

- TAB # 1** 3. Fiscal Year 2017/2018 Revenue Projections
- 4. Establish Meeting Date – Special Budget Worksession
- TAB # 2** 5. February Financial Statements and Graphs
- TAB # 3** 6. February Cash Balances / VML Investment Pool Update
- TAB # 4** 7. Invoices Over \$10,000 Requiring Council Authorization:
 - a. MUSCO Lighting \$ 39,670.00
 - b. RAD Sports \$490,247.50
 - c. Lewis Construction of Virginia \$ 37,107.00
- TAB # 5** 8. Personnel Policies Manual Proposed Updates

TUESDAY, MARCH 28TH, 2017

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

- 1. Public Comment
- TAB # 6** 2. Operational Update – Committee Report
- TAB # 7** 3. Proposed Price Adjustment for the Smithfield Center Venue
- TAB # 8** 4. Request to Use Clontz Park for the Annual Fireworks Display, July 3rd, 2017.
- TAB # 9** 5. Joseph W. Luter, Jr. Sports Complex
 - a. Update on Agreement with SRA
 - b. MOU with Isle of Wight County
- 6. Clontz Park Boat Ramp Grant Status Report
- TAB # 10** 7. Old Business: Pagan River Dredging Request

Immediately following the conclusion of the above meeting:

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

- 1. Public Comment
- TAB # 11** 2. Renewal of Street Maintenance Contract with Blair Brothers, Inc.
- TAB # 12** 3. Proposals from Blair Brothers, Inc. for Street Maintenance Work on the following streets: Old South Church Street, Stratford Lane, Wellington Circle from Dover Court to Edinburgh, and Andrews Crossing from John Rolf Drive to Lane Crescent
- TAB # 13** 4. Cary Street Drainage Improvement and Easement
- TAB # 14** 5. Smithfield Lake Dam Emergency Spillway Repair and Hazard Mitigation Proposal from Draper Aden Associates (FEMA / VDEM Grant)
- TAB # 15** 6. Refuse and Recycling Services RFP

Immediately following the conclusion of the above meeting:

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

- 1. Public Comment
- TAB # 16** 2. Pinewood Heights Relocation Project – Phase III Update
- TAB # 17** 3. Windsor Castle Project Update and Letter of Intent from Smithfield VA Events

- TAB # 18** 4. Pre-Public Hearing Discussion: Rezoning Community Conservation (C-C) to Highway Retail Commercial (HR-C)
 - TAB # 19** 5. Pre-Public Hearing Discussion: Special Use Permit Retail Sales in Residential/Office Zoning District
 - TAB # 20** 6. Appeal of BHAR Action - Demolition Application of Pierceville Structures
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***** Additional Item Not Listed on Committee but will be on Council's April 4th Agenda*****

- Approval of March 7th, Town Council Meeting Minutes
-

**FINANCE
COMMITTEE**

2016 Current Real Estate Reconciliation			
Real Estate Billing per Land Book 2016	\$	1,756,927.36	
Less: Elderly Relief	\$	(16,800.44)	
Less: Veterans	\$	(9,823.84)	
Less: Deferred		(15,900.96)	
Adjusted billings before supplements & abatements			1,711,579.31
Supplement:		-	-
			-
Abatements :			
	3/12/2017	(995.20)	
			(995.20)
		-	
Balance Billed 3/13/2017			\$ 1,710,584.11
Revenue per GL 3-100-11010-0001			1,691,397.93
Unpaid balance as of 3/13/17 0-999-410-2016			19,186.18
Add: returned checks			-
Balance 3/13/17			\$ 1,710,584.11
Net difference			\$ -
Revenue per GL 2/28/17	\$	1,690,065.05	
Collections 3/1-3/13/17	\$	1,332.88	
subtotal		1,691,397.93	
Expected collections through 6/30/17 (at least 5% of balance)		2,267.00	5% of balance + delinquent business account
		1,693,664.93	
Collections for FY 2016			
Revenue per GL 2/29/16	\$	1,666,322.88	
Collections 3/1-3/22/16	\$	1,869.60	
subtotal	\$	1,668,192.48	
Penalty and Interest		Penalty	Interest
Current year 2016 collections through 3/13/17		3,683.66	352.19
Projected business accounts		71.25	19.59
Projected remainder March through June		155.49	42.76
Projected Total		3,910.40	414.54

Delinquent RE Taxes Paid in 2016

	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	Total
1999	(143.87)									(143.87)
2000										-
2001										-
2002										-
2003				40.25						40.25
2004				138.81						138.81
2005				139.18	16.43					155.61
2006	(103.50)			122.08	20.80					39.38
2007			121.92	122.08	20.80					264.80
2008			175.20	(211.36)	87.68					51.52
2009			175.20		163.52					338.72
2010			179.20	(374.40)	214.31					19.11
2011			179.20	(238.75)	147.21		165.76			253.42
2012	(240.00)		207.04		141.76			426.45		535.25
2013		(46.33)	207.04	92.16	76.20	263.17	188.16	571.45		1,351.85
2014			207.04	4.15	446.36	473.92	189.28	534.37		1,855.12
2015	942.69	(729.37)	621.86	620.71	1,208.26	4,285.35	1,408.80	1,039.61	(595.65)	8,802.26

Total per cash reports (GL) 455.32 (775.70) 2,073.70 454.91 2,543.33 5,022.44 1,952.00 2,571.88 (595.65) **13,702.23**

Estimated collections remainder Mar-Jun 1,554.88

Note: Delinquent collections for 2016 principal **\$ 15,100.36** 15,257.11 **round up to \$15000**

Penalty and Interest

	<u>Penalty</u>	<u>Interest</u>
Current year 2016 collections through 3/13/17	2,113.91	4,357.68
Projected remainder March through June	155.49	213.79
Projected Total	2,269.40	4,571.47

2016 Current Personal Property Reconciliation				
Real Personal Property Billing per Tax Book 2016	\$	759,390.93		
Less: PPTRA		(243,794.78)		
Add: Vehicle Decals		154,483.27		
Adjusted billings before supplements & abatements			670,079.42	
Supplement:				
PP 2016 (M&T)		135,806.38		
Less: PPTRA		-		
			135,806.38	
Supplements:				
VL 2016		-	-	
Abatements :				
PP 2016		(7,009.53)		
Less: PPTRA		2,935.60		
			(4,073.93)	
Abatements:				
VL 2016		(3,642.00)	(3,642.00)	
Balance 6/30/16				\$ 798,169.87
Revenue per GL 3/12/2017 3-100-11031-0001			602,657.25	
Revenue per GL 3/12/2017 3-100-12050-2016			123,469.39	
Adjusted revenue before PPTRA				726,126.64
Adjusted revenue				726,126.64
2016 Uncollected balance as of 3/12/2017 0-999-411-2016			72,043.23	
Adjustments			-	72,043.23
GL Balance 3/12/2017				\$ 798,169.87
Net variance				\$ -
PP 2016				
Collected through 3/12/17			602,657.25	
Estimated collections remaining Mar-Jun			2,500.00	
			605,157.25	
Note: 2012 total collections		\$	555,146	
2013 total collections		\$	596,361	
2014 total collections		\$	626,543	
2015 total collections		\$	623,025	
2016 total collections		\$	582,481	
PP 2016 Penalty and interest		Penalty	Interest	
Current year 2016 collections through 3/12/16		12,726.06	593.74	
Projected April through June		250.00	100.00	
		12,976.06	693.74	
		leave at \$13000	reduce to \$700	
VL 2016		154,483.27		
Less Abatements		(3,642.00)		
Less collections (through 3/13/17)		(121,934.77)		
Balance remaining		27,745.23		
VL 2015 collected in FY2017		5,912.40		
VL 2014 collected in FY2017		2,981.14		

VL 2013 collected in FY2017	1,871.33			
VL 2012 collected in FY2017	1,300.00			
VL 2011 collected in FY2017	1,061.01			
VL 2010 collected in FY2017	720.00			
VL 2009 collected in FY2017	751.17			
		14,597.05		
VL 2016 collections through 3/13/17		123,469.39		
Projected April through June		700.00		
		138,766.44	increase to \$138000	
Note: 2012 total collections were \$132,373.				
2013 total collections were \$137,129				
2014 total collections were \$134,927				
2015 total collections were \$148,712				
2016 total collections were \$134,185				

Delinquent PP Taxes Paid in 2016

	<u>7/16</u>	<u>8/16</u>	<u>9/16</u>	<u>10/16</u>	<u>11/16</u>	<u>12/16</u>	<u>1/17</u>	<u>2/17</u>	<u>3/17</u>	<u>Total</u>	
2007											
2008											-
2009			87.08	449.85	98.85	26.40	4.45			666.63	
2010	0.53		22.79	450.15	205.11	9.60	7.09			695.27	
2011	59.73		66.50	293.32	290.60	72.41	-	90.52	108.12	981.20	
2012	233.31		159.21	256.66	417.71	61.33	41.44	255.73	239.55	1,664.94	
2013	670.99	26.62	232.77	376.50	340.56	314.91	142.87	(62,788.07)	220.12	(60,462.73)	
2014	611.97	513.46	241.13	467.99	520.05	760.92	105.55	(63,331.35)	469.33	(59,640.95)	
2015	1,341.20	525.69	202.68	813.40	735.11	1,617.66	571.69	(46,122.06)	1,195.81	(39,118.82)	
Balance per cash report	2,917.73	1,065.77	1,012.16	3,107.87	2,607.99	2,863.23	873.09	(171,895.23)	2,232.93	(155,214.46)	14,447.84
Estimated remainder Apr-Jun										2,000.00	2,000.00
										(153,214.46)	16,447.84

10,079.13

VL 2009			60.00	460.00	180.00	31.17	20.00			751.17	
VL 2010	60.00		20.00	308.94	231.06	20.00	20.00			660.00	
VL 2011	40.00		60.00	300.00	220.00	80.00	-	230.88	90.13	1,021.01	
VL 2012	80.00		120.00	340.00	260.00	60.00	100.00	180.00	160.00	1,300.00	
VL2013	200.00		200.00	207.33	412.67	180.00	80.00	411.33	180.00	1,871.33	
VL2014	202.41	180.00	300.00	272.05	403.77	379.72	191.62	658.23	393.34	2,981.14	
VL2015	960.00	264.14	240.00	168.31	856.49	1,303.49	420.00	1,114.12	585.85	5,912.40	
VL collected	1,542.41	444.14	1,000.00	2,056.63	2,563.99	2,054.38	831.62	2,594.56	1,409.32	14,497.05	-
Total collections	4,460.14	1,509.91	2,012.16	5,164.50	5,171.98	4,917.61	1,704.71	(169,300.67)	3,642.25	(140,717.41)	14,447.84

PP 2016 Penalty and interest

	<u>Penalty</u>	<u>Interest</u>
Current year 2016 collections through 3/13/17	6,531.51	5,599.80
Projected April through June	240.00	264.00
Projected total through 6/30/17	6,771.51	5,863.80
	4,574.71	3,986.61
	1,364.05	1,040.71
	592.75	572.48
	6,531.51	5,599.80

16-Dec

RE 2016

CHARTER FIBERLINK VA-C	
COLUMBIA GAS OF VIRGIN	6,546.45
VIRGINIA ELECTRIC & PO	16,178.71

COLUMBIA GAS TRANSMISSION	
COMMUNITY ELECTRIC COOP	598.65
LEVEL 3 COMMUNICATIONS	
MCI WORLDCOM NETWORK	1.08
NEW CINGULAR WIRELESS	1.26
T-MOBILE LICENSE	
TW TELECOM OF VIRGINIA	
VERIZON SOUTH, INC	6,220.06

Totals	29,546.21
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PP 2016

VERIZON SOUTH, INC	122.31
VERIZON VIRGINIA, INC	454.62

Totals	576.93
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FRANCHISE TAXES

Acct 3-100-12040-0001

Based on Sch C's

Description	Projected 2016/2017	Actual 2015/2016	Actual 2014/2015	Actual 2013/2014	Actual 2012/2013
J P Morgan Chase Bank	95.00	37.00	55.00	502.00	
BB&T	14,912.00	14,410.79	24,840.00	11,179.00	6,611.00
Wachovia (Wells Fargo)	10,982.00	12,350.00	12,589.00	15,274.00	17,958.00
Bank of Southside Virginia*	16,769.64	16,769.64	18,506.33	15,056.90	16,573.64
Farmers Bank	74,703.00	76,345.00	76,710.00	69,139.00	57,584.00
Bank of America	19,494.00	17,920.00	17,698.00	23,458.00	18,057.00
Bank of America - Refund	-	-	(20,171.00)		
Totals	\$ 136,955.64	\$ 137,832.43	\$ 130,227.33	\$ 134,608.90	\$ 116,783.64

* Have not yet received Sch C for BSV. Used 2016 payment for budget.

Cigarette Taxes-FY2017											
Vendor	Amt	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	Total
McLane Mid-Atlantic	15,000	4,935.00									4,935.00
Delhaize America Distributors	15,000	4,935.00									4,935.00
Super Food Services	15,000	4,935.00									4,935.00
M R Williams Inc.	15,000	4,935.00									4,935.00
Smithfield BP	1,060		348.74								348.74
Cooper Booth Wholesale	15,000		4,935.00								4,935.00
McLane Mid-Atlantic	15,000		4,935.00								4,935.00
McLane Mid-Atlantic	15,000			4,935.00							4,935.00
Cooper Booth Wholesale	15,000			4,935.00							4,935.00
M R Williams Inc.	15,000			4,935.00							4,935.00
SuperValu Inc	15,000			4,935.00							4,935.00
Smithfield BP	1,060				343.49						343.49
McLane Mid-Atlantic	15,000				4,935.00						4,935.00
Core Mark Distributors	15,000				4,935.00						4,935.00
Cooper Booth Wholesale	15,000				4,935.00						4,935.00
Delhaize America Distributors	15,000					4,935.00					4,935.00
McLane Mid-Atlantic	15,000					4,935.00					4,935.00
Cooper-Booth Wholesale	15,000					4,935.00					4,935.00
M R Williams Inc.	15,000					4,935.00					4,935.00
McLane Mid-Atlantic	15,000						4,935.00				4,935.00
Park N Shop #10	1,060						348.74				348.74
Cooper Booth Wholesale	15,000						4,935.00				4,935.00
Super Food Services	15,000						4,935.00				4,935.00
Coremark Distributors	15,000							4,935.00			4,935.00
McLane Mid-Atlantic	15,000							4,935.00			4,935.00
McLane Mid-Atlantic	15,000								4,935.00		4,935.00
Cooper-Booth Wholesale	15,000								4,935.00		4,935.00
M R Williams Inc.	15,000								4,935.00		4,935.00
Smithfield BP	1,089								348.74		348.74
McLane Mid-Atlantic	15,000									4,935.00	4,935.00
Super Food Services	15,000									4,935.00	4,935.00
Delhaize America Distributors	15,000									4,935.00	4,935.00
McLane Mid-Atlantic											-
Cooper-Booth Wholesale											-
Atlantic Dominion Dist											-
M R Williams Inc.											-
McLane Mid-Atlantic											-
Cooper Booth Wholesale											-
Atlantic Dominion Dist											-
McLane Mid-Atlantic											-
Cooper Booth Wholesale											-
Coremark Distributors											-
	424,269	19,740.00	10,218.74	19,740.00	15,148.49	19,740.00	15,153.74	9,870.00	15,153.74	14,805.00	139,561.46
Refunds:											-
Cooper Booth Wholesale							(8.25)				(8.25)
CVS											-
S&M Brands											-
McLane Carolina											-
Total	424,269	19,740.00	10,218.74	19,740.00	15,148.49	19,740.00	15,145.49	9,870.00	15,153.74	14,805.00	139,561.46
Estimated Apr-Jun											29,610.00
Estimated through 6/30/16											169,171.46

per pack \$0.35
6% discount (0.02)
Net per pack \$0.33

Note: Prior years as follows:

2016	184,676.26	Apr-Jun \$49,350	no months lower than \$9870
2015	153,317.25		
2014	166,913.30		
2013	136,664.85		
2012	143,582.10		
2011	132,698.50		
2010	118,331.55		
2009	151,967.90		
2008	142,195.00		

ACCT # 3-100-12101-0001
 ACCT # 4-100-11010-5814
 TRANSIENT OCCUPANCY TAX
 Collections 2016/2017

	7/16	10/16	1/17	4/17	Subtotal	Penalty	Interest	Total Paid	7/16	7/17	Adjusted Total
Total Transient Occupancy Tax	45,357.42	53,420.22	49,190.07	-	\$ 147,967.71	1,153.75	528.80	149,650.26	(45,357.42)	-	104,292.84
Estimated April & July				37,342.00	37,342.00			37,342.00		50,000.00	87,342.00
% of prior year		112%	110%	110%							
					\$ 185,309.71	\$ 1,153.75	\$ 528.80	186,992.26	(45,357.42)	50,000.00	191,634.84
	7/15	10/15	1/16	4/16	Subtotal	Penalty	Interest	Total Paid	7/15	7/16	Adjusted Total
Total Transient Occupancy Tax	50,785.82	47,497.56	44,740.84	33,947.57	\$ 176,971.79	7,263.01	1,082.06	185,316.86	(50,785.82)	45,357.42	179,888.46
		0.28			\$ 176,971.79					reverse 6/15 Accrual	
	7/14	10/14	1/15	4/15	Subtotal	Penalty	Interest	Total Paid	7/14		
Total Transient Occupancy Tax	\$ 49,545.83	\$ 44,425.56	\$ 37,350.77	\$ 34,885.27	\$ 166,207.43	\$ 6,571.00	\$ 2,197.19	\$ 174,975.62			
					-49545.83					reverse 6/14 Accrual	
					\$ 116,661.60						

ACCT #: 3-100-24020-0001

TOWN OF SMITHFIELD

Sales Tax 2016/2017

Month Received		IOW	Period Paid
Jul-16		26,324.89	May-16
Aug-16		30,200.96	Jun-16
Sep-16		26,956.23	Jul-16
Oct-16		39,567.51	Aug-16
Nov-16		29,901.26	Sep-16
Dec-16		28,478.77	Oct-16
Jan-17		28,851.73	Nov-16
Feb-17		35,514.25	Dec-16
Mar-17		-	Jan-17
Apr-17		-	Feb-17
May-17		-	Mar-17
Jun-17		-	Apr-17
		-	
Accrued			
Jul-17		-	May-17
Aug-17		-	Jun-17
Reverse 6/16		(56,525.85)	
Projected remainder 2017 based on 2016		162,899.00	
Total projected sales tax		\$ 352,168.75	

Sales Tax	2015	313,161.45
	2014	293,934.95
	2013	259,164.79
	2012	298,844.08

ACCT #: 3-100-24020-0001

TOWN OF SMITHFIELD

Sales Tax 2015/2016

Month Received		IOW	Period Paid
Jul-15		52,133.80	Jun-15
Aug-15		28,761.59	Jun-15
Sep-15		27,050.60	Jul-15
Oct-15		25,780.67	Aug-15
Nov-15		26,825.88	Sep-15
Dec-15		26,455.81	Oct-15
Jan-16		28,359.92	Nov-15
Feb-16		33,525.66	Dec-15
Mar-16		24,290.41	Jan-16
Apr-16		24,922.63	Feb-16
May-16		30,172.24	Mar-16
Jun-16		26,988.42	Apr-16
		-	May-16
Accrued			
Jul-15		26,324.89	May-16
Aug-15		30,200.96	Jun-16
Reverse 6/15		(80,895.39)	
Projected remainder 2016 based on 2015		-	
Total projected sales tax		\$ 330,898.09	

TOWN OF SMITHFIELD
Consumption Taxes 2016/2017

Month Received	CEC	Period Paid	Columbia Gas	Period Paid	Virginia Power	Period Paid	Totals
Jul-16	2.57	Jun-16	170.92	Jun-16	5,444.15	Jun-16	5,617.64
Aug-16	2.25	Jul-16	148.85	Jul-16	2,082.97	Jul-16	2,234.07
Sep-16	3.09	Aug-16	127.69	Aug-16	6,381.54	Aug-16	6,512.32
Oct-16	3.91	Sep-16	134.07	Sep-16	4,061.10	Sep-16	4,199.08
Nov-16	3.80	Oct-16	154.26	Oct-16	2,984.00	Oct-16	3,142.06
Dec-16	2.58	Nov-16	389.18	Nov-16	1,108.12	Nov-16	1,499.88
Jan-17	2.35	Dec-16	943.08	Dec-16	3,767.50	Dec-16	4,712.93
Feb-17	2.99	Jan-17	1,404.80	Jan-17	3,398.39	Jan-17	4,806.18
Mar-17	-	Feb-17	-	Feb-17	-	Feb-17	-
Apr-17	-	Mar-17	-	Mar-17	-	Mar-17	-
May-17	-	Apr-17	-	Apr-17	-	Apr-17	-
Jun-17	-	May-17	-	May-17	-	May-17	-
Accrued	-						
Jul-17	-	Jun-17	-	Jun-17	-	Jun-17	-
Reverse 06/16 accrual	(2.57)		(170.92)		(5,444.15)		(5,617.64)
Projected remainder based on 2016	16.50		3,226.11		19,075.16		22,317.77
Totals	20.97		3,301.93		23,783.62		49,424.29

27,106.52

\$ -

TOWN OF SMITHFIELD
Consumption Taxes 2015/2016

Month Received	CEC	Period Paid	Columbia Gas	Period Paid	Virginia Power	Period Paid	Totals
Jul-15	5.75	Jun-15	151.00	Jun-15	4,947.71	Jun-15	5,104.46
Aug-15	2.69	Jul-15	138.74	Jul-15	6,281.84	Jul-15	6,423.27
Sep-15	2.99	Aug-15	136.47	Aug-15	3,900.19	Aug-15	4,039.65
Oct-15	3.39	Sep-15	138.73	Sep-15	3,585.98	Sep-15	3,728.10
Nov-15	3.11	Oct-15	152.29	Oct-15	3,022.36	Oct-15	3,177.76
Dec-15	2.59	Nov-15	324.39	Nov-15	11.59	Nov-15	338.57
Jan-16	2.04	Dec-15	712.32	Dec-15	4,308.91	Dec-15	5,023.27
Feb-16	2.36	Jan-16	1,047.93	Jan-16	2,074.27	Jan-16	3,124.56
Mar-16	2.76	Feb-16	1,503.82	Feb-16	3,503.57	Feb-16	5,010.15
Apr-16	4.67	Mar-16	749.42	Mar-16	4,564.14	Mar-16	5,318.23
May-16	3.85	Apr-16	568.73	Apr-16	2,854.49	Apr-16	3,427.07
Jun-16	2.67	May-16	233.22	May-16	2,708.81	May-16	2,944.70
Accrued	-						
Jul-16	-	Jun-16	-	Jun-16	-	Jun-16	-
Reverse 06/15 accrual	(5.75)		(151.00)		(4,947.71)		(5,104.46)
Totals	35.69		5,876.98		42,260.30		48,172.97

25,855.18

\$ 5,617.64

Total 2015

49,555.93

TOWN OF SMITHFIELD
Utility Taxes 2016/2017

Month Received	Columbia Gas	Period Paid	Virginia Power	Period Paid		Total
Jul-16	3,526.70	Jun-16	17,960.66	Jun-16		21,487.36
Aug-16	3,543.36	Jul-16	5,308.80	Jul-16		8,852.16
Sep-16	3,394.38	Aug-16	20,121.15	Aug-16		23,515.53
Oct-16	3,429.36	Sep-16	12,338.16	Sep-16		15,767.52
Nov-16	3,492.50	Oct-16	10,920.69	Oct-16		14,413.19
Dec-16	3,975.51	Nov-16	4,801.10	Nov-16		8,776.61
Jan-17	4,965.65	Dec-16	11,529.57	Dec-16		16,495.22
Feb-17	5,988.84	Jan-17	11,499.53	Jan-17		17,488.37
Mar-17	-	Feb-17	-	Feb-17	-	-
Apr-17	-	Mar-17	-	Mar-17	-	-
May-17	-	Apr-17	-	Apr-17	-	-
Jun-17	-	May-17	-	May-17	-	-
						-
						-
Accrued						-
						-
Jul-17		Jun-17		Jun-17		-
	-		-			-
			-			-
						-
Reverse 06/16	(3,526.70)		(17,960.66)			(21,487.36)
Projected remainder based on 2016	22,610.48		67,617.80			90,228.28
						-
Total	51,400.08		144,136.80		-	195,536.88

105,308.60

TOWN OF SMITHFIELD
Utility Taxes 2015/2016

Month Received	Columbia Gas	Period Paid	Virginia Power	Period Paid		Total
Jul-15	3,579.06	Jun-15	16,330.37	Jun-15		19,909.43
Aug-15	3,514.11	Jul-15	19,882.13	Jul-15		23,396.24
Sep-15	3,450.26	Aug-15	12,529.14	Aug-15		15,979.40
Oct-15	3,490.91	Sep-15	12,116.76	Sep-15		15,607.67
Nov-15	3,504.34	Oct-15	11,181.36	Oct-15		14,685.70
Dec-15	3,924.15	Nov-15	190.15	Nov-15		4,114.30
Jan-16	4,609.21	Dec-15	15,624.09	Dec-15		20,233.30
Feb-16	5,369.10	Jan-16	6,914.46	Jan-16		12,283.56
Mar-16	6,184.52	Feb-16	11,847.91	Feb-16	-	18,032.43
Apr-16	4,809.69	Mar-16	16,041.68	Mar-16		20,851.37
May-16	4,371.05	Apr-16	11,126.21	Apr-16		15,497.26
Jun-16	3,718.52	May-16	10,641.34	May-16		14,359.86
						-
						-
Accrued						-
						-
Jul-16	3,526.70	Jun-16	17,960.66	Jun-16		21,487.36
	-		-			-
			-			-
						-
Reverse 06/15	(3,579.06)		(16,330.37)			(19,909.43)
Accrual	-		-			-
						-
Total	50,472.56		146,055.89		-	196,528.45

106,300.17

ACCT # 3-100-12030-0001 Business License Tax
 ACCT # 3-100-12030-0002 Business License Penalty
 ACCT # 3-100-12030-0003 Business License Interest
 Town of Smithfield FY2017

	BL2011	BL2012	BL2013	BL2014	BL2015	BL2016	BL2017	Refunds	Adjustments	Total BL	Penalty	Interest
Jul				219.18	731.10	3,374.17				4,324.45	129.54	16.13
Aug					174.08	1,928.47				2,102.55	24.67	8.78
Sep						2,282.81				2,282.81	(90.00)	
Oct						3,173.20				3,173.20		
Nov						1,582.49		(510.00)		1,072.49	63.54	5.82
Dec						3,438.57				3,438.57		
Jan		86.71	78.55	36.85	43.09	230.01	3,334.23			3,809.44		
Feb						1,486.50	110,108.79	(120.00)		111,475.29		
Mar										-		
Apr										-		
May										-		
Jun										-		
Total Business Licenses	-	86.71	78.55	256.03	948.27	17,496.22	113,443.02	(630.00)	-	131,678.80	127.75	30.73
Est. remainder Mar-Jun							232,000.00			232,000.00	4,000.00	2,000.00
										363,678.80	4,127.75	2,030.73

ACCT # 3-100-12030-0001 Business License Tax
 ACCT # 3-100-12030-0002 Business License Penalty
 ACCT # 3-100-12030-0003 Business License Interest
 Town of Smithfield FY2016

	BL2011	BL2012	BL2013	BL2014	BL2015	BL2016	Total BL	Penalty	Interest
Jul			449.30	936.13	10,624.33		12,009.76	453.44	111.51
Aug		30.00	(595.41)	30.00	1,011.07		475.66	15.00	28.70
Sep	(318.46)		30.00	999.10	1,106.14		1,816.78	14.25	15.23
Oct		199.81		1.68	329.16		530.65		
Nov				104.87	4,753.26		4,858.13		
Dec				67.50	1,485.92		1,553.42	6.00	6.60
Jan				8.84	(30.00)	1,674.60	1,653.44	0.88	
Feb				16.02	622.63	116,664.75	117,303.40	8.00	5.87
Mar	(70.64)			303.81	126.44	61,938.68	62,298.29	(9.68)	
Apr	35.32		74.46	88.40	3,817.87	137,742.38	141,758.43	1,037.11	3.05
May					38.99	21,148.90	21,187.89	1,953.30	297.17
Jun			2,684.65	2,745.13	4,739.14	7,055.64	17,224.56	1,668.59	2,085.66
							-	-	-
Total Business Licenses	(353.78)	229.81	2,643.00	5,301.48	28,624.95	346,224.95	382,670.41	5,146.89	2,553.79

Total 2015

\$ 8,176.69 \$ 546.95

Peg Fee-FY 2017	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Total
PEG Channel Capital Fee-Charter Communications		472.30		-		477.30			485.10				1,434.70
Estimated remainder												485.10	485.10
Balance													1,919.80

Permits-FY 2016	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Total
PEG Channel Capital Fee-Charter Communications		459.30			465.60			468.40			470.30		1,863.60

Permits-FY 2017	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Total
Sign Permits	50.00	20.00		50.00	10.00	50.00		50.00					230.00
Zoning Permits	650.00	225.00	600.00	950.00	225.00	1,200.00	300.00	1,250.00					5,400.00
Yard Sale Permits	130.00	90.00	50.00	50.00	50.00			30.00					400.00
Fishing Permits													-
Dance Permits													-
Demolition Permits			75.00			5,521.00		75.00					5,671.00
E & S Fees	750.00	150.00	450.00		-	300.00	300.00	600.00					2,550.00
Land Disturbance Permits													-
Application Fee - Business License													-
ROW permit			280.00	70.00		630.00	140.00						1,120.00
Golf cart permit	20.00	10.00					10.00	20.00					60.00
PEG Channel Capital Fee-Charter Communications		472.30				477.30			485.10				1,434.70
Rezoning Permit													-
Totals	1,600.00	967.30	1,455.00	1,120.00	285.00	8,178.30	750.00	2,025.00	-	-	-	-	16,865.70
est Mar-Jun based on 2016									1,700.00	850.00	1,130.30	2,535.00	6,215.30
													23,081.00
													(7,440.80)
													15,640.20

probably need to move this item out of permits

Permits-FY 2016	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Total
Sign Permits	60.00	25.00	25.00		85.00	150.00	25.00	75.00	125.00	25.00	25.00		620.00
Zoning Permits	550.00	275.00	400.00	300.00	550.00	1,275.00	150.00	275.00	950.00	550.00	225.00	1,225.00	6,725.00
Yard Sale Permits	130.00	110.00	70.00	80.00	30.00	20.00	30.00	20.00	50.00	100.00	110.00	110.00	860.00
Fishing Permits				-									-
Dance Permits				-									-
Demolition Permits				-					75.00	25.00			100.00
E & S Fees	750.00				450.00	600.00		150.00	450.00	150.00			2,550.00
Land Disturbance Permits													-
Application Fee - Business License				-									-
ROW permit	210.00	140.00	70.00	-	2,110.00	70.00	70.00	70.00			280.00	1,200.00	4,220.00
Golf cart permit			20.00	10.00				20.00	50.00		20.00		120.00
PEG Channel Capital Fee-Charter Communications		459.30			465.60			468.40			470.30		1,863.60
Rezoning Permit													-
Totals	1,700.00	1,009.30	585.00	390.00	3,690.60	2,115.00	275.00	1,078.40	1,700.00	850.00	1,130.30	2,535.00	17,058.60

Inspection Fees-FY 2017	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Total
HH Hunt Homes-Cypress Creek lot 251	300.00												300.00
Atlantic Homes-113 & 115 St James Ave	600.00												600.00
HH Hunt Homes-Cypress Creek lot 252	300.00												300.00
HH Hunt Homes-Cypress Creek lot 334	300.00												300.00
Affordable Homes - Lot 203/609 Westminster Reach		300.00											300.00
HH Hunt Homes - 112 Glen Eagles Lot 393 21E-01-393			300.00										300.00
Clark General Cont. - 104 Royal Portrush Lot 415			300.00										300.00
HH Hunt Homes - Lot 268 1024 Cypress Creek			300.00										300.00
Atlantic Homes-112/114 Richmond Ave						300.00							300.00
Smithfield Foods Inc - 21A-01-091 112 Main St						150.00							150.00
Birdsong Builders Inc - 21E-01-143 102 Muirfield							300.00						300.00
HH Hunt Homes Hampton-21E-01-331 1203 Cypress Creek							300.00						300.00
HH Hunt Homes Hampton-111 St Andrews								300.00					300.00
HH Hunt Homes Hampton-113 St Andrews								300.00					300.00
HH Hunt Homes Hampton-1206 Cypress Creek Pkwy								300.00					300.00
Affordable Homes - 301 Grandville Arch								300.00					300.00
HH Hunt Homes Hampton-101 Gleneagles Lt 385									300.00				300.00
Clayton Homes-600 Quail St-21A-09-001									300.00				300.00
													5,550.00

Inspection Fees-FY 2016	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Total
Dominion Bldg Corp- Monticello Crt Lots 53-57	300.00												300.00
Atlantic Homes-112 & 114 St James Ave Lot 26A & B					600.00								600.00
Sasser Construction-1026 Cypress Creek Pkwy					300.00								300.00
Dom Bldg Corp- Montpelli Way Lots 20-23 Smf Manor Townhm						300.00							300.00
Wirt William S Construction - 201 Turnberry lot 144								300.00					300.00
Sasser Construction-1109 Cypress Creek Pkwy									300.00				300.00
Lenz E R Contracting-136 Goose Hill Way									300.00				300.00
Extreme Builders-214 Salter-21A-44-021									300.00				300.00
HH Hunt Homes-102 Ryder Lot #1										300.00			300.00
													3,000.00

Total for 2015

\$ 13,876.39 Included \$9226.39 from Cypress Creek Dev

Note: There were no inspection fees for FY2014 or FY2013.

