

- TAB # 5** 2. Operational Updates
- 3. Reverse Osmosis Water Treatment Plant Well Emergency Repair

Immediately following the conclusion of the above meeting:

Finance

Members: Pack (CH), Gregory, Cook

- TAB # 6** 1. Public Comment
- (forthcoming)** 2. June Financial Statements and Graphs
- TAB # 7** 3. Draft July Financial Statements and Graphs
- TAB # 8** 4. July Cash Balances / VML Investment Pool Update
- 5. Invoices Over \$10,000 Requiring Council Authorization:
 - a. RAD Sports (site work) \$175,737.00
 - b. A R Chesson Construction (concession building) \$ 49,927.09
 - c. Musco Sports Lighting, LLC \$ 29,846.35
 - d. Kimley Horn Associates (Urban Fund Projects) \$ 16,488.51
- TAB # 9** 6. Proposed Broker of Record Change for Town Benefits
- (forthcoming)** 7. Continued Discussion on Draft Reserve Policy

TUESDAY, AUGUST 29th, 2017

4:00 p.m.

Parks and Recreation

Members: Chapman (CH), Pack, Tynes

- TAB # 10** 1. Public Comment
- TAB # 11** 2. Operational Update – Committee Report / 2017 Event List
- 3. Riverfront Trail Closure on Saturday, October 7th, and Fishing Pier Closure Monday, October 2nd through Saturday, October 7th for Bacon Fest at Windsor Castle Park
- TAB # 12** 4. Joseph W. Luter, Jr. Sports Complex
 - a. Update from Project Manager Brian Camden
 - b. Memorandum of Understanding (MOU) Between the Town of Smithfield and Isle of Wight County
 - c. Proposed Use Policy
 - d. Lease Between the Town of Smithfield and Smithfield Recreation Association

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

- 1. Public Comment
- 2. Operational Updates
- TAB # 13** 3. HVAC Maintenance and Repair Contract Renewal
- TAB # 14** 4. Street Paving Proposals for Lane Crescent/Kendall Haven and Faye Drive by Blair Brothers, Inc.
- TAB # 15** 5. Acceptance of Grants from the Virginia Department of Conservation and Recreation for the Waterworks Lake Dam

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

- | | | |
|-----------------|----|--|
| TAB # 16 | 1. | Public Comment |
| TAB # 17 | 2. | Pre-Public Hearing Discussion: Special Use Permit – 338 Main Street |
| | 3. | Pre-Public Hearing Discussion: Construction of New Storage Building and Maintenance Building at Windsor Castle Park |
| TAB # 18 | 4. | Pinewood Heights Relocation Project – Phase III Update |
| | 5. | LOVE Works RFP Results |
| TAB # 19 | 6. | Update on Windsor Castle Restoration Project |
| | 7. | Propose moving October Town Council Committees to Monday, October 30th and Tuesday, October 31 st due to Town Manager being out of Town for Council Approved Training |

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

- Approval of August 1st, Town Council Meeting Minutes
 - Closed Session: Evaluations of the Four Appointed Positions – Town Manager, Town Treasurer, Town Clerk, and Town Attorney.
 - Appoint a Special Nominating Committee to fill Vacancy
-

**POLICE
COMMITTEE**



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, Sept. 30, 2017	9 a.m. to 2 p.m.	100-300 blocks of Main Street

Event Name	Smithfield Downtown Vintage Market
Event Organizer (Group Name)	Smithfield Farmers Markets
Tax Exemption ID Number	
Website	www.smithfieldfarmersmarket.org

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

1st Time Event		Annual Event- how many times has event taken place?	2
Event Category <input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event			
Vintage Market along Main Street, with vintage, antique and repurposed items, along with ready-to-eat food and live music.			
Average Ticket Price	\$free	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	7,000	Largest Attendance Number and Year	7,000 in 2016
What is your plan in the event of bad weather-cancel, reschedule?		cancel	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
100-300 Blocks Main Street	Closure	Sept. 30	6 a.m. to 4:30 p.m.

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

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		10-8-16	9 a.m. to 2 p.m.

List benefits of your event to the community	List Recipients of Proceeds
It will be a great event for locals, plus it will bring in a large number of outside visitors, which will help local restaurants and stores, especially along Main Street.	



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	Approx.5		Approx.. 60
<input checked="" type="checkbox"/> Port-a-Potties	10	<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input checked="" type="checkbox"/> Dumpsters	1	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	1
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	Approx. 80	10x10	
Staging			
<input checked="" type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service	

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

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

Event Organizer's Signature	Cheryl Ketcham	Date	6-9-17
Print Name	Cheryl Ketcham		

Attach the following documents:

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



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, October 7, 2017	10 AM-5 PM	WC Riverfront

Event Name	BBB Fest –Bacon Bourbon and Beach Music Festival
Event Organizer (Group Name)	Smithfield VA Events
Tax Exemption ID Number	
Website	www.smithfieldvaevents.com

Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	Twice
Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____		
Description of Event			
Festival goers each get a half pound of bacon with wide selection of condiments. Bourbon tasting ticket holders get 10 bourbon tastings. There will be three stages with live music as well as food vendors, retail vendors and wine and beer sales.			
Average Ticket Price	\$ 45-55	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	3000	Largest Attendance Number and Year	2016- 2800 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
Jericho Road	Restrict to one way, exit only	10/7/17	8 AM-2 PM	
Fishing pier	closed. Will post signs and adjust based on final tent set up closer to the event.	10/2/17-10/7/17	All Day	
Trail Closure (at event site)	Closed at Riverfront	10/7/17	9 AM-5 PM	
Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music		
Date	Times	Date	Times	
10/1/16	10 AM-4:30 PM	10/1/15	11 AM-5 PM	

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Organizations will be selected by the Smithfield VA Events committee to receive proceeds from the event. Anticipated donations to community for this event this year are +/- \$40,000 for both Benefiting Organizations &



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

	<p>Volunteer Organizations. In addition, a \$5 per ticket donation will be made to the Town of Smithfield for Historic Preservation fund for the site. Anticipate this donation to be +/- \$12,000 - \$15,000.</p>
--	---

Check any of the following that your event will include.			
Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	10
<input checked="" type="checkbox"/> Port-a-Potties	20 plus	<input checked="" type="checkbox"/> Fencing/Barricades	Several feet
<input checked="" type="checkbox"/> Trash Cans	40	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
Item	Number	Sizes	
Tents	20	Various sizes ranging from a 40x60 down to 10x20s	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

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

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

Event Organizer's Signature	<i>Gina Ippolito</i>	Date	8/22/17
Print Name	Gina Ippolito		

Attach the following documents:

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

SITE MAP 2017
Map is subject to change.

Windsor Castle Park
Smithfield, VA



BREW & MANOR HOUSE PARKING
RIVER STAGE BANDS PARK AT KAYAK LAUNCH



SmithfieldVAEvents.com

	Bourbon Tastings		Private Chalets		Bacon Village		Information & Event Merchandise
	Breweries		Reserved Tables		Food Vendors		Entertainment Stages
	Wine Sales		Restrooms & Restroom Trailers		Retail Vendors		Manned ABC Check-Point

BACON EATING CONTEST
2:00 at the River Stage.
Sign up for chance to be picked at the INFO Tent located in Bacon Village by 1:00.



SmithfieldVAEvents.com



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

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
October 14, 2017	7:00 A.M. – 11:00 A.M.	Smithfield Foods & numerous streets in town

Event Name	Smithfield Hog Jog
Event Organizer (Group Name)	IOW Christian Outreach
Tax Exemption ID Number	54-1638727
Website	smithfieldhogjog.weebly.com

Event Contacts					
Name	Robin Gearey	Cell Phone	757-329-2418	Email	robingearey@gmail.com
Name	Sam Valdes	Cell Phone	757-871-0816	Email	Natgas1971@aol.com

1st Time Event	<input type="checkbox"/>	Annual Event- how many times has event taken place?	15
Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other _____		
Description of Event			
5K run/walk, 250 meter kids fun run, and Wild Hog (~4 miles)			
Average Ticket Price	\$30.00	Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both
Expected Attendance	900-1100	Largest Attendance Number and Year	894 2016
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine. Never had to cancel	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Rt 10 by-pass, Jericho, Hill St, Grace St, Main St.	Closure	October 14, 2017	9:00 A.M. – 10:30 A.M.

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

Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
October 14, 2017	9:30 A.M. - noon	October 14, 2017	9:00 A.M. - noon

List benefits of your event to the community	List Recipients of Proceeds
Fundraiser for Christian Outreach Program	Christian Outreach



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input checked="" type="checkbox"/> Port-a-Potties		<input checked="" type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input checked="" type="checkbox"/> First Responders- EMS, Fire	5-6		
Item	Number	Sizes	
Tents	4	(2) 10X10, (2) 8X8	
Staging			
<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service	

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

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

Event Organizer's Signature		Date	Oct. 21, 2016
Print Name	Robin Gearey		

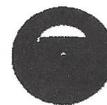
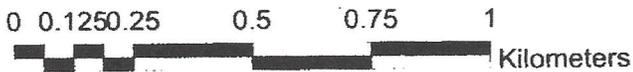
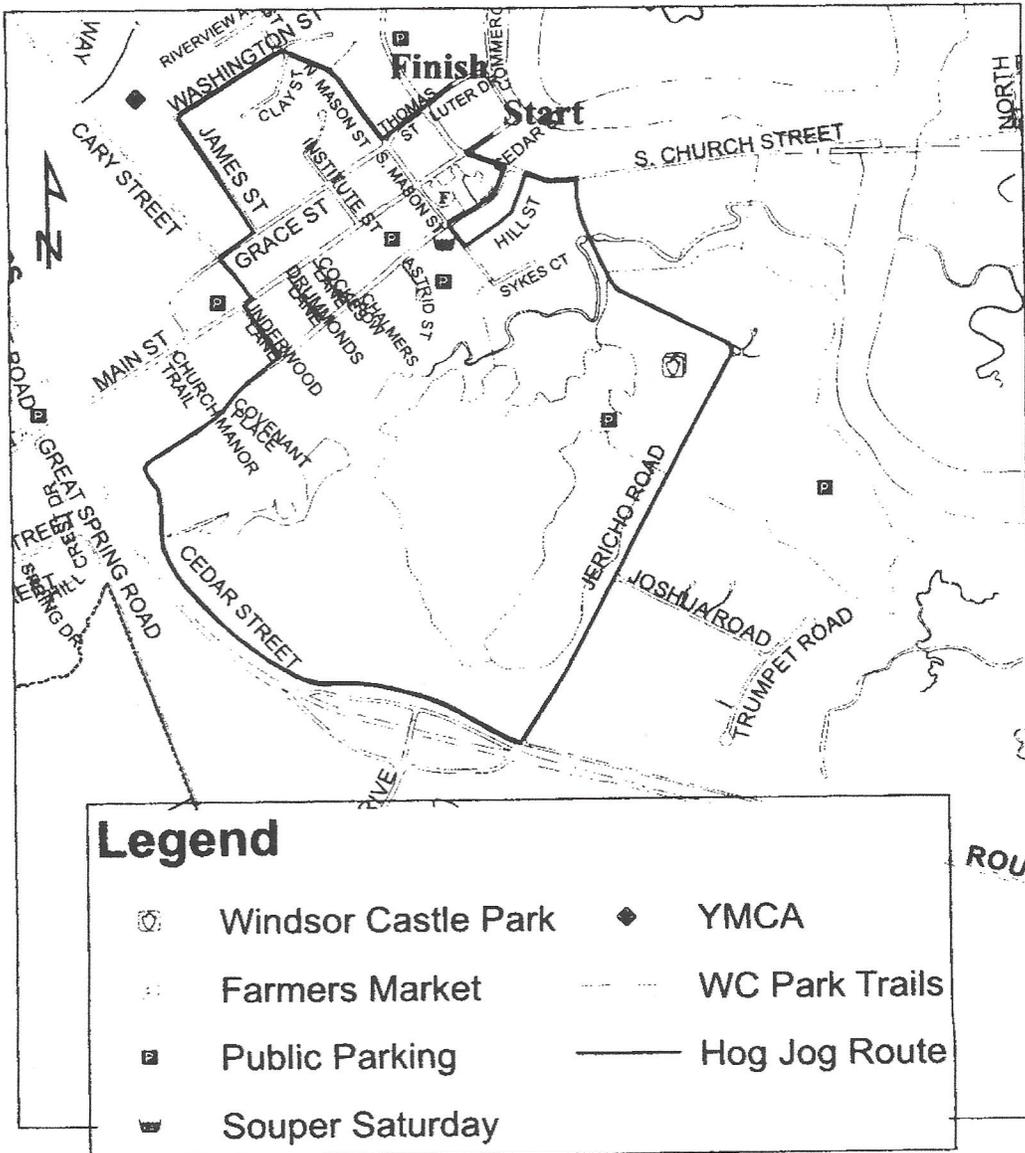
Attach the following documents:

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

HOG 12th ANNUAL JOG

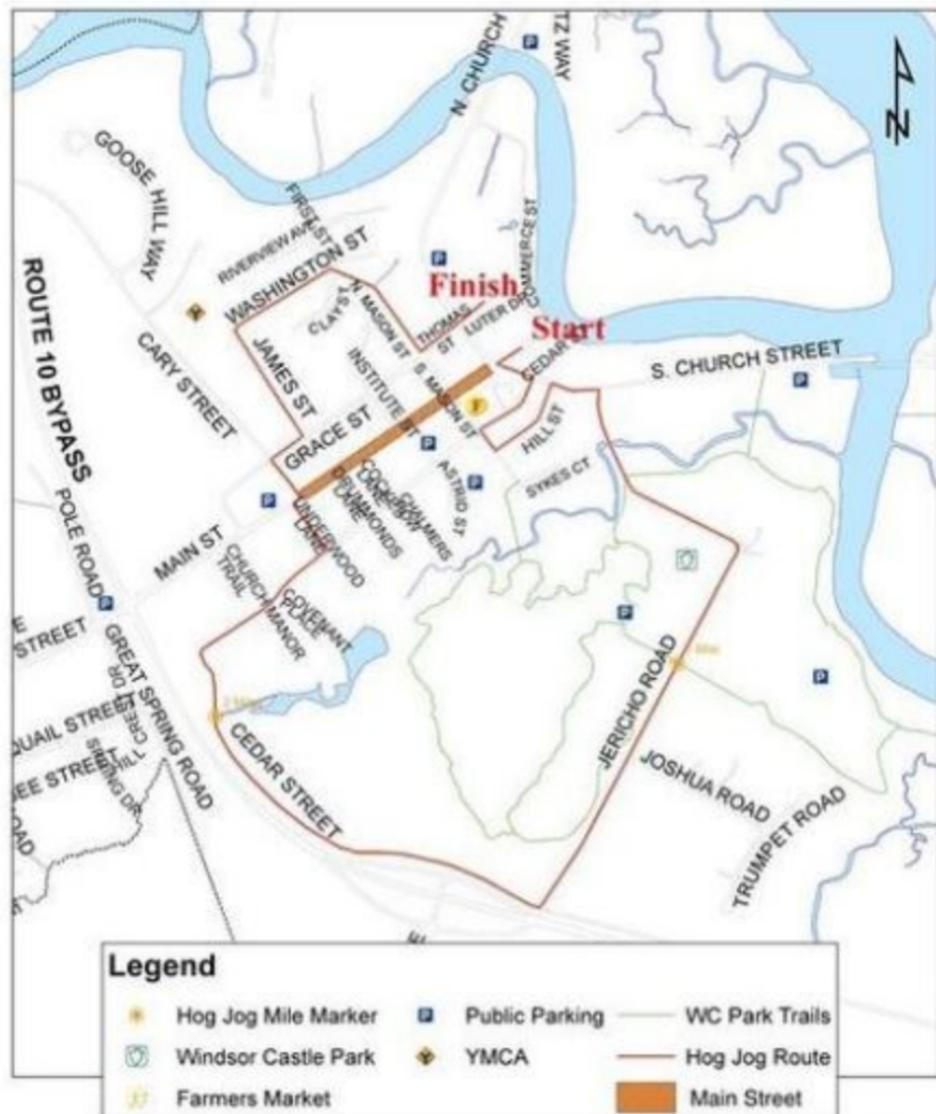


SMITHFIELD OCT 12 2013



Map created by Windsor Castle Park, September 2013

5K Race Course





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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
10/28/17	3:00PM to 9:00PM	Main Street, Smithfield

Event Name	Horsepower on Main Street
Event Organizer (Group Name)	Team Shelby
Tax Exemption ID Number	N/A
Website	Teamshelby.com

Event Contacts					
Name	Justin Emanul	Cell Phone	757-876-9160	Email	teamshelbyva@gmail.com
Name		Cell Phone		Email	

1st Time Event	yes	Annual Event- how many times has event taken place?	0
Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show Other _____		
Description of Event			
Team Shelby "All Makes & Models" Car Show. This event will be a trunk or treat where families can bring their kids to get candy in a safe place and see some cool cars as well. We will have a photographer and cinematographer at the event to capture all the fun. Also we plan on doing a teaser video for the event that can be posted on Smithfields website to generate excitement.			
Average Ticket Price	\$20	Participants will be	<input checked="" type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input checked="" type="checkbox"/> both
Expected Attendance	100 cars	Largest Attendance Number and Year	65
What is your plan in the event of bad weather-cancel, reschedule?		Reschedule	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street	Closure	10/28/17	2:00PM-9:30PM

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

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		10/28/17	3:00PM-9:00PM

List benefits of your event to the community	List Recipients of Proceeds
The benefits include local shops making money on food, gas, personal items	Carroll Shelby Foundation & Local Community Charity "TBD"
The children will have a safe outlet to come get candy	Carroll Shelby Foundation & Local Community Charity "TBD"



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	TBD	<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input checked="" type="checkbox"/> Generators	2
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	4	10x10	
Staging			
<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service	

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

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

Event Organizer's Signature	Justin Emanuel	Date	7/28/17
Print Name	Justin Emanuel		

Attach the following documents:

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

**WATER AND SEWER
COMMITTEE**



A.C. Schultes of Md., Inc.
8221 Cloverleaf Dr.
Millersville, MD 21108

24-hour Service
(410) 841-6710 - Office
(410) 841-6711 - Fax

August 7, 2017

Town of Smithfield
PO Box 246
Smithfield, VA 23431

Attention: Mr. Jessie Snead
JSnead@smithfieldva.gov – (757) 365-4200

Reference: Well 8A well cleaning and pump repairs
ACSM Job #H7665

Dear Mr. Snead,

It was a pleasure to talk with you on Monday, July 24, at this time you requested a proposal for the existing well casings, along with pump repairs. As per our conversation and your subsequent request, A.C. Schultes of Maryland, Inc. is pleased to propose the following:

1. Mobilize two man pump service crew with crane to the site.
2. Wire brush the 18" outer and 10" inner casings.
3. Clean material from the bottom of well once complete.
4. Monitor sand and color production while airlifting.
5. Perform a second video inspection to the well.
6. Perform repairs to the vertical turbine pump assembly to include the following:
 - Clean and reuse 1-11/16" x 64-3/4" head shaft with adjustment nut
 - Sandblast and paint existing 10" – 300 psi discharge head
 - Rework existing stuffing box with new bronze bearing and graphite packing
 - Clean and straighten existing 1-11/16" x 75" stainless steel stuffing steel line shafting
 - Replace (345) feet of carbon steel line shafting with new 416 stainless steel line shafting
 - Replace (35) 1-11/16" carbon steel line shaft couplings with new 416 stainless steel
 - Clean and reuse (2) 416 stainless steel line shaft couplings
 - Clean and reuse (29) 10 x 1-11/16" cast iron drop in brackets
 - Replace (6) 10 x 1-11/16" brackets with new bronze brackets

- Furnish (35) new cutlass rubbers
 - Rework existing 10" – 12 stage bowl assembly, including:
 - Install new suction case bearing
 - Install (9) intermediate bowl bearings
 - Install (10) bronze bowl wear rings
 - True (10) impeller skirts
 - Install new top bowl bearing
 - Fabricate new impeller shaft
 - Furnish new 8" stainless steel cone strainer
7. Perform standard maintenance to 250hp US motor.
 8. Replace 14 – 10" x 9' 1¼" steel column.
 9. Return to the site, reinstall pump assembly.
 10. Perform flow test overboard. During the flow test, we will monitor static bar level, pump level, GPN, pressure, vibration and turbidity in sand content.
 11. Place on line.

The cost for the aforementioned is:

➤ Mobilization	\$ 2,500.00
➤ Two man pump crew w/crane Est. 5 days @ 1,975.00	\$ 9,750.00
➤ Repairs as outlined above	\$ 29,550.00
➤ 2 nd TV Inspection	\$ 1,200.00
➤ Replace 10" x 9' 1¼" steel column Est. 14 lengths @ \$800.00/length	\$ 11,200.00
➤ Perform standard maintenance to motor	\$ 5,225.00
Total:	\$ 59,675.00

Column Pipe Options

- | | |
|--|--------------------|
| 1. Replace existing 350' of 10" steel column with 304 ss column. | \$38,295.00 |
| 2. Pick up existing column pipe sand blast and epoxy paint. | \$13,750.00 |



Our terms of payment are net upon presentation. An interest charge of 1.5% per month will be assessed to all unpaid balances in excess of thirty (30) days past due.

Please be advised that the above-mentioned costs do not include the following:

- Site access. Site must be accessible to our truck-mounted equipment.
- Any water quality and/or well water yield.
- Any guarantee that wire brushing of casing will solve turbidity/scale problem.
- Any cost associated with pump removal.
- Any cost associated with video inspection.
- Reinstallation or testing pump assembly. Included in original proposal.
- Any modification or repairs to existing discharge piping.
- Any modification or repairs to well pump starters and/or controls
- Any work other than noted above.

Once again I would like to thank you for contacting our office in regards to this project and should you have any questions or comments, please do not hesitate to contact this office.

Respectfully,

Brad Hartman

D. Bradford Hartman, P.E.

A.C. SCHULTES, INC.
PRESIDENT
MD / VA / WV / DC
410-841-6710
(ACSM Job#: H7665).



I hereby acknowledge that the description is correct and that all pricing is acceptable for this project (**ACSM Job#: H7665**)

Company Name

Representative Name

Signature

Date

Purchase Order No. and/or Contract No.

Billing Information: (please fill in all appropriate information for our accounting dept. to submit invoices)

____ Invoices must be submitted to the following email address:

____ Invoices must be mailed to the following:

Name:

Address:

City/State/Zip _____

____ E-mail and mail to the above listed address (for additional address - list below).

In addition to the above please list any required invoice submission guidelines:

Return to admin@acschultes.net or fax (410) 841-6711

**FINANCE
COMMITTEE**

2017 DRAFT FINANCIAL STATEMENTS

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Revenue					
General Fund revenues					
<u>General Fund revenues</u>					
<u>Real Estate Tax</u>					
Current RE Tax	1,695,000.00	1,686,000.00	1,695,362.83	(362.83)	100.02%
Delinquent RE Tax	15,000.00	23,200.00	15,014.76	(14.76)	100.10%
Current RE Penalty	4,050.00	6,500.00	4,065.73	(15.73)	100.39%
Delinquent RE Penalty	2,280.00	2,500.00	2,283.52	(3.52)	100.15%
Current RE Interest	450.00	745.00	460.98	(10.98)	102.44%
Delinquent RE Interest	4,625.00	4,100.00	4,646.32	(21.32)	100.46%
Total Real Estate Taxes	1,721,405.00	1,723,045.00	1,721,834.14	(429.14)	100.02%
<u>Personal Property Tax</u>					
Current PP Tax	605,000.00	583,000.00	624,537.49	(19,537.49)	103.23%
Delinquent PP Tax	(159,000.00)	16,500.00	(149,252.26)	(9,747.74)	93.87%
Current PP Penalty	14,780.00	13,000.00	15,898.03	(1,118.03)	107.56%
Delinquent PP Penalty	6,550.00	4,300.00	7,617.19	(1,067.19)	116.29%
Current PP Interest	880.00	1,200.00	1,090.95	(210.95)	123.97%
Delinquent PP Interest	(33,140.00)	3,000.00	(32,255.11)	(884.89)	97.33%
Total Personal Property Tax	435,070.00	621,000.00	467,636.29	(32,566.29)	107.49%
<u>Public Service Corporations Tax</u>					
Current RE Tax	30,450.00	29,774.00	30,452.56	(2.56)	100.01%
Current PP Tax	576.00	750.00	576.93	(0.93)	100.16%
Total Public Service Tax	31,026.00	30,524.00	31,029.49	(3.49)	100.01%
<u>Miscellaneous Receipts Over/Short</u>					
	20.00	10.00	18.50	1.50	92.50%
Total Over/Short	20.00	10.00	18.50	1.50	92.50%
<u>Other Local Taxes</u>					
Franchise Tax	136,955.00	137,645.00	135,108.81	1,846.19	98.65%
Cigarette Tax	169,000.00	150,000.00	183,973.16	(14,973.16)	108.86%
Transient Occupancy Tax	190,000.00	216,000.00	203,261.74	(13,261.74)	106.98%
Meals Tax-4.25%	1,121,500.00	1,112,623.00	1,160,709.86	(39,209.86)	103.50%
Meals Tax-2%	532,000.00	523,470.00	550,626.79	(18,626.79)	103.50%
Sales Tax	331,000.00	320,000.00	336,475.09	(5,475.09)	101.65%
Consumption Tax	47,000.00	47,000.00	47,525.08	(525.08)	101.12%
Utility Tax	190,000.00	190,000.00	190,101.67	(101.67)	100.05%
Business Licenses	365,000.00	365,000.00	377,620.19	(12,620.19)	103.46%
Business Licenses Penalty	2,000.00	2,000.00	4,583.20	(2,583.20)	229.16%
Business Licenses Interest	600.00	600.00	225.99	374.01	37.67%
Peg Channel Capital Fee	1,920.00	-	1,921.30	(1.30)	100.07%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Vehicle License Tags	-	-	6.00	(6.00)	100.00%
Vehicle License	140,500.00	136,500.00	152,438.18	(11,938.18)	108.50%
Total Other Local Taxes	3,227,475.00	3,200,838.00	3,344,577.06	(117,102.06)	103.63%
<u>Licenses, Permits & Fees</u>					
Permits & Other Licenses	20,000.00	15,000.00	21,861.00	(1,861.00)	109.31%
Inspection Fees-Subdivision	6,450.00	3,000.00	7,950.00	(1,500.00)	123.26%
Administrative Collection Fees-DMV Stops	-	-	1,290.00	(1,290.00)	0.00%
WC Dog Park Registration	2,000.00	2,300.00	2,154.00	(154.00)	107.70%
Consultant Review Fees	3,000.00	3,000.00	2,925.00	75.00	97.50%
Total Licenses, permits and privilege fees	31,450.00	23,300.00	36,180.00	(4,730.00)	115.04%
<u>Fines & Costs</u>					
Public Defender Fee	-	-	-	-	0.00%
Fines & Costs	60,000.00	70,000.00	62,942.35	(2,942.35)	104.90%
Total Fines & Forfeitures	60,000.00	70,000.00	62,942.35	(2,942.35)	104.90%
<u>From Use of Money and Property</u>					
General Fund Interest	16,500.00	8,000.00	18,374.22	(1,874.22)	111.36% x
Beautification Fund Interest	-	-	84.41	(84.41)	100.00%
Rentals	19,750.00	19,750.00	18,989.94	760.06	96.15%
Smithfield Center Rentals	158,000.00	180,000.00	158,559.94	(559.94)	100.35%
Smithfield Center Vendor Programs	5,500.00	6,000.00	5,500.00	-	100.00%
Kayak Rentals	9,000.00	9,000.00	8,993.00	7.00	99.92%
Special Events	22,000.00	17,000.00	22,683.88	(683.88)	103.11%
Fingerprinting Fees	1,400.00	1,200.00	1,610.00	(210.00)	115.00%
Museum Gift Shop Sales	12,000.00	9,400.00	12,986.13	(986.13)	108.22%
Museum Programs/Lecture Fees	2,100.00	1,500.00	1,640.00	460.00	78.10%
Sale of Equipment/Buildings	9,100.00	8,000.00	9,872.10	(772.10)	108.48%
Lease of Land	600.00	500.00	600.00	-	100.00%
Total revenue from use of money and property	255,950.00	260,350.00	259,893.62	(3,943.62)	101.54%
<u>Miscellaneous Revenue</u>					
Other Revenue	2,800.00	2,100.00	2,875.25	(75.25)	102.69%
Cash Proffer Revenues-pass through to fire/rescue	-	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	3,519.00	481.00	87.98%
Total Miscellaneous Revenue	6,800.00	6,100.00	6,394.25	405.75	94.03%
<u>From Reserves</u>					
Restricted Reserves-Police Department (CD)	65,690.00	-	50,000.00	15,690.00	76.12%
Reserves-Pinewood Escrow	289,318.00	-	289,317.78	0.22	100.00%
Reserves-Restricted for Ball Fields	1,445,697.00	3,025,000.00	664,138.53	781,558.47	45.94%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
From Operating Reserves	-	450,213.00	-	-	0.00%
Total From Reserves	1,800,705.00	3,475,213.00	1,003,456.31	797,248.69	55.73%
<u>Intergovernmental Virginia</u>					
Law Enforcement	166,736.00	161,533.00	166,736.00	-	100.00%
Litter Control Grant	3,232.00	3,354.00	3,232.00	-	100.00%
Communications Tax	225,000.00	232,000.00	223,419.95	1,580.05	99.30%
Rolling Stock	18.00	18.00	16.23	1.77	90.17%
Rental Tax	4,000.00	4,000.00	3,921.08	78.92	98.03%
PPTRA State Revenue	240,795.00	240,795.00	240,794.89	0.11	100.00%
TRIAD Grant	2,250.00	2,250.00	2,250.00	-	100.00%
Fire Programs	25,627.00	25,627.00	26,250.00	(623.00)	102.43%
DCR Grant-Waterworks Dam	-	-	(8,500.00)	8,500.00	-100.00%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
SNAP Program	100.00	100.00	30.00	70.00	30.00%
Total State Revenue	672,758.00	674,677.00	663,150.15	9,607.85	98.29%
<u>Intergovernmental Federal</u>					
Police Federal Grants	3,500.00	3,500.00	392.50	3,107.50	11.21%
Urban Funds-VDOT Projects	-	-	24,341.44	(24,341.44)	#DIV/0!
Boat Ramp Grant	-	252,815.00	-	-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	704,260.00	697,260.00	374,434.68	329,825.32	53.17%
Total Federal Revenue	707,760.00	953,575.00	399,168.62	308,591.38	56.40%
<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	500,000.00	-	250,000.00	0.00%
Note Proceeds	2,655,447.00	3,597,725.00	2,665,447.00	(10,000.00)	100.38%
Insurance Recoveries	26,055.00	-	27,081.81	(1,026.81)	103.94%
Total Other Financing Sources	2,931,502.00	4,097,725.00	2,692,528.81	238,973.19	65.71%
<u>Contributions</u>					
CHIPS Contributions	3,700.00	3,700.00	8,259.00	(4,559.00)	223.22%
Contributions -IOW County-M&T Tax	214,203.00	-	214,203.96	(0.96)	100.00%
Contributions-Windsor Castle Park Foundation	10,000.00	-	10,000.00	-	100.00%
Contributions-Smithfield VA Events	34,000.00	32,000.00	34,000.00	-	100.00%
Contributions-Museum	11,650.00	11,650.00	12,118.00	(468.00)	104.02%
Contributions-Public Safety	1,583.00	-	1,583.46	(0.46)	100.03%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Contributions-Public Ball Fields	650,000.00	50,000.00	890,000.00	(240,000.00)	136.92%
Total Contributions	925,136.00	97,350.00	1,170,164.42	(245,028.42)	126.49%
<hr/>					
Total General Fund Revenue	12,807,057.00	15,233,707.00	11,858,974.01	948,082.99	92.60%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects					
Line of Credit Proceeds	(250,000.00)	(500,000.00)	-	(250,000.00)	0.00%
Debt Proceeds	(2,655,447.00)	(3,597,725.00)	(2,665,447.00)	10,000.00	100.38%
Cash Proffer Revenues	-	-	-	-	0.00%
Meals tax-special projects	(532,000.00)	(523,470.00)	(550,626.79)	18,626.79	103.50%
From Operating Reserves	-	(450,213.00)	-	-	0.00%
Pinewood Heights Reserves	(289,318.00)	-	(289,317.78)	(0.22)	100.00%
PD Reserves	(65,690.00)	-	(50,000.00)	(15,690.00)	76.12%
Beautification Fund Reserves	-	-	-	-	0.00%
Ball Field Reserves	(1,445,697.00)	(3,025,000.00)	(664,138.53)	(781,558.47)	45.94%
Contributions-WC Park	(10,000.00)	-	(10,000.00)	-	100.00%
Contributions to Ball Fields	(650,000.00)	(50,000.00)	(890,000.00)	240,000.00	136.92%
Contributions-Smithfield VA Events	(34,000.00)	(32,000.00)	(34,000.00)	-	100.00%
Pinewood Heights Phase III CDBG Funds	(704,260.00)	(697,260.00)	(374,434.68)	(329,825.32)	53.17%
Dam Grants -State and Federal	-	-	-	-	0.00%
Boat Ramp Grant	-	(252,815.00)	-	-	0.00%
Pinewood Heights Relocation Project -Grant	-	-	-	-	0.00%
Total Non-operating Revenues	(6,636,412.00)	(9,128,483.00)	(5,527,964.78)	(1,108,447.22)	83.30%
Total General Fund Operating Revenues	6,170,645.00	6,105,224.00	6,331,009.23	-160,364.23	102.60%

**General Fund Budget
Expenses**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
GENERAL GOVERNMENT					
Town Council					
Salaries	42,000.00	40,000.00	41,385.00	615.00	98.54%
FICA	3,250.00	3,352.00	3,247.73	2.27	99.93%
Employee Wellness/Assistance Plan	1,344.00	1,344.00	1,176.00	168.00	87.50%
Legal Fees	65,000.00	65,000.00	47,264.05	17,735.95	72.71%
Election Expense	-	-	-	-	0.00%
Maintenance contracts	600.00	600.00	300.00	300.00	50.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Advertising	30,000.00	25,000.00	29,040.48	959.52	96.80%
Professional Services	10,152.00	40,000.00	10,296.00	(144.00)	101.42%
Records Management maint & upgrades	5,880.00	5,292.00	4,885.00	995.00	83.08%
Site Plan Review	3,000.00	5,000.00	320.00	2,680.00	10.67%
Insurance	18,770.00	18,820.00	18,270.00	500.00	97.34%
Supplies	20,000.00	20,000.00	17,301.68	2,698.32	86.51%
Travel & Training	4,500.00	6,500.00	2,960.83	1,539.17	65.80%
Subscriptions/Memberships	9,200.00	9,200.00	9,475.00	(275.00)	102.99%
Council Approved Items	12,000.00	12,000.00	8,208.96	3,791.04	68.41%
Public Defender Fees	4,000.00	4,000.00	3,120.00	880.00	78.00%
Bank Charges	625.00	625.00	671.66	(46.66)	107.47%
SpecialProjects	3,000.00	3,000.00	1,518.76	1,481.24	50.63%
Smithfield CHIP program	6,400.00	4,750.00	721.20	5,678.80	11.27%
Update Town Charter & Code	3,000.00	3,000.00	900.00	2,100.00	30.00%
Annual Christmas Parade	200.00	200.00	-	200.00	0.00%
Total Town Council	242,921.00	267,683.00	201,062.35	41,858.65	82.77% x
<u>Town Manager</u>					
Salaries	322,450.00	313,814.00	304,021.04	18,428.96	94.28%
FICA	25,796.00	25,105.00	21,134.65	4,661.35	81.93%
VSRS	20,390.00	19,695.00	19,176.72	1,213.28	94.05%
Disability	372.00	-	371.70	0.30	99.92%
Health	66,185.00	62,245.00	66,182.58	2.42	100.00%
Auto Expense	500.00	500.00	16.00	484.00	3.20%
Maintenance Contracts	2,800.00	2,800.00	2,896.25	(96.25)	103.44%
Communications	17,000.00	17,000.00	16,126.05	873.95	94.86%
Insurance	2,330.00	2,330.00	2,230.20	99.80	95.72%
Supplies	5,000.00	4,000.00	4,914.73	85.27	98.29%
Dues & Subscriptions	3,355.00	3,355.00	3,166.48	188.52	94.38%
Computer & technology expenses	13,000.00	13,000.00	10,348.21	2,651.79	79.60%
Travel & Training	7,800.00	7,800.00	7,809.26	(9.26)	100.12%
Other	100.00	100.00	111.00	(11.00)	111.00%
Total Town Manager	487,078.00	471,744.00	458,504.87	28,573.13	94.13% x
<u>Treasurer</u>					
Salaries	301,240.00	299,575.00	301,239.56	0.44	100.00%
FICA	23,966.00	23,966.00	22,523.94	1,442.06	93.98%
VSRS	20,177.00	20,177.00	20,529.94	(352.94)	101.75%
Health	47,470.00	47,470.00	47,468.17	1.83	100.00%
Disability	160.00	160.00	159.44	0.56	99.65%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Audit	12,250.00	12,250.00	12,250.00	-	100.00%
Depreciation Software	1,600.00	2,900.00	1,600.00	-	100.00%
Communications	8,500.00	9,500.00	7,117.59	1,382.41	83.74%
Computer & technology expenses	3,335.00	5,000.00	473.65	2,861.35	14.20%
Data Processing	20,000.00	20,000.00	19,341.55	658.45	96.71%
Service contracts-includes MUNIS	22,000.00	58,000.00	20,633.72	1,366.28	93.79%
Insurance	2,410.00	2,410.00	2,305.68	104.32	95.67%
Supplies	11,700.00	11,700.00	9,111.41	2,588.59	77.88%
Dues & Subscriptions	1,950.00	1,200.00	1,935.40	14.60	99.25%
Credit Card Processing	1,000.00	1,000.00	895.04	104.96	89.50%
Cigarette Tax Stamps	3,030.00	3,030.00	2,970.00	60.00	98.02%
Travel & Training	250.00	1,000.00	76.00	174.00	30.40%
Other	235.00	100.00	230.22	4.78	97.97%
Total Treasurer	481,273.00	519,438.00	470,861.31	10,411.69	97.84%

