

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

1. Public Comment
2. Machinery and Tools Tax Refund – Update from Gerald Gwaltney, Commissioner of Revenue
- TAB # 4** 3. November Financial Statements and Graphs
- TAB # 5** 4. December Cash Balances / VML Investment Pool Update
- TAB # 6** 5. Invoices Over \$10,000 Requiring Council Authorization:
 - a. RAD Sports \$120,080.00
 - b. YMCA \$ 50,000.00
 - c. Smithfield Volunteer Fire Department \$ 10,000.00
 - d. Haley Ford – South (Police Vehicle) \$ 27,382.08
 - e. VML/VACo Finance \$ 21,211.50
- TAB # 7** 6. Personnel Policies Manual Proposed Updates
7. Renew Audit Service Contract with Robinson, Farmer, Cox and Associates for One Additional Year

TUESDAY, JANUARY 24TH, 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. Joseph W. Luter, Jr. Sports Complex
 - a. Amendments No.1 & No. 2 to Kimley Horn Agreement
 - b. Update on Franchise Agreement / Lease with Smithfield Recreation Association (SRA)

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

1. Public Comment
- TAB # 10** 2. Invitation for Bid (IFB) - Landscaping Maintenance Services
- TAB # 11** 3. Draft Resolution for Adoption of Hampton Roads Hazard Mitigation Plan
4. Update on Drainage Issue with Resident on Cary Street

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

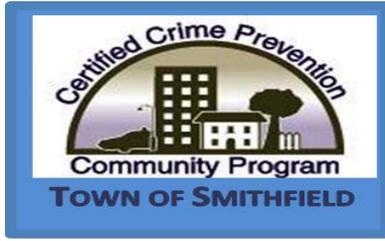
1. Public Comment
- TAB # 12** 2. Pinewood Heights Relocation Project – Phase III Update
- TAB # 13** 3. Recommendation to Reject Proposal Received for the Relocation of the Wombwell House and to Issue New Informal RFP
- TAB # 14** 4. Pre-Public Hearing Discussion: Zoning Ordinance Amendment to Residential Office District (R-O)

- TAB # 15** 5. Pre-Public Hearing Discussion: Special Use Permit for Cypress Run Drive for Temporary Private Water and Sewer System

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

- Approval of January 3rd, Town Council Meeting Minutes
-

**POLICE
COMMITTEE**



RE-CERTIFICATION RESOLUTION

WHEREAS, The governing body of _____ is committed to assuring the safety and security of its citizenry and the community at large, as evidenced by its having been designated Certified Crime Prevention Community by the Criminal Justice Services Board; and,

WHEREAS, The governing body continues to support community crime prevention; and

WHEREAS, continued designation as a Certified Crime Prevention Community requires re-certification every three year;

NOW, THEREFORE, BE IT RESOLVED by the _____ that our community, _____ wishes to continue to participate in the Certified Crime Prevention Community Program, and that the (City or Town Council; or County Board of Supervisors) and law enforcement leadership of this community fully support all reasonable efforts to meet the re-certification requirements established by the Department of Criminal Justice Services and the Criminal Justice Services Board; and

BE IT FURTHER RESOLVED, that re-certification requires the continued existence of a local community crime prevention/community safety council, and this governing body designates the _____ to continue to represent our community for participation in this program.

This resolution is in full effect upon its adoption this ____ day of _____, 20__

SEAL: _____

Official

Title

Attest

Title

Memorandum

To: Chief Steven Bowman
CC: Lt. Colonel Alonzo Howell
From: Lt. Matthew Rogers
Date: 01/18/17
Re: Lighting Survey Middle Street

On January 18, 2017, a lighting survey was conducted at Middle Street and Virginia Avenue in response to a request for additional street lighting. From this survey the following was noted:

- From the intersection of Main/Middle Street to the end of Middle Street is a light pole with a working light approximately every 150 ft.
- There is a working light in the intersection of Middle Street/Windsor Avenue and Middle Street/Virginia Avenue.
- There is a total of six (6) street lights running on one side of Middle Street, one (1) every 150 ft.

Please consult the following recommendations:

- Recommend changing the light type for a brighter light that covers more area. Currently each light covers approximately 50 feet surface area.
- Recommend installing an additional light at the intersection of Main/Middle Street.

If there are any questions, please feel free to contact me.

Respectfully,

Lt. Matthew Rogers

**WATER AND SEWER
COMMITTEE**

UTILITY MASTER PLANNING - PHASE 1

Smithfield, Virginia



Revised Draft Report

January 16, 2017



Draper Aden Associates

Engineering • Surveying • Environmental Services



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APPENDICIES

- Appendix A: Existing Smithfield Water System
- Appendix B: Existing Smithfield Sewer System



1.0 INTRODUCTION

Under Phase 1 of the Utility Master Planning project, the Town of Smithfield (Town) anticipates development in two (2) key areas within the Town limits. The purpose of this report is to:

- Update and calibrate the Town’s existing water model;
- Estimate the build-out water and wastewater demand projections for Phase 1 of the Utility Master Planning Area (Phase 1), which is based on the future land use designations/zoning provided by the Town on June 9, 2016;
- Detail the preliminary modeling results and impacts the projected Phase 1 build-out demands are expected to have on the Town’s existing water and sewer systems; and
- Identify potential water and sewer system improvements required to meet the future water and wastewater demands and fire flow requirements.

For modeling and simplification purposes, Phase 1 of the Utility Master Planning development area is divided into two (2) primary future development areas: Western Development and Southern Development. These two development areas, however, are subdivided further into two sub-phases: Phase 1A and Phase 1B. Phase 1A areas (blue), which are directly adjacent to the Route 258 corridor, are anticipated to develop prior to the Phase 1B areas (green). Table 1-1 below lists the six (6) future development areas within Phase 1 of the Utility Master Planning and their corresponding development areas:

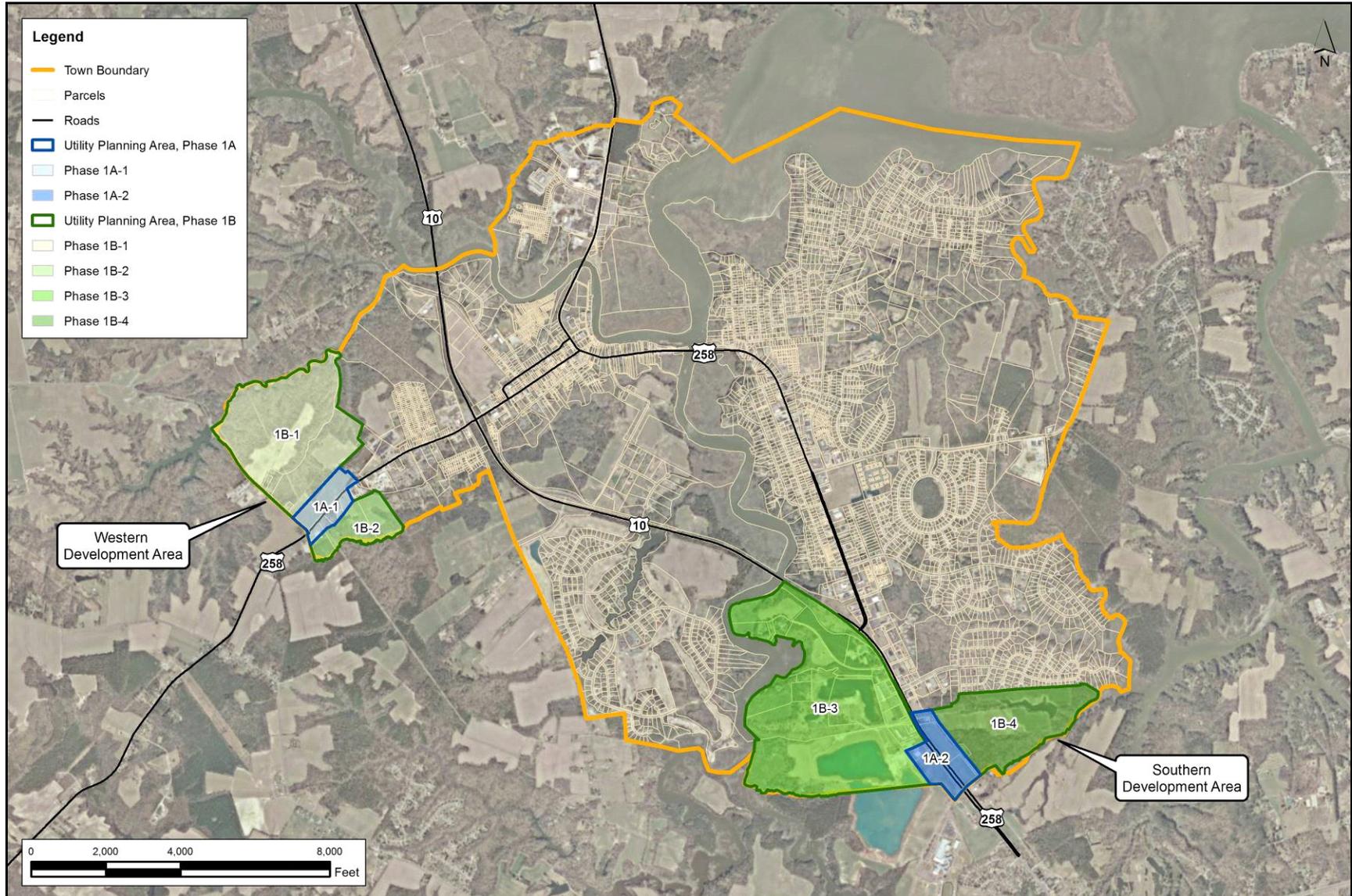
Table 1-1: Utility Master Planning, Phase 1 Development Areas

Phase	Development Area
Phase 1A	
Phase 1A-1	Western Development
Phase 1A-2	Southern Development
Phase 1B	
Phase 1B-1	Western Development
Phase 1B-2	Western Development
Phase 1B-3	Southern Development
Phase 1B-4	Southern Development

Figure 1 on the following page details the location of each of the six (6) future development areas within Phase 1 of the Utility Master Planning:



Figure 1-1: Utility Master Planning Development Areas





2.0 EXISTING WATER AND SEWER SYSTEMS

2.1 Existing Water System

The Town of Smithfield's water system is supplied by two (2) groundwater wells; water is treated and distributed by a 1.5 million gallons per day (MGD) reverse osmosis (RO) water treatment facility (WTF), which is located near the intersection of S. Church Street and Route 258. Treated water is stored in three (3) elevated water storage tanks, which distribute drinking water to the Town's distribution system via gravity. These tanks are located at the WTF site, Wilson Road, and Battery Park Road. The distribution system is comprised of approximately 335,500 linear feet (63.5 miles) of waterlines ranging from 1-inch to 16-inches in diameter. Approximately 83% of water mains are greater than 4-inches in diameter. An overall map of the Town's water system is provided in Appendix A. It should be noted that waterlines less than 4-inches in diameter are excluded from the map for the purpose of clarity.

2.1.1 Water Model Development

The Town's water model was originally developed in 2004 and updated in 2011. The most recent update of the water model was performed in 2016 as part of the Phase 1 Utility Master Planning efforts. The current version of the model operates on the Bentley WaterGEMS V8i modeling platform.

Maps of the existing water system were provided to Town staff for review to ensure accuracy of the physical components of the water system. Town staff provided markups on the water system mapping with changes in the size, material, location, and connection of water mains. These changes were added to the model and subsequently verified by Town staff. Additionally, the tank elevations and RO plant finished water pump operations were verified to further optimize the water model's accuracy.

2.1.2 Existing Water Demands and Demand Allocation

Current water demands were determined by analyzing the fiscal year 2015 water audit report. Based on this report, the Town produced an average of 0.824 MGD and sold an average of 0.669 MGD - This data indicates that during 2015 the Town had a total water loss of approximately 0.156 MGD (19%). It should be noted, though, that the 2016 water audit



indicates that the Town produced an average of 0.701 MGD and sold an average of 0.657 MGD – The resulting total water loss in 2016 was approximately 0.044 MGD (6%). The modeling analysis herein, however, uses the 2015 values for production and water loss of 19% as this is representative of a higher a water demand and is conservative with regard to daily demands.

Allocation of the 2015 water demands throughout the Town’s distribution system is based on an audit that was performed using the 2008 water records as part of the 2008 Wastewater Flow Monitoring Program (see Section 2.2.2 of this report). In 2008, Town water records were used to determine the water usage within each of the thirteen (13) wastewater flow monitoring basins – This water demand was used as a baseline comparison for the monitored wastewater flows. To achieve this, Town water demands were distributed among the thirteen (13) wastewater monitoring basins according to the address on the billing record. Figure 2-1 below details the 2008 flow monitoring basins that were used as water allocation zones for distributing the Town’s existing water demand:

Figure 2-1: Water Allocation Zones

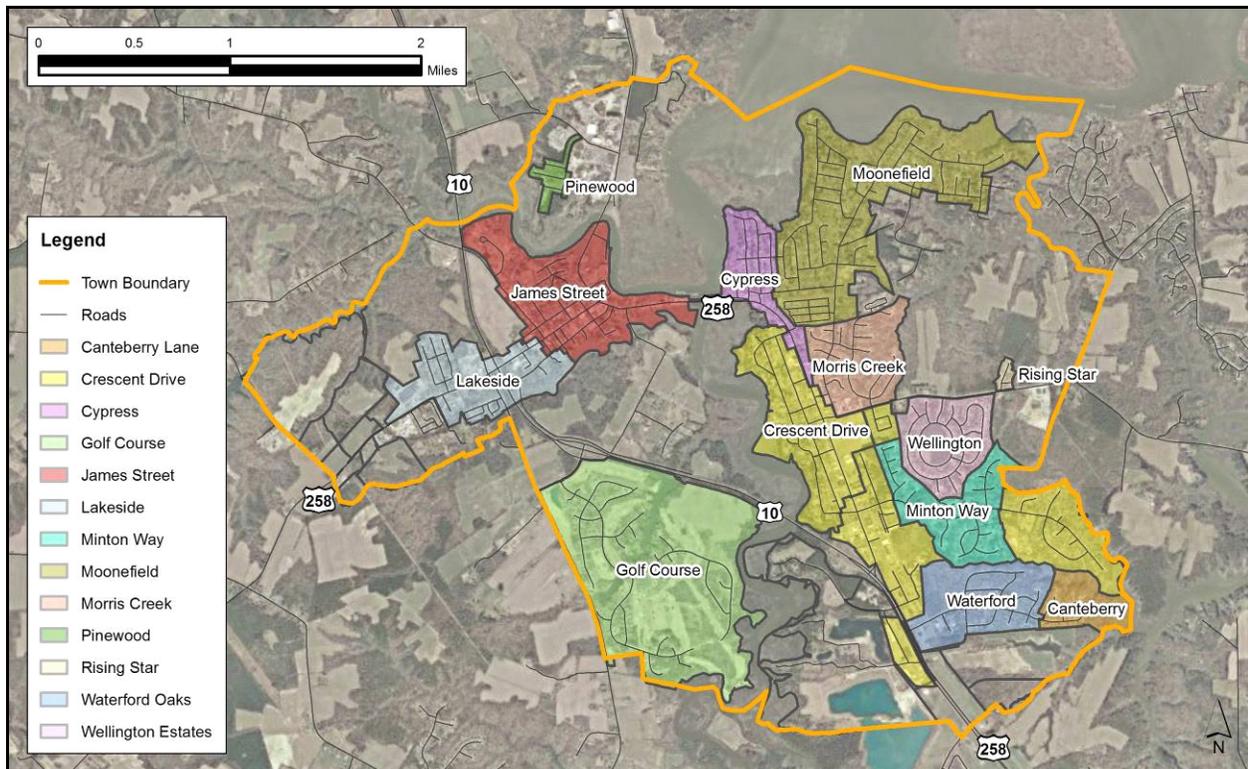




Table 2-1 below summarizes the 2008 water demands and user types within each of the thirteen (13) flow monitoring basins:

Table 2-1: 2008 Water Demand Allocation and User Types

Basin	Average Daily Demand (gpd)	Percentage of Total Demand (%)	Residential Users	Commercial Users	Total Connections
Canteberry Lane	14,200	2.21%	66	0	66
Crescent Drive	120,900	18.79%	510	92	602
Cypress	26,600	4.13%	151	11	162
Golf Course	59,300	9.21%	156	3	159
James Street	68,400	10.64%	291	58	349
Lakeside	62,700	9.75%	354	17	371
Minton Way	33,400	5.19%	174	1	175
Moonefield	95,300	14.82%	510	4	514
Morris Creek	59,100	9.19%	359	3	362
Pinewood	14,700	2.29%	82	2	84
Rising Star	2,300	0.35%	12	0	12
Waterford Oaks	26,900	4.18%	119	6	125
Wellington Estates	59,500	9.25%	182	0	182
TOTALS:	643,300	100.00%	2,966	197	3,163

As can be seen above, the average daily water demand in 2008 was approximately 643,300 gpd. Given that this 2008 water demand is similar to the total daily water sold in 2015, the same percentages identified above were used to distribute the 2015 water demand throughout the system. Additionally, the water loss was allocated throughout the distribution system. Based on the 2015 water audit, it was determined that approximately 6.5% of the total water loss, or 10,140 gpd, was used at the WTF as process water - This demand was applied directly at the WTF. The remaining water loss, or 145,800 gpd, was equally distributed throughout the water distribution system. Table 2-2 on the following page shows the calculations for determining the current (i.e., 2015) average day demand plus water loss for each wastewater monitoring basin/water allocation zone:



Table 2-2: 2015 Water Demand Allocation

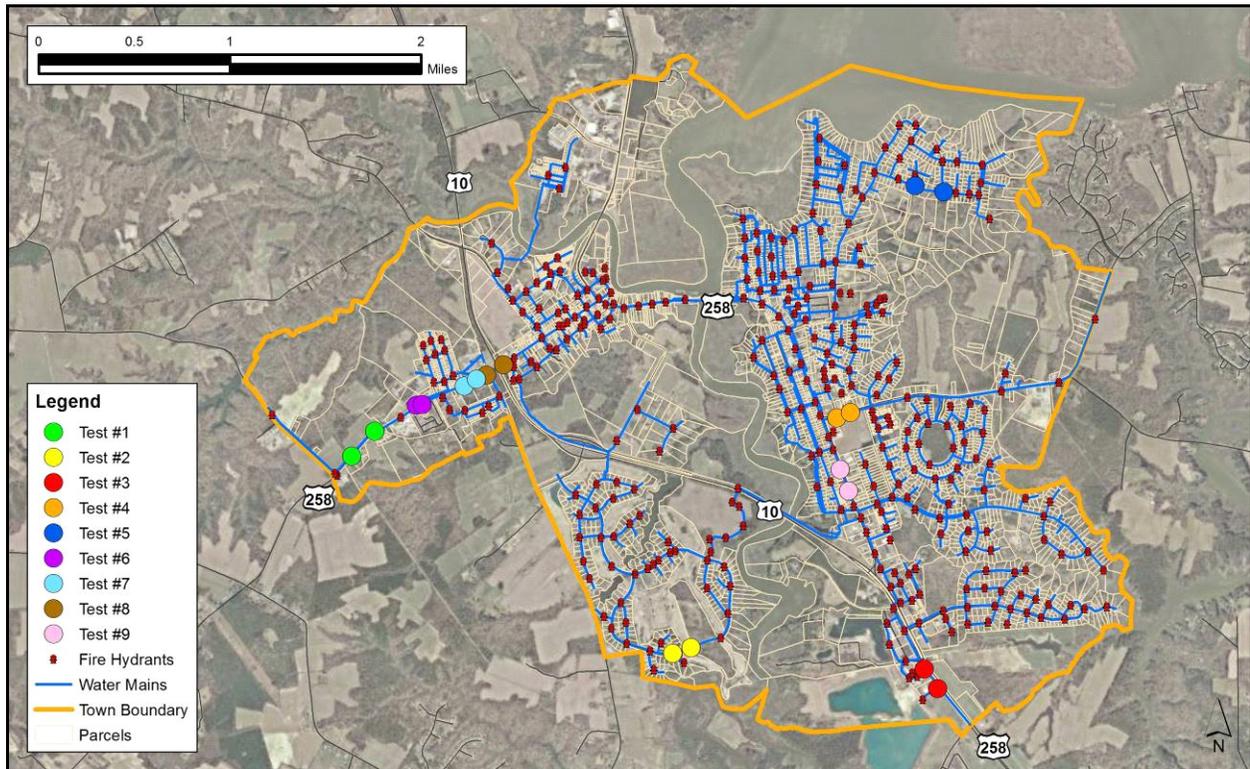
Average Day Demand = 668,550 gpd			Total Distribution System Water Loss = 145,800 gpd		
Basin	Percentage of Total Demand (%)	Avg. Day Demand (gpd)	Water Loss (gpd)	Avg. Day Demand+ Water Loss (gpd)	Avg. Day Demand+ Water Loss (gpm)
Canteberry Lane	2.21%	14,775	11,216	25,991	18.05
Crescent Drive	18.79%	125,621	11,216	136,836	95.03
Cypress Drive	4.13%	27,611	11,216	38,827	26.96
Golf Course	9.21%	61,573	11,216	72,789	50.55
James Street	10.64%	71,134	11,216	82,349	57.19
Lakeside	9.75%	65,184	11,216	76,399	53.06
Minton Way	5.19%	34,698	11,216	45,913	31.88
Moonefield	14.82%	99,079	11,216	110,295	76.59
Morris Creek	9.19%	61,440	11,216	72,655	50.46
Pinewood	2.29%	15,310	11,216	26,525	18.42
Rising Star	0.35%	2,340	11,216	13,556	9.41
Waterford Oaks	4.18%	27,945	11,216	39,161	27.20
Wellington Estates	9.25%	61,841	11,216	73,057	50.73
TOTALS:	100	668,550	145,804	814,354	565.52

2.1.3 Water Model Calibration

Model calibration is a critical step when building or updating a model, and is necessary for the water model to provide meaningful and accurate results. Calibration is the process of fine-tuning a model until it simulates field conditions within acceptable limits. The field conditions are obtained by performing hydrant testing (i.e., fire flow tests) throughout the water distribution system. Depending on how closely the field results represent the model results, minor adjustments to the model may be required to more accurately replicate field results. This is typically limited to adjusting the Hazen-Williams C-factor, which is a measure of the roughness (i.e., friction) of the pipe.

Fire flow testing was performed in nine (9) strategic locations throughout the Town's water distribution system on two separate dates: June 2, 2016 and August 1, 2016. The following figure depicts these fire flow test locations. Two fire hydrants were used for each test - the flow hydrant, and the test (i.e., residual) hydrant. The test hydrant was always the nearest hydrant upstream of the flow hydrant. Figure 2-2 on the following page details the location of each hydrant test:

Figure 2-2: Fire Flow Test Locations



The following is the general process that is used to compare the field and model results:

- Set tanks to the same levels as they were during field testing;
- Run model under average day demand;
- Check static pressures at flow and test hydrant;
- Apply the flowrate achieved during field testing to the flow hydrant;
- Re-run model under average day demand; and
- Check residual pressure at test hydrant.

Because there are so many variables in a water system, it is understood that the field and model results are not always going to match perfectly. A tolerance of $\pm 3-5$ psi is considered acceptable for static and residual pressures. Table 2-3 on the following page represents the first run of model calibration that compares the field and model results:



Table 2-3: Model Calibration – Run 1

Test #	FLOW HYDRANT				TEST HYDRANT					
	Flowrate (gpm)	Static Pressure (psi)			Static Pressure (psi)			Residual Pressure (psi)		
		Field	Model	Variance	Field	Model	Variance	Field	Model	Variance
1	250	45	42	3	32	36	4	18	35	17
2	1,090	60	55	5	54	54	0	52	49	3
3	750	49	48	1	45	47	2	30	27	3
4	1,175	67	54	13	67	58	9	55	49	6
5	875	73	59	14	73	60	13	37	31	6
6	580	44	48	4	45	47	2	10	9	1
7	630	51	55	4	52	54	2	11	14	3
8	650	52	54	2	55	56	1	10	21	11
9	1,100	51	52	1	53	53	0	45	49	4

The cells with red text indicate that the difference between the field and model results exceeded the acceptable tolerance. It should be noted that Test #1 was deemed to be unusable for model calibration, given that the discharge pressure from the flow hydrant was so low that it was unmeasurable and flow rates were estimated based on visual observations. Additionally, it is believed that Test #4 and Test #5 can be considered outliers because the static pressures measured in the field are higher than physically possible based on tank elevations and RO plant finished water pump pressures.

In general, the model matched up very well with the field results on the initial run with the exception of Test #8. Although the static pressures on the test and flow hydrant were reasonable, the residual pressures were far too high (off by 20-30 psi). The C-factors on the pipes that feed this area were adjusted down in an attempt to calibrate the model. It quickly became apparent that adjusting C-factors alone was not going to suffice, which led to the belief that one of the feeds to this portion of Town was not connected as the mapping indicated or that a valve was closed. It was assumed that the line most likely to fit this condition was the 6-inch diameter water main on Acacia Circle. Town staff investigated this assumption and determined that the valve on Acacia Circle was actually closed; therefore, the field and model data presented in the calibration tables is for the condition that the valve was closed on Acacia Circle.



It was necessary to adjust some C-factors along W. Main Street to make the field and model residual pressures match for Test #8. The C-factor adjustment was limited to the 6-inch cast iron water main and was dropped from 120 to 110, which improved the residual pressure to an acceptable level. Although this adjustment had a minor negative impact on Test #6 and Test #7, the overall model is calibrated to a higher degree than it was prior to the change. Table 2-4 below represents post-calibration model runs:

Table 2-4: Model Calibration – Run 2

Test #	FLOW HYDRANT				TEST HYDRANT					
	Flowrate (gpm)	Static Pressure (psi)			Static Pressure (psi)			Residual Pressure (psi)		
		Field	Model	Variance	Field	Model	Variance	Field	Model	Variance
1	250	45	42	3	32	36	4	18	35	17
2	1,090	60	55	5	54	54	0	52	49	3
3	750	49	48	1	45	47	2	30	27	3
4	1,175	67	54	13	67	58	9	55	49	6
5	875	73	59	14	73	60	13	37	31	6
6	580	44	48	4	45	47	2	10	5	5
7	630	51	55	4	52	54	2	11	9	2
8	650	52	54	2	55	56	1	10	15	5
9	1,100	51	52	1	53	53	0	45	49	4

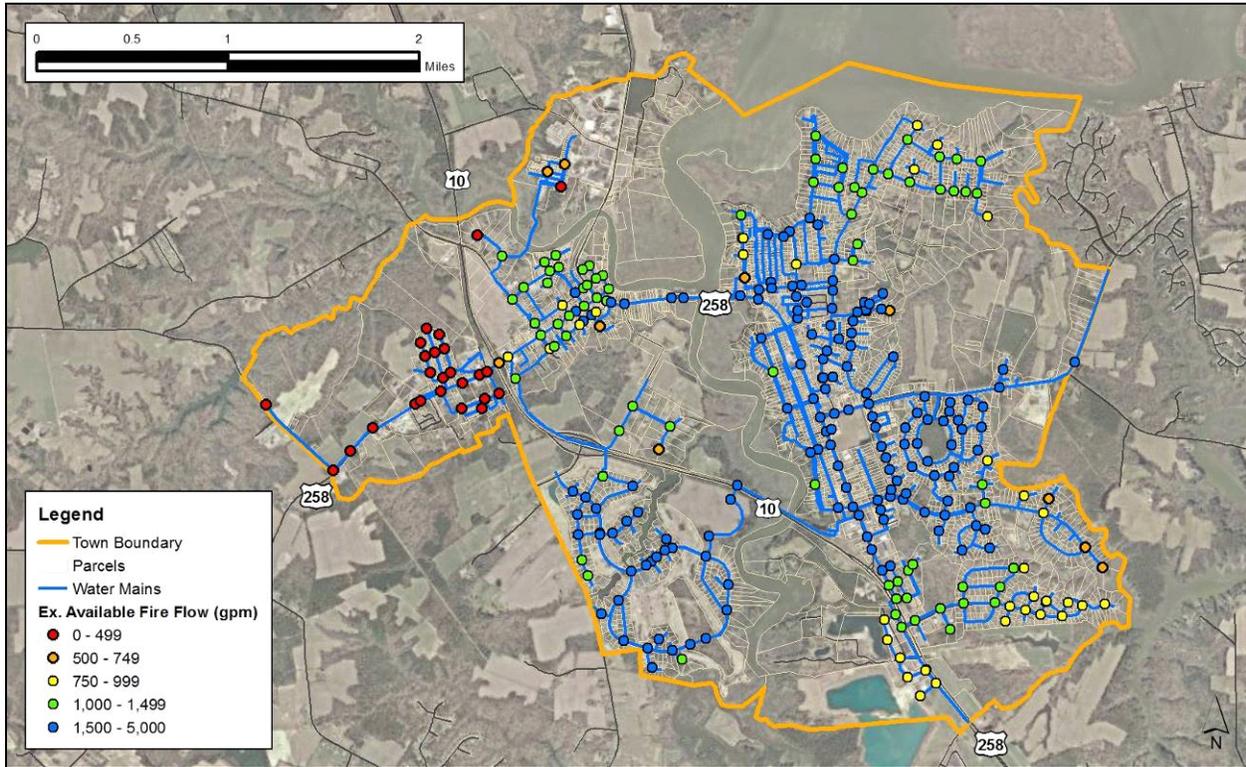
2.1.4 Available Fire Flow

Providing fire flow is one of the most important functions of any water distribution system. Needed fire flow is generally based on guidelines contained in the Fire Suppression Rating Schedule published by the Insurance Services Office (ISO). The guidelines account for a number of factors, including floor area, type of construction, occupancy, and exposure to other structures. The majority of these factors are unknown, so the Town has set a minimum fire flow requirement of 750 gpm throughout the water distribution system.

Available fire flow is a theoretical calculation that determines the maximum flow that can be achieved from a fire hydrant without lowering the system residual pressure below 20 psi. For available fire flow analysis throughout this report, a peaking factor of 1.75 was applied to the average daily demand to represent maximum day conditions. Figure 2-3 on the following page depicts the available fire flow throughout the Town for the existing water

distribution system. Town staff opened the valve on Acacia Circle after it was determined to be closed, so the results presented on the following figure are with the valve open.

Figure 2-3: Existing Available Fire Flow



As the figure above indicates, the available fire flows in the central portion of Town are very strong, but decrease at the extremities of the water distribution system. The vast majority of the Town has an available fire flow greater than the minimum requirement of 750 gpm. The area of greatest concern is the western portion of Town. The fire hydrants in this area have an available fire flow less than 500 gpm. The fire hydrant on the far west end of Town is capable of only 350 gpm. The only other areas that the available fire flow is less than the required 750 gpm are on dead-end 6-inch diameter waterlines.



2.2 Existing Sewer System

2.2.1 Existing Town Sewer System

The Town of Smithfield owns, operates, and maintains a total of 27 sewer pump stations and gravity sewer basins. Isle of Wight County owns five (5) sewer pump stations just outside of the Town limits; however, wastewater from these five (5) County-owned pump stations, ultimately flows through Town-owned facilities via the 12-inch force main on Battery Park Road. Of these total 32 sewer pump stations and gravity sewer basins, seven (7) are considered ‘Terminal Pump Stations/Basins’ as they connect directly to the Hampton Roads Sanitation District’s (HRSD) interceptor force main system, which conveys the Town’s wastewater to the HRSD Nansemond Wastewater Treatment Plant in Suffolk, Virginia. This 24-inch/30-inch HRSD interceptor force main generally runs along Route 10/258. Figure 2-4 below details the location of the Town owned sewer basins and identifies those that are Terminal Sewer Basins. A more detailed overall map of the Town’s entire sewer collection system and the HRSD interceptor force main is provided in Appendix B.

Figure 2-4: Terminal Sewer Basins

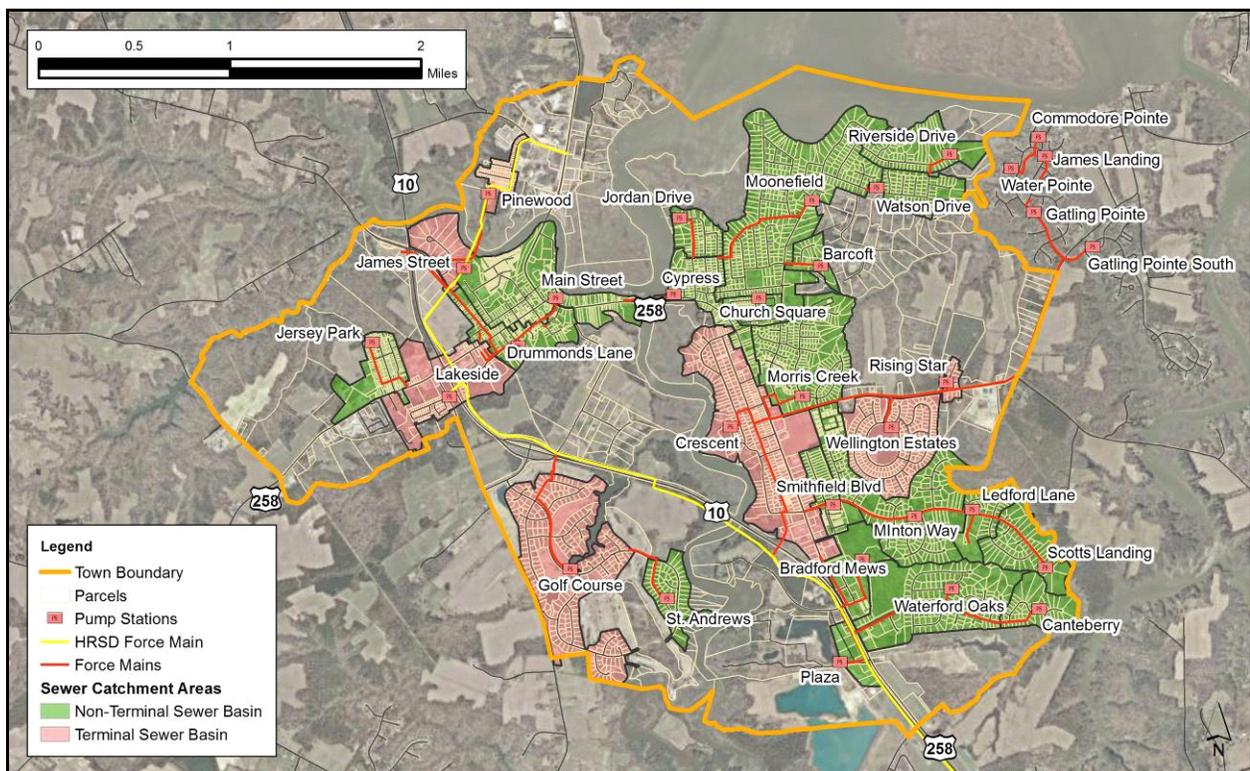




Table 2-5 below details an inventory of the Town owned sewer system:

Table 2-5: Inventory of Town Owned Sewer System

Sewer Basin	Length of Gravity Sewer (LF)	Length of Force Main (LF)	Number of Manholes	Sewer Connections	Terminal Status
Barcroft Drive	1,545	865	5	21	Non-Terminal
Bradford Mews	1,796	3,169	7	23	Non-Terminal
Canteberry Lane	4,394	1,500	15	67	Non-Terminal
Church Square	6,650	50	22	14	Non-Terminal
Crescent Drive	22,937	8,968	89	283	Terminal
Cypress	9,985	1,080	41	112	Non-Terminal
Drummonds Lane	10,490	4,924	49	111	Non-Terminal
Golf Course	22,472	3,799	105	161	Terminal
James Street	2,416	620	13	16	Terminal
Jersey Park	6,857	3,103	27	106	Non-Terminal
Jordan Drive	3,579	1,436	11	51	Non-Terminal
Lakeside	5,338	4,949	32	86	Terminal
Ledford Lane	3,283	1,552	13	44	Non-Terminal
Main Street	16,974	3,063	69	222	Non-Terminal
Minton Way	13,938	3,173	67	175	Non-Terminal
Moonefield	28,936	3,824	113	360	Non-Terminal
Morris Creek	14,464	2,720	36	279	Non-Terminal
Pinewood	3,772	1,174	16	83	Terminal
Plaza	1,484	922	7	29	Non-Terminal
Rising Star	827	260	5	12	Terminal
Riverside Drive	3,368	871	13	58	Non-Terminal
Scotts Landing	4,056	1,965	20	58	Non-Terminal
Smithfield Boulevard	6,514	1,530	19	57	Non-Terminal
St. Andrews	4,645	3,473	25	20	Non-Terminal
Waterford Oaks	11,028	3,141	48	126	Non-Terminal
Watson Drive	3,923	98	13	62	Non-Terminal
Wellington Estates	14,097	1,055	70	182	Terminal
TOTALS:	229,768	63,284	950	2,818	27

2.2.2 Existing Wastewater Flows

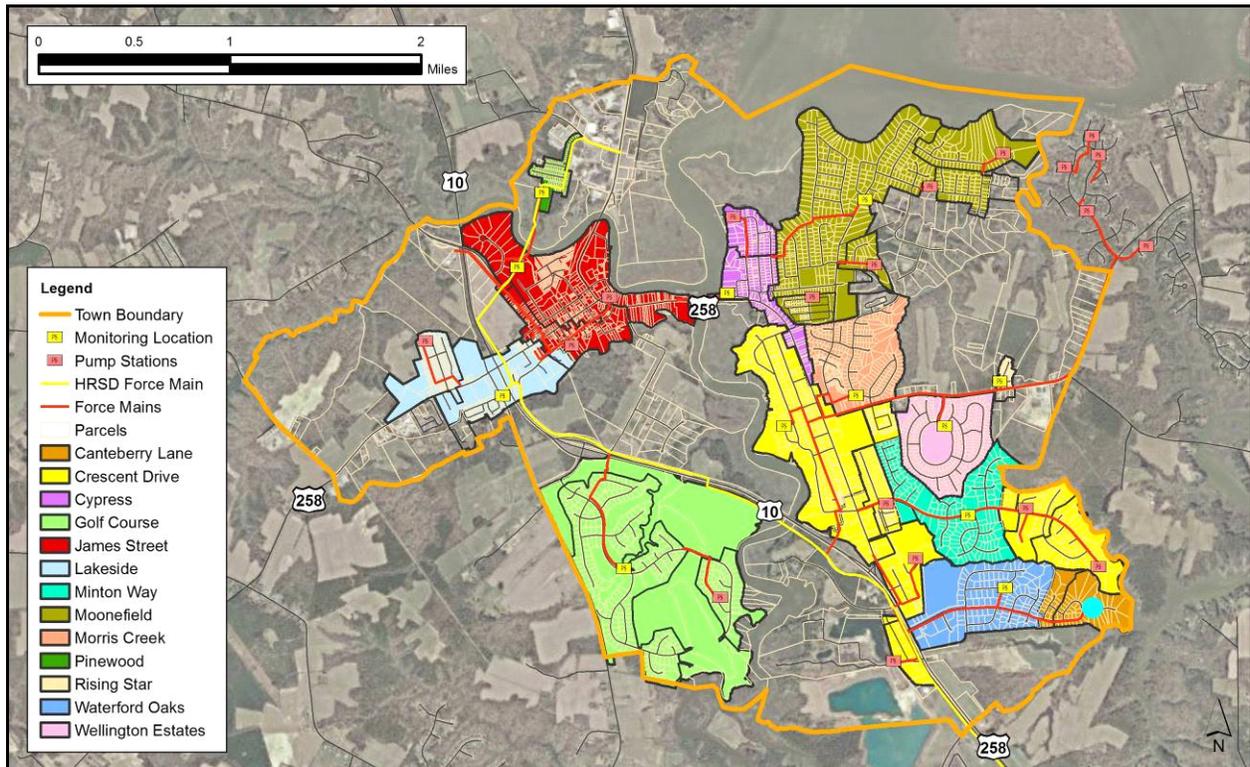
In 2008, as part of the Regional Consent Order, Draper Aden Associates (DAA) conducted an extensive wastewater flow monitoring program of the Town's entire sewer system. In total, thirteen (13) pump stations were selected to be used as monitoring locations. Table 2-6 on the following page identifies these selected flow monitoring locations and their contributing basins. Figure 2-5 identifies the collection area for each wastewater flow monitoring basin.



Table 2-6: Wastewater Flow Monitoring Locations (2008)

Flow Monitoring Location	Contributing Basins
Crescent Drive	Canteberry Lane
	Crescent Drive
	Minton Way
	Waterford Oaks
Cypress	Cypress
	Moonefield
	Morris Creek
James Street	Cypress (Total)
	James Street
Canteberry Lane	Canteberry Lane
Golf Course	Golf Course
Lakeside	Lakeside
Minton Way	Minton Way
Moonefield	Moonefield
Morris Creek	Morris Creek
Pinewood	Pinewood
Rising Star	Rising Star
Waterford Oaks	Waterford Oaks
Wellington Estates	Wellington Estates

Figure 2-5: Wastewater Flow Monitoring Basins





As a result of the 2008 Wastewater Flow Monitoring Program, average dry weather wastewater flows were established for each flow monitoring basin. Table 2-7 below details the findings from the 2008 flow monitoring program and compares the monitored dry weather wastewater flows, which account for infiltration during dry conditions (i.e., ground water infiltration), to the water demands from November 2007 – March 2008:

Table 2-7: Dry Weather Wastewater Flows

Flow Monitoring Basin	Upstream Contributing Basins	2008 Average Dry Weather Wastewater Flows (ADF) (gpd)	Average Water Demand During 2008 Winter Months (gpd)
Flow Monitoring Basin <u>With</u> Upstream Flow Monitoring Basins			
Crescent Drive	Canteberry Lane	8,000	9,700
	Crescent Drive	92,000	115,800
	Minton Way	21,500	24,000
	Waterford Oaks	26,300	23,700
	Sub-Total	147,700	173,200
Cypress	Cypress	9,100	22,500
	Moonefield	87,300	82,400
	Morris Creek	54,100	51,800
	Sub-Total	150,500	156,700
James Street	Cypress (Total)	150,500	156,700
	James Street	65,700	55,800
	Sub-Total	216,100	212,600
Flow Monitoring Basin <u>Without</u> Upstream Flow Monitoring Basins			
Canteberry Lane	Canteberry Lane	8,000	9,700
Golf Course	Golf Course	21,700	23,200
Lakeside	Lakeside	52,400	55,400
Minton Way	Minton Way	21,500	24,000
Moonefield	Moonefield	87,300	82,400
Morris Creek	Morris Creek	54,100	51,800
Pinewood	Pinewood	14,600	13,400
Rising Star	Rising Star	3,200	2,200
St. Andrews ¹	St. Andrews	4,000	4,000
Waterford Oaks	Waterford Oaks	26,300	23,700
Wellington Estates	Wellington Estates	24,200	29,200
TOTALS:		484,100	513,100

¹ The St. Andrews Pump Station was not in operation during the 2008 Flow Monitoring Program. This sewer basin has 20 new residential connections. When assuming an average dry weather flow of 200 gpd/connection, a daily flow of 4,000 gpd was estimated for this basin.



As can be seen in Table 2-7, the total average dry weather wastewater flows in 2008 for the Town was approximately 484,100 gallons per day (gpd), which is approximately 94% of the average daily water demand that was recorded from November 2007 – March 2008. This comparison serves as a ‘check’ of the monitored wastewater flows as the water demands during the winter months typically do not require adjustments for irrigation demands. Given that the Town has experienced minimal growth since 2008 and that the 2015 average annual water demand is comparable to the demand from 2008, the above flows are assumed to be an accurate representation of the current (i.e., 2015) wastewater flows.

-- End of Section --



3.0 FUTURE LAND USE DESIGNATIONS AND ASSUMED WATER DEMANDS

Per the provided future land use designations/future zoning, Table 3-1 below details the future land uses within each of the identified development areas:

Table 3-1: Future Land Use Designations Within Each Development Area

Phase	Future Land Use ID	Future Land Use Description	Development Density
Western Development			
Phase 1A-1	1A-1-HRC	Highway Retail Commercial District	0.2 - 0.5 FAR
	1A-1-PR	Parks and Recreation	-
	1A-1-I1	Light Industrial District	0.2 - 0.3 FAR
Phase 1B-1	1B-1-EC	Environmental Conservation District	-
	1B-1-HRC	Highway Retail Commercial District	0.2 - 0.5 FAR
	1B-1-PR	Parks and Recreation	-
Phase 1B-2	1B-1-NR	Neighborhood Residential District	1-3 Units per Acre
	1B-2-HRC	Highway Retail Commercial District	0.2 - 0.5 FAR
Phase 1B-2	1B-2-I1	Light Industrial District	0.2 - 0.3 FAR
	Southern Development		
Phase 1A-2	1A-2-HRC	Highway Retail Commercial District	0.2 - 0.5 FAR
Phase 1B-3	1B-3-EC	Environmental Conservation District	-
	1B-3-HRC	Highway Retail Commercial District	0.2 - 0.5 FAR
	1B-3-NR	Neighborhood Residential District	1-3 Units per Acre
Phase 1B-4	1B-4-AR	Attached Residential District	6-8 Units per Acre
	1B-4-NR	Neighborhood Residential District	1-3 Units per Acre

A detailed description of each of the identified future land use designations above is summarized in the following sections and are based on the definitions found in the Town's Comprehensive Plan (adopted August 8, 2009) and future zoning information provided by Town personnel on June 9, 2016.

3.1 Future Land Use Descriptions

3.1.1 Attached Residential (AR)

Townhouses, innovative cluster housing, and duplexes are to be recognized by this planning category at a density in the range of 6 to 8 dwelling units per net developable acre. Design standards must be applied to ensure adequate off-street parking, recreational areas,



preservation of open space and compatibility with surrounding land uses, especially existing residential neighborhoods. Apartments and other forms of multifamily dwellings are specifically excluded from this residential category.

When assuming the highest allowable density for this land use designation (8 units per acre) and an average daily demand of 150 gpd per residential unit, an assumed average daily demand of 1,200 gpd per developable acre was used for estimating the future build-out water demands.

3.1.2 Environmental Conservation (EC)

These environmentally sensitive areas have characteristics critical to the environmental enhancement, ecological stability, and water quality of the region. Development within these areas is to be strictly limited and strongly discouraged. This category includes Resource Protection Areas (RPA) as recognized by the Chesapeake Bay Preservation Act. The environmentally sensitive areas include the following land features, which constitute the areas subject to environmental vulnerability that fragment the Town into distinct geophysical areas:

- a. Major stream valleys and drainageways;
- b. 100-Year floodplains;
- c. Tidal and non-tidal marshes and wetlands;
- d. Steep slopes (>20%) adjacent to drainageways, floodplains and wetlands; and
- e. Designated Resource Protection Areas.

Given the environmental conservation nature of this land use designation, a demand of 0 gpd per developable acre was assumed when estimating the future build-out water demands.

3.1.3 Highway Retail Commercial (HRC)

The Highway Retail Commercial land use category will designate land areas on heavily traveled town collectors and arterial streets characterized principally by adjoining commercial and service uses. This Retail Commercial category is intended to be applied



mostly to highway commercial uses, shopping centers, motels, restaurants and other tourism-related retail uses. Residential and industrial uses are not included in this category.

The Retail Commercial category recognizes that remaining highway-oriented land with mixed use potential should be subject to more thorough master planning and design review processes emphasizing transportation and environmental planning, as well as coordinated architecture and urban design standards, particularly for shopping center development. The recommended maximum Floor Area Ratio (FAR) to guide Retail Commercial uses is 0.40 to 0.50.

An assumed average daily water demand of 1,000 gpd per developable acre was assumed when estimating the future build-out water demands for this land use designation.

3.1.4 Light Industrial (I1)

The acceptable economic development uses to be included in the Light Industrial planning category generally includes light assembly and manufacturing centers and distribution and warehousing facilities. The intent of this category is to accommodate limited industrial uses in a well-planned setting where primary functions are to be conducted within completely enclosed buildings and where exterior storage operations are highly regulated.

An assumed average daily water demand of 850 gpd per developable acre was assumed when estimating the future build-out water demands for this land use designation.

3.1.5 Neighborhood Residential (NR)

This category addresses the lowest intensity of subdivided residential land areas included in the Town's adopted Comprehensive Plan, and as such, encompasses the vast majority of land in the Town. The Low Density Residential land use category is used to represent undeveloped land areas, which would be most appropriate for the future development of large lot, single-family detached residences. These residences should be supported by public utilities organized within the context of integrated open space, recreational and environmental amenities.



Residential development densities within this category range from 1 to 3 dwelling units per net developable acre, with conventional lot sizes ranging from 12,000 square feet (SF) to 30,000 SF, depending upon net developable area ratios for particular subdivision projects. Clustering is encouraged to achieve greater efficiency and density within new subdivisions. Although several of the older subdivisions in Town are developed at a higher density than that which is promoted in this category (numerous lots in these subdivisions are smaller than 12,000 square feet in area), the low density residential designation is appropriate for planning purposes for these existing subdivisions because they are considered stable and few, if any, infill opportunities exist within them. Where opportunities do exist to develop new homes within these neighborhoods, it is recommended that future development respect the framework of the existing neighborhoods and be sympathetic to the surrounding uses in terms of its density, scale, setbacks, etc. Thus, the low density residential category provides for the most efficient means for planning future infill development within these established neighborhoods.

When assuming the highest allowable density for this land use designation (3 units per acre) and an average daily demand of 150 gpd per residential unit, an assumed average daily demand of 450 gpd per developable acre was used for estimating the future build-out water demands.

3.1.6 Parks and Recreation (PR)

According to plans provided by Town personnel on July 13, 2016, this category within the Phase 1A-1 and Phase 1B-1 areas is planned to be a Jr. Sports Complex. According to the 35% complete plan set, which was developed by Kimley-Horn (dated June 17, 2016), this sports complex is proposed to contain five (5) junior league baseball fields, one (1) soccer/football field, two (2) concession stands, a playground area, and bathroom facilities.

The water demand for the proposed sports complex can be divided into two major categories: irrigation demand and facilities demand. The water demand required for irrigation, according to Town personnel will not be supplied by the Town's public water system. Hence, irrigation needs for the Jr. Sports Complex were not considered as part of this report.



The water demand required for facilities (i.e., restrooms, concession stands, etc.), however, was assumed to be 1,000 gpd during peak usage. This demand was assumed to be distributed equally among Phases 1A-1 and 1B-1.

Table 3-2 below highlights the assumed water demands for each developable acre within each of the six (6) above identified future land use designations in Phases 1A and 1B:

Table 3-2: Water Demands per Developable Acre for each Future Land Use Designation

Future Land Use Description	Water Demand Allocations per Developable Acre (gpd/Acre)
Attached Residential District	1,200
Environmental Conservation District	0
Highway Retail Commercial District	1,000
Light Industrial District	850
Neighborhood Residential District	450
Parks and Recreation ²	-

Figures 3-1 and 3-2 on the following page detail the location of each identified future land use designations within Phase 1 of the Utility Master Planning Area.

