February 24, 2017

TO: **SMITHFIELD TOWN COUNCIL**

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

SUBJECT: **FEBRUARY 2017 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

MONDAY, FEBRUARY 27TH, 2017

4:00 p.m. **Police** **Members: Tynes (CH), Chapman, Gregory**

1. Public Comment
2. Operational Updates

TAB # 1 3. Street Closure/Traffic Assistance Request for Smithfield Sprint Triathlon Saturday, March 25th, 2017 from 10:00 a.m. to 3:00 p.m.

TAB # 2 4. Partial Street Closure Request for Wine and Brew Festival, Saturday, April 8th, 2017.

TAB # 3 5. Street Closure/Traffic Assistance Request for Smithfield Main Street Mile Sunday, May 21st, 2017 from 7 a.m. to 10:00 a.m.

Immediately following the conclusion of the above meeting:

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

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1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Finance **Members: Pack (CH), Gregory, Cook**

1. Public Comment

TAB # 4 3. December Financial Statements and Graphs (January forthcoming)

TAB # 5 4. January Cash Balances / VML Investment Pool Update

TAB # 6 5. Invoices Over $10,000 Requiring Council Authorization:

a.	MUSCO Lighting	$263,087.00
b.	Atlantic Communications Inc.	$ 12,284.70
c.	Robinson Farmer Cox Associates PLLC	$ 24,500.00
d.	IOW County – ½ Tourism Budget 2017	$117,566.25
e.	IOW County – ½ E911 Budget 2017	$122,369.73

TAB # 7 6. Personnel Policies Manual Proposed Updates for Sections 5 and 6

TUESDAY, FEBRUARY 28TH, 2017

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

1. Public Comment

TAB # 8 2. Operational Update – Committee Report / 2017 Event List

TAB # 9 3. Partial Park Closures of Fishing Pier on Tuesday, April 4th thru Saturday April 8th and Trails Saturday, April 8th from 11:00 a.m. to 5:00 p.m. for the 6th Annual Wine and Brew Festival

4. Special Events on Main Street and Public Restroom Use

5. Joseph W. Luter, Jr. Sports Complex
   a. Update on Site Construction

TAB # 10 b. Recommendation of Award on Architectural Bid Package Contract

Immediately following the conclusion of the above meeting:

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

1. Public Comment

TAB # 11 2. Grass Maintenance Contract – Recommendation to Renew

Immediately following the conclusion of the above meeting:

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

1. Public Comment

TAB # 12 2. Pinewood Heights Relocation Project – Phase III Update

3. "LOVE WORKS" Art Contest Presentation

4. Update on Wombwell House and Outbuildings Informal RFP

***** Additional Item Not Listed on Committee but will be on Council's March 7th Agenda*****

- Approval of February 7th, Town Council Meeting Minutes

POLICE

COMMITTEE

Town of Smithfield
Special Event Application for Permit

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
3/25/17	10:00AM-3:00PM	Luter YMCA

Event Name	**Smithfield Sprint Triathlon**
Event Organizer (Group Name)	**Kinetic Endeavors, LLC**
Tax Exemption ID Number	**20-232-5187**
Website	**www.vtsmts.com/smithfieldsprint**

Event Contacts

Name	**Greg Hawkins**	**Cell Phone**	**336-577-2801**	**Email**	**Greg.hawkins@vtsmts.com**
Name		**Cell Phone**		**Email**	

1st Time Event		**Annual Event- how many times has event taken place?**	**11**
Event Category ☐ Festival ☐ Concert ☐ Parade ☐X Run/Walk ☐ Bike Race/Tour ☐ Car Show Other _____			
Description of Event			
Swimming, biking, running race.			
Average Ticket Price	$60	**Participants will be** ☐youth ☐ adults ☐X both	
Expected Attendance	550	**Largest Attendance Number and Year**	600 (2016)
What is your plan in the event of bad weather-cancel, reschedule?		No rain date.	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			☐ Closure
Street Name or Park Area	**Closure or Traffic Assist**	**Date Needed**	**Times Needed**
See attached traffic control plan			**1000-1500hrs.**

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

Alcohol Service and/or Sales? ☐ Alcohol		**Having music- live bands or DJ?** ☐X Music	
Date	**Times**	**Date**	**Times**
		3/25/17	**0900-1500**

List benefits of your event to the community	**List Recipients of Proceeds**
Health, fitness, economic impact.	**Luter YMCA, Race Organizer**

Town of Smithfield
Special Event Application for Permit

Check any of the following that your event will include.			
Item	**Number**	**Item**	**Number**
☐XFood, Caterer		☐ Food, by Organization	
☐Retail Vendors Non-Profit		☐ Retail Vendors For Profit	
☐ XPort-a-Potties		☐Fencing/Barricades	
☐XTrash Cans		☐ Generators	
☐Dumpsters		☐Special Lighting	
☐XRecycle Containers		☐Golf carts/ATVs	
☐XFirst Responders- EMS, Fire			

Item	Number	Sizes
Tents	**6**	**10x10**
Staging		

☐ Allowing pets	☐Fireworks	☐Providing Shuttle Service

Certificate of insurance for $1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	**20151123388946**
Name of Insurance Liability Carrier	**ESIX**
Insurance Company Address	**5660 New Northside Drive, Suite 640 - Atlanta, GA 30328**
Insurance Company Phone Number	**Phone: (678) 324-3300 Fax: (678) 324-3303**

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

Event Organizer's Signature	GH	**Date**	4-15-16
Print Name	Greg Hawkins		

Attach the following documents:

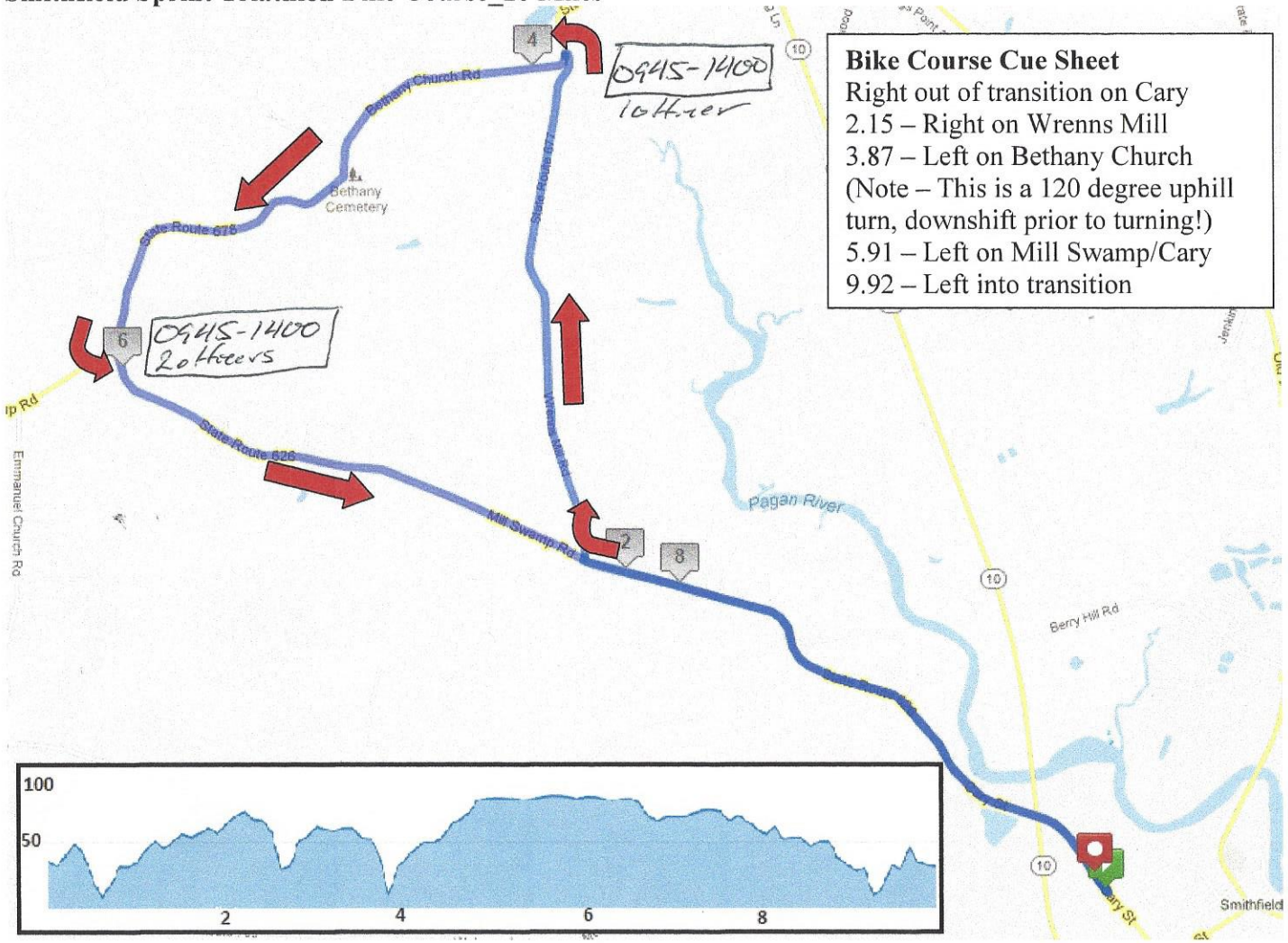
Flyers or any promotional materials about event or organization
Site Map/Layout of Event

VIRGINIA | MARYLAND
TRIATHLON SERIES

www.vtsmts.com

Greg's Cell- 336 577 2801

Smithfield Sprint Triathlon Bike Course_10 Miles

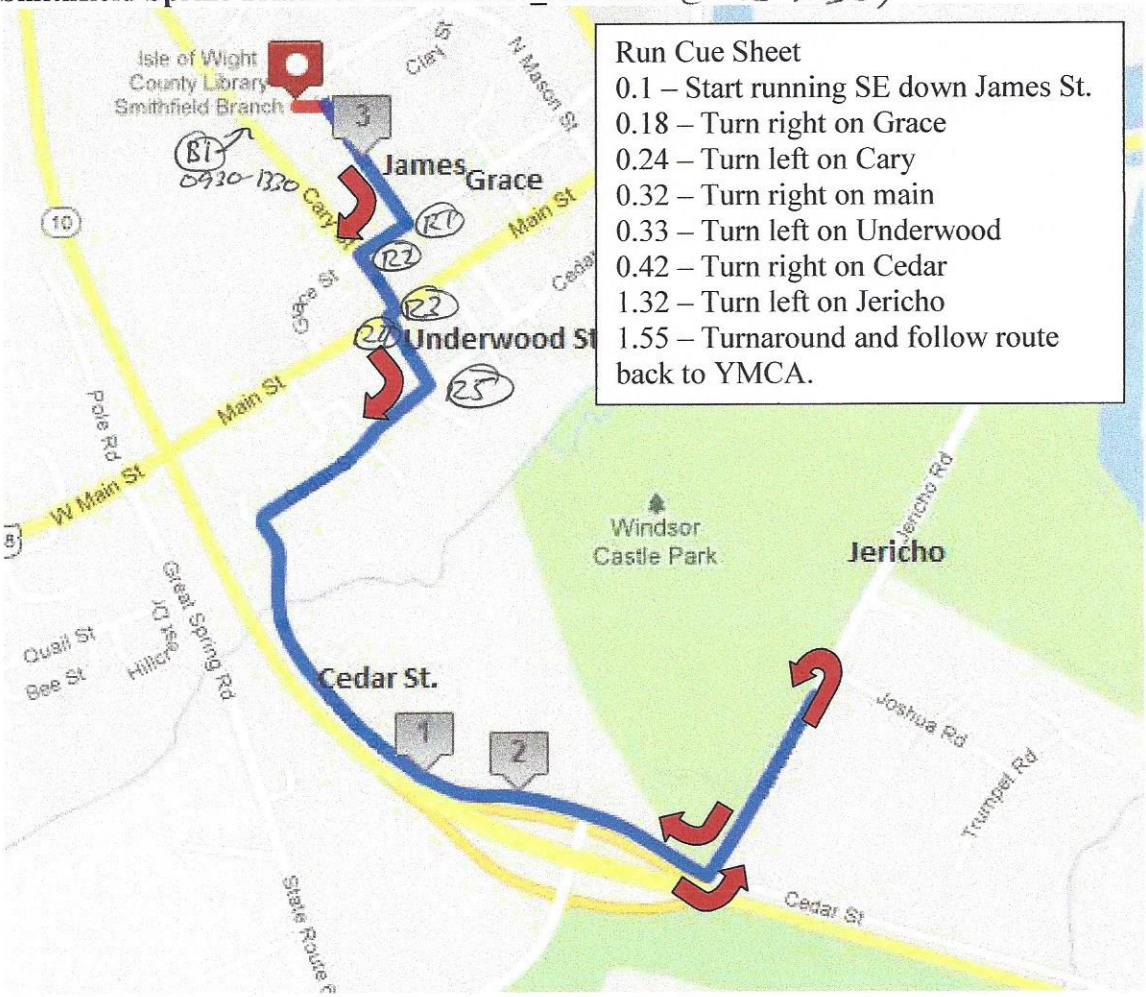


Bike Course Cue Sheet
Right out of transition on Cary
2.15 – Right on Wrenns Mill
3.87 – Left on Bethany Church
(Note – This is a 120 degree uphill turn, downshift prior to turning!)
5.91 – Left on Mill Swamp/Cary
9.92 – Left into transition

VIRGINIA | MARYLAND
TRIATHLON SERIES

www.vtsmts.com

Smithfield Sprint Triathlon Run Course_3.1 Miles (1015-1430)



Run Cue Sheet
0.1 – Start running SE down James St.
0.18 – Turn right on Grace
0.24 – Turn left on Cary
0.32 – Turn right on main
0.33 – Turn left on Underwood
0.42 – Turn right on Cedar
1.32 – Turn left on Jericho
1.55 – Turnaround and follow route back to YMCA.

Run Course Notes:

1. This is an out and back course.
2. Water will be available at the start and at the far turnaround point on Jericho
3. The course is not closed to traffic, however intersections will be controlled by uniformed police officers to allow for your safe transit
4. Please use the trash cans provided, stay on the sidewalks, thank the volunteers and police for their support!

Greg's Cell - 336-577-2801

Town of Smithfield, Virginia
Special Event Application for Permit

Event Date (don't include setup dates here)	**Times**
Saturday, April 8, 2017	**11 AM– 5 PM, entry for chalets starts at 10:00 am.**

Event Name	**Smithfield Wine & Brew Fest (6th Annual)**
Event Organizer (Group Name)	**Smithfield VA Events Committee**
Tax Exemption ID Number	**54-6073921**
Website	**www.SmithfieldVAWineBrewFest.com**

Event Contacts

Name	**Gina Ippolito**	**Cell Phone**	**757-869-0664**	**Email**	**gina@smithfieldvaevents.com**
Name	**Larry Saint**	**Cell Phone**	**757-409-6957**	**Email**	**lsaint52@msn.com**

1st Time Event		**Annual Event- how many times has event taken place?**	**4 times**
Event Category ☐ Festival ☐ Concert ☐ Parade ☐ Run/Walk ☐ Bike Race/Tour ☐ Car Show Other _____			
Description of Event			
It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.			
Average Ticket Price	$ 40	**Participants will be** ☐youth ☐ adults ☐ both	
Expected Attendance	2800	**Largest Attendance Number and Year**	2016- 2750 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine unless weather poses safety concerns	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			☐ Closure
Street Name or Park Area	**Closure or Traffic Assist**	**Date Needed**	**Times Needed**
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/08/17	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/08/17	9:30 am to 5:30 pm
Fishing Pier Closure	Closure	04/4/17-04/08/17	All day
Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.			

Alcohol Service and/or Sales? ☐ Alcohol		**Having music- live bands or DJ?** ☐ Music	
Date	**Times**	**Date**	**Times**
04/08/17	**11 AM-4 PM**	**04/08/17**	**11 AM-5 PM**

List benefits of your event to the community	**List Recipients of Proceeds**
Fundraiser for local charitable organizations.	**Varies each year**

Town of Smithfield, Virginia
Special Event Application for Permit

Anticipate economic impact from out of town hotel guests, shopping and dining over weekend.	

Check any of the following that your event will include.			
Item	**Number**	**Item**	**Number**
☐Food, Caterer		☐ Food, by Organization	
☐Retail Vendors Non-Profit		☐ Retail Vendors For Profit	
☐ Port-a-Potties		☐Fencing/Barricades	
☐Trash Cans		☐ Generators	
☐Dumpsters		☐Special Lighting	
☐Recycle Containers		☐Golf carts/ATVs	
☐First Responders- EMS, Fire			

Item	Number	Sizes
Tents	**40**	10x10, 20x20
Staging	**2**	24x 30, 20 x 20

☐ Allowing pets	☐Fireworks	☐Providing Shuttle Service

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

Event Organizer's Signature	Electronic Signature: Gina Ippolito	**Date**	1/6/17
Print Name	Gina Ippolito		

Attach the following documents:

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

Windsor Castle Park
Smithfield, VA
SMITHFIELD VIRGINIA Wine & Brew FEST
VOLUNTEERS ENTER THIS WAY
VOLUNTEER ENTRY & TENT
MANOR HOUSE (Not open to public)
MANOR STAGE
Restroom Trailer
Reserved Tables #40-49
MANOR HOUSE VILLAGE
14
13
12
10
11
VIP GATE
TO S. CHURCH ST
TO CEDAR ST
REST-ROOMS
Greeters & Bag Checks
MAIN GATE
Medic
RESTROOMS
Restroom Trailer
FOOD
WATER SODA
WINERY VILLAGE
1
2
3
4
5
6
7
8
RETAIL
INFO & Event T-shirts
International Wines
ATM
WATER SODA
FOOD
BREWERY STAGE
BREWERY VILLAGE
Reserved Tables #50-75
BEER TICKETS
RESTROOMS
TO SMITHFIELD STATION
CHECKPOINT Trail Closed
Watch for Pig-O-Noir... He gets around!
WALKING TRAIL
ENTERTAINMENT VILLAGE
Reserved Tables #1-39
FISHING PIER
28
RIVERFRONT PIER CHALET
Presented by:
Smithfield
CYPRESS CREEK
WATER SODA
RIVER STAGE
RESTROOMS
CHECKPOINT Trail Closed
Find us on Facebook
SmithfieldVAWine&BrewFest.com
SmithfieldVaWineBrewFest.com
Information & Event Merchandise
Breweries
Retail Vendors
Private Chalets
Restrooms & Restroom Trailers
Wineries
Food Vendors
Manned ABC Check-Point
Reserved Tables
Entertainment Stages

Town of Smithfield
Special Event Application for Permit

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
Sunday, May 21	7am - 10am	downtown

Event Name	SMITHFIELD MAIN STREET MILE
Event Organizer (Group Name)	Wharf Hill Brewing Company
Tax Exemption ID Number	
Website	www.wharfhillbrewing.com

Event Contacts

Name	Cristin Emrick	**Cell Phone**	757-849-8948	**Email**	3wharfhillbrewingco@gmail.com
Name	Lee Duncan	**Cell Phone**	757-298-3839	**Email**	

1st Time Event	✓	**Annual Event- how many times has event taken place?**	

Event Category ☐ Festival ☐ Concert ☐ Parade ☑ Run/Walk ☐ Bike Race/Tour ☐ Car Show Other _____

Description of Event

A competitive 1-mile run through downtown Smithfield, ending on Main Street.

Average Ticket Price	$	**Participants will be** ☐youth ☐ adults ☑ both	
Expected Attendance	250	**Largest Attendance Number and Year**	

What is your plan in the event of bad weather-cancel, reschedule? rain or shine

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures ☐ Closure

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
1st St., Washington St.	Traffic Assist	May 21st.	9 AM —
James St., Grace St.	Traffic Assist		10 AM
Main St.	1 lane closed (Joe		
	White's Bottom → S. Inn.		

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

Alcohol Service and/or Sales? ☐ Alcohol		**Having music- live bands or DJ?** ☐ Music	
Date	**Times**	**Date**	**Times**

List benefits of your event to the community	List Recipients of Proceeds
Increased traffic / Regional visitation to the Historic District. Increased shopping / Dining. Opportunities for community members to be active / celebrate the vibrancy of the Historic District.	Smithfield Athletic Booster Club

Town of Smithfield
Special Event Application for Permit

Check any of the following that your event will include.			
Item	**Number**	**Item**	**Number**
☐Food, Caterer		☐ Food, by Organization	
☐Retail Vendors Non-Profit		☐ Retail Vendors For Profit	
☐ Port-a-Potties		☐Fencing/Barricades	
☑Trash Cans		☐ Generators	
☐Dumpsters		☐Special Lighting	
☑Recycle Containers		☐Golf carts/ATVs	
☐First Responders- EMS, Fire			

Item	Number	Sizes
Tents		
Staging		

☐ Allowing pets	☐Fireworks	☐Providing Shuttle Service

Certificate of insurance for $1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

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

Event Organizer's Signature	[signature]	Date	1-30-17
Print Name	Cristin Emrick		

Attach the following documents:

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

FINANCE

COMMITTEE

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,686,000.00	**1,667,535.42**	18,464.58	98.90%
Delinquent RE Tax	23,200.00	**9,394.60**	13,805.40	40.49%
Current RE Penalty	6,500.00	**1,358.54**	5,141.46	20.90%
Delinquent RE Penalty	2,500.00	**1,589.88**	910.12	63.60%
Current RE Interest	745.00	**-**	745.00	0.00%
Delinquent RE Interest	4,100.00	**3,310.74**	789.26	80.75%
Total Real Estate Taxes	**1,723,045.00**	**1,683,189.18**	39,855.82	97.69%
Personal Property Tax				
Current PP Tax	583,000.00	**557,992.42**	25,007.58	95.71%
Delinquent PP Tax	16,500.00	**13,574.75**	2,925.25	82.27%
Current PP Penalty	13,000.00	**5,482.18**	7,517.82	42.17%
Delinquent PP Penalty	4,300.00	**3,728.65**	571.35	86.71%
Current PP Interest	1,200.00	**-**	1,200.00	0.00%
Delinquent PP Interest	3,000.00	**3,769.59**	(769.59)	125.65%
Total Personal Property Tax	621,000.00	**584,547.59**	36,452.41	94.13%
Public Service Corporations Tax				
Current RE Tax	29,774.00	**29,546.21**	227.79	99.23%
Current PP Tax	750.00	**576.93**	173.07	76.92%
Total Public Service Tax	30,524.00	**30,123.14**	400.86	98.69%
Miscellaneous Receipts Over/Short	10.00	**13.73**	(3.73)	137.30%
Total Over/Short	10.00	**13.73**	(3.73)	137.30%
Other Local Taxes				
Franchise Tax	137,645.00	**-**	137,645.00	0.00%
Cigarette Tax	150,000.00	**99,732.72**	50,267.28	66.49%
Transient Occupancy Tax	216,000.00	**41,882.77**	174,117.23	19.39%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Meals Tax-4.25%	1,112,623.00	**437,897.23**	674,725.77	39.36%
Meals Tax-2%	523,470.00	**210,479.67**	312,990.33	40.21%
Sales Tax	320,000.00	**96,425.00**	223,575.00	30.13%
Consumption Tax	47,000.00	**17,587.41**	29,412.59	37.42%
Utility Tax	190,000.00	**71,325.01**	118,674.99	37.54%
Business Licenses	365,000.00	**16,394.07**	348,605.93	4.49%
Business Licenses Penalty	2,000.00	**127.75**	1,872.25	6.39%
Business Licenses Interest	600.00	**30.73**	569.27	5.12%
Vehicle License Tags	-	**6.00**	(6.00)	0.00%
Vehicle License	136,500.00	**121,770.97**	14,729.03	89.21%
Total Other Local Taxes	3,200,838.00	1,113,659.33	2,087,178.67	34.79%
Licenses, Permits & Privilege Fees				
Permits & Other Licenses	15,000.00	**13,605.60**	1,394.40	90.70%
Inspection Fees-Subdivision	3,000.00	**3,150.00**	(150.00)	105.00%
WC Dog Park Registration	2,300.00	**462.00**	1,838.00	20.09%
Consultant Review Fees	3,000.00	**1,025.00**	1,975.00	34.17%
Total Licenses, permits and privilege fees	23,300.00	18,242.60	5,057.40	73.26%
Fines & Costs				
Public Defender Fee		-	-	0.00%
Fines & Costs	70,000.00	**20,458.81**	49,541.19	29.23%
Total Fines & Forfeitures	70,000.00	20,458.81	49,541.19	29.23%
From Use of Money and Property				
General Fund Interest	8,000.00	**6,957.29**	1,042.71	86.97%
Beautification Fund Interest	-	**31.20**	(31.20)	0.00%
Rentals	19,750.00	**9,218.04**	10,531.96	46.67%
Smithfield Center Rentals	180,000.00	**76,201.23**	103,798.77	42.33%
Smithfield Center Vendor Programs	6,000.00	**-**	6,000.00	0.00%
Kayak Rentals	9,000.00	**5,800.00**	3,200.00	64.44%
Special Events	17,000.00	**8,973.28**	8,026.72	52.78%
Fingerprinting Fees	1,200.00	**840.00**	360.00	70.00%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Museum Gift Shop Sales	9,400.00	**8,249.20**	1,150.80	87.76%
Museum Programs/Lecture Fees	1,500.00	**1,590.00**	(90.00)	106.00%
Sale of Equipment	8,000.00	**9,119.10**	(1,119.10)	113.99%
Lease of Land	500.00	**500.00**	-	100.00%
Total revenue from use of money and property	260,350.00	127,479.34	132,870.66	48.96%
Miscellaneous Revenue				
Other Revenue	2,100.00	**1,830.50**	269.50	87.17%
Cash Proffer Revenues-pass through to fire/rescue	-	**-**	-	0.00%
Obici Healthcare Foundation Grant-TRIAD		**-**	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	**3,519.00**	481.00	87.98%
Total Miscellaneous Revenue	6,100.00	5,349.50	750.50	76.42%
From Reserves				
Restricted Reserves-Police Department		-	-	0.00%
Reserves-Pinewood Escrow		99,094.20	(99,094.20)	0.00%
Reserves-Restricted for Police Evidence Building		**-**	-	0
Reserves-Restricted for Ball Fields	3,025,000.00		3,025,000.00	0.00%
From Operating Reserves	450,212.50	-	450,212.50	0.00%
Total From Reserves	3,475,212.50	99,094.20	3,376,118.30	2.85%
Intergovernmental Virginia				
Law Enforcement	161,533.00	**83,368.00**	78,165.00	51.61%
Litter Control Grant	3,354.00	**3,232.00**	122.00	96.36%
Police Block Grants-State	-	-	-	0.00%
Communications Tax	**232,000.00**	**75,055.28**	**156,944.72**	32.35%
Rolling Stock	18.00	**16.23**	1.77	90.17%
Rental Tax	4,000.00	**2,231.03**	1,768.97	55.78%
Asset Forfeiture	-	**-**	-	0.00%
PPTRA State Revenue	240,795.00	**240,794.89**	0.11	100.00%
TRIAD Grant	2,250.00	**-**	2,250.00	0.00%
Fire Programs	25,627.00	**-**	25,627.00	0.00%
VCA Grant	5,000.00	**5,000.00**	-	100.00%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
DCA Grant (Dam)	-	-	-	0.00%
SNAP Program	100.00	**30.00**	70.00	30.00%
Total State Revenue	674,677.00	409,727.43	264,949.57	60.73%
Intergovernmental Federal				
Police Federal Grants	3,500.00	**-**	3,500.00	0.00%
Boat Ramp Grant	252,815.00	-	252,815.00	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	**697,260.00**	**441,105.60**	**256,154.40**	63.26%
Pinewood Heights CDBG Relocation Grant-Phase II	-	**-**	-	0.00%
Total Federal Revenue	953,575.00	441,105.60	512,469.40	46.26%
Other Financing Sources				
Operating Transfers In				
Transfer In for Debt Service		-	-	0.00%
Total Operating Transfers In	-	-	-	0.00%
Other Financing Sources				
Line of Credit Proceeds	500,000.00	-	500,000.00	0.00%
Note Proceeds	3,597,725.00	200,000.00	3,397,725.00	5.56%
Insurance Recoveries	-	**13,747.99**	(13,747.99)	0.00%
Total Other Financing Sources	4,097,725.00	213,747.99	3,883,977.01	5.22%
Contributions				
CHIPS Contributions	3,700.00	**760.00**	2,940.00	20.54%
Contributions-Smithfield Foods-WC Park Outbuildings	-	**-**	-	0.00%
Contributions-Smithfield VA Events	32,000.00	**13,000.00**	19,000.00	40.63%
Contributions-Historic Smithfield	-	**-**	-	0.00%
Contributions-Museum	11,650.00	**6,463.00**	5,187.00	55.48%
Contributions-Public Safety	-	**50.00**	(50.00)	0.00%
Contributions-Smithfield Foods -Public Safety	-	**-**	-	0.00%
Contributions-Public Ball Fields	50,000.00	**500,000.00**	(450,000.00)	1000.00%
Total Contributions	97,350.00	520,273.00	(422,923.00)	534.44%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Total General Fund Revenue	15,233,706.50	5,267,011.44	9,966,695.06	34.57%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(500,000.00)	-	(500,000.00)	0.00%
General Obligation Bond-Land Acquisition	(3,597,725.00)	(200,000.00)	(3,397,725.00)	5.56%
Cash Proffer Revenues	-	-	-	0.00%
Meals tax-special projects	(523,470.00)	(210,479.67)	(312,990.33)	40.21%
From Operating Reserves	(450,212.50)	-	(450,212.50)	0.00%
Pinewood Heights Reserves	-	(99,094.20)	99,094.20	0.00%
Beautification Fund Reserves	-	-	-	0.00%
Ball Field Reserves	(3,025,000.00)	-	(3,025,000.00)	0.00%
Contributions-WC Park	-	-	-	0.00%
Contributions-Historic Smithfield	-	-	-	0.00%
Contributions-Public Safety	-	-	-	0.00%
Contributions to Ball Fields	(50,000.00)	(500,000.00)	450,000.00	1000.00%
Contributions-Smithfield VA Events	(32,000.00)	(13,000.00)	(19,000.00)	40.63%
Pinewood Heights Phase III CDBG Funds	(697,260.00)	(441,105.60)	(256,154.40)	63.26%
Boat Ramp Grant	(252,815.00)	-	(252,815.00)	0.00%
Pinewood Heights Relocation Project -Grant	-	-	-	0.00%
Total Non-operating Revenues	(9,128,482.50)	(1,463,679.47)	(7,664,803.03)	16.03%
Total General Fund Operating Revenues	6,105,224.00	3,803,331.97	2,301,892.03	62.30%