PUBLIC SAFETY

Police Department

Salaries	1,461,705.00	1,461,705.00	1,373,838.37	87,866.63	93.99%
FICA	116,940.00	116,940.00	99,953.71	16,986.29	85.47%
VRS	76,640.00	76,640.00	73,032.15	3,607.85	95.29%
Health Insurance	206,195.00	206,195.00	195,403.03	10,791.97	94.77%
Disability	160.00	160.00	159.44	0.56	99.65%
Pre-Employment Test	3,000.00	1,000.00	3,439.00	(439.00)	114.63%
Uniforms	24,000.00	24,000.00	18,749.12	5,250.88	78.12%
Service Contracts	38,000.00	38,000.00	35,482.86	2,517.14	93.38%
Communications	50,000.00	53,000.00	42,913.56	7,086.44	85.83%
Computer & Technology Expenses	13,000.00	15,000.00	7,958.97	5,041.03	61.22%
Insurance	53,490.00	54,580.00	53,489.12	0.88	100.00%
Ins. - LODA	11,348.00	10,896.00	11,347.40	0.60	99.99%
Materials & Supplies	24,000.00	24,000.00	20,589.63	3,410.37	85.79%
Dues & Subscriptions	6,550.00	6,550.00	6,743.29	(193.29)	102.95%
Equipment	15,000.00	7,500.00	8,955.50	6,044.50	59.70%
Radio & Equipment repairs	3,200.00	2,000.00	3,847.35	(647.35)	120.23%
Vehicle Maintenance	40,000.00	40,000.00	36,491.77	3,508.23	91.23%
Gas	41,500.00	45,000.00	37,243.35	4,256.65	89.74%
Tires	7,000.00	7,000.00	3,560.46	3,439.54	50.86%
Travel & Training	30,000.00	30,000.00	28,615.33	1,384.67	95.38%
Special Events	1,000.00	1,000.00	352.66	647.34	35.27%
Police Grants	1,500.00	2,500.00	-	1,500.00	0.00%
Investigation expenses	5,000.00	5,000.00	2,373.06	2,626.94	47.46%
Asset Forfeiture	100.00	-	100.00	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Other	500.00	500.00	292.96	207.04	58.59%
Total Police Department	2,229,828.00	2,229,166.00	2,064,932.09	164,895.91	92.60%
 <u>Fire Department</u>					
Fuel Fund & Travel	13,000.00	13,000.00	13,000.00	-	100.00%
State Pass Thru	25,627.00	25,627.00	26,250.00	(623.00)	102.43%
Total Fire Department	38,627.00	38,627.00	39,250.00	-623.00	101.61%
 <u>Contributions-Public Safety</u>					
E911 Dispatch Center	248,079.00	252,446.00	248,079.00	-	100.00%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	258,079.00	262,446.00	258,079.00	-	100.00%
 <u>PARKS, RECREATION & CULTURAL</u>					
<u>Parks & Recreation</u>					
Salaries					
FICA					
VSRS					
Health					
Uniforms					
Advertising					
Dues & Subscriptions					
Travel & Training					
Total Parks & Recreation	-	-	-	-	-
 <u>Smithfield Center</u>					
Salaries	215,208.00	215,208.00	204,580.52	10,627.48	95.06%
FICA	17,220.00	17,220.00	15,635.28	1,584.72	90.80%
VSRS	10,096.00	10,096.00	10,272.48	(176.48)	101.75%
Health	30,996.00	30,996.00	30,996.01	(0.01)	100.00%
Uniforms	1,200.00	1,200.00	846.74	353.26	70.56%
Contracted Services	17,500.00	17,500.00	16,563.49	936.51	94.65%
Retail Sales & Use Tax	800.00	800.00	654.14	145.86	81.77%
Utilities	25,000.00	25,000.00	23,007.72	1,992.28	92.03%
Communications	19,000.00	19,000.00	19,634.14	(634.14)	103.34%
Computer & technology expenses	4,000.00	4,000.00	2,003.35	1,996.65	50.08%
Dues & Subscriptions	1,500.00	1,500.00	1,556.00	(56.00)	103.73%
Insurance	5,900.00	5,900.00	5,714.08	185.92	96.85%
Kitchen Supplies	3,000.00	3,000.00	2,617.46	382.54	87.25%
Office Supplies/Other Supplies	5,000.00	5,000.00	3,952.31	1,047.69	79.05%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Food Service & Beverage Supplies	6,000.00	6,000.00	6,201.11	(201.11)	103.35%
AV Supplies	3,000.00	3,000.00	2,045.72	954.28	68.19%
Repairs & Maintenance	40,000.00	40,000.00	32,956.74	7,043.26	82.39%
Landscaping	12,000.00	12,000.00	13,419.05	(1,419.05)	111.83%
Travel & Training	2,000.00	2,000.00	2,364.84	(364.84)	118.24%
Programming Expenses	500.00	500.00	-	500.00	0.00%
Advertising	20,000.00	20,000.00	15,043.18	4,956.82	75.22%
Refund event deposits	8,900.00	7,000.00	9,791.70	(891.70)	110.02%
Credit card processing expense	4,500.00	4,500.00	4,011.86	488.14	89.15%
Total Smithfield Center	453,320.00	451,420.00	423,867.92	29,452.08	93.50%
<u>Contributions-Parks, Recreation and Cultural</u>					
Historic Windsor Castle Restoration	510,000.00	-	520,000.00	(10,000.00)	101.96%
Farmers Market	3,000.00	3,000.00	3,000.00	-	100.00%
TUMC Parking Lot	1,500.00	1,500.00	2,000.00	(500.00)	133.33%
Hampton Roads Planning District Commission	10,000.00	10,000.00	10,004.75	(4.75)	100.05%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	-	100.00%
Friends of the Library	8,000.00	8,000.00	1,500.00	6,500.00	18.75%
Total Contributions-Park, Recreation and Cultural	542,500.00	32,500.00	546,504.75	(4,004.75)	100.74%
<u>Windsor Castle Park</u>					
Salaries	66,935.00	66,935.00	64,480.40	2,454.60	96.33%
FICA	5,355.00	5,355.00	4,764.98	590.02	88.98%
VSRS	4,000.00	4,000.00	3,968.83	31.17	99.22%
Health	12,705.00	12,705.00	11,136.06	1,568.94	87.65%
Contracted Services	11,000.00	6,500.00	10,913.99	86.01	99.22%
Insurance	8,935.00	8,935.00	8,604.56	330.44	96.30%
Grass Cutting	30,000.00	30,000.00	30,425.19	(425.19)	101.42%
Kayak/Watersports expenses	1,500.00	1,500.00	-	1,500.00	0.00%
Professional Services	10,000.00	10,000.00	-	10,000.00	0.00%
Utilities	7,000.00	7,000.00	3,990.46	3,009.54	57.01%
Supplies	5,000.00	5,000.00	716.01	4,283.99	14.32%
Repairs & Maintenance	40,000.00	40,000.00	36,118.28	3,881.72	90.30%
Total Windsor Castle Park	202,430.00	197,930.00	175,118.76	27,311.24	86.51%
<u>Museum</u>					
Salaries	104,255.00	104,255.00	101,561.10	2,693.90	97.42%
FICA	8,340.00	8,340.00	7,587.63	752.37	90.98%
VSRS	3,696.00	3,696.00	3,760.32	(64.32)	101.74%
Health	9,330.00	7,220.00	9,327.00	3.00	99.97%
Operating expenses					
Contracted services	4,100.00	2,500.00	4,060.96	39.04	99.05%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Communications	600.00	700.00	599.08	0.92	99.85%
Insurance	1,919.00	1,772.00	1,919.08	(0.08)	100.00%
Supplies	7,075.00	4,700.00	7,434.54	(359.54)	105.08%
Advertisinig	100.00	1,500.00	49.90	50.10	49.90%
Travel/Training	50.00	200.00	32.18	17.82	64.36%
Dues & Subscriptions	175.00	800.00	154.00	21.00	88.00%
Gift Shop-to be funded by gift shop proceeds					
Gift Shop expenses	9,000.00	9,000.00	8,415.29	584.71	93.50%
Sales & Use Tax	700.00	700.00	693.06	6.94	99.01%
Credit card processing fees	900.00	1,000.00	630.14	269.86	70.02%
Total Museum	150,240.00	146,383.00	146,224.28	4,015.72	97.33%
<u>Other Parks & Recreation</u>					
Jersey Park Playground	750.00	750.00	418.00	332.00	55.73%
Pinewood Playground	500.00	500.00	227.30	272.70	45.46%
Clontz Park	2,240.00	1,500.00	2,348.92	(108.92)	104.86%
Cypress Creek No Wake Zone		-	-	-	0.00%
SNAP Program		-	76.00	(76.00)	0.00%
Waterworks Dam		-	-	-	0.00%
Waterworks Lake (park area)	500.00	-	480.00	20.00	96.00%
Haydens Lane Maintenance	1,000.00	1,000.00	827.67	172.33	82.77%
Veterans War Memorial	750.00	750.00	1,371.19	(621.19)	182.83%
Public Ball fields	-	-	60.05	-	0.00%
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	7,740.00	6,500.00	7,809.13	(9.08)	100.89%
COMMUNITY DEVELOPMENT					
Pinewood Heights					
Non-CDBG Contributed Operating Expenses					
<u>Administration</u>					
Precontract Administration	10,000.00	10,000.00	-	10,000.00	0.00%
Management Assistance	30,820.00	30,820.00	29,951.42	868.58	97.18%
Monitoring/Closeout	5,000.00	5,000.00	-	5,000.00	0.00%
<u>Permanent Relocation</u>					
Owner Occupied Households	50,000.00	-	49,949.23	50.77	99.90%
Renter Occupied Households	79,688.00	-	1,804.74	77,883.26	2.26%
Moving Costs	25,800.00	25,800.00	13,500.00	12,300.00	52.33%
Relocation Specialist	24,975.00	24,975.00	16,041.25	8,933.75	64.23%
<u>Acquisition</u>					
Owner Acquisition	1,386.00	1,386.00	72,684.00	(71,298.00)	5244.16%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Renter Acquisition	759,200.00	759,200.00	580,586.00	178,614.00	76.47%
Vacant Lot Acquisition	610.00	610.00	130.00	480.00	21.31%
Appraisal/Legal	16,790.00	16,790.00	8,800.00	7,990.00	52.41%
<u>Acquisition Specialist</u>	27,306.00	27,306.00	14,895.75	12,410.25	54.55%
<u>Clearance & Demolition</u>	52,200.00	52,200.00	29,637.31	22,562.69	56.78%
Subtotal Non CDBG	1,083,775.00	954,087.00	817,979.70	265,795.30	75.48%
CDBG Contributed Operating Expenses					
<u>Permanent Relocation</u>					
Owner Occupied Households	278,775.00	278,775.00	263,339.43	15,435.57	94.46%
Renter Occupied Households	143,860.00	143,860.00	84,006.25	59,853.75	58.39%
Relocation Specialist	18,000.00	18,000.00	5,000.00	13,000.00	27.78%
<u>Acquisition</u>					
Owner Occupied	277,125.00	277,125.00	132,000.00	145,125.00	47.63%
Renter Occupied	-	-	13,842.00	(13,842.00)	#DIV/0!
<u>Clearance & Demolition</u>					
			-	-	#DIV/0!
<u>Planning Grant-Phase III</u>					
			-	-	#DIV/0!
Subtotal CDBG	717,760.00	717,760.00	498,187.68	219,572.32	0.694086714
Total Pinewood Heights Contributions	1,801,535.00	1,671,847.00	1,316,167.38	485,367.62	73.06%
<u>Contributions-Community Development</u>					
Old Courthouse Contribution	4,000.00	4,000.00	4,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	11,500.00	11,500.00	11,500.00	-	100.00%
Genieve Shelter	7,200.00	7,200.00	7,200.00	-	100.00%
TRIAD	3,120.00	3,120.00	3,543.38	(423.38)	113.57%
Tourism Bureau	235,133.00	235,133.00	235,133.00	-	100.00%
Western Tidewater Free Clinic	38,000.00	38,000.00	38,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	354,953.00	354,953.00	355,376.38	(423.38)	100.12%
<u>PUBLIC WORKS</u>					
Planning, Engineering & Public Works					
Salaries	201,400.00	201,400.00	203,591.42	(2,191.42)	101.09%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
FICA	16,115.00	16,115.00	15,185.66	929.34	94.23%
VSRS	12,735.00	12,735.00	12,763.54	(28.54)	100.22%
Health	36,500.00	36,500.00	34,370.64	2,129.36	94.17%
Disability	1,505.00	1,505.00	1,256.81	248.19	83.51%
Uniforms	2,500.00	2,500.00	662.32	1,837.68	26.49%
Contractual	7,000.00	7,000.00	6,271.41	728.59	89.59%
GIS	400.00	2,000.00	400.00	-	100.00%
Recycling	239,006.00	239,006.00	228,408.83	10,597.17	95.57%
Refuse Collection	240,000.00	240,000.00	234,576.48	5,423.52	97.74%
Street Lights	5,000.00	5,000.00	1,249.53	3,750.47	24.99%
Communications	12,000.00	12,000.00	11,764.23	235.77	98.04%
Safety Meetings/Safety Expenses	3,000.00	3,000.00	1,820.16	1,179.84	60.67%
Insurance	8,515.00	8,515.00	8,255.80	259.20	96.96%
Materials & Supplies	6,000.00	6,000.00	3,513.77	2,486.23	58.56%
Repairs & Maintenance	5,000.00	5,000.00	3,122.60	1,877.40	62.45%
Gas & Tires	6,500.00	6,500.00	7,594.96	(1,094.96)	116.85%
Travel & Training	6,000.00	6,000.00	3,673.20	2,326.80	61.22%
Litter Control Grant	3,354.00	3,354.00	3,230.93	123.07	96.33%
Dues & Subscriptions	2,700.00	2,700.00	1,438.00	1,262.00	53.26%
Other	3,000.00	3,000.00	1,123.90	1,876.10	37.46%
Total Public Works	818,230.00	819,830.00	784,274.19	33,955.81	95.85%

PUBLIC BUILDINGS

Public Buildings

Salaries	28,660.00	28,660.00	21,606.05	7,053.95	75.39%
FICA	2,295.00	2,295.00	1,682.21	612.79	73.30%
Contractual	20,000.00	20,000.00	18,312.34	1,687.66	91.56%
Communications	3,000.00	3,000.00	2,768.24	231.76	92.27%
Utilities	46,000.00	46,000.00	46,281.07	(281.07)	100.61%
Insurance	11,265.00	11,265.00	10,745.84	519.16	95.39%
Materials & Supplies	6,000.00	6,000.00	3,675.47	2,324.53	61.26%
Repairs & Maintenance	36,000.00	36,000.00	32,679.84	3,320.16	90.78%
Rent Expense-Office Space	-	-	-	-	0.00%
Other	1,000.00	1,000.00	191.30	808.70	19.13%
Total Public Buildings	154,220.00	154,220.00	137,942.36	16,277.64	89.45%

OTHER FINANCING USES

Transfers to Operating Reserves	29,632.00		468,668.76	(439,036.76)	1581.63%
Transfers to Restricted Reserves-low Bond Payoff	-	489,553.00		-	100.00%
Transfers to Restricted Reserves-Pinewood CDBG Project			-	-	100.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Actual as of 06/30/17	Remaining Budget	% of budget
Transfers to Loan Reserves	563,271.00		563,271.00	-	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	-	-	-	100.00%
Total Transfers To Reserves	592,903.00	489,553.00	1,031,939.76	(439,036.76)	174.05%
DEBT SERVICE					
Debt Service					
Principal Retirement					
Public Building Acquisition-TM/PD	23,233.00	23,233.00	23,233.00	-	100.00%
HVAC -Smithfield Center	17,215.00	17,215.00	17,248.41	(33.41)	100.19%
Police Evidence Building	50,445.00	50,445.00	50,397.39	47.61	99.91%
New Debt-Multiple projects	-	-	-	-	0.00%
Line of Credit	250,000.00	500,000.00	-	250,000.00	0.00%
Interest and fiscal charges					
Public Building Acquisition-TM/PD	30,564.00	30,564.00	30,563.84	0.16	100.00%
HVAC -Smithfield Center	490.00	490.00	493.95	(3.95)	100.81%
Police Evidence Building	10,805.00	10,805.00	10,960.17	(155.17)	101.44%
New Debt-Multiple projects	25,000.00	58,750.00	8,270.20	16,729.80	33.08%
Line of Credit	4,065.00	4,065.00	-	4,065.00	0.00%
Total Debt Service	411,817.00	695,567.00	141,166.96	270,650.04	34.28%
Total General Fund Expenses	9,227,694.00	8,809,807.00	8,559,081.49	668,672.56	97.15%
Less Expenses related to capital projects:					
Legal Fees	-	-	-	-	
Professional Fees	(22,392.00)	(51,500.00)	(12,644.92)	(9,747.08)	56.47%
Transfers to Restricted Reserves-Pinewood CDBG Project	-	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	-	-	-	-	100.00%
Pinewood Heights Relocation Project Expenses	(1,801,535.00)	(1,671,847.00)	(1,316,167.38)	(485,367.62)	73.06%
Pinewood Heights Line of Credit Expenses	(254,065.00)	(504,065.00)	-	(254,065.00)	0.00%
Total Non-operating Expenses	(2,077,992.00)	(2,227,412.00)	(1,328,812.30)	(749,179.70)	63.95%
Total General Fund Operating Expenses	7,149,702.00	6,582,395.00	7,230,269.19	(80,507.14)	101.13%
Net Operating Reserve (+/-)	(979,057.00)	(477,171.00)	(899,259.96)	(79,857.09)	91.85%
Net Reserve (+/-)	3,579,363.00	6,423,900.00	3,299,892.52	279,410.43	92.19%

Amended 2016/2017	Adopted 2016/2017	Actual 6/30/2017	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	3,579,363.00	6,423,900.00	3,299,892.52	279,410.43	92.19%
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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)	-	(12,000.00)	-	100.00%
Renter Occupied Units	(132,000.00)	(144,000.00)	(92,217.00)	(39,783.00)	69.86%
Vacant Lots	(36,000.00)	(36,000.00)	(12,000.00)	(24,000.00)	33.33%
				-	
Subtotal Non CDBG Capital Acquisition	(180,000.00)	(180,000.00)	(116,217.00)	(63,783.00)	64.57%
CDBG Capital Acquisition					
Owner Occupied Units	(36,000.00)	(48,000.00)	(24,000.00)	(12,000.00)	66.67%
Renter Occupied Units	-		(3,783.00)	3,783.00	100.00%
Vacant Lots			-		
Subtotal CDBG Capital Acquisition	(36,000.00)	(48,000.00)	(27,783.00)	(8,217.00)	77.18%
Total Pinewood Heights Relocation CIP	(216,000.00)	(228,000.00)	(144,000.00)	(72,000.00)	66.67%
TOWN COUNCIL					
None			-	-	
TREASURER					
MUNIS Conversion	(107,525.00)	(107,525.00)	(52,873.94)	(54,651.06)	49.17%
IBM Server	(15,543.00)	-	(15,543.00)	-	100.00%
PARKS, RECREATION AND CULTURAL					
WC Playground	(60,000.00)	(60,000.00)	(43,635.31)	(16,364.69)	72.73%
WC Park Building Renovations	(7,500.00)	(2,000,000.00)	(7,500.00)	-	100.00%
Clontz Park-Replace Pier	(10,000.00)	(10,000.00)	-	(10,000.00)	0.00%
Clontz Park-Boat Ramp	(2,000.00)	(254,000.00)	(1,513.57)	(486.43)	75.68%
Bathroom floors-Smithfield Center					
Reel Mower					
Ball Fields	(2,895,755.00)	(3,640,000.00)	(2,729,138.53)	(166,616.47)	94.25%

	Amended 2016/2017	Adopted 2016/2017	Actual 6/30/2017	Remain Budget	% of Budget
PUBLIC SAFETY					
Police					
Police Vehicles	(197,000.00)	(105,000.00)	(196,198.76)	(801.24)	99.59%
Emergency Equipment-In Car Cameras			(5,053.00)	5,053.00	
3 MDT's					
PUBLIC WORKS					
Vehicles and Equipment	(9,375.00)	(9,375.00)	(9,827.40)	452.40	104.83%
Repair Crosswalk on Main St at Institute St	(9,845.00)	-	(9,845.00)	-	100.00%
Waterworks Dam	(13,930.00)	-	(29,426.88)	15,496.88	211.25%
Urban fund projects (town match)					
Right turn lane-Joseph W Luter Jr Sports Complex			(86.24)	86.24	100.00%
Benns Church/Route 258/Route 10 Bypass intersection			(388.10)	388.10	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			(22.41)	22.41	100.00%
Urban fund projects (federal-aid)					
Right turn lane-Joseph W Luter Jr Sports Complex			(4,225.84)	4,225.84	100.00%
Benns Church/Route 258/Route 10 Bypass intersection			(19,017.10)	19,017.10	100.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			(1,098.50)	1,098.50	100.00%
PUBLIC BUILDINGS					
Police Evidence Building Improvements	(11,700.00)		(8,181.94)	(3,518.06)	69.93%
Repair garage doors at Town Hall	(10,000.00)	(10,000.00)	(9,127.00)	(873.00)	91.27%
Fire alarm & Monitoring System (3 yr phase in)					
Server for access at TH and PD offices					
AC/Heater Replacement (Town Hall)-					
Police Department Split System Replacement	(13,190.00)	-	(13,190.00)	-	100.00%
Net Capital Outlay	(3,579,363.00)	(6,423,900.00)	(3,299,892.52)	(279,470.48)	92.19%
Net Reserves (Deficit) after capital outlay	-	-	-	(60.05)	100.00%

**Town of Smithfield
Sewer Fund Budget**

	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Revenue					
Operating Revenues					
Sewer Charges	681,000.00	681,000.00	684,372.81	(3,372.81)	100.50%
Sewer Compliance Fee	498,600.00	498,600.00	505,805.50	(7,205.50)	101.45%
Miscellaneous Revenue	2,000.00	500.00	1,536.40	463.60	76.82%
Connection fees	39,500.00	39,500.00	42,660.00	(3,160.00)	108.00%
Total Operating Revenue	1,221,100.00	1,219,600.00	1,234,374.71	(13,274.71)	101.09%

**Town of Smithfield
Sewer Fund Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Expenses					
Operating Expenses					
Salaries	278,265.00	278,265.00	259,410.23	18,854.77	93.22%
FICA	22,265.00	22,265.00	19,029.38	3,235.62	85.47%
VSRS	17,405.00	17,405.00	16,679.50	725.50	95.83%
Health	54,760.00	55,760.00	52,157.77	2,602.23	95.25%
Uniforms	3,200.00	3,200.00	1,444.54	1,755.46	45.14%
Audit	6,125.00	6,125.00	6,125.00	-	100.00%
Legal	6,620.00	9,000.00	7,173.90	(553.90)	108.37%
Accreditation	1,000.00	-	890.00	110.00	89.00%
HRPDC sewer programs	918.00	887.00	918.00	-	100.00%
Professional Fees	20,000.00	20,000.00	5,475.00	14,525.00	27.38%
Maintenance & Repairs	60,000.00	60,000.00	18,616.19	41,383.81	31.03%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	6,801.68	698.32	90.69%
Data Processing	14,500.00	14,500.00	13,963.76	536.24	96.30%
Dues & Subscriptions	135.00	60.00	149.00	(14.00)	110.37%
Utilities	51,000.00	51,000.00	42,853.68	8,146.32	84.03%
SCADA Expenses	6,000.00	6,000.00	5,907.85	92.15	98.46%
Telephone	12,000.00	12,000.00	8,631.74	3,368.26	71.93%
Insurance	17,270.00	17,270.00	16,765.68	504.32	97.08%
Materials & Supplies	50,000.00	50,000.00	42,495.75	7,504.25	84.99%
Truck Operations	9,700.00	9,000.00	9,677.27	22.73	99.77%
Travel & Training	5,000.00	5,000.00	2,469.62	2,530.38	49.39%
Contractual	3,500.00	3,500.00	2,360.70	1,139.30	67.45%
Miscellaneous	1,200.00	1,200.00	846.66	353.34	70.56%
		-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	648,363.00	649,937.00	540,842.90	107,520.10	83.42%
Operating Income before D&A Expense	572,737.00	569,663.00	693,531.81	(120,794.81)	121.09%

**Town of Smithfield
Sewer Fund Budget**

	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Depreciation & Amort. Exp.	390,000.00	390,000.00	334,127.67	55,872.33	85.67%
Operating Income (Loss)	182,737.00	179,663.00	359,404.14	(176,667.14)	196.68%
Nonoperating Revenues (Expenses)					
Pro-rata Share Fees	17,600.00	-	20,000.00	(2,400.00)	113.64%
Availability Fees	103,000.00	103,000.00	107,120.00	(4,120.00)	104.00%
Interest Revenue	8,000.00	4,500.00	9,155.48	(1,155.48)	114.44%
Interest Expense	(8,602.00)	(8,602.00)	(8,601.91)	(0.09)	100.00%
Total Nonoperating Revenues (Expenses)	119,998.00	98,898.00	127,673.57	(7,675.57)	106.40%
Net Income (loss)	302,735.00	278,561.00	487,077.71	(184,342.71)	160.89%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(17,600.00)	-	(20,000.00)	2,400.00	113.64%
Availability Fees	(103,000.00)	(103,000.00)	(107,120.00)	4,120.00	104.00%
Compliance Fee	(498,600.00)	(498,600.00)	(505,805.50)	7,205.50	101.45%
Depreciation & Amort. Exp.	390,000.00	390,000.00	334,127.67	55,872.33	85.67%
Additional debt service costs-principal expense	(98,770.00)	(98,770.00)	(98,770.00)	-	100.00%
Total adjustments to CAFR	(327,970.00)	(310,370.00)	(397,567.83)	69,597.83	121.22%
Working adjusted income	(25,235.00)	(31,809.00)	89,509.88	(114,744.88)	-354.71%

	Amended 2016/2017	Adopted 2016/2017	Actual 6/30/2017	Remaining Budget	% of Budget
Sewer Fund					
Working adjusted income	(25,235.00)	(31,809.00)	89,509.88	(114,744.88)	-354.71%
Sewer SSO Consent Order			-	-	
MOA Compliance Plan			-	-	
MOA Flow Monitoring	-	(75,000.00)	-	-	0.00%
MOM Flow Plan Review	-	(75,000.00)	-	-	0.00%
Sewer Master Plan	(50,000.00)	(50,000.00)	(12,449.32)	(37,550.68)	24.90%
Construction Standards Update	(3,321.00)	(3,321.00)	(2,143.34)	(1,177.66)	64.54%
Sewer Shed	(900.00)	-	(1,269.59)	369.59	141.07%
Submersible Run-Dry Pump-Morris Creek-15 HP	(10,100.00)	-	(10,100.00)	-	100.00%
Submersible Run-Dry Pump-Crescent-30 HP	(100,000.00)	(100,000.00)	(15,200.00)	(84,800.00)	15.20%
Pumps-Wellington	(119,103.00)		(119,103.13)	0.13	100.00%
Hydromatic Impeller-Bradford Mews	-		(5,425.87)	5,425.87	100.00%
Replacement pumps, Main St, Drummonds, Lakeside					
By-pass Pump					
Sanitary Sewer Inspections (TV the lines)					
Manhole rehab	(40,000.00)	(75,000.00)	-	(40,000.00)	0.00%
Sewer Capital Repairs (find & fix)	(135,000.00)	(100,000.00)	(134,673.42)	(326.58)	99.76%
Vehicles/Equipment	(9,375.00)	(9,375.00)	(9,827.40)	452.40	104.83%
Net Capital Outlay	(467,799.00)	(487,696.00)	(310,192.07)	(157,606.93)	66.31%
Net Reserves (Deficit) after capital outlay	(493,034.00)	(519,505.00)	(220,682.19)	(272,351.81)	44.76%
Funding from Development Escrow		-	-	-	
Reserves from Sewer Capital Escrow Account	132,524.00	153,321.00	206,203.13	(73,679.13)	155.60%
Funding from Sewer Compliance Fee	325,000.00	325,000.00	127,883.42	197,116.58	39.35%
Draw from operating reserves	35,510.00	41,184.00	-	35,510.00	0.00%
Funding from Bond Escrow (released from refinance)			-	-	
Net Cashflow	-	-	113,404.36	(113,404.36)	100.00%

roll \$100,000 into next year's budget

**Town of Smithfield
Water Fund Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Revenue					
Operating Revenue					
Water Sales	1,370,615.00	1,407,750.00	1,384,232.46	(13,617.46)	100.99%
Debt Service Revenue	192,770.00	190,652.00	192,894.87	(124.87)	100.06%
Miscellaneous	1,000.00	1,500.00	408.35	591.65	40.84%
Connection fees	16,500.00	16,500.00	18,480.00	(1,980.00)	112.00%
Application Fees	8,654.00	8,654.00	9,595.00	(941.00)	110.87%
Total Operating Revenue	1,589,539.00	1,625,056.00	1,605,610.68	-16,071.68	101.01%

**Town of Smithfield
Water Fund Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Expenses					
Salaries	421,655.00	421,655.00	385,344.69	36,310.31	91.39%
FICA	33,735.00	33,735.00	28,389.09	5,345.91	84.15%
VSRS	24,360.00	24,360.00	23,766.78	593.22	97.56%
Health	76,190.00	76,190.00	69,355.38	6,834.62	91.03%
Uniforms	3,255.00	3,255.00	1,119.04	2,135.96	34.38%
Contractual	13,500.00	13,500.00	6,646.00	6,854.00	49.23%
Audit	6,125.00	6,125.00	6,125.00	-	100.00%
Legal	5,620.00	14,000.00	6,091.40	(471.40)	108.39%
Accreditation	1,000.00	-	130.00	870.00	13.00%
Maintenance & Repairs	25,000.00	60,000.00	19,635.71	5,364.29	78.54%
Water Tank Maintenance	-	100,000.00	-	-	0.00%
Professional Services	40,000.00	40,000.00	16,544.36	23,455.64	41.36%
Regional Water Supply Study	4,078.00	1,701.00	4,078.00	-	100.00%
Data Processing	14,500.00	14,500.00	13,963.76	536.24	96.30%
Utilities	2,500.00	2,000.00	1,975.94	524.06	79.04%
Communications	13,000.00	13,000.00	8,631.89	4,368.11	66.40%
Insurance	26,900.00	26,900.00	25,990.32	909.68	96.62%
Materials & Supplies	100,000.00	100,000.00	109,104.88	(9,104.88)	109.10%
Truck operations	12,000.00	12,000.00	14,375.25	(2,375.25)	119.79%
Dues & Subscriptions	1,000.00	1,000.00	929.00	71.00	92.90%
Bank service charges	1,200.00	1,200.00	1,072.14	127.86	89.35%

**Town of Smithfield
Water Fund Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Travel and Training	5,000.00	5,000.00	2,900.36	2,099.64	58.01%
Miscellaneous	12,000.00	12,000.00	9,641.82	2,358.18	80.35%
<u>RO Annual costs</u>				-	
Power	103,560.00	103,560.00	100,254.18	3,305.82	96.81%
Chemicals	52,332.00	52,332.00	50,791.06	1,540.94	97.06%
HRSD	273,035.00	294,082.00	234,855.10	38,179.90	86.02%
Supplies	20,000.00	20,000.00	18,619.47	1,380.53	93.10%
Communication	9,030.00	9,030.00	8,349.21	680.79	92.46%
Travel and training	4,300.00	4,300.00	2,536.75	1,763.25	58.99%
Dues & Subscriptions	400.00	400.00	349.00	51.00	87.25%
Maintenance and Repairs	60,000.00	50,000.00	57,919.51	2,080.49	96.53%
Bad debt expense		-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,365,275.00	1,515,825.00	1,229,485.09	135,789.91	90.05%
Operating Income before D&A Expense	224,264.00	109,231.00	376,125.59	(151,861.59)	167.72%
Depreciation & Amortization Expense	370,000.00	370,000.00	332,779.43	37,220.57	89.94%
Operating Income (Loss)	(145,736.00)	(260,769.00)	43,346.16	(189,082.16)	-29.74%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	17,600.00	-	20,000.00	(2,400.00)	113.64%
Availability Fees	68,000.00	68,000.00	70,720.00	(2,720.00)	104.00%
Interest Revenue	10,000.00	6,800.00	13,432.07	(3,432.07)	134.32%
Well Nest Construction Contribution	-	-	-	-	0.00%
Interest Expense	(39,300.00)	(40,465.00)	(39,265.38)	(34.62)	99.91%
Total Nonoperating Revenues (Expenses)	56,300.00	34,335.00	64,886.69	(8,586.69)	115.25%
Net Income (Loss)	(89,436.00)	(226,434.00)	108,232.85	(197,668.85)	-121.02%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(17,600.00)	-	(20,000.00)	2,400.00	113.64%
Availability Fees	(68,000.00)	(68,000.00)	(70,720.00)	2,720.00	104.00%

**Town of Smithfield
Water Fund Budget**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Debt Service Revenue	(192,770.00)	(190,652.00)	(192,894.87)	124.87	100.06%
Depreciation & Amort. Exp.	370,000.00	370,000.00	332,779.43	37,220.57	89.94%
Additional debt service costs-principal expense	(303,070.00)	(303,070.00)	(303,070.00)	-	100.00%
Total adjustments to CAFR	(211,440.00)	(191,722.00)	(253,905.44)	42,465.44	120.08%
Working adjusted income	(300,876.00)	(418,156.00)	(145,672.59)	(155,203.41)	48.42%

	Amended 2016/2017	Adopted 2016/2017	Actual 6/30/2017	Remain Budget	% of Budget
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Water Fund

Net Operating Reserves (Deficit)	(300,876.00)	(418,156.00)	(145,672.59)	(155,203.41)	48.42%
Construction Standards Update	(3,321.00)	(3,321.00)	(2,143.33)	(1,177.67)	64.54%
Water Master Plan	(50,000.00)	(50,000.00)	(12,449.33)	(37,550.67)	24.90%
Vehicle/Equipment	(9,375.00)	(9,375.00)	(9,827.40)	452.40	104.83%
RO Server (backup)	(18,126.00)	(5,000.00)	(18,126.00)	-	100.00%
RO auxiliary diesel fuel tank (generator)	-	(5,100.00)	-	-	0.00%
RO Cleaning System Upgrades	-	(5,000.00)	-	-	0.00%
RO 3rd Stage Removal	-	(15,000.00)	-	-	0.00%
RO Mason Vibration Testing	-	(10,000.00)	-	-	0.00%
Well 8-repair crack in casing or screen	(60,000.00)	-	-	(60,000.00)	0.00%
RO Bypass Pump	-	(100,000.00)	-	-	0.00%
RO Stainless Steel Valve	-	-	-	-	0.00%
2 ton split system serving chemical storage	-	-	(7,535.00)	7,535.00	100.00%
RO New Membranes (24)	(8,500.00)	(8,500.00)	(6,204.67)	(2,295.33)	73.00%
RO Office Trailer	(12,953.00)	-	(12,953.00)	-	100.00%
Meter Reading Equipment	-	-	-	-	0.00%
System Improvements	(50,000.00)	(50,000.00)	-	(50,000.00)	0.00%
Main Street Water Main Upgrade Phase I	(310,000.00)	(240,094.00)	(304,041.50)	(5,958.50)	98.08%
Pagan Point Line Repairs	(66,042.00)	(65,000.00)	(66,041.87)	(0.13)	100.00%
Lumar Road Line Repairs	(17,425.00)	-	(17,425.00)	-	100.00%
Apron Repair-Pagan Point-Driveway entrances	(5,200.00)	-	(5,200.00)	-	100.00%
Water line replacement (Cypress Creek Bridge)	-	-	-	-	0.00%
Net Capital Outlay	(610,942.00)	(566,390.00)	(461,947.10)	(148,994.90)	75.61%
Net Reserves (Deficit) after capital outlay	(911,818.00)	(984,546.00)	(607,619.69)	(304,198.31)	66.64%
Financing-Main St. Water Main, Water Line replace	365,000.00	300,000.00	365,000.00	-	100.00%
Operating Reserves	67,132.00	147,721.00	-	67,132.00	0.00%
Water Treatment Escrow	60,000.00	-	-	60,000.00	0.00%
Water Development Escrow	-	-	-	-	-
Water Capital Escrow	149,251.00	266,390.00	96,705.85	52,545.15	64.79%
Debt Service fees applied to debt	270,435.00	270,435.00	271,810.02	(1,375.02)	100.51%
Net Cashflow	-	-	125,896.18	(125,896.18)	100.00%

**Town of Smithfield
Highway Fund**

Description	Proposed Revised 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Revenue					
Interest Income	185.00	185.00	189.66	(4.66)	102.52%
Sale of equipment	4,200.00	-	4,200.00	-	100.00%
Revenue - Commwlth of VA	1,169,688.00	1,104,024.00	1,169,688.20	(0.20)	100.00%
Total Highway Fund Revenue	1,174,073.00	1,104,209.00	1,174,077.86	(4.86)	100.00%

**Town of Smithfield
Highway Fund**

Description	Amended 2016/2017	Adopted 2016/2017	Balance as of 06/30/17	Remaining Budget	% of budget
Expenses					
Salaries	252,745.00	252,745.00	238,796.14	13,948.86	94.48%
FICA	20,220.00	20,220.00	17,479.19	2,740.81	86.45%
VSRS	15,035.00	15,035.00	15,134.68	(99.68)	100.66%
Health	45,830.00	45,830.00	45,212.46	617.54	98.65%
Uniforms	3,500.00	3,500.00	1,984.48	1,515.52	56.70%
Engineering	-	-	-	-	0.00%
Grass	20,000.00	20,000.00	15,322.75	4,677.25	76.61%
Maintenance	740,479.00	576,881.00	641,097.48	99,381.52	86.58%
Asphalt/Paving			343,095.05	(343,095.05)	
Ditching			209,347.95	(209,347.95)	
Traffic Control devices			13,800.27	(13,800.27)	
Other (maintenance)			-	-	
Other (lawnmowers, landscaping, etc)			51,803.29	(51,803.29)	
Structures and Bridges			-	-	
Ice and Snow removal			21,239.07	(21,239.07)	
Administrative			1,811.85	(1,811.85)	
Storm Maintenance			-	-	
Street Lights	117,000.00	106,000.00	115,643.04	1,356.96	98.84%
Insurance	14,157.00	14,372.00	14,156.64	0.36	100.00%
VAC Truck Repairs	2,500.00	2,500.00	2,686.78	(186.78)	107.47%
Gas and Tires	8,000.00	8,000.00	8,908.27	(908.27)	111.35%
Stormwater Management Program (regional)	3,430.00	3,430.00	3,430.00	-	100.00%
Total Highway Fund Expense	1,242,896.00	1,068,513.00	1,119,851.91	123,044.09	90.10%
Net Reserves (+/-)	(68,823.00)	35,696.00	54,225.95	(123,048.95)	-78.79%

				Remain	% of
Amended	Adopted		Actual	Budget	Budget
2016/2017	2016/2017		6/30/2017		

HIGHWAY

Net Operating Reserves (Deficit)	(68,823.00)	35,696.00	54,225.95	(123,048.95)	-78.79%
Construction Standards Update	(3,321.00)	(3,321.00)	(2,143.33)	(1,177.67)	64.54%
Vehicles and Equipment	(9,375.00)	(9,375.00)	(9,827.40)	452.40	104.83%
Beautification	(5,000.00)	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	(8,000.00)	(7,995.00)	(5.00)	99.94%
Sidewalk Repair	(10,000.00)	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(35,696.00)	(35,696.00)	(19,965.73)	(15,730.27)	55.93%
Net Reserves (Deficit) after capital outlay	(104,519.00)	0.00	34,260.22	(138,779.22)	-32.78%
Carryover from FY2016	104,519.00		104,519.00		
Net Adjusted Reserves (deficit)	-		138,779.22		

Notes: June 2017

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GENERAL FUND

Revenues:

Current RE Taxes

RE tax collections through 6/30/17 totaled \$1,695,363 (100.02% of budget) with an uncollected balance remaining of \$14,721 which is less than 1% of billing.