² For Parks and Recreation water demands, see Section 5.0 of this report.



Figure 3-1: Future Zoning – Western Development

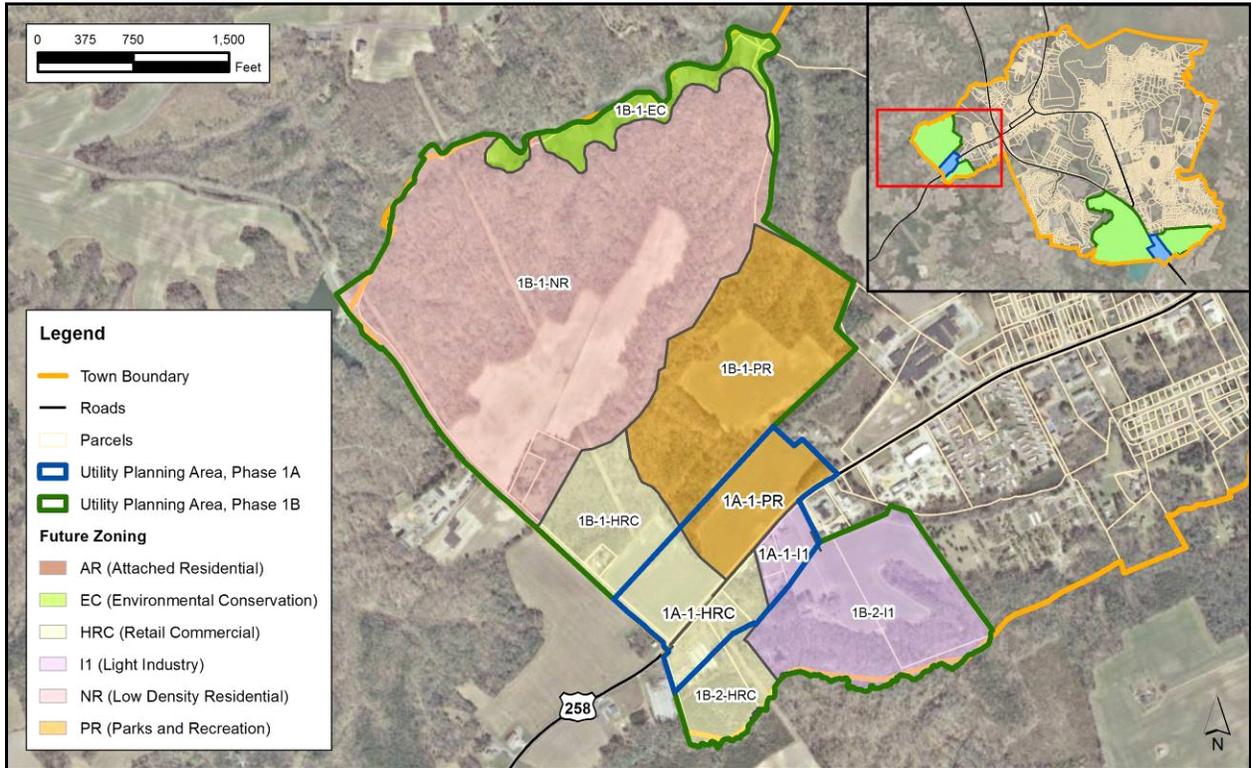
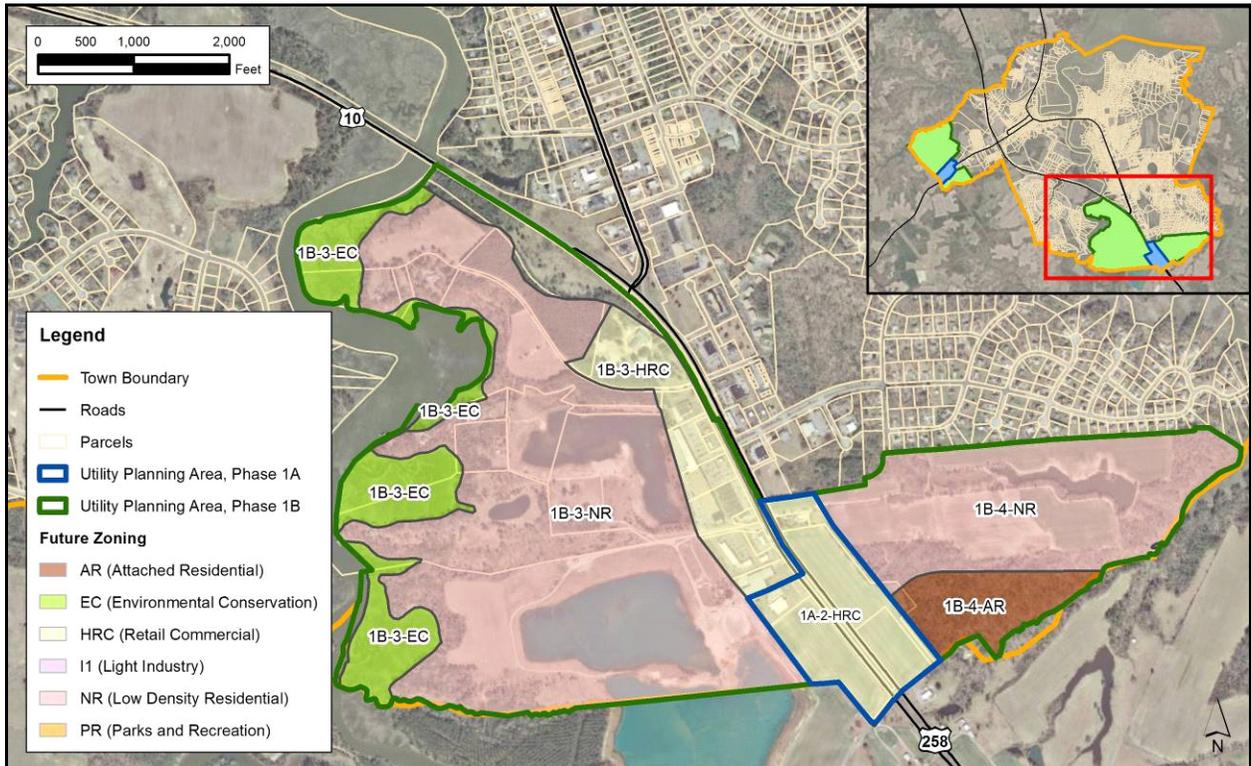


Figure 3-2: Future Zoning – Southern Development





-- End of Section --



4.0 DEVELOPABLE AREA ANALYSIS

Determining the total developable area within each proposed future land use designation is critical when estimating the future build-out water demands as the undevelopable area is excluded from the demand projection analysis. Below is a list of the areas that are considered undevelopable:

- Surface Water
- Floodplains
- Wetlands
- Stormwater Management Areas
- Conservation Areas
- Steep Slopes (slopes greater than 15%)
- Right-of-Ways

It is important to recognize that the total area from each of the undevelopable area categories does not equate to the net undevelopable areas due to the overlapping of the areas from the individual undevelopable categories. For example, some steep slope areas may be located within an area that is also part of a floodplain or wetland. To avoid “double-counting” these areas of overlap, only the net undevelopable area for each future land use designation area was considered for analysis.

Figures 4-1 through 4-6 detail the results of the desktop GIS analysis of the undevelopable area for each development area within Phase 1 of the Utility Master Planning Area. Tables 4-1 and 4-2 highlight the total developable area for each of the development areas. It should be noted that an additional 10-15% of the total land area from each development area was assumed to be allocated to right-of-ways and/or stormwater management areas.

Figure 4-1: Wetlands, Surface Water, Floodplains – Western Development

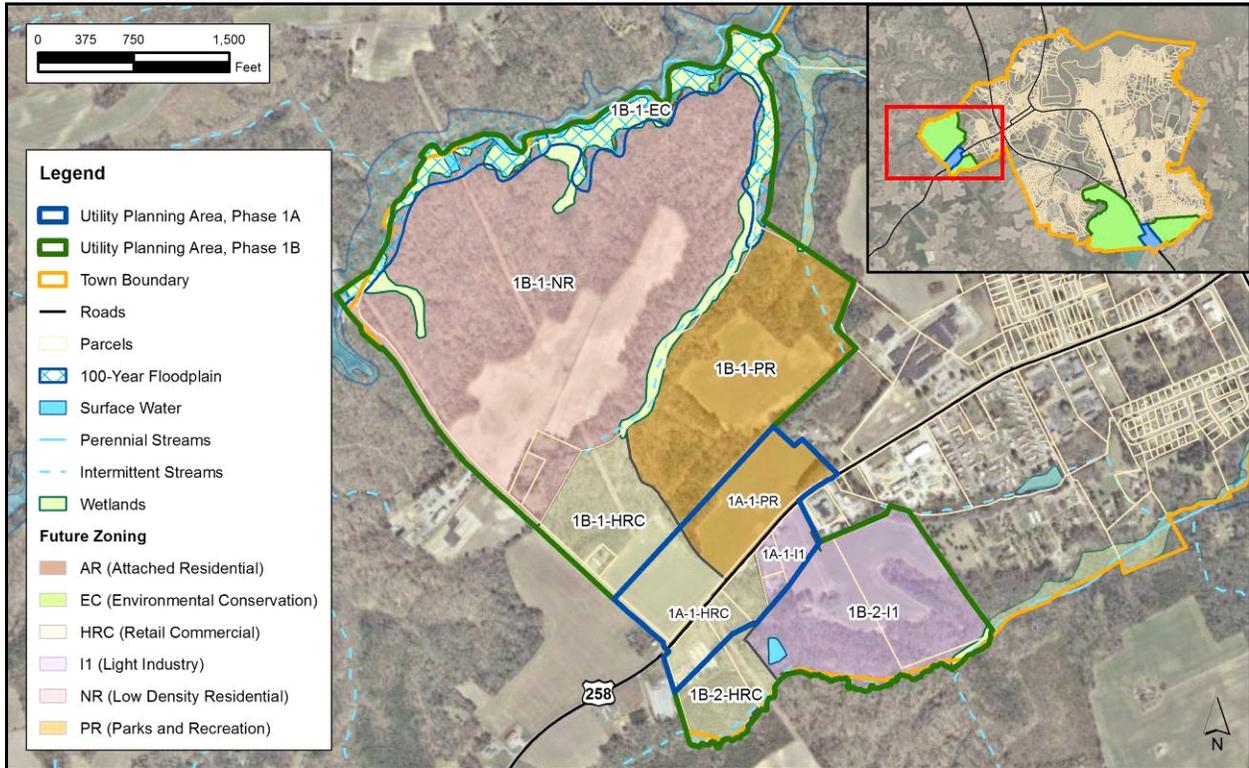


Figure 4-2: Wetlands, Surface Water, Floodplains – Southern Development

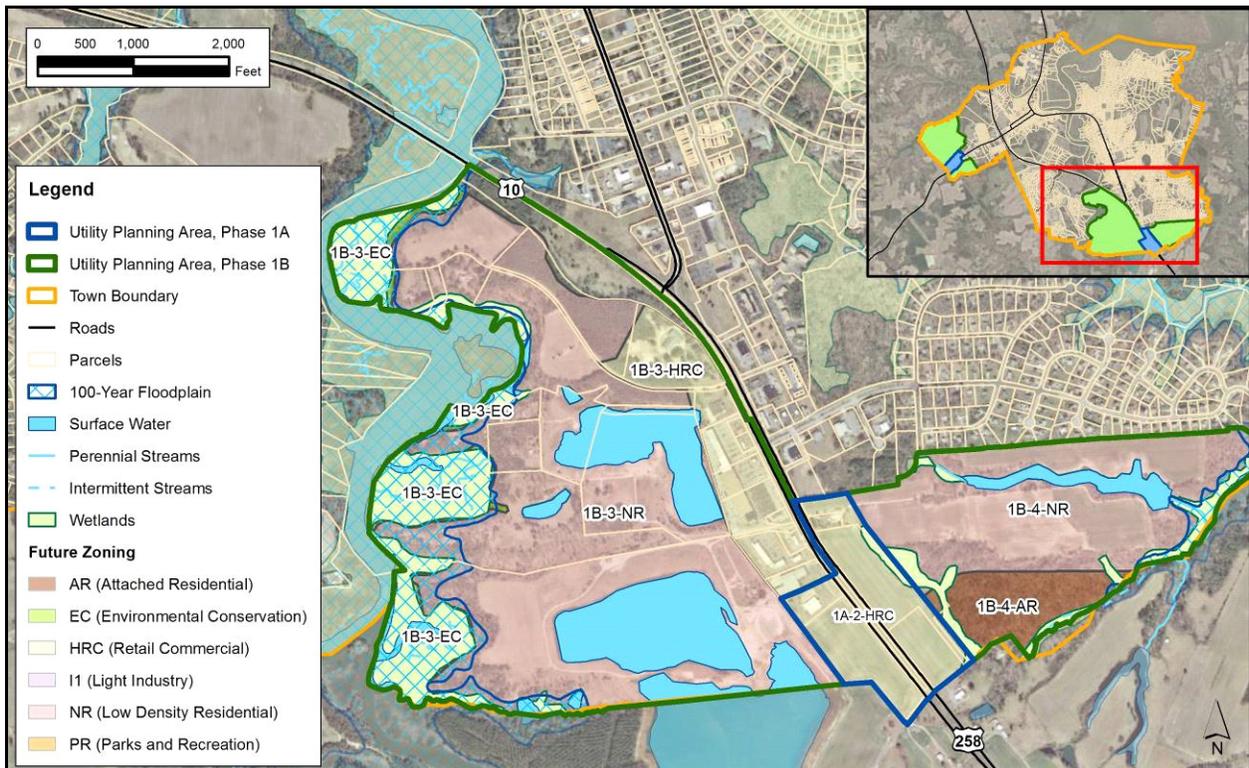


Figure 4-3: Steep Slopes – Western Development

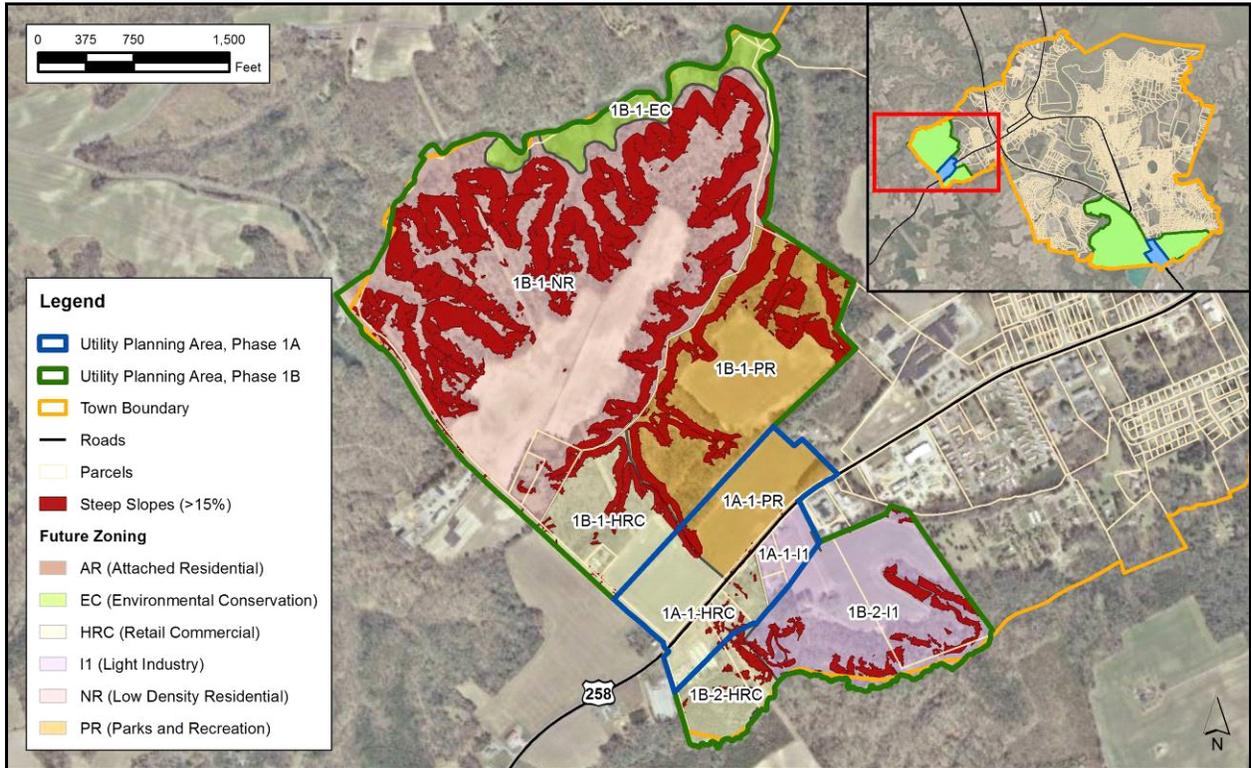


Figure 4-4: Steep Slopes – Southern Development

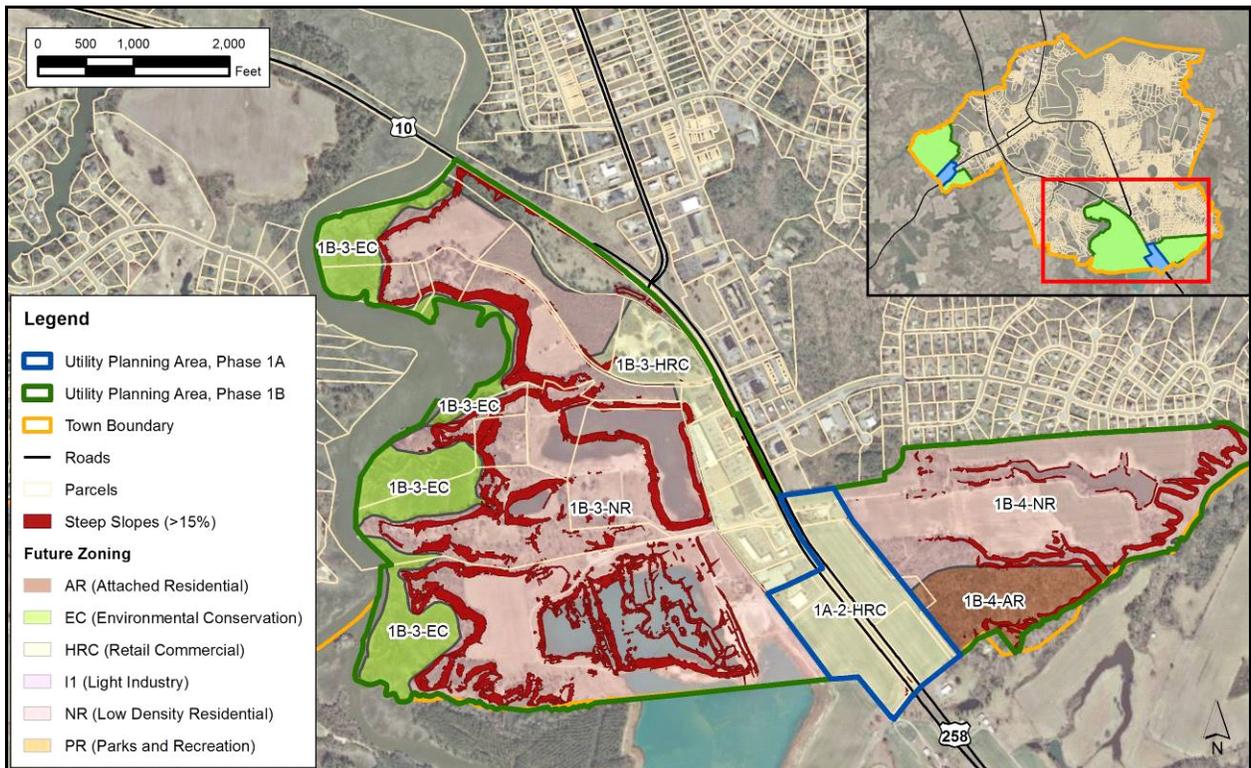


Figure 4-5: Net Undevelopable Area – Western Development

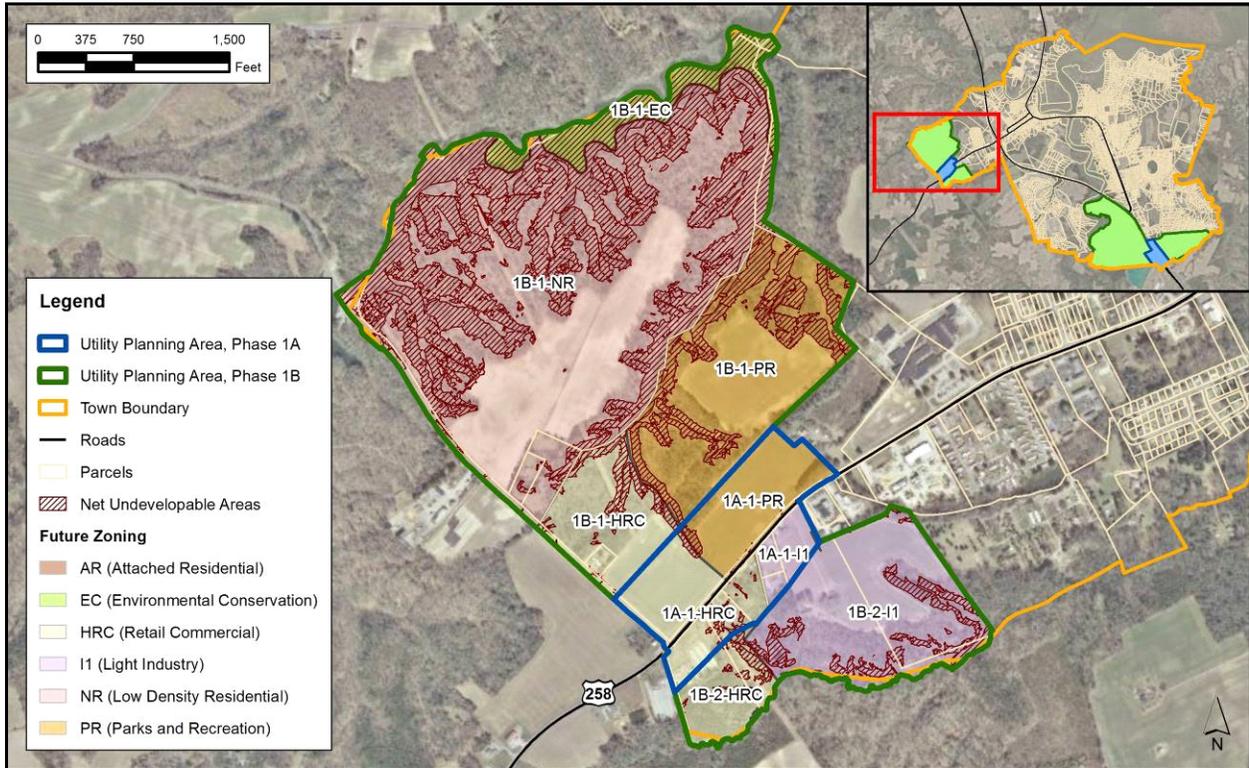


Figure 4-6: Net Undevelopable Area – Southern Development

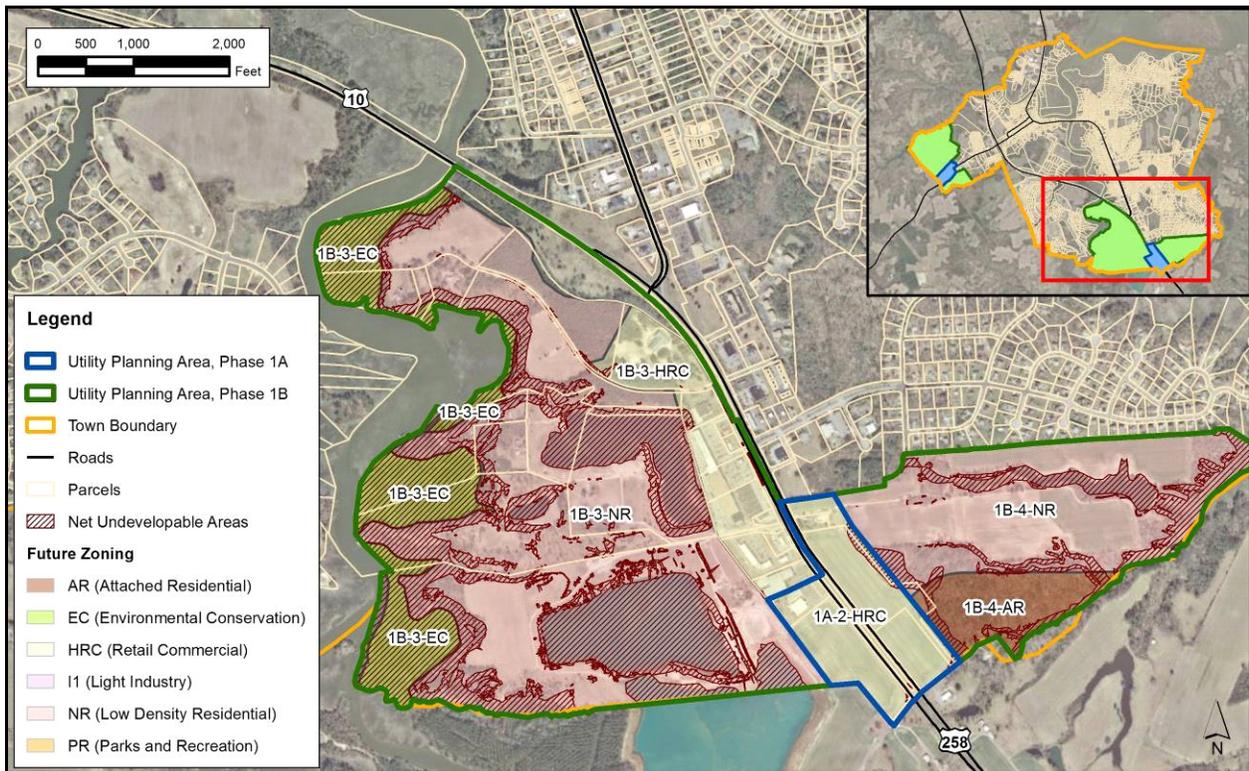


Table 4-1: Developable Area Analysis - Western Development

Future Land Use Designation	Total Area (Acres)	Undevelopable Areas								Total Developable Area (Acres)	Developable Area (%)
		Surface Water (Acres)	Wetlands (Acres)	100-Year Floodplains (Acres)	Steep Slope Areas (Acres)	Net Undevelopable Area Excluding Right-of-Ways (Acres)	Estimated Area for Right-of-Ways, Stormwater Management, etc. (% of Total Area)	Estimated Area for Right-Of-Ways, Stormwater Management, etc. (Acres)	Total Undevelopable Area (Acres)		
Phase 1A-1											
1A-1-HRC (Highway Retail Commercial District)	17.1	0.0	0.0	0.0	0.8	0.8	15%	2.6	3.3	13.7	80.4%
1A-1-PR (Parks and Recreation)	14.7	0.0	0.0	0.0	0.4	0.4	15%	2.2	2.6	12.1	82.2%
1A-1-I1 (Light Industrial District)	5.1	0.0	0.0	0.0	0.0	0.0	15%	0.8	0.8	4.3	85.0%
Phase 1B-1											
1B-1-EC (Environmental Conservation District)	11.8	2.2	10.7	11.1	0.0	11.8	0%	0.0	11.8	0.0	0.0%
1B-1-HRC (Highway Retail Commercial District)	18.0	0.0	0.1	0.0	2.9	3.0	15%	2.7	5.7	12.3	68.3%
1B-1-PR (Parks and Recreation)	48.4	0.0	1.2	0.2	13.9	14.9	15%	7.3	22.1	26.2	54.2%
1B-1-NR (Neighborhood Residential District)	150.8	0.7	12.5	12.1	56.5	70.6	15%	22.6	93.2	57.6	38.2%
Phase 1B-2											
1B-2-HRC (Highway Retail Commercial District)	10.3	0.0	0.0	0.0	1.2	1.2	15%	1.5	2.8	7.5	73.1%
1B-2-I1 (Light Industrial District)	39.0	0.5	1.1	0.0	4.9	5.9	15%	5.8	11.8	27.2	69.8%
Western Development Totals	315.1	3.4	25.5	23.4	80.7	108.6	14.4%	45.5	154.1	161.0	51.1%

Table 4-2: Developable Area Analysis - Southern Development

Future Land Use Designation	Total Area (Acres)	Undevelopable Areas								Total Developable Area (Acres)	Developable Area (%)
		Surface Water (Acres)	Wetlands (Acres)	100-Year Floodplains (Acres)	Steep Slope Areas (Acres)	Net Undevelopable Area Excluding Right-of-Ways (Acres)	Estimated Area for Right-of-Ways, Stormwater Management, etc. (% of Total Area)	Estimated Area for Right-Of-Ways, Stormwater Management, etc. (Acres)	Total Undevelopable Area (Acres)		
Phase 1A-2											
1A-2-HRC (Highway Retail Commercial District)	52.1	0.0	2.1	0.0	0.0	2.1	15%	7.8	9.9	42.2	81.0%
Phase 1B-3											
1B-3-EC (Environmental Conservation District)	61.6	4.8	57.5	60.6	0.2	61.4	0%	0.0	61.4	0.2	0.4%
1B-3-HRC (Highway Retail Commercial District)	48.5	0.1	0.1	0.0	0.9	1.0	15%	7.3	8.3	40.2	82.9%
1B-3-NR (Neighborhood Residential District)	297.5	69.9	25.7	25.5	55.2	131.5	10%	29.7	161.3	136.2	45.8%
Phase 1B-4											
1B-4-AR (Attached Residential District)	27.6	0.0	4.5	0.3	2.4	6.0	15%	4.1	10.2	17.5	63.2%
1B-4-NR (Neighborhood Residential District)	112.1	8.7	17.6	8.2	8.9	27.1	10%	11.2	38.3	73.8	65.8%
Southern Development Totals	599.4	83.5	107.6	94.6	67.7	229.2	10.0%	60.2	289.3	310.0	51.7%



5.0 BUILD-OUT WATER AND WASTEWATER DEMAND PROJECTIONS

5.1 Water Demand Projections

As previously mentioned in this report, Phase 1 of the Utility Master Planning development area is divided into two (2) primary future development areas: Western Development (i.e., Phases 1A-1, 1B-1, and 1B-2) and Southern Development (i.e., Phases 1A-2, 1B-3, and 1B-4). For the Western Development Area, which has a total developable area of 161.0 acres, the build-out daily water demand is estimated to be approximately 100,480 gallons per day (gpd). The estimated build-out daily water demand for the Southern Development Area, which has a total developable area of 310.0 acres, is estimated to be approximately 228,100 gpd. These build-out demands are inclusive of unaccounted and unbilled water demands (i.e., water losses), which is assumed to be 15%. It should be noted, that the previously mentioned total build-out water demand for the Western Development Area is not inclusive of irrigation demands for the proposed Jr. Sports Complex as the Town anticipates using well water to satisfy the sports complex's irrigation needs. The facilities (i.e., restrooms and concession stands), however, within the proposed sports complex are assumed to have a total daily peak demand of 1,000 gpd. This water demand is distributed equally amongst Phases 1A and 1B.

Table 5-1 on the following page details the projected build-out demands for each development area within Phase 1 of the Utility Master Planning Area. Again, the potential irrigation demands of the Jr. Sports Complex were included in the development of projected build-out water demands for the Western Development Area.

Table 5-1: Build-Out Water Demands based on Future Land Use Designations and Developable Area

Future Land Use Designation	Assumed Water Demand per Developable Acre (gpd/Acre)	Assumed Future Unaccounted / Unbilled Water Demand (%)	Adjusted Water Demand per Developable Acre - Includes Unaccounted/Unbilled Water Demand (%)	Developable Area (Acres)	100% Build-Out Demand (gpd)
Western Development Area - Phase 1A					
1A-1-HRC (Highway Retail Commercial District)	1,000	15%	1,150	13.7	15,800
1A-1-PR (Parks and Recreation) -- Irrigation ¹	0	15%	0	3.4	0
1B-1-PR (Parks and Recreation) -- Facilities ²	500	15%	580	8.7	600
1A-1-I1 (Light Industrial District)	850	15%	980	4.3	4,200
Phase 1A Total	2,350	15%	690	30.1	20,600
Western Development Area - Phase 1B					
1B-1-EC (Environmental Conservation District)	0	15%	0	0.0	0
1B-1-HRC (Highway Retail Commercial District)	1,000	15%	1,150	12.3	14,100
1B-1-PR (Parks and Recreation) -- Irrigation ¹	0	15%	0	5.9	0
1B-1-PR (Parks and Recreation) -- Facilities ²	500	15%	580	20.3	580
1B-1-NR (Neighborhood Residential District)	450	15%	520	57.6	29,900
1B-2-HRC (Highway Retail Commercial District)	1,000	15%	1,150	7.5	8,700
1B-2-I1 (Light Industrial District)	850	15%	980	27.2	26,600
Phase 1B Total	3,800	15%	620	130.8	79,880
Western Development Area - Total					
Western Development Total	6,150	15%	630	161.0	100,480
Southern Development Area - Phase 1A					
1A-2-HRC (Highway Retail Commercial District)	1,000	15%	1,150	42.2	48,500
Phase 1A Total	1,000	15%	1,160	42.2	48,500
Southern Development Area - Phase 1B					
1B-3-EC (Environmental Conservation District)	0	15%	0	0.2	0
1B-3-HRC (Highway Retail Commercial District)	1,000	15%	1,150	40.2	46,300
1B-3-NR (Neighborhood Residential District)	450	15%	520	136.2	70,800
1B-4-AR (Attached Residential District)	1,200	15%	1,380	17.5	24,100
1B-4-NR (Neighborhood Residential District)	450	15%	520	73.8	38,400
Phase 1B Total	3,100	15%	680	267.9	179,600
Southern Development Area - Total					
Southern Development Total	4,100	15%	740	310.0	228,100

Notes/Assumptions:

1. Assumes that irrigation demands for the athletic fields will not be supplied by the public water system.
2. Assumes a total daily demand of 1,000 gpd for all of the park facilities (i.e., bathrooms, concession stands, etc.) - This demand was split equally between Phase 1A and 1B



5.2 Wastewater Flow Projections

Per Exhibit A of the Memorandum of Agreement (dated August 30, 2007), HRSD localities agreed to adhere to the following regional design standards. The applicable design standards are as follows:

- Peak hourly residential wastewater flow of 250 gallons per day per capita per day at an assumed 3.1 persons per household, or 775 gallons per residential unit per day; plus
- Peak hourly commercial/industrial wastewater flow will be based on actual flow if available or three (3) times the average projected water consumption if available.

The above regional design standards account for inflow and infiltration (I/I) during wet weather events. Using the above regional design standards and the water demand projections identified in Section 5.1 of this report, the overall peak hourly wastewater flows for the Western and Southern Development Areas were calculated. As result of this analysis, the peak wastewater flows for the Western and Southern Development Areas were 345,840 gpd and 882,000 gpd, respectively. Table 5-2 on the following page details the analysis results.

Table 5-2: Build-Out Wastewater Flows based on Future Land Use Designations and Developable Area

Future Land Use Description	Maximum Development Density	Developable Area (Acres)	Projected Build-Out Water Demands (gpd)	Residential Wastewater Flows			Non-Residential Wastewater Flows		Total Maximum Allowable Wastewater Flow (gpd)
				Maximum Residential Units	Maximum Wastewater Flow per ERU (gpd)	Maximum Allowable Residential Build-Out Wastewater Flow (gpd)	Peaking Factor	Maximum Allowable Non-Residential Build-Out Wastewater Flow (gpd)	
Western Development Area - Phase 1A									
1A-1-HRC (Highway Retail Commercial District)	0.5 FAR	13.71	15,800	-	-	-	3	47,400	47,400
1A-1-PR (Parks and Recreation) -- Facilities	-	12.11	600	-	-	-	3	1,800	1,800
1A-1-I1 (Light Industrial District)	0.3 FAR	4.33	4,200	-	-	-	3	12,600	12,600
Phase 1A Total	-	30.15	20,600	0	775	0	-	61,800	61,800
Western Development Area- Phase 1B									
1B-1-EC (Environmental Conservation District)	-	0.00	0	-	-	-	-	-	0
1B-1-HRC (Highway Retail Commercial District)	0.5 FAR	12.30	14,100	-	-	-	3	42,300	42,300
1B-1-PR (Parks and Recreation) -- Facilities ²	-	26.23	580	-	-	-	3	1,740	1,740
1B-1-NR (Neighborhood Residential District)	3 Units per Acre	57.58	29,900	173	775	134,100	-	-	134,100
1B-2-HRC (Highway Retail Commercial District)	0.5 FAR	7.53	8,700	-	-	-	3	26,100	26,100
1B-2-I1 (Light Industrial District)	0.3 FAR	27.19	26,600	-	-	-	3	79,800	79,800
Phase 1B Total	-	130.84	79,880	173	775	134,100	-	149,940	284,040
Western Development Area - Total									
Western Development Total	-	160.99	100,480	173	775	134,100	-	211,740	345,840
Southern Development Area - Phase 1A									
1A-2-HRC (Highway Retail Commercial District)	0.5 FAR	42.16	48,500	-	-	-	3	145,500	145,500
Phase 1A Total	-	42.16	48,500	-	-	-	3	145,500	145,500
Southern Development Area - Phase 1B									
1B-3-EC (Environmental Conservation District)	-	0.24	0	-	-	-	-	-	0
1B-3-HRC (Highway Retail Commercial District)	0.5 FAR	40.22	46,300	-	-	-	3	138,900	138,900
1B-3-NR (Neighborhood Residential District)	3 Units per Acre	136.17	70,800	409	775	317,000	-	-	317,000
1B-4-AR (Attached Residential District)	8 Units per Acre	17.46	24,100	140	775	108,500	-	-	108,500
1B-4-NR (Neighborhood Residential District)	3 Units per Acre	73.77	38,400	222	775	172,100	-	-	172,100
Phase 1B Total	-	267.86	179,600	771	775	597,600	-	138,900	736,500
Southern Development Area - Total									
Southern Development Total	-	310.02	228,100	771	775	597,600	-	284,400	882,000



6.0 IMPACTS TO THE EXISTING WATER SYSTEM AND POTENTIAL WASTEWATER DISCHARGE OPTIONS

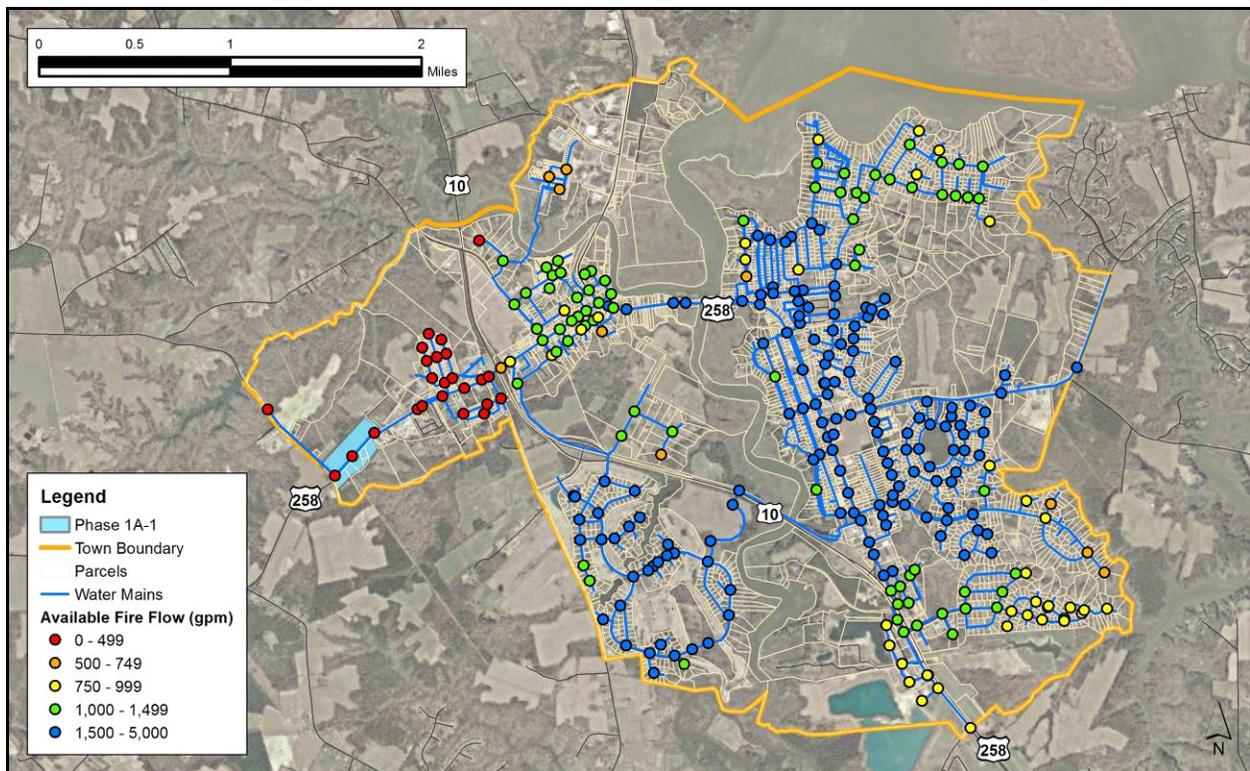
6.1 Water System Impacts

6.1.1 Western Development Impacts on Town Water System

6.1.1.1. Phase 1A-1

In the Western Development Area, it was assumed that the Phase 1A-1 area would be the first to develop as it is located directly adjacent to Route 258, a major thoroughfare for the Town. The projected average day demand for Phase 1A-1 of the Western Development Area is 14.3 gpm. This demand was applied to the water model in the vicinity of the development to determine the impact this initial development area would have on the existing water distribution system's available fire flows. Figure 6-1 below depicts the available fire flow after applying the future build-out demands for Phase 1A-1 in the Western Development Area.

Figure 6-1: Available Fire Flow After Applying Future Demands for Phase 1A-1



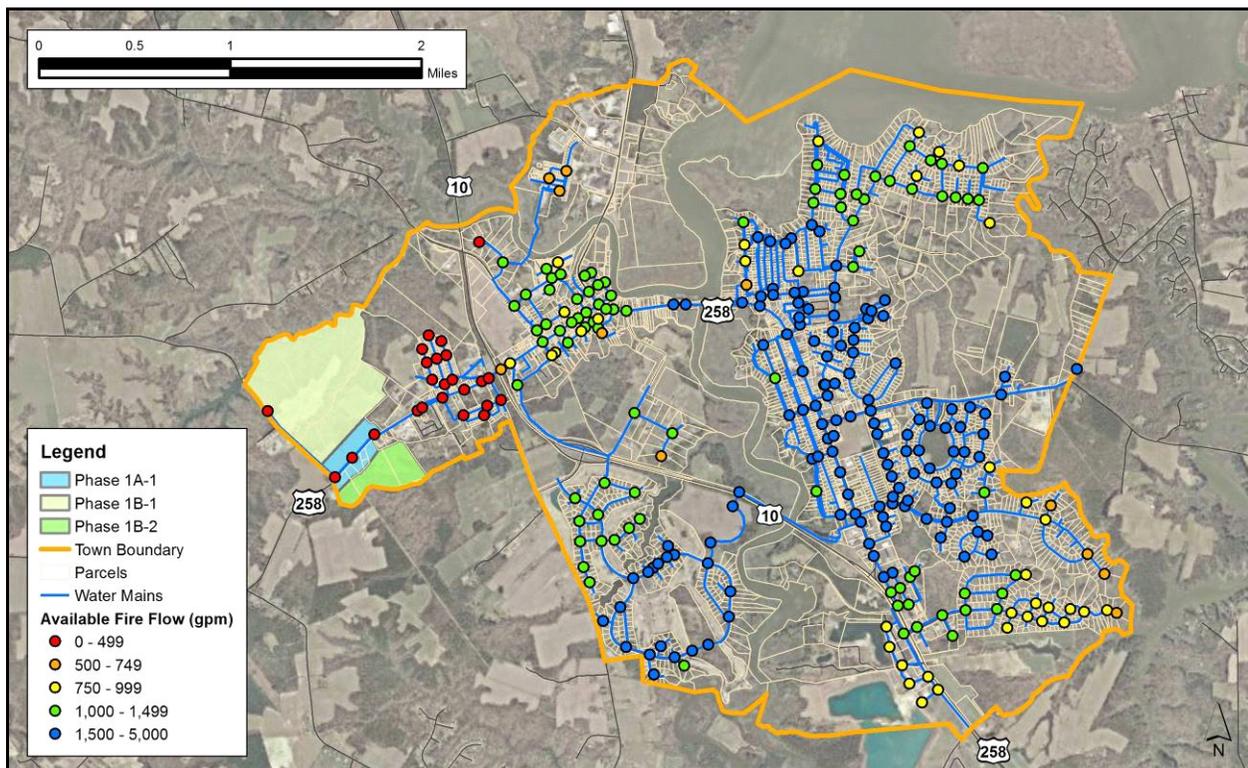


As expected, the only area significantly impacted is the western end of Town. The available fire flow of the existing water system near the Western Development is approximately 330 gpm. After applying the projected future demand for Phase 1A-1, the available fire flow decreases to approximately 315 gpm. While this decrease is insignificant, the fire flow is below the minimum required 750 gpm for existing and future conditions. Hence, it is recommended that improvements be made to the system in this area before expanding the system for future developments (see Section 7 of the report).

6.1.1.2. Phases 1A-1, 1B-1, and 1B-2

The projected average day demand for the entire Western Development (i.e., Phases 1A-1, 1B-1, and 1B-2) is 69.8 gpm. This demand was applied to the water model at the same location as the Phase 1A-1 development to determine the impact on the existing water distribution system's available fire flows. Figure 6-2 below depicts the available fire flow after applying the future build-out demands for the entire Western Development Area.

Figure 6-2: Available Fire Flow After Applying Future Demands for Phases 1A-1, 1B-1, and 1B-2



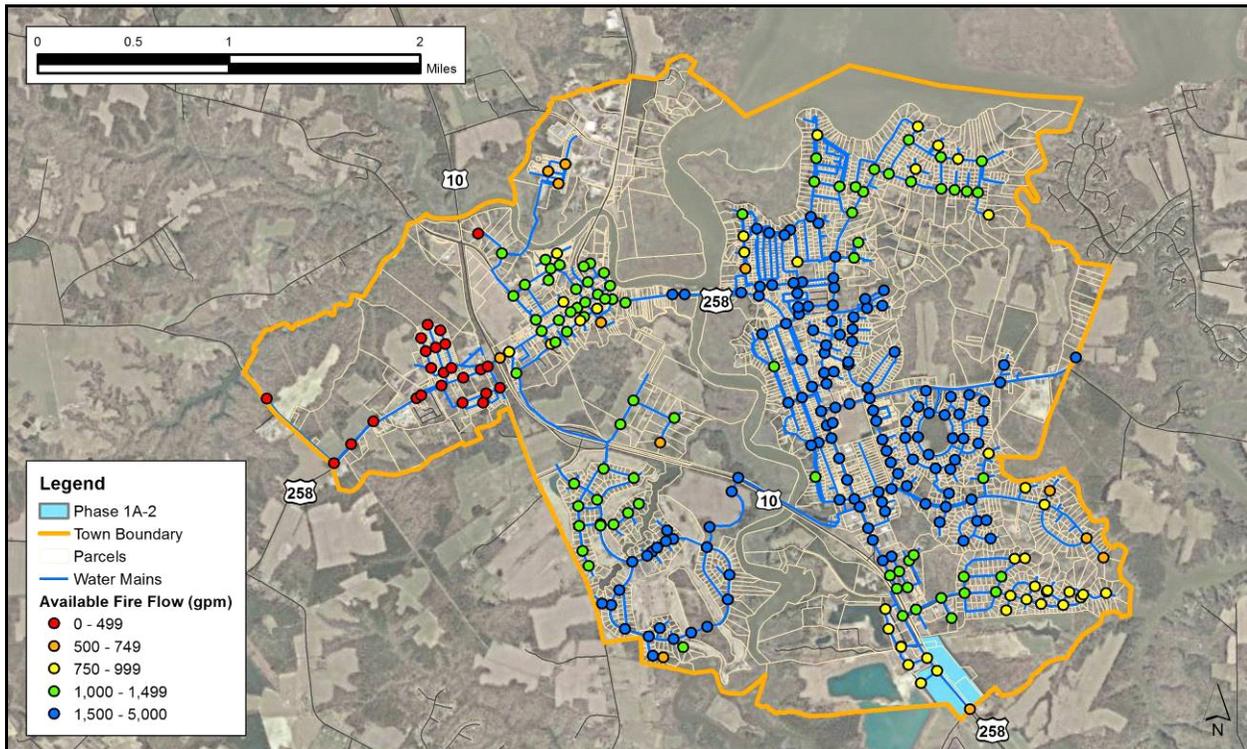
Again, only the western end of Town was significantly impacted. When applying the projected build-out demand for the entire Western Development Area, the available fire flow decreased from approximately 330 gpm to approximately 260 gpm. The additional demand from Phases 1B-1 and 1B-2 only exasperates the inadequate fire flow issue in this area of Town.

6.1.2 Southern Development Impacts on Town Water System

6.1.2.1. Phase 1A-2

In the Southern Development Area, it was assumed that the Phase 1A-2 area would be the first to develop as it is located directly adjacent to Route 10/258, a major thoroughfare for the Town. The projected average day demand for Phase 1A-2 of the Southern Development Area is 33.7 gpm. This demand was applied to the water model in the vicinity of the development to determine the impact this initial development area would have on the existing water distribution system's available fire flows. Figure 6-3 below depicts the available fire flow for Phase 1A-2 in the Southern Development Area.