General Fund Budget
Expenses

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	21,480.00	18,520.00	53.70%
FICA	3,352.00	1,688.42	1,663.58	50.37%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Employee Wellness/Assistance Plan	1,344.00	588.00	756.00	43.75%
Legal Fees	65,000.00	16,852.37	48,147.63	25.93%
Election Expense	-	-	-	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	25,000.00	12,814.62	12,185.38	51.26%
Professional Services	40,000.00	320.00	39,680.00	0.80%
Records Management maint & upgrades	5,292.00	995.00	4,297.00	18.80%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	-	-	-	0.00%
Insurance	18,820.00	13,702.50	5,117.50	72.81%
Supplies	20,000.00	9,990.54	10,009.46	49.95%
Travel & Training	6,500.00	2,113.80	4,386.20	32.52%
Subscriptions/Memberships	9,200.00	8,575.00	625.00	93.21%
Council Approved Items	12,000.00	3,537.54	8,462.46	29.48%
Public Defender Fees	4,000.00	-	4,000.00	0.00%
Bank Charges	625.00	652.66	(27.66)	104.43%
SpecialProjects	3,000.00	374.34	2,625.66	12.48%
Smithfield CHIPS program	4,750.00	21.20	4,728.80	0.45%
Update Town Charter & Code	3,000.00	900.00	2,100.00	30.00%
Annual Christmas Parade	200.00	-	200.00	0.00%
Total Town Council	267,683.00	94,605.99	173,077.01	35.34%
Town Manager				
Salaries	313,814.00	139,197.85	174,616.15	44.36%
FICA	25,105.00	9,562.80	15,542.20	38.09%
VSRS	19,695.00	8,855.46	10,839.54	44.96%
Disability	-	41.30	(41.30)	#DIV/0!
Health	62,245.00	37,648.66	24,596.34	60.48%
Auto Expense	500.00	16.00	484.00	3.20%
Maintenance Contracts	2,800.00	1,269.40	1,530.60	45.34%
Communications	17,000.00	6,777.10	10,222.90	39.87%
Insurance	2,330.00	1,672.65	657.35	71.79%
Supplies	4,000.00	2,298.97	1,701.03	57.47%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Dues & Subscriptions	3,355.00	2,212.48	1,142.52	65.95%
Computer & technology expenses	13,000.00	7,150.78	5,849.22	55.01%
Travel & Training	7,800.00	2,088.54	5,711.46	26.78%
Other	100.00	111.00	(11.00)	111.00%
Total Town Manager	471,744.00	218,902.99	252,841.01	46.40%
Treasurer				
Salaries	299,575.00	148,329.50	151,245.50	49.51%
FICA	23,966.00	11,040.02	12,925.98	46.07%
VSRS	20,177.00	10,264.97	9,912.03	50.87%
Health	47,470.00	27,689.39	19,780.61	58.33%
Disability	160.00	53.28	106.72	33.30%
Audit	12,250.00	-	12,250.00	0.00%
Depreciation Software	2,900.00	-	2,900.00	0.00%
Communications	9,500.00	3,345.26	6,154.74	35.21%
Computer & technology expenses	5,000.00	473.65	4,526.35	9.47%
Data Processing	20,000.00	8,011.87	11,988.13	40.06%
Service contracts-includes MUNIS	58,000.00	12,482.94	45,517.06	21.52%
Insurance	2,410.00	1,729.26	680.74	71.75%
Supplies	11,700.00	5,483.13	6,216.87	46.86%
Dues & Subscriptions	1,200.00	1,128.75	71.25	94.06%
Credit Card Processing	1,000.00	1,072.59	(72.59)	107.26%
Cigarette Tax Stamps	3,030.00	2,970.00	60.00	98.02%
Travel & Training	1,000.00	-	1,000.00	0.00%
Other	100.00	132.88	(32.88)	132.88%
Total Treasurer	519,438.00	234,207.49	285,230.51	45.09%
PUBLIC SAFETY				
Police Department				
Salaries	1,461,705.00	671,059.33	790,645.67	45.91%
FICA	116,940.00	48,085.20	68,854.80	41.12%
VSRS	76,640.00	36,854.44	39,785.56	48.09%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Health Insurance	206,195.00	112,612.93	93,582.07	54.61%
Disability	160.00	53.28	106.72	33.30%
Pre-Employment Test	1,000.00	2,145.00	(1,145.00)	214.50%
Uniforms	24,000.00	12,538.27	11,461.73	52.24%
Service Contracts	38,000.00	29,275.32	8,724.68	77.04%
Communications	53,000.00	20,283.99	32,716.01	38.27%
Computer & Technology Expenses	15,000.00	2,669.48	12,330.52	17.80%
Insurance	54,580.00	40,116.84	14,463.16	73.50%
Ins. - LODA	10,896.00	11,347.40	(451.40)	104.14%
Materials & Supplies	24,000.00	5,811.31	18,188.69	24.21%
Dues & Subscriptions	6,550.00	3,846.19	2,703.81	58.72%
Equipment	7,500.00	803.59	6,696.41	10.71%
Radio & Equipment repairs	2,000.00	437.50	1,562.50	21.88%
Vehicle Maintenance	40,000.00	15,598.76	24,401.24	39.00%
Gas	45,000.00	13,950.35	31,049.65	31.00%
Tires	7,000.00	1,687.52	5,312.48	24.11%
Travel & Training	30,000.00	15,655.78	14,344.22	52.19%
Special Events	1,000.00	269.25	730.75	26.93%
Police Grants	2,500.00	-	2,500.00	0.00%
Investigation expenses	5,000.00	1,139.96	3,860.04	22.80%
Accreditation (costs charged to existing line items)	-	-	-	0.00%
Asset Forfeiture		100.00	(100.00)	0.00%
Other	500.00	292.96	207.04	58.59%
Total Police Department	2,229,166.00	1,046,634.65	1,182,531.35	46.95%
Fire Department				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	25,627.00	-	25,627.00	0.00%
Total Fire Department	38,627.00	-	38,627.00	0.00%
Contributions-Public Safety				
Coast Guard Auxiliary	-	-	-	0.00%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Great Springs Road-Sidewalk Contribution to IOW County	-	-	-	0.00%
E911 Dispatch Center	252,446.00	3,853.27	248,592.73	1.53%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	262,446.00	3,853.27	258,592.73	1.47%
PARKS, RECREATION & CULTURAL				
Smithfield Center				
Salaries	215,208.00	101,386.22	113,821.78	47.11%
FICA	17,220.00	7,716.54	9,503.46	44.81%
VSRS	10,096.00	5,136.24	4,959.76	50.87%
Health	30,996.00	18,081.00	12,915.00	58.33%
Uniforms	1,200.00	569.09	630.91	47.42%
Contracted Services	17,500.00	7,266.14	10,233.86	41.52%
Retail Sales & Use Tax	800.00	422.79	377.21	52.85%
Utilities	25,000.00	8,132.62	16,867.38	32.53%
Communications	19,000.00	9,146.06	9,853.94	48.14%
Computer & technology expenses	4,000.00	1,587.51	2,412.49	39.69%
Dues & Subscriptions	500.00	906.00	(406.00)	181.20%
Insurance	5,900.00	4,285.56	1,614.44	72.64%
Kitchen Supplies	3,000.00	2,617.46	382.54	87.25%
Office Supplies/Other Supplies	6,000.00	1,661.00	4,339.00	27.68%
Food Service & Beverage Supplies	6,000.00	2,780.78	3,219.22	46.35%
AV Supplies	3,000.00	1,178.97	1,821.03	39.30%
Repairs & Maintenance	40,000.00	13,353.36	26,646.64	33.38%
Systems Maintenance (HVAC, AV, Generator)	-	-	-	0.00%
Landscaping	12,000.00	4,972.50	7,027.50	41.44%
Travel & Training	2,000.00	1,840.47	159.53	92.02%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	10,338.35	9,661.65	51.69%
Refund event deposits	7,000.00	2,462.02	4,537.98	35.17%
Credit card processing expense	4,500.00	2,408.93	2,091.07	53.53%
Total Smithfield Center	451,420.00	208,249.61	243,170.39	46.13%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Contributions-Parks, Recreation and Cultural				
Historic Windsor Castle Restoration	-	200,000.00	(200,000.00)	100.00%
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	1,125.00	375.00	75.00%
Hampton Roads Planning District Commission	10,000.00	7,234.50	2,765.50	72.35%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Friends of the Library	8,000.00	1,500.00	6,500.00	18.75%
Total Contributions-Park, Recreation and Cultural	32,500.00	219,859.50	12,640.50	676.49%
Windsor Castle Park				
Salaries	66,935.00	31,552.88	35,382.12	47.14%
FICA	5,355.00	2,316.66	3,038.34	43.26%
VSRS	4,000.00	2,025.14	1,974.86	50.63%
Health	12,705.00	6,706.50	5,998.50	52.79%
Contracted Services	6,500.00	3,429.41	3,070.59	52.76%
Insurance	8,935.00	6,453.42	2,481.58	72.23%
Grass Cutting	30,000.00	16,430.62	13,569.38	54.77%
Kayak/Watersports expenses	1,500.00	-	1,500.00	0.00%
Professional Services	10,000.00	-	10,000.00	0.00%
Utilities	7,000.00	391.64	6,608.36	5.59%
Supplies	5,000.00	170.03	4,829.97	3.40%
Repairs & Maintenance	40,000.00	13,723.46	26,276.54	34.31%
Total Windsor Castle Park	197,930.00	83,199.76	114,730.24	42.03%
Museum				
Salaries	104,255.00	48,967.42	55,287.58	46.97%
FICA	8,340.00	3,718.56	4,621.44	44.59%
VSRS	3,696.00	1,880.16	1,815.84	50.87%
Health	7,220.00	4,561.20	2,658.80	63.17%
Operating expenses				
Contracted services	2,500.00	2,498.50	1.50	99.94%
Communications	700.00	249.65	450.35	35.66%
Computer and Technology	-	-	-	0.00%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Insurance	1,772.00	1,439.31	332.69	81.23%
Supplies	4,700.00	4,663.36	36.64	99.22%
Advertisinig	1,500.00	49.90	1,450.10	3.33%
Travel/Training	200.00	32.18	167.82	16.09%
Dues & Subscriptions	800.00	183.00	617.00	22.88%
Gift Shop-to be funded by gift shop proceeds				
Gift Shop expenses	9,000.00	6,991.57	2,008.43	77.68%
Sales & Use Tax	700.00	303.26	396.74	43.32%
Credit card processing fees	1,000.00	343.52	656.48	34.35%
Total Museum	146,383.00	75,881.59	70,501.41	51.84%
Other Parks & Recreation				
Jersey Park Playground	750.00	93.32	656.68	12.44%
Pinewood Playground	500.00	93.32	406.68	18.66%
Clontz Park	1,500.00	1,709.49	(209.49)	113.97%
Community Wellness Initiative	-	-	-	0.00%
Cypress Creek No Wake Zone	-	-	-	0.00%
SNAP Program	-	-	-	0.00%
Waterworks Dam	-	-	-	0.00%
Waterworks Lake (park area)	-	480.00	(480.00)	0.00%
Haydens Lane Maintenance	1,000.00	298.92	701.08	29.89%
Veterans War Memorial	750.00	459.48	290.52	61.26%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	6,500.00	5,134.53	1,365.47	78.99%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Precontract Administration	10,000.00	-	10,000.00	0.00%
Management Assistance	30,820.00	4,560.31	26,259.69	14.80%
Monitoring/Closeout	5,000.00	-	5,000.00	0.00%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Permanent Relocation				
Owner Occupied Households	-	47,808.06	(47,808.06)	0.00%
Renter Occupied Households	-	53,465.25	(53,465.25)	0.00%
Moving Costs	25,800.00	13,500.00	12,300.00	52.33%
Relocation Specialist	24,975.00	9,600.00	15,375.00	38.44%
Acquisition				
Owner Acquisition	1,386.00	67,059.00	(65,673.00)	4838.31%
Renter Acquisition	759,200.00	72,107.00	687,093.00	9.50%
Vacant Lot Acquisition	610.00	130.00	480.00	21.31%
Appraisal/Legal	16,790.00	5,300.00	11,490.00	31.57%
Acquisition Specialist	27,306.00	5,943.75	21,362.25	21.77%
Clearance & Demolition	52,200.00	6,100.50	46,099.50	11.69%
Subtotal Non CDBG	954,087.00	285,573.87	668,513.13	29.93%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	278,775.00	265,480.60	13,294.40	95.23%
Renter Occupied Households	143,860.00	-	143,860.00	0.00%
Relocation Specialist	18,000.00	2,000.00	16,000.00	11.11%
Acquisition				
Owner Occupied	277,125.00	137,625.00	139,500.00	49.66%
Clearance & Demolition		-	-	0.00%
Planning Grant-Phase III		-	-	0.00%
Subtotal CDBG	717,760.00	405,105.60	312,654.40	56.44%
Total Pinewood Heights Contributions	1,671,847.00	690,679.47	981,167.53	41.31%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Contributions-Community Development				
Old Courthouse Contribution	4,000.00	-	4,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	11,500.00	-	11,500.00	0.00%
Genieve Shelter	7,200.00	-	7,200.00	0.00%
TRIAD	3,120.00	1,650.00	1,470.00	52.88%
Tourism Bureau	235,132.50	-	235,132.50	0.00%
Western Tidewater Free Clinic	38,000.00	38,000.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	354,952.50	45,650.00	309,302.50	12.86%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	201,400.00	100,745.77	100,654.23	50.02%
FICA	16,115.00	7,452.90	8,662.10	46.25%
VSRS	12,735.00	6,452.28	6,282.72	50.67%
Health	36,500.00	20,951.01	15,548.99	57.40%
Disability	1,505.00	432.05	1,072.95	28.71%
Uniforms	2,500.00	43.41	2,456.59	1.74%
Contractual	7,000.00	2,758.88	4,241.12	39.41%
GIS	2,000.00	400.00	1,600.00	20.00%
Recycling-1% CPI-U	239,006.00	105,733.24	133,272.76	44.24%
Trash Collection-1% CPI-U	240,000.00	110,257.89	129,742.11	45.94%
Street Lights	5,000.00	522.00	4,478.00	10.44%
Communications	12,000.00	4,380.97	7,619.03	36.51%
Safety Meetings/Safety Expenses	3,000.00	(2,884.72)	5,884.72	-96.16%
Insurance	8,515.00	6,191.85	2,323.15	72.72%
Materials & Supplies	6,000.00	1,420.76	4,579.24	23.68%
Accreditation	-	-	-	0.00%
Repairs & Maintenance	5,000.00	2,158.76	2,841.24	43.18%
Gas & Tires	6,500.00	2,609.79	3,890.21	40.15%
Travel & Training	6,000.00	1,151.56	4,848.44	19.19%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Litter Control Grant	3,354.00	451.90	2,902.10	13.47%
Dues & Subscriptions	2,700.00	799.00	1,901.00	29.59%
Other	3,000.00	873.90	2,126.10	29.13%
Total Public Works	819,830.00	372,903.20	446,926.80	45.65%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	28,660.00	10,881.65	17,778.35	37.97%
FICA	2,295.00	843.43	1,451.57	36.75%
Contractual	20,000.00	11,554.63	8,445.37	57.77%
Communications	3,000.00	1,324.01	1,675.99	44.13%
Utilities	46,000.00	18,392.17	27,607.83	39.98%
Insurance	11,265.00	8,059.38	3,205.62	71.54%
Materials & Supplies	6,000.00	2,838.69	3,161.31	47.31%
Repairs & Maintenance	36,000.00	16,148.46	19,851.54	44.86%
Rent Expense-Office Space	-	-	-	0.00%
Other	1,000.00	60.90	939.10	6.09%
Total Public Buildings	154,220.00	70,103.32	84,116.68	45.46%
OTHER FINANCING USES				
Transfers to Operating Reserves		775,878.53	(775,878.53)	0.00%
Transfers to Restricted Reserves-Iow Bond Payoff	489,553.00		489,553.00	0.00%
Transfers to Restricted Reserves-Pinewood CDBG Project		-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		500,000.00	(500,000.00)	0.00%
Transfers to Restricted Reserves-Police Motorcycles		-	-	0.00%
Total Transfers To Reserves	489,553.00	1,275,878.53	(786,325.53)	260.62%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition-TM/PD	23,233.00	-	23,233.00	0.00%
HVAC -Smithfield Center	17,215.00	8,535.19	8,679.81	49.58%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 12/31/16	Remaining Budget	% of budget
Police Evidence Building	50,445.00	24,985.83	25,459.17	49.53%
New Debt-Multiple projects	-		-	0.00%
Line of Credit	500,000.00	-	500,000.00	0.00%
			-	0.00%
Interest and fiscal charges			-	0.00%
Public Building Acquisition-TM/PD	30,564.00	15,281.92	15,282.08	50.00%
HVAC -Smithfield Center	490.00	335.99	154.01	68.57%
Police Evidence Building	10,805.00	5,692.95	5,112.05	52.69%
New Debt-Multiple projects-interest only	58,750.00	358.89	58,391.11	0.61%
Line of Credit	4,065.00	-	4,065.00	0.00%
Total Debt Service	695,567.00	55,190.77	640,376.23	7.93%
Total General Fund Expenses	8,809,806.50	4,700,934.67	4,308,871.83	53.36%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	0.00%
Professional Fees	(51,500.00)	(2,029.49)	(49,470.51)	3.94%
Transfers to Restricted Reserves-Pinewood CDBG Project	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	(500,000.00)	500,000.00	0.00%
Transfers to Restricted Reserves-Police Motorcycles	-	-	-	0.00%
Pinewood Heights Relocation Project Expenses	(1,671,847.00)	(690,679.47)	(981,167.53)	41.31%
Pinewood Heights Line of Credit Expenses	(504,065.00)	-	(504,065.00)	0.00%
Total Non-operating Expenses	(2,227,412.00)	(1,192,708.96)	(1,034,703.04)	53.55%
Total General Fund Operating Expenses	6,582,394.50	3,508,225.71	3,274,168.79	53.30%
Net Operating Reserve (+/-)	(477,170.50)	295,106.26	(972,276.76)	-61.85%
Net Reserve (+/-)	6,423,900.00	566,076.77	5,657,823.23	8.81%

	Adopted 2016/2017	Actual 12/31/2016	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	**6,423,900.00**	**566,076.77**	**5,857,823.23**	**8.81%**

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)	(132,000.00)	8.33%
Vacant Lots	(36,000.00)	(12,000.00)	(24,000.00)	33.33%
			-	0.00%
Subtotal Non CDBG Capital Acquisition	(180,000.00)	(24,000.00)	(156,000.00)	13.33%
CDBG Capital Acquisition				
Owner Occupied Units	(48,000.00)	(36,000.00)	(12,000.00)	75.00%
Renter Occupied Units		-		
Vacant Lots		-		
Subtotal CDBG Capital Acquisition	(48,000.00)	(36,000.00)	(12,000.00)	75.00%
Total Pinewood Heights Relocation CIP	**(228,000.00)**	**(60,000.00)**	**(168,000.00)**	26.32%
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(107,525.00)	(29,377.23)	(78,147.77)	27.32%
IBM Server	-	(15,543.00)	15,543.00	#DIV/0!
PARKS, RECREATION AND CULTURAL				
WC Playground	(60,000.00)	**(43,635.31)**	(16,364.69)	72.73%
WC Park Building Renovations	(2,000,000.00)	**(7,500.00)**	(1,992,500.00)	0.38%
Clontz Park-Replace Pier	(10,000.00)	**-**	(10,000.00)	0.00%
Clontz Park-Boat Ramp	(254,000.00)	**(1,777.15)**	(252,222.85)	0.70%
Ball Fields	(3,640,000.00)	**(236,169.99)**	(3,403,830.01)	6.49%

	Adopted 2016/2017	Actual 12/31/2016	Remain Budget	% of Budget
PUBLIC SAFETY				
Police				
Police Vehicles	**(105,000.00)**	**(143,260.15)**	38,260.15	136.44%
PUBLIC WORKS				
Vehicles and Equipment	(9,375.00)	-	(9,375.00)	0.00%
Repair Crosswalk on Main St at Institute St	-	(9,845.00)	9,845.00	#DIV/0!
PUBLIC BUILDINGS				
Police Evidence Building Improvements		(8,181.94)	8,181.94	0.00%
Repair garage doors at Town Hall	**(10,000.00)**	(3,362.00)	(6,638.00)	33.62%
Police Department Split System Replacement	**-**	(7,425.00)	7,425.00	0.00%

Net Capital Outlay	(6,423,900.00)	(566,076.77)	(5,857,823.23)	8.81%
	-			
Net Reserves (Deficit) after capital outlay	-	0.00	-	#DIV/0!

Town of Smithfield
Sewer Fund Budget

	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	258,501.93	422,498.07	37.96%
Sewer Compliance Fee	498,600.00	179,782.69	318,817.31	36.06%
Miscellaneous Revenue	500.00	636.40	(136.40)	127.28%
Connection fees	39,500.00	17,380.00	22,120.00	44.00%
Total Operating Revenue	1,219,600.00	456,301.02	763,298.98	37.41%

Town of Smithfield

Sewer Fund Budget

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	278,265.00	128,570.13	149,694.87	46.20%
FICA	22,265.00	9,358.22	12,906.78	42.03%
VSRS	17,405.00	8,419.48	8,985.52	48.37%
Health	55,760.00	30,746.86	25,013.14	55.14%
Uniforms	3,200.00	192.55	3,007.45	6.02%
Audit	6,125.00	-	6,125.00	0.00%
Legal	9,000.00	2,361.19	6,638.81	26.24%
Accreditation	-	-	-	0.00%
HRPDC sewer programs	887.00	688.50	198.50	77.62%
Professional Fees	20,000.00	4,525.00	15,475.00	22.63%
Maintenance & Repairs	60,000.00	1,343.79	58,656.21	2.24%
VAC Truck Repairs & Maintenance	7,500.00	1,152.11	6,347.89	15.36%
Data Processing	14,500.00	6,008.95	8,491.05	41.44%
Dues & Subscriptions	60.00	134.50	(74.50)	224.17%
Utilities	51,000.00	15,849.42	35,150.58	31.08%
SCADA Expenses	6,000.00	2,131.09	3,868.91	35.52%
Telephone	12,000.00	3,498.39	8,501.61	29.15%
Insurance	17,270.00	12,574.26	4,695.74	72.81%
Materials & Supplies	50,000.00	28,515.77	21,484.23	57.03%
Truck Operations	9,000.00	3,330.57	5,669.43	37.01%
Travel & Training	5,000.00	1,668.04	3,331.96	33.36%

Town of Smithfield
Sewer Fund Budget

	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Contractual	3,500.00	560.70	2,939.30	16.02%
Miscellaneous	1,200.00	650.68	549.32	54.22%
Bank service charges	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	649,937.00	262,280.20	387,656.80	40.35%
Operating Income before D&A Expense	569,663.00	194,020.82	375,642.18	34.06%
Depreciation & Amort. Exp.	390,000.00	235,722.67	208,147.33	60.44%
Operating Income (Loss)	179,663.00	(41,701.85)	167,494.85	-23.21%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	4,800.00	(4,800.00)	0.00%
Availability Fees	103,000.00	45,320.00	57,680.00	44.00%
Contributed Capital-Smithfield Foods Rev Ln	-	-	-	0.00%
Interest Revenue	4,500.00	4,110.92	389.08	91.35%
Interest Expense	(8,602.00)	(830.00)	(7,772.00)	9.65%
Total Nonoperating Revenues (Expenses)	98,898.00	53,400.92	45,497.08	54.00%
Net Income (loss)	278,561.00	11,699.07	266,861.93	4.20%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(4,800.00)	4,800.00	0.00%
Availability Fees	(103,000.00)	(45,320.00)	(57,680.00)	44.00%
Contributed Capital-Smithfield Foods Rev Ln	-	-	-	#DIV/0!
Compliance Fee	(498,600.00)	(179,782.69)	(318,817.31)	36.06%
Depreciation & Amort. Exp.	390,000.00	235,722.67	154,277.33	60.44%
Additional debt service costs-principal expense	(98,770.00)	(98,770.00)	-	100.00%
Total adjustments to CAFR	(310,370.00)	(92,950.02)	(217,419.98)	29.95%
Working adjusted income	(31,809.00)	(81,250.95)	49,441.95	255.43%

Sewer Fund

	Adopted 2016/2017	Actual 12/31/2016	Remaining Budget	% of Budget
Working adjusted income	**(31,809.00)**	**(81,250.95)**	49,441.95	255.43%
			-	
Sewer SSO Consent Order		-	-	
MOA Compliance Plan		-	-	
MOA Flow Monitoring	(75,000.00)	-	(75,000.00)	0.00%
MOM Flow Plan Review	(75,000.00)		(75,000.00)	0.00%
Sewer Master Plan	(50,000.00)	(9,006.82)	(40,993.18)	18.01%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Sewer Shed	-	(812.53)	812.53	100.00%
Submersible Run-Dry Pump-Morris Creek-15 HP	-	(10,100.00)		
Submersible Run-Dry Pump-Crescent-30 HP	(100,000.00)	(15,200.00)	(84,800.00)	15.20%
Pumps-Wellington	-	(119,103.13)	119,103.13	
Manhole rehab	(75,000.00)	-	(75,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(100,000.00)	(58,482.60)	(41,517.40)	58.48%
Truck/Equipment	(9,375.00)	-	(9,375.00)	0.00%
Net Capital Outlay	(487,696.00)	(212,705.08)	(285,090.92)	43.61%
Net Reserves (Deficit) after capital outlay	(519,505.00)	(293,956.03)	(235,648.97)	56.58%
Funding from Development Escrow	**-**	-	-	
Reserves from Sewer Capital Escrow Account	**153,321.00**	148,523.13	4,797.87	96.87%
Funding from Sewer Compliance Fee	**325,000.00**	55,007.60	269,992.40	16.93%
Draw from operating reserves	**41,184.00**	-	41,184.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	**-**	(90,425.30)	80,325.30	#DIV/0!