Delinquent RE Taxes

Delinquent RE taxes posted through June 30 totaled \$15,015. Remaining delinquent real estate taxes for all years equals \$13,543. 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 \$624,537 as of 6/30/17 which is \$19,537 greater than amended budgeted; however, we are still working on credit balance refunds reducing the increase to \$9740. The uncollected remaining balance is \$48,918.

Delinquent PP Tax

Through 6/30/17 the Town collected \$25,199 in delinquent personal property taxes but had to refund \$174,451 in M&T tax resulting in a negative year to date balance. Reimbursement from IOW was received in April and recognized as a contribution.

Delinquent PP Interest

Refunded \$39,413 in interest with the M&T tax payments, but netted \$3808 in penalty interest for real estate and personal property combined for the year.

Public Service RE & PP

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

Franchise tax

The 2017 revenue has been collected in full. We are \$1846 under budget because of a drop in assessment for Bank of Southside. We did not receive a Schedule C from this year, so budgeted revenue was based on 2016 collections.

Cigarette Tax

Sold 559,240 cigarette tax stamps through June compared to 561,320 for the same period last year. Total revenues through June 30 were \$183,973 that is \$703 lower than 2016's total of \$184,676. During the budget process, this line item was tracking low, so it rebounded significantly at the end of the fiscal year.

Transient Occupancy

Transient occupancy tax payments for October 2016 through June 2017 totaled \$201,353 (excluding penalties and interest). The 2017 collections are \$29,810 higher than prior year. Prior to sale of one of the businesses, the prior owner consistently paid late resulting in significant penalties and interest (\$8345 for 2016 compared to \$1909 for 2017).

Meals Tax

We collected \$129,623 more than prior year which is partially due to the 1/4% tax increase implemented in September 2016.

Sales Tax

Sales tax from IOW County runs 2 months behind since it is received from the state. Jul - May sales tax of \$336,475 is \$35,778 higher than the \$300,697 collected in 2016. We have already exceeded the amended budget and have not yet posted the June accrual.

Consumption Tax/Utility Tax

Jun consumption/utility taxes include accruals to represent payments for all of fiscal year 2017. Utility tax is \$6,426 lower than prior year and consumption tax is \$650 lower, but both categories are right at budget. Dominion Virginia Power represents the decrease from last year.

Business License Tax

Business license taxes are due on April 15 so most of this line item is collected in the month of April. Through June 30, we have collected \$377,620 which is 103.46% of budget. We also collected \$4,593 in penalties which is more than double the budget while interest is below budget. This indicates that the majority of delinquent collections since April 15 represent 2017 business licenses rather than those

from prior years.

Vehicle license tax

Collections through June 30 total \$152,438 (\$11,938 over budget). We are still processing credit balance refunds in association with PP tax refunds, so this may decrease but should still be over budget.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$465), zoning permits (\$9245), yard sale permits (\$890), E&S Fees (\$300 from Affordable Homes, \$900 from Atlantic Homes, \$1950 from HH Hunt, \$150 from Birdsong, \$150 from Clayton Homes, \$150 from Wirt Construction, \$150 from Sasser Construction, \$150 from Anchor Contracting, and \$150 from Resor Architect and Interiors), golf cart permit (\$140), demolition permits (\$5671) and ROW permits (\$1400).

Inspection Fees

HH Hunt - \$3900 - 130 St Andrews, 1204 Cypress Creek Pkwy, 129 St. Andrews, 112 Glen Ealges, 1024 Cypress Creek Pkwy, 1203 Cypress Creek Pkwy, 1004 Cypress Creek Pkwy, 101 Gleneagles, 111 St. Andrews, 113 St. Andrews, 1206 Cypress Creek Pkwy, 107 St. Andrews, 124 St. Andrews
Atlantic Homes- \$1500-113 & 115 St James Ave, 112/114 Richmond Ave, 105 & 107 Richmond Ave.
Affordable Homes-\$600-609 Westminster Reach, 301 Grandville Arch
Clark General Contracting-\$300-104 Royal Portrush
Smithfield Foods-\$150-112 Main Street
Birdsong Builders Inc-\$300-102 Muirfield
Clayton Homes-\$300-600 Quail Street
Wirt Construction-\$300-122 Muirfield
Anchor Contracting-\$300-305 Smithfield Blvd.
Resor Architects-\$300-116 Cockes Lane

Administrative Fees-DMV Stops

Town's portion of fees from release of DMV stops for unpaid personal property.

Dog Park Registration

Total of \$2154 for the year which is \$80 more than prior year of \$2074 but \$221 less than FY2015 (\$2375).

Review Fees

Schaubach Rentals-\$875-site plan review for 89 Pagan Ave.
Brent Wiggins-\$150-plat review-301 Middle St
Anchor Contracting-\$150-plat review-305 Smithfield Blvd.
Smithfield Self Storage-\$1450-1031 S Church Street
Calvin Kelly-\$150-314 Middle Street
CABCO Properties-\$150-boundary line adjustment 32-01-002 & 32-01-003D

Fines & Costs

Fines and costs received from Isle of Wight (\$62,262) and directly to the Town (parking tickets-\$610) are \$5,614 lower than revenue for FY2016. We also collected \$70 in penalties for late payment in 2017.

General Fund Interest

Due to the balances in the special projects accounts which contain the contributions for the ball field project, we surpassed even the amended budget by \$1874 as of the end of June. Utilization of these contributed funds will reduce interest income in FY2018.

Smithfield Center Rentals

Rents of \$158,560 are \$41,895 less than FY2016. Total SC rents for 2016- \$200,455. Rents did slightly surpass amended budget by \$560.

Smithfield Center Vendor Programs

Collected \$5500 which is \$1550 more than collected in FY2016 (\$3950).

Kavak 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) and we picked up \$3191 (+\$2 in snack sales) in May and June. Total for 2016 was \$9143.

<u>Special Events</u>	Special events charges include application fees (\$720), Police OT reimbursement (\$15,168), and PW OT reimbursement (\$6796). We did increase the OT rates as of 1/17 to account for salary increases as of 7/1/16.
<u>Gift Shop Sales/Museum Programs</u>	Gift Shop sales and museum programs have exceeded budget for the year. Part of the increase in gift shop sales may likely be attributed to the anniversary celebration; ie, special items available to commemorate the occasion. The Museum Director does a great job of organizing events and creating special keepsakes (such as the anniversary book) to generate continued interest in the Museum.
<u>Sale of Equipment/Buildings</u>	The Town sold equipment and retired vehicles including a 1999 Ford Crown Vic, a 1997 Ford F250, 2 lawnmowers and a recycling dumpster for a total of \$9,869 through GOVDEALS as of the end of May. The Town also sold buildings at the Wombwell House property as follows: Mildred L Mayes-\$1.00-Wombwell Smoke House-Jones Property Mildred L Mayes-\$1.00-Wombwell Outdoor Dairy Bldg William Saunders-\$1.00-Wombwell Outbuilding
<u>Lease of Land</u>	Smithfield Landing Company - \$500 Historic Windsor Castle - \$100
<u>Other Revenues</u>	Includes grass cutting violations (\$1954), returned check charges (\$100), sale of copies (\$19), accident report fees (\$630), capital credit refund check from Community Electric Cooperative (\$142), and Jury Duty Reimbursement (\$30).
<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>Restricted Reserves-PD</u>	The PD is using \$50,000 donated by Smithfield Foods in FY2016 for the purchase of 2 police motorcycles.
<u>Reserves-Pinewood Escrow</u>	As of June 30, 2017 we have used all of the \$289,318 available in reserves as of June 30, 2016 (carryforward) for the Pinewood Project. and have used \$245,578 from the Town's general operating funds to fund 2017 activity.
<u>Reserves-Ball Fields</u>	As of June, 2017, we have used \$1,554,138.53 of the \$3,415,000 contributed towards the ballfields. \$890,000 of total contributions was collected in current year and is showing under current year contributions.
<u>Communications Tax</u>	Communications tax from the state of \$223,420 is \$5630 lower than FY2016 (\$229,050). This line item is very difficult to budget because we have no control over admin fees or adjustments. Occasionally the percentage distributed also changes.
<u>Fire Program Funds</u>	Payment was received in June for FY2017 and was \$623 higher than prior year. Budget is always based on prior year.
<u>Pinewood Heights Relocation Grant Phase III</u>	Through June, we have accrued \$374,435 of reimbursable expenses on this federal project. Three reimbursement requests have been submitted and received.
<u>Note Proceeds</u>	\ Represents draw downs on \$5M loan. Paid to Historic Windsor Castle towards the restoration project (\$520,000), the ball fields (\$1,175,000), the police evidence bldg renovation (\$407,176), and the undesignated capital projects (\$563,271).
<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, \$2615 for collision repairs of 2015 Ford F350, \$1547 to repairs for 2013 Dodge Charger, \$5260 for light pole damage at Smfd Center, \$800 for Public Works fence repairs, and \$4700 for damages to Guardrail, \$389 for damages to Matt Rogers Tahoe, and \$638 for damage to a

hydrant on S Church St.

CHIP Contributions

CHIP has exceeded projected revenue budget for 2017 with contributions as follows:

Women's Club of Smithfield-\$1160
Smithfield VA Events-\$2309
Optimist Club of IOW-\$795
Farmers Bank-\$750
Businesses-\$2405
Private donors-\$840

Contribution-IOW County

Contribution to compensate for loss of revenue due to reduction in Machinery & Tools tax assessment (including interest on refunds) for 2013-2015.

Contributions-WC Park

WC Park Foundation - \$10,000 towards the cost of the newly installed playscape.

Contributions-Smithfield VA Events

Latest contribution from Smithfield VA Events:

2016 Bacon Fest-\$13,000
2017 Bob Fest-\$7,500
2017 Wine Fest-\$13,500

Contributions-Public Safety

Private contributions made directly for the Police Department:

Glen Nelon-\$50-miscellaneous donation
Bayport Credit Union-\$1383.46-donation to purchase 1 defibrillator
Cogentrix Energy Power-\$150-charitable contribution from Mike Hirst

Contributions-Public Ball Fields

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.
Luter Family Foundation-\$240,000 for the ball fields.

Expenses:

All Departments

Salaries

Accruals have been made for July payroll that covered June hours worked.

Health/Dental Insurance

Health and dental have been paid for July through June- 100% of the year.

Insurance

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

Town Council

Legal Fees

Legal fees of \$47,264 for the year were lower than expected with \$9209 attributable to assistance from Troutman Sanders (\$6207) regarding annexation and historic district ordinance and Pender and Coward (\$3003) for Windsor Castle Tax Credit Syndication. Total for FY2016 was \$66,067 with \$30,402 outsourced for legal assistance with annexation, tax credits, and personnel.

Smithfield CHIP

Budget was increased for the number of children going to camp. To date, we have not been charged

for camp during the 2017 fiscal year. This could still be forthcoming.

Treasurer

Computer & Technology/Supplies

Both are under budget for the year because of the delay in the MUNIS conversion.

Police

Uniforms

The uniform line item is \$6203 under budget. Expected to be closer to budget with hiring of new officers. The total for 2016 was \$18,272.

Communications

Communications is \$7086 under budget. Total for 2016 was \$46,835. Reviewing account because only showing 10 payments for

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.

Fire Department

State pass through funds

Received \$623 more than budgeted in state fire funds for 2017 and those were passed along to the fire department. The expense was offset by the revenue collected making it a zero impact on the bottom line.

Contributions-Public Safety

E911 Dispatch

Accrual was made for the remainder of budget. We will not have this final number until IOW does its annual true up.

Fire Department-Rescue Truck

Final payment made to the fire department for contribution towards truck (\$70,000 total).

Parks Recreation & Cultural

Smithfield Center

Landscaping

Southern Shores (\$961.18*9=\$8650.62)
Southern Shores (\$813.75*3=\$2441.25)-price dropped with new contract spread
Southern Shores-\$166.60-applied deer repellent to bedding areas
Bennetts Creek Nurseries-\$1468.55-mums and pansies
Bennetts Creek Nurseries-\$692.03-begonias, scopia, angelonias, dianthus jolt
This will go over budget for the year, but will be offset by other line items.

Refund Event Deposits

Deposit refunds of \$9,792 for 19 reservations.

Contributions-Parks, Recreation and Cultural

Historic Windsor Castle Restoration LLV

Contribution of \$500,000 towards Windsor Castle Restoration Project. Additional \$20,000 was deposited in draw request (error in processing), so that amount was accrued for 2017 and deducted from the \$100,000 draw requested

in FY2018. The draw and the expense match to zero out for FY2017.

Farmers Market

Budgeted contribution has been paid in full for 2017.

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 so it stops during the winter months and picks back up in the spring. In FY2017, they cut the grass 16 times compared to 11 for all of last year.

Hampton Roads Planning District Commission

4 quarterly payments of \$2411.50 each plus a payment for catering (\$222.75) at HRPDC CAO meeting at the Smithfield Center. Town of Windsor reimbursed Smithfield \$112.00 to share cost of the catering.

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.

Friends of the Library

Did not request all of budgeted funding for 2017.

Windsor Castle Park

Kayak/Watersports Expense

No items were charged to this line item for FY2017.

Professional fees

There were no professional fees billed for WC in FY2017. In FY2016, the Town incurred \$1640 charged by Draper Aden for WC Park Expansion.

Other Parks & Recreation

Clontz Park

Eure Inc-toilet rental-\$669.50
Dominion Virginia Power-\$861.30 (12 months)
Kay Park Recreation-\$704.00-42 gallon litter receptacle
Harbor Freight-\$10.89-paint brushes
Smithfield True Value-\$24.25-Bronze and black enamel-6 cans
Smithfield True Value - \$8.99 - Out StemMnt Lgt Control
Farmers Service - \$69.99-1/4 FS 94 R Loop Hdl Trimmer

SNAP

SNAP works in conjunction with the Farmers Market as continued from the Wellness Grant in prior years. We had no requests for vendor reimbursement until June. We did receive \$30 in state funds for matching.

Veterans War Memorial

Southern Shores-\$689.30-monthly services-revised allocation increased from \$28.41 to \$144.89 per month.
Dominion VA Power-\$197
Bennetts Creek Nursery-\$218.48
Smithfield True Value-\$12.59
Farmers Service - \$69.99-1/4 FS 94 R Loop Hdl Trimmer
Bennetts Creek Nursery-\$183.83 for ageratum and begonias

Public Ball Fields

Dominion VA Power-\$60-2 billings for service at the ball fields. This has been budgeted for FY2018.

Community Development

Pinewood Heights Another renter occupied property was purchased in May. As of the end of June, we had acquired 3 owner occupied units, 7 renter occupied units, 1 vacant rental property, and 1 vacant lot. We had also relocated 4 owners (one was acquired in prior year) and 4 renters

TRIAD Isle of Wight TRIAD-\$1650-Town's contribution for FY2017
File of Life Foundation-\$1212.50-file of life magnets-covered by the state TRIAD contributions
Discount Mugs.com-\$445-500 TRIAD tote bags
U-Printing Services-\$187.12-2000 TRIAD half-fold brochures
BOA-Remarkable Goods-\$48.76- 56" round table cloths (46)

Tourism As with E911, an accrual was made for the 2nd half of the annual contribution to IOW to equal budget. We will not have the final number until IOW completes its true up.

Public Buildings

Utilities There are currently 10 buildings on the DVP billing for this line item. kWh was higher than in FY2016 accounting for the overage. The increase in kWh was consistent with all buildings.

Other Financing Uses

Transfers to Operating Reserves As of June 30, 2017, the Town's current year revenues exceeded expenses by \$468,668.76

Transfer to Loan Reserves This amount was drawn down on the \$5M loan and put aside to pay off the balloon payment on the Town's loan with IOW County that will be due in FY2019.

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

Pinewood Heights Purchased 3 owner occupied properties, 7 renter occupied properties, 1 vacant rental property, and 1 vacant lot through May 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 \$263.57 fees to IOW County for bldg permit & review

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
Canada Land Surveying-\$250-additional topo requested by Kimley-Horn for turn lane and send cad file

Kimley Horn-\$227,611.85 for professional fees for July 2016 through April 2017.
 Alpha Corporation-\$53,495.36 for services rendered through 6/30/17 (PM Services).
 Smithfield True Value-\$48.55 for 4x4x8 treated post.
 Joy P Massie & James P Massie Jr Irrecoverable 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
 MUSCO Sports Lighting-\$370,153.65 for materials and progress billing for the lighting project
 GET Solutions-\$1381.50-CMT services 2/1/17-2/28/17
 Lois Tokarz-\$350-Luter Multisports Complex Website
 RAD Sports-\$1,702,238.50-progress payments 1 through 7.
 GET Solutions-\$2041.00-CMT Services-January 1 through January 31 for Sports Complex
 GET Solutions-\$2354.00-CMT Services-March 1 through March 31 for Sports Complex
 GET Solutions-\$1588.00-CMT Services-May 1 through May 31 for Sports Complex
 GET Solutions-\$2533.00--CMT Services-March 1 through March 31 for concessions building
 GET Solutions-\$1899.00--CMT Services-May 1 through May 31 for concessions building
 Pilot Online-\$587.55-ad for Architectural bid
 A R Chesson-\$313,551.20-progress billing on concessions building
 Fortiline-\$443.56-2" red prs BFP lead-free
 GET Solutions-\$1352.50-CMT Services-April 1 through April 31 for Sports Complex
 IOW County-\$263.58-bldg permit & review fees

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
 Atlantic Communications-\$12,284.70-2 each 2016 Dodge Chargers (Patrol Package)
 Atlantic Communications-\$3746.83-2 light packages Dodge Charges
 Gately Communication-\$2145-2 mobile units
 Heartsmart.com-\$7380-group of Philips HeartStart Defibrillators (6)

Kustom Signals

\$5053 for purchase of one in car camera.

PUBLIC WORKS

Vehicles & Equipment

Beach Ford-\$7,741.78-1/4 cost of new PW F450 vehicle and \$2,085.62 to Wilbar Truck Equipment for truck body.

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.

Waterworks Dam Draper Aden-\$29426.88-Smithfield Lake Dam Emergency Spillway Hazard Mitigation-Project Engineer for November 2016 through June 2017.

Urban Fund Projects Three projects that were budgeted for 2018 started prior to fiscal year end. The Town's portion (2%) only totals to \$496.75 with the remaining 98% (\$24,341.44) eligible for reimbursement.

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 \$9127-work on the bay doors at Town Hall.

Split Systems Atlantic Constructors-\$7425 to replace Split System #4 at the PD-emergency replacement-not budgeted
Atlantic Constructors-\$5765 to replace Split System #3 at the PD-emergency replacement-not budgeted

SEWER

Revenues

Sewer Charges/Sewer Compliance Accruals were made for July and 1/2 of August 2017 billings to determine total sewer charges for the fiscal year. We are still working on the allowance for doubtful accounts so this revenue line item will probably end the year very close to budget. The difference between the accrual for 2016 and 2017 was only \$156. Total consumption for the year with adjustments for accruals was 191,353,668 compared to 190,189,756 for FY2016. Sewer compliance is charged as a fixed cost and is based on number of active accounts rather than consumption. Total sewer compliance of \$505,805.50 is \$6397.18 higher than FY2016 total of \$499,408.32.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. We received 27 connections at \$1580 (5/8" meters) for a total of \$42,660 for the year.

Expenses

Salaries Accruals have been made for July payroll that covered June hours worked. Leave accruals have not yet been booked as we have to wait until the end of August to record all vacation/sick used from July 1 through August 31.

Health Insurance Health and dental have been paid for July through June - 100% of the year.

Legal Legal fees ran slightly over budget for the year. Besides the usual allocation for committee meetings and TC meetings, we incurred fees regarding legal research for ownership of Phase V Pump Station at Cypress Creek and drafting and preparing deed for conveyance of Phase V Pump Station (\$300).

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
Draper Aden Associates-\$950 for engineering services-consent order through April 30, 2017

Dues APWA-\$120 each to Sewer, Water, and Public Works for Public Works , Bank of America-card renewal fee-\$29

Insurance Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance.

Materials & Supplies Materials and supplies was credited for \$8,159.60 to adjust the year end inventory balance. I have questions regarding pricing of several inventory items so there may be an additional adjustment once I receive feedback from Jeff Smith.

Depreciation & Amortization

Depreciation Additional depreciation may be recorded pending additional invoices for capital projects to be accrued for year end. Should still fall well within budget.

Nonoperating Revenues (Expenses)

Pro-rata share fees Received \$2400 from Atlantic Homes for 113 St James and 115 St James.
 Received \$2400 form HHJV LLC for 112 Richmond Ave and 114 Richmond Ave
 Received \$12800 from Smithfield Manor for 16 lots (prior years).
 Received \$2400 from Atlantic Homes for 105 and 107 Richmond Ave

Availability fees We received 26 at \$4120 each for a total of \$107,120.

Interest Expense All loan payments have been made for the year. Interest accrual was made for interest through June 30 that will be paid in FY2018.

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.

SEWER CAPITAL

Sewer Master Plan Draper Aden-\$12,449.32-progress billings on sewer master plan.

Construction Standards Update Draper Aden-\$2143.34-billings through June 30, 20167/

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
 Smithfield True Value-\$2.12-Hurricane Tie
 Farmers Service-\$411.15-ridge cap and items for shelter

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

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

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

Hydromatic Impeller-Bradford Mews Wood Equipment Service-\$5425.87-\$10.13" Impeller-35' Cord, 5 HP

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
Lewis Construction-\$76,190.82-repair & replace laterals on 100 & 200 blocks of Main Street

Vehicles/Equipment

Beach Ford-\$7,741.78-1/4 cost of new PW F450 vehicle and Wilbar Truck-\$2085.62 for 1/4 cost of truck body.

WATER

Revenues

Water Charges/Debt Service Revenue

Accruals were made for July and 1/2 of August 2017 billings to determine total water charges for the fiscal year. We are still working on the allowance for doubtful accounts so like sewer this revenue line item will probably end the year very close to budget. The difference between the accrual for 2016 and 2017 was \$4677.95. Total consumption for the year with adjustments for accruals was 238,469,696 compared to 237,847,124 for FY2016. Debt service is charged as a fixed cost and is based on number of active accounts rather than consumption. Total debt service of \$192,894.87 is \$2031.64 higher than FY2016 total of \$190,863.23.

Connection Fees

The Town has collected on 28 accounts at \$660 (5/8" meters).

Expenses

Salaries

Accruals have been made for July payroll that covered June hours worked. Leave accruals have not yet been booked as we have to wait until the end of August to record all vacation/sick used from July 1 through August 31.

Health Insurance

Health and dental have been paid for July through June - 100% of the year.

Insurance

Represents payment of 4 quarters to VML for property/casualty and workers' comp insurance.

Materials & Supplies

Numerous purchases with the largest from HD Supply of \$19,960 for 51 5/8" meters and 1 Neptune 4 HP Protect US Flange Proread. Materials and supplies was credited for \$4,739.54 to adjust the year end inventory balance. I have questions regarding pricing of several inventory items so there may be an additional adjustment once I receive feedback from Jeff Smith.

Truck operations

In the past, this has mainly been gas and tires for the vehicles. This year, there have been significant vehicle maintenance fees that previously were charged to the regular repairs & maintenance line item.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Received \$2400 from Atlantic Homes for 113 St James and 115 St James.
Received \$2400 from HHJV LLC for 112 Richmond Ave and 114 Richmond Ave
Received \$12800 from Smithfield Manor for 16 lots (prior years).
Received \$2400 from Atlantic Homes for 105 and 107 Richmond Ave

Availability Fees

We have received 26 at \$2720.

Interest Expense

All loan payments have been made for the year. Interest accrual was made for interest through June 30 that will be paid in FY2018.

WORKING ADJUSTMENTS TO CAFR

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

WATER CAPITAL

Construction Standards Update Draper Aden-\$2143.33-billings through June 30, 2017.

Water Master Plan Draper Aden-\$12449.43-progress billings on water master plan.

Vehicles/Equipment Beach Ford-\$7,741.78-1/4 cost of new PW F450 vehicle and Wilbar Truck-\$2085.62 for 1/4 cost of truck body.

RO Server REW Corporation-\$13926-Repair and replace crashed SCADA server #1-Rant Cat5 Cable and electrical power to Server #1
REW Corporation-\$4200-purchase of a Tech-Connect license from Rockwell Software.

2 ton split system Atlantic Constructors-\$7535-emergency replacement of 2 ton split system serving chemical storage area at RO plant.

RO Membranes Suez Treatment Solutions-\$6204.67-RO Membrane

RO Office Trailer C.L. Smith-\$6000-purchase of office trailer for RO Plant-money will be reclassified from RO operating costs.
REW Corporation-\$6953-labor and materials to provide power and ethernet for the RO Plant Temporary Trailer.

Main Street Water Main Upgrade Lewis Construction-\$304,041.50-labor/materials-Main Street-100/200 block

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-Pagan Point-had to dig up to put in water main

HIGHWAY

Revenues

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

Expenses

Salaries Accruals have been made for July payroll that covered June hours worked.

Health Insurance

Health and dental have been paid for July through June- 100% of the year.

Insurance

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

HIGHWAY CAPITAL

Construction Standards Update

Draper Aden-\$2143.33-billings through June 30, 2017.

Vehicles & Equipment

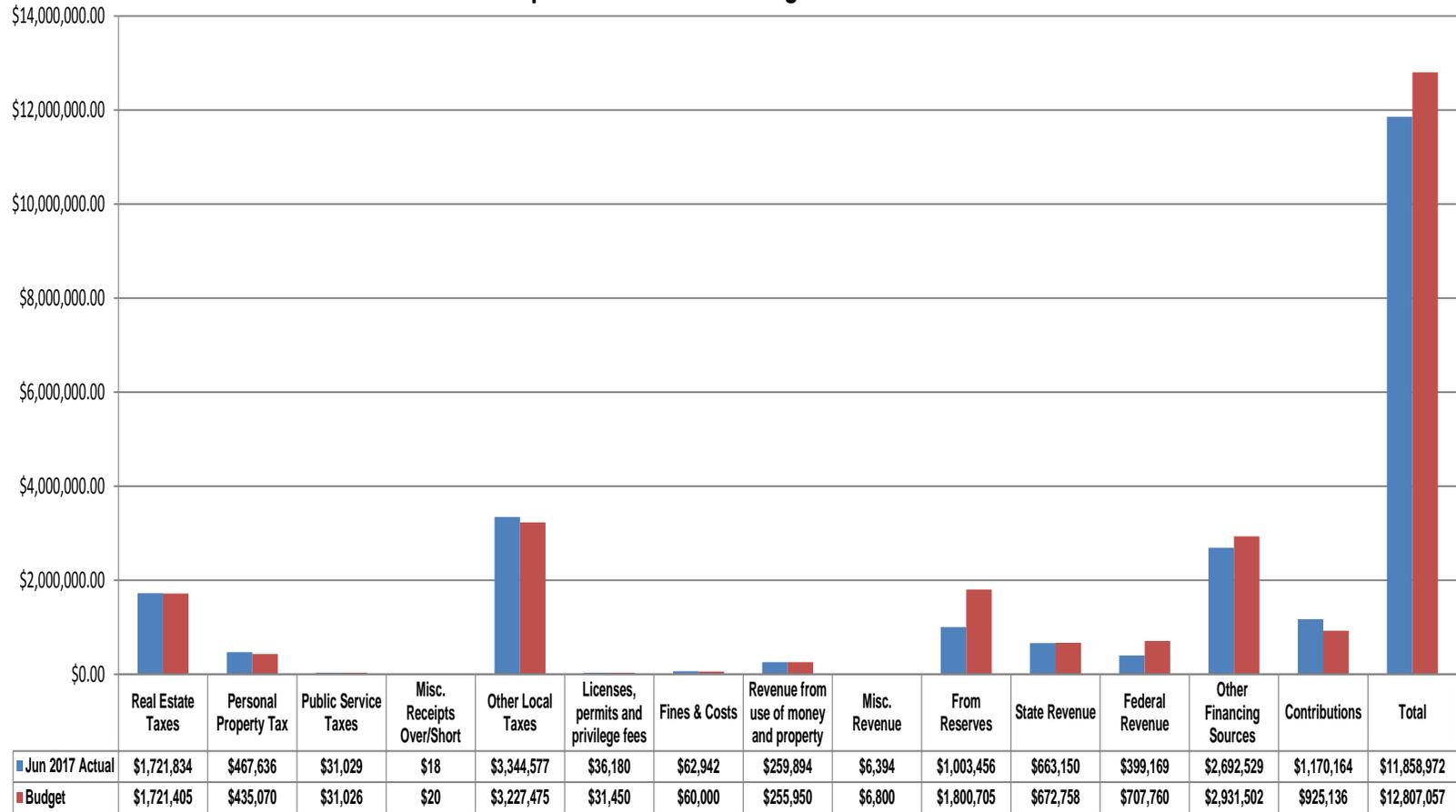
Beach Ford-\$7,741.78-1/4 cost of new PW F450 vehicle and Wilbar Truck-\$2085.62 for 1/4 cost of truck body.

Mower

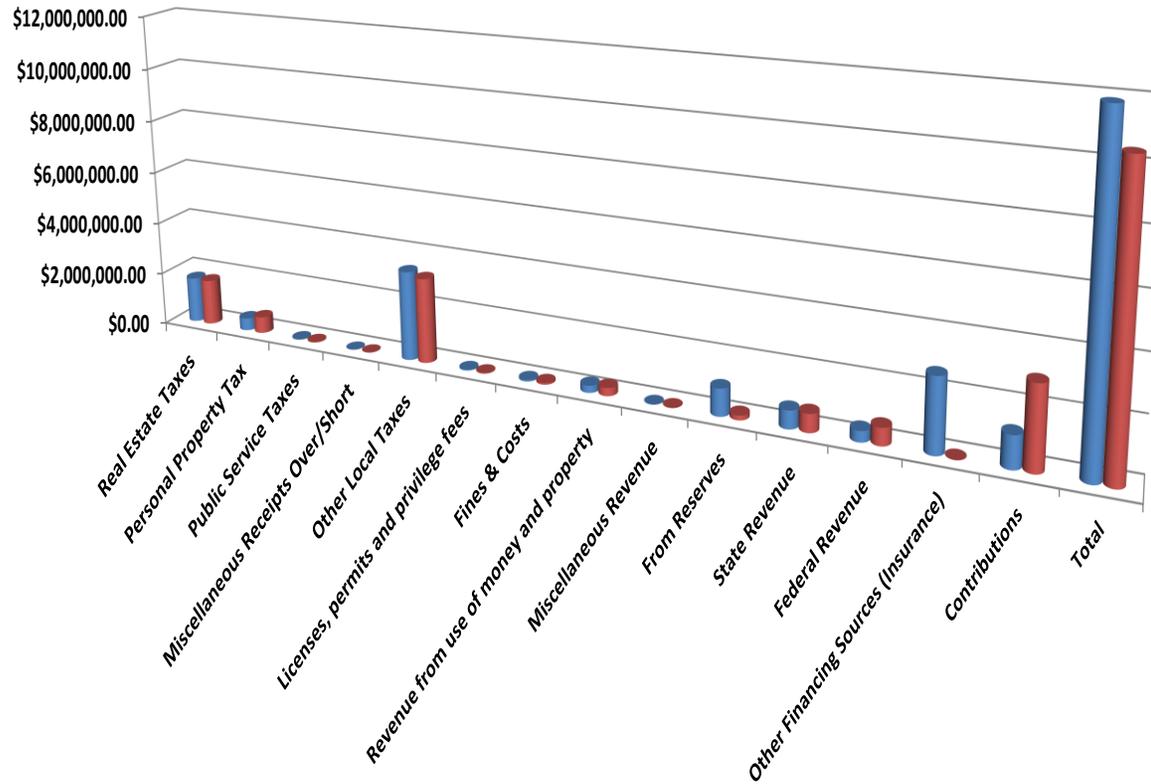
Farmers Service -\$7995-Mower with 60" deck

JUNE 2017 FINANCIAL GRAPHS

June 2017 YTD General Fund Revenues Compared to Amended Budget

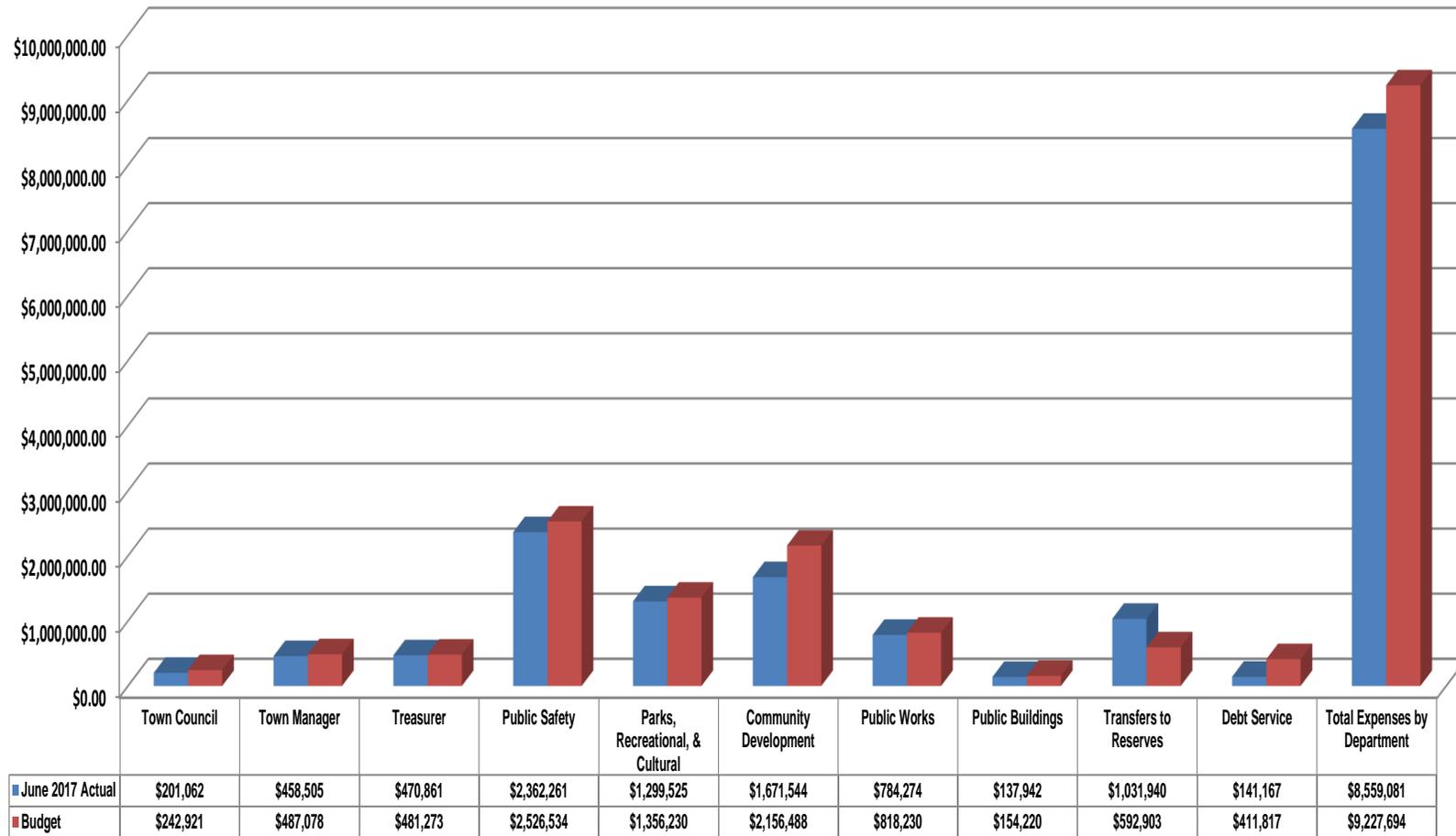


June 2017 YTD General Fund Revenue Compared to June 2016

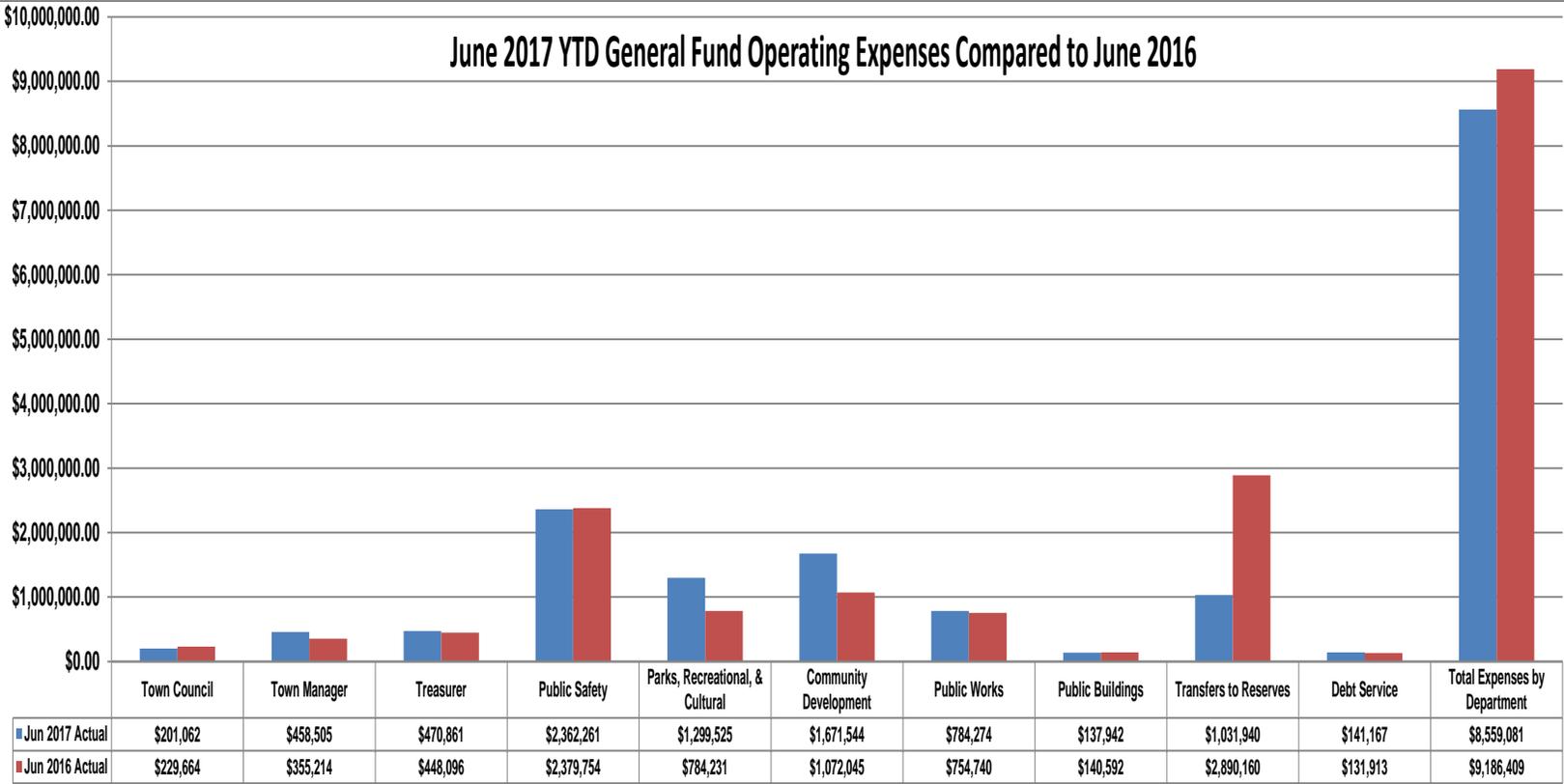


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Jun 2017 Actual	1,721,834	467,636	31,029	18	3,344,577	36,180	62,942	259,894	6,394	1,003,456	663,150	399,169	2,692,529	1,170,164	11,858,972
■ Jun 2016 Actual	1,717,945	617,161	30,532	\$61	\$3,179,841	\$23,075	\$68,527	\$300,700	\$9,102	\$169,072	\$671,903	\$639,449	\$13,778	\$2,992,614	10,433,760

