

- a. LB Water (Pagan Road Water Line Replacement) \$ 12,122.39
 - b. HD Supply (Pagan Road Water Line Replacement) \$ 11,195.18
 - c. Lewis Construction
(Lumar & Wainwright Water Line Replacement) \$ 17,425.00
 - d. Sydnor Hydro (Morris Creek & Crescent Pump Station) \$ 25,300.00
 - e. REW Corporation (Replace SCADA Server @ RO) \$ 13,926.00
 - f. Kimley Horn Associates (Sports Complex) \$ 25,356.92
 - g. Blair Brothers, Inc. (Crosswalks) \$ 29,812.00
 - h. IOW County Tourism True-up \$109,866.20
5. Closed Session: Disposition of Real Property and Matters Requiring Advice of Legal Counsel

TUESDAY, OCTOBER 25TH, 2016

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

- 1. Public Comment
- TAB # 4** 2. Operational Update – Parks and Recreation Committee Report
- TAB # 5** 3. Amended Street Closure Request for the Vintage Market rescheduled from October 8th to November 12th, 2016 Due to Inclement Weather
- TAB # 6** 4. Street Closure Request for Smithfield Evening Christmas Market on Saturday, December 10th from Noon to 11:00 p.m.
- TAB # 7** 5. Street Closure and Traffic Assistance Request for Annual Smithfield Christmas Parade, Saturday, December 17th from 8:00 a.m. to 1:00 p.m.
- TAB # 8** 6. Joseph W. Luter, Jr. Sports Complex
 - a. Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County
 - b. Pre-Public Hearing Discussion – Franchise Agreement with Smithfield Recreation Association (SRA)
 - c. Status of Sitework Contract with RAD Sports
 - d. Review of Bids Received for Architectural Package
- TAB # 9** 7. Clontz Park Boat Ramp Recommendation to Reject Bids

Immediately following the conclusion of the above meeting:

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

- 1. Public Comment
- (forthcoming)** 2. VDOT Urban Fund Allocation – Proposed Projects
 - a. Route 258/West Main Street Right Turn Lane at Joseph W. Luter, Jr. Sports Complex
 - b. Bennis Church Boulevard / South Church Street Intersection Improvement Alternatives Analysis and Conceptual Design
 - c. South Church Street (Phase 3) Design Alternatives Analysis for Trail/Sidewalk

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

- | | |
|-----------------|--|
| TAB # 10 | 1. Public Comment |
| TAB # 11 | 2. Pinewood Heights Relocation Project – Phase III Update |
| TAB # 12 | 3. RFP – Wombwell House – Recommendation to Reject Proposals |
| | 4. Windsor Castle Restoration Update and Pre-Public Hearing |
| | Discussion: Franchise Agreement with Historic Windsor Castle Restoration, LLC. |

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

- Approval of October 4th, Town Council Meeting Minutes
 - Presentation – IOW County Museum by Jennifer England
 - Nominating Committees Recommendation to BHAR to Fill the Unexpired Term of Jeffrey Yeaw
-

**FINANCE
COMMITTEE**

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Revenue				
General Fund revenues				
<u>Real Estate Tax</u>				
Current RE Tax	1,686,000.00	-	1,686,000.00	0.00%
Delinquent RE Tax	23,200.00	1,753.32	21,446.68	7.56%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,500.00	431.28	2,068.72	17.25%
Current RE Interest	745.00	-	745.00	0.00%
Delinquent RE Interest	4,100.00	960.27	3,139.73	23.42%
Total Real Estate Taxes	1,723,045.00	3,144.87	1,719,900.13	0.18%
<u>Personal Property Tax</u>				
Current PP Tax	583,000.00	-	583,000.00	0.00%
Delinquent PP Tax	16,500.00	4,988.06	11,511.94	30.23%
Current PP Penalty	13,000.00	-	13,000.00	0.00%
Delinquent PP Penalty	4,300.00	841.62	3,458.38	19.57%
Current PP Interest	1,200.00	-	1,200.00	0.00%
Delinquent PP Interest	3,000.00	694.69	2,305.31	23.16%
Total Personal Property Tax	621,000.00	6,524.37	614,475.63	1.05%
<u>Public Service Corporations Tax</u>				
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%
<u>Miscellaneous Receipts Over/Short</u>	10.00	10.57	(0.57)	105.70%
Total Over/Short	10.00	10.57	(0.57)	105.70%
<u>Other Local Taxes</u>				
Franchise Tax	137,645.00	-	137,645.00	0.00%
Cigarette Tax	150,000.00	49,698.74	100,301.26	33.13%
Transient Occupancy Tax	216,000.00	1,695.89	214,304.11	0.79%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Meals Tax-4.25%	1,112,623.00	149,953.32	962,669.68	13.48%
Meals Tax-2%	523,470.00	74,976.66	448,493.34	14.32%
Sales Tax	320,000.00	26,956.23	293,043.77	8.42%
Consumption Tax	47,000.00	8,746.39	38,253.61	18.61%
Utility Tax	190,000.00	32,367.69	157,632.31	17.04%
Business Licenses	365,000.00	8,709.81	356,290.19	2.39%
Business Licenses Penalty	2,000.00	64.21	1,935.79	3.21%
Business Licenses Interest	600.00	24.91	575.09	4.15%
Vehicle License Tags	-	6.00	(6.00)	0.00%
Vehicle License	136,500.00	2,996.65	133,503.35	2.20%
Total Other Local Taxes	3,200,838.00	356,196.50	2,844,641.50	11.13%
<u>Licenses, Permits & Privilege Fees</u>				
Permits & Other Licenses	15,000.00	4,022.30	10,977.70	26.82%
Inspection Fees-Subdivision	3,000.00	2,700.00	300.00	90.00%
WC Dog Park Registration	2,300.00	240.00	2,060.00	10.43%
Consultant Review Fees	3,000.00	-	3,000.00	0.00%
Total Licenses, permits and privilege fees	23,300.00	6,962.30	16,337.70	27.96%
<u>Fines & Costs</u>				
Public Defender Fee		-	-	0.00%
Fines & Costs	70,000.00	8,431.16	61,568.84	12.04%
Total Fines & Forfeitures	70,000.00	8,431.16	61,568.84	12.04%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	3,211.82	4,788.18	40.15%
Beautification Fund Interest	-	15.21	(15.21)	0.00%
Rentals	19,750.00	4,609.02	15,140.98	23.34%
Smithfield Center Rentals	180,000.00	38,325.96	141,674.04	21.29%
Smithfield Center Vendor Programs	6,000.00	-	6,000.00	0.00%
Kayak Rentals	9,000.00	5,700.00	3,300.00	63.33%
Special Events	17,000.00	2,426.28	14,573.72	14.27%
Fingerprinting Fees	1,200.00	440.00	760.00	36.67%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Museum Gift Shop Sales	9,400.00	3,330.89	6,069.11	35.44%
Museum Programs/Lecture Fees	1,500.00	150.00	1,350.00	10.00%
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	67,328.28	193,021.72	25.86%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,100.00	1,531.99	568.01	72.95%
Cash Proffer Revenues-pass through to fire/rescue	-	510.00	(510.00)	0.00%
Obici Healthcare Foundation Grant-TRIAD	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	-	4,000.00	0.00%
Total Miscellaneous Revenue	6,100.00	2,041.99	4,058.01	29.17%
<u>From Reserves</u>				
Restricted Reserves-Police Department	-	-	-	0.00%
Reserves-Pinewood Escrow	-	315,159.92	(315,159.92)	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	291,220.95	158,991.55	64.69%
Total From Reserves	3,475,212.50	606,380.87	2,868,831.63	17.45%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	41,684.00	119,849.00	25.81%
Litter Control Grant	3,354.00	-	3,354.00	0.00%
Police Block Grants-State	-	-	-	0.00%
Communications Tax	232,000.00	18,503.37	213,496.63	7.98%
Rolling Stock	18.00	-	18.00	0.00%
Rental Tax	4,000.00	1,110.37	2,889.63	27.76%
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 09/30/16	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	307,122.63	367,554.37	45.52%
<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	-	697,260.00	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	-	-	-	0.00%
Total Federal Revenue	953,575.00	-	953,575.00	0.00%
<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	-	3,597,725.00	0.00%
Insurance Recoveries	-	11,132.94	(11,132.94)	0.00%
Total Other Financing Sources	4,097,725.00	11,132.94	4,086,592.06	0.27%
<u>Contributions</u>				
CHIPS Contributions	3,700.00	15.00	3,685.00	0.41%
Contributions-Smithfield Foods-WC Park Outbuildings	-	-	-	0.00%
Contributions-Smithfield VA Events	32,000.00	-	32,000.00	0.00%
Contributions-Historic Smithfield	-	-	-	0.00%
Contributions-Museum	11,650.00	3,045.00	8,605.00	26.14%
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	503,060.00	(405,710.00)	516.75%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Total General Fund Revenue	15,233,706.50	1,878,336.48	13,355,370.02	12.33%
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)	-	(3,597,725.00)	0.00%
Cash Proffer Revenues	-	(510.00)	510.00	0.00%
Meals tax-special projects	(523,470.00)	(74,976.66)	(448,493.34)	14.32%
From Operating Reserves	(450,212.50)	(291,220.95)	(158,991.55)	64.69%
Pinewood Heights Reserves	-	(315,159.92)	315,159.92	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)	-	(32,000.00)	0.00%
Pinewood Heights Phase III CDBG Funds	(697,260.00)	-	(697,260.00)	0.00%
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)	(1,181,867.53)	(7,946,614.97)	12.95%
Total General Fund Operating Revenues	6,105,224.00	696,468.95	5,408,755.05	11.41%

**General Fund Budget
Expenses**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	10,710.00	29,290.00	26.78%
FICA	3,352.00	841.89	2,510.11	25.12%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Employee Wellness/Assistance Plan	1,344.00	98.00	1,246.00	7.29%
Legal Fees	65,000.00	6,070.00	58,930.00	9.34%
Election Expense	-	-	-	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	25,000.00	2,520.40	22,479.60	10.08%
Professional Services	40,000.00	-	40,000.00	0.00%
Records Management maint & upgrades	5,292.00	-	5,292.00	0.00%
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	1,226.68	18,773.32	6.13%
Travel & Training	6,500.00	-	6,500.00	0.00%
Subscriptions/Memberships	9,200.00	8,305.00	895.00	90.27%
Council Approved Items	12,000.00	1,262.48	10,737.52	10.52%
Public Defender Fees	4,000.00	-	4,000.00	0.00%
Bank Charges	625.00	373.00	252.00	59.68%
SpecialProjects	3,000.00	-	3,000.00	0.00%
Smithfield CHIPS program	4,750.00	21.20	4,728.80	0.45%
Update Town Charter & Code	3,000.00	-	3,000.00	0.00%
Annual Christmas Parade	200.00	-	200.00	0.00%
Total Town Council	267,683.00	40,563.65	227,119.35	15.15%
<u>Town Manager</u>				
Salaries	313,814.00	53,849.44	259,964.56	17.16%
FICA	25,105.00	3,701.09	21,403.91	14.74%
VSRS	19,695.00	3,694.83	16,000.17	18.76%
Health	62,245.00	18,342.24	43,902.76	29.47%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	2,800.00	896.62	1,903.38	32.02%
Communications	17,000.00	3,067.97	13,932.03	18.05%
Insurance	2,330.00	1,115.10	1,214.90	47.86%
Supplies	4,000.00	447.25	3,552.75	11.18%
Dues & Subscriptions	3,355.00	2,077.48	1,277.52	61.92%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Computer & technology expenses	13,000.00	2,870.01	10,129.99	22.08%
Travel & Training	7,800.00	522.13	7,277.87	6.69%
Other	100.00	36.00	64.00	36.00%
Total Town Manager	471,744.00	90,620.16	381,123.84	19.21%

Treasurer

Salaries	299,575.00	67,930.95	231,644.05	22.68%
FICA	23,966.00	5,045.18	18,920.82	21.05%
VSRS	20,177.00	5,132.49	15,044.51	25.44%
Health	47,470.00	15,822.12	31,647.88	33.33%
Disability	160.00	26.74	133.26	16.71%
Audit	12,250.00	-	12,250.00	0.00%
Depreciation Software	2,900.00	-	2,900.00	0.00%
Communications	9,500.00	1,781.06	7,718.94	18.75%
Computer & technology expenses	5,000.00	-	5,000.00	0.00%
Data Processing	20,000.00	4,453.89	15,546.11	22.27%
Service contracts-includes MUNIS	58,000.00	5,713.55	52,286.45	9.85%
Insurance	2,410.00	1,152.84	1,257.16	47.84%
Supplies	11,700.00	2,690.55	9,009.45	23.00%
Dues & Subscriptions	1,200.00	338.90	861.10	28.24%
Credit Card Processing	1,000.00	262.20	737.80	26.22%
Cigarette Tax Stamps	3,030.00	-	3,030.00	0.00%
Travel & Training	1,000.00	-	1,000.00	0.00%
Other	100.00	26.88	73.12	26.88%
Total Treasurer	519,438.00	110,377.35	409,060.65	21.25%

PUBLIC SAFETY

Police Department

Salaries	1,461,705.00	311,713.33	1,149,991.67	21.33%
FICA	116,940.00	22,646.51	94,293.49	19.37%
VSRS	76,640.00	18,391.64	58,248.36	24.00%
Health Insurance	206,195.00	64,021.04	142,173.96	31.05%

Town of Smithfield
General Fund Operating Budget

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Disability	160.00	26.74	133.26	16.71%
Pre-Employment Test	1,000.00	1,264.00	(264.00)	126.40%
Uniforms	24,000.00	6,916.11	17,083.89	28.82%
Service Contracts	38,000.00	23,808.58	14,191.42	62.65%
Communications	53,000.00	8,405.60	44,594.40	15.86%
Computer & Technology Expenses	15,000.00	1,347.08	13,652.92	8.98%
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	1,569.78	22,430.22	6.54%
Dues & Subscriptions	6,550.00	3,289.47	3,260.53	50.22%
Equipment	7,500.00	155.91	7,344.09	2.08%
Radio & Equipment repairs	2,000.00	-	2,000.00	0.00%
Vehicle Maintenance	40,000.00	10,680.40	29,319.60	26.70%
Gas	45,000.00	6,955.57	38,044.43	15.46%
Tires	7,000.00	192.00	6,808.00	2.74%
Travel & Training	30,000.00	9,994.22	20,005.78	33.31%
Special Events	1,000.00	268.90	731.10	26.89%
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	-	500.00	0.00%
Total Police Department	2,229,166.00	530,838.84	1,698,327.16	23.81%
 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%
Great Springs Road-Sidewalk Contribution to IOW County	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
E911 Dispatch Center	252,446.00	-	252,446.00	0.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	262,446.00	-	262,446.00	0.00%

PARKS, RECREATION & CULTURAL

Smithfield Center

Salaries	215,208.00	47,317.62	167,890.38	21.99%
FICA	17,220.00	3,604.63	13,615.37	20.93%
VSRS	10,096.00	2,568.12	7,527.88	25.44%
Health	30,996.00	10,332.00	20,664.00	33.33%
Uniforms	1,200.00	569.09	630.91	47.42%
Contracted Services	17,500.00	3,892.76	13,607.24	22.24%
Retail Sales & Use Tax	800.00	223.19	576.81	27.90%
Utilities	25,000.00	4,084.46	20,915.54	16.34%
Communications	19,000.00	4,669.81	14,330.19	24.58%
Computer & technology expenses	4,000.00	1,587.51	2,412.49	39.69%
Dues & Subscriptions	500.00	517.00	(17.00)	103.40%
Insurance	5,900.00	2,857.04	3,042.96	48.42%
Kitchen Supplies	3,000.00	2,574.68	425.32	85.82%
Office Supplies/Other Supplies	6,000.00	721.88	5,278.12	12.03%
Food Service & Beverage Supplies	6,000.00	797.48	5,202.52	13.29%
AV Supplies	3,000.00	-	3,000.00	0.00%
Repairs & Maintenance	40,000.00	6,039.57	33,960.43	15.10%
Systems Maintenance (HVAC, AV, Generator)	-	-	-	0.00%
Landscaping	12,000.00	1,922.36	10,077.64	16.02%
Travel & Training	2,000.00	1,180.00	820.00	59.00%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	7,214.10	12,785.90	36.07%
Refund event deposits	7,000.00	1,662.02	5,337.98	23.74%
Credit card processing expense	4,500.00	1,431.28	3,068.72	31.81%
Total Smithfield Center	451,420.00	105,766.60	345,653.40	23.43%

Contributions-Parks, Recreation and Cultural

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	1,000.00	500.00	66.67%
Hampton Roads Planning District Commission	10,000.00	4,823.00	5,177.00	48.23%
Isle of Wight Arts League	10,000.00	5,000.00	5,000.00	50.00%
Friends of the Library	8,000.00	1,500.00	6,500.00	18.75%
Total Contributions-Park, Recreation and Cultural	32,500.00	12,323.00	20,177.00	37.92%
<u>Windsor Castle Park</u>				
Salaries	66,935.00	14,131.21	52,803.79	21.11%
FICA	5,355.00	1,032.76	4,322.24	19.29%
VSRS	4,000.00	1,012.57	2,987.43	25.31%
Health	12,705.00	3,832.29	8,872.71	30.16%
Contracted Services	6,500.00	1,085.13	5,414.87	16.69%
Insurance	8,935.00	4,302.28	4,632.72	48.15%
Grass Cutting	30,000.00	10,877.64	19,122.36	36.26%
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	118.16	6,881.84	1.69%
Supplies	5,000.00	170.03	4,829.97	3.40%
Repairs & Maintenance	40,000.00	2,891.83	37,108.17	7.23%
Total Windsor Castle Park	197,930.00	39,453.90	158,476.10	19.93%
<u>Museum</u>				
Salaries	104,255.00	22,157.29	82,097.71	21.25%
FICA	8,340.00	1,698.63	6,641.37	20.37%
VSRS	3,696.00	940.08	2,755.92	25.44%
Health	7,220.00	2,405.36	4,814.64	33.32%
Operating expenses				
Contracted services	2,500.00	655.29	1,844.71	26.21%
Communications	700.00	99.90	600.10	14.27%
Computer and Technology	-	-	-	0.00%
Insurance	1,772.00	959.54	812.46	54.15%
Supplies	4,700.00	1,086.47	3,613.53	23.12%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Advertising	1,500.00	-	1,500.00	0.00%
Travel/Training	200.00	32.18	167.82	16.09%
Dues & Subscriptions	800.00	29.00	771.00	3.63%
Gift Shop-to be funded by gift shop proceeds				
Gift Shop expenses	9,000.00	897.45	8,102.55	9.97%
Sales & Use Tax	700.00	161.90	538.10	23.13%
Credit card processing fees	1,000.00	128.93	871.07	12.89%
Total Museum	146,383.00	31,252.02	115,130.98	21.35%
<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	516.99	983.01	34.47%
Community Wellness Initiative	-	-	-	0.00%
Cypress Creek No Wake Zone	-	-	-	0.00%
SNAP Program	-	-	-	0.00%
Waterworks Dam	-	-	-	0.00%
Waterworks Lake (park area)	-	-	-	0.00%
Haydens Lane Maintenance	1,000.00	123.10	876.90	12.31%
Veterans War Memorial	750.00	92.98	657.02	12.40%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	6,500.00	2,919.71	3,580.29	44.92%
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	843.86	29,976.14	2.74%
Monitoring/Closeout	5,000.00	-	5,000.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	-	109,990.70	(109,990.70)	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Renter Occupied Households	-	325.00	(325.00)	0.00%
Moving Costs	25,800.00	7,800.00	18,000.00	30.23%
Relocation Specialist	24,975.00	4,256.25	20,718.75	17.04%
<u>Acquisition</u>				
Owner Acquisition	1,386.00	204,414.00	(203,028.00)	14748.48%
Renter Acquisition	759,200.00	-	759,200.00	0.00%
Vacant Lot Acquisition	610.00	-	610.00	0.00%
Appraisal/Legal	16,790.00	3,300.00	13,490.00	19.65%
<u>Acquisition Specialist</u>	27,306.00	3,150.00	24,156.00	11.54%
<u>Clearance & Demolition</u>	52,200.00	400.50	51,799.50	0.77%
Subtotal Non CDBG	954,087.00	334,480.31	619,606.69	35.06%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	278,775.00	87,289.43	191,485.57	31.31%
Renter Occupied Households	143,860.00	-	143,860.00	0.00%
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	88,789.43	628,970.57	12.37%
Total Pinewood Heights Contributions	1,671,847.00	423,269.74	1,248,577.26	25.32%

Contributions-Community Development

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
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	48,033.35	153,366.65	23.85%
FICA	16,115.00	3,529.42	12,585.58	21.90%
VSRS	12,735.00	3,226.13	9,508.87	25.33%
Health	36,500.00	11,954.27	24,545.73	32.75%
Disability	1,505.00	230.03	1,274.97	15.28%
Uniforms	2,500.00	43.41	2,456.59	1.74%
Contractual	7,000.00	1,445.38	5,554.62	20.65%
GIS	2,000.00	-	2,000.00	0.00%
Recycling-1% CPI-U	239,006.00	52,658.46	186,347.54	22.03%
Trash Collection-1% CPI-U	240,000.00	54,993.17	185,006.83	22.91%
Street Lights	5,000.00	581.89	4,418.11	11.64%
Communications	12,000.00	2,311.01	9,688.99	19.26%
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	332.68	5,667.32	5.54%
Accreditation	-	-	-	0.00%
Repairs & Maintenance	5,000.00	1,809.96	3,190.04	36.20%
Gas & Tires	6,500.00	1,511.24	4,988.76	23.25%
Travel & Training	6,000.00	554.38	5,445.62	9.24%
Litter Control Grant	3,354.00	-	3,354.00	0.00%
Dues & Subscriptions	2,700.00	574.00	2,126.00	21.26%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
Other	3,000.00	253.90	2,746.10	8.46%
Total Public Works	819,830.00	188,285.86	631,544.14	23.05%

PUBLIC BUILDINGS

Public Buildings

Salaries	28,660.00	4,900.76	23,759.24	17.10%
FICA	2,295.00	385.88	1,909.12	16.81%
Contractual	20,000.00	8,441.05	11,558.95	42.21%
Communications	3,000.00	956.94	2,043.06	31.90%
Utilities	46,000.00	8,573.97	37,426.03	18.64%
Insurance	11,265.00	5,372.92	5,892.08	47.70%
Materials & Supplies	6,000.00	1,874.42	4,125.58	31.24%
Repairs & Maintenance	36,000.00	8,877.17	27,122.83	24.66%
Rent Expense-Office Space	-	-	-	0.00%
Other	1,000.00	-	1,000.00	0.00%
Total Public Buildings	154,220.00	39,383.11	114,836.89	25.54%

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)		-	-	0.00%
Transfers to Restricted Reserves-Police Motorcycles		-	-	0.00%
Total Transfers To Reserves	489,553.00	-	489,553.00	0.00%

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	4,247.30	12,967.70	24.67%
Police Evidence Building	50,445.00	12,430.29	38,014.71	24.64%
New Debt-Multiple projects	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted 2016/2017	Actual as of 09/30/16	Remaining Budget	% of budget
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	188.29	301.71	38.43%
Police Evidence Building	10,805.00	2,909.10	7,895.90	26.92%
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	19,774.98	675,792.02	2.84%
Total General Fund Expenses	8,809,806.50	1,680,478.92	7,129,327.58	19.08%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	0.00%
Professional Fees	(51,500.00)	(516.99)	(50,983.01)	1.00%
Transfers to Restricted Reserves-Pinewood CDBG Project	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	-	-	0.00%
Transfers to Restricted Reserves-Police Motorcycles	-	-	-	0.00%
Pinewood Heights Relocation Project Expenses	(1,671,847.00)	(423,269.74)	(1,248,577.26)	25.32%
Pinewood Heights Line of Credit Expenses	(504,065.00)	-	(504,065.00)	0.00%
Total Non-operating Expenses	(2,227,412.00)	(423,786.73)	(1,803,625.27)	19.03%
Total General Fund Operating Expenses	6,582,394.50	1,256,692.19	5,325,702.31	19.09%
Net Operating Reserve (+/-)	(477,170.50)	(560,223.24)	83,052.74	117.41%
Net Reserve (+/-)	6,423,900.00	197,857.56	6,226,042.44	3.08%

Adopted 2016/2017	Actual 9/30/2016	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	6,423,900.00	197,857.56	6,226,042.44	3.08%
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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)	-	(144,000.00)	0.00%
Vacant Lots	(36,000.00)	-	(36,000.00)	0.00%
			-	0.00%
Subtotal Non CDBG Capital Acquisition	(180,000.00)	(36,000.00)	(144,000.00)	20.00%
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)	(36,000.00)	(192,000.00)	15.79%
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(107,525.00)	(13,381.00)	(94,144.00)	12.44%
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)	-	(60,000.00)	0.00%
WC Park Building Stabilization		-	-	0.00%
WC Park Building Renovations	(2,000,000.00)	-	(2,000,000.00)	0.00%

	Adopted 2016/2017	Actual 9/30/2016	Remain Budget	% of Budget
Clontz Park-Replace Pier	(10,000.00)	-	(10,000.00)	0.00%
Clontz Park-Boat Ramp	(254,000.00)	(1,250.00)	(252,750.00)	0.49%
Ball Fields	(3,640,000.00)	(54,595.12)	(3,585,404.88)	1.50%
PUBLIC SAFETY				
Police				
Police Vehicles	(105,000.00)	(83,141.34)	(21,858.66)	79.18%
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		(2,065.10)	2,065.10	0.00%
Storage Building Improvements		-	-	0.00%
Repair garage doors at Town Hall	(10,000.00)		(10,000.00)	0.00%
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)	(197,857.56)	(6,226,042.44)	3.08%
Net Reserves (Deficit) after capital outlay	-	-	-	#DIV/0!