Town of Smithfield
Water Fund Budget

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,407,750.00	546,238.94	861,511.06	38.80%
Debt Service Revenue	190,652.00	68,789.70	121,862.30	36.08%
Miscellaneous	1,500.00	233.35	1,266.65	15.56%
Connection fees	16,500.00	7,260.00	9,240.00	44.00%
Application Fees	8,654.00	4,640.00	4,014.00	53.62%
Total Operating Revenue	1,625,056.00	627,161.99	997,894.01	38.59%

Town of Smithfield
Water Fund Budget

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Expenses				
Salaries	421,655.00	192,250.77	229,404.23	45.59%
FICA	33,735.00	14,127.87	19,607.13	41.88%
VSRS	24,360.00	11,963.12	12,396.88	49.11%
Health	76,190.00	38,766.38	37,423.62	50.88%
Uniforms	3,255.00	113.17	3,141.83	3.48%
Contractual	13,500.00	2,967.00	10,533.00	21.98%
Audit	6,125.00	-	6,125.00	0.00%
Legal	14,000.00	2,361.19	11,638.81	16.87%
Accreditation	-	-	-	0.00%
Maintenance & Repairs	60,000.00	3,559.65	56,440.35	5.93%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	8,505.00	31,495.00	21.26%
Regional Water Supply Study	1,701.00	3,058.50	(1,357.50)	179.81%
Data Processing	14,500.00	6,008.95	8,491.05	41.44%
Utilities	2,000.00	249.85	1,750.15	12.49%
Communications	13,000.00	3,498.40	9,501.60	26.91%
Insurance	26,900.00	19,492.74	7,407.26	72.46%
Materials & Supplies	100,000.00	66,744.00	33,256.00	66.74%
Gas and Tires	12,000.00	4,980.20	7,019.80	41.50%
Dues & Subscriptions	1,000.00	834.50	165.50	83.45%
Bank service charges	1,200.00	570.09	629.91	47.51%
Travel and Training	5,000.00	1,107.43	3,892.57	22.15%
Miscellaneous	12,000.00	7,209.54	4,790.46	60.08%

Town of Smithfield
Water Fund Budget

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
RO Annual costs			-	0.00%
Power	103,560.00	45,079.53	58,480.47	43.53%
Chemicals	57,332.00	17,033.88	40,298.12	29.71%
HRSD	294,082.00	115,391.52	178,690.48	39.24%
Supplies	20,000.00	9,315.74	10,684.26	46.58%
Communication	9,030.00	4,010.92	5,019.08	44.42%
Travel and training	4,300.00	726.71	3,573.29	16.90%
Dues & Subscriptions	400.00	29.00	371.00	7.25%
Maintenance and Repairs	45,000.00	25,920.99	19,079.01	57.60%
Bad debt expense	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,515,825.00	605,876.64	909,948.36	39.97%
Operating Income before D&A Expense	109,231.00	21,285.35	87,945.65	19.49%
Depreciation & Amortization Expense	370,000.00	172,846.31	197,153.69	46.72%
Operating Income (Loss)	(260,769.00)	(151,560.96)	(109,208.04)	58.12%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	4,800.00	(4,800.00)	0.00%
Availability Fees	68,000.00	29,920.00	38,080.00	44.00%
Insurance Recoveries	-	-	-	0.00%
Interest Revenue	6,800.00	4,565.37	2,234.63	67.14%
Cash Proffers	-	-	-	0.00%
Well Nest Construction Contribution	-	-	-	0.00%
Interest Expense	(40,465.00)	(3,347.54)	(37,117.46)	8.27%
Total Nonoperating Revenues (Expenses)	34,335.00	35,937.83	(1,602.83)	104.67%
Net Income (Loss)	(226,434.00)	(115,623.13)	(110,810.87)	51.06%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(4,800.00)	4,800.00	0.00%
Availability Fees	(68,000.00)	(29,920.00)	(38,080.00)	44.00%
Debt Service Revenue	(190,652.00)	(68,789.70)	(121,862.30)	36.08%

Town of Smithfield
Water Fund Budget

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Depreciation & Amort. Exp.	370,000.00	172,846.31	197,153.69	46.72%
Additional debt service costs-principal expense	(303,070.00)	(303,070.00)	-	100.00%
Total adjustments to CAFR	(191,722.00)	(233,733.39)	42,011.39	121.91%
Working adjusted income	(418,156.00)	(349,356.52)	(68,799.48)	83.55%

Water Fund

	Adopted 2016/2017	Actual 12/31/2016	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	**(418,156.00)**	(349,356.52)	(68,799.48)	83.55%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Water Master Plan	(50,000.00)	(9,006.83)	(40,993.17)	18.01%
Vehicle/Equipment	(9,375.00)	-	(9,375.00)	0.00%
RO Server	(5,000.00)	(13,926.00)	8,926.00	278.52%
RO auxiliary diesel fuel tank (generator)	(5,100.00)		(5,100.00)	0.00%
RO Cleaning System Upgrades	(5,000.00)	-	(5,000.00)	0.00%
RO 3rd Stage Removal	(15,000.00)		(15,000.00)	0.00%
RO Mason Vibration Testing	(10,000.00)		(10,000.00)	0.00%
RO Bypass Pump	(100,000.00)		(100,000.00)	0.00%
RO New Membranes	(8,500.00)	(6,204.67)	(2,295.33)	73.00%
RO Office Trailer	-	(6,000.00)	6,000.00	0.00%
Meter Reading Equipment		-	-	0.00%
System Improvements	(50,000.00)	(5,200.00)	(44,800.00)	10.40%
Main Street Water Main Upgrade Phase I	(240,094.00)		(240,094.00)	0.00%
Pagan Point Line Repairs	(65,000.00)	(66,041.87)	1,041.87	101.60%
Lumar Road Line Repairs		(17,425.00)	17,425.00	0.00%
Water line replacement (Cypress Creek Bridge)		-	-	0.00%
Net Capital Outlay	(566,390.00)	(123,804.37)	(442,585.63)	21.86%
Net Reserves (Deficit) after capital outlay	**(984,546.00)**	(473,160.89)	(511,385.11)	48.06%
Financing-Main St. Water Main, Water Line replace	300,000.00		300,000.00	0.00%
Operating Reserves	147,721.00	-	147,721.00	0.00%
Water Treatment Escrow			-	
Water Development Escrow		-	-	
Water Capital Escrow	266,390.00	96,705.85	169,684.15	36.30%
Debt Service fees applied to debt	270,435.00	255,706.02	14,728.98	94.55%
Net Cashflow	-	(120,749.02)	120,749.02	#DIV/0!

Town of Smithfield
Highway Fund

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	104.31	80.69	56.38%
Sale of equipment	-	4,200.00	(4,200.00)	0.00%
Revenue - Commwlth of VA	1,104,024.00	584,844.10	519,179.90	52.97%
Total Highway Fund Revenue	1,104,209.00	589,148.41	515,060.59	53.35%

Town of Smithfield
Highway Fund

Description	Adopted 2016/2017	Balance as of 12/31/16	Remaining Budget	% of budget
Expenses				
Salaries	252,745.00	117,310.22	135,434.78	46.41%
FICA	20,220.00	8,531.89	11,688.11	42.20%
VSRS	15,035.00	7,682.61	7,352.39	51.10%
Health	45,830.00	27,023.66	18,806.34	58.97%
Uniforms		233.92	(233.92)	0.00%
Engineering		-	-	0.00%
Grass	20,000.00	8,333.58	11,666.42	41.67%
Maintenance	593,299.00	253,185.73	340,113.27	42.67%
Asphalt/Paving		132,668.75	(132,668.75)	
Ditching		91,903.97	(91,903.97)	
Traffic Control devices		2,509.70	(2,509.70)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		25,496.63	(25,496.63)	
Structures and Bridges		-	-	
Ice and Snow removal		381.87	(381.87)	
Administrative		224.81	(224.81)	
Storm Maintenance		-	-	
Street Lights	106,000.00	49,840.01	56,159.99	47.02%
Insurance	14,372.00	10,617.48	3,754.52	73.88%
Miscellaneous-bank charges	-	-	-	0.00%
VAC Truck Repairs	2,500.00	803.72	1,696.28	32.15%
Gas and Tires	8,000.00	3,038.89	4,961.11	37.99%
Stormwater Management Program (regional)	1,422.00	2,572.50	(1,150.50)	180.91%
Total Highway Fund Expense	1,079,423.00	489,174.21	590,248.79	45.32%
Net Reserves (+/-)	**24,786.00**	**99,974.20**	**(75,188.20)**	403.35%

HIGHWAY

	Adopted 2016/2017	Actual 12/31/2016	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	**25,696.00**	99,974.20	(74,278.20)	389.07%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
Vehicles and Equipment	(9,375.00)	-	(9,375.00)	0.00%
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	**(7,995.00)**	(5.00)	99.94%
Sidewalk Repair	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(35,696.00)	(7,995.00)	(27,701.00)	22.40%
Net Reserves (Deficit) after capital outlay	0.00	91,979.20	(91,979.20)	#DIV/0!

Carryover from FY2016	104,519.00
Net Adjusted Reserves (deficit)	196,498.20

Notes: December 2016

NOTES WERE NOT COMPLETELY UPDATED FOR DECEMBER-SEE JANUARY 2017 FINANCIALS FOR CUMULATIVE NOTES

GENERAL FUND

Revenues:

Current RE Taxes

RE tax bills were mailed towards the end of October. As of December 31, RE collections totaled $1,648,956 leaving a delinquent balance of $62,623. Delinquent real estate notices will be mailed in January.

Delinquent RE Taxes

Delinquent RE taxes posted through December 31 totaled $9,395. Remaining delinquent real estate taxes for all years equals $20,133. Prior year balances will also be included on the 2016 delinquent RE tax notices. This is an extremely small percentage of uncollected tax.

Current PP Tax

Collections of 2016 PP totaled 424,180 as of December 31. Outstanding balance was $271,743 but this included $135,806 in Machinery & Tools tax that was not billed until December. Removing that balance, however, the Town had a remaining balance of $135,937 which includes unpaid VL tax of approximately $44,685. Delinquent PP notices will also be generated in January. Unfortunately, collections of PP have been trending towards higher delinquencies for the past few years. Last year's December balance was $118,658. As of June 30 that balance was reduced to $56,423 (still much higher than we would like). The Treasurer's office as been aggressively working towards collecting these balances through liens but we also have revenues that are on hold because of bankruptcies.

Delinquent PP Tax

Through December 31, we have collected $13,186 of the delinquent balance. As with RE, these prior year balances will be included on the 2016 delinquent PP notices.

Public Service RE & PP

The majority of the public service billing was paid in December. We collected all of the PP portion ($577) which was a little less than last year and therefore below budget by $173. Real estate billings totaled $30,463 and we collected $29,547 through 12/31.

Franchise tax

To be paid in 4th quarter of the fiscal year (spring 2017).

Cigarette Tax

Sold 257,120 cigarette tax stamps through November compared to 216,360 for the same period last year.
Total revenues are $13,405 higher than November 2015.

Transient Occupancy

Transient occupancy tax payments for July 2016 totaled $45,357 which was $9863 lower than July 2015 revenue of $55,220. This revenue was accrued for June 2016, however, so it was backed out of the 2017 revenue. The October quarter reflected $41,883 which was $5614 lower than the same period last year. Part of the decrease resulted because we were unable to collect full (estimated) payment from the prior owner of one business before it changed hands. We processed a lien and collected $1696 which is all that was available in the account before it was closed out. We have been working with the PD to collect on this account and they were able to locate the prior owner. A certified letter was sent to the address obtained by the PD. If we do not hear from the owner in the next 10 days we will follow up with the PD.

Meals Tax

Meals tax revenues of $204,947 were collected in July 2016. Like TO, these revenues were accrued for June 2016 and backed out of 2017 totals. FY2017 revenue reflects collections beginning in August for those businesses that pay monthly plus the first quarterly payments due in October. To date we have collected

$70,736 more than prior year (some attributed to 1/4% tax increase).

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. Jul - Aug sales tax of $66,524 is $13,693 higher than $52,831 collected in 2015.

Consumption Tax/Uitlity Tax

July through November consumption/utility taxes represent payments for July through partial October (DVP not posted for October). Utility tax is $5282 lower than prior year and consumption tax is $730 lower. These taxes are received from DVP, Columbia Gas, and Community Electric. The largest fluctations are receipts from DVP.

Business License Tax

Business license taxes are due on April 15 so most of this line item is collected in the spring. The $12,956 posted through November reflects collection of delinquent licenses for 2014 through 2015 ($1124) but the majority was collected for delinquent accounts and new business in 2016. Collections are $8289 lower than prior year.

Vehicle license tax

Collections through December 31 total $119,476. VL tax is included on the PP tax bills. The oustanding portion will also be included on the delinquent notices to be prepared in January. Collections for December 2015 were $115,220 so we are in line with prior year.

Permits & other licenses

Permits and other licenses are made up of sign permits ($130), zoning permits ($2650), yard sale permits ($370), E&S fees ($150 from Affordable Homes, $300 from Atlantic Homes, $750 from HH Hunt and $150 from Clark General Contr), PEG Channel fee (Charter) of $542 , golf cart permit ($30), demolition permits ($75) and ROW permits ($280).

Inspection Fees

HH Hunt - $1500 - 130 St Andrews, 1204 Cypress Creek Pkwy, 129 St. Andrews, 112 Glen Ealges, 1024 Cypress Creek Pkwy
Atlantic Homes- $600-113 & 115 St James Ave
Affordable Homes-$300-609 Westminster Reach
Clark General Contracting-$300-104 Royal Portrush

Review Fees

Schaubach Rentals-$875-site plan review for 89 Pagan Ave.

Fines & Costs

Fines and costs received from Isle of Wight ($15580) and directly to the Town (parking tickets-$510) are $7505 lower than revenue for the same period in FY2016.

General Fund Interest

Due to the balances in the special projects accounts which contain the contributions for the ball field project, the interest payments for the first 6 months of the fiscal year are higher than normal but will drop off as the money is applied to expenses for the project.

Rentals

Rentals usually runs below budget until last quarter when NDS pays an annual communications lease of $1200.

Smithfield Center Rentals

Rents are $5958 higher than the same period in FY2016. Total SC rents for 2016- $200,455.

Kayak Rentals

Since this line item is seasonal, the summer months are very strong for entals. July through Sep 2016 rentals totaled $5795 compared to the $6126 in FY2016. This line item will pick up again in the spring.

Sale of Equipment

The Town sold equipment and retired vehicles including a 1999 Ford Crown Vic, a 1997 Ford F250, and 2 lawnmowers for a total of $9,119 through GOVDEALS as of the end of November.

Other Revenues

Includes grass cutting violations ($1392), returned check charges ($25), sale of copies ($2.75) and accident report fees ($205).

Cash Proffer Revenue

Pass through proffers to the Smithfield Volunteer Fire Department and the IOW Rescue Squad.

VML Safety Grant

The Town applies for a safety grant through its property/casualty/workers' comp insurer-VML Insurance Programs. We have been fortunate to receive funding towards safety training/equipment for many years. This year's award was less than 2016 by $481.

Reserves-Pinewood Escrow	As of November 30, 2016 we have used $307,950 of the $315,160 available in reserves as of June 30, 2016 for the Pinewood Project. A request has been made to reimburse the town for $88,789 in 2017 funds spent, and additional expenses of $165,179 are eligible for reimbursement.
From Operating Reserves	As of November 30, we have utilized $315,962 in operating reserves. For the same period last year we used $234,341 in reserves. The largest portion of the tax billings will be reflected and we have spent $200,000 towards the ballfields to date. A draw request on the $5M loan will be made in Janaury to offset current year costs.
Law Enforcement Grant	Received from the state quarterly-599 funds.
Litter Control Grant	Funding received annually from the state. This year's award was $122 less than FY2016.
Communications Tax	Communications tax from the state runs 2 months behind so the statement reflects receipt of the Jul through Sep payments which are $1379 lower than prior year.
PPTRA State Revenue	The state portion of the personal property tax relief is received each year in August.
VCA Grant	Matching grant from the state that is rolled over to the IOW Arts League. Payment was made to the Arts League on 10/17/16.
Pinewood Heights Relocation Grant Phase III	Through November, we have accrued $253967.68 of reimbursable expenses on this federal project. A draw down has been requested for $88,789 with the remainder to be requested in January.
Note Proceeds	Represents draw down of $200,000 on $5M loan. Paid to Historic Windsor Castle towards the restoration project.
Insurance Recoveries	Received $2500 from VML for storm damage (tree/fence) at Windsor Castle Park, $8633 for total loss of Matt Rogers vehicle in FY2016, and $2615 for collision repairs of 2015 Ford F350.
Contributions-Smithfield VA Events	Latest contribution from Smithfield VA Events for the 2016 Bacon Fest.
Contributions-Public ?Ball Fields	Remaining $500,000 Smithfield Foods contribution that was budgeted in FY2016.

Expenses:

All Departments

Salaries	Salaries have been reduced by accrued payroll entries for June 2016.
Health Insurance	Health and dental have been paid for July through December - 50% of the year.
Insurance	2 quarterly payments have been made to VML for property casualty/workers' compensation insurance.
Dues & Subscriptions	Most of the dues and subscriptions are paid in the first few months of the new fiscal year so percentages will run high in most departments for this line item.

Town Council

Bank Charges — Includes $345 fee from Farmers Bank for renewal of line of credit, returned check charge ($16), and wire fee-Special Projects ($20)

Police

Pre-employment Test

Sentara Obici-drug screening and baseline testing/physical-2 new officers-$514
Colonial Polygraph Services, LLC-$450-polygraph exams-3 new officers
Randy A Rhoad LLC-psychological screening of 3 new officers - $675.00
IPMA-testing materials-$427.50

Service Contracts

Includes $21,551 to Sungard Public Sector for OSSI system and State Livescan interface.
Ricoh USA-copy machine lease for 5 months at $186.39 per month (Total $931.95)
Ricoh USA-copy charges totaling $375.90
Gately Communications-radio, antenna, battery repair-unit #236-$177.75
Gately Communications-Service contract chgs ($572.50x4) = $2290
Ptiney Bowes-postage leasing charges (8/25/16-11/24/16)-$151.93
ID Networks-annual maintenance fee Livescan Hardware & Software-$1361.00
Computer Projecs of Il, Inc.-Annual Openfox messenger license and maintenance-$346.80.

Insurance-LODA

This reflects an annual payment for Line of Duty Act benefits for our certified officers. The rate per officer increased this year although we did not receive notification of the change for budget purposes.

Travel & Training

Includes:
Hampton Roads Criminal Justice Training Academy-$7904.00-substantial increase over FY2016 cost of $6850.00
FBINAA-Registration fee for 2016 FBINAA First Line Supervisors Course-Meier-$75.00
Kristi Jenkins-mileage-HRCJTA-303 miles & Kiwanis fishing-64 miles-$211.03
Bank of America-$-104.88-void check from FY2016.
Bank of America-$768.31 for lodging, meals-Rendall Howell-Chantilly, VA
Bank of America-$738.98 ACT-TAC Ops East-Araojo, Powell
Kristi Jenkins-mileage-mileage reimbursement-Caroline Co Sheriff's office for accreditation assessment
Bank of America-$867.97-included $760 for Araojo/Powell TacOps Conference in Fairfax, VA
Bank of America-$2305.50-multiple charges including $368.33 for K Beach in Fredericksburg, VA for VA Regional Crime Prevention Forum; Rendall Howell $540.60 for lodging/meals in Richmond, VA; Kristi Jenkins-$440.73 for lodging/meals in Lynchburg, VA; and Chris Meier $604.14 for lodging/meals in Richmond, VA-FBINAA First Line Supervisors Course; Annette Crocker-$306.80 for Investigative Concepts (for Josh Powell).

Parks Recreation & Cultural

Smithfield Center

Uniforms

Lands End Outfitters-$489.09-tees, polos, split neck
Cho's Clothing Care - $80-receipt only states "merchandise".

Kitchen supplies

Crest Foodservice-$970.35-goblets, glass racks, salad plates, bus tubs
Amazon-$90.99-32"x18" tub storage cart-3 shelves
Amazon-$90.99-32"x18" tub storage cart-3 shelves
Amazon-$202.46-3 shelf stainless steel utility/service cart-300 lb capacity
Amazon-$37.00-Dishwasher Thermometer Test Strips
Amaon-$148.60-8 compartment flatware baskets with handles (4)
Amazon-$208.53-3 shelf stainless steel utility/service cart-300 lb capacity
Amazon-$825.76-Flash furniture round black laminate talbe set with 4 ladder back metal bar stools (2)
Amazon-$42.78-Disposable latex gloves

Travel & Training	IACCA-$770-Registration for Face to Face in a Virtual World-Amy Musick VA Recreation & Park Society-$410-Registration for 2016 Annual Conference-Amy Musick Gas for Van-$109.30 The Inn-Newfoundland, PA-$16.80-meal
Advertising	Cost includes $3835 to Wedding Wire and $1315 to Mar-bert & Associates (Hampton Roads Wedding Guide-1/4 page ad); $990.00 to Pilot Media for add in VOW Bride; $160 to Lois Tokarz-vow ad & revised fee structure rack cards; $360 to Tidewater Publications-ads in Tidewater News; $599 to Virginia Bride-full page ad winter/spring 2017; and $55 for ABC Banquet License, Richwood Graphics-$1914 for 100 5x7" picture frames and 500 pens, Isle of Wight-$500 for tourism charges for services, and $345 to the Smithfield Times for ad on 10/12/16.

Contributions-Parks, Recreation and Cultural

Historic Windsor Castle Restoration LLV	Contribution of $200,000 towards Windsor Castle Restoration Project.
TUMC Parking Lot	Per agreement with TUMC, the Town has paid to have the hill cut on the side of the Academy parking lot in exchange for use of the lot. This is seasonal and will stop during the winter months and pick back up in the spring. To date they have cut the grass 9 times compared to 4 for last year. Have spoken to PW Superintendent regarding how to finish out the year.
Hampton Roads Planning District Commission	3 quarterly payments of $2411.50 each.
Isle of Wight Arts League	The Town paid its portion of the annual state matching grant and submitted a request for the state matching portion that was paid at the end of September. The remaining $5000 was paid in October.

Windsor Castle

Contracted services	Entire expense is Eure toilets for porta potties-WC park, kayak launch, dog park
Grass cutting	Southern Shores-15 cuts at $762.57 (total $11438.55) , 4 clean bedding/pruning at $775.90 (total $3103.60), and one cut at $175 (beer garden requested mowing 9/23/16). In past years we have not had grass cutting in November (2 this year).

Museum

Contracted Services	Guardian Security-$1101.20-for monitoring and preventive maintenance service at Museum and Museum office. Replaced batteries and transmitters. Also includes Xerox printer for 5 months ($570.33), Pastperfect Software ($540) annual maintenance and Weebly Pro Account renewal ($71.80).
Supplies	Upon review some of these items are probably gift shop expense, but a lot are related to the annivesary celebration. Bank of America-$1014.11- includes Lowe's ($443.20), Gaylord Archival ($64.23-stainless steel pins); Walmart ($21.80-ribbons & batteries); Taste of Smithfield ($28.66-Bacon ?); Home Depot ($128.36-paint); U Printing ($262.84-postcards & door hangers); Office Max ($52.98-supplies); US Postal Service ($12.04-postage). Mursto Productions-$150-guitarist for reception Spring Lake Bottled Water -$79.50 Awnings by Bigley and Hogshire-$107.50-awning service call Bank of America-$1152.65-Lowe;s ($697.34-birch hardwood, pine, saw blade); Amazon ($13.00-40 Watt Hologen bulbs); Uprinting ($146.13-5"x7" postcards); Lowe's ($85.80-supplies); Amazon ($41.48-ink cartridges); USPS ($11.94-postage); Michaels ($31.88) (aprons, easy image light); MGXCopy ($71.34-perfect bound books); Amazon ($54.58-mop refill; cleaner); VA Displays-$70.00-Window vinyl, pvc panel, replace wire on Civil War Display Bank of America-$156.51-Bass Pro Online ($31.79-hunting call); Amazon ($103.27-toilet paper, scotch tape, binder, roll towels); USPS ($13.45-postage); Food Lion ($8.00-housekeeping supplies);

	Bank of America-$665.17-Home Depot ($31.64-lysol); Amazon ($29.26-Zen and Art of Local History); Amazon ($37.10-Interpreting Food at Museums and Historic Sites); Amazon ($91.08-Stolen, Smuggled, Sold & The Multisensory Museum); Gaylord Archival ($213.70-acid free tissue, artifact box, centerpiece box); Dollar Tree ($26.00-miscellaneous); Farm Fresh ($71.25-club soda, molasses, cake); Oriental Trading ($66.47-Jumping spiders, fortune fish, halloween jelly bracelets); Amazon ($55.80-hand wash peppermint balls); Smithfield True Value ($15.49-chip brush, epoxy); Home Depot ($16.61-trowel, scotchblue); Dollar General ($4.24-(cups); Norfolk MacArthur Parking ($1.00)
Gift Shop Expenses	Includes $1609.46 to Chemart for 262 pieces -World's Oldest Ham and $3522.88 to MGX Copy 40th Anniversary Book printing-200 copies.
Sales & Use Tax	This line item increases as gift shop sales increases. Gift shop sales are at 83% for the year. With the 40th anniversary items, it is likely that we will exceed budget in both revenue and expense.
Other Parks & Recreation	
Clontz Park	Eure Inc-toilet rental-$669.50 Dominion Virginia Power-$252.73 (4 months) Kay Park Recreation-$704.00-42 gallon litter receptacle
Waterworks Dam	Smithfield Services - $480-hauled and delivered crushed concrete in Waterworks Lake parking lot.
Community Development	
Pinewood Heights	Phase III is moving quickly. As of the end of November, we had acquired 3 owner occupied units and relocated 4 (one was acquisition from prior year). We also permanently relocated 5 renters.
Chamber of Commerce	Full payment of 2016 budgeted contribution.
TRIAD	Payment of the town's portion of 2016 budgeted TRIAD contributions.
Western Tidewater Free Clinic	Full payment of 2016 budgeted contribution.
Public Buildings	
Contractual	Includes $3360 to Windsor Fire Extinguisher for annual monitoring/inspections of the Police Dept, Town Manager's Office, and Town Hall and $3782 to Fonality for phone software & support agreement for Town Hall & PD. Also includes Terminix ($554), Bay Disposal ($287.50), Orkin ($341.84), Eure Toilets ($710.20), Workplace Essentials ($143.06), Orkin ($560.40) and CDW ($825).
CAPITAL OUTLAY	
COMMUNITY DEVELOPMENT	
Pinewood Heights	Purchased 3 owner occupied properties and 1 renter occupied property through November.
TREASURER	
Munis	Progress billings from Tyler Technologies.
IBM Server	CAS Severn-council approved but non budgeted replacement for AS400.

PARKS, RECREATION AND CULTURAL

WC Park Playground	Natural Playgrounds-Payment for construction of natural playground at WC Park.
WC Park Building Renovations/Restoration	Canad Land Surveying-$7500-topo in vineyard, topo for gravity main, pump station and force main, topo to design water main.
Clontz Park Boat Ramp	Kimley-Horn-Engineering costs-$1250.00 and $527.15 fees to IOW County (reviewing this charge).
Ball Fields	Canada Land Surveying -$4800-additional topo along 258 and BMP convervation easement plat. Kimley Horn-$143,961.94 for professional fees for July through August 2016. Alpha Corporation-$13671.26 for services rendered through 9/30/16 (PM Services). Smithfield True Value-$48.55 for 4x4x8 treated post. Joy P Massie & James P Massie Jr Irrecovable Trust-$24377.50-nutrient credit purchase Bank of America-$7.94-CVS Pharmacy-DVD GET Solutions-$13540-geotechnical and environmental testing

PUBLIC SAFETY

Police Vehicles	Purchase Chevrolet Tahoe from RK Chevrolet ($36977.50) and the 2 motorcycles from Bayside Harley Davidson ($23081.92 each) that were budgeted in FY2016. Petty Cash-registration fee for 2 motorcycles (DMV)-$10.00 Setcom-$3163.41 -motorcyle cable kits, supermics, helmet kits Hall Automotive-$49,950-2 2016 Dodge Chargers ($24,975.00 each) Atlantic Communications-$1074.20-Installation of Setcom System and radio on 2 motorcycles-set light patterns. Atlantic Communications-$4621.20-equipment and install on Chevrolet Taho (lights, siren, cable, etc).

PUBLIC BUILDINGS

Police evidence building	Moseley Architects $1329.10-AE services through 7/31/16 Alpha Corporation-$736-PM Services through 7/29/16 J & B Hartigan-$6116.84-final payment on evidence building renovations These were not budgeted as we expected to complete by 6/30/16
Overhead Door	$3362-work on the bay doors at Town Hall.
Split System #4	Atlantic Constructors-$7425 to replace Split System #4 at the PD-emergency replacement-not budgeted

SEWER

Revenues

Sewer Charges/Sewer Compliance	Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2016 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 and full billings for September through November. Sewer revenues are tracking very similar to the same period in FY2016 with revenues $3,560 lower than prior year. Sewer compliance fees are $1656 higher than FY2016.
Connection Fees	Connection fees are collected sporadically throughout the fiscal year. To date we have received 9 connections at $1580 (5/8" meters) for a total of $14220.00.

Expenses

Salaries	Salaries have been reduced by accrued payroll entries for June 2016.

Health Insurance	Represents medical and dental premiums paid for July through December 2016.
HRPDC-Sewer Programs	Paid 2 qtrs of dues to Hampton Roads Planning District Commission for wastewater program. The total for the year will be $918 which is over budget by $31.
Professional fees	Draper Aden Associates-$825 for engineering services-consent order through July 31, 2016 Draper Aden Associates-$640 for engineering services-consent order through July 31, 2016 Draper Aden Associates-$3060 for engineering services-consdent order through September 30, 2016
Insurance	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance.
Materials & Supplies	Some of the larger items include: Goodrich & Sons-$1500-cut trees and limbs from over road going to James St. Pumping Station The Blair Brothers-$1637.02-asphalt patches at Main St (3) and Cedar St (2). The Blair Brothers-$1210.00-asphalt patches at Riverview & S Mason -1/2 water, 1/2 sewer Xylem Dewatering Solutions-$1295- 0-15 psi PG level transducer w/100' Ferguson Enterprises-$844.95-stock items; ie, pipe, pvc plugs, adpt, ell, tees, 3/4 fnpt union x mnpt inl du chk Wood Equipment-$805.44-Volute-Smithfield Blvd Wood Eqipment-$738.27-flange adapter for sealing flange-Smithfield Blvd Wood Equiment-$197.30-capacitor kit-Riverside Xylem Dewatering Solutions-$984-Godwin Fixed Rate Serialized Item-1 Day Rental of 6 pumps for Hurricane Matthew Wood Equipment-$647.90-cutter ring retainer, stationary cutter-Smithfield Blvd Farmers Service-$1018.25-Honda 3" Diaphram Pump (1/2 water, 1/2 sewer-$947.5) and 8" Cabor Comptoe Wtrprf Boot (1/2 water, 1/2 sewer-$70.75) Wood Equipment-$4663.45-impeller and capacitor kit-Canteberry

Nonoperating Revenues (Expenses)

Pro-rata share fees	Received $2400 from Atlantic Homes for 113 St James and 115 St James.
Availability fees	Like connection fees, we have received 10 at $4120 each for a total of $37,080.
Interest Expense	Made payment on the one outstanding loan totaling $4980.00 The accrued interest of $4150 from FY2016 was reversed leaving a balance of $830. This will catch up to budget after the second payment and year end 2017 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. The next payment will be interest only.