Dog Park Fees-FY2017	3-100-13030-0043		
	Annual	Visitor	Total
Jul	65.00		65.00
Aug	105.00		105.00
Sep	70.00		70.00
Oct	95.00		95.00
Nov	97.00		97.00
Dec	30.00		30.00
Jan	490.00	2.00	492.00
Feb	420.00		420.00
Mar	110.00		110.00
Apr			-
May			-
Jun			-
Total	1,482.00	2.00	1,484.00
estimated remainder			490.00
Projected total			1,974.00

Dog Park Fees-FY2016	3-100-13030-0043		
	Annual	Visitor	Total
Jul	165.00		165.00
Aug	205.00		205.00
Sep	87.00		87.00
Oct	55.00		55.00
Nov	55.00		55.00
Dec	37.00		37.00
Jan	435.00		435.00
Feb	285.00		285.00
Mar	255.00		255.00
Apr	145.00		145.00
May	80.00		80.00
Jun	265.00	5.00	270.00
Total	2,069.00	5.00	2,074.00

Total in 2015 **\$ 2,375.00**

Review Fees-FY 2017	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Total
Schaubach Rentals - site plan review-21A-01-010A 89 Pagan Ave				875.00									875.00
Wiggins Brent - Plat review						150.00							150.00
Anchor Contracting-305 Smfd Blvd-22E-01-125							-		150.00				150.00
													-
													-
Totals	-	-	-	875.00	-	150.00	-	-	150.00	-	-	-	1,175.00
estimated remainder													300.00
													1,475.00

Review Fees-FY 2016	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Total
Delk Rodham T Jr - plat review 22D-02-G001	150.00												150.00
Cypress Creek Development-21-01-085	150.00												150.00
Cypress Creek Development-R V Storage	150.00												150.00
Dominion Builders - plat review			150.00										150.00
Cox Daniel T - plat review 22-01-005A					150.00								150.00
Work Program Architect - Smf Foods Pk lot Expansion							850.00						850.00
Calhoon Mark - 22B-11-004/003							150.00						150.00
MEB Gen Contractor - Smf Pack N Tree Wash 21A-01-005								414.40					414.40
Lanny Hinson-plat review										150.00			150.00
MEB Gen Contractor - Smf Pack N Tree Wash											342.00		342.00
Lankford, Jerrie M - line review combine parcels 21A-09-023												150.00	150.00
													-
													-
													-
Totals	450.00	-	150.00	-	150.00	-	1,000.00	414.40	-	150.00	342.00	150.00	2,806.40

Total for 2015

5,709.50

ACCT # 3-100-14010-0001 & 0003

TOWN OF SMITHFIELD

Fines/Interest 2016/2017

Month Received	IOW	Period Paid	Town	Total	Penalties	Refund
Jul-16	5,031.14	May-16	70.00	5,101.14	-	
Aug-16	4,552.12	Jul-16	80.00	4,632.12	10.00	
Sep-16	3,599.04	Aug-16	100.00	3,699.04	20.00	
Oct-16	4,098.54	Sep-16	135.00	4,233.54	-	
Nov-16	3,330.19	Oct-16	125.00	3,455.19	-	
Dec-16	4,338.92	Nov-16	-	4,338.92	-	
Jan-17	5,769.05	Dec-16	10.00	5,779.05	-	
Feb-17	5,133.36	Jan-17	40.00	5,173.36		
Mar-17	5,184.74	Feb-17	-	5,184.74		
Apr-17	-	Mar-17	-	-	-	
May-17	-	Apr-17	-	-	-	
Jun-17	-	May-17	-	-	-	
				-		
Accrued						
Jul-17		Jun-17		-		
	-					
Reverse 06/16	(5,031.14)	Jun-16	-	(5,031.14)		
Accrual						
	36,005.96		560.00	36,565.96	30.00	-

estimate Mar-Jun based on avg 2015/2016

22,500.00

Projected total

59,065.96

ACCT # 3-100-14010-0001 & 0003

TOWN OF SMITHFIELD

Fines/Interest 2015/2016

Month Received	IOW	Period Paid	Town	Total	Penalties	Refund
Jul-15	-		100.00	100.00	-	
Aug-15	1,685.19	Jun-15	-	1,685.19	-	
Sep-15	4,122.52	Jul-15	150.00	4,272.52	-	
Oct-15	4,140.94	Aug-15	100.00	4,240.94	-	
Nov-15	7,227.16	Sep-15	10.00	7,237.16	-	
Dec-15	7,743.92	Oct-15	30.00	7,773.92	-	
Jan-16	7,752.11	Nov-15	20.00	7,772.11	-	
Feb-16	6,368.51	Dec-15	370.00	6,738.51		
Mar-16	4,472.67	Jan-16	10.00	4,482.67		
Mar-16	3,667.04	Feb-16				
Apr-16	7,002.60	Mar-16	60.00	7,062.60	10.00	
May-16	4,701.91	Apr-16	20.00	4,721.91	-	
Jun-16	5,326.09	May-16	60.00	5,386.09	30.00	
				-		
Accrued						
Jul-16	5,031.14	Jun-16		-		
	-					
Reverse 06/15	(1,685.19)	Jun-15	-	(1,685.19)		
Accrual						
	67,556.61		930.00	68,486.61	40.00	-

Total in 2015

\$ 64,301.93

Projected 2017 rentals

Rent-When Pigs Fly	9,300.00
Rent-VFW	1.00
Charter	9,500.00
NDS	1,200.00
Total rentals projected	\$ 20,001.00

Rentals	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Total
Rent-VFW													-
Charter Communications	761.34	761.34	761.34	761.34		1,522.68		784.18	784.18				6,136.40
Rent-When Pigs Fly	775.00	775.00	775.00	775.00	775.00	775.00	775.00	775.00	775.00				6,975.00
NDS-year lease													-
Totals	1,536.34	1,536.34	1,536.34	1,536.34	775.00	2,297.68	775.00	1,559.18	1,559.18	-	-	-	13,111.40
estimated remainder based on current activity										2,760.18	1,559.18	2,343.36	6,662.72
Projected revenue													19,774.12

Rentals	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Total
Rent-VFW										1.00			1.00
Charter Communications	1,478.32	739.16	739.16	739.16	-	1,478.32	761.34		1,522.68		1,522.68	761.34	9,742.16
Rent-When Pigs Fly	775.00	775.00	775.00	775.00	775.00	775.00	775.00	1,550.00		775.00	775.00	775.00	9,300.00
NDS-year lease										1,200.00			1,200.00
Totals	2,253.32	1,514.16	1,514.16	1,514.16	775.00	2,253.32	1,536.34	1,550.00	1,522.68	1,976.00	2,297.68	1,536.34	20,243.16

Rentals-Smtihfield Center				
	Rentals	Vendor Prgm	Kayak Rental	Total
	pd @ Treas. Off		& snack sales	
7/16	7,955.52		2,754.00	10,709.52
8/16	18,600.24		1,735.00	20,335.24
9/16	11,770.20		1,211.00	12,981.20
10/16	14,942.60		-	14,942.60
11/16	18,653.65		100.00	18,753.65
12/16	4,279.02			4,279.02
1/17	8,331.88	250.00		8,581.88
2/17	17,056.70	3,750.00		20,806.70
3/17				-
4/17				-
5/17				-
6/17				-
Totals	101,589.81	4,000.00	5,800.00	111,389.81
Mar-Jun based on ytd avg	51,000.00	-	3,000.00	
Projected total	152,589.81	4,000.00	8,800.00	

reduce to \$4000 leave at \$9000

Rentals-Smtihfield Center				
	Rentals	Vendor Prgm	Kayak Rental	Total
	pd @ Treas. Off		& snack sales	
7/15	19,043.91		1,742.00	20,785.91
8/15	10,573.94		3,073.00	13,646.94
9/15	18,218.47		1,311.00	19,529.47
10/15	14,030.02			14,030.02
11/15	4,097.71			4,097.71
12/15	12,621.23			12,621.23
1/16	16,152.34	2,350.00		18,502.34
2/16	14,060.90	600.00		14,660.90
3/16	21,754.99	1,000.00		22,754.99
4/16	17,569.30			17,569.30
5/16	23,135.90		1,176.71	24,312.61
6/16	29,196.88		1,840.00	31,036.88
Totals	200,455.59	3,950.00	9,142.71	213,548.30

108,798.52

Special Events			
	Reimbursement	Reimbursement	Total
	Police Dept	Public Works	
7/16		225.00	225.00
8/16	1,440.00	581.28	2,021.28
9/16	180.00		180.00
10/16	2,812.50	1,117.00	3,929.50
11/16	337.50		337.50
12/16	1,920.00	360.00	2,280.00
1/17	4,280.00	2,915.40	7,195.40
2/17	318.00		318.00
3/17			-
4/17			-
5/17			-
6/17			-
			-
Totals	11,288.00	5,198.68	\$ 16,486.68
estimate Apr-Jun based on 2016	6,658.50	1,515.00	8,173.50
Projected total	17,946.50	6,713.68	24,660.18

This could change once

Note: Rate for PD increased from \$45 to \$46 as of 1/1/17 and PW \$30

Special Events			
	Reimbursement	Reimbursement	Total
	Police Dept	Public Works	
7/15			-
8/15	45.00		45.00
9/15			-
10/15			-
11/15			-
12/15	1,125.00		1,125.00
1/16	3,419.10	2,200.00	5,619.10
2/16	742.00		742.00
3/16	1,192.50	293.44	1,485.94
4/16	3,026.25	1,120.00	4,146.25
5/16	416.25		416.25
6/16	1,878.75		1,878.75
			-
Totals	11,844.85	3,613.44	\$ 15,458.29

Total for 2015 \$ 15,915.00

Fingerprinting-2016	
	Total
7/16	150.00
8/16	150.00
9/16	140.00
10/16	160.00
11/16	130.00
12/16	110.00
1/17	100.00
2/17	140.00
3/17	90.00
4/17	
5/17	
6/17	
Totals	1,170.00
est Apr-Jun	270.00
Projected total	1,440.00

bump up to \$1300

Fingerprinting-2016	
	Total
7/15	140.00
8/15	140.00
9/15	140.00
10/15	120.00
11/15	90.00
12/15	100.00
1/16	90.00
2/16	80.00
3/16	170.00
4/16	90.00
5/16	40.00
6/15	140.00
Totals	1,340.00

Total for 2015 \$ 1,220.00

Museum Gift Shop Sales - 2016

	Total
7/16	1,295.16
8/16	753.95
9/16	1,281.78
10/16	1,359.07
11/16	2,551.27
12/16	1,007.97
1/17	451.16
2/17	780.79
3/17	
4/17	
5/17	
6/17	
Totals	9,481.15
est Mar-Jun	3,500.00
Projected total	12,981.15

Museum Gift Shop Sales - 2016

	Total	
7/15	822.25	
8/15	1,130.76	
9/15	975.85	
10/15	786.02	
11/15	635.79	
12/15	1,049.99	
1/16	381.39	
2/16	460.89	6,242.94
3/16	484.41	
4/16	1,602.85	
5/16	862.00	
6/16	559.63	
Totals	9,751.83	
Total for 2015 \$	9,015.70	

Museum Programs - 2017

	Total
7/16	-
8/16	150.00
9/16	
10/16	605.00
11/16	835.00
12/16	
1/17	
2/17	-
3/17	-
4/17	
5/17	
6/17	
Totals	1,590.00
est Mar-Jun	500.00
Projected total	2,090.00

Museum Programs - 2016

	Total
7/15	
8/15	80.00
9/15	
10/15	1,027.00
11/15	80.00
12/15	75.00
1/16	26.00
2/16	-
3/16	-
4/16	200.00
5/16	175.00
6/16	5,250.00
Totals	6,913.00

7) Sale of Equipment				
3-100-41030-0001	7/16	9/16		Total
Scruggs, Robert - 99 Ford Crown Vic	750.00			750.00
Dotson, James - fiber glass doors	110.00			110.00
Van Gilder, Greg - tandem kayak	310.00			310.00
Pleasant, Henry - 97 Ford F250 4WD	5,160.00			5,160.00
Harris, Johnnie - lawn mower parts		75.00		75.00
Pridgen, James - fire proof safe		83.88		83.88
Harris, Johnnie - zero turn lawn mower		1,791.01		1,791.01
Lawryniuk, Jaroslaw - bicycles		140.00		140.00
Cull, Bryan - lawn mower		699.21		699.21
				-
				-
				-
Totals	6,330.00	2,789.10	-	9,119.10

2FAFP71W5XX115700

Estimated remainder

check with Lesley

7) Sale of Equipment				
3-100-41030-0001	1/16	5/16	6/16	Total
Henry Pulley - Double Door Freezer	401.00			401.00
Roger Pullin - Christmas tree stand and speakers		272.00		272.00
Agbai Udeaghu - vases, plates, bowls, scanner			281.00	281.00
Desimone Frank - 08 Dodge Charger SE			4,420.00	4,420.00
McNally Clifford - portable space heaters			15.00	15.00
Williams A Lee - 94 Jeep Cherokee			801.00	801.00
Lindsay Robert - 92 Ford Econoline E 350			1,000.00	1,000.00
Cull Bryan - 08 Dodge Charger SE			4,240.00	4,240.00
Fortson Time - copier			250.00	250.00
				-
Totals	401.00	272.00	11,007.00	11,680.00

Total for 2015

\$ 20,074.88

Lease of Land 2017

Smithfield Landing Company	\$	500.00
Historic Windsor Castle	\$	100.00
	\$	<hr/> 600.00

6) Miscellaneous Revenues	7/16	8/16	9/16	10/16	11/16	12/16	1/17	2/17	3/17	4/17	5/17	6/17	Totals
Grass Cutting		1,392.00						562.00					1,954.00
Sale of Maps													-
Returned Check Charges		25.00				25.00	25.00						75.00
Accident Report Fees	55.00	30.00	25.00	30.00	65.00	35.00	65.00	50.00					355.00
Sale of Copies				2.75		3.75	3.75	2.25					12.50
Capital Credit Refund Check-Community Electric Cooperative						142.00							142.00
Totals	55.00	1,447.00	25.00	32.75	65.00	205.75	93.75	52.25	-	-	-	-	2,538.50
estimated remainder Mar-Jun (based on 2016)													220.00
Projected total													\$ 2,758.50

6) Miscellaneous Revenues	7/15	8/15	9/15	10/15	11/15	12/15	1/16	2/16	3/16	4/16	5/16	6/16	Totals
Grass Cutting					701.00								701.00
Sale of Maps							3.00						3.00
Returned Check Charges				25.00	25.00			25.00		25.00		50.00	150.00
Accident Report Fees	30.00	85.00	80.00	60.00	50.00	65.00	25.00	70.00	40.00	92.00	20.00	95.00	712.00
Sale of Copies				1.25		0.50	2.00	2.00	1.00	5.50	0.25	1.75	14.25
Capital Credit Refund Check-Community Electric Cooperative						426.37							426.37
Kristi Jenkins - reimb chrg on town card by accident								0.99				0.99	1.98
Jury Duty Reimb.								178.16					178.16
Smithfield Post Office												1.00	1.00
Totals	30.00	85.00	80.00	86.25	776.00	491.87	30.00	276.15	41.00	122.50	20.25	146.75	2,187.76
													\$ 2,187.76

Total for 2015

\$2,359.57

FY 2017		FY 2016		FY 2015	
Communications Tax from State		Communications Tax from State		Communications Tax from State	
	Total Comm Tax		Total Comm Tax		Total Comm Tax
Jul-16	18,503.37	Jul-15	19,309.79	Jul-14	19,787.29
Aug-16	18,783.87	Aug-15	18,841.47	Aug-14	19,673.09
Sep-16	18,601.11	Sep-15	19,116.13	Sep-14	19,776.66
Oct-16	19,166.93	Oct-15	19,375.12	Oct-14	20,073.93
Nov-16	18,902.26	Nov-15	18,941.36	Nov-14	19,497.53
Dec-16	18,766.79	Dec-15	19,294.03	Dec-14	19,710.36
Jan-17	18,539.50	Jan-16	18,919.75	Jan-15	19,212.86
Feb-17	-	Feb-16	19,249.57	Feb-15	20,317.08
Mar-17	-	Mar-16	19,708.89	Mar-15	19,953.19
Apr-17	-	Apr-16	18,880.26	Apr-15	19,290.48
May-17	-	May-16	18,920.30	May-15	19,889.13
Jun-17	-	Jun-16	18,493.25	Jun-15	18,856.00
	-		-		
	131,263.83		229,049.92		\$ 236,037.60
Feb thru Jun projected based on 2016	<u>93,759.87</u>				
	225,023.70				

Acct #: 3-100-22010-0004
 Acct #: 3-100-22010-0005

Town of Smithfield			
State Revenues 2016/2017			
	Rental Tax	Rolling Stock	Mobile Home & Asset Forfeiture
7/16	226.33		
8/16	424.71		
9/16	459.33		
10/16	355.06		
11/16	270.46		
12/16	495.14	16.23	
1/17	404.64		
2/17	299.62		
3/17	-		
4/17			
5/17			
6/17			
Estimated 3/17-6/17 based on 2016	870.00		
Projected total	3,805.29	16.23	-

Totals for 2016 3,808.56 17.68 1,269.60

State Grants and Other Income 2016/2017

	Law Enforcement 599 FUNDS	VCA Grant	Fire Programs	Litter Control	SNAP	TRIAD	PPTRA
7/16					5.00		
8/16					25.00		240,794.89
9/16	41,684.00	5,000.00					
10/16							
11/16				3,232.00			
12/16	41,684.00						
1/17							
2/17						2,250.00	
3/17	41,684.00						
4/17							
5/17							
6/17							
Estimated 3/17-6/17 based on 2016	41,684.00	-	25,637.00	-	-	-	-
Total 2017	166,736.00	5,000.00	25,637.00	3,232.00	30.00	2,250.00	240,794.89

Totals for 2016 161,532.00 5,000.00 25,637.00 3,354.00 42.00 1,397.03 240,794.89

Acct #: 3-100-33200-0001
 Acct #: 3-100-33200-0006
 Acct #: 3-100-33200-0007
 Acct #: 3-100-24040-0006

Town of Smithfield						
Federal Revenues 2016/2017						
	BPV	DCJS	Pinewood Heights	Pinewood Heights PG	M2HVE 15 55387 Police	SC 15-55400 Police
7/16						
8/16						
9/16						
10/16						
11/16						
12/16			384,529.43			
1/17						
2/17						
3/17			136,799.42			
4/17						
5/17						
6/17			75,000.00			
Estimated remainder based on 2016					842.24	2,866.91
Projected total	-	-	596,328.85	-	842.24	2,866.91

Insurance Recoveries			
3-100-41010-0001			
	Description	Date	Amount
Virginia Municipal Insurance	Storm damage - tree/fence Windsor Castle	7/5/2016	2,499.94
Virginia Municipal Insurance	Total loss of a vehicle - Matt Rogers	9/2/2016	8,633.00
Virginia Municipal Insurance	Collision - 2015 Ford F350	10/6/2016	2,615.05
Virginia Municipal Insurance			
			\$ 13,747.99
			\$ 13,747.99

Insurance Recoveries			
3-100-41010-0001			
	Description	Date	Amount
Virginia Municipal Insurance	2014 Dodge Charger-Samuel Johnson Collision Loss	8/25/2015	341.40
Virginia Municipal Insurance	Repairs for lightening damage RO Plant	9/10/2015	15,404.86
Virginia Municipal Insurance	Clay Seamster damages to police car #1152	12/10/2015	1,761.42
Virginia Municipal Insurance	Clay Seamster damages to police car #1152	1/8/2016	522.13
			\$ 18,029.81
			(15,404.86)
			\$ 2,624.95

Total for 2015 \$ 7,616.84

SMITHFIELD CHIP PROGRAM

		Revised	Original											Budget	
		Budget	Adopted		Jul-16	Aug-16	Sep-16	Oct-16	Nov-16	Dec-16	Jan-17	Feb-17	Mar-17	Total	Balance
		2017	Budget											Actual	Remaining
		2017	2017												
Revenues:															
	Womens Club of Smithfield									100.00				100.00	
	Smithfield VA Events								645.00			550.00		1,195.00	
	Town of Smithfield*			15.00										15.00	
	William B Barlow											225.00		225.00	
	Charles Modlin												100.00	100.00	
	Southern States Windsor												720.00	100.00	
	Total Revenues	3,700.00	3,700.00	15.00	-	-	-	-	645.00	100.00	-	775.00	820.00	2,355.00	2,065.00
Expenses:															
	Dollar Tree					(21.20)								(21.20)	
	The Hartford			-									(340.00)	(340.00)	
												-		-	
														-	
														-	
														-	
	Total Expenses	(6,400.00)	(4,750.00)	-	(21.20)	-	-	-	-	-	-	-	(340.00)	(361.20)	(4,388.80)
	Total	(2,700.00)	(1,050.00)	15.00	(21.20)	-	-	-	645.00	100.00	-	775.00	480.00	1,993.80	(2,323.80)
Reserves on hand 6/30/16				-										-	
Balance on hand 3/22/17		(2,700.00)	(1,050.00)											1,993.80	

*Note: Raymont Bailey did not show up for 4H Camp.
 Total for 4H Camp in June 2017 is \$6000.
 After BOBFEST 2017, donation from Smfd VA Events of \$10,000.

	Date	Amount	
<u>Contributions-WC Park</u>		10,000.00	WC Park Foundation-payment towards cost of the playscape
<u>Contributions-Smithfield VA Events</u>	16-Nov	13,000.00	Bacon Fest
	3/3/2017	7,500.00	BOB fest
		20,500.00	
estimated remainder		13,000.00	wine fest
		33,500.00	
<u>Contributions-PD</u>	12/28/2016	50.00	Glen Nelon
	2/13/2017	1,383.46	Bayport Credit Union-to purchase a defibrillator
	3/13/2017	150.00	Cogentrix Energy Power
		1,583.46	
<u>Contributions-Public Ball Fields</u>			
Smithfield Foods	9/8/2016	500,000.00	remainder of commitment
Farmers Bank	1/10/2017	150,000.00	Contribution for Concession stand
		650,000.00	
estimated remainder		50,000.00	IOW County
		700,000.00	

ACCT 3-100-15010-0001 INTEREST GENERAL
 ACCT 3-100-15010-0002 INTEREST BEAUTIFICATION

TOWN OF SMITHFIELD	FARMERS	FARMERS	FARMERS	FARMERS	FARMERS	TOWNE	TOWNE	TOWNE	FARMERS	FARMERS	FARMERS			
General Fund Interest FY 2017	Farmers	Quarterly	Bus	MM	CD	CD	BANK	BANK	BANK	Special	Pinewood	Museum	VIP	Total
Checking	CD	Now				POLICE	Capital	Money	South	Project	Escrow		Investment	Interest
	#253325423	a/s/c end in 2618/2619	#2818	#258541624	#258541623	#6048	#6626							General
Jul-16	588.35	-	13.49	71.72	-	-	51.25	0.52	8.61	432.68	8.01	21.71	-	1,196.34
Aug-16	364.74	2.55	13.49	74.13	63.79	23.21	58.34	0.59	9.80	506.73	7.71	22.84	-	1,147.92
Sep-16	293.19	-	13.07	74.15	-	-	53.05	0.54	8.92	501.07	7.19	23.38	-	973.56
Oct-16	357.97	-	13.50	71.77	-	-	54.83	0.56	9.21	517.86	7.93	23.58	-	1,057.21
Nov-16	286.17	2.55	13.08	74.19	63.80	23.23	53.07	0.54	8.92	501.24	9.72	23.37	-	1,059.88
Dec-16	926.08	-	15.63	71.81	-	-	53.09	0.54	8.92	518.03	9.53	24.75	-	1,628.38
Jan-17	1,532.00	-	20.07	74.22	-	-	56.79	0.58	9.54	518.12	9.02	25.03	-	2,248.37
Feb-17	1,285.24	2.55	18.14	74.24	63.81	23.24	49.71	0.51	8.35	468.06	8.67	22.75	-	2,025.27
Mar-17	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Apr-17	-	-	-	-	-	-	-	-	-	-	-	-	-	-
May-17	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Jun-17	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Reverse '16 accrual	-	-	-	-	-	-	-	-	-	-	-	-	-	(106.00)
Accrual 2017	-	-	-	-	-	-	-	-	-	-	-	-	-	75.00
Total	5,633.74	7.65	120.47	586.23	191.40	69.68	430.13	4.38	72.27	3,963.79	67.78	186.41	100.00	11,302.93
estimated remainder	3,800.00	2.55	72.00	300.00	64.00	5.00	200.00	2.00	32.00	1,500.00	32.00	100.00	100.00	6,209.55
Adjusted Total	9,433.74	10.20	192.47	886.23	255.40	74.68	630.13	6.38	104.27	5,463.79	99.78	286.41	100.00	17,512.48

Total for 2015 21,217.37 included \$8000 for VIP pool last fiscal year

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Revenue						
General Fund revenues						
<u>Real Estate Tax</u>						
Current RE Tax	1,694,000.00	1,690,000.00	1,686,000.00	1,690,065.05	(4,065.05)	100.24%
Delinquent RE Tax	15,000.00	15,000.00	23,200.00	13,918.48	9,281.52	59.99%
Current RE Penalty	3,900.00	3,685.00	6,500.00	3,464.63	3,035.37	53.30%
Delinquent RE Penalty	2,270.00	2,115.00	2,500.00	2,103.90	396.10	84.16%
Current RE Interest	415.00	350.00	745.00	303.14	441.86	40.69%
Delinquent RE Interest	4,600.00	4,360.00	4,100.00	4,345.75	(245.75)	105.99%
Total Real Estate Taxes	1,720,185.00	1,715,510.00	1,723,045.00	1,714,200.95	8,844.05	99.49%
<u>Personal Property Tax</u>						
Current PP Tax	605,000.00	605,000.00	583,000.00	598,991.57	(15,991.57)	102.74%
Delinquent PP Tax	16,500.00	(155,214.00)	16,500.00	(157,447.39)	173,947.39	-954.23%
Current PP Penalty	13,000.00	12,750.00	13,000.00	11,744.09	1,255.91	90.34%
Delinquent PP Penalty	6,800.00	6,700.00	4,300.00	5,938.76	(1,638.76)	138.11%
Current PP Interest	700.00	600.00	1,200.00	488.78	711.22	40.73%
Delinquent PP Interest	5,900.00	5,865.00	3,000.00	5,027.32	(2,027.32)	167.58%
Total Personal Property Tax	647,900.00	475,701.00	621,000.00	464,743.13	156,256.87	74.84%
<u>Public Service Corporations Tax</u>						
Current RE Tax	29,546.00	29,546.00	29,774.00	30,452.56	(678.56)	102.28%
Current PP Tax	576.00	576.00	750.00	576.93	173.07	76.92%
Total Public Service Tax	30,122.00	30,122.00	30,524.00	31,029.49	(505.49)	101.66%
<u>Miscellaneous Receipts Over/Short</u>						
Total Over/Short	10.00	10.00	10.00	20.81	(10.81)	208.10%
<u>Other Local Taxes</u>						
Franchise Tax	136,955.00	136,955.00	137,645.00	-	137,645.00	0.00%
Cigarette Tax	169,000.00	169,000.00	150,000.00	124,756.46	25,243.54	83.17%
Transient Occupancy Tax	190,000.00	190,000.00	216,000.00	104,292.84	111,707.16	48.28%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Meals Tax-4.25%	1,130,840.00	1,121,500.00	1,112,623.00	646,041.78	466,581.22	58.06%
Meals Tax-2%	532,000.00	532,000.00	523,470.00	308,430.06	215,039.94	58.92%
Sales Tax	331,000.00	331,000.00	320,000.00	189,269.75	130,730.25	59.15%
Consumption Tax	49,000.00	47,000.00	47,000.00	27,106.52	19,893.48	57.67%
Utility Tax	192,000.00	190,000.00	190,000.00	90,410.68	99,589.32	47.58%
Business Licenses	365,000.00	365,000.00	365,000.00	131,678.80	233,321.20	36.08%
Business Licenses Penalty	2,000.00	2,000.00	2,000.00	127.75	1,872.25	6.39%
Business Licenses Interest	600.00	600.00	600.00	30.73	569.27	5.12%
Vehicle License Tags	-	-	-	6.00	(6.00)	0.00%
Peg Channel Capital Fee	1,940.00	1,920.00		949.60		
Vehicle License	138,000.00	136,500.00	136,500.00	134,518.93	1,981.07	98.55%
Total Other Local Taxes	3,238,335.00	3,223,475.00	3,200,838.00	1,757,619.90	1,444,167.70	54.91%
<u>Licenses, Permits & Privilege Fees</u>						
Permits & Other Licenses	15,000.00	15,000.00	15,000.00	15,431.00	(431.00)	102.87%
Inspection Fees-Subdivision	6,000.00	6,000.00	3,000.00	4,950.00	(1,950.00)	165.00%
WC Dog Park Registration	2,000.00	2,300.00	2,300.00	1,374.00	926.00	59.74%
Consultant Review Fees	1,500.00	3,000.00	3,000.00	1,025.00	1,975.00	34.17%
Total Licenses, permits and privilege fees	24,500.00	26,300.00	23,300.00	22,780.00	520.00	91.49%
<u>Fines & Costs</u>						
Public Defender Fee				-	-	0.00%
Fines & Costs	60,000.00	60,000.00	70,000.00	31,431.22	38,568.78	44.90%
Total Fines & Forfeitures	60,000.00	60,000.00	70,000.00	31,431.22	38,568.78	44.90%
<u>From Use of Money and Property</u>						
General Fund Interest	6,000.00	12,000.00	8,000.00	11,227.93	(3,227.93)	140.35%
Beautification Fund Interest	-	-	-	45.46	(45.46)	0.00%
Rentals	20,000.00	19,750.00	19,750.00	11,552.22	8,197.78	58.49%
Smithfield Center Rentals	153,000.00	153,000.00	180,000.00	101,589.81	78,410.19	56.44%
Smithfield Center Vendor Programs	4,000.00	4,000.00	6,000.00	5,250.00	750.00	87.50%
Kayak Rentals	9,000.00	9,000.00	9,000.00	5,800.00	3,200.00	64.44%
Special Events	22,000.00	22,000.00	17,000.00	16,486.68	513.32	96.98%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Fingerprinting Fees	1,300.00	1,200.00	1,200.00	1,080.00	120.00	90.00%
Museum Gift Shop Sales	10,000.00	12,000.00	9,400.00	9,481.15	(81.15)	100.86%
Museum Programs/Lecture Fees	2,100.00	2,100.00	1,500.00	1,590.00	(90.00)	106.00%
Sale of Equipment	10,000.00	9,100.00	8,000.00	9,119.10	(1,119.10)	113.99%
Sale of Land	-	-	-	1.00	(1.00)	#DIV/0!
Lease of Land	600.00	500.00	500.00	600.00	(100.00)	120.00%
Total revenue from use of money and property	238,000.00	244,650.00	260,350.00	173,823.35	86,526.65	66.77%
<u>Miscellaneous Revenue</u>						
Other Revenue	2,100.00	2,100.00	2,100.00	2,540.20	(440.20)	120.96%
Cash Proffer Revenues-pass through to fire/rescue			-	-	-	0.00%
Virginia Municipal Group Safety Grant	3,500.00	4,000.00	4,000.00	3,519.00	481.00	87.98%
Total Miscellaneous Revenue	5,600.00	6,100.00	6,100.00	6,059.20	40.80	86.56%
<u>From Reserves</u>						
Restricted Reserves-Police Department (CD)	-	15,690.00	-	-	-	0.00%
Reserves-Pinewood Escrow				37,822.78	(37,822.78)	0.00%
Reserves-Restricted for Ball Fields	-	2,525,000.00	3,025,000.00	-	3,025,000.00	0.00%
From Operating Reserves			450,212.50	-	450,212.50	0.00%
Total From Reserves	-	2,540,690.00	3,475,212.50	37,822.78	3,437,389.72	1.09%
<u>Intergovernmental Virginia</u>						
Law Enforcement	166,736.00	166,736.00	161,533.00	83,368.00	78,165.00	51.61%
Litter Control Grant	3,232.00	334.00	3,354.00	3,232.00	122.00	96.36%
Police Block Grants-State			-	-	-	0.00%
Communications Tax	225,000.00	225,000.00	232,000.00	112,724.33	119,275.67	48.59%
Rolling Stock	16.00	18.00	18.00	16.23	1.77	90.17%
Rental Tax	3,800.00	4,000.00	4,000.00	2,935.29	1,064.71	73.38%
Asset Forfeiture	-	-	-	-	-	0.00%
PPTRA State Revenue	240,789.89	240,795.89	240,795.00	240,794.89	0.11	100.00%
TRIAD Grant	2,250.00	2,250.00	2,250.00	2,250.00	-	100.00%
Fire Programs	25,637.00	25,627.00	25,627.00	-	25,627.00	0.00%
VCA Grant	5,000.00	5,000.00	5,000.00	5,000.00	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
VDEM Grant (state portion)	28,500.00	-	-	-	-	0.00%
SNAP Program	30.00	100.00	100.00	30.00	70.00	30.00%
Total State Revenue	700,990.89	669,860.89	674,677.00	450,350.74	224,326.26	66.75%
<u>Intergovernmental Federal</u>						
Police Federal Grants	3,500.00	3,500.00	3,500.00	392.50	3,107.50	11.21%
Boat Ramp Grant	252,815.00	-	252,815.00	-	252,815.00	0.00%
VDEM Grant (federal portion)	161,500.00	-	-	-	-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III		704,260.00	697,260.00	521,328.85	175,931.15	74.77%
Pinewood Heights CDBG Relocation Grant-Phase II			-	-	-	0.00%
Total Federal Revenue	417,815.00	707,760.00	953,575.00	521,721.35	431,853.65	54.71%
<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	250,000.00	250,000.00	500,000.00	-	500,000.00	0.00%
Note Proceeds	-	5,000,000.00	3,597,725.00	320,080.00	3,277,645.00	8.90%
Insurance Recoveries	-	13,750.00	-	13,747.99	(13,747.99)	0.00%
Total Other Financing Sources	250,000.00	5,263,750.00	4,097,725.00	333,827.99	3,763,897.01	8.15%
<u>Contributions</u>						
CHIPS Contributions	13,000.00	3,700.00	3,700.00	1,535.00	2,165.00	41.49%
Contributions-Towne Bank-WC Park	-	10,000.00	-	10,000.00	(10,000.00)	0.00%
Contributions-Smithfield VA Events	33,500.00	32,000.00	32,000.00	13,000.00	19,000.00	40.63%
Contributions-Museum	12,200.00	11,650.00	11,650.00	8,438.00	3,212.00	72.43%
Contributions-Public Safety	-	1,433.00	-	1,433.46	(1,433.46)	0.00%
Contributions-Public Ball Fields	50,000.00	700,000.00	50,000.00	650,000.00	(600,000.00)	1300.00%
Total Contributions	108,700.00	758,783.00	97,350.00	684,406.46	(587,056.46)	703.04%
Total General Fund Revenue	7,442,157.89	15,722,711.89	15,233,706.50	6,229,837.37	9,004,818.73	40.90%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
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)	(320,080.00)	(3,277,645.00)	8.90%
Cash Proffer Revenues			-	-	-	0.00%
Meals tax-special projects			(523,470.00)	(308,430.06)	(215,039.94)	58.92%
From Operating Reserves			(450,212.50)	-	(450,212.50)	0.00%
Pinewood Heights Reserves			-	(37,822.78)	37,822.78	0.00%
Beautification Fund Reserves			-	-	-	0.00%
Ball Field Reserves			(3,025,000.00)	-	(3,025,000.00)	0.00%
Contributions-WC Park			-	(10,000.00)	10,000.00	0.00%
Contributions-Historic Smithfield			-	-	-	0.00%
Contributions-Public Safety			-	-	-	0.00%
Contributions to Ball Fields			(50,000.00)	(650,000.00)	600,000.00	1300.00%
Contributions-Smithfield VA Events			(32,000.00)	(13,000.00)	(19,000.00)	40.63%
Pinewood Heights Phase III CDBG Funds			(697,260.00)	(521,328.85)	(175,931.15)	74.77%
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)	(1,860,661.69)	(7,267,820.81)	20.38%
Total General Fund Operating Revenues			6,105,224.00	4,369,175.68	1,736,997.92	71.56%

**General Fund Budget
Expenses**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
GENERAL GOVERNMENT						
Town Council						
Salaries			40,000.00	27,425.00	12,575.00	68.56%
FICA			3,352.00	2,155.74	1,196.26	64.31%
Employee Wellness/Assistance Plan			1,344.00	784.00	560.00	58.33%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Legal Fees			65,000.00	22,705.37	42,294.63	34.93%
Election Expense			-	-	-	0.00%
Maintenance contracts			600.00	300.00	300.00	50.00%
Advertising			25,000.00	14,812.16	10,187.84	59.25%
Professional Services			40,000.00	320.00	39,680.00	0.80%
Records Management maint & upgrades			5,292.00	995.00	4,297.00	18.80%
Site Plan Review			5,000.00	-	5,000.00	0.00%
Communications			-	-	-	0.00%
Insurance			18,820.00	13,702.50	5,117.50	72.81%
Supplies			20,000.00	13,217.21	6,782.79	66.09%
Travel & Training			6,500.00	2,373.54	4,126.46	36.52%
Subscriptions/Memberships			9,200.00	8,575.00	625.00	93.21%
Council Approved Items			12,000.00	6,430.10	5,569.90	53.58%
Public Defender Fees			4,000.00	360.00	3,640.00	9.00%
Bank Charges			625.00	660.66	(35.66)	105.71%
SpecialProjects			3,000.00	390.34	2,609.66	13.01%
Smithfield CHIPS program			4,750.00	21.20	4,728.80	0.45%
Update Town Charter & Code			3,000.00	900.00	2,100.00	30.00%
Annual Christmas Parade			200.00	-	200.00	0.00%
Total Town Council			267,683.00	116,127.82	151,555.18	43.38%
<u>Town Manager</u>						
Salaries			313,814.00	187,583.06	126,230.94	59.78%
FICA			25,105.00	12,953.20	12,151.80	51.60%
VSRS			19,695.00	12,295.88	7,399.12	62.43%
Disability			-	165.20	(165.20)	#DIV/0!
Health			62,245.00	43,252.56	18,992.44	69.49%
Auto Expense			500.00	16.00	484.00	3.20%
Maintenance Contracts			2,800.00	1,756.63	1,043.37	62.74%
Communications			17,000.00	10,113.89	6,886.11	59.49%
Insurance			2,330.00	1,672.65	657.35	71.79%
Supplies			4,000.00	3,385.89	614.11	84.65%
Dues & Subscriptions			3,355.00	3,691.48	(336.48)	110.03%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Computer & technology expenses			13,000.00	7,247.06	5,752.94	55.75%
Travel & Training			7,800.00	2,823.54	4,976.46	36.20%
Other			100.00	111.00	(11.00)	111.00%
Total Town Manager			471,744.00	287,068.04	184,675.96	60.85%

Treasurer

Salaries			299,575.00	193,715.48	105,859.52	64.66%
FICA			23,966.00	14,492.76	9,473.24	60.47%
VSRS			20,177.00	13,686.63	6,490.37	67.83%
Health			47,470.00	31,924.33	15,545.67	67.25%
Disability			160.00	93.09	66.91	58.18%
Audit			12,250.00	-	12,250.00	0.00%
Depreciation Software			2,900.00	-	2,900.00	0.00%
Communications			9,500.00	4,611.51	4,888.49	48.54%
Computer & technology expenses			5,000.00	473.65	4,526.35	9.47%
Data Processing			20,000.00	12,823.72	7,176.28	64.12%
Service contracts-includes MUNIS			58,000.00	13,506.17	44,493.83	23.29%
Insurance			2,410.00	1,729.26	680.74	71.75%
Supplies			11,700.00	7,399.92	4,300.08	63.25%
Dues & Subscriptions			1,200.00	1,467.65	(267.65)	122.30%
Credit Card Processing			1,000.00	2,686.34	(1,686.34)	268.63%
Cigarette Tax Stamps			3,030.00	2,970.00	60.00	98.02%
Travel & Training			1,000.00	-	1,000.00	0.00%
Other			100.00	198.81	(98.81)	198.81%
Total Treasurer			519,438.00	301,779.32	217,658.68	58.10%

PUBLIC SAFETY

Police Department

Salaries			1,461,705.00	878,840.30	582,864.70	60.12%
FICA			116,940.00	63,595.80	53,344.20	54.38%
VSRS			76,640.00	49,183.27	27,456.73	64.17%
Health Insurance			206,195.00	130,217.60	75,977.40	63.15%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Disability			160.00	93.09	66.91	58.18%
Pre-Employment Test			1,000.00	2,145.00	(1,145.00)	214.50%
Uniforms			24,000.00	14,638.65	9,361.35	60.99%
Service Contracts			38,000.00	30,953.32	7,046.68	81.46%
Communications			53,000.00	28,432.79	24,567.21	53.65%
Computer & Technology Expenses			15,000.00	3,752.44	11,247.56	25.02%
Insurance			54,580.00	40,116.84	14,463.16	73.50%
Ins. - LODA			10,896.00	11,347.40	(451.40)	104.14%
Materials & Supplies			24,000.00	8,315.13	15,684.87	34.65%
Dues & Subscriptions			6,550.00	5,932.83	617.17	90.58%
Equipment			7,500.00	6,374.53	1,125.47	84.99%
Radio & Equipment repairs			2,000.00	2,378.42	(378.42)	118.92%
Vehicle Maintenance			40,000.00	20,670.46	19,329.54	51.68%
Gas			45,000.00	18,755.60	26,244.40	41.68%
Tires			7,000.00	1,711.52	5,288.48	24.45%
Travel & Training			30,000.00	19,065.10	10,934.90	63.55%
Special Events			1,000.00	352.66	647.34	35.27%
Police Grants			2,500.00	-	2,500.00	0.00%
Investigation expenses			5,000.00	1,139.96	3,860.04	22.80%
Accreditation (costs charged to existing line items)			-	-	-	0.00%
Asset Forfeiture				100.00	(100.00)	0.00%
Other			500.00	292.96	207.04	58.59%
Total Police Department			2,229,166.00	1,338,405.67	890,760.33	60.04%
 <u>Fire Department</u>						
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%
 <u>Contributions-Public Safety</u>						
Coast Guard Auxiliary			-	-	-	0.00%
Great Springs Road-Sidewalk Contribution to IOW County			-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
E911 Dispatch Center			252,446.00	7,766.75	244,679.25	3.08%
Fire Department Rescue Truck			10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety			262,446.00	17,766.75	244,679.25	6.77%
PARKS, RECREATION & CULTURAL						
Smithfield Center						
Salaries			215,208.00	129,391.80	85,816.20	60.12%
FICA			17,220.00	9,895.07	7,324.93	57.46%
VSRS			10,096.00	6,848.32	3,247.68	67.83%
Health			30,996.00	20,873.32	10,122.68	67.34%
Uniforms			1,200.00	569.09	630.91	47.42%
Contracted Services			17,500.00	11,189.44	6,310.56	63.94%
Retail Sales & Use Tax			800.00	589.16	210.84	73.65%
Utilities			25,000.00	13,931.53	11,068.47	55.73%
Communications			19,000.00	12,522.59	6,477.41	65.91%
Computer & technology expenses			4,000.00	1,587.51	2,412.49	39.69%
Dues & Subscriptions			1,500.00	1,041.00	459.00	69.40%
Insurance			5,900.00	4,285.56	1,614.44	72.64%
Kitchen Supplies			3,000.00	2,617.46	382.54	87.25%
Office Supplies/Other Supplies			5,000.00	1,834.38	3,165.62	36.69%
Food Service & Beverage Supplies			6,000.00	4,031.50	1,968.50	67.19%
AV Supplies			3,000.00	1,178.97	1,821.03	39.30%
Repairs & Maintenance			40,000.00	22,916.89	17,083.11	57.29%
Systems Maintenance (HVAC, AV, Generator)			-	-	-	0.00%
Landscaping			12,000.00	8,363.41	3,636.59	69.70%
Travel & Training			2,000.00	1,840.47	159.53	92.02%
Programming Expenses			500.00	-	500.00	0.00%
Advertising			20,000.00	11,575.85	8,424.15	57.88%
Refund event deposits			7,000.00	4,511.70	2,488.30	64.45%
Credit card processing expense			4,500.00	2,712.48	1,787.52	60.28%
Total Smithfield Center			451,420.00	274,307.50	177,112.50	60.77%

