

- | | | |
|----|---|--------------|
| b. | J & B Hartigan (Evidence Storage Building) | \$ 62,553.99 |
| c. | Draper Aden Associates (Waterworks Dam) | \$ 19,024.87 |
| d. | Draper Aden Associates (Progress Billing) | \$ 12,352.51 |
| e. | Kimley Horn and Associates (Clontz Boat Ramp) | \$ 11,250.00 |
| f. | Isle of Wight County – E911 True-Up | \$ 81,466.10 |

- TAB # 9** 5. Request from the Black Water Regional Library for Funding for Scanning Equipment
- TAB # 10** 6. Comparative Analysis of Salaries Report by Lt. Rogers

TUESDAY, FEBRUARY 23RD, 2016

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

- | | | |
|-----------------|----|--|
| | 1. | Public Comment |
| TAB # 11 | 2. | Operational Update – Parks and Recreation Committee Report |
| TAB # 12 | 3. | Partial Park Closures of Fishing Pier on Wednesday April 6 th thru Saturday April 9 th and Trails Saturday, April 9 th from 11:00 a.m. to 5:00 p.m. for the 5 th Annual Wine and Brew Festival |
| TAB # 13 | 4. | Future Special Event Application Processing |

Immediately following the conclusion of the above meeting:

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

- | | | |
|-----------------|----|--|
| | 1. | Public Comment |
| TAB # 14 | 2. | Performance Review of Refuse and Recycling Contract with All Virginia Environmental Solutions (AVES) |

Immediately following the conclusion of the above meeting:

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

- | | | |
|-----------------|----|---|
| | 1. | Public Comment |
| | 2. | Boundary Line Adjustment Request by John Napolitano |
| TAB # 15 | 3. | Pre-Public Hearing Discussion: Special Use Permit – Columbarium |
| TAB # 16 | 4. | Pre-Public Hearing Discussion: Pinewood Heights Relocation Project - 52 Carver Avenue |
| TAB # 17 | 5. | Pre-Public Hearing Discussion: Ordinance to Amend Franchise Agreement with Smithfield Landing Company |
| TAB # 18 | 6. | Pinewood Heights Relocation Project – Phase II Update and Phase III |

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

- Approval of February 2nd, Town Council Meeting Minutes
- Amend 2016 Meeting Schedule re: September Committee Dates



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

February 18, 2016

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

POLICE EVIDENCE STORAGE BUILDING- PROJECT UPDATE NO 2

Dear Mr. Stephenson,

The following is our second monthly report on the construction activities occurring on the Smithfield Police Evidence Storage Project:

General:

We are pleased to report that construction activities at the project site have continued to be performed quickly and efficiently and in coordination with the Town staff, design team and construction manager. As noted in our report last month, the contractor, J & B Hartigan (JBH) started work on January 6, 2016, and has steadily performed the work in accordance with the contract documents and in compliance with achieving the Substantial Completion date of April 15, 2016. Overall, both the Design Team and Alpha Corporation are pleased with the contractor's performance.

The following is a list of completed and/or current construction activities for this period:

- JBH has completed 95% of all demolition – mechanical, electrical, structural and plumbing.
- JBH has completed 65% of the new mechanical ductwork installation, mainly within the ceiling areas,
- JBH has completed 25% of new electrical wiring and device connections beginning in the Electrical room and above ceiling.
- JBH has completed 75% of new CMU masonry block installation, mainly within the security hardened areas.
- JBH has begun trench excavation for the fiber optic run from the water tower to



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Virginia Beach, VA 23452
Ph. 757.533.9368

the Evidence Storage building as shown on the Contract Drawings. The path for the conduit run was reviewed and approved in a meeting with the Town's IT personnel, Utilities and Public Works.

- JBH completed the asbestos removal in the areas defined within Change Order #1, with a total cost of \$3,322.65. We hope this is the end of the unknown hazmat conflicts.
- JBH continued to conduct safety and QA training with their employees and subcontractors.
- JBH continues to timely submit on the product data submittals and RFI's for the architect and construction manager to review and approve.

Major tasks for the next period:

- Finalize the demolition.
- Conduct pre-roofing conference and commence new roof installation.
- Maintain construction activities in accordance with the critical path schedule.
- Update any product/material submittals as required to maintain scheduled activities.
- Update IMS with room changes coordinated with the Town.
- Conduct a security, phone, data coordination meeting with the Town's IT Dept.

Work Outside of the Contractor's Scope:

None.

Monthly Financial Update:

Original Contract Amount:	\$459,000.00
Amount of Previous Change Orders (#1)	3,322.65
Current Contract Amount with Change Orders:	\$462,322.65

Potential Change Orders:

- None known at this time, the removal of the Asbestos Containing Material is complete.

Schedule Update:

- The project is on schedule.



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Virginia Beach, VA 23452
Ph. 757.533.9368

Issues:

- A minor security incident occurred at approximately 3:40pm in the afternoon of Wednesday, February 17. The workers were finishing up for the day and were placing safety barriers-cones adjacent to the open trench excavation. They were unable access the fenced-in portion of the excavation closest to the water tower building and, after ringing the bell at the gate for about 15 minutes, they scaled the fence and installed the safety barriers, then climbed back over. An employee of the water building informed the workers that they had been videotaped and this was a security breach. The owner of the JBH, John Hartigan, immediately called me, and then I called your office to alert staff to the incident. We have since then restated the security requirements with the contractor and we will discuss this incident during our next construction project meeting.

Conclusion:

The contractor continues to do a really good job. They are maintaining excellent progress and aggressively submitting on all of the required material product data, schedules and quality assurance items necessary to prosecute the work in accordance with the contract documents and approved schedule. They are very cooperative and the entire Team is committed to a successful project completion. At this time there are no issues or conflicts affecting the overall progress of the project.

Respectfully Submitted,

B V Camden

Program Manager



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





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



Trench
Excavation



1/22/2016

City of Suffolk
Public Works- Traffic Control
Attention: Alan Schubert
866 Carolina Rd
Suffolk, VA 23434

RE: Kendall Haven Streetlights
Town Billing Account # 3536144128
Dominion Virginia Power Work Request # 10021328

Dear *Wayne Griffin*:

The estimated cost for the above work is \$ 4,466.70. This cost estimate is valid for 120 days from the date of this letter.

If the *Town of Smithfield* desires Dominion Virginia Power to proceed with the work, please have an authorized representative of the *Town of Smithfield* provide *Authorization to Proceed* by reviewing the attached construction plans, reading, completing and executing the following and returning this authorization within 120 days from 1/22/2016 in the enclosed self addressed envelope. Once we have received the *Authorization* below, and after any additional requirements have been satisfied, e.g. right of way agreements; we will begin procurement of the material and equipment, and the work scheduling necessary to accomplish this project.

AUTHORIZATION TO PROCEED

I understand the estimated cost of the requested work will be \$4,466.70. As an authorized representative of *the Town of Smithfield*, I hereby provide authorization for Dominion Virginia Power to proceed with the work and confirm *the Town of Smithfield* agreement to reimburse Dominion Virginia Power the total cost referenced above upon completion of the work. In the event the requested work is canceled, *the Town of Smithfield* agrees to reimburse Dominion Virginia Power its costs incident to implementing this authorization.

The Town of Smithfield requests the bill for the non-service project work described above should be mailed to the following address for payment:

Entity Name: _____
Attention Name: _____
Purchase Order #: _____
Street Address/P.O. Box: _____
City, State; Zip: _____

I confirm with my signature below that the information contained and provided within this Authorization to Proceed is true and correct.

Signature: _____

Print Name: _____

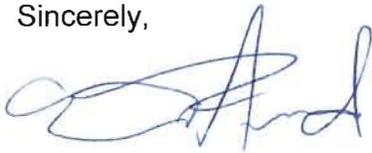
Entity: _____

Title: _____

Date: _____

Should you have any further questions, please call me at 757-255-3020. In my absence, please call **Debbie Sleasman** at **757-255-3043**.

Sincerely,



Emily DeArmond
Customer Projects Designer I

Dominion Virginia Power
5272 Godwin Boulevard, Suffolk, VA 23434
dom.com



Date: 1/22/2016

Town of Smithfield
Town Engineering
Attention: Wayne Griffin
310 Institute Street
Smithfield, VA 23431

Reference: Kendall Haven Streetlights
Town Billing Account # 3536144128
Dominion Virginia Power Work Request # 10021328

Dear Wayne Griffin,

The engineering to provide a design estimate to install TWO (2), street lights on TWO (2), poles for the above referenced project is now complete. The cost to the Town of Smithfield for this new installation will be \$4,466.70 and is calculated as follows:

Install: TWO (2), 14,000 lumen, 150 Watt, HPSV Acorn lights on new 18' decorative round tapered flute composite poles.

Cost of Construction	\$ 4,614.33
Less - New 4 Year Revenue Credit	\$ 1070.98
Tax Effective Recovery Factor (TERF) @ 29%	\$ 923.35*
Total Cost	\$ 4,466.70

*TERF: Only applies to capital portion of project estimate.

This cost includes work to:

Remove 2-100 watt MV Traditional Colonial lights and poles. Install 150 watt Acorn lights with 18' decorative round tapered flute composite poles at locations specified in the field by Dominion and Town Engineer Wayne Griffin.

The monthly billing for these TWO (2), lights on TWO (2), poles will be in accordance with the existing VEPGA Agreement dated August 1, 2014.

This cost is valid for 90 days from the date of this letter. If within that time we have not received a Letter of Authorization, Dominion Virginia Power will bill the Town of Smithfield for all engineering

charges associated with the project. Furthermore, any subsequent design estimates for the above project will be subject to a revised charge. Upon receipt of the Letter of Authorization, we will proceed with ordering material and obtaining any required permits and/or easements.

Dominion Virginia Power
5272 Godwin Boulevard, Suffolk, VA 23434



dom.com
Once the above items have been completed, this job will be released to our construction department. If the necessary permits and/or easements cannot be obtained, this design estimate may have to be revised and resubmitted for authorization.

Dominion Virginia Power has estimated this project based on an approved site plan and/or, onsite observations regarding conditions in and around the project site. Should conditions exist beyond levels included in this design estimate, (such as but not limited to, the need for rock excavation and/or blasting or the presence of hazardous materials, etc...) which substantially change the magnitude of the project, Dominion Virginia Power reserves the right to halt construction and submit a revised design estimate.

The location of street lights on this project were provided by Wayne Griffin, and taken from a copy of a site plan provided to Dominion Virginia Power. Dominion Virginia Power will stake the location of these lights prior to installation. The Town of Smithfield or their representative is responsible for confirming the locations marked by the Company. If the Town of Smithfield requires the relocation of any lights subsequent to installation, they will be responsible for all expenses incurred by Dominion Virginia Power to accomplish the relocation.

Enclosed is a copy of our construction drawing, (Work Request # 10021328), showing the proposed work and a Work Request Compatible Unit Cost Estimate Report. Should you have any questions regarding this design estimate, please contact me at (757) 636-2945.

Sincerely,

A handwritten signature in blue ink, appearing to read "Emily DeArmond", written over a horizontal line.

Emily DeArmond
Customer Project Designer I

Dominion Virginia Power
5272 Godwin Boulevard, Suffolk, VA 23434



dom.com
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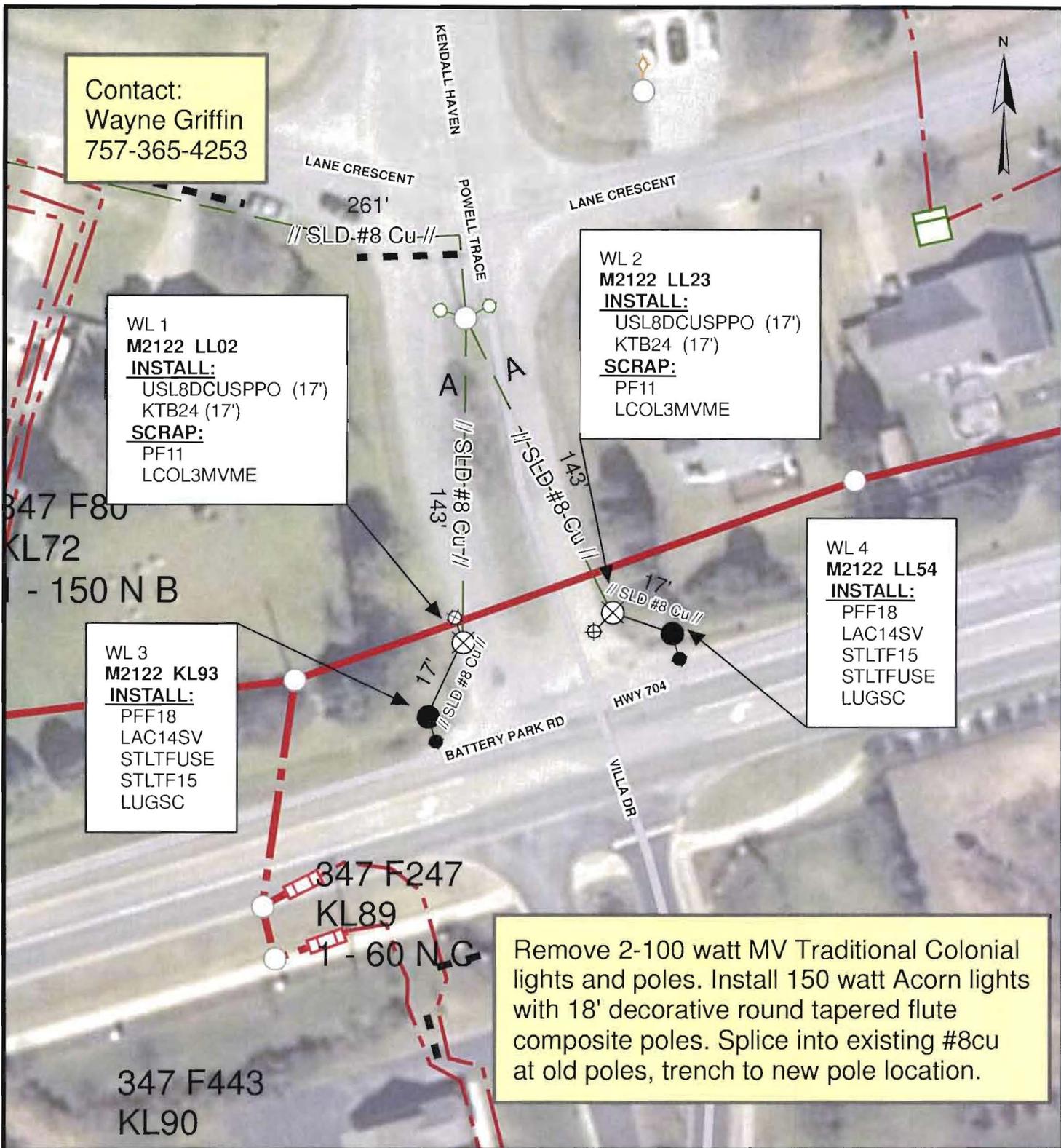
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Sincerely,

A handwritten signature in blue ink, appearing to read "Emily DeArmond", is written over a horizontal line.

Emily DeArmond
Customer Project Designer I



Volts 120/240	Amps N/A	Phase Single-A	ADC Map # 171D4	Co. Grid # M2122	Scale 1 inch = 49 feet
Voltage Drop 3.68%	Flicker N/A		Circuit # 347	Substation Smithfield	
Fault Current N/A	Est. Demand N/A		Tax District 45510	Miss U # 811	
Easement # N/A	TRS # 26 347 F123		WR Name SMITHFIELD, TOWN OF		
POC Emily D DeArmond	Phone # 757-255-3020	Remove 2-100 watt MV Traditional Colonial lights and poles. Install 150 watt Acorn lights with 18' decorative round tapered flute composite poles. Splice into existing #8cu at old poles, trench to new pole location. XST...Battery Park Rd. Map #171D4			
Designer EMILY49	Phone # N/A	Location KENDALL HAVEN SMITHFIELD VA			
Work Request # 10021328	Date 1/20/2016				

WMIS Work Request Compatible Unit Cost Estimate

WR#: 10021328 Revision #: 1 Customer: SMITHFIELD, TOWN OF Customer #: 270890048 Address: , KENDALL HAVEN WAYNE GRIFFIN 365-4253 SMITHFIELD VA-23430 WR Description: Remove 2-100 watt MV Traditional Colonial lights and poles. Install 150 watt Acorn lights with 18' decorative round tapered flute composite poles. Splice into existing #8cu at old poles, trench to new pole location. XST...Battery Park Rd.	Local District Code: 26C4 Owner: Emily D DeArmond WR Type: (DJSL) CMLX DSGN NJURL ST LIGHT
---	---

Design Specifications.....