SEWER CAPITAL

Sewer Master Plan	Draper Aden-$9006.82-progress billings on sewer master plan.
Sewer Shelter	Treated Lumber Outlet-$655.31-2x6's, 4x4's
Submersible Pump-Morris Creek	Sydnor Hydro-$10,100.00 for Fairbanks Morse Submersible Run-Dry Pump, 15 HP
Submersible Pump-Crescent	Sydnor Hydo-$15,200.00 for Fairbanks Morse Submersible Run-Dry Pump, 30 HP

Pumps Wellington	REW-$39,900 for installation of new emergency bypass pump Xylem Dewatering-$59,328.13-Godwin Dri-Prime CD140M Critically Silenced Pump
Sewer Capital Repairs-find & fix	Tri-State Utilities-$51,307.60-Sanitary Sewer Rehab Moore's Creek and Cypress Basins Best Repair Company, Inc.-$7175-capital repairs to 29 HP Fairbanks Morse submersible sewage pump at Lakeside

WATER

Revenues

Water Charges/Debt Service Revenue	Like sewer, water revenues including the debt service fee billed for July and 1/2 of August were accrued on the June 2016 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 and full billings for September through November. Water sales of $485,221 are significantly lower than the same period in FY2016 at $497,547 (difference of $12,326). This is much better than presented last month. Much of the discrepancy had to do with meter reading errors from old meters that have now been replaced. This included the large meter at Gatling Pointe. Adjustments were made record corrected usage.
Connection Fees	The Town has collected on 9 accounts at $660 (5/8" meters).

Expenses

Salaries	Salaries have been reduced by accrued payroll entries for June 2016.
Health Insurance	Represents medical and dental premiums paid for July through December.
HRPDC-Regional Water Supply	Paid 3 quarters of dues to Hampton Roads Planning District Commission for regional water program. This line item will be significantly over budget with the total billing from HRPDC at $4078.
Insurance	Represents payment of 2 quarter sto VML for property/casualty and workers' comp insurance.
Dues & Subscriptions	As with the general fund, the largest portion of dues are paid in the first part of the fiscal year.
Bank charges	Bankcard fees and returned check fees.
RO Maintenance & Repairs	Includes: Acrison-$1450.80-auger, cylinder, bushing, ball brg, cartridge, etc REM-$1666.00-Vibration services Carter Machinery-$1915.78-parts/labor-coolant leak (Thermostat), unable to get pipe plug out of heater Acrison-$2693.35-skid gearbox Hach-$1003.77-Fluoride Electrode Kit Carter Machinery-$2502.89-parts/labor to inspect/repair generator set Dart Mechanical-$3875.00-labor,materials and equipment to change out gear box and screw

Nonoperating Revenues (Expenses)

Pro-rata share fees	Received $2400 from Atlantic Homes for 113 St James and 115 St James.
Availability Fees	We have received 9 at $2720.

Interest Expense	Represents payment on the 2 refinanced loans and the one remaining loan through VML VACO that are paid semi-annually. With the reversal of accrued interest for Jne 2016, the interest expense has been reduced but as with sewer will catch up at year end with second payment and 2017 accrual.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense	Principal was paid for the 3 of the VML VACO Loans. These are all paid semi-annually.

WATER CAPITAL

Water Master Plan	Draper Aden-$9006.83-progress billings on sewer master plan.
RO Server	REW Corporation-$13926-Repair and replace crashed SCADA server #1-Rant Cat5 Cable and electrical power to Server #1
RO Membranes	Suez Treatment Solutions-$6204.67-RO Membrane
RO Office Trailer	C.L. Smith-$6000-purchase of office trailer for RO Plant-money will be reclassified from RO operating costs.
System Improvements-	Dan White Concrete-$5200.00-Apron Repair-Red Point Heights
Pagan Road waterline repairs	Ferguson Enterprises-$236.97-parts for Pagan Road waterline repairs HD Supply Water-$1170.00-Covers (30) with recessed hole for antenna-Pagan Road waterline repair LB Water Services-$2000.05-5/8 inch meter setting (17)-Pagan Road Waterline Repairs LB Water Services-$11,614.67-multiple materials-Pagan Road waterline repairs. HD Supply-$11,195.18-multiple materials- Pagan Road waterline repairs.
Lumar Road Waterline repair	Lewis Construction of VA-$17,425.00-waterline replacement-Lumar Road-Budgeted for FY2016 but the project was not completed.

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia	Our first quarterly payment for the new fiscal year was received on 9/27/16 and totaled $292,422.05. Four quarters at that rate will mean $65,664 in additional revenue than budgeted. We never have feedback from the state regarding these payments before the budget cycle.

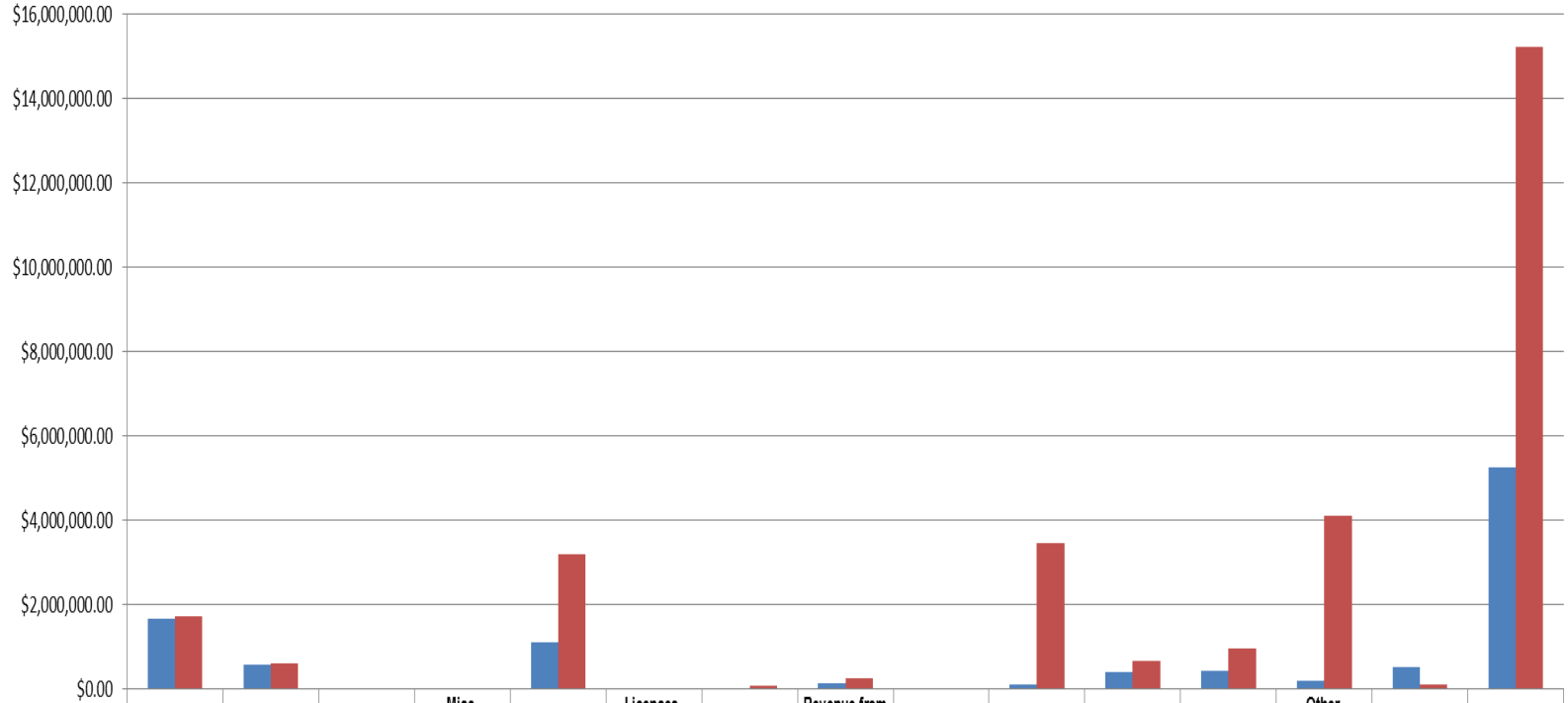
Expenses

Salaries	Salaries have been reduced by accrued payroll entries for June 2016.
Health Insurance	Represents medical premiums paid for July through October and dental payments for July through December.
Insurance	Represents 2 quarterly payments to VML for property/casualty and workers' comp insurance.
Stormwater Management Program (regional)	Stormwater program significantly increased this year. The first 2 quarters of $857.50 each have already exceeded budget for the year. The 2017 total wil be $3430. Again, we did not have these figures when determining budget. For Highway, we will shift funding from maintenance to make up this difference.

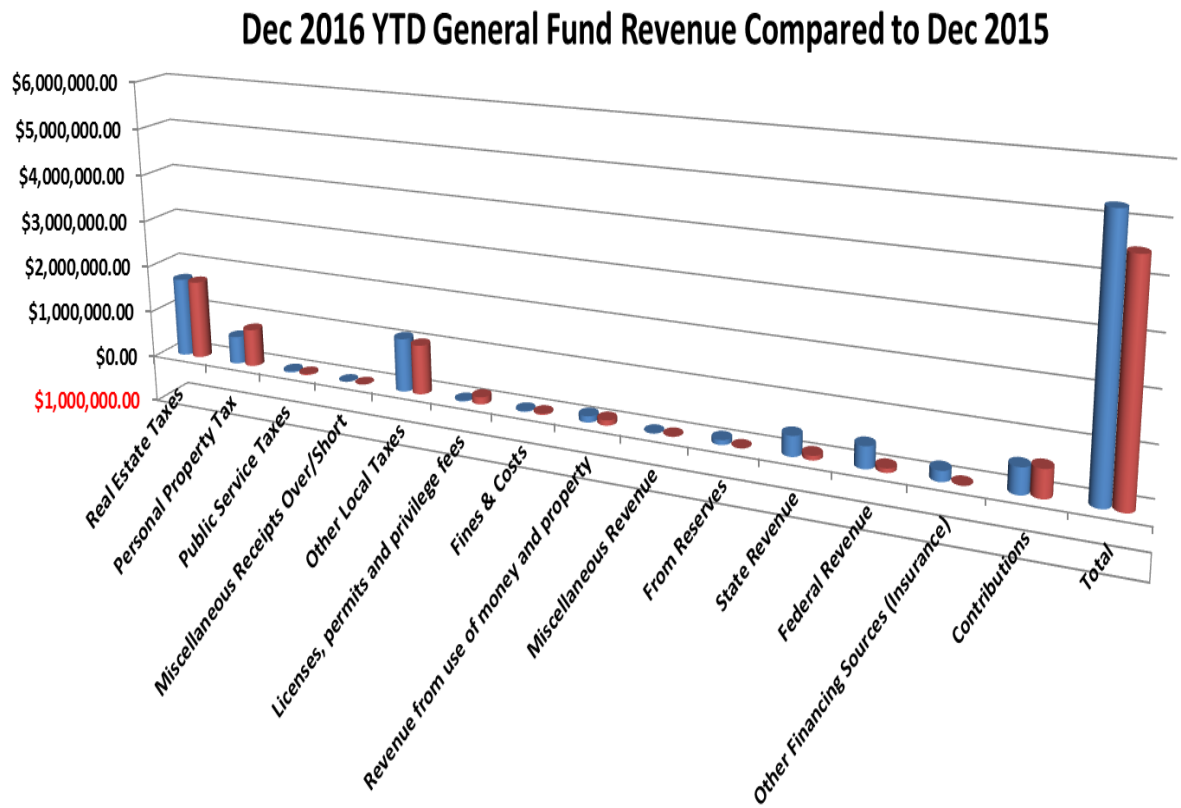
HIGHWAY CAPITAL

Farmers Service	$7995-Mower with 60" deck

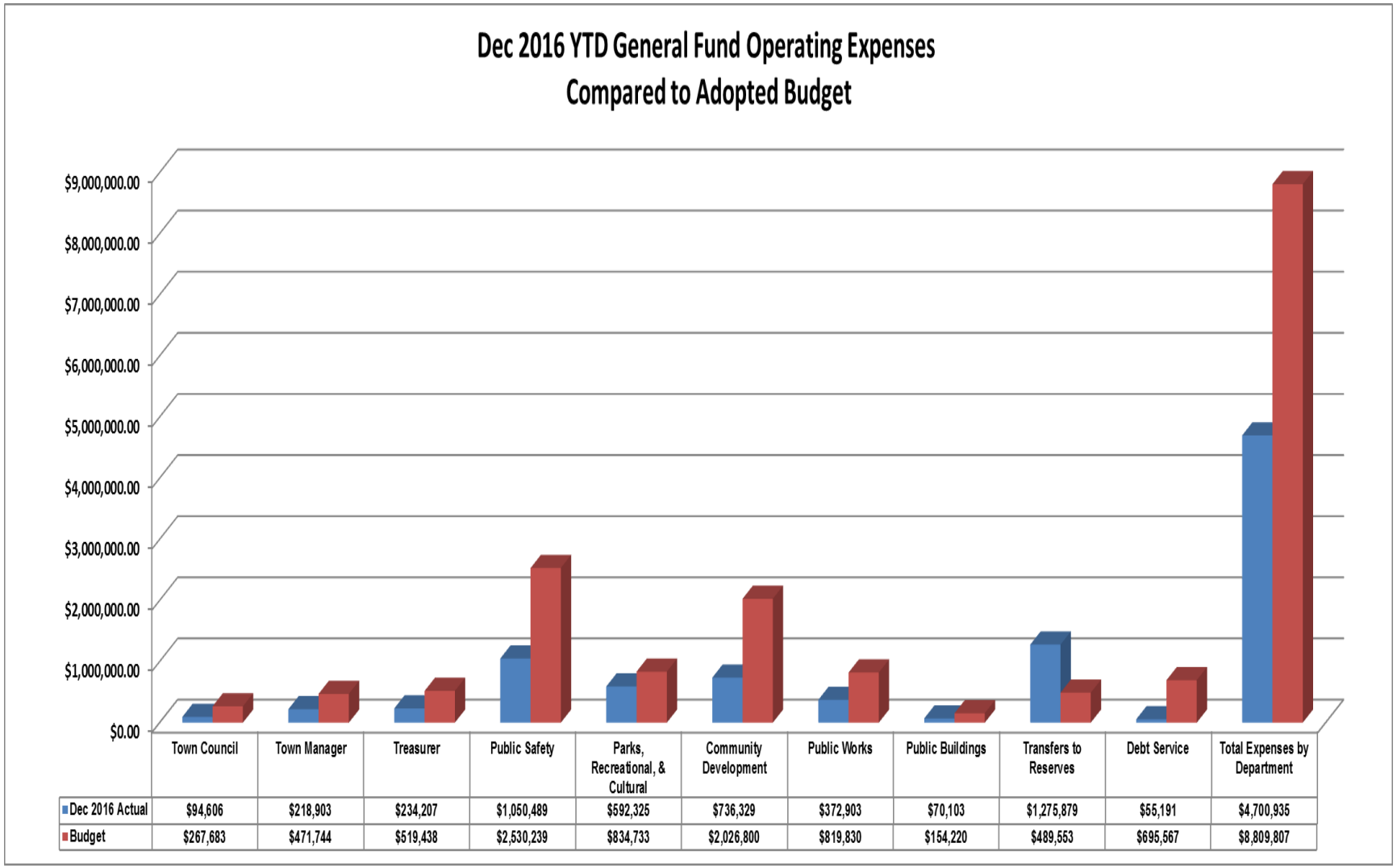
DECEMBER 2016 FINANCIAL GRAPHS



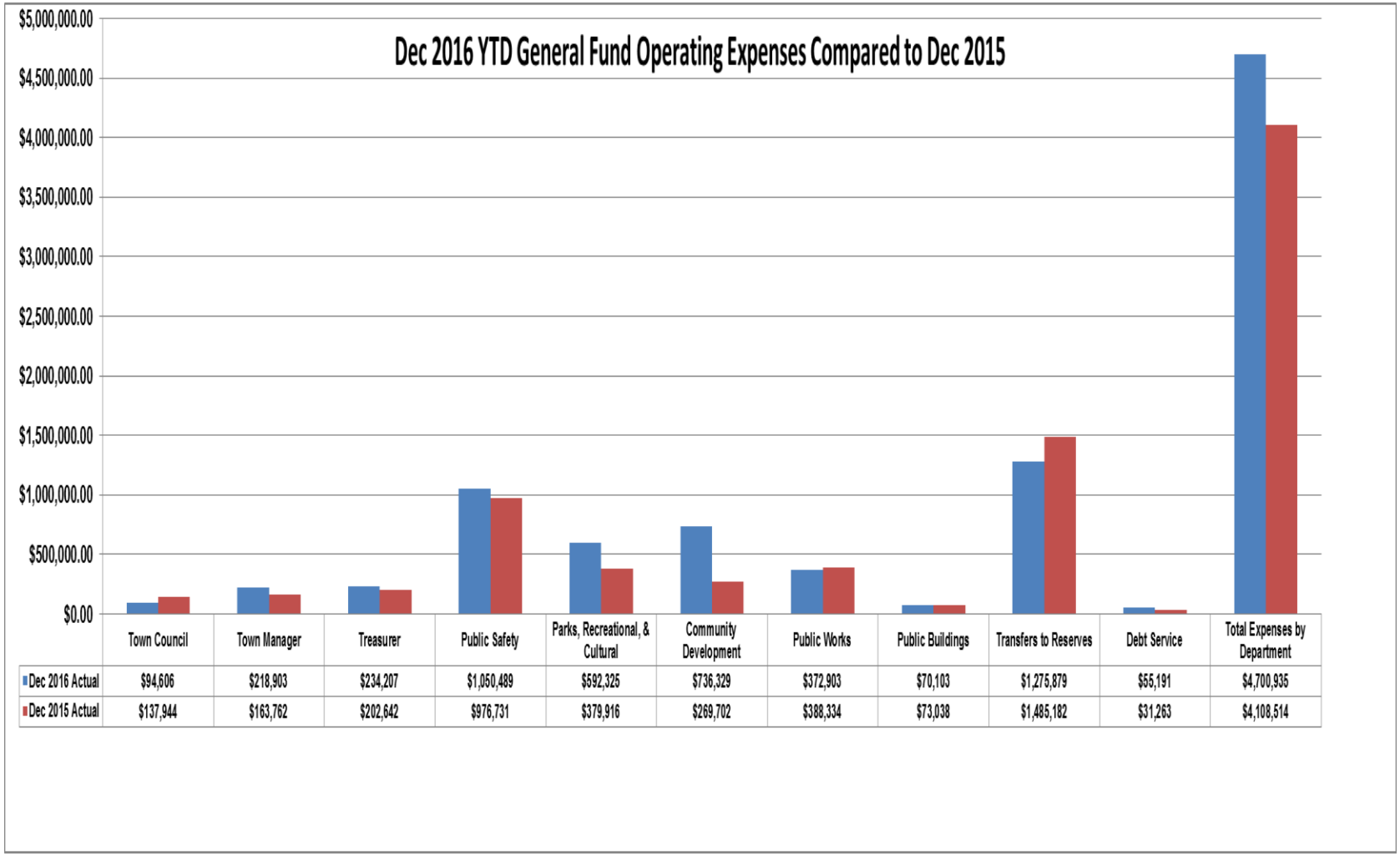
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
December 2016 Actual	$1,683,189	$584,547	$30,123	$14	$1,113,659	$18,243	$20,459	$127,479	$5,350	$99,094	$409,727	$441,106	$213,748	$520,273	$5,267,011
Budget	$1,723,045	$621,000	$30,524	$10	$3,200,838	$23,300	$70,000	$260,350	$6,100	$3,475,212	$674,677	$953,575	$4,097,725	$97,350	$15,233,706



	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
Dec 2016 Actual	1,683,189	584,547	30,123	14	1,113,659	18,243	20,459	127,479	5,350	99,094	409,727	441,106	213,748	520,273	5,267,011
Dec 2015 Actual	1,670,343	792,976	24,170	$(3)	$1,029,051	$149,460	$23,624	$107,580	$5,549	$-	$90,432	$84,709	$2,103	$558,692	4,538,686

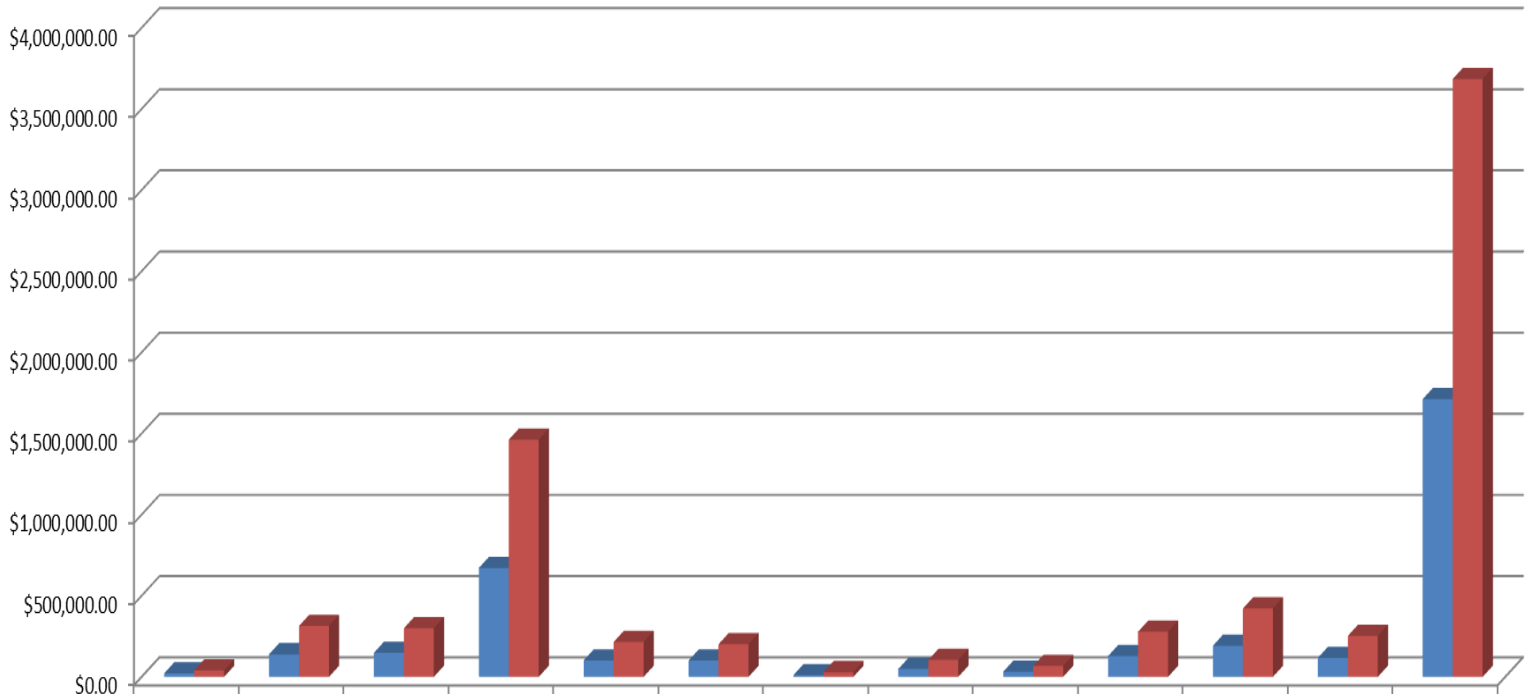


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Dec 2016 Actual	$94,606	$218,903	$234,207	$1,050,489	$592,325	$736,329	$372,903	$70,103	$1,275,879	$55,191	$4,700,935
Budget	$267,683	$471,744	$519,438	$2,530,239	$834,733	$2,026,800	$819,830	$154,220	$489,553	$695,567	$8,809,807

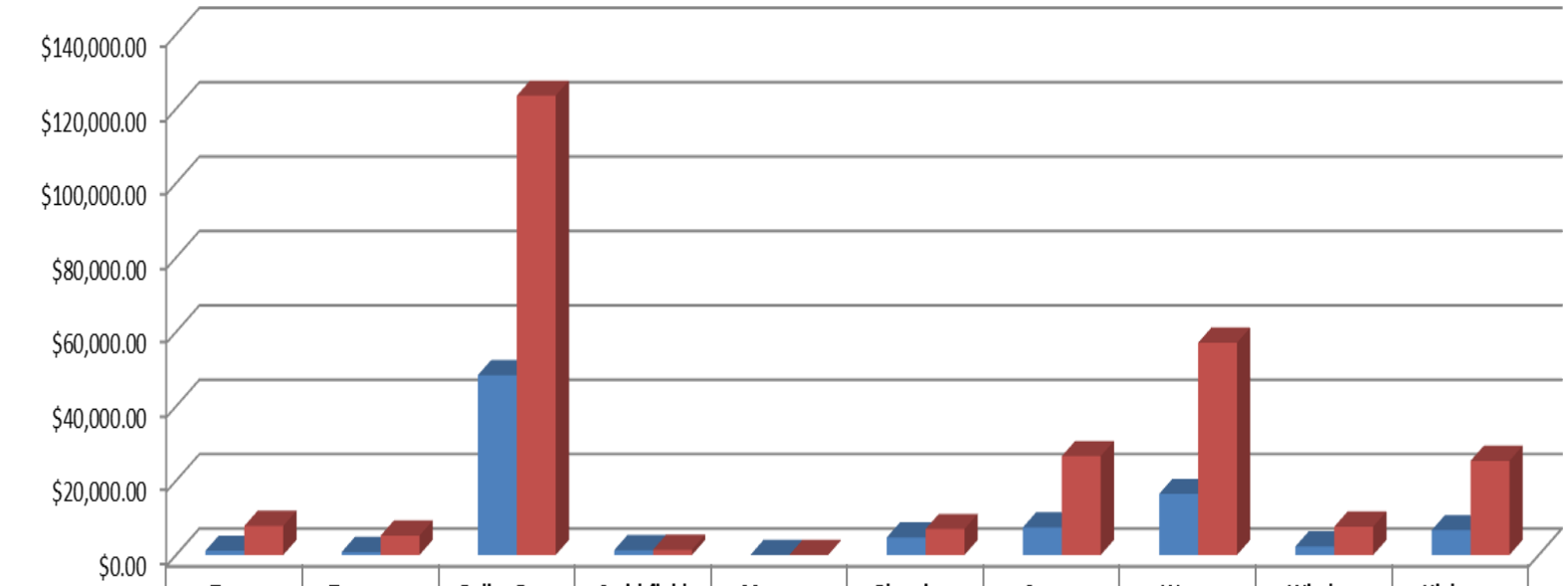


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Dec 2016 Actual	$94,606	$218,903	$234,207	$1,050,489	$592,325	$736,329	$372,903	$70,103	$1,275,879	$55,191	$4,700,935
Dec 2015 Actual	$137,944	$163,762	$202,642	$976,731	$379,916	$269,702	$388,334	$73,038	$1,485,182	$31,263	$4,108,514