Contributions-Parks, Recreation and Cultural

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Historic Windsor Castle Restoration			-	200,000.00	(200,000.00)	100.00%
Farmers Market			3,000.00	-	3,000.00	0.00%
TUMC Parking Lot			1,500.00	1,125.00	375.00	75.00%
Hampton Roads Planning District Commission			10,000.00	7,234.50	2,765.50	72.35%
Isle of Wight Arts League			10,000.00	10,000.00	-	100.00%
Friends of the Library			8,000.00	1,500.00	6,500.00	18.75%
Total Contributions-Park, Recreation and Cultural			32,500.00	219,859.50	12,640.50	676.49%
<u>Windsor Castle Park</u>						
Salaries			66,935.00	41,593.47	25,341.53	62.14%
FICA			5,355.00	3,070.10	2,284.90	57.33%
VSRS			4,000.00	2,701.85	1,298.15	67.55%
Health			12,705.00	7,728.42	4,976.58	60.83%
Contracted Services			6,500.00	6,333.99	166.01	97.45%
Insurance			8,935.00	6,453.42	2,481.58	72.23%
Grass Cutting			30,000.00	17,982.42	12,017.58	59.94%
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	1,903.73	5,096.27	27.20%
Supplies			5,000.00	170.03	4,829.97	3.40%
Repairs & Maintenance			40,000.00	15,171.71	24,828.29	37.93%
Total Windsor Castle Park			197,930.00	103,109.14	94,820.86	52.09%
<u>Museum</u>						
Salaries			104,255.00	63,767.38	40,487.62	61.16%
FICA			8,340.00	4,810.31	3,529.69	57.68%
VSRS			3,696.00	2,506.88	1,189.12	67.83%
Health			7,220.00	5,548.24	1,671.76	76.85%
Operating expenses						
Contracted services			2,500.00	2,739.32	(239.32)	109.57%
Communications			700.00	349.44	350.56	49.92%
Computer and Technology			-	-	-	0.00%
Insurance			1,772.00	1,439.31	332.69	81.23%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Supplies			4,700.00	6,111.83	(1,411.83)	130.04%
Advertising			1,500.00	49.90	1,450.10	3.33%
Travel/Training			200.00	32.18	167.82	16.09%
Dues & Subscriptions			800.00	154.00	646.00	19.25%
Gift Shop-to be funded by gift shop proceeds						
Gift Shop expenses			9,000.00	6,991.57	2,008.43	77.68%
Sales & Use Tax			700.00	579.38	120.62	82.77%
Credit card processing fees			1,000.00	450.49	549.51	45.05%
Total Museum			146,383.00	95,530.23	50,852.77	65.26%
<u>Other Parks & Recreation</u>						
Jersey Park Playground			750.00	93.32	656.68	12.44%
Pinewood Playground			500.00	93.32	406.68	18.66%
Clontz Park			1,500.00	1,867.58	(367.58)	124.51%
Community Wellness Initiative			-	-	-	0.00%
Cypress Creek No Wake Zone			-	-	-	0.00%
SNAP Program			-	-	-	0.00%
Waterworks Dam			-	-	-	0.00%
Waterworks Lake (park area)			-	480.00	(480.00)	0.00%
Haydens Lane Maintenance			1,000.00	298.92	701.08	29.89%
Veterans War Memorial			750.00	565.83	184.17	75.44%
Fireworks			2,000.00	2,000.00	-	100.00%
Total Parks & Recreation			6,500.00	5,398.97	1,101.03	83.06%
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	8,188.03	22,631.97	26.57%
Monitoring/Closeout			5,000.00	-	5,000.00	0.00%
<u>Permanent Relocation</u>						

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Owner Occupied Households			-	47,808.06	(47,808.06)	0.00%
Renter Occupied Households			-	800.00	(800.00)	0.00%
Moving Costs			25,800.00	13,500.00	12,300.00	52.33%
Relocation Specialist			24,975.00	13,500.00	11,475.00	54.05%
<u>Acquisition</u>						
Owner Acquisition			1,386.00	72,684.00	(71,298.00)	5244.16%
Renter Acquisition			759,200.00	119,361.00	639,839.00	15.72%
Vacant Lot Acquisition			610.00	130.00	480.00	21.31%
Appraisal/Legal			16,790.00	6,000.00	10,790.00	35.74%
<u>Acquisition Specialist</u>			27,306.00	9,881.25	17,424.75	36.19%
<u>Clearance & Demolition</u>			52,200.00	6,400.50	45,799.50	12.26%
Subtotal Non CDBG			954,087.00	298,252.84	655,834.16	31.26%
CDBG Contributed Operating Expenses						
<u>Permanent Relocation</u>						
Owner Occupied Households			278,775.00	265,480.60	13,294.40	95.23%
Renter Occupied Households			143,860.00	84,006.25	59,853.75	58.39%
Relocation Specialist			18,000.00	2,000.00	16,000.00	11.11%
<u>Acquisition</u>						
Owner Occupied			277,125.00	132,000.00	145,125.00	47.63%
Renter Occupied			-	13,842.00	-	#DIV/0!
<u>Clearance & Demolition</u>						
				-	-	0.00%
<u>Planning Grant-Phase III</u>						
				-	-	0.00%
Subtotal CDBG			717,760.00	497,328.85	220,431.15	69.29%
Total Pinewood Heights Contributions			1,671,847.00	795,581.69	876,265.31	47.59%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
<u>Contributions-Community Development</u>						
Old Courthouse Contribution			4,000.00	-	4,000.00	0.00%
Chamber of Commerce			6,000.00	6,000.00	-	100.00%
Christian Outreach			11,500.00	-	11,500.00	0.00%
Genieve Shelter			7,200.00	-	7,200.00	0.00%
TRIAD			3,120.00	1,650.00	1,470.00	52.88%
Tourism Bureau			235,132.50	-	235,132.50	0.00%
Western Tidewater Free Clinic			38,000.00	38,000.00	-	100.00%
YMCA Projects			50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development			354,952.50	95,650.00	259,302.50	26.95%

PUBLIC WORKS

Planning, Engineering & Public Works

Salaries			201,400.00	131,258.69	70,141.31	65.17%
FICA			16,115.00	9,772.12	6,342.88	60.64%
VSRS			12,735.00	8,586.43	4,148.57	67.42%
Health			36,500.00	23,371.51	13,128.49	64.03%
Disability			1,505.00	735.08	769.92	48.84%
Uniforms			2,500.00	226.61	2,273.39	9.06%
Contractual			7,000.00	4,021.43	2,978.57	57.45%
GIS			2,000.00	400.00	1,600.00	20.00%
Recycling-1% CPI-U			239,006.00	140,923.87	98,082.13	58.96%
Trash Collection-1% CPI-U			240,000.00	144,694.76	95,305.24	60.29%
Street Lights			5,000.00	775.45	4,224.55	15.51%
Communications			12,000.00	6,112.57	5,887.43	50.94%
Safety Meetings/Safety Expenses			3,000.00	(2,815.94)	5,815.94	-93.86%
Insurance			8,515.00	6,191.85	2,323.15	72.72%
Materials & Supplies			6,000.00	1,877.99	4,122.01	31.30%
Accreditation			-	-	-	0.00%
Repairs & Maintenance			5,000.00	2,223.10	2,776.90	44.46%
Gas & Tires			6,500.00	3,544.09	2,955.91	54.52%
Travel & Training			6,000.00	1,151.56	4,848.44	19.19%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Litter Control Grant			3,354.00	451.90	2,902.10	13.47%
Dues & Subscriptions			2,700.00	799.00	1,901.00	29.59%
Other			3,000.00	873.90	2,126.10	29.13%
Total Public Works			819,830.00	485,175.97	334,654.03	59.40%

PUBLIC BUILDINGS

Public Buildings

Salaries			28,660.00	13,955.50	14,704.50	48.69%
FICA			2,295.00	1,085.02	1,209.98	47.28%
Contractual			20,000.00	13,270.65	6,729.35	66.35%
Communications			3,000.00	1,667.46	1,332.54	55.58%
Utilities			46,000.00	27,542.28	18,457.72	59.87%
Insurance			11,265.00	8,059.38	3,205.62	71.54%
Materials & Supplies			6,000.00	3,675.47	2,324.53	61.26%
Repairs & Maintenance			36,000.00	20,014.81	15,985.19	55.60%
Rent Expense-Office Space			-	-	-	0.00%
Other			1,000.00	131.93	868.07	13.19%
Total Public Buildings			154,220.00	89,402.50	64,817.50	57.97%

OTHER FINANCING USES

Transfers to Operating Reserves				516,445.93	(516,445.93)	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)				650,000.00	(650,000.00)	0.00%
Transfers to Restricted Reserves-Police Motorcycles				-	-	0.00%
Total Transfers To Reserves			489,553.00	1,166,445.93	(676,892.93)	238.27%

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	11,420.60	5,794.40	66.34%

**Town of Smithfield
General Fund Operating Budget**

Description	Proposed 2017/2018	Proposed Revised 2016/2017	Adopted 2016/2017	Actual as of 02/28/17	Remaining Budget	% of budget
Police Evidence Building			50,445.00	33,372.31	17,072.69	66.16%
New Debt-Multiple projects			-		-	0.00%
Line of Credit			500,000.00	-	500,000.00	0.00%
					-	0.00%
Interest and fiscal charges					-	0.00%
Public Building Acquisition-TM/PD			30,564.00	15,281.92	15,282.08	50.00%
HVAC -Smithfield Center			490.00	407.64	82.36	83.19%
Police Evidence Building			10,805.00	7,532.73	3,272.27	69.72%
New Debt-Multiple projects-interest only			58,750.00	1,013.33	57,736.67	1.72%
Line of Credit			4,065.00	-	4,065.00	0.00%
Total Debt Service			695,567.00	69,028.53	626,538.47	9.92%
Total General Fund Expenses			8,809,806.50	5,460,637.56	3,549,168.94	61.98%
Less Expenses related to capital projects:						
Legal Fees			-	-	-	0.00%
Professional Fees			(51,500.00)	(2,187.58)	(49,312.42)	4.25%
Transfers to Restricted Reserves-Pinewood CDBG Project			-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)			-	(650,000.00)	650,000.00	0.00%
Transfers to Restricted Reserves-Police Motorcycles			-	-	-	0.00%
Pinewood Heights Relocation Project Expenses			(1,671,847.00)	(795,581.69)	(876,265.31)	47.59%
Pinewood Heights Line of Credit Expenses			(504,065.00)	-	(504,065.00)	0.00%
Total Non-operating Expenses			(2,227,412.00)	(1,447,769.27)	(779,642.73)	65.00%
Total General Fund Operating Expenses			6,582,394.50	4,012,868.29	2,769,526.21	60.96%
Net Operating Reserve (+/-)			(477,170.50)	356,307.39	(1,032,528.29)	-74.67%
Net Reserve (+/-)			6,423,900.00	769,199.81	5,455,649.79	11.97%

Adopted 2016/2017	Actual 2/28/2017	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	6,423,900.00	769,199.81	5,654,700.19	11.97%
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**Capital Outlay
General Fund**

GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	-	(12,000.00)		
Renter Occupied Units	(144,000.00)	(24,000.00)	(120,000.00)	16.67%
Vacant Lots	(36,000.00)	(12,000.00)	(24,000.00)	33.33%
			-	0.00%
Subtotal Non CDBG Capital Acquisition	(180,000.00)	(48,000.00)	(132,000.00)	26.67%
CDBG Capital Acquisition				
Owner Occupied Units	(48,000.00)	(24,000.00)	(24,000.00)	50.00%
Renter Occupied Units		-		
Vacant Lots		-		
Subtotal CDBG Capital Acquisition	(48,000.00)	(24,000.00)	(24,000.00)	50.00%
Total Pinewood Heights Relocation CIP	(228,000.00)	(72,000.00)	(156,000.00)	31.58%
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(107,525.00)	(42,855.44)	(64,669.56)	39.86%
IBM Server	-	(15,543.00)	15,543.00	#DIV/0!
PARKS, RECREATION AND CULTURAL				
WC Playground	(60,000.00)	(43,635.31)	(16,364.69)	72.73%
WC Park Building Renovations	(2,000,000.00)	(7,500.00)	(1,992,500.00)	0.38%
Clontz Park-Replace Pier	(10,000.00)	-	(10,000.00)	0.00%
Clontz Park-Boat Ramp	(254,000.00)	(1,777.15)	(252,222.85)	0.70%
Ball Fields	(3,640,000.00)	(370,847.74)	(3,269,152.26)	10.19%

Adopted 2016/2017	Actual 2/28/2017	Remain Budget	% of Budget
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PUBLIC SAFETY				
Police				
Police Vehicles	(105,000.00)	(178,022.23)	73,022.23	169.54%
PUBLIC WORKS				
Vehicles and Equipment	(9,375.00)	-	(9,375.00)	0.00%
Repair Crosswalk on Main St at Institute St	-	(9,845.00)	9,845.00	#DIV/0!
Waterworks Dam	-	(2,440.00)	2,440.00	#DIV/0!
PUBLIC BUILDINGS				
Police Evidence Building Improvements		(8,181.94)	8,181.94	0.00%
Repair garage doors at Town Hall	(10,000.00)	(9,127.00)	(873.00)	91.27%
Police Department Split System Replacement	-	(7,425.00)	7,425.00	0.00%

Net Capital Outlay	(6,423,900.00)	(769,199.81)	(5,654,700.19)	11.97%
Net Reserves (Deficit) after capital outlay	-	-	-	#DIV/0!

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	368,406.66	312,593.34	54.10%
Sewer Compliance Fee	498,600.00	264,248.55	234,351.45	53.00%
Miscellaneous Revenue	500.00	636.40	(136.40)	127.28%
Connection fees	39,500.00	30,020.00	9,480.00	76.00%
Total Operating Revenue	1,219,600.00	663,311.61	556,288.39	54.39%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	278,265.00	169,875.13	108,389.87	61.05%
FICA	22,265.00	12,436.60	9,828.40	55.86%
VSRS	17,405.00	11,178.29	6,226.71	64.22%
Health	55,760.00	35,321.83	20,438.17	63.35%
Uniforms	3,200.00	483.38	2,716.62	15.11%
Audit	6,125.00	-	6,125.00	0.00%
Legal	9,000.00	3,121.44	5,878.56	34.68%
Accreditation	-	130.00	(130.00)	0.00%
HRPDC sewer programs	887.00	688.50	198.50	77.62%
Professional Fees	20,000.00	1,465.00	18,535.00	7.33%
Maintenance & Repairs	60,000.00	4,943.04	55,056.96	8.24%
VAC Truck Repairs & Maintenance	7,500.00	1,152.11	6,347.89	15.36%
Data Processing	14,500.00	9,617.84	4,882.16	66.33%
Dues & Subscriptions	60.00	134.50	(74.50)	224.17%
Utilities	51,000.00	25,377.77	25,622.23	49.76%
SCADA Expenses	6,000.00	2,878.09	3,121.91	47.97%
Telephone	12,000.00	5,138.63	6,861.37	42.82%
Insurance	17,270.00	12,574.26	4,695.74	72.81%
Materials & Supplies	50,000.00	37,086.90	12,913.10	74.17%
Truck Operations	9,000.00	4,586.77	4,413.23	50.96%
Travel & Training	5,000.00	1,111.84	3,888.16	22.24%

**Town of Smithfield
Sewer Fund Budget**

	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Contractual	3,500.00	1,384.20	2,115.80	39.55%
Miscellaneous	1,200.00	680.68	519.32	56.72%
Bank service charges	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	649,937.00	341,366.80	308,570.20	52.52%
Operating Income before D&A Expense	569,663.00	321,944.81	247,718.19	56.51%
Depreciation & Amort. Exp.	390,000.00	196,251.28	208,147.33	50.32%
Operating Income (Loss)	179,663.00	125,693.53	39,570.86	69.96%

Nonoperating Revenues (Expenses)

Pro-rata Share Fees	-	17,600.00	(17,600.00)	0.00%
Availability Fees	103,000.00	78,280.00	24,720.00	76.00%
Contributed Capital-Smithfield Foods Rev Ln	-	-	-	0.00%
Interest Revenue	4,500.00	5,391.78	(891.78)	119.82%
Interest Expense	(8,602.00)	(5,069.22)	(3,532.78)	58.93%
Total Nonoperating Revenues (Expenses)	98,898.00	96,202.56	2,695.44	97.27%
Net Income (loss)	278,561.00	221,896.09	56,664.91	79.66%

WORKING ADJUSTMENTS TO CAFR

(FOR INTERNAL USE ONLY)

Restricted revenues:

Pro-rata Share Fees	-	(17,600.00)	17,600.00	0.00%
Availability Fees	(103,000.00)	(78,280.00)	(24,720.00)	76.00%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	-	(11,890.00)	0.00%
Compliance Fee	(496,000.00)	(264,248.55)	(231,751.45)	53.28%
Depreciation & Amort. Exp.	390,000.00	196,251.28	193,748.72	50.32%
Additional debt service costs-principal expense	(98,770.00)	(98,770.00)	-	100.00%
Total adjustments to CAFR	(319,660.00)	(262,647.27)	(57,012.73)	82.16%
Working adjusted income	(41,099.00)	(40,751.18)	(347.82)	99.15%

	Adopted 2016/2017	Actual 2/28/2017	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(41,099.00)	(40,751.18)	(347.82)	99.15%
			-	
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)	(10,226.82)	(39,773.18)	20.45%
Construction Standards Update	(3,321.00)	(1,800.00)	(1,521.00)	54.20%
Sewer Shed	-	(856.32)	856.32	100.00%
Submersible Run-Dry Pump-Morris Creek-15 HP		(10,100.00)		
Submersible Run-Dry Pump-Crescent-30 HP	(100,000.00)	(15,200.00)	(84,800.00)	15.20%
Pumps-Wellington		(119,103.13)	119,103.13	
Manhole rehab	(75,000.00)		(75,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(100,000.00)	(58,482.60)	(41,517.40)	58.48%
Truck/Equipment	(9,375.00)	-	(9,375.00)	0.00%
Net Capital Outlay	(487,696.00)	(215,768.87)	(282,027.13)	44.24%
Net Reserves (Deficit) after capital outlay	(528,795.00)	(256,520.05)	(282,374.95)	48.51%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	153,321.00	148,523.13	4,797.87	96.87%
Funding from Sewer Compliance Fee	325,000.00	58,067.60	266,932.40	17.87%
Draw from operating reserves	50,474.00	-	50,474.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	-	(49,929.32)	39,829.32	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,407,750.00	754,485.02	653,264.98	53.60%
Debt Service Revenue	190,652.00	100,982.85	89,669.15	52.97%
Miscellaneous	1,500.00	358.35	1,141.65	23.89%
Connection fees	16,500.00	12,540.00	3,960.00	76.00%
Application Fees	8,654.00	5,904.00	2,750.00	68.22%
Total Operating Revenue	1,625,056.00	874,270.22	750,785.78	53.80%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Expenses				
Salaries	421,655.00	252,049.21	169,605.79	59.78%
FICA	33,735.00	18,593.17	15,141.83	55.12%
VSRS	24,360.00	15,903.14	8,456.86	65.28%
Health	76,190.00	45,065.41	31,124.59	59.15%
Uniforms	3,255.00	622.82	2,632.18	19.13%
Contractual	13,500.00	4,445.00	9,055.00	32.93%
Audit	6,125.00	-	6,125.00	0.00%
Legal	14,000.00	3,121.44	10,878.56	22.30%
Accreditation	-	130.00	(130.00)	0.00%
Maintenance & Repairs	60,000.00	5,222.15	54,777.85	8.70%
Water Tank Maintenance	100,000.00	-	100,000.00	0.00%
Professional Services	40,000.00	10,245.00	29,755.00	25.61%
Regional Water Supply Study	1,701.00	3,058.50	(1,357.50)	179.81%
Data Processing	14,500.00	9,614.84	4,885.16	66.31%
Utilities	2,000.00	910.07	1,089.93	45.50%
Communications	13,000.00	5,752.51	7,247.49	44.25%
Insurance	26,900.00	19,492.74	7,407.26	72.46%
Materials & Supplies	100,000.00	76,750.38	23,249.62	76.75%
Gas and Tires	12,000.00	6,805.54	5,194.46	56.71%
Dues & Subscriptions	1,000.00	914.50	85.50	91.45%
Bank service charges	1,200.00	775.05	424.95	64.59%
Travel and Training	5,000.00	806.05	4,193.95	16.12%
Miscellaneous	12,000.00	7,239.54	4,760.46	60.33%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
RO Annual costs			-	0.00%
Power	103,560.00	60,552.03	43,007.97	58.47%
Chemicals	52,332.00	26,617.56	25,714.44	50.86%
HRSD	294,082.00	149,585.44	144,496.56	50.87%
Supplies	20,000.00	14,040.25	5,959.75	70.20%
Communication	9,030.00	6,094.96	2,935.04	67.50%
Travel and training	4,300.00	916.71	3,383.29	21.32%
Dues & Subscriptions	400.00	29.00	371.00	7.25%
Maintenance and Repairs	50,000.00	38,398.16	11,601.84	76.80%
Bad debt expense	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,515,825.00	783,751.17	732,073.83	51.70%
Operating Income before D&A Expense	109,231.00	90,519.05	18,711.95	82.87%
Depreciation & Amortization Expense	370,000.00	194,320.09	175,679.91	52.52%
Operating Income (Loss)	(260,769.00)	(103,801.04)	(156,967.96)	39.81%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	17,600.00	(17,600.00)	0.00%
Availability Fees	68,000.00	51,680.00	16,320.00	76.00%
Insurance Recoveries	-	-	-	0.00%
Interest Revenue	6,800.00	6,653.09	146.91	97.84%
Cash Proffers	-	-	-	0.00%
Well Nest Construction Contribution	-	-	-	0.00%
Interest Expense	(40,465.00)	(20,319.82)	(20,145.18)	50.22%
Total Nonoperating Revenues (Expenses)	34,335.00	55,613.27	(21,278.27)	161.97%
Net Income (Loss)	(226,434.00)	(48,187.77)	(178,246.23)	21.28%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(17,600.00)	17,600.00	0.00%
Availability Fees	(68,000.00)	(51,680.00)	(16,320.00)	76.00%
Debt Service Revenue	(190,652.00)	(100,982.85)	(89,669.15)	52.97%

**Town of Smithfield
Water Fund Budget**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Depreciation & Amort. Exp.	370,000.00	194,320.09	175,679.91	52.52%
Additional debt service costs-principal expense	(303,070.00)	(303,070.00)	-	100.00%
Total adjustments to CAFR	(191,722.00)	(279,012.76)	87,290.76	145.53%
Working adjusted income	(418,156.00)	(327,200.53)	(90,955.47)	78.25%

	Adopted 2016/2017	Actual 2/28/2017	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(418,156.00)	(327,200.53)	(90,955.47)	78.25%
Construction Standards Update	(3,321.00)	(1,800.00)	(1,521.00)	54.20%
Water Master Plan	(50,000.00)	(10,226.83)	(39,773.17)	20.45%
Vehicle/Equipment	(9,375.00)	-	(9,375.00)	0.00%
RO Server	(5,000.00)	(13,926.00)	8,926.00	278.52%
RO auxiliary diesel fuel tank (generator)	(5,100.00)		(5,100.00)	0.00%
RO Cleaning System Upgrades	(5,000.00)	-	(5,000.00)	0.00%
RO 3rd Stage Removal	(15,000.00)		(15,000.00)	0.00%
RO Mason Vibration Testing	(10,000.00)		(10,000.00)	0.00%
RO Bypass Pump	(100,000.00)		(100,000.00)	0.00%
RO New Membranes	(8,500.00)	(6,204.67)	(2,295.33)	73.00%
RO Office Trailer	-	(12,953.00)	12,953.00	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)	(120,961.49)	(119,132.51)	50.38%
Pagan Point Line Repairs	(65,000.00)	(66,041.87)	1,041.87	101.60%
Lumar Road Line Repairs	-	(17,425.00)	17,425.00	0.00%
Apron Repair-Red Point Heights	-	(5,200.00)		
Water line replacement (Cypress Creek Bridge)		-	-	0.00%
Net Capital Outlay	(566,390.00)	(254,738.86)	(316,851.14)	44.98%
Net Reserves (Deficit) after capital outlay	(984,546.00)	(581,939.39)	(407,806.61)	59.11%
Financing-Main St. Water Main, Water Line replace	300,000.00	120,961.00	179,039.00	40.32%
Operating Reserves	147,721.00	-	147,721.00	0.00%
Water Treatment Escrow			-	
Water Development Escrow		-	-	
Water Capital Escrow	266,390.00	96,705.85	169,684.15	36.30%
Debt Service fees applied to debt	270,435.00	271,810.02	(1,375.02)	100.51%
Net Cashflow	-	(92,462.52)	87,262.52	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	117.65	67.35	63.59%
Sale of equipment	-	4,200.00	(4,200.00)	0.00%
Revenue - Commwlth of VA	1,104,024.00	584,844.10	519,179.90	52.97%
Total Highway Fund Revenue	1,104,209.00	589,161.75	515,047.25	53.36%

**Town of Smithfield
Highway Fund**

Description	Adopted 2016/2017	Balance as of 02/28/17	Remaining Budget	% of budget
Expenses				
Salaries	252,745.00	154,265.09	98,479.91	61.04%
FICA	20,220.00	11,277.32	8,942.68	55.77%
VSRS	15,035.00	10,247.63	4,787.37	68.16%
Health	45,830.00	31,120.37	14,709.63	67.90%
Uniforms	3,500.00	913.45	2,586.55	26.10%
Engineering	-	-	-	0.00%
Grass	20,000.00	8,333.58	11,666.42	41.67%
Maintenance	587,791.00	317,523.33	270,267.67	54.02%
Asphalt/Paving		143,635.41	(143,635.41)	
Ditching		117,856.87	(117,856.87)	
Traffic Control devices		4,500.20	(4,500.20)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		30,085.11	(30,085.11)	
Structures and Bridges		-	-	
Ice and Snow removal		20,636.27	(20,636.27)	
Administrative		809.47	(809.47)	
Storm Maintenance		-	-	
Street Lights	106,000.00	68,966.53	37,033.47	65.06%
Insurance	14,372.00	10,617.48	3,754.52	73.88%
Miscellaneous-bank charges	-	-	-	0.00%
VAC Truck Repairs	2,500.00	832.72	1,667.28	33.31%
Gas and Tires	8,000.00	4,165.28	3,834.72	52.07%
Stormwater Management Program (regional)	3,430.00	2,572.50	857.50	75.00%
Total Highway Fund Expense	1,079,423.00	620,835.28	458,587.72	57.52%
Net Reserves (+/-)	24,786.00	(31,673.53)	56,459.53	-127.79%

Adopted 2016/2017	Actual 2/28/2017	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	25,696.00	(31,673.53)	57,369.53	-123.26%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
Vehicles and Equipment	(9,375.00)	-	(9,375.00)	0.00%
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	(7,995.00)	(5.00)	99.94%
Sidewalk Repair	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(35,696.00)	(7,995.00)	(27,701.00)	22.40%
Net Reserves (Deficit) after capital outlay	0.00	(39,668.53)	39,668.53	#DIV/0!

Carryover from FY2016

104,519.00

Net Adjusted Reserves (deficit)

64,850.47

Notes: February

The notes have not been completely updated for February

GENERAL FUND

Revenues:

Current RE Taxes

RE tax collections through 2/24/17 totaled \$1,685,767 (99.98% of budget) with an uncollected balance remaining of \$25,812. Delinquent notices were mailed in January and subsequent receipts have been processed.

Delinquent RE Taxes

Delinquent RE taxes posted through December 31 totaled \$11,853. Remaining delinquent real estate taxes for all years equals \$17,635. Some of the delinquent balance is made up of bankruptcies that are still on the books pending discharge or dismissal.

Current PP Tax

Collections of 2016 PP totaled \$592,898 as of 2/24/17 which is \$9898 greater than budgeted. The uncollected remaining balance as of 2/24/17 is \$86,764, but we are still processing abatements from IOW County. Delinquent notices also were mailed and subsequent receipts have been processed.

Delinquent PP Tax

Through 2/24/17 the Town collected \$16,093.13 in delinquent personal property taxes. We are still processing a large number of abatements.

Public Service RE & PP

As of February 24, we collected all of the PP portion (\$577) which was a little less than last year and therefore below budget by \$173. We collected \$30,453 out of the \$30,463 billed for RE.

Franchise tax

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

Cigarette Tax

Sold 333,180 cigarette tax stamps through January compared to 228,180 for the same period last year. Total revenues are \$8,810 higher than January 2016.

Transient Occupancy

Transient occupancy tax payments for July 2016 totaled \$45,357 which was \$9863 lower than July 2015 revenue of \$55,220. This revenue was accrued for June 2016, however, so it was backed out of the 2017 revenue. The October quarter reflected \$41,883 which was \$5614 lower than the same period last year. Part of the decrease resulted because we were unable to collect full (estimated) payment from the prior owner of one business before it changed hands. We did collect those delinquent taxes in full and the payment will be reflected in February. The January quarter reflected strong revenues of \$46,929 compared to \$44,741 for the same period in FY2016.

Meals Tax

Meals tax revenues of \$204,947 were collected in July 2016. Like TO, these revenues were accrued for June 2016 and backed out of 2017 totals. FY2017 revenue reflects collections beginning in August for those businesses that pay monthly plus the first 2 quarterly payments due in October and January. To date we have collected \$37,193 more than prior year (some attributed to 1/4% tax increase).

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. Jul - Nov sales tax of \$153,755 is \$19,283 higher than \$134,472 collected in 2016.

Consumption Tax/Utility Tax

January consumption/utility taxes represent payments for July through partial December (DVP not posted for December). Utility tax is \$2102 lower than prior year and consumption tax is \$111 higher. These taxes are received from DVP, Columbia Gas, and Community Electric. The largest fluctuations are receipts from DVP.

Business License Tax

Business license taxes are due on April 15 so most of this line item is collected in the spring. The \$20,203 posted through January reflects collection of delinquent licenses for 2014 through 2015 (\$1283) but the majority was collected for delinquent accounts and new business in 2016. Collections are \$2694 lower than prior year.

Vehicle license tax

Collections through February 24 total \$131,546 (\$4954 under budget). We are still processing abatements, but we are also working on supplemental bills, so I expect to reach budget for the year. We have collected \$9970 more than through Feb 2016.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$180), zoning permits (\$4150), yard sale permits (\$370), E&S fees (\$150 from Affordable Homes, \$600 from Atlantic Homes, \$900 from HH Hunt, \$150 from Birdsong, and \$150 from Clark Gen Contr), PEG Channel fee (Charter) of \$1020, golf cart permit (\$40), demolition permits (\$5596) and ROW permits (\$1050).

Inspection Fees

HH Hunt - \$1800 - 130 St Andrews, 1204 Cypress Creek Pkwy, 129 St. Andrews, 112 Glen Ealges, 1024 Cypress Creek Pkwy, 1203 Cypress Creek Pkwy
Atlantic Homes- \$900-113 & 115 St James Ave, 112/114 Richmond Ave
Affordable Homes-\$300-609 Westminster Reach
Clark General Contracting-\$300-104 Royal Portrush
Smithfield Foods-112 Main Street
Birdsong Builders Inc-\$300-102 Muirfield

Review Fees

Schaubach Rentals-\$875-site plan review for 89 Pagan Ave.
Brent Wiggins-\$150-plat review-301 Middle St

Fines & Costs

Fines and costs received from Isle of Wight (\$30,622) and directly to the Town (parking tickets-\$520) are \$11,907 lower than revenue for the same period in FY2016. Collections represent July through December reimbursement from IOW.

General Fund Interest

Due to the balances in the special projects accounts which contain the contributions for the ball field project, the first 7 months of the year have surpassed budget.

Rentals

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

Smithfield Center Rentals

Rents are \$10,205 less than the same period in FY2016. Total SC rents for 2016- \$200,455.

Kayak Rentals

Since this line item is seasonal, the summer months are very strong for rentals. July through Sep 2016 rentals totaled \$5795 (+\$5.00 in snack sales) compared to the \$6126 in FY2016. This line item will pick up again in the spring.

Special Events

Special events charges include application fees (\$720), Police OT reimbursement (\$10,250), and PW OT reimbursement (\$5199). We did increase the OT rates as of 1/17 to account for salary increases as of 7/1/16. We have already reached 95% of budget with 5 months remaining in the fiscal year.

Gift Shop Sales/Museum Programs

Gift Shop sales are already at 92% of budget and museum programs have exceeded budget for the year. With 5 months remaining in the fiscal year, both of these line items should end the year showing strong revenue growth. Part of the increase in gift shop sales can likely be attributed to the anniversary celebration; ie, special items available to commemorate the occasion.

Sale of Land

Mildred L Mayes-\$1.00-Wombwell Smoke House-Jones Property

Sale of Equipment

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

Lease of Land

Smithfield Landing Company - \$500
Historic Windsor Castle - \$100

<u>Other Revenues</u>	Includes grass cutting violations (\$1392), returned check charges (\$75), sale of copies (\$10.25), accident report fees (\$305) and capital credit refund check from Community Electric Cooperative (\$142).
<u>VML Safety Grant</u>	The Town applies for a safety grant through its property/casualty/workers' comp insurer-VML Insurance Programs. We have been fortunate to receive funding towards safety training/equipment for many years. This year's award was less than 2016 by \$481.
<u>Reserves-Pinewood Escrow</u>	As of January 31, 2017 we have used \$45,327 of the \$315,160 available in reserves as of June 30, 2016 for the Pinewood Project.
<u>From Operating Reserves</u>	As of January 31, 2017, we have \$704,299.35. This is in addition to \$650,000 that has been collected for development of the ballfields but not yet applied to the project. In January 2016, we had to pull \$27,862 from reserves to meet expenses.
<u>Law Enforcement Grant</u>	Received 2 of the state quarterly 599 funds.
<u>Litter Control Grant</u>	Funding received annually from the state. This year's award was \$122 less than FY2016.
<u>Communications Tax</u>	Communications tax from the state runs 2 months behind so the statement reflects receipt of the Jul through Nov payments which are \$1626 lower than prior year.
<u>PPTRA State Revenue</u>	The state portion of the personal property tax relief is received each year in August.
<u>VCA Grant</u>	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.
<u>Pinewood Heights Relocation Grant Phase III</u>	Through January, we have accrued \$441,105.60 of reimbursable expenses on this federal project. A draw down has been made for \$88,789 and a second draw request for \$352,317 is in process.
<u>Note Proceeds</u>	Represents draw down of \$200,000 on \$5M loan. Paid to Historic Windsor Castle towards the restoration project.
<u>Insurance Recoveries</u>	Received \$2500 from VML for storm damage (tree/fence) at Windsor Castle Park, \$8633 for total loss of Matt Rogers vehicle in FY2016, and \$2615 for collision repairs of 2015 Ford F350.
<u>Contributions-WC Park</u>	WC Park Foundation - \$10,000 towards the cost of the newly installed playscape.
<u>Contributions-Smithfield VA Events</u>	Latest contribution from Smithfield VA Events for the 2016 Bacon Fest.-\$13000
<u>Contributions-Public Ball Fields</u>	Remaining \$500,000 Smithfield Foods contribution that was budgeted in FY2016. Farmers Bank-\$150,000 to be applied to the cost of the concessions building.
<u>Expenses:</u>	
<u>All Departments</u>	
<u>Salaries</u>	Salaries have been reduced by accrued payroll entries for June 2016.
<u>Health Insurance</u>	Health and dental have been paid for July through February - 58% of the year.
<u>Insurance</u>	3 quarterly payments have been made to VML for property casualty/workers' compensation insurance.

Dues & Subscriptions

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

Town Council

Bank Charges

Includes \$345 fee from Farmers Bank for renewal of line of credit, returned check charge (\$40), wire fee-Special Projects (\$20), debt service bank chg (\$255.66).

Treasurer

Credit card processing fees

This expense has definitely exploded as we are accepting credit cards for numerous transactions instead of just the RE and PP tax payments.

Cigarette Tax Stamps

Meyercord Revenue-540,000 generic cigarette tax stamps-generally we only need to order once per year, so this item should be complete for 2017.

Police

Pre-employment Test

Sentara Obici-drug screening and baseline testing/physical-2 new officers-\$514
Colonial Polygraph Services, LLC-\$450-polygraph exams-3 new officers
Randy A Rhoad LLC-psychological screening of 3 new officers - \$675.00
IPMA-testing materials-\$506.00

Service Contracts

Includes \$21,550.94 to Sungard Public Sector for OSSI system and State Livescan interface.
Ricoh USA-copy machine lease for 7 months at \$186.39 per month (Total \$1304.73)
Ricoh USA-copy charges totaling \$636.94
Gately Communications-radio, antenna, battery repair-unit #236-\$177.75
Gately Communications-restore VHF marine radio communication boat-\$467.32.
Gately Communications-Service contract chgs (\$572.50x6) = \$3435
Ptiney Bowes-postage leasing charges (8/25/16-11/24/16)-\$151.93
ID Networks-annual maintenance fee Livescan Hardware & Software-\$1361.00
Computer Projecs of II, Inc.-Annual Openfox messenger license and maintenance-\$346.80.
Beta Systems of VA-\$184.90-technician labor-power coil cord
Beta Systems of VA-\$500-calibration and certification of tuning

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.

Radio & Equipment Repairs

Includes January payment to Atlantic Communications for \$1208.62 for installation/equipment for undercover van.

Parks Recreation & Cultural

Smithfield Center

Kitchen supplies

Crest Foodservice-\$970.35-goblets, glass racks, salad plates, bus tubs
Amazon-\$90.99-32"x18" tub storage cart-3 shelves
Amazon-\$90.99-32"x18" tub storage cart-3 shelves
Amazon-\$202.46-3 shelf stainless steel utility/service cart-300 lb capacity
Amazon-\$37.00-Dishwasher Thermometer Test Strips

Amaon-\$148.60-8 compartment flatware baskets with handles (4)
Amazon-\$208.53-3 shelf stainless steel utility/service cart-300 lb capacity
Amazon-\$825.76-Flash furniture round black laminate talbe set with 4 ladder back metal bar stools (2)
Amazon-\$42.78-Disposable latex gloves

Travel & Training

IACCA-\$770-Registration for Face to Face in a Virtual World-Amy Musick
VA Recreation & Park Society-\$410-Registration for 2016 Annual Conference-Amy Musick
Gas for Van-\$135.33
The Inn-Newfoundland, PA-\$16.80-meal
Food & Lodging-Roanoke conference-\$508.34

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; \$460 to Tidewater Publications-ads in Tidewater News; \$599 to Virginia Bride-full page ad winter/spring 2017; and \$55 for ABC Banquet License, Richwood Graphics-\$1914 for 100 5x7" picture frames and 500 pens, Isle of Wight-\$500 for tourism charges for services, and \$432.50 to the Smithfield Times.

Contributions-Parks, Recreation and Cultural

Historic Windsor Castle Restoration LLV

Contribution of \$200,000 towards Windsor Castle Restoration Project.

TUMC Parking Lot

Per agreement with TUMC, the Town has paid to have the hill cut on the side of the Academy parking lot in exchange for use of the lot. This is seasonal and will stop during the winter months and pick back up in the spring. To date they have cut the grass 9 times compared to 4 for last year. Have spoken to PW Superintendent regarding how to finish out the year.

Hampton Roads Planning District Commission

3 quarterly payments of \$2411.50 each.

Isle of Wight Arts League

The Town paid its portion of the annual state matching grant and submitted a request for the state matching portion that was paid at the end of September. The remaining \$5000 was paid in October.