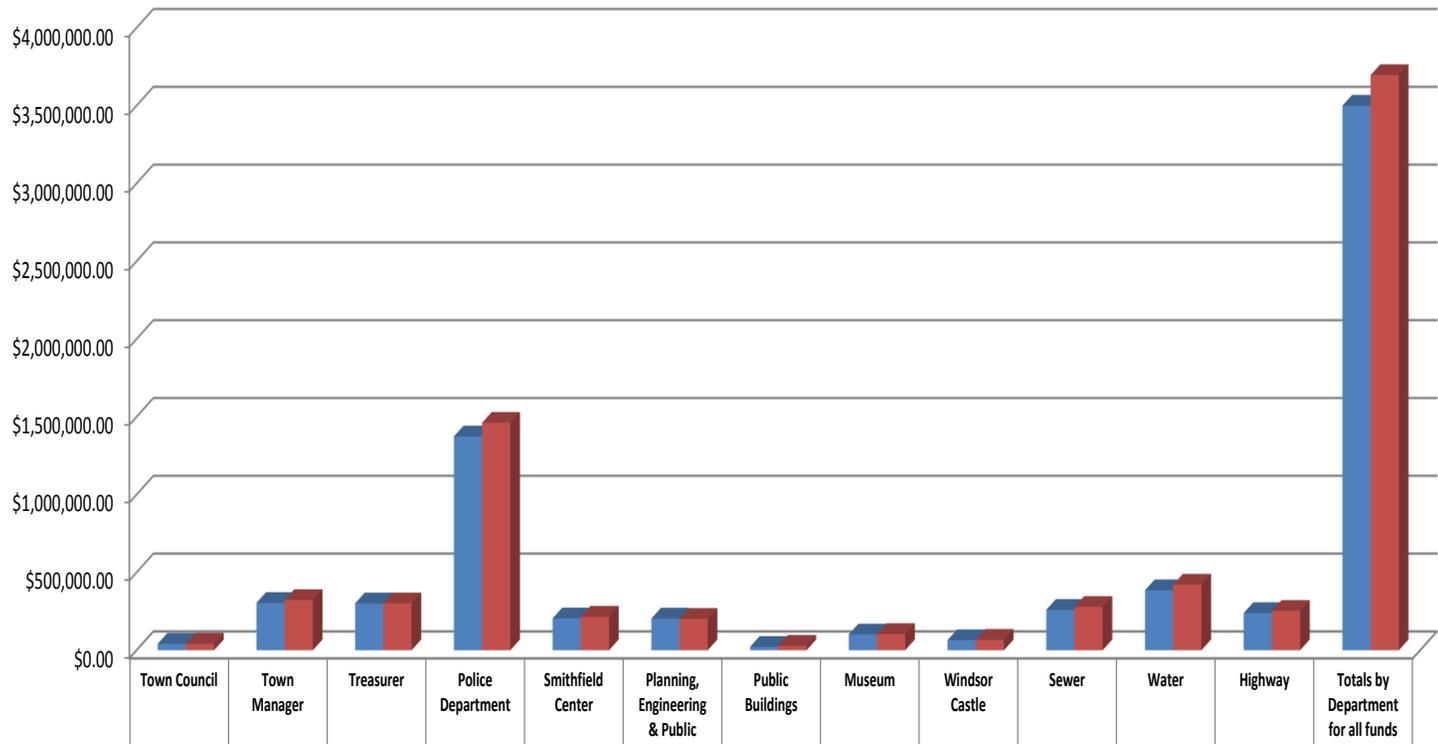
June 2017 YTD General Fund Operating Expenses Compared to Amended Budget



June 2017 YTD General Fund Operating Expenses Compared to June 2016

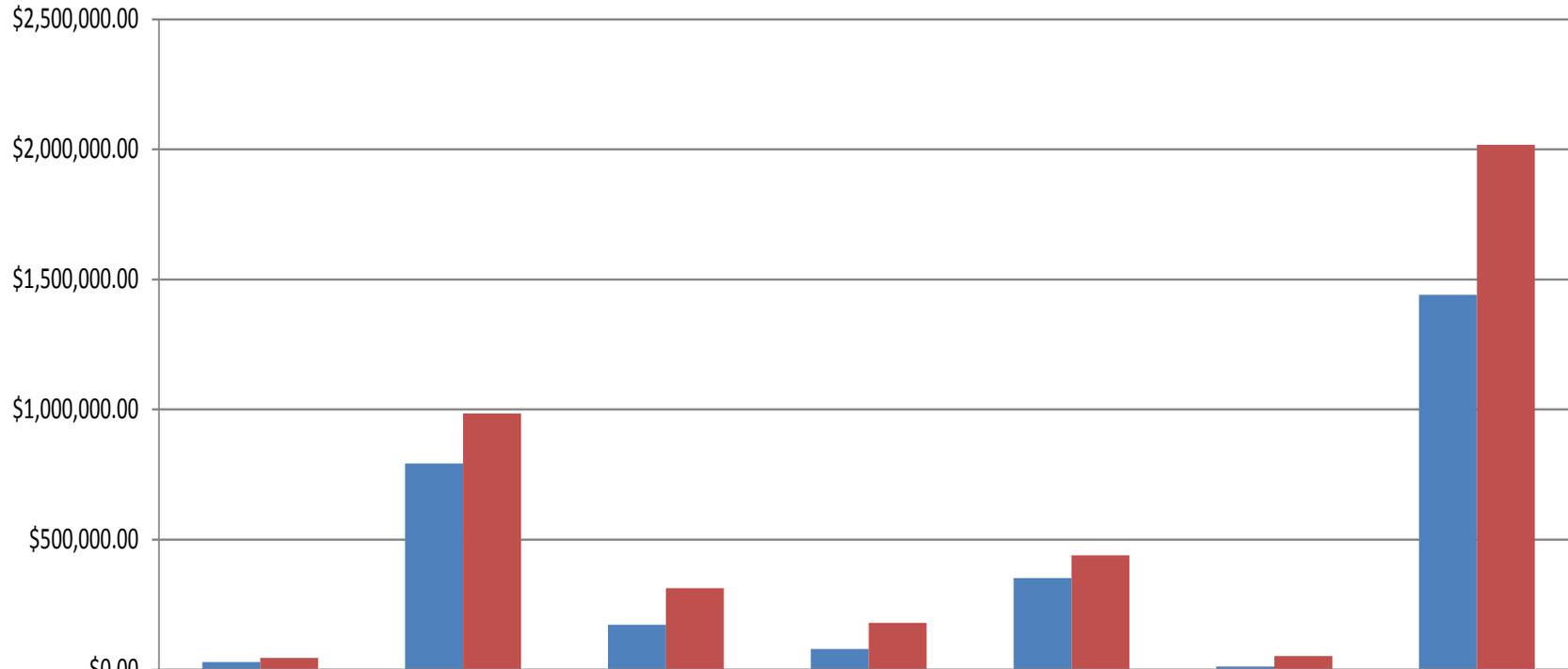


Jun 2017 YTD Salaries to Budget by Department



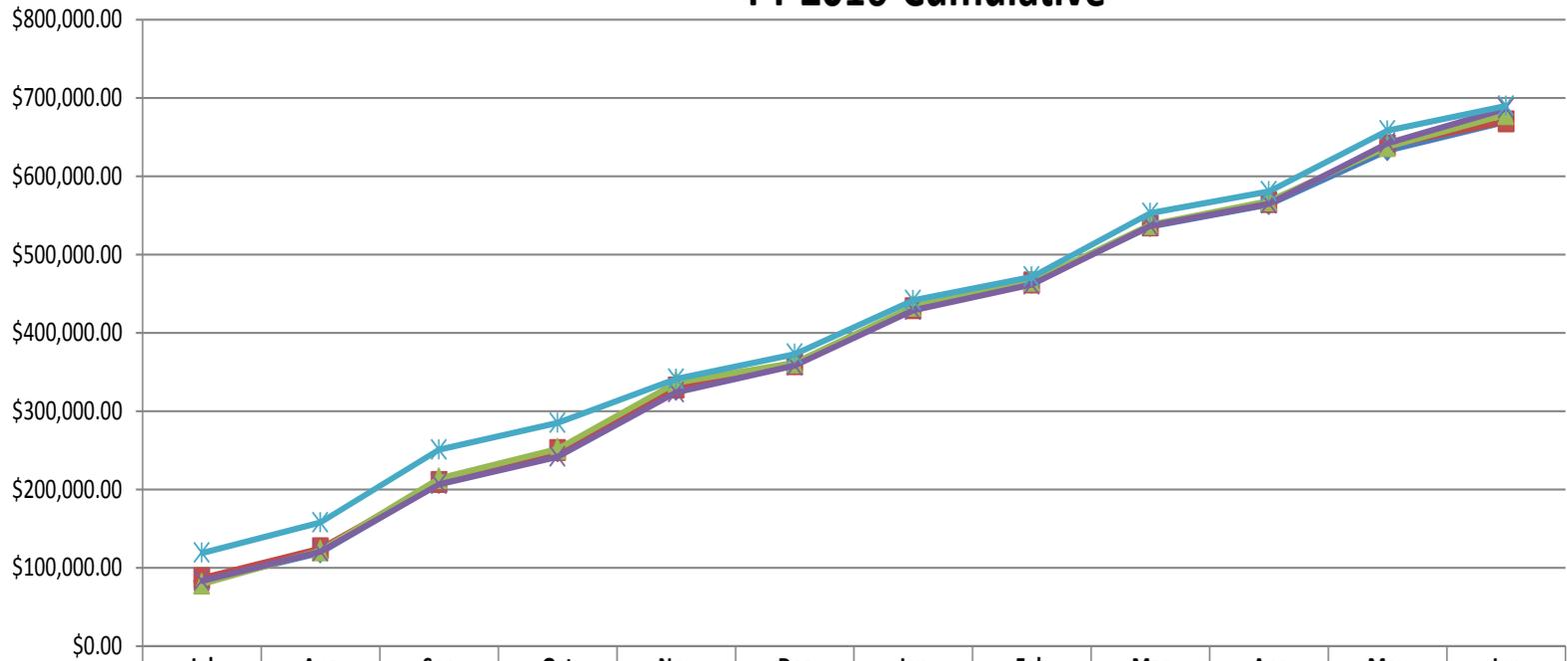
	Town Council	Town Manager	Treasurer	Police Department	Smithfield Center	Planning, Engineering & Public Works	Public Buildings	Museum	Windsor Castle	Sewer	Water	Highway	Totals by Department for all funds
■ Jun 2017 Actual	\$41,385	\$304,021	\$301,240	\$1,373,838	\$204,581	\$203,591	\$21,606	\$101,561	\$64,480	\$259,410	\$385,345	\$238,796	\$3,499,854
■ Budget	\$42,000	\$322,450	\$301,240	\$1,461,705	\$215,208	\$201,400	\$28,660	\$104,255	\$66,935	\$278,265	\$421,655	\$252,745	\$3,696,518

Jun 2017 Pinewood Heights Expenses Phase III



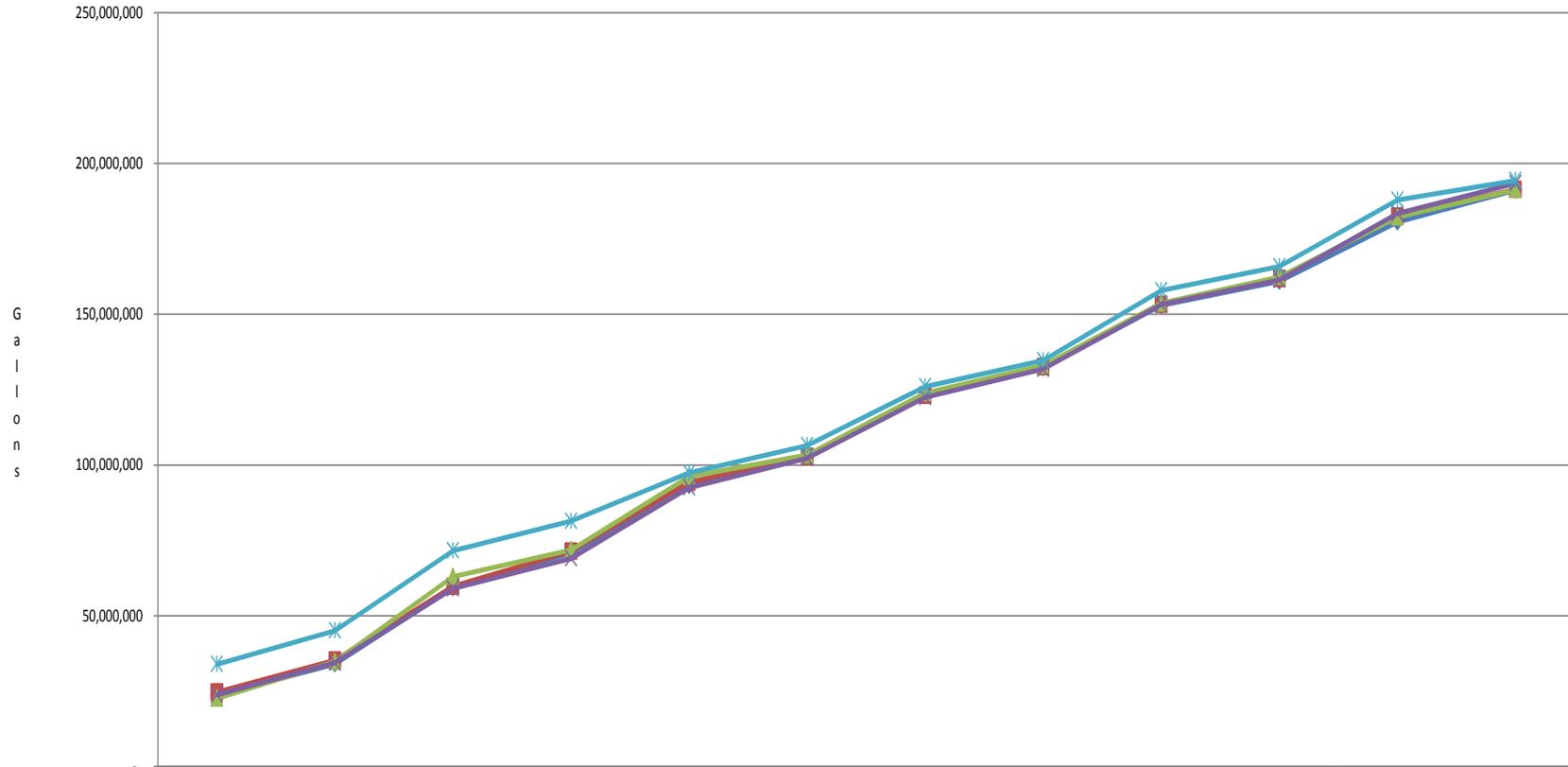
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase III
Jun YTD Actual	\$29,951	\$793,313	\$173,625	\$79,490	\$352,346	\$12,196	\$1,440,921
Budget	\$45,820	\$985,292	\$313,125	\$180,463	\$440,635	\$52,200	\$2,017,535

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



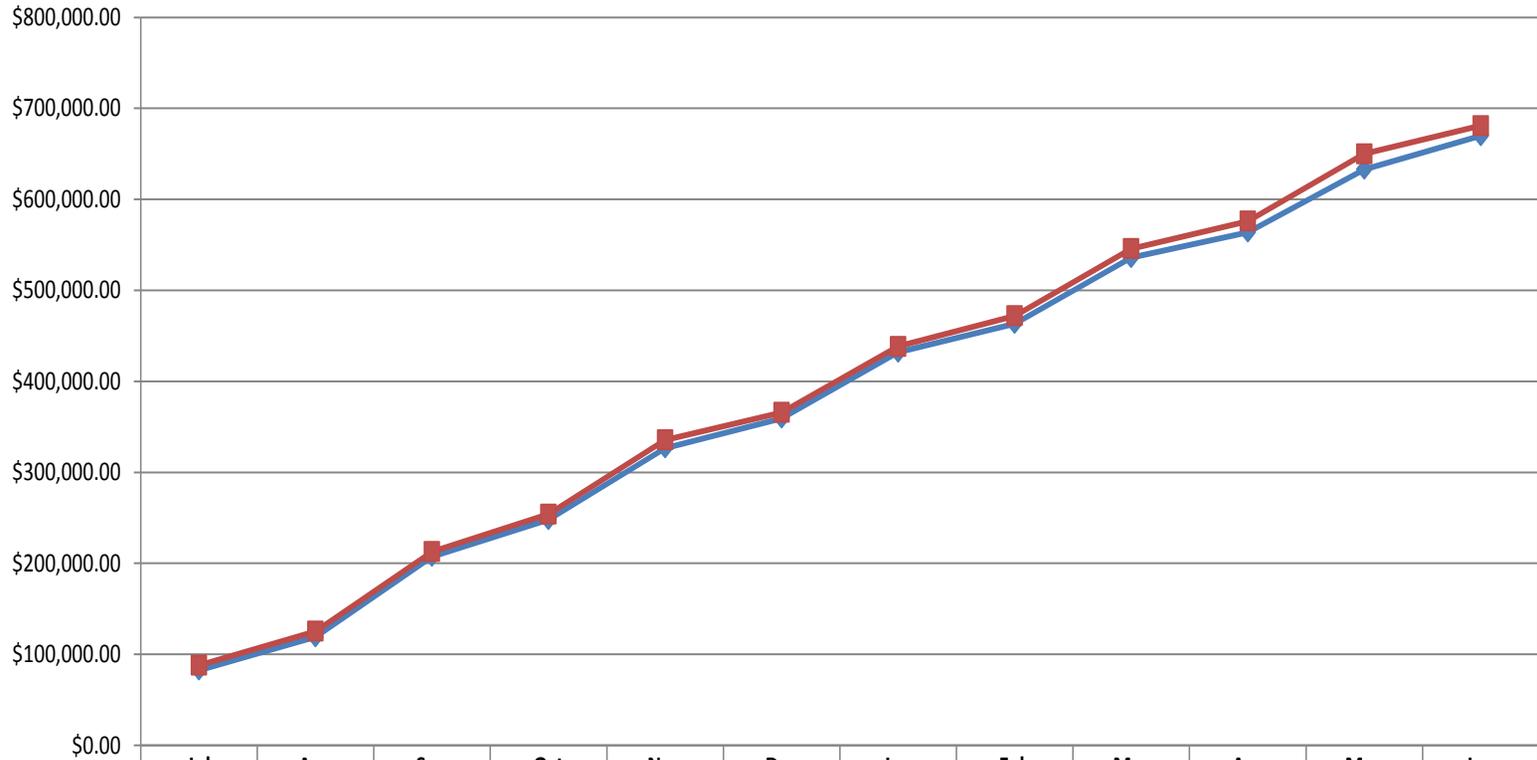
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438	\$535,928	563,886	\$632,831	\$669,860
Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375	\$464,390	\$536,996	\$566,832	\$639,492	\$670,027
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

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



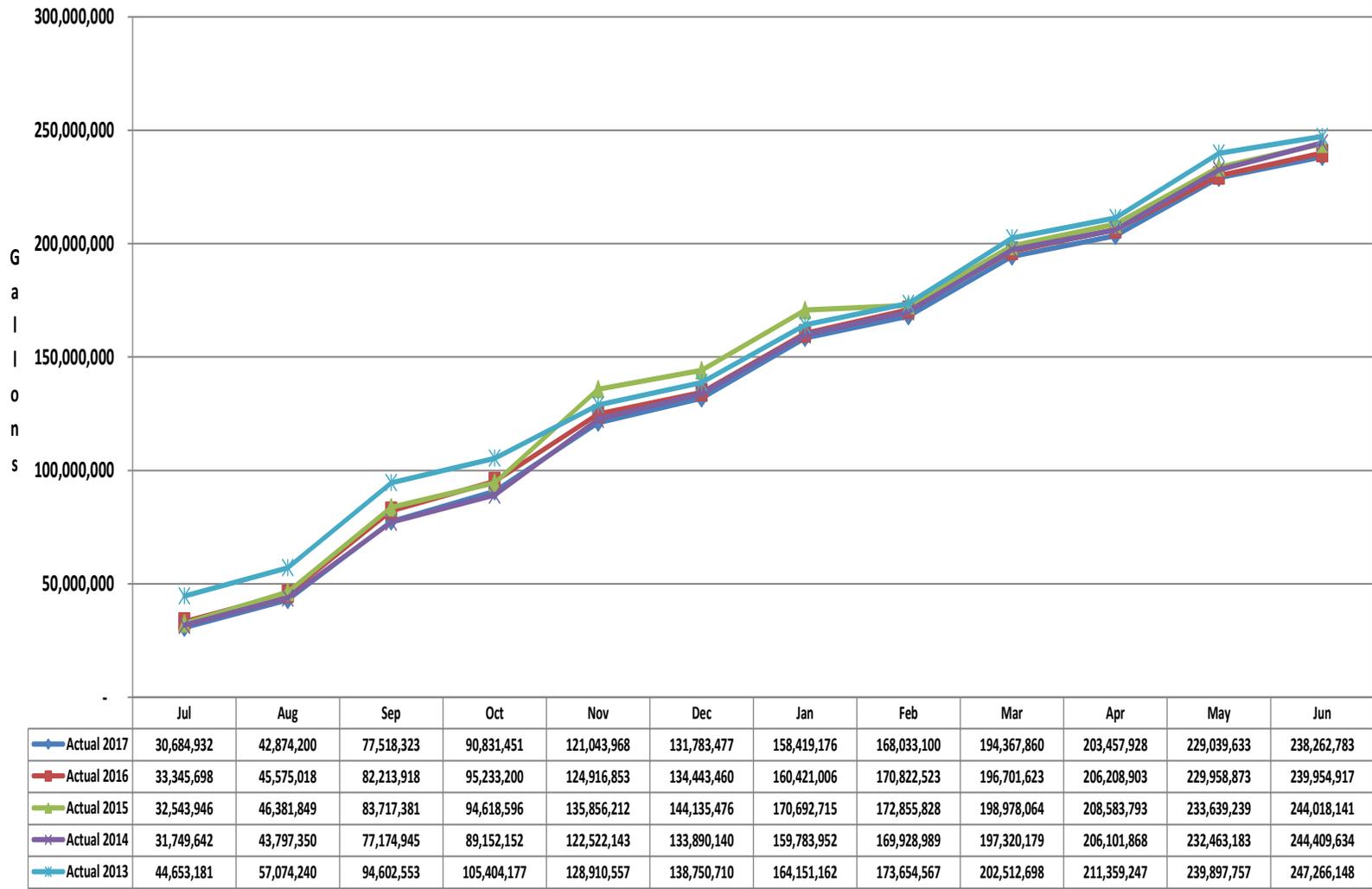
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	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

Jun 2017 Unadjusted Sewer Charges Compared to Pro-Rated Budget

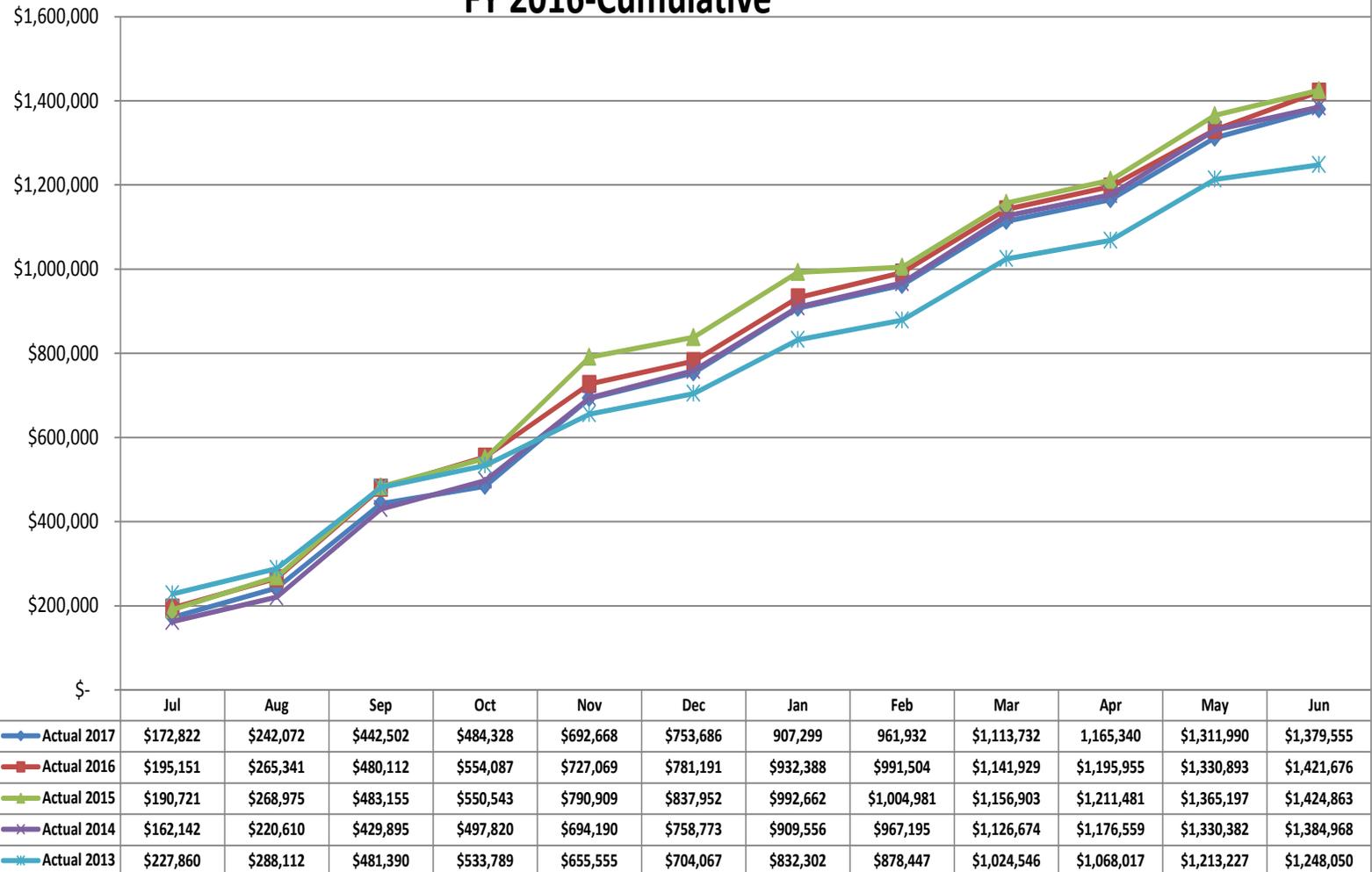


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$82,520	\$119,133	\$207,537	\$248,007	\$326,529	\$359,328	\$431,878	\$463,438	\$535,928	\$563,886	\$632,831	\$669,860
Pro-rated budget	\$88,029	\$125,431	\$212,784	\$254,063	\$335,515	\$365,917	\$438,440	\$471,995	\$545,791	\$576,115	\$649,965	\$681,000

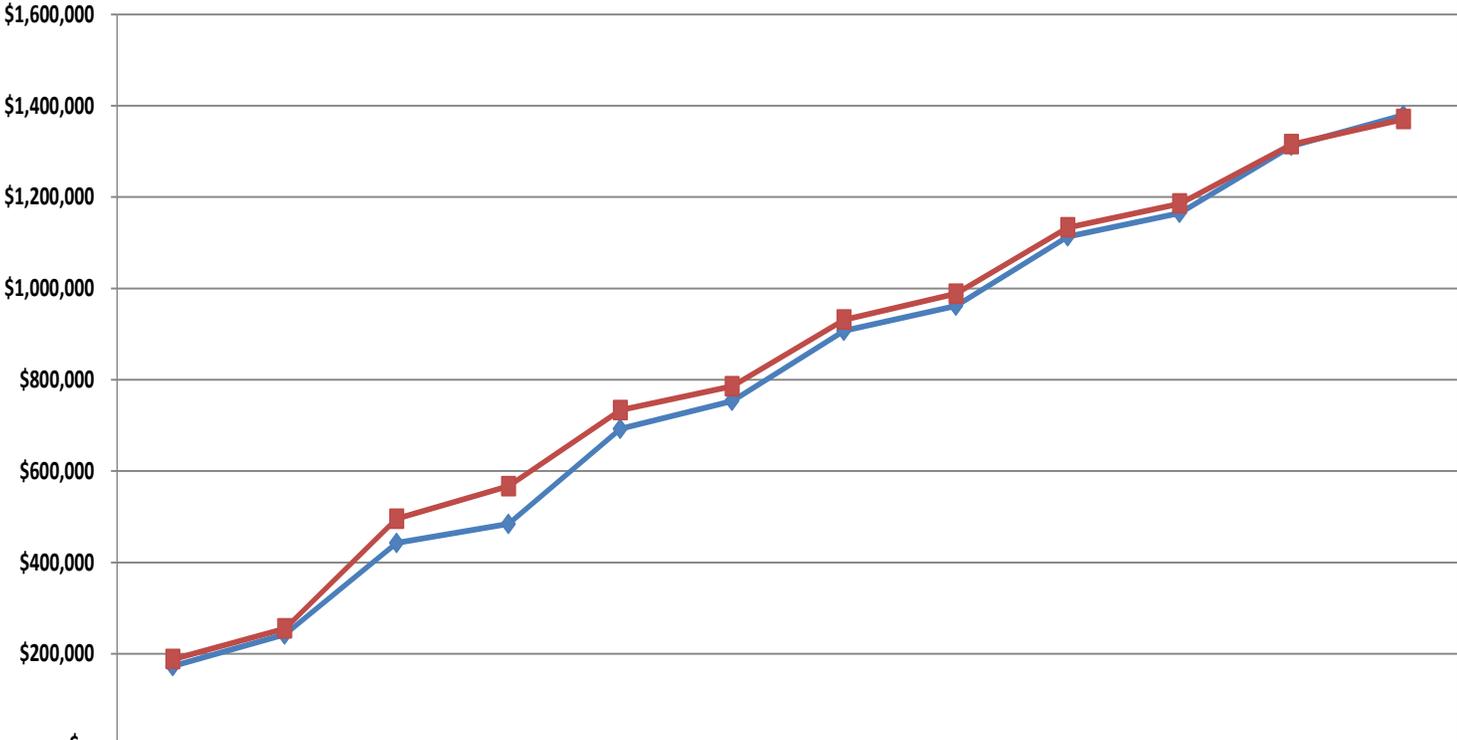
Jun 2017 YTD Water Consumption Compared to FY 2013 through FY 2016-Cumulative



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



Jun 2017 Unadjusted Water Charges Compared to Pro-Rated Budget

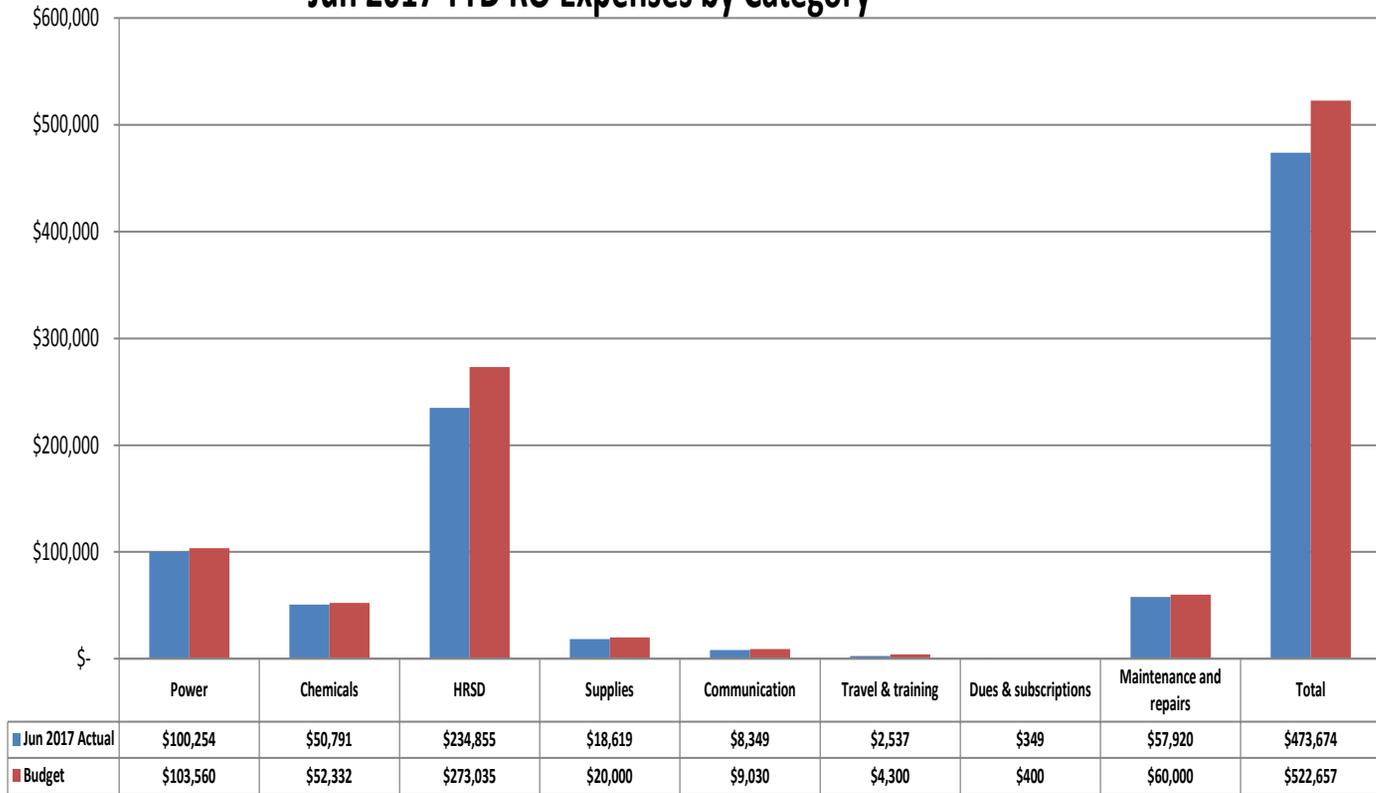


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2017	\$172,822	\$242,072	\$442,502	\$484,328	\$692,668	\$753,686	\$907,299	\$961,932	\$1,113,732	\$1,165,340	\$1,311,990	\$1,379,555
Pro-rated budget	\$188,142	\$255,138	\$495,460	\$566,778	\$733,547	\$785,725	\$931,491	\$988,484	\$1,133,507	\$1,185,592	\$1,315,683	\$1,370,615

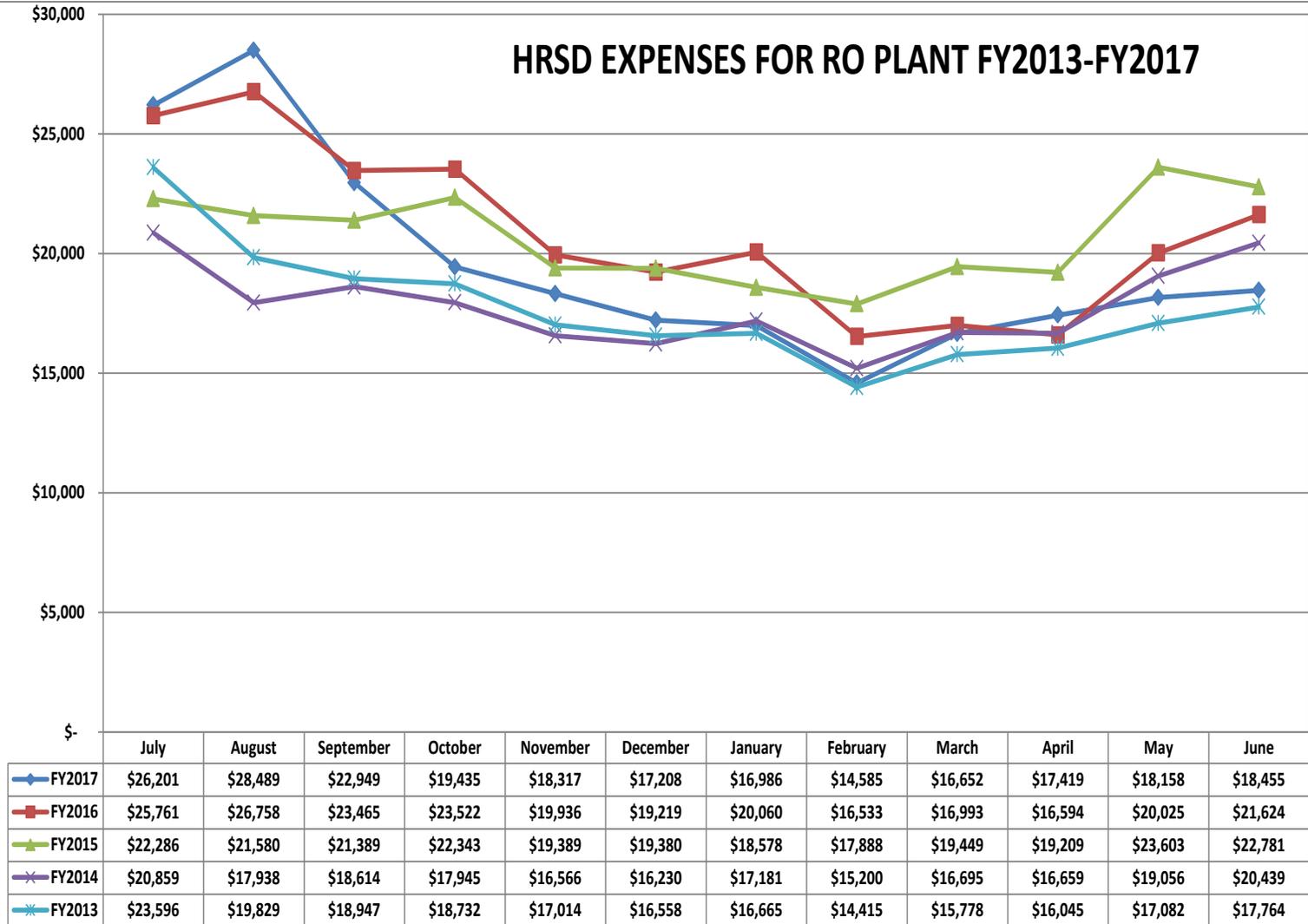
GATLING POINTE WATER BILLINGS

Gatling Pointe							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200		\$ 18,632.39	\$ 13,787.23		\$ 6.10
Mar-17	2,933,440	2,258,900		\$ 17,893.99	\$ 13,779.30		\$ 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	37,331,230	\$ 27,037.38	\$ 9,606.67	\$ 229,492.73	\$ 6.41
-Jul 16				\$ (27,037.38)	\$ (9,606.67)		
+Jul 17				\$ 28,182.00	\$ 13,504.19	\$ 234,534.87	
						\$ 5,042.14	
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)	