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	106,710.95	574,289.05	15.67%
Sewer Compliance Fee	498,600.00	70,887.15	427,712.85	14.22%
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	192,454.50	1,027,145.50	15.78%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	278,265.00	59,076.74	219,188.26	21.23%
FICA	22,265.00	4,299.36	17,965.64	19.31%
VSRS	17,405.00	4,287.50	13,117.50	24.63%
Health	55,760.00	18,430.59	37,329.41	33.05%
Uniforms	3,200.00	192.55	3,007.45	6.02%
Audit	6,125.00	-	6,125.00	0.00%
Legal	9,000.00	780.00	8,220.00	8.67%
Accreditation	-	-	-	0.00%
HRPDC sewer programs	887.00	459.00	428.00	51.75%
Professional Fees	20,000.00	825.00	19,175.00	4.13%
Maintenance & Repairs	60,000.00	1,170.46	58,829.54	1.95%
VAC Truck Repairs & Maintenance	7,500.00	532.03	6,967.97	7.09%
Data Processing	14,500.00	2,325.60	12,174.40	16.04%
Dues & Subscriptions	60.00	14.50	45.50	24.17%
Utilities	51,000.00	5,638.86	45,361.14	11.06%
SCADA Expenses	6,000.00	1,050.56	4,949.44	17.51%
Telephone	12,000.00	1,985.30	10,014.70	16.54%
Insurance	17,270.00	8,382.84	8,887.16	48.54%
Materials & Supplies	50,000.00	13,533.79	36,466.21	27.07%
Truck Operations	9,000.00	1,858.69	7,141.31	20.65%
Travel & Training	5,000.00	1,184.95	3,815.05	23.70%

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Contractual	3,500.00	263.55	3,236.45	7.53%
Miscellaneous	1,200.00	226.18	973.82	18.85%
Bank service charges	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	649,937.00	126,518.05	523,418.95	19.47%
Operating Income before D&A Expense	569,663.00	65,936.45	503,726.55	11.57%
Depreciation & Amort. Exp.	390,000.00	199,757.34	190,242.66	51.22%
Operating Income (Loss)	179,663.00	(133,820.89)	313,483.89	-74.48%
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	2,145.61	2,354.39	47.68%
Interest Expense	(8,602.00)	(830.00)	(7,772.00)	9.65%
Total Nonoperating Revenues (Expenses)	98,898.00	40,795.61	58,102.39	41.25%
Net Income (loss)	278,561.00	(93,025.28)	371,586.28	-33.39%
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)	(70,887.15)	(425,112.85)	14.29%
Depreciation & Amort. Exp.	390,000.00	199,757.34	190,242.66	51.22%
Additional debt service costs-principal expense	(98,770.00)	(98,770.00)	-	100.00%
Total adjustments to CAFR	(319,660.00)	(9,379.81)	(310,280.19)	2.93%
Working adjusted income	(41,099.00)	(102,405.09)	61,306.09	249.17%

	Adopted 2016/2017	Actual 9/30/2016	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(41,099.00)	(102,405.09)	61,306.09	249.17%
			-	
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)	(716.31)	(49,283.69)	1.43%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
By-pass pump-Crescent	(100,000.00)		(100,000.00)	0.00%
By-pass pump-Wellington		(39,900.00)	39,900.00	
Manhole rehab	(75,000.00)		(75,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(100,000.00)	(51,307.60)	(48,692.40)	51.31%
Truck/Equipment	(9,375.00)	-	(9,375.00)	0.00%
Net Capital Outlay	(487,696.00)	(91,923.91)	(395,772.09)	18.85%
Net Reserves (Deficit) after capital outlay	(528,795.00)	(194,329.00)	(334,466.00)	36.75%
Funding from Development Escrow		-	-	
Reserves from Sewer Capital Escrow Account	153,321.00	39,900.00	113,421.00	26.02%
Funding from Sewer Compliance Fee	325,000.00	51,307.60	273,692.40	15.79%
Draw from operating reserves	50,474.00	-	50,474.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	-	(103,121.40)	103,121.40	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,407,750.00	235,054.39	1,172,695.61	16.70%
Debt Service Revenue	190,652.00	26,984.25	163,667.75	14.15%
Miscellaneous	1,500.00	225.00	1,275.00	15.00%
Connection fees	16,500.00	5,940.00	10,560.00	36.00%
Application Fees	8,654.00	2,815.00	5,839.00	32.53%
Total Operating Revenue	1,625,056.00	271,018.64	1,354,037.36	16.68%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Expenses				
Salaries	421,655.00	87,898.72	333,756.28	20.85%
FICA	33,735.00	6,498.28	27,236.72	19.26%
VSRS	24,360.00	6,059.32	18,300.68	24.87%
Health	76,190.00	20,363.99	55,826.01	26.73%
Uniforms	3,255.00	113.17	3,141.83	3.48%
Contractual	13,500.00	910.00	12,590.00	6.74%
Audit	6,125.00	-	6,125.00	0.00%
Legal	14,000.00	780.00	13,220.00	5.57%
Accreditation	-	-	-	0.00%
Maintenance & Repairs	60,000.00	855.49	59,144.51	1.43%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	3,915.00	36,085.00	9.79%
Regional Water Supply Study	1,701.00	2,039.00	(338.00)	119.87%
Data Processing	14,500.00	2,325.60	12,174.40	16.04%
Utilities	2,000.00	89.19	1,910.81	4.46%
Communications	13,000.00	1,985.29	11,014.71	15.27%
Insurance	26,900.00	12,995.16	13,904.84	48.31%
Materials & Supplies	100,000.00	17,795.50	82,204.50	17.80%
Gas and Tires	12,000.00	2,765.50	9,234.50	23.05%
Dues & Subscriptions	1,000.00	714.50	285.50	71.45%
Bank service charges	1,200.00	358.67	841.33	29.89%
Travel and Training	5,000.00	624.35	4,375.65	12.49%
Miscellaneous	12,000.00	4,646.75	7,353.25	38.72%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
<u>RO Annual costs</u>			-	0.00%
Power	103,560.00	18,836.72	84,723.28	18.19%
Chemicals	57,332.00	5,788.77	51,543.23	10.10%
HRSD	294,082.00	54,689.62	239,392.38	18.60%
Supplies	20,000.00	3,720.14	16,279.86	18.60%
Communication	9,030.00	1,903.19	7,126.81	21.08%
Travel and training	4,300.00	5.00	4,295.00	0.12%
Dues & Subscriptions	400.00	29.00	371.00	7.25%
Maintenance and Repairs	45,000.00	12,805.89	32,194.11	28.46%
Bad debt expense	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,515,825.00	271,511.81	1,244,313.19	17.91%
Operating Income before D&A Expense	109,231.00	(493.17)	109,724.17	-0.45%
Depreciation & Amortization Expense	370,000.00	83,091.24	286,908.76	22.46%
Operating Income (Loss)	(260,769.00)	(83,584.41)	(177,184.59)	32.05%
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	2,273.76	4,526.24	33.44%
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	25,806.22	8,528.78	75.16%
Net Income (Loss)	(226,434.00)	(57,778.19)	(168,655.81)	25.52%
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)	(26,984.25)	(163,667.75)	14.15%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Depreciation & Amort. Exp.	370,000.00	83,091.24	286,908.76	22.46%
Additional debt service costs-principal expense	(303,070.00)	(303,070.00)	-	100.00%
Total adjustments to CAFR	(191,722.00)	(273,843.01)	82,121.01	142.83%
Working adjusted income	(418,156.00)	(331,621.20)	(86,534.80)	79.31%

	Adopted 2016/2017	Actual 9/30/2016	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(418,156.00)	(331,621.20)	(86,534.80)	79.31%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Water Master Plan	(50,000.00)	(716.32)	(49,283.68)	1.43%
Vehicle/Equipment	(9,375.00)	-	(9,375.00)	0.00%
RO Server	(5,000.00)		(5,000.00)	0.00%
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 Vic Valves		-	-	0.00%
Meter Reading Equipment		-	-	0.00%
System Improvements	(50,000.00)	-	(50,000.00)	0.00%
Main Street Water Main Upgrade Phase I	(240,094.00)		(240,094.00)	0.00%
Pagan Point Line Repairs	(65,000.00)		(65,000.00)	0.00%
Lumar Road Line Repairs			-	0.00%
Water line replacement (Cypress Creek Bridge)		-	-	0.00%
Net Capital Outlay	(566,390.00)	(6,920.99)	(559,469.01)	1.22%
Net Reserves (Deficit) after capital outlay	(984,546.00)	(338,542.19)	(646,003.81)	34.39%
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	-	266,390.00	0.00%
Debt Service fees applied to debt	270,435.00	255,706.02	14,728.98	94.55%
Net Cashflow	-	(82,836.17)	82,836.17	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	62.74	122.26	33.91%
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	292,484.79	811,724.21	26.49%

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 09/30/16	Remaining Budget	% of budget
Expenses				
Salaries	252,745.00	52,688.16	200,056.84	20.85%
FICA	20,220.00	3,809.99	16,410.01	18.84%
VSRS	15,035.00	3,841.31	11,193.69	25.55%
Health	45,830.00	15,460.93	30,369.07	33.74%
Uniforms		233.92	(233.92)	0.00%
Engineering		-	-	0.00%
Grass	20,000.00	5,361.20	14,638.80	26.81%
Maintenance	593,299.00	45,957.32	547,341.68	7.75%
Asphalt/Paving		10,232.00	(10,232.00)	
Ditching		27,731.35	(27,731.35)	
Traffic Control devices		1,204.92	(1,204.92)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		6,789.05	(6,789.05)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		-	-	
Storm Maintenance		-	-	
Street Lights	106,000.00	16,853.49	89,146.51	15.90%
Insurance	14,372.00	7,078.32	7,293.68	49.25%
Miscellaneous-bank charges	-	-	-	0.00%
VAC Truck Repairs	2,500.00	186.57	2,313.43	7.46%
Gas and Tires	8,000.00	1,657.69	6,342.31	20.72%
Stormwater Management Program (regional)	1,422.00	1,715.00	(293.00)	120.60%
Total Highway Fund Expense	1,079,423.00	154,843.90	924,579.10	14.35%
Net Reserves (+/-)	24,786.00	137,640.89	(112,854.89)	555.32%

Adopted 2016/2017	Actual 9/30/2016	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	25,696.00	137,640.89	(111,944.89)	535.65%
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)	-	(8,000.00)	0.00%
Sidewalk Repair	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(35,696.00)	-	(35,696.00)	0.00%
Net Reserves (Deficit) after capital outlay	0.00	137,640.89	(137,640.89)	#DIV/0!

Carryover from FY2016 104,519.00

Net Adjusted Reserves (deficit) 242,159.89

Notes: September 2016

GENERAL FUND

Revenues:

Current/Delinquent RE & PP

All real estate and personal property revenue collected for tax years 2015 and prior are reflected as delinquent taxes. All 2016 revenues will be shown as current once billings are prepared in October.

Cigarette Tax

Sold 151,060 cigarette tax stamps through September compared to 156,360 for the same period last year. Total revenues are \$1744 lower than September 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. We would not general reflect transient occupancy again until October (for quarter ended Sept 30) but the \$1696 on the current statements represents collection from a lien placed against an outgoing business owner. It was not the total due but all that was released by the bank before the account was closed.

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 verses quarterly. Through September 2016 we have collected \$17,379 more than prior year.

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. July sales tax of \$26,956 is \$94 lower than \$27,050 collected in 2015.

Consumption Tax/Utility Tax

Utility/Consumption taxes are generally very flat and do not vary much from year to year. This year, however, Jul through Aug utility tax is \$7,008 lower and consumption is \$1716 lower than prior year due to a significant decrease in payment from Virginia Power.

Business License Tax

Business license taxes are due on April 15 so most of this line item is collected in the spring. The \$8710 posted through September reflects collection of delinquent licenses for 2014 through 2015 as well as new business and delinquent accounts for 2016. Collections are \$5592 lower than prior year.

Vehicle license tax

Will be billed on the 2016 personal property tax bill. Collections to date represent delinquents and supplement billings from prior years.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$70), zoning permits (\$1475), yard sale permits (\$270), 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 \$472 , golf cart permit (\$30), demolition permits (\$75) and ROW permits (\$280).

Inspection Fees

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

Fines & Costs

Fines and costs received from Isle of Wight (\$8151) and directly to the Town (parking tickets-\$250) are \$112 lower than revenue for the same period in FY2016.

General Fund Interest

Due to the balances in the special projects accounts which contain the contributions for the ball field project, the interest payments for the first 3 months of the fiscal year are higher than normal but will drop off as the money is applied to expenses for the project.

Kayak Rentals

Since this line item is seasonal, the summer months are very strong for rentals. July through Sep 2016 rentals totaled \$5695 compared to the \$6126 in FY2016.

Sale of Equipment

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

Other Revenues

Includes grass cutting violations (\$1392), returned check charges (\$25), and accident report fees (\$110) and cc reimb (\$4.99).

Reserves-Pinewood Escrow

As of September 30, 2016 we have used all of the \$315,160 of the June 2016 balance in reserves for the Pinewood Project. We also used \$69,133 in operating reserves to meet the obligations of the project through September. This will level out as the year progresses and the meals tax revenues build up for the project. A draw request has been made to reimburse the town for \$88,789 in 2016 funds spent.

From Operating Reserves

As of September 30, we have utilized \$291,220 in operating reserves of which \$69,133 was applied to Pinewood Heights. For the same period last year, we utilized \$768,524. The biggest difference is the contribution of \$500,000 from Smfd Foods that was received in September (budgeted for last year).

Communications Tax

Communications tax from the state runs 2 months behind so the statement reflects receipt of the July payment that is \$806 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.

Insurance Recoveries

Received \$2500 from VML for storm damage (tree/fence) at Windsor Castle Park and \$8633 for total loss of Matt Rogers vehicle in FY2016.

Expenses:

All Departments

Salaries

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

Health Insurance

Health and dental has been paid for July through October - 33% 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.

Town Manager

Maintenance Contracts

Ricoh USA-copy machine lease for 4 months at \$186.39 per month (Total \$745.56)
Ricoh USA-copy charges totaling \$151.06

Police

Pre-employment Test

Sentara Obici-drug screening and baseline testing/physical-2 new officers-\$514
Colonial Polygraph Services, LLC-\$300-polygraph exams-2 new officers
Randy A Rhoad LLC-psychological screening of 2 new officers - \$450.00

Service Contracts

Includes \$21,551 to Sungard Public Sector for OSSI system and State Livescan interface.
Ricoh USA-copy machine lease for 4 months at \$186.39 per month (Total \$745.56)
Ricoh USA-copy charges totaling \$189.33
Gately Communications-radio, antenna, battery repair-unit #236-\$177.75
Gately Communications-Service contract chgs (\$572.50x2) = \$1145

Insurance-LODA

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

Travel & Training

Includes:
Hampton Roads Criminal Justice Training Academy-\$7904.00-substantial increase over FY2016 cost of \$6850.00
FBINAA-Registration fee for 2016 FBINAA First Line Supervisors Course-Meier-\$75.00
Kristi Jenkins-mileage-HRCJTA-303 miles & Kiwanis fishing-64 miles-\$211.03
Bank of America-\$-104.88-void check from FY2016.
Bank of America-\$768.31 for lodging, meals-Rendall Howell-Chantilly, VA
Bank of America-\$738.98 ACT-TAC Ops East-Araojo, Powell

Parks Recreation & Cultural

Smithfield Center

Uniforms

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

Computer & Technology Equipment

\$558 to Amazon.com for 16gb kit 204-pin memory and SanDisk Ultra II Solid State Drive
\$1029 to EMS Software for Annual Service Agreement Renewal-8/1/16-7/31/17-maintenance contract??

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)

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

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; \$260 to Tidewater Publications-ad in Tidewater News; \$599 to Virginia Bride-full page ad winter/spring 2017; and \$55 for ABC Banquet License

Contributions-Parks, Recreation and Cultural

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. Will talk to PW superintendent regarding this.

Hampton Roads Planning District Commission 2 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

Grass cutting Southern Shores-12 cuts at \$762.57 (total \$9150.84) , 2 cuts at \$775.90 (total \$1551.80), and one cut at \$175 (beer garden requested mowing 9/23/16).

Other Parks & Recreation

Clontz Park Eure Inc-toilet rental-\$401.70
Dominion Virginia Power-\$115.29 (2 months)

Community Development

Pinewood Heights Phase III is moving quickly. As of the end of August, we had acquired 2 owner occupied units and relocated 3 (one was from prior year). In September we purchased one additional owner occupied unit that has not yet relocated and started relocation for 2 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 Works

Repairs & Maintenance Paid \$1698 to Dave's Service Center-work on Ford Ranger (replace exterior door-\$337), Explorer (brake pads, inspection, and check a/c and replaced broken vent door-\$482), 2005 Crown Vic (replaced driver seat belt, left seat belt bow-\$496), and Explorer (air conditioner labor, replaced window motor, left rear window motor, freon-\$383). Also made 2 payments to Airgas for \$56.16 each for acetylene and oxygen cylinders (rentals).

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 (\$390), Bay Disposal (\$227.50), Orkin (\$341.84), Eure Toilets (\$196.80), and Workplace Essentials (\$143.06).

Materials and Supplies

Includes: Suffolk Sanitary-\$778.19-for public restroom and Town Hall janitorial supplies; CDW-\$825 for email filter in town hall

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

Pinewood Heights Purchased 3 owner occupied properties through September.

TREASURER

Munis Progress billings from Tyler Technologies.

PARKS, RECREATION AND CULTURAL

Clontz Park Boat Ramp Kimley-Horn-Engineering costs-\$1250.00

Ball Fields Canada Land Surveying -\$4000-additional topo along 258

PUBLIC SAFETY

Police Vehicles Purchase Chevrolet Tahoe from RK Chevrolet (\$36977.50) and the 2 motorcycles from Bayside Harley Davidson (\$23081.92 each) that were budgeted in FY2016.

PUBLIC BUILDINGS

Police evidence building Moseley Architects \$1329.10-AE services through 7/31/16
Alpha Corporation-\$736-PM Services through 7/29/16
These were not budgeted as we expected to complete by 6/30/16

Split System #4 Atlantic Constructors-\$7425 to replace Split System #4 at the PD-emergency replacement-not budgeted

SEWER

Revenues

Sewer Charges/Sewer Compliance Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2016 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 and one full billing in September.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. To date we have received 9 connections at \$1580 (5/8" meters) for a total of \$14220.00.

Expenses

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

Health Insurance Represents dental and medical premiums paid for July through October 2016.

HRPDC-Sewer Programs Paid 2 qtrs of dues to Hampton Roads Planning District Commission for wastewater program. The total for the year will be \$918 which is over budget by \$31.

Insurance Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance.

Nonoperating Revenues (Expenses)

Pro-rata share fees Received \$2400 from Atlantic Homes for 113 St James and 115 St James.

Availability fees Like connection fees, we have received 9 at \$4120 each for a total of \$37,080.

Interest Expense Made payment on the one outstanding loan totaling \$4980.00 The accrued interest of \$4150 from FY2016 was reversed leaving a balance of \$830. This will catch up to budget after the second payment and year end 2017 accrual.

WORKING ADJUSTMENTS TO CAFR

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

SEWER CAPITAL

By-pass Pump Wellington REW-\$39,900 for installation of new emergency bypass pump

Sewer Capital Repairs-find & fix Tri-State Utilities-\$51,307.60-Sanitary Sewer Rehab Moore's Creek and Cypress Basins

WATER

Revenues

Water Charges/Debt Service Revenue Like sewer, water 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 one full billing in September.

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 dental and medical premiums paid for July through October 2016.

HRPDC-Regional Water Supply Paid 2 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.

Bank charges Bankcard fees and returned check fees.

Miscellaneous Includes 2 quarterly payments to VDH-Waterworks Technical Assistance Fund (\$2,210.29 each). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

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. T

WATER CAPITAL

RO Membranes

Suez Treatment Solutions-\$6204.67-RO Membrane

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 dental and medical premiums paid for July through October 2016.

Insurance

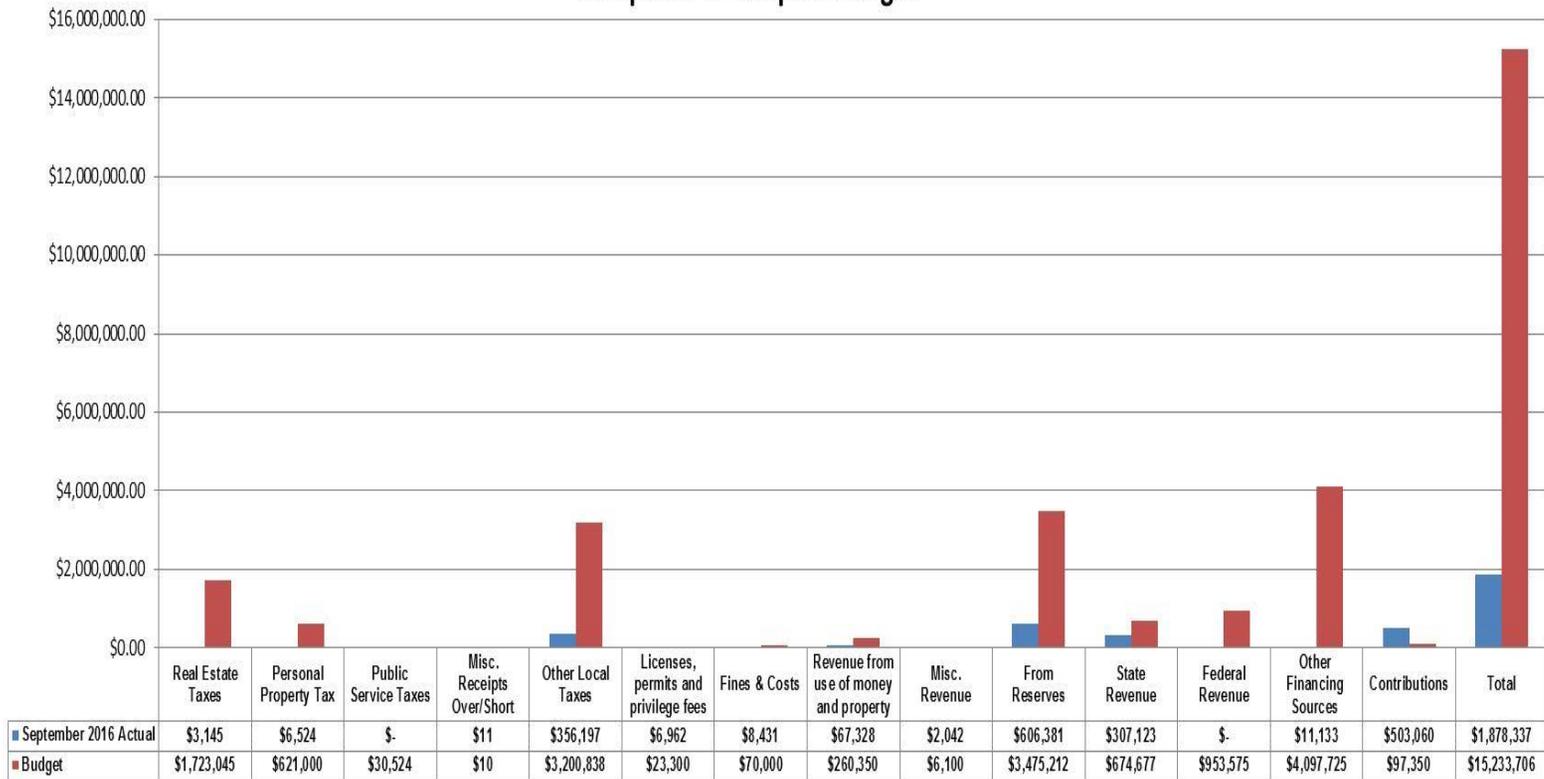
Represents 2 quarterly payments to VML for property/casualty and workers' comp insurance.

Stormwater Management Program (regional)

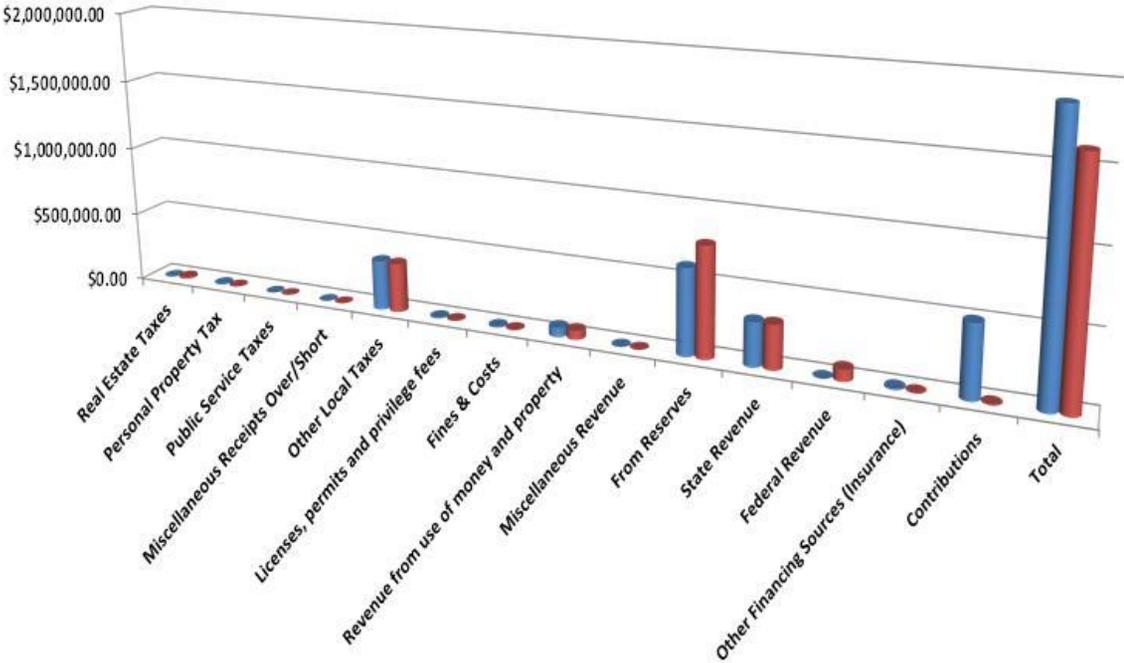
Stormwater program significantly increased this year. First quarter of \$857.50 is at 60% of budget. The total will be \$3430. Again, we did not have these figures when determining budget. For Highway, we will shift funding from maintenance to make up this difference.