Windsor Castle

Contracted services

Entire expense is Eure toilets for porta potties-WC park, kayak launch, dog park except for \$105 to Guardian Security for monthly monitoring (1/1/17-3/31/17).

Grass cutting

Southern Shores-16 cuts at \$762.57 (total \$12,201.12) , 6 clean bedding/pruning at \$775.90 (total \$4655.40), one cut at \$175 (beer garden requested mowing 9/23/16) and one deer repellent-\$175. In past years we have not had grass cutting in November (2 this year).

Museum

Contracted Services

Guardian Security-\$1101.20-for monitoring and preventive maintenance service at Museum and Museum office. Replaced batteries and transmitters. Also includes Xerox printer for 7 months (\$905.91), Pastperfect Software (\$540) annual maintenance and Weebly Pro Account renewal (\$71.80).

Supplies

Upon review some of these items are probably gift shop expense, but a lot are related to the anniversary celebration.
Bank of America-\$1014.11- includes Lowe's (\$443.20), Gaylord Archival (\$64.23-stainless steel pins); Walmart (\$21.80-ribbons & batteries); Taste of Smithfield (\$28.66-Bacon ?); Home Depot (\$128.36-paint); U Printing (\$262.84-postcards & door hangers); Office Max (\$52.98-supplies); US Postal Service (\$12.04-postage).
Mursto Productions-\$150-guitarist for reception
Spring Lake Bottled Water -\$112.50
Awnings by Bigley and Hogshire-\$107.50-awning service call

Bank of America-\$1152.65-Lowe's (\$697.34-birch hardwood, pine, saw blade); Amazon (\$13.00-40 Watt Hologen bulbs); Uprinting (\$146.13-5"x7" postcards); Lowe's (\$85.80-supplies); Amazon (\$41.48-ink cartridges); USPS (\$11.94-postage); Michaels (\$31.88) (aprons, easy image light); MGXCopy (\$71.34-perfect bound books); Amazon (\$54.58-mop refill; cleaner);
 VA Displays-\$70.00-Window vinyl, pvc panel, replace wire on Civil War Display
 Bank of America-\$156.51-Bass Pro Online (\$31.79-hunting call); Amazon (\$103.27-toilet paper, scotch tape, binder, roll towels); USPS (\$13.45-postage); Food Lion (\$8.00-housekeeping supplies);
 Bank of America-\$665.17-Home Depot (\$31.64-lysol); Amazon (\$29.26-Zen and Art of Local History); Amazon (\$37.10-Interpreting Food at Museums and Historic Sites); Amazon (\$91.08-Stolen, Smuggled, Sold & The Multisensory Museum); Gaylord Archival (\$213.70-acid free tissue, artifact box, centerpiece box); Dollar Tree (\$26.00-miscellaneous); Farm Fresh (\$71.25-club soda, molasses, cake); Oriental Trading (\$66.47-Jumping spiders, fortune fish, halloween jelly bracelets); Amazon (\$55.80-hand wash peppermint balls); Smithfield True Value (\$15.49-chip brush, epoxy); Home Depot (\$16.61-trowel, scotchblue); Dollar General (\$4.24-cups); Norfolk MacArthur Parking (\$1.00)
 Va Displays-\$550-printed perforated window vinyl-Installed on Main St. windows.
 Bank of America-\$1198.85-multiple charges-Norva Plastics (\$375), Atlanta Spice (\$138.21), National Pen Co (\$241.42), Amazon (\$180.65), USPS (\$94), etc.
 Jesse Gundry-\$75-December St. Nick Program

Gift Shop Expenses

Includes \$1609.46 to Chemart for 262 pieces -World's Oldest Ham and \$3522.88 to MGX Copy 40th Anniversary Book printing-200 copies.

Sales & Use Tax

This line item increases as gift shop sales increases. Gift shop sales are at 92% for the year. With the 40th anniversary items, it is likely that we will exceed budget in both revenue and expense.

Other Parks & Recreation

Clontz Park

Eure Inc-toilet rental-\$669.50
 Dominion Virginia Power-\$415.19 (6 months)
 Kay Park Recreation-\$704.00-42 gallon litter receptacle

Waterworks Lake

Smithfield Services - \$480-hauled and delivered crushed concrete in Waterworks Lake parking lot.

Community Development

Pinewood Heights

Phase III is moving quickly. As of the end of January, we had acquired 3 owner occupied units, 1 renter occupied unit, and 1 vacant lot. We had also relocated 4 owners (one was acquired in prior year) and 4 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

Safety/Safety Meetings

Refund of \$3000 from Tracker Software Corp-returned pubworks mobile and pubworks setup and user training

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 (\$704), Bay Disposal (\$347.50), Orkin (\$1427.24), Eure Toilets (\$1662.46), Workplace Essentials (\$143.06), Orkin (\$560.40) and CDW (\$825).

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

Pinewood Heights Purchased 3 owner occupied properties, 1 renter occupied property, and 1 vacant lot through January 2017.

TREASURER

Munis Progress billings from Tyler Technologies.

IBM Server CAS Severn-council approved but non budgeted replacement for AS400.

PARKS, RECREATION AND CULTURAL

WC Park Playground Natural Playgrounds-Payment for construction of natural playground at WC Park.

WC Park Building Renovations/Restoration Canad Land Surveying-\$7500-topo in vineyard, topo for gravity main, pump station and force main, topo to design water main.

Clontz Park Boat Ramp Kimley-Horn-Engineering costs-\$1250.00 and \$527.15 fees to IOW County (reviewing this charge).

Ball Fields Canada Land Surveying -\$4800-additional topo along 258 and BMP conervation easement plat.
Canada Land Surveying -\$3500-additional topo, location of utilitiesfor the turn lane and submit a cad file
Canada Land Surveying-\$400-additional location of utilities marked for turning lane and submit cad file
Kimley Horn-\$171,865.14 for professional fees for July through November 2016.
Alpha Corporation-\$23474.66 for services rendered through 12/30/16 (PM Services).
Smithfield True Value-\$48.55 for 4x4x8 treated post.
Joy P Massie & James P Massie Jr Irrecovable Trust-\$24377.50-nutrient credit purchase
Bank of America-\$7.94-CVS Pharmacy-DVD
GET Solutions-\$13540-geotechnical and environmental testing
Smithfield True Value-\$43.13 for spray primer and enamel
Lowe's-\$327.16-shovels

PUBLIC SAFETY

Police Vehicles Purchase Chevrolet Tahoe from RK Chevrolet (\$36977.50) and the 2 motorcycles from Bayside Harley Davidson (\$23081.92 each) that were budgeted in FY2016.
Petty Cash-registration fee for 2 motorcycles (DMV)-\$10.00
Setcom-\$3163.41 -motorcycle cable kits, supermics, helmet kits
Hall Automotive-\$49,950-2 2016 Dodge Chargers (\$24,975.00 each)
Atlantic Communications-\$1074.20-Installation of Setcom System and radio on 2 motorcycles-set light patterns.
Atlantic Communications-\$4621.20-equipment and install on Chevrolet Tahoe (lights, siren, cable, etc).
Haley Ford-\$27,382.08-2017 Ford Explorer
Grafix Trenz-\$1300-print and stripe 2 new cars

PUBLIC WORKS

Repair Crosswalks The Blair Brothers-\$9845-labor, materials and equipment to repair the approaches on either side of the crosswalk on Main St at Institute.

PUBLIC BUILDINGS

Police evidence building Moseley Architects \$1329.10-AE services through 7/31/16
Alpha Corporation-\$736-PM Services through 7/29/16
J & B Hartigan-\$6116.84-final payment on evidence building renovations
These were not budgeted as we expected to complete by 6/30/16

Overhead Door \$3362-work on the bay doors at Town Hall.

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

SEWER

Revenues

Sewer Charges/Sewer Compliance Sewer revenues including the sewer compliance fee billed for July and 1/2 of August were accrued on the June 2016 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 and full billings for September through January. Sewer revenues are tracking very similar to the same period in FY2016 with revenues \$4,687 higher than prior year. Sewer compliance fees are \$2426 higher than FY2016.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. To date we have received 13 connections at \$1580 (5/8" meters) for a total of \$20540.00.

Expenses

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

Health Insurance Health and dental have been paid for July through February - 58% of the year.

HRPDC-Sewer Programs Paid 3 qtrs of dues to Hampton Roads Planning District Commission for wastewater program. The total for the year will be \$918 which is over budget by \$31.

Professional fees Draper Aden Associates-\$825 for engineering services-consent order through July 31, 2016
Draper Aden Associates-\$640 for engineering services-consent order through July 31, 2016
Draper Aden Associates-\$3060 for engineering services-consent order through September 30, 2016

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

Materials & Supplies Some of the larger items include:
Goodrich & Sons-\$1500-cut trees and limbs from over road going to James St. Pumping Station
The Blair Brothers-\$1637.02-asphalt patches at Main St (3) and Cedar St (2).
The Blair Brothers-\$1210.00-asphalt patches at Riverview & S Mason -1/2 water, 1/2 sewer
Xylem Dewatering Solutions-\$1295- 0-15 psi PG level transducer w/100'
Ferguson Enterprises-\$844.95-stock items; ie, pipe, pvc plugs, adpt, ell, tees, 3/4 fnpt union x mnpt inl du chk
Wood Equipment-\$805.44-Volute-Smithfield Blvd
Wood Equipment-\$738.27-flange adapter for sealing flange-Smithfield Blvd
Wood Equipment-\$197.30-capacitor kit-Riverside
Xylem Dewatering Solutions-\$984-Godwin Fixed Rate Serialized Item-1 Day Rental of 6 pumps for Hurricane Matthew
Wood Equipment-\$647.90-cutter ring retainer, stationary cutter-Smithfield Blvd

Farmers Service-\$1018.25-Honda 3" Diaphragm Pump (1/2 water, 1/2 sewer-\$947.5) and 8" Cabor Comptoe Wtrprf Boot (1/2 water, 1/2 sewer-\$70.75)
Wood Equipment-\$4663.45-impeller and capacitor kit-Canteberry

Nonoperating Revenues (Expenses)

Pro-rata share fees

Received \$2400 from Atlantic Homes for 113 St James and 115 St James.
Received \$12800 from Smithfield Manor for 16 lots (prior years).

Availability fees

Like connection fees, we have received 13 at \$4120 each for a total of \$53,560.

Interest Expense

All loan payments have been made for the year.
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. Expense will catch up to budget when year end accruals are made.

SEWER CAPITAL

Sewer Master Plan

Draper Aden-\$9456.82-progress billings on sewer master plan.

Sewer Shelter

Treated Lumber Outlet-\$655.31-2x6's, 4x4's
Smithfield True Value-\$43.79-hurricane tie, smooth nails
Farmers Service-\$157.22-#10-14x1.5 HLX Type 17 screws (250 ct), Fabral Corp Corg Galv Roofing 1/4 29G 10FT 26 IN

Submersible Pump-Morris Creek

Sydor Hydro-\$10,100.00 for Fairbanks Morse Submersible Run-Dry Pump, 15 HP

Submersible Pump-Crescent

Sydor Hydro-\$15,200.00 for Fairbanks Morse Submersible Run-Dry Pump, 30 HP

Pumps Wellington

REW-\$39,900 for installation of new emergency bypass pump
Xylem Dewatering-\$59,328.13-Godwin Dri-Prime CD140M Critically Silenced Pump
Sydnor Hydro-\$19875-Fairbanks Morse Submersible Run-dry Pump, 25HP

Sewer Capital Repairs-find & fix

Tri-State Utilities-\$51,307.60-Sanitary Sewer Rehab Moore's Creek and Cypress Basins
Best Repair Company, Inc.-\$7175-capital repairs to 29 HP Fairbanks Morse submersible sewage pump at Lakeside

WATER

Revenues

Water Charges/Debt Service Revenue

Like sewer, water revenues including the debt service fee billed for July and 1/2 of August were accrued on the June 2016 financial statements. The current statements reflect the remaining portion of August that is included for FY2017 and full billings for September through November. Water sales of \$699,851 are \$3,070 lower than the same period in FY2016 at \$702,921. This is much better than presented last month. Much of the discrepancy had to do with meter reading errors from old meters that have now been replaced. This included the large meter at Gatling Pointe. Adjustments were made record corrected usage.

Connection Fees

The Town has collected on 13 accounts at \$660 (5/8" meters).

Expenses

<u>Salaries</u>	Salaries have been reduced by accrued payroll entries for June 2016.
<u>Health Insurance</u>	Health and dental have been paid for July through February - 58% of the year.
<u>HRPDC-Regional Water Supply</u>	Paid 3 quarters of dues to Hampton Roads Planning District Commission for regional water program. This line item will be significantly over budget with the total billing from HRPDC at \$4078.
<u>Insurance</u>	Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance.
<u>Dues & Subscriptions</u>	As with the general fund, the largest portion of dues are paid in the first part of the fiscal year.
<u>Bank charges</u>	Bankcard fees and returned check fees.
<u>RO Maintenance & Repairs</u>	Includes: Acrison-\$1450.80-auger, cylinder, bushing, ball brg, cartridge, etc REM-\$3332.00-Vibration services Carter Machinery-\$1915.78-parts/labor-coolant leak (Thermostat), unable to get pipe plug out of heater Acrison-\$2693.35-skid gearbox Hach-\$1003.77-Fluoride Electrode Kit Carter Machinery-\$2502.89-parts/labor to inspect/repair generator set Dart Mechanical-\$3875.00-labor,materials and equipment to change out gear box and screw

Nonoperating Revenues (Expenses)

<u>Pro-rata share fees</u>	Received \$2400 from Atlantic Homes for 113 St James and 115 St James. Received \$12800 from Smithfield Manor for 16 lots (prior years).
<u>Availability Fees</u>	We have received 13 at \$2720.
<u>Interest Expense</u>	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 year end accrual

WORKING ADJUSTMENTS TO CAFR

<u>Additional debt service costs-principal expense</u>	Principal was paid for the 3 VML VACO Loans. These are all paid semi-annually.
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WATER CAPITAL

<u>Water Master Plan</u>	Draper Aden-\$9456.83-progress billings on sewer master plan.
<u>RO Server</u>	REW Corporation-\$13926-Repair and replace crashed SCADA server #1-Rant Cat5 Cable and electrical power to Server #1
<u>RO Membranes</u>	Suez Treatment Solutions-\$6204.67-RO Membrane
<u>RO Office Trailer</u>	C.L. Smith-\$6000-purchase of office trailer for RO Plant-money will be reclassified from RO operating costs.

Pagan Road waterline repairs

Ferguson Enterprises-\$236.97-parts for Pagan Road waterline repairs
HD Supply Water-\$1170.00-Covers (30) with recessed hole for antenna-Pagan Road waterline repair
LB Water Services-\$2000.05-5/8 inch meter setting (17)-Pagan Road Waterline Repairs
LB Water Services-\$11,614.67-multiple materials-Pagan Road waterline repairs.
HD Supply-\$11,195.18-multiple materials- Pagan Road waterline repairs.
Lewis Construction-\$39,825-equipment/labor-177 hrs

Lumar Road Waterline repair

Lewis Construction of VA-\$17,425.00-waterline replacement-Lumar Road-Budgeted for FY2016 but the project was not completed.

Apron Repairs-Red Point Heights

Dan White Concrete-\$5200.00-Apron Repair-Red Point Heights

HIGHWAY

Revenues

Sale of Equipment

Farmers Service-\$4200 trade in on zero turn mower.

Revenue-Commonwealth of Virginia

Two quarterly payments of state grant funds. Based on the increase in the grant, we will receive an additional \$65,664 to spend in FY2017.

Expenses

Salaries

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

Health Insurance

Health and dental have been paid for July through February - 58% of the year.

Insurance

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

Stormwater Management Program (regional)

Stormwater program significantly increased this year. We have paid 3 quarters and will be \$2008 over original budget. Funds were shifted from maintenance to make up the difference.

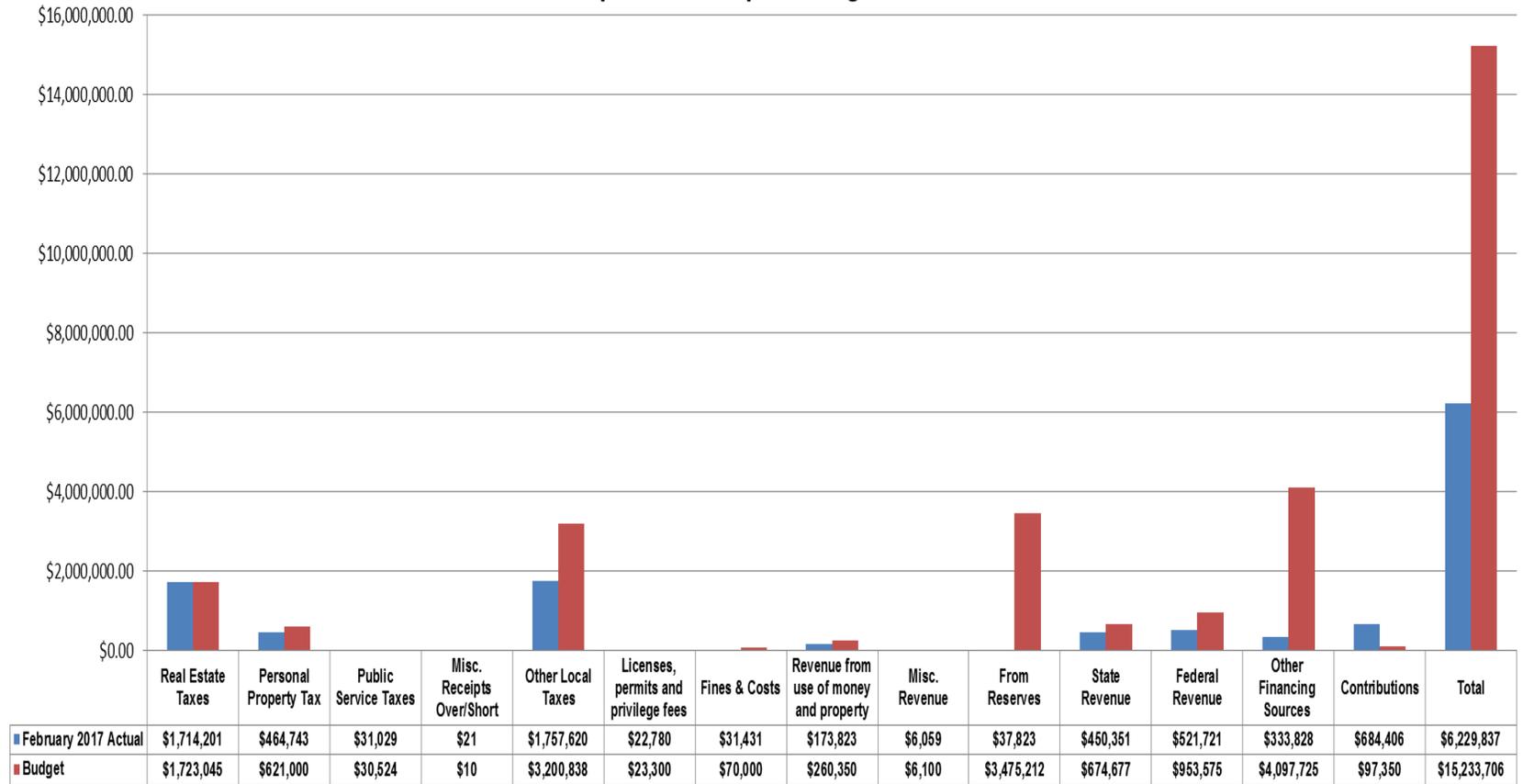
HIGHWAY CAPITAL

Farmers Service

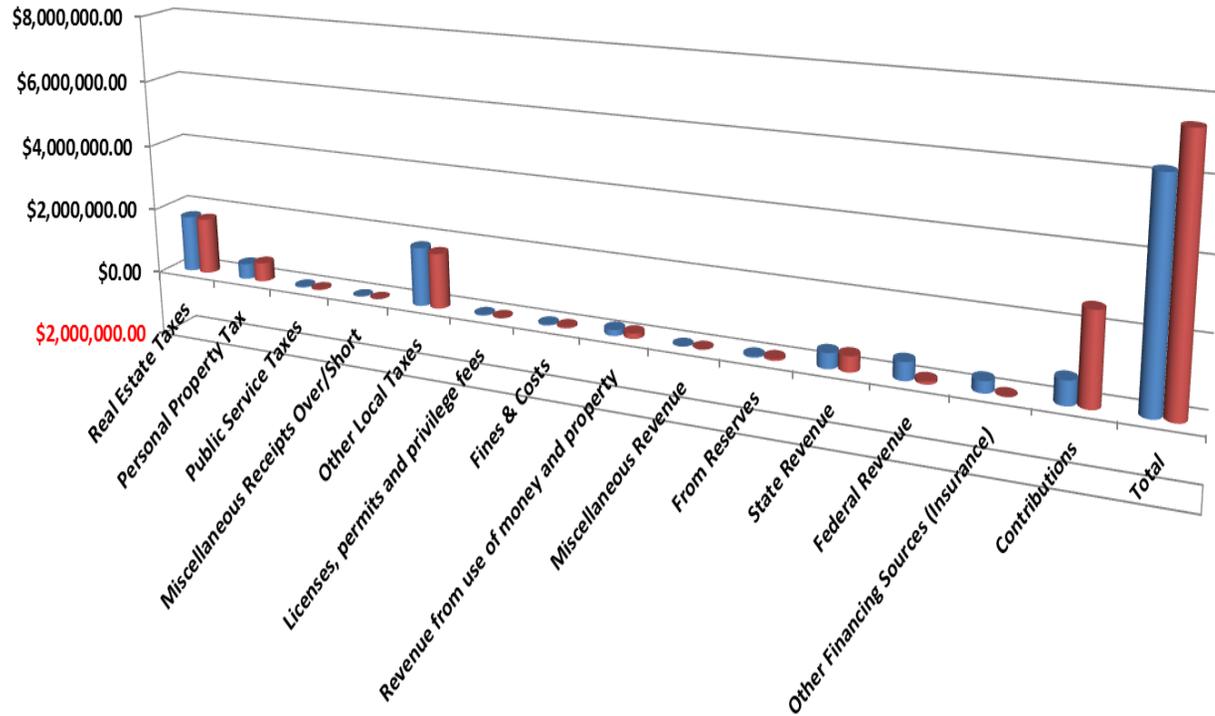
\$7995-Mower with 60" deck

FEBRUARY 2017 FINANCIAL GRAPHS

February 2017 YTD General Fund Revenues Compared to Adopted Budget

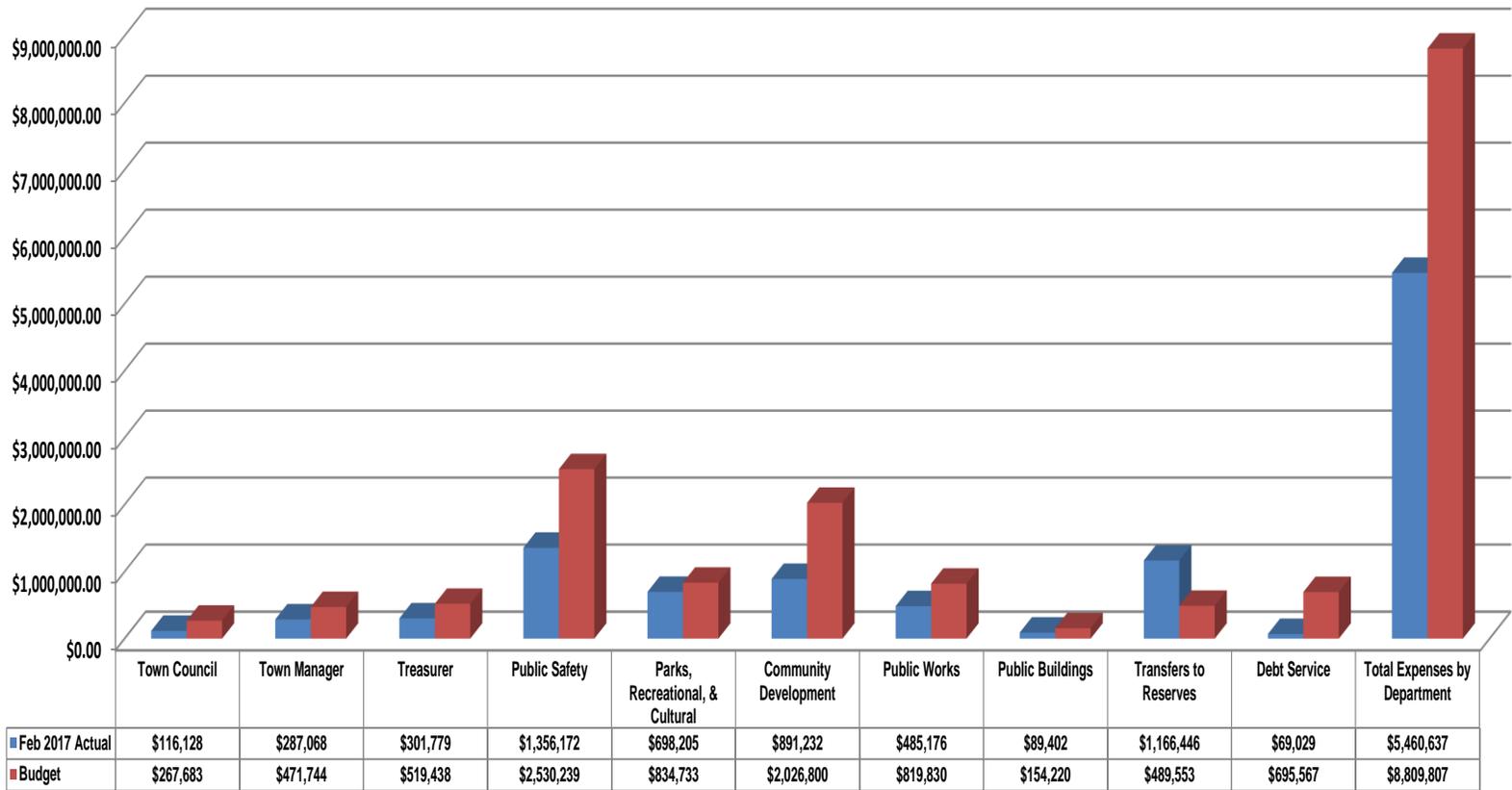


Feb 2017 YTD General Fund Revenue Compared to Feb 2016

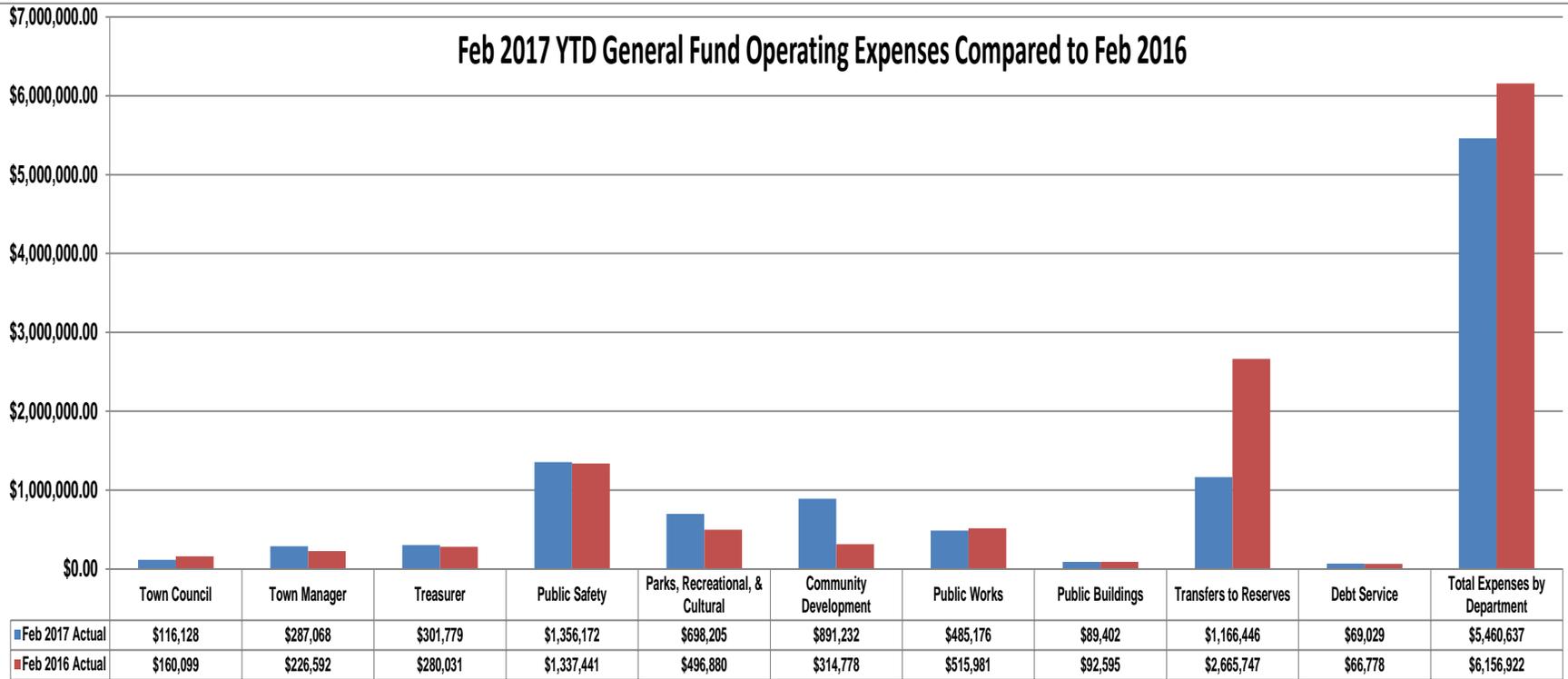


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Feb 2017 Actual	1,714,201	464,743	31,029	21	1,757,620	22,780	31,431	173,823	6,059	37,823	450,351	521,721	333,828	684,406	6,229,837
■ Feb 2016 Actual	1,699,641	568,015	24,170	\$(1)	\$1,654,209	\$16,132	\$38,135	\$154,452	\$6,855	\$53,484	\$448,955	\$84,709	\$2,625	\$2,603,408	7,354,789

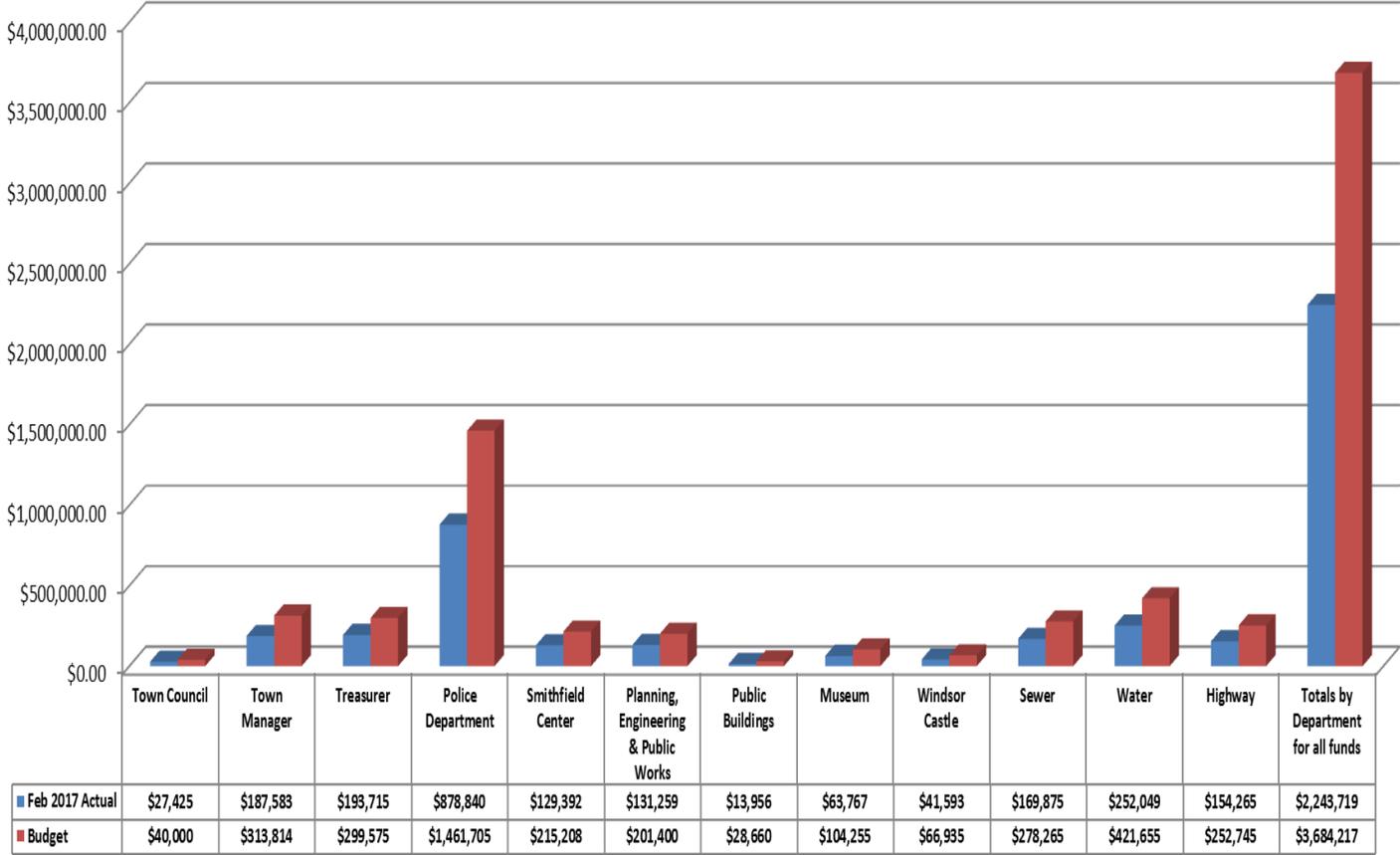
Feb 2017 YTD General Fund Operating Expenses Compared to Adopted Budget



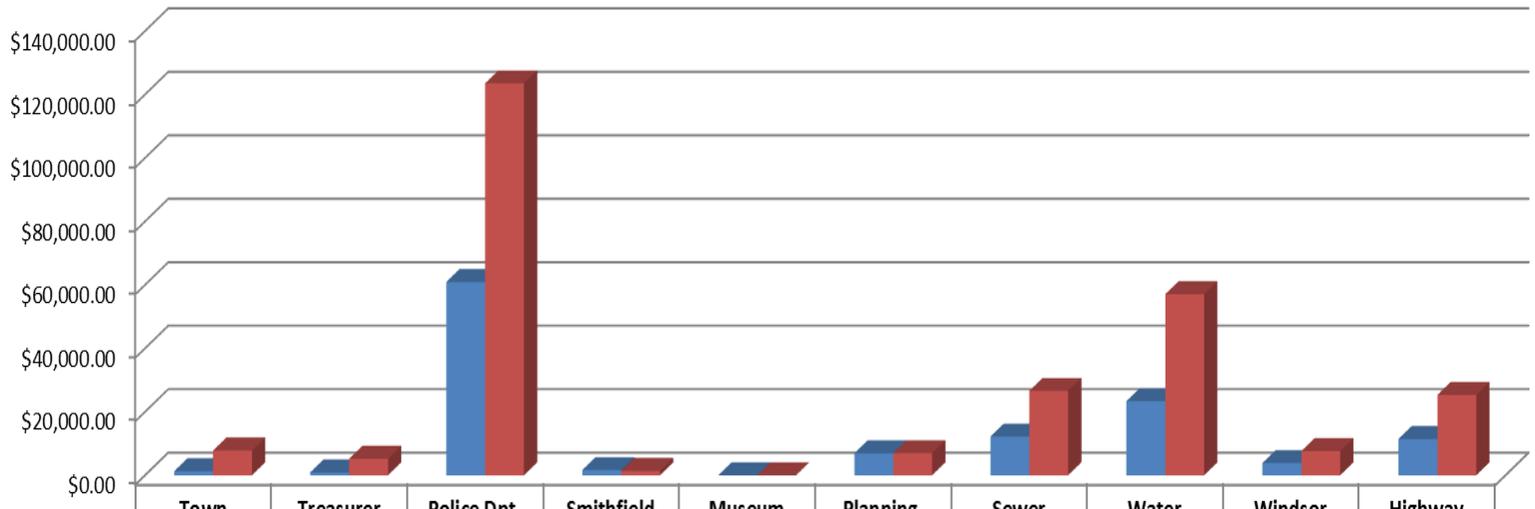
Feb 2017 YTD General Fund Operating Expenses Compared to Feb 2016