Figure 6-3: Available Fire Flow After Applying Future Demands for Phase 1A-2

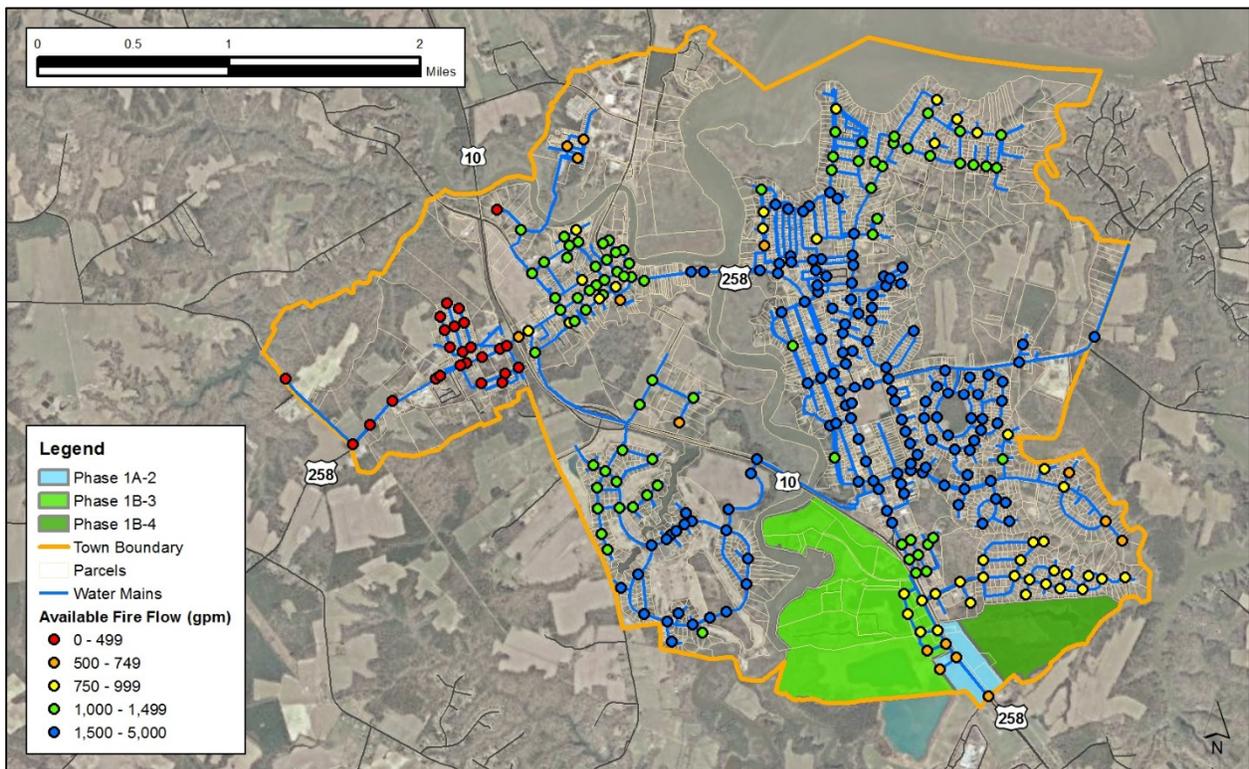


As expected, the only area significantly impacted is the southern end of Town. The available fire flow of the existing water system near the southern development is approximately 750 gpm. Applying the Phase 1A-2 projected water demand in this area slightly decreases the available fire flow to approximately 715 gpm.

6.1.2.2. Phases 1A-2, 1B-3, and 1B-4

The projected average day demand for the entire Southern Development Area (i.e., Phases 1A-2, 1B-3, and 1B-4) is approximately 158.4 gpm. This demand was applied to the water model at the same location as the Phase 1A-2 development to determine the impact on the existing water distribution system's available fire flows. Figure 6-4 below depicts the available fire flow after applying the future build-out demands for the entire Southern Development Area.

Figure 6-4: Available Fire Flow After Applying Future Demands for Phases 1A-2, 1B-3, and 1B-4



Again, only the southern end of Town was significantly impacted. The available fire flow decreased from approximately 750 gpm to approximately 590 gpm. This area of Town has an existing available fire flow above the minimum required (750 gpm), but



once both phases of the Southern Development are completely built-out, the additional water demand decreases the fire flow below the minimum acceptable level.

6.2 Sewer System Discharge Options

As set forth in Section 2.2.1, all wastewater flows generated in the Town must be conveyed to the HRSD interceptor force main system. For the Western and Southern Development Areas, there are only three (3) basic methods for meeting this requirement:

- Conveyance of flows to existing Town-owned force main or gravity sewer collection systems;
- Direct force main connection to an existing terminal pump station's wet well; or
- Direct force main connection to the HRSD interceptor force main system

In the case of the Western Development Area, wastewater flows can be directly discharged to the HRSD interceptor force main system via a force main along W. Main Street. Another option is to potentially connect to the Lakeside system and convey wastewater flows to the HRSD Interceptor force main system via the Lakeside Terminal Pump Station. This potentially can be achieved in two (2) ways - via a common force main connection to a manhole upstream of the Lakeside Terminal Pump Station or via a direct common force main connection to the Lakeside Pump Station wet well.

In the case of the Southern Development Area, flows can be directly discharged to the 30-inch diameter HRSD interceptor force main system on Route 258. The other option (for the area west of Route 258 only) is to potentially upgrade and modify the Plaza Pump Station to connect to the 30-inch diameter HRSD interceptor force main system on Route 258.

A capacity and feasibility analyses of the above discharge options are provided in Section 7.2 of this report.



7.0 WATER AND SEWER SYSTEM IMPROVEMENTS

7.1 Potential Water System Improvements

7.1.1 Western Development – Potential Town Water System Improvements

Upgrades to the existing water distribution system are necessary to provide adequate fire flow to the Western Development Area. This area is the weakest portion of the existing water system and upgrades should be made regardless of whether or not the western development materializes as expected. Table 7-1 below summarizes the seven (7) options that were considered and modeled for the Western Development Area. This table also details the available fire flows that can be achieved under each potential improvement option. Again, for available fire flow analysis throughout this report, a peaking factor of 1.75 was applied to the average daily demand to represent maximum day conditions

Table 7-1: Western Development Potential Water System Improvements

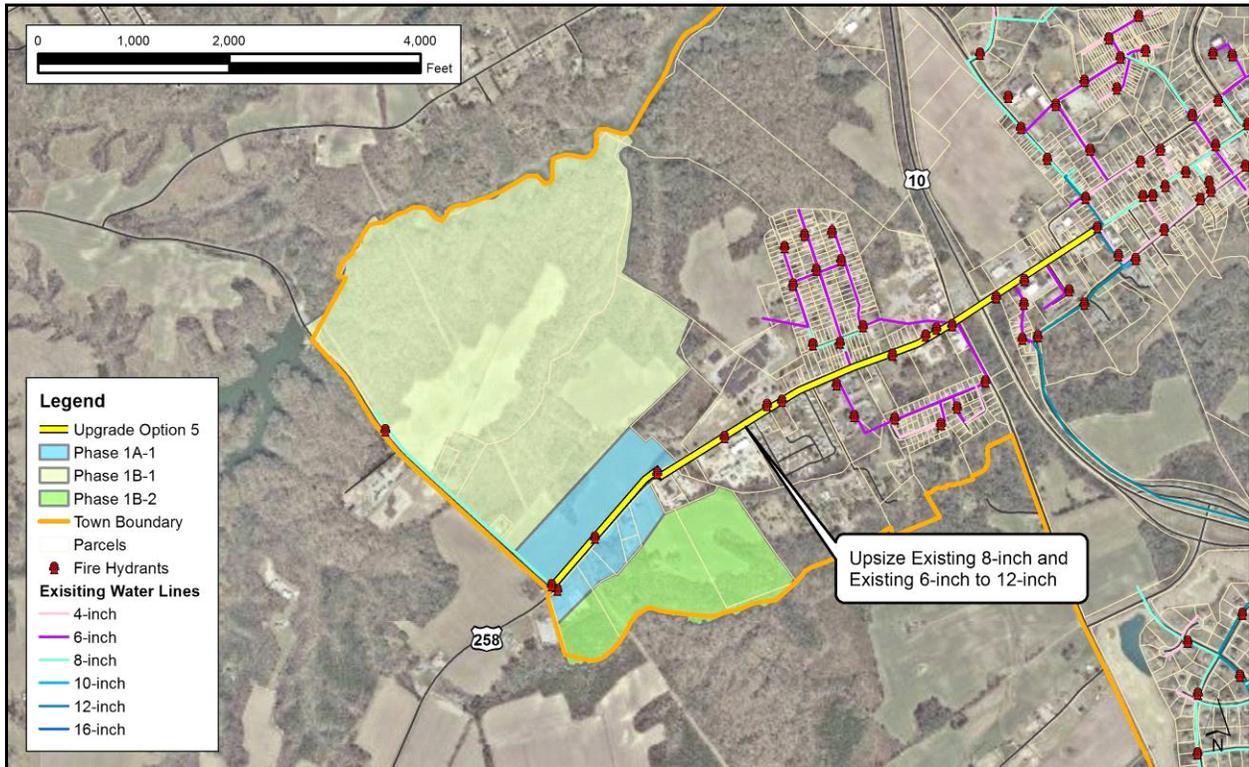
Option	Improvement Description	Available Fire Flow (gpm)
1	12-inch Tie-in on Main Street (connect to existing 12-inch on Acacia Circle, extend across Route 10, and connect to existing 8-inch on Main Street)	430
2	Upgrade 6-inch on Main Street to 8-inch	360
3	Upgrade 6-inch on Main Street to 10-inch	400
4	Upgrade 6-inch on Main Street to 12-inch	410
5	Install new 12-inch from existing 12-inch on Main Street all the way to Waterworks Road	800
6	Combine Options 1 & 5 above	890
7	Option 1 + Install new 12-inch from Option 1 Tie-in all the way to Waterworks Road	870

Given that the minimum available fire flow requirement is 750 gpm, Options 1, 2, 3, and 4 above were eliminated from further consideration. The following sections provide additional consideration for Options 5, 6, and 7 identified above.

7.1.1.1. Western Development – Water System Improvement Option 5

Option 5 of the water system improvements for the Western Development Area involves installing 6,950 linear feet (LF) of 12-inch diameter water main on Main Street, which would replace the existing 6-inch and 8-inch diameter water mains. This would require connecting to the existing 12-inch diameter water main near Cary Street and the 8-inch diameter water main on Waterworks Road. Additionally, all branch and service lines connected to the existing water main would need to be transferred to the new water main. Although modeling indicates that this option would provide an available fire flow of 765 gpm, this value is very close to the minimum required 750 gpm; therefore, additional upgrades should be considered to provide sufficient fire protection (see Section 7.1.1.4). Figure 7-1 below highlights the location and extent of the potential water system improvements under Option 5:

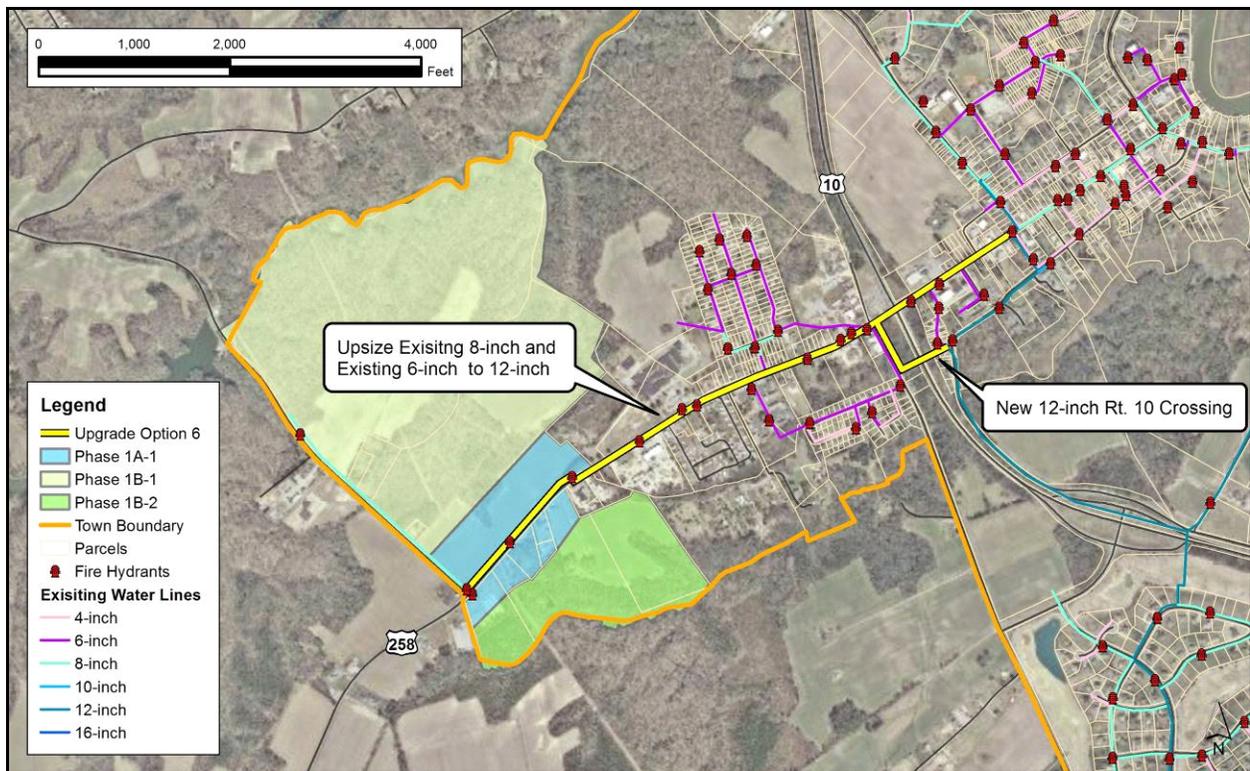
Figure 7-1: Western Development – Water System Improvement Option 5



7.1.1.2. Western Development – Water System Improvement Option 6

Option 6 is identical to Option 5 with the addition of a 12-inch diameter water main crossing on Route 10. This project consists of approximately 8,000 LF of 12-inch diameter water main. One advantage of Option 6 is that it provides 900 gpm of available fire flow, which is approximately 135 gpm more than Option 5, and is only 1,050 LF longer. Figure 7-2 below highlights the location and extent of the potential water system improvements under Option 6:

Figure 7-2: Western Development – Water System Improvement Option 6

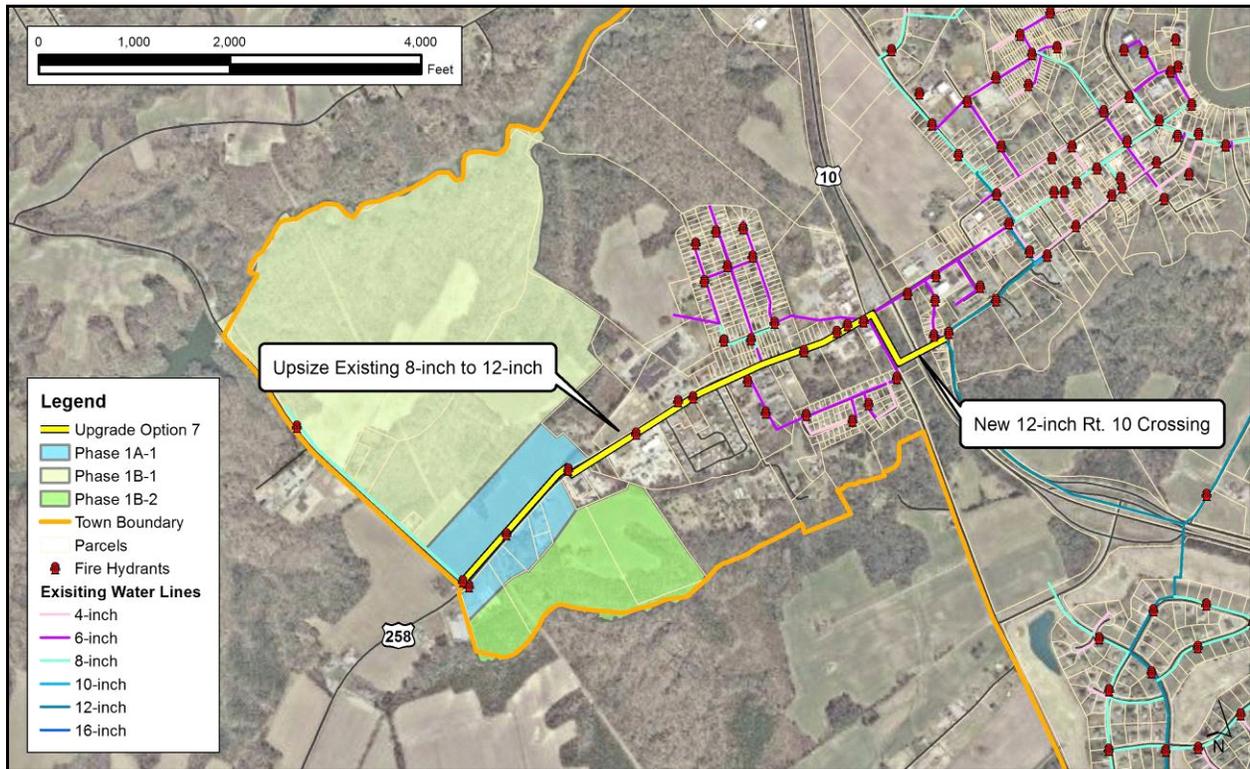


7.1.1.3. Western Development – Water System Improvement Option 7

Option 7 is similar to Option 6, without replacing the existing 6-inch diameter water main on Main Street between Great Spring Road and Cary Street. The total length of water main is approximately 6,400 LF. A distinct advantage of this option over Option 6 is that it requires 1,600 fewer linear feet of water main to be installed and provides similar fire flows. The model indicates that the available fire flow near the Western

Development Area will be 880 gpm if Option 7 is installed. Figure 7-3 below highlights the location and extent of the potential water system improvements under Option 7:

Figure 7-3: Western Development – Water System Improvement Option 7



7.1.1.4. Western Development –Water System Improvement Recommendations and Additional Considerations

Under proposed improvement Options 5, 6, and 7 detailed in the sections above, the available fire flows for the Western Development Area range between 800 – 900 gpm. While this projected fire flow is reasonable for the current planning area, the ability to provide any additional sustained fire flows for additional growth outside of the planning area is marginal based on the lack of existing storage facilities in the western area of Town (west of the Pagan River) – All online storage facilities are located east of the Pagan River.

With this consideration in mind, it is recommended that the Town consider either an elevated storage tank or a ground storage tank and booster station in the western portion of Town to provide the capability of additional fire flows. To accomplish this,



more detailed modeling would be necessary to determine the best storage system configuration and location in the vicinity of the current study area. A new tank with similar operating elevations as the existing tanks would certainly provide more than adequate fire flow, but extended period simulations are necessary to see how the proposed tank would respond over time. The system pressures near the potential future tank would need to be analyzed to ensure the tank can be filled under existing system conditions. Also, the cycling of the tank would need to be considered to prevent potential water quality issues due to water stagnation (i.e., high water age). Considering all of these factors in addition to the normal system demand would lead to an appropriately sized water storage tank. Lastly, the potential future storage tank in the western portion of the Town would also provide a reasonable level of water service should the water mains along the Main Street corridor and the Route 258 corridor be temporarily compromised.

7.1.2 Southern Development – Potential Town Water System Improvements

Upgrades to the existing water distribution system are necessary to provide adequate fire flow to the Southern Development Area once it is fully developed. This portion of the water system has an adequate fire flow under existing conditions, but the additional demand from the development of Phases 1A-2, 1B-3, and 1B-4 decrease the available fire flow below acceptable limits per Town standards. Table 7-2 on the following page summarizes the three (3) options that were considered and modeled for the Southern Development Area. This table also details the available fire flows that can be achieved under each potential improvement option. Again, for available fire flow analysis throughout this report, a peaking factor of 1.75 was applied to the average daily demand to represent maximum day conditions.

Table 7-2: Southern Development Potential Water System Improvements

Option	Description	Available Fire Flow (gpm)
1	Install new 12-inch water main that connects to the WTF and runs south along Route 10; Upgrade portion of the existing 8-inch Route 258.	930
2	Install new 12-inch water main from WTF through western portion of southern development and connect to existing 8-inch on Route 258	1,075
3	Install new 8-inch water main parallel to existing 8-inch water main on S. Church Street and Route 258	890

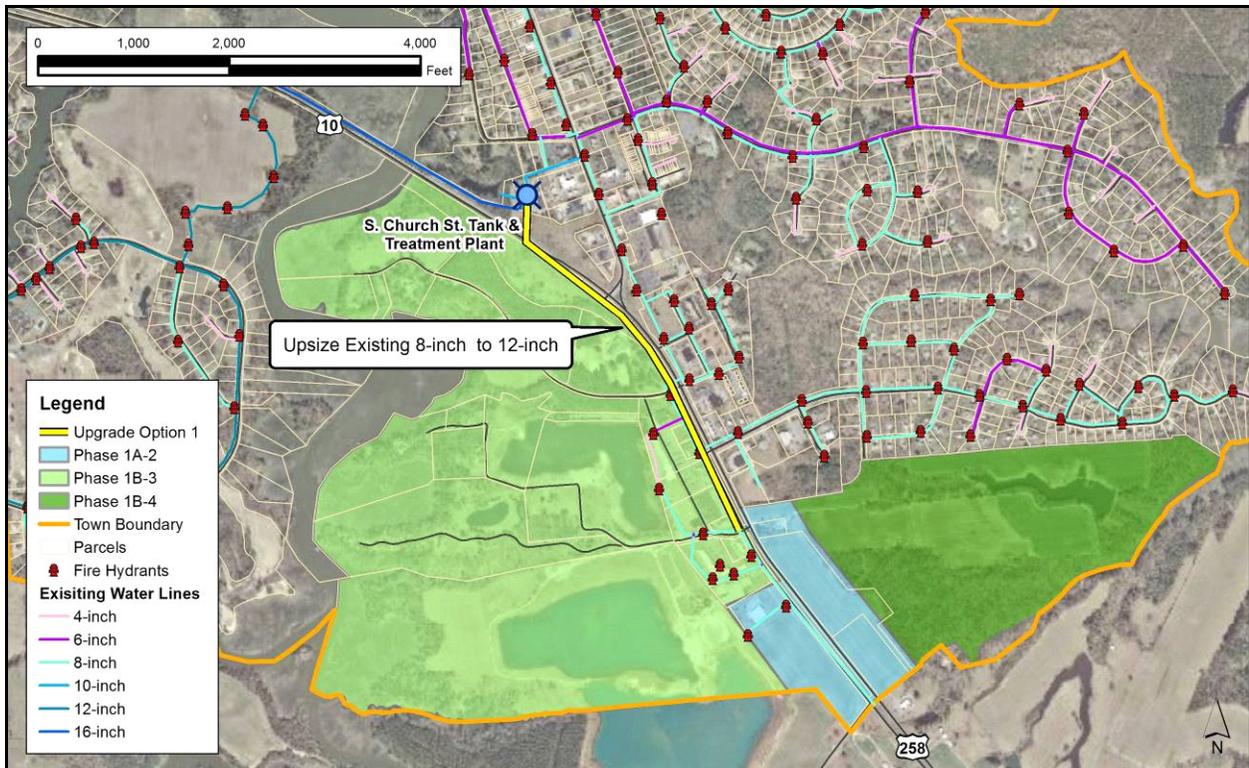


Given that all of the water system improvement options identified above meet the minimum fire flow requirement, the following sections provide additional consideration for each of the identified Southern Development Area water system improvement options.

7.1.2.1. Southern Development - Water System Improvement Option 1

Option 1 includes installing 4,425 linear feet (LF) of new 12-inch diameter water main along Route 258, which would replace a portion of the existing 8-inch diameter water main on Route 258. This would require connecting the new 12-inch diameter water main to the WTF and the existing 8-inch diameter water main on Route 258 in the vicinity of Cypress Run Drive. Additionally, all branch and service lines connected to the existing water main would need to be transferred to the new water main. This option would improve the available fire flow to an acceptable level of 930 gpm. Figure 7-4 below highlights the location and extent of the potential water system improvements under Option 1:

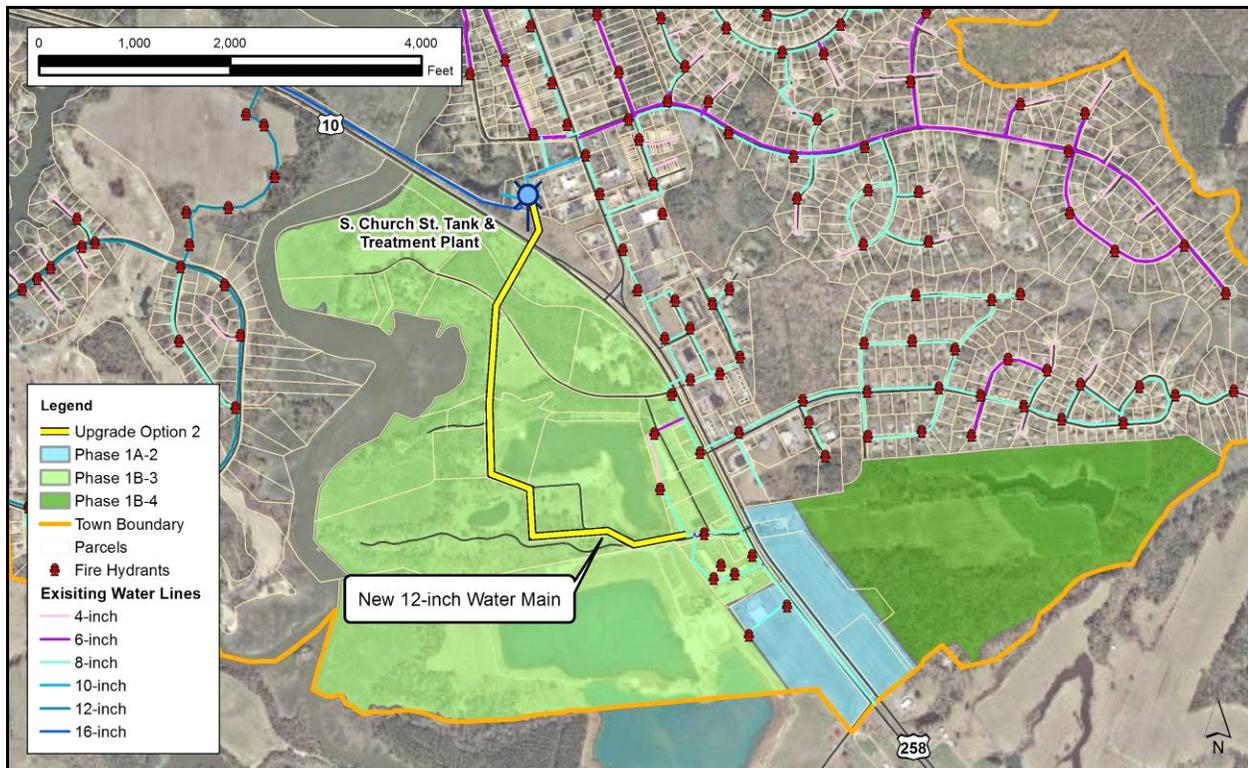
Figure 7-4: Southern Development – Water System Improvement Option 1



7.1.2.2. Southern Development - Water System Improvement Option 2

Option 2 creates a loop from the WTF through the western portion of the Southern Development Area, which eventually connects back to the existing 8-inch diameter water main on Cypress Run Drive. This project would consist of installing approximately 5,700 LF of 12-inch water main across Route 258, through open fields, forest, and residential areas. The alignment shown in the figure below is schematic in nature as it will be dependent on future developments, but is intended to be the most feasible alignment based on the information known at this time. The goal was to avoid the lakes/ponds, while minimizing the number of easements necessary. The alignment shown would require the acquisition of five (5) easements to accommodate the new water main. This option would improve the available fire flow to an acceptable level of 1,075 gpm. This option should only be considered if the initial development occurs west of Route 258. Figure 7-5 below highlights the approximate location and extent of the potential water system improvements under Option 3:

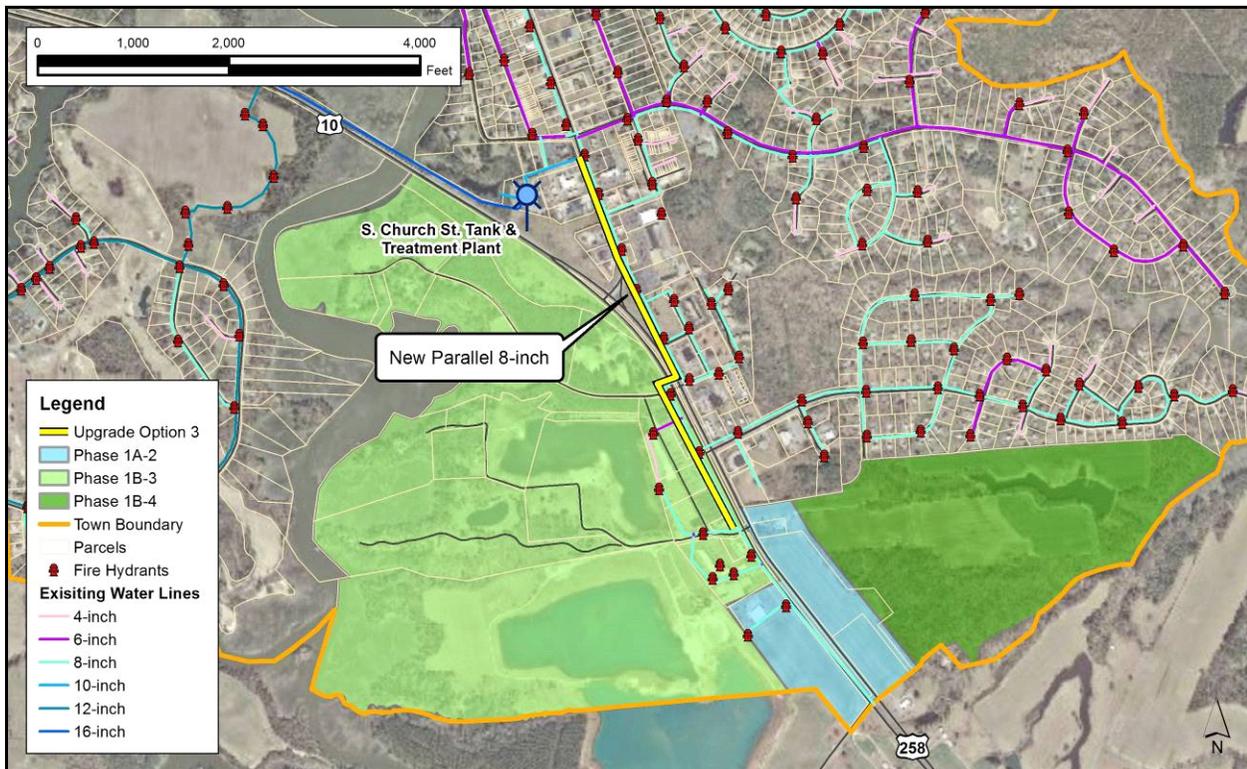
Figure 7-5: Southern Development – Water System Improvement Option 2



7.1.2.3. Southern Development - Water System Improvement Option 3

Option 1 and Option 3 are similar and have the same approximate project limits. The only difference between these two options is that Option 3 includes installing a new 8-inch diameter water main parallel to the existing 8-inch diameter water main. One of the advantages this option presents is having dual feeds to a remote portion of the water distribution system. If one of the lines were to break or be out of service for maintenance, customers would still remain in service (with reduced fire flow). This option is contingent on the age and condition of the existing water main. This option would improve the available fire flow to an acceptable level of 890 gpm. Figure 7-6 below highlights the location and extent of the potential water system improvements under Option 3:

Figure 7-6: Southern Development – Water System Improvement Option 3





7.1.2.4. Southern Development - Water System Improvement Recommendations and Additional Considerations

Water System Improvement Option 1 is considered to be the best option for supplying future water demands to the Southern Development Area. Given that this option's proposed alignment is routed along the existing Route 258 major corridor, it offers the most opportunity for economic development. In addition, this option also crosses Route 258 further north than the other options considered and offers more connection options for development within Phase 1B-3. It should be noted, though, that the available fire flow for the Southern Development Area under Option 1 is estimated to be approximately 930 gpm. While this projected fire flow is reasonable for the current planning area, the ability to provide additional sustained fire flows for additional growth outside of the planning area or more intensive development is limited. Should additional flows be required, the Town should consider a 16-inch diameter water crossing and water main extension – This increased diameter would be capable of providing sufficient fire flow for additional growth should it be required.



7.1.3 Opinion of Probable Costs for Potential Town Water System Improvements

Table 7-3 below details the opinion of probable cost for each of the potential water system improvements for both the Western and Southern Development Areas:

Table 7-3: Water System Improvements - Opinion of Probable Construction Costs

Option	Item	Unit	Quantity	Unit Price (\$)	Total Price (\$)
Western Development Area					
5	12-inch Water Main	LF	6,950	\$250	\$ 1,737,500
	Design, Environmental, Legal	25%	of total		\$ 434,375
	Construction Contingency	25%	of total		\$ 434,375
	Total Project Cost (rounded):				\$ 2,607,000
6	12-inch Water Main	LF	8,000	\$250	\$ 2,000,000
	Design, Environmental, Legal	25%	of total		\$500,000
	Construction Contingency	25%	of total		\$500,000
	Total Project Cost (rounded):				\$3,000,000
7	12-inch Water Main	LF	6,400	\$250	\$ 1,600,000
	Design, Environmental, Legal	25%	of total		\$ 400,000
	Construction Contingency	25%	of total		\$ 400,000
	Total Project Cost (rounded):				\$ 2,400,000
Southern Development Area					
1	12-inch Water Main	LF	4,220	\$250	\$ 1,055,000
	Design, Environmental, Legal	25%	of total		\$ 263,750
	Construction Contingency	25%	of total		\$ 263,750
	Total Project Cost (rounded):				\$ 1,583,000
2	12-inch Water Main	LF	5,700	\$250	\$ 1,425,000
	Design, Environmental, Legal	25%	of total		\$356,250
	Construction Contingency	25%	of total		\$356,250
	Total Project Cost (rounded):				\$ 2,138,000
3	8-inch Water Main	LF	4,450	\$200	\$ 890,000
	Design, Environmental, Legal	25%	of total		\$ 222,500
	Construction Contingency	25%	of total		\$ 222,500
	Total Project Cost (rounded):				\$ 1,335,000



7.2 Potential Wastewater Discharge Options

7.2.1 Western Development – Potential Wastewater Discharge Options

The Western Development Area was divided geographically into four (4) future sewer basins based on natural topography. Wastewater facilities for each identified sewer basin would consist of a gravity sewer collection system to convey flow to a sewage pump station, which is typically located at the low-point of the basin’s collection area. These sewage pump stations can either connect directly to the HRSD Interceptor Force Main via common force main or tie-in to an existing terminal pump station collection area. For the Western Development Area, Table 7-4 below highlights the three (3) wastewater discharge options that were evaluated:

Table 7-4: Western Development Potential Wastewater Discharge Options

Option	Description
1	Direct connect with HRSD Interceptor Force Main via a common force main.
2	Connect a common force main to the Lakeside gravity sewer basin via existing manhole SP13-MH-203 on Main Street.
3	Connect a common force main to the Lakeside gravity sewer basin via existing manhole SP13-MH-011 on Wrenn Road.

Table 7-5 on the following page details the build-out water demands and total maximum allowable wastewater flows for each identified sewer basin in gallons per day (gpd). Per the design standards identified in the Memorandum of Agreement (see Section 5.2 of this Report), the total allowable future peak wastewater flow for the Western Development is estimated to be approximately 342,000 gpd based on the identified future land use designations. It should be noted that the sewer flow from the Jr. Sports Complex was not considered as the sewer contributions from this facility are currently proposed to be conveyed to the Jersey Park system.

Table 7-5: Western Development - Build-Out Wastewater Flows based on Future Land Use Designations and Developable Area

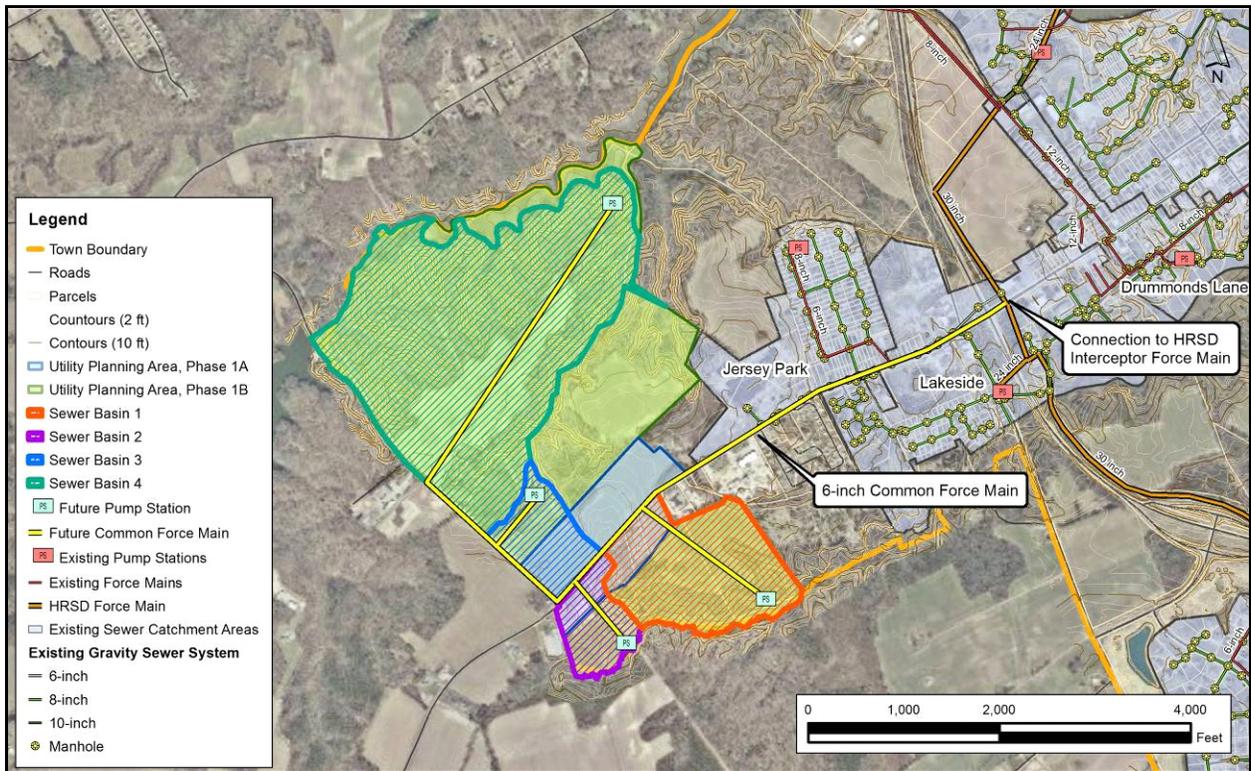
Future Land Use Description	Maximum Development Density	Developable Area (Acres)	Projected Build-Out Water Demands (gpd)	Residential Wastewater Flows			Non-Residential Wastewater Flows		Total Maximum Allowable Wastewater Flow (gpd)
				Maximum Residential Units	Maximum Wastewater Flow per ERU (gpd)	Maximum Allowable Residential Build-Out Wastewater Flow (gpd)	Peaking Factor	Maximum Allowable Non-Residential Build-Out Wastewater Flow (gpd)	
Western Development Area - Sewer Basin 1									
1A-1-HRC (Highway Retail Commercial District)	0.5 FAR	2.2	2,500	-	-	-	3	7,500	7,500
1A-1-I1 (Light Industrial District)	0.3 FAR	4.3	4,200	-	-	-	3	12,600	12,600
1B-2-HRC (Highway Retail Commercial District)	0.5 FAR	0.2	200	-	-	-	3	600	600
1B-2-I1 (Light Industrial District)	0.3 FAR	27.2	26,600	-	-	-	3	79,800	79,800
Sewer Basin 1 Total	-	33.9	33,500	0	775	0	-	100,500	100,500
Western Development Area- Sewer Basin 2									
1A-1-HRC (Highway Retail Commercial District)	0.5 FAR	4.0	4,600	-	-	-	3	13,800	13,800
1B-2-HRC (Highway Retail Commercial District)	0.5 FAR	7.4	8,500	-	-	-	3	25,500	25,500
Sewer Basin 2 Total	-	11.4	13,100	0	775	0	-	39,300	39,300
Western Development Area- Sewer Basin 3									
1A-1-HRC (Highway Retail Commercial District)	0.5 FAR	7.6	8,700	-	-	-	3	26,100	26,100
1B-1-HRC (Highway Retail Commercial District)	0.5 FAR	6.6	7,500	-	-	-	3	22,500	22,500
Sewer Basin 3 Total	-	14.1	16,200	0	775	0	-	48,600	48,600
Western Development Area- Sewer Basin 4									
1B-1-HRC (Highway Retail Commercial District)	0.5 FAR	5.8	6,600	-	-	-	3	19,800	19,800
1B-1-NR (Neighborhood Residential District)	3 Units per Acre	57.6	0	173	775	134,100	-		134,100
Sewer Basin 4 Total	-	63.3	6,600	173	775	0	-	19,800	153,900
Western Development Area - Total									
Western Development Total	-	122.7	69,400	0	775	0	-	208,200	342,300



7.2.1.1. Western Development – Wastewater Discharge Option 1

Wastewater Discharge Option 1 for the Western Development Area evaluates the direct connection of a 6-inch diameter common force main to the 30-inch HRSD Interceptor Force Main. Figure 7-7 below highlights the location and extent of the sewer system improvements under Option 1. This option would include four (4) pump stations and roughly 6,790 linear feet of a 6-inch diameter common force main. The proposed common force main was sized for a peak flow velocity that meets the minimum scouring velocity of 2.0 feet per second (ft/s) – With a future peak wastewater flow of 342,300 gpd, or 237 gpm, the approximate flow velocity in the proposed 6-inch diameter force main would be 2.7 ft/s. At a flow velocity of 5.0 ft/s (i.e., an additional 2.3 ft/s), the proposed 6-inch diameter force main could handle an additional 210 gpm, which equates to nearly 400 additional single-family residential connections outside of the planning area.

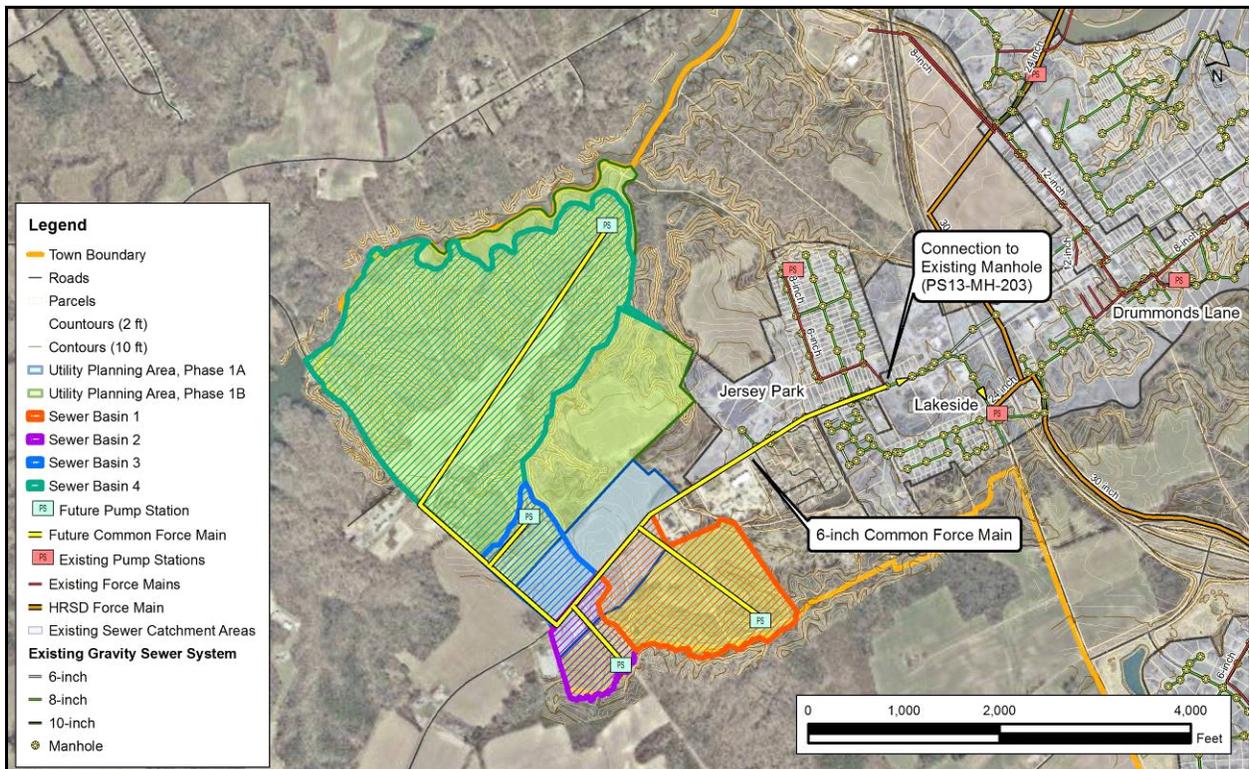
Figure 7-7: Western Development – Wastewater Discharge Option 1



7.2.1.2. Western Development – Wastewater Discharge Option 2

Wastewater Discharge Option 2 for the Western Development Area evaluates the connection of a 6-inch diameter common force main to manhole SP13-MH-203 on Main Street - This is the same location in which the Jersey Park force main connects to the Lakeside gravity sewer basin. The combined wastewater flow from the Western Development Area, Jersey Park basin, and Lakeside basin would all eventually flow to the terminal Lakeside Pump Station on Great Spring Road (State Route 655). Figure 7-8 below highlights the location and extent of the sewer system improvements under Option 2. This option would include four (4) pump stations and roughly 5,315 linear feet of 6-inch diameter common force main. Again, the common force main was sized for a peak flow velocity that meets the minimum scouring velocity of 2.0 ft/s.

Figure 7-8: Western Development – Wastewater Discharge Option 2



The estimated peak wastewater flow from the Western Development Area would contribute an additional 342,000 gpd to the existing peak flow that is currently being discharged into manhole PS13-MH-203 from the Jersey Park force main. Based on a



drawdown test that was conducted in 2011, the Jersey Park pump station has a pumping rate of 170 gpm, or 244,800 gpd. Hence, the total future peak flow just downstream of manhole SP13-MH-203 would be 586,000 gpd. This combined future peak flow was applied throughout the downstream Lakeside gravity sewer collection system. As shown in Table 7-6, a capacity assessment of the downstream Lakeside gravity sewer collection system reveals that the existing gravity collection system does not have the capacity to accommodate this estimated future peak flow. It should be noted, however, that the contributing flows from the Lakeside basin itself were not considered given that the existing system is not capable of accommodating the required future capacity from just the Western Development Area and the Jersey Park system. The pipe segments highlighted in red are the segments that do not meet the future capacity requirements.

Table 7-6: Capacity Assessment of Western Development Area Wastewater Discharge Option 2

US Node	DS Node	Upstream Peak Flow (gpd)	Contributing Flow (gpd)	Peak Flow (gpd)	Peak Flow (gpm)	Peak Flow (cfs)	Pipe Diameter (in)	Pipe Material	Length (LF)	Inv. Out (feet)	Inv. In (feet)	n	Slope (%)	Capacity of Pipe (cfs)	Peak Flow/ Capacity (%)	Velocity (fps)
PS13-MH-203	PS13-MH-202	342,000	244,800	586,800	408	0.91	8	PVC	292.41	27.43	26.53	0.015	0.31%	0.58	156.54%	1.67
PS13-MH-202	PS13-MH-201	586,800	0	586,800	408	0.91	8	PVC	114.16	26.51	26.12	0.015	0.34%	0.61	148.58%	1.75
PS13-MH-201	PS13-MH-200	586,800	0	586,800	408	0.91	8	PVC	115.29	26.10	24.24	0.015	1.61%	1.33	68.37%	3.81
PS13-MH-200	PS13-MH-101	586,800	0	586,800	408	0.91	8	PVC	211.46	24.27	23.48	0.015	0.37%	0.64	142.09%	1.83
PS13-MH-101	PS13-MH-100	586,800	0	586,800	408	0.91	8	PVC	161.45	23.46	22.22	0.015	0.77%	0.92	99.10%	2.63
PS13-MH-100	PS13-MH-100A	586,800	0	586,800	408	0.91	8	PVC	220.50	21.96	3.43	0.015	8.40%	3.03	29.96%	8.70
PS13-MH-100A	PS13-MH-002	586,800	0	586,800	408	0.91	8	PVC	453.83	21.96	3.43	0.015	4.08%	2.11	42.98%	6.06
PS13-MH-002	PS13-MH-001	586,800	0	586,800	408	0.91	8	Cast Iron	19.71	2.48	0.44	0.015	10.35%	3.36	26.99%	9.66
PS13-MH-001	PS13	586,800	0	586,800	408	0.91	8	Cast Iron	19.53	0.34	-1.39	0.015	8.86%	3.11	29.18%	8.93

Notes:

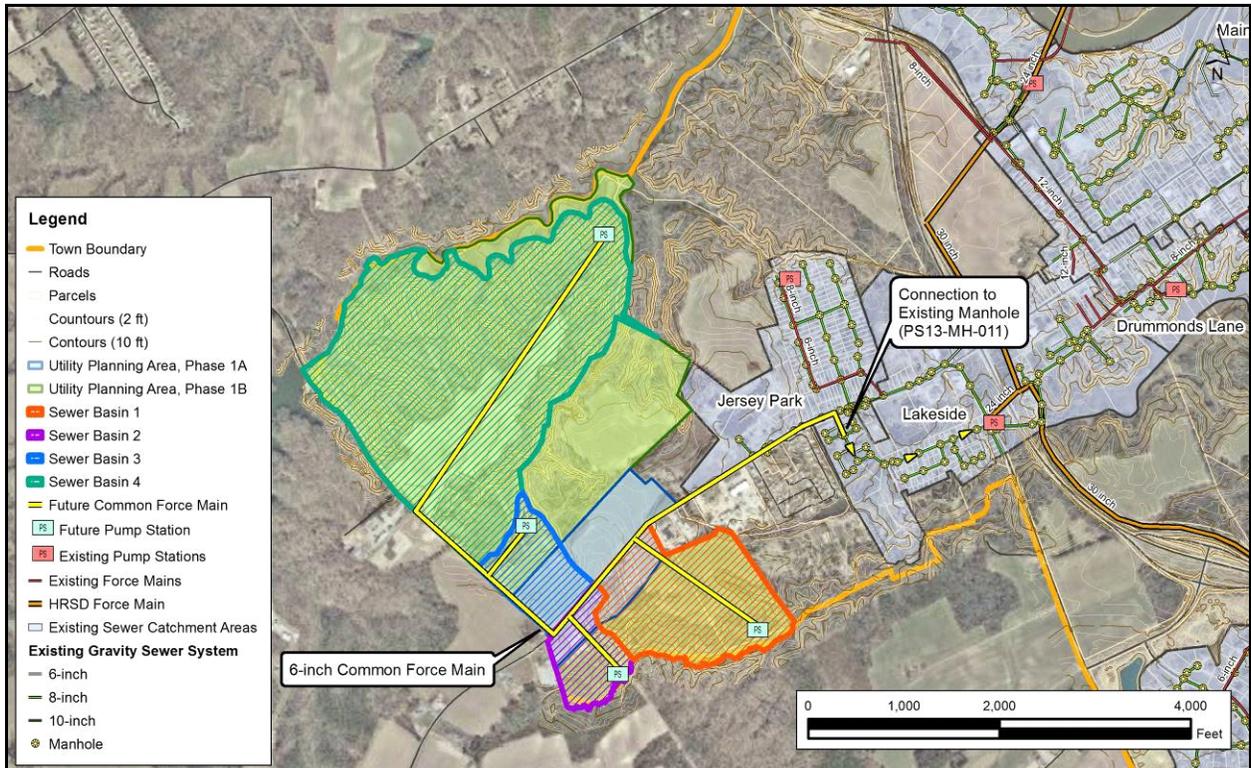
1. Contributing flows from the Lakeside basin itself were not considered given that the existing system is not capable of accommodating the required future capacity from just the Western Development Area (342,000 gpd) and the Jersey Park system (244,800 gpd).