SEPTEMBER 2016 FINANCIAL GRAPHS

September 2016 YTD General Fund Revenues Compared to Adopted Budget

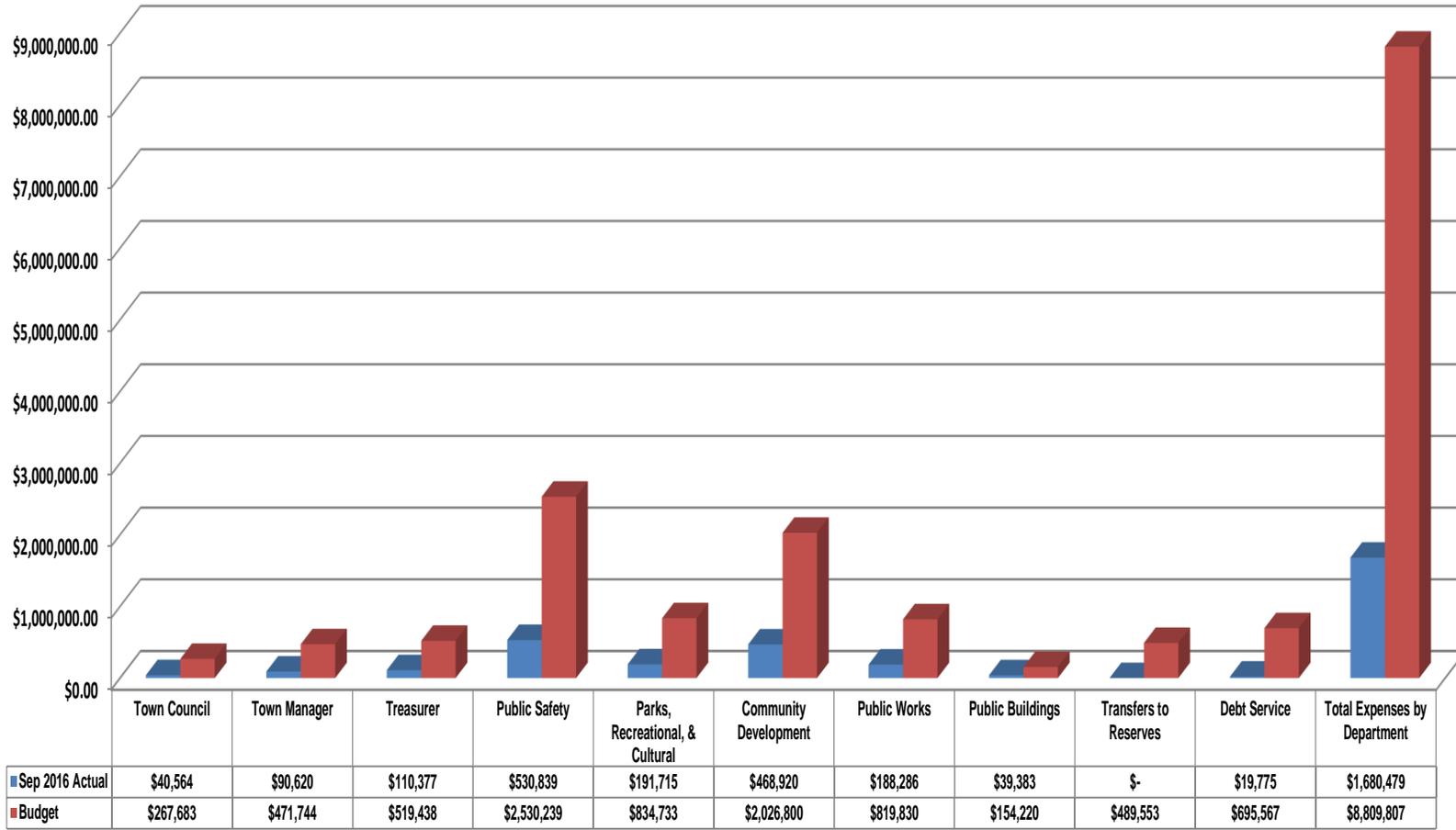


Sep 2016 YTD General Fund Revenue Compared to Sep 2015

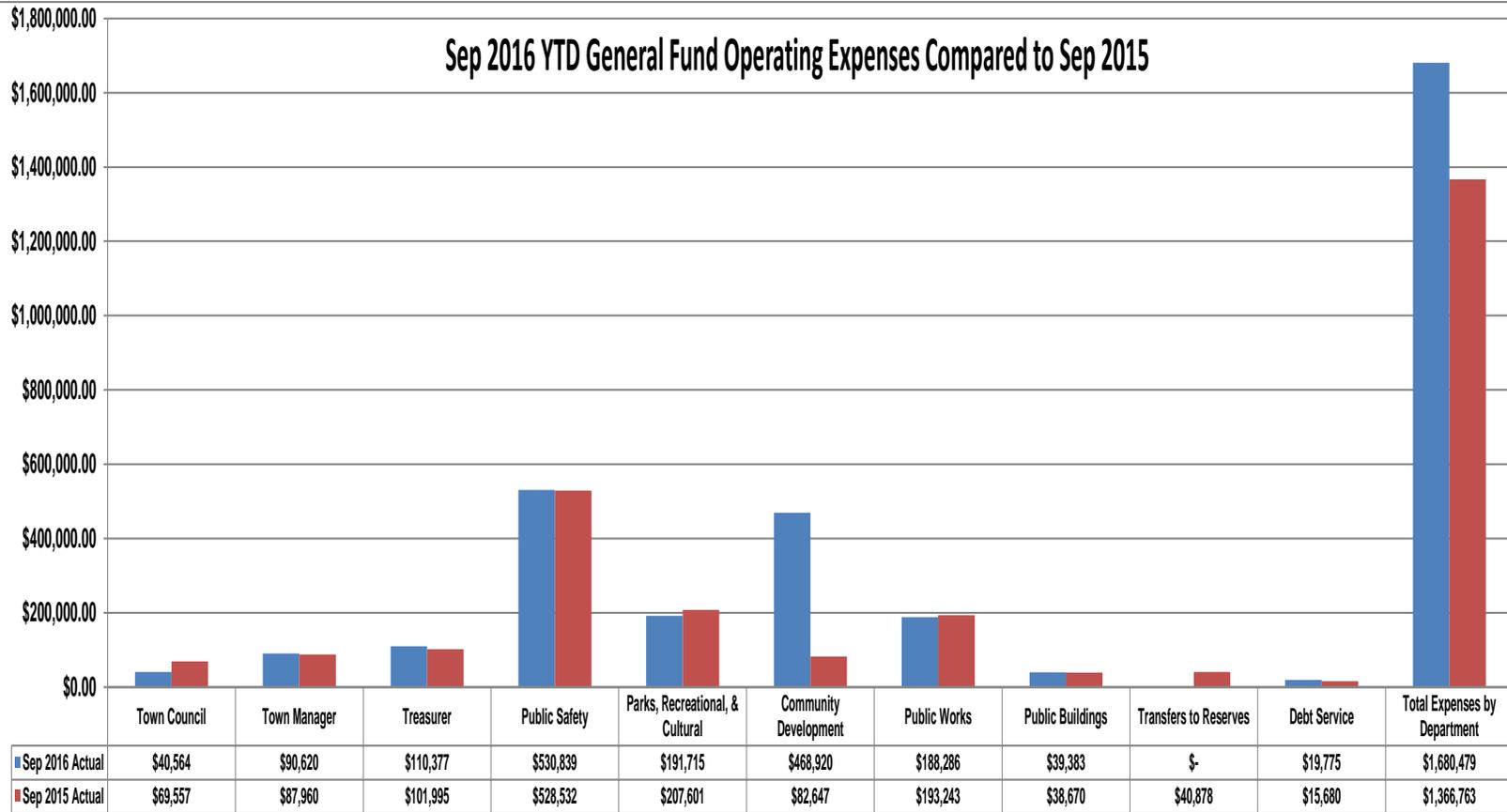


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Sep 2016 Actual	3,145	6,524	-	11	356,197	6,962	8,431	67,328	2,042	606,381	307,123	-	11,133	503,060	1,878,337
■ Sep 2015 Actual	15,071	4,660	-	5	352,665	4,651	4,372	64,639	195	771,680	309,752	81,842	341	3,453	1,613,326

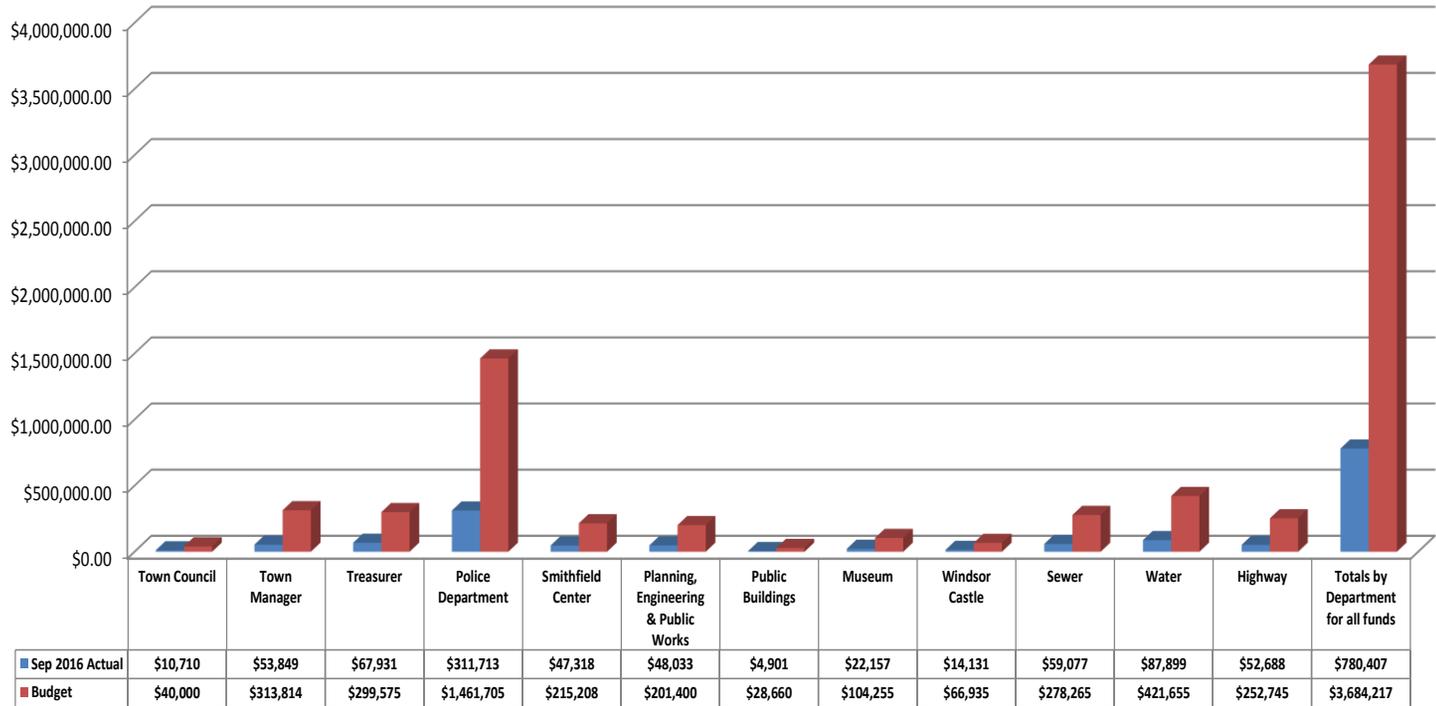
Sep 2016 YTD General Fund Operating Expenses Compared to Adopted Budget



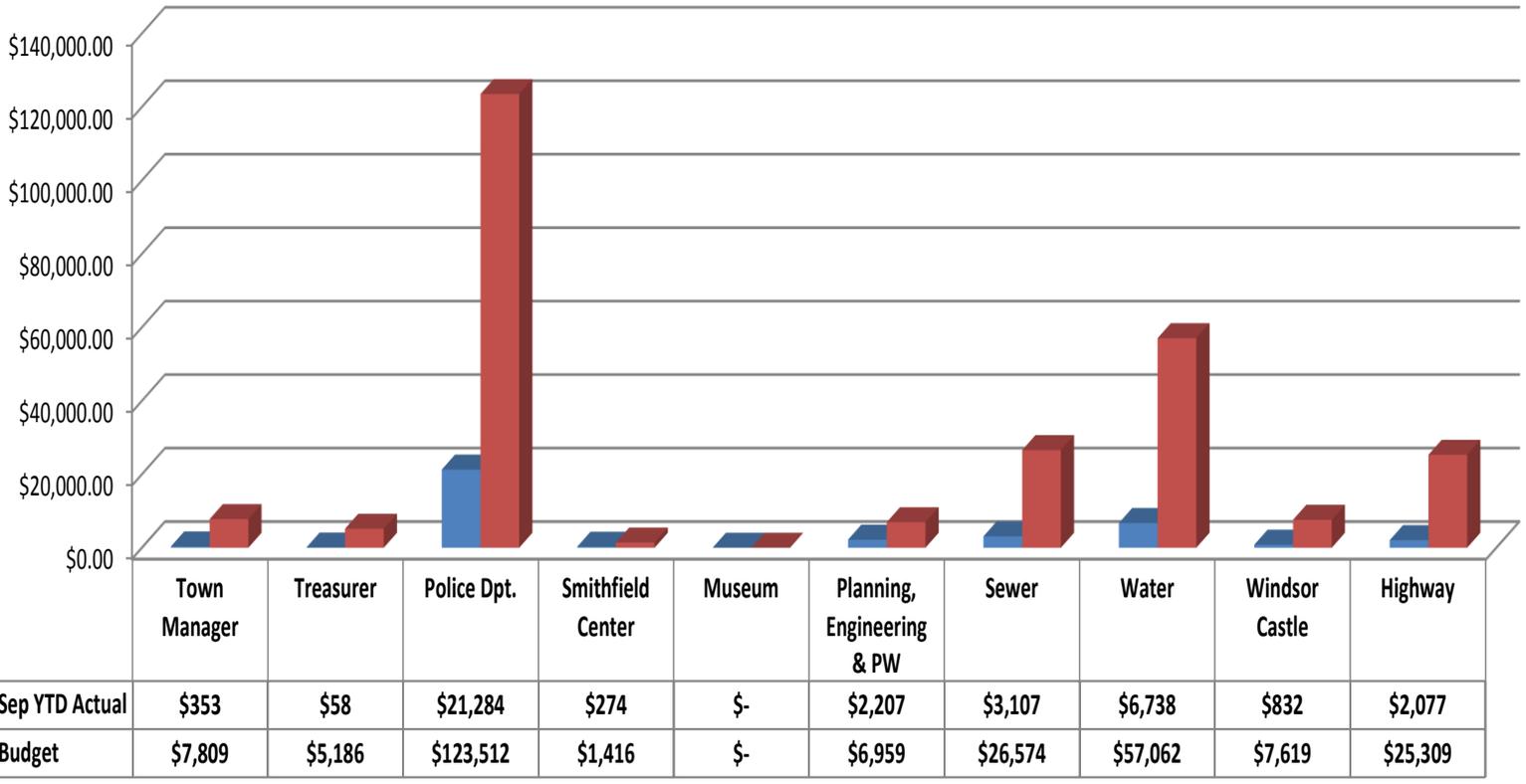
Sep 2016 YTD General Fund Operating Expenses Compared to Sep 2015



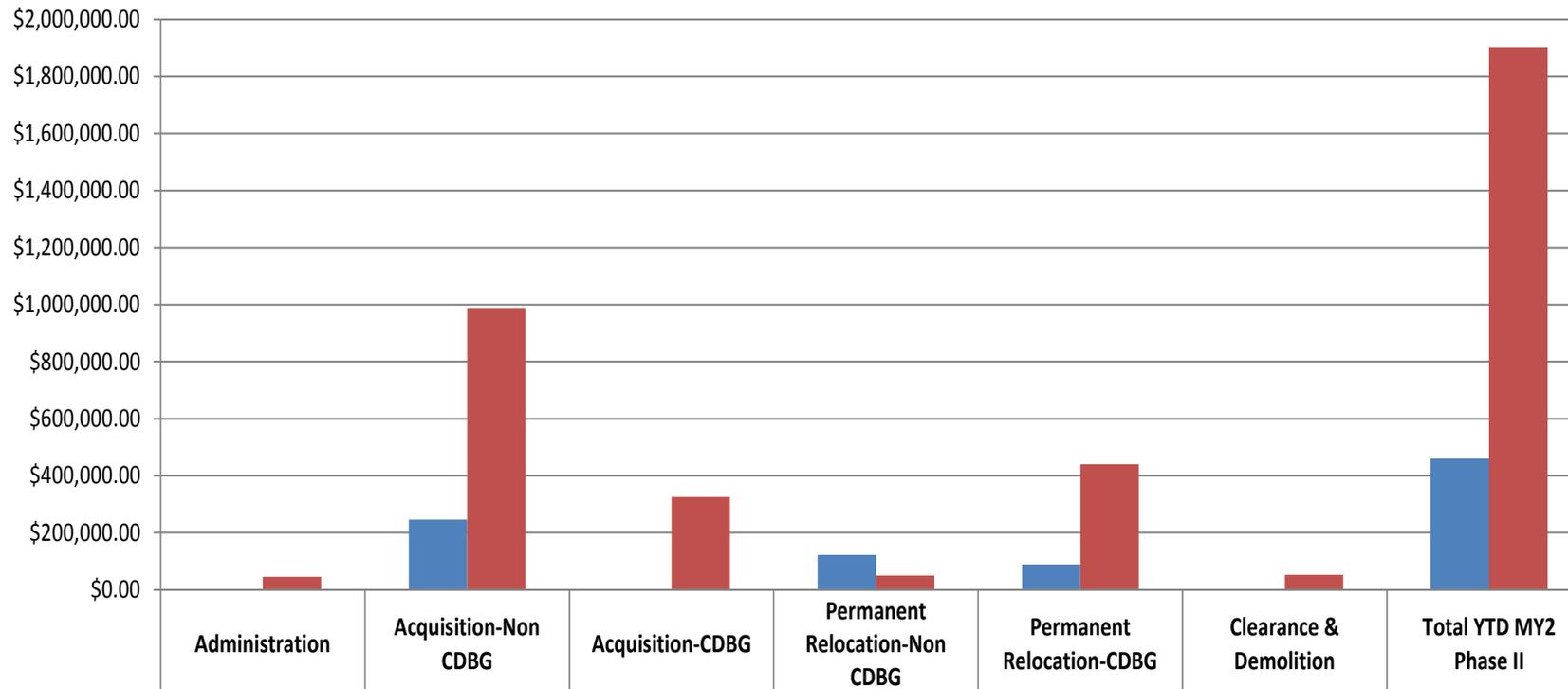
Sep 2016 YTD Salaries to Budget by Department



Sep YTD Overtime Compared to Budget

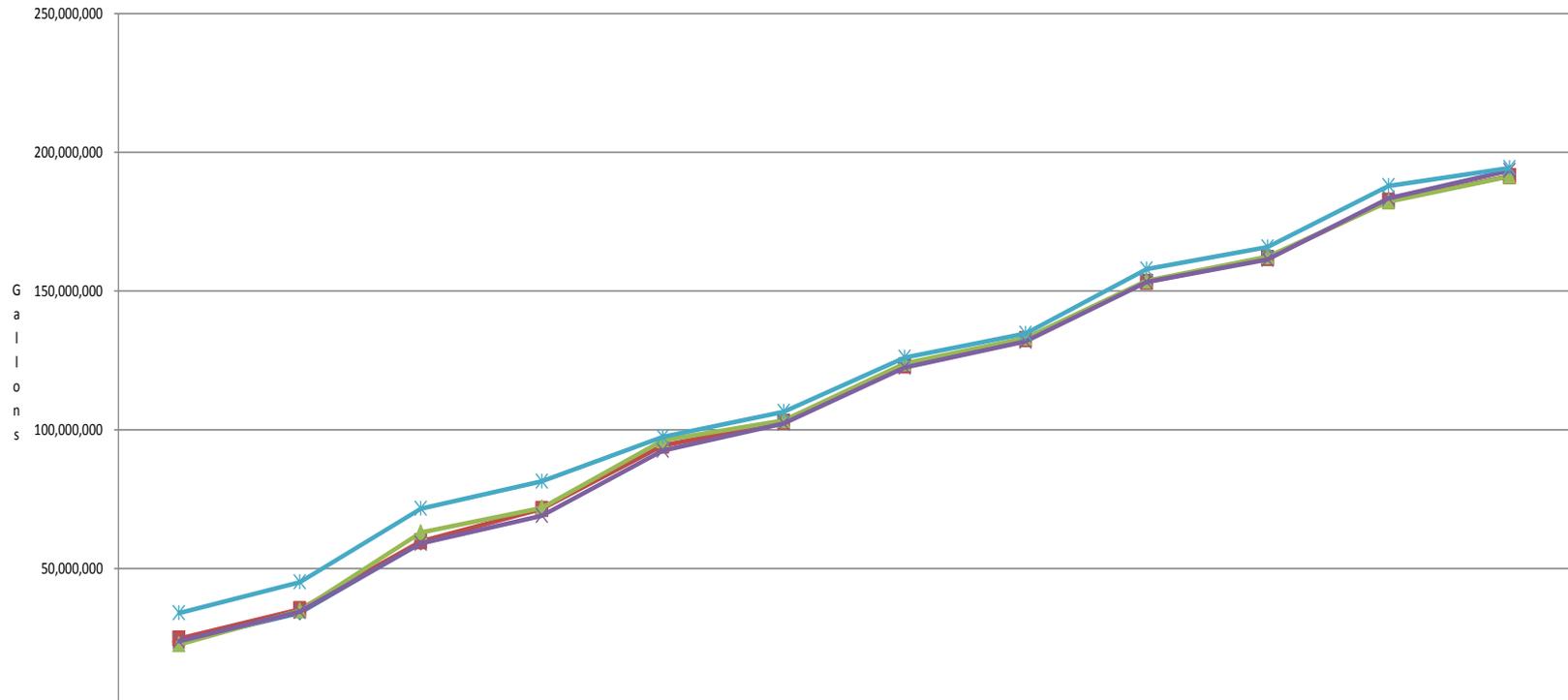


Sep YTD Pinewood Heights Expenses Phase III



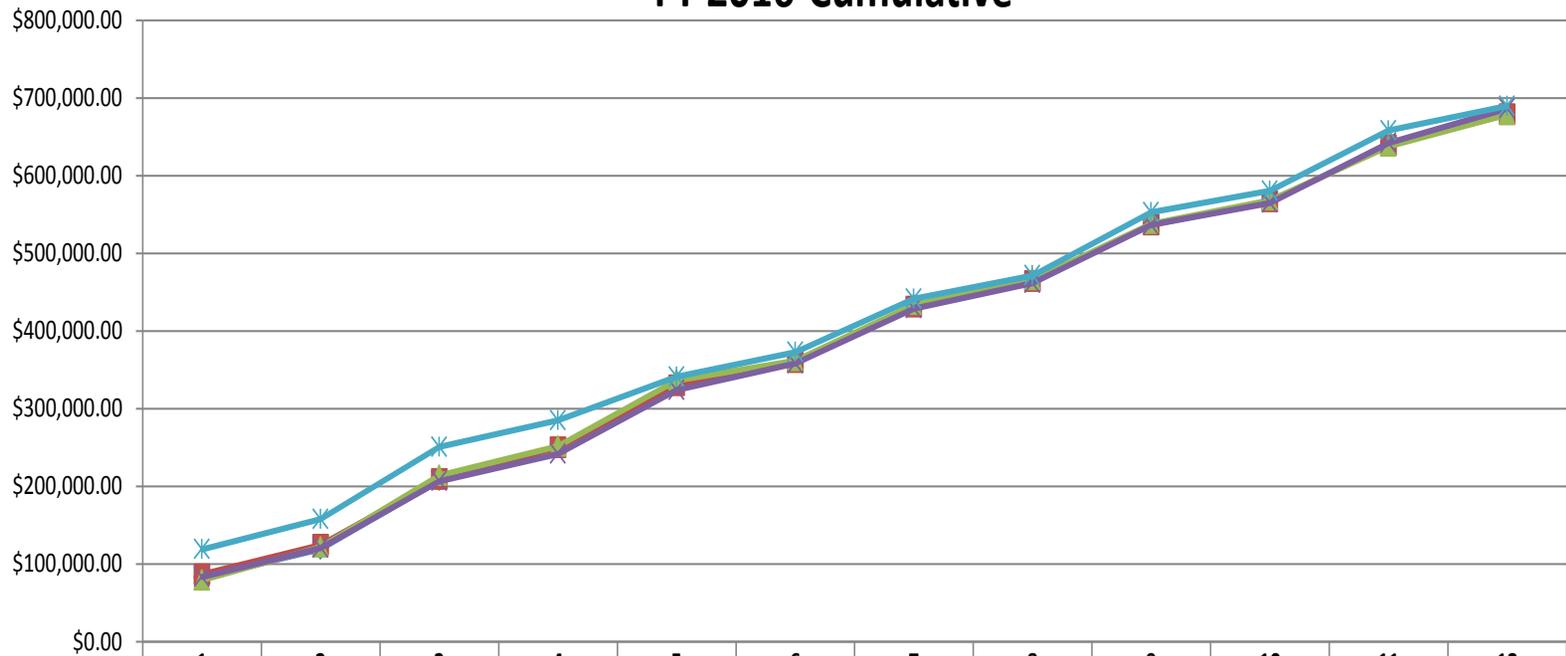
■ Sep YTD Actual	\$844	\$246,864	\$-	\$122,372	\$88,789	\$401	\$459,270
■ Budget	\$45,820	\$985,292	\$325,125	\$50,775	\$440,635	\$52,200	\$1,899,847