Assembly ID	Assembly/Description	Action	U O M	Qty (Hot)	Qty (Cold)	Labor	Assembly Costs Vehicle/Equip	Material
C661410	#2-#8 STL H-CONNECTOR	Install	EA	6	0	\$93.72	\$19.90	\$0.00
KCBLTRNCSTLT	PLACE STREETLIGHT CABLE IN TRENCH, <4/0	Install	FT	0	34	\$10.27	\$2.49	\$0.00
KTB24	TRENCH/BACKFILL 24 IN	Install	FT	0	34	\$76.83	\$19.23	\$0.00
KXHOLEAC	CLOSE STANDARD HOLE 6X4X4	Install	EA	0	2	\$102.61	\$25.80	\$0.00
KXHOLEAO	OPEN STANDARD HOLE 6X4X4	Install	EA	0	2	\$112.73	\$28.35	\$0.00
LAC14SV	ACORN 150W 14000 HPS V	Install	EA	0	2	\$270.74	\$57.49	\$848.24
LCOL3MVME	TRAD COLONIAL 3300LUM MV 100W M-E	Scrap	EA	0	2	\$203.06	\$43.16	(\$30.00)
LUGSC	STL UG SECONDARY CONN	Install	EA	2	0	\$231.17	\$49.08	\$9.19
PF11	POLE, 11 FT FIBERGLASS	Scrap	EA	0	2	\$182.96	\$38.84	\$0.00
PFF18	POLE, 18 FT FIBERGLASS FLUTED	Install	EA	0	2	\$250.64	\$53.22	\$1,997.72
STLTF15	STL FUSE 15AMP	Install	EA	2	0	\$0.00	\$0.00	\$0.00
STLTFUSE	STL FUSEKIT #12 - #04	Install	EA	2	0	\$113.88	\$24.18	\$0.00
USLU8DCU	#8 CU DUPLX S/L CABLE	Install	FT	0	34	\$0.00	\$0.00	\$48.32
Totals: Design Specifications..... (Labor, Vehicle/Equipment, and Material)						\$1,648.61	\$361.75	\$2,873.48

Total Estimate - All Costs..... **\$4,883.83**

*** Note: Totals may not match Estimate Due to update in Material Items after Estimation and Rounding

WMIS Work Request Compatible Unit Cost Estimate

WR#: 10021328 Approved Revision #: 1

Customer Contributions w/Credits And Taxes

<i>Work Requests Estimated Total costs (Non Betterment):</i>		\$4,883.83
<i>Revenue Credit:</i>	\$1,070.98	
<i>Customer Contribution for Costs > Revenue Credit:</i>		\$3,812.85
<i>Differential Charge:</i>		\$0.00
<i>Removal Of Adequate Facilities:</i>		\$0.00
.....		
Subtotal: Customer Contribution		\$3,812.85
<i>Estimated Fair Market Value (Customer Provided Items):</i>	\$0.00	
<i>Tax Effects Recovery Factor (TERF):</i>		\$999.76
<i>Sales Tax:</i>		\$0.00

<u>Total Customer Contribution:</u>		<u>\$4,812.61</u>



**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
4/2/15	10:00AM-3:00PM	Luter YMCA

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

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

1st Time Event		Annual Event- how many times has event taken place?	10
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> X Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show Other _____			
Description of Event Swimming, biking, running race.			
Average Ticket Price	\$60	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	
Expected Attendance	550	Largest Attendance Number and Year	600 (2015)
What is your plan in the event of bad weather-cancel, reschedule?		No rain date.	

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
See attached traffic control plan			1000-1500hrs.

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

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> X Music	
Date	Times	Date	Times
		4/18/15	0900-1500

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



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

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

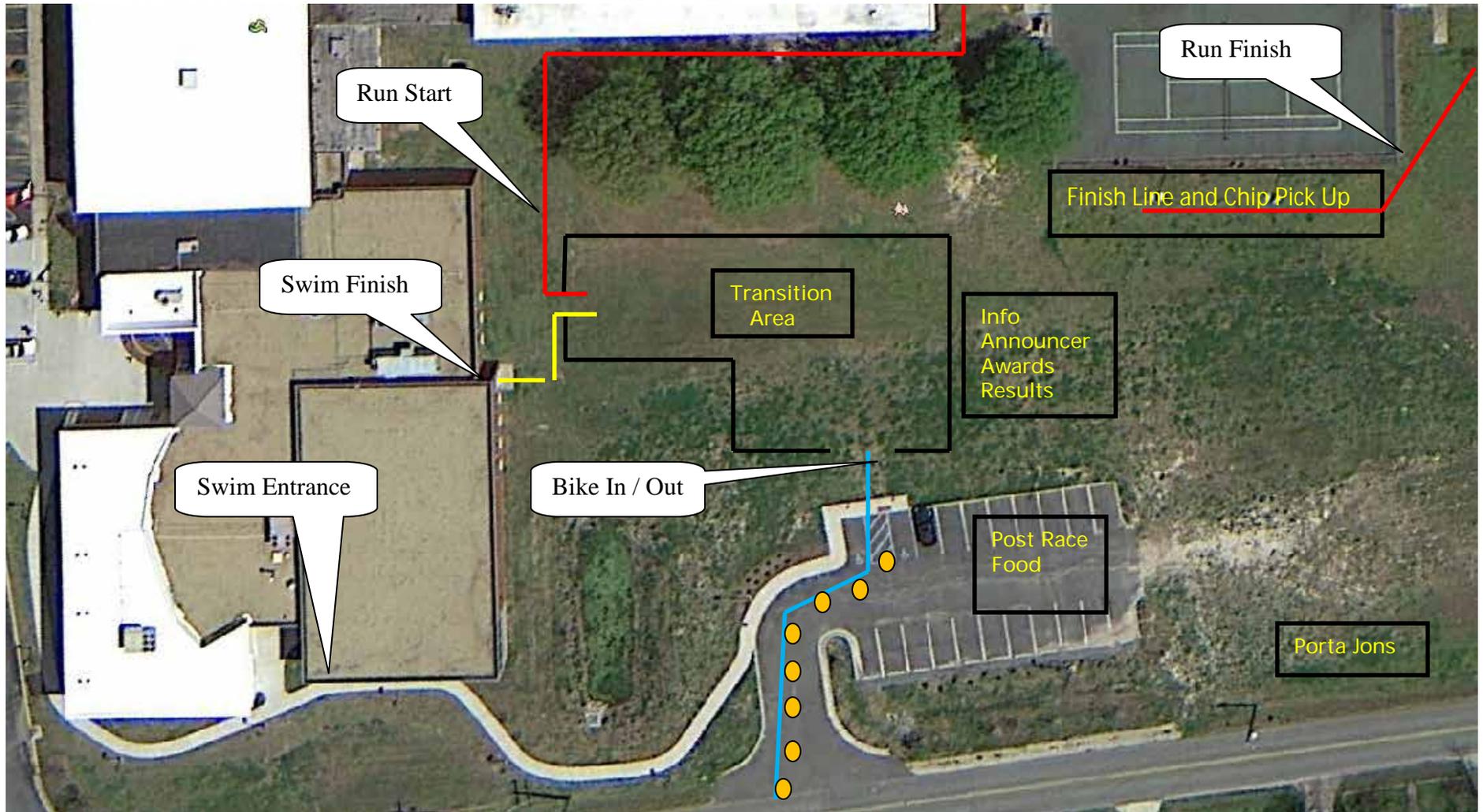
Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	20151123388946
Name of Insurance Liability Carrier	ESIX
Insurance Company Address	5660 New Northside Drive, Suite 640 - Atlanta, GA 30328
Insurance Company Phone Number	Phone: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

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

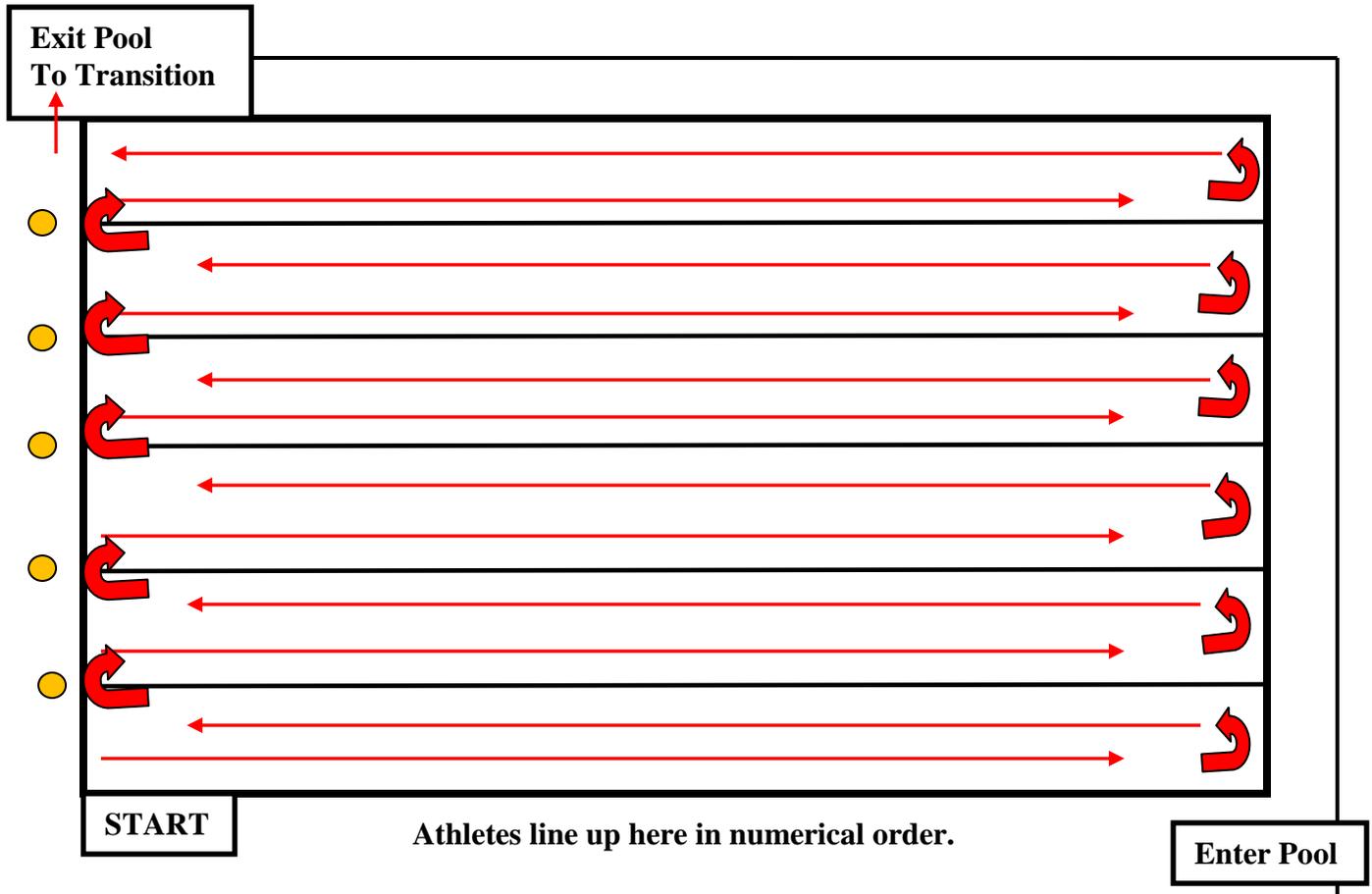
Event Organizer's Signature	GH	Date	1-29-16
Print Name	Greg Hawkins		

Attach the following documents:

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



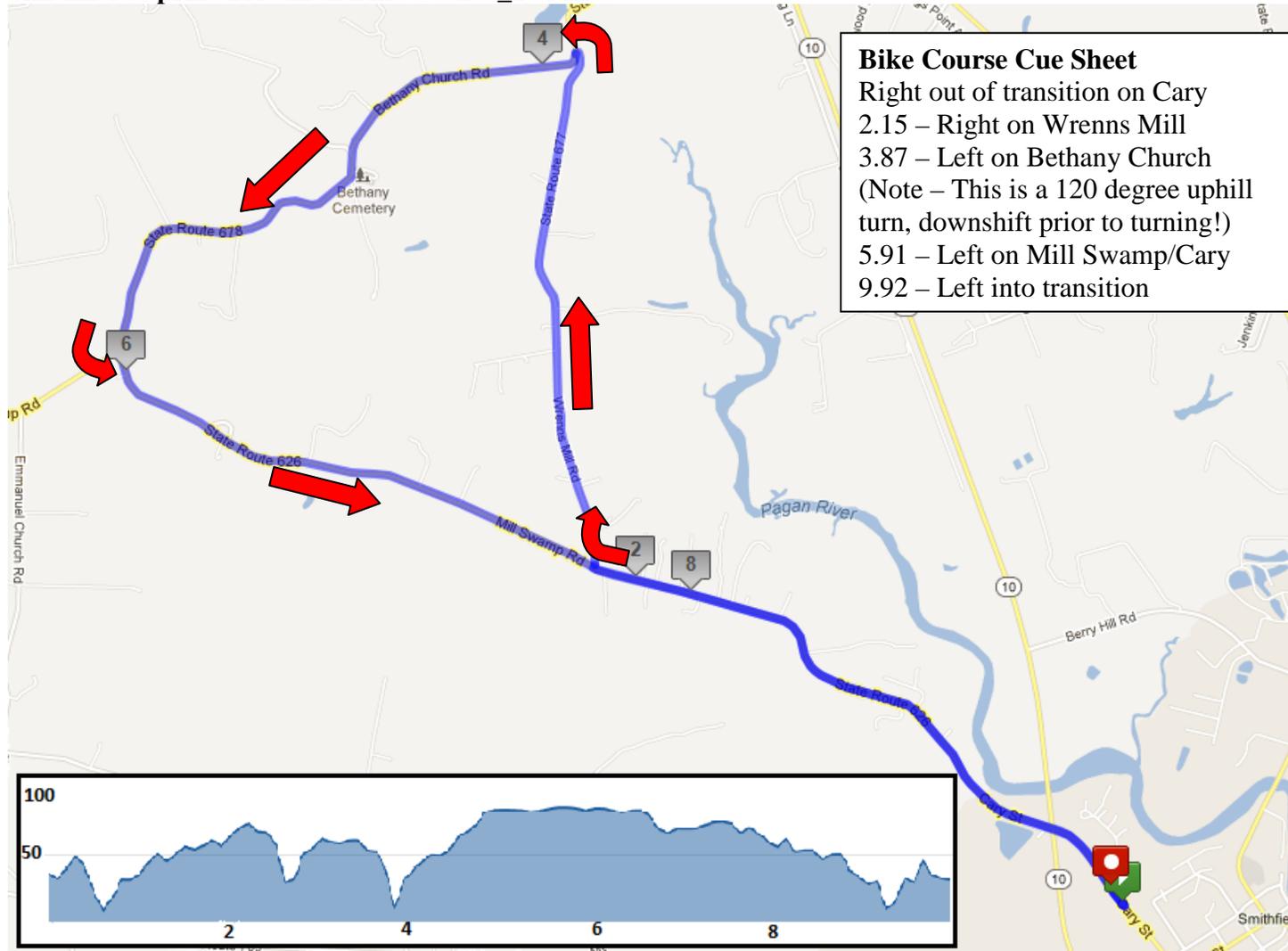
Smithfield Sprint Swim Course_300 Meters



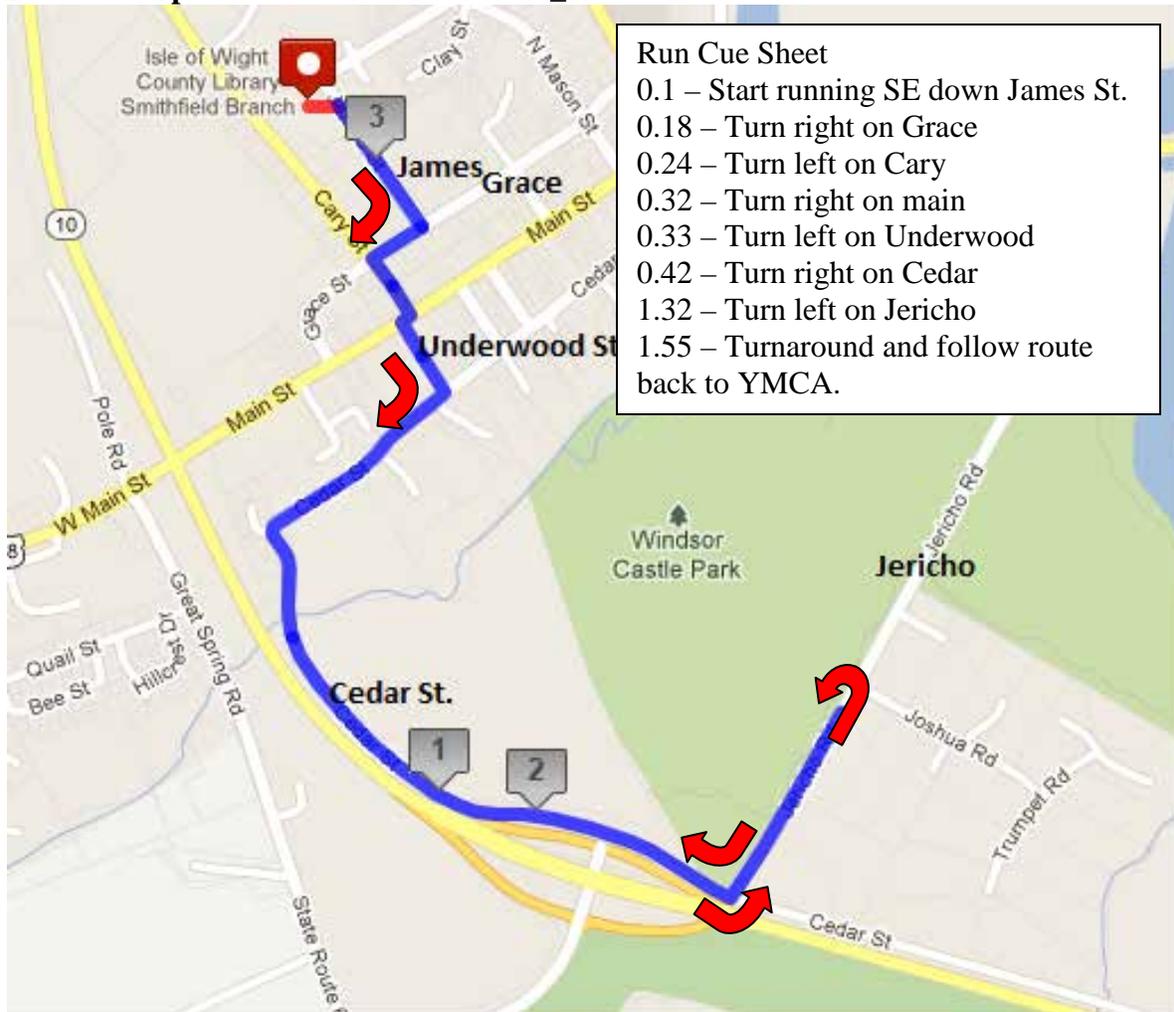
Swim Course Notes:

1. Athletes only in the pool, approximately 50 at a time. (No spectators allowed on deck)
2. Athletes start in the water and swim down and back in each lane.
3. Swimmers will go under the lane lines at the same side of the pool that they started from, these are noted here with an orange dot and will be marked with an orange cone during the race.
4. Passing: If you need to pass the person in front of you, touch their toes. They will hug the lane line or pause for a moment at the end of the lane to allow you to pass. (please be patient, this is a duathlon with a short swim on the front end)
5. Swim Start Order – Everyone submitted an estimated swim time, some are better at this than others. Swim times can be changed in your profile up to a week prior to the race, after that there are no changes.

