 - d. Proof of financial ability to complete the project in time frame identified in proposal.

V. EVALUATION AND AWARD CRITERIA:

- A. EVALUATION CRITERIA: Proposals shall be evaluated by the Town using the following criteria:
 1. Specific plan or methodology to be used to perform the services (30 points)
 2. Experience and qualifications of offeror. Clear demonstration of knowledge, expertise and financial ability to successfully implement all aspects of the proposal. (30 points)
 3. Intended future use of structure. (20 points)
 4. Project timeframe. (10 points)
 5. RFP contains all required submittals. (10 points)
- B. AWARD OF CONTRACT: The town will award the contract on the basis of competitive negotiation with the most qualified contractors consistent with the Virginia Public Procurement Act Section 2.2-4300. Contract awards may be made to more than one offeror if in its sole discretion is deemed to be in the best interest of the Town.

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated. Negotiations shall be conducted with offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the town shall select which offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror.

The Town of Smithfield may cancel the Request for Proposal or reject proposals at any time prior to an award, and it is not required to furnish a statement of reasons why a particular proposal was not deemed to be the most advantageous (Code of Virginia 2.2-4395D). Should the Town determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

The Town reserves the right to waive minor non-substantive errors in the proposal, to reject any/or all proposals, to award any contract in whole or in part and award the proposal considered to be in the best interest of the Town. The Town also reserves the right to negotiate with the lowest responsive, responsible offeror should proposal exceed available funds.

VI. CONTRACT TERM:

Contract terms to be agreed upon with successful offeror in a form approved by the Town Attorney.

VII. PRE PROPOSAL CONFERENCE AND SITE VISIT:

A non-mandatory preproposal conference and site visit will be held **Friday, July 15th 2016 at 10:00 a.m.** at the Department of Planning, Engineering and Public Works located at 310 Institute Street, Smithfield, Virginia. The purpose of this conference is to allow potential offerors an opportunity to present questions, obtain clarification relative to any facet of this solicitation and to tour the site.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring a copy of this solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

VIII. DELIVERY INSTRUCTIONS:

Proposals shall be in a sealed envelope marked “Wombwell House RFP #16-07” and delivered no later than **12:00 Noon on Friday, August 5th 2016**, to:

Sonja Eubank
Department of Planning, Engineering and Public Works
310 Institute Street
Smithfield, VA 23430

Any proposals received after the specified time and date will not be considered. All questions should be directed to Sonja Eubank via email at seubank@smithfieldva.gov or 757-365-4272. **Deadline for questions will be Friday, July 29th 2016 at 5:00 p.m.**