Feb 2017 YTD Salaries to Budget by Department

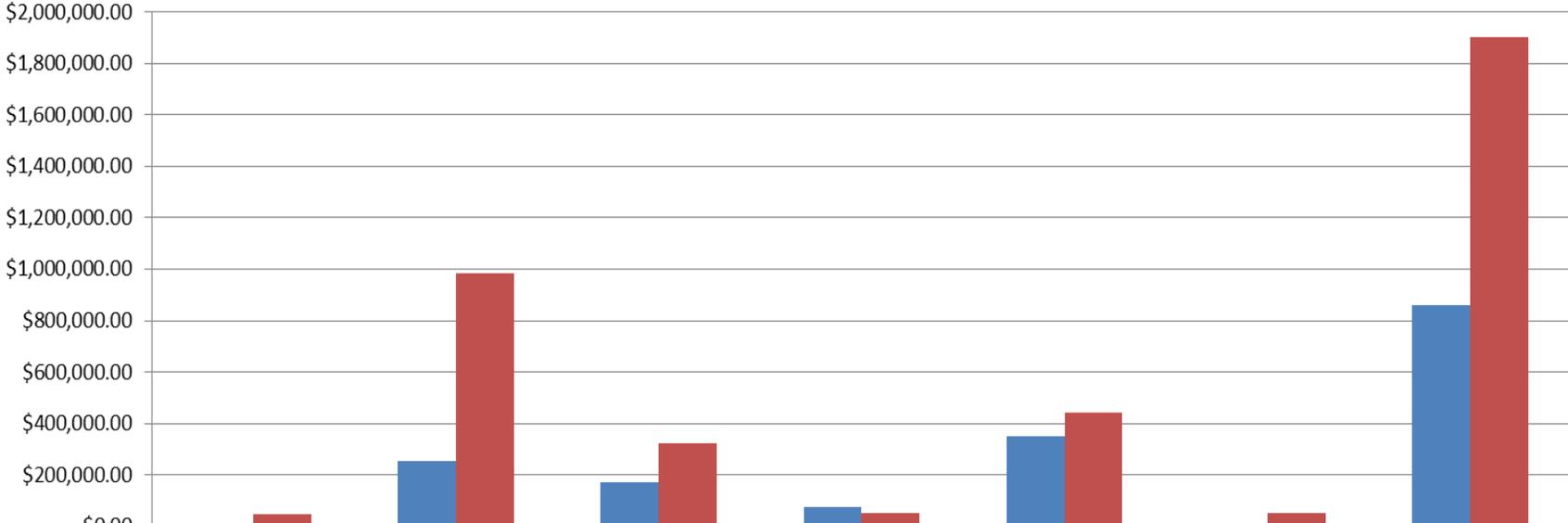


Feb YTD Overtime Compared to Budget



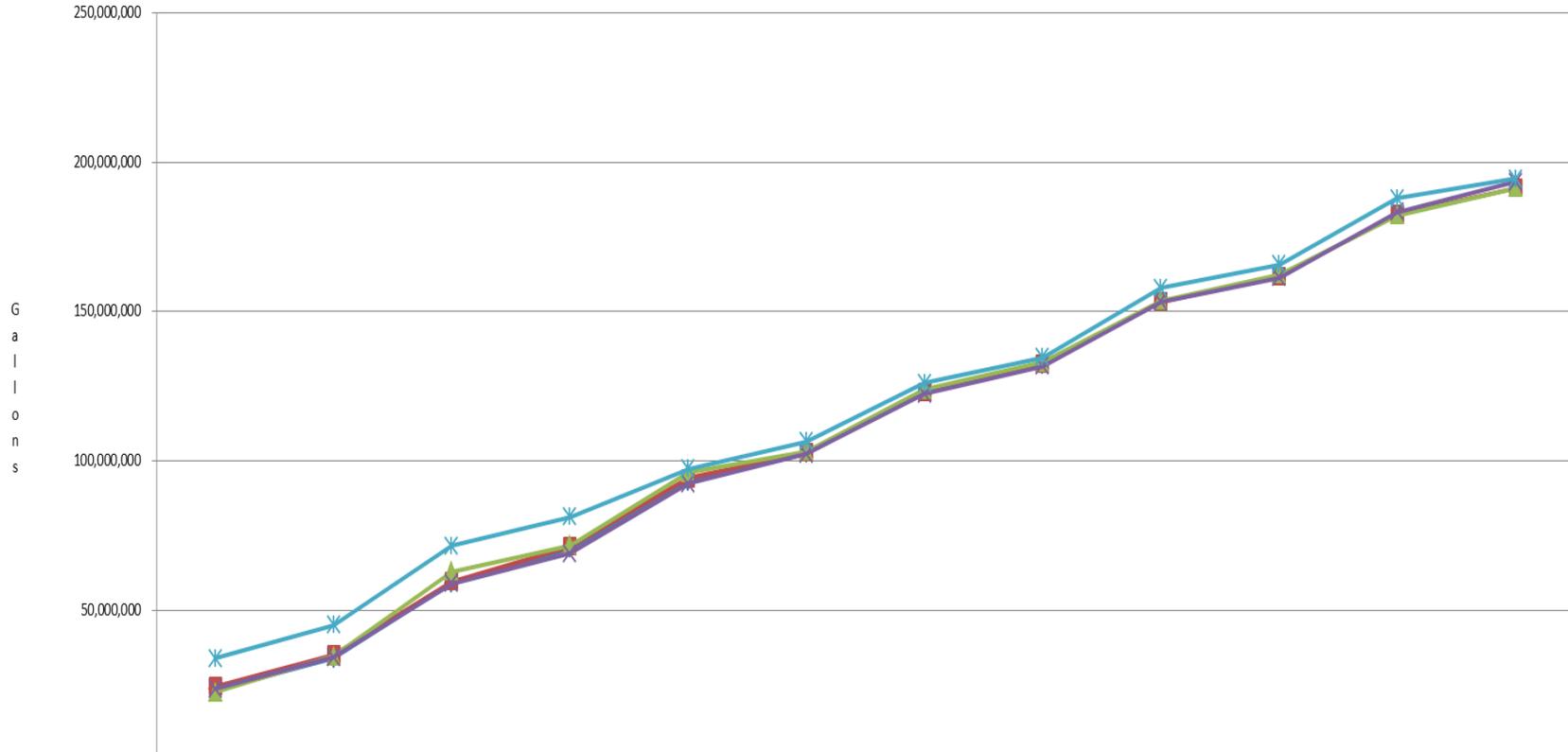
■ Feb YTD Actual	\$1,293	\$910	\$60,927	\$1,651	\$-	\$6,938	\$12,195	\$23,365	\$3,854	\$11,462
■ Budget	\$7,809	\$5,186	\$123,512	\$1,416	\$-	\$6,959	\$26,574	\$57,062	\$7,619	\$25,309

Feb 2017 Pinewood Heights Expenses Phase III



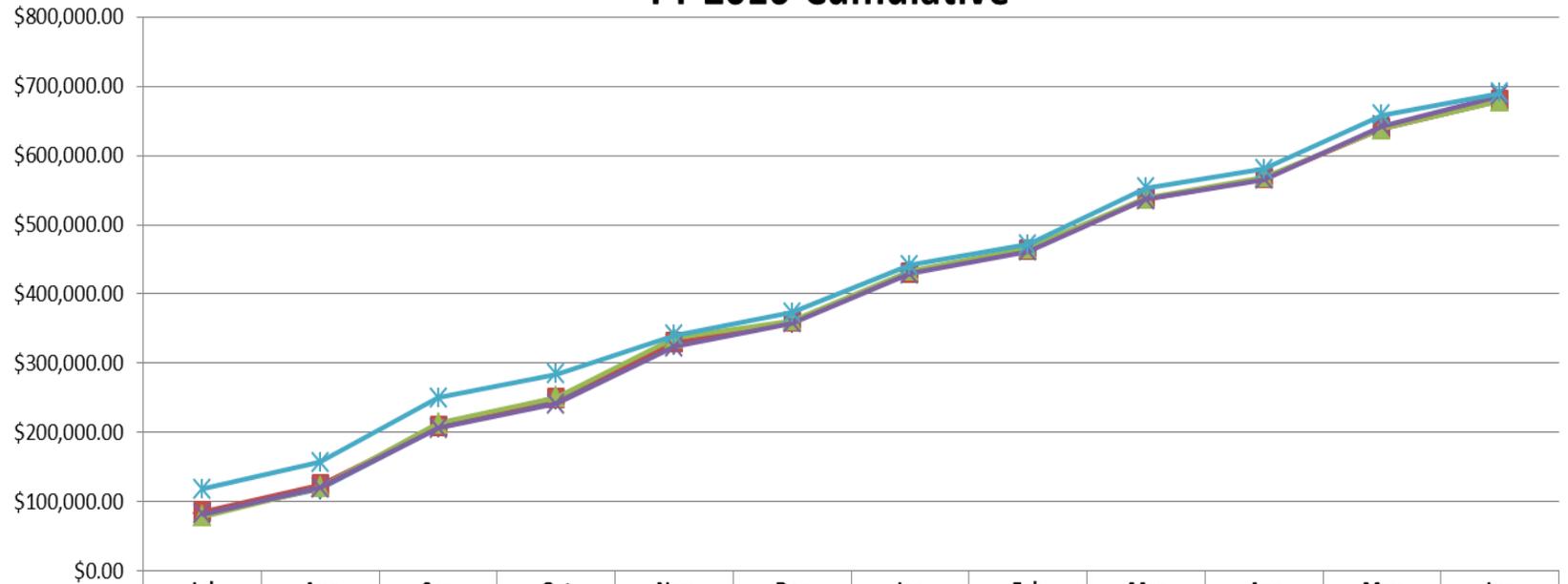
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Feb YTD Actual	\$8,188	\$256,056	\$169,842	\$74,808	\$351,487	\$540	\$860,921
Budget	\$45,820	\$985,292	\$325,125	\$50,775	\$440,635	\$52,200	\$1,899,847

Feb 2017 YTD Sewer Consumption Compared to FY 2013 through FY 2016-Cumulative



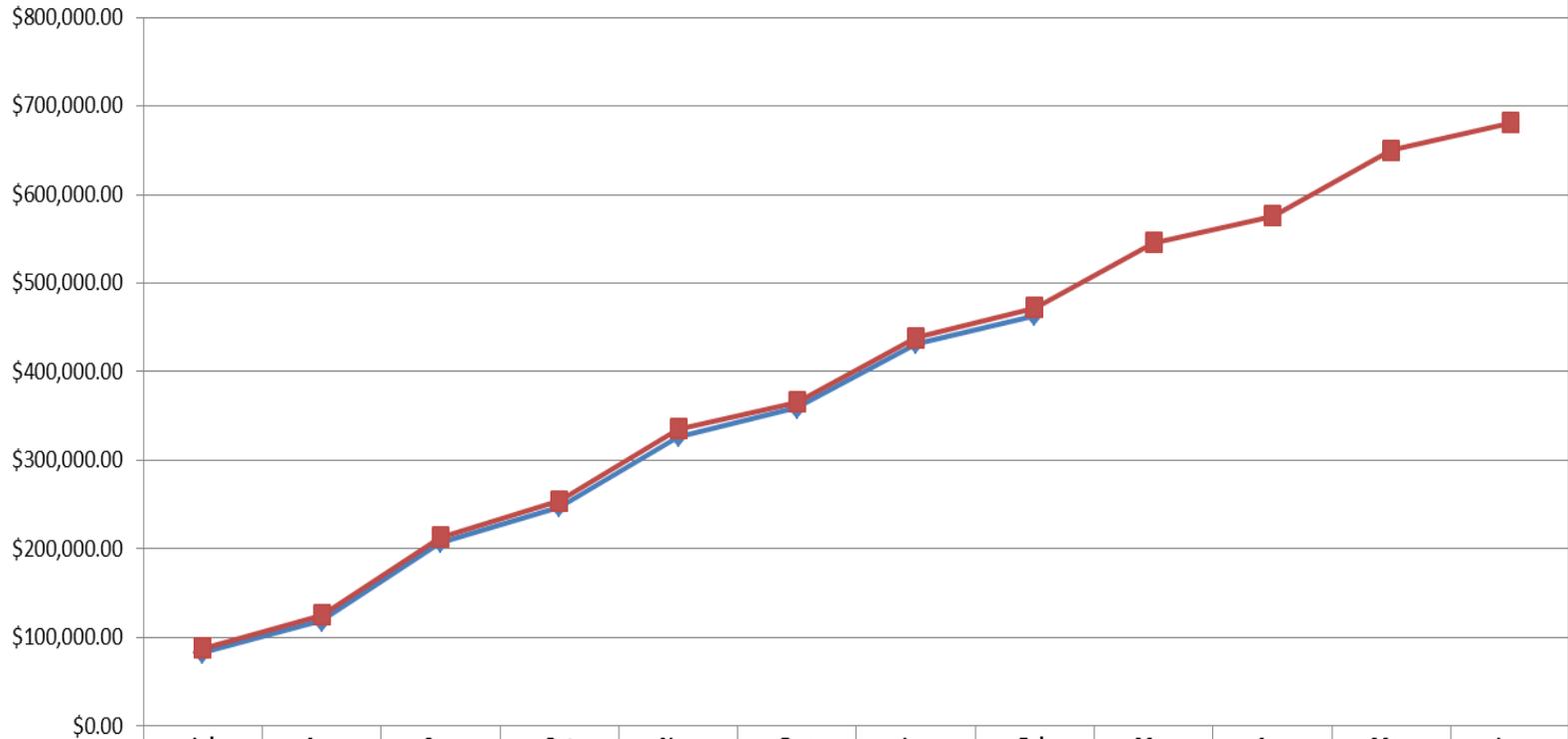
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541				
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
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

Feb 2017 YTD Sewer Charges Compared to FY 2013 through FY 2016-Cumulative



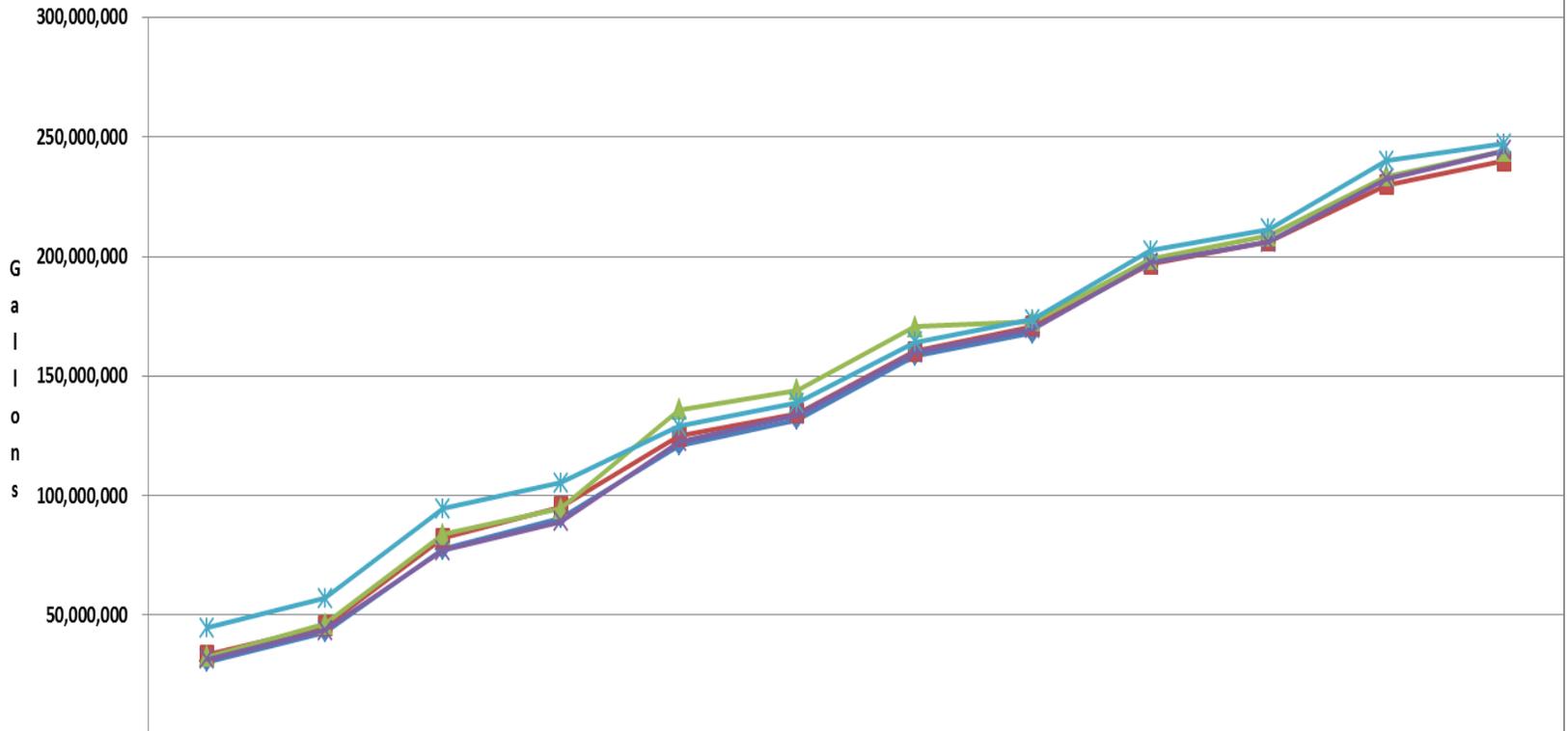
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	431,878	463,438				
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	679,156
Actual 2015	\$79,173	\$121,776	\$213,936	\$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

Feb 2017 Adjusted Sewer Charges Compared to Pro-Rated Budget



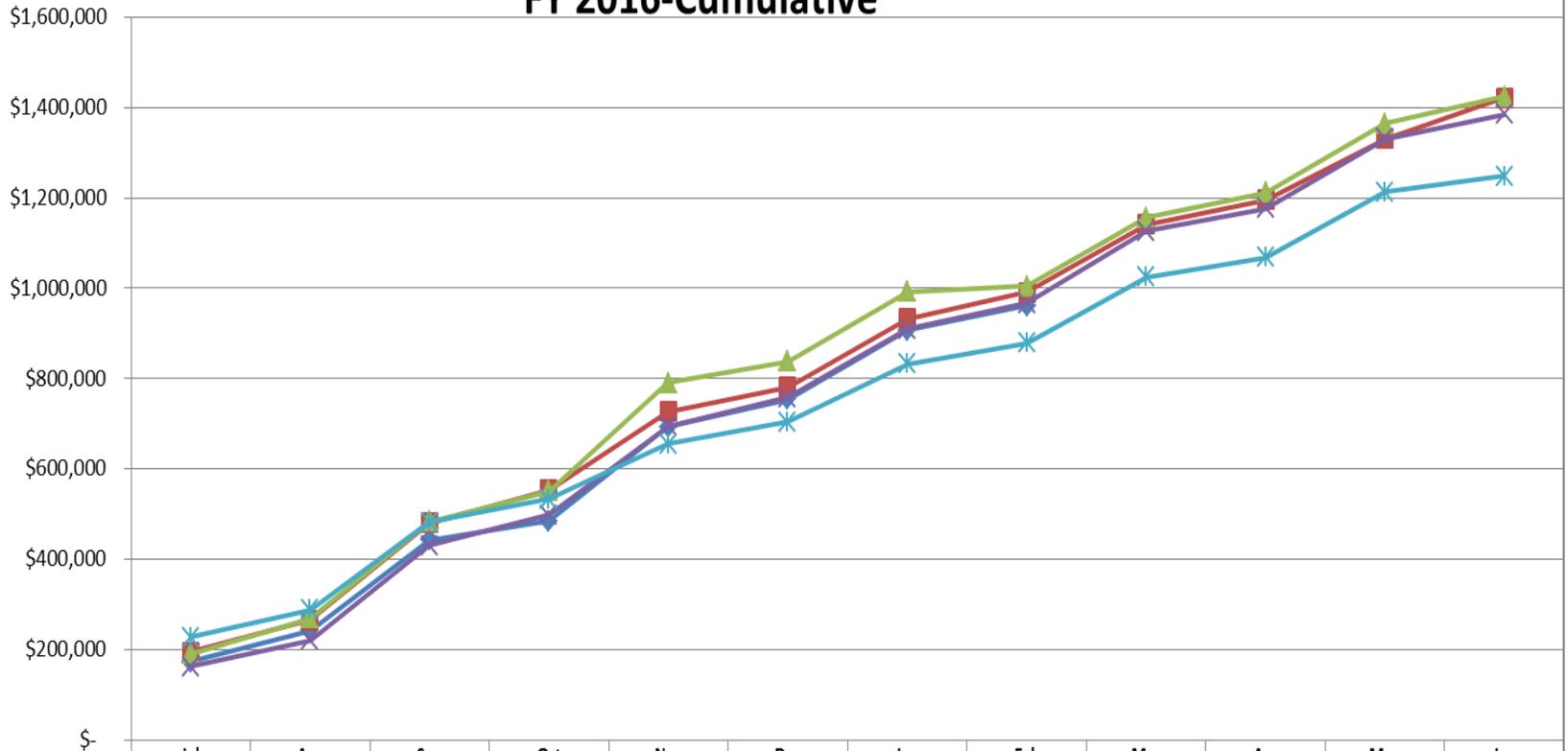
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438				
Pro-rated budget	\$88,029	\$125,431	\$212,784	\$254,063	\$335,515	\$365,917	\$438,440	\$471,995	\$545,791	\$576,115	\$649,965	\$681,000

Feb 2017 YTD Water Consumption Compared to FY 2013 through FY 2016-Cumulative



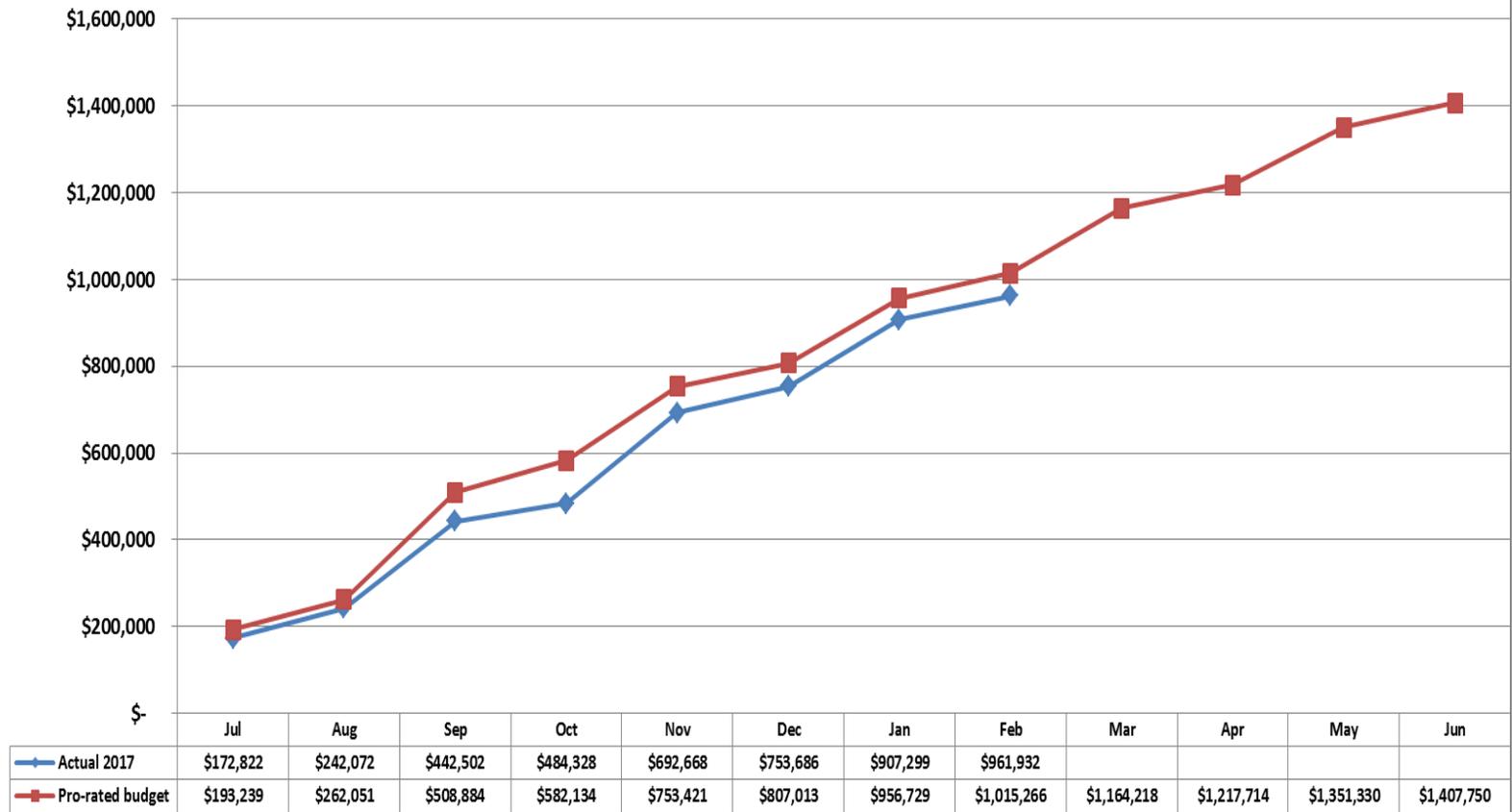
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	30,684,932	42,874,200	77,518,323	90,831,451	121,043,968	131,783,477	158,419,176	168,033,100				
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	239,954,917
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

Feb 2017 YTD Water Charges Compared to FY 2013 through FY 2016-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$172,822	\$242,072	\$442,502	\$484,328	\$692,668	\$753,686	907,299	961,932				
Actual 2016	\$195,151	\$265,341	\$480,112	\$554,087	\$727,069	\$781,191	\$932,388	\$991,504	\$1,141,929	\$1,195,955	\$1,330,893	\$1,421,676
Actual 2015	\$190,721	\$268,975	\$483,155	\$550,543	\$790,909	\$837,952	\$992,662	\$1,004,981	\$1,156,903	\$1,211,481	\$1,365,197	\$1,424,863
Actual 2014	\$162,142	\$220,610	\$429,895	\$497,820	\$694,190	\$758,773	\$909,556	\$967,195	\$1,126,674	\$1,176,559	\$1,330,382	\$1,384,968
Actual 2013	\$227,860	\$288,112	\$481,390	\$533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546	\$1,068,017	\$1,213,227	\$1,248,050

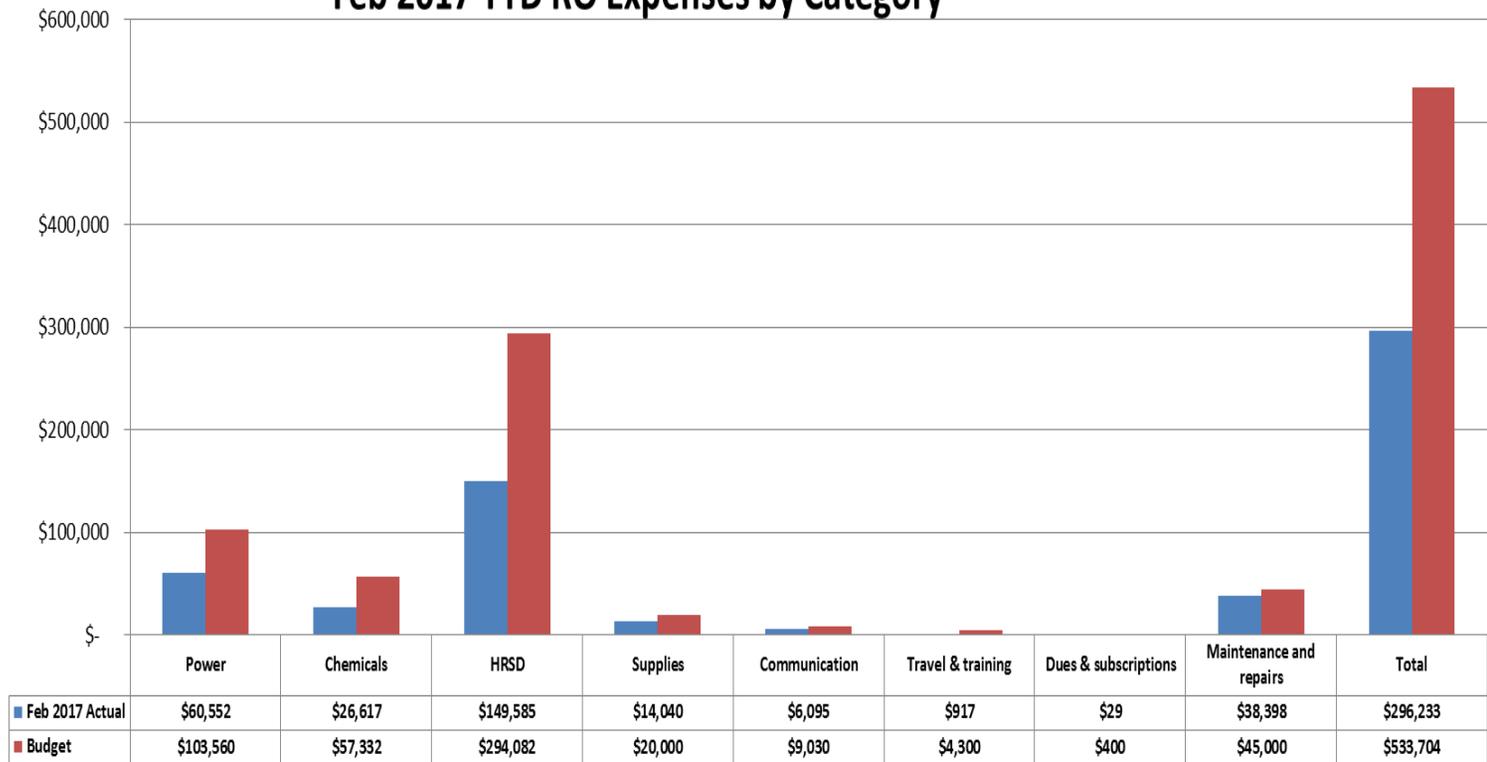
Feb 2017 Adjusted Water Charges Compared to Pro-Rated Budget



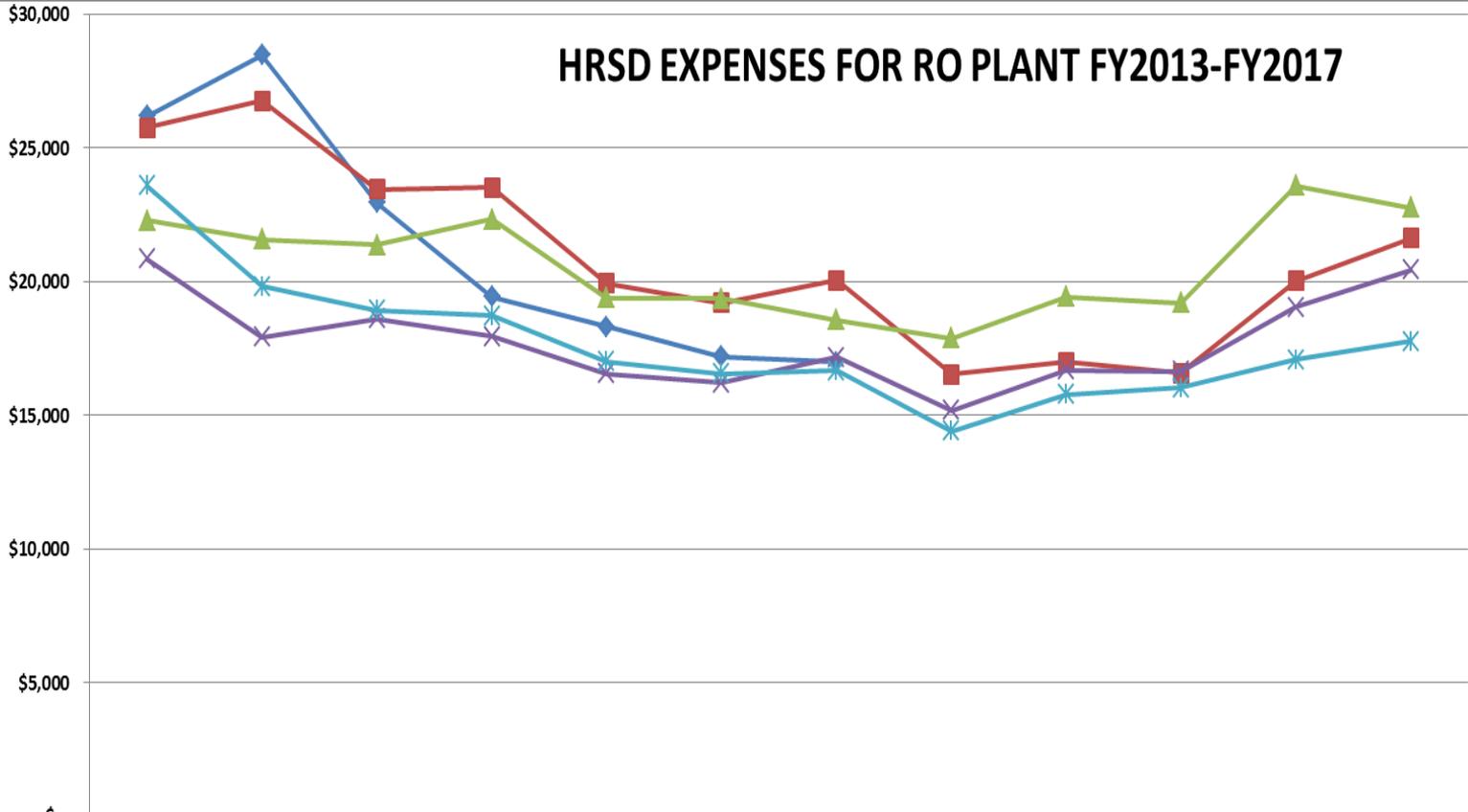
GATLING POINTE WATER BILLINGS

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17							\$ 6.10
Mar-17							\$ 6.10
Jan-17	3,296,000	2,138,000		\$ 20,105.60	\$ 13,041.80		\$ 6.10
Nov-16	5,167,000	1,909,600		\$ 31,518.70	\$ 11,648.57		\$ 6.10
Sep-16	6,870,000	1,726,900		\$ 41,907.00	\$ 10,534.10		\$ 6.10
Jul-16	4,218,000	1,498,700	26,824,200	\$ 27,037.38	\$ 9,606.67	\$ 165,399.82	\$ 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)	

Feb 2017 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2013-FY2017



	July	August	September	October	November	December	January	February	March	April	May	June
◆ FY2017	\$26,201	\$28,489	\$22,949	\$19,435	\$18,317	\$17,208	\$16,986					
■ 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 January	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		<u>33,063,626</u>		\$ 134,826.48		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55		
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	4,038,800	3.29/CCF	17,764.36	29,860,966	131,340.43
		<u>48,295,870</u>		\$ 212,424.46		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45		
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	4,306,496	3.55/CCF	20,438.77	26,408,120	125,333.12
		<u>44,960,296</u>		\$ 213,382.00		

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru January	
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	28,308,002	144,945.58
		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	28,746,792	158,722.10
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85		
9/15/2016	8/31/2016	4,724,928	4.51/CCF	28,488.77		
10/7/2016	9/30/2016	3,806,220	4.51/CCF	22,949.14		
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39		
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37		
1/12/2017	12/31/2016	2,854,056	4.51/CCF	17,208.36		
2/15/2017	1/31/2017	2,817,144	4.51/CCF	16,985.56	24,809,228	149,585.44

CASH BALANCES AS OF FEB 2016					
			Current Year	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Interco. Balances	Interco./Interdep Balances	ADJUSTED BALANCES
Water	Farmers Bank	1,629,346.74	(1,172,894.29)	-	456,452.45
Water-Debt Service	Farmers Bank	714,973.74	95,034.60	-	810,008.34
Water Capital Escrow (availability fees)	TowneBank	379,341.77	38,080.00	-	417,421.77
Water Treatment Plant Escrow	TowneBank	112,379.09			112,379.09
Water Deposit Account	TowneBank	89,125.71			89,125.71
Water Development Escrow	TowneBank	116,171.94	2,400.00	-	118,571.94
Subtotal Water		3,041,338.99	(1,037,379.69)	-	2,003,959.30
Sewer	Farmers Bank	272,547.45	114,071.14	(391,000.36)	(4,381.77)
Sewer Development Escrow	TowneBank	374,460.95	2,400.00	-	376,860.95
Sewer Capital Escrow (availability fees)	TowneBank	742,211.78	57,680.00	-	799,891.78
Sewer Compliance	Farmers Bank	1,569,780.49	248,347.60	-	1,818,128.09
Subtotal Sewer		2,959,000.67	422,498.74	(391,000.36)	2,990,499.05
Highway	Farmers Bank	96,278.64	25,575.99	-	121,854.63
General Fund	Farmers Bank	2,013,141.35	625,608.88	391,000.36	3,029,750.59
Payroll	Farmers Bank	195,526.96			195,526.96
Money Market-General Fund	TowneBank	2,200.13			2,200.13
Business Super Now-General Fund	Farmers Bank	33,389.90			33,389.90
Money Market-General Fund	Farmers Bank	291,451.56			291,451.56
General Fund Capital Escrow Account	TowneBank	216,023.02			216,023.02
Certificate of Deposit	Farmers Bank	526,631.45			526,631.45
Certificate of Deposit-Police Dept	Farmers Bank	36,910.19			36,910.19
Special Project Account	Farmers Bank	3,050,944.57			3,050,944.57
Pinewood Heights Escrow	Farmers Bank	76,209.48			76,209.48
SNAP Account	Farmers Bank	2,294.75			2,294.75
Museum Account	Farmers Bank	150,475.69			150,475.69
Windsor Castle Acct	TowneBank	63,500.00			63,500.00
S. Church Street Account	TowneBank	36,303.92	(36,303.92)	-	-
Subtotal General Fund		6,695,002.97	589,304.96	391,000.36	7,675,308.29
TOTAL ALL FUNDS		12,791,621.27	-	-	12,791,621.27



Account Statement

February 2017

Town of Smithfield

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

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

Summary

VA-01-0009-0001		General				Average Monthly Yield: 1.24 %	
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
507,822.55	509,484.08	0.00	43.22	449.02	509,980.86	508,228.35	90.98

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
02/15/2017	Withdrawal		43.22		10.031678	4.308	0.00
02/15/2017	Income Earned	223.44			10.031678	22.273	
02/28/2017	Income Earned	225.58			10.043386	22.461	
02/28/2017	Ending Balance			509,980.86	10.043386	50,777.782	



Account Statement

February 2017

Town of Smithfield

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

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

Summary

Average Monthly Yield: 0.88%

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

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	Transaction Number
02/28/2017	Ending Balance			0.000	



Daily Rates

February 2017

VIP 1-3 Year High Quality Bond Fund

Date	Dividend Rate	Annual Yield	NAV Per Share
15-Feb-17	0.004403784	1.07%	10.031678
28-Feb-17	0.004444528	1.24%	10.043386



Daily Rates

February 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Annual Yield
01-Feb-17	0.000023427	0.86%
02-Feb-17	0.000023975	0.88%
03-Feb-17	0.000024249	0.89%
04-Feb-17	0.000024249	0.89%
05-Feb-17	0.000024249	0.89%
06-Feb-17	0.000024399	0.89%
07-Feb-17	0.000024249	0.89%
08-Feb-17	0.000024399	0.89%
09-Feb-17	0.000024399	0.89%
10-Feb-17	0.000024449	0.89%
11-Feb-17	0.000024449	0.89%
12-Feb-17	0.000024449	0.89%
13-Feb-17	0.000024127	0.88%
14-Feb-17	0.000024127	0.88%
15-Feb-17	0.000023975	0.88%
16-Feb-17	0.000023837	0.87%
17-Feb-17	0.000023975	0.88%
18-Feb-17	0.000023975	0.88%
19-Feb-17	0.000023975	0.88%
20-Feb-17	0.000023975	0.88%
21-Feb-17	0.000023975	0.88%
22-Feb-17	0.000023975	0.88%
23-Feb-17	0.000023975	0.88%
24-Feb-17	0.000024066	0.88%
25-Feb-17	0.000024066	0.88%
26-Feb-17	0.000024066	0.88%
27-Feb-17	0.000024249	0.89%
28-Feb-17	0.000024249	0.89%

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



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

INVOICE: 293513

Invoice Date: 02/28/17

Account #: 180888

Project #: 166035

Smithfield Joseph W Luter Jr Sports Complex

SOLD TO:

Town of Smithfield
 PO Box 246
 Smithfield, VA 23430
 USA

Attn: Accounts Payable

SHIP TO:

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

PLEASE DETACH AND RETURN WITH PAYMENT

INVOICE 293513	Account # 180888	Purchase Order #	Ship Via	Freight	Ship Date 02/28/17
--------------------------	----------------------------	-------------------------	-----------------	----------------	------------------------------

Project: 166035 Smithfield Joseph W Luter Jr Sports Complex

Line	Quantity	Part Number/Description	Unit Price	Ext Price
------	----------	-------------------------	------------	-----------

Billing for 75% of the installation
 for the lighting project for
 Smithfield Joseph W Luter Jr
 Sports Complex

102,684.75

#400,000 Total-Lights
 + 3,676 Bonding Cost
 #403,676 Total Contract
 x .75
 #302,757 Total Due
 - 263,087 Paid to Date
 = #39,670 Due Now
 3/23/17
 PS

VENDOR # _____

ACCOUNT # _____

DEPT HEAD _____

TOWN MANAGER PLS

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

Thank You!