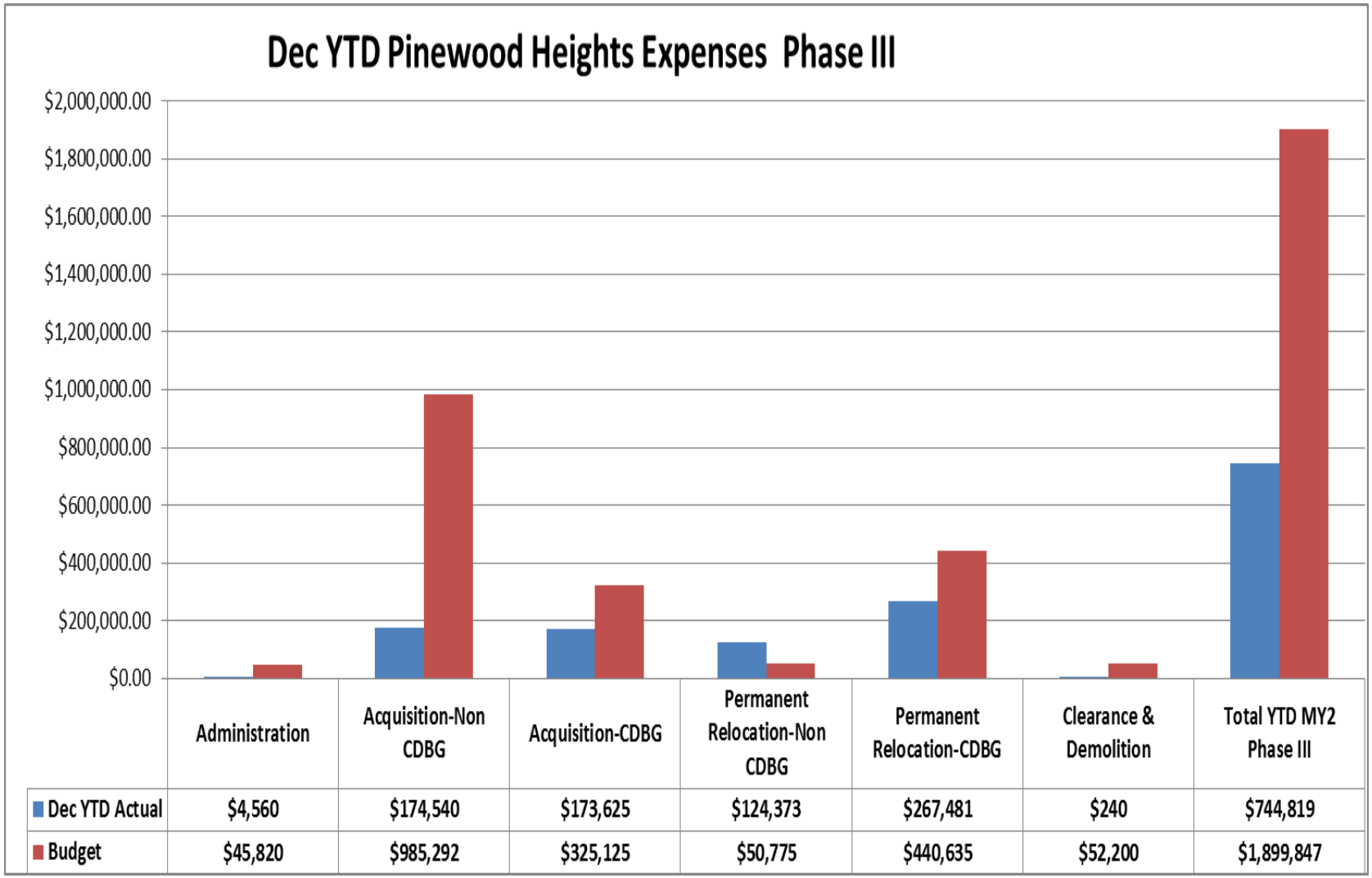
Dec 2016 YTD Salaries to Budget by Department



	Town Council	Town Manager	Treasurer	Police Department	Smithfield Center	Planning, Engineering & Public Works	Public Buildings	Museum	Windsor Castle	Sewer	Water	Highway	Totals by Department for all funds
Dec 2016 Actual	$21,480	$139,198	$148,330	$671,059	$101,386	$100,746	$10,882	$48,967	$31,553	$128,570	$192,251	$117,310	$1,711,732
Budget	$40,000	$313,814	$299,575	$1,461,705	$215,208	$201,400	$28,660	$104,255	$66,935	$278,265	$421,655	$252,745	$3,684,217

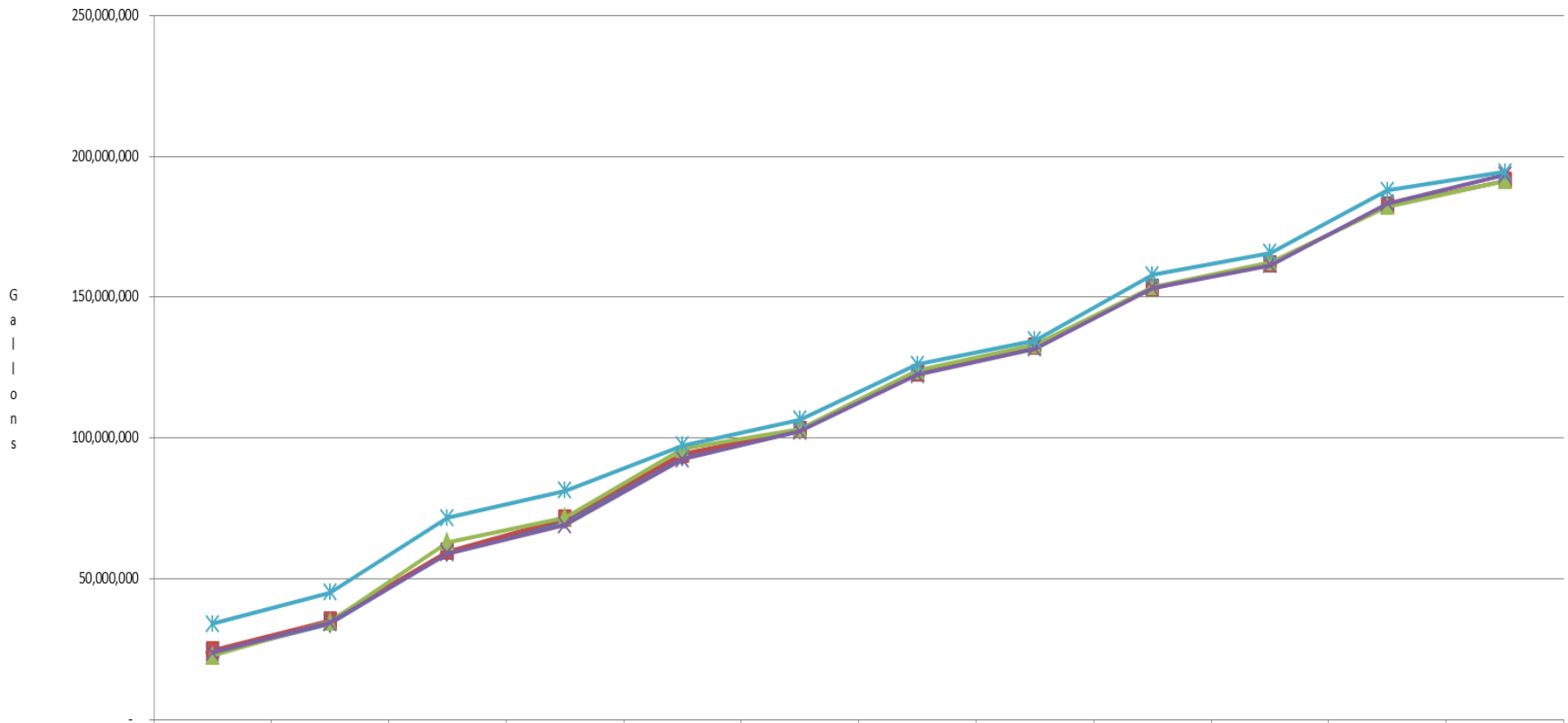


	Town Manager	Treasurer	Police Dpt.	Smithfield Center	Museum	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
Dec YTD Actual	$1,130	$782	$48,363	$1,286	$-	$4,680	$7,437	$16,421	$2,278	$6,656
Budget	$7,809	$5,186	$123,512	$1,416	$-	$6,959	$26,574	$57,062	$7,619	$25,309

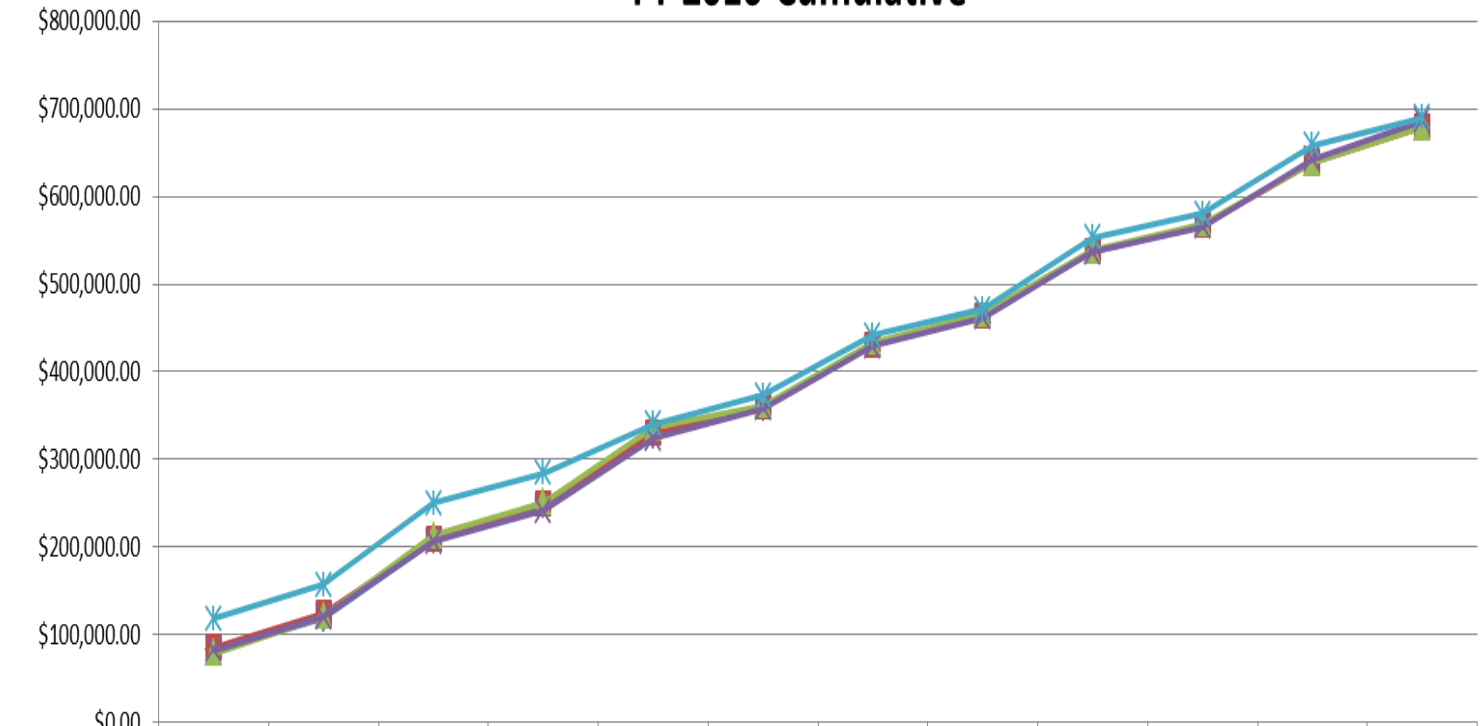


	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Dec YTD Actual	$4,560	$174,540	$173,625	$124,373	$267,481	$240	$744,819
Budget	$45,820	$985,292	$325,125	$50,775	$440,635	$52,200	$1,899,847

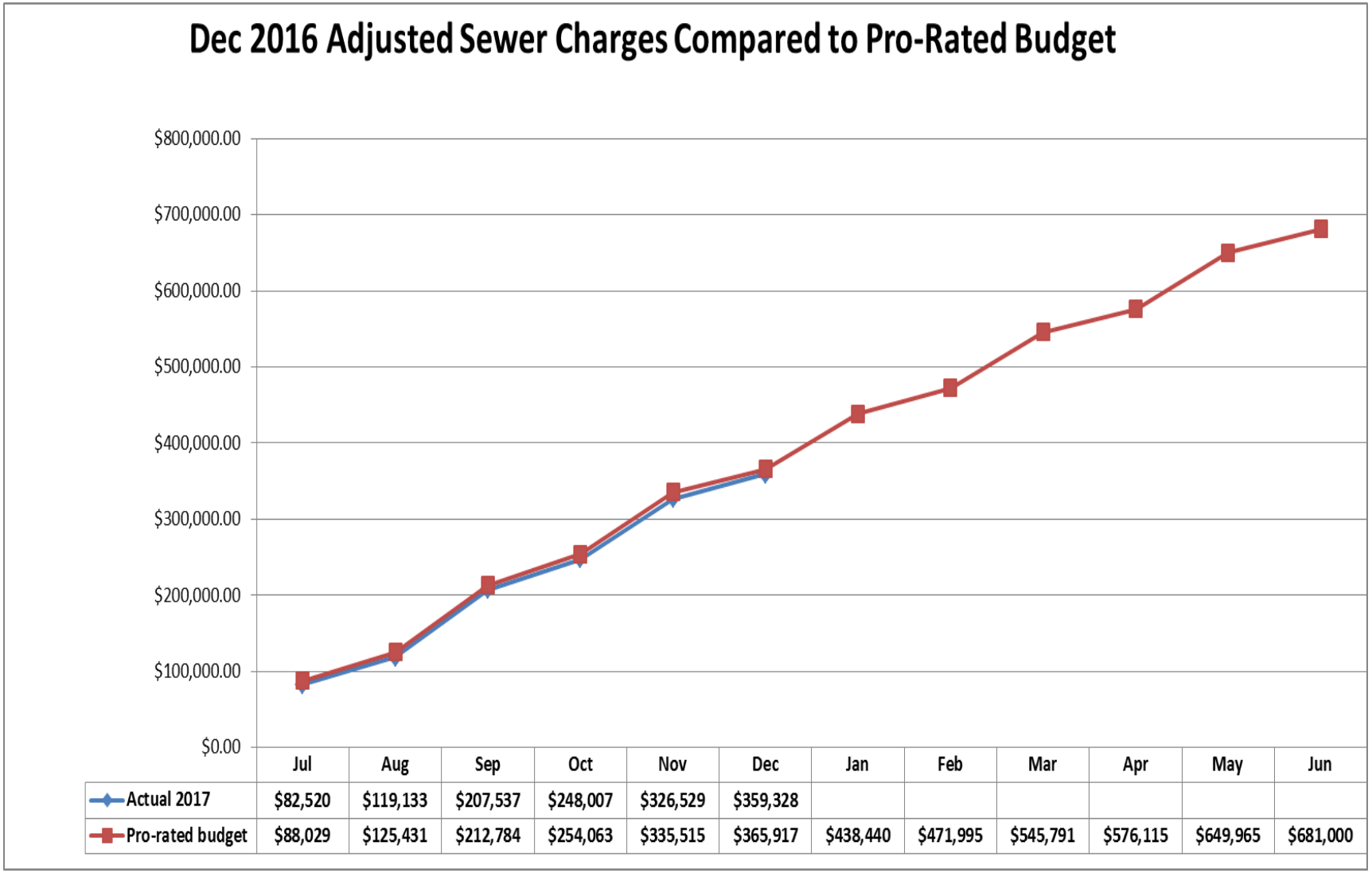
Dec 2016 YTD Sewer Consumption Compared to FY 2013 through FY 2016-Cumulative



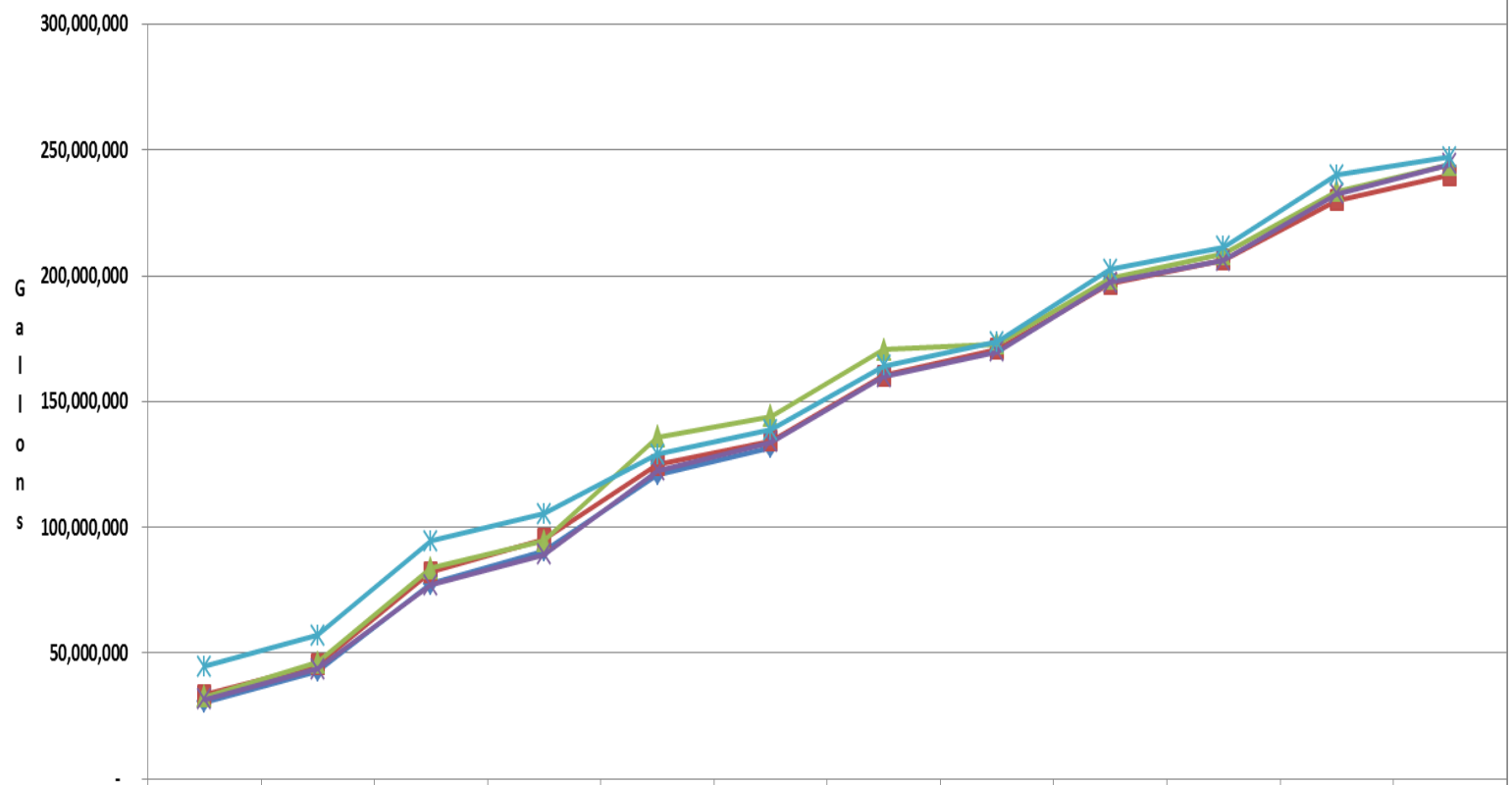
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282						
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,484,337	102,276,394	122,469,679	131,824,210	153,256,955	161,332,737	183,366,226	193,421,309
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,663,193	157,879,018	165,808,355	187,913,876	194,386,925



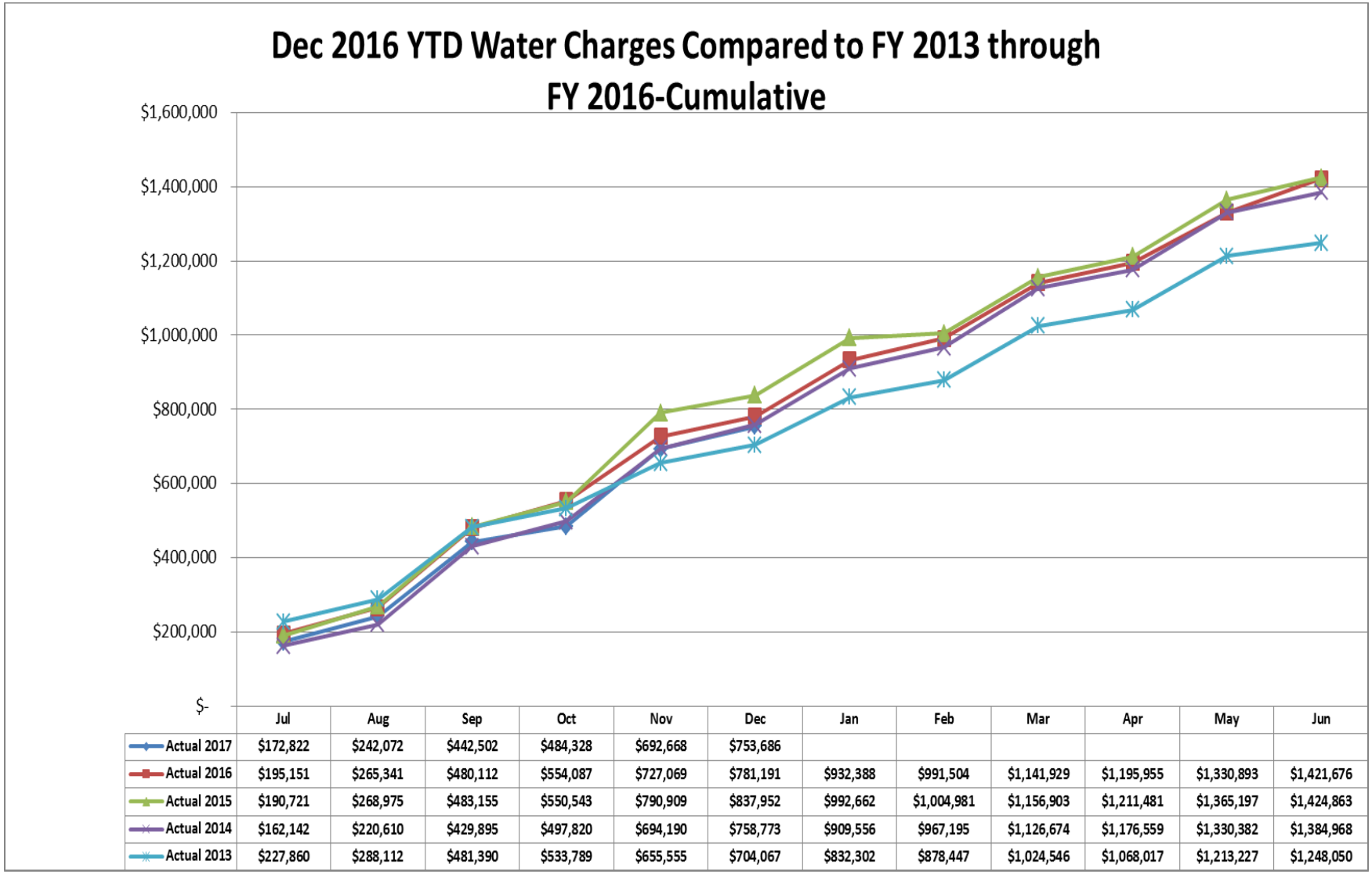
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	$82,520	$119,133	$207,537	$248,007	$326,529	$359,328						
Actual 2016	$86,610	$124,575	$209,356	$249,969	$330,109	$360,021	$431,375	$464,390	$536,996	$566,832	$639,492	679,156
Actual 2015	$79,173	$121,776	$213,936	$251,556	$336,461	$361,634	$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



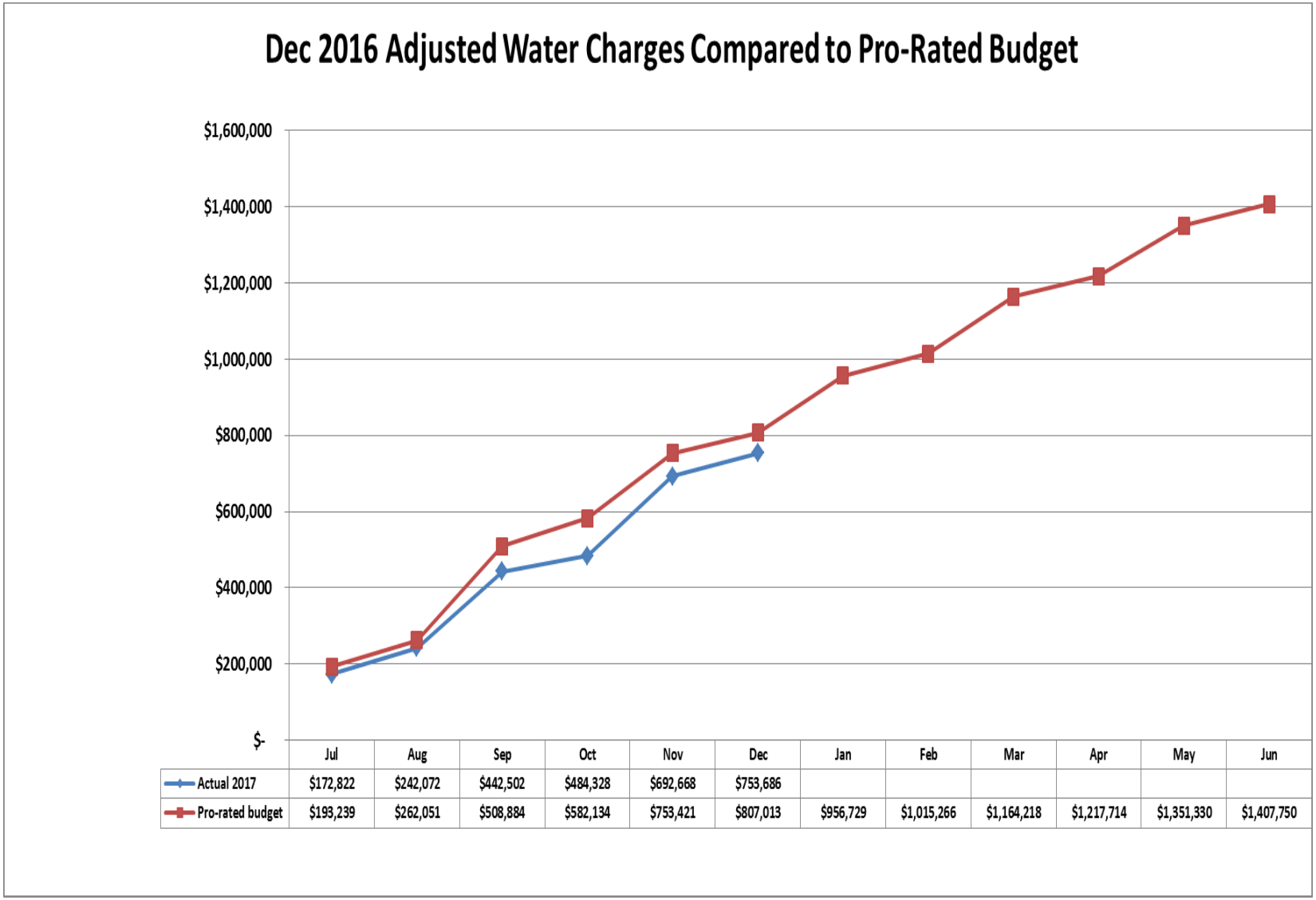
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	$82,520	$119,133	$207,537	$248,007	$326,529	$359,328						
Pro-rated budget	$88,029	$125,431	$212,784	$254,063	$335,515	$365,917	$438,440	$471,995	$545,791	$576,115	$649,965	$681,000



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	30,684,932	42,874,200	77,518,323	90,831,451	121,043,968	131,783,477						
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	239,954,917
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



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	$172,822	$242,072	$442,502	$484,328	$692,668	$753,686						
Actual 2016	$195,151	$265,341	$480,112	$554,087	$727,069	$781,191	$932,388	$991,504	$1,141,929	$1,195,955	$1,330,893	$1,421,676
Actual 2015	$190,721	$268,975	$483,155	$550,543	$790,909	$837,952	$992,662	$1,004,981	$1,156,903	$1,211,481	$1,365,197	$1,424,863
Actual 2014	$162,142	$220,610	$429,895	$497,820	$694,190	$758,773	$909,556	$967,195	$1,126,674	$1,176,559	$1,330,382	$1,384,968
Actual 2013	$227,860	$288,112	$481,390	$533,789	$655,555	$704,067	$832,302	$878,447	$1,024,546	$1,068,017	$1,213,227	$1,248,050



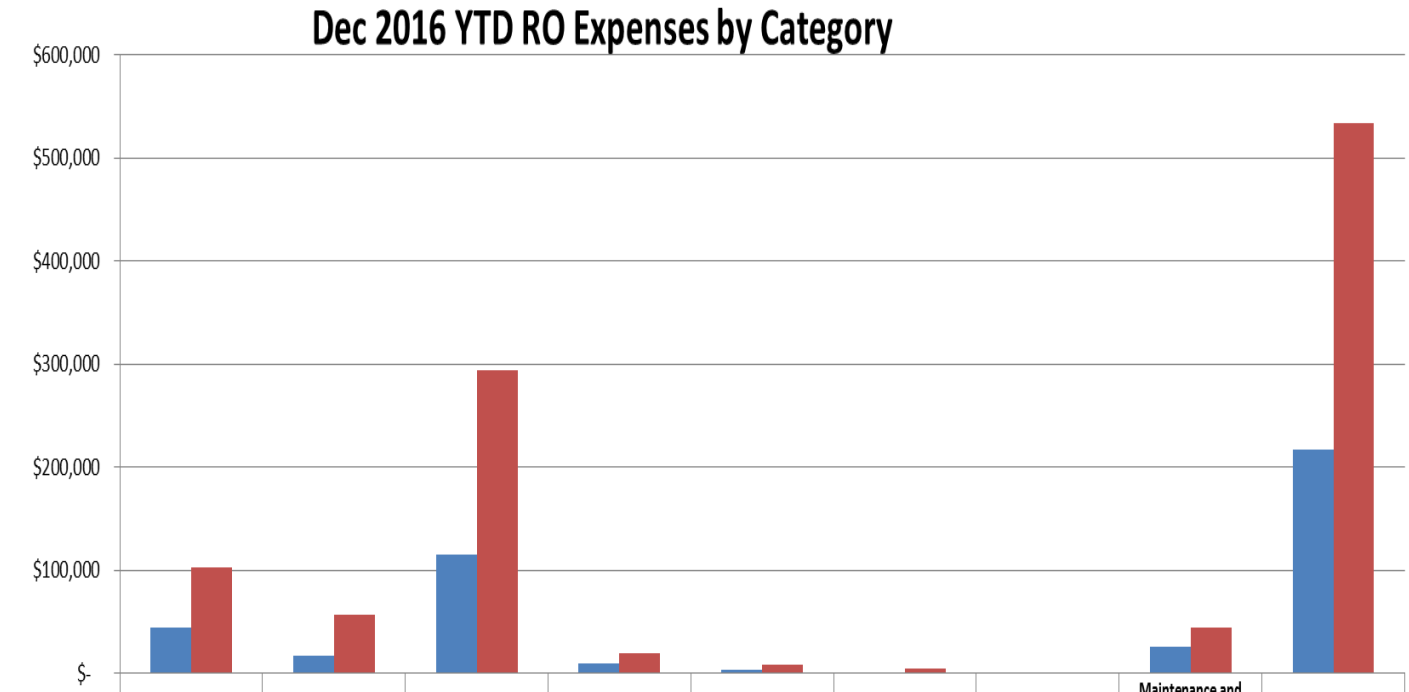
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	$172,822	$242,072	$442,502	$484,328	$692,668	$753,686						
Pro-rated budget	$193,239	$262,051	$508,884	$582,134	$753,421	$807,013	$956,729	$1,015,266	$1,164,218	$1,217,714	$1,351,330	$1,407,750