7.2.1.3. Western Development – Wastewater Discharge Option 3

Wastewater Discharge Option 3 for the Western Development Area evaluates the connection of a 6-inch diameter common force main to manhole PS13-MH-011 on Wrenn Road, which is a part of the Lakeside gravity sewer collection basin. The combined wastewater flow from the Western Development Area and the contributing Lakeside basin would all eventually flow to the terminal Lakeside Pump Station on Great Spring Road (State Route 655). Figure 7-9 below highlights the location and extent of the sewer system improvements under Option 3. This option would include four (4) pump stations and roughly 5,100 linear feet of 6-inch diameter common force main. Again, the common force main was sized to have a peak flow velocity that meets the scouring velocity of 2.0 ft/s.

Figure 7-9: Western Development – Wastewater Discharge Option 3



The estimated peak wastewater flow from the Western Development Area would contribute an additional 342,000 gpd to the existing peak flow of 108,500 gpd currently entering manhole PS13-MH-011 from the Wood’s Edge and Jersey Park



Apartments. Hence, the total future peak flow just downstream of manhole SP13-MH-011 would be 450,500 gpd. This combined future peak flow along with contributing wastewater flows from downstream users within the Lakeside gravity sewer collection system were used to analyze the existing collection system's capacity to accommodate the future peak flows. As shown in Table 7-7, a capacity assessment of the downstream Lakeside gravity sewer collection system reveals that the existing gravity collection system does not have the capacity to accommodate this estimated future peak flow. The pipe segments highlighted in red are the segments that do not meet the future capacity requirements.

Table 7-7: Capacity Assessment of Western Development Area Wastewater Discharge Option 3

US Node	DS Node	Upstream Peak Flow (gpd)	Contributing Flow (gpd)	Peak Flow (gpd)	Peak Flow (gpm)	Peak Flow (cfs)	Pipe Diameter (in)	Pipe Material	Length (LF)	Inv. Out (feet)	Inv. In (feet)	n	Slope (%)	Capacity of Pipe (cfs)	Peak Flow/Capacity (%)	Velocity (fps)
PS13-MH-011	PS13-MH-010	342,000	108,500	450,500	313	0.70	8	PVC	150.67	24.19	23.39	0.015	0.53%	0.76	91.50%	2.19
PS13-MH-010	PS13-MH-009	450,500	0	450,500	313	0.70	8	PVC	152.28	23.28	22.67	0.015	0.40%	0.66	105.34%	1.90
PS13-MH-009	PS13-MH-008	450,500	0	450,500	313	0.70	8	PVC	151.60	22.76	22.31	0.015	0.30%	0.57	122.38%	1.64
PS13-MH-008	PS13-MH-007A	450,500	0	450,500	313	0.70	8	Cast Iron	179.91	22.35	21.13	0.015	0.68%	0.86	80.97%	2.47
PS13-MH-007A	PS13-MH-007	450,500	0	450,500	313	0.70	8	Cast Iron	96.28	21.03	20.86	0.015	0.18%	0.44	158.67%	1.26
PS13-MH-007	PS13-MH-006	450,500	0	450,500	313	0.70	8	Cast Iron	45.98	20.89	20.92	0.015	-0.07%	-	-	-
PS13-MH-006	PS13-MH-005	450,500	0	450,500	313	0.70	8	PVC	240.61	20.83	19.94	0.015	0.37%	0.64	109.63%	1.83
PS13-MH-005	PS13-MH-004	450,500	6,975	457,475	318	0.71	8	PVC	245.96	19.97	18.98	0.015	0.40%	0.66	106.72%	1.90
PS13-MH-004	PS13-MH-003	457,475	22,475	479,950	333	0.74	8	PVC	142.37	19.00	16.82	0.015	1.53%	1.29	57.40%	3.71
PS13-MH-003	PS13-MH-003A	479,950	8,525	488,475	339	0.76	8	Cast Iron	267.00	10.00	2.71	0.015	2.73%	1.73	43.75%	4.96
PS13-MH-003A	PS13-MH-002	488,475	14,725	503,200	349	0.78	8	Cast Iron	159.00	10.00	2.71	0.015	4.58%	2.24	34.78%	6.43
PS13-MH-002	PS13-MH-001	503,200	153,458	656,658	456	1.02	8	Cast Iron	19.71	2.48	0.44	0.015	10.35%	3.36	30.21%	9.66
PS13-MH-001	PS13	656,658	0	656,658	456	1.02	8	Cast Iron	19.53	0.34	-1.39	0.015	8.86%	3.11	32.65%	8.93



7.2.1.4. Western Development - Wastewater Discharge Recommendations and Additional Considerations

Wastewater Discharge Option 1, which directly connects the proposed 6-inch diameter common force main from the Western Development Area to the existing 30-inch HRSD Interceptor Force Main, is the recommended wastewater discharge option for the Western Development Area. As detailed in Tables 7-6 and 7-7, the Lakeside gravity sewer collection system does not have sufficient capacity to accommodate the future flows from the Western Development Area without significant system upgrades, which were judged to be too costly for additional evaluation. In addition, diverting flow to the Lakeside Pump Station via a direct force main connection to the pump station wet well is also considered impractical for the following reasons:

- The force main discharge and connection point with the 30-inch HRSD Interceptor Force Main would have to be upgraded;
- High potential for order control issues, which would require costly order control measures; and
- The Lakeside Pump Station capacity would limit the ability for additional growth outside of the current planning area.

Based on the reasons identified above, no further evaluation was conducted for the direct connection of the proposed common force main to the Lakeside Pump Station.

7.2.2 Southern Development – Potential Wastewater Discharge Options

The Southern Development Area was divided geographically into six (6) future sewer basins based on natural topography. Wastewater facilities for each identified sewer basin would consist of a gravity sewer collection system to convey flow to a sewage pump station, which is typically located at the low-point of the basin's collection area. For the Southern Development Area, Table 7-8 on the following page highlights the two (2) wastewater discharge options that were evaluated:



Table 7-8: Southern Development Potential Wastewater Discharge Options

Option	Description
1	Connect Basins 1, 2, and 3 directly to the existing 30-inch HRSD Interceptor Force Main on Route 258; connect Basins 4, 5, and 6 to the existing Plaza Pump Station via a common force main; and upgrade the Plaza Pump Station to a terminal pump station.
2	Connect Basins 1, 2, and 3 directly to the existing 30-inch HRSD Interceptor Force Main on Route 258 near the Plaza Pump Station; and connect Basins 4, 5, and 6 directly to the existing 30-inch HRSD Interceptor Force Main on Cypress Crossing (separate connection point).

Table 7-9 details the build-out water demands and total maximum allowable wastewater flows for each identified sewer basin in gallons per day (gpd). Per the design standards identified in the Memorandum of Agreement (see Section 5.2 of this Report), the total allowable peak wastewater flow for the Southern Development Area is estimated to be approximately 882,000 gpd based on the identified future land use designations.

Table 7-9: Southern Development - Build-Out Wastewater Flows based on Future Land Use Designations and Developable Area

Future Land Use Description	Maximum Development Density	Developable Area (Acres)	Projected Build-Out Water Demands (gpd)	Residential Wastewater Flows			Non-Residential Wastewater Flows		Total Maximum Allowable Wastewater Flow (gpd)
				Maximum Residential Units	Maximum Wastewater Flow per ERU (gpd)	Maximum Allowable Residential Build-Out Wastewater Flow (gpd)	Peaking Factor	Maximum Allowable Non-Residential Build-Out Wastewater Flow (gpd)	
Southern Development Area - Sewer Basin 1									
1B-4-NR (Neighborhood Residential District)	3 Units per Acre	22.0	500	67	775	51,900	-	-	51,900
Sewer Basin 1 Total	-	22.0	500	-	-	-	-	-	51,900
Southern Development Area - Sewer Basin 2									
1A-2-HRC (Highway Retail Commercial District)	0.5 FAR	6.23	7,200	-	-	-	3	21,600	21,600
1B-4-NR (Neighborhood Residential District)	3 Units per Acre	46.8	24,400	141	775	109,300	-	-	109,300
Sewer Basin 2 Total	-	50.2	8,200	67	775	51,900	-	21,600	130,900
Southern Development Area - Sewer Basin 3									
1A-2-HRC (Highway Retail Commercial District)	0.5 FAR	16.00	18,400	-	-	-	3	55,200	55,200
1B-4-NR (Neighborhood Residential District)	3 Units per Acre	4.6	2,400	14	775	10,900	-	-	10,900
1B-4-AR (Attached Residential District)	8 Units per Acre	17.5	24,100	140	775	108,500	-	-	108,500
Sewer Basin 3 Total	-	38.0	44,900	154	775	119,400	-	55,200	174,600
Southern Development Area - Sewer Basin 4									
1A-2-HRC (Highway Retail Commercial District)	0.5 FAR	19.91	22,900	-	-	-	3	68,700	68,700
1B-3-NR (Neighborhood Residential District)	3 Units per Acre	51.30	0	154	775	119,400	-	-	119,400
1B-3-HRC (Highway Retail Commercial District)	0.5 FAR	10.08	11,600	-	-	-	3	34,800	34,800
Sewer Basin 4 Total	-	81.3	34,500	154	775	119,400	-	103,500	222,900
Southern Development Area - Sewer Basin 5									
1B-3-HRC (Highway Retail Commercial District)	0.5 FAR	30.20	34,700	-	-	-	3	104,100	104,100
1B-3-NR (Neighborhood Residential District)	3 Units per Acre	61.07	0	184	775	142,600	-	-	142,600
Sewer Basin 5 Total	-	91.3	34,700	184	775	142,600	-	104,100	246,700
Southern Development Area - Sewer Basin 6									
1B-3-NR (Neighborhood Residential District)	3 Units per Acre	23.39	0	71	775	55,000	-	-	55,000
Sewer Basin 6 Total	-	23.4	0	71	775	55,000	-	0	55,000
Southern Development Area - Total									
Southern Development Total	-	306.2	122,800	630	775	488,300	-	284,400	882,000



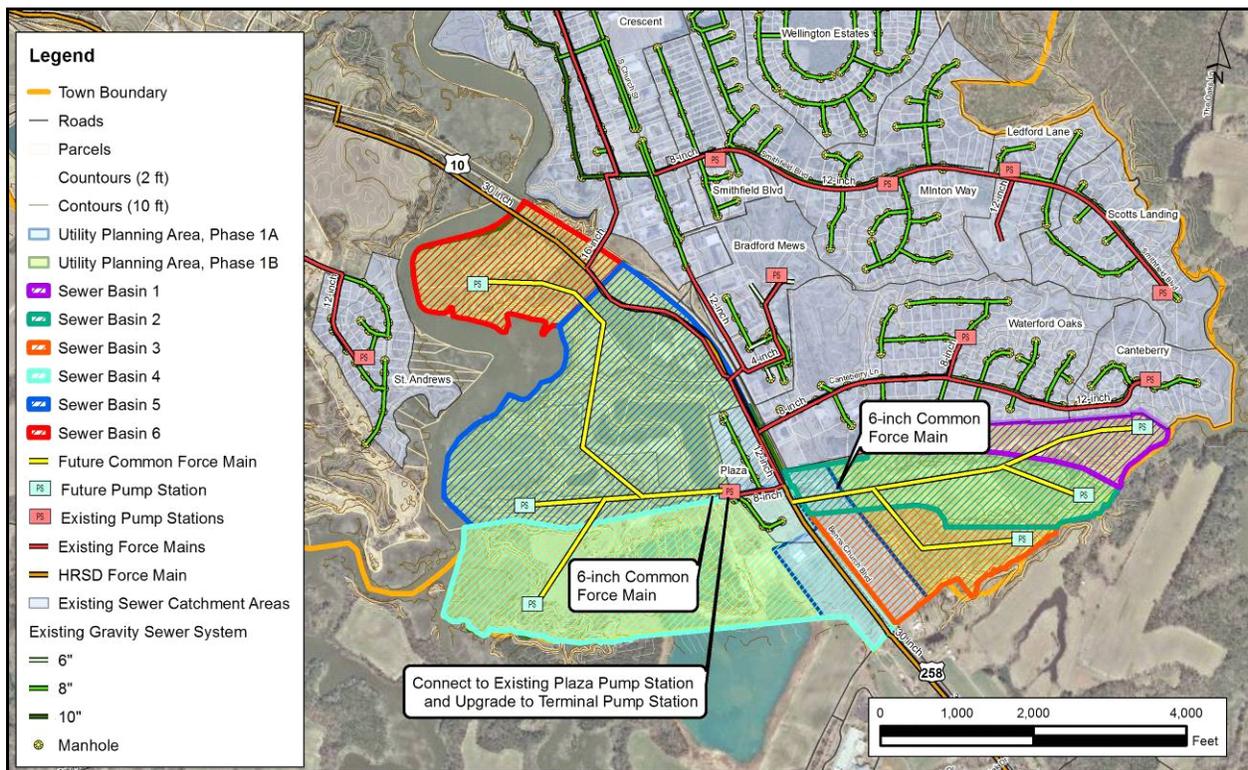
7.2.2.1. Southern Development – Wastewater Discharge Option 1

Wastewater Discharge Option 1 for the Southern Development Area evaluates wastewater discharge options for both sides of Route 258. For the east side of Route 258, this option evaluates the connection of a 6-inch common force main for future Sewer Basins 1, 2, and 3 to the existing 30-inch HRSD Interceptor Force Main on Route 258. Therefore, under this option, the proposed pump stations for future Sewer Basins 1, 2, and 3 will all be terminal pump stations as they are proposed to connect directly to the HRSD Interceptor Force Main and must be sized to meet HRSD pressure requirements. With a projected future peak wastewater flow of 357,400 gpd, or 248 gpm, for future Sewer Basins 1, 2, and 3, the approximate flow velocity in the proposed 6-inch diameter common force main would be 2.8 ft/s. At a flow velocity of 5.0 ft/s (i.e., an additional 2.2 ft/s), the proposed 6-inch diameter common force main could handle an additional 200 gpm, which equates to nearly 370 additional single-family residential connections outside of the planning area.

For the west side of Route 258, this option evaluates the connection of a 6-inch common force main for future Sewer Basins 4, 5, and 6 to the Plaza Pump Station. This ultimately would require the Plaza Pump Station to be upgraded and converted into a terminal pump station for direct connection to the HRSD Interceptor Force Main. This proposed upgrade of the Plaza Pump Station under Option 1 would unburden the Crescent Drive gravity collection system and pump station, which currently receives flow from the Plaza Pump Station and is categorized as a Sanitary Sewer Evaluation Survey (SSES) Basin for capacity related sanitary sewer overflows (SSOs). Hence, the unburdening of the Crescent Drive Terminal Pump Station would assist the Town with operation and maintenance of the Crescent Drive system and ultimately aid in the reduction of future SSOs. With a projected future peak wastewater flow of 524,600 gpd, or 364 gpm, for future Sewer Basins 4, 5, and 6, the approximate flow velocity in the proposed 6-inch diameter force main would be 4.0 ft/s. At a flow velocity of 5.0 ft/s (i.e., an additional 1.0 ft/s), the proposed 6-inch diameter force main could handle an additional 90 gpm, which equates to nearly 165 additional single-family residential connections outside of the planning area.

Figure 7-10 below highlights the location and extent of the sewer system improvements under Option 1. When considering the proposed wastewater improvements on both sides of Route 258, this option would include six (6) pump stations, a 6-inch common force main connection with the HRSD Interceptor Force Main for Sewer Basins 1, 2, and 3, a 6-inch common force main connection to the existing Plaza Pump Station, and an upgrade of the Plaza Pump Station. The alignments shown in the figure below are schematic in nature, but are intended to depict possible alignments. Again, each of the common force mains were sized to have a peak flow velocity that meets the scouring velocity of 2.0 ft/s.

Figure 7-10: Southern Development – Wastewater Discharge Option 1



7.2.2.2. Southern Development – Wastewater Discharge Option 2

Wastewater Discharge Option 2 for the Southern Development Area also evaluates wastewater discharge options for both sides of Route 258. For the east side of Route 258, this option evaluates the connection of a 6-inch diameter common force main for Sewer Basins 1, 2, and 3 to the existing 30-inch HRSD Interceptor Force Main on Route

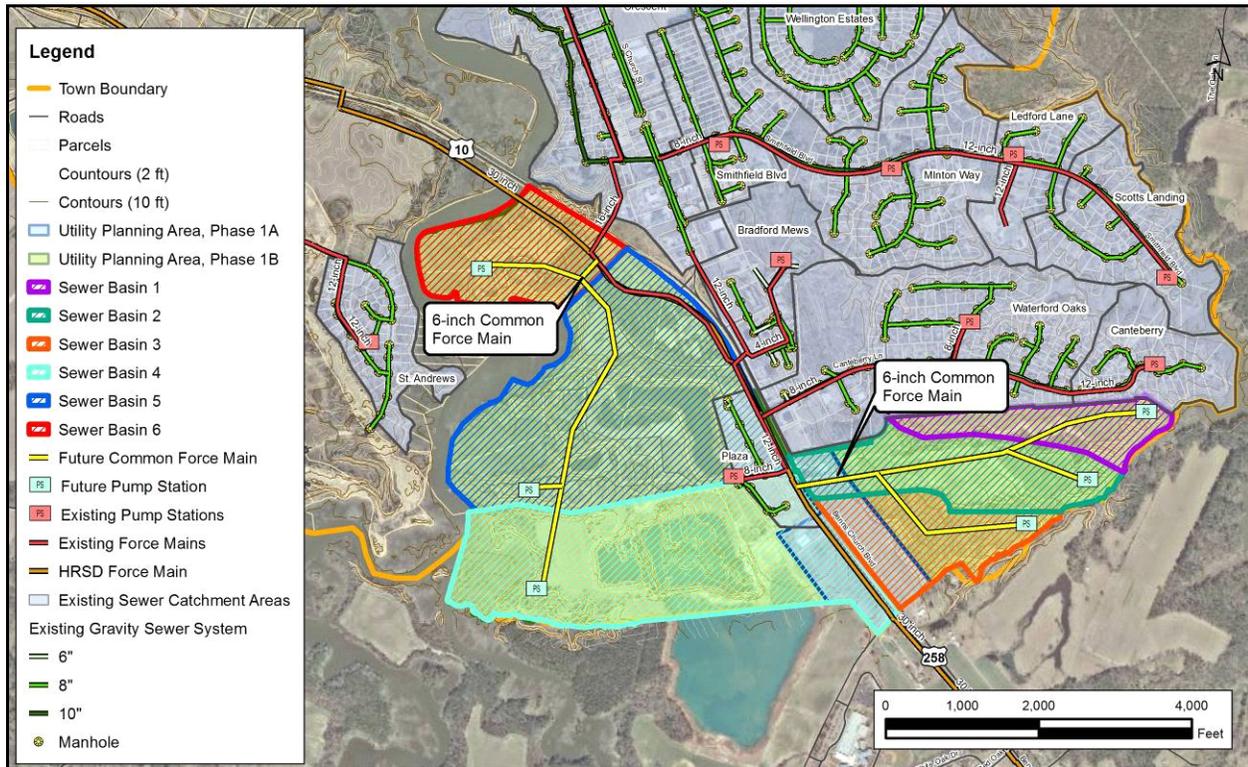


258 (similar to Option 1). Again, with a projected future peak wastewater flow of 357,400 gpd, or 248 gpm, for future Sewer Basins 1, 2, and 3, the approximate flow velocity in the proposed 6-inch diameter common force main would be 2.8 ft/s. At a flow velocity of 5.0 ft/s (i.e., an additional 2.2 ft/s), the proposed 6-inch diameter common force main could handle an additional 200 gpm, which equates to nearly 370 additional single-family residential connections outside of the planning area.

For the west side of Route 258, however, this option evaluates the direct connection of a 6-inch diameter common force main for Sewer Basins 4, 5, and 6 to the 30-inch HRSD Interceptor Force Main at a different location along Route 10. Under this option, the Plaza Pump Station would not require upgrades to accommodate additional future wastewater flows; however, each proposed pump station for future Sewer Basins 4, 5, and 6 will be a terminal pump station and will need to be sized so to meet HRSD pressure requirements. Again, with a projected future peak wastewater flow of 524,600 gpd, or 364 gpm, for future Sewer Basins 4, 5, and 6, the approximate flow velocity in the proposed 6-inch diameter force main would be 4.0 ft/s. At a flow velocity of 5.0 ft/s (i.e., an additional 1.0 ft/s), the proposed 6-inch diameter force main could handle an additional 90 gpm, which equates to nearly 165 additional single-family residential connections outside of the planning area.

Figure 7-11 on the following page highlights the location and extent of the sewer system improvements under Option 2. This option would include six (6) pump stations (all of which would be terminal pump stations as they are proposed to connect directly to HRSD Interceptor Force Main), a 6-inch common force main connection with the HRSD Interceptor Force Main for Basins 1, 2, and 3, and a 6-inch common force main connection with the HRSD Interceptor Force Main for Basins 4, 5, and 6. The alignments shown in the following figure are schematic in nature, but are intended to depict a possible alignment. Each of the common force mains were sized to have a peak flow velocity that meets the scouring velocity of 2.0 ft/s.

Figure 7-11: Southern Development – Wastewater Discharge Option 2



7.2.2.3. Southern Development - Wastewater Discharge Recommendations and Additional Considerations

Upgrading the Plaza Pump Station to a terminal pump station as discussed under Wastewater Discharge Option 1 does alleviate some the burden on the Crescent Drive collection system and pump station; however, other pump stations adjacent to the Southern Development Area such as Canterbury and Waterford Oaks also pump into the Crescent Drive collection system via common force main along Canterbury Lane. Hence, given the extent of potential development in on the eastern side of Route 258, additional consideration can be made to connect the existing common force main on Canterbury Lane to a future proposed common force main or pump station that connects directly to the HRSD Interceptor Force Main. This will not only further alleviate the existing burden on the Crescent Drive collection system and pump station, but it potentially will reduce existing odor issues within the Crescent Basin. Since both the Canterbury and Waterford Oaks systems are located far away from the



Crescent Drive collection system, there is ample opportunity for hydrogen sulfide to accumulate in the system and cause odor issues.

Lastly, Wastewater Discharge Options 1 and 2 are both intended to be potential solutions for handling build-out wastewater demands for the Southern Development Area; however, recognize that how and when certain areas within the planning area develop will have a role on the ultimate location of the sewer infrastructure. As interest for development in the Southern Development Area arises, these identified options and considerations will guide which option or variant thereof are appropriate for moving forward.

7.2.3 Opinion of Probable Costs for Potential Town Sewer System Improvements

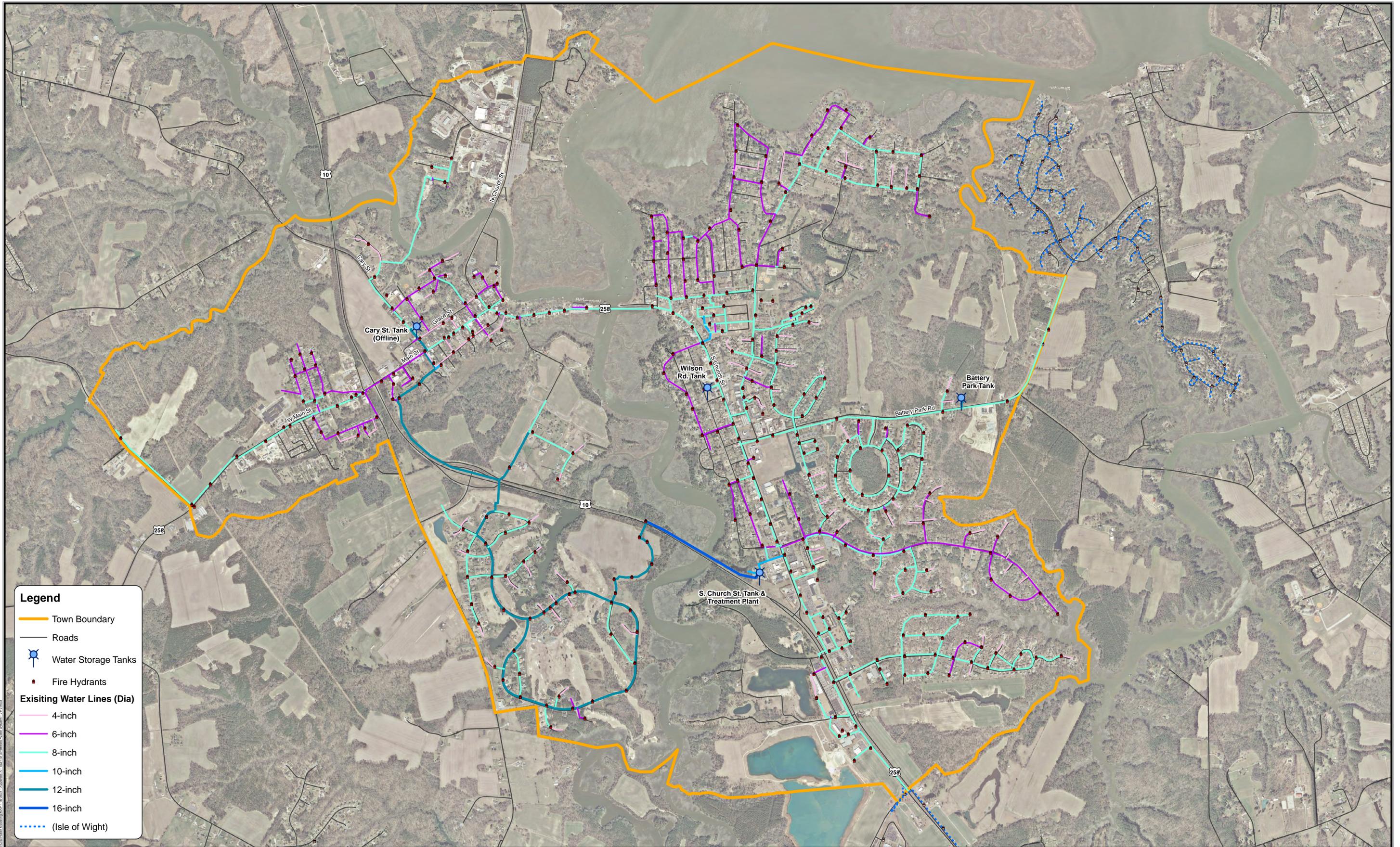
Table 7-10 on the following page details the opinion of probable cost for each of the potential sewer system improvements for both the Western and Southern Development Areas. It should be noted that the following table only provides the opinion of probable costs for those sewer improvement options that were considered technically feasible. Additionally, the estimates provided below are preliminary in nature and are subject to variance given more definitive design constraints (i.e., wet well depths, final pump station locations, etc.).



Table 7-10: Sewer System Improvements - Opinion of Probable Construction Costs

Option	Item	Unit	Quantity	Unit Price (\$)	Total Price (\$)
Western Development Area					
1	6" Force Main	LF	5,315	\$200	\$1,063,000
	Pump Station	Each	4	\$700,000	\$2,800,000
	Design, Environmental, Legal	25%	of total		\$966,000
	Construction Contingency	25%	of total		\$966,000
	Total Project Cost (rounded):				
Southern Development Area					
1	6" Force Main	LF	16,630	\$200	\$3,326,000
	Pump Station	Each	6	\$500,000	\$3,000,000
	Plaza Pump Station Upgrade	Each	1	\$750,000	\$750,000
	Design, Environmental, Legal	25%	of total		\$1,769,000
	Construction Contingency	25%	of total		\$1,769,000
	Total Project Cost (rounded):				
2	6" Force Main	LF	14,400	\$200	\$2,880,000
	Pump Station	Each	6	\$500,000	\$3,000,000
	Design, Environmental, Legal	25%	of total		\$1,470,000
	Construction Contingency	25%	of total		\$1,470,000
	Total Project Cost (rounded):				

APPENDIX A:
Existing Smithfield Water System



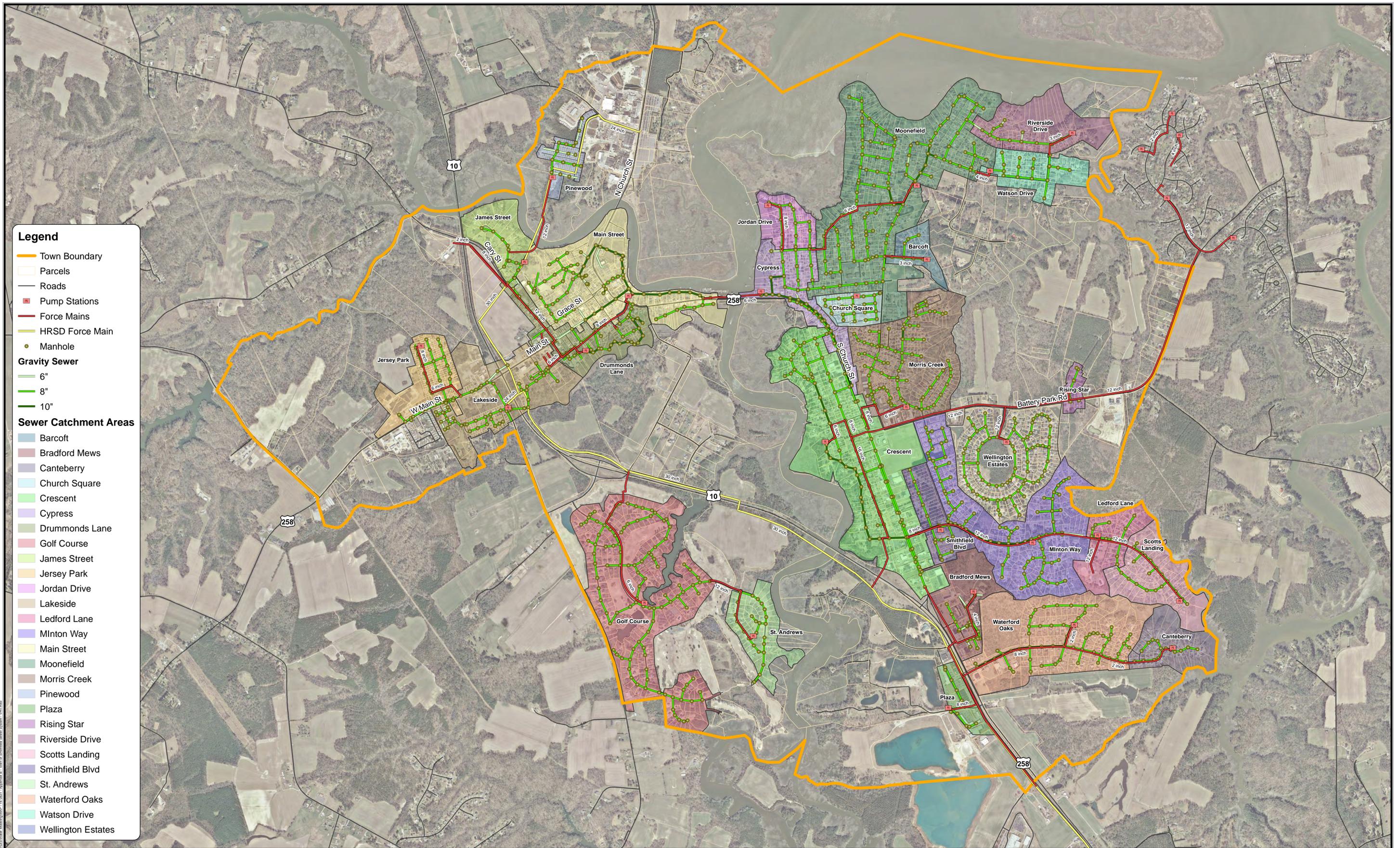
Legend

- Town Boundary
- Roads
- Water Storage Tanks
- Fire Hydrants
- Existing Water Lines (Dia)**
- 4-inch
- 6-inch
- 8-inch
- 10-inch
- 12-inch
- 16-inch
- ⋯ (Isle of Wight)

Town of Smithfield Water System and Available Fire Flow
Smithfield, Virginia

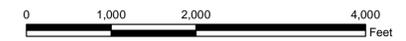


APPENDIX B:
Existing Smithfield Sewer System



- Legend**
- Town Boundary
 - Parcels
 - Roads
 - Pump Stations
 - Force Mains
 - HRSD Force Main
 - Manhole
- Gravity Sewer**
- 6"
 - 8"
 - 10"
- Sewer Catchment Areas**
- Barcoft
 - Bradford Mews
 - Canteberry
 - Church Square
 - Crescent
 - Cypress
 - Drummonds Lane
 - Golf Course
 - James Street
 - Jersey Park
 - Jordan Drive
 - Lakeside
 - Ledford Lane
 - Minton Way
 - Main Street
 - Moonfield
 - Morris Creek
 - Pinewood
 - Plaza
 - Rising Star
 - Riverside Drive
 - Scotts Landing
 - Smithfield Blvd
 - St. Andrews
 - Waterford Oaks
 - Watson Drive
 - Wellington Estates

Town of Smithfield Sewer System
Smithfield, Virginia



APPENDIX B



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**FINANCE
COMMITTEE**

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Revenue				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,686,000.00	746,831.34	939,168.66	44.30%
Delinquent RE Tax	23,200.00	4,372.16	18,827.84	18.85%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,500.00	1,000.38	1,499.62	40.02%
Current RE Interest	745.00	-	745.00	0.00%
Delinquent RE Interest	4,100.00	2,644.28	1,455.72	64.49%
Total Real Estate Taxes	1,723,045.00	754,848.16	968,196.84	43.81%
Personal Property Tax				
Current PP Tax	583,000.00	159,500.71	423,499.29	27.36%
Delinquent PP Tax	16,500.00	10,711.52	5,788.48	64.92%
Current PP Penalty	13,000.00	-	13,000.00	0.00%
Delinquent PP Penalty	4,300.00	2,832.42	1,467.58	65.87%
Current PP Interest	1,200.00	-	1,200.00	0.00%
Delinquent PP Interest	3,000.00	3,174.80	(174.80)	105.83%
Total Personal Property Tax	621,000.00	176,219.45	444,780.55	28.38%
Public Service Corporations Tax				
Current RE Tax	29,774.00	-	29,774.00	0.00%
Current PP Tax	750.00	-	750.00	0.00%
Total Public Service Tax	30,524.00	-	30,524.00	0.00%
Miscellaneous Receipts Over/Short	10.00	10.28	(0.28)	102.80%
Total Over/Short	10.00	10.28	(0.28)	102.80%
Other Local Taxes				
Franchise Tax	137,645.00	-	137,645.00	0.00%
Cigarette Tax	150,000.00	84,587.23	65,412.77	56.39%
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 11/30/16	Remaining Budget	% of budget
Meals Tax-4.25%	1,112,623.00	357,720.86	754,902.14	32.15%
Meals Tax-2%	523,470.00	172,749.61	350,720.39	33.00%
Sales Tax	320,000.00	66,523.74	253,476.26	20.79%
Consumption Tax	47,000.00	13,099.73	33,900.27	27.87%
Utility Tax	190,000.00	51,627.71	138,372.29	27.17%
Business Licenses	365,000.00	12,955.50	352,044.50	3.55%
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	57,506.08	78,993.92	42.13%
Total Other Local Taxes	3,200,838.00	858,817.71	2,342,020.29	26.83%
<u>Licenses, Permits & Privilege Fees</u>				
Permits & Other Licenses	15,000.00	5,427.30	9,572.70	36.18%
Inspection Fees-Subdivision	3,000.00	2,700.00	300.00	90.00%
WC Dog Park Registration	2,300.00	432.00	1,868.00	18.78%
Consultant Review Fees	3,000.00	875.00	2,125.00	29.17%
Total Licenses, permits and privilege fees	23,300.00	9,434.30	13,865.70	37.89%
<u>Fines & Costs</u>				
Public Defender Fee		-	-	0.00%
Fines & Costs	70,000.00	16,119.89	53,880.11	23.03%
Total Fines & Forfeitures	70,000.00	16,119.89	53,880.11	23.03%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	5,328.91	2,671.09	66.61%
Beautification Fund Interest	-	25.31	(25.31)	0.00%
Rentals	19,750.00	6,920.36	12,829.64	35.04%
Smithfield Center Rentals	180,000.00	71,922.21	108,077.79	39.96%
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	6,693.28	10,306.72	39.37%
Fingerprinting Fees	1,200.00	730.00	470.00	60.83%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Museum Gift Shop Sales	9,400.00	7,841.23	1,558.77	83.42%
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	0.00%
Total revenue from use of money and property	260,350.00	115,970.40	144,379.60	44.54%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,100.00	1,624.75	475.25	77.37%
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	5,143.75	956.25	73.48%
<u>From Reserves</u>				
Restricted Reserves-Police Department	-	-	-	0.00%
Reserves-Pinewood Escrow	-	307,949.57	(307,949.57)	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	315,961.86	134,250.64	70.18%
Total From Reserves	3,475,212.50	623,911.43	2,851,301.07	17.95%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	41,684.00	119,849.00	25.81%
Litter Control Grant	3,354.00	3,232.00	122.00	96.36%
Police Block Grants-State	-	-	-	0.00%
Communications Tax	232,000.00	55,888.35	176,111.65	24.09%
Rolling Stock	18.00	-	18.00	0.00%
Rental Tax	4,000.00	1,735.89	2,264.11	43.40%
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 11/30/16	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	348,365.13	326,311.87	51.63%
<u>Intergovernmental Federal</u>				
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	253,967.68	443,292.32	36.42%
Pinewood Heights CDBG Relocation Grant-Phase II	-	-	-	0.00%
Total Federal Revenue	953,575.00	253,967.68	699,607.32	26.63%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service		-	-	0.00%
Total Operating Transfers In	-	-	-	0.00%
<u>Other Financing Sources</u>				
Line of Credit Proceeds	500,000.00	-	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%
<u>Contributions</u>				
CHIPS Contributions	3,700.00	660.00	3,040.00	17.84%
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	4,593.00	7,057.00	39.42%
Contributions-Public Safety	-	-	-	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	518,253.00	(420,903.00)	532.36%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Total General Fund Revenue	15,233,706.50	3,894,809.17	11,338,897.33	25.57%
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)	(172,749.61)	(350,720.39)	33.00%
From Operating Reserves	(450,212.50)	(315,961.86)	(134,250.64)	70.18%
Pinewood Heights Reserves	-	(307,949.57)	307,949.57	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)	(253,967.68)	(443,292.32)	36.42%
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)	(1,763,628.72)	(7,364,853.78)	19.32%
Total General Fund Operating Revenues	6,105,224.00	2,131,180.45	3,974,043.55	34.91%

**General Fund Budget
Expenses**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	17,410.00	22,590.00	43.53%
FICA	3,352.00	1,368.54	1,983.46	40.83%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Employee Wellness/Assistance Plan	1,344.00	98.00	1,246.00	7.29%
Legal Fees	65,000.00	13,827.37	51,172.63	21.27%
Election Expense	-	-	-	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	25,000.00	11,096.70	13,903.30	44.39%
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	9,135.00	9,685.00	48.54%
Supplies	20,000.00	8,596.01	11,403.99	42.98%
Travel & Training	6,500.00	2,113.80	4,386.20	32.52%
Subscriptions/Memberships	9,200.00	8,405.00	795.00	91.36%
Council Approved Items	12,000.00	2,512.04	9,487.96	20.93%
Public Defender Fees	4,000.00	-	4,000.00	0.00%
Bank Charges	625.00	381.00	244.00	60.96%
SpecialProjects	3,000.00	66.06	2,933.94	2.20%
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	77,245.72	190,437.28	28.86%
<u>Town Manager</u>				
Salaries	313,814.00	102,775.85	211,038.15	32.75%
FICA	25,105.00	7,038.33	18,066.67	28.04%
VSRS	19,695.00	7,135.25	12,559.75	36.23%
Disability	-	41.30	(41.30)	#DIV/0!
Health	62,245.00	31,231.98	31,013.02	50.18%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	2,800.00	1,269.40	1,530.60	45.34%
Communications	17,000.00	5,354.66	11,645.34	31.50%
Insurance	2,330.00	1,115.10	1,214.90	47.86%
Supplies	4,000.00	1,560.58	2,439.42	39.01%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Dues & Subscriptions	3,355.00	2,212.48	1,142.52	65.95%
Computer & technology expenses	13,000.00	4,570.41	8,429.59	35.16%
Travel & Training	7,800.00	2,088.54	5,711.46	26.78%
Other	100.00	36.00	64.00	36.00%
Total Town Manager	471,744.00	166,429.88	305,314.12	35.28%

Treasurer

Salaries	299,575.00	113,251.25	186,323.75	37.80%
FICA	23,966.00	8,408.40	15,557.60	35.08%
VSRS	20,177.00	8,554.14	11,622.86	42.40%
Health	47,470.00	23,733.64	23,736.36	50.00%
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	2,676.27	6,823.73	28.17%
Computer & technology expenses	5,000.00	473.65	4,526.35	9.47%
Data Processing	20,000.00	6,432.84	13,567.16	32.16%
Service contracts-includes MUNIS	58,000.00	6,736.78	51,263.22	11.62%
Insurance	2,410.00	1,152.84	1,257.16	47.84%
Supplies	11,700.00	3,700.68	7,999.32	31.63%
Dues & Subscriptions	1,200.00	658.80	541.20	54.90%
Credit Card Processing	1,000.00	549.77	450.23	54.98%
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	179,485.22	339,952.78	34.55%

PUBLIC SAFETY

Police Department

Salaries	1,461,705.00	513,897.82	947,807.18	35.16%
FICA	116,940.00	37,355.15	79,584.85	31.94%
VSRS	76,640.00	30,684.66	45,955.34	40.04%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Health Insurance	206,195.00	95,659.02	110,535.98	46.39%
Disability	160.00	53.28	106.72	33.30%
Pre-Employment Test	1,000.00	2,066.50	(1,066.50)	206.65%
Uniforms	24,000.00	10,730.42	13,269.58	44.71%
Service Contracts	38,000.00	27,626.04	10,373.96	72.70%
Communications	53,000.00	16,224.18	36,775.82	30.61%
Computer & Technology Expenses	15,000.00	2,669.48	12,330.52	17.80%
Insurance	54,580.00	26,744.56	27,835.44	49.00%
Ins. - LODA	10,896.00	11,347.40	(451.40)	104.14%
Materials & Supplies	24,000.00	4,410.08	19,589.92	18.38%
Dues & Subscriptions	6,550.00	3,731.94	2,818.06	56.98%
Equipment	7,500.00	452.89	7,047.11	6.04%
Radio & Equipment repairs	2,000.00	437.50	1,562.50	21.88%
Vehicle Maintenance	40,000.00	15,340.23	24,659.77	38.35%
Gas	45,000.00	11,226.70	33,773.30	24.95%
Tires	7,000.00	1,687.52	5,312.48	24.11%
Travel & Training	30,000.00	15,077.06	14,922.94	50.26%
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	1,000.00	4,000.00	20.00%
Accreditation (costs charged to existing line items)	-	-	-	0.00%
Asset Forfeiture	-	100.00	(100.00)	0.00%
Other	500.00	52.96	447.04	10.59%
Total Police Department	2,229,166.00	828,844.64	1,400,321.36	37.18%
 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 11/30/16	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	79,066.44	136,141.56	36.74%
FICA	17,220.00	6,018.39	11,201.61	34.95%
VSRS	10,096.00	4,280.20	5,815.80	42.40%
Health	30,996.00	15,498.00	15,498.00	50.00%
Uniforms	1,200.00	569.09	630.91	47.42%
Contracted Services	17,500.00	6,712.65	10,787.35	38.36%
Retail Sales & Use Tax	800.00	422.79	377.21	52.85%
Utilities	25,000.00	6,874.19	18,125.81	27.50%
Communications	19,000.00	7,541.94	11,458.06	39.69%
Computer & technology expenses	4,000.00	1,587.51	2,412.49	39.69%
Dues & Subscriptions	500.00	771.00	(271.00)	154.20%
Insurance	5,900.00	2,857.04	3,042.96	48.42%
Kitchen Supplies	3,000.00	2,617.46	382.54	87.25%
Office Supplies/Other Supplies	6,000.00	1,296.41	4,703.59	21.61%
Food Service & Beverage Supplies	6,000.00	2,058.52	3,941.48	34.31%
AV Supplies	3,000.00	1,178.97	1,821.03	39.30%
Repairs & Maintenance	40,000.00	11,548.78	28,451.22	28.87%
Systems Maintenance (HVAC, AV, Generator)	-	-	-	0.00%
Landscaping	12,000.00	3,844.72	8,155.28	32.04%
Travel & Training	2,000.00	1,306.10	693.90	65.31%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	10,073.35	9,926.65	50.37%
Refund event deposits	7,000.00	2,462.02	4,537.98	35.17%
Credit card processing expense	4,500.00	1,989.13	2,510.87	44.20%
Total Smithfield Center	451,420.00	170,574.70	280,845.30	37.79%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
<u>Contributions-Parks, Recreation and Cultural</u>				
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%
<u>Windsor Castle Park</u>				
Salaries	66,935.00	24,261.56	42,673.44	36.25%
FICA	5,355.00	1,775.13	3,579.87	33.15%
VSRS	4,000.00	1,687.62	2,312.38	42.19%
Health	12,705.00	5,748.43	6,956.57	45.25%
Contracted Services	6,500.00	3,429.41	3,070.59	52.76%
Insurance	8,935.00	4,302.28	4,632.72	48.15%
Grass Cutting	30,000.00	14,717.15	15,282.85	49.06%
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	296.39	6,703.61	4.23%
Supplies	5,000.00	170.03	4,829.97	3.40%
Repairs & Maintenance	40,000.00	11,211.56	28,788.44	28.03%
Total Windsor Castle Park	197,930.00	67,599.56	130,330.44	34.15%
<u>Museum</u>				
Salaries	104,255.00	38,115.69	66,139.31	36.56%
FICA	8,340.00	2,920.82	5,419.18	35.02%
VSRS	3,696.00	1,566.80	2,129.20	42.39%
Health	7,220.00	3,608.04	3,611.96	49.97%
<u>Operating expenses</u>				
Contracted services	2,500.00	2,283.33	216.67	91.33%
Communications	700.00	199.75	500.25	28.54%
Computer and Technology	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Insurance	1,772.00	959.54	812.46	54.15%
Supplies	4,700.00	3,391.44	1,308.56	72.16%
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	6,513.57	2,486.43	72.37%
Sales & Use Tax	700.00	303.26	396.74	43.32%
Credit card processing fees	1,000.00	259.22	740.78	25.92%
Total Museum	146,383.00	60,386.54	85,996.46	41.25%
<u>Other Parks & Recreation</u>				
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	1,626.23	(126.23)	108.42%
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	215.47	784.53	21.55%
Veterans War Memorial	750.00	410.20	339.80	54.69%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	6,500.00	4,918.54	1,581.46	75.67%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Precontract Administration	10,000.00	-	10,000.00	0.00%
Management Assistance	30,820.00	3,168.95	27,651.05	10.28%
Monitoring/Closeout	5,000.00	-	5,000.00	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
<u>Permanent Relocation</u>				
Owner Occupied Households	-	111,699.23	(111,699.23)	0.00%
Renter Occupied Households	-	2,587.00	(2,587.00)	0.00%
Moving Costs	25,800.00	13,500.00	12,300.00	52.33%
Relocation Specialist	24,975.00	9,412.50	15,562.50	37.69%
<u>Acquisition</u>				
Owner Acquisition	1,386.00	204,499.00	(203,113.00)	14754.62%
Renter Acquisition	759,200.00	72,107.00	687,093.00	9.50%
Vacant Lot Acquisition	610.00	-	610.00	0.00%
Appraisal/Legal	16,790.00	4,600.00	12,190.00	27.40%
<u>Acquisition Specialist</u>	27,306.00	5,025.00	22,281.00	18.40%
<u>Clearance & Demolition</u>	52,200.00	6,100.50	46,099.50	11.69%
Subtotal Non CDBG	954,087.00	432,699.18	521,387.82	45.35%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	278,775.00	201,589.43	77,185.57	72.31%
Renter Occupied Households	143,860.00	50,878.25	92,981.75	35.37%
Relocation Specialist	18,000.00	1,500.00	16,500.00	8.33%
<u>Acquisition</u>				
Owner Occupied	277,125.00	-	277,125.00	0.00%
<u>Clearance & Demolition</u>				
		-	-	0.00%
<u>Planning Grant-Phase III</u>				
		-	-	0.00%
Subtotal CDBG	717,760.00	253,967.68	463,792.32	35.38%
Total Pinewood Heights Contributions	1,671,847.00	686,666.86	985,180.14	41.07%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
<u>Contributions-Community Development</u>				
Old Courthouse Contribution	4,000.00	-	4,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	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	78,269.34	123,130.66	38.86%
FICA	16,115.00	5,769.06	10,345.94	35.80%
VSRS	12,735.00	5,376.93	7,358.07	42.22%
Health	36,500.00	17,557.71	18,942.29	48.10%
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	2,318.32	4,681.68	33.12%
GIS	2,000.00	400.00	1,600.00	20.00%
Recycling-1% CPI-U	239,006.00	87,900.88	151,105.12	36.78%
Trash Collection-1% CPI-U	240,000.00	91,598.46	148,401.54	38.17%
Street Lights	5,000.00	410.33	4,589.67	8.21%
Communications	12,000.00	3,551.96	8,448.04	29.60%
Safety Meetings/Safety Expenses	3,000.00	115.28	2,884.72	3.84%
Insurance	8,515.00	4,127.90	4,387.10	48.48%
Materials & Supplies	6,000.00	947.28	5,052.72	15.79%
Accreditation	-	-	-	0.00%
Repairs & Maintenance	5,000.00	2,029.68	2,970.32	40.59%
Gas & Tires	6,500.00	2,413.59	4,086.41	37.13%
Travel & Training	6,000.00	997.26	5,002.74	16.62%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Litter Control Grant	3,354.00	-	3,354.00	0.00%
Dues & Subscriptions	2,700.00	679.00	2,021.00	25.15%
Other	3,000.00	873.90	2,126.10	29.13%
Total Public Works	819,830.00	305,812.34	514,017.66	37.44%

PUBLIC BUILDINGS

Public Buildings

Salaries	28,660.00	8,291.48	20,368.52	28.93%
FICA	2,295.00	645.28	1,649.72	28.12%
Contractual	20,000.00	10,563.94	9,436.06	52.82%
Communications	3,000.00	1,159.43	1,840.57	38.65%
Utilities	46,000.00	15,237.04	30,762.96	33.12%
Insurance	11,265.00	5,372.92	5,892.08	47.70%
Materials & Supplies	6,000.00	2,483.46	3,516.54	41.39%
Repairs & Maintenance	36,000.00	14,914.47	21,085.53	41.43%
Rent Expense-Office Space	-	-	-	0.00%
Other	1,000.00	-	1,000.00	0.00%
Total Public Buildings	154,220.00	58,668.02	95,551.98	38.04%

OTHER FINANCING USES

Transfers to Operating Reserves		-	-	0.00%
Transfers to Restricted Reserves-low 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	500,000.00	(10,447.00)	102.13%

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	5,671.31	11,543.69	32.94%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 11/30/16	Remaining Budget	% of budget
Police Evidence Building	50,445.00	16,617.38	33,827.62	32.94%
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	-	30,564.00	0.00%
HVAC -Smithfield Center	490.00	242.81	247.19	49.55%
Police Evidence Building	10,805.00	3,835.14	6,969.86	35.49%
New Debt-Multiple projects-interest only	58,750.00	-	58,750.00	0.00%
Line of Credit	4,065.00	-	4,065.00	0.00%
Total Debt Service	695,567.00	26,366.64	669,200.36	3.79%
Total General Fund Expenses	8,809,806.50	3,402,361.43	5,607,445.07	38.62%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	0.00%
Professional Fees	(51,500.00)	(1,946.23)	(49,553.77)	3.78%
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)	(686,666.86)	(985,180.14)	41.07%
Pinewood Heights Line of Credit Expenses	(504,065.00)	-	(504,065.00)	0.00%
Total Non-operating Expenses	(2,227,412.00)	(1,188,613.09)	(1,038,798.91)	53.36%
Total General Fund Operating Expenses	6,582,394.50	2,213,748.34	4,568,646.16	33.63%
Net Operating Reserve (+/-)	(477,170.50)	(82,567.89)	(594,602.61)	17.30%
Net Reserve (+/-)	6,423,900.00	492,447.74	5,731,452.26	7.67%

Adopted 2016/2017	Actual 11/30/2016	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	6,423,900.00	492,447.74	5,931,452.26	7.67%
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**Capital Outlay
General Fund**

GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	-	(36,000.00)		
Renter Occupied Units	(144,000.00)	(12,000.00)	(132,000.00)	8.33%
Vacant Lots	(36,000.00)	-	(36,000.00)	0.00%
			-	0.00%
Subtotal Non CDBG Capital Acquisition	(180,000.00)	(48,000.00)	(132,000.00)	26.67%
CDBG Capital Acquisition				
Owner Occupied Units	(48,000.00)	-	(48,000.00)	0.00%
Renter Occupied Units		-		
Vacant Lots		-		
Subtotal CDBG Capital Acquisition	(48,000.00)	-	(48,000.00)	0.00%
Total Pinewood Heights Relocation CIP	(228,000.00)	(48,000.00)	(180,000.00)	21.05%
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(107,525.00)	(14,656.00)	(92,869.00)	13.63%
IBM Server	-	(15,543.00)	15,543.00	#DIV/0!
PARKS, RECREATION AND CULTURAL				
Smithfield Center Main Hall Speaker System		-	-	0.00%
Smithfield Center Backflow Device on fire protection system		-	-	0.00%
Smithfield Center-bathroom renovations				
WC Playground	(60,000.00)	(43,635.31)	(16,364.69)	72.73%
WC Park Building Stabilization		-	-	0.00%

	Adopted 2016/2017	Actual 11/30/2016	Remain Budget	% of Budget
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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)	(200,407.19)	(3,439,592.81)	5.51%
PUBLIC SAFETY				
Police				
Police Vehicles	(105,000.00)	(141,960.15)	36,960.15	135.20%
Police Motorcycles		-	-	0.00%
Police Equipment-Camera Systems		-	-	0.00%
Tough Book MDTs/docking stations/workstation-3		-	-	0.00%
In Car Cameras		-	-	0.00%
PUBLIC WORKS				
Vehicles and Equipment	(9,375.00)	-	(9,375.00)	0.00%
James Street/Washington Street	-			
Great Springs Road Sidewalk				
Storage Shed			-	0.00%
PUBLIC BUILDINGS				
Police Evidence Building Improvements		(8,181.94)	8,181.94	0.00%
Storage Building Improvements		-	-	0.00%
Repair garage doors at Town Hall	(10,000.00)	(3,362.00)	(6,638.00)	33.62%
Fire Alarm & Security System Replacement	-			
Police Department Split System Replacement	-	(7,425.00)	7,425.00	0.00%

Net Capital Outlay	(6,423,900.00)	(492,447.74)	(5,931,452.26)	7.67%
Net Reserves (Deficit) after capital outlay	-	(0.00)	-	#DIV/0!