Jun 2017 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2013-FY2017



<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru June	
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>		<u>\$ 134,826.48</u>		
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	<u>4,038,800</u>	3.29/CCF	<u>17,764.36</u>	48,295,870	212,424.46
		<u>48,295,870</u>		<u>\$ 212,424.46</u>		
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	<u>4,306,496</u>	3.55/CCF	<u>20,438.77</u>	44,960,296	213,382.00
		<u>44,960,296</u>		<u>\$ 213,382.00</u>		

HRSD Charges to date per month				1 CCF=748 gallons	Comparison thru June	
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	48,410,294	247,875.68
		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	45,367,188	250,490.29
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		
3/15/2017	2/28/2017	2,418,976	4.51/CCF	14,584.89		
4/15/2017	3/31/2017	2,761,768	4.51/CCF	16,651.82		
5/15/2017	4/30/2017	2,889,072	4.51/CCF	17,419.42		
6/9/2017	5/31/2017	3,011,568	4.51/CCF	18,158.16		
7/10/2017	6/30/2017	3,060,880	4.51/CCF	18,455.37	38,951,492	234,855.10

CASH BALANCES AS OF JULY 2017					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,238,401.05	(775,453.40)	-	462,947.65
Water-Debt Service	Farmers Bank	647,279.73	24,190.94	-	671,470.67
Water Capital Escrow (availability fees)	TowneBank	431,541.58	5,440.00	-	436,981.58
Water Treatment Plant Escrow	TowneBank	112,520.50			112,520.50
Water Deposit Account	TowneBank	84,030.88			84,030.88
Water Development Escrow	TowneBank	118,720.89	2,400.00	-	121,120.89
Subtotal Water		2,632,494.63	(743,422.46)	-	1,889,072.17
Sewer	Farmers Bank	524,662.95	(225,418.29)	(291,000.36)	8,244.30
Sewer Development Escrow	TowneBank	377,334.91	2,400.00	-	379,734.91
Sewer Capital Escrow (availability fees)	TowneBank	839,829.12	8,240.00	-	848,069.12
Sewer Compliance	Farmers Bank	1,893,660.71	62,631.90	-	1,956,292.61
Subtotal Sewer		3,635,487.69	(152,146.39)	(291,000.36)	3,192,340.94
Highway	Farmers Bank	180,160.11	(10,997.34)	-	169,162.77
General Fund	Farmers Bank	1,963,696.51	942,915.79	291,000.36	3,197,612.66
Payroll	Farmers Bank	244,924.05			244,924.05
Money Market-General Fund	TowneBank	2,202.90			2,202.90
Business Super Now-General Fund	Farmers Bank	33,528.48			33,528.48
Money Market-General Fund	Farmers Bank	291,806.55			291,806.55
General Fund Capital Escrow Account	TowneBank	216,294.84			216,294.84
Certificate of Deposit	Farmers Bank	526,695.66			526,695.66
Certificate of Deposit-Police Dept	Farmers Bank	36,932.69			36,932.69
Special Project Account	Farmers Bank	2,022,328.06			2,022,328.06
Pinewood Heights Escrow	Farmers Bank	63,388.46			63,388.46
SNAP Account	Farmers Bank	2,218.75			2,218.75
Museum Account	Farmers Bank	159,295.75			159,295.75
Windsor Castle Acct	TowneBank	84,500.00			84,500.00
S. Church Street Account	TowneBank	36,349.60	(36,349.60)	-	-
Subtotal General Fund		5,684,162.30	906,566.19	291,000.36	6,881,728.85
TOTAL ALL FUNDS		12,132,304.73	-	-	12,132,304.73



Account Statement

July 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					
Beginning Cost	Beginning Market Value	Contributions	Withdrawals	Income Earned	Ending Market Value	Ending Cost	Current Month Unrealized G/L
509,995.67	511,713.36	0.00	42.05	513.99	512,632.43	510,467.61	447.12

Transactions

Transaction Date	Transaction Description	Contributions & Income Earned	Withdrawals	Balance	NAV	Shares	Realized GL
07/01/2017	Income Earned	33.76			10.042704	3.362	
07/14/2017	Withdrawal		42.05		10.044888	4.186	0.00
07/14/2017	Income Earned	235.85			10.044888	23.480	
07/31/2017	Income Earned	244.38			10.051476	24.313	
07/31/2017	Ending Balance			512,632.43	10.051476	51,000.712	



Account Statement

July 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: 1.17%

	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
07/31/2017	Ending Balance			0.000	



Daily Rates

July 2017

VIP Stable NAV Liquidity Pool

Date	Dividend Rate	Annual Yield
01-Jul-17	0.000031099	1.14%
02-Jul-17	0.000031099	1.14%
03-Jul-17	0.000031373	1.15%
04-Jul-17	0.000031373	1.15%
05-Jul-17	0.000031099	1.14%
06-Jul-17	0.000031642	1.16%
07-Jul-17	0.000031373	1.15%
08-Jul-17	0.000031373	1.15%
09-Jul-17	0.000031373	1.15%
10-Jul-17	0.000031373	1.15%
11-Jul-17	0.000031647	1.16%
12-Jul-17	0.000031373	1.15%
13-Jul-17	0.000031373	1.15%
14-Jul-17	0.000031921	1.17%
15-Jul-17	0.000031921	1.17%
16-Jul-17	0.000031921	1.17%
17-Jul-17	0.000031647	1.16%
18-Jul-17	0.000031921	1.17%
19-Jul-17	0.000031921	1.17%
20-Jul-17	0.000032195	1.18%
21-Jul-17	0.000032195	1.18%
22-Jul-17	0.000032195	1.18%
23-Jul-17	0.000032195	1.18%
24-Jul-17	0.000032195	1.18%
25-Jul-17	0.000032195	1.18%
26-Jul-17	0.000032468	1.19%
27-Jul-17	0.000032468	1.19%
28-Jul-17	0.000032468	1.19%
29-Jul-17	0.000032468	1.19%
30-Jul-17	0.000032468	1.19%
31-Jul-17	0.000032468	1.19%

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

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702

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

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

APPLICATION NO: 9
PERIOD TO: 08/18/2017
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.

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.

1. ORIGINAL CONTRACT SUM	\$2,578,800.00
2. Net change by Change Orders	-\$58,943.68
3. CONTRACT SUM TO DATE (LINE 1 + 2)	\$2,519,856.32
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$2,290,877.32
5. RETAINAGE	
a. 5.00 % of Completed Work (Columns D + E on G703)	\$114,543.87
b. 0.00 % of Stored Materials (columns F on G703)	\$0.00
Total Retainage (Line 5a + 5b or Total in Columns I on G703)	\$114,543.87
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$2,176,333.45
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$2,000,596.45
8. CURRENT PAYMENT DUE	\$175,737.00
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$343,522.87

CONTRACTOR: R.A.D. Corp
By: *Jamel P. Dady* Date: 8-15-17
State of:
County of:

Subscribed and sworn to before me this
Notary Public
ROBERT M. DELMONICO
COMMONWEALTH OF MASSACHUSETTS
My Commission Expires
SEPTEMBER 18, 2018



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..... \$175,737.00

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

ARCHITECT: Alpha Corporation

By: *BUCal* Date: AUG 16, 2017

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.

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this month		
TOTALS	\$42,690.00	-\$101,633.68
NET CHANGES by Change Order		-\$58,943.68

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE: 2

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: 9

APPLICATION DATE: 08/15/2017

PERIOD TO: 08/18/2017

ARCHITECTS PROJECT NO: 16954

A ITEM NO:	B DESCRIPTION OF WORK	C SCHEDULED VALUE	E WORK COMPLETED		F MATERIALS STORED NOT IN D O R E	G TOTAL COMPLETED AND STORED TO DATE (D+E+F)		H BALANCE TO FINISH (C-G)	I RETAINAGE
			D FROM PREVIOUS APPLICATION	THIS PERIOD		%			
3.200	Bond	38,000.00	38,000.00			38,000.00	100.00		1,900.00
1.010	Site Mobilization	42,000.00	37,800.00			37,800.00	90.00	4,200.00	1,890.00
2.010	Erosion Control	36,000.00	23,400.00			23,400.00	65.00	12,600.00	1,170.00
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	321,000.00			321,000.00	100.00		16,050.00
2.030	Strip and Screen Topsoil	84,000.00	84,000.00			84,000.00	100.00		4,200.00
4.060	Water Lines	64,000.00	64,000.00			64,000.00	100.00		3,200.00
35.090	Sewer Line Work	129,000.00	126,420.00	2,580.00		129,000.00	100.00		6,450.00
4.050	Storm Drainage	156,000.00	152,880.00			152,880.00	98.00	3,120.00	7,644.00
28.000	Chain Link Fence	132,000.00	112,200.00	17,160.00		129,360.00	98.00	2,640.00	6,468.00
2300.000	Underground Electric Pipi	42,000.00	41,160.00	840.00		42,000.00	100.00		2,100.00
413.000	Scoreboards	26,000.00	25,480.00	520.00		26,000.00	100.00		1,300.00
70.951	Parking Lot Lights	22,000.00	21,560.00	440.00		22,000.00	100.00		1,100.00
3.240	Dugouts	166,000.00	162,680.00	3,320.00		166,000.00	100.00		8,300.00
3.220	Site Amenities	52,000.00	28,600.00	20,800.00		49,400.00	95.00	2,600.00	2,470.00
2.160	Athletic Equipment	54,000.00	40,500.00	10,800.00		51,300.00	95.00	2,700.00	2,565.00
12879.015	Screen & Spread Topsoil	156,000.00	124,800.00	23,400.00		148,200.00	95.00	7,800.00	7,410.00
1722.000	Seed	218,000.00	76,300.00	98,100.00		174,400.00	80.00	43,600.00	8,720.00
432.000	Infield Mix	84,000.00	79,800.00	2,520.00		82,320.00	98.00	1,680.00	4,116.00
2.040	Gravel Base to Subgrade	128,000.00	96,000.00	19,200.00		115,200.00	90.00	12,800.00	5,760.00
20018.000	Concrete Flat work	106,000.00	68,900.00	21,200.00		90,100.00	85.00	15,900.00	4,505.00
3.260	Asphalt Paving	42,000.00		42,000.00		42,000.00	100.00		2,100.00
4.070	Site Electric	96,000.00	94,080.00	1,920.00		96,000.00	100.00		4,800.00

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE: 3 of 3

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

APPLICATION NO: 9

APPLICATION DATE: 08/15/2017

PERIOD TO: 08/18/2017

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	36,100.00	1,900.00		38,000.00	100.00		1,900.00
2.115	Well Drilling/ Pumps	66,000.00	62,700.00	1,980.00		64,680.00	98.00	1,320.00	3,234.00
2.110	Irrigation	138,000.00	117,300.00	17,940.00		135,240.00	98.00	2,760.00	6,762.00
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		-101,633.68	100.00		-5,081.68
9902.000	Change Order #02	10,980.00	10,431.00			10,431.00	95.00	549.00	521.55
9903.000	Change Order #03	27,850.00						27,850.00	
9904.000	Change Order #04	3,860.00						3,860.00	
		2,519,856.32	2,105,891.00	184,986.32		2,290,877.32	90.91	228,979.00	114,543.87

Application and Certificate for Payment

TO OWNER:	PROJECT:	APPLICATION NO:	Distribution to:
TOWN OF SMITHFIELD 310 INSTITUTE STREET SMITHFIELD, VA	JOSEPH W. LUTER JR. COMPLEX 900 WEST MAIN ST SMITHFIELD, VA	PERIOD TO: E42100005 8/15/2017 CONTRACT FOR:	OWNER <input type="checkbox"/>
FROM CONTRACTOR:	VIA ARCHITECT:	CONTRACT DATE:	ARCHITECT <input type="checkbox"/>
A R Chesson Construction Co., Inc. P.O. Box 2266 Smithfield, VA 24581	ALPHA CORPORATION 295 BENDIX ROAD, SUITE 340 VIRGINIA BEACH, VA 23452	PROJECT NOS: E421 E421	CONTRACTOR <input type="checkbox"/>
			FIELD <input type="checkbox"/>
			OTHER <input type="checkbox"/>

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. AIA Document G703™, Continuation Sheet, is attached.

1. ORIGINAL CONTRACT SUM	\$ 637,100.00
2. NET CHANGE BY CHANGE ORDERS	\$ -477.86
3. CONTRACT SUM TO DATE (Line 1 ± 2)	\$ 636,622.14
4. TOTAL COMPLETED & STORED TO DATE (Column G on G703)	\$ 450,732.59
5. RETAINAGE:	
a. <u>5.0</u> % of Completed Work (Columns D + E on G703)	\$ 22,198.10
b. <u>5.0</u> % of Stored Material (Column F on G703)	\$ 338.60
Total Retainage (Lines 5a + 5b, or Total in Column I of G703)	\$ 22,536.70
6. TOTAL EARNED LESS RETAINAGE	\$ 428,195.89 <i>(Line 4 minus Line 5 Total)</i>
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT	\$ 378,268.80 <i>(Line 6 from prior Certificate)</i>
8. CURRENT PAYMENT DUE	\$ 49,927.09
9. BALANCE TO FINISH, INCLUDING RETAINAGE <i>(Line 3 minus Line 6)</i>	\$ 208,426.25

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$	\$ -477.86
Total approved this month	\$	\$
TOTAL	\$	\$ -477.86
NET CHANGES by Change Order	\$	\$ -477.86

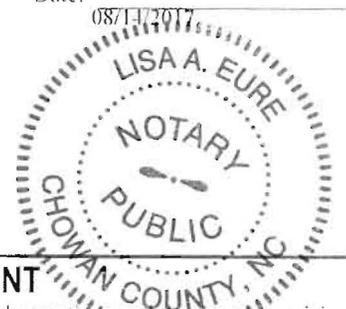
The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates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

CONTRACTOR: A R Chesson Construction Co., Inc.

By: Carrie R. Baker Date: 08/14/2017

State of: NORTH CAROLINA
County of: CHOWAN
Subscribed and sworn to before me this 14 day of August, 2017

Notary Public: Lisa A. Eure
My commission expires: **APRIL 13, 2018**



ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations 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 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 \$ 49,927.09
(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT: ALPHA CORPORATION

By: [Signature] Date: AUG. 16, 2017

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.

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLEX

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
01-05010C	BUILDERS RISK INSURANCE	2,039.00	2,039.00			2,039.00	100.00		101.95
01-32230C	SURVEY AND LAYOUT DATA	1,071.00	800.00	135.00		935.00	87.30	136.00	46.75
01-412601	PERMITS	2,572.00	2,572.00			2,572.00	100.00		128.60
01-50010C	CONST.CONTRLS/TEMP.FACILI	1,384.00	1,104.00	140.00		1,244.00	89.88	140.00	62.20
01-51000C	TEMPORARY UTILITIES	1,822.00	1,456.00	183.00		1,639.00	89.96	183.00	81.95
01-52000C	JOB SITE TRAILER	2,357.00	1,884.00	236.00		2,120.00	89.94	237.00	106.00
01-54390C	CONSTRUCTION SUPPLIES	8,070.00	6,456.00	807.00		7,263.00	90.00	807.00	363.15
01-741902	CLEANING/DUMPSTER	5,786.00	4,628.00	579.00		5,207.00	89.99	579.00	260.35
01-742301	FINAL CLEANUP	1,071.00						1,071.00	
01-78330C	BONDS	5,090.00	5,090.00			5,090.00	100.00		254.50
03-000001	CONCRETE FOOTINGS BUILDIN	15,751.00	15,751.00			15,751.00	100.00		787.55
03-00009C	CONCRETE SLAB BUILDING	13,876.00	13,876.00			13,876.00	100.00		693.80
03-20000C	CONCRETE FOOTINGS SIGN	4,875.00						4,875.00	
03-35000C	POLISHED CONCRETE	9,774.00						9,774.00	
04-000001	CMU MATERIAL	10,929.00	10,929.00			10,929.00	100.00		546.45
04-00009C	MASONRY LABOR BUILDING	30,108.00	30,108.00			30,108.00	100.00		1,505.40
04-012052	UNIT MASONRY CLEANING	536.00	536.00			536.00	100.00		26.80
04-05130C	MORTAR MATERIAL	5,143.00	5,143.00			5,143.00	100.00		257.15
04-051302	MORTAR SAND	1,607.00	1,607.00			1,607.00	100.00		80.35
04-05160C	MASONRY GROUT - MATERIAL	8,786.00	8,786.00			8,786.00	100.00		439.30
04-05169C	MASONRY GROUT - LABOR	2,057.00	2,057.00			2,057.00	100.00		102.85
04-051903	MASONRY REINFORCING	5,759.00	5,759.00			5,759.00	100.00		287.95
04-05210C	BRICK MATERIAL BUILDING	5,418.00	5,418.00			5,418.00	100.00		270.90
04-052302	SPLIT FACE MATERIAL	10,715.00	10,715.00			10,715.00	100.00		535.75
04-20000C	UNIT MASONRY SIGN MATERIA	15,001.00	15,001.00			15,001.00	100.00		750.05
04-20009C	UNIT MASONRY SIGN LABOR	17,679.00						17,679.00	
04-211390	MASONRY ACCESSORIES	4,714.00	4,714.00			4,714.00	100.00		235.70
04-211391	MASONRY EQUIPMENT	3,429.00	3,429.00			3,429.00	100.00		171.45
05-05230C	METAL FASTENING	1,393.00	1,393.00			1,393.00	100.00		69.66
05-12008C	STRUCTURAL STEEL SHOP DR.	3,750.00	3,750.00			3,750.00	100.00		187.50

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
05-52000C	STEEL STAIRS AND RAILS	21,430.00						21,430.00	
05-52130C	ALUMINUM BALCONY RAILS	10,715.00						10,715.00	
05-58000C	STEEL LINTELS	2,262.00						2,262.00	
05-70000C	ALUMINUM CANE RAIL	1,404.00						1,404.00	
06-10530C	FRAMING EQUIPMENT	3,214.00	3,214.00			3,214.00	100.00		160.70
06-110000	FRAMING LABOR MAIN BUILDIN	18,215.00	18,215.00			18,215.00	100.00		910.75
06-110091	FRAMING MATERIAL	10,500.00	10,500.00			10,500.00	100.00		525.00
06-17530C	SHOP-FABRICATED WOOD TRL	11,251.00	11,251.00			11,251.00	100.00		562.55
06-18160C	EXTERIOR TRIM EQUIPMENT	1,929.00	964.50	964.50		1,929.00	100.00		96.46
06-20000C	EXTERIOR TRIM MATERIAL	17,787.00	17,787.00			17,787.00	100.00		889.35
06-20009C	EXTERIOR TRIM LABOR	10,715.00	2,143.00	8,572.00		10,715.00	100.00		535.75
06-40000C	ARCHITECTURAL WOODWORK	1,340.00		1,005.00		1,005.00	75.00	335.00	50.25
07-21000C	RIGID INSULATION MATERIAL	3,204.00	3,204.00			3,204.00	100.00		160.20
07-21009C	RIGID INSULATION LABOR	1,500.00		1,500.00		1,500.00	100.00		75.00
07-240001	BATT INSULATION	1,393.00		1,393.00		1,393.00	100.00		69.65
07-31000C	ROOF SHINGLES MATERIAL	12,965.00	12,965.00			12,965.00	100.00		648.25
07-31009C	ROOF SHINGLES LABOR	6,107.00	1,000.00	4,496.30		5,496.30	90.00	610.70	274.82
07-50000C	MEMBRANE ROOFING MATERIA	3,750.00		2,250.00		2,250.00	60.00	1,500.00	112.50
07-50009C	MEMBRANE ROOFING LABOR	5,893.00		3,535.80		3,535.80	60.00	2,357.20	176.79
07-60000C	FLASHING MATERIAL	8,143.00		2,035.75		2,035.75	25.00	6,107.25	101.79
07-60009C	FLASHING LABOR	2,357.00		589.25		589.25	25.00	1,767.75	29.46
07-712303	GUTTERS MATERIAL	3,000.00						3,000.00	
07-72330C	GUTTERS LABOR	2,357.00						2,357.00	
07-92000C	JOINT SEALANTS	1,607.00						1,607.00	
08-111300	HOLLOW METAL DOORS & FRA	5,465.00	5,465.00			5,465.00	100.00		273.25
08-111390	HMMWOOD DOOR LABOR	2,357.00	707.10			707.10	30.00	1,649.90	35.36
08-33000C	OVERHEAD DOORS	954.00						954.00	
08-50000C	WINDOWS MATERIAL	14,842.00	14,842.00			14,842.00	100.00		742.10
08-50009C	WINDOWS LABOR	857.00	857.00			857.00	100.00		42.85
08-70000C	DOOR HARDWARE ALLOWANC	14,000.00	14,000.00			14,000.00	100.00		700.00

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
09-211600	GYPSUM BOARD MATERIAL	2,250.00						2,250.00	
09-211690	GYPSUM BOARD LABOR	2,464.00						2,464.00	
09-221600	METAL FRAMING MATERIAL	2,786.00	2,786.00			2,786.00	100.00		139.30
09-900000	PAINTING AND COATING	9,517.00	2,000.00	379.25		2,379.25	25.00	7,137.75	118.96
10-140000	SIGNAGE MATERIAL	1,543.00	1,543.00			1,543.00	100.00		77.15
10-140090	SIGNAGE LABOR	214.00						214.00	
10-140500	INTERIOR SIGNAGE	214.00						214.00	
10-211300	TOILET PARTITIONS	8,121.00						8,121.00	
10-280000	TOILET ACCESS. MAT. ALLOWA	1,800.00						1,800.00	
10-280090	TOILET ACCESSORIES LABOR	429.00						429.00	
10-510000	PRESS BOX SHELF MATERIAL	2,058.00			2,058.00	2,058.00	100.00		102.90
10-510090	PRESS BOX SHELF LABOR	214.00						214.00	
10-550000	AWNINGS MATERIAL	4,714.00			4,714.00	4,714.00	100.00		235.70
10-550090	AWNINGS LABOR	429.00						429.00	
10-700000	STATUES MATERIAL	8,947.00	8,947.00			8,947.00	100.00		447.36
10-730000	STATUES LABOR	2,143.00						2,143.00	
10-731300	UTILITY SHELF	214.00						214.00	
10-750000	WEATHERVANE MATERIAL	5,218.00	5,218.00			5,218.00	100.00		260.90
10-750090	WEATHERVANE LABOR	643.00		643.00		643.00	100.00		32.15
22-000001	PLUMBING FIXTURES MATERIA	9,046.00						9,046.00	
22-000090	PLUMBING FIXTURES LABOR	3,224.00						3,224.00	
22-070000	WASTE PIPE MATERIAL	2,381.00	2,381.00			2,381.00	100.00		119.05
22-070090	WASTE PIPE LABOR	4,270.00	4,270.00			4,270.00	100.00		213.50
22-110000	WATER PIPE MATERIAL	3,315.00	3,315.00			3,315.00	100.00		165.75
22-130000	WATER PIPE LABOR	4,512.00	4,512.00			4,512.00	100.00		225.60
22-130100	DRAINS/CLEAN OUTS MATERIA	6,857.00	6,857.00			6,857.00	100.00		342.85
22-130190	DRAINS/CLEAN OUTS LABOR	1,290.00	1,290.00			1,290.00	100.00		64.50
22-130191	GREASE TRAP MATERIAL	1,580.00						1,580.00	
22-130300	GREASE TRAP LABOR	645.00						645.00	
22-130390	VENT PIPE MATERIAL	598.00	598.00			598.00	100.00		29.90

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
22-13530C	VENT PIPE LABOR	2,135.00	2,135.00			2,135.00	100.00		106.75
22-142613	INSULATION	5,036.00	5,036.00			5,036.00	100.00		251.80
22-40000C	EQUIPMENT RENTAL	2,143.00	2,143.00			2,143.00	100.00		107.15
22-42019C	TRAP PRIMERS MATERIAL	1,286.00	1,286.00			1,286.00	100.00		64.30
22-420191	TRAP PRIMERS LABOR	806.00	806.00			806.00	100.00		40.30
23-000001	AHU INSTALL - MATERIAL	493.00	493.00			493.00	100.00		24.65
23-00009C	AHU INSTALL - LABOR	609.00	609.00			609.00	100.00		30.45
23-05000C	DUCTLESS SPLIT INSTALL-MAT	171.00		102.60		102.60	60.00	68.40	5.13
23-059301	DUCTLESS SPLIT INSTALL-LAB	609.00		365.40		365.40	60.00	243.60	18.27
23-07000C	EXHAUST FAN INSTALL - MATEF	214.00		214.00		214.00	100.00		10.70
23-090001	EXHAUST FAN INSTALL-LABOR	1,430.00		1,430.00		1,430.00	100.00		71.50
23-30000C	EQUIPMENT	4,200.00	4,200.00			4,200.00	100.00		210.00
23-31009C	GRILLES	1,961.00						1,961.00	
23-310091	ROUND DUCT - MATERIAL	2,379.00	2,379.00			2,379.00	100.00		118.95
23-34419C	ROUND DUCT - LABOR	1,178.00	1,178.00			1,178.00	100.00		58.90
26-000001	WIRING ROUGH IN MATERIAL	2,325.00	1,743.75	581.25		2,325.00	100.00		116.26
26-00009C	WIRING ROUGH IN LABOR	6,407.00	4,805.25	1,601.75		6,407.00	100.00		320.36
26-012602	WIRING TRIM OUT MATERIAL	1,854.00						1,854.00	
26-09160C	WIRING TRIM OUT LABOR	2,170.00						2,170.00	
26-20000C	WIRING DEVICES MATERIAL	552.00						552.00	
26-21000C	WIRING DEVICES LABOR	1,318.00						1,318.00	
26-24000C	LIGHT FIXTURES MATERIAL	13,779.00						13,779.00	
26-27000C	LIGHT FIXTURES LABOR	2,845.00						2,845.00	
26-27269C	PANELBOARDS MATERIAL	1,339.00		1,339.00		1,339.00	100.00		66.95
26-272691	PANELBOARDS LABOR	1,104.00		1,104.00		1,104.00	100.00		55.20
26-32000C	TRANSFORMER MATERIAL	2,105.00		2,105.00		2,105.00	100.00		105.25
26-41000C	TRANSFORMER LABOR	846.00		846.00		846.00	100.00		42.30
26-50000C	EQUIPMENT CONNECTIONS MA	225.00		112.50		112.50	50.00	112.50	5.63
26-52000C	EQUIPMENT CONNECTIONS LA	739.00		369.50		369.50	50.00	369.50	18.48
31-31010C	SOIL POISONING	407.00	407.00			407.00	100.00		20.35

REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
32-14009C	EXPOSED AGGREGATE CONCF	2,293.00						2,293.00	
32-160001	SIDEWALKS MATERIAL	5,357.00						5,357.00	
32-16009C	SIDEWALKS LABOR	3,348.00						3,348.00	
32-31000C	WIRE MESH PARTITION	1,807.00						1,807.00	
32-31009C	ALUMINUM DOUBLE GATE	5,338.00						5,338.00	
32-32000C	MECHANICAL ENCLOSURE FEN	2,641.00						2,641.00	
33-40000C	FOUNDATION DRAINS	1,286.00	1,286.00			1,286.00	100.00		64.30
81-03350C	SUPERINTENDENT	27,858.00	22,284.00	2,787.00		25,071.00	90.00	2,787.00	1,253.55
81-03400C	PROJECT MANAGER	15,001.00	12,000.00	1,500.00		13,500.00	89.99	1,501.00	675.00
81-03500C	OFFICE - CLERICAL	1,500.00	1,200.00	150.00		1,350.00	90.00	150.00	67.50
81-03759C	GENERAL LABOR	5,786.00	3,628.00	1,079.00		4,707.00	81.35	1,079.00	235.35
81-04000C	TRAVEL EXPENSE	6,509.00	5,204.00	652.00		5,856.00	89.97	653.00	292.80
89-00015C	CO#1 PCO# 1, 2, 3	-477.86	-477.86			-477.86	100.00		-23.89

Totals		636,622.14	398,177.74	45,782.85	6,772.00	450,732.59	70.80	185,889.55	22,536.70
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REQUEST FOR PAYMENT DETAIL

Project: E421 / JOSEPH W. LUTER JR. COMPLE>

Draw: E421-5

Period Ending Date: 8/15/2017

Item ID	Description	Total Contract Amount	Previously Completed Work	Work Completed This Period	Presently Stored Materials	Completed And Stored To Date	% Comp	Balance To Finish	Retainage Balance
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<u>CO</u>	<u>CO Item and Description</u>	<u>CO Amount</u>
CO#1	133-000 CO#1 PCO# 1, 2, 3	-477.86
	Total Change Order amount	-477.86



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

INVOICE: 299653

Invoice Date: 08/10/17

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 299653	Account # 180888	Purchase Order #	Ship Via	Freight	Ship Date 08/10/17
--------------------------	----------------------------	-------------------------	-----------------	----------------	------------------------------

Project: 166035 Smithfield Joseph W Luter Jr Sports Complex

Line	Quantity	Part Number/Description	Unit Price	Ext Price
		Billing for the Retainage for the Lighting Project for Smithfield Joseph W Luter Jr Sports Complex		29,846.35

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	370,153.65
REMIT TO: Musco Sports Lighting, LLC 100 1st Ave West PO Box 808 Oskaloosa, IA 52577-0808		UNBILLED BALANCE	0.00
Federal Identification Number: 42-1511754		AMOUNT DUE	29,846.35



Total :

\$16,488.51

August 23, 2017

Peter Stephenson
Town of Smithfield, Town Manager
310 Institute Street
Smithfield, VA 23397

**RE: *Task Order #13 - Intersection Improvement Alternatives Analysis and Conceptual Design
Progress Report and Invoice, No. 3
Project Number: U000-300-200, UPC 100508***

Dear Mr. Stephenson,

The following is a list of items completed July 1 through July 31, 2017 by Kimley-Horn with regards to the S. Church Street at the Bennis Church Boulevard/U.S. Route 258/State Route 10 Bypass intersection alternatives analysis project.

- Continual project management and coordination
- Existing Traffic Conditions
 - Update models with Turner Drive volumes
 - Finalize existing conditions traffic operations analysis
 - Summarized existing condition operations results
- Future Traffic Volumes
 - Review vacant parcels and zoning plans for trip generation analysis
- ROW Due Diligence
 - Created draft ROW/Limit Access Break exhibit for intersection
- Environmental Assessment
 - Coordinate and prepare for field review and database review

The invoice for services provided through July 31, 2017 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616 or e-mail at carroll.collins@kimley-horn.com.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Carroll E. Collins, AICP
Project Manager

TOWN OF SMITHFIELD
 ATTN: PETER STEPHENSON
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 9866830
 Invoice Date: Jul 31, 2017
 Invoice Amount: \$5,252.79
 Project No: 116499014.3
 Project Name: SMITHFIELD INTRSCN ALTS
 Project Manager: COLLINS, CARROLL

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

Client Reference: TASK ORDER #13

For Services Rendered through Jul 31, 2017

Federal Tax Id: 56-0885615

COST PLUS MAX

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
INTERSECTION ALTERNATIVES VISION AND PROJECT WORK PLAN	3,884.64	636.63	424.42	212.21
PROJECT MANAGEMENT AND COORDINATION	5,681.20	2,482.19	2,193.58	288.61
DUE DILIGENCE OF ACQUIRING RIGHT-OF-WAY AND LIMITED ACCESS BREAK	16,876.88	900.55	0.00	900.55
DATA COLLECTION COORDINATION AND FIELD VISIT	10,742.50	5,496.52	5,496.52	0.00
EXISTING CONDITIONS ASSESSMENT	10,481.32	5,292.28	4,312.57	979.71
ENVIRONMENTAL ANALYSIS	14,849.44	76.40	0.00	76.40
INTERSECTION AND ROADWAY DESIGN CRITERIA	11,560.82	197.57	0.00	197.57
INTERSECTION CONCEPT ALTERNATIVES EVALUATION	10,079.50	0.00	0.00	0.00
TRAFFIC GENERATION AND TRIP DISTRIBUTION	13,484.56	2,119.70	0.00	2,119.70
TRAFFIC OPERATIONS ANALYSIS	20,445.80	424.42	0.00	424.42
OPINIONS OF PROBABLE CONSTRUCTION COST	6,537.70	0.00	0.00	0.00
REPORTING	21,757.72	0.00	0.00	0.00
PROJECT TEAM MEETINGS, PUBLIC MEETINGS, AND PRESENTATIONS	16,417.82	1,222.11	1,222.11	0.00
TRAFFIC DATA COLLECTION	5,756.00	5,756.00	5,756.00	0.00
REIMBURSABLE EXPENSES	2,914.40	53.62	0.00	53.62
Subtotal	171,470.40	24,657.99	19,405.20	5,252.79
Total COST PLUS MAX				5,252.79

Total Invoice: \$5,252.79

TOWN OF SMITHFIELD
 ATTN: PETER STEPHENSON
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 9866830
 Invoice Date: Jul 31, 2017
 Project No: 116499014.3
 Project Name: SMITHFIELD INTR SCTN
 ALTS
 Project Manager: COLLINS, CARROLL

COST PLUS MAX

Task	Description	Hrs/Qty	Rate	Current Amount Due
INTERSECTION ALTERNATIVES VISION AND PROJECT WORK PLAN	SENIOR PROFESSIONAL	1.0	212.21	212.21
TOTAL INTERSECTION ALTERNATIVES VISION AND PROJECT WORK PLAN		1.0		212.21
PROJECT MANAGEMENT AND COORDINATION	REGISTERED PROFESSIONAL	0.5	152.80	76.40
	SENIOR PROFESSIONAL	1.0	212.21	212.21
TOTAL PROJECT MANAGEMENT AND COORDINATION		1.5		288.61
DUE DILIGENCE OF ACQUIRING RIGHT-OF-WAY AND LIMITED ACCESS BREAK	ANALYST	5.5	97.37	535.54
	REGISTERED PROFESSIONAL	1.0	152.80	152.80
	SENIOR PROFESSIONAL	1.0	212.21	212.21
TOTAL DUE DILIGENCE OF ACQUIRING RIGHT-OF-WAY AND LIMITED ACCESS BREAK		7.5		900.55
EXISTING CONDITIONS ASSESSMENT	PROFESSIONAL	3.0	97.37	292.11
	REGISTERED PROFESSIONAL	4.5	152.80	687.60
TOTAL EXISTING CONDITIONS ASSESSMENT		7.5		979.71
ENVIRONMENTAL ANALYSIS	REGISTERED PROFESSIONAL	0.5	152.80	76.40
TOTAL ENVIRONMENTAL ANALYSIS		0.5		76.40
INTERSECTION AND ROADWAY DESIGN CRITERIA	ADMINISTRATIVE SUPPORT	0.5	89.54	44.77
	REGISTERED PROFESSIONAL	1.0	152.80	152.80
TOTAL INTERSECTION AND ROADWAY DESIGN CRITERIA		1.5		197.57
TRAFFIC GENERATION AND TRIP DISTRIBUTION	PROFESSIONAL	10.0	97.37	973.70
	REGISTERED PROFESSIONAL	7.5	152.80	1,146.00
TOTAL TRAFFIC GENERATION AND TRIP DISTRIBUTION		17.5		2,119.70
TRAFFIC OPERATIONS ANALYSIS	SENIOR PROFESSIONAL	2.0	212.21	424.42
TOTAL TRAFFIC OPERATIONS ANALYSIS		2.0		424.42
REIMBURSABLE EXPENSES	TRAVEL - MEALS			30.08
	MILEAGE ON PERSONAL VEHICLES	44.0	0.535	23.54
TOTAL REIMBURSABLE EXPENSES		44.0		53.62
TOTAL LABOR AND EXPENSE DETAIL				5,252.79



August 24, 2017

Peter Stephenson
Town of Smithfield, Town Manager
310 Institute Street
Smithfield, VA 23397

**RE: *US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex
Progress Report and Invoice, No. 0717***

Dear Mr. Stephenson,

The following is a list of items completed through July, 2017 by Kimley-Horn with regards to the US 258 Right Turn Lane at Joseph W. Luter Jr Sports Complex

- Coordinating design of sanitary sewer improvements with Town staff and developing design alternatives
- Coordinating with geotechnical engineer for the project
- Coordinating with Verizon regarding utility impacts and relocations
- Addressing comments provided on the 60% design drawings and preparing 100% design drawings for review by the Town and VDOT
- Finalizing a proposed drainage design and stormwater management calculations
- Coordinating the design of proposed improvements with decorative walls for Sports Complex
- Environmental site visit and review of existing conditions. Coordination with DHR, DCR, USFWS and submitting due diligence documents to agencies for review.