GATLING POINTE WATER BILLINGS

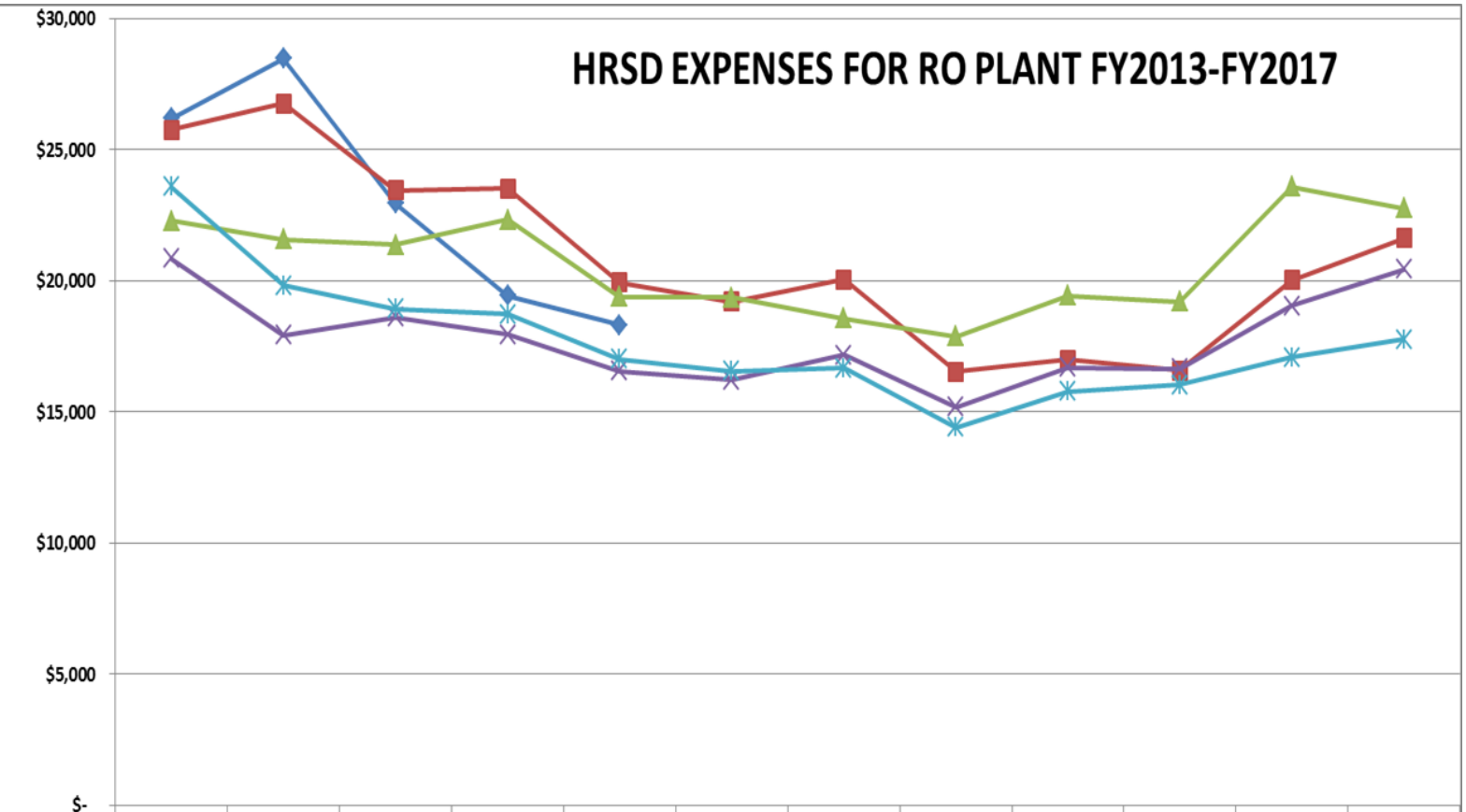
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17							$ 6.10
Mar-17							$ 6.10
Jan-17							$ 6.10
Nov-16	5,167,000	1,909,600		$ 31,518.70	$ 11,648.57		$ 6.10
Sep-16	6,870,000	1,726,900		$ 41,907.00	$ 10,534.10		$ 6.10
Jul-16	4,218,000	1,498,700	21,390,200	$ 27,037.38	$ 9,606.67	$ 132,252.42	$ 6.41

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-16	3,107,000	2,166,900		$ 19,915.87	$ 13,889.83		$ 6.41
Mar-16	2,797,000	1,850,300		$ 17,928.77	$ 11,860.43		$ 6.41
Jan-16	3,139,000	1,800,900		$ 20,120.99	$ 11,543.78		$ 6.41
Nov-15	6,464,000	1,664,500		$ 41,434.24	$ 10,669.45		$ 6.41
Sep-15	8,543,000	1,489,900		$ 54,760.63	$ 9,550.27		$ 6.41
Jul-15	6,213,000	1,607,200	40,842,700	$ 39,825.33	$ 10,302.16	$ 261,801.75	$ 6.41
-Jul 15				(39,825.33)	$ (10,302.16)		
+Jul 16				$ 27,037.38	$ 9,606.67	$ 248,318.31	
						$ (13,483.44)	

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-15	3,554,000	1,770,200		22,781.14	11,346.99		6.41
Mar-15	3,069,000	1,738,000		19,672.29	11,140.58		6.41
Jan-15	3,448,000	1,802,600		22,101.68	11,554.67		6.41
Nov-14	6,806,000	1,684,300		43,626.46	10,796.37		6.41
Sep-14	8,287,000	1,556,000		53,119.67	9,973.96		6.41
Jul-14	6,465,000	1,553,800	41,733,900	41,440.65	9,959.86	267,514.32	6.41
-Jul 14				(41,440.65)	(9,959.86)		
+Jul 15				$ 39,825.33	10,302.16	266,241.30	
						$ (1,273.02)	



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
Dec 2016 Actual	$45,080	$17,034	$115,391	$9,316	$4,011	$727	$29	$25,921	$217,509
Budget	$103,560	$57,332	$294,082	$20,000	$9,030	$4,300	$400	$45,000	$533,704



	July	August	September	October	November	December	January	February	March	April	May	June
FY2017	$26,201	$28,489	$22,949	$19,435	$18,317							
FY2016	$25,761	$26,758	$23,465	$23,522	$19,936	$19,219	$20,060	$16,533	$16,993	$16,594	$20,025	$21,624
FY2015	$22,286	$21,580	$21,389	$22,343	$19,389	$19,380	$18,578	$17,888	$19,449	$19,209	$23,603	$22,781
FY2014	$20,859	$17,938	$18,614	$17,945	$16,566	$16,230	$17,181	$15,200	$16,695	$16,659	$19,056	$20,439
FY2013	$23,596	$19,829	$18,947	$18,732	$17,014	$16,558	$16,665	$14,415	$15,778	$16,045	$17,082	$17,764

HRSD Charges to date per month				1 CCF=748 gallons		
					Comparison thru September	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		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		
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	22,307,558	98,117.68
		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		
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	19,368,336	91,922.29
		44,960,296		$ 213,382.00		

HRSD Charges to date per month				1 CCF=748 gallons		
					Comparison thru September	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00		
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52		
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02		
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69		
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99		
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18		
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18		
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02		
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12		
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98		
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14		
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84	20,894,703	106,987.22
		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		
6/15/2016	5/31/2016	3,626,724	4.13/CCF	20,024.72		
7/15/2016	6/30/2016	3,916,340	4.13/CCF	21,623.85		
		45,367,188		$ 250,490.29	21,632,674	119,442.49
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85		
9/15/2016	8/31/2016	4,724,928	4.51/CCF	28,488.77		
10/7/2016	9/30/2016	3,806,220	4.51/CCF	22,949.14		
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39		
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37	19,138,028	115,391.52

CASH BALANCES AS OF JAN 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,328,150.81	(933,755.22)	-	394,395.59
Water-Debt Service	Farmers Bank	714,563.68	75,709.58	-	790,273.26
Water Capital Escrow (availability fees)	TowneBank	379,254.48	21,760.00	-	401,014.48
Water Treatment Plant Escrow	TowneBank	116,145.21			116,145.21
Water Deposit Account	TowneBank	90,889.91			90,889.91
Water Development Escrow	TowneBank	116,145.21	2,400.00	-	118,545.21
Subtotal Water		2,745,149.30	(833,885.64)	-	1,911,263.66
Sewer	Farmers Bank	290,565.73	67,895.89	(391,000.36)	(32,538.74)
Sewer Development Escrow	TowneBank	374,374.78	2,400.00	-	376,774.78
Sewer Capital Escrow (availability fees)	TowneBank	742,040.99	32,960.00	-	775,000.99
Sewer Compliance	Farmers Bank	1,569,539.21	198,233.08	-	1,767,772.29
Subtotal Sewer		2,976,520.71	301,488.97	(391,000.36)	2,887,009.32
Highway	Farmers Bank	31,902.47	157,716.97	-	189,619.44
General Fund	Farmers Bank	2,496,034.56	410,975.27	391,000.36	3,298,010.19
Payroll	Farmers Bank	173,959.36			173,959.36
Money Market-General Fund	TowneBank	2,199.62			2,199.62
Business Super Now-General Fund	Farmers Bank	33,371.76			33,371.76
Money Market-General Fund	Farmers Bank	291,377.32			291,377.32
General Fund Capital Escrow Account	TowneBank	215,973.31			215,973.31
Certificate of Deposit	Farmers Bank	526,565.09			526,565.09
Certificate of Deposit-Police Dept	Farmers Bank	36,886.95			36,886.95
Special Project Account	Farmers Bank	3,050,476.51			3,050,476.51
Pinewood Heights Escrow	Farmers Bank	48,867.65			48,867.65
SNAP Account	Farmers Bank	2,294.75			2,294.75
Museum Account	Farmers Bank	148,062.91			148,062.91
Windsor Castle Acct	TowneBank	63,500.00			63,500.00
S. Church Street Account	TowneBank	36,295.57	(36,295.57)	-	-
Subtotal General Fund		7,125,865.36	374,679.70	391,000.36	7,891,545.42
TOTAL ALL FUNDS		12,879,437.84	-	-	12,879,437.84

-

Account Statement

January 2017

Town of Smithfield

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

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

Summary

VA-01-0009-0001 **General** Average Monthly Yield: 1.06 %

Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
507,395.07	508,656.82	0.00	43.15	470.63	509,484.08	507,822.55	399.78

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
01/13/2017	Withdrawal		43.15		10.038820	4.298	0.00
01/13/2017	Income Earned	234.84			10.038820	23.393	
01/31/2017	Income Earned	235.79			10.041597	23.481	
01/31/2017	Ending Balance			509,484.08	10.041597	50,737.356	

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

Virginia Investment Pool
A Service of VML/VACo Finance

Account Statement

January 2017

Town of Smithfield

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

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

Summary

Average Monthly Yield: 0.85%

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
VA-01-0009-5001	Liquid General	0.00	0.00	0.00	0.00	0.00	0.00

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
01/31/2017	Ending Balance			0.000	

Daily Rates

January 2017

VIP 1-3 Year High Quality Bond Fund

Date	Dividend Rate	Annual Yield	NAV Per Share
13-Jan-17	0.004632344	1.12%	10.038820
31-Jan-17	0.004649475	1.06%	10.041597

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Virginia Investment Pool
A Service of VML/VACo Finance

Daily Rates

January 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Annual Yield
01-Jan-17	0.000022049	0.81%
02-Jan-17	0.000022049	0.81%
03-Jan-17	0.000022327	0.82%
04-Jan-17	0.000023148	0.85%
05-Jan-17	0.000022875	0.84%
06-Jan-17	0.000023153	0.85%
07-Jan-17	0.000023153	0.85%
08-Jan-17	0.000023153	0.85%
09-Jan-17	0.000022878	0.84%
10-Jan-17	0.000022878	0.84%
11-Jan-17	0.000022878	0.84%
12-Jan-17	0.000022878	0.84%
13-Jan-17	0.000022877	0.84%
14-Jan-17	0.000022877	0.84%
15-Jan-17	0.000022877	0.84%
16-Jan-17	0.000022877	0.84%
17-Jan-17	0.000022876	0.84%
18-Jan-17	0.000022875	0.84%
19-Jan-17	0.000024243	0.89%
20-Jan-17	0.000023422	0.86%
21-Jan-17	0.000023422	0.86%
22-Jan-17	0.000023422	0.86%
23-Jan-17	0.000023421	0.86%
24-Jan-17	0.000023421	0.86%
25-Jan-17	0.000023422	0.86%
26-Jan-17	0.000023422	0.86%
27-Jan-17	0.000023695	0.87%
28-Jan-17	0.000023695	0.87%
29-Jan-17	0.000023695	0.87%
30-Jan-17	0.000023412	0.86%
31-Jan-17	0.000023427	0.86%

Email: clientservices@virginiainvestmentpool.org Tel: 1-855-249-8588 Fax: 1-855-249-8619 www.virginiainvestmentpool.org

INVOICES - OVER $10,000.00 REQUIRING COUNCIL AUTHORIZATION

Musco Sports Lighting, LLC
100 1st Ave West
PO Box 808
Oskaloosa, IA 52577-0808

INVOICE: 292961

Invoice Date: 02/06/17

Account #: 180888

Project #: 166035

Smithfield Joseph W Luter Jr Sports Complex

SOLD TO:

Town of Smithfield
PO Box 246
Smithfield, VA 23430
USA

Attn: Accounts Payable

SHIP TO:

Joseph W Luter Jr Sports Complex
900 West Main Street
Smithfield, VA 23430
USA

PLEASE DETACH AND RETURN WITH PAYMENT

INVOICE	Account #	Purchase Order #	Ship Via	Freight	Ship Date
292961	180888			Prepaid	02/06/17

Project: 166035 Smithfield Joseph W Luter Jr Sports Complex

Line	Quantity	Part Number/Description	Unit Price	Ext Price
		Billing for the material for the lighting project for Smithfield Joseph W Luter Jr Sports Complex		263,087.00

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER HLS

QUESTIONS? Call (800) 825-6020 **-or-** E-mail AR@Musco.com

Thank You!

TERMS	SALES REPRESENTATIVE		
Net 30	Joe Forche	TOTAL AMOUNT	400,000.00
		AMOUNT BILLED TO DATE	0.00
A SERVICE CHARGE OF 1 1/2% PER MONTH (ANNUAL PERCENTAGE RATE OF 18%) WILL BE CHARGED ON ALL INVOICES 30 DAYS PAST DUE		UNBILLED BALANCE	136,913.00
REMIT TO: **Musco Sports Lighting, LLC** **100 1st Ave West** **PO Box 808** **Oskaloosa, IA 52577-0808** Federal Identification Number: 42-1511754		**AMOUNT DUE**	**263,087.00**

ATLANTIC COMMUNICATIONS INC.
4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Service Invoice

Date	Invoice #
2/6/2017	110688

Bill To	Ship To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431	SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

Terms	P.O. No.	Tech	Account #
Net 30		CMS	11940

Item	Qu...	Description	Rate	Serial Number	Unit Number	Amount
		COMPLETE 1-27-2017				
		Vendor #				
		Account #				
		Dept. Head				
		Town Manager PMS				
					Total	$12,284.70
					Payments/Credits	$0.00
					Balance Due	$12,284.70

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

TID: 54-0736038 THIS INVOICE IS SUBJECT TO A 1.5% PER MONTH LATE PAYMENT CHARGE

Capital

ATLANTIC COMMUNICATIONS INC.

4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Service Invoice

Date	Invoice #
2/6/2017	110688

Bill To	Ship To
SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431	SMITHFIELD POLICE DEPT. ACCOUNTS PAYABLE P.O. BOX 246 SMITHFIELD, VA 23431

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER _____

Terms	P.O. No.	Tech	Account #
Net 30		CMS	11940

Item	Qu...	Description	Rate	Serial Number	Unit Number	Amount
		2 EA 2016 DODGE CHARGERS(PATROL PACKAGE)				
C3100-CH11	2	100WATT SPEAKER, '11+ CHARGER	164.28			328.56
36-2035	2	DODGE CHARGER 11+ WESTIN BUMPER	235.00			470.00
36-6005C4	2	WESTIN DUAL LIGHT CHANNEL FOR PUSH BUMPER	25.00			50.00
TRX6-BB	12	SURFACE MT LED BLUE/BLUE TRX6-BB	65.00			780.00
21TRPL47-TR9	2	21 SERIES LED LIGHTBAR	1,100.00			2,200.00
CC-B-CHDM14	2	POLICE CONSOLE, DODGE CHARGER	292.50			585.00
AC-ARMMN...	2	FLIP UP ARMREST	97.50			195.00
AC-INBHG	2	DUAL INTERNAL CUPHOLDER, TROY	32.50			65.00
371328	2	CIGARETTE LIGHTER OUTLET	24.00			48.00
CM-UMSH-S...	2	CONSOLE COMPUTER MOUNT	221.00			442.00
		CUSTOMER SUPPLIED DOCKING STATION				
475-0802	2	SPACE CREATOR, 11+ CHARGER	500.00			1,000.00
475-0412	2	2PIECE STEEL, LOWER EXTENSION PANEL, DODGE CHARGER 11+	48.75			97.50
475-0232	2	BIOSEAT AND FLOORPAN	351.25			702.50
475-0228	2	WINDOW ARMOR, CHARGER 11+	130.65			261.30
		CUSTOMER SUPPLIED WEAPON MOUNT				
3492L6S	2	XCEL, SIREN/LIGHT CONTROLLER	295.00			590.00
XT6-BB	4	EXTERIOR BLUE LED LIGHT	62.35			249.40
XT6LBKT	4	XT6 LIGHT "L" BRACKET	5.23			20.92
M180S-B	4	CODE3 M180 LED LIGHT	82.88			331.52
BSM-BKT-CH	2	UNDER MIRROR BRACKETS	27.00			54.00
WM888CH11...	2	WINGMAN (TORUS), CHARGER 11+ W/ARROWSTICK	600.00			1,200.00
FM3667	2	TAILLIGHT FLASHER MODULE, SOLID STATE	75.00			150.00
HB915-B	4	LED, HIDE A BLAST	96.00			384.00
97002	4	FUSE PANEL, ATC 6 POSITION	24.00			96.00
10772	2	ANTENNA, 152-162 MHz, 1/4 WAVE	12.00			24.00
78815	2	CABLE, 3/4 BRASS MOUNT NO CONN	16.00			32.00
71969	2	MINI-UHF CONNECTORS, RG58	5.00			10.00
SHIPPING	2	SHIPPING AND HANDLING	129.00			258.00
INSTALL	2	INSTALLATION	830.00			1,660.00

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlantiecom.net

Robinson Farmer Cox Associates PLLC

CERTIFIED PUBLIC ACCOUNTANTS *A PROFESSIONAL LIMITED LIABILITY COMPANY*
PO Box 6580
Charlottesville VA 22906
434-973-8314

Town of Smithfield, VA
c/o Ellen Minga, Treasurer
P.O. Box 246
310 Institute Street
Smithfield, VA 23431

Vendor # _____

Account # _____

Dept. Head _____

Town Manager _____

Invoice No. *55268*
Date *02/17/2017*
Client No. *051900*

For Professional Services Rendered as Follows:

Audit of the financial statements for year ended June 30, 2016.

Current Invoice Amount $ 24,500.00

0 - 30	31 - 60	61 - 90	91 - 120	Over 120	Balance
24,500.00	0.00	0.00	0.00	0.00	24,500.00

If paying by check, please include your Client Number.
For your convenience, we also accept all major credit cards in amounts up to $20,000.00.
Please call Accounting @ 434-973-8314 if you would like to pay by a credit or debit card.

Finance charges will be assessed after thirty days.

You may provide an email address if you prefer paperless invoicing.

TOWN OF SMITHFIELD

REQUISITION

Co 1
Gen Fund

SUGGESTED VENDOR	Isle of Wight County		OFFICE USE ONLY DATE ORDERED
REQUESTED BY	DATE REQUESTED 2 23 17	DATE WANTED	ORDER NO.

QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	Pay ½ tourism budget 2017			117,566.25
	4·100·32300·5607			

REQUISITIONER RETAIN YELLOW COPY

APPROVED PLS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

TOWN OF SMITHFIELD

REQUISITION

CO 1
Gen Fund

SUGGESTED VENDOR: Isle of Wight County

OFFICE USE ONLY
DATE ORDERED

REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.
	2·23·17		

QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE
	Pay 1/2 E911 Budget 2017			122,369.73
	4·100·32300·5614			

REQUISITIONER RETAIN YELLOW COPY

APPROVED: RLS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

Section 5.0 Benefits

5.1 Group Benefits

(Effective: 07/01/2017)

OVERVIEW: This policy provides an overview of the employee eligibility

SCOPE: This policy applies to all employees working at least thirty (30) hours per week.

All regular full-time employees scheduled to work at least thirty (30) hours per week are eligible for group insurance benefits the first of the month following their first day of continuous employment.

The following Group Benefits are currently offered to eligible employees:

- Health Insurance (including Vision benefits)
- Dental Insurance
- Life Insurance
- Supplemental Coverage options through AFLAC

For more comprehensive information regarding these benefits, please refer to the respective Summary Plan Descriptions or contact the Human Resources Department.

Upon separation of employment from the Town, under qualifying circumstances, an employee may elect to continue coverage under the Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA). If elected, the employee must pay the full cost of the monthly insurance premium plus a 2% administrative fee.

5.2 Holidays

(Effective: 07/01/1997; Revised 02/06/2001, 07/01/2008, 07/01/2017)

Overview: As a benefit to the employees, the Town provides compensated leave in the recognition of designated holidays.

Scope: This policy applies to all regular, full-time employees and under certain circumstances, part-time employees.

The Town observes the following days as paid holidays:

• New Year's Day	First of January
• Lee/Jackson Day	Friday preceding 3rd Monday in January
• King Day	Third Monday in January
• Memorial Day	Last Monday in May
• Independence Day	Fourth day of July
• Labor Day	First Monday in September
• Columbus Day	Second Monday in October

- Veteran's Day — Eleventh day on November
- Thanksgiving (2 days) — Fourth Thursday & Friday in November
- Christmas — Twenty Fifth of December

If the holiday falls on a Saturday, it shall be observed on the preceding Friday. If the holiday falls on a Sunday, it shall be observed on the following Monday.

To receive holiday pay, an employee must work the days before and after the holiday unless leave time was approved in advance.

See the Holiday Pay Policy for additional information regarding payment of holidays.

5.3 Service Awards

(Effective: 07/01/1997; Revised: 07/01/2003, 05/03/2011, 07/01/2017)

Objective: The intent of this policy is to provide the formal recognition of extended employee service in Town Government.

Scope: This policy applies to all regular full and part time employees.

The Town realizes the value of having a long-term and dedicated work force. In recognition of the value of the effort, time, and ability of Town employees, the Town has established a system of acknowledging and rewarding employees for their years of service to the Town.

All employees shall be recognized and rewarded for their years of service with the Town of Smithfield in accordance with the following schedule:

- One (1) Year of Service – Certificate of appreciation
- Five (5) Years of Service – Certificate of appreciation and $50 one time cash award*
- Ten (10) Years of Service – Certificate of appreciation and $100 one time case award*
- Fifteen (15) Years of Service – Certificate of appreciation and $150 cash award*
- Twenty (20) Years of Service – Certificate of appreciation and $200 cash award*
- Twenty Five (25) Years of Service – Certificate of appreciation and $250 cash award*
- Thirty (30) Years of Service – Certificate of appreciation and $300 one time cash award*

*All cash awards are subject to applicable taxes.

5.4 Educational Assistance

(Effective: 07/01/1997; Revised: 07/01/2003, 05/03/2011, 07/01/2017)

Objective: To encourage the professional development of employees. This policy identifies the circumstances under which an employee may receive educational assistance for work-related courses or programs.

Scope: This policy applies to all regular full-time employees.

It is the intention of the Town to develop and extend the skills of the Town's workforce. It is the desire of the Town to encourage employees to enroll in courses that will lead to their professional growth, expansion of skills, and increased competence. These courses may be to gain knowledge, receive certifications or credits towards degree programs.

Regular Full-Time employees of the Town who have successfully completed their initial probationary period are eligible for educational assistance. Approval is dependent upon the relevancy of the course and/or availability of funds.

Coursework must be directly related to the assignment or growth of the employee and must be approved by the Department Head prior to submission to Human Resources for approval. Final approval must be granted by the Town Treasurer prior to enrollment in order to ensure that funds are available.

On a case by case basis, the Town Manager may authorize the reimbursement of additional expenses (such as tuition) for education or training that the Town needs or requires the employee to obtain. Upon completion of the class, the employee is responsible for providing the Human Resources department a copy of the transcript or other document verifying successful completion of the course. A failure to successfully complete the course, or any grade below a "C" will require the employee to reimburse the Town all expenses related to the class.

An employee who terminates employment, either voluntarily or involuntarily, within two (2) years of receiving educational assistance and successfully completing a course will be required to repay the Town for a pro-rated amount of the tuition/course expense. The pro-rated amount will be based on the tuition/course cost, divided by the agreed upon period of time, and then multiplied by the amount of time the employee has left to fulfill the Agreement.

5.5 Retirement

(Effective: 07/01/1997; Revised: 07/01/2003, 06/2004, 07/01/2017)

Objective: This policy describes the Town's retirement benefits program

Scope: This policy applies to all regular full-time employees

The Town shall provide membership in the Virginia Retirement System (VRS) for all employees who are eligible under the rules and regulations of the system. Employees seeking detailed information regarding their contributions, projected retirement benefits, or other aspects of their personal retirement benefits should be referred to one of the VRS customer services representatives.

Law Enforcement Personnel : The Town Participates in the VRS's Law Enforcement Officer (LEO) Retirement Program, which provides an additional supplement for retired law enforcement personnel until age 65; and which provides for full retirement benefits at age 60 or at age 50 with at least 25 years of service.

Disability Retirement: An employee under the age of 65 who becomes mentally or physically unable to perform his/her present duties of a disability that is likely to be a permanent are eligible to apply for disability retirement. Employees are eligible on the first day of employment, provided the disability did

not exist at the time of employment. This program is administered through the VRS, and the Town pays the full cost on behalf of the employee.

5.6 Deferred Compensation

(Effective: 07/01/1997; Revised: 07/01/2003, 01/26/2017)

Objective: This policy provides a general overview of the Town's Deferred Compensation program.

Scope: This policy applies to all regular full-time employees.

Regular, full time employees may elect to participate in the Town's Deferred Compensation Program. This program permits employees to set aside a portion of their wages on a pre-tax basis. Employees should contact the Human Resources Department for additional information and/or enrollment forms.

5.7 Employee Assistance Program (EAP)

(Effective: 01/26/2017)

Objective: This policy provides information on the Town's Employee Assistance Program

Scope: This policy applies to all regular employees

Through the Employee Assistance Program (EAP), the Town provides confidential access to professional counseling services. The EAP, available to all employees and their household members, offers problem assessment, short term counseling and referral to appropriate community and private services. The EAP is strictly confidential and is designed to safeguard an employee's privacy and rights. Contacts to and information given to the EAP counselor may be released to the Town only if requested by the employee in writing.

There is no cost for an employee to consult with an EAP counselor. If further counseling is necessary, the EAP counselor will outline community and private services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Please contact the Human Resources department for more information.

5.8 Workers' Compensation Benefits

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 07/01/2017)

Objective: In compliance with the Virginia Workers' Compensation Act, the Town is committed to ensuring all employees incurring a work related injury or disease will receive workers compensation benefits.

Scope: This policy applies to all employees

The Town provides Workers' Compensation insurance that covers any injury or illness which results from an injury incurred during the course of employment. The Town provides all of the benefits identified by the Virginia Workers' Compensation Act, including payment of covered medical expenses and wages.

Reporting: Immediately following every work-related injury, illness or substance exposure, the affected employee is required to notify his/her supervisor, regardless of the severity, in person or by phone as soon as possible, but not later than 24-hours after the injury. The supervisor is responsible for immediately reporting the incident to the Safety and Compliance Officer. Prompt reporting ensures timely processing of a workers' compensation claim. Failure to do so will impede processing of the claim and lead to potential denial of the claim.