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



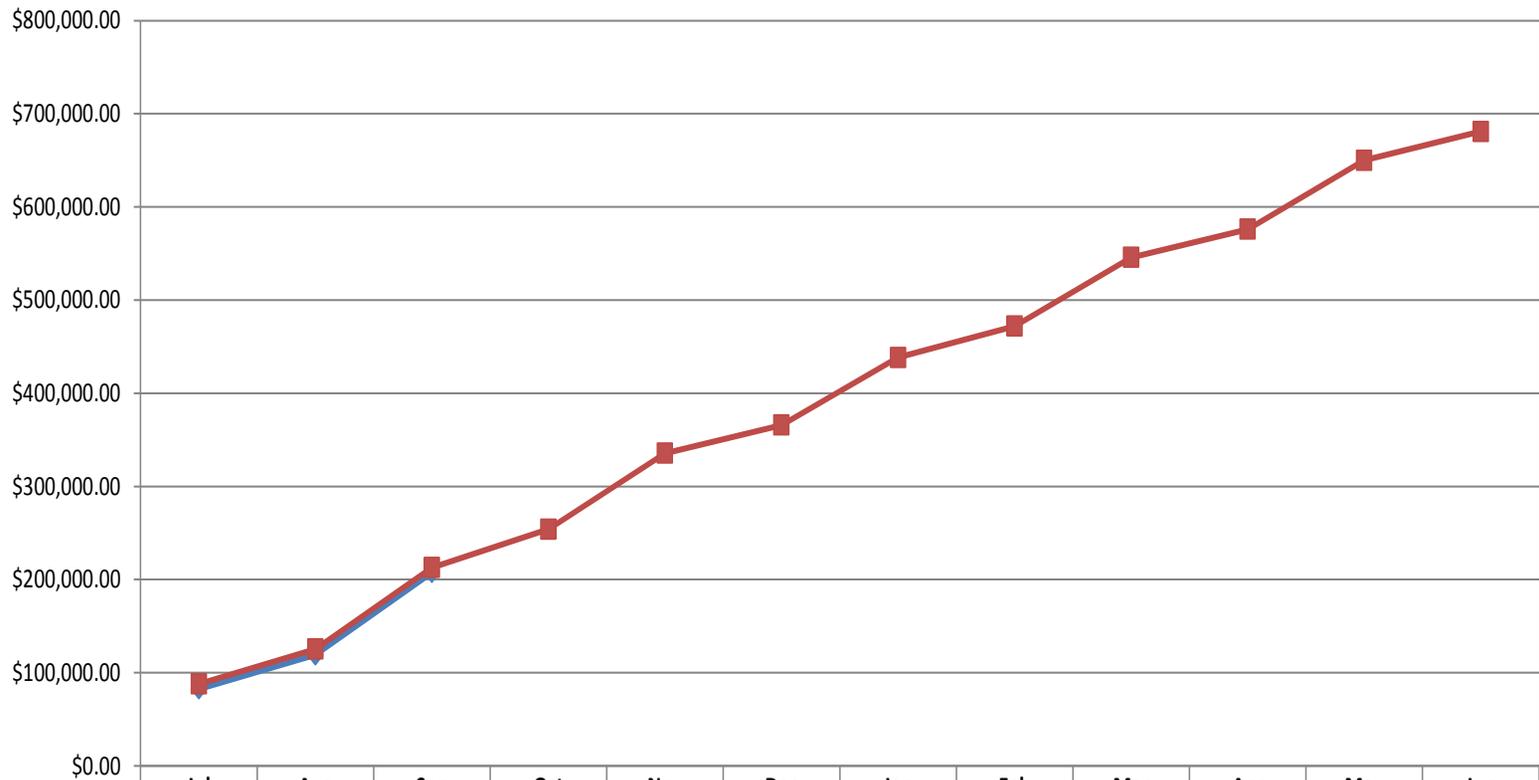
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	23,531,183	34,028,420	59,230,385									
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	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

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



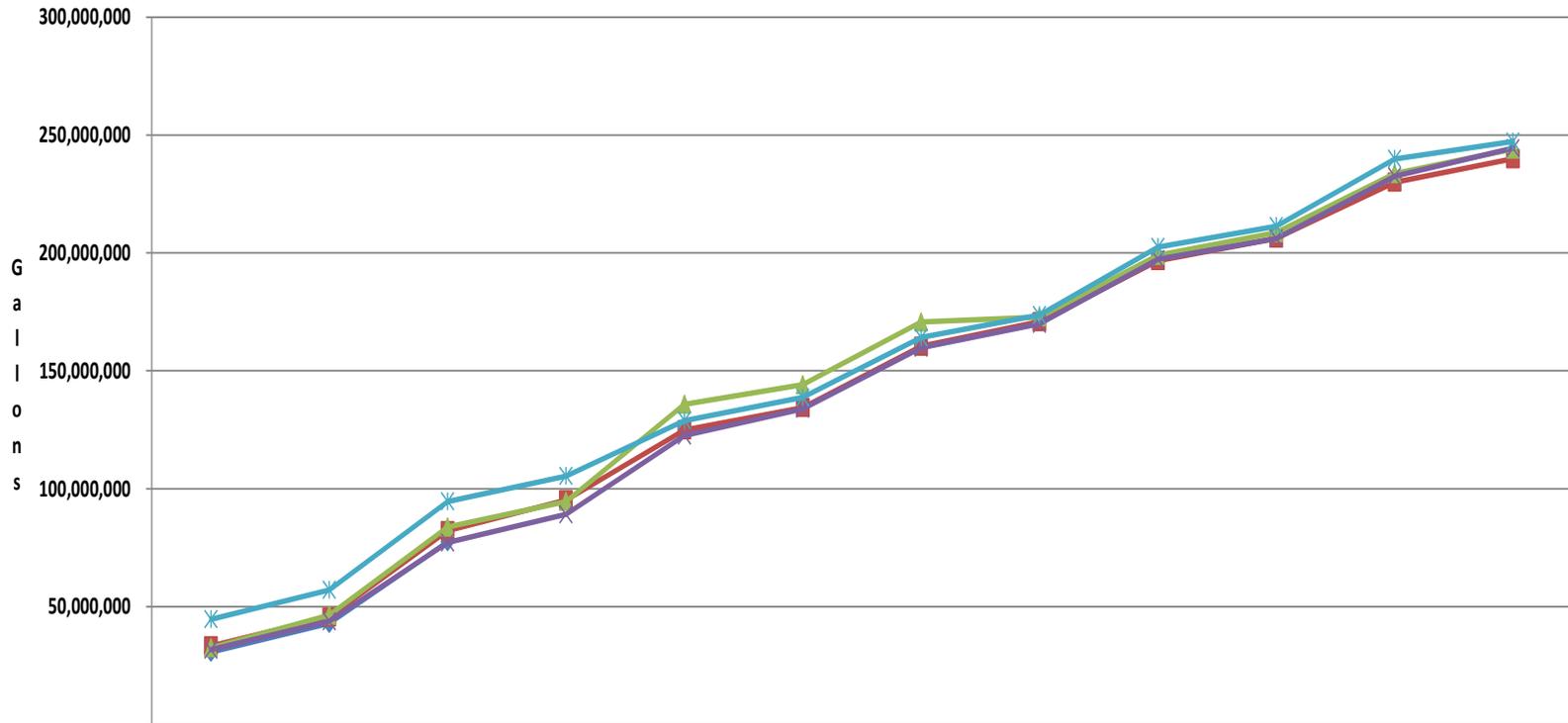
	1	2	3	4	5	6	7	8	9	10	11	12
Actual 2017	\$82,520	\$119,133	207,537									
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	679,156
Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461	\$361,634	\$433,773	\$465,867	\$538,259	\$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

Sep 2016 Adjusted Sewer Charges Compared to Pro-Rated Budget



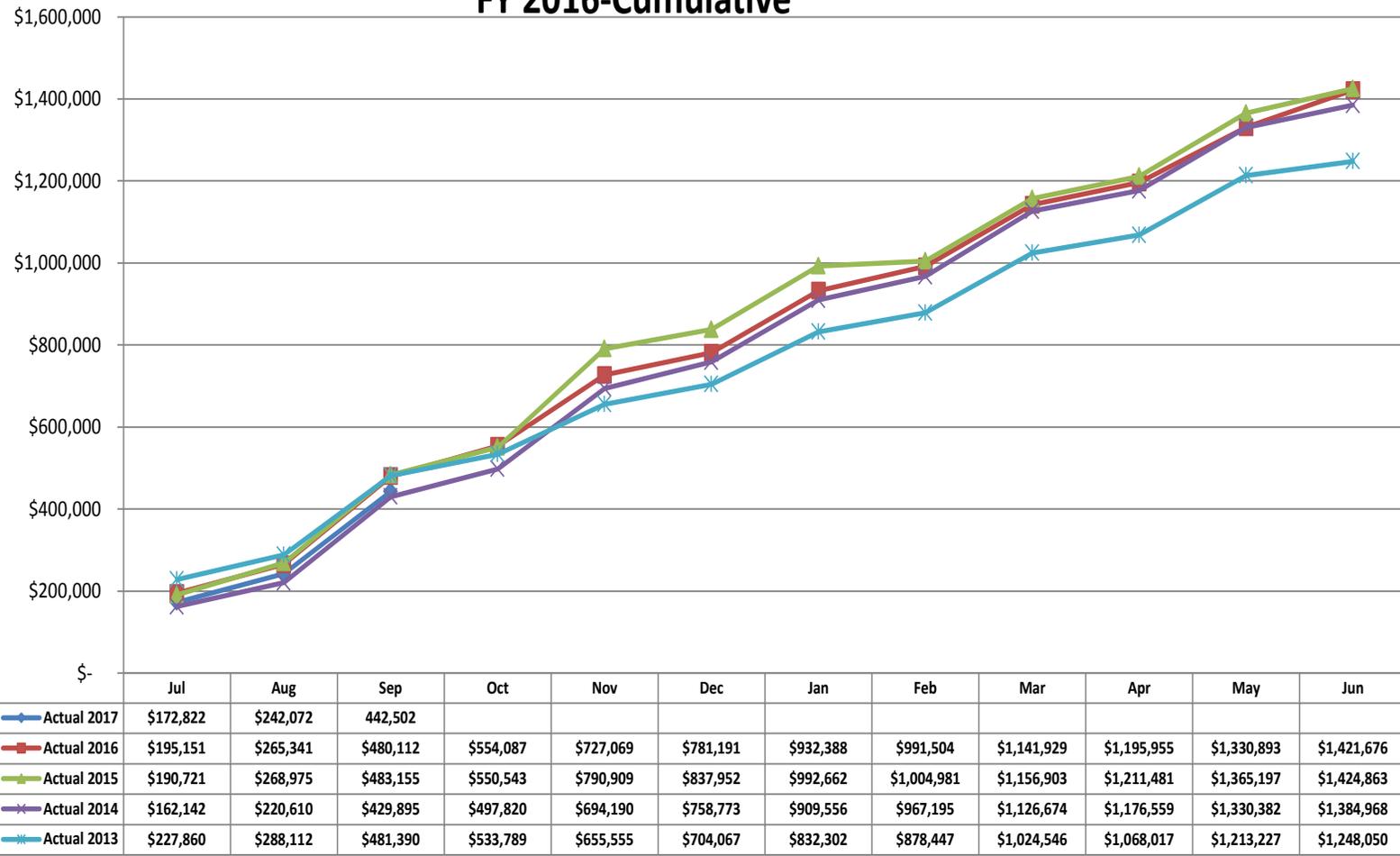
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537									
Pro-rated budget	\$88,029	\$125,431	\$212,784	\$254,063	\$335,515	\$365,917	\$438,440	\$471,995	\$545,791	\$576,115	\$649,965	\$681,000

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

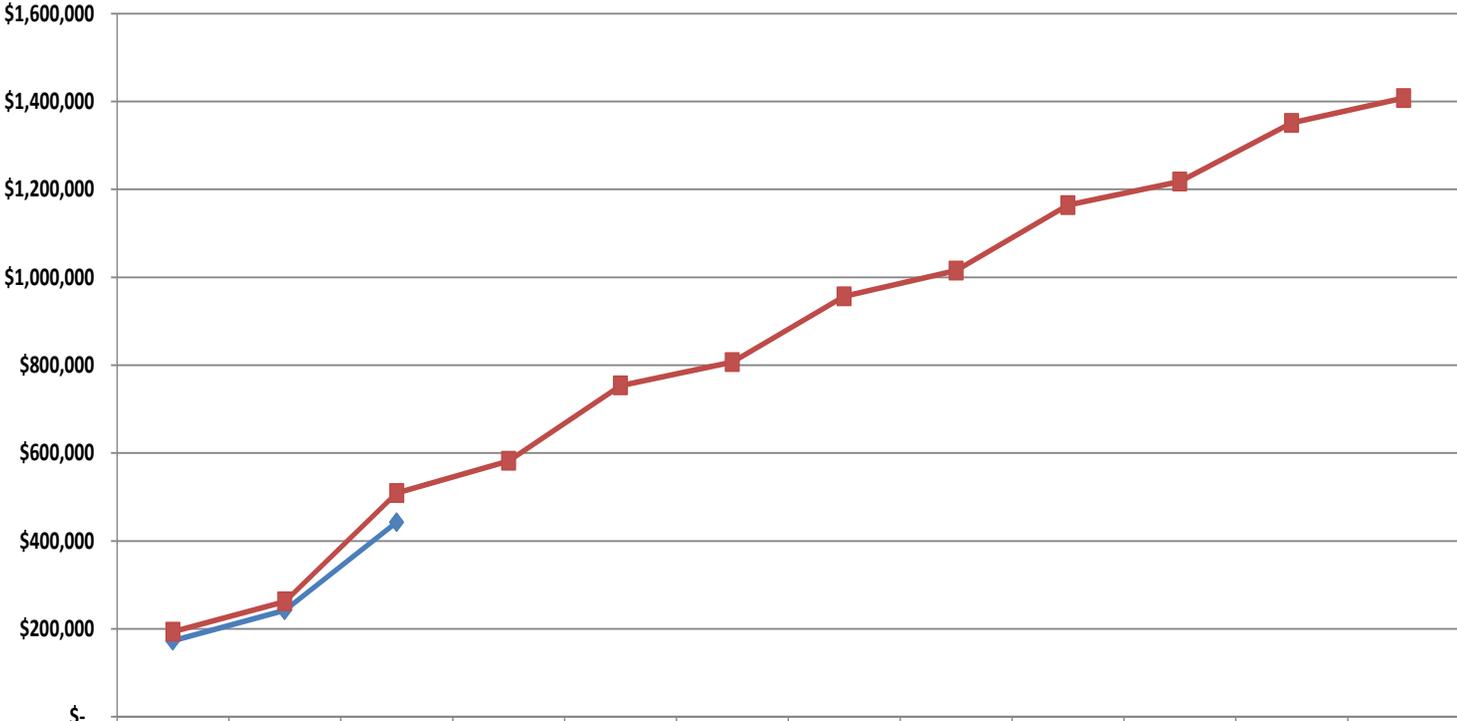


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	30,684,932	42,874,200	77,518,323									
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	239,954,917
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	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

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



Sep 2016 Adjusted Water Charges Compared to Pro-Rated Budget

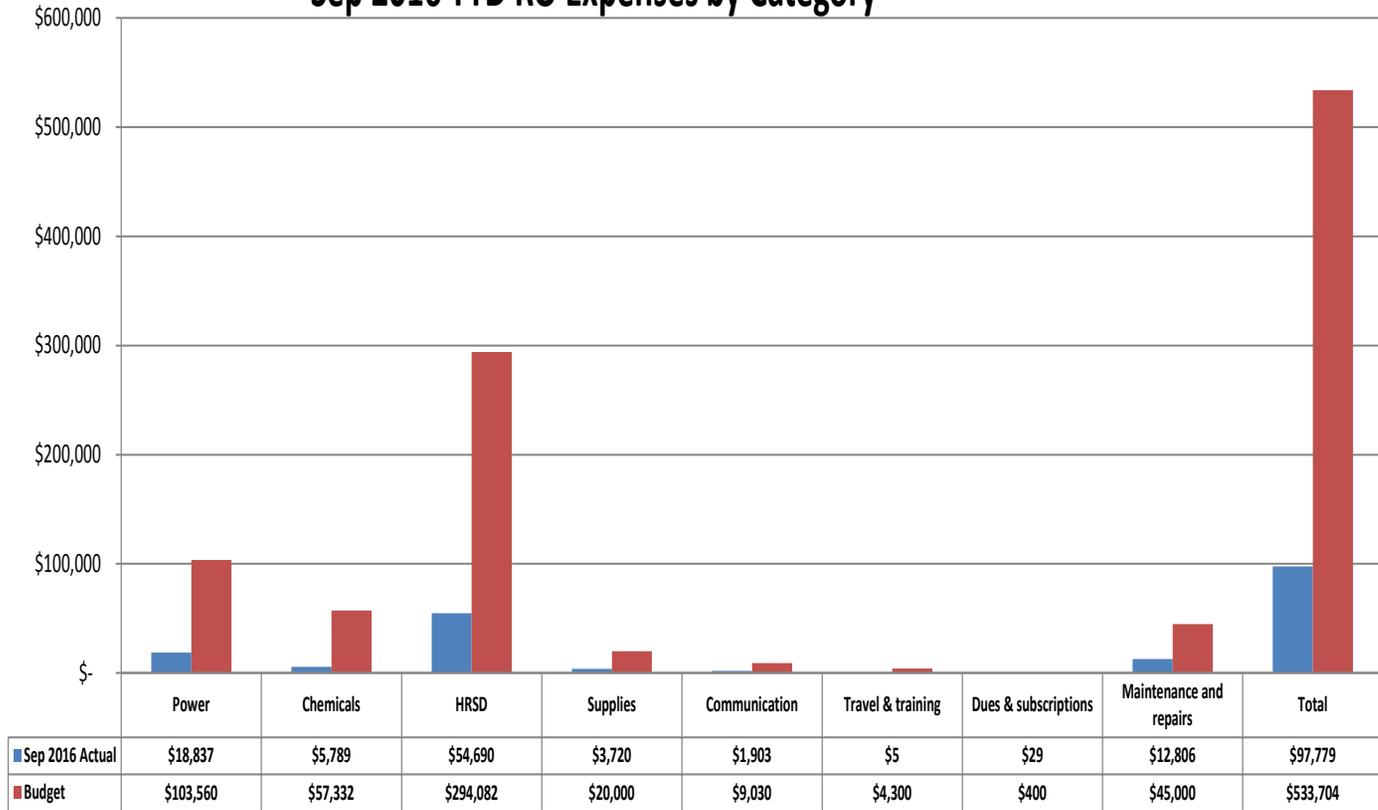


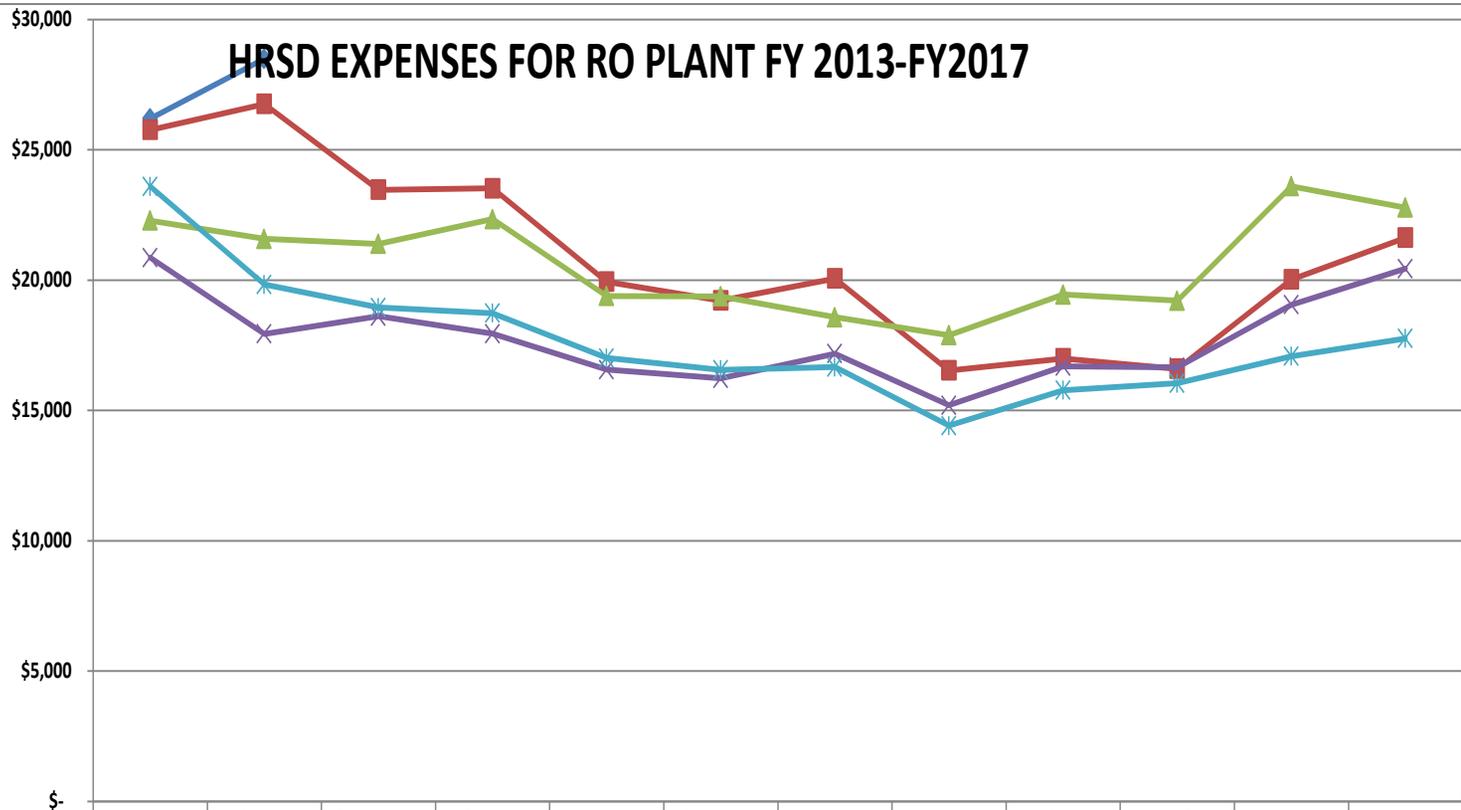
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$172,822	\$242,072	\$442,502									
Pro-rated budget	\$193,239	\$262,051	\$508,884	\$582,134	\$753,421	\$807,013	\$956,729	\$1,015,266	\$1,164,218	\$1,217,714	\$1,351,330	\$1,407,750

GATLING POINTE WATER BILLINGS

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17							\$ 6.10
Mar-17							\$ 6.10
Jan-17							\$ 6.10
Nov-16							\$ 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	14,313,600	\$ 27,037.38	\$ 9,606.67	\$ 89,085.15	\$ 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	

Sep 2016 YTD RO Expenses by Category





	July	August	September	October	November	December	January	February	March	April	May	June
◆ FY2017	\$26,201	\$28,489										
■ 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 July	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		33,063,626		\$ 134,826.48		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	4,038,800	3.29/CCF	17,764.36	9,872,982	43,425.37
		48,295,870		\$ 212,424.46		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	4,306,496	3.55/CCF	20,438.77	8,174,800	38,797.60
		44,960,296		\$ 213,382.00		

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru July	
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	8,567,190	43,866.52
		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	9,511,991	52,519.56
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	9,070,400	54,689.62

CASH BALANCES AS OF SEP 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
Water	Farmers Bank	533,576.85	(216,688.11)	40,460.51	357,349.25
Water-Debt Service	Farmers Bank	729,238.69	10,001.37	-	739,240.06
Water Capital Escrow (availability fees)	TowneBank	475,536.79	8,160.00	-	483,696.79
Water Treatment Plant Escrow	TowneBank	112,239.94			112,239.94
Water Deposit Account	TowneBank	95,859.91			95,859.91
Water Development Escrow	TowneBank	103,230.19	-	-	103,230.19
Subtotal Water		2,049,682.37	(198,526.74)	40,460.51	1,891,616.14
			-		
Sewer	Farmers Bank	533,576.85	(23,228.96)	(422,472.03)	87,875.86
Sewer Development Escrow	TowneBank	361,199.37	-	-	361,199.37
Sewer Capital Escrow (availability fees)	TowneBank	849,890.54	12,360.00	-	862,250.54
Sewer Compliance	Farmers Bank	1,572,179.68	25,977.78	-	1,598,157.46
Subtotal Sewer		3,316,846.44	15,108.82	(422,472.03)	2,909,483.23
Highway	Farmers Bank	128,520.81	185,345.77	-	313,866.58
General Fund	Farmers Bank	1,109,764.36	34,331.13	382,011.52	1,526,107.01
Payroll	Farmers Bank	266,832.01			266,832.01
Money Market-General Fund	TowneBank	2,197.40			2,197.40
Business Super Now-General Fund	Farmers Bank	33,309.48			33,309.48
Money Market-General Fund	Farmers Bank	291,085.33			291,085.33
General Fund Capital Escrow Account	TowneBank	215,755.53			215,755.53
Certificate of Deposit	Farmers Bank	526,498.74			526,498.74
Certificate of Deposit-Police Dept	Farmers Bank	36,863.72			36,863.72
Special Project Account	Farmers Bank	3,048,421.26			3,048,421.26
Pinewood Heights Escrow	Farmers Bank	40,985.56			40,985.56
SNAP Account	Farmers Bank	2,294.75			2,294.75
Museum Account	Farmers Bank	137,946.57			137,946.57
Windsor Castle Acct	TowneBank	50,500.00			50,500.00
S. Church Street Account	TowneBank	36,258.98	(36,258.98)	-	-
Subtotal General Fund		5,798,713.69	(1,927.85)	382,011.52	6,178,797.36
TOTAL ALL FUNDS		11,293,763.31	0.00	-	11,293,763.31

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

ADMINISTRATOR:	AMANDA WESLEY 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

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

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

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

ACCOUNT STATEMENT

Statement Period 09/01/2016 through 09/30/2016
Account Number 9246002035

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Asset Summary As Of 09/30/2016	3
Summary Of Earnings	5
Chronological Schedule Of Transactions	6

ACCOUNT STATEMENT

Statement Period
Account Number

09/01/2016 through 09/30/2016
9246002035

Balance Sheet

	AS OF 09/01/2016		AS OF 09/30/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CIF/CTF FUNDS-BALANCED				
CIF/CTF FUNDS-BALANCED	505,542.98	510,772.73	505,932.25	511,317.88
TOTAL CIF/CTF FUNDS-BALANCED	505,542.98	510,772.73	505,932.25	511,317.88
TOTAL HOLDINGS	505,542.98	510,772.73	505,932.25	511,317.88
TOTAL ASSETS	505,542.98	510,772.73	505,932.25	511,317.88
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	505,542.98	510,772.73	505,932.25	511,317.88
TOTAL LIABILITIES AND EQUITY	505,542.98	510,772.73	505,932.25	511,317.88

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

ACCOUNT STATEMENT

Page 2

Statement Period 09/01/2016 through 09/30/2016
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 09/01/2016		510,772.73
CTF DISTRIBUTIONS	432.59	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	155.88	
ADMINISTRATIVE EXPENSES	43.32-	
TOTAL MARKET VALUE AS OF 09/30/2016		511,317.88