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	225,702.94	455,297.06	33.14%
Sewer Compliance Fee	498,600.00	154,580.53	344,019.47	31.00%
Miscellaneous Revenue	500.00	636.40	(136.40)	127.28%
Connection fees	39,500.00	14,220.00	25,280.00	36.00%
Total Operating Revenue	1,219,600.00	395,139.87	824,460.13	32.40%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	278,265.00	98,715.67	179,549.33	35.48%
FICA	22,265.00	7,178.89	15,086.11	32.24%
VSRS	17,405.00	7,042.15	10,362.85	40.46%
Health	55,760.00	26,446.64	29,313.36	47.43%
Uniforms	3,200.00	192.55	3,007.45	6.02%
Audit	6,125.00	-	6,125.00	0.00%
Legal	9,000.00	1,973.69	7,026.31	21.93%
Accreditation	-	-	-	0.00%
HRPDC sewer programs	887.00	459.00	428.00	51.75%
Professional Fees	20,000.00	4,525.00	15,475.00	22.63%
Maintenance & Repairs	60,000.00	1,170.46	58,829.54	1.95%
VAC Truck Repairs & Maintenance	7,500.00	1,152.11	6,347.89	15.36%
Data Processing	14,500.00	4,824.66	9,675.34	33.27%
Dues & Subscriptions	60.00	14.50	45.50	24.17%
Utilities	51,000.00	12,290.68	38,709.32	24.10%
SCADA Expenses	6,000.00	1,757.58	4,242.42	29.29%
Telephone	12,000.00	2,723.07	9,276.93	22.69%
Insurance	17,270.00	8,382.84	8,887.16	48.54%
Materials & Supplies	50,000.00	24,514.50	25,485.50	49.03%
Truck Operations	9,000.00	3,044.09	5,955.91	33.82%
Travel & Training	5,000.00	1,333.74	3,666.26	26.67%

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Contractual	3,500.00	472.50	3,027.50	13.50%
Miscellaneous	1,200.00	578.18	621.82	48.18%
Bank service charges	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	649,937.00	208,792.50	441,144.50	32.13%
Operating Income before D&A Expense	569,663.00	186,347.37	383,315.63	32.71%
Depreciation & Amort. Exp.	390,000.00	182,302.69	208,147.33	46.74%
Operating Income (Loss)	179,663.00	4,044.68	175,168.30	2.25%

Nonoperating Revenues (Expenses)

Pro-rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	103,000.00	37,080.00	65,920.00	36.00%
Contributed Capital-Smithfield Foods Rev Ln	-	-	-	0.00%
Interest Revenue	4,500.00	3,202.45	1,297.55	71.17%
Interest Expense	(8,602.00)	(830.00)	(7,772.00)	9.65%
Total Nonoperating Revenues (Expenses)	98,898.00	41,852.45	57,045.55	42.32%
Net Income (loss)	278,561.00	45,897.13	232,663.87	16.48%

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

Restricted revenues:

Pro-rata Share Fees	-	(2,400.00)	2,400.00	0.00%
Availability Fees	(103,000.00)	(37,080.00)	(65,920.00)	36.00%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	-	(11,890.00)	0.00%
Compliance Fee	(496,000.00)	(154,580.53)	(341,419.47)	31.17%
Depreciation & Amort. Exp.	390,000.00	182,302.69	207,697.31	46.74%
Additional debt service costs-principal expense	(98,770.00)	(98,770.00)	-	100.00%
Total adjustments to CAFR	(319,660.00)	(110,527.84)	(209,132.16)	34.58%
Working adjusted income	(41,099.00)	(64,630.71)	23,531.71	157.26%

	Adopted 2016/2017	Actual 11/30/2016	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(41,099.00)	(64,630.71)	23,531.71	157.26%
			-	
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	-	(655.31)	655.31	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		(99,228.13)	99,228.13	
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)	(192,672.86)	(305,123.14)	39.51%
Net Reserves (Deficit) after capital outlay	(528,795.00)	(257,303.57)	(281,591.43)	48.66%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	153,321.00	128,648.13	24,672.87	83.91%
Funding from Sewer Compliance Fee	325,000.00	55,007.60	269,992.40	16.93%
Draw from operating reserves	50,474.00	-	50,474.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	-	(73,647.84)	63,547.84	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,407,750.00	485,221.02	922,528.98	34.47%
Debt Service Revenue	190,652.00	58,926.80	131,725.20	30.91%
Miscellaneous	1,500.00	233.35	1,266.65	15.56%
Connection fees	16,500.00	5,940.00	10,560.00	36.00%
Application Fees	8,654.00	3,991.00	4,663.00	46.12%
Total Operating Revenue	1,625,056.00	554,312.17	1,070,743.83	34.11%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Expenses				
Salaries	421,655.00	146,678.93	274,976.07	34.79%
FICA	33,735.00	10,778.14	22,956.86	31.95%
VSRS	24,360.00	9,995.19	14,364.81	41.03%
Health	76,190.00	32,823.79	43,366.21	43.08%
Uniforms	3,255.00	113.17	3,141.83	3.48%
Contractual	13,500.00	2,111.00	11,389.00	15.64%
Audit	6,125.00	-	6,125.00	0.00%
Legal	14,000.00	1,973.69	12,026.31	14.10%
Accreditation	-	-	-	0.00%
Maintenance & Repairs	60,000.00	3,386.32	56,613.68	5.64%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	7,635.00	32,365.00	19.09%
Regional Water Supply Study	1,701.00	2,039.00	(338.00)	119.87%
Data Processing	14,500.00	4,824.66	9,675.34	33.27%
Utilities	2,000.00	187.55	1,812.45	9.38%
Communications	13,000.00	2,723.07	10,276.93	20.95%
Insurance	26,900.00	12,995.16	13,904.84	48.31%
Materials & Supplies	100,000.00	31,913.76	68,086.24	31.91%
Gas and Tires	12,000.00	4,523.13	7,476.87	37.69%
Dues & Subscriptions	1,000.00	714.50	285.50	71.45%
Bank service charges	1,200.00	486.49	713.51	40.54%
Travel and Training	5,000.00	773.14	4,226.86	15.46%
Miscellaneous	12,000.00	4,926.75	7,073.25	41.06%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
RO Annual costs			-	0.00%
Power	103,560.00	36,597.41	66,962.59	35.34%
Chemicals	57,332.00	15,005.46	42,326.54	26.17%
HRSD	294,082.00	97,074.15	197,007.85	33.01%
Supplies	20,000.00	8,099.18	11,900.82	40.50%
Communication	9,030.00	3,172.94	5,857.06	35.14%
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	24,877.04	20,122.96	55.28%
Bad debt expense	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,515,825.00	467,184.33	1,048,640.67	30.82%
Operating Income before D&A Expense	109,231.00	87,127.84	22,103.16	79.76%
Depreciation & Amortization Expense	370,000.00	145,154.44	224,845.56	39.23%
Operating Income (Loss)	(260,769.00)	(58,026.60)	(202,742.40)	22.25%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	68,000.00	24,480.00	43,520.00	36.00%
Insurance Recoveries	-	-	-	0.00%
Interest Revenue	6,800.00	3,658.61	3,141.39	53.80%
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	27,191.07	7,143.93	79.19%
Net Income (Loss)	(226,434.00)	(30,835.53)	(195,598.47)	13.62%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	0.00%
Availability Fees	(68,000.00)	(24,480.00)	(43,520.00)	36.00%
Debt Service Revenue	(190,652.00)	(58,926.80)	(131,725.20)	30.91%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Depreciation & Amort. Exp.	370,000.00	145,154.44	224,845.56	39.23%
Additional debt service costs-principal expense	(303,070.00)	(303,070.00)	-	100.00%
Total adjustments to CAFR	(191,722.00)	(243,722.36)	52,000.36	127.12%
Working adjusted income	(418,156.00)	(274,557.89)	(143,598.11)	65.66%

	Adopted 2016/2017	Actual 11/30/2016	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(418,156.00)	(274,557.89)	(143,598.11)	65.66%
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)	(26,216.87)	(38,783.13)	40.33%
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)	(83,979.37)	(482,410.63)	14.83%
Net Reserves (Deficit) after capital outlay	(984,546.00)	(358,537.26)	(626,008.74)	36.42%
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	56,880.85	209,509.15	21.35%
Debt Service fees applied to debt	270,435.00	255,706.02	14,728.98	94.55%
Net Cashflow	-	(45,950.39)	45,950.39	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	94.81	90.19	51.25%
Sale of equipment	-	-	-	0.00%
Revenue - Commwlth of VA	1,104,024.00	292,422.05	811,601.95	26.49%
Total Highway Fund Revenue	1,104,209.00	292,516.86	811,692.14	26.49%

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 11/30/16	Remaining Budget	% of budget
Expenses				
Salaries	252,745.00	89,881.53	162,863.47	35.56%
FICA	20,220.00	6,507.50	13,712.50	32.18%
VSRS	15,035.00	6,402.18	8,632.82	42.58%
Health	45,830.00	23,169.42	22,660.58	50.56%
Uniforms		233.92	(233.92)	0.00%
Engineering		-	-	0.00%
Grass	20,000.00	7,589.17	12,410.83	37.95%
Maintenance	593,299.00	139,221.86	454,077.14	23.47%
Asphalt/Paving		47,853.75	(47,853.75)	
Ditching		69,618.85	(69,618.85)	
Traffic Control devices		2,509.70	(2,509.70)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		19,119.56	(19,119.56)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		120.00	(120.00)	
Storm Maintenance		-	-	
Street Lights	106,000.00	39,407.21	66,592.79	37.18%
Insurance	14,372.00	7,078.32	7,293.68	49.25%
Miscellaneous-bank charges	-	-	-	0.00%
VAC Truck Repairs	2,500.00	803.72	1,696.28	32.15%
Gas and Tires	8,000.00	2,771.67	5,228.33	34.65%
Stormwater Management Program (regional)	1,422.00	1,715.00	(293.00)	120.60%
Total Highway Fund Expense	1,079,423.00	324,781.50	754,641.50	30.09%
Net Reserves (+/-)	24,786.00	(32,264.64)	57,050.64	-130.17%

Adopted 2016/2017	Actual 11/30/2016	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	25,696.00	(32,264.64)	57,960.64	-125.56%
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	(40,259.64)	40,259.64	#DIV/0!

Carryover from FY2016 104,519.00

Net Adjusted Reserves (deficit) 64,259.36

Notes: November 2016

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 has 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 billin 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).

<u>Sales Tax</u>	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.
<u>Consumption Tax/Utility Tax</u>	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 fluctuations are receipts from DVP.
<u>Business License Tax</u>	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.
<u>Vehicle license tax</u>	Collections through December 31 total \$119,476. VL tax is included on the PP tax bills. The outstanding 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.
<u>Permits & other licenses</u>	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).
<u>Inspection Fees</u>	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
<u>Review Fees</u>	Schaubach Rentals-\$875-site plan review for 89 Pagan Ave.
<u>Fines & Costs</u>	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.
<u>General Fund Interest</u>	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.
<u>Rentals</u>	Rentals usually runs below budget until last quarter when NDS pays an annual communications lease of \$1200.
<u>Smithfield Center Rentals</u>	Rents are \$5958 higher than the same period in FY2016. Total SC rents for 2016- \$200,455.
<u>Kayak Rentals</u>	Since this line item is seasonal, the summer months are very strong for rentals. July through Sep 2016 rentals totaled \$5795 compared to the \$6126 in FY2016. This line item will pick up again in the spring.
<u>Sale of Equipment</u>	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.
<u>Other Revenues</u>	Includes grass cutting violations (\$1392), returned check charges (\$25), sale of copies (\$2.75) and accident report fees (\$205).
<u>Cash Proffer Revenue</u>	Pass through proffers to the Smithfield Volunteer Fire Department and the IOW Rescue Squad.
<u>VML Safety Grant</u>	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 January 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 Projecks of II, 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-Arajo, Powell
Kristi Jenkins-mileage-mileage reimbursement-Caroline Co Sheriff's office for accreditation assessment
Bank of America-\$867.97-included \$760 for Arajo/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 anniversary 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

<u>WC Park Playground</u>	Natural Playgrounds-Payment for construction of natural playground at WC Park.
<u>WC Park Building Renovations/Restoration</u>	Canad Land Surveying-\$7500-topo in vineyard, topo for gravity main, pump station and force main, topo to design water main.
<u>Clontz Park Boat Ramp</u>	Kimley-Horn-Engineering costs-\$1250.00 and \$527.15 fees to IOW County (reviewing this charge).
<u>Ball Fields</u>	Canada Land Surveying -\$4800-additional topo along 258 and BMP conervation 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

<u>Police Vehicles</u>	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 Tahoe (lights, siren, cable, etc).
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PUBLIC BUILDINGS

<u>Police evidence building</u>	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
<u>Overhead Door</u>	\$3362-work on the bay doors at Town Hall.
<u>Split System #4</u>	Atlantic Constructors-\$7425 to replace Split System #4 at the PD-emergency replacement-not budgeted

SEWER

Revenues

<u>Sewer Charges/Sewer Compliance</u>	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.
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<u>Connection Fees</u>	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.
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Expenses

<u>Salaries</u>	Salaries have been reduced by accrued payroll entries for June 2016.
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<u>Health Insurance</u>	Represents medical and dental premiums paid for July through December 2016.
<u>HRPDC-Sewer Programs</u>	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.
<u>Professional fees</u>	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-consent order through September 30, 2016
<u>Insurance</u>	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance.
<u>Materials & Supplies</u>	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 Equipment-\$738.27-flange adapter for sealing flange-Smithfield Blvd Wood Equipment-\$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" Diaphragm 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)

<u>Pro-rata share fees</u>	Received \$2400 from Atlantic Homes for 113 St James and 115 St James.
<u>Availability fees</u>	Like connection fees, we have received 10 at \$4120 each for a total of \$37,080.
<u>Interest Expense</u>	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

<u>Additional debt service costs-principal expense</u>	The refinanced loan is paid semi-annually but only has one principal payment for the year. The next payment will be interest only.
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SEWER CAPITAL

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

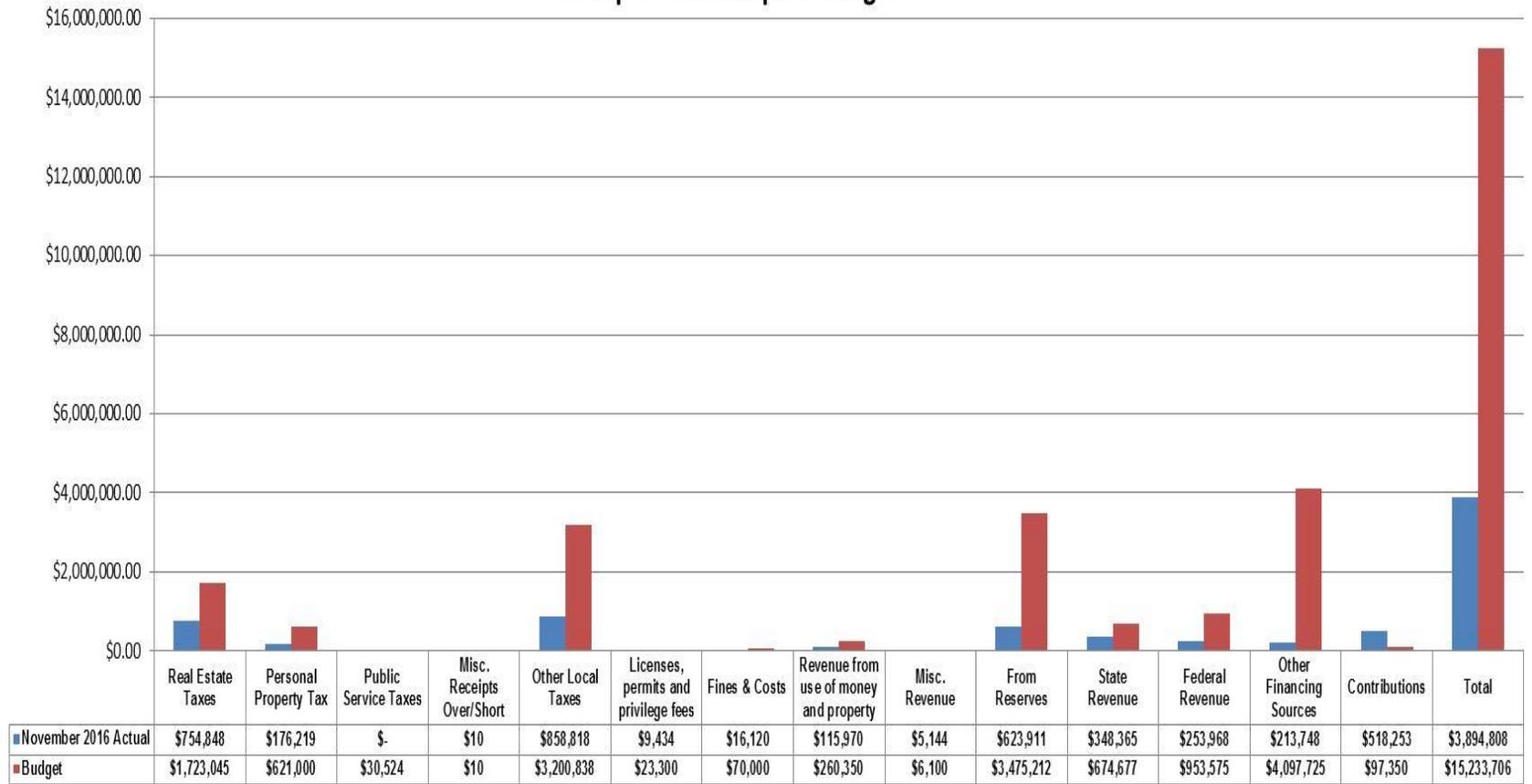
Stormwater Management Program (regional) Stormwater program significantly increased this year. The first 2 quarters of \$857.50 each have already exceeded budget for the year. The 2017 total will be \$3430. Again, we did not have these figures when determining budget. For Highway, we will shift funding from maintenance to make up this difference.

HIGHWAY CAPITAL

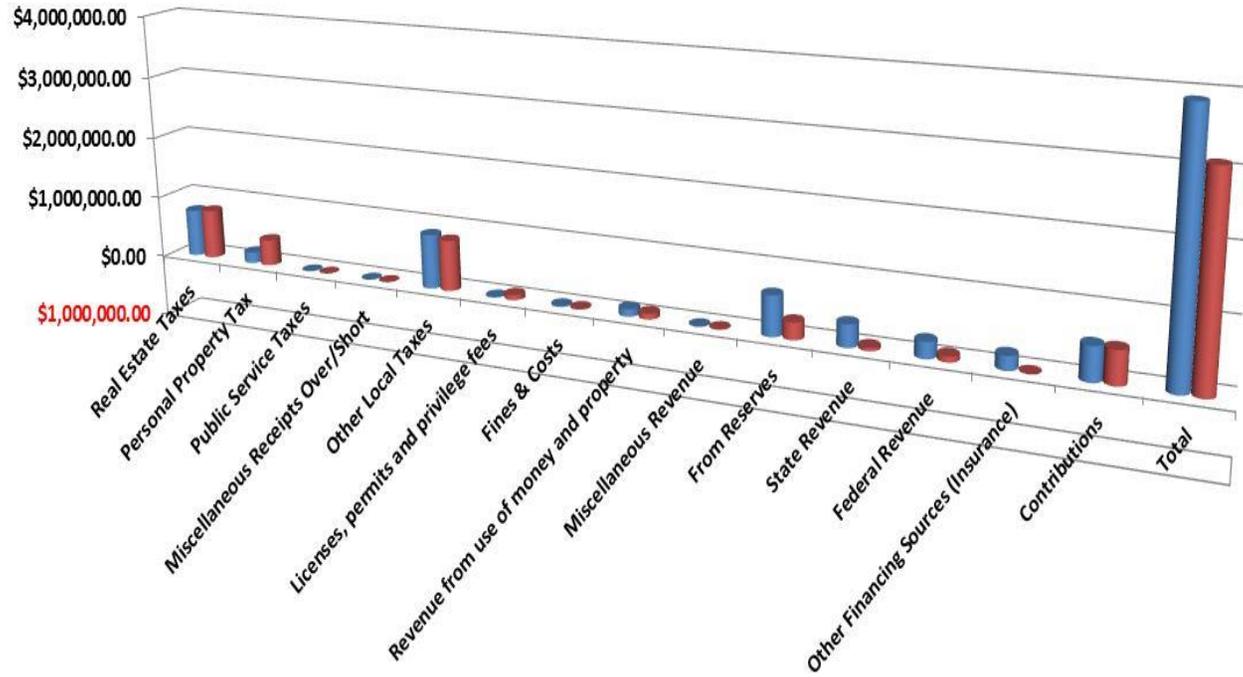
Farmers Service \$7995-Mower with 60" deck

NOVEMBER 2016 FINANCIAL GRAPHS

November 2016 YTD General Fund Revenues Compared to Adopted Budget

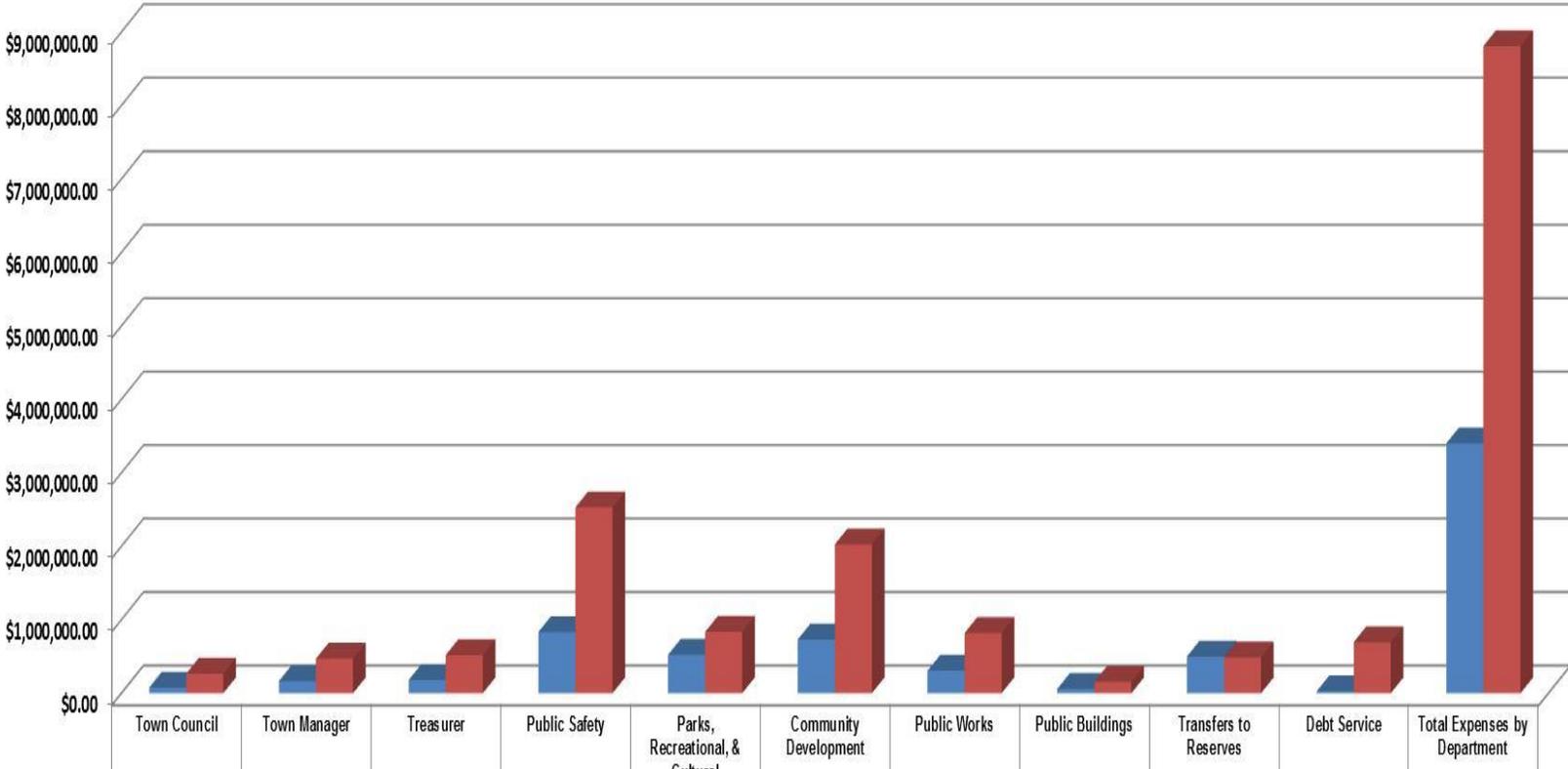


Nov 2016 YTD General Fund Revenue Compared to Nov 2015



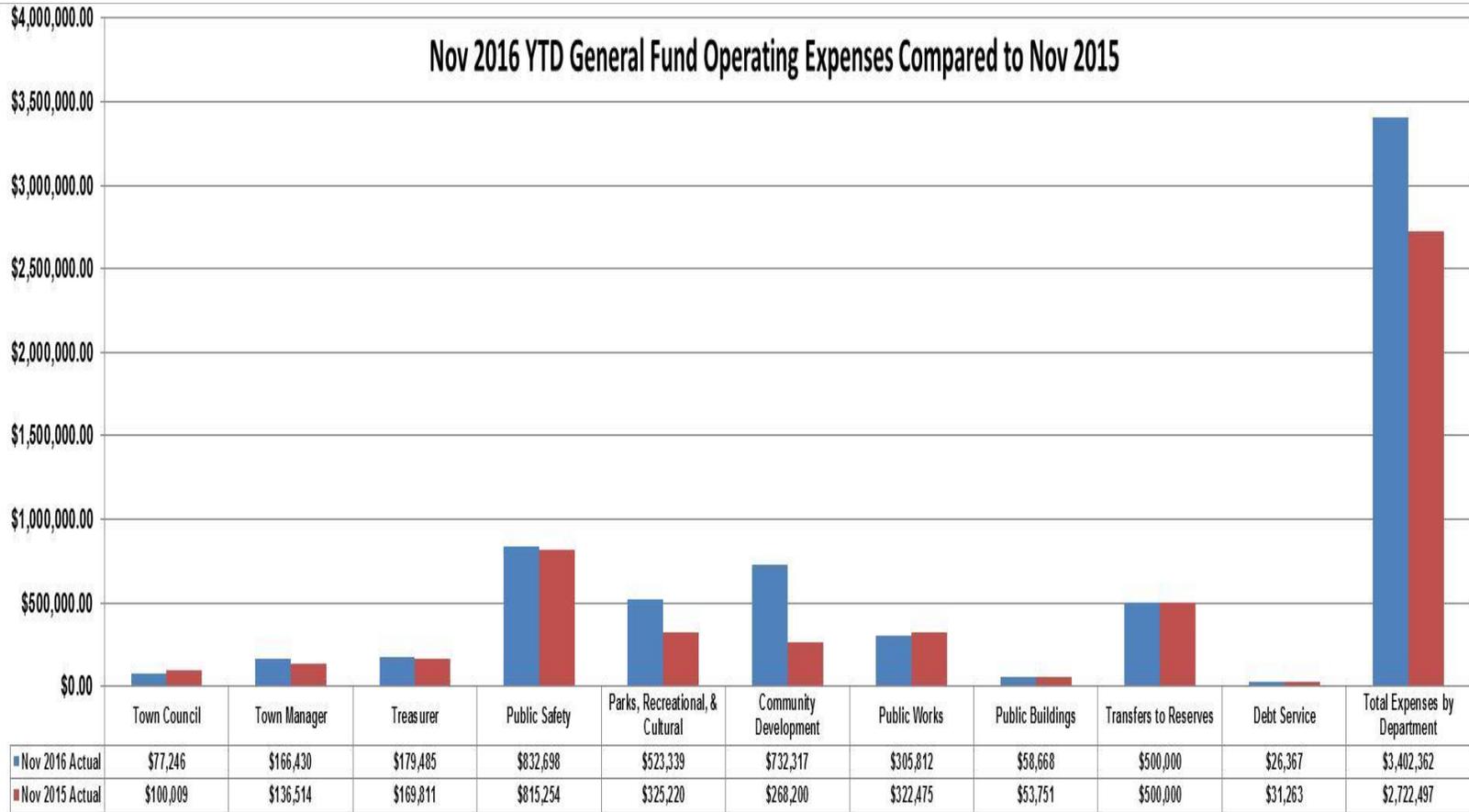
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Nov 2016 Actual	754,848	176,219	-	10	858,818	9,434	16,120	115,970	5,144	623,911	348,365	253,968	213,748	518,253	3,894,808
■ Nov 2015 Actual	786,829	419,746	-	(5)	804,348	80,081	15,851	88,854	5,057	264,110	50,049	84,709	341	507,808	3,107,778

Nov 2016 YTD General Fund Operating Expenses Compared to Adopted Budget

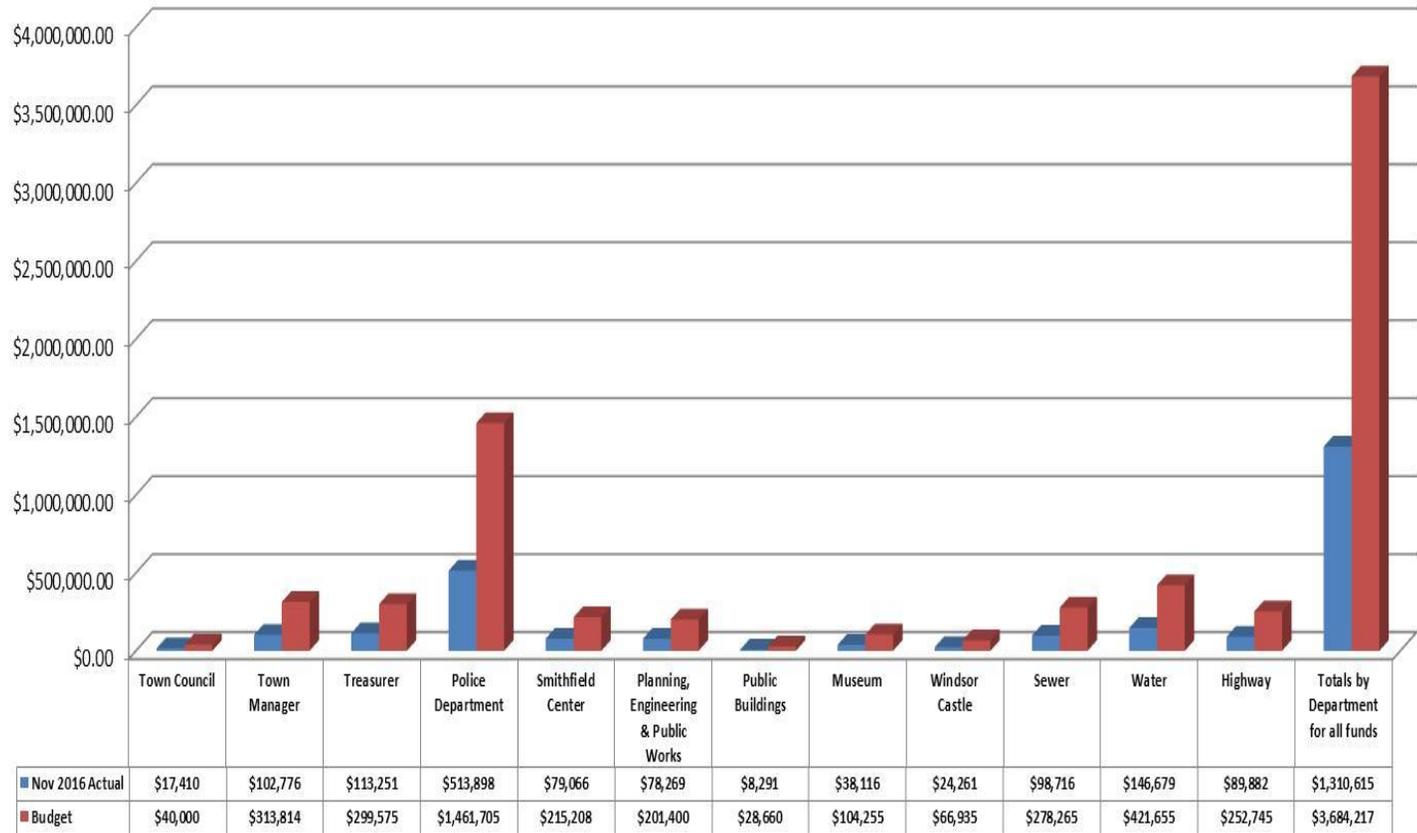


Nov 2016 Actual	\$77,246	\$166,430	\$179,485	\$832,698	\$523,339	\$732,317	\$305,812	\$58,668	\$500,000	\$26,367	\$3,402,362
Budget	\$267,683	\$471,744	\$519,438	\$2,530,239	\$834,733	\$2,026,800	\$819,830	\$154,220	\$489,553	\$695,567	\$8,809,807

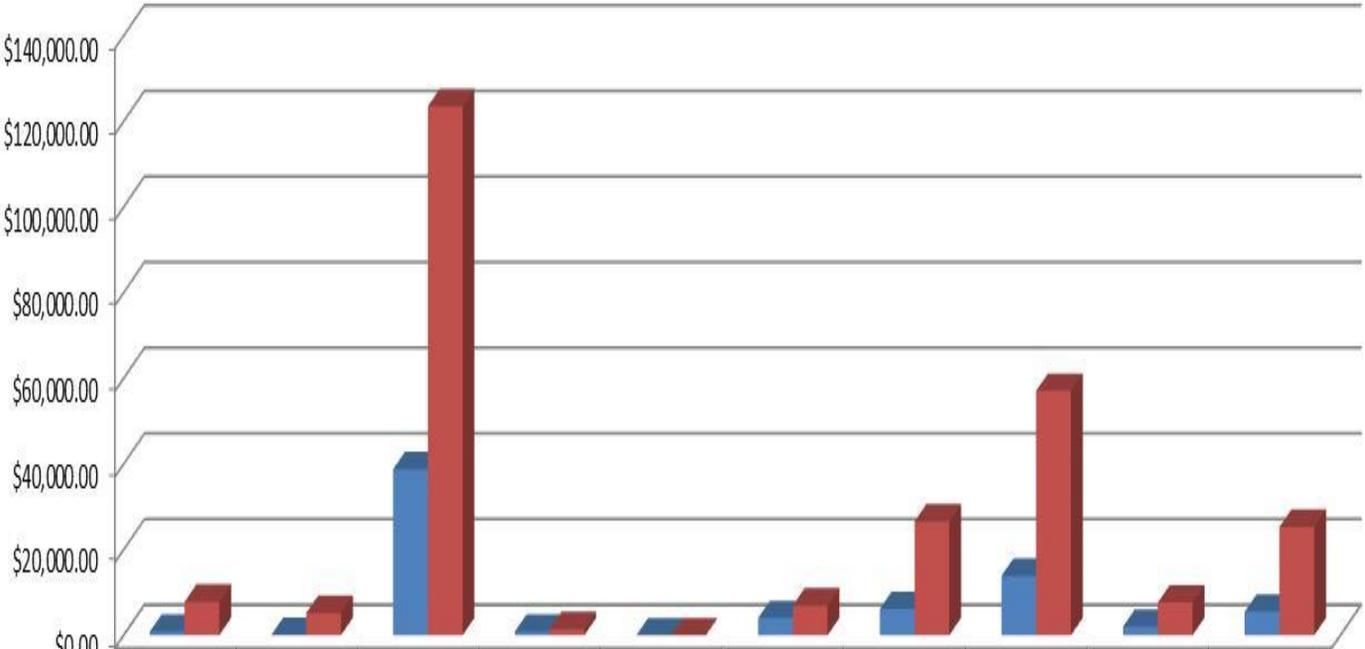
Nov 2016 YTD General Fund Operating Expenses Compared to Nov 2015



Nov 2016 YTD Salaries to Budget by Department

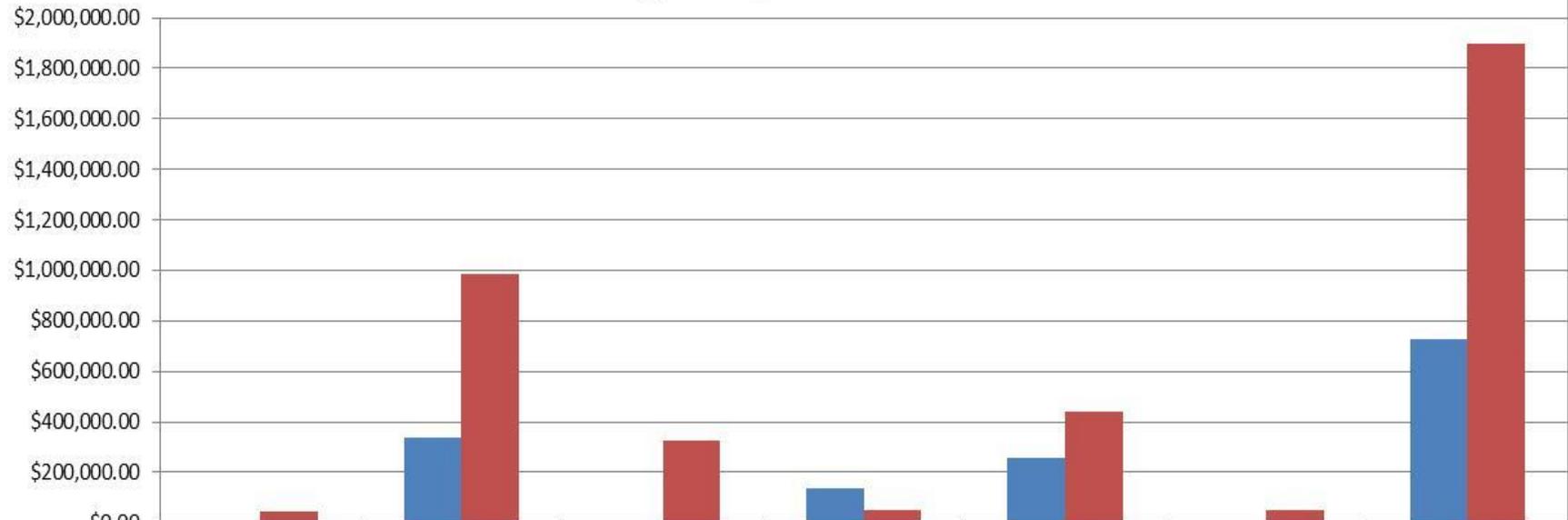


Nov YTD Overtime Compared to Budget



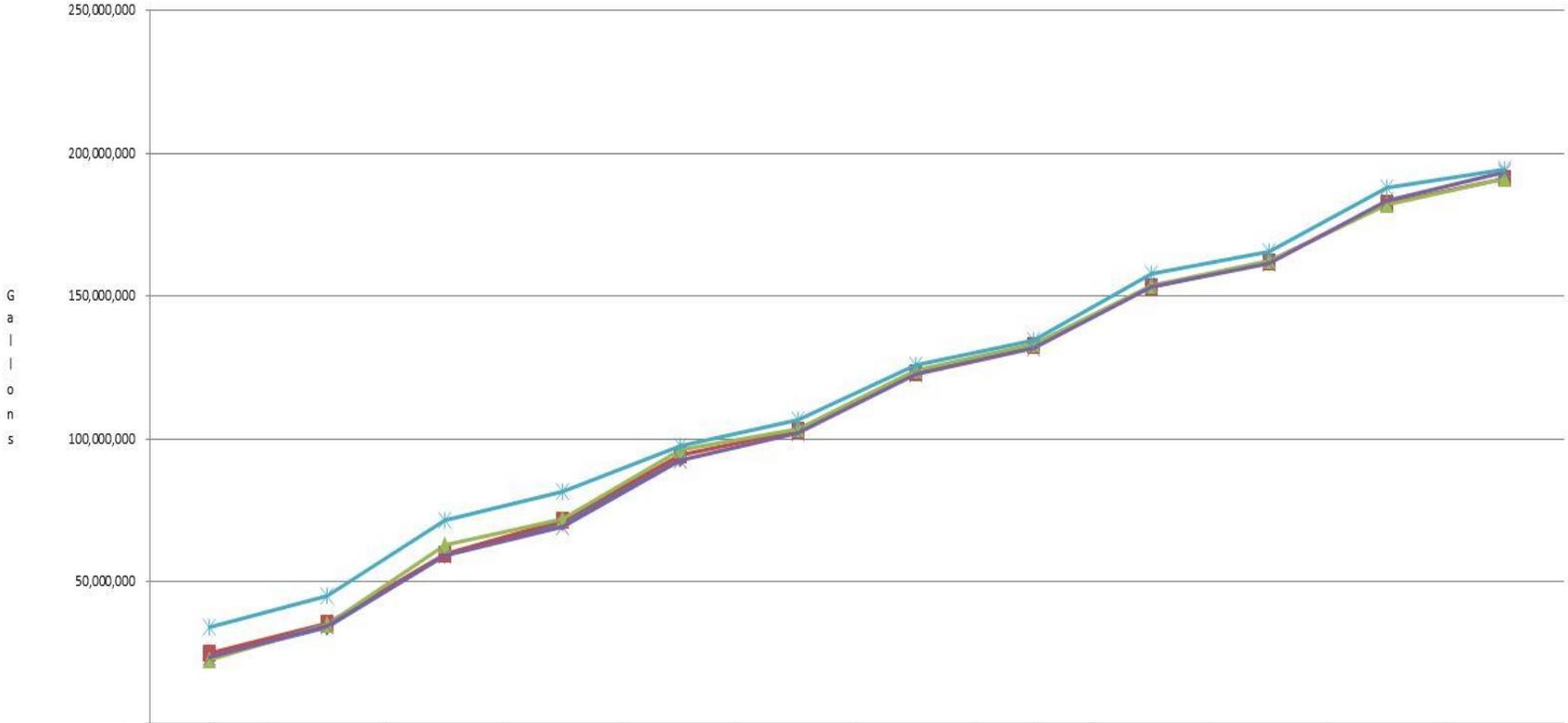
	Town Manager	Treasurer	Police Dept.	Smithfield Center	Museum	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
■ Nov YTD Actual	\$820	\$108	\$38,779	\$837	\$-	\$4,011	\$6,131	\$13,858	\$2,011	\$5,497
■ Budget	\$7,809	\$5,186	\$123,512	\$1,416	\$-	\$6,959	\$26,574	\$57,062	\$7,619	\$25,309

Nov YTD Pinewood Heights Expenses Phase III



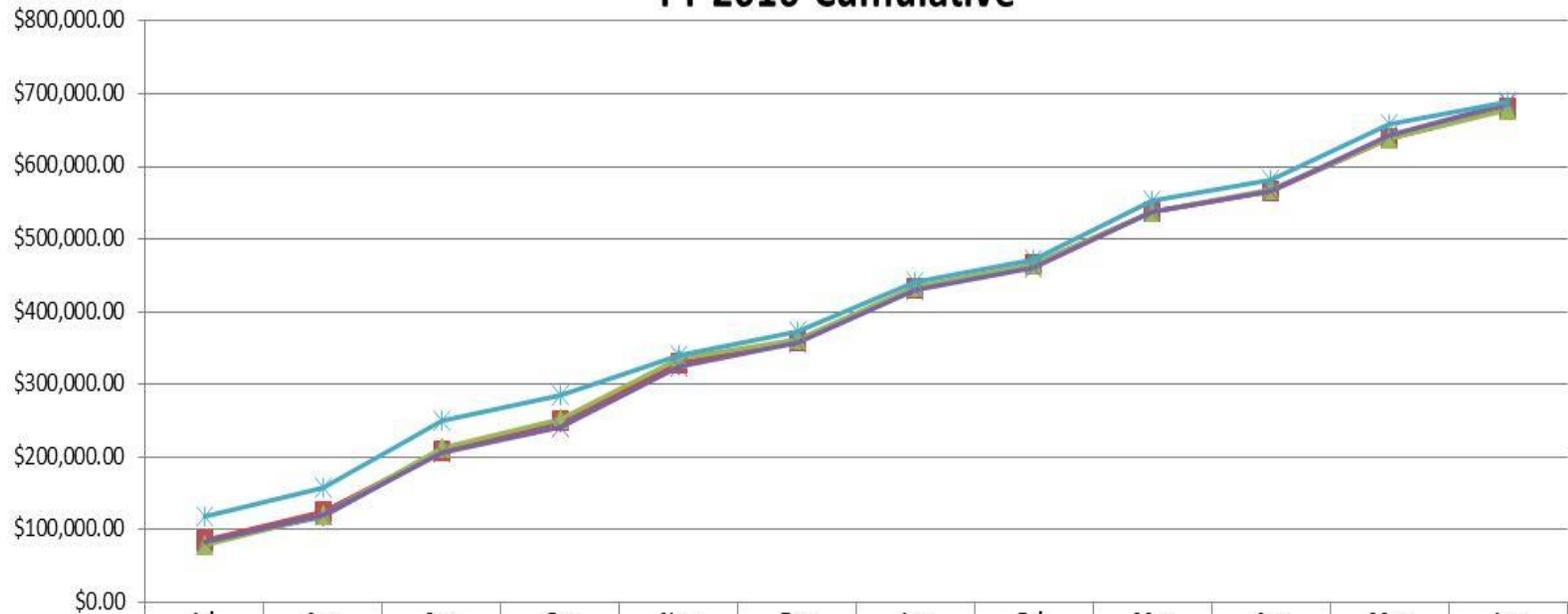
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Nov YTD Actual	\$3,169	\$334,231	\$-	\$137,199	\$253,968	\$240	\$728,807
Budget	\$45,820	\$985,292	\$325,125	\$50,775	\$440,635	\$52,200	\$1,899,847