The invoice for services provided through July, 2017 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

Andrew P. Farthing, P.E.
Project Manager



TOWN OF SMITHFIELD
ATTN: PETER STEPHENSON
310 INSTITUTE STREET
SMITHFIELD, VA 23430

Invoice No: 116499012-0717
Invoice Date: Jul 31, 2017
Invoice Amount: \$8,129.42
Project No: 116499012
Project Name: US 258 RIGHT TURN LANE
Project Manager: FARTHING, ANDREW

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

Client Reference:

For Services Rendered through Jul 31, 2017

Federal Tax Id: 56-0885615

COST PLUS MAX

KHA Ref # 116499012.3-9866828

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
ENVIRONMENTAL COMPLIANCE WITH NEPA	9,575.62	2,309.59	523.78	1,785.81
30% DESIGN DRAWINGS	6,448.28	6,418.16	6,418.16	0.00
100% DESIGN DRAWINGS	8,749.57	7,637.14	2,521.40	5,115.74
CONSTRUCTION DOCUMENTS	6,027.77	0.00	0.00	0.00
DRAINAGE DESIGN AND STORMWATER MANAGEMENT	8,149.21	7,151.33	6,504.93	646.40
UTILITY COORDINATION	4,256.64	523.97	0.00	523.97
BID PHASE SERVICES	2,620.00	0.00	0.00	0.00
CONSTRUCTION PHASE SERVICES	7,203.28	0.00	0.00	0.00
GEOTECHNICAL INVESTIGATIONS	6,500.00	0.00	0.00	0.00
Subtotal	59,530.37	24,040.19	15,968.27	8,071.92
Total COST PLUS MAX				8,071.92

HOURLY

KHA Ref # 116499012.2-9866827

Description	Amount Billed to Date	Previous Amount Billed	Current Amount Due
EXPENSES	491.50	434.00	57.50
Subtotal	491.50	434.00	57.50
Total HOURLY			57.50

Total Invoice: \$8,129.42

TOWN OF SMITHFIELD
 ATTN: PETER STEPHENSON
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499012-0717
 Invoice Date: Jul 31, 2017
 Project No: 116499012
 Project Name: US 258 RIGHT TURN LANE
 Project Manager: FARTHING, ANDREW

COST PLUS MAX

KHA Ref # 116499012.3-9866828

Task	Description	Hrs/Qty	Rate	Current Amount Due
ENVIRONMENTAL COMPLIANCE WITH NEPA	ANALYST	12.0	97.37	1,168.45
	PROJECT MANAGER	2.0	155.88	311.76
	REGISTERED PROFESSIONAL	2.0	152.80	305.60
TOTAL ENVIRONMENTAL COMPLIANCE WITH NEPA		16.0		1,785.81
100% DESIGN DRAWINGS	ADMINISTRATIVE SUPPORT	4.5	89.53	402.90
	ANALYST	46.0	97.37	4,479.02
	PROJECT MANAGER	1.5	155.88	233.82
TOTAL 100% DESIGN DRAWINGS		52.0		5,115.74
DRAINAGE DESIGN AND STORMWATER MANAGEMENT	ANALYST	3.5	97.37	340.80
	PROFESSIONAL	2.0	152.80	305.60
TOTAL DRAINAGE DESIGN AND STORMWATER MANAGEMENT		5.5		646.40
UTILITY COORDINATION	PROJECT MANAGER	2.0	155.88	311.76
	SENIOR PROFESSIONAL	1.0	212.21	212.21
TOTAL UTILITY COORDINATION		3.0		523.97
TOTAL LABOR AND EXPENSE DETAIL				8,071.92

HOURLY

KHA Ref # 116499012.2-9866827

Task	Description	Hrs/Qty	Rate	Current Amount Due
EXPENSES	BOND PLOTS	2.0	2.00	4.00
	MILEAGE ON PERSONAL VEHICLES	100.0	0.535	53.50
TOTAL EXPENSES		102.0		57.50
TOTAL LABOR AND EXPENSE DETAIL				57.50

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



August 24, 2017

Peter Stephenson
Town of Smithfield, Town Manager
310 Institute Street
Smithfield, VA 23397

**RE: *Smithfield to Nike Park Trail - Segment 3 Alternatives Analysis
Progress Report and Invoice, No. 0717***

Dear Mr. Stephenson,

The following is a list of items completed through July, 2017 by Kimley-Horn with regards to the Smithfield to Nike Park Trail – Segment 3 Alternatives Analysis

- Developing typical sections and establishing alignments for alternatives
- Developing conceptual design exhibits
- Developing outline of Project Report

The invoice for services provided through July, 2017 is attached. We look forward to your prompt payment. If you need any further information regarding this project, please do not hesitate to call me directly at 757-213-8616.

Sincerely,

KIMLEY-HORN AND ASSOCIATES, INC.

A handwritten signature in blue ink, appearing to read "Andrew P. Farthing".

Andrew P. Farthing, P.E.
Project Manager



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

Invoice No: 116499013-0717
Invoice Date: Jul 31, 2017
Invoice Amount: \$3,106.30
Project No: 116499013
Project Name: SEG 3 ALT ANALYSIS
Project Manager: FARTHING, ANDREW

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

Client Reference:
For Services Rendered through Jul 31, 2017

Federal Tax Id: 56-0885615

COST PLUS MAX

KHA Ref # 116499013.3-9885502

Description	Contract Value	Amount Billed to Date	Previous Amount Billed	Current Amount Due
CONCEPTUAL EXHIBITS	5,990.60	3,447.81	653.27	2,794.54
ENVIRO DUE DILIGENCE	3,875.70	77.94	0.00	77.94
OPC	2,925.60	233.82	155.88	77.94
REPORT	3,494.38	233.82	155.88	77.94
TYPICAL SECTIONS	3,989.76	233.82	155.88	77.94
Subtotal	20,276.04	4,227.21	1,120.91	3,106.30
Total COST PLUS MAX				3,106.30

Total Invoice: \$3,106.30

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

Invoice No: 116499013-0717
 Invoice Date: Jul 31, 2017

Project No: 116499013
 Project Name: SEG 3 ALT ANALYSIS
 Project Manager: FARTHING, ANDREW

COST PLUS MAX

KHA Ref # 116499013.3-9885502

Task	Description	Hrs/Qty	Rate	Current Amount Due
CONCEPTUAL EXHIBITS	ADMINISTRATIVE SUPPORT	2.5	89.53	223.83
	ANALYST	24.0	97.37	2,336.89
	PROJECT MANAGER	1.5	155.88	233.82
TOTAL CONCEPTUAL EXHIBITS		28.0		2,794.54
ENVIRO DUE DILIGENCE	PROJECT MANAGER	0.5	155.88	77.94
TOTAL ENVIRO DUE DILIGENCE		0.5		77.94
OPC	PROJECT MANAGER	0.5	155.88	77.94
TOTAL OPC		0.5		77.94
REPORT	PROJECT MANAGER	0.5	155.88	77.94
TOTAL REPORT		0.5		77.94
TYPICAL SECTIONS	PROJECT MANAGER	0.5	155.88	77.94
TOTAL TYPICAL SECTIONS		0.5		77.94
TOTAL LABOR AND EXPENSE DETAIL				3,106.30

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THE HUGHES AGENCY

Planning today toward a secure tomorrow

1100 South Church Street • Smithfield, VA 23430

757-356-1200 (Bus) • 757-356-1201 (Fax)

www.TheHughesAgency.net

7/26/17

Town of Smithfield
Attn: Ashley B. Rogers, Dir. Human Resources
310 Institute St.
Smithfield, VA 23430

Proposed Broker of Record Change

The Hughes Agency, located at 1100 S. Church Street in Smithfield, VA, is a multi-lines insurance, financial services, and employee benefits firm which independently contracts with major insurance carriers to objectively seek the most suitable and affordable insurance and financial services solutions for individuals and employers in Southeastern Virginia and Northeastern North Carolina.

The Agency is proposing a Broker of Record change for the Town of Smithfield. The proposed change would in no way change or alter any existing benefit plans in place and would result in no additional cost or fees to the Town. The change is intended to create a more efficient process to simplify services rendered including, but not limited to, enrollment assistance, member changes, handling disputes and inefficiencies with the insurance carriers when/where needed as well as ongoing consultation and analysis of current and proposed new benefits.

Due to the Agency's location and proximity to town offices, the Agency is poised to deliver more prompt and efficient services as needed. Another significant factor is the Hughes Agency is an affiliated agency with TFA Benefits, which currently services the Town's benefits out of it's headquarters in Virginia Beach, VA. This Broker of Record change would allow the town to maintain it's relationship with TFA through The Hughes Agency without any disruption to existing benefits or any other services the Town subscribes to including Beneflex for COBRA administration and the Navigator portal. All of these services will continue without change and the Town will continue to work directly with the staff members at TFA they are currently working with for these services.

A Broker of Record Change form or letter, signed and dated by the Town's authorized Benefits Administrator, is required by each carrier (Anthem Blue Cross Blue Shield and Delta Dental of Virginia) in order to execute the change in servicing agent/broker.

If there are any questions or if any additional information is needed, please contact Danny Hughes, President of The Hughes Agency, at 757-356-1200 or by email at Danny@TheHughesAgency.net. Otherwise, we thank you in advance for your consideration and look forward to the opportunity to work with you.

Sincerely,

C. Daniel Hughes, President

Date

7/26/17

**Securities and advisory services offered through Lincoln Financial Securities Corp. (LFSC), member FINRA/SIPC.
The Hughes Agency and LFSC are not affiliated.*

LFSC – Branch Office: 1100 South Church Street • Smithfield, VA 23430 • 757-356-1200 (Bus) • DHughes@SecuritiesMail.com

**PARKS AND RECREATION
COMMITTEE**

Parks and Recreation Operation Update

August 2017

Park Facilities Event Listing			
Day	Date	Event Type	Location
Mon	Jul 24	Committee Meetings	Smithfield Center
Tue	Jul 25	Peanut SWCD Event	Smithfield Center
		Committee Meetings	Smithfield Center
Wed	Jul 26	VDOT Meeting	Smithfield Center
Thu	Jul 27	Graduation Party	Smithfield Center
Sat	Jul 29	Wedding & Reception	Smithfield Center
Tue	Aug 1	National Night Out	Smithfield Center
		Special Events Committee	Smithfield Center
		WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Wed	Aug 2	Food Lion Job Fair	Smithfield Center
		Staff Meeting	Smithfield Center
Thu	Aug 3	Business Meeting	Smithfield Center
		Intergovernmental Meeting	Smithfield Center
Sat	Aug 5	Wedding & Reception	Smithfield Center
		Smithfield BBQ Classic	Windsor Castle Riverfront
Tue	Aug 8	Parks Maintenance Supervisor Interviews	Smithfield Center
		Planning Commission	Smithfield Center
Wed	Aug 9	Business Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		WC Restoration Committee	Smithfield Center
Thu	Aug 10	Business Meeting	Smithfield Center
Sat	Aug 12	IOW Fair Pageant Crowning	Smithfield Center
Tue	Aug 15	Schoolhouse Committee	Smithfield Center
		Crimeline	Smithfield Center
		Tourism Meeting	Smithfield Center
		BZA/BHAR	Smithfield Center
Wed	Aug 16	Business Meeting	Smithfield Center
		Town Staff Meeting	Smithfield Center
		Cross Country Meet	Windsor Castle Trails
Sun	Aug 20	Church Youth Picnic	Windsor Castle Picnic Area
Mon	Aug 21	Farm Bureau Dinner	Smithfield Center
Thu	Aug 24	Wedding & Reception	Smithfield Center
Sat	Aug 26	Reception	Smithfield Center
		Plein Air Painting Sessions	Windsor Castle
Sun	Aug 27	Plein Air Painting Sessions	Windsor Castle
Upcoming Special Events			
Sat	Sep 9	Manor House Grounds Tour	Windsor Castle
Sat	Sep 23	Ruritan Car Show	Main Street

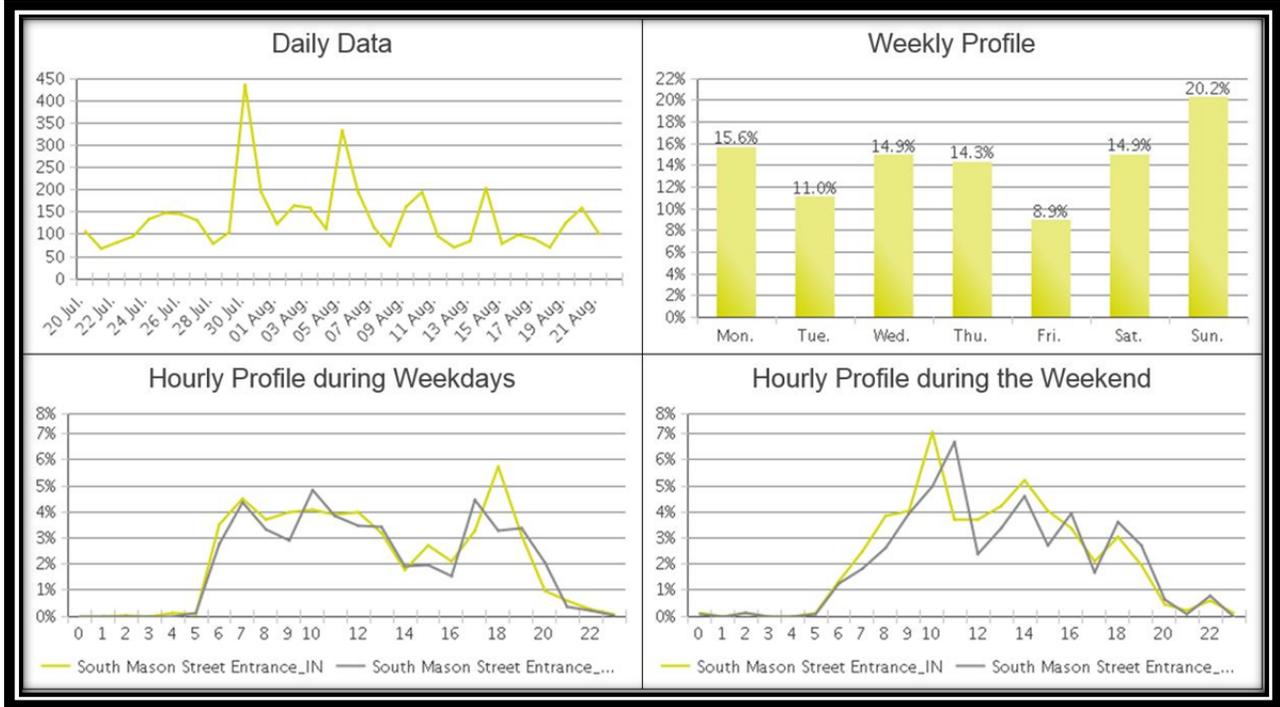
Windsor Castle Park	
Manor House Restoration Project	
Historical tour of the Manor House property will take place Saturday, September 9 at 2 PM.	
Update of project will be given during Public Buildings Committee.	

Parks and Recreation Operation Update

August 2017

Eco Counter Data from Mason Street Entrance

Daily Average: 137		Busiest Day of the Week: Sunday	
Busiest Days	Sunday, July 30 (435)	Saturday, August 05 (334)	Monday, August 14 (204)



Trail Doc Projects and Hours

Trail Docs have earned over **317** Volunteer Hours since January.

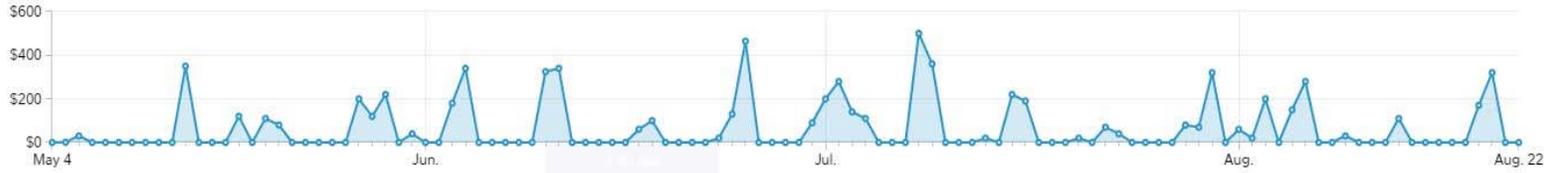
Projects completed	Leaf blowing	Trail repair and Maintenance
	Ivy removal	Tree of Heaven & Stilt Grass Eradication
	Playscape Maintenance	Erosion Ditch Construction

Parks and Recreation Operation Update

August 2017

Kayak Rentals			
Net as of 8/22/17	\$ 6822	Averaging Per Weekend	\$ 427 per weekend
Staffing Hours	\$ 3420		
Net after Staffing Hours	\$ 3402		

05/04/2017–08/22/2017



DAY OF WEEK



TIME OF DAY



Clontz Park Boat Ramp

We will attend RFAB Meeting on Monday, September 11th with revised proposal that prioritizes our request for funding for the project.

Joe Luter Jr. Sports Complex

Update by Brian Camden.

Parks and Recreation Operation Update

August 2017



Parks and Recreation Operation Update

August 2017



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 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		Smithfield Challenge	PD	
		WC Courtyard & Streets		Sharon Bochman		
		Bike Race 300 p				
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		
	6/17/2017	Sat 9 AM-1 PM		Summer Solstice Adventure Race		
		WC Kayak		Mark Montague		
		triathlon/treasure hunt				
		100 p				

2017 Town of Smithfield Open to Public Events (on town properties)						
Street Closures	Event Date	Times Location Type of Event Attendance	Event Name	Town Services		
				PD Required	PW Required	Public Restrooms
Main Street	6/24/2017	Sat 9 A-5 P	Olden Days and Car Show	PD	PW	Restrooms
		Main Street	Terry Rhinier/ Elizabeth Moose			
		Festival	814-5170			
		4000 p	terry.rhinier@iwus.net			
Station Bridge	7/3/2017	9 p-9:30 P	Town Fireworks	PD	PW	Restrooms
		Town Streets				
		Community				
		1000 p				
	7/3/2017	5 P-9 P	Fireworks-Station Bridge Park Assist	PD		
		Station Parking Lot	Smithfield Station-Randy Pack			
		Office Request	620-7700			
			randy.pack@smithfieldstation.com			
	7/15/2017	Sat 7:30 A-10:30 A	5 K Into the Woods Trail Series			
		WC Trails	Lei Dunn			
		5K Race	589-1554			
		100 p	1bodyfitness@cox.net			
	8/1/2017	5 P-7 P	National Night Out	PD		
		Smithfield Center	Night Out Committee-Kurt Beach			
		Community	449-4849			
		500 p	kbeach@smithfieldva.gov			
	8/4-8/5/17	Fri, Sat All Day	Smithfield BBQ Classic Competition	PD		
		WC Riverfront	Smithfield Foods -Jessie Corbin, Taylor Davis			
		BBQ Competition	760-898-3761			
		500 p	jessie@ernieball.com			
	9/23/2017	Sat 7 A-2 P	Ruritan Car Show	PD	PW	
		Main Street	Smithfield Ruritans-			
		Car Show	Glen Schlickemeyer			
		200 p	gslick3@yahoo.com			
	9/30/2017	Sat 10 AM-8 PM	Aiken Fest			
		Little Theater	Jim Abicit			
		Concert				
		200 p	880-3120			
Main Street	9/30/2017	Sat 9 AM-2 PM	Vintage Market	PD	PW	Restrooms
		Main Street 100-300	Farmers Market-Cheryl Ketcham			
		Market	375-3031			
		500 p	cketcham@isleofwightus.net			
Jericho Road	10/7/2017	Sat 11 A-9 P	Bacon (BBB) Festival	PD	PW	
		WC Riverfront	Smitfield Events-Gina Ippilito			
		Festival	869-0664			
		2500 p	gippolito6@aol.com			
	10/7/2017	Sat 10 A-5 P	Smithfield Station Parking Lot Assist	PD		
		Station Parking Lot	Smithfield Station Parking Lot Assist			
		Office Request	Randy Pack			
			randy.pack@smithfieldstation.com			

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
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			
Main Street	10/20/2017	Fri 4 PM	Smithfield Homecoming Parade	PD	PW	
		Main Street	Smithfield High-Jill Gwaltney			
		Parade 100 p	371-3918 jillgwaltney@gmail.com			
	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 100 p	357-3502 acripps@theisle.org			
Traffic Assist	10/28/2017	3 PM-9 PM	Horsepower on Main Street	PD		
		Main Street	Team Shelby - Justin Emanul			
		Car Show 100 cars	876-9160 teamshelbyva@gmail.com			
Main Street	10/31/2017	Mon 5 P-8 P	Hamoween	PD	PW	Restrooms
		Main Street				
		Community 2000 p				
Traffic Assist	11/5/2017	Sun 2 PM-4 PM	Wharf Hill 6 Pack 5K	PD		
		Town Streets	Lee Duncan			
		Race 300 p	757-298-3839 wharfhillbrewingco@gmail.com			
Traffic Assist	11/11/2017	Fri 11 AM-12 PM	Veterans Day Ceremony	PD		
		Vet Mem	VFW			
		Community 150 p				
	11/18/2017	Sat 5:30 P-9:30 P Smithfield Center Fundraiser 280 p	Festival of Trees	PD		
	12/1/2017	Fri 5:30 P-6:30 P	Tree Lighting Ceremony	PD		
		Times Gazebo				
		Community 200 p				

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				
	12/1/2017	Fri, Sat, Sun Smithfield Center Trade Show & Home Tours 500 p	Christmas in Smithfield & Antique Show	PD		
Main Street	12/8/2017	Fri 6 PM-9 PM	Main Street Christmas Farmers Market	PD	PW	Restrooms
		Main Street	Farmers Market-Chery Ketcham			
		Market	375-3031			
		5000 p	cketcham@isleofwightus.net			
	12/9/2017	Sat 8 A-10 A Smithfield Center Community 400 p	Breakfast with Santa			
Town Streets	12/9/2017	Sat 10:30 A-12 P	Christmas Parade	PD	PW	Restrooms
		Main Street	Tourism-Terry Rhinier			
		Parade	814-5170			
		3000 p	terry.rhinier@iwus.net			



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

Event Date <small>(don't include setup dates here)</small>	Times <small>(don't include setup or street closure times here)</small>	Proposed Location
Saturday, October 7, 2017	10 AM-5 PM	WC Riverfront

Event Name	BBB Fest –Bacon Bourbon and Beach Music Festival
Event Organizer (Group Name)	Smithfield VA Events
Tax Exemption ID Number	
Website	www.smithfieldvaevents.com

Event Contacts					
Name	Gina Ippolito	Cell Phone	757-869-0664	Email	gina@smithfieldvaevents.com
Name		Cell Phone		Email	

1st Time Event		Annual Event- how many times has event taken place?	Twice
Event Category	<input checked="" type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____		
Description of Event			
Festival goers each get a half pound of bacon with wide selection of condiments. Bourbon tasting ticket holders get 10 bourbon tastings. There will be three stages with live music as well as food vendors, retail vendors and wine and beer sales.			
Average Ticket Price	\$ 45-55	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	3000	Largest Attendance Number and Year	2016- 2800 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine, cancelation if dangerous weather present- hurricane, strong winds etc	

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
Jericho Road	Restrict to one way, exit only	10/7/17	8 AM-2 PM	
Fishing pier	closed. Will post signs and adjust based on final tent set up closer to the event.	10/2/17-10/7/17	All Day	
Trail Closure (at event site)	Closed at Riverfront	10/7/17	9 AM-5 PM	
Alcohol Service and/or Sales? <input checked="" type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music		
Date	Times	Date	Times	
10/1/16	10 AM-4:30 PM	10/1/15	11 AM-5 PM	

List benefits of your event to the community	List Recipients of Proceeds
Proceeds benefit Isle of Wight based organizations.	Organizations will be selected by the Smithfield VA Events committee to receive proceeds from the event. Anticipated donations to community for this event this year are +/- \$40,000 for both Benefiting Organizations &



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

	<p>Volunteer Organizations. In addition, a \$5 per ticket donation will be made to the Town of Smithfield for Historic Preservation fund for the site. Anticipate this donation to be +/- \$12,000 - \$15,000.</p>
--	---

Check any of the following that your event will include.			
Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	2	<input type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	1	<input checked="" type="checkbox"/> Retail Vendors For Profit	10
<input checked="" type="checkbox"/> Port-a-Potties	20 plus	<input checked="" type="checkbox"/> Fencing/Barricades	Several feet
<input checked="" type="checkbox"/> Trash Cans	40	<input checked="" type="checkbox"/> Generators	4
<input checked="" type="checkbox"/> Dumpsters	2	<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	10
<input checked="" type="checkbox"/> First Responders- EMS, Fire	2		
Item	Number	Sizes	
Tents	20	Various sizes ranging from a 40x60 down to 10x20s	
Staging	2	Large covered stages for musical performances	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Providing Shuttle Service

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

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

Event Organizer's Signature	<i>Gina Ippolito</i>	Date	8/22/17
Print Name	Gina Ippolito		

Attach the following documents:

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

SITE MAP 2017
Map is subject to change.

Windsor Castle Park
Smithfield, VA



BREW & MANOR HOUSE PARKING
RIVER STAGE BANDS PARK AT KAYAK LAUNCH



SmithfieldVAEvents.com

	Bourbon Tastings		Private Chalets		Bacon Village		Information & Event Merchandise
	Breweries		Reserved Tables		Food Vendors		Entertainment Stages
	Wine Sales		Restrooms & Restroom Trailers		Retail Vendors		Manned ABC Check-Point

BACON EATING CONTEST
2:00 at the River Stage.
Sign up for chance to be picked at the INFO Tent located in Bacon Village by 1:00.



SmithfieldVAEvents.com

Joseph W. Luter, Jr.
Sports Complex



295 Bendix Road, Suite 340
Virginia Beach, VA 23452
Ph. 757.533.9368

August 25, 2107

Mr. Peter Stephenson, Town Manager
TOWN OF SMITHFIELD
911 South Church Street
Smithfield, VA. 23430

JOSEPH W. LUTER JR. SPORTS COMPLEX - PROJECT UPDATE NO 6

Dear Mr. Stephenson,

The following is our project report on the construction activities occurring on the Joseph W. Luter Jr., Sports Complex during the month of August.

RAD Sports Construction: Site Work General:

RAD Sports has stayed continuously busy at the project site fine grading the sports fields, installing chain link fencing, pouring concrete sidewalks and fine tuning the irrigation sprinkler system. The initial stand of grass is starting to sprout and in many places will need to be cut soon. Overall, RAD continues to do a good job and is steadily prosecuting the work.

Completed and/or current construction activities for this period:

- RAD continues to install topsoil outside of the ballfields.
- The masonry brick wall has been installed behind the home plate at the Champion Field.
- The underground irrigation system was installed earlier, electrical power was hooked up in mid-August and the irrigation controller appears to be working correctly.
- The asphalt running track around the soccer field was installed at the end of June.
- DEQ conducted a surprise inspection of the erosion control devices and the site passed inspection.



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Major tasks for the next month:

- Continue irrigating the athletic field seeding so as to establish grass prior to the first frost.
- Fine grade the remainder of the site.
- Finish installing special infield mix.
- Dry out and stabilize the subgrade in the area of the main entrance at Courthouse Highway.
- Install stone base at the driveway.
- Maintain construction activities in accordance with the critical path schedule.

Work Outside of the Site Contractor's Scope:

The new turn lane from Courthouse Highway resulted in the masonry entrance walls being moved back into the site approximately 20 feet. This will affect the entrance configuration.

Financial Update:

Original Contract Amount:	\$2,578,800.00
Change Orders (#1 credit)	(101,633.68)
Change Order #2 -Electrical Panel	10,980.00
Change Order #3- Asphalt Driveway	27,850.00
Change Order #4- Lights at Entrance Sign	3,860.00
Current Contract Amount with Change Orders:	\$2,519,856.32

Pending Change Orders:

1. The 5-HP irrigation pump originally designed for the ballfields were inadequate to reach all of the ballfield areas. Consequently a stronger 7.5 HP pump will be needed. The estimated cost is unknown at this time.
2. Mr. Luter has requested that the asphalt be installed in the two parking areas. This will require the re-grading of the existing graded subgrade material and adjustment of several finish grade areas. The estimated cost is \$150,000 +/-.

Potential Change Orders:

- As we reported last month, the subgrade road material under the main entrance from Courthouse Highway into the site appears to be marginally acceptable from a stability perspective. The geotechnical engineer is still evaluating but it does



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appear that, at a minimum, a geotechnical fabric will need to be installed and possibly an undercut operation undertaken to insure roadway stability.

- Additional baseball bases are to be added to some of the ballfields.
- There may be some incidental costs associated with relocating the entrance sign into the site.

Schedule Update:

- The project is about 2 weeks behind schedule due mainly to inclement weather. Also, the re-grading of the parking areas will result in an additional critical path delay to the overall schedule.

A.R Chesson Construction Co., Building Contract - General:





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General:

The contractor, A. R. Chesson Construction Company has maintained the overall schedule although their mechanical subcontractor did not man the project as needed during the early part of the month. Nevertheless, the IOW County building Inspector, along with myself and Town staff, performed an above-ceiling inspection of the mechanical, electrical and plumbing systems prior to installing hard drywall ceilings. The County Building Inspector noted the absence of ceiling insulation in the bathroom areas and stated this as a requirement for closing the ceilings. The architect stated that, per building code, the insulation was not technically required, however the Town elected to install the insulation.

The IOW Building Inspector re-inspected the project on 22 August and passed all electrical, mechanical and building insulation work, thus allowing GWB (drywall) to be installed. As of today, (8/25) most of the building drywall is installed and the workers will finish up Monday.

The contractor graded, formed and poured concrete sidewalks during the week of 23 August and the site contractor, RAD, will now grade and start installing the concrete patios.





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Completed and or current construction activities for this period:

- Building is dried in
- Steel stairs accessing the second floor have been installed.
- All windows have been installed.
- Copula is installed and so has the Copper Weather Vane.
- The HVAC units have been installed and all devices are now in.
- Drywall is being installed on the walls and ceilings.
- The Press-Box finishes are being installed.
- The concrete floor is being prepared for finishing.
- Concrete sidewalks have been installed.
- The IOW County Building Inspector inspected and passed the electrical, mechanical and insulation rough-ins.

Issues:

As we noted in our report last month, the monumental masonry walls/sign on Courthouse Highway needed to be moved back into the site approximately twenty feet due to the new turning lane. As of this date, we know of no additional cost associated with this relocation.

Major Tasks for Next Month

- Hang doors and install hardware
- Finish drywall and complete painting
- Perform final electrical, plumbing and mechanical inspections.
- Install interior trim.
- Install equipment and perform function testing
- Start punch list inspections.

Financial Update

Original Contract Amount:	\$637,100.00
Change Orders #1 (Credit)	(477.86)
Current Contract Amount with Change Orders:	\$636,622.14

Pending Change Orders:

- As noted in last month's report, the building design did not include sheathing for the second floor Hardi-plank siding to be secured to. The Contractor has requested an additional \$1,317.63 to furnish and install plywood sheathing.



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- There are six bathroom windows located at approximately six feet above the floor elevation. These windows allow natural light into the space but may also allow an outside view into the interior. The contractor has submitted a cost of \$1,088.58 to install a translucent film over the windows. The architect has commented that this cost is too high and the contractor is obtaining another price.
- The current design has large acrylic letters installed on one of the monumental masonry entrance walls identifying the name of the sports complex. The Town has requested the letters be installed on both walls, cost \$2,060.39.
- During an inspection of the facility, it was noted that there is no light fixture located in the small storage closet adjacent to the rear entrance. Also, when the steel stairs accessing the second floor was installed we noted that there should be a light under the stair landing where the doors to the concession stand and storage area is located. The cost to install these two light fixtures is \$767.62.
- As we noted earlier in this report, the IOW building Inspector requested insulation be installed in the restroom and concession room ceiling. The cost is \$1,847.98.
- Additional statues for the soccer and football fields have been requested and are currently being priced.

Schedule Update:

The contractor was allowed 180-days to achieve Substantial Completion of the project, which would have been September 8. Inclement weather and the relocation of the monumental masonry walls have delayed the Substantial Completion date. The contractor anticipates requesting punch-list inspections of the building on September 21, and barring any significant issues, Substantial Completion should be achieved by the end of September.

Conclusion:

Although it may seem that there are several potential change orders and schedule delays, please know that these are normal occurrences with a project of this size and complexity. The quality of work remains acceptable, there are no claims or unresolved issues and the contractors remain very cooperative.



295 Bendix Road, Suite 340
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Ph. 757.533.9368

Please let me know if you have any questions or comments.

Respectfully Submitted,

B V Camden

Brian V. Camden
Program Manager

Pouring Concrete
Sidewalks



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 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, has agreed to donate a sum not to exceed \$250,000 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, the first payment of which shall be due and payable upon execution of this Memorandum of Understanding (MOU) by both parties and each July 1st thereafter until July 1, 2021. Nothing in this MOU 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.

4. LIABILITY

Any and all users of the athletics activity complex, not a party to this MOU, shall be required to provide a Certificate of Insurance (COI) for liability purposes, with the Town as an additional named insured party under said user's policy. Liability policy limits must be not less than \$1,000,000 per occurrence. The amount of required coverage may be changed by 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, subject to availability. Scheduling for the use of the fields shall be the responsibility of the Town. All use of the athletic fields/facility shall be in accordance with the Use Policies and Procedures, as they may be amended from time to time, which are attached hereto and incorporated by reference. Said Use Policies and Procedures shall be developed, implemented and/or modified by the Town following good faith discussions and negotiations as to the terms contained therein with the County..

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 at its sole expense.

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 any other organization as it may deem appropriate. 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 of the parties hereto 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

JOE LUTER JR. SPORTS COMPLEX USE POLICY

Effective Date	May 22, 2017
Revision Date	
Authorized by	Smithfield Town Council

Purpose:

To establish policies, procedures, and fees for use of the Joe Luter Jr Sports Complex (LSC).

Background:

The Smithfield Town Council recognized the need to manage park facilities to optimize their use by the citizens. In addition, the Council acknowledged that efficient and fair use of these resources requires coordination between scheduling and maintenance operations, and the administration of effective policies and procedures.

1. Reservation Policies and Procedures:

a. Priority of Use

The priority of use levels listed below shall determine scheduling and usage for the Sports Complex. These priority categories will be used for scheduling use of facilities.

Level 1

This level requires Lease Agreement.

Fee structure determined in Lease Agreement.

Use of all **baseball/softball fields (5 total)** for practices and games throughout the year as well as use/operation of **concession building** throughout the year.

A. Smithfield Recreation Association

Level 2

This level requires MOU and scheduling of available dates with the Town of Smithfield Parks Department.

Fee structure determined in MOU.

Use of **athletic fields**, dates to be determined annually each July for the following year.

A. Isle of Wight Schools

B. Isle of Wight County Parks and Recreation

C. Windsor Athletics Association

D. Town of Windsor

E. Isle of Wight Based Recreation Associations

Level 3

This level requires a Facility Use Application.

Fee Structure (Appendix B) applies to this level.

has use of **athletic fields** when not in use by Level 1 and 2 users

A. Youth Sports Organizations (outside of Isle of Wight County)

B. Adult Sports Leagues

C. Other non-profit organization events or activities

D. Other for-profit organization events or activities

b. Facility Use Permit Application (Level 3 Use)

A Facility Use Permit Application must be submitted in order for a request to receive consideration for approval. Individuals completing this form must be at least 18 years of age. The form must be filled out completely, including the requested date and time for the proposed use, the name of the organization, type of event, facility requested, and the organization’s contact information. Failure to fill out the form completely will delay the town’s response to the request. Submission of a completed request form does not guarantee approval of the request.

Requests made by Level 3 organizations will not be approved prior to the finalization of the Level 1 and 2 schedules.

c. Insurance Requirements (Level 3 Use)**(1) Certificate of Insurance**

A certificate of insurance is required for all user organizations and shall be submitted to the TOS Parks after the Sports Complex Use Permit Request has been approved. It shall contain the following terms and coverages:

- Public liability and property damage insurance in an amount not less than \$1,000,000 per occurrence.
- The Town of Smithfield must be named as the certificate holder as follows:

Town of Smithfield, P O Box 246, Smithfield, VA 23430

- The Town of Smithfield must be named as additional insured as follows:

“The Town of Smithfield, Virginia its Officers, Agents, and Employees are listed as Additional Insured with primary status, without participation by the Town’s insurers”

- The coverage shall not be canceled or reduced without at least thirty (30) days written notice to the Town.

(2) Waiver of Liability

Organizations shall require all participants to sign waivers that release and absolve the Town of Smithfield, Virginia, its officers, agents, and employees of all liability and responsibility in the event of accident or injury. The signed waivers shall be kept on file by the organization for two years after the conclusion of the season.

d. Fees and Charges (Level 3 Use)

The fees and charges established are based on the proposals and revenue projections approved by the Smithfield Town Council as part of the annual budget process. (Appendix B)

(1) Deposits and Fees (Level 3 Use)

The non-refundable reservation fee will be 50% of the total field rental and must be submitted with the Facility Use Permit Application in order for the request to be processed and considered. This fee will be applied towards the total cost of the field rental fees.

The remaining fee balance shall be payable no less than thirty (30) days prior to the first scheduled use.

The organization shall be responsible for payment for any additional services or charges that become due during the course of their use of the facilities. Any such fees/charges that were not included in the initial permit approval will be invoiced at the conclusion of the activity and shall be paid within ten (10) business days.

(2) Refunds (Level 2 and 3 Use)

Refunds must be requested in writing to the TOS Parks and will be limited to 50% of the total cost for the approved reservation of facility use. No refund will be issued for events that can be rescheduled or for an event that is cancelled less than ten (10) business days before the date of the event.

2. Operating Schedule:

In order to maintain security of facilities, the park will be open only during scheduled use of facilities by groups/individuals only. TOS Parks reserves the right to close the park during periods of inclement weather. (See Item 3 J. for Field Closures, Rest and Renovation.)