TERMS Net 30	SALES REPRESENTATIVE Joe Forche	TOTAL AMOUNT	400,000.00
A SERVICE CHARGE OF 1 1/2% PER MONTH (ANNUAL PERCENTAGE RATE OF 18%) WILL BE CHARGED ON ALL INVOICES 30 DAYS PAST DUE		AMOUNT BILLED TO DATE	263,087.00
		UNBILLED BALANCE	34,228.25
REMIT TO: Musco Sports Lighting, LLC 100 1st Ave West PO Box 808 Oskaloosa, IA 52577-0808		AMOUNT DUE	<u>102,684.75</u>
Federal Identification Number: 42-1511754			

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

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

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

APPLICATION NO: 3
PERIOD TO: 02/28/2017
PROJECT NO: 16954
CONTRACT DATE:

Distribution to:
 OWNER
 ARCHITECT
 CONTRACTOR

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

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

CONTRACT FOR:

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	-\$101,633.68
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$2,477,166.32
4. TOTAL COMPLETED & STORED TO DATE	\$642,450.00
(Column G on G703)	
5. RETAINAGE	
a. 5.00 % of Completed Work	\$32,122.50
(Columns D + E on G703)	
b. 0.00 % of Stored Materials	\$0.00
(columns F on G703)	
Total Retainage (Line 5a + 5b or	\$32,122.50
Total in Columns I on G703)	
6. TOTAL EARNED LESS RETAINAGE	\$610,327.50
(Line 4 less Line 5 Total)	
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$404,985.00
(Line 6 from prior Certificate)	
8. CURRENT PAYMENT DUE	\$205,342.50
9. BALANCE TO FINISH, INCLUDING RETAINAGE	
(Line 3 less Line 6)	\$1,866,838.82

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

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

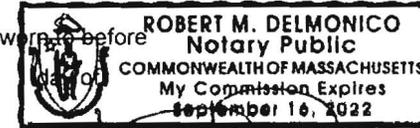
CONTRACTOR: R.A.D. Corp

By: [Signature] Date: 2-20-17

State of:

County of:

Subscribed and sworn to before me this



Notary Public:

My Commission expires:



ARCHITECT'S CERTIFICATE FOR PAYMENT

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

AMOUNT CERTIFIED..... \$205,342.50

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

ARCHITECT: Alpha Corporation

By: [Signature] Date: 3-17-17

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

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 3
 APPLICATION DATE: 02/20/2017
 PERIOD TO: 02/28/2017
 ARCHITECTS PROJECT NO: 16954

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D		E MATERIALS STORED NOT IN D OR E	G		H BALANCE TO FINISH (C-G)	I RETAINAGE
			WORK COMPLETED			TOTAL COMPLETED AND STORED TO DATE (D+E+F)	%		
			FROM PREVIOUS APPLICATION	THIS PERIOD					
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	23,100.00	2,100.00		25,200.00	60.00	16,800.00	1,260.00
2.010	Erosion Control	36,000.00	19,800.00	1,800.00		21,600.00	60.00	14,400.00	1,080.00
70.300	Tree and Stump Removal	52,000.00	52,000.00			52,000.00	100.00		2,600.00
3.400	Earthwork	321,000.00	160,500.00	96,300.00		256,800.00	80.00	64,200.00	12,840.00
2.030	Strip and Screen Topsoil	84,000.00	42,000.00	8,400.00		50,400.00	60.00	33,600.00	2,520.00
4.060	Water Lines	64,000.00						64,000.00	
35.090	Sewer Line Work	129,000.00	12,900.00	45,150.00		58,050.00	45.00	70,950.00	2,902.50
4.050	Storm Drainage	156,000.00	78,000.00	54,600.00		132,600.00	85.00	23,400.00	6,630.00
28.000	Chain Link Fence	132,000.00						132,000.00	
2300.000	Underground Electric Pipi	42,000.00						42,000.00	
413.000	Scoreboards	26,000.00						26,000.00	
70.951	Parking Lot Lights	22,000.00						22,000.00	
3.240	Dugouts	166,000.00						166,000.00	
3.220	Site Amenities	52,000.00						52,000.00	
2.160	Athletic Equipment	54,000.00						54,000.00	
12879.015	Screen & Spread Topsoil	156,000.00						156,000.00	
1722.000	Seed	218,000.00						218,000.00	
432.000	Infield Mix	84,000.00						84,000.00	
2.040	Gravel Base to Subgrade	128,000.00						128,000.00	
20018.000	Concrete Flat work	106,000.00						106,000.00	
3.260	Asphalt Paving	42,000.00						42,000.00	
4.070	Site Electric	96,000.00						96,000.00	

CONTINUATION SHEET

AIA DOCUMENT G703

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

APPLICATION NO: 3
 APPLICATION DATE: 02/20/2017
 PERIOD TO: 02/28/2017

ARCHITECTS PROJECT NO: 16954

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D E WORK COMPLETED		F MATERIALS STORED NOT IN D OR E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F) %		H BALANCE TO FINISH (C-G)	I RETAINAGE
			FROM PREVIOUS APPLICATION	THIS PERIOD					
10.090	Bleacher	38,000.00						38,000.00	
2.115	Well Drilling/ Pumps	66,000.00						66,000.00	
2.110	Irrigation	138,000.00						138,000.00	
60.000	Landscape	78,000.00		7,800.00		7,800.00	10.00	70,200.00	390.00
4.180	Punch List	12,800.00						12,800.00	
9901.000	Change Order #01	-101,633.68						-101,633.68	
		2,477,166.32	426,300.00	216,150.00		642,450.00	25.93	1,834,716.32	32,122.50

Lewis
 Construction
 Of Virginia Inc.
 986-2273

INVOICE

Invoice Number: 0317-107217.1

Invoice Date: Mar 16, 2017

Page: 1

7716 Quaker Drive
 Suffolk, VA. 23437
 Voice: 757-986-2273 Fax: 757-986-3536
 LCOVSuffolk@aol.com

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

Ship to:
Progress bill original quote Water repair/replace Main St 100-200 blk Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			3/31/17

Quantity	Item	Description	Unit Price	Amount
48.00		48 ton asphalt patch IM	50.00	2,400.00
8.00		12 x 2 Dbl SS epoxy saddle	1,800.00	14,400.00
8.00		2" corp stop CC x PJT	500.00	4,000.00
175.00		175' 2" Municipex	20.00	3,500.00
8.00		2" Meter setter	225.00	1,800.00
8.00		2" meter box	125.00	1,000.00
8.00		Tie to existing	225.00	1,800.00
8.00		2 x 1 meter fig adapt	125.00	1,000.00
350.00		350' saw cut	1.50	525.00
38.00		38 syd asphalt demo	8.00	304.00

VENDOR # _____
ACCOUNT # _____
DEPT HEAD *[Signature]*
TOWN MANAGER *[Signature]*

Subtotal	30,729.00
Sales Tax	
Total Invoice Amount	30,729.00
Payment/Credit Applied	
TOTAL	30,729.00

Check/Credit Memo No:

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

Lewis
 Construction
 Of (Virginia Inc.)
 Virginia Inc.
 986-2273

7716 Quaker Drive
 Suffolk, VA 23437
 Voice: 757-986-2273 Fax: 757-986-3536
 LCOVSuffolk@aol.com

INVOICE

Invoice Number: 0317-107217.3

Invoice Date: Mar 16, 2017

Page: 1

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

Ship to:
Sewer lateral repairs 100-200 blocks Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	per Jessie	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			3/31/17

Quantity	Item	Description	Unit Price	Amount
25.00		Sewer lateral repair/replace at 25 hrs	255.00	6,375.00
VENDOR # _____ ACCOUNT # _____ DEPT HEAD  _____ TOWN MANAGER  _____				

Subtotal	6,375.00
Sales Tax	
Total Invoice Amount	6,375.00
Payment/Credit Applied	
TOTAL	6,375.00

Check/Credit Memo No:

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

Section 7.0 Workplace Safety

7.1 Safety Program

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

OVERVIEW: This policy references the provisions of the separately adopted Town Workplace Safety Program which is intended to promote a safe and healthy work environment, reduce the incidence of work-related injuries and exposure to worker's compensation liability, and to ensure compliance with federal, state and local safety regulations.

SCOPE: This policy applies to all individuals working for the Town.

PROVISIONS:

The Chairperson of the town-wide Safety Committee oversees the implementation of the Workplace Safety Committee Program, as adopted by the Smithfield Town Council.

A. Commitment:

The Town's established work place safety program is a top priority for the Town of Smithfield. Management and employees alike should be committed to working safely, and to taking the initiative to identify and correct unsafe work conditions and practices. Every employee is responsible for observing the policies set forth in the separate Town Workplace Safety Program.

B. Safety Information and Training:

The Town provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, safety memorandums and other written communications.

Employees and supervisors receive periodic workplace safety training. The training covers potential safety and health hazards, job-specific safety considerations, safe work practices and procedures to identify and eliminate or minimize hazards.

C. Suggestions and Employee Safety Concerns:

All employees are expected to report unsafe working conditions or practices in order to prevent injury to persons or damage to property.

The Town welcomes safety improvement ideas from employees. Employees are encouraged to suggest improvements to their supervisors or may submit suggestions to the Town Manager or Safety Committee members.

Reports, suggestions or concerns about workplace safety issues may be made anonymously if the employee wishes.

D. Compliance with Safety Rules:

All employees are expected to obey safety rules, regulations and practices.

Employees who violate safety standards, who cause hazardous or dangerous situations or who fail to report or remedy (as appropriate) dangerous situations may be subject to disciplinary action, up to and including termination of employment.

E. Reporting accidents:

Employees are expected to report all accidents that result in injury, regardless of how insignificant the injury may appear, immediately within the same work shift/day to the Town Safety Officer and their supervisor. Such reports are necessary to comply with the laws and to initiate insurance and worker's compensation benefits procedures.

F. Life Threatening or Contagious Disease:

For the safety of all employees and customers, when employees are diagnosed with a life threatening or contagious disease, the Town is committed to making the following provisions:

Ensuring that all information pertaining to an employee's health is kept confidential.

Ensuring that reasonable accommodations will be made to allow employee's with life threatening and contagious disease to continue to work in their job to the extent that their condition allows.

The Town will take precautions to ensure that an employee's condition does not present a health or safety hazard to co-workers or the public. If an employee's condition is determined by his/her physician to pose a threat to other employees or to pose additional risks for the employee, the employee is expected to notify the Town Manager or Human Resources Department immediately. Reasonable accommodations will be made to find employment in another capacity which will not adversely affect the employee or other employees. If this is not possible, the employee may be placed on disability retirement.

As necessary, the Town retains the right to request a statement from an attending physician that confirms the fact that continued employment will not pose a threat to the employee or other employees. Additionally, the Town retains the right to require an examination by a medical physician designated by the Town as situations warrant.

Comment [AR1]: Should we reference this here? We really can't place someone on disability retirement. They have to apply for it.

7.2 Emergency Office Closing

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

OVERVIEW: This policy identifies the circumstances under which the Town government would close or amend its scheduled business hours due to an emergency.

SCOPE: This policy applies to all departments within the Town Government.

Conditions Warranting Office Closings:

At times, emergencies such as severe weather, fires, power failures or flooding can disrupt business operations. In extreme cases, these circumstances may require the closing or altering the business hours of the work facility.

Decision and Notification of Office Closings:

The Town Manager retains the authority to close Town government offices and all public buildings or to curtail or adjust work schedules in response to emergency, unsafe or unsanitary work conditions.

Employees will be notified by their department head or Town Manager if the closing decision is made during working hours. Employees are advised to check the town web site or contact their immediate supervisor for notice of anticipated closings for offices which have not yet opened for the day.

Employees Required to Work During an Office Closing:

When Town Government offices are closed due to an emergency, only essential personnel are expected to report to work. Essential employees are designated as such by the Town Manager. Essential employees include Chief of Police, sworn Police personnel, some Public Works employees, and Superintendent of Public Works. Other employees may also be required to work, as directed by the Town Manager.

Compensation:

When the Town offices are closed, full time and regular part time employees who do not have to report to work will be compensated for their regularly scheduled work hours.

Essential non-exempt employees who work during emergencies will be credited with compensatory leave or paid overtime for actual hours worked when the Town Manager has declared an emergency office closure.

Absence or Late Arrival to Work:

An employee arriving late to work due to weather related transportation difficulties may be excused by his/her Department Head if the employee calls in and notifies the appropriate supervisor prior to their scheduled start time.

If an employee does not report to work, and the office is not officially closed, the employee must charge the missed hours to annual or compensatory leave.

7.3 Work Area

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

OVERVIEW: This policy defines the Town's policy regarding the work areas.

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

For each work area, the Department Head or Town Manager will define appropriate decor, needed equipment and supplies and housekeeping and safety rules (other than those defined by Town Workplace Safety Program policy).

7.4 Bully Free Workplace

(Effective: 07/01/2017)

Objective: The objective of this policy is to define "bullying" and provide examples of behavior that will not be tolerated.

Scope: This policy applies to all individuals working within the Town of Smithfield.

The Town of Smithfield defines bullying as *"repeated inappropriate behavior, either direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment."* Such behavior violates Town Code of Conduct, Workplace Violence Prevention and Anti-Harassment policies which clearly state that all employees will be treated with dignity and respect.

The purpose of this policy is to communicate to all employees that the Town will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and

Bullying may be intentional or unintentional. However, it must be noted that where an allegation of bullying is made, the intention of the alleged bully is irrelevant, and will not be given consideration when considering discipline. As in sexual harassment, it is the effect of the behavior upon the individual which is important. The Town considers the following types of behavior examples of bullying:

- **Verbal Bullying:** slandering, ridiculing or maligning a person or his/her family; persistent name calling which is hurtful, insulting or humiliating; using a person as butt of jokes; abusive and offensive remarks.
- **Physical Bullying:** pushing; shoving; kicking; poking; tripping; assault, or threat of physical assault; damage to a person's work area or property
- **Gesture Bullying:** non-verbal threatening gestures, glances which can convey threatening messages
- **Exclusion:** socially or physically excluding or disregarding a person in work-related activities

In addition, the following examples may constitute or contribute to evidence of bullying in the workplace:

- Persistent singling out of one person
- Shouting or raising voice at an individual in public and/or in private
- Using verbal or obscene gestures
- Not allowing the person to speak or express him/herself (i.e., ignoring or interrupting).
- Personal insults and use of offensive nicknames
- Public humiliation in any form
- Constant criticism on matters unrelated or minimally related to the person's job performance or description
- Ignoring/interrupting an individual at meetings
- Public reprimands
- Repeatedly accusing someone of errors which cannot be documented
- Deliberately interfering with mail and other communications
- Spreading rumors and gossip regarding individuals
- Encouraging others to disregard a supervisor's instructions
- Manipulating the ability of someone to do their work (e.g., overloading, underloading, withholding information, setting meaningless tasks, setting deadlines that cannot be met, giving deliberately ambiguous instructions)
- Taking credit for another person's ideas/work
- Refusing reasonable requests for leave in the absence of work-related reasons not to grant leave
- Deliberately excluding an individual or isolating them from work-related activities (meetings, etc)
- Unwanted physical contact, physical abuse or threats of abuse to an individual or an individual's property (defacing or marking up property)

This list is illustrative only, and not exhaustive.

The Town will not in any instance tolerate bullying behavior. Employees found in violation of this policy will be disciplined, up to and including termination of employment.

7.5 Workplace Violence Prevention

The Town is committed to preventing workplace violence and to maintaining a safe work environment, therefore, a Workplace Violence Prevention policy has been adopted to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises. Employees who violate this policy may be subject to disciplinary action, up to and including termination, arrest, and/or prosecution.

All employees as well as customers, contractors or any member of the public should be treated with courtesy and respect at all times. The following acts are examples of conduct that is not permitted. This list is intended to be illustrative only and may not include all possible actions that would be deemed inappropriate under this policy.

- Physical Assault, including, but not limited to unwanted or hostile physical contact with another person such as hitting, fighting, pushing, shoving, or intentionally throwing objects at or towards another person.
- Threats – A threat is inappropriate regardless of whether the person communicating the threat has the present ability to carry it out or if it is expressed in veiled terms. Conduct that constitutes a threat is prohibited whether it is communicated verbally, in writing, or electronically (such as e-mail). Additionally, threats are inappropriate whether communicated directly or indirectly (such as via a third party).
- Harassment – This includes, but is not limited to showing an obsessive interest in another person to the extent that a reasonable person would find the behavior frightening or intimidating. Examples are stalking, repeated requests for romantic dates, etc...
- Intentionally destroying or damaging property owned by the Town or others.
- Town employees (except lawful public safety officers) may not bring weapons into the workplace. This excludes firearms that are locked in a personal vehicle in a parking lot. The workplace includes any property owned or leased by the Town or occupied by groups of Town employees or persons providing services to the Town. Employees are not permitted to transport or store weapons in vehicles owned or leased by the Town and used by the employee for work purposes, unless the employee is required to transport or store a weapon as part of the employee's duties and he or she has written permission from the Town Manager, or the Town Manager's authorized representative. This policy prohibits the possession of concealed weapons as well as weapons carried openly. This prohibition specifically includes guns, rifles and firearms of any type, including those for which the holder has a legal permit. Other examples of prohibited weapons include, but are not limited to, knives, ammunition, bombs, bows and arrows, clubs, slingshots, blackjacks, metal knuckles and similar devices that by their design or intended use are capable of inflicting serious bodily injury or lethal force.
- Engaging in behavior that creates a reasonable fear of injury in another person.
- Committing injurious acts motivated by, or related to, domestic violence or sexual harassment.

Reporting

All threats of (or actual) violence, both direct or indirect, should be reported as soon as possible to your immediate supervisor or any other member of management, including the Town Manager and/or Human Resources Department. This includes threats by employees as well as threats by customers, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible. Any person engaging in threats of (or actual) violence may be removed from Town premises as quickly as safety permits. Individuals who have been removed from Town premises shall remain off the premises pending the outcome of Town and/or criminal investigations.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor.

In the event that an employee has any protective or restraining order obtained they should notify the Human Resources office promptly. Employees are encouraged to report safety concerns with regard to domestic violence to the Human Resources department as well.

Retaliation against any employee, who, in good faith, reports a violation of this policy is strictly prohibited.

The Town will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practicable. In order to maintain workplace safety and the integrity of its investigation, the Town may suspend employees, either with or without pay, pending investigation. The Town may also, at its option, discipline or terminate the offending employee, terminate or suspend business relationships with, reassign job duties, or initiate criminal prosecution of the person or persons involved.

Corrective Action Policy (This will be placed in Section 3 – Workplace Expectations)

(Effective: 07/01/2017)

Objective: This policy describes the corrective action process used in order to attempt to close gaps in job performance and/or misconduct.

Scope: This policy applies to all Town employees.

Every employee has the duty and responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards set forth in his/her job description or as otherwise established.

The Town supports the use of progressive corrective action to address issues such as poor performance or misconduct. Our progressive corrective action policy is designed to provide a corrective process to improve and prevent a recurrence of undesirable behavior and/or performance issues.

Outlined below are the steps of our corrective action policy and procedure. The Town reserves the right to combine or skip steps in this process depending upon the facts of each situation and the nature of the offense. The level of corrective intervention may also vary. Some of the factors that may be considered are whether the offense is repeated despite coaching, counseling and/or training; the employee's work record; and the impact the conduct and/or performance issues have on the organization.

The following outlines the Town's progressive corrective action process:

- **Informal Coaching:** This is an informal step in the corrective action process. A supervisor verbally counsels an employee about an issue of concern. A memo is placed in the employee's personnel file to document the discussion and for future reference.
- **Verbal Warning:** Used as a formal step to address performance and/or behavior should informal coaching be unsuccessful. Verbal Warnings are placed in an employee's personnel file.
- **Written Warning:** Used as a formal step for behavior or violations that are considered serious or in situations when an informal coaching or previous warnings have not helped change the unacceptable behavior/performance. Written warnings are placed in an employee's personnel file. Employees should recognize the grave nature of a written warning.
- **Final Written Warning:** Used as a formal step for violations that are considered very serious or when a formal written warning has not helped to change the unacceptable behavior/performance. Final Warnings are placed in an employee's personnel file. Employees should recognize the grave nature of a final warning.
- **Suspension:** Imposing a separation from service on an employee. Suspensions may be imposed as a means of disciplining the employee in situations where the infraction is not serious enough to warrant dismissal. Suspensions under these circumstances and are limited to up to 30 days and are unpaid absences.

Suspensions may also be imposed as a means of removing the employee from the workplace while an investigating into an alleged infraction is conducted. Suspensions pending investigation

are not limited to 30 days. They may be imposed until the investigation is complete. Whether the employee is found guilty of the alleged violation determines whether the suspended time off is compensated.

During an unpaid suspension, an employee does not accrue vacation or sick leave.

Documentation of any suspension is placed in an employee's personnel file.

- **Termination:** If an employee fails to meet the Town's standards after disciplinary action has been taken, or if the Town determines that the deficiencies in work performance, work habits or behavior are so severe that the above steps are not appropriate, termination of employment may result. In addition, some conduct may be so highly inappropriate that immediate termination of employment is necessary, without any prior discipline. The following list includes some examples of the actions that may cause an employee to be subject to immediate termination. Such conduct includes, but is not limited to:
 - Violation of the Town's Code of Conduct Policy
 - Gross misconduct
 - Violation of the Substance Use & Abuse Policy
 - Falsification of Town documents (including, but not limited to time records, employment application or expense reports)
 - Violation of the Equal Employment Opportunity & Anti-Harassment Policy
 - Damaging, defacing or misusing Town property or the property of others
 - Misappropriation or theft of Town property or the property of others
 - Illegal activity on or off Town premises
 - Acts of violence or disorderly conduct
 - Unauthorized possession of firearms or other weapons on Town property or while on Town business
 - Gross insubordination; refusing to follow reasonable and direct instruction
 - Threatening or intimidating an employee, vendor, contractor, customer or any business associate of the Town
 - Violation of trust – the Town determines that based on one or several overall factors, it no longer trusts the employee's judgement or ability to successfully perform his or her job
 - Failure to accept responsibility for performance or behavior deficiencies
 - Failure to cooperate during an internal or external investigation or providing false information during an internal or external investigation
 - Carelessness, neglect or abuse resulting in damage to equipment
 - Use of threatening or abusive language toward another employee, customer, vendor, contractor or other business affiliate of the Town
 - Any act of dishonesty

Employee will receive written notification of any formal corrective action, suspension or separation. The written notification will identify the reason, effective date(s), and compensatory ramifications and will state the employee's right to grieve the action.

Employees are expected to cooperate fully and to participate in any investigation of alleged poor performance or misconduct. This includes any investigation involving the employee. Failure to cooperate in an investigation may result in disciplinary action, up to and including termination of employment.

Any formal step in the corrective action process requires approval by the Human Resources department.

Employees may challenge corrective actions through the use of the Employee Grievance Procedure.

Performance Planning and Evaluations (This will be places in Section 2 – Employment)

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

Objective: The objective of this policy is to provide an overview of the performance planning and evaluation process.

Scope: This policy applies to all Town employees.

At the Town of Smithfield every employee plays a very important part in the organization's success. As a result, employees are expected to perform their jobs to the best of their abilities. The Town realizes that, to develop their full potential, employees require feedback. They need to understand how their job helps the organization achieve its objectives. Employees also need and deserve acknowledgement for what they do well and for their contributions to the organization, as well as receive feedback on opportunities for growth and improvement.

Performance Evaluations are conducted on a pre-determined annual date prior to the end of each calendar year. Performance feedback is also provided to each employee halfway through the performance evaluation cycle. The performance evaluation will be discussed, and both the employee and the supervisor will sign the form to ensure that all strengths, areas for improvement and goals for the next fiscal year have been clearly communicated. The performance evaluation may also be used in determining pay increases, as a factor in determining lay-offs, as a basis for training, transfer, promotion, demotion, or separation, or for such other purposes as may be deemed advisable. All performance evaluations will be retained in the employee's personnel file.

The employee is evaluated on their performance as it relates to defined core competencies as well as the achievement of agreed upon SMART goals. The core competencies help lay out a road map to superior performance, but they do not ensure it. Competencies are designed to help both employees and the organization perform at a high level by focusing employee's attention on key business goals and values. As business needs change, the town may edit or change any or all competencies in order to meet

the needs of the organization. The agreed upon goals will aid each employee in personal and professional development, while strengthening the talent and capabilities of the Town.

New Hires

After an employee completes their probationary period, SMART goals are agreed upon between the supervisor and the employee. The time period for goal achievement should be considered as it relates to the performance evaluation cycle. Any pay increase received during the annual performance process may be pro-rated as appropriate.

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

March 2017

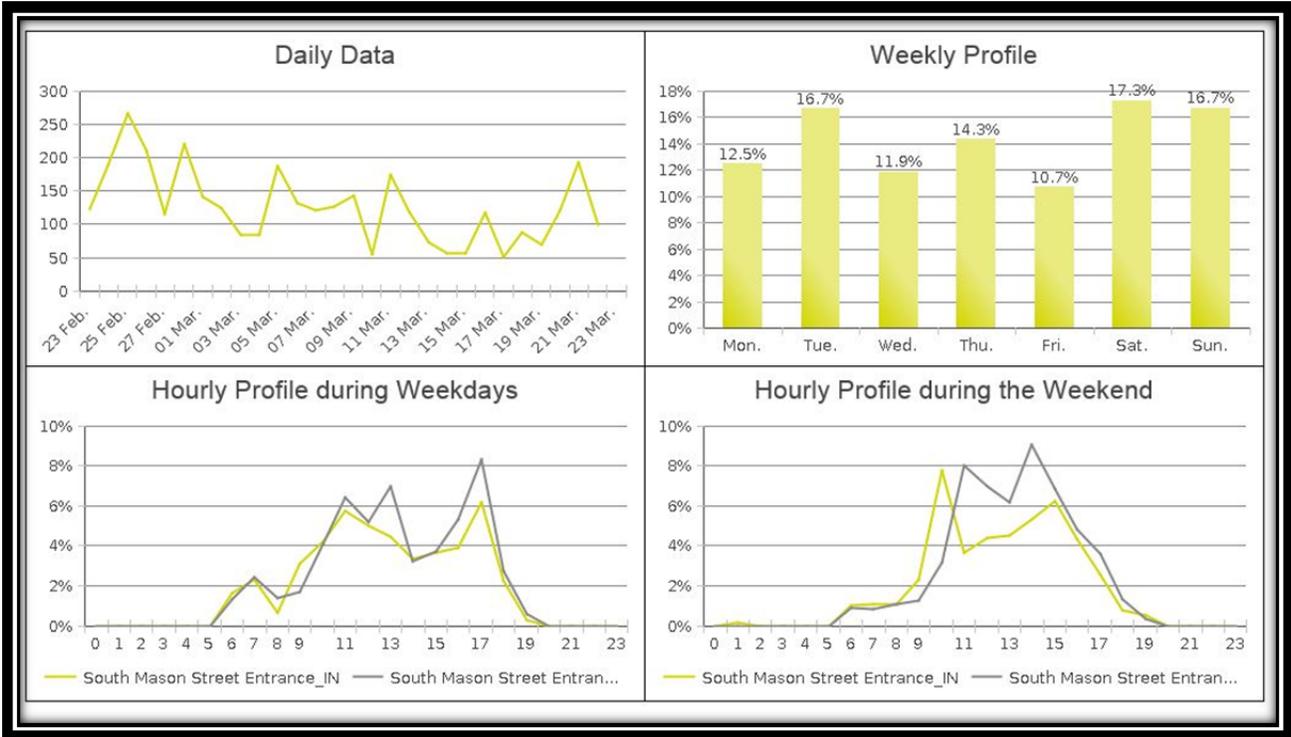
Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Feb 27	Committee Meetings	Smithfield Center
Tue	Feb 28	Committee Meetings	Smithfield Center
Wed	Mar 1	Business Meeting	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Mar 2	Post Legislative Breakfast	Smithfield Center
		VRS Meeting	Smithfield Center
Sat	Mar 4	Wedding & Reception	Smithfield Center
Sun	Mar 5	Special Occasion Show	Smithfield Center
Tue	Mar 7	CPR Training	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Mar 8	CPR Training	Smithfield Center
		Farm Bureau Dinner	Smithfield Center
		WC Restoration Committee	Smithfield Center
Thu	Mar 9	CPR Training	Smithfield Center
Sat	Mar 11	Isle of Wight Academy Gala	Smithfield Center
Tue	Mar 14	Pinewood Heights Management Meeting	Smithfield Center
		Planning Commission	Smithfield Center
Thu	Mar 16	Business Meeting	Smithfield Center
		Smithfield Women's Club Meeting	Smithfield Center
Sat	Mar 18	Wedding & Reception	Smithfield Center
Mon	Mar 20	Wedding Reception	Smithfield Center
Tue	Mar 21	Schoolhouse Committee	Smithfield Center
		Crimeline Meeting	Smithfield Center
		Wedding Ceremony	Clontz Park
		WCFB Capital Campaign Meeting	Smithfield Center
		BHA&R Meeting	Smithfield Center
Wed	Mar 22	Dominion Power Safety Meeting	Smithfield Center
Thu	Mar 23	VDOE Regional Meeting	Smithfield Center
Fri	Mar 24	JROTC Banquet	Smithfield Center
Sat	Mar 25	YMCA Triathlon	Smithfield Center
		Wedding & Reception	Smithfield Center
Sun	Mar 26	Wedding & Reception	Smithfield Center
Upcoming Special Events			
Sat	Apr 1	Women's Club Flea Market	Smithfield Center
Sat	Apr 8	Wine Fest	Windsor Castle Park

Windsor Castle Park	
Manor House Restoration Project	
<p>Historical tours of the Manor House property will take place on the following dates:</p> <p>2 p.m. Saturday, April 29</p> <p>2 p.m. Saturday, June 10</p> <p>2 p.m. Saturday, Sept. 9</p>	

Parks and Recreation Operation Update

March 2017

Eco Counter Data from Mason Street Entrance			
Daily Average: 127		Busiest Day of the Week: Saturday	
Busiest Days	Sat, Feb 25, 2017 267	Tue, Feb 28, 2017 220	Sun, Feb 26, 2017 211



Parks and Recreation Operation Update
March 2017

Joseph Luter Jr Sports Complex



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

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

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location Type of Event Attendance		PD Required	PW Required	Public Restrooms
Main Street	6/24/2017	Sat 9 A-5 P	Olden Days and Car Show	PD	PW	Restrooms
		Main Street	Terry Rhinier/ Elizabeth Moose			
		Festival 4000 p	814-5170 terry.rhinier@iwus.net			
Station Bridge	7/3/2017	Sun 9 P-9:30 P	Town Fireworks	PD	PW	Restrooms
		Town Streets				
		Community 1000 p				
	7/3/2017	Sun 5 P-9 P	Fireworks-Station Bridge Park Assist	PD		
		Station Parking Lot	Smithfield Station-Randy Pack			
		Office Request	620-7700 randy.pack@smithfieldstation.com			
	7/15/2017	Sat 7:30 A-10:30 A	5 K Into the Woods Trail Series			
		WC Trails	Lei Dunn			
		5K Race 100 p	589-1554 1bodyfitness@cox.net			
	8/1/2017	Tue 5:30 P-7:30 P	National Night Out	PD		
		Smithfield Center	Night Out Committee-Kurt Beach			
		Community 500 p	449-4849 kbeach@smithfieldva.gov			
	8/4-8/5/17	Fri, Sat All Day	Smithfield Guinea Pig BBQ Competition	PD		
		WC Riverfront	Smithfield Foods -Jessie Corbin, Taylor Davis			
		BBQ Competition 500 p	760-898-3761 jessie@ernieball.com			
	9/30/2017	Sat 10 AM-8 PM	Aiken Fest			
		Little Theater	Jim Abicit			
		Concert 200 p	880-3120			
	9/30/2017	Sat 7 A-2 P	Ruritan Car Show			
		Main Street	Smithfield Ruritans-Nan York			
		Car Show 200 p	365-9458 nan.york@hughes.net			
Jericho Road	10/7/2017	Sat 11 A-9 P	Bacon (BBB) Festival	PD	PW	
		WC Riverfront	Smitfield Events-Gina Ippilito			
		Festival 2500 p	869-0664 gippolito6@aol.com			
	10/7/2017	Sat 10 A-5 P	Smithfield Station Parking Lot Assist	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack randy.pack@smithfieldstation.com			
Street Closures	10/14/2017	Sat 8 A-11 A	Hog Jog	PD	PW	
		Town Streets	IOW COP -Barbara Stafford			
		5K Race 1000 p	757-647-4061 dbstaff@charter.net			

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location Type of Event Attendance		PD Required	PW Required	Public Restrooms
Main Street	10/20/2017	Fri 4 PM	Smithfield Homecoming Parade	PD	PW	
		Main Street	Smithfield High-Jill Gwaltney			
		Parade	371-3918			
		100 p	jillgwaltney@gmail.com			
	10/21/2017	5:30 P-9:30 P Smithfield Center Fundraiser 350 p	IOW Schools Gala	PD		
Traffic Assist	10/21/2017	9 AM-5 PM	Smithfield Century Tour Bike Event	PD		
		WC Riverfront	Chamber-Andy Cripps			
		Bike Race	357-3502			
		100 p	acripps@theisle.org			
Main Street	10/31/2017	Mon 5 P-8 P	Hamoween	PD	PW	Restrooms
		Main Street				
		Community				
		2000 p				
Traffic Assist	11/5/2017	Sun 2 PM-4 PM	Wharf Hill 6 Pack 5K	PD		
		Town Streets	Lee Duncan			
		Race	757-298-3839			
		300 p	wharphillbrewingco@gmail.com			
Main Street	11/11/2017	Sat 6 AM-4 PM	Autumn Vintage Market	PD	PW	Restrooms
		Main Street	Farmers Market-Cheryl Ketcham			
		Market	375-3031			
		500 p	cketcham@isleofwightus.net			
Traffic Assist	11/11/2017	Fri 11 AM-12 PM	Veterans Day Ceremony	PD		
		Vet Mem	VFW			
		Community				
		150 p				
	11/18/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 280 p	Festival of Trees	PD		
	12/1/2017	Fri 5:30 P-6:30 P	Tree Lighting Ceremony	PD		
		Times Gazebo				
		Community				
		200 p				
	12/1/2017	Fri, Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Christmas in Smithfield & Antique Show	PD		
Main Street	12/8/2017	Fri 6 PM-9 PM	Main Street Christmas Farmers Market	PD	PW	Restrooms
		Main Street	Farmers Market-Chery Ketcham			
		Market	375-3031			
		5000 p	cketcham@isleofwightus.net			
	12/9/2017	Sat 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa			

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times	Event Name	Town Services		
		Location		PD Required	PW Required	Public Restrooms
		Type of Event				
		Attendance				
Town Streets	12/9/2017	Sat 10:30 A-12 P	Christmas Parade	PD	PW	Restrooms
		Main Street	Tourism-Terry Rhinier			
		Parade	814-5170			
		3000 p	terry.rhinier@iwus.net			

Proposed Price Adjustment for the Smithfield Center Venue

Proposed price adjustment of Friday and Sunday rates		
Standard Rate		
Day of Week	Current Fee Structure	Proposed Fee Structure
Saturday	\$ 2800	\$ 2800
Friday, Sunday	\$ 2800	\$ 1800
Monday through Thursday	\$ 800	\$ 800
Isle of Wight County Resident Rate		
Day of Week	Current Fee Structure	Suggested Price
Saturday	\$ 2000	\$ 2000
Friday, Sunday	\$ 2000	\$ 1400
Monday through Thursday	\$ 600	\$ 600
Reason for price adjustment request is that at the previous rates, Fridays and Sundays booked more often.		
Available Fridays and Sundays in 2016	14	
Available Fridays and Sundays in 2017	32	

Proposed price adjustment of 50% off for bookings on a Friday, Saturday or Sunday in the months of January and February	
Available Saturdays in January and February in 2016	2
Available Saturdays in January and February in 2017	5
Available Saturdays in January and February in 2018	6
Reason for price adjustment request is that January and February are historically slow booking months.	



Local Roots, Global Reach

ISLE OF WIGHT COUNTY, VIRGINIA

March 7, 2017

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

Dear Mr. Stephenson:

This letter is to request use of Clontz Park for the annual July 3, 2017 fireworks display. The start time of the show is 9:50pm. We have contracted with American Fireworks Company to provide the show. County Staff will be on site the morning of July 3rd and I am requesting that the entrance to Clontz Park be unlocked by 8:00am so the shooting crew may have ample time to set up.

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

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

Thank you,

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

Joseph W. Luter, Jr.
Sports Complex

MEMORANDUM OF UNDERSTANDING

BY AND BETWEEN

ISLE OF WIGHT COUNTY

AND

the TOWN OF SMITHFIELD

THIS AGREEMENT, made this _____ day of _____, 2017, by and between the COUNTY OF ISLE OF WIGHT (“County”), and the TOWN OF SMITHFIELD (“Town”).

WITNESSETH:

1. BACKGROUND:

The Town of Smithfield has purchased a tract of land within the corporate boundaries of the Town for the purpose of constructing an athletic activity complex which will provide ballfields for youth athletics and recreation. The Town has received generous corporate and personal donations to defray a large part of the cost of constructing the athletic complex. The County has agreed to donate the sum of \$250,000.00 to the Town to be allocated for construction of the facilities. In consideration of the mutual benefits and obligations contained herein, the aforementioned parties therefore do agree to the following terms:

2. ISLE OF WIGHT COUNTY DONATION; PAYMENT:

The Isle of Wight County Board of Supervisors, by motion adopted February 18, 2016, agrees to donate a sum not to exceed \$250,000.00 to be paid to the Town of Smithfield solely for construction costs of the facility. Payment shall be made by the County in five equal installments of \$50,000.00, the first payment of which shall be due and payable on July 1, 2017 and each July 1st thereafter until July 1, 2021. Nothing in this Memorandum of Understanding shall prohibit the County from

paying its donation commitment in advance, at the County's sole discretion.

3. ATHLETICS ACTIVITY COMPLEX TO BE CONSTRUCTED:

The Town of Smithfield will construct the improvements necessary and desirable for an athletics activity complex upon a tract of land located in the Town of Smithfield generally known as the Little Farm, containing 97.94 acres, more or less, and identified as Tax Map Parcel No. 21-01-051. The Town shall have the sole responsibility for the construction, ownership and management of the facility upon such terms and conditions as the Town Council shall deem most appropriate in its sole discretion and the County acknowledges that the use and management may be assigned to the Smithfield Recreation Association (hereinafter sometimes "SRA") or a similar organization, either in whole or in part.

4. LIABILITY

The SRA or any other such organization to which use and management of the property may be assigned, shall obtain liability insurance adequate to protect the interests of the County, the Town and itself for claims arising out of the use of the athletic complex. The purchase of such insurance shall in no way constitute a waiver of any defenses, including but not limited to the defense of sovereign immunity that may be available to the County or the Towns with respect to any claim against either or both of them. Any and all non-SRA users of the Joseph W. Luter Jr. Sports Complex, not a party to this MOU, shall be required to provide a Certificate of Insurance (COI) for liability purposes with both the Town and SRA as additional named insured parties under said user's policy. Liability policy limits must be not less than \$1,000,000.00 per occurrence. The amount of required coverage may be changed by either SRA or the Town as circumstances may warrant.

5. USE OF THE FACILITY

The Town agrees that the athletic fields and future indoor facility to be constructed within the athletics complex may be used by the Isle of Wight County Schools, the Isle of Wight County Parks and Recreation department, the Windsor Athletic Association, the Town of Windsor, as well as other not-for-profit recreational associations if said fields/facility are not already being used by SRA. Scheduling for the use of the fields may be delegated by the Town Manager to SRA or other appropriate agent or designee. It is clearly understood and agreed that SRA or any other such organization to which use and management of the property may be assigned shall have priority in the use and scheduling for the athletic fields/facility.