ACCOUNT STATEMENT

Statement Period 09/01/2016 through 09/30/2016
Account Number 9246002035

Asset Summary As Of 09/30/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	511,317.88	505,932.25	100
TOTAL INVESTMENTS	511,317.88	505,932.25	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	511,317.88		

ACCOUNT STATEMENT

Statement Period 09/01/2016 through 09/30/2016
Account Number 9246002035

Asset Detail As Of 09/30/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED				
50,549.448	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	511,317.88	505,932.25	100
		511,317.88	505,932.25	100
	TOTAL INVESTMENTS	511,317.88		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	511,317.88		
	TOTAL MARKET VALUE	511,317.88		

ACCOUNT STATEMENT

Statement Period
Account Number

09/01/2016 through 09/30/2016
9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS 432.59

TOTAL INCOME EARNED 432.59

UNREALIZED GAIN IN THE PERIOD 155.88

TOTAL INCREASES IN FUND VALUE 588.47

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 43.32

TOTAL FEES AND OTHER EXPENSES 43.32

TOTAL DECREASES IN FUND VALUE 43.32

NET CHANGE IN NET ASSET VALUE 545.15

ACCOUNT STATEMENT

Statement Period
Account Number

09/01/2016 through 09/30/2016
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
09 / 01 / 2016	BEGINNING BALANCE	0 . 00	505 , 542 . 98
09 / 01 / 2016	DISTRIBUTION FROM 50,510.96 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 08/31/2016 CUSIP # CF5400035	218 . 95	0 . 00
09 / 01 / 2016	PURCHASED 218.95 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 09/01/2016 AT 1.00 CUSIP # 61747C608	218 . 95 -	218 . 95
09 / 02 / 2016	PURCHASED 21.652 UNITS VIRGINIA INVESTMENT POOL ON 09/02/2016 AT 10.1121 INCOME REINVESTMENT CUSIP # CF5400035	218 . 95 -	218 . 95
09 / 02 / 2016	SOLD 218.95 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 09/02/2016 AT 1.00 CUSIP # 61747C608	218 . 95	218 . 95 -
09 / 16 / 2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 08/31/2016	43 . 32 -	0 . 00
09 / 16 / 2016	DISTRIBUTION FROM 50,532.61 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 09/15/2016 CUSIP # CF5400035	213 . 64	0 . 00
09 / 16 / 2016	PURCHASED 170.32 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 09/16/2016 AT 1.00 CUSIP # 61747C608	170 . 32 -	170 . 32
09 / 19 / 2016	PURCHASED 16.837 UNITS VIRGINIA INVESTMENT POOL ON 09/19/2016 AT 10.1161 INCOME REINVESTMENT CUSIP # CF5400035	170 . 32 -	170 . 32
09 / 19 / 2016	SOLD 170.32 SHS MORGAN STANLEY GOVERNMENT ADVISORY #8342 ON 09/19/2016 AT 1.00 CUSIP # 61747C608	170 . 32	170 . 32 -
09 / 30 / 2016	ENDING BALANCE	0 . 00	505 , 932 . 25

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

ACCOUNT STATEMENT

Statement Period
Account Number

09/01/2016 through 09/30/2016
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

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

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

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

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

REGIONS PRIVATE WEALTH MANAGEMENT TRADES

REGIONS PRIVATE WEALTH MANAGEMENT PERFORMS TRADE REQUESTS AS AN ACCOMODATION ONLY. REGIONS PRIVATE WEALTH MANAGEMENT ALLOWS THE USE OF ELECTRONIC COMMUNICATION(I.E., FAX, EMAIL, INSTANT MESSAGE, TEXT, ETC.) OR VOICEMAIL BY ANY CUSTOMER TO REQUEST, AUTHORIZE OR EFFECT THE PURCHASE OR SALE OF SECURITIES. WE DO NOT GUARANTEE THAT ANY SUCH REQUEST WILL BE TIMELY PROCESSED. ACCOUNT ORDERS REQUESTED VIA E-COMMUNICATION OR VOICEMAIL WILL NOT BE HONORED UNTIL VERBAL CONFIRMATION OF THE REQUEST HAS BEEN COMPLETED VIA CALL BACK FROM A PRIVATE WEALTH MANAGEMENT ASSOCIATE TO THE PRIVATE WEALTH MANAGEMENT CLIENT WHO SENT THE INITIAL COMMUNICATION.

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

Statement As of Date:

10/2/2016

Customer ID:

19030

L/B Water Service, Inc.

540 S High Street

PO Box 60

Selinsgrove, PA 17870

570-374-2355



Statement

CUSTOMER ID

19030

AS OF DATE

PAGE

10/2/2016

1 of 1

Total Amount Due:

12,122.39

Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

757-365-4200

SUPPLIES - REPLACEMENT OF OLD WATER LINE

Invoice Number	Invoice Date	Purchase Order Number	Amount Due	Invoice Number	Amount Enclosed
3008342	9/26/2016	PAGEN ROAD JOB	11,614.67	3008342	
3008346	9/26/2016	JEFF 091616	312.58	3008346	
3008680	9/26/2016	SOLID WIRE	195.14	3008680	
Total Amount Due:			12,122.39		
			<i>U.S. Dollars</i>		
-----Invoice Age in Days-----					
Current	<= 30	31 to 60	61 to 90	OVER 90	
0.00	12,122.39	0.00	0.00	0.00	
			Total Amount Due 12,122.39		
			Amount Enclosed: _____		
			<i>U.S. Dollars</i>		

VENDOR # _____

ACCOUNT # _____

DEPT HEAD *[Signature]*

TOWN MANAGER *[Signature]*



L/B Water Service, Inc.
 Location: 108 Richmond
 540 S High Street
 PO Box 60
 Selinsgrove, PA 17870

REMIT TO
LB WATER SERVICE, INC.
PO Box 60
Selinsgrove, PA 17870
Phone: 570-374-2355
Fax: 570-374-7046

INVOICE

INVOICE	
3008342	
Invoice Date	Page
9/26/2016	1 of 2
ORDER NUMBER	
1072137	

Bill To: 19030

Ship To:

Town of Smithfield
 P.O. Box 246
 Smithfield, VA 23431

Town of Smithfield
 293 Cary Street
 Smithfield, VA 23430

Ordered By:

PO Number			Terms		Net Due Date		
PAGEN ROAD JOB			Net 30		10/26/2016		
Order Date	Pick Ticket No	Carrier	Tracking #		Salesrep	Entered By	
9/13/2016	2010047	L/B Truck			Charlie Rowland	CHARLIE_ROWLAND	
Quantities			UOM	Item ID Item Description	Price UOM	Unit Price	Extended Price
Ordered	Shipped	Remaining					
1.00	1.00	0.00	EA	6-8950OL-L 6IN MJ X FLG OLAWWA C509 TAPPING VALVE 2IN SQ NUT 250 PSI SS BOLTING LESS ACCESSORIES	EA	730.82	730.82
8.00	8.00	0.00	EA	NPN15N NPN15 FRAME AND COVER MARKED WATER FOR NEWPORT NEWS ONLY"	EA	96.50	764.00
900.00	900.00	0.00	FT	8-DR18DIAM 8IN X 20FT DR18 PVC PIPE AWWA C900-07 235 PSI DIAMOND PIPE	FT	5.71	5,139.00
300.00	300.00	0.00	FT	4-DR18DIAM 4IN X 20FT DR18 PVC PIPE AWWA C900-07 235 PSI DIAMOND PIPE	FT	1.76	528.00
3.00	3.00	0.00	EA	G28BOCHSFD GIL CHESTFLD SLIMLINE HYDRANT 2FT6IN TRENCH 2-1/2IN NST VERT OUT W/PVC CAP(GHSFLD26)	EA	220.50	661.50
7.00	7.00	0.00	EA	FC202-526-CC4 4IN X 1IN CC EPOXY COATED DOUBLE BAND SERVICE SADDLE W/SS STRAP 4.75-5.26 OD	EA	55.07	385.49
10.00	10.00	0.00	EA	FC202-905-CC4 8IN X 1IN CC EPOXY COATED DOUBLE BAND SERVICE SADDLE W/SS STRAP 8.63 - 9.05 OD	EA	73.30	733.00
17.00	17.00	0.00	EA	FB1000-4-NL 1IN BALL CORP AWWA X PACK JOINT CTS (NO LEAD)	EA	53.03	901.51
17.00	17.00	0.00	EA	1520-2002 1520-18 METERBOX	EA	19.92	338.64

ORIGINAL



L/B Water Service, Inc.
 Location: 108 Richmond
 540 S High Street
 PO Box 60
 Selinsgrove, PA 17870

REMIT TO
LB WATER SERVICE, INC.
PO Box 60
Selinsgrove, PA 17870
Phone: 570-374-2355
Fax: 570-374-7045

INVOICE

INVOICE	
3008342	
Invoice Date	Page
9/26/2016	2 of 2
ORDER NUMBER	
1072137	

Quantities				Disp.	Item ID Item Description	Price UOM	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM					
4.00	4.00	0.00	RL		APE-1001-500B 10G SOLID TRACE WIRE COATED BLUE 500FT ROLL	RL	111.28	445.12
2.00	2.00	0.00	RL		WATER TAPE DETECTABLE MARKING TAPE WATERLINE BELOW 2IN X 1000FT DT2 BW (BLUE)	RL	13.27	26.54
3.00	3.00	0.00	EA		SI4-ML-PVC-KIT 4IN PVC MEGALUG ACC SET (IMPORT) STARGRIP SERIES 4000P (PVCCK4004N)	EA	30.26	90.78
7.00	7.00	0.00	EA		SI6-ML-PVC-KIT 6IN PVC MEGALUG ACC SET (IMPORT) STARGRIP SERIES 4000P (PVCCK4006N)	EA	37.53	262.71
12.00	12.00	0.00	EA		SI8-ML-PVC-KIT 8IN PVC MEGALUG ACC SET (IMPORT) STARGRIP SERIES 4000	EA	50.63	607.56

SUB-TOTAL: 11,614.67
TAX: 0.00
AMOUNT DUE: 11,614.67
U.S. Dollars

ORIGINAL



L/B Water Service, Inc.
 Location: 108 Richmond
 540 S High Street
 PO Box 60
 Selinsgrove, PA 17870

REMIT TO
LB WATER SERVICE, INC.
PO Box 60
Selinsgrove, PA 17870
Phone: 570-374-2355
Fax: 570-374-7045

INVOICE

INVOICE	
3008346	
Invoice Date	Page
9/26/2016	1 of 2
ORDER NUMBER	
1073527	

Bill To: 19030

Ship To:

Town of Smithfield
 P.O. Box 246
 Smithfield, VA 23431

Town of Smithfield
 293 Cary Street
 Smithfield, VA 23430

Ordered By: Mr. JEFF SMITH

PO Number			Terms			Net Due Date		
JEFF 091616			Net 30			10/26/2016		
Order Date	Pick Ticket No	Carrier	Tracking #			Salesrep	Entered By	
9/16/2016	2010060	L/B Truck				Charlie Rowland	PAUL_SHOOK	
Quantities		UOM	Disp.	Item ID	Item Description	Price UOM	Unit Price	Extended Price
Ordered	Shipped							
100.00	100.00	0.00	EA	GT-108R	5/8IN RUBBER METER CONNECTION GASKET (004-6292)	EA	0.17	17.00
4.00	4.00	0.00	EA	C44-33-NL	3/4IN CTS PACK JT COUPLING OR #Q24-13 1/2IN(XS) X 3/4IN COPPER (NO LEAD)	EA	18.27	73.08
1.00	1.00	0.00	EA	CSP-3A-NL	3/4IN AWWA TAPER CORP STOP PLUG SQUARE HEAD LEAD FREE	EA	7.69	7.69
60.00	60.00	0.00	FT	.5-SCH40B-NA	1/2IN X 20FT SCH40 PVC PIPE, BELLED END ASTM D1785	FT	0.24	14.40
4.00	4.00	0.00	EA	322-0004	4IN PVC DWV H X S 45 STREET BEND (P323-040) (82498) (D404)	EA	6.23	24.92
2.00	2.00	0.00	EA	307-0044	4IN PVC DWV H X H X H WYE (P600-040) (83222) (D304)	EA	11.45	22.90
2.00	2.00	0.00	EA	P501-040	4IN SCH40 DWV 1 PC COMBO TEE-WYE (SPEARS # P501-040)	EA	15.62	31.24
6.00	6.00	0.00	EA	CW18	CW-18 CLEAN OUT FRAME & COVER	EA	20.00	120.00
3.00	3.00	0.00	EA	429-005	1/2IN SCH40 PVC COUPLING SOC	EA	0.45	1.35

ORIGINAL



L/B Water Service, Inc.
 Location: 108 Richmond
 540 S High Street
 PO Box 60
 Selinsgrove, PA 17870

REMIT TO
LB WATER SERVICE, INC.
PO Box 60
Selinsgrove, PA 17870

Phone: 570-374-2355
Fax: 570-374-7045

INVOICE

INVOICE	
3008346	
Invoice Date	Page
9/26/2016	2 of 2
ORDER NUMBER	
1073527	

Quantities				Disp.	Item ID Item Description	Price UOM	Unit Price	Extended Price
Ordered	Shipped	Remaining	UOM					

SUB-TOTAL: 312.58
TAX : 0.00
AMOUNT DUE: 312.58
U.S. Dollars

ORIGINAL



L/B Water Service, Inc.
 Location: 108 Richmond
 540 S High Street
 PO Box 60
 Selinsgrove, PA 17870

REMIT TO
LB WATER SERVICE, INC.
PO Box 60
Selinsgrove, PA 17870
Phone: 570-374-2355
Fax: 570-374-7045

INVOICE

INVOICE	
3008680	
Invoice Date	Page
9/26/2016	1 of 1
ORDER NUMBER	
1069781	

Bill To: 19030

Ship To:

Town of Smithfield
 P.O. Box 246
 Smithfield, VA 23431

Town of Smithfield
 293 Cary Street
 Smithfield, VA 23430

Ordered By:

PO Number	Terms	Net Due Date
SOLID WIRE	Net 30	10/26/2016

Order Date	Pick Ticket No	Carrier	Tracking #	Salesrep	Entered By
9/7/2016	2004027	UPS Ground	1Z43R40W0363835955	Charlie Rowland	PAUL_SHOOK

Quantities			UOM	Disp.	Item ID Item Description	Price UOM	Unit Price	Extended Price
Ordered	Shipped	Remaining						
2.00	2.00	0.00	RL		APE-1201-500B 12 AWG SOLID COPPER TRACE WIRE 30 MIL HDPE COAT, BLUE, 500FT	RL	97.57	195.14

SUB-TOTAL: 195.14
TAX : 0.00
AMOUNT DUE: **195.14**
U.S. Dollars

ORIGINAL

HDSUPPLY

WATERWORKS

INVOICE

Invoice # G126161
 Invoice Date 9/21/16
 Account # 095205
 Sales Rep ROBERT LARSON
 Phone # 757-424-4604
 Branch # 209 Chesapeake, VA
 Total Amount Due \$11,195.18

1830 Craig Park Court
 St. Louis, MO 63146

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

Remit To:
 HD SUPPLY WATERWORKS, LTD.
 PO BOX 4853
 ORLANDO, FL 32802-4853

591 1 MB 0.419 E0108X 10151 D1882593005 S2 P3493482 0001:0003



TOWN OF SMITHFIELD
 PO BOX 246
 SMITHFIELD VA 23431-0246

Shipped to:
 STOCK #209 CHESAPEAKE
 293 Cary Street
 PO BOX 246
 SMITHFIELD, VA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
9/13/16	9/20/16	PAGAN ROAD	PAGAN ROAD			OUR TRUCK	G126161

WATERLINE REPLACEMENT - SUPPLIES

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
/20014602698	622-069006-231 6X6 TAPPING SLV EPOXY COATED SS BID SEQ# 10	1	1		365.32000	EA	.00
0412TR12	12X12.5' PVC TRUSS PIPE (G) BID SEQ# 30	42	42		12.91000	FT	542.22
51088571MLA	8 8571 KE MJ RW GV O/L L/A BID SEQ# 40	4	4		819.09000	EA	3,276.36
21108T040M	8X4 MJ TEE (I) CP DI C153 BID SEQ# 50	1	1		93.39000	EA	93.39
51048571MLA	4 8571 KE MJ RW GV O/L L/A BID SEQ# 60	1	1		403.00000	EA	403.00
21108T060M	8X6 MJ TEE (I) CP DI C153 BID SEQ# 70	1	1		107.72000	EA	107.72
51068571MLA	6 8571 KE MJ RW GV O/L L/A BID SEQ# 80	2	2		514.26000	EA	1,028.52
604486M3K81ALA	4-1/2VO K81A HYD 4"0"B 6MJ 3W BID SEQ# 90	1	1		1690.80000	EA	1,690.80
/20014602699	1" MUNICIPEX PIPE 300' COIL BID SEQ# 100	900	900		1.45000	FT	1,305.00
/20014602700	2" MUNICIPEX PIPE 300' COIL BID SEQ# 110	300	300		8.81000	FT	2,643.00
/20014602701	3/4" MUNICIPEX PIPE 100' COIL BID SEQ# 120	100	100		.95000	FT	95.00

HD SUPPLY WATERWORKS

INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # G126161
 Invoice Date 9/21/16
 Account # 095205
 Sales Rep ROBERT LARSON
 Phone # 757-424-4604
 Branch # 209 Chesapeake, VA
 Total Amount Due \$11,195.18

Remit To:
 HD SUPPLY WATERWORKS, LTD.
 PO BOX 4853
 ORLANDO, FL 32802-4853



TOWN OF SMITHFIELD
 PO BOX 246
 SMITHFIELD VA 23431-0246

Shipped to:
 STOCK #209 CHESAPEAKE
 293 Cary Street
 PO BOX 246
 SMITHFIELD, VA

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
9/13/16	9/20/16	PAGAN ROAD	PAGAN ROAD			OUR TRUCK	G126161

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
21AMGB08	8 MJ REGULAR ACC SET L/GLAND (LESS GLAND) BID SEQ# 130	1	1		10.17000	EA	10.17
0412TR12	12X12.5' PVC TRUSS PIPE (G)	10	10		N/C	FT	



Paperless Billing
 - Expedites delivery.
 - Save trees.
 - Go GREEN.

Register Now for Our New Customer Portal,
Online ADVANTAGE
www.hdsupplywaterworks.com



Local Knowledge
 Local Experience
 Local Service, NationwideSM

Freight	Delivery	Handling	Restock	Misc.	Subtotal:	11,195.18
					Other:	0.00
					Tax:	0.00
					Invoice Total:	\$11,195.18

Terms: NET 30

Ordered By: JESSIEJEFF

This transaction is governed by and subject to HD Supply Waterworks' standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: www.waterworks.hdsupply.com/TandC.

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 1016-1072.1610

Invoice Date: Oct 12, 2016

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
Lumar Rd between Wainwright and Moonfield Smithfield, VA 23431
<i>WATER LINE REPLACEMENT</i>

Customer ID	Customer PO	Payment Terms	
Smithfield	per Jessie Snead	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/27/16

Quantity	Item	Description	Unit Price	Amount
77.00		77 hrs equipment/labor- change over water services from 2" back to 10" on Lumar, Kill 2" behind houses	225.00	17,325.00
2.00		Truck supplies	50.00	100.00
	Vendor #	_____		
	Account #	_____		
	Dept. Head	_____		
	Town Manager	<i>PHS</i>		

Subtotal	17,425.00
Sales Tax	
Total Invoice Amount	17,425.00
Payment/Credit Applied	
TOTAL	17,425.00

Check/Credit Memo No:

A finance charge of 1.5% per month(18% annual) on past due invoices.

SYDNOR

HYDRO...INC.

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

RICHMOND, VIRGINIA 23261
FAX 804-788-9058

www.sydnorhydro.com
sydnor@sydnorhydro.com

INVOICE NUMBER

Please PAY BY INVOICE

SHIPPING ADDRESS
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

INVOICE TO

69569

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

SHIPPED TO

TOWN OF SMITHFIELD
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE 9/21/16	YOUR ORDER NUMBER	OUR JOB NUMBER U9350-8	TERRITORY 11	TAX EXEMPTION CERTIFICATION NUMBER ST 12
DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS NET 30	

QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	<p><u>CRESCENT PUMP STATION</u></p> <p>1 - FAIRBANKS MORSE DJ5433WD SUBMERSIBLE RUN-DRY PUMP, 30HP, 1800RPM, 460V/3PH/60HZ, TO REPLACE SERIAL #K4G1-078345</p> <p>SYDNOR # <u>232</u></p> <p>ACCOUNT # <u>4-004-42070-5400</u></p> <p>DEPT HEAD <u>[Signature]</u></p> <p>TOWN MANAGER <u>[Signature]</u></p>		\$15,200.00	
	TOTAL BILLING			\$15,200.00

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



HYDRO...INC.

P.O. BOX 27186 RICHMOND, VIRGINIA 23261
PHONE 804-643-2725 FAX 804-788-9058

www.sydnorhydro.com
sydnor@sydnorhydro.com

35234

Please PAY BY INVOICE

SHIPPING ADDRESS
★ 2111 MAGNOLIA STREET, RICHMOND, VA 23223

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

SHIPPED TO
TOWN OF SMITHFIELD
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE 9/30/16	YOUR ORDER NUMBER	OUR JOB NUMBER 89373-8	TERRITORY 11	TAX EXEMPTION CERTIFICATION NUMBER ST12
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DATE SHIPPED OR COMPLETED	F.O.B.	VIA	TERMS NET 30
---------------------------	--------	-----	------------------------

QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	MORRIS CREEK PUMP STATION			
	1 - FAIRBANKS MORSE D5432WD SUBMERSIBLE RUN-DRY PUMP, 15 HP, 1800 RPM, 460V/3PH/60HZ, TO REPLACE SERIAL #1059179		\$10,100.00	
TOTAL BILLING				\$10,100.00

VENDOR # _____
ACCOUNT # _____
DEPT HEAD *PS* _____
TOWN MANAGER _____

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



3708 Adams Street, Suite E
Portsmouth, Virginia 23703
Ph. 757.686.0800
Fax 757.686.0823

ELECTRICAL CONTRACTORS

October 21, 2016

Town of Smithfield
Attn: Jessie Snead
911 South Church Street
Smithfield, VA 23431

Project: Replaced the SCADA Server #1 at Water Treatment Plant w/ Breakdown

Dear Mr. Snead:

We ~~are~~ provided services to repair and replace the crashed SCADA server #1 at the Water Treatment Plant as follows:

Breakdown:

- Repair and replace the crashed SCADA server #1 = \$10,830.00
 - Ran Cat5 cable and electrical power to server #1 = \$ 3,096.00
- **Lump Sum\$ 13,926.00**

We appreciate the opportunity to provide this information and hope this meets with your approval. If there are any questions, please call. Thank you.