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



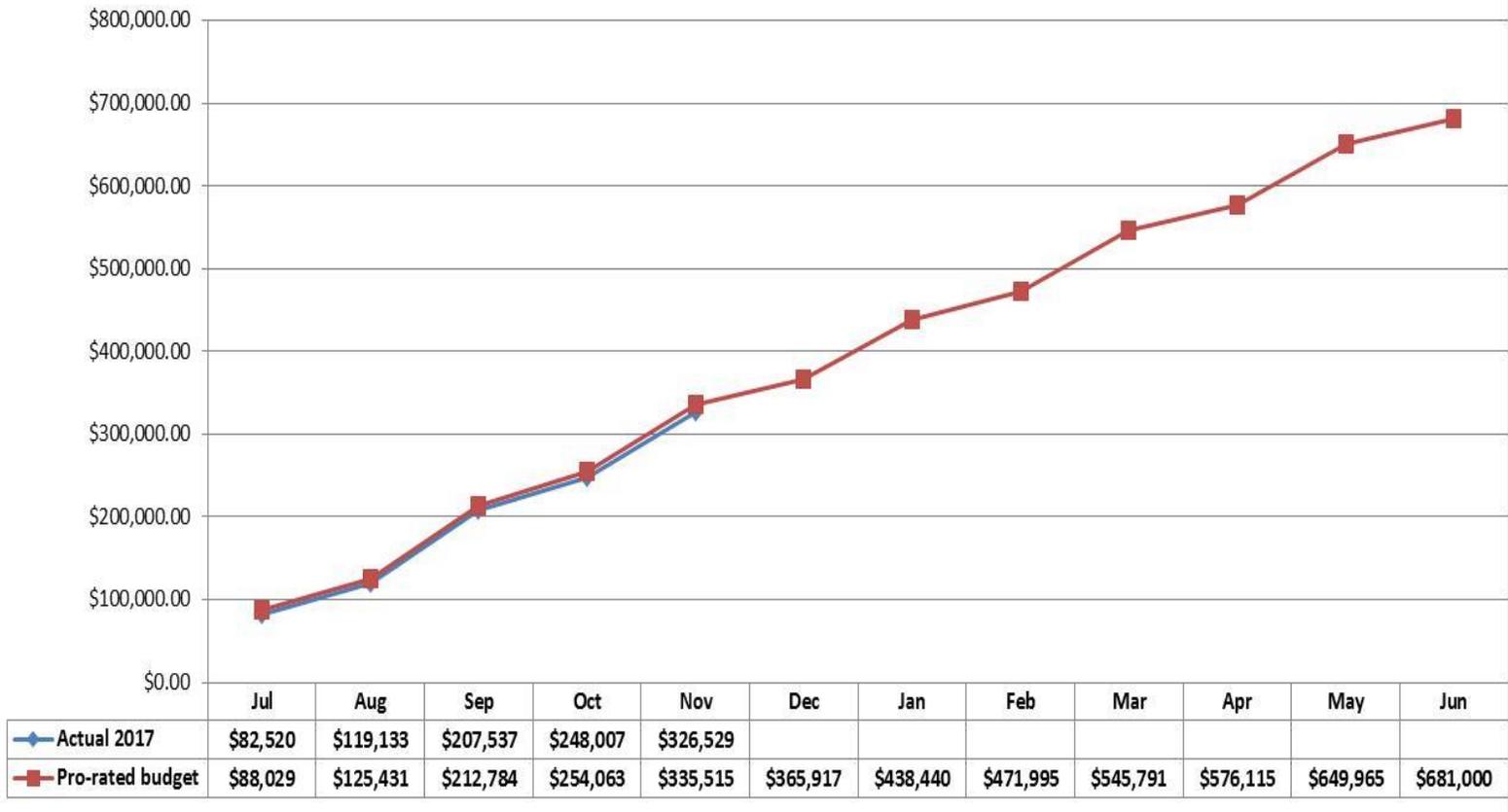
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625							
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	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

Nov 2016 YTD Sewer Charges Compared to FY 2013 through FY 2016-Cumulative

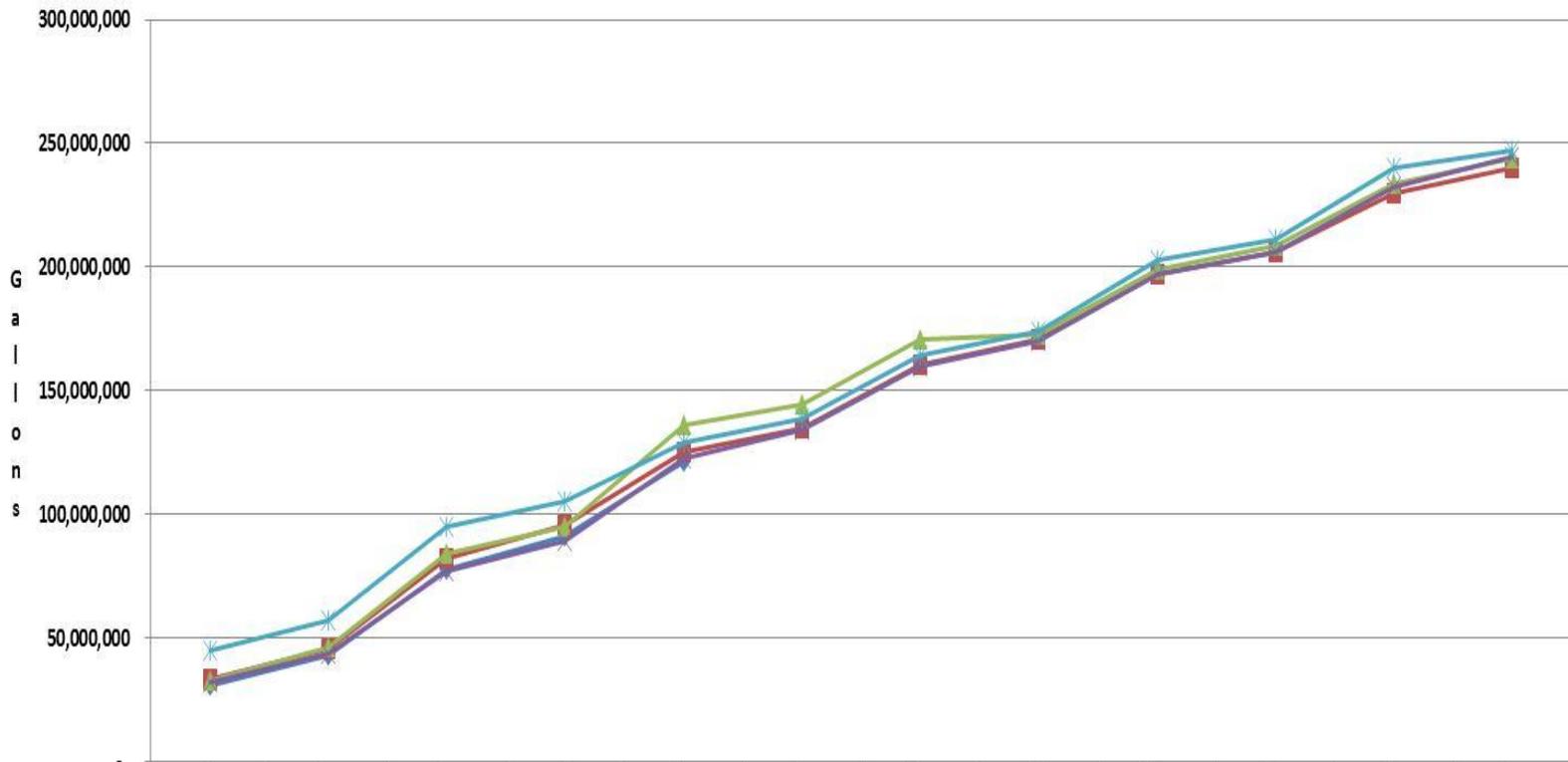


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529							
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	679,156
Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461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

Nov 2016 Adjusted Sewer Charges Compared to Pro-Rated Budget

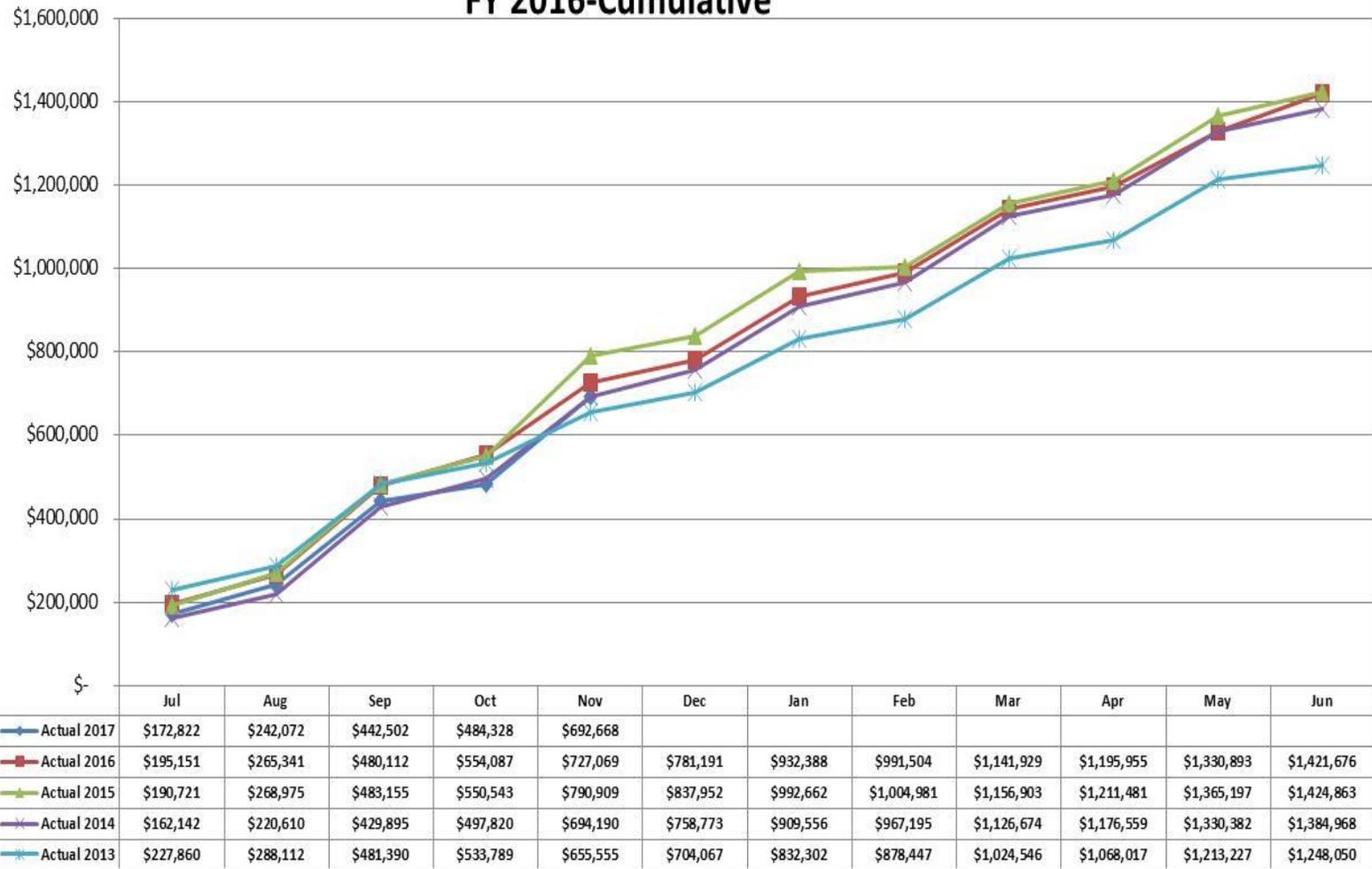


Nov 2016 YTD Water Consumption Compared to FY 2013 through FY 2016-Cumulative

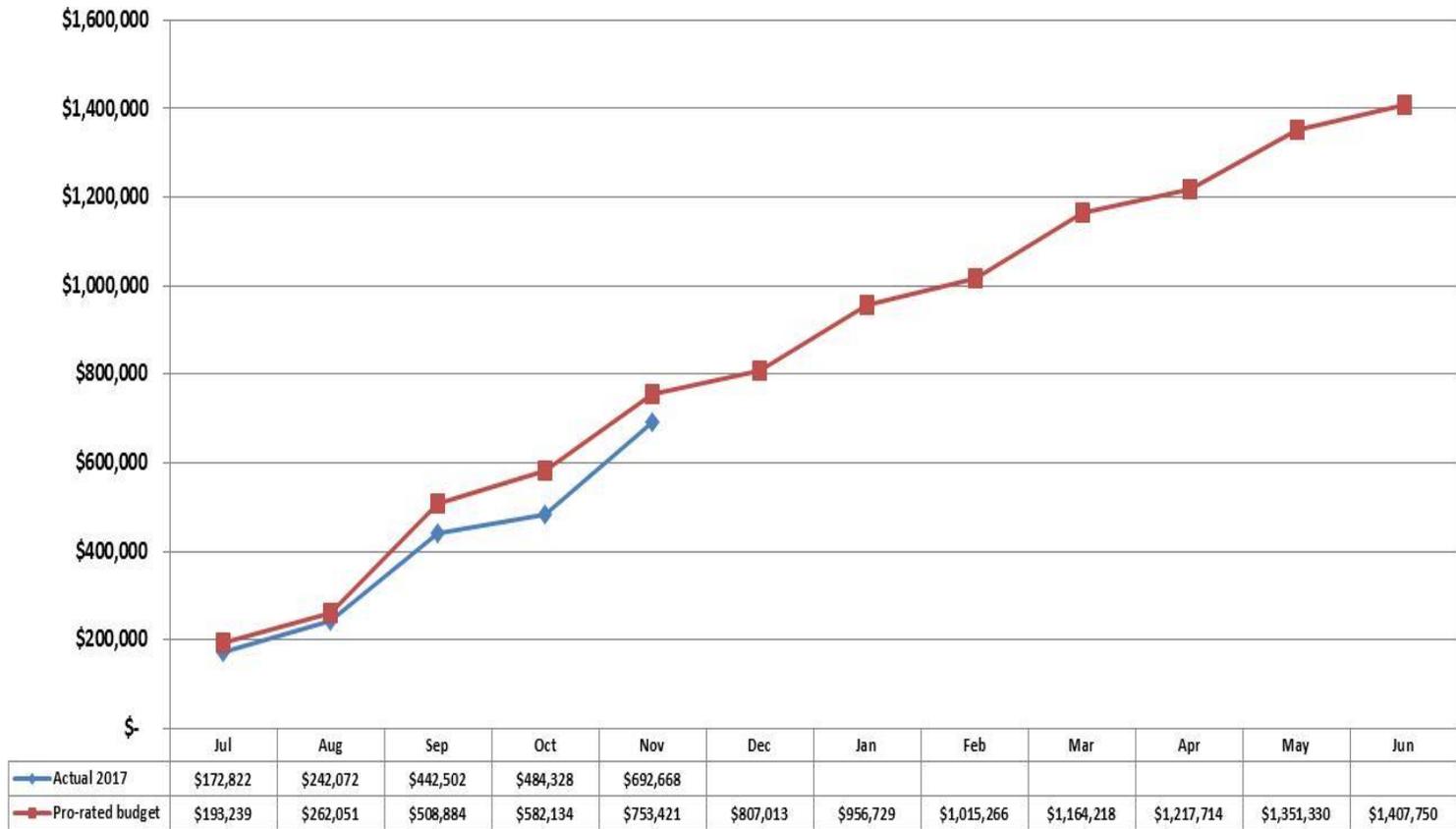


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	30,684,932	42,874,200	77,518,323	90,831,451	121,043,968							
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	239,954,917
Actual 2015	32,543,946	46,381,849	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

Nov 2016 YTD Water Charges Compared to FY 2013 through FY 2016-Cumulative



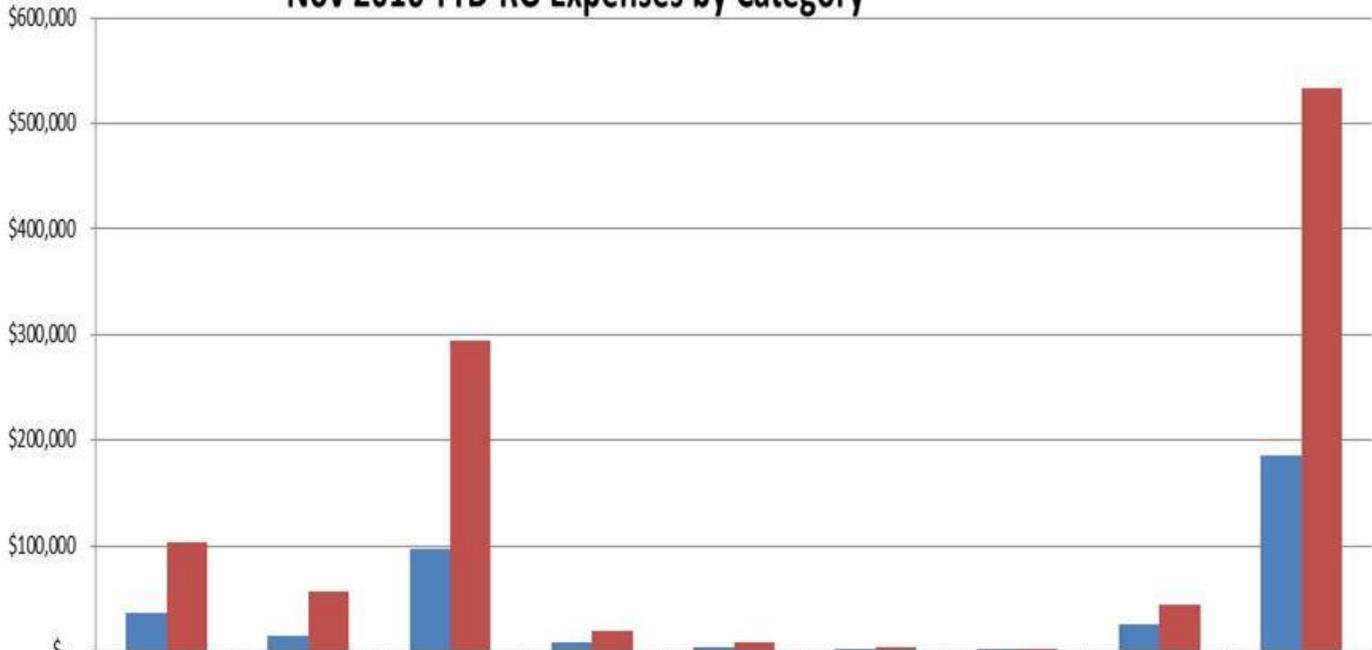
Nov 2016 Adjusted Water Charges Compared to Pro-Rated Budget



GATLING POINTE WATER BILLINGS

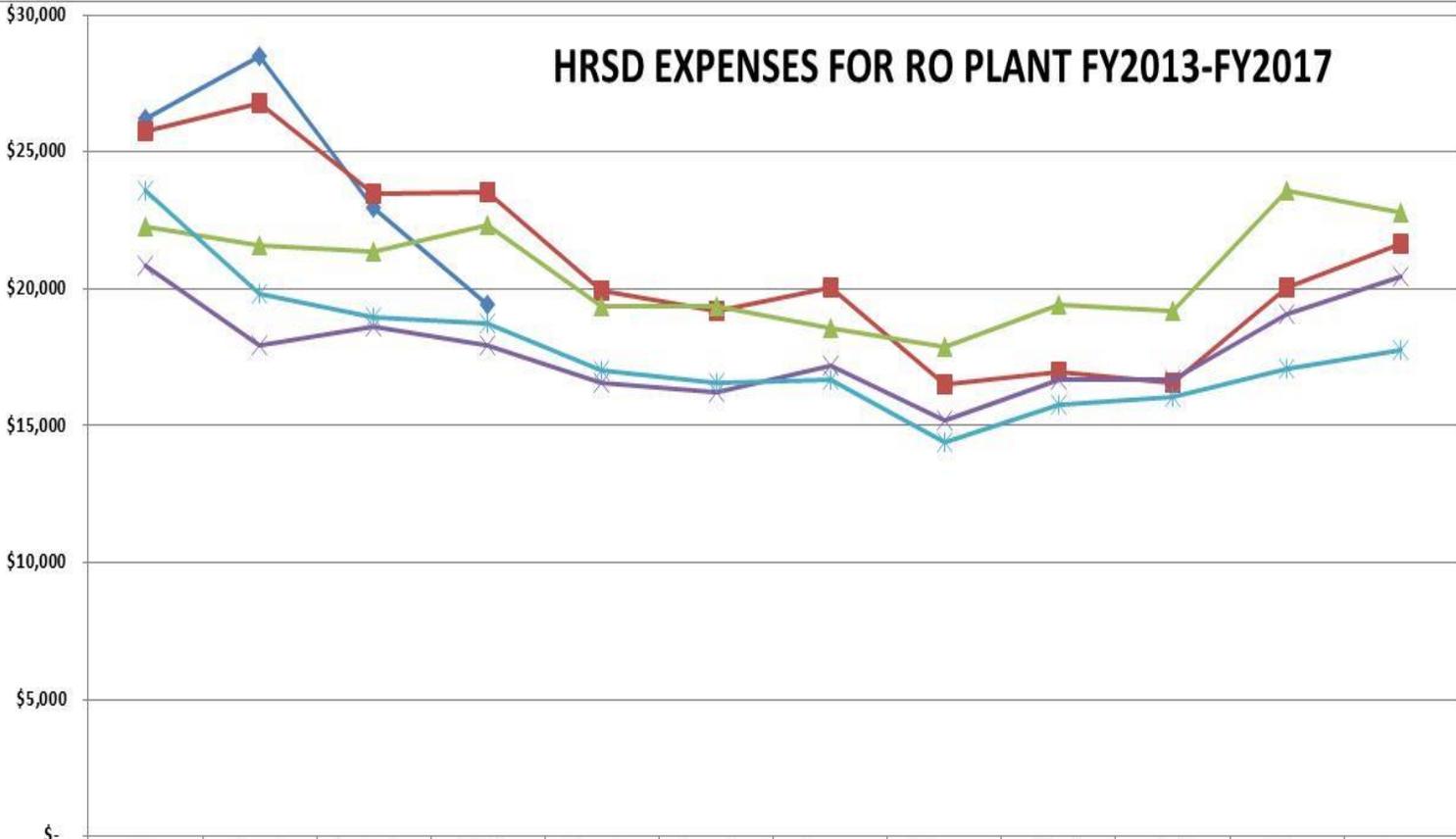
Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17							\$ 6.10
Mar-17							\$ 6.10
Jan-17							\$ 6.10
Nov-16	5,167,000	1,909,600		\$ 31,518.70	\$ 11,648.57		\$ 6.10
Sep-16	6,870,000	1,726,900		\$ 41,907.00	\$ 10,534.10		\$ 6.10
Jul-16	4,218,000	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)	

Nov 2016 YTD RO Expenses by Category



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
■ Nov 2016 Actual	\$36,597	\$15,005	\$97,074	\$8,099	\$3,173	\$727	\$29	\$24,877	\$185,581
■ Budget	\$108,560	\$57,332	\$294,082	\$20,000	\$9,030	\$4,300	\$400	\$45,000	\$533,704

HRSD EXPENSES FOR RO PLANT FY2013-FY2017



	July	August	September	October	November	December	January	February	March	April	May	June
FY2017	\$26,201	\$28,489	\$22,949	\$19,435								
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		
		<u>33,063,626</u>		\$ 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	18,439,370	81,103.77
		<u>48,295,870</u>		\$ 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	15,877,904	75,356.57
		<u>44,960,296</u>		\$ 213,382.00		

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru September	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
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	17,108,000	87,598.23
		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	18,021,976	99,506.57
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	16,100,020	97,074.15

CASH BALANCES AS OF DEC 2016					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,137,359.62	(828,566.95)	40,460.51	349,253.18
Water-Debt Service	Farmers Bank	730,206.04	62,910.97	-	793,117.01
Water Capital Escrow (availability fees)	TowneBank	379,154.75	16,320.00	-	395,474.75
Water Treatment Plant Escrow	TowneBank	116,114.67			116,114.67
Water Deposit Account	TowneBank	96,633.49			96,633.49
Water Development Escrow	TowneBank	116,086.12	2,400.00	-	118,486.12
Subtotal Water		2,575,554.69	(746,935.98)	40,460.51	1,869,079.22
			-		
Sewer	Farmers Bank	303,931.73	78,060.78	(422,472.03)	(40,479.52)
Sewer Development Escrow	TowneBank	374,276.34	2,400.00	-	376,676.34
Sewer Capital Escrow (availability fees)	TowneBank	741,845.87	24,720.00	-	766,565.87
Sewer Compliance	Farmers Bank	1,569,272.13	164,722.95	-	1,733,995.08
Subtotal Sewer		2,989,326.07	269,903.73	(422,472.03)	2,836,757.77
Highway	Farmers Bank	51,350.67	193,780.78	-	245,131.45
General Fund	Farmers Bank	2,647,294.54	319,537.50	382,011.52	3,348,843.56
Payroll	Farmers Bank	161,224.11			161,224.11
Money Market-General Fund	TowneBank	2,199.04			2,199.04
Business Super Now-General Fund	Farmers Bank	33,351.69			33,351.69
Money Market-General Fund	Farmers Bank	291,303.10			291,303.10
General Fund Capital Escrow Account	TowneBank	215,916.52			215,916.52
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	3,049,958.39			3,049,958.39
Pinewood Heights Escrow	Farmers Bank	52,865.47			52,865.47
SNAP Account	Farmers Bank	2,294.75			2,294.75
Museum Account	Farmers Bank	147,579.99			147,579.99
Windsor Castle Acct	TowneBank	63,500.00			63,500.00
S. Church Street Account	TowneBank	36,286.03	(36,286.03)	-	-
Subtotal General Fund		7,267,225.67	283,251.47	382,011.52	7,932,488.66
TOTAL ALL FUNDS		12,883,457.10	-	-	12,883,457.10



Account Statement

December 2016

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: 1.05 %	
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
506,974.91	508,561.90	0.00	41.92	462.08	508,656.82	507,395.07	-325.23

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
12/15/2016	Withdrawal		41.92		10.016909	4.185	0.00
12/15/2016	Income Earned	228.50			10.016909	22.811	
12/30/2016	Income Earned	233.58			10.033712	23.280	
12/31/2016	Ending Balance			508,656.82	10.033712	50,694.780	



Account Statement

December 2016

Town of Smithfield

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

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

Summary

		Beginning Balance	Contributions	Withdrawals	Income Earned	Average Daily Balance	Month End Balance
		Average Monthly Yield: 0.71%					
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
12/31/2016	Ending Balance			0.000	



Daily Rates

December 2016

VIP 1-3 Year High Quality Bond Fund

Date	Dividend Rate	Annual Yield	NAV Per Share
15-Dec-16	0.004511056	1.10%	10.016909
30-Dec-16	0.004609684	1.05%	10.033712



Daily Rates

December 2016

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Annual Yield
01-Dec-16	0.000016843	0.62%
02-Dec-16	0.000017907	0.65%
03-Dec-16	0.000017907	0.66%
04-Dec-16	0.000017907	0.66%
05-Dec-16	0.000016712	0.61%
06-Dec-16	0.000017117	0.63%
07-Dec-16	0.000016843	0.62%
08-Dec-16	0.000016843	0.62%
09-Dec-16	0.000016843	0.62%
10-Dec-16	0.000016843	0.62%
11-Dec-16	0.000016843	0.62%
12-Dec-16	0.000017116	0.63%
13-Dec-16	0.000017485	0.64%
14-Dec-16	0.000017389	0.64%
15-Dec-16	0.000018394	0.67%
16-Dec-16	0.000019852	0.73%
17-Dec-16	0.000019852	0.73%
18-Dec-16	0.000019852	0.73%
19-Dec-16	0.000020673	0.76%
20-Dec-16	0.000021220	0.78%
21-Dec-16	0.000021220	0.78%
22-Dec-16	0.000021493	0.79%
23-Dec-16	0.000021504	0.79%
24-Dec-16	0.000021504	0.79%
25-Dec-16	0.000021504	0.79%
26-Dec-16	0.000021504	0.79%
27-Dec-16	0.000022324	0.82%
28-Dec-16	0.000021776	0.80%
29-Dec-16	0.000022050	0.81%
30-Dec-16	0.000022049	0.81%
31-Dec-16	0.000022049	0.81%

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

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

TO OWNER: Town of Smithfield
P.O Box 246
Smithfield VA 23431

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

APPLICATION NO: 1
PERIOD TO: 12/30/2016
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

FROM CONTRACTOR: R.A.D. Sports
171 VFW Drive
Rockland MA 02370

VIA ARCHITECT: Alpha Corporation
295 Bendix Road, Suite 340
Virginia Beach VA 23452

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

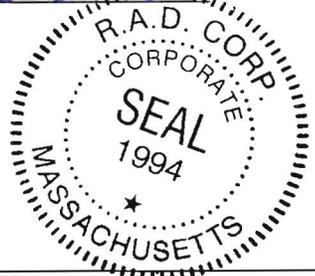
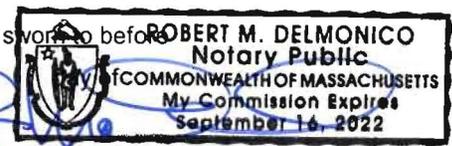
Application is made for payment, as shown below, in connection with the contract.
Continuation sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	-\$101,633.68
3. CONTRACT SUM TO DATE (LINE 1 ± 2)	\$2,477,166.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$126,400.00
5. RETAINAGE	
a. 5.00 % of Completed Work	\$6,320.00
b. 0.00 % of Stored Materials	\$0.00
Total Retainage (Line 5a + 5b or Total in Columns I on G703)	\$6,320.00
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$120,080.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$0.00
8. CURRENT PAYMENT DUE	\$120,080.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$2,357,086.32

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$0.00	-\$101,633.68
NET CHANGES by Change Order		-\$101,633.68

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

CONTRACTOR: R.A.D. Corp
By: *[Signature]*
Date: 12-30-16
State of:
County of:



Subscribed and sworn to before me this
Notary Public.
My Commission expires:

ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED: \$120,080.00

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

ARCHITECT: Alpha Corporation

By: *[Signature]* Date: 1-10-17

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

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 1

APPLICATION DATE: 01/03/2017

PERIOD TO: 12/30/2016

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION	THIS PERIOD		%			
3.200	Bond	38,000.00		38,000.00		38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00		21,000.00		21,000.00	50.00	21,000.00	1,050.00
2.010	Erosion Control	36,000.00		18,000.00		18,000.00	50.00	18,000.00	900.00
70.300	Tree and Stump Removal	52,000.00		26,000.00		26,000.00	50.00	26,000.00	1,300.00
3.400	Earthwork	321,000.00						321,000.00	
2.030	Strip and Screen Topsoil	84,000.00						84,000.00	
4.060	Water Lines	64,000.00						64,000.00	
35.090	Sewer Line Work	129,000.00						129,000.00	
4.050	Storm Drainage	156,000.00		23,400.00		23,400.00	15.00	132,600.00	1,170.00
28.000	Chain Link Fence	132,000.00						132,000.00	
2300.000	Underground Electric Pipi	42,000.00						42,000.00	
413.000	Scoreboards	26,000.00						26,000.00	
70.951	Parking Lot Lights	22,000.00						22,000.00	
3.240	Dugouts	166,000.00						166,000.00	
3.220	Site Amenities	52,000.00						52,000.00	
2.160	Athletic Equipment	54,000.00						54,000.00	
12879.015	Screen & Spread Topsoil	156,000.00						156,000.00	
1722.000	Seed	218,000.00						218,000.00	
432.000	Infield Mix	84,000.00						84,000.00	
2.040	Gravel Base to Subgrade	128,000.00						128,000.00	
20018.000	Concrete Flat work	106,000.00						106,000.00	
3.260	Asphalt Paving	42,000.00						42,000.00	
4.070	Site Electric	96,000.00						96,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE: 3 of 3

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

APPLICATION NO: 1

APPLICATION DATE: 01/03/2017

PERIOD TO: 12/30/2016

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F) %		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION	E THIS PERIOD			%		
10.090	Bleacher	38,000.00						38,000.00	
2.115	Well Drilling/ Pumps	66,000.00						66,000.00	
2.110	Irrigation	138,000.00						138,000.00	
60.000	Landscape	78,000.00						78,000.00	
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68						-101,633.68	
		2,477,166.32		126,400.00		126,400.00	5.10	2,350,766.32	6,320.00



PENINSULA METROPOLITAN YMCA
41 Old Oyster Point Road, Suite C
Newport News, VA 23602

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

December 29, 2016

Town Of Smithfield
P. O. Box 246
310 Institute Street
Smithfield, VA 23431

Your commitment to the YMCA and to the Luter Capital Campaign helps us provide the quality facilities and programs needed in our community. This is a reminder of your pledge installment.* Should you have any questions regarding your pledge, please contact me at (757) 223-7925 x202.

Since 1896, the Peninsula Metropolitan YMCA has contributed to the lives of countless boys, girls, men and women of all ages, races, religions and economic backgrounds.. With your help we will continue to strengthen our community.

Sincerely,
Sandy Davoy

*Please note: You may pay your pledge by credit card, check, cash or automatic monthly bank withdrawals. **The Peninsula Metropolitan YMCA will convert payments made by personal check into one-time Electronic Funds Transfer Payments.**

----- Cut here -----



Please return this portion with your payment.
PENINSULA METROPOLITAN YMCA
41 Old Oyster Point Road, Suite C
Newport News, VA 23602
ATTN: Contributions January 2017

Thank you for making our community a healthier and happier place to live!
Pledge Payment for Luter Capital Campaign 2010:

Total Pledge Amount: \$500,000.00
Pledge Balance: \$250,000.00

Contributor# 720038-00

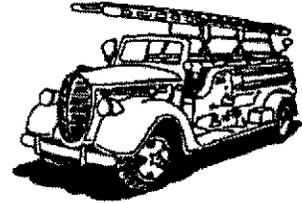
This Installment Amount: \$50000.00

Town Of Smithfield
P. O. Box 246
310 Institute Street
Smithfield, VA 23431

2011
4-100-32300-5603
ad
T.H.S.

Smithfield Volunteer Fire Department, Inc.

1804 S. Church Street • Smithfield, VA 23430-1853 • Phone 757-357-3231



18 January 2017

Mrs. Renee Stallings, Emergency Services

Ms. Ellen Minga, Treasurer/Town of Smithfield

C. Larry Pope, President/CEO Smithfield Foods

All,

On 15 February 2017, the final installment on the lease for the Smithfield VFD's Heavy Rescue Unit will be due. We are requesting that your installment portion be sent to the Smithfield Vol. Fire Dept. by 05 February 2017 so that timely payment can be made. The individual installment obligations for each entity are as follows:

Smithfield Foods	\$50,000.00
Town of Smithfield	\$10,000.00
Isle of Wight Co.	\$56,744.21

We graciously thank you for your support and generosity!

Respectfully,

A handwritten signature in black ink, appearing to read "H. Jerry Hackney". The signature is written in a cursive, flowing style.

H. Jerry Hackney
Deputy Chief

TOWN OF SMITHFIELD

REQUISITION

1101
Gen

SUGGESTED VENDOR		Naley Ford South 10924 Jefferson Davis Highway Richmond VA 23237			OFFICE USE ONLY	
REQUESTED BY		DATE REQUESTED	DATE WANTED	ORDER NO.		
		1-17-16				
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE		
	2017 Ford Explorer VIN# 1684			27382.08		
	4-100-31100-8100					

REQUISITIONER
RETAIN YELLOW COPY

APPROVED

PAUS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

[Signature]

DATE OF SALE 01/11/17

PURCHASE ORDER # EP2476148

PAYMENT TERMS NET 30 DAY'S

PURCHASER'S

NAME Smithfield Police Dept
PRINT OR TYPE

HOME ADDRESS 913 South Church Street

CO/PURCHASER'S NAME

CITY STATE, ZIP Smithfield, Virginia 23430

PLEASE ENTER MY ORDER FOR THE FOLLOWING:

X NEW USED DEMO
YEAR MAKE MODEL TYPE/DOORS COLOR
2017 Ford Explorer 4dr Blue
MILEAGE VIN 1FM5K8B89HGB71684
IN SERVICE DATE

Table with 2 columns: Description and Amount. Rows include: BASE PRICE, INCLUDING FREIGHT & HANDLING \$ 27,379.08; INSTALLATION OF EMERGENCY EQUIPMENT; PARTS PRICING; 30 DAY VIRGINIA TEMPORARY TAG FEE \$ 3.00; DELIVERY FEE; TOTAL SELLING PRICE \$ 27,382.08; ALLOWANCE FOR USED CAR TRADE-IN AS APPRAISED; TOTAL DELIVERED PRICE \$ 27,382.08. Handwritten notes: 100, 3100, 3100.

FOR "AS IS" SALE ONLY UNDERSTAND THAT THIS VEHICLE IS BEING SOLD "AS IS" WITH ALL FAULTS AND IS NOT COVERED BY ANY DEALER WARRANTY. UNDERSTAND THAT THE DEALER IS NOT REQUIRED TO MAKE ANY REPAIRS AFTER BUY THIS VEHICLE. YOU WILL HAVE TO PAY FOR ANY REPAIRS THIS VEHICLE WILL NEED.

DATE SIGNATURE DESCRIPTION OF TRADE-IN
YEAR MAKE MODEL TYPE/DOORS TAG NO.

SALESPERSON BOBBY MOSES

The front and back of this Buyer's Order, along with other documents signed by the Purchaser(s) in connection with this order, comprise the entire agreement between the parties reflecting this purchase. No oral agreements or orders (including those made by the Purchaser(s) or Dealer) shall be binding. Purchaser(s) acknowledge that he/she has been given the opportunity to review all documents prior to signing them and that he/she has not signed any documents in blank. By executing this order, Purchaser(s) acknowledge he/she has read all of its terms and has received a full copy. Purchaser(s) certifies he/she is 18 years of age or older. Until made effective this order is not binding and Purchaser(s) may cancel and receive deposit.

NO LIABILITY INSURANCE INCLUDED UNLESS SPECIFICALLY INDICATED

SECURITY AGREEMENT: Purchaser grants seller it's successors and assigns a security interest in the motor vehicle, equipment and accessories to be purchased pursuant to this agreement and such security interest shall remain in effect until all sums have been paid in full.

AGREEMENT TO ARBITRATE DISPUTES: Purchaser(s) and dealer agree that if any Dispute (as defined below) arises the Dispute will be resolved by binding arbitration by a single arbitrator under the applicable rules of the alternative dispute resolution agency named below, with that arbitrator rendering a written decision with separate findings of fact and conclusions of law. An award by the arbitrator shall be final and binding on all parties to the proceeding. The arbitrator shall apply the substantive law of the Commonwealth of Virginia and the arbitration shall take place in the locality in which the Dealer is located. All arbitration costs and expenses shall be borne as determined by the arbitrator. Judgment on an award may be entered by either party in the highest local, state, or federal court, or before any administrative body. If any portion of this agreement is found to be unenforceable, the remainder of the agreement shall remain effective. This Arbitration Agreement will survive payment of Purchaser(s) obligations in connection with this transaction and any termination, cancellation, or performance of the transaction between Purchaser(s) and Dealer.

DISPUTE DEFINED: A Dispute is any question as to whether something must be arbitrated, as well as any allegation concerning a violation of state or federal statute that may be the subject of binding arbitration, any purely monetary claim greater than \$ 1,000.00 in the aggregate whether contract, tort, or other, arising from the negotiation of and terms of the Buyer's Order, any service contract or insurance product, or any retail installment sale contract or lease (but this arbitration provision does not apply to and shall not be binding on any assignee thereof); provided, however that your failure to provide consideration to be paid by you (including your failure to pay a note, a dishonored check, failure to provide a trade title, or failure to pay a deficiency resulting from additional payoff on trade) as well as our right to take possession of the vehicle pursuant to this Buyer's Order shall not be considered a Dispute and shall not be subject to arbitration.

THE PARTIES UNDERSTAND THAT THEY ARE WAIVING THEIR RIGHTS TO JURY TRIAL OF ALL DISPUTES BETWEEN THEM AND NOT SPECIFICALLY EXEMPTED FROM ARBITRATION IN THE ARBITRATION AGREEMENT.

Alternative Dispute Resolution Agency Name and Address: THE DISPUTE RESOLUTION CENTER, BETTER BUSINESS BUREAU, 701 EAST FRANKLIN ST., SUITE # 712, RICHMOND, VA 23219.

This Order is not valid unless signed and accepted by the Dealer or his authorized representative.

Approved: [Signature] Dealer or Authorized Representative
Date: 1/11/17

Signed (1): [Signature] Purchaser
Title: Deputy Chief



VML/VACo Finance, Town of Smithfield
 Series 2015A
 Debt Service Schedule

Fiscal Yr	Coupon Date	Principal Payment	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2015	3/12/2015	-		-	-	-	918,000.00
2016	8/1/2015	118,000.00	1.50	5,316.76	123,316.76	-	800,000.00
	2/1/2016	-		6,000.00	6,000.00	129,316.76	800,000.00
2017	8/1/2016	119,000.00	1.50	6,000.00	125,000.00	-	681,000.00
	2/1/2017	-		5,107.50	5,107.50	130,107.50	681,000.00
2018	8/1/2017	121,000.00	1.50	5,107.50	126,107.50	-	560,000.00
	2/1/2018	-		4,200.00	4,200.00	130,307.50	560,000.00
2019	8/1/2018	123,000.00	1.50	4,200.00	127,200.00	-	437,000.00
	2/1/2019	-		3,277.50	3,277.50	130,477.50	437,000.00
2020	8/1/2019	123,000.00	1.50	3,277.50	126,277.50	-	314,000.00
	2/1/2020	-		2,355.00	2,355.00	128,632.50	314,000.00
2021	8/1/2020	124,000.00	1.50	2,355.00	126,355.00	-	190,000.00
	2/1/2021	-		1,425.00	1,425.00	127,780.00	190,000.00
2022	8/1/2021	129,000.00	1.50	1,425.00	130,425.00	-	61,000.00
	2/1/2022	-		457.50	457.50	130,882.50	61,000.00
2023	8/1/2022	61,000.00	1.50	457.50	61,457.50	61,457.50	-
		918,000.00		50,961.76	968,961.76	968,961.76	

Payment due 2/1/17 - PNC Bank NA

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD ed
 TOWN MANAGER PLS



VML/VACo Finance, Town of Smithfield

Series 2015B

Debt Service Schedule

Fiscal Yr	Coupon Date	Principal Payment*	Coupon Rate	Interest Payment	Periodic Debt Service	Fiscal Debt Service	Outstanding Debt
2015	3/12/2015	-		-	-	-	2,182,000.00
2016	8/1/2015	30,000.00	1.65	13,901.16	43,901.16	-	2,152,000.00
	2/1/2016	-		17,754.00	17,754.00	61,655.16	2,152,000.00
2017	8/1/2016	200,000.00	1.65	17,754.00	217,754.00	-	1,952,000.00
	2/1/2017	-		16,104.00	16,104.00	233,858.00	1,952,000.00
2018	8/1/2017	206,000.00	1.65	16,104.00	222,104.00	-	1,746,000.00
	2/1/2018	-		14,404.50	14,404.50	236,508.50	1,746,000.00
2019	8/1/2018	206,000.00	1.65	14,404.50	220,404.50	-	1,540,000.00
	2/1/2019	-		12,705.00	12,705.00	233,109.50	1,540,000.00
2020	8/1/2019	212,000.00	1.65	12,705.00	224,705.00	-	1,328,000.00
	2/1/2020	-		10,956.00	10,956.00	235,661.00	1,328,000.00
2021	8/1/2020	212,000.00	1.65	10,956.00	222,956.00	-	1,116,000.00
	2/1/2021	-		9,207.00	9,207.00	232,163.00	1,116,000.00
2022	8/1/2021	218,000.00	1.65	9,207.00	227,207.00	-	898,000.00
	2/1/2022	-		7,408.50	7,408.50	234,615.50	898,000.00
2023	8/1/2022	898,000.00	1.65	7,408.50	905,408.50	905,408.50	-
		2,182,000.00		190,979.16	2,372,979.16	2,372,979.16	

* 10-year amortization period with balloon payment due on seventh anniversary

Payment due 2/1/17 to PNC Bank

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD *ed* _____
 TOWN MANAGER *VMS* _____

Section 2.0 – Employment

2.1 TYPES OF EMPLOYMENT

(Effective: 07/01/1997; Revised 07/01/2003, 07/05/2005, 05/03/2011, 01/26/2017)

OVERVIEW: This policy identifies and defines the different categories of employment for positions within the Town of Smithfield government. By defining the types of employment categories, the Town intends to help employees understand their employment status and benefit eligibility. These categories do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and the Town, subject to Smithfield adopted grievance procedures.

SCOPE: This policy applies to all persons employed by the Town, regardless of employment status.

Our workforce is made up of individuals hired directly by the Town and may include individuals employed by vendors, staffing firms or other providers of flexible staffing arrangements. For purposes of wage administration, eligibility for overtime pay or participation in employee benefits, the Town classifies its workers as regular or temporary; full-time or part-time; and exempt or non-exempt.

The Human Resources department is responsible for classifying all Company workers according to the categories defined below and will determine the appropriate classifications at the time that positions are created, when there are changes to the duties of a position, or when there are changes in applicable regulations. The classifications do not guarantee employment for any specified period of time. The right to terminate the employment-at-will relationship at any time is retained by both the employee and the Town.

DEFINITIONS:

Exempt Employees: A classification indicating that an employee is paid a fixed salary, which meets the applicable minimum for their position, and is not eligible for overtime pay, regardless of the number of hours worked during the workweek. Depending on the specific duties of their position, exempt employees may be classified as such by the executive, professional, administrative, computer professional, outside sales, or highly compensated exemptions, or any other exemption allowed by applicable federal or state wage and hour regulations.

Non-exempt Employees: A classification indicating that the employee is paid an hourly rate of pay, at or above the applicable minimum wage, for each hour worked and is eligible for overtime pay at a rate of one and one-half (1 ½) times their regular rate of pay for all ours worked over forty (40) in one workweek, or as otherwise indicated by applicable state or local regulations. Non-exempt employees must have permission from their direct supervisor before working hours that are subject to the payment of overtime.

The Town has established the following categories for both exempt and non-exempt employees:

Regular, Full-Time: An individual employed directly with the Town who is normally scheduled to work at least thirty-five (35) hours per week for an undefined period of employment, however, most regular,

full-time employees are scheduled to work at least forty (40) hours per week. Generally, these employees are eligible for the full group benefits package, subject to the terms, conditions and limitations of each benefits program.

Regular, Part-Time: An individual employed directly with the Town who is normally scheduled to work less than thirty-five (35) hours in a workweek. While part-time employees do receive all legally mandated benefits such as worker's compensation and Social Security, they are generally ineligible for the Town's group benefit package. Individual benefit programs may be offered to part time employees as dictated by the terms, conditions and limitations of each program. Health insurance benefits will be offered to regular part-time employees who consistently work 30 hours or more in a workweek.

Temporary: Individuals who are hired to temporarily supplement the workforce or to assist in the completion of a specific task/project who are temporarily scheduled to work less than the Town's full-time schedule for a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary workers are not eligible for Town benefits unless specifically stated otherwise in Town policy or deemed eligible according to plan documents.

Appointed Positions: *

1. Treasurer: The Council shall appoint a Treasurer who shall hold office at the pleasure of the Council and shall serve under the direction and supervision of the Town Manager. The position of the Treasurer may be filled by the Town Manager.
2. Chief of Police: The Chief of Police shall be appointed by the Town Manager, subject to confirmation by the Council, and shall serve at the pleasure of the Town Manager.
3. Clerk of Council: The clerk shall be appointed by Council for a term of two years, coincident with that of the Council. The position of treasurer and clerk may be filled by the same person, and may be filled by the town manager.

*Per Sect. 29(b1) of the Town Charter and Sect. 46 - 1 of Town Code.

Contractual Employment: A position created by contract.

2.2 Recruitment and Selection

(Effective 07/01/1997; Revised: 07/01/2003, 05/03/2011, 01/26/2017)

OVERVIEW: This policy describes the rules governing the recruitment and applicant selection for vacant positions.

SCOPE: This policy applies to all Town Government vacancies.

The Town seeks to employ the best qualified individuals in all areas of our operation, and therefore, base our employment decisions on the individual's qualifications. We welcome and value diversity within our applicant pool and are committed to extending employment, transfer, promotion, compensation, and training opportunities to the best qualified individuals regardless of age, color, race, gender, religion, national origin, ethnicity, gender identity, gender expression, sexual orientation, physical or mental disability, citizenship or any other class recognized by state or local law or any other characteristics protected under applicable federal, state or local law.

The Town Manager in conjunction with the Human Resources department is responsible for determining vacancies and filling those vacancies with qualified personnel. All positions will have a job description approved by the Town Manager and the Human Resources department. All recruitment and selection activities will be based upon the duties and requirements identified in the position's job description.

The Town Manager must authorize filling a vacant position prior to initiating any recruitment.

Recruitment:

Vacancies and new positions will normally be advertised by public notice, with current Town employees and the general public eligible to apply.

The extent of recruitment and advertising will be guided by the Town's commitment to obtaining a sufficient pool of diverse, well qualified applicants. Positions will be posted for a minimum of 5 working days. Recruitment closing dates will be specified for each position in all vacancy announcements and advertisements.

When it is determined jointly by the Department Director, Human Resources department, and the Town Manager that a sufficient number of Town employees meet the qualifications of the vacant position, recruitment may be limited to current Town Employees only. "Employee Only" vacancies must be posted throughout Town facilities to provide employees opportunity to apply.

Application Process:

Persons seeking to apply for employment with the Town must complete a Town employment application.

Applications will only be accepted for positions that have been posted for recruitment. Applications must be received by the close of business on the specified closing date. The Town will grant any reasonable request for accommodation through the completion of the application process.

Selection:

The Human Resources department shall review all applications for employment to determine whether the applicant meets the minimum qualifications for the position. In addition, as is consistent with the requirements of Va. Code 15.2-1509, an honorably discharged veteran's military service shall be taken into consideration during the selection process, provided that such veteran meets all of the knowledge, skill and ability requirements for the position. Additional consideration shall also be given to veterans who have a service connected disability rating fixed by the United States Veterans Administration. For purposes of this section, "veteran" shall mean any person who has received an honorable discharge and has (1) provided more than 180 consecutive days of full-time active duty service in the armed forces of the United States or reserve components thereof, including the National Guard or (2) has a service-connected disability rating fixed by the United States Veterans Administration.

When appropriate, examinations may be used which may be written or oral or a combination thereof. Such examinations shall relate to the duties and responsibilities of the positions for which the applicant is being examined.

Employment Offers:

Offers of employment and discussion of compensation shall be initiated by the Town Manager's Office and shall be documented in writing.

To ensure that individuals working for the Town are well qualified and to ensure the Company maintains a safe and productive work environment, all offers of employment are contingent upon successful completion of a pre-employment background check. Background checks may include verification of any information on the applicant's resume or application form.

All offers of employment are conditioned on receipt of a background check report that is acceptable to the Town. All background checks are conducted in conformity with the Federal Fair Credit Reporting Act, the American with Disabilities Act, and state and federal privacy antidiscrimination laws. Reports are kept confidential and are only viewed by individuals involved in the hiring process.

If information obtained in the background check would lead the Town to deny employment, a copy of the report will be provided to the applicant, and the applicant will have the opportunity to dispute the report's accuracy. Background checks may include a criminal record check, although a criminal conviction does not automatically bar an applicant from employment (exceptions may be applicable for positions within the Smithfield Police Department)

Additional checks such as a drug screen, driving record or credit report may be made on applicants for a particular job category if appropriate and job related.