Smithfield Sprint Triathlon Bike Course_10 Miles



Smithfield Sprint Triathlon Run Course_3.1 Miles



Run Course Notes:

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



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

Event Date (don't include setup dates here)	Times
Saturday, April 9, 2016	11 AM– 5 PM, entry for chalets starts at 10:00 am.

Event Name	Smithfield Wine & Brew Fest (5th Annual)
Event Organizer (Group Name)	Smithfield Rotary & Smithfield VA Events Committee
Tax Exemption ID Number	54-6073921
Website	www.SmithfieldVAWineBrewFest.com

Event Contacts

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

1st Time Event	Annual Event- how many times has event taken place?	4 times
Event Category <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 <input type="checkbox"/> Other _____		
Description of Event		
It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.		
Average Ticket Price	\$ 40	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	2500	Largest Attendance Number and Year 2014- 2500 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine unless weather poses safety concerns

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/11/15	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/11/15	9:30 am to 5:30 pm
Fishing Pier Closure	Closure	04/11/15	6 am to 6 pm

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 type="checkbox"/> Music	
Date	Times	Date	Times
4/9/16	11 AM-4 PM	4/9/16	11 AM-5 PM

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



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

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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input 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 type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	40	10x10, 20x20	
Staging	2	24x 30, 20 x 20	
<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	

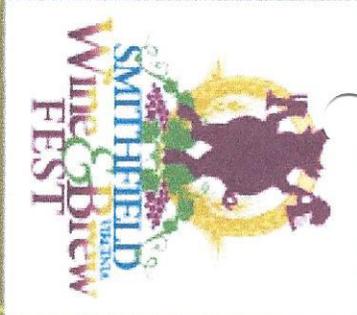
I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Electronic Signature: Gina Ippolito	Date	1/6/15
Print Name	Gina Ippolito		

Attach the following documents:

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

Windsor Castle Park
Smithfield, VA



- SmithfieldVaWineBrewFest.com**
- Information & Event Merchandise
 - Retail Vendors
 - Private Chalets
 - Restrooms & Restroom Trailers
 - Wineries
 - Food Vendors
 - Mainland ABC Check Point
 - Entertainment Stages
 - Reserved Tables

Find us on
Facebook

SmithfieldVaWine
& BrewFest.com



Isle of Wight

Public Safety Radio
*ECC Technology, Governance and
Financing*

Revised
November 25, 2015

Prepared by:

Engineering Associates, LLC
1220 Old Alpharetta Road Suite 390
Alpharetta, GA 30005
Tel: (678) 455-7266

Executive Overview:

The radio communication systems within Isle of Wight are outdated and are not meeting the operational needs of the Public Safety organizations, which is putting citizens, visitors and employees at risk. Specific issues concerning the community include:

- The VHF band and the specific Isle of Wight, Smithfield and Winsor VHF channels that are the foundation for the radio communications systems are plagued with interference from other licensed users and high-power transmission lines.
- The radio systems do not have the radio coverage to meet public safety operational requirements and the equipment is failing.
- In 2013, the FCC required that changes be made to the VHF frequencies which resulted in further reduced coverage of the already marginal radio systems.
- If the County and Towns acted independently and each implemented new radio systems, they would incur significantly higher costs than if they were to act together.
- EA's estimate of probable cost of a collaborative, public safety grade and mission critical radio system as part of a regional network is \$10.8M with annual operational costs of \$450k-650k

Engineering Associates recommends that Isle of Wight County purchase the radio system and effectively become the landlord. We hold that this makes the most sense for a number of reasons. First and foremost, the County operations require wide-area radio communications and the County will have the most radio traffic. Also, because Isle of Wight provides fire/rescue and sheriff's civil processing for both Smithfield and Windsor, the County will require coverage in those areas no matter what. With the County as the landlord, the towns should become tenants and as such pay a user fee to support the operational expenses of the system. These user fees should be around \$35 per month (plus annual maintenance cost for subscribers), as is typical for tenants with no capital investment. While the operational expenses would be shared, each party will maintain responsibility for purchasing their own portable or mobile subscribers. A Memorandum of Understanding (MOU) should be established that specifically addresses the radio system. This would be separate from the Emergency Communications Center MOU.

The Emergency Communications Center MOU was also reviewed, and we recommend that its metrics be updated. The methods that citizens use to contact 911 are drastically changing and the number of ways available to communicate is expanding. More than ever, the ECC must

adapt to face these changes. Acting independently on 911 services, each community would face significantly higher capital and operational costs than if they were to continue to collaborate as in the current ECC. As all communities benefit from the arrangement, they should all contribute funds accordingly for operating costs and ongoing capital improvements. We believe the current ECC MOU should be updated to reflect the metrics below:

Isle of Wight Information					
	2012 Share	Est 2014 Pop	Law Calls (2014)	Capital Cost Share%	2015 Share
Isle of Wight	63%	69.7%	66.0%	50%	61.9%
Smithfield	28.5%	22.9%	21.1%	25%	23%
Windsor	8.5%	7.4%	12.9%	25%	15.1%

Isle of Wight County and the towns of Smithfield and Windsor utilize radio systems today that are not supporting the coverage, reliability, or operational needs of their public safety personnel. As a result, these radio systems are putting the lives of the citizens, visitors, and employees at risk. If the County and towns could work together on a common radio system, they would be able to fund and operate a new, functional radio system that properly serves all communities.

From our earlier interviews with public safety radio users, we gathered that one of the biggest issues with the current radio systems is the fact that there has never been a collaborative, county- wide plan for radio communications. Instead, each of the different organizations acts independently from one another in procuring and operating their radio systems with inefficient results.

As background, Isle of Wight County, like others across the United States, recently experienced a 20-30% reduction in the coverage area of their radio systems due to the FCC’s narrowbanding mandate. On January 1, 2013 the FCC mandated that all users of VHF frequencies narrowband their radio communications. The goal of this mandate was to increase the quantity of frequencies available for communications by using technology to reduce the width of the channel. This change resulted in a reduction of radio system coverage, which had a huge impact on all VHF radio users within Isle of Wight County. Fire and Law Enforcement personnel are finding areas where they cannot communicate today, but could before the FCC’s 2013 narrowbanding mandate took effect.

Engineering Associates has taken the time to meet with the public safety organizations to discuss and determine specific radio communication needs and assess the current radio systems. After thorough review of our findings, EA presented to the 911 Board an estimate of probable cost for a collaborative, county-wide radio system, as part of a regional network at \$10.8M. Of the several options presented in our August 2014 report, this was the optimal

solution as it has the lowest cost of capital and operational expenses. For the sake of this discussion, we will focus on this specific collaborative solution versus a stand-alone solution as they will have similar conclusions. The challenge to the 911 Board following the report and presentation is how the County and Towns will fund and govern this new radio system.

Engineering Associates would like to share our experience with radio technology and our knowledge of best practices for funding and governance that we have gained from our clients over the last 15+ years.

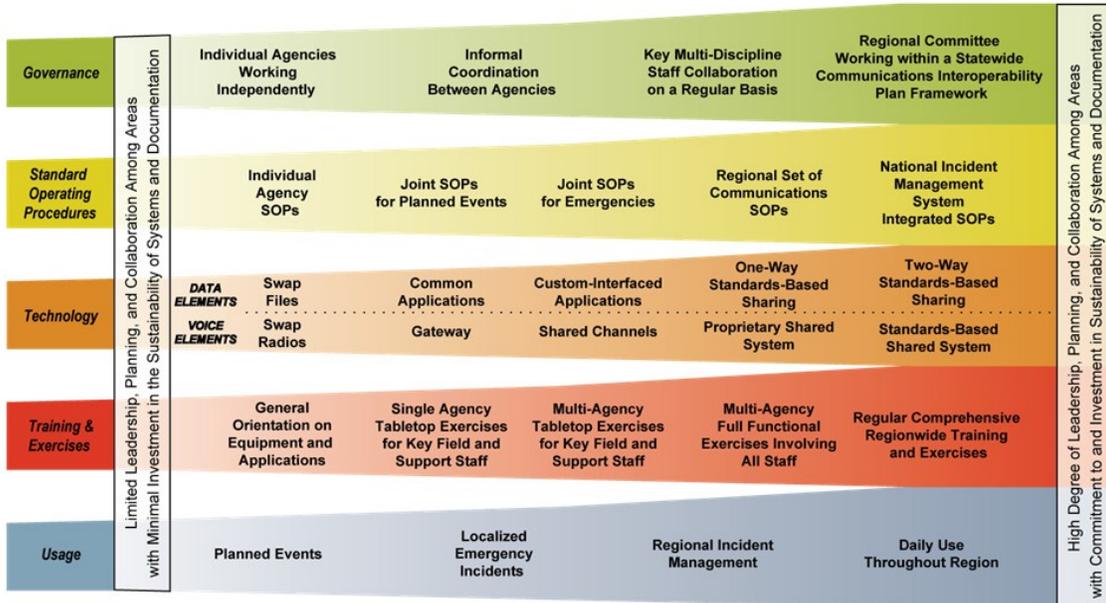
A radio system is comprised of three fundamental components: Frequencies, Antenna Sites and Equipment. Each of these components requires special considerations based on each department and communities' particular needs.

From a technology perspective, a small community may be able to fund, design, deploy, and operate on a non-public safety, non-mission-critical, inexpensive, commercial-type radio system. This radio system might meet the temporary financial goals of the community, but operationally and technically, single community commercial radio systems are inadvisable for several reasons.

First, from a public safety operations perspective, small communities are heavily reliant on mutual aid from their neighbors. While public safety incidents begin locally, effective responses depend heavily on outside collaboration and coordination. This relationship is commonly referred to as interoperability. For police officers and sheriff deputies, this can mean anything from sharing information on organized crime and drug trafficking activity to using coordinated SWAT teams. For Fire and Rescue organizations, this can mean automatic mutual-aid assistance on multiple alarm fires or the sharing of specialty gear required for HAZMAT and Search and Rescue (SAR) events. These real world examples of daily public safety operations highlight the fact that rarely does one community alone have all of the resources needed to respond to all of the potential public safety incidents that may arise. Mission-critical public safety radio systems, using common frequencies and networks, are the best way to coordinate mutual aid and share public safety resources. The U.S. Department of Homeland Security Office of Emergency Communications guidelines recommend larger shared radio communication systems for public safety operation over small independent systems.



Interoperability Continuum



While the operational limitations of small independent radio systems make them impractical, the technical issues are also significant hindrances when compared to large, shared, radio systems. Frequencies are a fundamental component of radio systems. As discussed in our public safety communication system review from August 2014, it is very difficult to find clean VHF frequencies in any situation. In the case of small communities, this task is made even more difficult. The VHF frequencies that are currently being utilized by Isle of Wight are plagued with interference from high-power transmission lines and outside parties. 800 MHz spectrum offers more protections from the FCC and is therefore less prone to these types of interference. Our recommendation to the 911 Board was for Isle of Wight to apply for 800 MHz frequencies that could be shared by all radio users within the County. These 800 MHz frequencies were recently licensed to Isle of Wight by the FCC and provide a preliminary platform for radio design.

For the 800 MHz bands, the FCC requires that an organization licensing over 5 channels, also referred to as frequency pairs, use trunking technology to efficiently utilize this spectrum. From a system and operational perspective, EA recommended that Isle of Wight license 5 wide-area channels to be shared in a trunking system for all users. The alternative to sharing 5 wide-area channels would be for each town, department, and operation to license their own channel. This would result in an estimated count of 10 channels. The practical issue here is that to use the optimal 800 MHz band, the statewide plans allocate channels primarily on a County or large

City basis, which makes getting 10 channels for all users within the County difficult. Beyond this practical matter of whether or not they could get the channels, the significant financial obligation for the application alone for frequencies from the FCC would be borne solely by each small community.

Another technical issue to consider is the acquisition and cost of an antenna site. The construction of a 300 foot tower structure to support the antennas would be a \$300k-\$500k capital investment. An alternative to this would be a \$1500-3000 monthly operational expenditure on a tower lease. A public-safety-grade hardened shelter and generator at the base of the tower to house the radio electronics would cost \$100k-\$200k. As for the actual electronics, a single repeater with the antenna and line could be sufficient for a small community at \$50-\$100k. Finally to complete the system public safety grade subscriber radios would be \$3700 each as to be consistent with our August 2014 findings. Summarizing these costs, for a community to use our estimated count of 10 radios, the subscriber total would be \$37k, and the total capital cost of the system, with new frequencies, tower, and equipment, would be \$487k on the low end. The operating cost would include the site maintenance, infrastructure maintenance, generator fuel and support, and subscriber maintenance. This is typically 10% of the capital costs, or in this case, \$48k per year. As with larger systems, if we assume a 10-15 year life of the system, the annual expense for capital and operations comes to roughly \$100k per year on the high side. We have outlined the capital and operational costs for 800 MHz public safety grade sites and equipment in the above example. To reduce the costs for those public safety grade sites and equipment, we would advise against having a small community deploy commercial grade electronics and radios. A non-mission critical or non-public safety grade with no interoperability, commercial system may only reduce the overall annual expenses of \$100k by 10-20%.

Tower Structure as Capital Investment		Leased Tower Structure	
300 foot Tower Structure	\$300,000 - \$500,000		
Shelter and Generator	\$100,000 - \$200,000	Shelter and Generator	\$100,000 - \$200,000
Single Repeater	\$50,000 - \$100,000	Single Repeater	\$50,000 - \$100,000
Subscriber Radios	\$37,000 - \$37,000	Subscriber Radios	\$37,000 - \$37,000
Total Capital Cost of System	\$487,000 - \$837,000	Total Capital Cost of System	\$187,000 - \$337,000
		Monthly Fee Total for Tower Lease	\$18,000 - \$36,000
Annual Operating Cost of System	\$48,700 - \$83,700	Annual Operating Cost of System	\$48,700 - \$83,700
Total Annual Cost of System	\$48,700 - \$83,700	Total Annual Cost of System	\$66,700 - \$119,700

An alternative for small communities, such as Windsor or Smithfield, is for them to participate as tenants on a larger system. It is our experience that tenants do not contribute capital to larger systems. They are usually assessed higher annual operating costs than partners that do contribute capital. From our experience, the typical fees for a tenant with no capital contribution are close to \$35 per month, depending on the number of operational talkgroups (or channels) and number of subscribers. Alternatively, continuing to use our example of a small community with 10 subscriber radios, the annual fees as a tenant on a larger 10 count system could be \$4,200 per year.

In contrast, subscriber fees for partners who contribute a tower site or other capital to the system are closer to \$15 per month. This lower cost represents the typical operational costs of site maintenance, fuel, system management, and tower leases. As with the above example, these costs vary depending on the number of operational talkgroups (or channels), the amount of the capital contributed, and the number of subscribers. We would expect a small community to be responsible for the higher end of the monthly costs, as they do not contribute capital. Examples of small communities or groups that may be tenants on larger systems include towns, colleges, military bases, hospitals, and school systems. From a governance perspective, these organizations need a voice in the operation of the system as they are wholly reliant on the availability of the radio system for their public safety departments to be able to communicate.

Because a county has a large mass of land and a large population, a wide-area radio system is required to support public safety operations. Counties need wide-area radio systems to support the Sheriff’s jurisdictional area, firefighting districts, EMS operations, public works, and public service organizations. Wide-area radio communication systems are also used by school boards for transportation operations and utilities to coordinate field resources via dispatch operations. A wide-area radio system takes multiple antenna sites to allow portable radios to communicate in-buildings relative to population density and structure size. A County can choose to fund, design, deploy, and operate a public safety radio system that supports only their operations without considering the smaller communities. By doing so they would be responsible for the wide-area, multi-site design to meet APCO P25 public safety standards. **We are assuming the P25 standards for Isle of Wight in the 800 MHz band as using other frequencies, VHF or UHF**

in a wide – area system would not be feasible. Because of the size of the County, 363 square miles, the County needs multi-site technology. However, the FCC will limit the quantity of those channels or frequencies for efficiency. The landmasses of the towns fall completely within the County lines, and thus are a part of the wide-area being covered. The FCCs limitation in the number of channels/frequencies and the wide-area requirement from the size of the County leads to a simulcast design.

Financially, if the County stands-alone without smaller communities or tenants contributing, the County bears the entire burden of the costs of the simulcast system. The quantity of tower sites would not change, with or without the participation of smaller communities. The number of radio channels could be reduced by some proportion according to the quantity of subscribers; however, a sheriff's office and fire departments typically utilize 70-80 % of the subscriber radios within a rural county, so we would expect the channel count to be reduced only slightly. In the case of Isle of Wight specifically, the subscriber count drops from 480 to about 400. Therefore, the channel count could be reduced from 5 to 4. This means that the County would see a reduction of \$400k from the \$10.8M of in infrastructure cost, and 80 radios being cut from the total needed, which at \$3700 each translates to a \$296k reduction in subscriber costs. Therefore, the new cost of the radio system for just the County goes from \$10.8M, less the reduced subscriber count and lower number of radios needed (-\$700k), down to a total of \$10.1M. In our experience, the operational costs of a \$10.1M dollar radio system range between \$450k-\$650k. If the County did not accept tenants, these capital and operational costs would be shared by fewer subscribers. One way to view this is that the County drives the need for wide-area communications, and any cost sharing they receive from the smaller communities as tenants helps off-set their costs.

To summarize at this point, each town and the County acting independently to build 3 separate radio systems would be the most expensive option from both a capital and operational perspective. Beyond this financial aspect, it would be difficult to obtain the quantity of clean channels from the FCC and the radio systems would overlap. The inefficiencies would continue if the radio systems were not technically compatible with each other by either being in different frequency bands or using anything other than public safety P25 standards. The best alternative is to collaborate on a public safety radio system that serves all entities and share the investment.