Very truly yours,
R. E. W. Corporation

J. Gregory Dickson
J. Gregory Dickson
President

for

Vendor # _____

Account # _____

Dept. Head _____

Town Manager PMS

Kimley»Horn

Invoice for Professional Services

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

Invoice No: 8454001
 Invoice Date: Sep 30, 2016
 Invoice Amount: \$23,551.72
 Project No: 116499011.3
 Project Name: JOE LUTER SPORTS COMPLEX
 Project Manager: WEIST, JAMIE

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

Client Reference:

For Services Rendered through Sep 30, 2016

Federal Tax Id: 56-0885615

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ARCHITECTURAL DESIGN	24,465.55	24,465.55	24,465.55	0.00
EXPENSES	0.00	617.43	528.21	89.22
JOINT PERMIT APPLICATION	6,500.00	2,455.00	440.00	2,015.00
LIGHTING PLAN	1,500.00	342.50	342.50	0.00
MEETINGS AND COORDINATION	6,000.00	5,937.50	5,937.50	0.00
ON-SITE WELL/SEWER DESIGN	8,500.00	8,465.00	8,465.00	0.00
PLANTING AND IRRIGATION	1,500.00	1,500.00	1,500.00	0.00
POST APPLICATION ASSIST	4,000.00	0.00	0.00	0.00
PRELIM 35% SITE PLAN	13,500.00	13,397.50	13,397.50	0.00
RETAINING WALL SPECS	2,500.00	652.50	652.50	0.00
SITE PLANS	105,000.00	95,942.50	77,557.50	18,385.00
SW MANAGEMENT DESIGN	12,000.00	11,390.00	11,390.00	0.00
TRIP GEN/TURN WARRANT	12,500.00	8,050.00	4,987.50	3,062.50
Subtotal	197,965.55	173,215.48	149,663.76	23,551.72
Total COST PLUS MAX				23,551.72

Total
 \$ 25,356.⁹²

Total Invoice: \$23,551.72

Vendor # _____

Account # _____

Dept. Head _____

Town Manager PKS

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

Invoice No: 8454001
 Invoice Date: Sep 30, 2016
 Project No: 116499011.3
 Project Name: JOE LUTER SPORTS
 COMPLEX
 Project Manager: WEIST, JAMIE

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
JOINT PERMIT APPLICATION	PROFESSIONAL	7.0	115.00	805.00
		7.0	160.00	1,120.00
	SUPPORT STAFF	1.0	90.00	90.00
TOTAL JOINT PERMIT APPLICATION		15.0		2,015.00
SITE PLANS	PROFESSIONAL	3.0	130.00	390.00
		46.0	145.00	6,670.00
	SENIOR PROFESSIONAL	42.0	225.00	9,450.00
	SENIOR TECHNICAL SUPPORT	2.0	150.00	300.00
	SUPPORT STAFF	17.5	90.00	1,575.00
TOTAL SITE PLANS		110.5		18,385.00
TRIP GEN/TURN WARRANT	PROFESSIONAL	0.5	180.00	90.00
		1.5	200.00	300.00
	SENIOR PROFESSIONAL	11.5	225.00	2,587.50
	SUPPORT STAFF	0.5	80.00	40.00
		0.5	90.00	45.00
TOTAL TRIP GEN/TURN WARRANT		14.5		3,062.50
EXPENSES	OTHER EXPENSES			(69.00)
	MILEAGE ON PERSONAL VEHICLES	293.0	0.54	158.22
TOTAL EXPENSES		293.0		89.22
TOTAL LABOR AND EXPENSE DETAIL				23,551.72

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

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

Invoice No: 8454000
Invoice Date: Sep 30, 2016
Invoice Amount: \$1,805.20
Project No: 116499011.2
Project Name: JOE LUTER SPORTS COMPLEX
Project Manager: WEIST, JAMIE

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

Client Reference:

For Services Rendered through Sep 30, 2016

Federal Tax Id: 56-0885615

HOURLY

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
EXPENSES	0.00	1,805.20	0.00	1,805.20
Subtotal	0.00	1,805.20	0.00	1,805.20
Total HOURLY				1,805.20

Total Invoice: \$1,805.20

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

Invoice No: 8454000
Invoice Date: Sep 30, 2016
Project No: 116499011.2
Project Name: JOE LUTER SPORTS
COMPLEX
Project Manager: WEIST, JAMIE

HOURLY

Task	Description	Hrs/Qty	Rate	Current Amount Due
EXPENSES	OTHER EXPENSES			69.00
	PRINTING			1,736.20
TOTAL EXPENSES				1,805.20
TOTAL LABOR AND EXPENSE DETAIL				1,805.20

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



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		9/30/2016	12656

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Cross walk improvements

Item	Qty	Description	Rate	Amount
Contract		Furnish all labor, materials and equipment to accomplish the following to re-coat nine (9) existing stamped crosswalks:		
Contract		1. Set up and maintain traffic control. Please note that we intend to do half of 2 to 3 crosswalks with one lane closure, then flip traffic and complete the other side(s).		
		2. Coat crosswalks with two (2) coats of "brick" colorant.		
		Total Proposed Sum:	28,862.00	28,862.00
		Add: Thermoplastic boarders on crosswalks	950.00	950.00
		Vendor # _____		
		Account # _____		
		Dept. Held <u>W. R. Hill</u>		
		Town Manager <u>Hills</u>		

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$29,812.00

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

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





Isle of Wight County
 PO Box 80
 Isle of Wight, VA 23397
 757-365-6273

Original

INVOICE

FY2016 PORTION
 OF TOURISM COST

Invoice Date 09/23/2016	Invoice No. 1632
Customer Number 317100	
Invoice Total Due \$109,866.20	
Amount Paid	

Due upon receipt

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SMITHFIELD TOWN OF
 P O BOX 246
 SMITHFIELD, VA 23431

09350182017200001632900109866202

Isle of Wight County , Isle of Wight, VA 23397				Invoice Date	09/23/2016	Customer Number	317100	
Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due	
TOURISM SHARED EXPENSES W/AGENCIES	1.00	\$109,866.20	EACH	\$109,866.20	\$0.00	\$0.00	\$109,866.20	
Please make checks payable to Isle of Wight County						Invoice Total:	\$109,866.20	

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

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY
DEPARTMENT OF BUDGET AND FINANCE**

REQUEST FOR BILLING

Please Bill:

Organization Name: Town of Smithfield

Contact Person: Ellen Minga

Address: _____

City / State: _____ Zip: _____

Phone Number: _____

Fax Number: _____

In the amount of: \$109,866.20

For the following: (please provide specifics)

Town of Smithfield portion of FY 16 Tourism	\$	208,890.70
Prepayment 03.04.16	\$	(99,024.50)
BALANCE REMAINING	\$	109,866.20

Charge Code: <u>TOURISM</u>	Invoice# <u>11632</u>
Customer# <u>317100</u>	Batch# <u>295</u>

Credit to Org - Object: 1100-1133

Requested By: N. Mayo **Date:** 09.06.16

Approved By: _____ **Date:** _____
Michael Terry, Director of Budget and Finance

ISLE OF WIGHT COUNTY
Estimated FISCAL YEAR 2015-16
TOURISM TRUE-UP

	AMOUNT
EXPENDITURES	
FY 16 Expenses	\$ 433,853.10
EXPENSES PAID BY SMITHFIELD	-
TOTAL EXPEDITURES	<u>\$ 433,853.10</u>
REVENUES	
CHARGES FOR TOURISM (Revenue)	405.00
CHARGES FOR TOURISM (Revenue)	15,666.71
CHARGES FOR TOURISM (Revenue)	-
TOTAL REVENUE	<u>\$ 16,071.71</u>
NET EXPENDITURES	\$ 417,781.39
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 208,890.70
NET REVENUE COLLECTED BY SMITHFIELD NOT SENT TO ISLE OF WIGHT	\$ -
TOTAL SMITHFIELD TOURISM COSTS	<u>\$ 208,890.70</u>
TOTAL PAYMENTS RECEIVED FROM SMITHFIELD	\$ 99,024.50
DUE FROM / (DUE TO) SMITHFIELD	<u><u>\$ 109,866.20</u></u>

ISLE OF WIGHT COUNTY
 YEAR-TO-DATE BUDGET REPORT

09/19/2016 09:46
 mmayo

FOR 2016 13

ACCOUNTS FOR: 110 General Fund	ORIGINAL APPROP	TRANSFRS/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
11817000 Tourism							
11817000 511000 Salaries and Wages	162,521	22,310	184,831	179,254.27	.00	5,576.73	97.0%
11817000 513000 part-time Salaries	43,389	24,550	67,939	56,021.44	.00	11,917.56	82.5%
11817000 521000 Fica & Medicare Be	15,752	6,231	21,983	17,764.65	.00	4,218.35	80.8%
11817000 522100 VRS - Retirement B	18,024	0	18,024	19,879.43	.00	-1,855.43	110.3%
11817000 523000 Hospital/Medical P	27,456	0	27,456	27,714.00	.00	-258.00	100.9%
11817000 524000 Group Life Insuran	1,934	0	1,934	2,133.00	.00	-199.00	110.3%
11817000 528100 Deferred Comp	840	0	840	840.00	.00	.00	100.0%
11817000 531700 Professional Servi	2,600	0	2,600	.00	.00	2,600.00	.0%
11817000 533100 Repairs & Maintena	48,678	350	49,028	189.96	350.00	60.04	76.0%
11817000 536500 Marketing	8,831	0	8,831	45,566.62	.00	3,111.38	93.7%
11817000 538650 Technology Service	1,070	0	1,070	1,070.00	.00	.00	100.0%
11817000 539655 Risk Management Se	2,700	0	2,700	2,927.08	.00	-227.08	108.4%
11817000 551000 Utilities	1,500	0	1,500	1,359.40	.00	140.60	90.6%
11817000 552100 Postage	4,730	0	4,730	4,812.13	.00	-82.13	101.7%
11817000 552300 Telephone (Voice a	27,915	0	27,915	27,000.00	.00	915.00	96.7%
11817000 554200 Lease/Rental of Bu	3,600	-400	3,200	2,528.66	.00	671.34	79.0%
11817000 555010 Travel & Training	0	1	1	.00	.00	1.00	.0%
11817000 555555 p Card Suspense	0	400	400	393.86	.00	6.14	98.5%
11817000 558000 Miscellaneous	12,350	-175	12,175	21,519.89	.00	-9,344.89	176.8%
11817000 558070 Special Events	0	0	0	1,391.28	.00	-1,391.28	100.0%
11817000 558072 Farmer's Market	1,515	175	1,690	1,932.50	.00	-242.50	114.3%
11817000 558100 Dues & Association	5,500	0	5,500	6,107.36	.00	-607.36	111.0%
11817000 560010 Office Supplies	100	0	100	.00	.00	100.00	.0%
11817000 560050 Custodial Supplies	3,091	-77	3,014	3,413.87	.00	-400.31	113.3%
11817000 560060 Copier Costs	1,751	0	1,751	1,202.70	.00	548.30	68.7%
11817000 560080 Fleet							
TOTAL Tourism	396,097	53,365	449,462	433,853.10	350.00	15,258.46	96.6%
TOTAL General Fund	396,097	53,365	449,462	433,853.10	350.00	15,258.46	96.6%
TOTAL EXPENSES	396,097	53,365	449,462	433,853.10	350.00	15,258.46	96.6%

ISLE OF WIGHT COUNTY

YEAR-TO-DATE BUDGET REPORT

FOR 2016 13									
ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD	ENC/REQ	AVAILABLE	PCT		
110	APPROP	ADJUSTMNTS	BUDGET	EXPENDED		BUDGET	USED		
General Fund									
1100006 Charges for Services									
1100006 416810 Walking Tours Incom	0	0	0	-405.00	.00	405.00	100.0%		
1100006 418020 Tourism	-14,000	0	-14,000	-15,666.71	.00	1,666.71	111.9%		
TOTAL Charges for Services	-14,000	0	-14,000	-16,071.71	.00	2,071.71	114.8%		
TOTAL General Fund	-14,000	0	-14,000	-16,071.71	.00	2,071.71	114.8%		
TOTAL REVENUES	-14,000	0	-14,000	-16,071.71	.00	2,071.71			

ISLE OF WIGHT COUNTY
Estimated FISCAL YEAR 2015-16
TOURISM TRUE-UP

	AMOUNT
EXPENDITURES	
FY 16 Expenses	\$ 433,853.10
EXPENSES PAID BY SMITHFIELD	-
TOTAL EXPEDITURES	<u>\$ 433,853.10</u>
REVENUES	
CHARGES FOR TOURISM (Revenue)	405.00
CHARGES FOR TOURISM (Revenue)	15,666.71
CHARGES FOR TOURISM (Revenue)	-
TOTAL REVENUE	<u>\$ 16,071.71</u>
NET EXPENDITURES	\$ 417,781.39
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 208,890.70
NET REVENUE COLLECTED BY SMITHFIELD NOT SENT TO ISLE OF WIGHT	\$ -
TOTAL SMITHFIELD TOURISM COSTS	<u>\$ 208,890.70</u>
TOTAL PAYMENTS RECEIVED FROM SMITHFIELD	\$ 99,024.50
DUE FROM / (DUE TO) SMITHFIELD	<u><u>\$ 109,866.20</u></u>

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

October 2016

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Sep 19	Committee Meetings	Smithfield Center
Tue	Sep 20	Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		Pinewood Heights Meeting	Smithfield Center
		Committee Meetings	Smithfield Center
Wed	Sep 21	Dominion Safety Meeting	Smithfield Center
Thu	Sep 22	Presentation of Radio System	Smithfield Center
		Job Fair	Smithfield Center
Fri	Sep 23	Wedding & Reception	Smithfield Center
Sat	Sep 24	Aiken Fest	Smithfield Little Theater
Sun	Sep 25	Wedding & Reception	Smithfield Center
Mon	Sep 26	VA Police Work Dog Association Conference	Smithfield Center
Tue	Sep 27	Business Meeting	Smithfield Center
Thu	Sep 29	IOW Chamber Board Meeting	Smithfield Center
		VA Police Work Dog Association Banquet	Smithfield Center
Sat	Oct 1	Bacon fest	Windsor Castle Park
		Wedding & Reception	Smithfield Center
Sun	Oct 2	Wedding & Reception	Smithfield Center
Tue	Oct 4	WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Thu	Oct 6	Senior Health Fair	Smithfield Center
Fri	Oct 7	Wedding Reception	Smithfield Center
Sat	Oct 8	Hog Jog	Town Streets
		Reception	Smithfield Center
Sun	Oct 9	Wedding & Reception	Smithfield Center
		Wedding Ceremony	Windsor Castle
Tue	Oct 11	Planning Commission	Smithfield Center
Wed	Oct 12	Town Departments Staff Meeting	Smithfield Center
Fri	Oct 14	Homecoming Parade	Main Street
Sat	Oct 15	Ruritan Car Show	Smithfield Center Parking Lot
		IOW Education Foundation Gala	Smithfield Center
Sun	Oct 16	Wedding & Reception	Smithfield Center
Tue	Oct 18	Schoolhouse Meeting	Smithfield Center
		Crimline Meeting	Smithfield Center
Fri	Oct 21	Wedding & Reception	Smithfield Center
Sat	Oct 22	Wedding & Reception	Smithfield Center
		Smithfield Century Bike Tour	Windsor Castle
		Wedding Ceremony	Windsor Castle
Sun	Oct 23	Reception	Smithfield Center
Upcoming Events to Notes			
Mon	Oct 31	Hamoween	Main Street
Sun	Nov 6	Smithfield 6 Pack 5k	Town Streets
Fri	Nov 11	Veterans Day	Veterans Memorial
Sat	Nov 12	Autumn Vintage Market	Main Street
Sat	Nov 19	Festival of Trees	Smithfield Center
Tue	Nov 29	Client Appreciation Night	Smithfield Center

Parks and Recreation Operation Update

October 2016

Smithfield Center

Completed Projects

Painted concrete at front entrance and the awning supports-it looks fabulous.

Upcoming Projects

Flooring for bathrooms.

Audio visual work-removing old equipment and rearranging remaining equipment.

Windsor Castle Park

Playground Project

The Playscape is complete. It will be open and ready for play by mid-November.

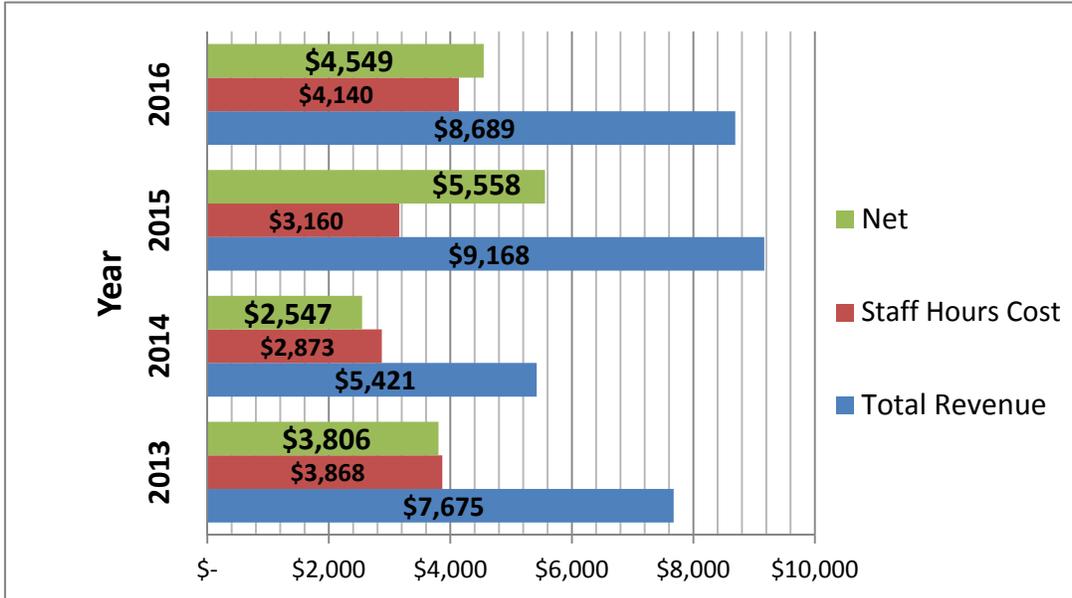


Parks and Recreation Operation Update

October 2016

Manor House Restoration Project
Phase 1 of construction is underway.

Kayak Rentals for the 2016 Season



Windsor Castle Park Trail Doctors		
Projects	Hours	Doctors on Call
Tree of Heaven	9.5	Steve Senkovich assisted by spouse
General Trail Maintenance	15.5	Steve Senkovich, Carter Williams, Francois Meunier
Tour Guide-Informational Lecture on Trail Doc Projects	1	Steve Senkovich
The Trail Doc Volunteers will be invited to our Town Holiday Luncheon and will be reconized for all of their efforts throughout the year.		



Tree of Heaven removed with hedge trimmer.



Where the bridges meet the trail, it is a constant battle to keep moon dust off of the bridge boards to prevent rot.

Parks and Recreation Operation Update

October 2016

Eco Counter Data for Windsor Castle Park			
Location: Mason Street Entrance		Daily Average	
Busiest Days			

Clontz Park

Boat Ramp Project	
	Bids in review

Joseph Luter Jr Sports Complex

Sports Complex Project	
October 4th	Site Plan contract awarded to RAD

November 12th

RESOLUTION
STREET CLOSURE FOR AUTUMN VINTAGE MARKET

WHEREAS, the Smithfield Farmers Market has proposed that an autumn vintage market event be held on Saturday, October 8, 2016 from 9:00 a.m. until 2:00 p.m. and has requested that certain streets within the Town be closed during the event; and,

WHEREAS, the Town Council desires to support and cooperate with the Smithfield Farmers Market by closing off certain of the town's streets in order to allow a safe and convenient environment for the farmers market events.

NOW, THEREFORE, BE IT RESOLVED that on Saturday, October 8, 2016, the following streets or portions of streets shall be closed from 6:00 a.m. until 3:00 p.m.: Main Street from its intersection with North and South Church Streets to its intersection with Underwood Lane; and,

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 2nd day of August, 2016.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, Dec. 10, 2016	3 to 10 PM	100-300 blocks of Main Street

Event Name	Smithfield Christmas Evening Market
Event Organizer (Group Name)	Smithfield Farmers Market
Tax Exemption ID Number	
Website	www.smithfieldfarmersmarket.org

Event Contacts					
Name	Cheryl Ketcham	Cell Phone	757-375-3031	Email	cketcham@isleofwightus.net
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	3
Event Category <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
Christmas festival along Main Street, with about 100 vendors, live music and food.			
Average Ticket Price	\$free	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	20,000	Largest Attendance Number and Year	20,000 in 2015
What is your plan in the event of bad weather-cancel, reschedule?		cancel	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street	Closure	12/10/16	Noon to 11 p.m.

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

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
12/10/16	3 to 11 p.m., 1750 Courthouse	12/10/16	3 to 11 p.m.

List benefits of your event to the community	List Recipients of Proceeds
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.	Rotary Club will sell alcohol at 1750 Courthouse and will use proceeds for charity.



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization	Approx.. 15
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	Approx.5	<input checked="" type="checkbox"/> Retail Vendors For Profit	Approx.. 100
<input checked="" type="checkbox"/> Port-a-Potties	6	<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input checked="" type="checkbox"/> Dumpsters	1	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	1
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	Approx. 100	10x10	
Staging			
<input checked="" type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

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

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

Event Organizer's Signature	Cheryl Ketcham	Date	2-2-16
Print Name	Cheryl Ketcham		

Attach the following documents:

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



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
December 17, 2016	10:00 a.m.- 11:30 a.m.	Historic Main Street
		Streets: Cedar, Underwood, Mason, Grace, Ends on James

Event Name	Genuine Smithfield Christmas Parade
Event Organizer (Group Name)	Tourism/Terry Rhinier
Tax Exemption ID Number	54-6001361
Website	VisitSmithfieldVa.com

Event Contacts					
Name	Terry Rhinier	Cell Phone	757-814-5170	Email	Terry.rhinier@iwus.net
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	27 years or more
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input checked="" type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
Genuine Smithfield Christmas parade			
Average Ticket Price	\$Free	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	10,000	Largest Attendance Number and Year	2015 10,000
What is your plan in the event of bad weather-cancel, reschedule?		Very bad Weather - canceled	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street	Closure and Traffic Assist	12/10/16	8:00 am- 1:00pm
Cedar Street	Make one-way at 8:00 am		8:00 am – 11:30
	From Church to Underwood		

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

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times

List benefits of your event to the community	List Recipients of Proceeds
Promotes Community Partnerships	
Heads in Beds, People in Restaurants	



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input checked="" type="checkbox"/> Port-a-Potties		<input checked="" type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	
<input checked="" type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents			
Staging			
<input checked="" type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

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

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

<i>Event Organizer's Signature</i>	Terry Rhinier	Date	12/16/14
Print Name	Terry Rhinier		

Attach the following documents:

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

Joseph W. Luter, Jr.
Sports Complex

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AND INVITATION TO BID

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 Town Hall, , on Tuesday, November 1, 2016, at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH SMITHFIELD RECREATION ASSOCIATION INC. GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

The public is hereby invited to submit bids in writing for the franchise, right, privilege and lease proposed to be granted by this ordinance. The proposed term shall be a grant of 20 years. All bids must be in writing and must be submitted not later than 12:00 noon on October 28, 2016 to the Town Manager at his offices located at 911 S. Church Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of or in opposition to or to express his or her views with respect to the aforesaid Ordinance may appear at the hearing and be heard. The full text of the Ordinance is available for inspection in the Town Manager's offices, 911 S. Church Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: October 19 and 26, 2016



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 21, 2016

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT CLONTZ PARK BOAT RAMP CONSTRUCTION BIDS

Per the attached bid opening sheet, the town received only four bids to construct the new boat ramp and parking. All of the bids were well in excess of our approved state grant budget amount of \$219,815 for total proposed construction costs. Even the low bid did not afford the town the ability to value engineer the project down to an acceptable cost and retain the integrity of the approved plans for this project. Thus staff recommends that all of the bids be rejected by council at this time.

We have communicated this situation to the Virginia Marine Resources Commission and will be seeking a grant extension past the current completion timeline of May 31, 2017. This will be needed to allow the town time to make changes to the design and re-bid the project, and work around the time of year restriction on construction in the water from March 15 through June 30. Consulting engineer Jamie Weist will be present at your committee meetings to answer questions. Thank you.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

Clontz Pak Boat Ramp Bid Opening

Bid IFB #16-12

Date: October 6, 2016 at 3:00 PM

No.	Contractor Name	Bid Bond Posted	Addendum Acknowledgement		Lump Sum Base Bid Amount
			1	2	
1	Shamrock	✓	✓	✓	559,950 ⁰⁰
2	Paxton Contractors	✓	✓	✓	676,870 ⁰⁰
3	The Blair Bros.	✓	✓	✓	1,444,795 ⁰⁰
4	Lynn Marine and Dock	✓	✓	✓	747,478 ⁰⁰
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**PUBLIC WORKS
COMMITTEE**

**TOWN OF SMITHFIELD
TASK ORDER No. 12**

US 258 Right Turn Lane at Joseph W. Luter, Jr. Sports Complex

October 24, 2016

Project Title: US 258 Right Turn Lane at Joe Luter, Jr. Sports Complex

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

Background and Project Description:

The Town of Smithfield desires to construct a right-turn lane along westbound US 258 (Courthouse Highway/W. Main Street), to accommodate vehicles accessing the proposed Joseph W. Luter, Jr. Sports Complex, in the Town of Smithfield. The proposed turn lane improvements will consist of a 200 linear foot storage length and a 100 linear foot taper length. The proposed improvements will also consist of approximately 550 linear feet (LF) of curb and gutter improvements along the turn-lane and connecting to the existing curb and gutter along the north side of US 258, and approximately 1,000 LF of sidewalk improvements connecting the Sports Complex to Westside Elementary School also along the north side of US 258.

Kimley-Horn will provide design, environmental compliance, construction document preparation, utility coordination, and construction phase services as indicated in the scope of services below.

Scope of Services

Task 101 – Environmental Compliance with NEPA

This scope anticipates the project being funded with federal funds, thus requiring the project to be in compliance with NEPA requirements for locally administered, federally funded projects.

The following assumptions have been made in developing the scope and fee for this task:

1. The project will qualify for the preparation of a PCE as outlined in the Programmatic Categorical Exclusion (CE) Letter Agreement between FHWA and VDOT, dated May 1, 2013.
2. A project specific cultural resources investigation is not known to be required. Virginia Department of Historic Resources (VDHR) concurrence on the determination of “No Effect” or “No Adverse Effect” will be required. If additional investigations are determined required by VDHR, Kimley-Horn will prepare an amendment to satisfy the additional information requests.

3. Site specific threatened and endangered species survey are not known to be required. If additional investigations are determined to be required, Kimley-Horn will prepare an amendment to satisfy the additional information requests.
4. The project will not impact wetlands or waters and a wetland and water quality permit will not be required. Kimley-Horn can provide a wetland and water quality permit for this project as an additional service to this contract if required.
5. It is anticipated that a programmatic or individual section 4(f) evaluation will not be required. Details on section 4(f) coordination and “No Effect” determination that are included in this scope are outlined below.
6. A Phase I Environmental Site Assessment (ESA) conducted in accordance with ASTM standards is not known to be required. If additional investigations are determined to be required, Kimley-Horn will prepare an amendment to satisfy the additional information requests.
7. Neither a noise study nor a qualitative or quantitative air conformity analysis involving modeling is known to be required. If additional investigations are determined to be required, Kimley-Horn will prepare an amendment to satisfy the additional information requests.
8. Costs associated with the database searches are shown in the fee summary as direct expenses for environmental compliance.

Initial Consultation with VDOT

Kimley-Horn will conduct a conference call with the appropriate VDOT District environmental personnel to review the scope of the project and seek an initial determination that the project qualifies for a PCE.

Forms

Completion and submittal of the Project Definition Form (EQ-429), NEPA Documentation Concurrence Form, Natural Resources Due Diligence Checklist (EQ-555), and Hazardous Material Due Diligence Form (EQ-121) will be required as part of the VDOT environmental review process.

1. Project Definition Form EQ-429

Kimley-Horn will prepare the required Project Early Notification Form (EQ-429) to include relative project information. Project information will consist of a description of the project, project location information, description of the construction items included, location map of the project area, and a topographic map of the project area. The completed EQ-429 form will be provided in electronic format to the Town for review and submission to VDOT.

2. NEPA Documentation Concurrence Form

Kimley-Horn will prepare the required NEPA Documentation Concurrence form and submit for VDOT approval on the NEPA class of action. This document will consist of a statement of basic project purpose, logical termini and anticipated environmental impacts. Project location figures will be included with the submittal. The NEPA Documentation Concurrence Form will be submitted to the Town for review and submittal to VDOT.

3. *Natural Resources Due Diligence Checklist (EQ-555)*

The Natural Resources Due Diligence Checklist (EQ-555) is required for VDOT to complete the PS&E re-evaluation and Environmental Certification prior to authorization to advertise. As part of the PCE process, Kimley-Horn will review the Virginia Department of Game and Inland Fisheries (DGIF) Virginia Fish and Wild Information Service (VAFWIS), Northern Long-Eared Bat Application and Tri-Colored and Little Brown Bat Application, Department of Conservation and Recreation's (DCR) Natural Heritage Data Explorer, Center for Conservation Biology (CCB) Eagle Nest Locator, and U.S. Fish and Wildlife Service's (USFWS) Information, Planning, and Conservation (IPaC) system to determine whether known or suspected federal and state listed threatened or endangered (T&E) species, wildlife or plant resources have been documented within the project area. The information obtained in the database reviews will be used to solicit comments from these agencies regarding potential impacts to listed species. This information will also be used in the completion of the PCE.

It is not expected that technical studies will be required. If formal coordination pursuant to Section 7 of the Endangered Species Act beyond the completion of on-line project review is required, this coordination will be considered an additional service and an amendment to this scope of services will be developed during the design phase of the project, once specific information is obtained regarding compliance requirements.