Reports of injury should be made promptly through the NT24 toll-free telephone number. This service is available 24 hours per day, 7 days per week, 365 days per year. In an emergency situation, the supervisor should call NT24 to report the injury on the employee's behalf. The Safety and Compliance Officer will assist the employee with the completion of the incident report. The full report must be filed with VML within 72 hours of the incident.

In cases where an injury results in any of the following: an employee being admitted to the hospital, an amputation, or a fatality, notification must be made immediately so that the Safety Inspector can make the mandated notification to the Occupational Safety and Health Administration (OSHA) within the required eight (8) hour time frame.

Medical Treatment & Bills: In accordance with the Virginia Workers' Compensation Act, the Town has established a panel of physicians to furnish medical care for all workers' compensation claims. The employee must select a physician from the panel for his/her medical bills to be covered under workers' compensation. If the employee elects to use a physician who is not on the authorized list, the treatment will be incurred at the employee's expense. To ensure receipt of maximum benefits pertaining to payment of medical expenses and workers' compensation payments, an employee must accept medical treatment and keep appointments with the authorized physician.

In an emergency situation, the primary objective is to obtain immediate medical care for the injured employee. Should this occur, obtain emergency medical care as dictated by the situation. The supervisor will then need to notify the Human Resources Department and any follow up appointments must be made with a panel doctor in order for medical bills to be covered by workers' compensation.

Lost Wage Payments: The Workers' Compensation Act provides lost wage payments when an employee is unable to work due to a compensable injury, in the amount of 66.66% of the injured employee's average weekly wage (AWW). The AWW is determined by calculating the weekly average of the employee's gross wage for 52 weeks prior to the date of the injury.
Compensation for an approved compensable injury shall begin when the injured employee is out of work for more than seven (7) calendar days, commonly referred to as the "waiting period". In order to receive compensation during the first seven days of incapacity resulting from a work related injury/illness, an employee must use accrued sick leave, annual leave or compensatory time. If the employee is incapacitated for longer than three (3) weeks, the employee shall receive payment for the first seven days. Payments cannot exceed the Virginia Workers' Compensation Guidelines.

Employees receiving workers' compensation benefits shall not accrue sick or vacation leave during their absence. The Town will continue to pay the Town's portion of health insurance and other elected benefits (if applicable). The employee shall be responsible for the employee portion of the health insurance premium (if applicable) and any other employee paid benefit.

Limited Duty Assignments: While an employee is temporarily unable to perform any work, The Virginia Worker's Compensation Commission entitles him/her to 2/3 of his/her gross average weekly wage up to a set maximum weekly limit as discussed in Lost Wage Payments. Employees who have sustained an occupational injury or illness and who have been placed on restriction by their physician to continue to work but within the restriction placed by the physician will be given limited-duty assignments **if work is available**.

Limited-duty assignments may be in other departments of the Town and may be of a different job classification. The employee will continue to receive pay at his/her regular pay scale and receive all job-related benefits of his/her original position. The employee will be required to dress appropriately for the limited-duty job as directed by the supervisor of the department in which the limited-duty is offered. When limited-duty work is not available an injured employee will be placed on workers' compensation until physically able to return to full duty.

When an employee receives medical restrictions for a job-related injury or illness, the limited-duty position shall be approved by the physician. The Human Resources department, Town Manager and the supervisor shall be advised of the limited-duty assignment. The limited-duty assignment shall continue until the physician lifts the medical restriction from the employee or the Town no longer has a limited duty assignment available. Each department shall compile a list of "limited-duty" jobs for use by the Town Manager when "limited-duty" jobs are required.

The Human Resources department and Town Manager will be notified and given an opportunity to approve or reject any limited-duty assignments to employees prior to them being assigned. All paperwork from attending physicians will need to be in place before any limited-duty assignment will be considered for any town employee. This is due to town liability concerns to prevent an employee from incurring any further injury.

The following limited-duty assignments have been approved by staff and Town Council and should be used accordingly. There may be other assignments that come available as time progresses, those listed below should not be considered all inclusive.

1. Paperwork duties in the same department or any department available.
2. Data entry assignments in any department available.
3. Janitorial duties in any town administration buildings if appropriate.
4. Shredding documents for records management purposes if available.
5. Answering phones and taking messages for any department needing assistance at the time.
6. Driving town vehicle for errands or meter reading duties, etc.
7. Other duties as they become available by departments and can be deemed appropriate by the attending physician.

The Town of Smithfield is under no obligation to guarantee there will be available limited duty work but will make a reasonable effort to provide physician approved limited duty to employees **if available and appropriate for each case-by-case basis.**

Any fraudulent use of this policy can result in disciplinary action, up to and including termination of employment.

5.9 Town Credit Cards

(Effective: 09/04/2007; Revised: 07/01/2017)

Objective: This policy defines how Town Credit Cards shall be issued and used by Town employees.

Scope: This policy applies to all employees in supervisory positions or who are otherwise approved by the Town Manager for a Town Credit Card.

To be eligible for a Town credit card, an employee must travel frequently in the course of his/her duties, purchase significant volumes of goods and services for use by the employer, or incur other regular frequent business expenses of a kind appropriately paid by credit card.

The Town credit card CANNOT be used for personal expenses, to obtain cash advances, bank checks, traveler's checks, or to purchase alcoholic beverages. Misuse of the card, including but not limited to personal expenses, will result in cancellation of the card, withdrawal of Town credit card privileges and may result in disciplinary action up to and including termination of employment. If the card is used for an employee's personal expenses, the employer reserves the right to recover these monies from the employee cardholder. Cardholders will be required to sign a declaration authorizing the company to recover, from their salary, any amount incorrectly claimed.

Each card will be limited to a maximum of $2,000. Increases to the established maximum may be made on a case-by-case basis by the Town Manager.

Town credit card expenditures must be reconciled and submitted with original receipts to the Town Manager's Office within 10 business days of the statement date. Cardholders who have not reconciled and submitted their monthly expenditure within this period will be asked to reconcile and submit their monthly expenditure immediately. Continued or repeated non-conformance to this policy will result in cancellation of the card and such other actions as appropriate. If the card expenditures are not reconciled and submitted within a month of the statement date or a plausible explanation has not been received by the Town Manager's Office, the employee's Town credit card will be cancelled.

For unauthorized charges, including charges for meals in excess of the per diem amounts not approved by the Town Manager, repayment via check or cash for the difference must accompany the travel expense sheet submitted along with all of the receipts. If repayment is not made, funds due to the Town will be deducted from the employee's subsequent paycheck via a payroll deduction and use of the card by the employee may be revoked.

Lost or stolen cards must be reported immediately to the Town Manager.

Application for a Town of Smithfield Credit Card accompanies this policy.

Application for a Town of Smithfield Credit Card

Employee Name: _____

Position: _____

I am applying for a Town of Smithfield credit card.

I understand and agree that:

- I bear ultimate responsibility for the card.
- I will not use the Town credit card to withdraw cash.
- I will not use the Town credit card for personal expenses and will use it only for official business on behalf of the company.
- If I misuse the card (i.e., use it otherwise than in accordance with the instructions given to me in this agreement or related policies) or otherwise fail to reconcile my expenditures within the prescribed procedures and timeframe, I authorize the company to recover the funds through payroll deductions for any amounts incorrectly claimed or for reconciliations that are one month in arrears of the statement date.
- If the Town credit card is lost or stolen, I will report it immediately to the Town Manager
- I understand that any misuse of the Town credit card may result in disciplinary action, up to and including termination of employment.
- If I resign from the company, I will return the card with a final reconciliation of all expenditures prior to departure.

Employee Signature:	Date
Employee Printed Name:	

_____ _____

Town Manager's Signature Date

Section 6.0 Time Off & Leaves of Absence

The Town recognizes that employees may need to be absent from their assigned position, at times for extended periods of time, for various reasons. To accommodate such needs, the Town provides annual leave, sick leave and other leaves of absence to eligible employees according to the terms and conditions defined within each applicable section.

Leaves are administered by the Human Resources department and all leaves will be administered in compliance with federal, state, and local regulations. Employees are responsible for contacting the Human Resources department to determine if their need for time off potentially qualifies for one of the leaves of absence available. For reference, a detailed description of each available leave is provided within this section.

6.1 Annual Leave

(Effective: 07/01/1997; Revised: 06/15/1999, 07/01/2003, 05/03/2011, 06/22/2015, 07/01/2017)

OVERVIEW: It is the intent of the Town to provide for paid time off for vacations or other personal purposes.

SCOPE: This policy applies to all regular full time employees who have satisfactorily completed the probationary period, subject to individual department circumstances with prior approval of the supervisor. Accrual begins at employee's start date and cannot be taken until after three months of service are completed.

Annual leave accrual:
Annual leave is accrued on a per pay period basis according to the schedule below. The accrual occurs for 24 pay periods; accruals do not take place for the third pay date of any month. The rate at which annual leave is accrued is dependent upon the length of the employee's service with the Town. Any part time employment with the Town would be added to length of employee's service to the Town for calculation purposes of annual leave only. The accrual schedule and acceptable levels of accumulation are:

Years of Service	Monthly Accrual Rate	Hours per year
From 0 – 2 years of service	6.66 hours per month	80 hours per year
From 2 – 5 years of service	8 hours per month	96 hours per year
From 5 – 10 years	12 hours per month	144 hours per year

From 10 – 15 years	13.36 hours per month	160 hours per year
From 15 – 20 years	15.36 hours per month	184 hours per year
From 20+ years	16.64 hours per month	200 hours per year

Revised Effective – January 2017

Anniversary date and Accrual expiration:
The employee can opt to exchange up to 40 hours of accrued leave for monetary compensation on an hour for hour basis. The payment is calculated at the employee's regular hourly rate. The employee must elect this optional cash out by April 1st each year. Payment will be made to the employee on the first payroll date following July 1st.

On July 1st of each year, the employee can carry over up to 80 hours of accrued annual leave. Other than the above mentioned once-a-year cash out all remaining accrued annual leave must be used during the fiscal year or the leave is forfeited.

Use of Annual Leave:
Annual leave may be used for any reason the employee chooses; however, the employee must obtain prior approval from the immediate supervisor for the desired time off.

Employees may request annual leave in one (1) hour increments.

For leave requests of one week duration: the employee must complete and submit a leave request form at least two weeks in advance to their immediate supervisor.

For leave requests which are less than one week's duration, the employee must complete and submit a leave request form at least two days in advance to their immediate supervisor.

Management will approve leave in accordance with business and operational needs of the Department.

Employees approved to use annual leave for one-half day of a one-half day holiday shall deduct half of their regularly scheduled shift from their accrued annual leave bank. For example: employees that work an eight (8) hour work day would deduct four (4) hours of accrued annual leave.

Annual leave shall not be counted as hours worked for the purpose of determining overtime, with the exception of hours worked under on call duty and/or during an emergency office closure.

Separation from Town Employment:
Employees will be paid for any accrued, unused annual leave at the time of separation. Upon the death of an employee, accrued annual leave will be paid to his/her estate.

6.2 Sick Leave

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 05/03/2011, 06/2014, 06/22/2015, 07/01/2017)

OVERVIEW: It is the intent of the Town to provide employees with paid time off for health related reasons

SCOPE: All regular full-time employees are eligible for sick leave.

Accrual:
Employees will accrue sick leave as follows:

Years of Service	Monthly Accrual Rate	Hours Per Year
0-1	6.0	72
1 +	8.0	96

Sick leave will not be accrued during a period of unpaid leave of absence.

Sick leave shall not be counted as hours worked for the purpose of determining overtime, with the exception of hours worked under on call duty and/or during an emergency office closure.

Maximum Accrual:
Accrued sick leave is carried over from year to year.

For Plan 1 and Plan 2 VRS employees, sick leave may be carried over with no maximum.

For Hybrid Plan VRS employees, total sick leave carry over may not exceed 480 hours.

Use of sick leave:
Sick leave is to be used specifically for an employee or immediate family member illness or health related appointment.

VRS Hybrid employees may use sick leave for those illnesses that are not covered by Workers Compensation or the short term disability program.

Immediate family members are defined as: spouse, parent, guardian, brother, sister, child, father-in-law, mother-in-law, grandparent, grandparent in-law, grandchild, step parent, step child or any other individual residing within the same household.

The employee may take sick leave and/or time without pay to cover an absence related to an injury not covered under the worker's compensation, however it is strongly encouraged for employees to return to work (full-duty) when deemed appropriate by the attending physician and supervisor.

VRS Hybrid employees may not take unpaid leave unless a claim has been denied. All absences due to illness or non-work related injury must be reported to the short term disability insurer.

Verification:
A Department Head may ask for justification for use of sick leave by requesting that the employee obtain verification of the illness from a doctor. (see Attendance and Punctuality Policy)

Retirement from Town Employment:
Retiring employees participating in VRS Plans 1 or 2 will receive payment for 25% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of $2,500. Any remaining balance will be forfeited.

Retiring employees participating in the VRS Hybrid plan will receive payment for 100% of their accrued, but unused sick leave balance at the time of retirement up to a maximum of $2,500.

Sick Leave Sharing
The purpose of this policy is to establish guidelines and procedures for transferring sick leave to employees who experience an extended absence from work due to illness or injury. Employees are encouraged to save as much sick leave as possible for emergencies, illnesses and/or injuries or other unexpected situations. Every employee should seek to accrue a minimum of 200 sick hours.

This leave sharing program is established to help alleviate the financial hardship effects of extended absences without pay. This program allows an employee to donate some of their accrued sick time off to a bank of time to be used by another employee who has a verifiable need.

Leave sharing is available for employees who are in a "leave without pay" status and have an FMLA qualifying event, which precludes them from working. The employee does not need to meet FMLA service requirements in order to utilize the program. Employees who wish to participate in the program must complete a Leave Sharing Program Request Form. In addition, the request form must be accompanied by verifiable written evidence of need. The Town Manager in conjunction with the Human Resources department will verify that the employee's request meets the participation requirement as indicated in the Coverage section below.

Coverage

- Leave sharing hours will be granted only for a serious illness to an employee, or a member of an employee's immediate family who has a serious illness which requires the employee's care, preventing the employee from performing their job duties for five (5) or more consecutive workdays. Requests for less than five (5) days will be considered by the Town Manager on a case by case basis.
- Leave is used exclusively for a medical condition of an employee or an employee's immediate family member, as defined under The Family Medical Leave Act (FMLA).
- The employee's or family member's health care practitioner, as defined under FMLA, must document the condition resulting in the leave prior to approval of the leave transfer from the bank of time to the employee.
- Employee must exhaust all available and accrued paid leave, including sick, annual, compensatory time or any other leave before requesting and approval of leave sharing.
- Employee must not be receiving any other form of compensation including, but not limited to social security disability benefits, short term disability benefits, long term disability benefits or compensation through the Virginia Retirement System.
- Recipients shall continue to accrue leave and service in accordance with the provisions of the

other appropriate policies and guidelines.

- Recipients must not have been disciplined for abuse of sick leave or excessive absences within the past twelve (12) months.
- Recipients must have contributed to the program prior to utilizing the leave sharing bank.

Parameters for Leave Sharing Program

- Leave sharing transfers will be donated to a bank of time that can be used for all qualifying employees rather than for a specific employee.
- Employees with one or more years of service may participate as a donor.
- Employees may donate in eight (8) hour increments, up to forty (40) hours of sick leave at one time.
- Employees donating time must have accrued sick leave in excess of forty (40) hours in order to be eligible to donate leave.
- Hours will be donated on a one for one basis, regardless of pay or salary, to be paid at the recipient's rate of pay.
- Sick leave hours may not be donated retroactively.
- Donors must complete a Leave Donation Form. If the donor terminates employment, retires, dies or has an insufficient leave balance to meet the eligibility criteria, all responsibility to donate this leave is voided.
- Donated leave will cover only the recipient's normal salary/wages. Employees using donated leave will be fully responsible for their cost share of all benefits, unless otherwise provided by law or these policies.
- The decision to donate sick leave to the bank should be a choice made freely by each employee. Any person attempting to unduly influence another employee to donate leave or directly solicit leave donation either for themselves or other employees shall be subject to disciplinary action, up to and including termination and any prior agreement made to donate leave under these conditions shall be voided.
- Employees who receive leave under this program are expected to participate as a donor during the course of their employment with the town.

Exclusions

- Leave sharing will not be approved for the following instances: elective or cosmetic surgery, unless required as a result of injury or disease; or retroactively to dates prior to request or approval.
- Leave sharing will not be approved when the illness or injury results from any of the following: engagement in a criminal act; self-inflicted intentional injury; or working for another employer.

Limitations

- Employees may receive a maximum of eighty (80) hours of donated leave per pay period.
- The maximum number of hours an employee may be granted/receive during a twelve (12) month period is four hundred eighty (480) hours and is calculated using the employee's regular scheduled weekly hours.

6.3 Family and Medical Leave

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 05/03/2011, 06/2014, 06/22/2015, 07/01/2017)

OVERVIEW: It is the Town's intention to provide eligible employees with up to 12 weeks of unpaid family or medical leave in accordance with the Family and Medical Leave Act.

SCOPE: This policy applies to all regular full-time and part-time employees in accordance with the Family and Medical Leave Act.

The Town will grant family and medical leave in accordance with the requirements of applicable federal and state law in effect at the time the leave is granted. Although the federal and state laws sometimes have different names, the Town refers to these types of leaves collectively as "FMLA Leave." In any case, employees will be eligible for the most generous benefits available under applicable law.

Employee Eligibility

To be eligible for FMLA Leave benefits, employees must: (1) have worked for the Town for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of the leave; and (3) work at a location where at least 50 employees are employed by the Town within 75 miles, as of the date the leave is requested. Eligibility requirements may differ for employees who have been on a protected military leave of absence. If employees are unsure whether they qualify, they should contact Human Resources

Reasons for Leave

Federal and state laws allow FMLA Leave for various reasons. Because employees' legal rights and obligations may vary depending upon the reason for the FMLA Leave, it is important to identify the purpose or reason for the leave. FMLA Leave may be used for one of the following reasons, in addition to any reason covered by an applicable state family/medical leave law:

- The birth, adoption or foster care of an employee's child within 12 months following birth or placement of the child (Bonding Leave);
- To care for an immediate family member (spouse, child, or parent with a serious health condition (Family Care Leave);
- An employee's inability to work because of a serious health condition (Serious Health Condition Leave);
- A "qualifying exigency," as defined under the FMLA, arising from a spouse's, child's, or parent's "covered active duty" (as defined below) as a member of the military reserves, National Guard or Armed Forces (Military Emergency Leave); or
- To care for a spouse, child, parent or next of kin (nearest blood relative) who is a "Covered Servicemember," as defined below (Military Caregiver Leave)

Definitions

- **"Child"** for purposes of Bonding Leave and Family Care Leave, means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18, or age 18 or older and incapable of self-care because of a mental or physical disability at the time that Family and Medical Leave is to commence. "Child," for purposes of Military Emergency Leave and Military Caregiver Leave, means a biological, adopted or foster child, stepchild, legal ward, or a child for whom the person stood in loco parentis, and who is of any age

- **"Parent"** for purposes of this policy, means a biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the person. This term does not include parents-in-law. For Military Emergency leave taken to provide care to a parent of a deployed military member, the parent must be incapable of self-care as defined by the FMLA.
- **"Covered Active Duty"** means (1) in the case of a member of a regular component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country; and (2) in the case of a member of a reserve component of the Armed Forces, duty during the deployment of the member with the Armed Forces to a foreign country under a call or order to active duty (or notification of an impending call or order to active duty) in support of a contingency operation as defined by applicable law.
- **"Covered Servicemember"** means (1) a member of the Armed Forces, including a member of a reserve component of the Armed Forces, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform his or her military duties, or (2) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs), and who has a qualifying injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran. For purposes of determining the five-year period for covered veteran status, the period between October 28, 2009 and March 8, 2013 is excluded.
- **"Spouse"** means the other person with whom an individual entered into marriage as defined or recognized under state law for purposes of marriage in the state in which the marriage was entered into, or, in the case of a marriage entered into outside of any state, if the marriage is valid in the place where entered into and could have been entered into in at least one State. This includes common law marriage and same sex marriage in places where these marriages are recognized.

Length of Leave

The maximum amount of FMLA Leave will be 12 workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) Family Care Leave; (3) Serious Health Condition Leave; and/or (4) Military Emergency Leave. However, if both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 12 workweeks off between the two of them when the leave is for Bonding Leave or to care for a parent using Family Care Leave. The applicable "12-month period" utilized by the Town is a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave. Under this method the 12-month period is measured backward from the day the employee uses any FMLA leave.

The maximum amount of FMLA Leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of 26 workweeks in a single 12-month period. A "single 12-month period" begins on the date of the employee's first use of such leave and ends 12 months after that date.

If both spouses work for the Company and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency

Leave, Bonding Leave and/or Family Care Leave taken to care for a parent. To the extent required by law, some extensions to leave beyond an employee's FMLA entitlement may be granted when the leave is necessitated by an employee's work -related injury or illness or by a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

Intermittent or Reduced Schedule Leave

Under some circumstances, employees may take FMLA Leave intermittently, which means taking leave in blocks of time, or by reducing the employee's normal weekly or daily work schedule. An employee may take leave intermittently whenever it is medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work.

Leave taken intermittently may be taken in increments of no less than 1 hour. Employees who take leave intermittently or on a reduced work schedule basis for a planned medical treatment must make a reasonable effort to schedule the leave so as not to unduly disrupt the Town's operations. If FMLA Leave is taken intermittently or on a reduced schedule basis due to foreseeable planned medical treatment, we may require employees to transfer temporarily to an available alternative position with an equivalent pay rate and benefits, including a part-time position, to better accommodate recurring periods of leave.

If an employee's request for intermittent leave is approved, the Town may later require employees to obtain recertification of their need for leave. For example, the Town may request recertification if it receives information that casts doubt on an employee's report that an absence qualifies for FMLA Leave.

Notice and Certification Bonding, Family Care, Serious Health Condition and Military Caregiver Leave Requirements

Employees are required to provide:

- When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this would be the same day the employee becomes aware of the need for leave or the next business day);
- When the need for leave is not foreseeable, notice within the time prescribed by the Town's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical;
- When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form);
- Periodic recertification (if required by law); and
- Periodic reports during the leave.

Certification forms are available from Human Resources. At the Town's expense, we may require a second or third medical opinion regarding the employee's own serious health condition or the serious health condition of the employee's family member. In some cases, we may require a second or third opinion regarding the injury or illness of a Covered Service Member. Employees are expected to cooperate with the Town in obtaining additional medical opinions that we may require.

Recertification After Grant of Leave

In addition to the requirements listed above, if an employee's Family and Medical Leave is certified, the Town may later require medical recertification in connection with an absence that the employee reports as qualifying for Family and Medical Leave. For example, the Town may request recertification if (1) the employee requests an extension of leave; (2) the circumstances of the employee's condition as described by the previous certification change significantly (e.g., employee absences deviate from the duration or frequency set forth in the previous certification; employee's condition becomes more severe than indicated in the original certification; employee's encounter complications); or (3) the Company receives information that casts doubt upon the employee's stated reason for the absence. In addition, the Company may request recertification in connection with an absence after six months have passed since the employee's original certification, regardless of the estimated duration of the serious health condition necessitating the need for leave. Any recertification requested by the Company will be at the employee's expense.

Military Emergency Leave Requirements

Employees are required to provide:

- As much advance notice as is reasonable and practicable under the circumstances;
- A copy of the covered service member's active duty orders when the employee requests leave and/or documentation (such as Rest and Recuperation leave orders) issued by the military setting forth the dates of the service member's leave; and
- A completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form at a later date.

Certification forms are available from Human Resources.

Failure to Provide Certification and to Return from Leave
Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. If an employee fails to return to work at leave's expiration and has not obtained an extension of the leave, the Town may presume that the employee does not plan to return to work and has voluntarily terminated their employment.

Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through the state-sponsored programs or the Town's sponsored wage-replacement benefits programs, if applicable. Employees may also choose to use accrued annual and/or sick leave, to the extent permitted by law and the Town's policy. The use of paid benefits will not extend the length of a FMLA leave.

Employee Status and Benefits While on FMLA Leave
While an employee is on approved FMLA leave, the Town will continue the Employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. The employee will continue to be responsible for his/her portion of any premiums. Please see the Human Resources Department for arrangements.

The employee's length of service as of the leave will remain intact, but accrued benefits such as annual leave and sick leave many not accrue while on an unpaid FMLA leave.

Job Reinstatement

Under most circumstances, employees will be reinstated to the same position they held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other terms and conditions of employment. However, employees have no greater right to reinstatement than if they had been continuously employed rather than on leave. For example, if an employee would have been laid off if he or she had not gone on leave or, if the employee's position was eliminated during the leave, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return from a Serious Health Condition Leave must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job as those essential functions relate to the employee's serious health condition. For an employee on intermittent FMLA leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform his or her duties, based on the serious health condition for which the employee took the intermittent leave.

Key employees may be subject to reinstatement limitations in some circumstances. If employees are considered a "key employee," those employees will be notified of the possible limitations on reinstatement at the time the employee requests a leave of absence.

Confidentiality
Documents relating to medical certifications, re-certifications or medical histories of employees or employees' family members will be maintained separately and treated by the Town as confidential medical records, except that in some legally recognized circumstances, the records (or information in them) may be disclosed to supervisors and managers, first aid and safety personnel or government officials.

Fraudulent Use of FMLA Prohibited
An employee who fraudulently obtains Family and Medical Leave from the Town is not protected by FMLA's job restoration or maintenance of health benefits provisions. In addition, the Town will take all available appropriate disciplinary action against such employee due to such fraud.

Nondiscrimination
The Town takes its FMLA obligations very seriously and will not interfere, restrain or deny the exercise of any rights provided by the FMLA. We will not terminate or discriminate against any individual for opposing any practice, or because of involvement in any proceeding related to the FMLA. If an employee believes that his or her FMLA rights have been violated in any way, he or she should immediately report the matter to Human Resources.

6.4 Military Leave

(Effective: 07/01/1997; Revised: 05/03/2011, 07/01/2017)

Objective: The Town will provide Military Leave to employees called to active duty in the armed forced of the United States, or serve duty in the reserve component of the armed forces or National Guard.

Scope: This policy applies to all regular full-time and part-time employees who receive orders to serve on active reserve duty in any of the armed services of the United States or Commonwealth of Virginia.

Reserve Duty/Annual Training
An employee is eligible for up to 15 8-hour days (120 hours) in a calendar year for military training duty if he/she is a member of the reserve component other than the Armed Forces or National Guard. If additional time is needed, annual or sick leave balances may be used or the employee may be granted leave without pay. In order to receive the benefits listed above, a copy of the employee's military orders must be furnished to the Human Resources department.

Federal law provides employees with the right to take leave in order to serve in the military. At the federal level, military leave rights are governed by the Uniformed Services Employment and Reemployment Rights Act, commonly referred to as USERRA. This policy discusses military leave under USERRA.

State laws may also provide an employee with rights to take military leave.

If the employee works in a state that provides rights in addition to those provided under USERRA, the Town will provide those rights. If an employee plans to request leave based on military service, he or she should contact the Human Resources Department for information on any additional rights or requirements, if applicable, under state law.

Eligibility for Leave
The Company provides unpaid military leaves of absence to employees who serve in the uniformed services as required by USERRA and applicable state laws. The uniformed services are defined as the Army, Navy, Marine Corps, Air Force, Coast Guard, Army National Guard, Air National Guard, Commissioned Corps of the Public Health Service and any other category of persons designated by the President of the United States in time of war or national emergency.

The uniformed services also include participants in the National Disaster Medical System when activated to provide assistance in response to a public health emergency, to be present for a short period of time when there is a risk of a public health emergency, or when they are participants in authorized training.

Service consists of performing any of the following on a voluntary or involuntary basis: active duty, active duty for training, initial active duty, inactive duty training, full time National Guard duty, absence from work for an examination to determine fitness for such duty, and absence for performing funeral honors duty. Total military leave time may not exceed five (5) years during employment, except in certain, defined circumstances.

Notice of Leave
Advance notice of leave is required, preferably in writing, unless giving of notice is impossible or unreasonable, or notice is prohibited by military necessity (which is defined by the United States Department of Defense). When notice is required, employees must provide their supervisor with as much advance notice as possible of any anticipated leave of absence for military service.

Compensation and Benefits During Leave

Accrued, unused annual leave will be paid during military leave at the employee's request. An employee's sick leave balance will be allowed to be maintained for his/her future anticipated return to active Town employment. Any compensatory leave will be paid out to the employee upon the employee's placement on military leave without pay.

After 30 days of continuous military leave, employees may elect to continue their health plan coverage at their own expense, for up to 24 months or during the remaining period of service, whichever is shorter. All provisions provided by the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) will apply.

The Town's contribution to the employee's retirement account will cease during the period the employee is on military leave without pay; however the employee's retirement account will be maintained with the Virginia Retirement System (VRS) until such time that the employee chooses to formally leave Town service. At that time, the employee's retirement benefits will be dictated by the applicable policies of the VRS.

An employee on Military Leave without pay shall be treated as though he or she was continuously employed by the Town for the purposes of computing service credit.