Counties with their need for wide-area communications and the smaller communities within them acting as tenants can greatly benefit from sharing the operational costs of a radio system, both for financial and functional reasons. With the pooled funds, the communities can afford to have more efficient public safety operations. All residents of Isle of Wight County are taxed to pay for County wide services that require a wide-area public safety grade radio system. Stated another way, the bulk of the need for wide-area, public safety communications is from the County departments. Additional funds are collected by taxes placed by the towns themselves on their citizens. If the towns contribute funds as tenants, or possibly provide land for towers, everyone benefits from more efficient public safety operations.

Memorandum of Understandings (MOUs) between government entities regarding technology

must be treated as living documents due to the dynamic nature of the field. Not only is technology rapidly changing, the advances made are often drastic. This is duly the case for cellular radio electronics. Historically, these electronics have had a lifespan of 5-7 years. MOUs must keep up with any and all changes. For this reason, the contracts and agreements that govern technology should be living documents that are additionally reviewed annually. 911 dispatch centers are the centers of technology for citizen communication. The safety of citizens, visitors and employees is ultimately determined by the success of the people and technology in the 911 center. Because there is a myriad of technologies found in 911 dispatch centers, each with different expected life spans, it is difficult to have MOUs and IGAs that address the various systems. To remedy this issue, radio systems should be separated from other dispatch functions.

Per the current E911 MOU by and between the Isle of Wight and the IOW Sheriff's Office, Smithfield and Windsor, the eight (8) representatives on the ECC Board are the County Administrator, Smithfield Town Manager, Windsor Town Manager, the Sheriff, the Smithfield Police Chief, the Windsor Police Chief, the Chief of Emergency Services and an appointed member of the Volunteer Fire and Rescue Association (F&R). With this ECC Board membership, the County Admin, Sheriff, Chief of Emergency Service and the Volunteer F&R members all have responsibility for public safety on a County-wide basis. These positions represent 50% of the ECC Board members. Since the landmass of the County drives the need for a wide-area radio system, it makes sense that the County bears the largest portion of funding for the radio system. While the exact proportion of funding to representation may not be exactly equal, this structure itself represents the spirit of cooperation that existed at the time the MOU was developed. There is a proper balance between small and large departments.

In other communities around the Country we have seen the responsibilities of funding for radio systems divided based on three primary factors: land mass, population, and calls for service. These factors are weighted according to the circumstances specific to the community and the ability of the governments and organizations to contribute to the radio funding. For example, one City and County had an independent ambulance company that was funded by all organizations and could contribute to the radio system based on user fees and taxpayer support. This meant that the ambulance company was responsible for a large portion of the radio system funds, even though the organization itself was small compared to others in the community.

When County governments combine resources to purchase a multi-site public safety radio system, the Counties create a partnership where each contributes capital for tower sites and equipment and share operational expenses. Locally a good example of this is the York, James City and Gloucester partnership on an 800 MHz system with sites and equipment contributed by all and subscribers purchased by the individual governments or departments. Further, this system has tenants in the Cities of Williamsburg and Poquoson as well as the College of William and Mary, the National Parks Service, and others. Similar partnerships exist around the Commonwealth with Roanoke City and County and now Franklin County as capital contributors and partners.

Where we have seen organizations similar in structure to Isle of Wight County and the towns of Smithfield and Windsor, we have seen a combination of capital sharing by partners and higher operational fund contributions by tenants. This is the case in Fulton County, Georgia and Cobb County, Georgia, where each County is responsible for the capital and operational costs with contributions from communities that include land, tower sites and/or equipment as partners while others participate as tenants. This represents the model that is most similar to the possible arrangement for Isle of Wight County and Towns. As such, your local governments in Isle of Wight should consider that the County pays most of the infrastructure costs of the multi-site system, with the towns of Smithfield and Windsor as either tenants or potentially a partner. As a partner, a town might contribute government land for a tower, a tower structure at \$300k- \$400k depending on tower height, or a tower, shelter and electronics at about \$1.5M. Tower sites for a public safety radio system are usually a combination of government owned property/towers and commercial property/towers that are leased. In our experience, operating costs are typically allocated to all subscribers based on subscriber counts. From the towns' perspective, their participation in the wide-area communication system gets them a highly reliable, public safety grade communications system with efficient operations to give and receive mutual aid with the County. From the County's perspective, they collect revenues from the towns and others as tenants to off-set the costs of the wide area radio system and all citizens benefit from mutual aid and cooperation between public safety organizations.

In conclusion, Engineering Associates recommends that Isle of Wight County purchase the radio system and become the landlord. This is because the County operations require wide-area radio communications and the County will have the most radio traffic. With the County as the landlord, the towns should become tenants and as such pay a user fee to assist with operational expenses. These user fees should be around \$35 per month as is typical for tenants with no capital investment. While the operational expenses would be shared, each party will be responsible for purchasing their own portable or mobile subscribers. An MOU should be established that specifically addresses the radio system, separate from the Emergency Communications Center MOU.

Review of MOU of the Consolidated Emergency Communications Center (ECC):

In order to work most effectively, 911 dispatching operations must continuously evolve with the most current changes in communications technology. Most recently, this has led to an increase in the number of consolidated Emergency Communications Centers (ECC) across the country. The leadership in Isle of Wight County and the towns of Smithfield and Windsor recognized the operational, technological, and financial benefits of becoming a consolidated ECC. In 2012, an MOU was updated for the Emergency Communications Center that serves all citizens within IOW County. Engineering Associates was asked to review this MOU and provide guidance on how it could apply to two-way radio technology as well as recommend modifications to keep it in-line with 911 consolidation practices.

The volume of 911 calls continues to increase on an annual basis nationwide. This is no different for Isle of Wight. The number of 911 calls in Isle of Wight has increased by about 8% per year over the last 4 years. This increase in the number of calls is primarily a result of the evolution from home (landline) phones to mobile (wireless) phones. Having a mobile phone as a resource has made it easier for citizens to call 911 for assistance. Over the last 5 years, 911 centers have reported that the number of calls from mobile phones surpassed the number of calls from landline phones. Specifically for Isle of Wight citizens, 75% of the calls last year were made using wireless phones. Due to the significant increase in call volume, Emergency Communications Centers have had to increase the number of staff accordingly. These centers have also had to invest in technology to handle the increase and be able to effectively respond to citizens' calls for emergency services.

Beyond the shift from landline to wireless devices, communications technology has evolved in the types of wireless devices used. The increase in the number of smartphones (Apple iPhones, HTC Droids, etc.) and the capabilities they have additionally challenge the ECCs to adapt. Citizens now have the ability to communicate with text messages, photos and videos to 911 centers. In response to the expansion of the capabilities of communication technology, the technology used in ECCs must also become more sophisticated. 911 centers require frequent upgrades of hardware and software, such as is the case with wireless devices. This frequent need to make changes and implement the most up-to-date technology is pointedly cost prohibitive for smaller 911 centers. However, with a network of participants sharing resources, it is much easier for these smaller centers to obtain the sophisticated equipment and technology that best serves and protects their citizens. Of the more than 7,000 Emergency Call Centers across the United States, most are looking at consolidation to increase services and save money.

In addition to the need for changes in technology, Emergency Communications Centers have had to make operational changes to coincide with the changes in communications technologies. One of the most significant harbingers of operational changes is the development of location technology. This technology is what dispatchers must use in order to locate a 911 caller on a mobile wireless device. Previously, each landline number was tied to an invariable location and corresponding street address. However, dispatchers now face the challenge of wireless calls being untethered to a location. Dispatch centers must adapt to this change, and a critical factor in adapting is training. Because this is a fairly recent development, training on operating procedures associated with wireless calls is required of all dispatchers, both new and experienced. This presents a challenge as the call center must allocate their staff properly so they might be able to train while continuing to run the call center effectively. Larger centers are able to have dedicated trainers so there is less impact on operations when implementing new technologies.

Another resource that is beneficial for a 911 center to have is Emergency Medical Dispatch (EMD). EMD extends a dispatcher's capabilities to where they may provide life-saving directions to citizens in distress while emergency services are being dispatched simultaneously. While a dispatcher providing instructions may seem simple, the operational requirements are a challenge

for smaller 911 centers. In order for a dispatcher to take the time to direct a caller, they remove themselves as a resource for the center. Dispatchers cannot be interrupted by incoming calls, radio traffic, or any other needs of the center while providing directions. In order to operate EMD, a 911 center must have enough staff to handle call volume while providing EMD. The increased staff resources of a consolidated ECC facilitate a greater level of service, such as with EMD and training, to the citizens and visitors of that community.

911 centers have faced significant challenges over the last few years. Not only are they required to increase their resources to meet increased call volume, they are also forced to expand and develop the technology they use to adapt to the capabilities of the wireless technology that callers now use. The changes required to face these challenges are extremely demanding of a community's resources and budget. As governing bodies are constantly tasked with how to best use community funds, the consolidation of 911 operations from multiple communities serves to be an efficient and effective way to make the changes needed to serve the community without major additional expenditures. The nature of an ECC effectively fosters the technology and operational changes that are required of a 911 center in recent years. ECCs are able to employ a large enough number of staff to be able to have dedicated trainers for location technology required as a result of the use of mobile phones. This expanded number of staff also provides the opportunity for the center to provide Emergency Medical Dispatch as a lifesaving resource to the community. An ECC is also more easily able to afford the complex technologies required to handle and utilize the text, picture and video capabilities of callers' wireless devices. Consolidating 911 operations from different communities allows capital and operational costs to be shared, the ability to invest in new technology to better serve citizens, and increase purchasing power in the marketplace.

For our evaluation of Isle of Wight and the towns of Smithfield and Windsor, we looked at the costs, both capital and operational, of independent centers versus a consolidated dispatch center.

Estimates of Probable Capital Investment for New 911 Center

New 9-1-1 Center Capital Estimates	Independent			Consolidated
	WINDSOR(2)	SMITHFIELD(2)	IOW(4)	ECC(4)
PSAP COSTS (Staffed Positions)				
CPE COST	\$130,000	\$130,000	\$260,000	\$260,000
911 TRUNKS/POTS				
PROVIDING 911 TRUNKS LAND LINES WIRELESS ADMIN LINES	\$7,000	\$7,000	\$14,000	\$20,000
CONSOLE/WORKSPACE	\$15,000	\$15,000	\$30,000	\$35,000
BRICKS & MORTAR-IN KIND WOULD UTILIZE EXISTING BUILDINGS BUT COULD SPEND UP TO \$75,000 UTILITIES, SITE HARDENING, LIGHTING ETC.	\$75,000	\$75,000	\$175,000	\$175,000
GENERATOR/UPS	\$40,000	\$40,000	\$50,000	\$50,000
CAD	\$75,000	\$75,000	\$225,000	\$225,000
NCIC/VCIN WORK STATIONS	\$10,000	\$10,000	\$25,000	\$25,000
CONSOLE RADIO EQUIP PAGING/FSA/VOICE RECORDING	\$120,000	\$120,000	\$240,000	\$240,000
TOWER & RELATED EQUIP	\$30,000	\$30,000	\$30,000	\$40,000
PROJECT MANAGEMENT/ENGINEERING SERVICES				\$75,000
TOTALS	\$502,000	\$502,000	\$1,049,000	\$1,145,000

Notes

The Estimates of Probable Capital Investment assume that an existing building would be renovated for use. This building would have equipment installed to meet current public safety grade and mission critical standards. These estimates do not take into account NG911 services, emerging technologies etc. Additionally, the estimates do not include any funds for 911 back up services or facilities, which could range from \$25k- \$100k for services and up to \$250k for facilities. Finally, these estimates do not include CIP cost for replacement within 5 years due to the 24 x 7 x 365 nature of the operations.

In summary, if the communities were to act independently, they would spend \$2,053,000 constructing and equipping separate centers. Working together, Isle of Wight, Smithfield and Windsor would save \$908,000 by building a consolidated center as opposed to each of the three constructing independent centers. The approximate share of the costs of independent centers is as follows: Windsor 25%, Smithfield 25% and Isle of Wight 50%.

Estimates of Probable Operational Costs for 911 Centers

New 9-1-1 Center Operational Costs	Independent			Consolidated
	WINDSOR(1)	SMITHFIELD(1)	IOW(3)	ECC(4)
STAFFING EMPLOYEES \$56,100 EACH	\$280,500 (5 Employees)	\$280,500 (5 Employees)	\$841,500 (15 Employees)	\$897,600 (16 Employees)
DIRECTOR	PT \$20,000	PT \$20,000	\$89,000	\$89,000
TRAINING-ACADEMY/IN HOUSE/OPERATIONS	\$15,000	\$15,000	\$30,000	\$50,000
UTILITIES/FACILITY MAINTENANCE	\$24,000	\$24,000	\$48,000	\$50,000
CPE,RADIO,TELCO,CAD MAINTENANCE	\$27,500	\$27,500	\$60,000	\$80,000
Total	\$367,000	\$367,000	\$1,068,500	\$1,166,600

Notes

The Windsor and Smithfield stand-alone PSAP's have two dispatch positions with one occupied. Isle of Wight has 4 positions with 3 occupied. The ECC consolidated would have 4 positions with all four occupied. Totals take into account the projected yearly costs for operations. They do not include NG911 services, emerging technologies, etc. In the Smithfield and Windsor stand-alone centers, with minimum staffing, Emergency Medical Dispatch (EMD) would not be possible. Independent centers would counter the national trends for consolidation of PSAPS.

In summary, the communities would spend \$1,802,500 staffing and operating separate centers. Working together, Isle of Wight, Smithfield and Windsor would save \$636,100 staffing and operating a consolidated center over independently running three independent centers. The approximate share of the operational costs of independent centers is as follows: Windsor 20%, Smithfield 20% and Isle of Wight 60%.

We have looked at the impact that changes in communications technology has had on 911 center operations. We have also highlighted the estimates of capital costs and operational costs from independent stand alone and compared these costs to a consolidated center. From reviewing the increased demands that communications technology changes on ECC operations, staff, and budgets, one can see that large consolidated centers offer benefits of increased services, more advanced technology and greater financial savings.

The savings and costs would be shared by all participants in a consolidated center. Generally accepted best practices in the industry have communities sharing based on calls for service, population, and cost. It is EA's contention that these factors are also fitting to apply to Isle of Wight, Smithfield and Windsor and that the current MOU should be updated to address these accordingly. We also recommend that the communities contribute 15% of the previous years' operating cost into the ECC budget for Capital Improvement Projects (CIP). This will allow the

ECC to address technology upgrades as the typical lifecycle for ECC technology is 5-7 years. This would allow for funds to upgrade and replace technologies and allow community to avoid the risks of 911 center outages.

The April 19, 2012 MOU highlights three factors in the apportionment of costs (Section 3):

“Population: the ratio of each jurisdiction’s population to the total population of the three (3) jurisdictions, using the most recently published population data from the University of Virginia’s Weldon Cooper Center or the U.S. Census Bureau, whichever is most current.

Telephone Access Lines: the number of telephone access lines in each jurisdiction compared as a ration to the total submitted by Verizon as of January 1st of each year.

Calls Received: the number of calls received at the Center originating in each jurisdiction compared as a ratio to the total calls received at the Center, based on actual logs of calls to be provided by the Communications Manager.”

We found that Population and Calls Received were still appropriate metrics. While Telephone Access Lines, also known as Master Street Address Guides (MSAGs), historically represented a good metric for citizen’s access to 911 centers, this metric is less relevant in the current climate of the increasing use of wireless phones.

From our review of the 2012 MOU, we recommend that all costs be shared evenly according to the ratios derived from the following:

ECC Usage Statistics

Besides the financial advantages of a consolidated 911 center, we looked at the demand that each community might put on the consolidated 911 center. The best current gauge of demand to use is Law Enforcement Calls for Service. As is true in other centers around the country, Law Enforcement calls represent about 85% of the overall volume of calls. We use the Law Enforcement statistics from your current consolidated ECC as the CAD numbers for Fire and EMS were not broken out by community.

Law Enforcement Calls for Service							
	2010	2011	2012	2013	2014	2015 YTD	Average
Isle of Wight	43,500	50,687	44,330	49,925	46,402	24,232	46,968
Smithfield	16,186	15,699	16,145	16,642	14,837	7142	15,901
Windsor	5,998	6,536	9,081	7,696	9,021	3,877	7,666

2014 Summary and Percentages of Total		
Combined	70,260	
Isle of Wight	46,402	66.0%
Smithfield	14,837	21.1%
Windsor	9,021	12.9%

Isle of Wight Population Statistics (est.)		
Combined	35,270	
Isle of Wight	24,555	69.7%
Smithfield	8,089	22.9%
Windsor	2,626	7.4%

Isle of Wight Information					
	2012 Share	Est 2014 Pop	Law Calls (2014)	Capital Cost Share%	2015 Share
Isle of Wight	63%	69.7%	66.0%	50%	61.9%
Smithfield	28.5%	22.9%	21.1%	25%	23%
Windsor	8.5%	7.4%	12.9%	25%	15.1%

In summary, acting independently on 911 services each community would have significantly more capital and operational costs versus continuing to collaborate in the current ECC. Additionally, all communities benefit from the efficiencies of scale and additional services that are available from the consolidated ECC. Finally, all communities should contribute funds for capital improvement and the MOU should be updated to reflect the above metrics.