The proposed use of the athletic fields/facility will be classified as follows:

A. Casual use – general and intermittent use of the facility by individuals or groups that would not include the use of lights nor have an impact on the facility's infrastructure (i.e. use by school physical education class for kickball). There will be no charge for these types of casual use activities; however, a refundable deposit of \$100.00 per use, day or event or as determined by SRA and set forth in a written usage agreement, will be paid to SRA to ensure that the athletic fields/facility is left in the same condition that it was found once the activity is completed. Notwithstanding the foregoing, the County shall not be required to submit such a refundable deposit for uses specifically sponsored and organized by the County. A written usage agreement setting forth all rules, regulations and requirements for use, signed by a responsible representative for the user, shall be required.

OR

B. Regular use – use of the facility by groups for purposes for which the facility is constructed, including, but not limited to activities and events for which an entry fee may be charged. For regular use, a fee will be charged by SRA for the usage of the

facility commensurate with other regional sports complex fees and charges. SRA shall develop a schedule of fees for regular use which shall be subject to review and approval by the Town. A written usage agreement setting forth all rules, regulations and requirements for use, signed by a responsible representative for the user, shall be required.

6. ACCESS

It is hereby agreed that the Town shall construct a sidewalk or other appropriate pedestrian connection from the Westside Elementary School to the athletic complex.

7. MAINTENANCE

The maintenance of the athletics complex shall be the sole responsibility of the Town. The Town may assign the obligation for maintenance, either in whole or in part, to SRA or any other such organization to which use and management of the property may be assigned. This responsibility for maintenance shall include an obligation to pick up litter that may blow onto the Westside Elementary School property from the athletics complex.

8. SEVERABILITY OF PARTS OF AGREEMENT

It is hereby declared to be the intention that the sections, paragraphs, sentences, and clauses of this MOU are severable. If any section, paragraph, sentence, or clause shall be found to be invalid for any reason, such invalidity shall not affect any of the remaining portions of the MOU.

In Witness Whereof, the parties hereby have executed this
Memorandum on the date first listed above.

COUNTY OF ISLE OF WIGHT

By _____
Randy Keaton
County Administrator

Approved by the Isle of Wight County Board of Supervisors at a regular meeting by motion duly adopted the _____ day of _____, 2017.

_____, Chairman

Approved as to Form:

Attested:

Mark C. Popovich,
County Attorney

Carey Mills Storm,
Clerk

TOWN OF SMITHFIELD

By _____
Peter M. Stephenson
Town Manager

Approved by the Town of Smithfield Town Council at a regular meeting by motion duly adopted the _____ day of _____, 2017.

T. Carter Williams, Mayor

Approved as to Form:

Attested:

William H. Riddick, III
Town Attorney

Lesley G. King, Clerk

COMMITTEES:
ARMED SERVICES

SUBCOMMITTEE ON
SEAPOWERS AND PROJECTION FORCES
CHAIRMAN

SUBCOMMITTEE ON READINESS

JUDICIARY

SUBCOMMITTEE ON CRIME, TERRORISM,
HOMELAND SECURITY, AND INVESTIGATIONS

SUBCOMMITTEE ON
THE CONSTITUTION AND CIVIL JUSTICE



J. Randy Forbes
United States Congress
4th District, Virginia

2135 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515
(202) 225-6365

9401 COURTHOUSE ROAD, SUITE 201
CHESTERFIELD, VA 23832
(804) 318-1363

505 INDEPENDENCE PARKWAY
LAKE CENTER II—SUITE 104
CHESAPEAKE, VA 23320
(757) 382-0080

June 23, 2014

Mr. Peter Stephenson
911 South Church Street
Post Office Box 246
Smithfield, VA 23431-0246

Dear Mr. Stephenson:

Enclosed is correspondence I have received in response to my inquiry on your behalf.

I appreciate the opportunity to be of service and I hope you will not hesitate to contact me if I can be of further assistance.

With kind personal regards, I am

Yours truly,

A handwritten signature in black ink that reads "J. Randy Forbes".

J. RANDY FORBES
Member of Congress

JRF:AC

Enclosure



Reply to
Attention of

DEPARTMENT OF THE ARMY
US ARMY CORPS OF ENGINEERS
NORFOLK DISTRICT
FORT NORFOLK
803 FRONT STREET
NORFOLK VA 23510-1096

RECEIVED

JUN 17 2014

J. Randy Forbes, M.C.
Chesapeake, VA

June 13, 2014

Executive Office

The Honorable J. Randy Forbes
United States Representative
505 Independence Parkway
Lake Center II - Suite 104
Chesapeake, Virginia 23320

Dear Congressman Forbes:

I am replying to your letter dated June 6, 2014, enclosing correspondence from the Town of Smithfield related to a navigation issue in the Pagan River.

The Pagan River is a shallow draft, low use Federal navigation channel, authorized to -10 feet mean lower low water (MLLW), but currently maintained to -6 feet MLLW, due to the size and amount of vessel traffic. The Norfolk District, Corps of Engineers, last dredged the channel in 2010. Our most recent survey conducted in 2011 shows that the Pagan River has a controlling depth of -5.5 feet MLLW in the area referenced as "Bob Shoal," between Day Markers 15 and 17. Our hydrographic survey team is scheduled to perform a periodic condition survey in late June or July of this year, and we will share those results with the Town of Smithfield.

As you are aware, in recent years, the Federal funding priorities have limited our ability to dredge most shallow draft Federal projects like the Pagan River. The President's Fiscal Year 2015 Budget did not include funding for the Pagan River. In the event funding becomes available, we do have the necessary environmental permits in place for the dredging and dredged material placement.

In the meantime, should the Town of Smithfield be successful in obtaining funding from other sources, there may be an opportunity for the Town to accomplish the dredging themselves, or for the District to dredge the Pagan River for the Town as a "contributed funds" project. My staff would be happy to meet with the Smithfield Town Manager to discuss the project's condition and various funding options. If you require further information, please do not hesitate to contact me, or my congressional liaison, Mr. Michael Darrow, at (757) 201-7112.

Sincerely,

Paul B. Olsen, P.E.
Colonel, U.S. Army
Commanding



TOWN OF SMITHFIELD

"The Ham Capital of the World"

June 6, 2014

The Honorable J. Randy Forbes
Congressman, 4th District, Virginia
505 Independence Parkway, Suite 104
Chesapeake, Virginia
23320


Dear Congressman Forbes,

Thank you very much for taking the time to meet with our town staff and members of the Smithfield Town Council last month on May 14th here in Smithfield. It is always a pleasure to have you visit our community, which you represent so well.

As we discussed the primary area of concern remains the safety to navigation in the Pagan River approach to Smithfield from the James River, specifically in the area known as "Bob Shoal". While the channel is narrow and marked, even the maritime charts and digital mapping tools document the absence of a navigable channel between Green Day Marker 15 and Green Day Marker 17 on the Pagan River. The Mean Low Tide (MLT) depth here is truly a no-man-zone with depths ranging from three to four and a half feet. Maintenance dredging is sorely needed to regain a MLT depth of at least six feet, or greater if possible.

Many boaters, especially sailors and cruisers will not risk this safety to navigation and no longer come to visit our beautiful town, putting us and our superb marina at Smithfield Station at an economic disadvantage. The last maintenance dredging of the Pagan River occurred five years ago and unfortunately due to tidal and severe weather conditions Bob Shoal silted up again rapidly thereafter.

In the past the Army Corps of Engineers staff from the Norfolk office has been very helpful working with all of us to maintain this navigable channel into Smithfield. With your assistance once again we need to get back on their radar and on the list for funding this rather small but hugely important maintenance dredging project. Thank you, we stand ready to meet to discuss this matter further with all parties concerned.

Sincerely,



Peter M. Stephenson, AICP, ICMA-CM
Town Manager

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

**PUBLIC WORKS
COMMITTEE**

DATE MARCH 24, 2017
TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE
FROM SONJA EUBANK, CONTRACT OFFICER
SUBJECT STREET MAINTENANCE CONTRACT

The town had a contract with The Blair Brothers for street maintenance services for the 2016/2017 fiscal year and the town reserves the right to renew the contract two additional years. The current contract will expire May 6, 2017.

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

Sidewalk Repairs and traffic controls as required.

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

Road Repairs and patching which includes traffic controls.

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

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



----- Proposal -----

Proposal No.
894

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



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

Date
3/23/2017
Project Name/Location
Old. S. Church St.

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Mill tiedowns, along concrete gutter, and at tieback. 2. Install 2" of IM asphalt. Approximately 310 tons.	33,700.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$33,700.00
--	---------------------------

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

Authorized Signature:

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

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

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.
898

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



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

Date
3/23/2017
Project Name/Location
Straford Lane

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Mill area approximately 3,520 square yards. 2. Install risers as needed. 3. Overlay area with 2" of IM asphalt.	49,210.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$49,210.00
--	---------------------------

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

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

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.
896

The Blair Bros., Inc.

P.O. Box 5413
1 Blair Brothers Rd.
Suffolk, VA 23435
Phone: (757) 538-1696 Fax: (757) 538-0714
SWAM Certification Number: 664748



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

Date
3/23/2017
Project Name/Location
Wellington Cr. Dover to Edinb

Description	Total
Provide equipment, labor, and materials to accomplish the following. 1. Edge mill along gutter pan and at tiedown areas. Including tieback on Stratford. 2. Install risers. 3. Install 2" of 1m asphalt. Approximately 230 tons.	30,420.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$30,420.00
--	---------------------------

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

Authorized Signature:

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

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

Date of Acceptance: _____ Signature: _____



----- Proposal -----

Proposal No.

895

The Blair Bros., Inc.

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

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

SWAM Certification Number: 664748

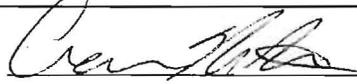


Customer Name/Address
Town of Smithfield P O Box 246 Smithfield VA 23431

Date
3/23/2017
Project Name/Location
Andrews Crsng. Rolfe to Lane

Description	Total
Provide equipment, labor, and material to accomplish the following. 1. Mill approximately 2,000 square yards at 2". 2. Install 2" of IM asphalt. Approximately 220 tons. 3. Install manhole risers as needed.	31,040.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$31,040.00
--	---------------------------

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

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

Date of Acceptance: _____ Signature: _____



----- Proposal -----

The Blair Bros., Inc.

P.O. Box 5413
 1 Blair Brothers Rd.
 Suffolk, VA 23435
 Phone: (757) 538-1696 Fax: (757) 538-0714
 SWAM Certification Number: 664748

Proposal No.

834



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

Date
3/8/2017
Project Name/Location
Cary Pipe Extension & Ditch

Description	Total
We propose to supply labor, material and equipment to preform the following: 1. Set up temporary lane closure on Cary St. for mobilization of equipment and demolition of headwall. 2. Haul off excess concrete from headwall, excavate and install bedding stone for installation of new drop inlet with access grate on top. 3. Check grade at existing ditch and install approximately 160' of 18" Elliptical RCP to grade. 4. Haul in fill dirt to backfill pipe and drop inlet to blend with existing landscape, seed and straw. 5. Cut V ditch to grade perpendicular to discharge to drain to outfall pipe at roadway. 6. Create berm from V ditch spoils, grade, seed and straw. 7. Install EC2 in V ditch for erosion protection. 8. Install new fabric and rip rap around pipe in and splash area at discharge. 9. Temporary lane closure for demobilization. Total proposed sum:	22,533.55

Thank you for the opportunity to quote, we appreciate your business.	Total: \$22,533.55
--	---------------------------

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

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

Date of Acceptance: _____ Signature: _____

8090 Villa Park Drive
Richmond, Virginia 23228
(804) 264-2228 • Fax (804) 264-8773
www.daa.com

March 14, 2017

Mr. Peter M. Stephenson, AICP ICMA – CM, Town Manager
Town of Smithfield
310 Institute Street
Smithfield, Virginia 23431

**RE: Smithfield Lake Dam – Emergency Spillway Hazard Mitigation
Draper Aden Associates Proposal No. 16020295-010303**

Dear Mr. Stephenson:

Draper Aden Associates (DAA) is pleased to provide this proposal to the Town of Smithfield (Town) for hazard mitigation to the Smithfield Lake Dam emergency spillway.

I. PROJECT DESCRIPTION

It is our understanding that on October 10, 2016, the Smithfield Lake Dam was observed by Town personnel to have experienced erosion on the downstream side of the dam near the emergency spillway. This erosion is presumed to have been caused by high surface runoff volumes and high flow velocities through the emergency spillway during the heavy rainfall from Hurricane Matthew. In response to a site visit on November 22, 2016 attended by the Town, DAA, and a local contractor it was recommended that the Town perform the following permanent repair and hazard mitigation work to the emergency spillway in order to preserve the safety of the Smithfield Lake Dam:

- ❖ Extend the existing emergency spillway culvert by approximately 20 feet;
- ❖ Flatten the slope of the downstream embankment near the emergency spillway culvert with Class I riprap;
- ❖ Grout the Class I riprap on the downstream embankment near the emergency spillway culvert;
- ❖ Reshape the curb breaks along Waterworks Road;
- ❖ Grout the existing riprap downstream of the curb breaks to prevent further erosion of the downstream dam embankment; and

- ❖ Reposition the riprap on the upstream side of the emergency spillway to effectively prevent future erosion of the area surrounding the emergency spillway.

The permanent repair and hazard mitigation work set forth above is estimated to cost approximately \$175,000 as detailed below:

Task	Description	Fee (\$)
1	Mobilization and Equipment Rental	\$40,000
2	Traffic Control/Permitting	\$15,000
3	Temporary Guardrail Removal	\$5,000
4	Replace Displaced Material with Class I Riprap (200 tons)	\$35,000
5	Extend Emergency Spillway Culvert (20 LF) and Flatten Slope of Downstream Embankment	\$25,000
6	Anchor Class I Riprap on Downstream Embankment Near Emergency Spillway with Grout	\$30,000
7	Reshape Existing Curb Breaks and Grout Embankment Downstream of Curb Breaks	\$20,000
8	Replace/Reposition Riprap on Upstream Side of Emergency Spillway	\$5,000
Total Construction Cost Estimate:		\$175,000

On December 21, 2016, the Town met with representatives from the Federal Emergency Management Agency (FEMA) and the Virginia Department of Emergency Management to initiate efforts to secure funding for the permanent repair and hazard mitigation work identified above. As part of the overall FEMA funding requirements, the permanent repair and hazard mitigation work will be required to be procured by means of a competitive bid process. In order to solicit competitive bids, engineering and surveying services will be required to provide the appropriate information for contractors to develop bid proposals.

II. SCOPE OF SERVICES

The following outlines the scope of services to be performed by DAA in order to provide the contract documents necessary to secure competitive bids for the emergency spillway permanent repair / hazard mitigation work described in Section I of this proposal and oversee the construction work:

A. Surveying and Engineering Services:

1. Perform topographic/location survey;
2. Develop traffic control plan and coordinate with VDOT;
3. Prepare project site plan;
4. Prepare contract documents (i.e., plans and specifications);
5. Coordinate with review/funding agencies; and

6. Provide bidding and award services.

B. Project Management:

1. Provide general project coordination and oversight; and
2. Upon completion of Task A above, DAA will provide the Town with a post-construction memorandum detailing the completed repair work to the emergency spillway, which will include pre- and post-construction photos.

C. Construction Administration:

1. Perform site visits twice a week during construction for a total of eight (8) site visits to observe the work and verify that the work is completed in accordance with the contract documents; and
2. Prepare Site Visit Reports to document each site visit and project progress – these Site Visit Reports will be submitted weekly.

III. SCHEDULE

DAA will develop a project schedule for review and approval by the Town once FEMA authorization to proceed is secured.

IV. FEES

The following is a summary of the proposed lump sum prices for each of the tasks detailed herein. All lump sum prices are inclusive of reimbursable expenses:

Task	Description	Fee (\$)
A.1	Topographic/ Location Survey	\$10,000
A.2	Traffic Control Plan/Coordination with VDOT	\$1,500
A.3	Preparation of Project Site Plan	\$10,000
A.4	Preparation of Contract Documents	\$7,500
A.5	Coordination with Review/Funding agencies	\$7,500
A.6	Bidding and Award Services	\$5,000
Task A Subtotal:		\$41,500
B.1	General Project Coordination and Oversight	\$4,000
B.2	Prepare Post-Construction Memorandum	\$1,000
Task B Subtotal:		\$5,000
C.1	Site Visits during Construction	\$2,500
C.2	Prepare Site Visit Reports	\$1,000
Task C Subtotal:		\$3,500
Total Engineering, Design, and Construction Administration Fees:		\$50,000

V. ASSUMPTIONS / LIMITATIONS

This proposal was developed based on our current understanding of FEMA requirements. If our current understanding is incorrect and alterations to the current Scope of Services set forth herein are required, we will contact the Town to discuss appropriate revisions.

VI. CONTRACT TERMS AND PROVISIONS

The terms and provisions of our existing Annual Engineering Services Agreement dated December 15, 2015 and any contract amendments and/or extensions will apply to all project work.

Any additional services requested can be undertaken on a time and material basis or negotiated lump sum fee based on your requirements in addition to the fees outlined herein. If any additional services should become necessary or desirable, a Request for Additional Services will be submitted.

On behalf of Draper Aden Associates, thank you for giving us the opportunity to provide our proposal for engineering services. If this proposal meets with your approval, please sign the Authorization to Proceed below and return it to us. Please keep a copy for your records. We look forward to working with you on this project. Please do not hesitate to contact us if you have any questions or require any additional information.

Sincerely,
DRAPER ADEN ASSOCIATES



Andrew M. Snyder, P.E.
Senior Program Manager



Kenneth M. Piazza, Jr., P.E.
Principal/Vice President

CC: Wayne Griffin – Town of Smithfield
Sonja Eubank – Town of Smithfield

AUTHORIZATION TO PROCEED

I/We agree and accept Draper Aden Associates' proposal to provide the above described services. We understand the Scope of Services as provided herein and agree to the fees estimated for these services. We further acknowledge that Draper Aden Associates will provide a proposal for any change in the Scope of Services described herein and that a signed agreement to provide those additional services will be executed prior to any work being performed.

Printed Name

Title

Signature

Date



DATE MARCH 28TH 2017
TO SMITHFIELD TOWN COUNCIL – PUBLIC WORKS COMMITTEE
FROM SONJA EUBANK
CONTRACT OFFICER
SUBJECT REFUSE AND RECYCLING SERVICES RFP

The Town issued a Request for Proposals (RFP) for the Refuse and Recycling Services Contract as the current contract will expire June 30, 2017. Proposals were received from the following:

Bay Disposal and Recycling
TFC Recycling
Select Recycling Waste Services
Waste Management of Virginia, Inc.

The evaluation committee thoroughly evaluated and scored all proposals based on the criteria in the RFP (copy of evaluation score sheet attached). Competitive negotiations/Interviews were conducted with all four companies. Bay Disposal and Recycling was the highest ranking offeror and per the Virginia Public Procurement Act, if an award is to be made it shall be made to the highest ranking responsible and responsive offeror; therefore the evaluation committee recommends award of contract to Bay Disposal and Recycling.

Per the VPPA (Section 2.2 – 4342), contents of proposals are not public record until after award of contract and therefore details on all proposals would need to be discussed in closed session.

Evaluation Score Sheet

Offeror: _____ RFP: _____ Panel Member: _____ Date: _____

Criteria	Weight or Percent	Evaluation Criteria	Score	Comments
Experience & Qualifications	20	<p>Did the proposal describe the qualifications and experience of organizational staff, drivers and handlers?</p> <p>Are the qualifications and experience relative to Statement of Needs?</p> <p>Years in business?</p>		
Specific plan or methodology to be used to perform services	25	<p>Did proposal include an approach and work plan for implementing new contract?</p> <p>Did proposal include proposed time frame, milestones for delivery and methods used to minimize misses?</p> <p>Did proposal describe how decision will be made to cancel service and how it will be disseminated? Did it describe how the decision will be made to provide makeup service?</p> <p>Did the proposal include guidelines used to reject materials?</p>		
Price	30	Where prices submitted?		
Demonstrated ability to perform required services	20	Did the proposal demonstrate that offeror has sufficient staff, vehicles and equipment? Did proposal include a list of vehicle and equipment to be used?		
Submittal Requirements	5	Did the proposal contain all submittal requirements?		

**Use back of sheet for additional comments*

Total Score: _____

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR MARCH 2017

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

FINANCIALS			
CDBG Contract Amount:	\$ <u>1,000,000</u>	Local Leverage Amount:	\$ <u>1,323,335</u>
CDBG Amount Obligated:	\$ <u>883,500</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>13</u> of <u>18</u>	# of housing inspections done?	<u>15</u> of <u>18</u>
# of vacant lots acquired?	<u>1</u> of <u>2</u>	# of owner-occupied relocations done?	<u>5</u> of <u>5</u>
# of demolitions done?	<u>0</u> of <u>18</u>	# of market-rate relocations done?	<u>6</u> of <u>9</u>
Clearance completed?	<u>0</u> of <u>18</u>	# of Section 8 relocations done?	<u>2</u> of <u>4</u>

ADMINISTRATIVE ACTIVITY

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

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

Date annual Fair Housing activity done: 06/30/2016 TA Site Visit Requested: Yes No

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

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

Status: What project activities will occur in next 60 days? Will they be completed on time? Are problems anticipated or occurring?
 Notice to Purchase and Relocation First notice letters sent to all resident/owners except 22 Jamestown. Appraisals and RA have been completed for all homes except 22 & 24 Jamestown and one vacant lot. Applications have been received and being processed for all residents except 22 Jamestown Avenue. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. The owners of the rental at 34 Jamestown have sold their property. Rentals families at 25, 27A, 28A, 28B, 31, 32, 34, and 35 Jamestown have relocated. We are working with four other tenants of their relocation. The Town has also closed the rental properties at 27A, 27B, 28A, 28B, 31, and 34 Jamestown. The 27A/B and 28A/B units are now ready for boarding and demolition prep. The Town has accepted the deeds for 25 and 35 Jamestown and; the titles should transfer April 1st. Demolition can occur on units 27A/B, 28A/B, and 33/34 Jamestown.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=5)

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 5

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

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 1

1) 37 Jamestown

Appraisals Completed 1

1) 37 Jamestown

Review Appraisals Completed 1

1) 37 Jamestown

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

1) 22 Jamestown 2) 24 Jamestown 3) 25 Jamestown 4) 26 Jamestown 5) 27A Jamestown 6) 27B Jamestown
7) 28A Jamestown 8) 28B Jamestown 9) 31 Jamestown 10) 32 Jamestown 11) 34 Jamestown 12) 35 Jamestown

Preliminary Acquisition Letters Sent 11

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

Appraisals Completed 10

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

Review Appraisals Completed 10

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

Offer to Purchase Letters Sent 7

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

Offers Accepted 7

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

Properties Closed On 6

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

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 5

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

Eligibility of Relocation Letters Sent 5

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

Comparable Units Found and Inspected 5

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

Households Relocated 5

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

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

Market-Rate Occupied Homes

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

Household Surveys Completed 8

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

Income Verified 7

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

Eligibility of Relocation Letters Sent 7

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

Comparable Units Found and Inspected 6

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

Households Relocated 5

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

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 3

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

Eligibility of Relocation Letters Sent 3

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

Comparable Units Found and Inspected 3

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

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

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

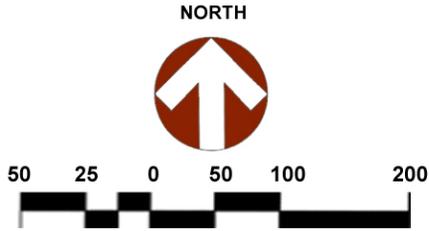
PROJECT STATUS MAP

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
-  ACQUISITION COMPLETE
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT
-  VACANT STRUCTURE



GRAPHIC SCALE IN FEET

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

MARCH 2017

March 22, 2017

To: Mrs. Sue Ivy, Managing Member
Historic Windsor Castle Restoration, LLC
PO Box 402
Smithfield, VA 23431

Mr. Peter Stephenson, Town Manager
Town of Smithfield
PO Box 246
Smithfield, VA 2341

Ref: Intent to sublease portion of the Historic Easement at Windsor Castle

Dear Ladies and Gentlemen,

This letter shall serve as a letter of intent to enter in to a sub-lease from Historic Windsor Castle Restoration, LLC and the Town of Smithfield, VA to Smithfield VA Events (SVAE) for buildings located on the grounds of Windsor Castle and lying within the Historic Easement area. In particular SVAE desires to lease the building generally referred to as the former caretaker's house and two, yet to be built, barns.

The purpose of the proposed lease is to provide office and training facilities in the caretaker's home for SVAE staff as well as storage and event day operations out of the to-be-built barns for the three major festivals that SVAE holds annually.

SVAE is the most logical and appropriate tenant for these properties as it is integrally involved in the public use of the historic easement with the events that it puts on. The purpose of SVAE's existence is to benefit the Windsor Castle Park and to provide philanthropic donations to the town and local civic and non-profit groups. A full-time office in the caretaker's house would provide a presence on the property that has not existed since the Town of Smithfield has owned the property which will provide an additional layer of security to the park.

SVAE is a major benefactor to many civic and youth groups in the Town of Smithfield and Isle of Wight County. It has donated over \$500,000 in its first five years of existence and, if its proposal is approved, it would further SVAE's mission to improve Windsor Castle Park.

The funds generated by SVAE for this project may not otherwise be available to restore the interior of the caretaker's house and proposed barns. The stream of income that will be generated by the proposed lease will service the debt on a sum of money not contemplated by the current budget for the restoration plan. These funds would be over and above the existing funding and will be a strong addition to the recently announced capital campaign for \$5 million by The Windsor Castle Park Foundation. Again, the additional funding will make possible the interior renovation of the caretaker's house and the construction of the two additional barns, all of which is contemplated by the feasibility study, but not yet funded.

To fund these additions to the project, SVAE is proposing that the Town of Smithfield will borrow an amount not to exceed \$450,000 to renovate the interior of the caretaker's house and construct the two

new barns that are designed and approved by The Virginia Department of Historic Resources. SVAE will enter into a lease for the use of these buildings at a rate and length of term necessary to cover the debt service so there is no cost to the Town of Smithfield or its tax payers. With all respect to SVAE's fiscal management and commitment to philanthropy, a timely repayment to the taxpayers should be underscored as a priority. The funds used by SVAE to pay for debt service would come out of its operating budget and would not impact the charitable contributions that the community has become accustomed to. The total amount to be borrowed will be determined by the actual cost of the renovations to the caretaker's house and the cost of construction of the two proposed barns. The proposed completion date of this project is April 1, 2018 with SVAE deferring to Historic Windsor Castle, LLC the project management and contracting of the work. The funds borrowed shall be made available to the Historic Windsor Castle Restoration, LLC in an effort to allow for additional tax credits on the project.

The Smithfield VA Events Board of Directors sincerely appreciates the opportunity to discuss this opportunity with those involved and feel this project is a "win-win" for all involved. We welcome open communication and are willing to be flexible to see this project through. It is the mission of Smithfield VA Events to bring well organized, first-class events to the Town of Smithfield and in doing so, support local non-profits, charities, civic groups and strengthen our community by benefiting tourism and local business. We feel this partnership will only serve to further our mission.

If I can be of further assistance or answer any questions, please feel free to reach out to me by email at randy.pack@smithfieldstation.com or by phone at 757-620-7700 and I will do my best to answer any questions you may have.

Sincerely,

Randy Pack
President
Smithfield VA Events

**STAFF REPORT TO THE
TOWN COUNCIL**

April 4, 2017

REZONING APPLICATION

Rezoning Application Number	REZ # 17-01
Applicant Name & Address	Charles D. Layman, President Goodwill of Central and Coastal Va., Inc. 6301 Midlothian Turnpike Richmond, VA 23225
Current Property Owners	L & L Land Development, LLC Henry Layden P. O. Box 961 Smithfield, VA 23431
Property Location & Description	The subject property, which is subject to this rezoning, is the ±2.125 acre northeastern corner of a ±165.36 acre parcel. The proposed site is immediately to the south of Tractor Supply on Bennis Church Boulevard. (TPIN# 32-01-005)
Statistical Data (See Conceptual Plan)	
Current Zoning	Community Conservation (C-C)
Proposed Rezoning	Highway Retail Commercial (HR-C)
Total Acreage	±167.60 acre parcel; of which ±2.125 acres are subject to rezoning
Tax Map No.	32-01-005
Existing Use	Undeveloped
Proposed Use	Retail store, including the receipt of donations, sale of new and consignment goods, employee training and related uses (Goodwill Industries store)
Surrounding Land Uses/Zoning (Of ±2.125 acre subject property)	Highway Retail Commercial (HR-C) Community Conservation (C-C)
Site Access	Access will be via the service road constructed in tandem with the Tractor Supply. No new cut on Bennis Church Boulevard is required; however, a turn lane may be triggered for the service road at the time of site plan approval.
Comprehensive Plan Designation	Adopted future land use plan map designates the land for Retail / Commercial. The proposed use is compatible with the future land use plan map.

Project Overview

The applicants propose to rezone ±2.125 acres of the ±165.36 acre parcel (32-01-005) currently owned by L & L Land Development, LLC from Community Conservation (C-C) District to Highway Retail Commercial (HR-C) District. The ±2.125 acre area is in the northeastern portion of the overall parcel.

The proposed use is a Goodwill Industries retail store; with activities including the receipt of donations, sale of new and consignment goods, employee training and other related uses.

The proposed retail business is allowed by-right in the Highway Retail Commercial (HR-C) District.

Staff Comments

Due to the applicant's desire to be assured of an affirmative response to its rezoning application prior to expending funds for storm water management engineering, it is possible that the 1.594 acre area shown on the conceptual plan may not be large enough to encompass all on-site storm water management required; however, as a result, the applicant has proposed that an area of 1/3 larger than that shown on the conceptual plan be rezoned to cover any additional requirements. If it is the commission's desire to recommend approval of this application, it is recommended that the motion be made such that the site plan would be expected to be in substantial conformity with the conceptual plan, except as necessary to accommodate on-site storm water management facilities (Within the rezoned area). The applicant would site plan and subdivide as much of the rezoned property as required in order to accommodate the additional storm water management requirements.

Strengths of the Application:

1. The addition of a new retail outlet in this area could generate more sales revenue for the town by its own sales, as well as potentially drawing more customers to the adjacent existing businesses.
2. The proposal is consistent with the Comprehensive Plan's Future Land Use Map.

Weaknesses of the Application:

1. There is currently no sewer infrastructure at the road frontage at this location for connection. (However, the applicants have worked out a solution with the current property owner to route it along the rear of the property to an existing Town of Smithfield pump station.)

Town staff recommends approval of this application.

At their March 14, 2017 meeting, the Town of Smithfield Planning Commission recommended approval of this application with no conditions.

Please contact William Saunders at 365-4266 or wsaunders@smithfieldva.gov with questions.

TOWN OF SMITHFIELD

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

REZONING APPLICATION

January 20, 2017

Date of Application

I (We), the undersigned, do hereby respectfully make applications and petition the Governing Body to amend the Zoning Ordinance and to change the Zoning Map of the Town of Smithfield, Virginia

as hereinafter requested and in support of this application, the following facts are shown:

1. The property sought to be rezoned is located at ^{18418 Bunkley Lane (Tax Address) / 13596 Bennis Church Blvd. (Rt. 10)}
(Physical Address)
between Bunkley Lane and Turner Drive on the South side of the street and known as lot(s) Number 32-01-005 (pt.). It has a frontage of 206 feet, and a depth of 337 feet and is 1.594 acres.
2. The property sought to be rezoned is owned by: L & L Land Development, LLC
as evidenced by deed from Diana F. Beale, Successor Trustee of the Yeoman Farm Trust
recorded in Book Instrument, Page 090002478 ~~Registry of Town of~~ Clerk's Office, County of Isle of Wight, Virginia
3. It is desired and requested that the foregoing property be rezoned 1.594 acres:
4. From: C-C To: HR-C
5. It is proposed that the property will be put to the following use(s): Use as a retail store, including the receipt of donations, the sale of new and consignment goods, employment training and related uses
6. It is proposed that the following buildings will be constructed: One (1) 13,500 square foot building and associated parking and improvements
7. It is proposed that the following setbacks and off-street parking provisions will be made: A 40' building and landscape setback will be provided along Bennis Church Boulevard (Rt. 10); 10' landscape and 20' building setbacks will be provided along the side yards; and a 20' building setback will be provided along the rear yard. 45 onsite parking spaces will be provided in accordance with Town requirements.
8. Attached is a copy of the Vicinity Map.

ADDITIONAL INFORMATION

I (We) Charles D. Lagman have familiarized myself (ourselves) with the rules and regulations, which are required with respect to preparing and filling this application

Applicants Signature: [Signature] Telephone # 804-398-8242

Printed Name: Charles D. Lagman Fax # 804-276-6519

Address: 6301 Midlothian Trpk
Richmond, VA 23225

Owners Signature: _____ Telephone # _____

Printed Name: _____ Fax # _____

Address: _____

Statement of Purpose

Goodwill of Central and Coastal Virginia, Inc. (the "Applicant") desires to rezone a 1.594-acre portion of Tax Map Parcel No. 32-01-005, located at 13596 Bennis Church Boulevard, Smithfield, Virginia (the "Property"), from C-C (Community Conservation) to HR-C (Highway Retail Commercial), to permit construction of a 13,323 square foot retail store specializing in the acceptance and resale of new and consignment goods, employment training and related uses. In connection with the proposed rezoning, the Applicant states the following:

a. A statement addressing the relationship of the proposed zoning to the Comprehensive Plan or any adopted ordinance, land use plan, facility plan or other Town document which may be related to the application.

The Property is located in Sub-Area 4 of the Southern Gateway Planning Area, as designated in the Smithfield Comprehensive Plan. Sub-Area 4 is planned for between 240,451 and 601,128 square feet of "retail commercial use." The HR-C zoning designation is appropriate for Sub-Area 4 because it was established to "provide suitable locations in Smithfield's heavily traveled collector streets and arterial highways for those commercial and business uses which are oriented to the automobile" The HR-C zoning district and the Applicant's proposed use of the Property as a retail sales establishment, a use permitted by-right in the HR-C district, is in keeping with the planned use of Sub-Area 4.

b. A statement addressing the physical, transportation, public infrastructure, community facilities, schools and environmental impact of the proposed land use(s) for the property to be rezoning.

The proposed commercial use will have little to no impact on public infrastructure, community facilities, schools or the environment. The use will connect into existing sewer and water utilities and will address all stormwater management requirements onsite. In connection with its proposed development, and, provided that sufficient public right-of-way exists, the Applicant intends to provide a right-turn lane in front of the adjacent Tractor Supply Company. All parking for the proposed use will be provided onsite and in accordance with ordinance requirements.

c. Description of areas having environmental or historic significance.

To the Applicant's knowledge, there are no areas of environmental or historic significance on the Property.

d. Description of proposed development, including a statement addressing the impact of the development on adjoining properties and neighborhoods.

The Applicant is proposing to develop a 13,323 square foot retail store in an area of the Town specifically planned for retail commercial use. The use will be accessed from a private road, shared with an existing retail commercial use, and will have minimal impact on adjoining properties, all of which are anticipated to be developed for commercial use. There are no

residential neighborhoods adjacent to the Property that will be impacted by the proposed retail commercial use.

e. A statement addressing the adequacy of public services and infrastructure to serve the proposed land uses.

All necessary utility services and infrastructure are available onsite or on the adjacent property owned by the current owner of the Property. In connection with the sale of the Property, the current owner will grant all easements necessary to connect to the existing utility facilities located on its adjacent property. With the construction of the proposed right-turn lane described above, the existing transportation infrastructure will be sufficient to support the proposed use.

f. A statement addressing special amenities and improvements to be included with the proposed development.

Other than the proposed right-turn lane described above, no public improvements or amenities are being proposed at this time.

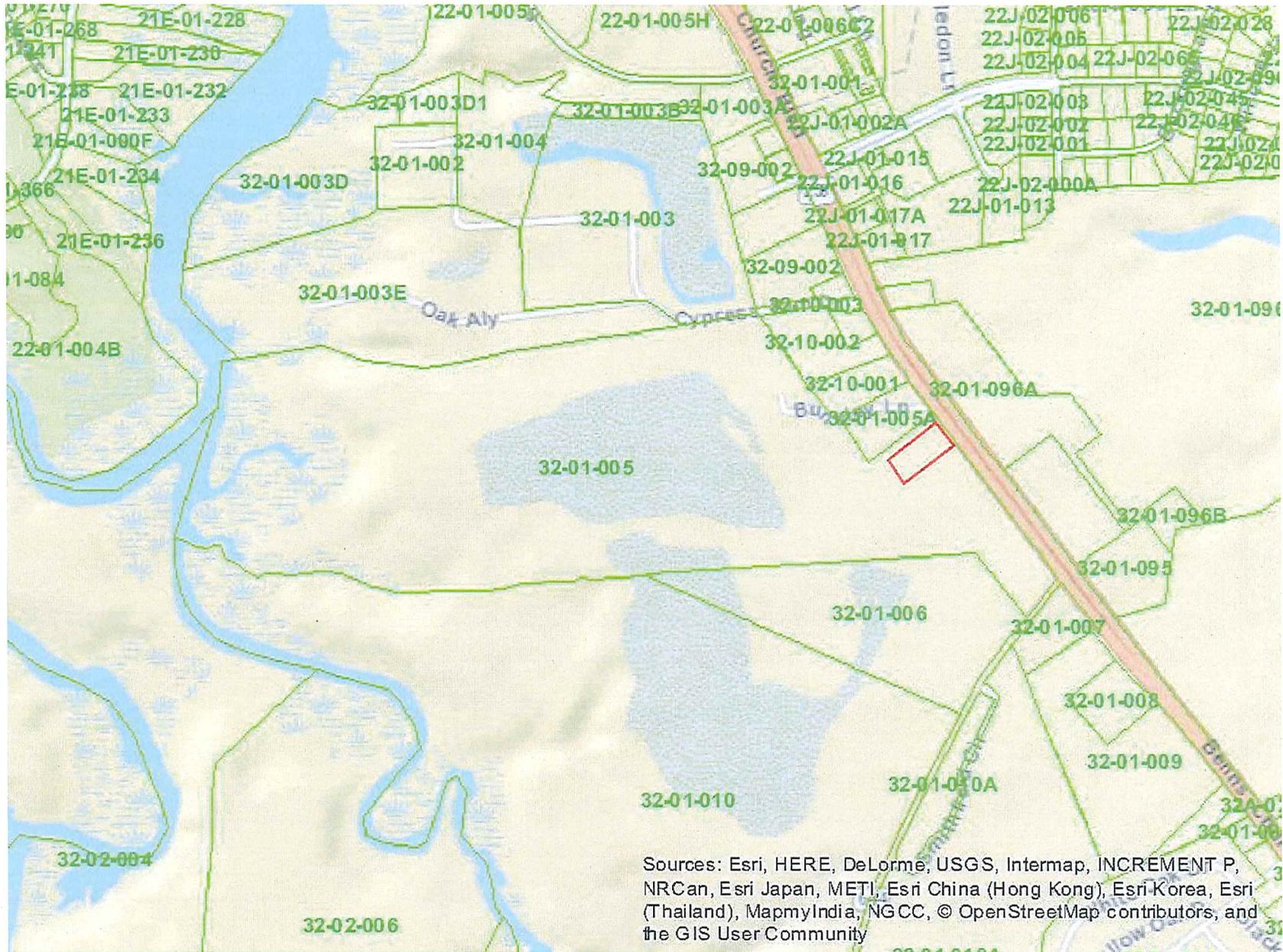
g. A statement setting forth the timing and phasing of the proposed development.