Reinstatement
In order to be eligible for reinstatement, an employee must have provided advance notice of the need for military leave (where required) and have completed his or her service on a basis that is not dishonorable or otherwise prohibited under USERRA.

Employees whose military service will be for fewer than 31 days must report to back to work at the beginning of the first full, regularly scheduled work day following completion of service, after allowing for a period of safe travel home and eight hours of rest.

Employees whose military service will be for more than 30 days, but fewer than 181 days must apply for re-employment within 14 days after completing service.

Employees whose service is greater than 180 days must apply for re-employment within 90 days after completing service. As with other leaves of absence, failure to return to work or to reapply within applicable time limits may result in loss of reemployment rights. Full details regarding reinstatement are available from the Human Resources Department.

In general, an employee returning from military leave will be re-employed in the position and seniority level that the employee would have attained had there been no military leave of absence. If necessary, the Company will provide training to assist the employee in the transition back to the workforce. Vacation benefits do not continue to accrue during a military leave of absence. An employee returning from military leave is entitled to any unused, accrued annual leave benefits the employee had at the time the military leave began minus any annual leave the employee chose to use during the leave. Upon reinstatement, the employee will begin to accrue annual leave benefits at a rate that would be as though no military leave had been taken.

6.4 Bereavement Leave

(Effective: 07/01/1997; Revised: 07/01/2017)

OVERVIEW: In order to provide an employee with sufficient time to deal with the loss of loved one, the Town will provide bereavement leave following the death of an immediate family member.

SCOPE: This policy applies to all regular full-time and part-time employees.

Immediate Family Member:
Immediate family members are defined as: spouse, parent, guardian, brother, sister, child, father-in-law, mother-in-law, grandparent, grandparent in-law, grandchild, step parent, step child or any other individual residing within the same household.

PROVISIONS:
Following the death of an immediate family member, the Town shall allow an employee to take up to two consecutive paid workdays off as bereavement leave. Up to three additional consecutive days of sick or annual leave will be approved to supplement the bereavement leave.

With prior supervisor approval, additional time off may be approved using sick leave and annual leave.

6.5 Civil Leave

(Effective: 07/01/1997; Revised: 05/03/2011, 07/01/2017)

OVERVIEW: The Town is committed to supporting employees who are called to civil duty in support to of the local, state or federal justice system. This policy defines the circumstances under which an employee will be granted civil leave.

SCOPE: This policy applies to all regular full time employees.

PROVISIONS:
The Town shall grant an eligible employee with paid leave for any absence necessitated by the employee serving jury duty or when subpoenaed as a witness to appear before a court or duly authorized public body or commission.

An employee will not be granted paid civil leave when the employee must appear in court for a case in which the employee is a party and the involvement in the case is of a personal nature.

Any person who serves as an Officer of Election (person appointed by an electoral board to serve at a polling place for any election) shall neither be discharged from employment, nor have any adverse personal action taken against him or her, nor shall s/he be required to use sick leave or vacation time, as a result of his or her absence from employment due to such service, provide s/he gave reasonable notice to his or her employer of such service. No person who serves for four (4) or more hours, including travel time, on his or her day of service shall be required to start any work shift that begins on or after 5:00 p.m. on the day of his or her service or begins before 3:00 a.m. on the day following the day of service.

Requesting Civil Leave:

An employee requesting civil leave for jury duty or court appearance shall provide a copy of the court summons or subpoena along with a leave request.

Civil leave will only cover the actual time required by the court responsibilities.

6.6 Leave Without Pay

(Effective: 07/01/1997; Revised: 07/01/2003, 07/01/2017)

OVERVIEW: In recognizing the potential for unique circumstances which warrant an employee's unpaid absence from work, the Town may provide leave without pay for pre- approved absences which are not covered by other leave policies.

SCOPE: This policy applies to all regular full and part-time employees.

PROVISIONS:

Leave without pay will be granted on a case by case basis. An employee requesting leave without pay must identify a reasonable cause for the leave and a specified period of time that the leave will be taken. In addition, the requesting employee must have not have any available paid leave time (i.e. annual leave, sick leave, etc...).

Human Resources has the authority to approve leave without pay for up to 2 work days. Only the Town Manager may approve leave without pay for longer periods of time.

For all leave without pay, regardless of the duration, written documentation must be provided to the Human Resources department for the proper documentation.

PARKS AND RECREATION COMMITTEE

Parks and Recreation Operation Update

February 2017

Park Facilities Event Listing			
Day	**Date**	**Event Type**	**Location**
Mon	Jan 23	Committee Meetings	Smithfield Center
Tue	Jan 24	Committee Meetings	Smithfield Center
Wed	Jan 25	Surry Power Station Meeting	Smithfield Center
		Utility Work on Main Street Meeting	Smithfield Center
Thu	Jan 26	Town Employee Training Day	Smithfield Center
Fri	Jan 27	IOW Rescue Squad Meeting	Smithfield Center
Sat	Jan 28	Police Department Testing Session	Smithfield Center
Thu	Feb 2	Ducks Unlimited Banquet	Smithfield Center
Fri	Feb 3	Smithfield Fire Banquet	Smithfield Center
Tue	Feb 7	WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Feb 8	SmithfieldVA Events Check Giveaway	Smithfield Center
		WC Restoration Committee Meeting	Smithfield Center
Thu	Feb 9	Oaks Equine Banquet	Smithfield Center
Sun	Feb 12	Sweetheart Banquet	Smithfield Center
Tue	Feb 14	VDOT Training	Smithfield Center
		PD Quarterly Accreditation Meeting	Smithfield Center
Wed	Feb 15	Smithfield Foods Town Hall Meeting	Smithfield Center
Thu	Feb 16	Smithfield Women's Club Meeting	Smithfield Center
		Farmers Market Dinner	Smithfield Center
Sat	Feb 18	CASA Gala	Smithfield Center
Tue	Feb 21	Schoolhouse Committee Meeting	Smithfield Center
		Crimeline Committee Meeting	Smithfield Center
		BHA&R Meeting	Smithfield Center
Thu	Feb 23	WCFB Capital Campaign Meeting	Smithfield Center
Sat	Feb 25	Wedding Reception	Smithfield Center
Sun	Feb 26	Black History Month Program	Smithfield Center
Upcoming Special Events			
Thu	Mar 2	Post Legislative Breakfast	Smithfield Center
Sun	Mar 5	Smithfield Center Special Occasion Show	Smithfield Center
Sat	Mar 11	IOW Academy Fundraiser	Smithfield Center
Sat	Mar 25	YMCA Triathlon	Town Streets
Sat	Apr 1	Women's Club Flea Market	Smithfield Center
Sat	Apr 8	Wine Fest	Windsor Castle Park

Windsor Castle Park

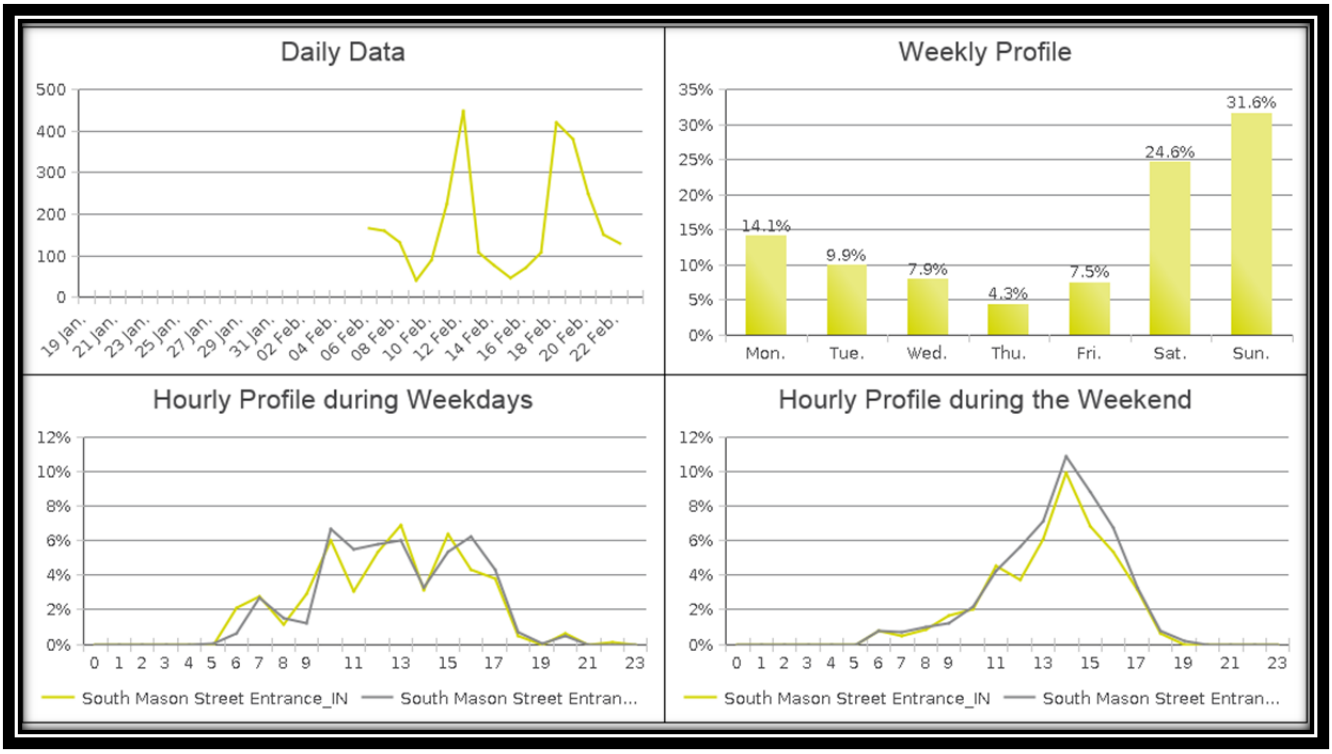
Manor House Restoration Project

In March we will begin giving historical tours of the Manor House property one Saturday each month. The IOW Museum will develop the script for the historic interpretation.

Parks and Recreation Operation Update

February 2017

Eco Counter Data from Mason Street Entrance			
Daily Average: 177		Busiest Day of the Week: Sunday	
Busiest Days	Sun, Feb 12 (448)	Sat, Feb 18 (421)	Sun, Feb 19 (381)



Joseph Luter Jr Sports Complex
Architectural bid submissions received.
Website created. LuterSportscomplex.com

2017 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services PD Required	PW Required	Public Restrooms
Town Streets	1/14/2017	Sat 9 A-5 P	**BOB Festival**	PD	PW	
		WC Riverfront	Smithfield VA Events-Gina Ippilito			
		8K & Festival	869-0664			
		2000 p	gina@smithfieldvaevents.com			
	1/13/2018	Sat 10 A-5 P	**Smithfield Station Parking Lot Assist**	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack			
			randy.pack@smithfieldstation.com			
	1/15/2017	Sun 2p-5 p Smithfield Center Community 250 p	**MLK Program**			
	2/12/2017	3 P-6:30 P Smithfield Center Fundraiser 200 p	**Sweetheart Banquet**			
	2/18/2017	Sat 7 P-11 P Smithfield Center Fundraiser 250 p	**CASA Gala**	PD		
	2/26/2017	Sun 2 p-4 P Smithfield Center Community 100 p	**Black History Month Program**			
	3/11/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 350 p	**IOW Academy Gala**	PD		
Traffic Assist	3/25/2017	Sat -10 A-2:30 P	**YMCA Triathlon**	PD		
		Town Streets	Virginia-Maryland -Greg Hawkins			
		Race	336-577-2801			
		500	greg@setupevents.com			
	4/17/2017	Sat 9 AM-2 PM Smithfield Center Flea Market 500 p	**Women's Club Flea Market** Connie Chapman			
Jericho Road	4/8/2017	Sat 11 A-5 P	**Wine Fest**	PD	PW	
		WC Riverfront	Smithfield VA Events-Gina Ippilito			
		Festival	869-0664			
		2500 ppl	gina@smithfieldvaevents.com			
	4/8/2017	Sat 9 A-9 P	**Smithfield Station Parking Lot Assist**	PD		
		Station Parking Lot	Smithfield Station -Randy Pack			
		Officer Request	randy.pack@smithfieldstation.com			

2017 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services PD Required	PW Required	Public Restrooms
	4/29/2017	Sat 8 P-12 P Smithfield Center Prom 200 p	**Windsor Prom**			
	5/1/2017	Mon 8 A-2 P Smithfield Center Senior Community 350 p	**TRIAD**	**PD**		
	5/6/2017	Sat 8 A-12 P	**Optimist 5K**			
		WC Courtyard	Mike Murphy			
		Race	757-660-7151			
		300 p	memurph1126@gmail.com			
	5/12/2017	Fri 8 P-12 P Smithfield Center Gala 300 p	**WCFB Suitcase Party**	**PD**		
	5/20/2017	Sat 8 Am-1 PM	**Park Community Day**			
		Park	WCFB -Mary Mitchell			
		Community				
		500 p	mvmwell@gmail.com			
	5/20/2017	Sat 8 P-12 P Smithfield Center Prom 350 p	**Smithfield Prom**	**PD**		
Traffic Assist	5/21/2017	Sun 8 Am-10 AM	**Main Street Mile**	**PD**		
		Main Street	Lee Duncan			
		Race	757-298-3839			
		300 p	wharfhillbrewingco@gmail.com			
Traffic Assist	5/27/2017	Sat 8 A-2 P	**Peninsula Bike Race**	**PD**		
		WC Courtyard & Streets	Jackie Shapiro			
		Bike Race	218-5505			
		300 p	jlshapiro@verizon.net			
Traffic Assist	5/29/2017	11 A-12 P	**Memorial Day Service**	**PD**		
		Veterans Memorial				
		Community				
		150 p				
	6/2/2017	Fri 8 P-12 P Smithfield Center Prom 350 p	**Kings Fork Prom**	**PD**		
	6/3/2017	Sat 7 A-11 A	**Clean the Bay Day**			
		Kayak Launch & Cypress	WCFB -Kelly Davis			
		Community Cleanup				
		20 p	kellyb413@hotmail.com			
Traffic Assist	6/3/2017	Sat 9 A-5 P	**Multiple Sclerosis Bike Event**	**PD**		
		WC Courtyard & Streets	MS Group-Karla McCarraher			
		Bike Race	757-319-4253			
		1000 p	Karla.McCarraher@nmss.org			

2017 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services PD Required	PW Required	Public Restrooms
Main Street	6/24/2017	Sat 9 A-5 P	**Olden Days and Car Show**	PD	PW	Restrooms
		Main Street	Terry Rhinier/ Elizabeth Moose			
		Festival	814-5170			
		4000 p	terry.rhinier@iwus.net			
Station Bridge	7/3/2017	Sun 9 P-9:30 P	**Town Fireworks**	PD	PW	Restrooms
		Town Streets				
		Community				
		1000 p				
	7/3/2017	Sun 5 P-9 P	**Fireworks-Station Bridge Park Assist**	PD		
		Station Parking Lot	Smithfield Station-Randy Pack			
		Office Request	620-7700			
			randy.pack@smithfieldstation.com			
	7/15/2017	Sat 7:30 A-10:30 A	**5 K Into the Woods Trail Series**			
		WC Trails	Lei Dunn			
		5K Race	589-1554			
		100 p	1bodyfitness@cox.net			
	8/1/2017	Tue 5:30 P-7:30 P	**National Night Out**	PD		
		Smithfield Center	Night Out Committee-Kurt Beach			
		Community	449-4849			
		500 p	kbeach@smithfieldva.gov			
	9/30/2017	Sat 10 AM-8 PM	**Aiken Fest**			
		Little Theater	Jim Abicit			
		Concert				
		200 p	880-3120			
Jericho Road	10/7/2017	Sat 11 A-9 P	**Bacon (BBB) Festival**	PD	PW	
		WC Riverfront	Smitfield Events-Gina Ippilito			
		Festival	869-0664			
		2500 p	gippolito6@aol.com			
	10/7/2017	Sat 10 A-5 P	**Smithfield Station Parking Lot Assist**	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack			
			randy.pack@smithfieldstation.com			
Street Closures	10/14/2017	Sat 8 A-11 A	**Hog Jog**	PD	PW	
		Town Streets	IOW COP -Barbara Stafford			
		5K Race	757-647-4061			
		1000 p	dbstaff@charter.net			
Main Street	10/20/2017	Fri 4 PM	**Smithfield Homecoming Parade**	PD	PW	
		Main Street	Smithfield High-Jill Gwaltney			
		Parade	371-3918			
		100 p	jillgwaltney@gmail.com			
	10/21/2017	Sat 7 A-2 P	**Ruritan Car Show**			
		SC Parking Lot	Smithfield Ruritans-Nan York			
		Car Show	365-9458			
		200 p	nan.york@hughes.net			

2017 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services PD Required	PW Required	Public Restrooms
	10/21/2017	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	**IOW Schools Gala**	**PD**		
Traffic Assist	10/21/2017	9 AM-5 PM	**Smithfield Century Tour Bike Event**	**PD**		
		WC Riverfront	Chamber-Andy Cripps			
		Bike Race	357-3502			
		100 p	acripps@theisle.org			
Main Street	10/31/2017	Mon 5 P-8 P	**Hamoween**	**PD**	**PW**	**Restrooms**
		Main Street				
		Community				
		2000 p				
Traffic Assist	11/5/2017	Sun 2 PM-4 PM	**Wharf Hill 6 Pack 5K**	**PD**		
		Town Streets	Lee Duncan			
		Race	757-298-3839			
		300 p	wharfhillbrewingco@gmail.com			
Main Street	11/11/2017	Sat 6 AM-4 PM	**Autumn Vintage Market**	**PD**	**PW**	**Restrooms**
		Main Street	Farmers Market-Cheryl Ketcham			
		Market	375-3031			
		500 p	cketcham@isleofwightus.net			
Traffic Assist	11/11/2017	Fri 11 AM-12 PM	**Veterans Day Ceremony**	**PD**		
		Vet Mem	VFW			
		Community				
		150 p				
	11/18/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 280 p	**Festival of Trees**	**PD**		
	12/1/2017	Fri 5:30 P-6:30 P	**Tree Lighting Ceremony**	**PD**		
		Times Gazebo				
		Community				
		200 p				
	12/1/2017	Fri, Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	**Christmas in Smithfield & Antique Show**	**PD**		
Main Street	12/8/2017	Fri 6 PM-9 PM	**Main Street Christmas Farmers Market**	**PD**	**PW**	**Restrooms**
		Main Street	Farmers Market-Chery Ketcham			
		Market	375-3031			
		5000 p	cketcham@isleofwightus.net			
	12/9/2017	Sat 8 A-10 A Smithfield Center Community 400 p	**Breakfast with Santa**			
Town Streets	12/9/2017	Sat 10:30 A-12 P	**Christmas Parade**	**PD**	**PW**	**Restrooms**
		Main Street	Tourism-Terry Rhinier			
		Parade	814-5170			
		3000 p	terry.rhinier@iwus.net			

Town of Smithfield, Virginia
Special Event Application for Permit

Event Date (don't include setup dates here)	**Times**
Saturday, April 8, 2017	**11 AM– 5 PM, entry for chalets starts at 10:00 am.**

Event Name	**Smithfield Wine & Brew Fest (6th Annual)**
Event Organizer (Group Name)	**Smithfield VA Events Committee**
Tax Exemption ID Number	**54-6073921**
Website	**www.SmithfieldVAWineBrewFest.com**

Event Contacts

Name	**Gina Ippolito**	**Cell Phone**	**757-869-0664**	**Email**	**gina@smithfieldvaevents.com**
Name	**Larry Saint**	**Cell Phone**	**757-409-6957**	**Email**	**lsaint52@msn.com**

1st Time Event		**Annual Event- how many times has event taken place?**	**4 times**
Event Category ☐ Festival ☐ Concert ☐ Parade ☐ Run/Walk ☐ Bike Race/Tour ☐ Car Show Other _____			
Description of Event			
It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.			
Average Ticket Price	$ 40	**Participants will be** ☐youth ☐ adults ☐ both	
Expected Attendance	2800	**Largest Attendance Number and Year**	2016- 2750 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine unless weather poses safety concerns	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			☐ Closure
Street Name or Park Area	**Closure or Traffic Assist**	**Date Needed**	**Times Needed**
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/08/17	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/08/17	9:30 am to 5:30 pm
Fishing Pier Closure	Closure	04/4/17-04/08/17	All day
Road Closures, if approved, will start at least 1 hour before event start. Signage with closure times is placed out in advance of closure.			

Alcohol Service and/or Sales? ☐ Alcohol		**Having music- live bands or DJ?** ☐ Music	
Date	**Times**	**Date**	**Times**
04/08/17	**11 AM-4 PM**	**04/08/17**	**11 AM-5 PM**

List benefits of your event to the community	**List Recipients of Proceeds**
Fundraiser for local charitable organizations.	**Varies each year**

Town of Smithfield, Virginia
Special Event Application for Permit

Anticipate economic impact from out of town hotel guests, shopping and dining over weekend.	

Check any of the following that your event will include.			
Item	**Number**	**Item**	**Number**
☐Food, Caterer		☐ Food, by Organization	
☐Retail Vendors Non-Profit		☐ Retail Vendors For Profit	
☐ Port-a-Potties		☐Fencing/Barricades	
☐Trash Cans		☐ Generators	
☐Dumpsters		☐Special Lighting	
☐Recycle Containers		☐Golf carts/ATVs	
☐First Responders- EMS, Fire			

Item	Number	Sizes
Tents	**40**	10x10, 20x20
Staging	**2**	24x 30, 20 x 20

☐ Allowing pets	☐Fireworks	☐Providing Shuttle Service

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

Event Organizer's Signature	Electronic Signature: Gina Ippolito	**Date**	1/6/17
Print Name	Gina Ippolito		

Attach the following documents:

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

Windsor Castle Park
Smithfield, VA
SMITHFIELD VIRGINIA Wine & Brew FEST
VOLUNTEERS ENTER THIS WAY
VOLUNTEER ENTRY & TENT
MANOR HOUSE (Not open to public)
MANOR STAGE
Restroom Trailer
Reserved Tables #40-49
MANOR HOUSE VILLAGE
14
13
12
10
11
VIP GATE
TO S. CHURCH ST
TO CEDAR ST
REST-ROOMS
Greeters & Bag Checks
MAIN GATE
Medic
RESTROOMS
Restroom Trailer
FOOD
WATER SODA
WINERY VILLAGE
1
2
3
4
5
6
7
8
RETAIL
INFO & Event T-shirts
International Wines
ATM
WATER SODA
FOOD
BREWERY STAGE
BREWERY VILLAGE
Reserved Tables #50-75
BEER TICKETS
RESTROOMS
TO SMITHFIELD STATION
CHECKPOINT Trail Closed
Watch for Pig-O-Noir... He gets around!
WALKING TRAIL
ENTERTAINMENT VILLAGE
Reserved Tables #1-39
FISHING PIER
28
RIVERFRONT PIER CHALET
Presented by:
Smithfield
CYPRESS CREEK
WATER SODA
RIVER STAGE
RESTROOMS
CHECKPOINT Trail Closed
Find us on Facebook
SmithfieldVAWine&BrewFest.com
SmithfieldVaWineBrewFest.com
Information & Event Merchandise
Breweries
Retail Vendors
Private Chalets
Restrooms & Restroom Trailers
Wineries
Food Vendors
Manned ABC Check-Point
Reserved Tables
Entertainment Stages

Lesley King

From: Peter Stephenson
Sent: Friday, February 24, 2017 12:47 PM
To: Lesley King
Subject: FW: Joseph W. Luter Sports Complex; Architectural Bid Package

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From: Brian Camden [mailto:brian.camden@alphacorporation.com]
Sent: Friday, February 24, 2017 11:37 AM
To: Peter Stephenson
Subject: Joseph W. Luter Sports Complex; Architectural Bid Package

Peter,

At 2pm on Friday, February 10, we received construction bids for the Joseph W. Luter Sports Complex-Architectural Bid Package, IFB 17-02. Unfortunately, only two contractors submitted bids, A. R. Chesson whose Base Bid was $716,900.00 and Hartigan-Delaware Team whose Base Bid was $945,400.

The Base Bids included the cost of six Bid Alternates of which the Owner had the option to remain within the scope of work, or to accept as a credit deduction to the Base Bid amount. On all of the Bid Alternates, the credit deductions offered by A. R. Chesson to the Town were more than the deductions offered by Hartigan-Delaware.

The Bid Alternates were:

1. Delete Performance and Payment Bonds - $5,680
2. Delete Masonry right-side entrance walls - $15,900
3. Delete Baseball Statuary - $12,650.
4. Delete Ted Williams Weather Vane on top of building -$6,600
5. Delete additional toilet room plumbing and fixtures - $11,900
6. Delete Small Concession Building - $79,800. (Hartigan-Delaware's credit deletion was only $30,000)

We understand that Bid Alternate No. 6, deletion of the Small Concession Building, will be accepted by the Town, thus reducing the Contractor's construction contract amount to **$637,100.00.**

I have previously worked with A. R. Chesson Construction Company on the Surry County Blackwater Regional Library Project and was very satisfied with their performance. They were professional, pleasant to work with, fair on change orders and completed the project on time and within budget.

Alpha Corporation recommends the Town of Smithfield accept the low bid from A. R. Chesson with the inclusion of Bid Alternate No. 6, the deletion of the small concession building. Please let me know if you have any questions or concerns.

Kind Regards,

Brian Camden
Program Manager

Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach, VA. 23452
757.533.9368 Phone
757.419.2306 Direct
www.alphacorporation.com

PUBLIC WORKS

COMMITTEE

DATE FEBRUARY 27, 2017

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM SONJA EUBANK, CONTRACT OFFICER

SUBJECT: GRASS MAINTENANCE CONTRACT – RECOMMENDATION TO RENEW

Each year the town engages the services of contractors to supplement the capabilities of our public works staff and equipment. The Town has a contract with Southern Shores Lawn and Landscape for grass maintenance for the 2016/2017 fiscal year and the town reserves the right to renew the contract for two additional years. The current contract expires March 31, 2017.

Work under this contract consists of grass cutting maintenance for the town's right of ways and Windsor Castle Park. Staff feels their work was satisfactory and recommends this contract to be extended for one more year. There will be no changes in contract terms or prices.

PUBLIC BUILDINGS & WELFARE COMMITTEE

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR FEBRUARY 2017

Locality: Smithfield Town Contract #: 15-10 Prepared by: Michael Paul Dodson
Project Name: Pinewood Heights Phase 3 Date: February 15, 2017

FINANCIALS			
CDBG Contract Amount:	$1,000,000	Local Leverage Amount:	$1,323,335
CDBG Amount Obligated:	$ 883,500	Local Leverage Amount Obligated:	$ 815,000
CDBG Amount Expended:	$ 387,500	Local Leverage Amount Expended:	$ 549,656

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	16 of 18	# of homeownership counseling done?	17 of 18
# of homes acquired?	10 of 18	# of housing inspections done?	15 of 18
# of vacant lots acquired?	1 of 2	# of owner-occupied relocations done?	5 of 5
# of demolitions done?	0 of 18	# of market-rate relocations done?	6 of 9
Clearance completed?	0 of 18	# of Section 8 relocations done?	2 of 4

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015 **Date of last Management Team meeting:** 01/10/2017

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

Date annual Fair Housing activity done: 06/ 30/ 2016 **TA Site Visit Requested:** _____ **Yes** X **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 all resident/owners except 22. Appraisals and RA have been competed for all homes except 22 & 24 Jamestown and one vacant lot. Applications have been received and being processed for all residents except 22 Jamestown Avenue. Seventeen residents have provided, and been qualified for relocation, with 15 providing their income forms. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. The owners of the rental at 34 Jamestown have sold their property. Rentals at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The Town is working to acquire rental units as they are vacated and keys are returned to landlords. The Town has accepted the deeds for 25, 28A, 28B, 31, and 35 Jamestown and one of the vacant lots; the titles should transfer March 1st. The deed for one has been recorded. Demo prep work has started on 4 units.

Are problems anticipated? None **Other comments**: None

Project Specific Products:

Owner-Occupied Acquisition *(Goal=5)*

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 5

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

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

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 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 11

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

Appraisals Completed 10

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

Review Appraisals Completed 10

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

Offer to Purchase Letters Sent 6

1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Offers Accepted 6

1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
7) 35 Jamestown

Properties Closed On 1

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

Owner-Occupied Relocation *(Goal=5)*

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 5

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

Eligibility of Relocation Letters Sent 5

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

Comparable Units Found and Inspected 5

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

Households Relocated 5

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

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

Market-Rate Occupied Homes

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

Household Surveys Completed 8

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

Income Verified 7

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

Eligibility of Relocation Letters Sent 7

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

Comparable Units Found and Inspected 6

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

Households Relocated 5

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

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 3

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

Eligibility of Relocation Letters Sent 3

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

Comparable Units Found and Inspected 3

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

Households Relocated 2

1) 27A Jamestown 2) 32 Jamestown

Demolition *(Goal=18)*

Units to be Demolished

1) 21 Jamestown 2) 22 Jamestown 3) 23 Jamestown 4) 24 Jamestown 5) 25 Jamestown 6) 26 Jamestown
7) 27A Jamestown 8) 27B Jamestown 9) 28A Jamestown 10) 28B Jamestown11) 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

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

FEBRUARY 2017