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Revenue				
General Fund revenues				
<u>Real Estate Tax</u>				
Current RE Tax	1,675,000.00	1,680,307.56	(5,307.56)	100.32%
Delinquent RE Tax	32,275.00	19,162.03	13,112.97	59.37%
Current RE Penalty	4,000.00	4,157.01	(157.01)	103.93%
Delinquent RE Penalty	3,800.00	2,154.49	1,645.51	56.70%
Current RE Interest	745.00	74.37	670.63	9.98%
Delinquent RE Interest	8,885.00	2,926.44	5,958.56	32.94%
Total Real Estate Taxes	1,724,705.00	1,708,781.90	15,923.10	99.08%
<u>Personal Property Tax</u>				
Current PP Tax	861,900.00	784,222.77	77,677.23	90.99%
Delinquent PP Tax	28,000.00	6,414.67	21,585.33	22.91%
Current PP Penalty	13,000.00	5,301.64	7,698.36	40.78%
Delinquent PP Penalty	5,800.00	3,187.13	2,612.87	54.95%
Current PP Interest	1,200.00	54.74	1,145.26	4.56%
Delinquent PP Interest	4,600.00	2,155.86	2,444.14	46.87%
Total Personal Property Tax	914,500.00	801,336.81	113,163.19	87.63%
<u>Miscellaneous Receipts Over/Short</u>	15.00	(1.10)	16.10	-7.33%
Total Over/Short	15.00	(1.10)	16.10	-7.33%
<u>Other Taxes</u>				
Franchise Tax	149,000.00	-	149,000.00	0.00%
Cigarette Tax	130,000.00	100,787.84	29,212.16	77.53%
Transient Occupancy Tax	170,000.00	67,552.20	102,447.80	39.74%
Meals Tax-4%	915,000.00	531,918.31	383,081.69	58.13%
Meals Tax-2%	457,500.00	265,959.15	191,540.85	58.13%
Communications Tax	237,000.00	95,583.87	141,416.13	40.33%
Rolling Stock	23.00	17.68	5.32	76.87%
Rental Tax	3,230.00	2,619.43	610.57	81.10%
Sales Tax	300,000.00	134,472.88	165,527.12	44.82%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Consumption Tax	46,000.00	22,726.78	23,273.22	49.41%
Utility Tax	193,600.00	94,014.81	99,585.19	48.56%
Total Other Local Taxes	2,601,353.00	1,315,652.95	1,285,700.05	50.58%
<u>Licenses, Permits & Privilege Fees</u>				
Business Licenses	340,000.00	22,897.84	317,102.16	6.73%
Business Licenses Penalty	4,650.00	489.57	4,160.43	10.53%
Business Licenses Interest	250.00	162.04	87.96	64.82%
Permits & Other Licenses	12,000.00	9,764.90	2,235.10	81.37%
Inspection Fees-Subdivision	5,000.00	1,500.00	3,500.00	30.00%
WC Dog Park Registration	2,400.00	1,039.00	1,361.00	43.29%
Consultant Review Fees	5,500.00	1,750.00	3,750.00	31.82%
Vehicle License Tags	-	-	-	0.00%
Vehicle License	146,200.00	117,865.99	28,334.01	80.62%
Total Licenses, permits and privilege fees	516,000.00	155,469.34	360,530.66	30.13%
<u>Fines & Costs</u>				
Public Defender Fee		-	-	0.00%
Fines & Costs	70,000.00	31,396.65	38,603.35	44.85%
Total Fines & Forfeitures	70,000.00	31,396.65	38,603.35	44.85%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	5,382.44	2,617.56	67.28%
Beautification Fund Interest	-	22.65	(22.65)	0.00%
Rentals	19,242.00	11,360.46	7,881.54	59.04%
Smithfield Center Rentals	156,000.00	94,737.62	61,262.38	60.73%
Smithfield Center Vendor Programs	6,000.00	2,350.00	3,650.00	39.17%
Kayak Rentals	5,600.00	6,126.00	(526.00)	109.39%
Windsor Castle Programs	-	-	-	0.00%
Special Events	14,000.00	6,789.10	7,210.90	48.49%
Fingerprinting Fees	1,200.00	820.00	380.00	68.33%
Museum Gift Shop Sales	8,600.00	5,782.05	2,817.95	67.23%
Museum Programs/Lecture Fees	1,500.00	1,288.00	212.00	85.87%
Sale of Equipment	1,000.00	401.00	599.00	40.10%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Sale of Land	-	-	-	0.00%
Lease of Land	525.00	500.00	25.00	95.24%
Total revenue from use of money and property	221,667.00	135,559.32	86,107.68	61.15%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,000.00	1,579.12	420.88	78.96%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	-	100.00%
Total Miscellaneous Revenue	6,000.00	5,579.12	420.88	92.99%
<u>From Reserves</u>				
Restricted Reserves-Police Department		-	-	0.00%
Reserves-Pinewood Escrow	-	-	-	100.00%
Reserves-Beautification Fund	-	-	-	100.00%
From Operating Reserves	142,510.00	27,861.67	114,648.33	19.55%
Total From Reserves	142,510.00	27,861.67	114,648.33	19.55%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	80,766.00	80,767.00	50.00%
Litter Control Grant	3,318.00	3,354.00	(36.00)	101.08%
Police Block Grants-State	-	-	-	0.00%
Asset Forfeiture	-	1,269.60	(1,269.60)	100.00%
TRIAD Grant	2,250.00	-	2,250.00	0.00%
Fire Programs	24,294.00	-	24,294.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	-	-	-	0.00%
SNAP Program	-	42.00	(42.00)	100.00%
Fuel Refund (state)	-	-	-	0.00%
Total State Revenue	196,395.00	90,431.60	105,963.40	46.05%
<u>Intergovernmental Federal</u>				
Police Federal Grants	2,250.00	3,709.15	(1,459.15)	164.85%
Pinewood Heights CDBG Relocation Planning Grant Phase III	-	-	-	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	-	81,000.00	(81,000.00)	100.00%
Federal Fuel Income	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Total Federal Revenue	2,250.00	84,709.15	(82,459.15)	3764.85%
<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	450,000.00	-	450,000.00	0.00%
Note Proceeds	-	-	-	0.00%
Insurance Recoveries	-	2,624.95	(2,624.95)	100.00%
Total Other Financing Sources	450,000.00	2,624.95	447,375.05	0.58%
<u>Contributions</u>				
CHIPS Contributions	600.00	500.00	100.00	83.33%
Contributions-Windsor Castle Park Foundation	-	-	-	0.00%
Contributions-Smithfield Foods-WC Park Outbuildings	9,940.00	22,454.62	(12,514.62)	225.90%
Contributions-Smithfield VA Events	-	-	-	0.00%
Contributions-Historic Smithfield	-	2,797.00	(2,797.00)	0.00%
Contributions-Isle of Wight County-Museum	-	-	-	0.00%
Contributions-Miscellaneous-Museum	11,650.00	6,559.00	5,091.00	56.30%
Contributions-Public Safety	-	30.00	(30.00)	100.00%
Contributions-Smithfield Foods -Public Safety	-	50,000.00	(50,000.00)	0.00%
Contributions-Smithfield Foods (ball fields)	-	500,000.00	(500,000.00)	0.00%
Total Contributions	22,190.00	582,340.62	(560,150.62)	2624.34%
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Total General Fund Revenue	6,867,585.00	4,941,742.98	1,925,842.02	71.96%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
Line of Credit Proceeds	(450,000.00)	-	(450,000.00)	0.00%
General Obligation Bond-Land Acquisition	-	-	-	0.00%
Cash Proffer Revenues	-	-	-	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Meals tax-special projects	(457,500.00)	(265,959.15)	(191,540.85)	58.13%
Pinewood Heights Reserves	-	-	-	0.00%
Beautification Fund Reserves	-	-	-	0.00%
Contributions-WC Park	(9,940.00)	(22,454.62)	12,514.62	225.90%
Contributions-Historic Smithfield	-	(2,797.00)	2,797.00	100.00%
Contributions-Public Safety	-	(50,000.00)	50,000.00	0.00%
Contributions to Ball Fields Smithfield Foods	-	(500,000.00)	500,000.00	100.00%
Pinewood Heights Planning Grant	-	-	-	0.00%
Pinewood Heights Relocation Project -Grant	-	(81,000.00)	81,000.00	100.00%
			-	0.00%
Total Non-operating Revenues	(917,440.00)	(922,210.77)	4,770.77	100.52%
Total General Fund Operating Revenues	5,950,145.00	4,019,532.21	1,930,612.79	67.55%

**General Fund Budget
Expenses**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
GENERAL GOVERNMENT				
<u>Town Council</u>				
Salaries	40,000.00	23,150.00	16,850.00	57.88%
FICA	3,496.00	1,866.09	1,629.91	53.38%
Employee Wellness/Assistance Plan	1,638.00	686.00	952.00	41.88%
Legal Fees	46,000.00	38,140.36	7,859.64	82.91%
Election Expense	3,600.00	-	3,600.00	0.00%
Maintenance contracts	595.00	-	595.00	0.00%
Advertising	25,000.00	10,253.25	14,746.75	41.01%
Professional Services	27,500.00	28,124.68	(624.68)	102.27%
Records Management maint & upgrades	4,258.00	995.00	3,263.00	23.37%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	1,000.00	-	1,000.00	0.00%
Insurance	23,700.00	14,115.00	9,585.00	59.56%
Supplies	22,000.00	10,752.33	11,247.67	48.87%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Travel & Training	6,800.00	3,381.49	3,418.51	49.73%
Subscriptions/Memberships	9,100.00	8,546.00	554.00	93.91%
Council Approved Items	12,000.00	7,880.49	4,119.51	65.67%
Public Defender Fees	5,000.00	120.00	4,880.00	2.40%
Bank Charges	625.00	331.00	294.00	52.96%
SpecialProjects	3,500.00	241.25	3,258.75	6.89%
Smithfield CHIPS program	3,000.00	-	3,000.00	0.00%
Update Town Charter & Code	3,000.00	650.00	2,350.00	21.67%
Annual Christmas Parade	200.00	103.84	96.16	51.92%
Total Town Council	247,012.00	149,336.78	97,675.22	60.46%
<u>Town Manager</u>				
Salaries	229,835.00	129,998.06	99,836.94	56.56%
FICA	18,390.00	9,097.49	9,292.51	49.47%
VSRS	17,800.00	10,382.16	7,417.84	58.33%
Health	49,700.00	28,988.96	20,711.04	58.33%
Auto Expense	500.00	53.60	446.40	10.72%
Maintenance Contracts	2,525.00	1,155.09	1,369.91	45.75%
Communications	16,000.00	8,144.05	7,855.95	50.90%
Insurance	2,330.00	1,632.00	698.00	70.04%
Supplies	5,500.00	1,449.16	4,050.84	26.35%
Dues & Subscriptions	3,250.00	1,733.67	1,516.33	53.34%
Computer & technology expenses	16,000.00	4,389.21	11,610.79	27.43%
Travel & Training	7,800.00	2,383.98	5,416.02	30.56%
Other	100.00	14.77	85.23	14.77%
Total Town Manager	369,730.00	199,422.20	170,307.80	53.94%
<u>Treasurer</u>				
Salaries	288,020.00	162,932.01	125,087.99	56.57%
FICA	23,045.00	12,230.83	10,814.17	53.07%
VSRS	21,265.00	12,411.66	8,853.34	58.37%
Health	38,735.00	21,088.20	17,646.80	54.44%
Disability	150.00	50.27	99.73	33.51%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,900.00	-	2,900.00	0.00%
Communications	8,500.00	4,142.01	4,357.99	48.73%
Computer & technology expenses	2,000.00	-	2,000.00	0.00%
Data Processing	18,000.00	9,398.20	8,601.80	52.21%
Service contracts-includes MUNIS	51,715.00	11,960.52	39,754.48	23.13%
Insurance	2,410.00	1,692.00	718.00	70.21%
Supplies	12,000.00	6,708.93	5,291.07	55.91%
Dues & Subscriptions	1,550.00	597.70	952.30	38.56%
Credit Card Processing	3,000.00	1,974.90	1,025.10	65.83%
Cigarette Tax Stamps	2,835.00	2,829.60	5.40	99.81%
Travel & Training	2,000.00	235.38	1,764.62	11.77%
Other	100.00	18.16	81.84	18.16%
Total Treasurer	489,975.00	248,270.37	241,704.63	50.67%

PUBLIC SAFETY

Police Department

Salaries	1,374,090.00	772,792.52	601,297.48	56.24%
FICA	109,930.00	56,227.23	53,702.77	51.15%
VSRS	92,810.00	53,735.64	39,074.36	57.90%
Health Insurance	195,005.00	110,079.60	84,925.40	56.45%
Disability	160.00	50.27	109.73	31.42%
Pre-Employment Test	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	4,982.22	19,017.78	20.76%
Service Contracts	38,000.00	31,697.84	6,302.16	83.42%
Communications	53,000.00	22,729.20	30,270.80	42.89%
Computer & Technology Expenses	15,200.00	5,462.66	9,737.34	35.94%
Insurance	54,580.00	39,594.00	14,986.00	72.54%
Ins. - LODA	11,415.00	10,895.64	519.36	95.45%
Materials & Supplies	25,500.00	12,131.53	13,368.47	47.57%
Dues & Subscriptions	6,500.00	5,213.24	1,286.76	80.20%
Equipment	15,000.00	2,167.17	12,832.83	14.45%
Radio & Equipment repairs	2,000.00	768.65	1,231.35	38.43%
Vehicle Maintenance	50,000.00	15,383.72	34,616.28	30.77%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Gas	75,000.00	19,670.44	55,329.56	26.23%
Tires	7,500.00	17.56	7,482.44	0.23%
Travel & Training	32,500.00	11,620.18	20,879.82	35.75%
Special Events	700.00	935.46	(235.46)	133.64%
Police Grants	2,500.00	-	2,500.00	0.00%
Investigation expenses	5,000.00	1,511.53	3,488.47	30.23%
Asset Forfeiture	-	-	-	0.00%
Other	500.00	424.26	75.74	84.85%
Total Police Department	2,192,890.00	1,178,090.56	1,014,799.44	53.72%
 <u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	24,294.00	-	24,294.00	0.00%
Total Fire Department	37,294.00	-	37,294.00	0.00%
 <u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
E911 Dispatch Center	175,671.00	5,153.11	170,517.89	2.93%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	185,921.00	5,153.11	180,767.89	2.77%
 <u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	196,185.00	107,160.02	89,024.98	54.62%
FICA	15,505.00	8,234.56	7,270.44	53.11%
VSRS	11,885.00	6,932.45	4,952.55	58.33%
Health	21,555.00	14,701.61	6,853.39	68.21%
Uniforms	1,200.00	394.38	805.62	32.87%
Contracted Services	23,000.00	6,650.54	16,349.46	28.92%
Retail Sales & Use Tax	1,000.00	455.88	544.12	45.59%
Utilities	28,000.00	9,325.75	18,674.25	33.31%
Communications	19,000.00	7,972.20	11,027.80	41.96%
Computer & technology expenses	4,000.00	842.95	3,157.05	21.07%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Insurance	5,900.00	4,212.00	1,688.00	71.39%
Kitchen Supplies	4,000.00	1,544.51	2,455.49	38.61%
Office Supplies/Other Supplies	5,000.00	1,815.68	3,184.32	36.31%
Food Service & Beverage Supplies	6,000.00	3,404.13	2,595.87	56.74%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	35,000.00	22,616.72	12,383.28	64.62%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	15,000.00	8,277.49	6,722.51	55.18%
Travel & Training	2,000.00	1,791.79	208.21	89.59%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	8,662.73	11,337.27	43.31%
Refund event deposits	5,000.00	3,450.56	1,549.44	69.01%
Other	-	-	-	100.00%
Credit card processing expense	4,500.00	2,373.39	2,126.61	52.74%
Total Smithfield Center	435,230.00	220,819.34	214,410.66	50.74%
 <u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	500.00	1,000.00	33.33%
Hampton Roads Planning District Commission	8,677.00	6,807.00	1,870.00	78.45%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Friends of the Library	10,000.00	3,051.60	6,948.40	30.52%
Total Contributions-Park, Recreation and Cultural	33,177.00	20,358.60	12,818.40	61.36%
 <u>Windsor Castle Park</u>				
Salaries	63,710.00	33,499.79	30,210.21	52.58%
FICA	5,100.00	2,475.10	2,624.90	48.53%
VSRS	4,725.00	2,665.29	2,059.71	56.41%
Health	11,365.00	5,826.00	5,539.00	51.26%
Contracted Services	6,000.00	3,538.89	2,461.11	58.98%
Insurance	8,935.00	6,318.00	2,617.00	70.71%
Grass Cutting	30,000.00	16,255.62	13,744.38	54.19%
Kayak/Watersports expenses	1,500.00	999.92	500.08	66.66%
Professional Services	5,000.00	14,154.62	(9,154.62)	283.09%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Utilities	7,000.00	685.27	6,314.73	9.79%
Supplies	5,000.00	159.97	4,840.03	3.20%
Repairs & Maintenance	40,000.00	16,355.83	23,644.17	40.89%
Total Windsor Castle Park	188,335.00	102,934.30	85,400.70	54.65%
<u>Museum</u>				
Salaries	93,270.00	55,194.14	38,075.86	59.18%
FICA	7,465.00	4,276.80	3,188.20	57.29%
VSRS	4,025.00	2,345.07	1,679.93	58.26%
Health	6,512.00	3,798.48	2,713.52	58.33%
Operating expenses				
Contracted services	2,000.00	1,839.48	160.52	91.97%
Communications	600.00	298.95	301.05	49.83%
Insurance	-	1,329.00	(1,329.00)	100.00%
Supplies	4,700.00	2,880.74	1,819.26	61.29%
Computer & Technology	-	-	-	0.00%
Advertisinig	1,500.00	-	1,500.00	0.00%
Travel/Training	300.00	95.00	205.00	31.67%
Dues & Subscriptions	800.00	303.75	496.25	37.97%
Gift Shop-to be funded by gift shop proceeds				
Gift Shop expenses	9,000.00	4,887.03	4,112.97	54.30%
Sales & Use Tax	500.00	454.24	45.76	90.85%
Credit card processing fees	1,000.00	411.11	588.89	41.11%
Total Museum	131,672.00	78,113.79	53,558.21	59.32%
<u>Other Parks & Recreation</u>				
Jersey Park Playground	1,000.00	2,349.23	(1,349.23)	234.92%
Pinewood Playground	500.00	400.00	100.00	80.00%
Clontz Park-pier maintenance	1,500.00	1,375.77	124.23	91.72%
Community Wellness Initiative	-	65.00	(65.00)	100.00%
Cypress Creek No Wake Zone	-	1,345.00	(1,345.00)	0.00%
SNAP Program	-	126.00	(126.00)	100.00%
Town Open Space Areas	-	-	-	0.00%
Waterworks Dam	-	5,443.13	(5,443.13)	0.00%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Waterworks Lake (park area)	500.00	-	500.00	0.00%
Haydens Lane Maintenance	1,500.00	339.08	1,160.92	22.61%
Veterans War Memorial	1,000.00	483.57	516.43	48.36%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	8,000.00	13,926.78	(5,926.78)	174.08%