Kimley-Horn will perform a wetland delineation of the project corridor. The wetland delineation will be performed in general accordance with the methods outlined in the U.S. Army Corps of Engineers (USACE) 1987 Wetland Delineation Manual and Regional Supplement to the Corps of Engineers Wetland Delineation Manual: Atlantic and Gulf Coastal Plain Region. Kimley-Horn will accompany the COE on one wetland delineation confirmation site visit. Once confirmed, Kimley-Horn will create a design file showing the limits of wetlands based on hand held GPS location to be used in the design plans; this scope does not include a surveyor locating wetland flags.

It is anticipated that no impacts to existing wetlands will occur within the project area. Kimley-Horn will submit a letter and project figures to the USACE, Department of Environmental Quality (DEQ), and Virginia Marine Resources Commission (VMRC) requesting confirmation that no permit is required from the respective agency. If wetlands are confirmed by the USACE and impacted by the proposed improvements, then wetland and water quality permits will be required and can be performed as an additional service to this contract. The results of this coordination will be included on the EQ-555 and within the PCE documentation.

4. *Hazardous Material Due Diligence form EQ-121*

Prior to federal advertisement authorization, the EQ-121 must be completed, signed by the Town and submitted to VDOT. Kimley-Horn will prepare the EQ-121 and provide to the Town for signature and submittal. Preparation of the EQ-121 will consist of a preliminary investigation of the potential for hazardous materials to exist within the project limits. The investigation will consist of obtaining state and federal database information concerning the release of petroleum products or hazardous materials for the area located within the vicinity of the proposed land disturbance. The database information will be obtained through Environmental Data Resources Inc. (EDR). A visual inspection of the project area from public thoroughfares for evidence of recognized environmental conditions (RECs) will also be conducted.

As the project does not include the acquisition of additional right-of-way, this assessment will not be to the level of an ASTM Standard E1527-05 Phase I Environmental Site Assessment (ESA) and will not include a review of the DEQ files, interviews or review of historical aerial photographs and topographic maps.

Sampling or analysis of soil, air, surface water, ground water or other materials is also not included. Findings regarding the potential presence of contamination at the site and recommendations for further investigations, if any, will be delivered to the County. Should further investigations be required, Kimley-Horn will develop an amendment to this contract during the design phase of the project to perform those services. The result of the investigation will also be used to complete the PCE form.

NEPA Document(s)

Upon approval of the NEPA Documentation Concurrence form and completion of the work specified in this task, Kimley-Horn will develop a PCE package consistent with VDOT requirements. The PCE package will consist of the following investigations and assessments:

1. A site visit to the project areas to document the current conditions of surrounding land uses. It is assumed that one site visit will be conducted to perform the wetland delineation, preliminary review for hazardous materials and documentation of the project area.
2. Review of the DGIF's VAFWIS, DCR's Natural Heritage Data Explorer, CCB Eagle Nest Locator, and USFWS IPaC to determine whether known or suspected federal and state T&E species, wildlife or plant resources have been documented within the project area as described above.
3. The results of the wetland delineation and coordination regarding wetland and water quality permits conducted as part of the completion of the EQ-555 will be used for inclusion in the PCE documentation.
4. A request for a "no effect" or "no adverse effect" determination from the VDHR will be sought based on an online archives review through the Virginia Cultural Resources Information System (V-CRIS) and submittal of the project for review via the Electronic Project Information Exchange (ePIX) to comply with Section 106 of the National Historic Preservation Act. Although additional site investigations are not anticipated, VDHR might require them. If additional effort is required, Kimley-Horn will prepare an amendment to the contract to provide these services to the Town. This amendment will be prepared during the design phase of the project once Kimley-Horn can obtain an understanding of the additional requirements for information from VDHR.
5. Confirmation that Section 4(f) resources will not be affected based on VDHR determination. This scope anticipates minimal coordination regarding Section 4(f). If VDHR requires additional coordination efforts based on impacts to Section 4(f), Kimley-Horn will prepare an amendment to this contract to perform additional coordination on Section 4(f) properties.

6. Confirmation that properties protected by Section 6(f) will not be impacted by the proposed project based on a review of the United States Department of the Interior National Park Service (NPS) Land and Water Conservation Detailed Listing of Grants.
7. A completed PCE form (EQ-102) containing a summary of findings and referencing required documentation. The results of the hazardous materials investigation for completion of the EQ-121 will be utilized to complete the EQ-102.
8. Appropriate exhibits and maps of the project area.

Kimley-Horn will provide electronic drafts of the NEPA documents and forms to the Town for review. Upon receipt of comments, Kimley-Horn will revise the documents and provide the Town with electronic formats of the documents and submit the NEPA packages to the County for transmittal to VDOT.

Engineering Design Services

Task 201 – Preliminary (30%) Design Drawings

Kimley-Horn will prepare a set of 30% design plans for the turn lane and sidewalk improvements described above in the project understanding section. The design of proposed improvements will consist of horizontal geometry, including locations of proposed sidewalk and curb and gutter, locations of pavement widening, and locations of required drainage structures and drainage pipes. Preliminary limits of construction will be developed in order to anticipate impacts to adjacent property and required right-of-way (ROW) and easements for the proposed improvements.

Plan sheets will show the existing survey and the proposed design with sufficient labeling, notes, and details for review and construction. Grading sheets will show the proposed improvements with spot elevations every 25'.

Deliverables

The following items are expected to be submitted to the Town during the 30% design phase:

- 24" x 36" plan sheets at 1" = 25'
- Title Sheet
- Existing Conditions/Topographic Survey Sheet
- Plan Sheets showing proposed design with horizontal geometry
- Existing and Proposed Right-of-Way and Easements
- Proposed Grading and Drainage Design
- Typical Sections
- Rough Draft of Drainage Notebook
- Engineer's Opinion of Probable Construction Costs

Kimley-Horn will provide three (3) hard copies of the 30% design plans and electronic (PDF) copies of the plans to the Town for review and comment. Kimley-Horn will provide electronic (PDF) copies of the plans to VDOT for review and comment. PDF copies will be placed on a FTP site developed for this project.

Kimley-Horn anticipates two (2) meetings during this design phase. The first meeting will be a project kickoff meeting with Town staff, County staff, and VDOT representatives. The second meeting will be between only Kimley-Horn and the Town staff to review the 30% design plans prior to a formal submittal to VDOT. This task also assumes coordination between the design team (Town and Kimley-Horn) and the Schools Division during the development of 30% design drawings.

Task 202 – 100% Design Drawings

Kimley-Horn will address the comments provided by both the Town of Smithfield, Isle of Wight County, and VDOT on the 30% design drawings and incorporate them in the advancement of the design to a 100% design stage. During this design phase, the horizontal locations of proposed improvements shall be finalized. In addition, Kimley-Horn will finalize the grading plan for proposed roadway improvements, sidewalk improvements, and drainage improvements. Kimley-Horn will develop a signing and pavement marking plan for the proposed improvements.

Because improvements are proposed adjacent to traffic, Kimley-Horn will develop a Maintenance of Traffic Plan for the project. The Maintenance of Traffic Plan will serve as part of the Transportation Management Plan (TMP) that Kimley-Horn will develop for this project. The TMP shall be developed in accordance with VDOT requirements detailed in Instructional and Informational Memorandum 241.5.

Kimley-Horn will develop cross sections for assisting in the design of proposed improvements and determination of earthwork volumes required during construction. Cross sections will be displayed on cross section sheets at 25' increments and included in the construction documents. Kimley-Horn will develop contract specifications to be used during construction. Once Kimley-Horn receiving front end contract specifications from the Town, Kimley-Horn will modify and adjust language as necessary for the specific project and elements not covered by VDOT Specifications.

Deliverables

The following items are expected to be submitted to the Town during the 100% design phase:

- Finalized Plan Sheets showing proposed design with horizontal geometry
- Finalized Proposed Grading and Drainage Design
- Existing and Proposed Right-of-Way
- Typical Sections
- Finalized Drainage Design and Drainage Descriptions
- Finalized Signing and Pavement Marking Plan Sheets
- Finalized Erosion and Sediment Control Sheets

- Finalized Maintenance of Traffic/TMP Sheets
- Contract Specifications
- Drainage Notebook
- Updated Engineer's Opinion of Probable Construction Costs

Kimley-Horn will provide three (3) hard copies of the 100% design plans and electronic (PDF) copies of the plans to the Town for review and comment. Kimley-Horn will provide electronic (PDF) copies of the plans to VDOT for review and comment. PDF copies will be placed on a FTP site developed for this project.

Kimley-Horn anticipates two (2) meetings during this design phase. The first meeting will be attended by Kimley-Horn and Town staff to review comments. The second meeting will be attended by Kimley-Horn and Town staff in order to review the plans before the formal 100% submittal to VDOT.

Task 203 – Construction Documents

Kimley-Horn will proceed with the development of construction documents for the project, implementing comments provided by the Town of Smithfield, Isle of Wight County and VDOT from the 100% submittal and finalizing plans for construction. This submittal will be made to the Town, County and VDOT accompanied by a request for authorization for advertisement.

Kimley-Horn will prepare a Stormwater General Permit Registration Statement for the project with the Department of Environmental Quality (DEQ). The Storm Water Pollution Prevention Plan (SWPPP) will be prepared in accordance with the requirements of the VSMP stormwater General Permit for Stormwater Discharges from Construction Activities. The Owner will be identified as the Registered Land Disturber.

Deliverables

The following items are expected to be submitted to the Town and will serve as the construction documents:

- Finalized Design Plans
- Finalized Contract Specifications including front end language, bid tabs, and any technical specifications or special provisions required
- Final Drainage Notebook
- Final Engineer's Opinion of Probable Construction Costs
- SWPPP
- Project CAD files on a CD

This task assumes one meeting between Kimley-Horn and Town staff to review the final plans and specifications.

Task 301 – Drainage Design and Stormwater Management Compliance

Kimley-Horn will develop a drainage design for the proposed improvements along US 258. Proposed improvements will maintain the existing drainage patterns where possible. With addition of proposed curb and gutter as part of the proposed improvements, Kimley-Horn will design a system of drainage inlets and pipes to collect stormwater runoff and convey to the appropriate outfalls. Drainage improvements will also consist of the design of ditches necessary to collect and convey stormwater runoff. Drainage calculations will be combined into a drainage notebook which will consist of a drainage narrative, drainage area maps, and pertinent design calculations. The drainage design and calculations will be performed in accordance with the VDOT Drainage Manual.

As a result of the proposed improvements falling within a hydrologic unit code (HUC) that drains to the Chesapeake Bay, the threshold for disturbed area to be exempt from stormwater management design criteria is 2,500 square feet. This task assumes that sidewalk improvements will exceed the 2,500 square feet threshold and stormwater management compliance will be required.

This task includes coordinating with the Town of Smithfield, Isle of Wight County, and VDOT regarding preferred handling of stormwater management requirements and BMP types and locations, if required. During the design of proposed improvements, Kimley-Horn will utilize current Virginia Runoff Reduction Method (VRRM) spreadsheets to determine the anticipated pollutant removal rate required to satisfy 9VAC25-870-63. Kimley-Horn will calculate storm runoff volume and peak rate discharge for the project as a whole for both pre-development and post development conditions. Kimley-Horn will also perform calculations to estimate the storage volume necessary to satisfy 9VAC25-870-66. These calculations as well as calculations demonstrating water quality and quantity compliance will be performed and included in the drainage notebook. This task only includes performing stormwater management calculations to understand the treatment required for the project area. The evaluations, design, and implementation of a best management practices (BMP) are not included in this scope and will be performed as an additional service, as directed by the Town.

This task assumes one meeting with Town, County, and VDOT staff to review any drainage comments and stormwater management criteria and calculations.

Task 302 – Utility Coordination

Kimley-Horn will coordinate with the franchise utility owners located within the project area where proposed improvements may be in conflict with existing overhead and underground facilities. Kimley-Horn anticipates two (2) joint field review meetings to confirm the locations of existing utilities, identify potential conflicts, both overhead and observable underground, and determine relocation requirements of existing utilities. Preliminary field reviews indicate that at least two (2) existing utility poles will require relocations as a result of the proposed pavement widening.

As part of the proposed design, Kimley-Horn will identify on the plan sheets where proposed improvements are in conflict with existing public utilities either owned by the Town of Smithfield or Isle of Wight County. Kimley-Horn will coordinate any relocations or adjustments to existing public utility facilities during the design of proposed improvements with both of these agencies. Design plans will be provided to private and public utility owners to assist in the coordination of proposed impacts.

As a result of proposed improvements including drainage pipes and drainage inlets to be installed deep into the ground, there is the potential for utility conflicts to existing facilities with the proposed design. Utility conflict resolution and any test pits required in the field are not included in this scope of services but can be provided as an additional service to this contract.

Task 401 – Bid Phase Services

Kimley-Horn will oversee the reprographics and distribution of the bid packages consisting of the plans and specifications notebook and maintain a list of known plan holders. Kimley-Horn will attend and conduct the Pre-Bid Meeting to be held at a location determined by the Town and answer questions from Contractor's both during the Pre-Bid meeting and throughout the bidding process.

The Town will attend and conduct the Bid Opening and compile the bid packages from all bidders and review the packages for procurement related conformance. The Town will forward the bid packages to Kimley-Horn for tabulation and review. Kimley-Horn will tabulate the bids, comment on any errors or inconsistencies, and provide a recommendation on the contract award to the Town.

Task 402 – Construction Phase Services

Pre-Construction Meeting - Kimley-Horn will attend and conduct a Pre-Construction Meeting to be held at the location determined by the Town.

Shop Drawings and Samples - During construction, Kimley-Horn will review and approve or take other appropriate action in respect to Shop Drawings and Samples and other data which the Contractor is required to submit, but only for conformance with the information given in the Contract Documents. Such review and approvals or other action will not extend to means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction or to related safety precautions and programs.

Site Visits to Observe Construction - Kimley-Horn will provide on-site construction observation services during the construction phase. Kimley-Horn will make visits at construction milestones and intervals as directed by Client in order to observe the progress of the Work. Such visits and observations by Kimley-Horn are not intended to be exhaustive or to extend to every aspect of Contractor's work in progress. Observations are to be limited to spot checking, selective measurement, and similar methods of general observation of the Work based on Kimley-Horn's exercise of professional judgment.

Based on information obtained during such visits and such observations, Kimley-Horn will evaluate whether Contractor's work is generally proceeding in accordance with the Contract Documents, and Kimley-Horn will keep Client informed of the general progress of the Work. The purpose of Kimley-Horn's site visits will be to enable Kimley-Horn to better carry out the duties and responsibilities specifically assigned in this Agreement, and to provide the Town a greater degree of confidence that the completed Work will conform in general to the Contract Documents.

Kimley-Horn shall not, during such visits or as a result of such observations of Contractor's work in progress, supervise, direct, or have control over Contractor's work, nor shall Kimley-Horn have authority over or responsibility for the means, methods, techniques, equipment choice and usage, sequences, schedules, or procedures of construction selected by Contractor, for safety precautions and programs incident to Contractor's work, nor for any failure of Contractor to comply with laws and regulations applicable to Contractor's furnishing and performing the Work. Accordingly, Kimley-Horn neither guarantees the performance of any Contractor nor assumes responsibility for any Contractor's failure to furnish and perform its work in accordance with the Contract Documents.

Engineering Support - Kimley-Horn will be available during construction to answer questions, resolve construction conflicts, evaluate value engineering proposals, and review field changes. Kimley-Horn will provide engineering support when required for design changes based on findings in the field.

Clarifications and Interpretations - Kimley-Horn will respond to written, reasonable and appropriate Contractor requests for information and issue necessary clarifications and interpretations of the Contract Documents to Client as appropriate to the orderly completion of Contractor's work. Any orders authorizing variations from the Contract Documents will be made by the Town.

Change Orders – The Contractor may request Change Orders to the contract. Kimley-Horn will review and make recommendations related to Change Orders submitted or proposed by the Contractor.

Progress Meetings - Kimley-Horn will attend monthly construction progress meetings as directed by the Town.

Limitation of Responsibilities – Kimley-Horn shall not be responsible for the acts or omissions of any Contractor, or of any of their subcontractors, suppliers, or of any other individual or entity performing or furnishing the Work. Kimley-Horn shall not have the authority or responsibility to stop the work of any Contractor.

Field Services

Task 501 – Topographic Survey

Kimley-Horn will use the topographic survey file provided by the Town for the design of the Joseph W. Luter, Jr. Sports Complex project but supplemental survey information will be required for this project along US 258. Kimley-Horn will obtain the services of a licensed surveyor to obtain necessary base mapping. Topographic Survey will be obtained for the project area which is defined as approximately 1,000 LF along US 258, from the proposed entrance to the Joseph W. Luter, Jr. Sports Complex to the western entrance to the Westside Elementary School. Base mapping should extend approximately 10' behind the existing right-of-way line and extend to the crown line of US 258. Base mapping will be collected and provided at a scale of 1" = 25'. Horizontal and vertical control points will be set and provided for the mapping referenced to the Town of Smithfield and Isle of Wight Geodetic Control Network.

Existing topography will be collected and provided in the 2D base mapping, including edge of pavement, edge of concrete, edge of gravel, curbing, sidewalks, ramps, driveways, buildings, fences, gutter pans, valley gutters, concrete swales, storm drainage structures, culvert pipes, headwalls, sanitary sewer structures, other visible utility structures, signs, poles, posts, top of banks, toe of slopes, centerlines of ditches, edges of water bodies, walls, trees (>4" caliper), tree lines, mailboxes, underground utilities from plan and Miss Utility tickets.

Longitudinal features and spot elevations shall be gathered such that an accurate digital terrain model (DTM) may be derived. Aerial data will be integrated with ground survey data to create a single DTM surface. The surveyor will provide the existing ground DTM in 3D AutoCAD and LandXML format (compatible with AutoCAD Civil 3D). Digital 2D planimetric mapping at a scale of 1"= 25' will be delivered in AutoCAD 2015 format.

This survey data will consist of the following items:

- Hard surface along US 258 (W. Main Street) from the crown line to the northern edge of pavement
- Longitudinal features and spot elevations between the edge of pavement and 10' beyond the existing ROW line
- Rim elevation, inverts, pipe size and material type of the gravity sewer structures and storm sewer structures (if obtainable) within project limits. Locations will extend one structure beyond survey limits when pipes cross design survey limits
- Location and annotation of all observable above ground elements
- Verification and location of above ground utility lines and associated pole numbering and support lines.
- Individual tree location/type/and caliper size- with a minimal caliper equal to four inches.

Right-of-ways, property lines, property owners and easements of record will be researched at the Isle of Wight County Clerk of the Circuit Court. Right-of-way and property lines for the "subject area" will be tied to field located monumentation.

No right-of-way or property line work will be provided for the areas outside the “subject area” or opposite the sides of the intersecting streets. All calculations of legal property lines and rights-of-way shall be performed by a Commonwealth of Virginia Licensed Land Surveyor. Property owners, deed of bargain and sale, GPIN and property address will be researched and shown on the survey.

Task 502 – Geotechnical Investigations

Subsurface exploration and geotechnical engineering services will be required to determine pertinent information regarding subsurface soil and groundwater conditions at the site and evaluate the existing pavement in order to provide conclusions and recommendations for the pavement design and other geotechnical aspects. The geotechnical engineer will advance 10-foot deep Standard Penetration Test (SPT) borings in the roadway improvement areas and collect bulk soil samples from the appropriate subgrade levels for analysis. The geotechnical engineering will also perform cores within the existing pavement to understand the existing pavement conditions and make recommendations on a proposed pavement section. All investigations will be performed in accordance with VDOT requirements for locally administered projects.

Services Not Included

Any services not specifically provided for herein, as well as changes in the scope of proposed services and revisions requested by the Client after substantial completion of the proposed services, will be considered additional services and will be performed at our current hourly rates as of the date of your authorizing the work. No additional services will be performed without authorization by you in the manner you specify. If you so request, we will also offer for your consideration fixed fee proposals for any additional services that you may require.

Items not included within the scope of this proposal include, but are not limited to the following:

- Traffic Analysis
- Public Involvement
- Major and Minor Utility Relocation Design
- Joint Permit Application Assistance
- Test Pits
- Right-of-Way Acquisition Assistance
- Grant Funding Assistance
- Landscaping Plans
- Lighting Plans



Schedule

We will provide our services as expeditiously as practicable according to a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the services described above for the fees listed below. In addition to the hourly not-to-exceed fee, direct reimbursable expenses such as express delivery services, outside reprographics, fees, local mileage and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Task 101	Environmental Compliance with NEPA	\$ 9,575.62	Hourly Not-to-Exceed	Kimley-Horn
Task 201	30% Design Drawings	\$ 6,448.28	Hourly Not-to-Exceed	Kimley-Horn
Task 202	100% Design Drawings	\$ 8,749.57	Hourly Not-to-Exceed	Kimley-Horn
Task 203	Construction Documents	\$ 6,027.77	Hourly Not-to-Exceed	Kimley-Horn
Task 301	Drainage Design and Stormwater Management	\$ 8,149.21	Hourly Not-to-Exceed	Kimley-Horn
Task 302	Utility Coordination	\$ 4,256.64	Hourly Not-to-Exceed	Kimley-Horn
Task 401	Bid Phase Services	\$ 2,620.00	Hourly Not-to-Exceed	Kimley-Horn
Task 402	Construction Phase Services	\$ 7,203.28	Hourly Not-to-Exceed	Kimley-Horn
Task 501	Topographic Survey	\$ 4,000.00	Lump Sum	Canada Land and Marine Surveying
Task 502	Geotechnical Investigations	\$ 6,500.00	Lump Sum	GET, Inc
	TOTAL	\$ 63,530.37		

Payment will be due within 25 days of your receipt of the invoice.

The above scope of services will be provided on an hourly basis within a not-to-exceed budget of \$ **63,530.37**.

**TOWN OF SMITHFIELD
TASK ORDER No. 13**

Intersection Improvement Alternatives Analysis and Conceptual Design

October 20, 2016

Project Title: Intersection Improvement Alternatives Analysis and Conceptual Design

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

Background and Project Description:

It is understood that the Town of Smithfield wishes to conduct an evaluation of improvement alternatives for the S. Church Street at the Bennis Church Boulevard/U.S. Route 258/State Route 10 Bypass intersection. VDOT has a significant amount of residual right-of-way (ROW) in the vicinity of this intersection that was originally planned to accommodate an interchange. However, internal conversations with the Town and familiarity with existing intersection operations suggest volumes through the intersection today and in the immediate future, don't warrant a grade separated intersection/interchange at this location. Additionally, it is believed that the residual ROW may not be enough area to adequately accommodate an interchange designed to current VDOT and/or Federal Highway Administration (FHWA) standards. Because of these factors and in response to the local development market, the Town would prefer this ROW property be acquired/secured from VDOT for eventual sale on the open market to private interests and associated Economic Development opportunities.

In addition to the acquisition of right-of-way (ROW) and in anticipation of economic growth, new development traffic volumes and associated travel patterns will need to be efficiently and safely accommodated through the new intersection. To address this need, the Town is seeking to conduct an intersection improvement alternatives evaluation to determine what at-grade intersection improvements will best meet the immediate and future needs of the Town's pending growth. In addition to the S. Church Street at the Bennis Church Boulevard/U.S. Route 258/State Route 10 Bypass intersection, the study will also need to account for the Bennis Church Boulevard at Cypress Road/Gumwood Drive, S. Church Street at Moore Avenue, and S. Church Boulevard at Smithfield Boulevard/Heptinsall Avenue. These additional intersections are necessary for the purposes of assessing impacts/operations along a short segment of the S. Church Street and Bennis Church Boulevard corridors. The alternatives analysis will involve the development of up to five (5) concepts, traffic data collection, detailed analysis of up to two (2) preferred intersection concepts, along with conceptual design, public involvement meetings, stakeholder meetings, as well as planning level cost estimates. An Intersection Improvement Alternatives Analysis report will be prepared for the Town to adopt for public record.

It is expected that the adopted study and the identification of a final preferred concept will position the Town well for getting the project in VDOT'S Six Year Improvement Program (SYIP) and securing the necessary funding for eventual full design and construction.

Scope of Services

Task 101 – Intersection Alternatives Vision and Project Work Plan

At the onset of the study, a kick-off meeting will be conducted with the project team to review the scope of services, identify project goals and objectives, and discuss the vision for the project.

Subsequently, Kimley-Horn will develop a detailed project work plan itemizing the project tasks and schedule appropriate for the successful undertaking of the alternative intersection analysis study. A detailed project work plan will identify milestones, goals for the intersection alternatives analysis study, and essential elements for quality control and quality assurance.

Task 102 – Project Management and Coordination

This task consists of the time required to administer the project involving contracting, internal project coordination, coordination with you, the Town of Smithfield, Virginia Department of Transportation (VDOT), and other necessary stakeholders, supervision and general quality control, and project management responsibilities, as well as project organization, and scheduling.

Task 201 - Due Diligence of Acquiring Right-of-Way and Limited Access Break

This task consists of the time required to conduct due diligence for assessing the willingness of VDOT to sell existing residual ROW to the Town and the removal or re-designation of limited access line boundaries within the project study area. Kimley-Horn will conduct one (1) meeting with the Town of Smithfield to discuss the existing ROW and limited access lines prior to meeting with VDOT. Following this meeting with the Town, Kimley-Horn will coordinate with VDOT personnel to determine the necessary steps for obtaining ROW and requirements for changing the existing limited access designation. It is anticipated that up to four (4) face to face meetings will occur with VDOT staff as part of this Task. It is anticipated that three (3) of these meetings will occur with Hampton Roads VDOT District staff and one (1) meeting with Central Office staff in Richmond. Kimley-Horn will prepare summaries from these meetings and will prepare a brief memorandum summarizing the required approach to address the acquisition of ROW and the removal or re-designation of limited access boundary lines to the Town for review and consideration. Should our findings from the due diligence effort prove favorable and positive for the Town, Kimley-Horn will proceed with the performing subsequent tasks necessary to complete the intersection improvement alternatives analysis scope of services. If the findings from the due diligence indicate a strong reluctance by VDOT to sell ROW or modify the existing limited access lines, and/or it is determined there is no potential for the Town to achieve its objectives with this project, Kimley-Horn will not proceed with any subsequent tasks without direction from the Town and we will coordinate with the Town on appropriate procedures for project close out as deemed necessary.