The Town reserves the right to conduct a background check for current employees to determine eligibility for promotion or reassignment in the same manner as described above.

Positions for which an employee's health/well-being is directly related to job performance, or the health, safety and welfare of the employees, residents or the general public may require satisfactory completion of a pre-employment medical examination.

For these positions, job offers are contingent upon the satisfactory results of a medical examination. Positions which require medical examinations will be identified as such in all position announcements and advertisements.

The medical examination will be requested after a job offer is extended and before the employee begins work. The medical examination will be performed at the Town's expense. Information about the employee's medical condition or history will be kept separate from other employee information and maintained confidentially.

Some positions may require the satisfactory completion of a polygraph test when the security, safety or welfare of employees, property or consumers is immediately affected by the responsibilities of the job.

For these positions, job offers are contingent upon the successful review of the polygraph test. Positions requiring polygraph tests will be identified as such in all position announcements and advertisements.

Appointments:

Some positions require appointment of an employee rather than selection through the traditional recruitment process. These positions include:

- **The Chief of Police:** who is appointed by the Town Manager, subject to confirmation by the Council. The Chief of Police serves at the pleasure of the Town Manager.
- **The Treasurer:** who is appointed by the Smithfield Town Council, serves at the pleasure of the Council and under the direction of the Town Manager.
- **Clerk of Council:** The clerk shall be appointed by Council for a term of two years, coincident with that of the Council. The position of treasurer and clerk may be filled by the same person, and may be filled by the town manager.

2.3 Employment of Relatives and Personal Relationships

(Effective 07/01/1997; Revised 07/01/2003, 01/26/2016)

OVERVIEW: This policy establishes the conditions under which close relatives and those with personal relationships can be employed for the Town of Smithfield.

SCOPE: This policy is applicable to all employees of the Town.

The Town wants to ensure that employment practices do not create situations such as conflicts of interest or favoritism or the appearance thereof. This extends to practices that involve hiring, promotion and transfer. Close relatives, partners, those in dating relationships or members of the same household are not permitted to be in positions that have a reporting responsibility to each other. Close relatives are defined as spouse, domestic partner, father, mother, mother-in-law, father-in-law, grandparent, child, son/daughter-in-law, aunt, uncle, nephew, niece, sibling, sibling-in-law, step relatives, cousins and domestic partner relatives.

Close relatives of persons currently employed by Smithfield can only be hired/transferred in the same division or Department when:

1. The employee does not participate in the decision to hire/transfer the close relative.
2. The employee exercises no control over the employment of activities of his/her close relative; or
3. The employee and his/her close relative are not in the same line of authority within the organization.

If an employee begins a dating relationship or becomes relatives, partners or members of the same household and if one party is in a supervisory position, that person is required to inform the Human Resources department and their supervisor of the relationship. In these instances, the individuals concerned will decide who is to be transferred (if a position is available) or separated. If the decision is not made within thirty (30) calendar days, the Town will make that decision.

The Town reserves the right to apply this policy to situations where there is a conflict or potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved.

This policy shall apply without regard to gender, sexual orientation, gender identity, gender expression, or seniority of the participants in a relationship of the kind described. If violation of this policy is established, the Town will take appropriate action up to and including termination of employment.

2.4 Probationary Period

(Effective 07/01/1997; Revised 07/01/2003, 05/03/2011, 01/26/2017)

OVERVIEW: This policy describes the purpose of and defines the parameters around the probationary period.

SCOPE: This policy applies to all employees newly hired into regular full and part-time positions.

All new full-time and part-time employees shall serve a 6 (six) month probationary period (18 months for Police Officers). During this period the employee must show that he or she is capable of and willing to perform the job satisfactorily. At the end of the probationary period the employee will be evaluated to determine satisfactory performance. If satisfactory performance is attained the employee will be entitled to all the benefits of non-probationary status including utilization of the grievance procedure.

In establishing a probationary period, the Town does not change in any way the employment-at-will status that applies to its employment relationship with all employees at all times during their employment.

Benefits:

Probationary employees are eligible for those benefits which are required by law, such as worker's compensation insurance and social security. They may also be eligible for other Town provided benefits, subject to the terms and conditions of each benefits program.

Probationary Period and Movement to New Positions:

An employee in their probationary period is not eligible to transfer or apply for another position within the Town government until he/she has successfully completed the probationary period. The Town Manager reserves the right to waive this requirement in extenuating circumstances.

2.5 Secondary Employment

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

OVERVIEW: This policy identifies the conditions under which a Town employee may maintain a secondary job outside of his/her primary Town government job.

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

Secondary employment is defined as employment in a capacity other than the employee's primary Town job. Town employees shall not engage in secondary employment which may be determined or perceived as being a conflict of interest with his/her Town job's work and responsibilities.

Town employees may not receive any income or material gain from individuals outside the Town for materials, or services resulting from the scope of their regular Town job.

Prior to accepting employment outside the Town, an employee must receive approval, in writing from the Human Resources department. The employee should inform the Human Resources department of any significant change in the nature or scope of the secondary employment.

An employee who maintains a secondary job outside of the Town is expected to meet the performance standards of his/her Town job. No special treatment will be given to employees who maintain secondary employment.

An employee maintaining two, concurrent Town positions might be considered to be jointly employed under the provisions of the Fair Labor Standards Act. In such cases, employment activities shall require close consideration and conformance with the requirements of that law.

2.6 Re-Employment

(Effective 07/01/1997; Revised 01/26/2017)

OVERVIEW: This policy defines the relationship between a break in service and a former employee's re-employment with the Town.

SCOPE: This policy applies to all former Town employees who are being re-hired into a Town position.

Any employee formerly employed by the Town, who left in good standing, may be considered for open positions for which they are qualified should they apply.

All re-hired employees are subject to the provisions of the Probationary Period.

Other than retirement, re-employed individuals are considered new employees for the purpose of determining fringe benefit eligibility and years of service.

2.7 Release of Employee Information, Including References

(Effective 01/26/2017)

Overview: The Town maintains strict confidentiality of Employee records. However, operating requirements of the Town do necessitate disclosure of Employee information at times. The purpose of this policy is to outline circumstances in which employee information will be disclosed to external organizations.

Scope: This policy applies to all Town employees.

Garnishments/Levies/Support Orders: Upon receipt of a properly authorized request to release information or initiate deductions from the employee's pay, the Town will release salary/wage information and begin deductions from pay.

Lenders/Credit Organizations: Upon receipt of an authorized request that includes the employee's signature, the Town will release the information. These requests should be sent to a Human Resources or Payroll representative, who will not respond to any telephone requests for information.

Prospective Employers/Employment References: All requests for employment references or verification of employment must be directed to the Human Resources department. Employees are not authorized by the Town to disclose any information concerning the employment of any former or current employee. Upon receipt of an authorized request that includes the employee's signature, Human Resources will provide information for reference purposes which will be limited to job title(s) held, dates of employment, earnings at separation, and whether the employee is eligible for rehire with the Town.

Freedom of Information Act requests: These requests will be reviewed individually and information provided as required under the Freedom of Information Act.

2.8 Separations

(Effective 07/01/1997; Revised 01/26/2017)

Objective: This policy identifies the separation from Town employment and the related procedures and conditions for each.

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

Separation of employment within the Town can occur for several different reasons:

Resignation: Although we hope your employment with the Town will be a mutually rewarding experience, we understand that varying circumstances cause employees to voluntarily resign employment. Resigning employees are encouraged to provide two weeks' notice, preferably in writing,

to facilitate a smooth transition out of the organization. The Town reserves the right to provide an employee with two weeks' pay in lieu of notice in situations where job or business needs warrant such action. If an employee provides less notice than requested, the Town may deem the individual to be ineligible for rehire depending on the circumstances regarding the notice given.

Retirement: The completion of Town service which is characterized by the receipt of retirement benefits. Retirement benefits are awarded when an employee:

- Meets the age and/or length of service eligibility requirements.
- Acquires a permanent physical or mental disabling condition which prevents the employee from performing his or her job (referred to as disability Retirement).

Termination: An employee's involuntary termination from Town service which is typically related to misconduct or unsatisfactory job performance; and which is not the result of layoff. Town employees are employed on an at-will basis, and the Town retains the right to terminate an employee's employment at any time.

Layoff due to Lack of Work: The Town attempts to maintain a stable, productive work force. If business/financial conditions change, the Town may reduce its workforce accordingly. The Town will attempt to communicate information about an impending layoff as soon as possible.

Job Abandonment: Employees who fail to report to work or contact their supervisor for one (1) workday shall be considered to have abandoned the job without notice, effective at the end of their normal shift. The supervisor shall notify the Human Resources department at the expiration of the work day. Employees who are separated due to job abandonment are ineligible for rehire.

Upon separating from Town service, a terminated employee will receive payment for any accrued, but unused leave.

Under qualifying circumstances, employees will be given the opportunity to extend his/her health insurance policy under COBRA provisions.

2.9 Layoff

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

OVERVIEW: The Town Manager has the right and obligation to manage the workforce to best serve the interests of the Town. Circumstances may require the Town to reduce its workforce. This policy describes the Town's layoff procedures.

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

As dictated by the business and operational needs and financial resources of the Town, the Town Manager may reduce the workforce.

Written Notification:

Each employee laid off shall be given written notice. Whenever practical, the notice should be given at least two weeks prior to the effective date. The written notice should include the effective date of the layoff and any other information required by federal or state law.

Recall of Employees:

The Human Resources department shall maintain a list of all employees laid off in accordance with this policy. The list will identify the employees' names, position classifications and the department from which they were laid off. The Town will consider employees on the recall list for appropriate job openings. Recall lists will be maintained for one year after the layoff.

Employee Assistance:

The Town will make every attempt to assist employees with obtaining other employment, applying for unemployment compensation, and/or coping with the stress of losing gainful employment.

2.10 Exit Interviews

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

OVERVIEW: In an effort to gain insight into employee perceptions of the work environment and to identify reasons for employee resignations, exit interviews will be conducted on all employees who voluntarily separate their employment with Town.

SCOPE: This policy applies to all employees who voluntarily separate from Town employment.

All voluntarily separating employees shall complete an exit interview with the Human Resources department. Information gathered on the employee's perception of benefits, working conditions, pay and other factors of the work environment may be used to identify ways of improving the Town's policies/procedures/practices.

2.11 Return of Town Property

(Effective 07/01/1997)

OVERVIEW: The Town will make every effort to regain Town property which has been assigned to employees leaving Town employment.

SCOPE: This policy applies to all separating Town employees.

Issue of property/equipment:

A checklist/employee acknowledgment form will be completed when property/equipment is issued to an employee. The checklist will identify the type and condition of the equipment/property being issued and will require the employee's signature acknowledging responsibility for and receipt of the equipment/property.

Employee responsibility:

Each employee must keep issued property/equipment in good working condition and perform assigned preventive maintenance. The Town will replace/repair equipment damaged during work. The employee is responsible for replacing equipment/property that is lost.

Failure to return property:

Upon separation from Town service, all issued property/equipment must be returned and

acknowledged as such on the equipment checklist/acknowledgment form. The value of any property/equipment which is not returned will be deducted from the employee's final paycheck.

3.2 Conflicts of Interest

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

OVERVIEW: In accordance with the State and Local Government Conflicts of Interest Act, the Town of Smithfield is committed to prohibiting circumstances that would potentially compromise the best interest of the public and/or affect the decisions of a public employee/official by presenting inappropriate conflicts.

SCOPE: This policy applies to all persons employed by the Town, regardless of employment classification.

DEFINITIONS:

Immediate Family Member: A spouse or any other person residing in the same household as a Town employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

Personal Interest: Financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Personal interest includes an officer's or employee's receipt of income, salary, fringe benefits, or other compensation that exceeds \$5,000 annually. See the Code of Virginia 2.1-639.2 for additional information on the Act's definition of personal interest.

PROVISIONS:

- A. All Town officers and employees shall refrain from any activity that potentially compromises or can be perceived as compromising the best interests of the public or which result in inappropriate conflicts. Any officer or employee of the Town is prohibited from:
- Soliciting or accepting money or other thing of value for services performed within the scope of his/her official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an officer or employee. This prohibition shall not apply to the acceptance of special benefits that may be authorized by law;
 - Offering or accepting any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency;
 - Offering or accepting any money or other thing of value for or in consideration of the use of his/her public position to obtain a contract for any person or business with any governmental or advisory agency;
 - Using for his/her own economic benefit or that of another party confidential information that he has acquired by reason of his public position and which is not available to the public;
 - Accepting any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties. This subdivision shall not apply to any political contribution actually used for political campaign or constituent service purposes and reported as required by Chapter 9.3 (§ [24.2-945](#) et seq.) of Title 24.2;
 - Accepting any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him/her to influence him in the performance of his/her official duties;

- Accepting any honoraria for any appearance, speech, or article in which the officer or employee provides expertise or opinions related to the performance of his/her official duties.
- Accepting a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor.
- Accepting gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain.
- Using his/her public position to retaliate or threaten to retaliate against any person for expressing views on matters of public concern or for exercising any right that is otherwise protected by law, provided, however, that this subdivision shall not restrict the authority of any public employer to govern conduct of its employees, and to take disciplinary action, in accordance with applicable law, and provided further that this subdivision shall not limit the authority of a constitutional officer to discipline or discharge an employee with or without cause.
- Having personal interest in a contract with the agency of which he is an officer or employees other than his own contract of employment.
- Having personal interest in a contract with any other Town governmental agency except under the provisions defined by the State and Local government Conflict of Interest Act.
- Having personal interest in a transaction with a Town department.
- No Town officer or employee shall continue in his position with the Town after becoming elected to any public office in the Town.
- No person shall orally, by letter or otherwise, solicit or be in any manner concerned in soliciting any assessment, subscription or contribution for any Town political purpose whatever from any Town officer or employee.
- No Town officer or employee shall make any contribution to the campaign funds of any candidate for public office in the Town or take any part in the management, affairs or political campaign of any candidate for public office in the Town, further than in the exercise of his/her right as a citizen to express his/her opinion and to cast his/her vote.

B. Disclosure Statements:

As dictated by the State and Local Government Conflict of Interests Act, certain Town officers and employees may have to file a disclosure statement identifying their personal interests.

C. Enforcement:

The local Commonwealth Attorney has the authority to rule on the Conflict of Interest.

Violations of this policy may result in disciplinary action up to and including termination of employment.

3.3 Hours of Work

(Effective 07/01/1997; Revised 07/01/2003, 05/03/2011, 01/26/2017)

OVERVIEW: This policy establishes the Town's normal hours of business operations, the typical hours of work for the regular, full time workforce, and alternative scheduling.

SCOPE: This policy applies to all regular employees.

Hours:

The Town's administrative normal hours of business operations are from 9:00 a.m. until 5:00 p.m. Other departments may have alternative work schedules based on the needs of the Town.

Typically, regular full-time employees are expected to work an 8 hour day; however some employees of the Police Department may be expected to work a 10 hour shift.

Meals and Breaks:

Within an eight hour work day, employees receive a 30 minute meal break subject to departmental conditions and availability of personnel

Nonexempt employees are prohibited from performing job related duties while on an uncompensated lunch break.

Employees shall have two 15 minute paid rest breaks per day, which are included within the total required hours of work. These breaks may be used in conjunction with the 30 minute meal break, as long as the sum does not exceed 60 minutes per workday. Such breaks may not accumulate from one shift or one day to another. Flexible work scheduling may be used for the purpose of extending a meal break with the employee's start time being advanced or end time being extended as approved by your supervisor.

Standard Workweek:

The workweek begins at 12:00 am Sunday and ends at 11:59 p.m. on Saturday. The Standard workweek for most full time employees consists of a 5 day, 40 hour per week schedule.

Flextime:

The starting and stopping time for employees may be staggered to provide for optimal staffing coverage or to provide flexibility to employees within established limits.

Alternative work weeks:

If accommodated by department operations, employees will be allowed to work alternative work schedules which vary from the standard workweek. Alternative schedules include but are not limited to four 10-hour days, and rotational shifts. Individual department heads have the authority to approve alternative work schedules in conjunction with the Human Resources Department. This includes employees seeking to perform volunteer activities on behalf of community service organizations during normal working hours.

All flextime and alternative work schedules will comply with the provisions of the Fair Labor Standards Act. Schedules may also be adjusted to meet FMLA and ADA requirements.

Leave:

Regular non-exempt full-time employees who do not work the scheduled 40 hours per week (or their normal schedule, if not 40 hours) must submit leave for un-worked hours or have their pay adjusted to accommodate for the unpaid absence, if applicable.

3.4 Attendance and Punctuality

(Effective: 01/26/2016)

Objective: The Town's commitment to quality service depends on having adequate staff at all times. Town employees are expected to be a work as scheduled and ready to begin work promptly at the established time for all positions.

Scope: This policy applies to all employees of the Town

Unexpected Absences, Late Arrivals or Early Departures

Unless instructed otherwise by your supervisor, if you going to be absent, late to work, or leave work prior to your scheduled departure time for any reason, you are expected to notify your supervisor as early as possible and, at the latest, within 30 minutes (1 hour for Police Department) of your scheduled arrival time. You are expected to speak with your supervisor directly, or leave a message if your supervisor cannot be reached.

Planned Absence, Late Arrival & Early Departure

If you are going to be out of work for a planned absence, arrive late or depart early, you are expected to give your supervisor adequate notice prior to the time off. A minimum of 24 hours is requested.

Attendance Guidelines

When an employee takes excessive time off, or is frequently late to work or leaves early, the Town cannot meet its goals. Therefore, regular reliable attendance is an essential function of all jobs within the organization. If an employee is absent, late or leaves early, the supervisor will track these situations and determine if the time off has been excessive or if there is any notable pattern of absenteeism. As a guide, more than three (3) instances of unexpected time off in a six month period is generally excessive. In addition, for any late arrival, absence or early departure, employees may be asked to provide documentation for your need for the time off and for any that exceeds three consecutive calendar days. Employees must provide the documentation of the need for time off. Employees who are out of the office due to an illness for three or more consecutive days must provide a certificate from their physician stating that the employee is fit to return to duty. Failure to provide the required documentation is considered misconduct, and may result in disciplinary action, up to and including termination.

Job Abandonment

Any employee who fails to come to work as scheduled, fails to follow the notification procedures, and/or leaves early without notice or permission prior to the end of his or her shift, is considered to have abandoned his or her job, and the Town will assume that the employee has voluntarily resigned. If the employee still desires to return to work, the Town will evaluate the reason for the employee's violation of these procedures and will determine based on the circumstances whether the Town will permit the employee to return to work and/or discipline the employee.

Employees with excessive time off, or those who fail to follow the notification procedures outlined in this policy, may receive disciplinary action, up to and including termination of employment.

3.5 General Vehicle Usage

(Effective: 07/01/1997; Revised: 07/01/2003, 09/04/2007, 01/26/2017)

OVERVIEW: When available, the Town will provide for the use of Town vehicles in accomplishing job duties. This policy defines the minimum qualifications and expectations for operating a Town Vehicle.

SCOPE: This policy applies to all persons who will operate a Town vehicle.

License & Use:

Any person operating a Town vehicle is required to have a valid /Virginia driver's license. If the vehicle or activity requires additional licenses, endorsements or certifications, (such as a Commercial Driver's license, hazardous material transport, etc.), the operator must have obtained the appropriate licenses/endorsements prior to operating the vehicle.

Employees should use Town vehicles when conducting official Town business when available; however employees should only use Town vehicles while conducting official Town business. Employees will not be reimbursed for mileage on a personal vehicle if a Town vehicle is available for use. Appropriate documentation is required for reimbursement from the Treasurer's Office. Police officers will be allowed limited, authorized off duty usage of patrol vehicles.

Care & Condition:

It is expected that all employees exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines.

All damages, defects and need for repairs must be reported promptly.

The improper, careless, negligent or unsafe use or operation of Town vehicles as well as excessive or avoidable traffic and parking violations can result in disciplinary action, up to and including termination of employment.

Non-Employee Passengers:

Non-employee passengers are not encouraged. Non-employee passengers are covered by the town's insurance but should be kept to a minimum unless specifically approved by the Town Manager.

Due to the nature of regular duties, all Smithfield Police Officers are exempt from this section.

Fleet Management Program:

Purpose:

The purpose of this program is to address vehicle loss trends and driver training needs. Topics will be covered that address the specific accident types or driving exposures that have been the most frequent or persistent for town departments. Training topics will be departmental specific.

General Policy Statement:

The Town of Smithfield is convinced that the safe, dependable operation of vehicles and equipment is an essential factor in meeting the town's responsibility for providing services to the community. It is the town's objective to provide appropriate vehicles, equipment, training and supervision for town employees. Supervisors and department heads are expected to implement and enforce all fleet management safety policies and utilize this training package to its fullest benefit.

Management Responsibilities:

1. The Town Manager will monitor the implementation of the Driver Training Program in order to evaluate the overall program's effectiveness. Regular on-going training will be provide to all employees through use of safety meetings, new employee orientation sessions, special driver training sessions, written materials, and videos. All training will be department specific. Each department will have a Fleet Management Program to follow in a regular and consistent manner. The Fleet Management Program will include all necessary training and information for town employees to thoroughly understand the town's position on safe driving techniques and responsibilities. A copy of each departments program will be kept on file by the Safety Committee.
2. The Safety Committee will review all vehicle accident details and circumstances of each vehicle or equipment accident. A determination will be made as to the "preventability of each occurrence within 30-days of the accident." The Safety Committee is comprised of Supervisors, Office Managers, and the Town Manager with a total of 12 members.
3. All town employees will have a DMV driver's history report generated on them to ensure they have a valid Virginia driver's license before operating any town vehicle. This is required by the town's insurance carrier. This driver's history check will be done on an annual basis by the Town Manager's office and all information will be kept confidential as required by DMV. Any discrepancies will be followed up by the Town Manager.

Driver General Vehicle Use Responsibilities:

1. All town employees operating town vehicles shall attend all scheduled driver training for their department. Drivers MUST attend all scheduled driver training meetings presented by the town, unless absence is approved by the Town Manager prior to the training date.
2. Drivers shall be familiar and will abide by all State and Federal Department of Transportation safety regulations. Regulations will be explained to each new driver with emphasis on those regulations particular to the Town of Smithfield operations.
3. All town employees will use the protective equipment necessary in town vehicles and equipment including but not limited to seatbelts. All operators and all passengers therein shall properly use seat belts. Using the proper safety equipment as per town requirements and State and Federal Requirements will make a different in insurance coverage of accidents and personal injury cases.
4. *No one shall ever* operate a vehicle when there is a known safety defect. Any defects shall be reported immediately. All objects shall be secured inside the vehicle to avoid distractions and "missiles" inside the vehicle.
5. If a vehicle is involved in an accident, the driver's first duty is to call the police, notify their supervisor, and notify the Town Treasurer so the accident can be reported to the town's insurance carrier.

6. All drivers are required to be familiar with and abide by defensive driving concepts.
7. Smoking is not permitted in any town vehicles or while operating town equipment.
8. Texting while driving is forbidden.

3.6 Computer, Email, Internet and Cellular Device Usage

(Effective: 12/05/2000; Revised: 05/03/2011)

OVERVIEW: The Town of Smithfield is committed to providing a work environment that meets all modern day needs to perform office tasks accordingly. Therefore it is necessary to provide this policy to ensure the Town's image is upheld during any usage of cellular/smart phones, computers, email or the internet.

SCOPE: This policy applies to all persons working for and with Smithfield, regardless of employment status.

Internet Usage:

The Town of Smithfield to assist employees in obtaining work-related information and technology provides Internet access to global electronic information resources on the World Wide Web. The following guidelines have been established to help ensure responsible and productive Internet usage. While the internet usage is intended for job related activities, incidental and occasional personal use is permitted, but should be kept to a minimum and at all time a professional persona should be shown in ones work and travel on the web and in all forms of electronic and digital communication.

All internet data that is composed, transmitted, or received via the town's computer or phone system is considered to be part of the official records of the Town of Smithfield and, as such, is subject to disclosure to the Town Manager, your department head, and law enforcement if probable cause is shown. Consequently, employees should always ensure that the business information contained in Internet e-mail messages, texting, electronic posting and other transmissions are accurate, appropriate, ethical, and lawful.

If you are accessing the Internet services provided by the Town of Smithfield it must be understood that these services are the property of the Town of Smithfield. As such, the Town of Smithfield reserves the right to monitor Internet usage and traffic, and retrieve and read data composed, sent, and received through the town's online (wired and wireless) connection/service.

Information received, composed, transmitted and accessed via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. It is understood that some employees during the course of their work will be forced to enter sites which would be considered a violation of this policy but this limited entry into these sites can be done under the guidance of your department head or his or her designee.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited.

PROVISIONS:

Abuses of the Town of Smithfield's Internet policy, and or abuses in violation of the law will result in disciplinary action, up to and including termination of employment.

A. Computer and e-mail usage:

In today's work environment it is almost impossible not to encounter some computer and e-mail usage. Having this in mind, the Town of Smithfield provides to most of its employee's computers, computer files, and e-mail. But with the advent of the computer and the World Wide Web it has introduced new and uncharted challenges for the town, which must be addressed, if it is to operate smoothly in this new environment. Because of these new challenges and the extremely sensitive nature of some of the files and actions that can and will be taken in the use of the computer and e-mail system, the Town of Smithfield establishes this computer and e-mail use policy to all its employees.

Computers, computer files, the e-mail system, and all the software furnished to its employees are the property of the Town of Smithfield and are intended for business use only. The town understands that some employees will use their computers and the e-mail system for some personal use but this personal use should be kept to a minimum and at all time a professional persona should be shown in ones work.

E-mail should not be considered personal or confidential.

All employees who are assigned passwords for the use of their computers and the e-mail system shall not share their password with anyone except in emergency situations or as directed by their department head or his designee. All passwords will be kept in a secure place that each department head shall determine and each employee will furnish their passwords for any computer or e-mail system that is owned by the Town of Smithfield to their department head. All passwords relinquished to department heads will be kept secure and confidential.

The Town of Smithfield strives to maintain a workplace free of violence and harassment and sensitive to the diversity of its employees. Accordingly the Town of Smithfield prohibits the use of their computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale. Examples of this include but are not limited to, the display or transmission of sexually explicit images, messages, and cartoons. Other such misuses include, but are not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

The e-mail system and all forms of electronic and voice communication shall not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

B. Policy Compliance:

To ensure compliance with this policy, the Town Manager and or his or her department head may monitor computers and e-mail if they find probable cause to believe that it is necessary. All violations of this policy will be subject to disciplinary action, which may include termination of one's employment.

3.7 Smoking Policy

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

OVERVIEW: In keeping with Smithfield's intent to provide a safe and healthy work environment, smoking in the workplace will be limited to designated exterior areas. This policy defines the parameters of smoking areas and attempts to strike a reasonable balance between the needs of smokers and nonsmokers.

SCOPE: This policy applies to all employees, customers, and visitors to Town facilities.

Designated Smoking Areas:

Smoking in the work place is limited to those areas which have specifically been designated as exterior smoking areas.

Decisions/Resolving Conflicting Interests:

In situations where the preferences of smokers and nonsmokers are in direct conflict, the Town Manager will have the final decision regarding the designation of smoking areas.

3.8 Drug Free Work Place

(Effective 07/01/1997; Revised: 07/01/2003, 01/26/2016)

Objective: The Town of Smithfield has a longstanding commitment to provide a safe and productive work environment. Alcohol and drug abuse pose a threat to the health and safety of employees and to the security of our equipment and facilities. This policy outlines the practice and procedure designed to correct instances of identified alcohol and/or drug use in the workplace.

Scope: This policy applies to all employees and all applicants for employment with the Town. This policy is not intended to restrict the legal sale, use or consumption at the Smithfield Center, which is a Town-owned property.

Employee Assistance and Drug-Free Awareness

Illegal drug use and alcohol misuse have a number of adverse health and safety consequences. Information about those consequences and sources of help for drug/alcohol problems is available through the Town's Employee Assistance Program (EAP). More information may be obtained from the Human Resources department.

The Town will assist and support employees who voluntarily seek help for such problems before becoming subject to discipline and/or termination of employment under this or other policies. Such employees may be allowed to use accrued paid time off, be placed on leaves of absence, referred to treatment providers and otherwise accommodated as required by law. Such employees may be required to document that they are successfully following prescribed treatment and to take and pass follow-up tests if they hold a job that is safety sensitive or that requires driving or if they have violated this policy previously.

Employees should report to work fit for duty and free of any adverse effects of illegal drugs or alcohol. This policy does not prohibit employees from the lawful use or possession of prescribed medications. Employees must, however, consult with their physicians about the medications' side effects on their fitness for duty and ability to work safely and promptly disclose any work restrictions to their supervisor. Employees should not, however, disclose underlying medical conditions unless directed to do so.

Work Rules

The following work rules apply to all employees:

- Whenever employees are working, are operating any Town vehicle, or are conducting related work off-site, they are prohibited from:
 - Using, selling, possessing, buying, manufacturing or dispensing an illegal drug (to include possession of drug paraphernalia)
 - Being under the influence of alcohol or illegal drugs as defined by this policy.
- The presence of any detectable amount of any illegal drug or illegal controlled substance in an employee's body while performing Town business is prohibited.
- The town will not allow any employee to perform their duties while taking prescribed drugs that are adversely affecting the employee's ability to safely and effectively perform their job duties. Employees taking a prescribed medication must carry it in the container labeled by a licensed pharmacist or be prepared to produce it if asked.
- Any illegal drugs or drug paraphernalia will be turned over to an appropriate law enforcement agency and may result in criminal prosecution.

Required Testing

The Town retains the right to require the following tests:

- **Pre-Employment:** All applicants must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.
- **Reasonable Suspicion:** Employees are subject to testing based on observations by a supervisor of apparent workplace use, possession or impairment. The supervisor is required to document these observations and notify Human Resources as quickly as possible. Human Resources will send the employee for reasonable suspicion testing, if appropriate.
- **Post-Accident:** Employees are subject to testing when they cause or contribute to accidents that seriously damage a Town vehicle, machinery, equipment or property and/or result in an injury to themselves or to another individual requiring off-site medical attention. Employees will not be subject to such testing where the likelihood that drug or alcohol impairment contributed to the incident is low.
- **Random Testing for Designated Positions:** Some positions may require random testing of employees based upon the safety issues inherent in the nature of work. Positions which may require random testing include those which involve frequent operation of any heavy equipment, or a Town-owned vehicle, positions which are high risk or public safety factors, etc. In such situations, testing schedules and selection are random.
- **Follow-Up:** Employees who have testing positive, or otherwise violated this policy, are subject to discipline up to and including termination of employment. Depending on the circumstances and the employee's work history/record, the Town may offer an employee who violates this policy or tests positive the opportunity to return to work on a last-chance basis pursuant to

mutually agreed upon terms, which could include follow-up drug testing at times and frequencies for a minimum of one (1) year but not more than two (2) years. If the employee does not complete his/her rehabilitation program or tests positive after completing the rehabilitation program, he/she will be subject to immediate termination of employment.

Further, consistent with the 1991 Omnibus Transportation employees Testing Act, the Town of Smithfield is required to implement drug and alcohol testing programs for workers who hold a "Safety Sensitive" position. These positions include holders of Commercial Drivers' Licenses (CDLs) who operate a commercial motor vehicle with a gross weight of 26,001 pounds or more.

Safety Sensitive positions must not:

- Use or possess alcohol or any illicit drug while on duty;
- Report for duty or remain on duty if they are under the influence or impaired by alcohol, have a blood alcohol concentration (BAC) of .04 or greater, or have used any illicit drug;
- Have used alcohol within four (4) hours of reporting for duty;
- Report for duty or remain on duty when using any controlled substance (unless pursuant to an authorized medical practitioner);
- Refuse to submit to any test for alcohol or controlled substances; or
- Taint or substitute their specimen during the testing process.

By doing any of the above, the employee will be considered to have failed the test. For a copy of the entire Drug and Alcohol Testing Program for Safety Sensitive Positions, please see the Human Resources Department.

Consequences

Applicants who refuse to cooperate in a drug test or who test positive will not be hired. Employees who refuse to cooperate in the required tests or who use, possess, buy, sell, manufacture or dispense an illegal drug in violation of this policy will be terminated. The first time an Employee tests positive for alcohol or illegal drug use under this policy, the result will be disciplinary action up to and including termination of employment.

Employees will be paid for the time spent in alcohol/drug testing and then suspended pending the results of the drug/alcohol test. After the results of the tests are received, a date/time will be scheduled to discuss the results of the test. This meeting will include the Town Manager and the Human Resources Director. Should the results prove to be negative, the employee will receive back pay for the times/days of suspension.

Confidentiality

Information and records relating to positive test results, drug and alcohol dependencies and legitimate medical explanations provided to the medical review officer (MRO) shall be kept confidential to the extent required by law and maintained in secure files separate from personnel files.

Inspections

The Town reserves the right to inspect all portions of its premises for drugs, alcohol or contraband. All employees, contractors and visitors may be asked to cooperate in inspections of their persons, work areas and property that might conceal a drug, alcohol or other contraband. Employees who possess such or refuse to cooperate in such inspections are subject to appropriate discipline up to and including termination of employment.

Convictions Involving Drugs and/or Alcohol

Employees are required to inform the Human Resources Director if convicted of a criminal drug or alcohol violation no later than five (5) days after such a conviction.

3.9 Dress and Personal Appearance

(Effective: 07/01/1997)

All employees are expected to maintain a clean and neat appearance and to dress according to the requirements of their positions. Those employees issued a uniform must wear the uniform.

3.10 Employment/Personnel Files

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

OVERVIEW: This policy defines the Town's policy regarding personnel files and the commitment to confidentiality.

SCOPE: This policy applies to all records and files maintained on Town employees and personnel activities.

The Town of Smithfield maintains a personnel file on each employee. Records maintained by the Town may include, but are not limited to, employment history, wage data, performance evaluations, disciplinary actions, and other information as required by law or Town policy. Benefits and medical data are maintained separately.

Personnel files are the property of the Town. Access to the information in personnel files is restricted. Generally, only an employee's supervisor, Department Head and the Town Manager who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources office. With reasonable advance notice, employees may review their own personnel files in Town Offices and in the presence of the Human Resources Director or the Town Manager.

Employees are responsible for notifying Human Resources regarding any necessary updates to their employment records such as telephone number, home address, emergency contacts, educational accomplishments, etc. For name changes, employees must submit a signed Social Security Card reflecting the new name to the Human Resources Department.

Personnel files of inactive employees are also retained by the Town and the same standards of confidentiality apply.

Any questions pertaining to the release of information regarding an individual employee or group of employees requested by a citizen or by the press will be referred to the Town Manager to determine whether the requested information must be released according to the Freedom of Information Act.

3.11 Social Media – Acceptable Use

(Effective: 01/26/2017)

Objective: To provide Town employees with a policy and set of guidelines for appropriate online conduct.

Scope: This policy applies to all Town employees.

Just as the internet has changed our world forever, social media has changed the way people communicate. The Town views social media and networking sites as powerful tools to strengthen our brand and to further your personal reputations as subject matter experts.

Social media can take many different forms, including internet forums, blogs & microblogs, online profiles, wikis, podcasts, pictures and video, email, instant messaging, music-sharing, and voice over IP, to name just a few. Examples of social media applications are LinkedIn, Facebook, MySpace, Wikipedia, YouTube, Twitter, Yelp, Flickr, Second Life, Yahoo groups, Wordpress, ZoomInfo – the list is endless.

When you are participating in social networking, you are representing both yourselves personally and The Town. It is not our intention to restrict your ability to have an online presence and to mandate what you can and cannot say. We believe social networking is a very valuable tool and continue to advocate the responsible involvement of all Town employees in this space. While we encourage this online collaboration, we would like to provide you with a policy and set of guidelines for appropriate online conduct and to avoid the misuse of this communication medium.

Employees are forbidden from using social networks to post or display comments about co-workers, leadership or the Town that are vulgar, obscene, threatening, harassing, or a violation of our policies on discrimination or harassment.

Additionally, employees may not use social media networks to disclose confidential information about clients, customers, vendors or other business partners. When appropriate, Employees should disclose their relationship with the Town in their online posts and refrain from speaking on behalf of the Town when not authorized. This includes providing references or referrals for other employees or non-employees based on a work relationship that exists due to employment within the organization.

Employees should keep in mind that they are personally responsible for what they post online and be mindful that what they say will be available publicly for a long time.

Social media use is subject to the same workplace policies employees must follow in other situations, including, but not limited to the Town's policies regarding harassment, discrimination, defamation, confidentiality and general internet and computer use. Nothing in this policy should be construed as preventing employees from exercising their rights under the National Labor Relations Act.

3.12 Solicitation at Work

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

Objective: This policy defines the Town's expectations regarding solicitation on Town property or during work hours.

Scope: This policy applies to all Town employees.

The Town of Smithfield prohibits the solicitation, distribution and posting of materials on or at Town property by any employee or non-employee, except as may be permitted by this policy. The sole exceptions to this policy are charitable and community activities supported by the Town.

Provisions:

- Employees may not solicit other employees during work times, except in connection with a Town approved or sponsored event.
- Employees may not distribute literature of any kind during work times or in any work area at any time except in connection with a Town-sponsored event.
- The posting of materials or electronic announcements are permitted with approval from Human Resources.

Violations of this policy should be reported to Human Resources.

Section 4.0 Compensation

4.1 Classification Plan and Salary Structure

(Effective: 07/01/1997; Revised: 12/01/1998, 07/06/1999, 09/07/1999, 07/05/2000, 10/03/2000, 07/05/2001, 06/28/2004, 06/27/2005, 08/02/2005, 06/26/2006, 06/25/2007, 08/04/2009, 07/06/2010, 05/03/2011, 01/26/2017)

OVERVIEW: This policy describes the framework of the Town's compensation structure.

SCOPE: This policy applies to all classified Town positions, both full and part time.

The Town of Smithfield's compensation plan is based upon the budget adopted by Town Council and constitutes the Town's pay grades for positions and job titles for the ensuing fiscal year and thereafter until a new plan is adopted.

Structure:

For the purpose of establishing a salary structure for Town jobs, groups of positions performing comparable types and levels of work are grouped together to form classifications.

A classification describes work performed in general terms, and the knowledge, skills and abilities needed to perform the work.

Each classification is assigned a salary range with an identified minimum, midpoint, and maximum salary. The assigned salary range is referred to as the class's salary grade. The salary grade assigned to a class is determined by the work performed by the class, the competitive salary market for similar types of work, the internal alignment of classes and the financial resources of the Town.

Every new position established for the Town is assigned to a classification. The position's classification dictates the salary grade and range of the position.

Establishing New Classes and Grades:

The Town Manager may recommend the establishment of new classifications and the reassignment of a salary grade (re-grade) to an existing classification, contingent upon Council approval.

Salary Structure Adjustment:

On an annual basis, coinciding with the Town budget process, the salary ranges assigned to all classifications will be reviewed by the Town Council. The Town Council, upon recommendation of the Town Manager and Human Resources department, will determine if the salary ranges need to be adjusted in response to the competitive market, cost of living or the financial condition of the Town. Furthermore, the Town Council will determine the funding to be available each year for implementation of the established merit pay system. The Town Manager may grant a one-time bonus to an employee to recognize superior service to the Town.

Any increases, decreases or other structure adjustments (such as tenure) are recommended as part of the proposed annual budget. Adoption of the annual budget serves as the approval of the salary structure amendments.

Copy of the Current Plan:

A copy of the Town's pay plan is attached. This plan has been revised according to the approved Town Council Ordinances as noted.

4.2 Starting Pay

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

OVERVIEW: This policy defines how the pay rate is determined for new employees.

SCOPE: All new employees are hired into a classified position.

New employees will be paid at least the minimum of the grade in which the job is classified. In some cases, new employees may have qualifications that substantially exceed the minimum qualifications in either education, experience or both. In these circumstances, the new employee may be hired at an appropriate level between the minimum and midpoint of the pay grade with the approval of the Human Resources department.

New employees hired above the mid-point will be rare and will be based on exceptional qualifications and experience. Such situations require the approval of the Town Manager. Factors for consideration when determining starting pay above the mid-point are market rate, increased value to the organization and internal equity.

4.3 Position Reclassification and Salary Actions

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

OVERVIEW: This policy identifies the salary actions that can occur as a result of an employee being moved from one class to another (reclassification).

Note - This policy does not address situations where an employee moves from one position to another. See policies pertaining to lateral transfers, promotions and demotions.

SCOPE: This policy applies to all classified positions.

Reclassification:

Each position is classified based on its function, responsibility and other elements of job content. When a position's duties and responsibilities change significantly, the position will be analyzed to determine if it remains appropriately classified or if it should be moved to another class (reclassified). This is not a promotion or a demotion

Effect on salary:

When a position is reclassified, the new class will have an equal, higher or lower salary grade.

When a position moves from one class to a class with an equal salary grade, the employee's salary is not affected.

When a position moves to a class with a higher salary grade, the employee's salary will be adjusted at a minimum of five percent (5%) or be brought up to their new grade minimum (whichever is greater) so that the internal equity of the salaries within the classification can be preserved.

When an employee's position is reclassified to a lower grade and his/her present salary is above the maximum for the grade, the employee shall be permitted to continue at his/her present rate; however, the employee will not be entitled to any salary increase unless salary grade adjustments allow for an increase within the new grade.

4.4 Lateral Transfers

(Effective 07/01/1997)

OVERVIEW: This policy defines the parameters of an employee moving from one Town position to another position at the same salary grade.

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

Lateral transfers involve the movement of an employee from one position to another position of the same salary grade.

Management may initiate the lateral transfer of an employee in response to the organizations business needs. If an employee refuses a lateral transfer, he or she may be subject to layoff depending upon the circumstances surrounding the lateral transfer.

Employees, who have successfully completed their probationary period, may initiate a lateral transfer by expressing interest in a vacant position which is equal to their current position's salary grade. When management is ready to fill the position, the employee's qualifications are reviewed and if the employee is qualified for the vacant position, the hiring manager may transfer the employee into the job without having to employ the formal recruitment and selection process.

There shall be no change in salary as the result of a lateral transfer.

4.5 Promotions

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

OVERVIEW: A promotion is defined as an employee competing for and being selected for a position in a classification with a higher salary range. This policy describes the salary actions associated with a promotion.

SCOPE: This policy applies to all classified positions.

All promotions must be competitively recruited for, unless specifically exempted by the Town Manager.

A promotion is defined as the graduation to a job with increased duties and responsibilities. A promotion shall be accompanied by an increase in compensation.

When an employee has been in their current position for a minimum of six (6) months [eighteen (18) months for Police Officers] and is in good standing with no active disciplinary actions, they may apply for another vacancy within the Town. Should an employee be promoted to a position in a higher grade, his/her salary shall be increased to the minimum of the grade or 10%, whichever is greater.

Any additional salary increase above the minimum required requires approval of the Town Manager in instances of extenuating circumstances.

4.6 Demotions

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

OVERVIEW: A demotion is a type of action that lowers the job grade of an employee of the Town. This policy describes the salary actions associated with employee demotions.

SCOPE: This policy applies to all classified positions.

A. Circumstances of the Demotion:

Demotions can occur as a result of several work situations:

1. A voluntary demotion is the result when an employee goes from one position in a higher grade level to one that is a lower grade level as a result of a competitive process. An employee should wait until he/she has successfully completed the probationary period before applying for another job within the Town.
2. A demotion may occur in lieu of an employee being laid off.
3. An involuntary demotion is the result when an employee goes from one position in a higher grade level to one that is a lower grade level as a result of disciplinary action.

B. Salary Actions for Demotions:

Whether or not an employee's salary is decreased as a result of a demotion will depend upon the nature of the demotion and the employee's current salary rate.

When an employee is demoted, he/she will be paid at a rate which is within the range of the lower position. The rate of salary reduction shall be five percent (5%) per grade level; however, his/her salary should not be reduced below the new grade minimum. If the employee's resulting salary is above the maximum of the new salary grade, the employee shall be placed at the maximum of the new salary grade.

The Town Manager may grant an exception to the salary decrease requirements when the pay grade reduction is in support of organizational objectives and is not the result of a disciplinary action, provided the employee's salary does not exceed the maximum of the assigned pay range.

4.7 Payment of Wages

(Effective 01/26/2017)

Overview: This policy describes the basis and frequency of the payment of wages to employees of the Town.

Scope: This policy applies to all Town employees.

Wages and salaries at the Town are based on proven performance, skills, experience, current market value of the position, and internal equity within the Town. Employees are paid on a bi-weekly basis every other Friday. On each pay date employees will have access to an electronic statement showing gross pay, deductions and net pay.

Automatic, voluntary deductions in addition to mandatory deductions such as federal, state, and local taxes may be arranged through the Human Resources or Payroll department. These deductions may include additional tax withholdings, insurance premium payments, and retirement contributions.

For your convenience, we offer the option of having your paycheck automatically deposited to your account at your bank. Alternatively, we offer a pay card; however there are fees attached to this option. Please contact the Payroll Department for more information.

4.8 Time Reporting

(Effective 01/26/2017)

Overview: This policy describes the manner in which time sheets should be submitted to the payroll department for processing.

Scope: This policy applies to all non-exempt Town employees, and exempt Town employees, as applicable.

Federal and state laws require the Town to keep accurate records of time worked to calculate an employee's pay, tax withholdings and benefits and to report income earned to taxing authorities.

For time recording purposes, the payroll period is defined as work performed from 12:00 A.M. Sunday to 11:59 P.M. Saturday. Overtime is defined as hours worked by a non-exempt employee in excess of forty (40) hours in a workweek. Overtime must always be approved in advance by the employee's supervisor.

It is each employee's responsibility to submit their complete record of time worked (timesheet) to their supervisor on a timely basis. This includes all absences. Supervisors are responsible for reviewing and approving these records prior to submitting them to payroll for processing. If corrections or modifications to the time sheet are made, both the employee and the supervisor must verify the accuracy of the changes and sign the revised time sheet. All timesheets should be submitted to payroll on a timely basis (by 12:00 p.m. on Monday of payroll processing weeks) in order to not impede the transmission of payroll.

Because time records are legal documents, employees should always ensure that their time is recorded accurately. Altering, falsifying, or otherwise tampering with time records may result in disciplinary action, up to and including termination of employment.

4.9 Overtime

(Effective: 07/01/1997, Revised: 05/03/2011, 07/01/2012, 01/26/2017)

OVERVIEW: The Town is committed to complying with the provisions of the Fair Labor Standards Act (FLSA). This policy defines the Town's compensation practices regarding overtime as dictated by the FLSA.

SCOPE: This policy applies to all positions within Smithfield Government.

All Town positions are identified as either exempt or nonexempt under the FLSA.

Exemption status is determined by the duties and responsibilities of each individual position and the application of the FLSA exemption test criteria for Administrative, Professional, Executive or Outside Sales exemption categories.

Non-exempt employees who exceed forty (40) hours of worked time in a workweek will be paid time and one half (1 ½) times their regular rate of pay. Paid leave such as vacation and sick time does not count towards hours worked; however holiday time is counted towards hours worked and therefore, does count towards overtime.

Hours worked include:

1. All hours which an employee is required or permitted to be performing job related tasks, even if the employee is performing the work during a designated meal break.
2. All hours that an employee is required to be on duty on Town premises or at a prescribed work place.

3. Time spent traveling in a capacity which is not considered normal home-to-work travel.

Such travel time includes:

- a. Traveling to a work site in another city for a special one day assignment.
- b. Travel which is part of the principal activity of an employee's job during the work day. For example: travel between job sites.
- c. Travel which requires the employee to be away from home overnight. When away from the home communities, hours worked are calculated by using a comparison to the typical start and finish times of a regular work day.

Overtime work for non-exempt employees may be authorized when peak workloads or emergencies or other unusual work demands require employees to work beyond their normally scheduled work hours.

Overtime work shall not be performed at the discretion of the non-exempt employee. It must be a requested, pre-approved response to unusual work demands. Department heads have the authority to approve overtime.

4.10 On-Call Pay

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

OVERVIEW: The intent of this policy is to provide employees with monetary compensation for being placed on-call duty during hours outside of the regular business day. While on-call the employee must remain accessible and be able to respond within a set time frame determined by each department supervisor.

SCOPE: This policy is for all full time public works employees, and may affect other departments as per the Town Manager's discretion.

Public Works/Utilities departments are on a different work schedule than administrative staff, but do receive a paid break. On Call pay will be received by the employee available for after hour services with the following guidelines:

- A rotation list for the department will be prepared by the department supervisor.
- The on-call employee will receive 8 hours straight time pay even if he/she is not called out.
- If the employee is called out he/she will be paid at the rate of one and one-half (1 ½) times their regular rate of pay for any hours worked over forty (40) hours in a workweek.
- The on-call employee must be able to respond to a call within 20 minutes of receipt of the call. On-call employees are expected to answer all calls.
- On-call time cannot be taken as compensatory time.

- Due to the complexity of scheduling, on-call pay **may** apply to the police department in special circumstances to be determined by the Town Manager when an employee's off duty movement is restricted.

4.10 Compensatory Time

(Effective: 07/01/1997; Revised: 07/01/2003, 05/03/2011, 06/24/2013, 1/27/2007)

OVERVIEW: It is the intent of the Town to monetarily compensate non-exempt employees for time worked. Compensatory time taken must have supervisor approval and cannot impose an undue hardship on the department operations.

SCOPE: This policy applies to all employees.

Earning Compensatory Time:

Compensatory time is earned when an employee is required to work unscheduled hours during times which he/she would normally be off.

Nonexempt employees:

Compensatory time is earned on an hour for hour basis equal to the unscheduled hours worked when less than 40 hours.

When a non-exempt employee works over 40 hours in a workweek, he/she must be compensated at a rate of one and half times their regular rate of pay. Compensatory time off in lieu of payment for overtime cannot be a mandatory requirement; it must be agreed upon by the non-exempt employee. The employee must request it as overtime pay during the same pay period when it is earned. Compensatory time for any hours worked over 40 must be provided at 1.5 hours per hour worked over 40.

Use of compensatory time off must be approved by your immediate supervisor and must be taken prior to using vacation leave or sick leave. Unused compensatory time will carry over from one fiscal year to the next. Compensatory hours may not exceed 80 hours. Beyond 80 hours, all overtime worked will be paid as wages at the rate of one-and-one half the employee's normal hourly rate, until such time as the compensatory hours available are reduced below 80 hours. Employees will receive full payment for accrued compensatory leave upon separation from the Town. All compensatory time shall be in accordance with state and federal requirements. Payments of compensatory time upon termination of employment shall be in accordance with state and federal requirements.

Exempt Employees:

On a pre-approved basis, exempt employees may be granted hour for hour compensatory leave to compensate for work performed on a holiday, scheduled day off, or other unusual circumstances.

The Town Manager and department supervisors have authority to approve compensatory time off.