COMMUNITY DEVELOPMENT

Pinewood Heights

Non-CDBG Contributed Operating Expenses

Administration

Precontract Administration		5,116.90	(5,116.90)	100.00%
Management Assistance		4,430.89	(4,430.89)	100.00%
Monitoring/Closeout		-	-	0.00%

Permanent Relocation

Owner Occupied Households		-	-	0.00%
Renter Occupied Households		33,338.00	(33,338.00)	100.00%
Moving Costs		5,000.00	(5,000.00)	100.00%
Relocation Specialist		1,700.00	(1,700.00)	100.00%

Acquisition

Owner Acquisition		509.00	(509.00)	100.00%
Renter Acquisition		-	-	0.00%
Vacant Lot Acquisition		286.00	(286.00)	100.00%
Appraisal/Legal		1,650.00	(1,650.00)	100.00%

Acquisition Specialist

		1,500.00	(1,500.00)	0.00%
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Clearance & Demolition

		13,029.86	(13,029.86)	0.00%
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Subtotal Non CDBG

		66,560.65	(66,560.65)	100.00%
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CDBG Contributed Operating Expenses

Permanent Relocation

Owner Occupied Households		99,000.00	(99,000.00)	0.00%
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**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Renter Occupied Households		-	-	0.00%
<u>Acquisition</u>				
Owner Occupied		69,000.00	(69,000.00)	100.00%
<u>Clearance & Demolition</u>				
		-	-	0.00%
<u>Planning Grant-Phase III</u>				
	-	-	-	0.00%
Subtotal CDBG		168,000.00	(168,000.00)	100.00%
Total Pinewood Heights Contributions	-	234,560.65	(234,560.65)	100.00%
<u>Contributions-Community Development</u>				
Old Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Historic Smithfield	-	-	-	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	3,900.00	-	3,900.00	0.00%
Tourism Bureau	198,049.00	257.80	197,791.20	0.13%
Western Tidewater Free Clinic	34,000.00	34,000.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	319,949.00	40,257.80	279,691.20	12.58%
<u>PUBLIC WORKS</u>				
Planning, Engineering & Public Works				
Salaries	189,540.00	112,637.21	76,902.79	59.43%
FICA	15,165.00	8,356.24	6,808.76	55.10%
VSRS	15,260.00	8,814.03	6,445.97	57.76%
Health	33,275.00	19,652.50	13,622.50	59.06%
Disability	1,000.00	326.32	673.68	32.63%
Uniforms	2,500.00	880.55	1,619.45	35.22%
Contractual	7,000.00	3,862.34	3,137.66	55.18%

**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
GIS	2,400.00	400.00	2,000.00	16.67%
Recycling-2% CPI-U	236,640.00	137,405.37	99,234.63	58.07%
Trash Collection-2% CPI-U	240,000.00	133,813.58	106,186.42	55.76%
Street Lights	5,000.00	779.70	4,220.30	15.59%
Communications	12,000.00	5,972.27	6,027.73	49.77%
Safety Meetings/Safety Expenses	5,000.00	908.94	4,091.06	18.18%
Insurance	8,515.00	6,087.00	2,428.00	71.49%
Materials & Supplies	5,000.00	2,401.89	2,598.11	48.04%
Accreditation	-	-	-	0.00%
Repairs & Maintenance	5,000.00	2,200.05	2,799.95	44.00%
Gas & Tires	7,500.00	3,309.69	4,190.31	44.13%
Travel & Training	8,000.00	1,250.09	6,749.91	15.63%
Litter Control Grant	3,318.00	-	3,318.00	0.00%
Dues & Subscriptions	2,000.00	1,790.00	210.00	89.50%
Other	3,000.00	1,407.50	1,592.50	46.92%
Total Public Works	807,113.00	452,255.27	354,857.73	56.03%

PUBLIC BUILDINGS

Public Buildings

Salaries	27,300.00	12,131.01	15,168.99	44.44%
FICA	2,185.00	959.02	1,225.98	43.89%
Contractual	18,000.00	12,777.63	5,222.37	70.99%
Communications	3,000.00	1,662.19	1,337.81	55.41%
Utilities	54,000.00	19,557.75	34,442.25	36.22%
Insurance	11,265.00	7,875.00	3,390.00	69.91%
Materials & Supplies	5,000.00	1,027.54	3,972.46	20.55%
Repairs & Maintenance	36,000.00	22,526.74	13,473.26	62.57%
Rent Expense-Office Space	4,800.00	2,800.00	2,000.00	58.33%
Other	1,000.00	230.49	769.51	0.23
Total Public Buildings	162,550.00	81,547.37	81,002.63	50.17%

OTHER FINANCING USES

Transfers to Operating Reserves	-	-	-	100.00%
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**Town of Smithfield
General Fund Operating Budget**

Description	Adopted Budget 2015/2016	Actual as of 01/31/16	Remaining Budget	% of budget
Transfers to Restricted Reserves-Pinewood CDBG Project		76,398.50	(76,398.50)	100.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)		500,000.00	(500,000.00)	100.00%
Transfers to Restricted Reserves-Police Motorcycles		50,000.00	(50,000.00)	100.00%
Total Transfers To Reserves	-	626,398.50	(626,398.50)	100.00%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition-TM/PD	21,574.00	-	21,574.00	0.00%
HVAC	16,550.00	9,577.15	6,972.85	57.87%
Rescue Squad/Ball fields	48,930.00	28,289.41	20,640.59	57.82%
Line of Credit	450,000.00	-	450,000.00	0.00%
Interest and fiscal charges				
Public Building Acquisition-TM/PD	31,480.00	15,740.36	15,739.64	50.00%
HVAC	1,155.00	772.56	382.44	66.89%
Rescue Squad/Ball fields	12,430.00	7,285.79	5,144.21	58.61%
Line of Credit	7,000.00	-	7,000.00	0.00%
Total Debt Service	589,119.00	61,665.27	527,453.73	10.47%
Total General Fund Expenses	6,197,967.00	3,713,110.69	2,484,856.31	59.91%
Less Expenses related to capital projects:				
Legal Fees		-	-	
Professional Fees	(27,500.00)	(47,722.43)	20,222.43	
Pinewood Heights Relocation Project Expenses	-	(234,560.65)	234,560.65	
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	
Total Non-operating Expenses	(484,500.00)	(282,283.08)	(202,216.92)	58.26%
Total General Fund Operating Expenses	5,713,467.00	3,430,827.61	2,282,639.39	60.05%
Net Operating Reserve (+/-)	236,678.00	588,704.60	(352,026.60)	248.74%
Net Reserve (+/-)	669,618.00	1,228,632.29	(559,014.29)	183.48%

Adopted Budget 2015/2016	Actual 1/31/2016	Remain Budget	% of Budget
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Net Operating Reserves (Deficit)	669,618.00	1,228,632.29	(559,014.29)	183.48%
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**Capital Outlay
General Fund**

GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units				#DIV/0!
Renter Occupied Units		-	-	#DIV/0!
Vacant Lots		(24,000.00)	24,000.00	#DIV/0!
Subtotal Non CDBG Capital Acquisition	-	(24,000.00)	24,000.00	#DIV/0!
CDBG Capital Acquisition				
Owner Occupied Units		(12,000.00)	12,000.00	#DIV/0!
Renter Occupied Units		-		#DIV/0!
Vacant Lots		-		#DIV/0!
		(12,000.00)	12,000.00	
Subtotal CDBG Capital Acquisition	-	(12,000.00)	12,000.00	#DIV/0!
Total Pinewood Heights Relocation CIP	-	(36,000.00)	36,000.00	100.00%
TOWN COUNCIL				
None		-	-	
TREASURER				
MUNIS Conversion	(157,525.00)	(9,381.00)	(148,144.00)	5.96%
PARKS, RECREATION AND CULTURAL				
Smithfield Center Main Hall Speaker System	(8,560.00)	(8,408.21)	(151.79)	98.23%
WC Park Building Stabilization	(9,940.00)	(9,940.00)	-	100.00%
Kayak Storage	-	-	-	0.00%
Playground repairs	-	-	-	0.00%
Ball Fields possible purchase (deposits made)	-	(777,376.89)	777,376.89	0.00%

	Adopted Budget 2015/2016	Actual 1/31/2016	Remain Budget	% of Budget
PUBLIC SAFETY				
Police				
Police Vehicles	(99,173.00)	(104,325.82)	5,152.82	105.20%
Police Equipment-Tasers	-	(22,073.38)	22,073.38	100.00%
Tough Book MDTs/docking stations/workstation-3	(41,520.00)	(8,700.00)	(32,820.00)	20.95%
In Car Cameras-3	(35,700.00)	(14,685.00)	(21,015.00)	41.13%
Fire Vehicle	-	(25,000.00)	25,000.00	100.00%
PUBLIC WORKS				
Vehicles and Equipment	(14,000.00)	(5,912.00)	(8,088.00)	42.23%
Great Springs Road-Sidewalk	(100,000.00)	(100,000.00)	-	100.00%
Storage Shed	(7,200.00)		(7,200.00)	0.00%
PUBLIC BUILDINGS				
Police Evidence Building Improvements	(196,000.00)	(57,789.99)	(138,210.01)	29.48%
Storage Building Improvements	-	(43,275.00)	43,275.00	0.00%
4-ton split unit-PD	-	(5,765.00)	5,765.00	0.00%
Net Capital Outlay	(669,618.00)	(1,228,632.29)	559,014.29	183.48%
Net Reserves (Deficit) after capital outlay	-	-	-	#DIV/0!

**Town of Smithfield
Sewer Fund Budget**

	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	681,000.00	326,364.48	354,635.52	47.92%
Sewer Compliance Fee	496,000.00	236,644.42	259,355.58	47.71%
Miscellaneous Revenue	1,000.00	48.00	952.00	4.80%
Connection fees	39,500.00	22,790.00	16,710.00	57.70%
Total Operating Revenue	1,217,500.00	585,846.90	631,653.10	48.12%

**Town of Smithfield
Sewer Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	270,900.00	140,704.50	130,195.50	51.94%
FICA	21,675.00	10,232.43	11,442.57	47.21%
VSRS	20,180.00	11,005.65	9,174.35	54.54%
Health	56,225.00	28,376.23	27,848.77	50.47%
Uniforms	2,500.00	1,757.32	742.68	70.29%
Audit & Legal Fees	14,750.00	4,202.50	10,547.50	28.49%
Accreditation	-	-	-	0.00%
HRPDC sewer programs	887.00	683.50	203.50	77.06%
Professional Fees	15,000.00	4,010.00	10,990.00	26.73%
Maintenance & Repairs	63,125.00	26,110.87	37,014.13	41.36%
VAC Truck Repairs & Maintenance	7,500.00	471.57	7,028.43	6.29%
Data Processing	14,000.00	7,048.66	6,951.34	50.35%
Dues & Subscriptions	50.00	59.00	(9.00)	118.00%
Utilities	51,000.00	19,409.67	31,590.33	38.06%
SCADA Expenses	6,000.00	2,861.03	3,138.97	47.68%
Telephone	12,000.00	5,126.63	6,873.37	42.72%
Insurance	17,270.00	12,333.00	4,937.00	71.41%
Materials & Supplies	46,000.00	35,268.19	10,731.81	76.67%
Truck Operations	12,000.00	3,249.84	8,750.16	27.08%
Travel & Training	4,000.00	823.46	3,176.54	20.59%
Contractual	3,500.00	1,505.08	1,994.92	43.00%
Miscellaneous	600.00	614.39	(14.39)	102.40%

**Town of Smithfield
Sewer Fund Budget**

	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Bank service charges	-	-	-	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	639,162.00	315,853.52	323,308.48	49.42%
Operating Income before D&A Expense	578,338.00	269,993.38	308,344.62	46.68%
Depreciation & Amort. Exp.	380,000.00	217,806.14	162,193.86	57.32%
Operating Income (Loss)	198,338.00	52,187.24	146,150.76	26.31%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	2,400.00	(2,400.00)	0.00%
Availability Fees	103,000.00	59,880.00	43,120.00	58.14%
Contributed Capital-Smithfield Foods Rev Ln	11,890.00	11,843.52	46.48	99.61%
Interest Revenue	4,500.00	3,714.87	785.13	82.55%
Bond issue costs	-	-	-	0.00%
Interest Expense	(10,101.00)	(9,392.90)	(708.10)	92.99%
Total Nonoperating Revenues (Expenses)	109,289.00	68,445.49	40,843.51	62.63%
Net Income (loss)	307,627.00	120,632.73	186,994.27	39.21%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	0.00%
Availability Fees	(103,000.00)	(59,880.00)	(43,120.00)	58.14%
Contributed Capital-Smithfield Foods Rev Ln	(11,890.00)	(11,843.52)	(46.48)	99.61%
Compliance Fee	(496,000.00)	(236,644.42)	(259,355.58)	47.71%
Depreciation & Amort. Exp.	380,000.00	217,806.14	162,193.86	57.32%
Additional debt service costs-principal expense	(97,940.00)	(97,940.00)	-	100.00%
Total adjustments to CAFR	(328,830.00)	(190,901.80)	(137,928.20)	58.05%
Working adjusted income	(21,203.00)	(70,269.07)	49,066.07	331.41%

	Adopted Budget 2015/2016	Actual 1/31/2016	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	(21,203.00)	(70,269.07)	49,066.07	331.41%
Sewer SSO Consent Order	-	-	-	100.00%
MOA Compliance Plan	(40,000.00)		(40,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)	(21,300.00)	(3,700.00)	85.20%
MOA CIP Development	(28,000.00)		(28,000.00)	0.00%
RWWMP Development Coord Assistance	(20,000.00)		(20,000.00)	0.00%
Sewer Master Plan	(56,250.00)	-	(56,250.00)	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Work Order System		-	-	#DIV/0!
PW Security Gate		-	-	#DIV/0!
Main St & Mason ST CCTV & CIPP Lining		-	-	#DIV/0!
Removal, repair, replacement fiberglass pump		-	-	#DIV/0!
Antenna Poles at Jordan & Riverside Dr Pump Stations		-	-	#DIV/0!
SCADA Towers-Drummonds, Jersey Park, Watson		-	-	#DIV/0!
Arc Flash		-	-	#DIV/0!
Removal and reinstallation work at Watson Pump Station		(18,610.00)	18,610.00	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Moonefield		-	-	#DIV/0!
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent		-	-	#DIV/0!
4" Fairbanks Morse Submersible Run-Dry Pump-Lakeside		-	-	#DIV/0!
Sewer Main Repair-200 Block of Main Street		(17,753.00)	17,753.00	100.00%
Sewer Main Repair-Institute & 228 Main		-	-	#DIV/0!
Sewer extension-Carver & Pinewood		-	-	#DIV/0!
Main Street Pump Station-purchase/installation of bypass pump		-	-	#DIV/0!
Main Street/Mason-CCTV & CIPP Lining		(9,054.60)	9,054.60	100.00%
Impeller-Cypress Creek Golf Course		(5,385.00)	5,385.00	100.00%
By-pass pump-(which lift station)	(100,000.00)		(100,000.00)	0.00%
Sewer Capital Repairs	(100,000.00)	(29,131.86)	(70,868.14)	29.13%
Pump Station Upgrades		-	-	#DIV/0!
Truck/Equipment	(16,500.00)	(7,883.00)	(8,617.00)	47.78%
Net Capital Outlay	(389,071.00)	(109,117.46)	(279,953.54)	28.05%
Net Reserves (Deficit) after capital outlay	(410,274.00)	(179,386.53)	(230,887.47)	43.72%
Funding from Development Escrow	56,250.00	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	38,031.86	61,968.14	38.03%
Funding from Sewer Compliance Fee	213,000.00	44,017.60	168,982.40	20.67%
Draw from operating reserves	41,024.00	-	41,024.00	0.00%
Funding from Bond Escrow (released from refinance)		-	-	#DIV/0!
Net Cashflow	-	(97,337.07)	41,087.07	#DIV/0!