Task 301 – Data Collection Coordination and Field Visit

Data needs for the intersection improvement alternatives analysis will consist of collecting turning movement count (TMC) data during AM and PM peak periods in the study area at up to six (6) intersections. Traffic count data will be used in the analysis of existing conditions and development of background traffic. Kimley-Horn will collect existing TMC data (6:30 to 8:30 AM and 4:30 to 6:30 PM) unless otherwise directed by Town of Smithfield staff for a typical weekday (i.e., Tuesday, Wednesday, or Thursday with school in session, no holidays, teacher work days, or special events) at the following intersections:

- S. Church Street (BUS U.S. Route 258) at Bennis Church Boulevard (U.S. Route 258/State Route 10/Bypass)
- S. Church Street (BUS U.S. Route 258) at Smithfield Square Shopping Center
- S. Church Street (BUS U.S. Route 258) at Moore Avenue
- S. Church Street (BUS U.S. Route 258) at Smithfield Vol Fire Dept./McDonald's
- S. Church Street (BUS U.S. Route 258) at Heptinstall Avenue/Smithfield Boulevard
- Bennis Church Blvd (U.S. Route 258/SR 10) at Cypress Crossing/Gumwood Drive

Traffic volume data will be prepared for three (3) analysis years: existing (2016), opening year (e.g., 2023), and design year (e.g., advertisement year + 22 years – 2043). The Town of Smithfield or VDOT staff will provide current traffic signal timings, phasing, time of day plans, and coordination data for the applicable signalized intersections.

Kimley-Horn, via a subconsultant will collect up to three (3) average weekday daily traffic (AWDT) counts in the study area. These locations will be identified and agreed upon with Town of Smithfield staff. Data collection will be conducted over a 72-hour period (i.e., Tuesday, Wednesday, and Thursday) during a normal work week (i.e., school in session, no holidays, no planned special events, etc.).

Kimley-Horn will conduct one (1) field visit to observe existing traffic operations, existing roadway geometric conditions, queues, and defined project limits. During the visit, we will collect and compile an inventory of digital still photographs within the project area that captures elements of interest that may consist of, signalized intersections, posted speed limits, roadway and intersection geometrics, geometric deficiencies, sight distance, accessibility and mobility issues/constraints, notable safety concerns, presence of overhead utilities, existing parking inventory along the study area roadway segments, potential presence of significant underground utilities, and potential construction challenges/constraints.

Task 302 – Existing Conditions Assessment

Kimley-Horn will qualitatively document existing physical conditions as well as operational and safety related constraints within the immediate area of the S. Church Street/Bennis Church Boulevard intersection. The inventory of existing conditions will be performed and documented using GIS, collected traffic data (AWDT, TMC, and vehicle classification where applicable) crash data, current land use data, and visual survey.

Kimley-Horn will conduct an existing conditions assessment for the study area intersections as defined by the VDOT Traffic Operations and Safety Analysis Manual (TOSAM). Documentation will be summarized in text narratives, tables, and graphics and will include the following information:

- Traffic volumes
- Vehicle classification (where applicable)
- General traffic characteristics and operations
- Signal operations
- Access – location, number of, spacing, deficiencies, etc.
- Geometry (e.g., corridor lanes, turn lanes)
- Crash data and safety issues/problems
- Pedestrian activity, accommodations, and issues/problems
- Other travel modes – transit or bicycle
- Land use and zoning
- Right-of-way boundaries (based on GIS files and/or Survey as provided by VDOT)
- Planned development site plans (where applicable)
- Planned roadway improvements to be provided by the Town of Smithfield, and/or VDOT

Level of Service Analysis

Kimley-Horn will conduct existing conditions level of service (LOS) analyses for the study area intersections and interchanges as defined in **Task 701**.

Task 401 – Environmental Analysis

Kimley-Horn will perform a database review of data obtained from various standard environmental data sources related to wetlands and other surface waters, floodplains, threatened and endangered species, cultural and historic resources, and hazardous materials.

We will then conduct a field investigation of the project area to review local existing conditions, verify the results of the database review and collect data for sites not identified in the database review but observed in the field.

Kimley-Horn will use aerial imagery to assess and identify potential impacts associated with the proposed interchange improvements. Based on our understanding of the nature of the study, Kimley-Horn does not intend to conduct any site specific environmental reconnaissance of specific parcels along the corridor. We will compile our findings and this data both in tabular form as well as graphically on aerial photography and GIS base mapping, for use in the development of improvement alternatives as well as in the final report.

Database Review: As part of the environmental screening process, Kimley-Horn will review data and mapping from the following readily available sources:

- U.S. Geological Survey Topographic Maps
- Natural Resources Conservation Service (NRCS) Soils Maps

- U.S. Fish and Wildlife Service National Wetlands Inventory
- Army Corps of Engineers – Regulatory In-Lieu Fee Bank Information Tracking System
- Virginia Department of Environmental Quality (DEQ) – Total Maximum Daily Load (TMDL) Development website
- Federal Emergency Management Agency (FEMA) – Flood Insurance Rate Maps
- Virginia Department of Game and Inland Fisheries (VDGIF) – Fish and Wildlife Information System
- Virginia Department of Historic Resources (VDHR) – Data Sharing System
- Virginia Department of Conservation and Recreation (VDCR) – Natural Heritage Explorer
- U.S. Environmental Protection Agency Facility Registration System including National Priorities List (NPL) and the Comprehensive Environmental Response, Compensation, and Liability Information System (CERCLIS) list

Kimley-Horn will compile the information collected during the database review into a geographic information system (GIS) geodatabase and load the data as base files onto a global positioning system (GPS) hand-held device for the field verification task.

Field Investigation: After reviewing the data collected during the database review, Kimley-Horn will perform limited field investigations of the project area. Kimley-Horn will conduct a field survey from existing rights of way to verify the results of the database review. Areas of concern not identified during the database review but observed in the field will be investigated further and documented as necessary. During the field review, Kimley-Horn will collect GPS information for incorrectly located sites and newly identified sites. Also during the field investigation, Kimley-Horn will obtain photos of significant observed environmental conditions and will provide this data in a photo log as an appendix to the report.

Documentation: Information from the previous subtasks will be summarized in a stand-alone chapter of the report with supporting documentation compiled in an appendix. This environmental chapter will include a brief introduction summarizing the methods used for data collection followed by sections for wetlands and surface waters, floodplains, threatened and endangered species, cultural and historic resources and hazardous materials. Each section will contain a narrative summarizing existing, no build conditions, and build conditions supplemented by tables, maps, and graphics as necessary to convey information.

The sections of the report will consist of the following information:

- Wetlands and Surface Waters
 - 8-digit Hydrologic Unit Code (HUC) in which the proposed project is located
 - Brief description of wetlands and surface waters likely to be impacted by the proposed project
 - Linear feet of streams and area of wetlands within the project study area will be estimated based on topographic mapping, NWI mapping, soils type, aerial photography, and limited field checking

- Jurisdictional streams will be classified as either perennial or intermittent
- Discussion of TMDLs (if any) for surface waters in the project area and how the TMDL will impact the project
- Discussion of the State and Federal permits and other possible certifications likely to be required for the project
- Discussion of possible mitigation requirements and available credits from mitigation banks located in the same HUC as the project area
- Floodplain
 - FEMA Flood Insurance Rate Map (FIRM) panel number(s) covering the project area
 - Description of the flood zones identified in the project area
- Threatened and Endangered Species
 - Brief description of species of concern identified during the database review
 - Discussion of potential for suitable habitat within the project area based on available mapping and limited field checking
 - Brief description of protected natural areas, conservation lands or known rare plant communities within the project area
 - Discussion of potential agency coordination requirements
- Cultural and Historic Resources
 - List of potential cultural resource sites identified within the project area
 - Brief description of structures identified during field investigation that are listed as eligible or that could potentially be eligible for listing on the National Register of Historic Places. A formal evaluation will not be performed as part of this scope of services, nor will consultation with the State Historic Preservation Office (SHPO). No archaeological investigation will be performed.
- Hazardous Materials
 - List of sites identified during database review
 - List of sites identified during field investigation but not found in database search that appear to store chemicals, petroleum products, or other hazardous materials in bulk.
 - Discussion of potential environmental concerns related to identified site

Task 501 – Intersection and Roadway Design Criteria

Kimley-Horn will determine the appropriate design criteria for use in designing the preferred interim and design year proposed intersection improvements (e.g., AASHTO Green Book and the VDOT Road Design Manual). Kimley-Horn will develop up to two (2) typical sections for the critical mainline segments (i.e., S. Church Street and Benns Church Boulevard) based on these design criteria and the proposed intersection improvements. Using available aerial photography, Kimley-Horn will create conceptual horizontal alignments of the proposed conceptual improvements. The design criteria, typical sections, and plan views will be incorporated into the final report.

In addition, a table summarizing the potential for design waivers and/or design exceptions will be included in the report.

Task 502 – Intersection Concept Alternatives Evaluation

Kimley-Horn, in conjunction with the Town, will develop up to five (5) intersection conceptual alternatives for initial review and assessment and up to two (2) design year alternatives for consideration. Kimley-Horn will summarize each alternative into a collective decision matrix for evaluation of fatal flaws by the Town and VDOT Traffic Engineering and Location and Design (L&D) staff. Based on the cursory review of each alternative, up to two (2) design year intersection alternatives will be selected for detailed operational analysis and inclusion in the final report.

Task 601 – Traffic Generation and Trip Distribution

A trip generation analysis will be completed for the future land use(s) and infill development to evaluate the potential traffic impacts. Trip generation will be based on land uses and densities proposed by the Town. Trip generation rates for the proposed development will be calculated using *ITE Trip Generation (9th Edition, 2012)*. The trip distribution and assignment will be based on the current turning movement count data, proposed land uses, and knowledge of the surrounding area. Traffic distribution and assignment will be indicated in report text and figures.

Task 701 – Traffic Operations Analysis

To assess the operational efficiency of the two (2) preferred alternative intersection concepts under consideration, Kimley-Horn will perform a detailed analysis of the following scenarios for the weekday AM and PM peak hours:

- Existing/Base Year (2016)
- No Build – Opening Year (2024)
- No Build – Design Year (2044)
- Preferred Intersection Improvement Alternative 1 – Opening Year (2024)
- Preferred Intersection Improvement Alternative 1 – Design Year (2044)
- Preferred Intersection Improvement Alternative 2 – Opening Year (2024)
- Preferred Intersection Improvement Alternative 2 – Design Year (2044)

Kimley-Horn will perform traffic operations analyses in accordance with the VDOT Traffic Operations and Safety Analysis Manual (TOSAM). Any deviations in analysis from the TOSAM will be approved by VDOT prior to completing the analysis. Assumptions and inputs for the traffic operations analysis will be discussed with VDOT at the initial project kick-off meeting (Task 101) and agreed upon with an approved “*Intersection Improvement Alternatives Analysis Assumptions Document*”.

Each scenario will evaluate the study intersections described above. A summary of the level of service (LOS) and queue analysis will be presented in text, tables, and graphics/figures. Existing *Synchro 9.1* analysis files previously developed for this area will be obtained and modified for use in this traffic assessment.

Task 801 – Opinions of Probable Construction Cost

Kimley-Horn will prepare planning level cost estimates for the two (2) preferred intersection improvement alternatives. Project costs will be based on the most current VDOT Transportation and Mobility Planning Division's (TMPD) "Statewide Planning Level Cost Estimates" and familiarity with similar roadway construction projects within the Hampton Roads District region, or if directed the VDOT Hampton Roads District L&D Roadway Cost Estimation Tool. The costs will be inflated/adjusted as necessary and agreed upon to project current day (e.g., 2017) cost estimates. We anticipate including a planning level contingency cost of 15%. We anticipate cost estimates consisting of: preliminary engineering, environmental review, right-of-way (ROW) acquisition (as a percentage of construction costs), utilities, bridges or constraints (where applicable), and construction.

Task 901 – Reporting

Kimley-Horn will prepare one (1) draft intersection improvement alternatives analysis report for review by Town of Smithfield and/or VDOT staff. This scope assumes that following issuance of the draft report, one (1) revision/response to comprehensive comments will be completed. Any additional revisions will be considered an Additional Service unless such additional revisions are required because of mistakes or inaccuracies by Kimley-Horn. Following the issuance and comment on the draft report, a final report will be prepared for submittal to the Town of Smithfield.

At an agreed upon time, up to ten (10) copies of the final report will be prepared for distribution. A technical appendix will also be prepared and submitted with the final version.

A CD-ROM will be created having digital copies of the document, data collection, analytical files (e.g., Sychro files, SIDRA (if applicable)) associated mapping (including GIS shape files and AutoCAD files) and pertinent graphics, figures, photos and support material. The CD-ROM will be used for future reproduction needs.

Task 1001 – Project Team Meetings, Public Meetings, and Presentations

Kimley-Horn will attend the following meetings and presentations:

- Five (5) Project Team Meetings
 - Work Session # 1 – Kickoff/Project Team Visioning Meeting (Part of Task 101)
 - Work Session # 2 – Traffic Operations Analysis Assumptions and Growth Rates
 - Work Session # 3 – Existing Conditions Findings and Design Criteria
 - Work Session # 4 – Intersection Alternatives Review and Fatal Flaw Analysis
 - Work Session # 5 – DRAFT Report Findings and Recommendations
- Two (2) Presentation Meetings
 - DRAFT Report Findings and Recommendations (presentation to Smithfield Town Council)
 - FINAL Report Findings and Recommendations (presentation to Smithfield Town Council)

Kimley-Horn will attend the following two (2) public workshops. There will be up to three (3) Kimley-Horn staff members in attendance at each of these workshops. Kimley-Horn will provide the presentation materials, graphics, and handouts. The Project Team (i.e., Town of Smithfield, and/or VDOT) will be responsible for securing the facility and all costs associated with the use of the facility for the workshops, as well as costs associated with advertisement of the meeting and mailing/distribution of the workshop announcement.

- Public Workshop/Information Meeting #1
- Public Workshop/Information Meeting #2

Schedule

We will provide our services as expeditiously as practicable according to the mutually agreed upon schedule/work plan established in **Task 101**.

Fee and Expenses

Kimley-Horn will perform the services described above for the fees listed below. In addition to the hourly not-to-exceed fee, direct reimbursable expenses such as express delivery services, outside reprographics, fees, local mileage and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Task 101	Intersection Alternatives Vision and Project Work Plan	\$ 3,884.64	Hourly Not to Exceed	Kimley-Horn
Task 102	Project Management and Coordination	\$ 5,681.20	Hourly Not to Exceed	Kimley-Horn
Task 201	Due Diligence of Acquiring Right-of-Way and Limited Access Break	\$16,876.88	Hourly Not to Exceed	Kimley-Horn
Task 301	Data Collection Coordination and Field Visit	\$ 10,742.50	Hourly Not to Exceed	Kimley-Horn
Task 302	Existing Conditions Assessment	\$ 10,481.32	Hourly Not to Exceed	Kimley-Horn
Task 401	Environmental Analysis	\$ 14,849.44	Hourly Not to Exceed	Kimley-Horn
Task 501	Intersection and Roadway Design Criteria	\$ 11,560.82	Hourly Not to Exceed	Kimley-Horn
Task 502	Intersection Concept Alternatives Evaluation	\$ 10,079.50	Hourly Not to Exceed	Kimley-Horn
Task 601	Traffic Generation and Trip Distribution	\$ 13,484.56	Hourly Not to Exceed	Kimley-Horn
Task 701	Traffic Operations Analysis	\$ 20,445.90	Hourly Not to Exceed	Kimley-Horn
Task 801	Opinions of Probable Construction Cost	\$ 6,537.70	Hourly Not to Exceed	Kimley-Horn
Task 901	Reporting	\$ 21,757.72	Hourly Not to Exceed	Kimley-Horn
Task 1001	Project Team Meetings, Public Meetings, and Presentations	\$ 16,417.82	Hourly Not to Exceed	Kimley-Horn
Traffic Data Collection		\$ 4,796.20	Lump Sum	Peggy Malone
Reimbursable Expenses		\$ 3,874.20	Lump Sum	Kimley-Horn
Total		\$171,470.40		

Payment will be due within 25 days of your receipt of the invoice. The above scope of services will be provided on an hourly basis within a not-to-exceed budget of \$ 171,470.40.

TOWN OF SMITHFIELD
TASK ORDER No. 14
Smithfield to Nike Park Trail – Segment 3 Alternatives Analysis

October 24, 2016

Project Title: Smithfield to Nike Park Trail – Segment 3 Alternatives Analysis

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

Background and Project Description:

Kimley-Horn is currently serving as the engineering consultant for Isle of Wight County on the Smithfield to Nike Park Trail Project. This project has been broken into three (3) segments, with Segment 1 and Segment 2 having been designed to a 100% design level. As part of the contract between Isle of Wight County and Kimley-Horn, Kimley-Horn developed five (5) alternatives for Segment 3 which connects Battery Park Road to Downtown Smithfield, generally along S Church St or within the neighborhoods directly adjacent to S Church St. The Town of Smithfield desires to perform an alternatives analysis that further evaluates three of the five alternatives previously developed. The alternatives analysis will consist of providing the Town with additional information regarding route alternatives, typical section options, opinions of probable construction costs, approximate impacts to right-of-way, and avoidance and minimization of impacts to environmentally sensitive areas in order to select a preferred alternative to move forward into the preliminary design phase.

From conversations with the Town, Kimley-Horn understands previous design efforts have been performed to evaluate an 8 foot concrete sidewalk along S Church St. Kimley-Horn will include this information in the evaluation of alternatives.

The five (5) alternatives previously developed by Kimley-Horn and shared with citizens of the Town are attached.

Scope of Services

Task 101 – Conceptual Exhibits

Kimley-Horn will develop exhibits showing three (3) alternatives of Segment 3 of the trail project connecting Battery Park Road to Downtown Smithfield. Kimley-Horn will use the previously completed five (5) alternatives that were developed and provide additional exhibits at a much smaller scale in order to better provide a display of the proposed improvements and better approximate impacts to properties and preferred design option. Exhibits will be developed on

11" x 17" plan sheets and will utilize aerial photography and available GIS layers. All information shown on exhibits will be conceptual design.

This scope anticipates developing up to two (2) sets of exhibits for each of the three (3) alternatives being evaluated. Multiple sets of exhibits will provide the Town with documentation of varying path locations or varying typical sections for each alternative.

As the alternatives are developed along S Church St, Kimley-Horn will evaluate opportunities to improve access management along the corridor by consolidating entrances.

No topographic survey will be obtained to support this task. Aerial photography and available GIS information will be utilized to determine approximate impacts to right-of-way.

Task 102 – Typical Section Development

Kimley-Horn will develop a brief general standards and design guide document for the Segment 3 alternatives. The document will consist of up to three (3) typical section options for each of the three (3) alternatives being evaluated. Typical sections will show maximum cross slopes for the path, path widths, ditch and shoulder width, curb and gutter locations if required, clear zone widths, and easement/right-of-way limits. Typical section evaluations will also consist of varying pavement surfaces.

After confirming proposed typical sections with the Town, Kimley-Horn will coordinate with both Isle of Wight County and VDOT regarding appropriate typical section alternatives within current VDOT and AASHTO design standards. This task assumes one meeting with these stakeholders and addressing one round of comments provided on the design guide document.

Task 103 – Opinion of Probable Construction Costs

Kimley-Horn will prepare opinion of probable construction costs for the three (3) alternatives being evaluated. Cost opinions will be based on anticipated pay items for some portions of the proposed improvements and lump sum costs for other portions of the proposed improvements. Cost opinions will incorporate variations in project costs to accommodate changes in pavement material and pavement widths along the alternatives.

Task 104 – Environmental Due Diligence

The Kimley-Horn environmental team will perform a site visit to observe existing conditions along the three (3) alternatives and document the presence of environmentally sensitive areas that can impact project costs and project schedules. Kimley-Horn will also perform appropriate database searches for threatened and endangered species, wetlands and waters of the United States, and historic resources.

Task 105 - Report

The information gathered and documentation developed in Tasks 101 – 104 will be compiled into a report and submitted to the Town for review. This task will consist of submitting a draft report for review by the Town, meeting with the Town to discuss comments from the review, and submitting a final draft.

SERVICES NOT INCLUDED

Any services not specifically provided for herein, as well as changes in the scope of proposed services and revisions requested by the Client after substantial completion of the proposed services, will be considered additional services and will be performed at our current hourly rates as of the date of your authorizing the work. No additional services will be performed without authorization by you in the manner you specify. If you so request, we will also offer for your consideration fixed fee proposals for any additional services that you may require.

SCHEDULE

We will provide our services as expeditiously as practicable according to a mutually agreed upon schedule.

Fee and Expenses

Kimley-Horn will perform the services described above for the fees listed below. In addition to the hourly not-to-exceed fee, direct reimbursable expenses such as express delivery services, outside reprographics, fees, local mileage and other direct expenses will be billed at 1.15 times cost. All permitting, application, and similar project fees will be paid directly by the Client.

Task 101	Conceptual Exhibits	\$ 5,990.60	Hourly Not-to-Exceed	Kimley-Horn
Task 102	Typical Section Development	\$ 3,989.76	Hourly Not-to-Exceed	Kimley-Horn
Task 103	Opinion of Probable Construction Costs	\$ 2,925.60	Hourly Not-to-Exceed	Kimley-Horn
Task 104	Environmental Due Diligence	\$ 3,875.70	Hourly Not-to-Exceed	Kimley-Horn
Task 105	Report	\$ 3,494.38	Hourly Not-to-Exceed	Kimley-Horn
	TOTAL	\$ 20,276.04		



Payment will be due within 25 days of your receipt of the invoice.

The above scope of services will be provided on an hourly basis within a not-to-exceed budget of \$ 20,276.04



Miscellaneous Provisions

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

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

OWNER: The Town of Smithfield

BY: _____ Date
Peter M. Stephenson, Town Manager

Address for giving notices:

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

CONSULTANT: KIMLEY-HORN AND ASSOCIATES, INC.

BY:

TITLE: _____

DATE: _____

Address for giving notices:

ATTN: Jamie H. Weist, PE
11815 Fountain Way, Suite 300
Newport News, VA 22801
Phone: 757-320-5636
E-mail: Jamie.weist@kimley-horn.com

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

Pinewood Heights Relocation Project Updates

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR OCTOBER 2016

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: October 15, 2016

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>4</u> of <u>18</u>	# of housing inspections done?	<u>8</u> of <u>18</u>
# of vacant lots acquired?	<u>0</u> of <u>2</u>	# of owner-occupied relocations done?	<u>4</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>3</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: 09/ 12/ 2016

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

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

TA Site Visit Requested: Yes No

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

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

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 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, 33, 36, 37, 38, and one vacant lot. Appraisals have been received but not reviewed for 34 and 35 Jamestown. 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 12 providing their income forms. Owners at 21, 23, 36, and 38 Jamestown have sold their homes and relocated. The 33 Jamestown owner is waiting to close and relocate; this home was to be done by the end of September but rain events have delayed the relocation until late October. Four renters have relocated with two becoming homeowners. 27A, 27B, 28A, and 28B have also relocated. We are working

with five other tenants of their relocation. Offer letters were mailed for the vacant rental units of 27A, 27B and 28A Jamestown Avenue; these should close in late October. Offers have also been sent to 3 owner of other units as their tenants are in the process of relocation.

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 4

1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 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 5
 1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown
 Offers Accepted 5
 1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown
 Properties Closed On 0

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
 Household Surveys Completed 5
 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
 Income Verifications Completed 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 4
 1) 21 Jamestown 2) 23 Jamestown 3) 36 Jamestown 4) 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 6
 1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown
 Eligibility of Relocation Letters Sent 6
 1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown
 Comparable Units Found and Inspected 5
 1) 26 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 34 Jamestown 5) 35 Jamestown
 Households Relocated 1

- 1) 28A Jamestown
- 2) 28B Jamestown

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

Section 8 Occupied Homes

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

Household Surveys Completed 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 2

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

Comparable Units Found and Inspected 2

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

Households Relocated 2

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

Demolition (Goal=18)

Units to be Demolished

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

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

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

Units that have been Demolished 0

PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

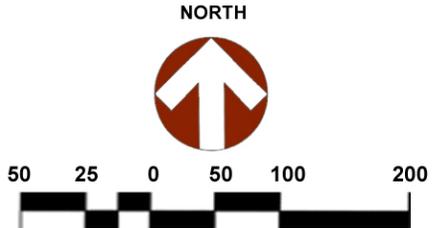
Town of Smithfield, Virginia

LEGEND

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



PREMIUM PET HEALTH LLC.
(HEAVY INDUSTRIAL USE)



GRAPHIC SCALE IN FEET

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

OCTOBER, 2016



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 21, 2016

TO SMITHFIELD TOWN COUNCIL

FROM TOWN MANAGER *PETER*

SUBJECT REQUEST FOR PROPOSALS TO RELOCATE WOMBWELL HOUSE

The town received two proposals in response to the Request for Proposals (RFP) issued for the desired relocation of the Dr. Jordan Wombwell house, located at 888 W. Main Street. The primary purpose of the RFP, which was issued and widely advertised this past summer, was for the relocation and reuse of the house by others at the offeror's sole expense. Unfortunately neither proposal received satisfactorily addressed this purpose. One proposal requested that the town bear the complete relocation expense to move it elsewhere in the county and the other proposal only sought to relocate one of the outbuildings from the site and did not address the house itself.

This item has been tabled since these two proposals were received on August 5th as we have been solely focused on bidding out the work for the sports complex on the larger portion of this overall site. The two offerors have been patient but deserve an answer regarding their status. Neither proposal received was responsive to the intent of the RFP, thus staff recommends that they both be rejected by council at this time.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
www.smithfieldva.gov • Local Cable Channel 6

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
AND INVITATION TO BID

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 Town Hall, , on Tuesday, November 1, 2016, at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO EXECUTE A FRANCHISE AGREEMENT WITH HISTORIC WINDSOR CASTLE RESTORATION, LLC. GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

The public is hereby invited to submit bids in writing for the franchise, right, privilege and lease proposed to be granted by this ordinance. The proposed term shall be a grant of 30 years. All bids must be in writing and must be submitted not later than 12:00 noon on October 28, 2016 to the Town Manager at his offices located at 911 S. Church Street, Smithfield, Virginia 23430.

Any person desiring to be heard in favor of or in opposition to or to express his or her views with respect to the aforesaid Ordinance may appear at the hearing and be heard. The full text of the Ordinance is available for inspection in the Town Manager's offices, 911 S. Church Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: October 19 and 26, 2016