3. Facility Operations:

a. Merchandise and Food Sales

Organizations may apply to sell merchandise relating to their approved activity in accordance with the procedures and permitting requirements for Vending Operations. Food may only be sold if SRA chooses not to operate the LSC concession stand.

b. Accident/Incident Reporting

All accidents/incidents requiring medical attention or when public safety or law enforcement personnel are called to assist with the situation shall be reported immediately to the park attendant on duty. An incident/accident report form shall be completed and submitted to the park attendant by the conclusion of the day.

c. Metal Cleats

Use of shoes with metal cleats shall be confined to the field of play only.

d. Soft Toss of Baseballs/Softballs

The practice of soft toss of baseballs and softballs into ballfield fencing is prohibited.

e. Property Damage

The user organization shall be responsible for any and all damage to the town's premises, equipment, and property caused by its guests/attendees. If, after an activity is concluded, additional maintenance is required (in excess of normal services/time), the organization will be charged accordingly. The Town of Smithfield is not responsible for accidents, injuries or loss of or damage to individual property.

f. Inclement Weather

The TOS Parks reserves the right to delay or cancel an event at any time due to inclement weather or any other condition deemed detrimental to the facility or the public. In case of inclement weather, the permit holder may contact the LSC Coordinator for an update on the conditions. Examples of conditions that may require the delay or cancellation of any scheduled activity include, but are not limited to:

- (1) Standing water or puddles on the field
- (2) Footing is unsure and slippery
- (3) Ground is waterlogged and squishy
- (4) Grass can be dislodged from the ground easily
- (5) Frost; snow; sleet; freezing rain
- (6) Lightning
- (7) Severe weather storms
- (8) Unsafe facility conditions
- (9) Use of the facilities would cause damage

Decisions made by the TOS Parks on the playability of the fields are final.

g. Lightning

In the event of lightning, the TOS Parks requires that all patrons retreat to their vehicles or move inside of a nearby building. Congregating in the dugouts is prohibited when lightning is present.

h. Trash Removal

Each user is responsible for ensuring that all trash is removed from all fields, player benches, bleachers, dugouts, and picnic tables and depositing it in the appropriate receptacles. Plastic bottles and all waste materials must be placed in trash containers and/or recycling receptacles.

i. Tents and Canopies

Use of tents and canopies must be approved by the TOS Parks.

j. Field Closures, Rest and Renovation

An annual turf management program that provides rest and renovation periods for the athletic fields will be in operation as part of the overall maintenance program. This program may require the closure of fields, denial of use of a field, and/or alternate sites for athletic use. A general outline of the turf maintenance program is as follows:

Multipurpose Field:

Renovation period from June through July

Rest period during dormancy of turf from December through February

Baseball Fields:

Renovation period from December through January

Rest period will be based on the condition of the field

k. Field Preparation/Maintenance

Fields will be maintained in a manner that is conducive to the safety of patrons. Any field maintenance that is required beyond the routine services provided by the TOS Parks for any game, tournament, or special event will be considered upon request and may require payment of additional fees.

Digging, trenching, adding/removal of soil, use of field grooming machines or other motorized equipment on the fields, or other similar actions are not permitted.

Use of simple hand tools to rake and tamp infield surfaces in order to improve playing conditions is permitted.

l. Field Lining

The TOS Parks will provide field marking of foul lines, batter's boxes and pitching circles on the baseball fields and multipurpose field lining. Any other field marking shall be approved by the TOS Parks.

n. Field Modifications

Modifications to base and goal locations and the use of portable fencing, mounds and goals must be approved by the TOS Parks. Organizations are required to provide any of the above-mentioned portable equipment for their use and it shall be subject to a safety inspection by the TOS Parks.

4. Facility Regulations:

In general, all rules and regulations established in the Public Areas Ordinance shall apply to this facility. In addition, the supplementary regulations listed below shall apply.

a. Motorized Vehicles

Motorized vehicles shall not be driven on any area except the paved roadways or parking areas. This restriction shall not apply to officials, agents or employees of any governmental agency while properly engaged in the scope of their employment or to authorized persons delivering supplies or performing maintenance or repairs.

b. Skates, Scooters, Skateboards, and Bicycles

Roller skates and roller blades are prohibited on the sidewalks and the concourse areas adjacent to the concession stands. Skateboards and motorized scooters are prohibited throughout the park, however, this restriction shall not apply to those with disabilities requiring use of motorized scooters.

c. Golfing, model airplanes, kite flying, rockets and other airborne equipment

Golfing and the use of model airplanes (radio or wire controlled), kites, rockets and other airborne equipment are prohibited.

d. Bicycles

Bicycles are prohibited on the sidewalks, and the concourse areas adjacent to the concession stands.

When not in use, all bicycles shall be parked in a bicycle rack.

e. Dogs and Other Domesticated Animals

Dogs and other domesticated animals are prohibited. This does not apply to service animals.

f. Glass Containers

Glass containers are prohibited.

g. Alcohol, Smoking and Tobacco Products

Alcohol, smoking and the use of tobacco products are prohibited.

h. Noise

Use of amplified sound equipment shall be approved by the TOS Parks.

i. Advertising and Signs

No person shall announce, advertise, or call the public attention to any article or service for sale without approval of the TOS Parks. No person shall paste, glue, tack or otherwise post any sign, placard or inscription without the approval of the TOS Parks.

j. Vending and Peddling

No vending or peddling activities shall occur without approval by the TOS Parks.

k. Fires and Grills

The kindling of any fire is prohibited. Portable barbecues, hibachis, gas grills, etc. shall be prohibited except when used by licensed concessionaires authorized by the TOS Parks to provide such service.

5. Additional Rules

Additional rules and regulations may be issued by the TOS Parks Director as deemed necessary.

DRAFT

**PUBLIC WORKS
COMMITTEE**

DATE AUGUST 28, 2017

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM SONJA EUBANK
 CONTRACTS/PROCUREMENT ADMINISTRATOR

SUBJECT HVAC MAINTENANCE AND REPAIR CONTRACT

Each year the town engages the services for HVAC Maintenance and Repair on town properties including the Water Treatment Plant AAON heating and cooling products. The town has a contract with Atlantic Constructors, Inc for the 2016/2017 fiscal year and the town reserves the right to renew the contract for two additional years. The current contract will expire September 2, 2017.

Staff has been pleased with their work and response time and we are recommending that the contract be renewed for an additional year. There will be no changes to contract terms.



----- Proposal -----

Proposal No.
1198

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
7/12/2017
Project Name/Location
Lane Crescent/Kendall Haven

Description	Total
Provide equipment, labor, and materials to accomplish the following: 1. Edge mill approximately 5,242 square yards. 2. Overlay same area with 2" of IM 19.0A asphalt. 3. Provide traffic control. Total proposed sum: \$64,300.00 Above area consists of the following locations: 1. Approximately 1,220 square yards on Lane Crescent. 2. Approximately 3,652 square yards on Kendall Haven, including turn lane coming from Battery Park.	64,300.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$64,300.00
--	---------------------------

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: _____ <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: _____



----- Proposal -----

Proposal No.
1197

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
7/12/2017
Project Name/Location
Faye Dr.

Description	Total
Provide equipment, labor, and materials to accomplish the following: 1. Edge mill approximately 4,000 square yards. 2. Overlay same area with 2" of IM 19.0A asphalt. 3. Provide traffic control. Total proposed sum: \$53,400.00	53,400.00

Thank you for the opportunity to quote, we appreciate your business.	Total: \$53,400.00
--	---------------------------

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: _____ <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: _____

Molly Joseph Ward
Secretary of Natural Resources

Clyde E. Cristman
Director



Rochelle Altholz
Deputy Director of
Administration and Finance

David C. Dowling
Deputy Director of
Soil and Water Conservation
and Dam Safety

Thomas L. Smith
Deputy Director of Operations

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

June 1, 2017

Peter Stephenson
310 Institute St.
Smithfield, Virginia 23431

Re: **Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) Awards**

2017 Grant Application

Grant Number: DSFP-71-17

Dam Name: Smithfield Lake Dam, Inventory No. 09315

Town of Smithfield

Total Project Cost \$23,980.00, Grant Amount Requested \$11,990.00

Project Type: Hazard Classification Analysis and/or ACER TM-11

Dear Mr. Stephenson:

Congratulations! Based on the Department of Conservation and Recreation's (DCR) review and assessment of your grant application, your request for funding was approved at a reduced amount by the Virginia Soil and Water Conservation Board on May 23, 2017. The total funds awarded from the DSFPPAF is \$5,000.00. Notations made regarding this award or terms or condition(s) that apply to your award that must be satisfied prior to reimbursement are as follows:

- Funding reduced to align with regional cost estimates.

Please review the Agreement documents enclosed with this communication as well refer to the grant manual used for application for important guidance information. A copy of the grant manual and forms referenced herein, may be found on our website at <http://www.dcr.virginia.gov/form/DCR199-219.pdf>. Of particular note are the following requirements:

1. Virginia Resources Authority (VRA) will email Grant Agreements to recipients using the e-mail address provided in the original application. If no e-mail address is provided, the Grant Agreements will be sent via U.S. mail. Recipients must return the signed Grant Agreement ***within 90 days of receipt*** to:

Kimberly S. Adams
Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219
kadams@virginiaresources.org
(804) 616-3449

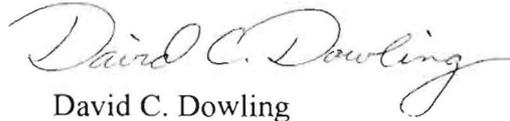
600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

DSFPPAF Grant Award Letter
June 1, 2017
Page 3
DSFP-71-17

Again, congratulations on your selection as a grantee of the DSFPPAF. Should you have any questions, please feel free to contact Wendy Howard Cooper, Business and Administration Manager, at Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,



David C. Dowling
Deputy Director

cc: Wendy Howard Cooper, Business and Administration Manager, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Robert J. VanLier, P.E., DCR

Molly Joseph Ward
Secretary of Natural Resources

Clyde E. Cristman
Director



COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

Rochelle Altholz
Deputy Director of
Administration and Finance

David C. Dowling
Deputy Director of
Soil and Water Conservation
and Dam Safety

Thomas L. Smith
Deputy Director of Operations

June 1, 2017

Peter Stephenson
310 Institute St.
Smithfield, Virginia 23431

Re: **Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) Awards**

2017 Grant Application

Grant Number: DSFP-72-17

Dam Name: Smithfield Lake Dam, Inventory No. 09315

Town of Smithfield

Total Project Cost \$12,250.00, Grant Amount Requested \$6,125.00

Project Type: Dam Break Inundation Zone Analysis, Mapping, and Digitization

Dear Mr. Stephenson:

Congratulations! Based on the Department of Conservation and Recreation's (DCR) review and assessment of your grant application, your request for funding was approved by the Virginia Soil and Water Conservation Board on May 23, 2017. The total funds awarded from the DSFPPAF is \$6,125.00. Notations made regarding this award or terms or condition(s) that apply to your award that must be satisfied prior to reimbursement are as follows:

- None

Please review the Agreement documents enclosed with this communication as well refer to the grant manual used for application for important guidance information. A copy of the grant manual and forms referenced herein, may be found on our website at <http://www.dcr.virginia.gov/form/DCR199-219.pdf>. Of particular note are the following requirements:

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(804) 616-3449

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation

VRA will return the executed signature page to you via e-mail unless otherwise requested. Grant Agreements not signed and returned within 90 days will have all funds rescinded without further notice.

2. Quarterly reports must be submitted as outlined in Appendix B of the grant manual.
3. All projects are required to commence and to be completed within the twelve months following the issuance of a signed Agreement or within the approved extension period if applicable. Grant funds will be disbursed on a reimbursement basis after the completion of the approved project.

Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date. Prior to reimbursement submittal, the recipient must submit the engineering work to the Regional Dam Safety Engineer for approval or to DCR Floodplain Management if a flood prevention project. All requests for disbursement must be delivered to DCR for approval utilizing the DCR Reimbursement Form according to the reimbursement terms of the grant manual. Requests for reimbursement, along with all supporting documentation should be e-mailed to dam@dcr.virginia.gov. If e-mail is not available, please mail to:

Address:

Virginia Department of Conservation and Recreation
Attention: Dam Safety, Flood Prevention and Protection Assistance Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

4. **Reimbursements shall not exceed the authorized project award amount or 50 percent of the total approved final project cost, whichever is less.** Upon approval, DCR will forward the reimbursement request to VRA for payment to the applicant. VRA will not disburse funds prior to receipt of a fully executed Grant Agreement. Projects not completed within the authorized timeframe and without an authorized extension will have all funds rescinded without further notice.
5. A one-year extension may be granted at the discretion of DCR provided such request utilizing the DCR Extension Request Form is **received not later than 90 days prior to the expiration of the original agreement.** Requests should be emailed to dam@dcr.virginia.gov. If e-mail is not available, please mail to:

Address:

Virginia Department of Conservation and Recreation
Attention: Dam Safety, Flood Prevention and Protection Assistance Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

DSFPPAF Grant Award Letter

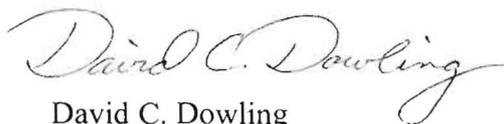
June 1, 2017

Page 3

DSFP-72-17

Again, congratulations on your selection as a grantee of the DSFPPAF. Should you have any questions, please feel free to contact Wendy Howard Cooper, Business and Administration Manager, at Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "David C. Dowling".

David C. Dowling
Deputy Director

cc: Wendy Howard Cooper, Business and Administration Manager, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Robert J. VanLier, P.E., DCR

Molly Joseph Ward
Secretary of Natural Resources

Clyde E. Cristman
Director



Rochelle Altholz
Deputy Director of
Administration and Finance

David C. Dowling
Deputy Director of
Soil and Water Conservation
and Dam Safety

Thomas L. Smith
Deputy Director of Operations

COMMONWEALTH of VIRGINIA
DEPARTMENT OF CONSERVATION AND RECREATION

June 1, 2017

Peter Stephenson
310 Institute St.
Smithfield, Virginia 23431

Re: **Dam Safety, Flood Prevention and Protection Assistance Fund (DSFPPAF) Awards**
2017 Grant Application
Grant Number: DSFP-73-17
Dam Name: Smithfield Lake Dam, Inventory No. 09315
Town of Smithfield
Total Project Cost \$10,580.00, Grant Amount Requested \$5,290.00
Project Type: Emergency Action Plan Development

Dear Mr. Stephenson:

Congratulations! Based on the Department of Conservation and Recreation's (DCR) review and assessment of your grant application, your request for funding was approved by the Virginia Soil and Water Conservation Board on May 23, 2017. The total funds awarded from the DSFPPAF is \$5,290.00. Notations made regarding this award or terms or condition(s) that apply to your award that must be satisfied prior to reimbursement are as follows:

- None

Please review the Agreement documents enclosed with this communication as well refer to the grant manual used for application for important guidance information. A copy of the grant manual and forms referenced herein, may be found on our website at <http://www.dcr.virginia.gov/form/DCR199-219.pdf>. Of particular note are the following requirements:

1. Virginia Resources Authority (VRA) will email Grant Agreements to recipients using the e-mail address provided in the original application. If no e-mail address is provided, the Grant Agreements will be sent via U.S. mail. Recipients must return the signed Grant Agreement ***within 90 days of receipt*** to:

Kimberly S. Adams
Virginia Resources Authority
1111 E. Main Street, Suite 1920
Richmond, VA 23219
kadams@virginiareources.org
(804) 616-3449

600 East Main Street, 24th Floor | Richmond, Virginia 23219 | 804-786-6124

*State Parks • Soil and Water Conservation • Outdoor Recreation Planning
Natural Heritage • Dam Safety and Floodplain Management • Land Conservation*

VRA will return the executed signature page to you via e-mail unless otherwise requested. Grant Agreements not signed and returned within 90 days will have all funds rescinded without further notice.

2. Quarterly reports must be submitted as outlined in Appendix B of the grant manual.
3. All projects are required to commence and to be completed within the twelve months following the issuance of a signed Agreement or within the approved extension period if applicable. Grant funds will be disbursed on a reimbursement basis after the completion of the approved project.

Reimbursement requests must be submitted within 90 days following passage of the authorized project completion date. Prior to reimbursement submittal, the recipient must submit the engineering work to the Regional Dam Safety Engineer for approval or to DCR Floodplain Management if a flood prevention project. All requests for disbursement must be delivered to DCR for approval utilizing the DCR Reimbursement Form according to the reimbursement terms of the grant manual. Requests for reimbursement, along with all supporting documentation should be e-mailed to dam@dcr.virginia.gov. If e-mail is not available, please mail to:

Address:

Virginia Department of Conservation and Recreation
Attention: Dam Safety, Flood Prevention and Protection Assistance Fund
Division of Dam Safety and Floodplain Management
600 East Main Street, 24th Floor
Richmond, Virginia 23219

4. **Reimbursements shall not exceed the authorized project award amount or 50 percent of the total approved final project cost, whichever is less.** Upon approval, DCR will forward the reimbursement request to VRA for payment to the applicant. VRA will not disburse funds prior to receipt of a fully executed Grant Agreement. Projects not completed within the authorized timeframe and without an authorized extension will have all funds rescinded without further notice.
5. A one-year extension may be granted at the discretion of DCR provided such request utilizing the DCR Extension Request Form is **received not later than 90 days prior to the expiration of the original agreement.** Requests should be emailed to dam@dcr.virginia.gov. If e-mail is not available, please mail to:

Address:

Virginia Department of Conservation and Recreation
Attention: Dam Safety, Flood Prevention and Protection Assistance Fund
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Richmond, Virginia 23219

DSFPPAF Grant Award Letter

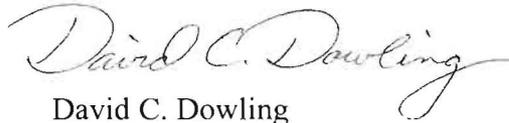
June 1, 2017

Page 3

DSFP-73-17

Again, congratulations on your selection as a grantee of the DSFPPAF. Should you have any questions, please feel free to contact Wendy Howard Cooper, Business and Administration Manager, at Wendy.Howard-Cooper@dcr.virginia.gov.

Sincerely,

A handwritten signature in cursive script that reads "David C. Dowling". The signature is written in black ink and is positioned above the printed name and title.

David C. Dowling
Deputy Director

cc: Wendy Howard Cooper, Business and Administration Manager, DCR
Kimberly S. Adams, Senior Program Manager, VRA
Robert J. VanLier, P.E., DCR

**PUBLIC BUILDINGS & WELFARE
COMMITTEE**

**STAFF REPORT TO THE
TOWN COUNCIL**

SPECIAL USE PERMIT

September 5, 2017

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

Owner / Applicant Name & Address	Joseph McCain 338 Main Street Smithfield, VA 23430
Property Location	338 Main Street (Tax map # 21A-01-161); +/-300 ft. northeast of the intersection of Cary St. and Main St.
Statistical Data (see plat)	
Current Zoning	D, Downtown District
Proposed Use	Retail (Ground floor); residential (2 nd floor)
Parking Required	0 spaces for <10,000 sq. ft. lot
Parking Provided:	Employee parking
Surrounding Land Uses/Zoning	D, Downtown District; DN-R, Downtown Neighborhood Residential
Conformity with Comprehensive Plan	Current future land use plan shows the land as downtown commercial

Project Overview

The applicant is seeking approval for a Special Use Permit (SUP) to operate a retail store / floral company at 338 Main Street under the provisions of Article 3.H, Sections C.7 & H:1 and Article 6 of the Zoning Ordinance; specifically seeking:

1. *'the conversion of [a] residential structure for a non-residential use as the principal use of the building'* for the ground floor while leaving the upstairs for residential use, and
2. for *'business, storage or display [to be] conducted outside of an enclosed building'*, in order to display live plants, axillaries and topiaries in the front yard.

Staff Comments

Town staff has deemed the application to be complete and the proposal seems to be within the parameters required by Article 3.H and Article 6 of the Town of Smithfield Zoning Ordinance.

As this is a Special Use Permit application, reasonable conditions may be recommended by the Planning Commission as deemed necessary to protect the public interest and welfare.

At their August 8, 2017 meeting, the Planning Commission recommended approval to Town Council 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

FILE COPY

APPLICATION FOR:

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

Applicant(s) Name: Joseph McCain
 Address: 338 Main St.
 City, State, Zip: Smithfield, VA 23430
 Phone Number(s): 434-770-9111

Property Owner(s) Name: Same
 Address: _____
 City, State, Zip: _____
 Phone Number(s): _____

Property Address: 338 Main St.
 Tax Map Number(s): 21A-01-161
 Property Description: RESIDENTIAL PARCEL +/- 300 FT. NORTHEAST OF THE INTERSECTION OF MAIN ST. AND CARY ST.
 Zoning: D, DOWNTOWN Acreage: +/- 8,000 SQ. FT. Application Fee: \$ 400.00
 Legal Reference: - Deed Book#: - Page#: -

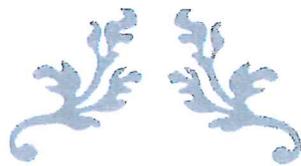
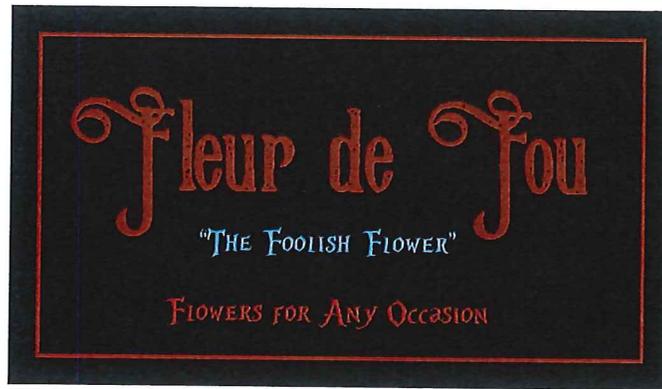
Proposed Use/Exception: AS PER ARTICLE 3H & ARTICLE 6:
1. THE CONVERSION OF A RESIDENTIAL STRUCTURE FOR A NON-RESIDENTIAL USE AS THE PRINCIPAL USE (GROUND FLOOR FOR RETAIL).
2. FOR BUSINESS, STORAGE OR DISPLAY TO BE CONDUCTED OUTSIDE OF AN ENCLOSED BUILDING.

[Signature]
 Applicant(s) Signature

6/30/17
 Date

 Applicant(s) Signature

 Date



338 MAIN STREET

A Proposal to Continue the Revitalization of Downtown Smithfield



JASON CAMPER JOSEPH McCAIN
OWNERS
(757) 651-8235
FLOWERS@FLEURDEFOLU.COM
WWW.FLEURDEFOLU.COM
10907 CENTER ST WWW.FACEBOOK.COM/FLEURDEFOLU
RESCUE, VA 23424

The business card features a colorful illustration of a rooster with a red and black checkered body, holding a bouquet of red roses. The text on the card is in red and white, providing contact information for the owners, Jason Camper and Joseph McCain.

MARCH 22, 2017
FLEUR DE FOU
PO BOX 107/ RESCUE VA 23424

338 Main Street Proposal

Objective:

Fleur de Fou is a new floral company that will rely on the proven skills of its founders to take advantage of the floral market within Smithfield, Isle of Wight County and the surrounding areas.

Background:

Fleur de Fou was established in May 2016 as a floral company operating out of a residence within Isle of Wight County. The business name, Fleur de Fou, is French and translates to "The Foolish Flower". The company is a general partnership and started with the demand of friends and family requesting floral arrangements and planning with events such as weddings, engagements, anniversaries, funeral etc. People were so impressed with the quality of the work that the demand has branched out to the community and further within Hampton Roads. The goal is for Fleur de Fou to be the preferred florist within Isle of Wight County and reside on Main Street in Smithfield, VA.

Fleur de Fou has partnered with well-known National Florists such as Teleflora® and FTD®. This branding has allowed for Fleur de Fou to be well known in the floral network with continuous marketing while people place orders online across the globe.

The owners of Fleur de Fou are Jason Camper and Joseph McCain. Jason Camper brings over a decade of floral smarts with his experience planning and designing the floral and landscaping beds at Busch Gardens in Williamsburg, Virginia. Jason graduated from Virginia Tech with a Bachelor's Degree in Horticulture. Joseph McCain adds the skills obtained from his Bachelor's Degree from Old Dominion University where he majored in Business Management. He has worked in the healthcare field for over 15 years. Together, Jason and Joseph have worked with other leading florists as they designed arrangements and tablescapes for "Christmas in Smithfield 2016" at The Parker House.

Plan:

The plan is to convert 338 Main Street in Smithfield, VA, which is currently an upper and lower apartment to a commercial property while the upper floor remains a rental apartment. This business would require the ground floor to be open to the public for retail sales of general home merchandise, artificial arrangements, fresh floral arrangements, outdoor garden décor, landscape design, and event planning. Fleur de Fou would not just be for cut flowers, but for flowers and greenery within the outdoor landscape of a home or business.

Improvements to Building and Grounds:

Fleur de Fou would use the front yard to display a well-maintained garden with live plants, axillaries and topiaries for ideas and retail sales. Fleur de Fou would not just be for cut flowers, but for flowers and greenery within the outdoor landscape of a home or business. The garden would extend to the back yard where hopes of an architectural greenhouse would be erected in the future.

The Victorian Building would be returned to its original state with the removal of the metal

awning and screened in porch. The decorative moldings would be repaired and replaced over time. The building would be appropriately painted to continue the restored look of the street. A tasteful sign would be affixed to the exterior of the main house.

The garage will be repaired over time to become useable as storage space and used during holidays for the display of cut greens and trees to sell. A mural of the Logo image would be painted tastefully on the garage.

Conclusion:

The need and demand for a talented florist is evident within Smithfield. Fleur de Fou will uphold its motto and offer "Flowers for Any Occasion." Being in plain view at 338 Main Street In Smithfield, VA will help attain our goal.

Thank you.

Joseph McCain

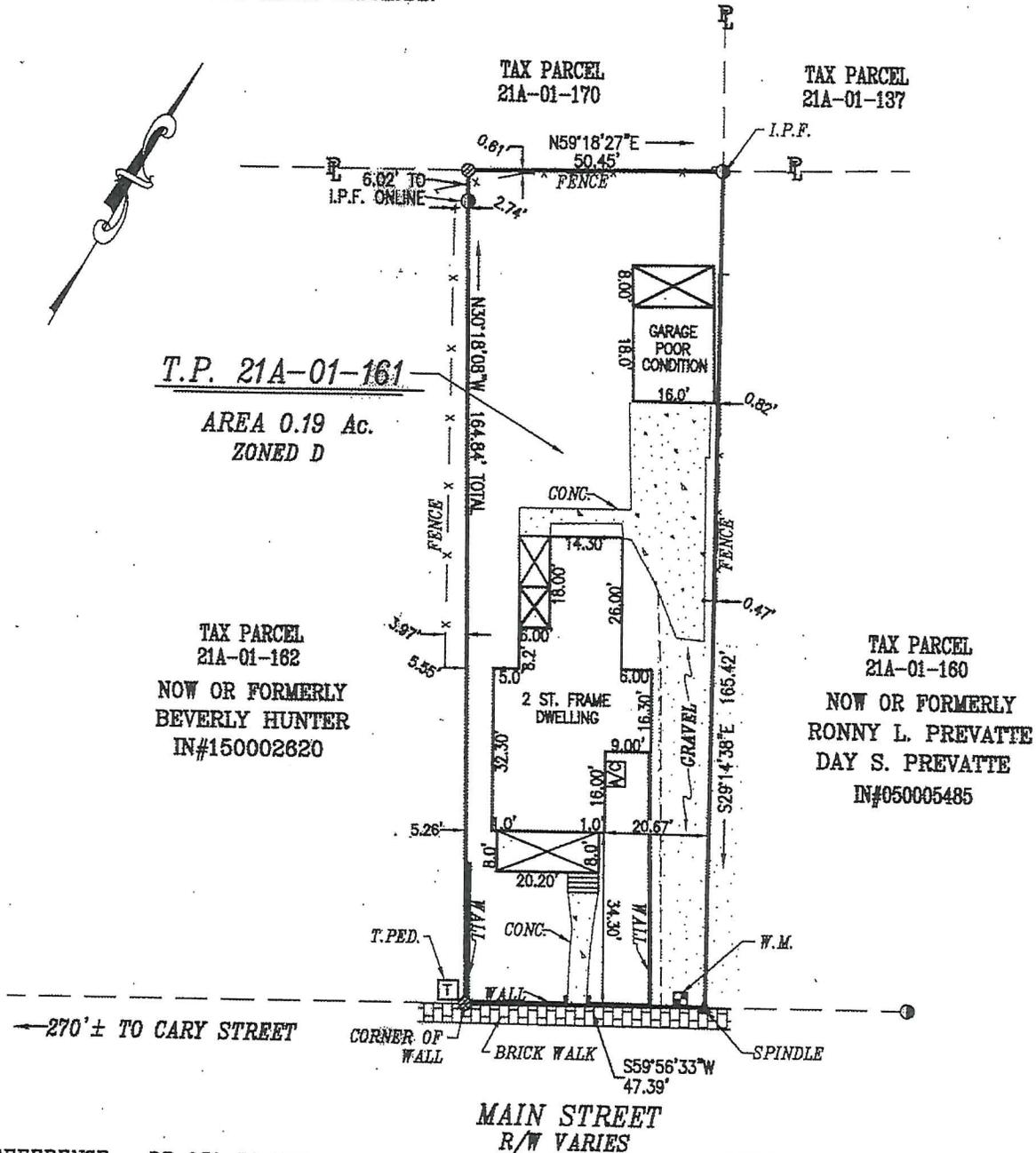
Owner

Fleur de Fou

THE PROPERTY SHOWN ON THIS PLAT APPEARS TO BE LOCATED IN ZONE "X" AS SHOWN ON THE FLOOD INSURANCE RATE MAP, COMMUNITY-PANEL NUMBER 510081 0135 E DATED 12-02-2015.

THIS IS TO CERTIFY THAT ON MAY 3, 2017, I SURVEYED THE PROPERTY SHOWN ON THIS PLAT, SHOWING THE TITLE LINES AND PHYSICAL IMPROVEMENTS. THE IMPROVEMENTS STAND STRICTLY WITHIN THE TITLE LINES AND THERE WERE NO ENCROACHMENTS OR VISIBLE EASEMENTS OBSERVED BY THE FIELD CREW EXCEPT AS SHOWN.

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



REFERENCE - DB 359 PG 725

LEGEND:

- - DENOTES IRON PIN OR PIPE FOUND
- ⊙ - DENOTES COMPUTED POINT
- ⊠ - DENOTES WATER METER
- ⊞ - DENOTES TELEPHONE PEDASTAL
- ▲ - DENOTES SPINDLE



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

DRAWN BY: ECC

JOB #S17-100-SM

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Tuesday, September 5, 2017 at 7:30 p.m. to consider the application of Joseph McCain, owner, for a special use permit under the provisions of Article 3.H., Sections C and H., 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 a residential structure for a non-residential use, in particular for retail sales and a floral shop with outdoor sales and display. The property which is the subject of this special use permit is located at 338 Main Street. The property in question is zoned D, Downtown 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.

TOWN OF SMITHFIELD, VIRGINIA

BY: Lesley G. King, Clerk

Publish: August 23 and 30, 2017

**STAFF REPORT FOR
TOWN COUNCIL**

September 5, 2017

Applicant Name & Address Historic Windsor Castle Restoration, LLC
Mr. T. Carter Williams
P. O. Box 402
Smithfield, VA 23431

Property Owner Name & Address Town of Smithfield
310 Institute Street
Smithfield, VA 23430

Property Location & Description Windsor Castle Park, 301 Jericho Road

TPIN# 21-01-092A

Statistical Data
Property Classification Landmark
Current Zoning C-C, Community Conservation District

Surrounding Land Uses/Zoning C-C, Community Conservation District,
DN-R, Downtown Neighborhood
Residential

Staff Comments

The applicants are seeking approval to construct two new buildings at Windsor Castle Park. The two proposed buildings; one for maintenance and one for storage, will be constructed to match the existing barns in style, material and color so the new buildings will be indistinguishable from the original, existing barns.

Proposed roof: metal/tin, standing seam, silver in color to match existing barns

Proposed siding: wood, vertical slats, painted red to match existing barns

Proposed trim: wood, painted red to match existing barns

Proposed windows and shutters: wood, painted red to match existing barns windows and shutters

Proposed doors: wood, painted red to match the existing barn doors.

Proposed bay doors: wood, sliding type, painted red to match the existing barn sliding doors.

Please refer to the enclosures for more details about the proposal if needed.

This proposal was approved by the Board of Historic and Architectural Review at the August 15, 2017 meeting.

Contact Joseph Reish at 365-4271 or jreish@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 8-2017 Date of Meeting 8-15-2017

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, T. Carter Williams, am seeking BHAR approval for the following (check all that apply)
(print name)
which is located at 301 Jericho Road

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.) 2 new structures - a storage building, and a maintenance building
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: _____

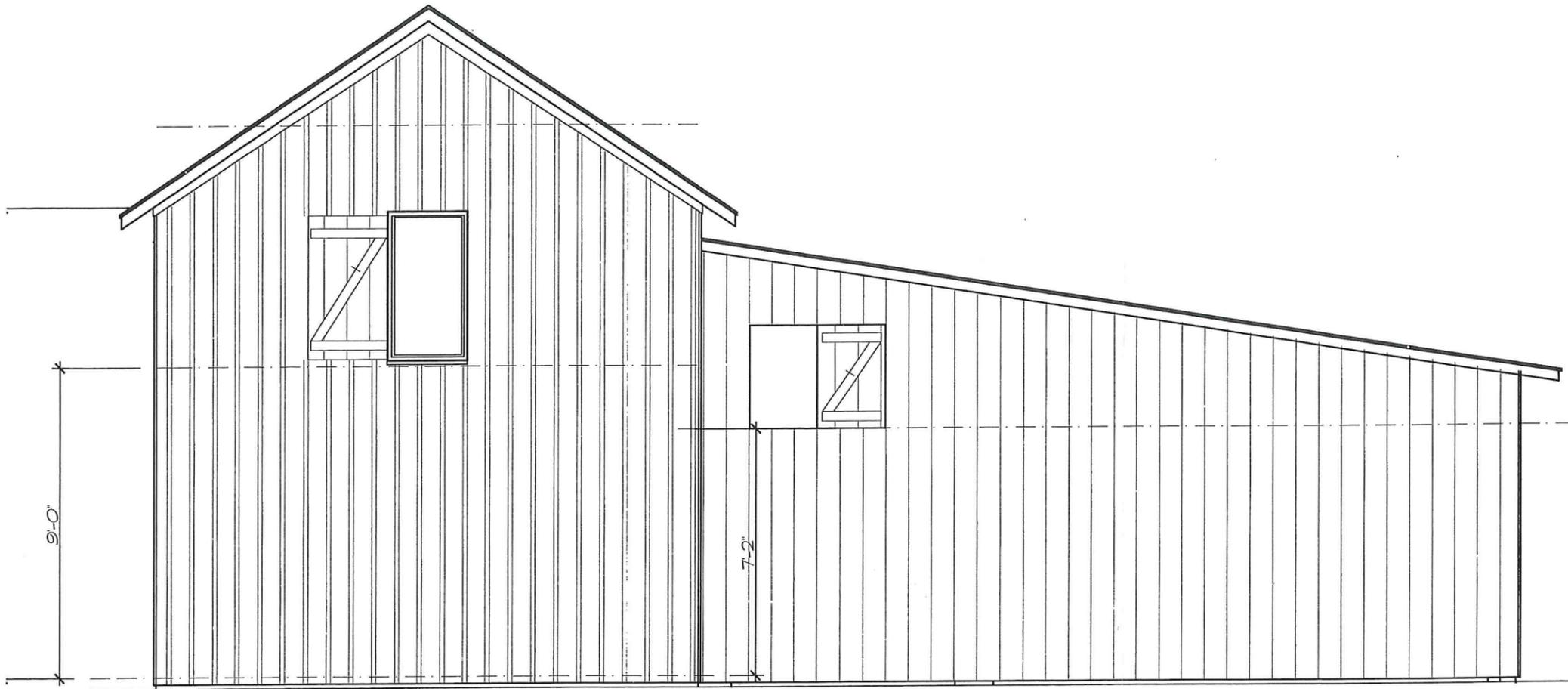
1. Applicant/Property Owner Name Town of Smithfield % Carter Williams
Address: 310 Institute St. Phone: 813-1515
Smithfield, VA 23430 Fax: _____

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) T. Carter Williams

Name: (printed or typed) T. Carter Williams



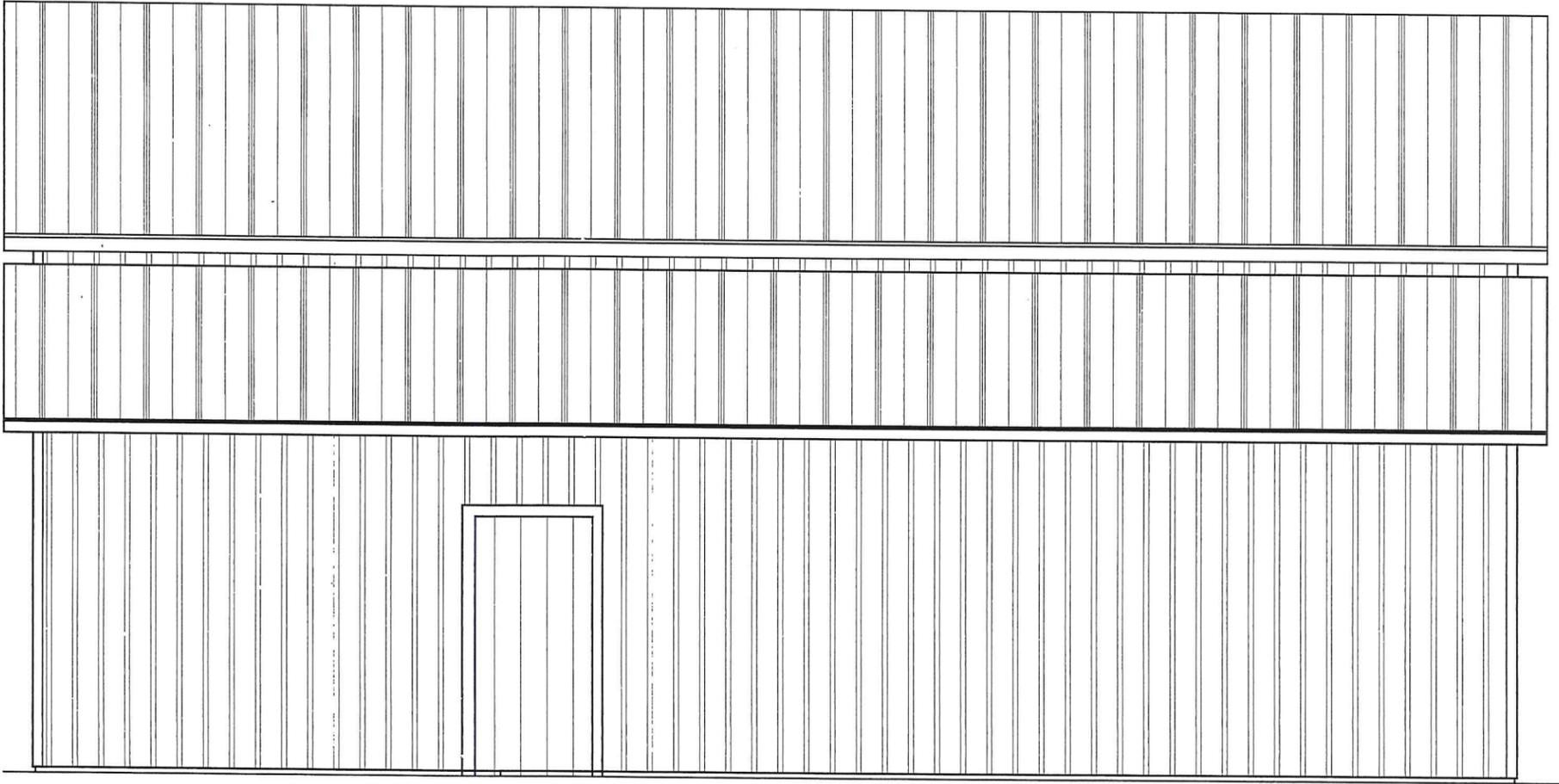
3 NORTH ELEVATION - MAINTENANCE BLDG
 SCALE: 1/4" = 1'-0"