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,423,185.00	702,920.95	720,264.05	49.39%
Debt Service Revenue	189,712.00	90,439.75	99,272.25	47.67%
Miscellaneous	1,000.00	1,146.75	(146.75)	114.68%
Connection fees	16,500.00	9,280.00	7,220.00	56.24%
Application Fees	8,654.00	5,166.00	3,488.00	59.69%
Total Operating Revenue	1,639,051.00	808,953.45	830,097.55	49.35%

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Expenses				
Salaries	404,060.00	209,473.94	194,586.06	51.84%
FICA	32,325.00	15,497.82	16,827.18	47.94%
VSRS	28,115.00	14,049.08	14,065.92	49.97%
Health	67,885.00	31,149.94	36,735.06	45.89%
Uniforms	3,255.00	1,293.62	1,961.38	39.74%
Contractual	12,000.00	10,789.33	1,210.67	89.91%
Legal & Audit	15,000.00	7,803.75	7,196.25	52.03%
Accreditation	-	-	-	0.00%
Maintenance & Repairs	21,000.00	3,800.00	17,200.00	18.10%
Water Tank Maintenance	105,091.00	26,181.44	78,909.56	24.91%
Professional Services	20,000.00	18,353.46	1,646.54	91.77%
Regional Water Supply Study	1,689.00	1,275.75	413.25	75.53%
Data Processing	14,000.00	7,048.66	6,951.34	50.35%
Utilities	2,000.00	107.68	1,892.32	5.38%
Communications	13,000.00	5,126.66	7,873.34	39.44%
Insurance	26,900.00	19,143.00	7,757.00	71.16%
Materials & Supplies	75,000.00	58,988.18	16,011.82	78.65%
Gas and Tires	15,000.00	4,953.55	10,046.45	33.02%
Dues & Subscriptions	1,000.00	430.00	570.00	43.00%
Bank service charges	1,200.00	788.83	411.17	65.74%
Travel and Training	4,000.00	1,631.00	2,369.00	40.78%
Miscellaneous	9,500.00	7,296.74	2,203.26	76.81%
RO Annual costs				
Power	103,560.00	54,534.50	49,025.50	52.66%

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Chemicals	57,332.00	22,873.32	34,458.68	39.90%
HRSD	269,800.00	119,442.49	150,357.51	44.27%
Supplies	20,000.00	8,370.88	11,629.12	41.85%
Communication	9,030.00	5,047.46	3,982.54	55.90%
Travel and training	2,500.00	1,874.98	625.02	75.00%
Dues & Subscriptions	400.00	400.00	-	100.00%
Maintenance and Repairs	40,000.00	28,686.07	11,313.93	71.72%
Bad debt expense	-	-	-	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,374,642.00	686,412.13	688,229.87	49.93%
Operating Income before D&A Expense	264,409.00	122,541.32	141,867.68	46.35%
Depreciation & Amortization Expense	365,000.00	193,780.23	171,219.77	53.09%
Operating Income (Loss)	(100,591.00)	(71,238.91)	(29,352.09)	70.82%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	2,400.00	(2,400.00)	100.00%
Availability Fees	68,000.00	39,720.00	28,280.00	58.41%
Insurance Recoveries	-	15,404.86	(15,404.86)	#DIV/0!
Cash Proffers-Water Tank			-	#DIV/0!
Interest Revenue	6,800.00	5,941.70	858.30	87.38%
Well Nest Construction Contribution	(70,000.00)	-	(70,000.00)	0.00%
Interest Expense	(42,583.00)	(43,453.69)	870.69	102.04%
Total Nonoperating Revenues (Expenses)	(37,783.00)	20,012.87	(57,795.87)	-52.97%
Net Income (Loss)	(138,374.00)	(51,226.04)	(87,147.96)	37.02%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(2,400.00)	2,400.00	#DIV/0!
Availability Fees	(68,000.00)	(39,720.00)	(28,280.00)	58.41%
Bad Debt Expense	-	-	-	#DIV/0!
Debt Service Revenue	(189,712.00)	(90,439.75)	(99,272.25)	47.67%
Depreciation & Amort. Exp.	365,000.00	193,780.23	171,219.77	53.09%
Additional debt service costs-principal expense	(381,887.00)	(381,886.98)	(0.02)	100.00%

**Town of Smithfield
Water Fund Budget**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Total adjustments to CAFR	(274,599.00)	(320,666.50)	46,067.50	116.78%
Working adjusted income	(412,973.00)	(371,892.54)	(41,080.46)	90.05%

Adopted Budget 2015/2016	Actual 1/31/2016	Remain Budget	% of Budget
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Water Fund

Net Operating Reserves (Deficit)	(412,973.00)	(371,892.54)	(41,080.46)	90.05%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Water Master Plan	(56,250.00)		(56,250.00)	0.00%
Vehicle/Equipment	(16,500.00)	(7,883.00)	(8,617.00)	47.78%
RO auxiliary diesel fuel tank (generator)	(5,100.00)		(5,100.00)	0.00%
RO Cleaning System Upgrades	(18,000.00)	-	(18,000.00)	0.00%
RO 3rd Stage Removal	(15,000.00)		(15,000.00)	0.00%
System Improvements	(50,000.00)	(5,400.00)	(44,600.00)	10.80%
Main Street Water Main Upgrade Phase I	(240,094.00)		(240,094.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(330,000.00)	(7,587.81)	(322,412.19)	2.30%
Net Capital Outlay	(734,265.00)	(20,870.81)	(713,394.19)	2.84%
Net Reserves (Deficit) after capital outlay	(1,147,238.00)	(392,763.35)	(754,474.65)	34.24%
Financing-Main St. Water Main, Water Line replace	570,094.00			
Operating Reserves	121,834.00	-	121,834.00	0.00%
Water Treatment Escrow	38,100.00		38,100.00	0.00%
Water Development Escrow	56,250.00	-	56,250.00	0.00%
Water Capital Escrow	50,000.00	5,400.00	44,600.00	10.80%
Debt Service fees applied to debt	310,960.00	331,923.06	(20,963.06)	106.74%
Net Cashflow	-	(55,440.29)	(514,653.71)	#DIV/0!

**Town of Smithfield
Highway Fund**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Revenue				
Interest Income	185.00	110.40	74.60	59.68%
Sale of equipment	6,000.00	-	6,000.00	0.00%
Revenue - Commwlth of VA	1,061,479.00	552,012.10	509,466.90	52.00%
Total Highway Fund Revenue	1,067,664.00	552,122.50	515,541.50	51.71%

**Town of Smithfield
Highway Fund**

Description	Adopted Budget 2015/2016	Balance as of 01/31/16	Remaining Budget	% of budget
Expenses				
Salaries	238,150.00	122,067.61	116,082.39	51.26%
FICA	19,055.00	8,910.13	10,144.87	46.76%
VSRS	18,070.00	10,162.54	7,907.46	56.24%
Health	41,680.00	23,481.07	18,198.93	56.34%
Uniforms	3,100.00	1,623.65	1,476.35	52.38%
Engineering	-	-	-	0.00%
Grass	20,000.00	8,475.36	11,524.64	42.38%
Maintenance	560,701.00	281,320.09	279,380.91	50.17%
Asphalt/Paving		65,983.79	(65,983.79)	
Ditching		151,638.28	(151,638.28)	
Traffic Control devices		11,422.70	(11,422.70)	
Other (maintenance)		3,546.72	(3,546.72)	
Other (lawnmowers, landscaping, etc)		47,500.44	(47,500.44)	
Structures and Bridges		-	-	
Ice and Snow removal		1,101.03	(1,101.03)	
Administrative		127.13	(127.13)	
Storm Maintenance		-	-	
Street Lights	106,000.00	52,029.67	53,970.33	49.08%
Insurance	14,372.00	10,434.00	3,938.00	72.60%
Miscellaneous-bank charges			-	0.00%
VAC Truck Repairs	2,500.00	86.56	2,413.44	3.46%
Gas and Tires	10,000.00	3,021.22	6,978.78	30.21%
Stormwater Management Program (regional)	1,215.00	1,421.25	(206.25)	116.98%
Total Highway Fund Expense	1,034,843.00	523,033.15	511,809.85	50.54%
Net Reserves (+/-)	32,821.00	29,089.35	3,731.65	88.63%

Adopted Budget 2015/2016	Actual 1/31/2016	Remain Budget	% of Budget
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HIGHWAY

Net Operating Reserves (Deficit)	32,821.00	29,089.35	3,731.65	88.63%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
Vehicles and Equipment	(16,500.00)	(14,271.00)	(2,229.00)	86.49%
Beautification	(5,000.00)		(5,000.00)	0.00%
Mower	(8,000.00)	-	(8,000.00)	0.00%
Net Capital Outlay	(32,821.00)	(14,271.00)	(18,550.00)	43.48%
Net Reserves (Deficit) after capital outlay	0.00	14,818.35	(14,818.35)	#DIV/0!
Carryover from FY2015		<u>92,151.75</u>		
Net Adjusted Reserves (deficit)		106,970.10		

Notes: January 2016

GENERAL FUND

Revenues:

Current Real Estate

Real estate payments are being posted daily. Through February 13, 2016 we have posted \$1,687,197 (100.73%)
Total remaining outstanding RE 2015 is \$44,069.

Delinquent Real Estate

Through February 13, we have posted \$19,848 in delinquent real estate. Since delinquent notices have been processed we are currently working on a list of accounts with 3 years outstanding to turn over to the town attorney.

Current Personal Property

Current personal property collected through February 13 totals \$787,016 (91.31 %) including the personal property tax relief of \$240,794 remitted by the state. Collections for the same period last year totaled \$827,337 (96%). There are *still* currently 6 business accounts outstanding that total almost \$16,000 collectively, but the remaining balances are numerous accounts below \$500. Delinquent notices are being processed now. Outstanding 2015 PP totals \$106,073 which is significant. We are also working on supplemental bills so they will generate additional revenue/collections as well.

Delinquent Personal Property

The majority of delinquent collections are paid with current year personal property. We will also bill prior years with supplemental billings throughout the year. As of February 13, we have collected \$6699 which is \$8937 less than prior year. Outstanding balances for prior years will be included on the 2015 delinquent PP notices.

Franchise Tax

The franchise tax will be paid in the last quarter of the fiscal year, usually May and June.

Cigarette Tax

Sold 306,340 tax stamps through January 2016 which is 41,800 more stamps than sold through the same period last year. Revenues are \$24,282 higher than year to date January 2015. A large refund (\$7,542) was made to CVS in December 2014.

Transient Occupancy

Transient occupancy tax payments for July 2015 totaled \$55,220 which was even higher than July 2014 revenue of \$49,545. This revenue was accrued for June 2015, however, so it was backed out of the 2015 revenue. Transient occupancy for quarter ended December 31, 2015 was collected in January; however, one business is delinquent which is why the % is significantly below budget. We should be at approximately 50% instead of the almost 40% reflected.

Meals Tax

Meals tax revenues of \$220,329 were collected in July 2015. Like TO, these revenues were accrued for June 2015 and backed out of 2015 totals. FY2016 revenues collected from August through January are \$106,576 higher than January 2015.

Communications Tax

Communications tax from the state runs 2 months behind so revenue for January reflects July through November 2015 communications tax that is \$3225 less than prior year.

Sales Tax

Sales tax from IOW County also runs 2 months behind since it is received from the state. Revenue of \$134,473 represents July through Nov 2015 and is \$6921 greater than the same period last year.

Consumption Tax/Utility Tax

Utility/Consumption taxes are generally very flat and do not vary much from year to year. The January

utility tax (for July through December) is \$1452 greater than FY2015 and consumption tax is \$500 higher.

Business License Tax

Business license taxes are due on April 15 so most of this line item is collected in the spring. Of the \$22,898 posted through January, \$21,223 reflects collection of delinquent licenses for 2012 through 2015 but is primarily (91%) made up of new business and delinquent accounts for 2015.

Permits & other licenses

Permits and other licenses are made up of sign permits (\$370), zoning permits (\$3500), yard sale permits (\$470), E&S fees (\$1350 from Dominion Bldg for 5 lots on Monticello Ct & 4 on Montpelier Way, \$300 from Atlantic Homes for 112 & 114 St. James St, & \$150 from Sasser Construction for 1026 Cypress Creek Pkwy), ROW permit (\$2670 including \$2110 from Creative Structures for O'Reilly's Auto Parts, \$140 Columbia Gas), golf cart permit (\$30) and the peg channel fee (Charter-\$925).

Inspection Fees

Dominion Building paid \$300 for Monticello Court Lots 53-57 & \$300 for Montpelier Way Lots 20-23, Atlantic homes paid \$600 for 112 & 114 St. James Ave., and Sasser Constructon paid \$300 for 1026 Cypress Creek Pkwy,

WC Dog Park Registration

Registrations are \$201 less than January 2015. Registrations are sold throughout the year but most of the revenue is collected in January when the registration fee renews. We have collected an additional \$110 through February 13.

Review Fees

Review fees through September 2015 are as follows:
Roddham T. Delk, Jr.- \$150-plat review
Cypress Creek Development \$300-2 plat reviews
Dominion Builders-\$150 plan review
Daniel T Cox-\$150 for plat review 22-01-005A
Work Program Architect-\$850 Smfd Foods parking lot expansion
Mark Calhoon-\$150 for plat review 22B-11-003/004

Vehicle License Tax

Vehicle license taxes are included on the personal property tax bills and are largely collected during November and December. Collections through February 13 total \$119,482 (82%) which is \$9,220 less than the collections for the same period last year. We still have delinquents to process as well as supplemental bills. Total VL collections for FY2015-\$148,712.00

Fines & Costs

Fines and costs are \$1831 more than revenue for the same period in FY2015. Revenue represents payment for July through November.

Smithfield Center Vendor Programs

Vendor revenues are collected in January and February for the upcoming calendar year. We have collected \$400 less than January 2015.

Kayak Rentals

Kayak rentals have now been closed for the winter season. They will resume in the spring. Collections to date are \$2796 more than the same period last year.

Special Events

Special events of \$6789 is \$2262 more than January 2015. Per Amy the cancelation of the Bacon Fest due to weather had a negative impact of approximately \$2500 which would have made collections almost \$5000 higher.

Museum Program/Lecture Fees

It is noteworthy that the museum is already at 86% of budget for programs and lecture fees that assist with offsetting its annual operating expenses.

Other Revenues

This line item is at almost 79% of budget. While not a significant budget item it does include \$701 in grass cutting revenues (for neglected lots), \$395 in accident report fees, and \$426 in capital credit refunds from Community Electric in addition to several smaller items.

Virginia Municipal Group Safety Grant

The Town applied for annual safety grant funds from the Virginia Municipal Group and received \$4000 for FY2016.

This grant has been received annually for several years and helps to support safety training and equipment for the public utilities department.

From Reserves

Operating Reserves

Through January we used \$27,862 of operating reserves. We would have had a large transfer to operating reserves instead of from operating reserves but we utilized \$777,377 to purchase the ball field property until a loan is put into place.

Intergovernmental Virginia

Law Enforcement

The law enforcement grant is paid quarterly, so the next payment should be received in March.

Litter Control Grant

This grant is received annually from the Commonwealth of Virginia. Budget is based on the prior year's award, but the grant for 2016 exceeded the award for 2015.

Asset Forfeiture

The Police Department received \$2857 in asset forfeiture proceeds but \$1587 of seizure funds had to be turned over to the state. Those funds are reflected under the PD departmental expenses.

Triad Grant

Last year this grant was received in December, but we have not yet received the funding for 2016. The funds will be used for the annual TRIAD conference held at the Smithfield Center.

Fire Program Funds

The pass through funds from the state are paid once the annual request has been submitted. This has not yet been done for 2016.

Intergovernmental Federal

Pinewood Heights CDBG Relocation Grant-Phase II

Received \$81000 in CDBG funds for owner occupied acquisition reimbursement. We will need to amend the 2016 budget to reflect the remainder of Phase II MY2 that was not finished in FY2015.

Insurance Recoveries

Received \$2625 from VML for repairs to 2 police vehicles (collision).

Contributions-Smithfield Foods -WC

Reimbursement from Smithfield Foods as follows:
\$9940 - WC Outbuildings job-THG Construction
\$2944.87-Asbestos inspections
\$9569.75-outbuildings-professional services

Contributions-Historic Smithfield

Reimbursement for 1/2 of consulting fees for Pierceville regarding evaluation of the rezoning application and impact on historic district design guidelines as well as historic structures at Pierceville.

Contributions -Public Safety

Received \$50,000 contribution from Smithfield Foods for the purchase of 2 police motorcycles.

Contributions-Smithfield Foods

Received 1/2 of \$1,000,000 commitment from Smithfield Foods for the proposed ball field complex.

Expenses:

All Departments

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Insurance

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

Dues & Subscriptions

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

Town Council

Legal fees Includes \$19,688 from Troutman Sanders regarding annexation consulting and \$1177 from Wilcox & Savage for human resources consulting (VRS).

Professional services Professional services paid through November are as follows:
Frazier Associates-\$1292.50 for Smithfield Cary & Main (Pierceville)
Insercorp-\$3750-town website design
Alpha \$2047-Pierceville Property
Kimley-Horn-\$11935.18-Smithfield Baseball evaluation
Canada Land Surveying-\$4500 for Phase I & Phase II Clontz Park
Kimley-Horn-\$4600-Smithfield Boat Ramp

Treasurer

Cigarette Tax Stamps Placed an order for one case of stamps (540,000 stamps). One order usually lasts an entire fiscal year.

Police

Service Contracts

Includes \$20,923 to Sungard Public Sector for OSSI system and State Livescan interface, monthly Gately charges (\$634x6 = \$3804), RICOH copier charges totaling \$1650, Computer Projects of II, Inc. of \$347 for annual openfox messenger license and maintenance, \$4434 to ID Networks for annual livescan hardware and software maintenance, and \$540 to BETA Systems for certification of 27 sets of tuning forks.

Insurance-LODA

This reflects an annual payment for Line of Duty Act benefits for our certified officers.

Special Events

Includes \$283 to AVES for COED PJ at National Night Out (NNO), \$205 to NATW for NNO banner, \$25 for postage related to NNO, \$150 for National Night Out Pizza Party, and \$272 to BOA.

Fire Department

Fuel Fund & Travel

This line item is a budgeted incentive for the volunteer firemen based on the number of calls to which they respond during the year. It is normally paid in the last quarter of the fiscal year.

State Pass Thru

The state pass thru funds are contingent upon submission of a request from the local fire department in conjunction with the Town. This application has not yet been submitted for 2016.

Contributions - Public Safety

E911 Dispatch Center

Currently we are paying a monthly allocation of the Town's communications tax receipts to IOW County as part of its contribution to the central dispatch center. We will also need to pay a portion of 2016 budgeted expenses once we agree upon the 2015 true up.

Fire Department Rescue Truck

Last year installment #5 was paid in January. This year's request was paid in February. We committed to \$70,000 so we will have 1 additional year after this year.