The Applicant intends to close on its acquisition of the Property after obtaining rezoning and site plan approval, all of which is anticipated to occur in 2017. Construction of the proposed use is anticipated in 2018.

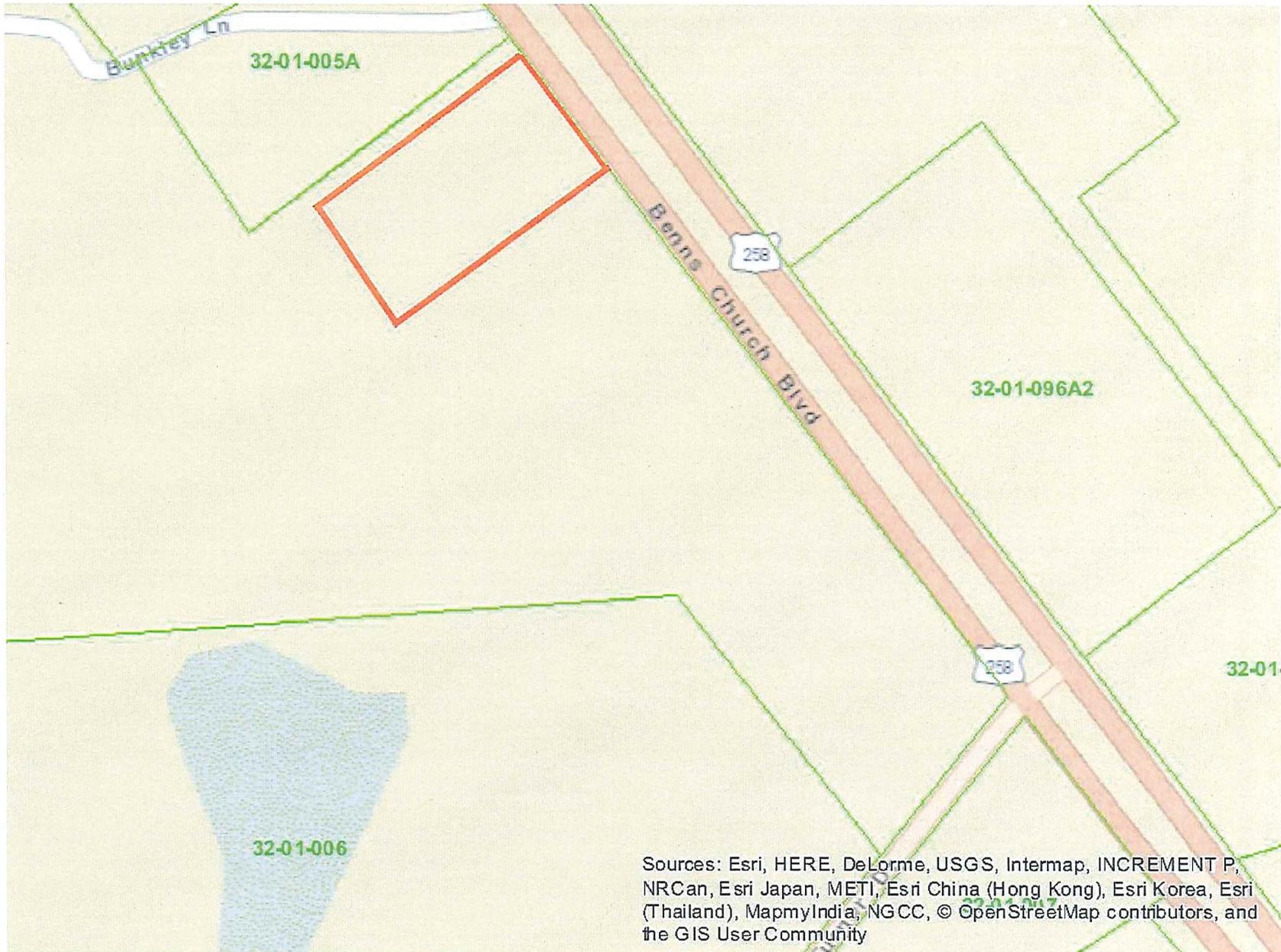
h. Any conditional elements and additional information that the applicant may desire to proffer in the consideration of the zoning amendment.

None.

Vicinity/Tax Map



Vicinity/Tax Map





DISCLAIMER:
 THIS CONCEPTUAL SITE PLAN IS BASED UPON LIMITED DUE DILIGENCE AND IS NOT TO BE USED FOR PLANNING, ESTIMATING, OR CONSTRUCTION PURPOSES WITHOUT INPUT FROM THE AUTHORITIES WITH JURISDICTION OVER THE DEVELOPMENT OF THE SUBJECT PARCEL(S). CONTACT KIMLEY-HORN PRIOR TO DISTRIBUTING THIS EXHIBIT OR USING IT FOR ANY OTHER PURPOSE OUTSIDE OF PRELIMINARY SITE ANALYSIS.

- SITE NOTES**
1. LOT SIZE = 1,594 AC (69,422 SF)
 2. BUILDING HEIGHT = 24'-2"
 3. FLOOR AREA RATIO = 0.19
 4. OPEN SPACE = 35%
 5. NET DEVELOPABLE AREA = 100%

GOODWILL - BENNS CHURCH BLVD
 PREPARED FOR
GOODWILL INDUSTRIES OF VIRGINIA
 SMITHFIELD VIRGINIA

GENERAL DEVELOPMENT PLAN

KHA PROJECT 117049005
 DATE 1/18/17
 SCALE AS SHOWN
 DESIGNED BY JY
 DRAWN BY MSB
 CHECKED BY JY

Kimley»Horn

© 2016 KIMLEY-HORN AND ASSOCIATES, INC.
 4500 MAIN STREET, SUITE 500, VIRGINIA BEACH, VA 23462
 PHONE: 757-213-8600 FAX: 757-213-8601
 WWW.KIMLEY-HORN.COM

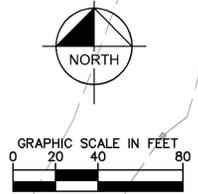
No.	REVISIONS	DATE	BY

SHEET NUMBER
GDP-1



- SITE NOTES**
1. LOT SIZE = 2.125 AC (92,565 SF)
 2. BUILDING HEIGHT = 24'-2"
 3. FLOOR AREA RATIO = 0.19
 4. OPEN SPACE = 42%
 5. NET DEVELOPABLE AREA = 100%

DISCLAIMER:
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No.	REVISIONS	DATE	BY

Kimley»Horn
 © 2016 KIMLEY-HORN AND ASSOCIATES, INC.
 4500 MAIN STREET, SUITE 500, VIRGINIA BEACH, VA 23462
 PHONE: 757-213-8600 FAX: 757-213-8601
 WWW.KIMLEY-HORN.COM

KHA PROJECT	117049005
DATE	03/06/17
SCALE	AS SHOWN
DESIGNED BY	JY
DRAWN BY	MSB
CHECKED BY	JY

**GENERAL DEVELOPMENT
 PLAN**

**GOODWILL - BENNS CHURCH
 BLVD**
 PREPARED FOR
GOODWILL INDUSTRIES OF VIRGINIA
 VIRGINIA

SHEET NUMBER
GDP-1

Plotted By: Wong, Kaitlyn - Sheet: Set/Plan - Layout: CS/PL - March 08, 2017 - 09:20:25pm - K:\VAB-Div\117049005 - Goodwill - Smithfield\CADD\PlanSheets\Site Plan_Slotted.dwg
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NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
CHANGE IN ZONING CLASSIFICATION

Notice is hereby given pursuant to Sections 15.2-2204 of the Code of Virginia, (1950), as amended, that the Town Council of the Town of Smithfield, Virginia will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 4, 2017 at 7:30 p.m. to consider the application of L & L Land Development, LLC, owner, and Charles D. Layman, President of Goodwill of Central and Coastal Va., Inc., applicant, for an amendment to the current zoning ordinance to change the zoning classification of certain property from Community Conservation District (C-C) to Highway Retail Commercial (HR-C)

The property which is the subject of this application contains approximately 2.125+/- acres and is part of a larger tract of land containing 165.36 acres, more or less, which tract is identified as Tax Map Parcel 32-01-005. The parcel is located on the west side of Benn's Church Boulevard between Turner Drive and Cypress Run Drive. The proposed change in zoning classification for a portion of Parcel 32-01-005 to Highway Retail Commercial (HR-C) would permit the construction of a retail store, including the receipt of donations, sale of new and consignment goods, employee training and related uses (Goodwill Industries outlet). The parcel's current zoning designation is Community Conservation District (C-C). The Future Land Use designation for the subject property as set forth in the Town's Comprehensive Plan is Retail/commercial.

Copies of the current Zoning Ordinance for the Town of Smithfield, Virginia, all amendments thereto and the application are on file and may be examined in the Department of Planning, Engineering, & Public Works, 310 Institute Street, Smithfield, Virginia.

Any person desiring to be heard in favor of, in opposition to, or to express his or her views with respect to the aforesaid application for a change in zoning classification may appear and be heard.

TOWN OF SMITHFIELD

By: Lesley G. King, Clerk

Publish: March 22 & March 29, 2017

**STAFF REPORT
TO THE TOWN COUNCIL**

SPECIAL USE PERMIT

April 4, 2017

Applicant Name & Address

Autumn Marade
1306 S. Church St.
Smithfield, VA 23430

Owner Name & Address

Anthony Marade
1306 S. Church St.
Smithfield, VA 23430

Property Location & Description

Located northwest of the intersection of Mercer Street and South Church Street (Parcel #21A-30-004)

Statistical Data (See Plat)

Current Zoning

R-O, Residential Office

Proposed Use

Retail sales (Antiques, art)

Surrounding Land Uses/Zoning

Adjacent parcels are zoned

HR-C, Highway Retail Commercial;
R-O, Residential Office;
N-R, Neighborhood Residential;
A-R, Attached Residential

Conformity with Comprehensive Plan

Current future land use plan shows land use as Retail / Commercial

Staff Comments

The applicant is requesting a special use permit for “Retail Sales provided that there shall be no exterior or store-front displays” at 1306 South Church Street under the provisions of Article 3.G, Section C.1 and Article 6 of the Zoning Ordinance.

Currently the applicant, being within the R-O, Residential Office Zoning District, is maintaining a business that includes an art studio and online sales; however, this use is limiting her ability to conduct on-site retail sales. The applicant wishes to expand her business to encompass on premises retail sales of art, antiques and other similar items.

Sufficient parking exists to accommodate retail use within the area of the primary structure, as the site was previously a plumbing service business.

Strengths:

1. The possibility of expanding the scope of an existing business on a main corridor.

Weaknesses:

1. None identified at this time.

At their March 14, 2017 meeting, the Town of Smithfield Planning Commission recommended approval of this application with no conditions.

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



TOWN OF SMITHFIELD

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

APPLICATION FOR:

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

Applicant(s) Name: Autumn Marade
Address: 1306 South Church St
City, State, Zip: Smithfield, Va. 23430
Phone Number(s): 757 715 0095

Property Owner(s) Name: Anthony Marade
Address: 1306 South Church St
City, State, Zip: Smithfield Va 23430
Phone Number(s): 757 715 0095

Property Address: 1306 SOUTH CHURCH STREET
Tax Map Number(s): 21A-30-004
Property Description: LOT 4 BLOCK H GRIMESLAND PLAT 3/209

Zoning: R-0 Acreage: +/- .46 ACRES Application Fee: _____
Legal Reference: _____ Deed Book#: _____ Page#: _____

Proposed Use/Exception: RETAIL SALES PROVIDED THAT THERE SHALL BE
NO EXTERIOR OR STORE-FRONT DISPLAYS.

Autumn Marade
Applicant(s) Signature

2-9-17
Date

Applicant(s) Signature

Date

February 9th, 2017

Dear Smithfield Town Council Members,

My name is Anthony Marade I am a retired veteran and retired school teacher and I recently bought a house located at 1306 South Church Street in the town of Smithfield Virginia 23430. I bought the house from David Nelms who ran a successful business and lived at the property for the last twenty years. He has grandfathered parking in the back of the lot where he use to store trucks and equipment which was used for his business.

When I bought the property I was informed that the property was zoned commercial and could live in it and run a business out of it R/O zone. I thought the code stipulated that you could sell retail from my understanding but it referenced technology being a teacher I thought that technology included and was defined as anything that makes life easier retail and technology.

I went to the town to get a business license and they gave me a license for Autumn Antiques and Collectibles restoration and Sales. My daughter paid the fee and recorded her business with Isle of Wight and the Town of Smithfield for business and retail sales. I then went to planning to present a sign permit for my business and was then informed that I could not sell retail out of 1306 South Church Street unless I apply for a Special Use Permit.

I take ownership of not being more thorough on investigating codes more deeply but you see I am old and my health is not to good and I was trying to provide for my daughter and help her to become independent being a single parent with a little girl so that she doesn't have to depend on welfare or any other assistance before medically something happens to me and I am not here to help her anymore.

We left our house in Hampton to invest in our house at 1306 South Church Street so she would always be able to have a way to earn a living for her and her baby without relying on anyone else. She is a single parent and life makes it financially and emotional challenging by itself. But for me to be able to know that somehow I provided an option for her to be able to take care of her baby girl by being independent business owner in the Town of Smithfield Virginia at 1306 South Church Street would be a Godsend to me.

Mr Saunders told me that it is commercial zoned R/O. It has commercial all around me with lots varying in size from 1/3 acre to 3 acres. It fall within the New Commercial Zone. I am on the corner lot of South Church Street and Mercer Street. Across the street is all commercial Dollar General Royal Farms a giant commercial lot for sale by Tallhimers and Ace Hardware. The other side of the street is commercial where the old Tasty Freeze was and other small retail shops. My property use to be a business with david Nelms and the property has grandfather adequate off street parking. There are some pros. I have a passion for the business that me and my daughter want to do there and I have been doing it for the last twenty years and my daughter has been with me doing the business as well. Something that would be nice for her to pass on to her daughter.

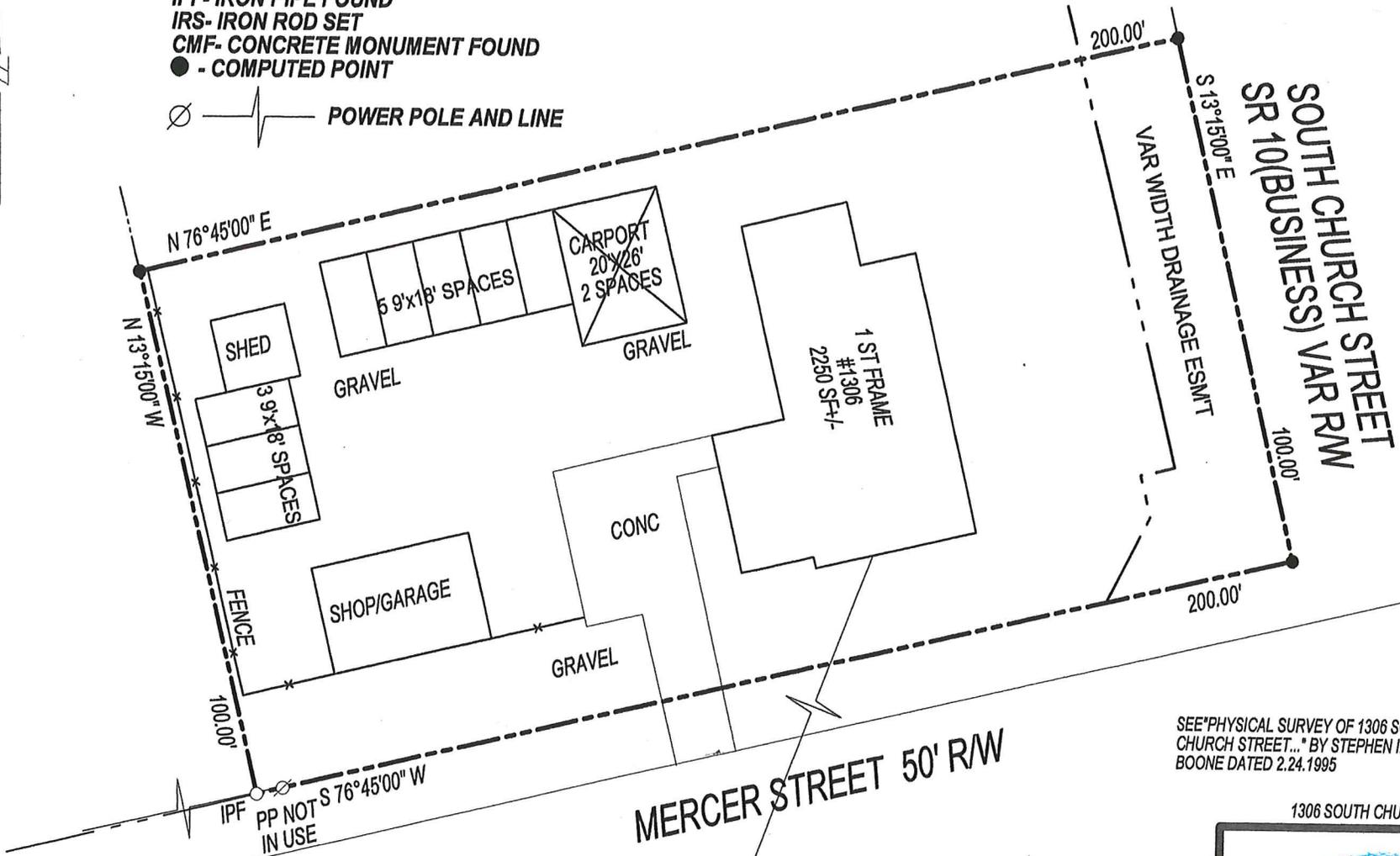
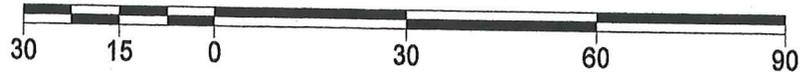
I would like to request from Town Council Members fair and equitable chance to have a retail business that me and and my daughter could run from 1306 South Church Street and be able to be something that she could pass on to her daughter in time. We request the opportunity to sell retail out of our location and be able to have Art Studios located within the building so that the the other artist too would be able to sell their art and creations some with 3d printers and some with traditional mediums such as painting sculpting glass ceramics 3d printers and technology.

Thank you for your time, compassion, and understanding,

Anthony Marade

LEGEND

- IRF- IRON ROD FOUND
- IPF- IRON PIPE FOUND
- IRS- IRON ROD SET
- CMF- CONCRETE MONUMENT FOUND
- - COMPUTED POINT



SEE "PHYSICAL SURVEY OF 1306 SOUTH CHURCH STREET..." BY STEPHEN I. BOONE DATED 2.24.1995

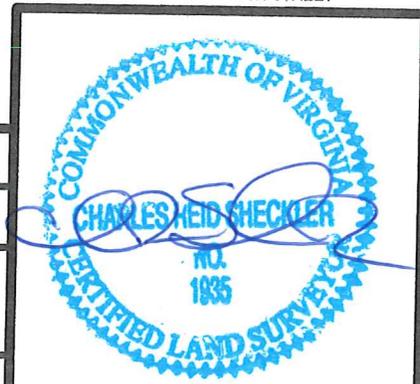
1306 SOUTH CHURCH STREET

CHAS. R. SHECKLER, SURVEYOR, P. O. BOX 27, SURRY, VIRGINIA 23883

**ZONING PLAT OF
LOT 4, BLOCK H
GRIMESLAND
SHOWING AVAILABLE PARKING AREAS**

TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA

SCALE	1"=30'
REFERENCE	PB 3/209
DATE	NOVEMBER 18, 2016
JO	9595.2016

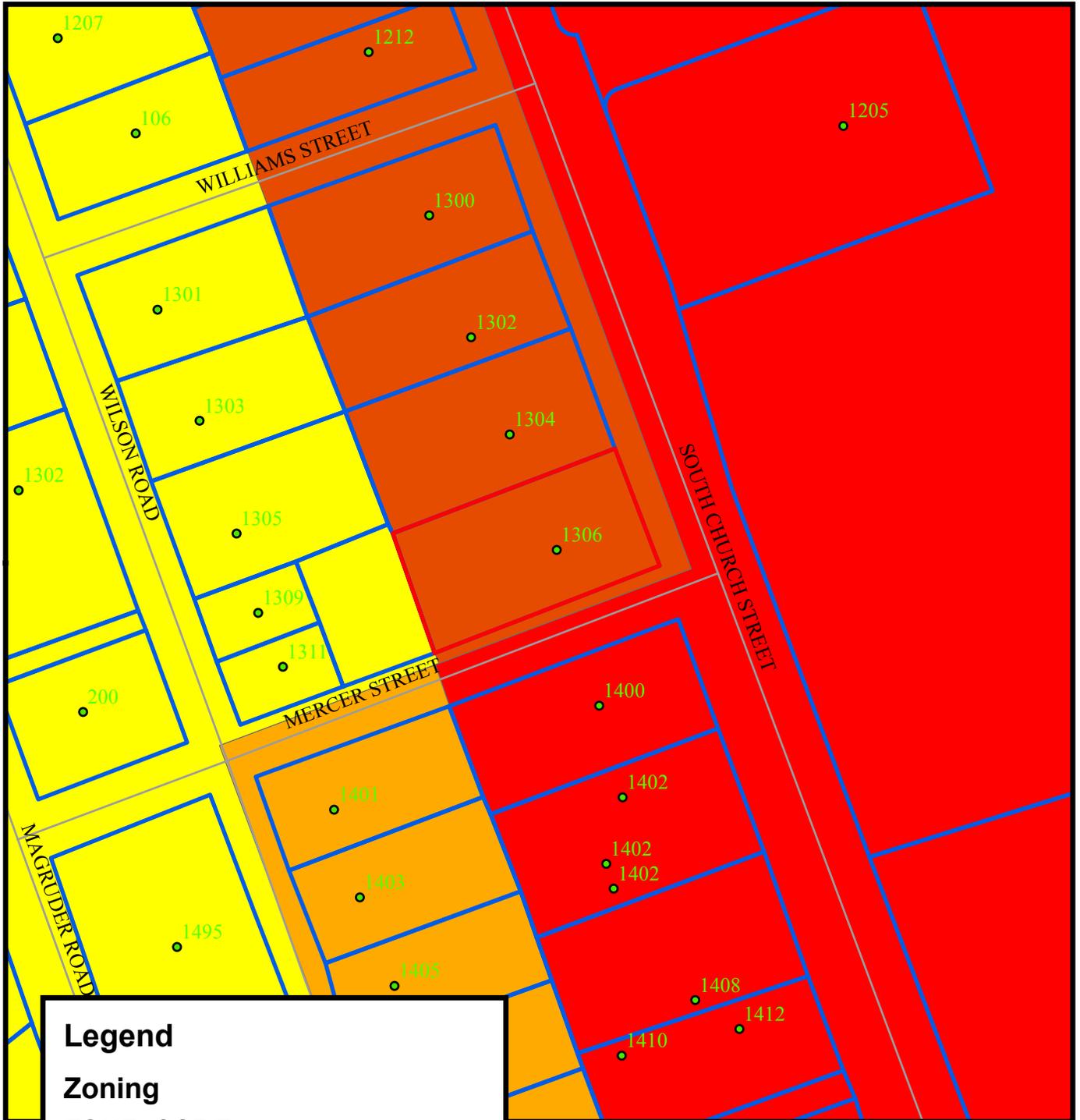


Marade Special Use Permit 1306 South Church Street



Map Created by
William Saunders
March 2017

1306 South Church Street Zoning



Legend

Zoning

ZONE_CODE

- A-R Attached Residential
- HR-C Highway Retail Commercial
- N-R Neighborhood Residential
- R-O Residential/Office Transitional



Map Created by
William Saunders
March 2017

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 4, 2017 at 7:30 p.m. to consider the application of Anthony Marade and Autumn Marade, owner and applicant, for a special use permit under the provisions of Article 3.G., Section C, and Article 6 of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the use of the structure for retail sales provided that there shall be no exterior or store-front displays. The property which is the subject of this special use permit is located at 1306 S. Church Street. The property in question is zoned R-O, Residential Office District.

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

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: March 22 & March 29, 2017

**STAFF REPORT TO
THE TOWN COUNCIL**

April 4, 2017

**APPEAL OF BHAR ACTION
DEMOLITION OF LANDMARK STRUCTURES**

Owner/Applicant Name & Address	Mary Delk Crocker 502 Grace Street Smithfield, VA 23430
Property Location & Description	502 Grace Street, Across from Cofer Automotive, behind IOW Christian Outreach
Statistical Data	
Property Classification	Landmark
Current Zoning	C-C, Community Conservation
Surrounding Land Uses/Zoning	C-C, Community Conservation; D, Downtown District; DN-R, Downtown Neighborhood Residential; I-1, Light Industrial

Overview

The ongoing poor condition of the primary structure and outbuildings at 502 Grace Street (Pierceville) has been an issue before this body numerous times in recent years (as can be seen in the timeline below); most recently due to a Board of Historic and Architectural Review determination that there existed violations on the landmark property regarding deferred maintenance and demolition by neglect. This assessment was appealed to Town Council and upheld by them at their September 6, 2016 meeting.

On December 27, 2016 an application for the demolition of the primary structure and all outbuildings was received by town staff.

Staff Comments

Regarding the demolition of landmark structures in the Town of Smithfield Historic District, Article 3.M: Historic District Preservation Overlay District Ordinance, Section E: reads in part:

4.A. Except as provided by law, no designated landmark building or landmark structure within an HP-O District shall be razed, demolished or moved until razing, demolition or moving is approved by the Review Board or, on appeal, by the Town Council as herein provided.

4.D. An appeal to the Town Council shall be automatic from any decision of the Review Board, whether favorable or unfavorable, on an application for razing, demolition or moving of a designated landmark.

16.B. [On appeal]...The Town Council may affirm, reverse or modify the Review Board Decision...

In the review of any major action that could constitute a permanent and detrimental change to the character of the HP-O District, the Board shall be guided in its decisions by the standards established in the Historic District Preservation Overlay District Ordinance and in the Historic District Design Guidelines.

At their February 21, 2017 meeting, the Board of Historic and Architectural Review voted to deny the application to demolish the Landmark structures at 502 Grace Street.

Recent Events

December 1, 2015 – Smithfield Town Council voted to have the BHAR reconsider the conditions at Pierceville in regard to demolition by neglect and/or unsafe or dangerous structures.

December 15, 2015 – The Town of Smithfield BHAR reviewed the deferred maintenance and demolition by neglect case and acted to have planning staff notify the owner of 502 Grace Street of the violations.

January 21, 2016 – Town planning staff sent a Notice of Violation to the owner of 502 Grace Street regarding deferred maintenance and demolition by neglect. (Find enclosed)

February 19, 2016 – The owner of 502 Grace Street's attorney responded with a letter to appeal the notice of violation (Which was premature, with the BHAR process not complete).

March 11, 2016 – Following communications with the Town Attorney, the owner of 502 Grace Street's attorney responded with another letter requesting an appearance before the BHAR at their April 19, 2016 meeting.

April 19, 2016 – The BHAR, at the request of the owner's representatives, voted to allow for a meeting of representatives of the owner and the town in order to discuss an acceptable scope of work to resolve the maintenance violation status of the property.

May 2, 2016 – Representatives of the owner and the town met to discuss an acceptable scope of work to resolve the maintenance violation status of the property. The owner's representatives stated that the necessary repairs/remediation of the site may not be affordable and asked if temporary measures, such as wrapping the primary structure in a bubble or tent, were acceptable. Town representatives stated that at the very least, that the roof of the primary structure needed to be a functional system. Numerous items regarding the condition of the structures and grounds, their potential repair and/or demolition were discussed. The owner's representatives discussed the viability of subdividing the property to remove the primary structure and barns from the balance of the acreage; subsequently asking for a week to do market research on how the subdivision would impact the marketability of the property and to respond by letter their offer in regard to the proposed scope of work to satisfy the violation.

May 11, 2016 – A letter was received by town planning staff regarding the proposal, which did not provide a scope of work to answer the required actions to eliminate the ongoing maintenance violations of the property. (Find response letter enclosed)

May 17, 2016 – No further action was taken by the BHAR on this item, which means that the violation status as stated in the correspondence dated January 21st, 2016 still stands and the 90 days to remedy the violation began at the BHAR meeting appearance on April 19th, 2016.

May 31, 2016 – Notice of appeal correspondence was received from the owner's legal representative. (Find appeal letter enclosed)

July 17, 2016 – Marks the end of the 90 day period to remedy the violation.

July 26, 2016 – The owner's legal representative appeared before Town Council at their committee meeting in regard to the appeal. Town Council subsequently tabled the item to their September 6, 2016 meeting.

September 6, 2016 - The owner's legal representative appeared before Town Council at their regular meeting in regard to the appeal. Town Council upheld the BHAR's determination of deferred maintenance and demolition by neglect.

December 27, 2016 - An application to the BHAR for the demolition of the primary structure and all outbuildings was received by town staff.

February 21, 2017 - The Board of Historic and Architectural Review voted to deny the application to demolish the Landmark structures at 502 Grace Street.

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



TOWN OF SMITHFIELD

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

BOARD OF HISTORIC AND ARCHITECTURAL REVIEW (BHAR) APPLICATION

Date of Application 12/28/16 Date of Meeting _____

In accordance with Article 3.M of the Zoning Ordinance, this application must be completed and all materials (Ten (10) copies each of completed application and additional materials) as requested below must be submitted to the town at least 21 days before the regularly scheduled BHAR meeting. If any new materials are submitted at the meeting, then the BHAR may table the application. The BHAR meets the 3rd Tuesday of the month (unless otherwise noted) at 6:30 pm in conference rooms A&B at the Smithfield Center, 220 North Church Street.

As of May 4, 2004, all applications approved by the BHAR shall begin construction, installation, etc. within one (1) year from the date of approval and shall be completed within two (2) years from the date of BHAR approval. If these two conditions are not met, then the application becomes null and void, and the applicant shall reapply to the BHAR. The applicant's, or their representative's, presence is requested at the meeting.

I, Mary D. Crocker, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at 502 Grace Street, Smithfield, Virginia 23430.

New Single Family Residence (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey – also see NOTES 1 & 2, below)

New Commercial Structure (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/ survey – also see NOTES 1 & 2, below)

Addition to existing building (submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey) (The addition will be _____ sq. ft.)

Accessory structure (i.e., shed, detached garage, etc.) Accessory Structure Height _____ ft.
(submit roof, siding, brick, and color samples; window details; elevations of the structure; site plan/survey)

Siding Change (submit siding sample)
existing siding: _____ proposed siding: _____

NOTE: The BHAR strongly encourages cement siding (i.e., "hardi-plank") as a more suitable alternative to vinyl siding.

Roof Change (submit shingle sample)
existing roof: _____ proposed roof: _____

NOTE: The BHAR strongly encourages that if you choose architectural shingles, choose at least 30-year architectural shingles.

Color Change (submit color samples)
existing colors: _____ proposed colors: _____

Sign (submit colored drawing (drawn to scale) with dimensions, plat/survey with sign location noted – Also refer to Article 10 of the Zoning Ordinance for sign regulations (i.e., max. height, max. size, etc.)

Window change (submit window details)
existing window type: _____ proposed window type: _____

Applicant/Property Owner Name Mary D. Crocker c/o Archer L. Jones, II

Address: 1600 S. Church Street Phone: 757-357-2187

Smithfield, VA 23430 Fax: 757-357-0994

Email Address: joneslaw@jandjpc.com

DECLARATION OF CONSENT:

By signing below, the property owner/applicant/agent consents to entry upon the subject property by public officers, employees, and agents of the Town of Smithfield to view the site for purposes of processing, evaluating or deciding this application.

Name: (signature) [Signature] Name: (printed) Mary D. Crocker

JONES AND JONES, P.C.

ATTORNEYS AT LAW

ARCHER L. JONES, II
ROBERT W. JONES, JR.

1600 SOUTH CHURCH STREET
SMITHFIELD, VIRGINIA 23430
PHONE: 757-357-2187
FAX: 757-357-0994
Email: joneslaw@jandjpc.com

December 27, 2016

William G. Saunders, IV
Planning and Zoning Administrator
Town of Smithfield
310 Institute Street
P.O. Box 246
Smithfield, Virginia 23431

Re: Application to demolish improvements located in the Town of Smithfield

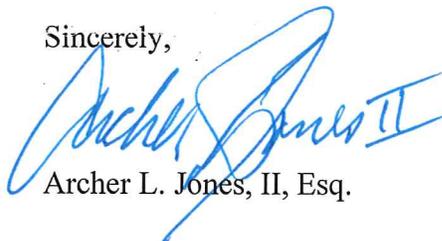
Dear William:

Please accept this letter as an application on behalf of Mary D. Crocker, who seeks to receive the authority of the Town of Smithfield to demolish the single family dwelling and all outbuildings located on her real estate at 502 Grace Street, Smithfield, Virginia 23430.

It is the intention of Mrs. Crocker to demolish the single family residence and all outbuildings which are shown on the attached picture. The reason she seeks this authority is that the home and outbuildings have been in disrepair for many years and it is economically impossible to restore either the single family residence or the outbuildings at a reasonable cost. The foundation of the home is crumbling and the outbuildings are kept standing only by the overgrowth of foliage on them.

Please process this application and advise when representatives of Mrs. Crocker should appear before the Board of Historic and Architectural Review. I thank you for your help in this regard.

Sincerely,



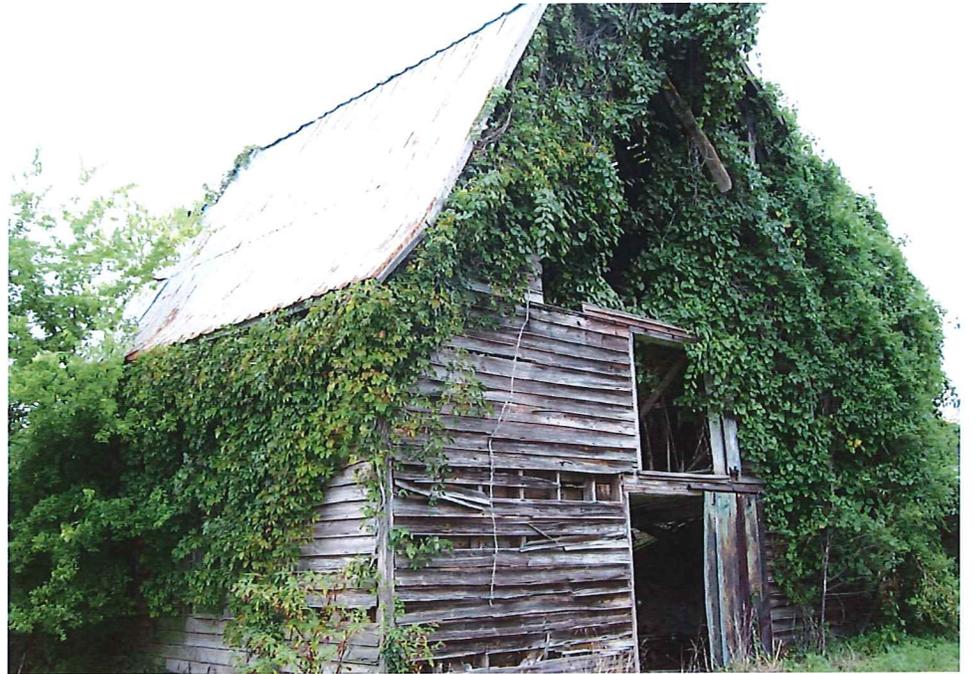
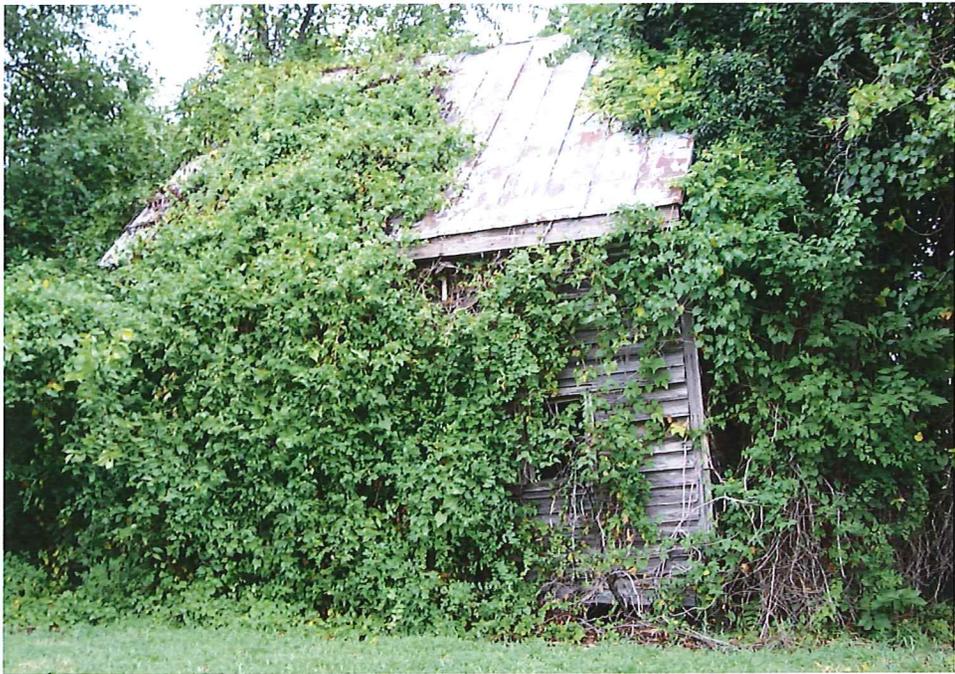
Archer L. Jones, II, Esq.

ALJ:sfh

Enclosure

cc: William H. Riddick, III, Esq., Town Attorney
Trey Gwaltney, Chair, Board of Historic and Architectural Review
Mary D. Crocker





NOTICE OF PUBLIC MEETING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD
DEMOLITION OF LANDMARK STRUCTURES APPEAL

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will at the regular meeting of the Town Council in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, April 4, 2017 at 7:30 p.m. consider an appeal of a Board of Historic and Architectural Review decision regarding an application on behalf of Mary D. Crocker for the demolition of landmark historic structures pursuant to Article 3.M., Section E. of the Zoning Ordinance of the Town of Smithfield, Virginia, adopted September 1, 1998, and as amended thereafter, in order to approve the demolition of the single-family dwelling and all outbuildings on her property. The property which is the object of this application is a part of Tax Map Parcel #21A-04-000I and is located at 502 Grace Street (Pierceville). The property in question is zoned C-C, Community Conservation District.

Copies of the Zoning Ordinance of the Town of Smithfield and application for this action are available for inspection in the town offices, 310 Institute Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: March 22 & March 29, 2017