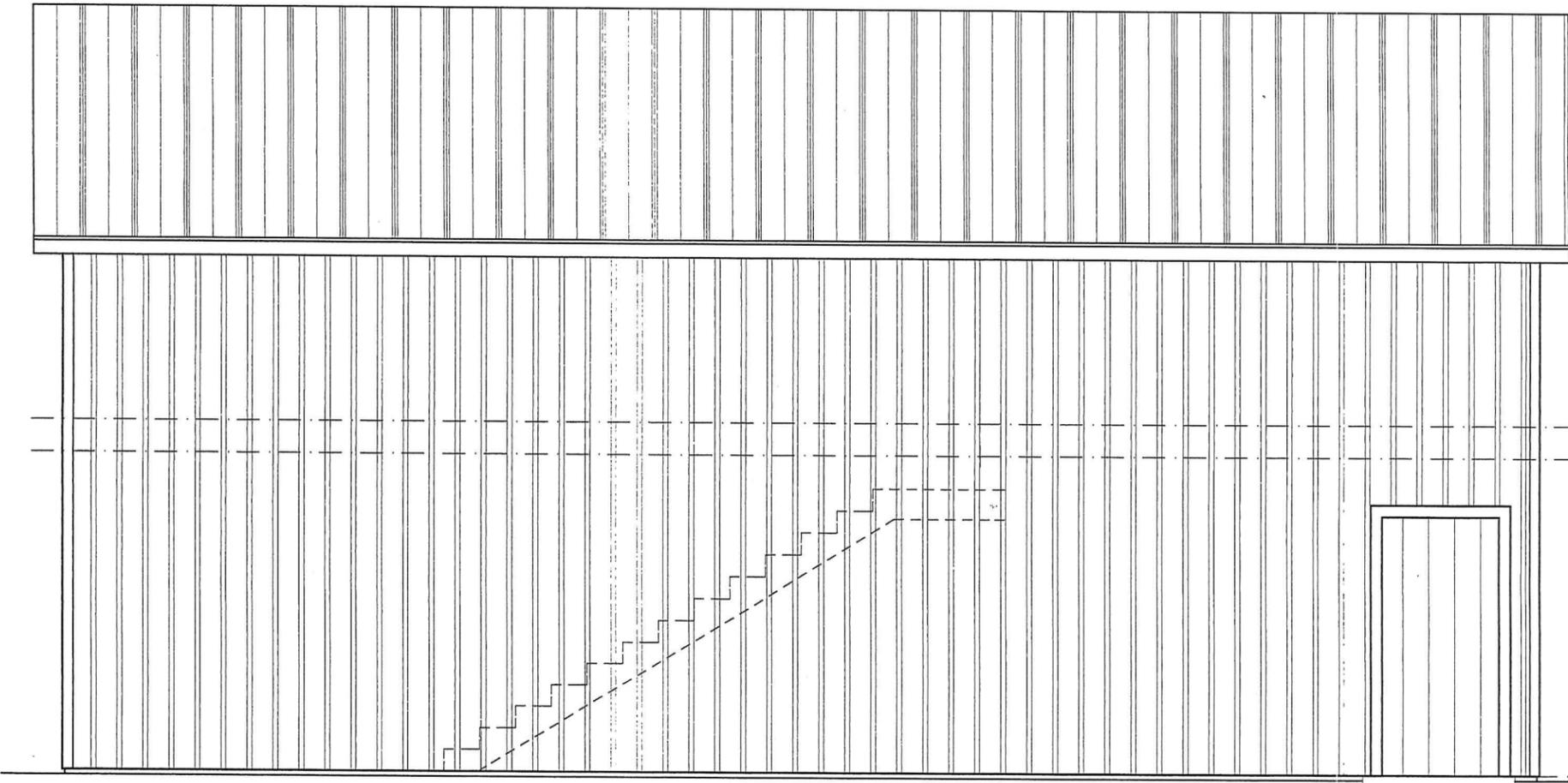
WOODEN SLIDING GARAGE DOORS

7 SOUTH ELEVATION - MAINTENANCE BLDG
 SCALE: 1/4" = 1'-0"

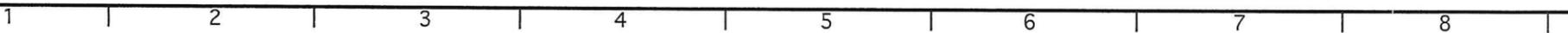
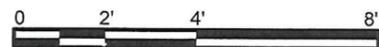




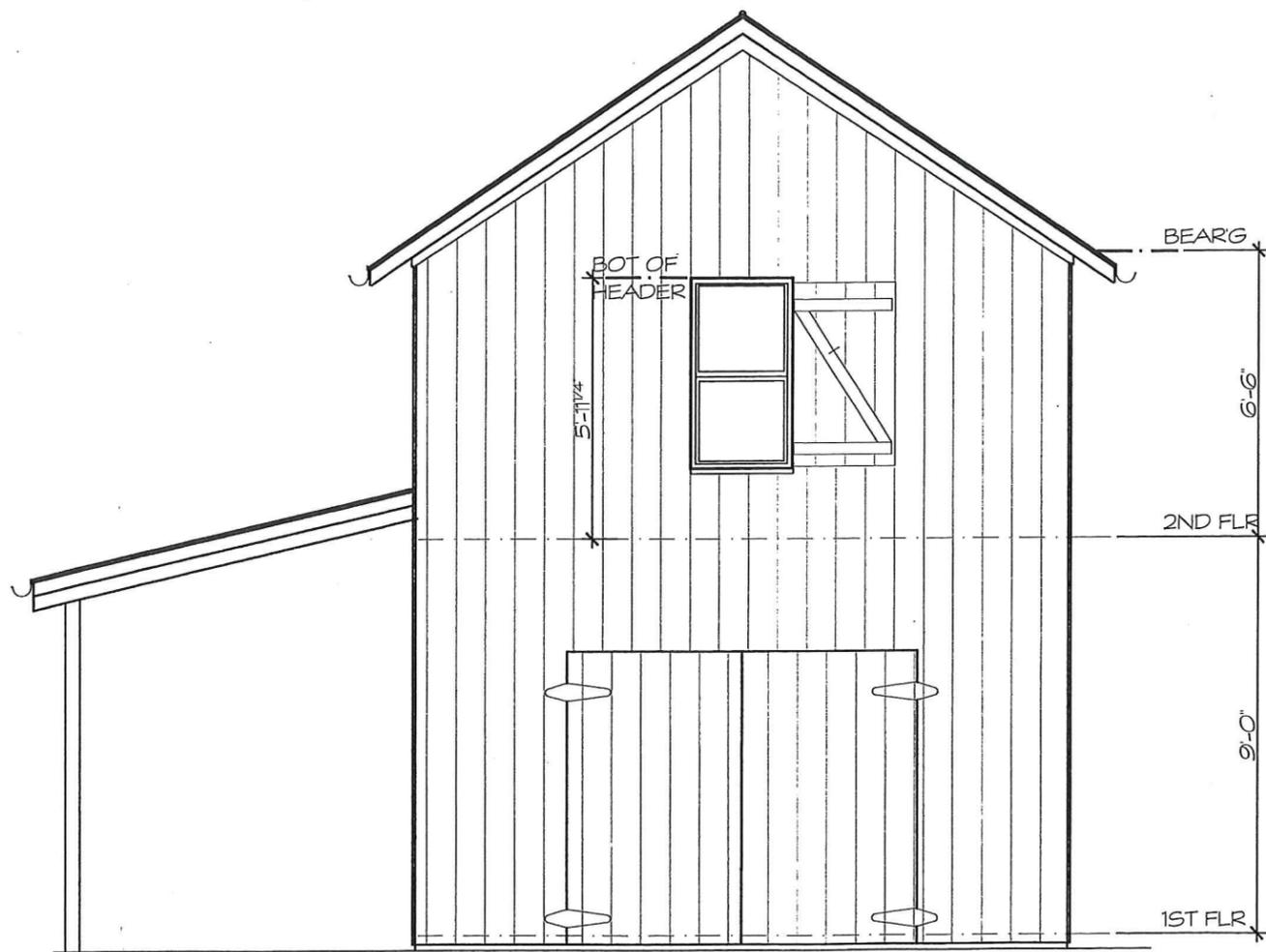
9 EAST ELEVATION - MAINTENANCE BLDG
SCALE: 1/4" = 1'-0"



1 WEST ELEVATION - MAINTENANCE BLDG
SCALE: 1/4" = 1'-0"

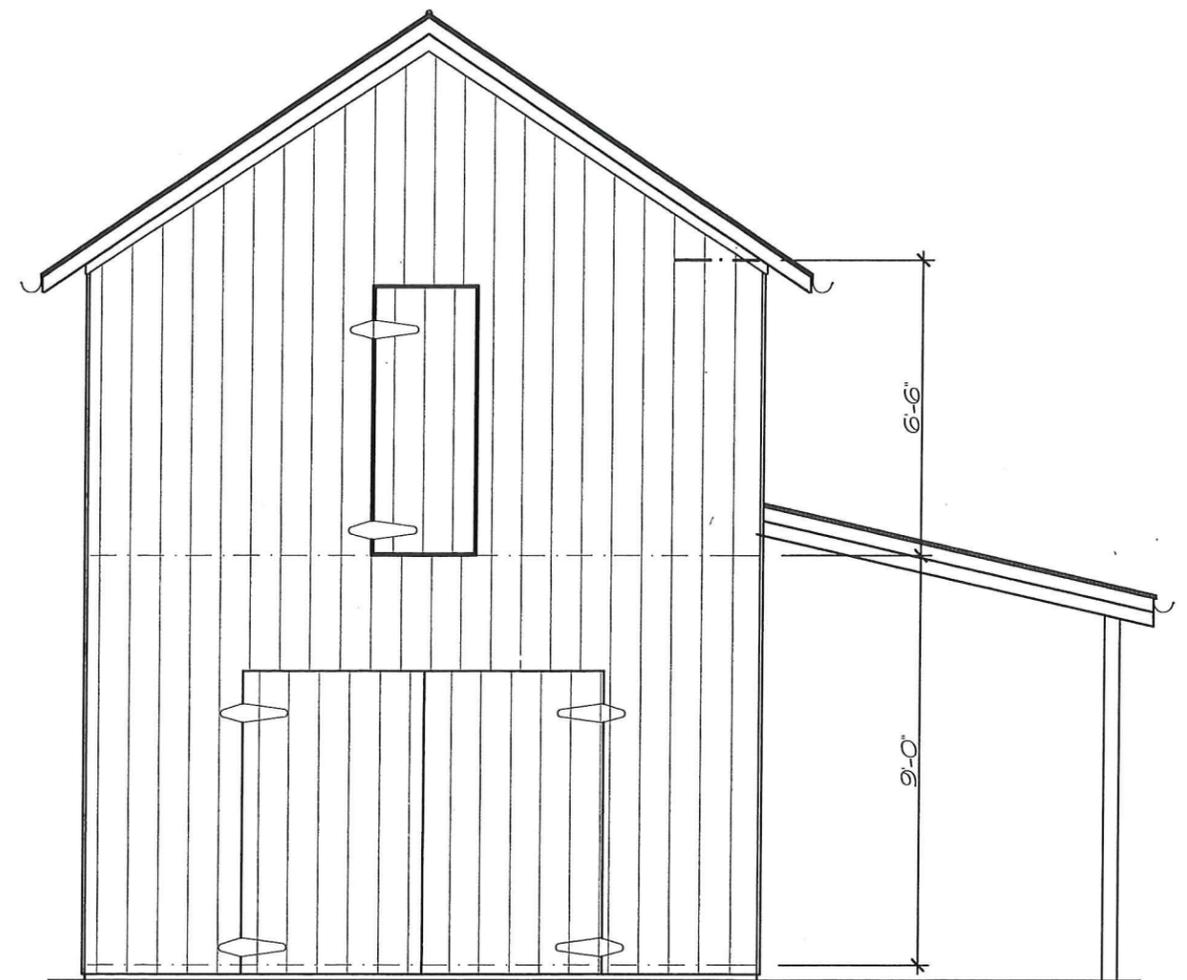


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6 NORTH ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0" 0 2' 4' 8'

19 20 21 22 23



14 SOUTH ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0" 0 2' 4' 8'

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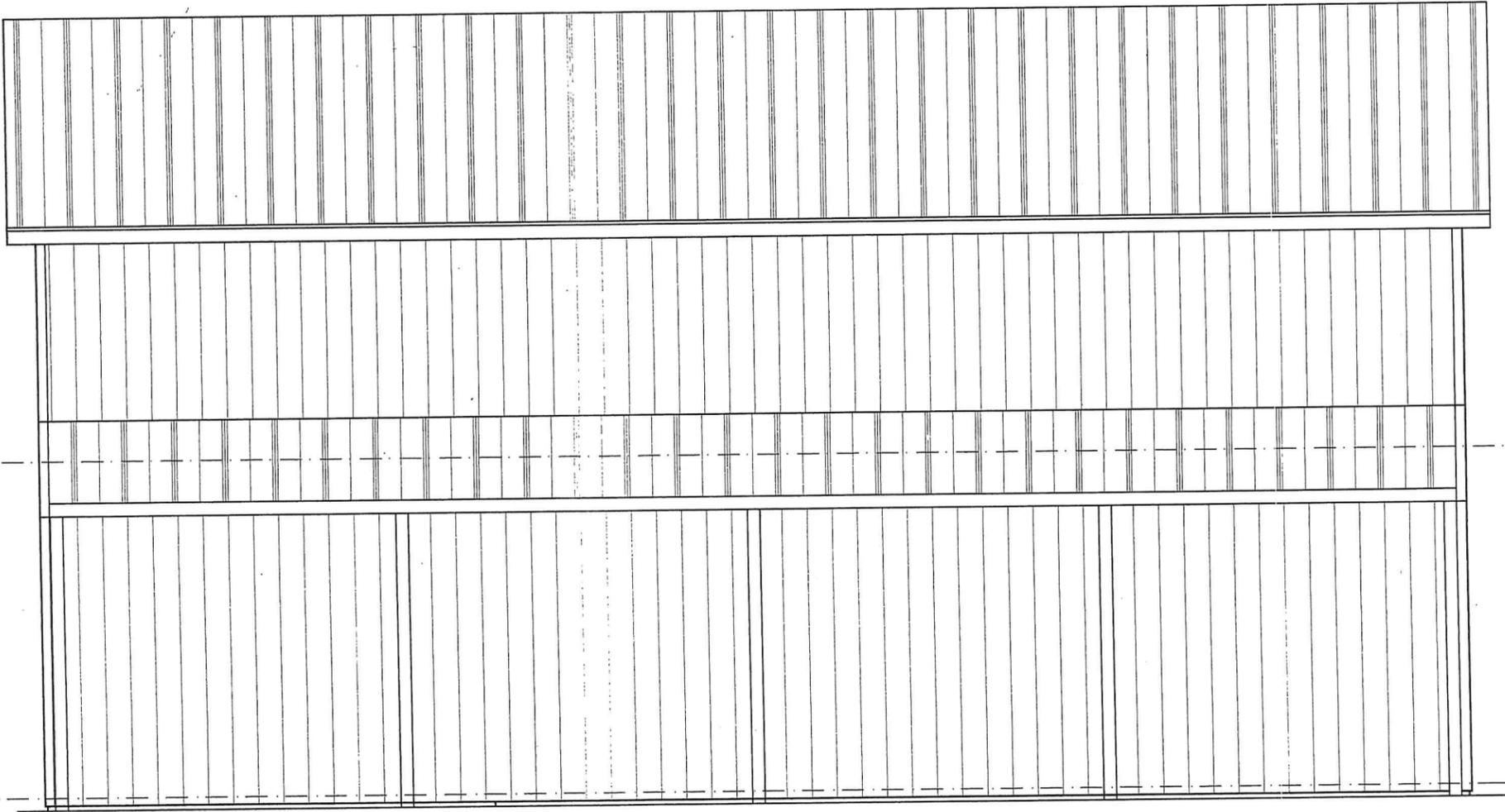
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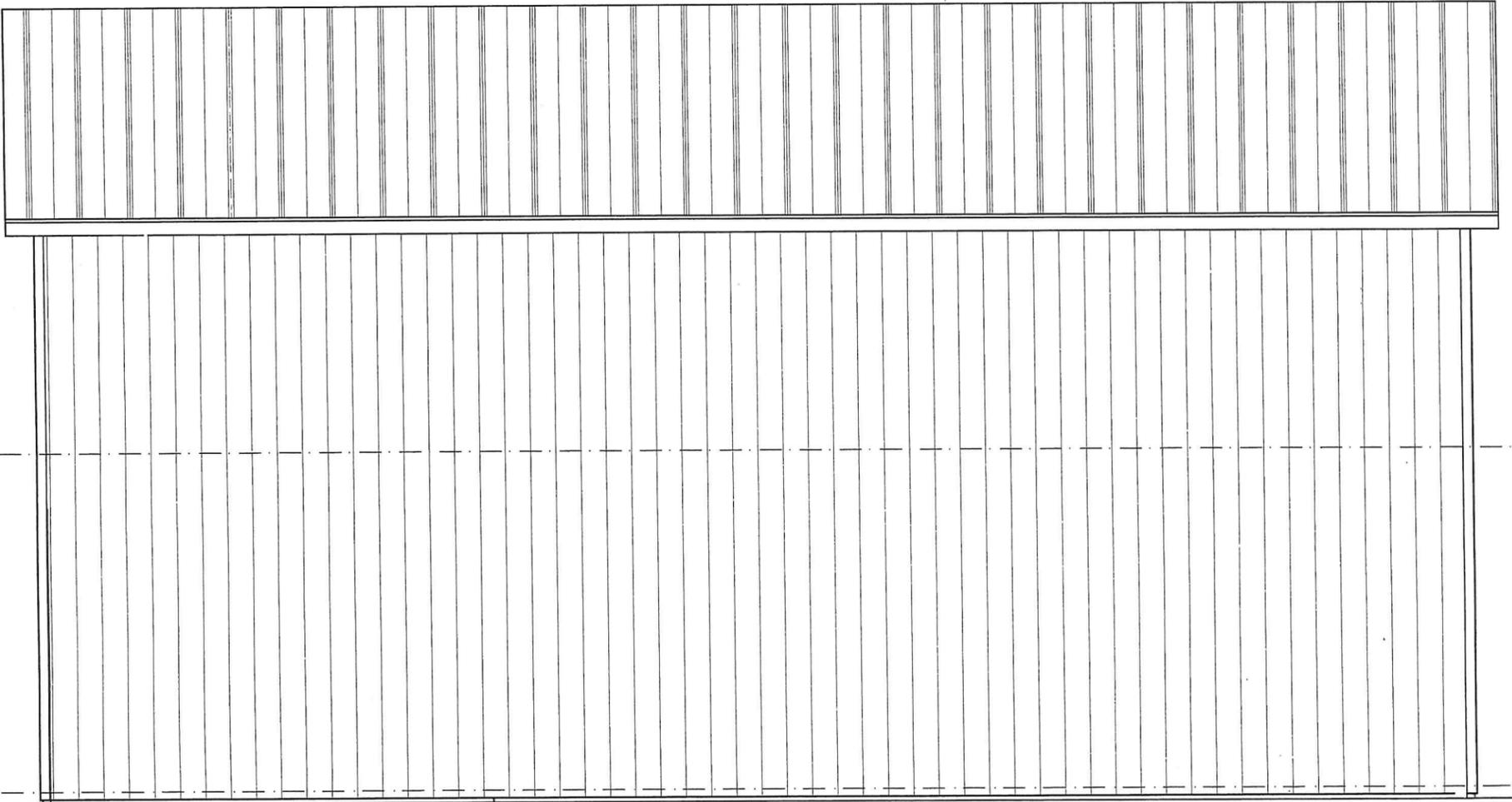
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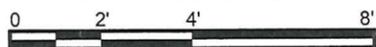
EAST ELEVATION - STORAGE BLDG

SCALE: 1/4" = 1'-0"

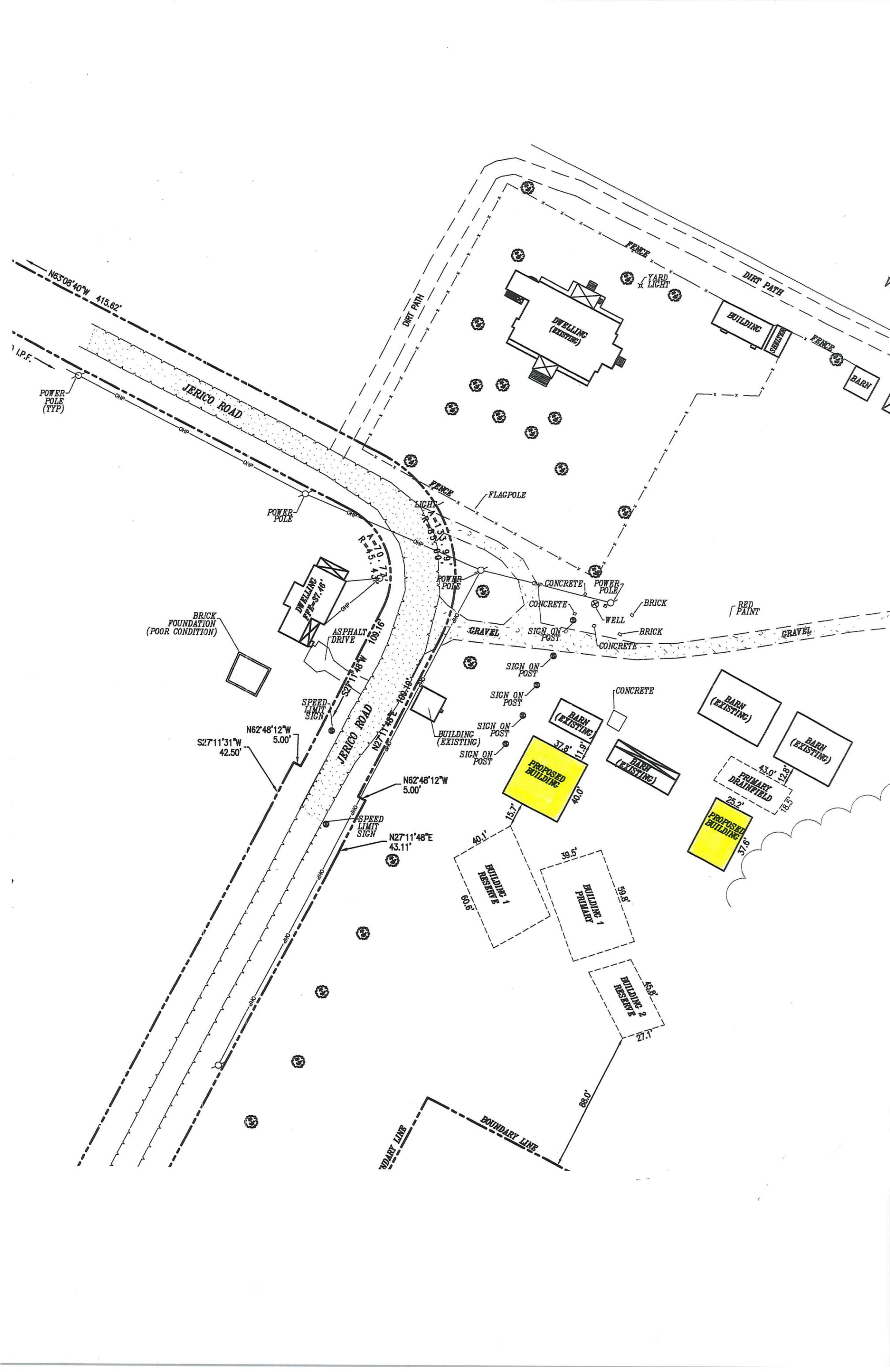


WEST ELEVATION - STORAGE BLDG

SCALE: 1/4" = 1'-0"



13





AUG 9 2017



AUG 9 2017

PERMANENT RELOCATION MONTHLY PROGRESS REPORT FOR AUGUST 2017

Locality: Smithfield Town

Contract #: 15-10

Prepared by: Michael Paul Dodson

Project Name: Pinewood Heights Phase 3

Date: August 21, 2017

FINANCIALS			
CDBG Contract Amount:	<u>\$1,000,000</u>	Local Leverage Amount:	<u>\$1,323,335</u>
CDBG Amount Obligated:	<u>\$ 921,500</u>	Local Leverage Amount Obligated:	<u>\$ 927,000</u>
CDBG Amount Expended:	<u>\$ 814,827</u>	Local Leverage Amount Expended:	<u>\$ 795,752</u>

CUMULATIVE RELOCATION PROGRESS			
# of appraisals done?	<u>17 of 18</u>	# of homeownership counseling done?	<u>17 of 18</u>
# of homes acquired?	<u>13 of 18</u>	# of housing inspections done?	<u>15 of 18</u>
# of vacant lots acquired?	<u>1 of 2</u>	# of owner-occupied relocations done?	<u>5 of 5</u>
# of demolitions done?	<u>6 of 18</u>	# of market-rate relocations done?	<u>6 of 9</u>
Clearance completed?	<u>6 of 18</u>	# of Section 8 relocations done?	<u>2 of 4</u>

ADMINISTRATIVE ACTIVITY

Date Project Sign Erected: 11/ 30/ 2015

Date of last Management Team meeting: 05/16/2017

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? Appraisals and RA have been completed for all homes except 22 Jamestown and one vacant lot. Applications have been received and being processed for all residents. Owners at 21, 23, 33, 36, and 38 Jamestown have sold their homes and relocated. Rental 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, 32, 34, 35 Jamestown. The appraisal was received for 24 Jamestown and the review appraisal has been requested. The residents at 35 Jamestown are closing on their new home August 31st and will be out of the old home by September 30th. A purchase offer was sent to the heir owners of 37 Jamestown. Staff will be targeting the residents of 27B and 37 Jamestown Avenue for relocation. Demolition has occurred at 28A/B, 31/32, and 33/34 Jamestown. Future demolitions will occur as duplex units become vacant.

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 1

1) 37 Jamestown

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 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

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 9
- 1) 25 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 32 Jamestown 8) 34 Jamestown 9) 35 Jamestown
- Offers Accepted 9
- 1) 25 Jamestown 2) 27A Jamestown 3) 27B Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 32 Jamestown 8) 34 Jamestown 9) 35 Jamestown
- Properties Closed On 8
- 1) 27A Jamestown 2) 27B Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 32 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown

Owner-Occupied Relocation (Goal=5)

- Owner Occupied Homes
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
- Household Surveys Completed 5
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
- Income Verifications Completed 5
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
- Eligibility of Relocation Letters Sent 5
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
- Comparable Units Found and Inspected 5
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown
- Households Relocated 5
- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown 5) 38 Jamestown

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

- Market-Rate Occupied Homes
- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown
- Household Surveys Completed 8
- 1) 24 Jamestown 2) 25 Jamestown 3) 26 Jamestown 4) 28A Jamestown 5) 28B Jamestown 6) 31 Jamestown
- 7) 34 Jamestown 8) 35 Jamestown
- Income Verified 7
- 1) 25 Jamestown 2) 26 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
- 7) 35 Jamestown
- Eligibility of Relocation Letters Sent 7
- 1) 25 Jamestown 2) 26 Jamestown 3) 28A Jamestown 4) 28B Jamestown 5) 31 Jamestown 6) 34 Jamestown
- 7) 35 Jamestown
- Comparable Units Found and Inspected 6
- 1) 25 Jamestown 2) 28A Jamestown 3) 28B Jamestown 4) 31 Jamestown 5) 34 Jamestown 6) 35 Jamestown

Households Relocated 5

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

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 3

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

Eligibility of Relocation Letters Sent 3

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

Comparable Units Found and Inspected 3

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

Households Relocated 2

- 1) 27A Jamestown 2) 32 Jamestown

Demolition (Goal=18)

Units to be Demolished

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

- 1) 28A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 32 Jamestown 5) 33 Jamestown 6) 34 Jamestown

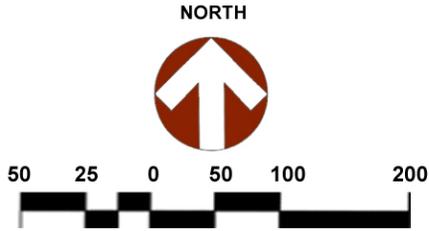
PROJECT STATUS MAP

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

AUGUST 2017

Historic Windsor Castle Restoration LLC

Summary of funding balances and projected disbursements as of August 24, 2017

Availability of funds

	Checking account	Town commitment	WCPF capital account	Accelerated project loan	Total available
Current balances	\$96,948	\$1,400,000	\$1,153,911	\$350,000	\$3,000,858

\$600,000 of the Town's \$2,000,000 funding commitment has been drawn down.

Smithfield Foods' \$1,000,000 donation is included in the WCPF capital account balance.

\$10,000 has been transferred from Windsor Castle Foundation to the LLC.

\$0 of the \$350,000 for the accelerated projects has been drawn down.

Based on current forecast core project costs of \$4,830,397, WCPF capital campaign needs to raise \$1,667,080.

Disbursements - actual-to-date and forecast to project completion

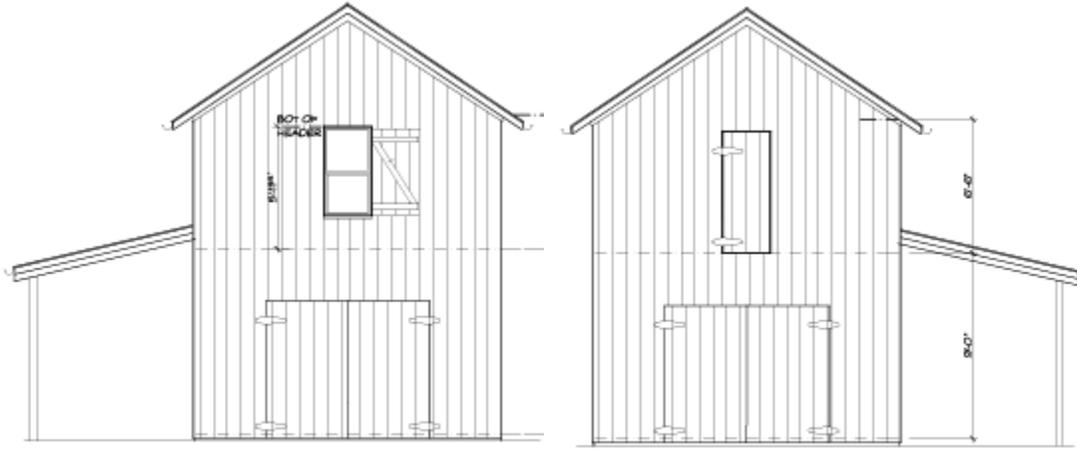
Total costs for project phases	Baseline / estimate	Actual to date	Forecast to complete	Total cost	Below / (above) baseline
Manor House	1,531,807	33,941	1,495,748	1,529,689	2,118
Addition to Manor House	593,035	0	593,035	593,035	0
Caretaker's house / exterior	431,606	182,196	85,550	267,746	163,860
Outbuildings	423,540	257,416	162,500	419,916	3,624
Utilities	974,786	0	974,786	974,786	0
Archaeology and site improvements	995,894	10,355	985,539	995,894	0
Project and admin *	49,332	28,552	20,780	49,331	1
Core project totals	\$5,000,000	\$512,460	\$4,317,938	\$4,830,397	\$169,603
Caretaker's house / interior	80,000	82	79,918	80,000	0
Reconstructed barns	270,000	510	269,490	270,000	0
Accelerated project totals	\$350,000	\$592	\$349,408	\$350,000	\$0
Project totals	\$5,350,000	\$513,052	\$4,667,346	\$5,180,397	\$169,603

9.9% (\$513,052) of the \$5,180,397 current forecast project total has been disbursed to date.

98.5% (\$505,331) of project disbursements of \$513,052 is tax-credit eligible.

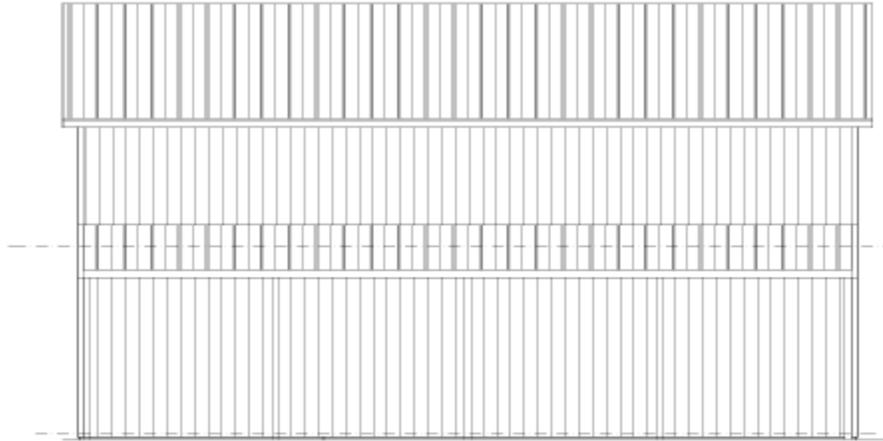
* - Project-wide costs (DHR application fees, dumpster...) and admin expenses (bank fees, postage...)

DHR and BHAR approved elevations - Storage building

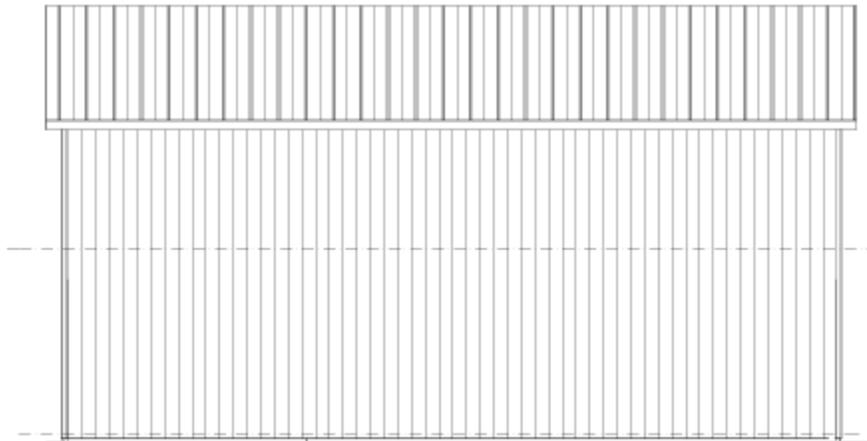


⑥ NORTH ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0"

⑭ SOUTH ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0"

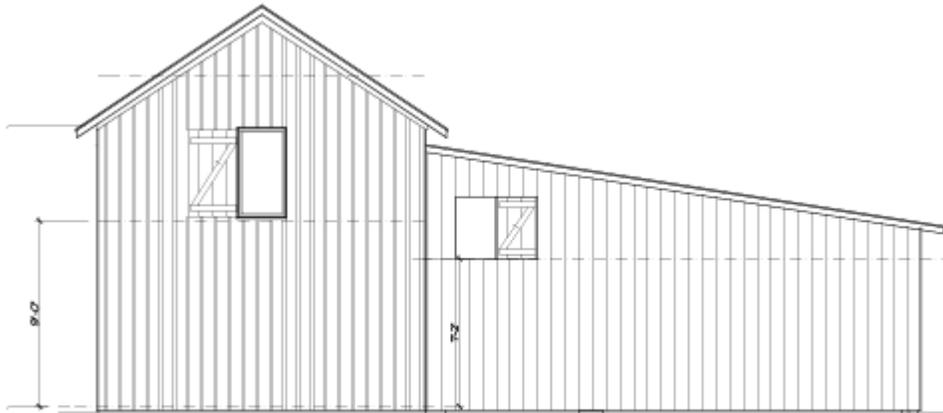


⑪ EAST ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0"

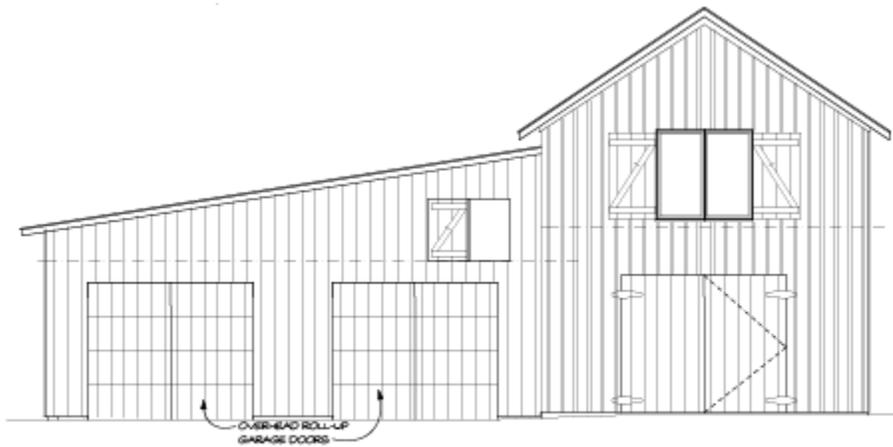


⑬ WEST ELEVATION - STORAGE BLDG
SCALE: 1/4" = 1'-0"

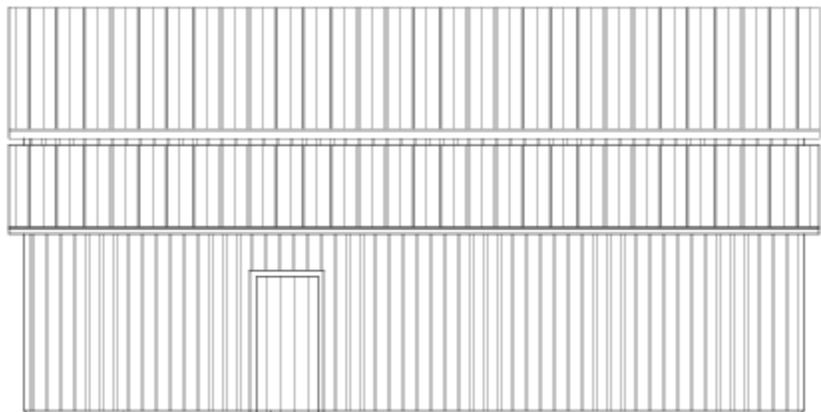
DHR and BHAR approved elevations - Maintenance building



3 NORTH ELEVATION - MAINTENANCE BLDG
SCALE: 1/4" = 1'-0"



7 SOUTH ELEVATION - MAINTENANCE BLDG
SCALE: 1/4" = 1'-0"



9 EAST ELEVATION - MAINTENANCE BLDG
SCALE: 1/4" = 1'-0"