4.11 Holiday Pay

(Effective: 01/26/2017)

OVERVIEW: This policy defines the payment of Town recognized Holidays

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

All full-time employees are eligible for holiday pay equivalent to their regularly scheduled work day for each holiday. For example, employees that scheduled to work an 8 hour day will receive 8 hours of holiday pay. Employees that are scheduled to work a 10 hour day will receive 10 hours of holiday pay.

To receive holiday pay, an employee must work or be on approved paid leave status for the workday before and after the holiday.

If a designated 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.

Non-exempt employees who are required to work a holiday, will receive the appropriate hours of holiday pay and be paid for the actual hours worked on the holiday. Any hours worked above 40 in one work week are compensated at one and a half times the employee's hourly rate. Holiday pay is counted as hours worked for the purpose of determining overtime.

On a pre-approved basis, exempt employees who are required to work on the holiday will receive compensatory leave for actual hours worked. Approval is granted by the Town Manager.

4.11 Travel Expense Reimbursement

(Effective: 07/01/1997; Revised 07/01/2003, 09/04/2007, 01/26/2017)

OVERVIEW: This policy defines the provisions of travel reimbursement. It is the intent that the Town will not burden employees with the additional expense of job-related travel. Therefore, all authorized reasonable travel expenditures will be paid or reimbursed by the town.

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

Covered Expenses:

All reasonable meal, (excluding alcohol), mileage and lodging accommodation costs associated with work related travel. Personal expenses of the employee or any immediate family member will not be paid or reimbursed by the town.

Official Town Travel:

Travel on Town business includes trips within or outside the Town to conferences, conventions, workshops, seminars, educational and training courses, and other Town related business meetings or purposes.

Transportation:

Transportation to and from approved conferences, business meetings, seminars, official town business shall be by use of a town vehicle when available.

If a town vehicle is not available for use a private vehicle may be used and a form submitted to the approving supervisor or Town Manager with the private vehicles mileage listed at the beginning of the trip and at the conclusion. Mileage reimbursement will be set by the Town Manager, not to exceed the current rate as set by the Internal Revenue Service. When a private vehicle is used for transportation, expenses such as parking and traffic fines, and the cost of towing and repairs will not be reimbursed.

Transportation related fees such as tolls and parking are reimbursable with proper receipts.

Meals:

While traveling on authorized out of town business, reimbursement is permitted for a maximum of three meals per day. The per diem amount allowable is the consistent with the current Virginia State GSA guidelines. Alcoholic beverages will not be reimbursed. Employees are required to submit receipts for meals that accompany the travel reimbursement request, even if charged to a Town credit card. If travel includes less than three (3) meals per day, that allowable per diem amount, including tip, will be consistent with the applicable meal per the current Virginia State GSA guidelines. Meals in excess of per diem amounts will be reimbursed only in exceptional situations and depending on cost variations in other metropolitan areas. All exceptions must be approved by the Town Manager.

Reimbursement for certain group-related business meals is permitted. The meal must be conducted in a setting considered appropriate for business, be business related, and of reasonable cost. The actual expenses must be supported by receipts retained and submitted with the travel payment request. Additionally, the date, amount, place and nature of the business conducted should be documented on the travel payment request sheet.

Prior Authorization for Certain Travel:

Town employees who travel multiple days, or at least two (2) hours, or one hundred miles from the Town offices or work stations must receive prior authorization, except in emergency situations, expressly approved by the Town Manager or his designee. Supervisors and Department Heads are authorized to approve employee travel and projected expenses and should notify the Town Manager when an employee's travel is multiple days, or at least two hours, or one hundred miles from the Town offices or work station. Appropriate documentation for all such travel may include conference meeting agenda, registration information, or other information acceptable to the Town Manager and / or department head authorizing such travel.

Reimbursement Procedures:

Employees must supply supporting documentation such as receipts or paid bills for all items for which reimbursement is being sought.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

January 2017

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Dec 19	Committee Meetings	Smithfield Center
Tue	Dec 20	Schoolhouse Committee	Smithfield Center
		Committee Meetings	Smithfield Center
		BZA/BHAR	Smithfield Center
Mon-Sun	Dec 26-Jan 1	No events	
Tue	Jan 3	Town Special Events Committee	Smithfield Center
		WCFB	Smithfield Center
		Town Council	Smithfield Center
Wed	Jan 4	Staff Meeting	Smithfield Center
Thu	Jan 5	Chamber Legislative Breakfast	Smithfield Center
Sat	Jan 7	Wedding & Reception	Smithfield Center
Tue	Jan 10	Pinewood Heights Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Jan 11	IOW Schools Retreat	Smithfield Center
		WC Restoration Committee	Smithfield Center
Thu	Jan 12	Wedding & Reception	Smithfield Center
Fri	Jan 13	BOB Fest Food Prep	Smithfield Center Kitchen
Sat	Jan 14	BOB Fest	Windsor Castle Riverfront
Sun	Jan 15	MLK Banquet	Smithfield Center
Tue	Jan 17	Schoolhouse Committee	Smithfield Center
		Crimeline Meeting	Smithfield Center
Wed	Jan 18	WC Restoration Committee	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Jan 19	Smithfield Women's Club	Smithfield Center
Upcoming Events to Notes			
Wed	Jan 25	Public Meeting on Utility Work on Main Street	Smithfield Center
Thu	Jan 26	Town Training Day	Smithfield Center
Sat	Feb 18	CASA Gala	Smithfield Center
Sun	Feb 26	Black History Program	Smithfield Center

Windsor Castle Park

Manor House Restoration Project

Asbestos Abatement is getting underway. This process will remove asbestos from the Manor House, the Caretakers Residence and outbuildings.

Joseph Luter Jr Sports Complex

Concession stand currently has an Invitation to Bid out as the first round of bids were rejected.

- Pre-bid meeting will be held on January 31st.
- Bid Opening will be on February 10th.

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			
	3/11/2016	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Academy Gala	PD		
	3/15/2017	Wed 4 P-7 P Smithfield Center Trade Show 100 p	Chamber Trade Show			
Traffic Assist	4/1/2017	Sat -10 A-2:30 P	YMCA Triathlon	PD		
		Town Streets	Virginia-Maryland -Greg Hawkins			
		Race	336-577-2801			
		500	greg@setupevents.com			
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	Event Name	Town Services		
		Location		PD Required	PW Required	Public Restrooms
	Type of Event	Attendance				
	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 WC Courtyard Race 300 p	Optimist 5K Mike Murphy 757-660-7151 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 500 p	Park Community Day WCFB -Mary Mitchell 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 Race 300 p	Main Street Mile Lee Duncan 757-298-3839 wharfillbrewingco@gmail.com	PD		
Traffic Assist	5/27/2017	Sat 8 A-2 P WC Courtyard & Streets Bike Race 300 p	Peninsula Bike Race Jackie Shapiro 218-5505 jlshapiro@verizon.net	PD		
Traffic Assist	5/29/2017	11 A-12 P Veterans Memorial Community 150 p	Memorial Day Service	PD		
	6/2/2016	Fri 8 P-12 P Smithfield Center Prom 350 p	Kings Fork Prom	PD		
Traffic Assist	6/3/2017	Sat 9 A-5 P WC Courtyard & Streets Bike Race 1000 p	Multiple Sclerosis Bike Event MS Group-Karla McCarraher 757-319-4253 Karla.McCarraher@nmss.org	PD		
Main Street	6/24/2017	Sat 9 A-5 P Main Street Festival 4000 p	Olden Days and Car Show Terry Rhinier/ Elizabeth Moose 814-5170 terry.rhinier@iwus.net	PD	PW	Restrooms

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
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 100 p	589-1554 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 500 p	449-4849 kbeach@smithfieldva.gov			
	8/31/2017	Fri 7P-9P Smithfield Center Concert 300 p	Military Band Concert			
	9/24/2016	Sat 10 AM-8 PM	Aiken Fest			
		Little Theater	Jim Abicit			
		Concert 200 p	880-3120			
Jericho Road	10/7/2016	Sat 11 A-9 P	Bacon (BBB) Festival	PD	PW	
		WC Riverfront	Smitfield Events-Gina Ippilito			
		Festival 2500 p	869-0664 gippolito6@aol.com			
	10/7/2016	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	10/14/2016	Sat 8 A-11 A	Hog Jog	PD	PW	
		Town Streets	IOW COP -Barbara Stafford			
		5K Race 1000 p	757-647-4061 dbstaff@charter.net			
Main Street	10/14/2016	Sat 6 AM-4 PM	Autumn Vintage Market	PD	PW	Restrooms
		Main Street	Farmers Market-Cheryl Ketcham			
		Market 500 p	375-3031 cketcham@isleofwightus.net			
Main Street	10/20/2017	Fri 4 PM	Smithfield Homecoming Parade	PD	PW	
		Main Street	Smithfield High-Jill Gwaltney			
		Parade 100 p	371-3918 jillgwaltney@gmail.com			

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location Type of Event Attendance		PD Required	PW Required	Public Restrooms
	10/21/2017	Sat 7 A-2 P SC Parking Lot Car Show 200 p	Ruritan Car Show Smithfield Ruritans-Nan York 365-9458 nan.york@hughes.net			
	10/21/2017	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Schools Gala	PD		
Traffic Assist	10/28/2017	9 AM-5 PM	Smithfield Century Tour Bike Event	PD		
		WC Riverfront	Chamber-Andy Cripps			
		Bike Race 100 p	357-3502 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 300 p	757-298-3839 wharfhillbrewingco@gmail.com			
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		
	12/9/2017 Sat	Sat 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa			
Town Streets	12/9/2017	Sat 10 A-12 P	Christmas Parade	PD	PW	Restrooms
		Main Street	Tourism-Terry Rhinier			
		Parade 3000 p	814-5170 terry.rhinier@iwus.net			
Main Street			Main Street Christmas Farmers Market	PD	PW	Restrooms
		Main Street	Farmers Market-Chery Ketcham			
		Market 5000 p	375-3031 cketcham@isleofwightus.net			

AMENDMENT NUMBER 2 TO THE AGREEMENT BETWEEN THE CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

AMENDMENT NUMBER 2 DATED January 19, 2017 to the agreement between The Town of Smithfield, ("Client") and Kimley-Horn and Associates, Inc., ("Consultant") dated May 11, 2016 ("the Agreement") concerning Joe Luter, Jr. Sports Complex (the "Project").

The Consultant has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

Therefore, it is mutually agreed that the Agreement is amended to include Additional Services to be performed by Consultant and provisions for additional compensation by the Client to the Consultant, all as set forth in Exhibit A hereto. The parties ratify the terms and conditions of the Agreement not inconsistent with this Amendment, all of which are incorporated by reference.

CLIENT:

The Town of Smithfield

By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.

By:  _____

Title: Associate

Date: 19 January 2017

Exhibit A to Amendment Number 2,
dated 19 January 2017.

Consultant shall perform the following Additional Services:

Task 307 MEP Engineering Design Services

The scope of work shall consist of the following:

- Scope increase requiring modifications of the concession buildings to eliminate multiple restroom fixtures (rough-in plumbing for future), change sink styles, revise restroom exhaust/heat as required, add air conditioning and ceiling fan to the concession area, eliminate "heavy-duty" electrical components, and show the small concession building as future construction.

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

Total Fee Estimate

Additional MEP Engineering Design Services:

Initial Request	\$16,470
Kimley-Horn to cover	(\$6,640)
Total Requested Amount	\$9,830

AMENDMENT NUMBER 1 TO THE AGREEMENT BETWEEN THE CLIENT AND KIMLEY-HORN AND ASSOCIATES, INC.

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CLIENT:

The Town of Smithfield

By: _____

Title: _____

Date: _____

CONSULTANT:

KIMLEY-HORN AND ASSOCIATES, INC.

By:  _____

Title: Associate

Date: 19 January 2017

Exhibit A to Amendment Number 1,
dated 19 January 2017.

Consultant shall perform the following Additional Services:

Task 306 Architectural Design Services

In our base agreement, we were contracted with the design of a 1,600 square foot main concessions building with rest rooms and a small concessions shed with restrooms. A preliminary construction budget for these elements was \$276,000 and our hourly, not to exceed fee estimate was \$20,000, or approximately 7% of the construction budget.

During the course of the design development and construction documents phases, the scope of the project was increased to include the following:

- The main concessions building program was expanded to include: a coach's board room, a family toilet, 4 press boxes and stairs to access them.
- The main concessions building increased in size, due to those additions of program elements as well as the number of required toilets from 1,600 square feet to 2,500 square feet on the first floor and 500 square feet of press boxes on an upper level.
- We also added to our services the design of an entry wall/gateway at the entrance to the park as well as some hardscape design around the concessions building.

The bids have come in high, owing more to the bid climate than actual increases in cost. The following represents what we propose is a reasonable estimate of the construction value of what was designed:

Revised Construction Budget

Large Concessions Building	\$600,000
Small Shed Building	\$60,000
<u>Entry Wall/Sign</u>	<u>\$40,000</u>
	\$700,000

With that revised construction budget as a basis, we propose the following as a revised fee cap, broken down by phase.

For the Additional Services set forth above, Client shall pay Consultant the following additional compensation:

Total Additional Fee Estimate

Additional Architectural Services:

Initial Amount Requested	\$22,223
Kimley-Horn to Cover	(\$6,223)
<u>Total Amount Requested</u>	<u>\$16,000</u>

**PUBLIC WORKS
COMMITTEE**

DATE JANUARY 23, 2017
TO: SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM SONJA EUBANK, CONTRACT OFFICER
SUBJECT LANDSCAPING MAINTENANCE SERVICES - INVITATION FOR BID

The landscape maintenance contract will expire on March 31, 2017 and the town was required to issue a new Invitation for Bid. In response to the IFB, the town received four bids:

Grounds Guys Landscape Management Virginia Beach, VA	\$2162/month
Southern Shores Lawn and Landscape Rescue, VA	\$3010.37/month
Smithfield Lawn Services Smithfield, VA	\$4181/month
Jones Curb Appeal Smithfield, VA	\$4681.78/month

The previous contract amount is \$1957.58 per month. I spoke with Ms. Dawn Turnipseed, Production Manager with Grounds Guys and asked if they were able to provide required services since they are located in Virginia Beach. Per, Ms. Turnipseed they have 10 grounds crews and 35 technicians and she assured me there would be no problem with distance, staff and/or equipment to provide service.

All references were contacted and all comments were extremely positive. Per the Virginia Public Procurement Act, if an award is made, we are required to award contract to the lowest responsible and responsive bidder therefore; staff recommends the landscape maintenance contract be awarded to Grounds Guys Landscape Management. The town will reserve the right to extend the contract four additional one year periods.

**STAFF REPORT TO THE
Town Council Public Works Committee**

January 24, 2017

FEMA has reviewed and approved the Regional Hazard Mitigation plan, the last step in this processes is for each locality to formally adopt the plan and submit a copy of the resolution to VDEM. Smithfield was involved in the processes having several different staff members make recommendations and attend planning sessions to help draft the overall plan.

The town included eight specific action items in our portion of the plan identifying items that we thought would improve the town's ability to respond in the face of a significant disaster situation. Those items are:

- Have a member of staff become a certified Floodplain Manger. (existing FEMA requirement as part of NFIP)
- Ensure Zoning permit processes helps to reduce new construction within the flood plain
- Identify areas for removal of utility poles and burying of utility lines.
- Identify NRIP repetitive lose properties and when possible take mitigation actions.
- Increase fuel storage capabilities at Ro plant.
- Purchase variable message roadway signs to help with traffic controls during storm events.
- Convert generators from diesel to natural gas at critical facilities.
- Complete Waterworks dam inundation study.

Staff recommends that the Hampton Roads Mitigation plan be adopted.

You can view the entire Hazard Mitigation plan by clicking on the link below.

<http://www.hrpdcva.gov/departments/emergency-management/hampton-roads-hazard-mitigation-plan>

Staff Comments

Strengths:

1. Identifies specific areas of focus for improving our ability to respond to disasters.
2. May allow for alternative funding such as FEMA grants by identifying specific goals and items that need to be addressed if funding was made available.

Weaknesses:

1. None identified at this time.

Contact Josiah Jendrey at (757) 504-6518 or jjendrey@smithfieldva.gov with any questions.

Resolution # _____

Adopting the 2017 Hampton Roads Hazard Mitigation Plan Update

Whereas, the Town of Smithfield recognizes the threat that natural hazards pose to people and property within our community; and

Whereas, undertaking hazard mitigation actions will reduce the potential for harm to people and property from future hazard occurrences; and

Whereas, an adopted Hazard Mitigation Plan is required as a condition of future funding for mitigation projects under multiple FEMA pre- and post-disaster mitigation grant programs; and

Whereas, the Town of Smithfield fully participated in the FEMA-prescribed mitigation planning process to prepare this Hazard Mitigation Plan; and

Whereas, the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials have reviewed the “2017 Hampton Roads Hazard Mitigation Plan Update” and approved it contingent upon this official adoption of the participating governments and entities;

Now, therefore, be it resolved, that the Town of Smithfield adopts the “2017 Hampton Roads Hazard Mitigation Plan” as an official plan; and

Be it further resolved, the Town of Smithfield will submit this Adoption Resolution to the Virginia Department of Emergency Management and Federal Emergency Management Agency, Region III officials to enable the Plan’s final approval.

Passed: _____ (date)

Certifying Official

SMITHFIELD

SMITHFIELD MITIGATION ACTION 1	
Provide training for member(s) of Town staff to become Certified Floodplain Manager (CFM) through the Association of State Floodplain Managers (ASFPM).	
BACKGROUND INFORMATION	
Site and Location:	Throughout Town
Cost Benefit:	Training related to implementation of floodplain management regulations, permitting, reading Flood Insurance Rate Maps, and other topics will help Town staff properly administer floodplain management regulations, thereby protecting future development from flood damage.
MITIGATION ACTION DETAILS	
Hazard(s) Addressed:	Flooding, Sea Level Rise, Shoreline Erosion
Goal(s) Addressed:	Goal 1, Objective 1.1
Priority (High, Moderate, Low):	Moderate
Estimated Cost:	<\$1,000 for conference attendance, test taking, and ASFPM membership
Potential Funding Sources:	Existing budgets
Lead Agency/Department Responsible:	Planning and Engineering
Implementation Schedule:	Within 2 years
ADDITIONAL COMMENTS	
This action is part of the Town's Strategy for Continued Compliance with the NFIP.	

SMITHFIELD MITIGATION ACTION 2	
Review information required on the Zoning Permit Application to ensure continued compliance with the NFIP.	
BACKGROUND INFORMATION	
Site and Location:	Throughout Town
Cost Benefit:	Identification of floodplain zones during the Zoning Permit review process provides this hazard information to developers and property owners early in the construction process to help ensure compliance with floodplain management regulations.
MITIGATION ACTION DETAILS	
Hazard(s) Addressed:	Flooding
Goal(s) Addressed:	Goal 1, Objective 1.2
Priority (High, Moderate, Low):	High
Estimated Cost:	Staff time
Potential Funding Sources:	N/A
Lead Agency/Department Responsible:	Planning and Engineering
Implementation Schedule:	Within 2 years
ADDITIONAL COMMENTS	
<p>The NFIP requires that applicants for a floodplain permit provide certain flood hazard information (e.g., Base Flood Elevation, flood zone, Flood Insurance Rate Map identifying information) on the permit application. Coordination with the County, which administers the building permit, may be required.</p> <p>This action is part of the community's Strategy for Continued Compliance with the NFIP.</p>	

SMITHFIELD MITIGATION ACTION 3	
Identify strategic locations throughout town to remove utility poles and bury utility lines.	
BACKGROUND INFORMATION	
Site and Location:	High hazard areas for flood, and other areas of community importance (intersections, critical facilities, and critical businesses)
Cost Benefit:	Overhead utilities are at risk of failure from several types of hazard events. By burying these lines underground, the vulnerability is dramatically reduced.
MITIGATION ACTION DETAILS	
Hazard(s) Addressed:	Flooding, Winter Storms, Coastal/Tropical Storms, Tornado, Earthquake, Shoreline Erosion
Goal(s) Addressed:	Goal 1, Objectives 1.2, 1.3, 1.4, 1.5
Priority (High, Moderate, Low):	High
Estimated Cost:	To be determined
Potential Funding Sources:	CIP, Private Funds
Lead Agency/Department Responsible:	Public Works
Implementation Schedule:	Long-term, over a 10-year period
ADDITIONAL COMMENTS	
Burying electrical power lines must be reviewed with Dominion Virginia Power for potential opportunities within the community.	

SMITHFIELD MITIGATION ACTION 4

Verify the geographic location of each NFIP repetitive loss property, and determine if that property has been mitigated and, if so, by what means.

BACKGROUND INFORMATION

Site and Location:	Repetitive flood losses
Cost Benefit:	Repetitively flooded structures strain local and federal resources after disasters, and detract from the fiscal solvency of the NFIP. The NFIP focuses mitigation efforts and funds on properties listed as repetitive losses; therefore, checking the accuracy of the list is a necessity for the NFIP, States and, through this action, local governments.

MITIGATION ACTION DETAILS

Hazard(s) Addressed:	Flooding
Goal(s) Addressed:	Goal 1, Objective 1.1, 1.2; Goal 3, Objective 3.2
Priority (High, Moderate, Low):	High
Estimated Cost:	Staff time
Potential Funding Sources:	DHS: PDM, HMGP, HMGP 5% Initiative, FMA, RFC
Lead Agency/Department Responsible:	Planning and Zoning
Implementation Schedule:	Ongoing

ADDITIONAL COMMENTS

An initial attempt to contact property owners by mail will be followed up by phone calls, and site visits as necessary.

SMITHFIELD MITIGATION ACTION 5

Waterworks Dam/Smithfield Lake - Conduct dam inundation study and determine potential mitigation actions that can then be implemented to reduce impacts, especially to the roadway along top of dam.

BACKGROUND INFORMATION

Site and Location:	Waterworks Dam is on the west side of Smithfield.
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Cost Benefit:	Actions are mandated regardless of cost.
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MITIGATION ACTION DETAILS

Hazard(s) Addressed:	Flooding, Winter Storm, Earthquake
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Goal(s) Addressed:	Goal 1, Objective 1.2, 1.3, 1.4, 1.5
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Priority (High, Moderate, Low):	High
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Estimated Cost:	\$250,000 for the study. Mitigation action costs to be determined by study.
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Potential Funding Sources:	DEQ, DCR, Town funds
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Lead Agency/Department Responsible:	Town Engineer
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Implementation Schedule:	Within 5 years
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ADDITIONAL COMMENTS

On October 7, 2007, excessive rainfall caused the dam to be topped, resulting in dam erosion and damage to the roadway running along the top of the dam.

SMITHFIELD MITIGATION ACTION 6

Increase fuel storage at reverse osmosis water plant, allowing for extended operations during emergency situations.

BACKGROUND INFORMATION

Site and Location:	Town's water plant
Cost Benefit:	Due to size of the generator, the most cost effective option is to increase fuel capacity rather convert to natural gas.

MITIGATION ACTION DETAILS

Hazard(s) Addressed:	Tropical/Coastal Storm, Tornado, Winter Storm, Earthquake, Wildfire
Goal(s) Addressed:	Goal 1, Objective 1.3, 1.4, 1.5
Priority (High, Moderate, Low):	High
Estimated Cost:	Estimated \$100,000, depending on the size of the tank and ability to locate additional fuel storage
Potential Funding Sources:	DHS: PDM, HMGP, HMGP 5% Initiative; Town funds
Lead Agency/Department Responsible:	Plant Manager
Implementation Schedule:	3 to 5 years

ADDITIONAL COMMENTS

Currently, the generator at the plant has a 48-hour run time. The town also has the ability to store around 48 hours of water supply in tanks, giving the town a 4-day supply depending on usage.

SMITHFIELD MITIGATION ACTION 7

Purchase variable message roadway signs, primarily for traffic control during flood events.

BACKGROUND INFORMATION

Site and Location:	Flood-prone roadways throughout the Town
Cost Benefit:	Signs will reduce damage by rerouting traffic around flooded areas, and increase availability of public safety staff for more important tasks. Signs will have other uses beyond traffic control for floods, improving the department's ability to get information out to the public and motorists.

MITIGATION ACTION DETAILS

Hazard(s) Addressed:	Flooding, Sea Level Rise, Tropical/Coastal Storm
Goal(s) Addressed:	Goal 1, Objective 1.5; Goal 2
Priority (High, Moderate, Low):	High
Estimated Cost:	\$13,000 per sign
Potential Funding Sources:	Highway budget, VDOT; DHS: HMGP 5% Initiative
Lead Agency/Department Responsible:	Town Engineer
Implementation Schedule:	Purchase 1 sign per year for the next 5 years

ADDITIONAL COMMENTS

Several roadways flood during even higher frequency events, so being able to reroute traffic around these roadways becomes even more critical during major storm events.

SMITHFIELD MITIGATION ACTION 8

Change generators at critical facilities from diesel to natural gas.

BACKGROUND INFORMATION

Site and Location:	Critical facilities throughout the town, including but not limited to: Public Works Maintenance Building, Police Department, and Sewer Pump Stations
Cost Benefit:	Recovery from major disasters requires continuity of operations for the town, to the extent possible.

MITIGATION ACTION DETAILS

Hazard(s) Addressed:	All
Goal(s) Addressed:	Goal 1, Objectives 1.3, 1.4
Priority (High, Moderate, Low):	High
Estimated Cost:	To be determined based on availability of natural gas and whether individual generators can be converted or will have to be replaced.
Potential Funding Sources:	DHS: UASI, PDM, HMGP, HMGP 5% Initiative
Lead Agency/Department Responsible:	Public Works
Implementation Schedule:	Begin work immediately, starting with the oldest and most critical systems

ADDITIONAL COMMENTS

Delivery of fuel during disasters is problematic and the town wants to improve ability to maintain continuity of operations.

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

Pinewood Heights Relocation Project Updates

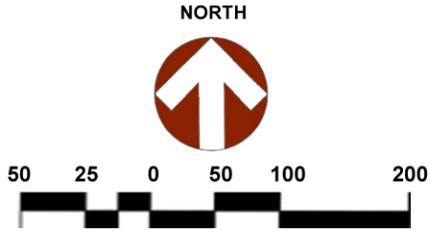
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

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



GRAPHIC SCALE IN FEET

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

JANUARY 2017

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR JANUARY 2017

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: January 15, 2017

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>801,000</u>	Local Leverage Amount Obligated:	\$ <u>815,000</u>
CDBG Amount Expended:	\$ <u>387,500</u>	Local Leverage Amount Expended:	\$ <u>549,656</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>16</u> of <u>18</u>	# of homeownership counseling done?	<u>17</u> of <u>18</u>
# of homes acquired?	<u>6</u> of <u>18</u>	# of housing inspections done?	<u>14</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>5</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/30/2015

Date of last Management Team meeting: 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 No

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

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

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 22, 23, 24, 25, 26, 27A, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown. Appraisals and RA have been completed for 21, 23, 25, 26, 27A, 27B, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, 38, and one vacant lot. Applications have been received and being processed for residents at 21, 23, 24, 25, 26, 27A, 27B, 28A, 28B, 31, 32, 33, 34, 35, 36, 37, and 38 Jamestown Avenue. Seventeen residents have provided, and been qualified for relocation, with 14 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, and 34 Jamestown have relocated. We are working with five 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 hopes to close on 28A/28B unit in early January; The Town will not acquire rental units until both sides have been vacated.

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

Offers Accepted 6

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

Properties Closed On 1

- 1) 34 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) 31 Jamestown 5) 34 Jamestown

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 3

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

Eligibility of Relocation Letters Sent 3

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

Comparable Units Found and Inspected 3

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

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

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

Units that have been Demolished 0

DATE JANUARY 20, 2017

TO SMITHFIELD TOWN COUNCIL- PUBLIC BUILDINGS COMMITTEE

FROM SONJA EUBANK
 DEPT OF PLANNING, ENGINEERING AND PUBLIC WORKS

SUBJECT RELOCATION OF DR. JORDAN WOMBWELL HOUSE
 REQUEST FOR PROPOSALS

As discussed previously, the Town received two proposals in response to the Request for Proposals (RFP) issued last summer for the Relocation of the Dr. Jordan Wombwell House. Earlier this month Town Council voted to award the smokehouse only to Mr. Thomas Mayes. No action has been taken yet regarding the other proposal received from Mr. and Mr. Ellis which requested that the Town bear the expense of the relocation of the house to their land in Rushmere. Since the primary purpose of the RFP was for the relocation and reuse of the house at the offeror's sole expense, staff recommends rejecting the proposal from Mr. and Mr. Ellis.

Also, according to the Virginia Public Procurement Act (VPPA), any modifications of a proposal can only be made during the negotiation process and then all proposals must be rescored; therefore staff also recommends issuing a new informal RFP to include again the Wombwell House (former primary residential structure) and only the dairy house/barn and the small barn both located immediately to the rear of the house. Materials from the other miscellaneous outbuildings on site will be repurposed by the town and/or demolished. Further there is one underground fuel storage tank and one above ground fuel oil tank that will need to be properly removed.

**STAFF REPORT TO THE
TOWN COUNCIL**

February 7, 2017

ZONING ORDINANCE REVIEW

Article 3.G: R-O, Residential / Office District Ordinance

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

In 1998, the Residential /Office (R-O) Zoning District Ordinance was adopted in order to provide a vehicle by which limited commercial uses could enter into areas that were expected to become more intensive commercial or industrial areas in the future, but where residential uses were still common. This ordinance has worked well in this fashion, predominantly on parts of the South Church Street corridor, for many years. However, these prohibitions have been a hindrance of late to potential businesses that could have occupied the corridor; further, the restrictions on retail sales are arguably unreasonably limited in scope, as they only allow for *“interior display and sales of high technology, scientific, electronic and medical equipment of a type not customarily retailed to the general public, provided that there shall be no exterior or store-front displays.”*

Due to this, staff recommends Planning Commission consideration of an ordinance amendment that would eliminate the restrictions regarding the types of products that are sold as retail; however, would leave the restrictions related to the exterior displays, in regard to the remaining residential uses in this transitional district. Retail sales would also remain as a Special Use Permit item, so the Planning Commission and the Town Council would still have the ability to review proposals on a case-by-case basis and apply any conditions on the proposed uses that seem warranted in the interest of the adjacent properties and the district as a whole.

At their January 10, 2017 meeting, the Planning Commission recommended approval to Town Council.

Staff Comments

Strengths:

1. Amendments would open up existing commercial areas to new commercial opportunities.
2. Amendments would still minimize the impact to the transitional district through limitations.

Weaknesses:

1. None identified at this time.

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

DRAFT

Article 3.G:

R-O, Residential Office District

Article 3.G:
R-O, Residential Office
(Transitional Residential/Office District)

A. Purpose and Intent:

The R-O, Residential Office District is established to provide for the location of office, studio, and conditional retail uses in a low intensity development patterns. The district is intended to provide opportunities for ~~non-retail~~ commercial offices, studio, and limited retail within areas of the Town which are in transition from stable residential neighborhoods to more intensive, non-residential uses. The district is established for the purposes of selectively providing for well-planned non-residential land uses to be located between older residential neighborhoods and existing higher intensity non-residential areas, such as corridor commercial, shopping center commercial, downtown commercial and industrial areas.

The R-O District is to be applied where offices or financial institutions are the principal uses on a lot. This would include locations in both newly developing areas and redeveloping older areas of the Town which are subject to the pressures of adaptive reuse of existing structures but where lot sizes are questionable for non-residential uses with on-site parking. As specifically related to new development patterns in the Town, the district is to be used to implement planned professional and health care-related office parks and integrated development complexes.

Minimum site improvements shall include adequate on-site parking, public water and sewer service, public streets, storm drainage, stormwater management facilities and sidewalks.

B. Permitted Uses:

1. Medical and dental offices, inclusive of outpatient facilities.
2. Banks and financial institutions without drive-thru facilities, excluding payday lending and check-cashing establishments.
3. General and professional offices.
4. Churches and places of worship.
5. Child day care and adult day care facilities.
6. Single family residential dwellings, provided that (a) said residential dwellings shall conform in all respects to the S-R District and (b) there shall be no more than one single-family dwelling per lot.
7. Studios for an artist, designer, writer, photographer, sculptor or musician.

8. Accessory uses, to include tool sheds, detached garages and carports, children's playhouses, doghouses and accessory off-street parking and loading spaces.
9. Irrigation wells.

C. Uses Permitted by Special Use Permit:

1. ~~Offices with~~ retail sales, ~~limited to interior display and sales of high technology, scientific, electronic and medical equipment of a type not customarily retailed to the general public,~~ provided that there shall be no exterior or store-front displays.
2. Drive-in banks.
3. Residential apartments, as an ancillary use within a commercial structure and limited to one dwelling unit per structure.
4. Bed and breakfast lodgings.
5. Medical care facilities, inclusive of inpatient facilities.
6. Funeral homes.
7. Parking lots (private or public, off-street as a principal use).
8. Public schools, colleges and universities.
9. Private schools, colleges and universities.
10. Any use incorporating a drive-thru facility.
11. Permitted and special permit uses on private water and sewer systems.
12. Foster homes, family care residences, and group homes serving mentally retarded and developmentally disabled persons.
13. Accessory apartments.
14. Personal service establishments.
15. Home occupations.
16. Payday lending establishments, check-cashing establishments and pawn shops.
17. Waiver of maximum building height.
18. Waiver of lot size requirements.
19. Temporary real estate marketing offices for new subdivisions.
20. Waiver of Parking and Loading Requirements
(Ord. of 9-5-2000, 9-2-2008, 4-5-2011)

D. Maximum Density:

1. Non-residential uses and accessory residential uses shall be regulated by floor area ratio. A maximum floor area ratio equal to 0.25 shall apply to non-residential uses and structures.
2. Residential dwellings: Subject to S-R District regulations.

E. Lot Size Requirements:

1. Minimum district size: Not regulated.

2. Minimum lot area:
 - A. Conventional lot: 15,000 square feet

3. Minimum lot width:
 - A. Conventional lot, with public water and sewer:
 - (1) Interior lot: 100 feet
 - (2) Corner lot: 125 feet

4. Minimum lot depth:
 - A. Conventional lot, with public water and sewer: 125 feet

F. Bulk Regulations:

1. Height:
 - A. Building height: 35 feet

 - B. Public or semi-public building: 45 feet,
provided that required front, rear and side yards shall be
increased by 1 foot for each foot of height over thirty-five feet.

 - C. Cupolas, spires and steeples: 90 feet,
by special permit.

 - D. Accessory buildings: 16 feet,
provided that accessory building heights may be increased to
twenty-four (24) feet in accordance with Article 2, Section P of
the Zoning Ordinance.

2. Minimum yard requirements:

A. Conventional lot, with public water and sewer:

- (1) Front yard: 35 feet,
- (2) Side yard: 15 feet
except where the lot adjoins an existing residential district,
and then the side yard must then be at least 20 feet
- (3) Rear yard: 35 feet
5 feet (accessory uses)

B. Maximum lot coverage for non-residential uses:

The maximum percentage of lot coverage for a non-residential use shall not exceed twenty (20) percent. The location of all such uses shall be subject to site plan approval.

(Ord. of 5-4-2004)

G. Landscaping, Open Space and Recreation Areas:

1. Twenty percent (20%) of the gross lot area shall be landscaped open space.
2. Open space and recreation area regulations for residential uses in the R-O District, if and when required, shall be governed by those specified in the S-R District.

H. Net Developable Area Calculation:

1. Notwithstanding governing lot size and yard regulations, the maximum use intensity for any subdivision lot or non-residential lot shall be calculated based on existing land conditions. The development yield (in terms of allowable lots or floor area) shall be based on its net developable area, with adjustment factors for physical land units as specified in the chart in the following section.
2. The subdivision plat and/or site plan for a project shall graphically depict the location and area for the physical land units as outlined herein below. A calculation of the net developable area shall be required for all subdivision and site plan submissions. (*Refer*

to illustrative example of net developable area calculation in the appendix of the Zoning Ordinance.)

Physical Land Unit	Percent Credited Toward Net Acreage
<i>Slopes less than 10%:</i>	100%
<i>Slopes from 10% but less than 20%:</i>	75%
<i>Slopes from 20% but less than 30%:</i>	50%
<i>Slopes 30% or more:</i>	10%
<i>Soils with high shrink/swell characteristics, as defined:</i>	75%
<i>Wetlands, existing water features and streams:</i>	0%
<i>Stormwater management basins and structures:</i>	0%
<i>Above-ground 69 KV or greater transmission lines:</i>	0%
<i>Public right-of-way</i>	0%
<i>Private streets, travelways and combined travelways and parking bays</i>	0%

3. No credit towards net developable area shall be given for planned public rights-of-way, private streets, travelways and combined travelways and parking bays within a lot or property to be developed or subdivided. Twenty percent (20%) shall be subtracted from the calculated net developable acreage to allow for street rights of way, unless it can be demonstrated by survey calculations to the satisfaction of the Planning Commission that proposed street rights of way, private streets, travelways and combined travelways and parking bays in a subdivision will be less than 20% percent of the calculated net acreage.
4. No R-O District lot shall be designed or employed for use in which an area more than 25% of the prescribed minimum lot area is comprised of one or more of the following physical land units: (a) slopes 30% or more, (b) wetlands, (c) 100-year floodplains, and (d) water features.
(Ord. of 8-1-2001)

I. Additional Regulations:

1. Refer to the Floodplain Zoning Overlay District, where applicable.
2. Refer to the Chesapeake Bay Preservation Area Overlay District.

3. All business services and storage shall be conducted within the principal structure which is to be completely enclosed.
4. Refer to Landscaping and Screening, Article 9, for screening and buffer yard provisions.
5. Refer to Parking and Loading Requirements, Article 8, for parking regulations:
 - a. Parking for non-residential uses shall be governed by the parking and loading requirements for that use.
 - b. Parking for a non-residential use shall not be permitted within the front yards of any lot.
 - c. No parking shall be permitted within a yard setback line.
 - d. Recreational vehicle parking shall not be permitted within front yard and the area of the side yard setbacks.
6. Refer to Sign Regulations, Article 10, for signage provisions.
7. Any subdivision or lot which is proposed to be developed on shrink/swell soils shall require a geotechnical report to be submitted with the preliminary plat and plans. Such report shall be prepared by a registered professional engineer and shall address the feasibility of development on the subject soils. No subdivision plat or site plan shall be approved for final recordation until a foundation engineering report has been reviewed by the Town. All recorded plats for lots containing shrink/swell soils shall bear the following note: *"This lot contains shrink/swell soils which require special engineering design for foundations and structural elements. No structure will be approved for issuance of a building permit until a foundation engineering design prepared by a certified professional engineer has been approved for the proposed structure."*
8. Refer to the Town's Design and Construction Standards Manual for additional regulations.
9. All uses within the R-O District shall require a General Development Plan and/or site plan for zoning and/or special permit approval.
10. All refuse shall be contained in completely enclosed facilities. Refuse containers and refuse storage shall be located in a paved area and screened from public view by means of fences, wall or landscaping.

(Ord. of 10-3-2000)

DRAFT

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AMENDMENT OF ZONING ORDINANCE

Notice is hereby given pursuant to Sections 15.2-2204 and 15.2-2285 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council on Tuesday, February 7, 2017 at 7:30 o'clock P.M., in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia to consider the amendment of certain provisions of the Town's Zoning Ordinance. The proposed amendment of the Zoning Ordinance is amendment and revision of the following article of the ordinance:

Article, 3.G, R-O, Residential/Office Zoning District

The proposed amendment affects Sections A. and C. of the Article and expands the permitted uses in the district to include retail sales. Copies of the current Zoning Ordinance for Smithfield, Virginia, adopted September 1, 1998, and all amendments thereto, along with copies of the proposed amendment of the Zoning Ordinance for Smithfield, Virginia are on file and may be examined in the office of the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid revisions and amendments may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley G. King, Clerk

Publish: January 25 and February 1, 2017

**STAFF REPORT
TO THE TOWN COUNCIL**

February 7, 2017

SPECIAL USE PERMIT

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

Special Use Permit For:	Subdivision for single family home w/ temporary private water & sewer system (Article 3.A: C-1)
Applicant / Owner Name & Address	Brian H. White 100 White's Point Way Smithfield, VA 23430
Property Location & Description	+/- 2.22 acre proposed parcel north of Cypress Run Drive (Parcel 1) Subject Parcel ID #32-01-002
Statistical Data (See Plat)	
Current Zoning	C-C, Community Conservation
Parking Requirements:	2 off street spaces
Existing Use	Residential
Proposed Use	Single family home w/ temporary private water & sewer system
Surrounding Land Uses/Zoning	Adjacent parcels are zoned: C-C, Community Conservation
Conformity with Comprehensive Plan	Future Land Use is Low Density Residential

Staff Comments

The applicant is seeking Special Use Permit approval to subdivide his property for a single family home with temporary private water and sewer systems, as per Article 3.A: C-1 and Article 6 of the town ordinance. Previously the property included two residences, which shared a well and a private septic system (A holdover from before the property was annexed into the town). One of the residences has since been demolished.

The subject parcel is +/- 6.57 acres; of which, the applicant proposes to subdivide 2.22 acres for a new single family lot, remove 1.22 acres to be added to his adjacent property, and the 3.13 acre residue would remain as a single family property.

Staff recommends that if approved, there be a condition to require the applicant to connect to town water and sewer at such time in the future that town utilities are extended to the property. At their January 10, 2017 meeting, the Planning Commission recommended approval to Town Council.

Strengths:

1. Provides a town resident an opportunity for a family transfer in an area without public utilities.

Weaknesses:

1. None identified at this time.

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



TOWN OF SMITHFIELD

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

APPLICATION FOR:

Special Use Permit Variance Special Yard Exception

Special Sign Exception Other

Applicant(s) Name: BRIAN H. WHITE (CABCO PROPERTIES, LLC)
Address: 100 Whites Point Way
City, State, Zip: Smithfield VA 23430
Phone Number(s): 757-876-8484

Property Owner(s) Name: CABCO PROPERTIES, LLC
Address: 100 Whites Point Way
City, State, Zip: Smithfield VA 23430
Phone Number(s): 757-876-8484

Property Address: 18220 Cypress Run Drive, Smithfield 23430
Tax Map Number(s): 32-01-002
Property Description: _____

Zoning: C-C Acreage: 6.57 Application Fee: 400.00
Legal Reference: _____ Deed Book#: _____ Page#: _____

Proposed Use/Exception: Family subdivision FOR single family RESIDENCE

TEMPORARY WATER AND SEWER (PRIVATE) PER ARTICLES 3.A:C-1 & 6 OF TOWN ORDINANCE

BH White
Applicant(s) Signature

12/12/16
Date

Applicant(s) Signature

Date

BOUNDARY LINE ADJUSTMENT &
SUBDIVISION PLAT
FOR

**CABCO PROPERTIES, LLC &
BRIAN H. WHITE &
TINA M. WHITE**

LOCATED AT 18220 CYPRESS RUN DRIVE
TOWN OF SMITHFIELD
ISLE OF WIGHT COUNTY, VIRGINIA

SCALE 1"=100'

NOVEMBER 8, 2016

THIS SURVEY HAS BEEN COMPLETED WITHOUT THE BENEFIT OF A TITLE SEARCH. THEREFORE, THIS SURVEY IS SUBJECT TO ANY EASEMENT OF RECORD, LAND TRANSACTIONS AND OTHER PERTINENT FACTS WHICH A TITLE SEARCH MIGHT DISCLOSE.

I HEREBY CERTIFY THAT THIS SUBDIVISION WAS MADE BY ME AT THE DIRECTION OF THE OWNER(S) AND THAT THE SUBDIVISION IS ENTIRELY WITHIN THE BOUNDARIES OF THE LAND OWNED BY CABCO PROPERTIES, LLC, THE LAST INSTRUMENT OF TITLE BEING IN#140003214 & IN#150003703. I HEREBY CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL OF THE REQUIREMENTS OF THE ZONING ORDINANCES OF THE TOWN OF SMITHFIELD, VIRGINIA, REGARDING THE PLATTING OF SUBDIVISIONS WITHIN THE TOWN HAVE BEEN COMPLIED WITH GIVEN UNDER MY HAND THIS 8TH DAY OF NOVEMBER, 2016.

EDWARD C. "MC" CANADA, III L.S.

CABCO PROPERTIES LLC HEREBY CERTIFY THAT THEY ARE THE OWNERS OF THE PROPERTY SHOWN ON THIS PLAT AND THAT THIS SUBDIVISION IS WITH THEIR FREE CONSENT AND ACCORDANCE WITH THEIR DESIRES.

WITNESS MY HAND AND SEAL THIS _____ DAY OF _____, 20____.

BRIAN H. WHITE _____, TINA M. WHITE _____

STATE OF _____

COUNTY OF _____, TO-WIT

SUBSCRIBED AND SWORN TO BEFORE ME _____, A NOTARY

PUBLIC IN AND FOR THE COUNTY OF _____, STATE

OF _____

THIS _____ DAY OF _____, 20____.

MY COMMISSION EXPIRES _____

GIVEN UNDER MY HAND THIS _____ DAY OF _____, 20____.

NOTARY REGISTRATION NO. _____

NOTARY PUBLIC

THIS SUBDIVISION PLAT HAS BEEN FOUND TO BE IN CONFORMANCE WITH THE TOWN OF SMITHFIELD SUBDIVISION ORDINANCE AND MUST BE RECORDED WITH THE OFFICE OF THE CLERK OF CIRCUIT COURT OF ISLE OF WIGHT COUNTY WITHIN SIX MONTHS OF THE DATE OF APPROVAL APPROVAL WILL BE DEEMED VOID AFTER SIX MONTHS AND THE PLAT MUST BE RESUBMITTED FOR APPROVAL.

DATE OF APPROVAL: _____, TOWN OF SMITHFIELD AGENT: _____

VIRGINIA ELECTRIC POLE LINE EASEMENTS, DB 128 PG 210 & DB 156 PG 309.
INGRESS/EGRESS EASEMENTS ALONG ROADWAY, DB 332 PG 747.

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X" & "AE" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0153 E, DATED 12-02-2015.

A SPECIAL USE PERMIT WAS GRANTED TO THE OWNER OF THE SUBJECT PROPERTY (TPIN* 32-01-004) BY THE SMITHFIELD TOWN COUNCIL ON XXXXXX PROVIDING THE ABILITY TO HAVE A SINGLE FAMILY HOME WITH TEMPORARY PRIVATE WATER AND SEWER UTILITES. THIS ALLOWS THE OWNER TO INSTALL A PRIVATE WELL AND SEPTIC SYSTEM FOR USE WITH A SINGLE FAMILY HOME UNTIL SUCH TIME AS TOWN WATER AND SEWER ARE AVAILABLE ADJACENT TO SAID PROPERTY.

ALL PROPOSED UTILITES WITHIN THE BOUNDARIES OF THIS SUBDIVISION SHALL BE BURIED BENEATH THE SURFACE OF THE GROUND.



1212 S. Church Street Smithfield, VA 23430
PHONE : 757-357-2911

DRAWN BY: ECC

JOB #S16-278-SM

VA STATE PLANE

TAX PARCEL
32-01-003D

NOW OR FORMERLY
BRIAN H. WHITE
TINA M. WHITE
DB 477 PG 510

TAX PARCEL
32-01-003E

NOW OR FORMERLY
GARY A. TERWILLIGER
GAYLE S. TERWILLIGER
IN#990000728
P.C. 2-62-13

T.P. 32-01-002
FORMER AREA 6.57 Ac.
NEW AREA 3.13 Ac.
ZONED C-C

ADDITION TO
32-01-003D
AREA 1.22 Ac.
FORMER AREA 19.23 Ac.
NEW AREA 20.45 Ac.
ZONED C-C

PARCEL 1
AREA 2.22 Ac.
ZONED C-C

GRAVEL DRIVE TAX PARCEL
32-01-003D1

NOW OR FORMERLY
BRIAN H. WHITE
TINA M. WHITE
IN#080006406
P.C. 2-40-2
P.C. 2-34-16

EXISTING 20'
INGRESS/EGRESS
EASEMENT

EDGE OF
WOODS

EXISTING
SHED

ONE STORY
ALUMINUM DWELLING
#18220

PROPOSED
DRAINFIELD

DIRT
DRIVE

T.J.B.

SHARED WELL
PUMPHOUSE

DRAINFIELD
(R)

EXISTING
DRAINFIELD
(P)

DIRT
DRIVE

GRAVEL DRIVE

GRAVEL
DRIVE

50' INGRESS/EGRESS
EASEMENT

S85°34'45"W
27.50'

S02°45'25"E 237.85'

S02°45'25"E 535.00' TOTAL

S02°45'25"E 297.15'

TAX PARCEL
32-01-004
NOW OR FORMERLY
HENRY E. LAYDEN
IN#130001766
P.C. 2013-62-1

TO RTE. 10
CYPRESS RUN DRIVE
50' INGRESS/EGRESS EASEMENT
P.C. 2-34-16

BOUNDARY LINE ADJUSTMENT &
SUBDIVISION PLAT
FOR

CABCO PROPERTIES, LLC &
BRIAN H. WHITE &
TINA M. WHITE

LOCATED AT 18220 CYPRESS RUN DRIVE
TOWN OF SMITHFIELD

ISLE OF WIGHT COUNTY, VIRGINIA

SCALE 1"=100'

NOVEMBER 8, 2016

REFERENCE - DB 155 PG 113, CWF 11-64, PB 12 PG 46

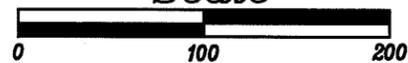
LEGEND:

- - DENOTES IRON PIN OR PIPE FOUND
- OHP- - DENOTES OVERHEAD POWER
- ⊙ - DENOTES POINT IN MARSH
- ⊕ - DENOTES IRON AXLE FOUND
- ⊗ - DENOTES POWER POLE
- ⊙ - DENOTES IRON PIN SET

AREA TABLE

FORMER AREA OF TAX PARCEL 32-01-002	6.57 Ac.
MINUS ADDITION TO TAX PARCEL 32-01-003D	1.22 Ac.
MINUS PARCEL 1	2.22 Ac.
NEW AREA OF TAX PARCEL 32-01-002	3.13 Ac.

Scale



1212 S. Church Street Smithfield, VA 23430
PHONE : 757-357-2911

DRAWN BY: ECC

JOB #S16-278-SM

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, February 7, 2017 at 7:30 p.m. to consider the application of Cabco Properties, LLC, owner, for a special use permit under the provisions of Article 3.A., Section C-1., and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the subdivision of a lot to contain 2.22 acres for use as a single family residence with temporary private water and sewer systems. The property which is the object of this special use permit is a part of Tax Map Parcel #32-01-002 and is located on Cypress Run Drive. The property in question is zoned C-C, Community Conservation District.

Any person affected by or interested in the aforesaid application may appear at the hearing and be heard. Copies of the Zoning Ordinance of the Town of Smithfield and application for this special use permit are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: January 25 and February 1, 2017