Parks Recreation & Cultural

Smithfield Center

<u>Health Insurance</u>	This line item will need a budget amendment. We were required to offer health/dental to a part-time employee who met the criteria for coverage eligibility based on the number of hours consistently worked.
<u>Travel & Training</u>	Includes \$176 for employee retreat to James City County (paddle boards, kayak, refreshments), \$485 for registration, and \$1131.12 for travel/lodging to the 2015 NRPA Annual Conference-A Musick.
<u>Repairs & Maintenance</u>	Includes: Windsor Fire Extinguisher Service LLC-\$1689.90-troubleshoot, rebuild backflow device, backflow for front lawn sprinklers Atlantic Lift Systems-\$1115.97-Annual inspection of scissor lift Windsor Fire Extinguisher Service LLC-\$1685.72-install hinged outswing window for emergency exit Paid Epps Inc. \$4800 to stain the back deck.
<u>Event Deposits</u>	Refunded 9 customers from July through January for a total of \$3450.56.
<u>Contributions-Parks, Recreation and Cultural</u>	
<u>Hampton Roads Planning District Commission</u>	Three quarterly payments of \$2269. As with last year, the actual invoice is greater than the adopted budget (\$399).
<u>Isle of Wight Arts League</u>	The Town paid its portion of the annual state matching grant and has also remitted the passthrough funding received from the state.
<u>Friends of the Library</u>	Paid \$3052 to The Friends of the Library as approved for needed building improvements.
<u>Windsor Castle</u>	
<u>Grass Cutting</u>	The total to date represents 16 weeks of grass cutting (\$762.57/cut), 5 charges for weeding, pruning, shaping shrubs (\$775.90 each), and 1 requested mowing at the beer garden (\$175).
<u>Kayak/watersport expenses</u>	Purchase of several paddle boards to add to the list of available rentals at the park.
<u>Professional Services</u>	Alpha Corporation - on call PM Services-Windsor Castle Outbuildings-\$12,515 Draper Aden-\$1640-Windsor Castle Park Expansion/Renovation
<u>Museum</u>	
<u>Contracted services</u>	Includes: Guardian Security Systems-\$840 for monthly monitoring from 11/25/15 to 11/24/16 Xerox Copier - \$115.29 for 6 months (\$691.74) Pastperfect Museum Software-\$299.00 for annual software support
<u>Insurance</u>	This was an oversight on my part during budget. Last year we did not include the museum staff in our workers' compensation allocation until year end so they did not get picked when reviewing the 2015 statements for budget projections.
<u>Sales & Use Tax</u>	This line item will increase as gift shop sales increase so even though we are over 90% through 7 months of the year, sales are strong (67% of budget) and will help to support the gift shop.
<u>Other Parks & Recreation</u>	

<u>Jersey Park Playground</u>	Hardwood Mulch-\$400- black mulch; GameTime-\$1949.23 for replacement slide
<u>Pinewood Playground</u>	Hardwood Mulch-\$400- black mulch
<u>Clontz Park Pier Maintenance</u>	Includes Dominion VA Power for lighting (\$224), AVES-porta potties (\$659), Eck Supply-MVR100/Med MH Lamp (\$180), Smithfield Glass & Mirror (\$222) for 60 plexiglass lamp lenses, and various small items from True Value (\$92).
<u>Cypress Creek No-Wake Zone</u>	L&L Marine-\$875- to post new signs and Major Signs-\$470 for 2 48"x48" epanel reflective signs reading "No Wake"
<u>SNAP Program</u>	This program was established with the community wellness initiative and grant through the Obici Foundation. The program was not budgeted for this year since the Farmers Market had indicated they'd like to go in another direction, but to date they have continued the program and requested reimbursement for market vendors.
<u>Waterworks Dam</u>	Paid Draper Aden \$5323 for engineering services for Smithfield Dam. Also paid \$120 to Spivey Rentals Inc. for 2 specialty signs - "Danger No Trespassing Spillway".
<u>Veterans War Memorial</u>	\$402.24 to Bennetts Creek Nurseries for petunias and begonias, \$101.54 to Dominion Virginia Power, and \$73.68 to Southern Shores for monthly landscaping maintenance
<u>Fireworks</u>	Payment to IOW County for town's portion of annual July 4th fireworks.

Community Development

<u>Pinewood Heights</u>	We paid moving costs to one Section 8 renter in July -110 Carver and one homeowner-53 Carver- in August. We also acquired one homeowner property and 2 vacant lots in August. In October we were able to relocate the homeowner from 53 Carver who property was purchased in August. There was no activity in November other than payment of consulting fees and demolition of 2 duplexes (checks being held pending completion of site cleanup) The only activity in December was signage and advertising for Phase III totaling \$1430. In January we paid \$5117 to Community Planning Partners for precontract administration of Phase III. We have received reimbursement of \$81000 from VDHCD. Budget will have to be amended for the remainder of Phase II and the new contract for Phase III.
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Contributions-Community Development

<u>Chamber of Commerce</u>	Payment of annual contribution for services provided.
<u>Tourism</u>	Normally we approve payment of 1/2 of the annual budget commitment in December or January. I have held off on this pending satisfaction on the 2015 E911 true up.
<u>Western Tidewater Free Clinic</u>	Payment of annual contribution as requested by the clinic.
<u>YMCA</u>	This was paid in February.

Public Buildings

<u>Contractual</u>	Paid \$4422 to Windsor Fire Extinguisher for annual monitoring/inspections of the Police Dept, Town Manager's Office, and Town Hall and \$3534 to Fonality for phone software & support agreement for Town Hall & PD. Also includes payments to AVES for trash pickup (\$1006), Orkin/Terminix (\$1686) for pest control services, Windsor Fire Extinguisher Service (\$1327) for labor to replace batteries in key fobs & isolate
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panel faults (TH), troubleshoot gamewell panel and FACP fault, and replace fire alarm horn strobe at PD, Windsor Fire Extinguisher Service (\$393) for service call to PD regarding smoke detector, and \$408 to CDW for software protection (24 @ \$17 each).

Repairs & Maintenance

Spent \$2579 in January with the largest charges being:
Bennetts Creek Nursery-\$939.40 for mums and pansies
Smithfield True Value-\$997.46 of which \$583 was for posts and 100' chain for 315 Main Street.
Other significant charges to date:
Atlantic Constructors-\$3485.00-replace mini split serving data room
Goodrich & Sons-\$3800-prune trees, bushes-parking lot between Main and Grace, sidewalk by Main (not eligible for highway maintenance funds)
Grainger-\$1240.20-30 fluorescent bulbs & an electric unit heater
Overhead Door-\$2270-replace complete operator on door-Town Hall
Overhead Door-\$775-installed springs, lube, and inspected door-PW building
Atlantic Constructors-\$635-replace tvx on janitrol system

Other Financing Uses

Transfers to Restricted Reserves-Special Projects-CDBG Pinewood

As of January 31, we have collected \$76,398 more in meals tax and CDBG reimbursements than has been spent to date. This reserve will be applied to Pinewood project expenses going forward.

Transfers to Restricted Reserves-Special Projects-Ball Field

We received \$500,000 from Smithfield Foods to be used exclusively for the Ball Fields. Those funds are shown as revenue and then shown as a transfer to restricted reserves to remove them from available operating revenues.

Transfers to Restricted Reserves-Police Motorcycles

We received \$50,000 from Smithfield Foods for the purchase of 2 police motorcycles.

CAPITAL OUTLAY

COMMUNITY DEVELOPMENT

Pinewood Heights

Purchased one owner occupied property and 2 vacant lots.

PARKS, RECREATION AND CULTURAL

Smithfield Center Main Hall Speaker System

Paid Productive AV for installation of budgeted Main Hall Speaker system.

WC Park Building Stabilization

Paid THG Construction \$9940 for work on the outbuildings.

Ball field property

Purchased 2 parcels for future ball field complex.

PUBLIC SAFETY

Police Vehicles

Purchased 3 police vehicles from Southern Dodge Auto Group as budgeted and included outfitting from Atlantic Communications and Kustom Signals (radar)

Police Equipment - Tasers

Non-budgeted item approved by council to replace outdated tasers. A budget amendment will be made to reflect this expense.

Tough Book MDTs

3 New toughbooks for the 3 new vehicles.

In-Car Cameras

Purchased for the 3 new police vehicles.

Fire Vehicle

Purchased a fire vehicle for \$25000 through GOVDEALS. This vehicle will be transferred to the Fire Dept and they will reimburse the town for the purchase.

PUBLIC WORKS

Vehicles and Equipment

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561.

Great Springs Road Public Sidewalk

Budgeted contribution to IOW County for sidewalk project-Might need to be moved to operations side of financial statement.

PUBLIC BUILDINGS

Police Evidence Building Improvements

Spent \$57790 to date on project management and architectural services for renovation of the old rescue squad building.

Storage Building Improvements

Paid T H G Corporation \$41,500 through November for improvements to the old storage building located behind the PD to be used for records by the TM department. Also paid \$1775 for a dehumidifier, upgrade light fixtures and install wall switch.

Atlantic Constructors

Processed a check for \$5765 for new 4-ton split system at PD. The check has been held pending an actual invoice. We only received a proposal.

SEWER

Revenues

Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2015 financial statements. Half of the August billing was also accrued. The Jul/Aug billings/consumption are reflected in the graphs in order to show continuous data for the utility system. As of January 31 the sewer charges are \$7,705 lower than prior year. Sewer compliance fees are fairly steady since they are fixed charges based on connections. Year to date January is \$1026 higher than prior year indicating some new growth.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. In the month of July, we received payment for 6 connections at \$1580 (5/8" meters), one at \$2250 in August (3/4" meter), 3 at \$1580 (5/8" meters) for November, and 4 at \$1580 (5/8" meters) in December. This is a total of 14 connections year to date.

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Uniforms

Sewer running over budget with addition of 2 maintenance helpers (50% sewer) that had to be outfitted (set up fees). This cost will be reduced with the new contract.

HRPDC-Sewer Programs

Paid 3 quarters to Hampton Roads Planning District Commission for wastewater program.

Insurance

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

Materials & supplies

Includes \$4142 in diesel pump rentals with Xylem as part of storm preparation. Also includes \$2307 (1/2 of charges) for gasalert system to be offset by VML Safety

Grant (to be moved from general fund), and \$950 (1/2 of charges) for heavy patch to level up ground manholes in Waterford Oaks. In January paid HD Supply \$3692.40 for numerous parts.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Received \$2400 from Atlantic Homes for 112 & 114 St. James.

Availability fees

Like connection fees, we have received 13 at \$4120 each and 1 at \$6320.

Contributed Capital-Smithfield Foods

Reimbursement from Smithfield Foods of VA Revolving Loan principal.

Interest expense

Paid the 2nd semi-annual payment of refunded bond. The balance remaining will be adjusted with the year end accrual.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

The refinanced loan is paid semi-annually but only has one principal payment for the year so it is paid in full for FY2016.

SEWER CAPITAL

MOA Flow Monitoring

Paid \$7700 to REW for installation of flowmeter at Pinewood Pump Station, \$7600 at Moonefield Pump Station, and \$6000 at Morris Creek Pumping Station

Watson Wet Well

REW Corporation-\$8900 for labor and materials for removal and reinstallation of hatch, pump, guide rails, vent piping, suction piping, and reconnect of pump leads.
\$9710 to Commonwealth Epoxy Coatings Inc- wet well rehab at Watson Drive Pump Station

Sewer Main Repair-200 Block of Main Street

Paid Lewis Construction \$17753 for repairs to 200 Block of Main Street.

Main Street & Mason St. CCTV and CIPP Lining

Paid \$9054.60 to Lewis Construction for remaining balance of contract work totaling \$39,899.95 (in prior year).

Impeller

Paid \$5385 to Sydnor Hydro for impeller at Cypress Creek Golf Course

Sewer Capital Repairs

\$20,526 to Lewis Construction for S Mason St - sewer lateral rehab
\$8605 to Lewis Construction for extra new sewer lateral-Windsor Ave.

Vehicles

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to SWR was \$7883.

WATER

Revenues

Water Charges/Debt Service Revenue

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2015 financial statements. Again, half of the August billing was accrued for June 2015 and the other half is shown on the August statements. This holds true for the debt service revenue as well. The graphs again show the Jul/Aug billings/consumption for tracking/trend purposes. As of January 31 the water charges are \$59,923 lower than prior year (prior year error in Book #12 of \$43,592 not corrected until February).

Even without that error, billing would be \$16,331 less than prior year as of the end of January. Debt service is a flat fee based on connections so it does not fluctuate significantly. Debt service revenues through December are \$448 higher than prior year.

Miscellaneous

The sale of miscellaneous items through January are as follows:
John C Croston-\$98-water meter base
Today Homes Inc.-\$100-lid and box-110 Glen Eagles
Dominion Bldg Corp-\$200-3 meter boxes, 1 lid-210, 212, 214 Monticello Ct.
Hampton Roads Golf Mgt LLC-\$748.75-9 water meter boxes, 13 water lids

Connection Fees

The Town has collected on 13 accounts at \$660 (5/8" meters) and 1 at \$700 (3/4" meter).

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Contractual

Paid \$5055 to HD Supply for annual neptune support contract for meter reading equipment and \$850 for Software support. Also paid JR Reed \$4076 for water sample testing, Pubworks \$733 for work order/inventory system support, and Terminix \$75 for quarterly pest control services.

Professional Services

Includes \$11,165 to Draper Aden for Well Nest/DEQ GWWP Compliance.
Paid \$400 to Draper Aden to Smithfield Policy Review-Utilities
Paid \$6788 to Kimley Horn for WTP Project Management & Testing.

HRPDC-Regional Water Supply

Paid 3 quarters to Hampton Roads Planning District Commission for regional water program.

Insurance

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

Materials & Supplies

Paid \$6103 in January to HD Supply for radio read meters, check valves, couplings, adapters, meter boxes, risers, and lids. This account is always difficult to track with budget because it will be adjusted at year end based on the final inventory count.

Miscellaneous

Includes 3 quarterly payments of \$2184 to VDH-Waterworks Technical Assistance Fund (\$6552). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

Travel & Training-RO

VT Continuing Education-registration (Jack Reed, Jessie Snead) and lodging, Water Jam-training Dale Wall

Maintenance & Repairs-RO Plant

Includes \$5954 paid to REW for repairs at WTP for lightning damage causing defective equipment and \$5270 to Rosemount Inc for magnetic flowmeter flowtubes and transmitters.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Received \$2400 from Atlantic Homes for 112 & 114 St. James.

Availability Fees

We have received 13 at \$2720 and 1 at \$4360.

Insurance Recoveries

Received \$15405 from VML for repairs for lightening damage at RO plant.

Interest Expense

Paid the 2nd semi-annual payments due on both refunded bonds and the VML/VACO bond for the RO plant and South Church St waterline replacement. No debt service payments remain for the year and the overage will

be eliminated once the year end accruals are made.

WORKING ADJUSTMENTS TO CAFR

Additional debt service costs-principal expense

All principal payments have been made for the year.

Water Capital

Vehicles

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to WTR was \$7883.

System Improvements

Paid Lewis Construction \$5400 for new 3/4 water service completion on S Mason

Water line replacement-Cypress Creek Bridge

Paid Lewis Construction \$7588 for labor and materials to repair the 8" water main at the Smithfield Station Bridge. This is not a permanent solution but will delay the urgency of the eventual replacement.

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

We have received two quarterly state maintenance contributions. The payments are higher than originally budgeted and should net an additional \$42,545 for the year.

Expenses

Salaries

Salaries have been reduced by accrued payroll entries for June 2015.

Insurance

Represents 3 of 4 quarterly payments to VML for property/casualty and workers' comp insurance.

Stormwater Management Program (regional)

Represents 3 quarterly payments to HRPDC for the storm water program. After 3 quarters we have already exceeded the expected budget. The difference will be deducted from available maintenance funds.

Highway Capital

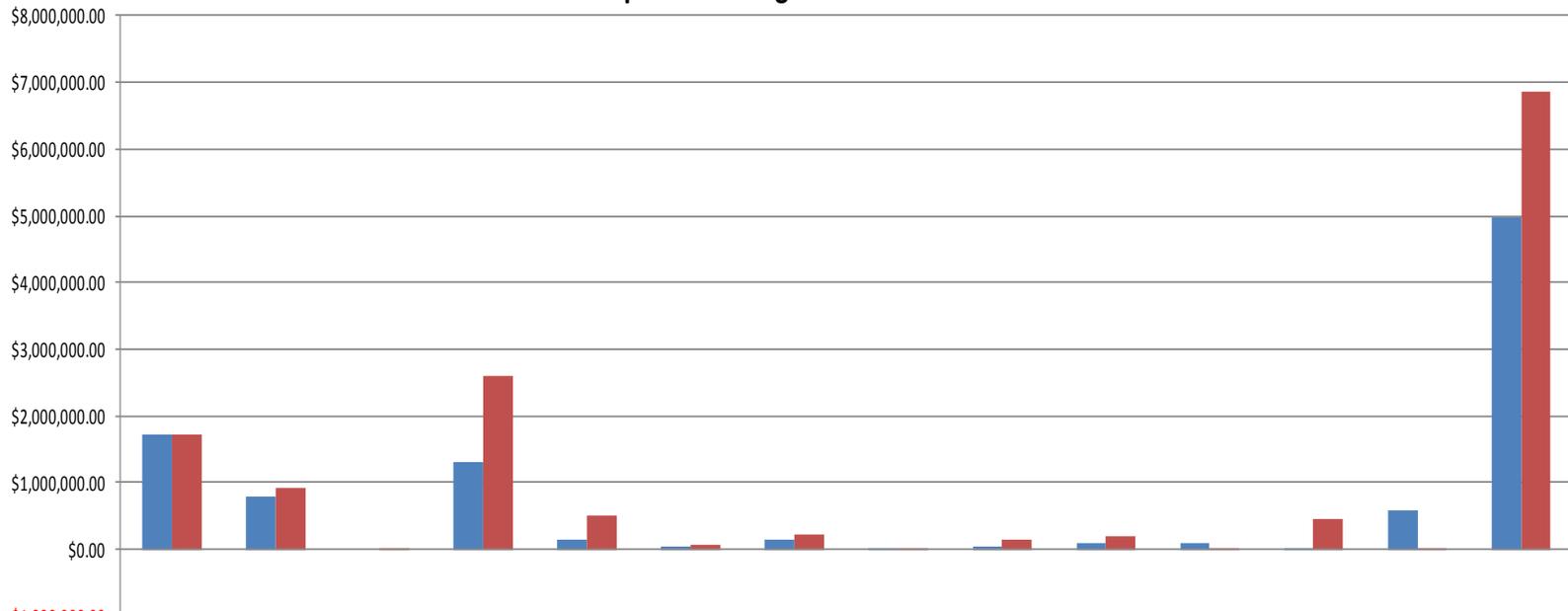
Vehicles and Equipment

Purchased a 2016 F150 that was split between PW, WTR, SWR, and Hwy funds. Total purchase cost was \$29,561 and the portion allocated to Hwy was \$7883.

Purchased a Meyers Snow Plow for F250 for \$6388 (includes installation).

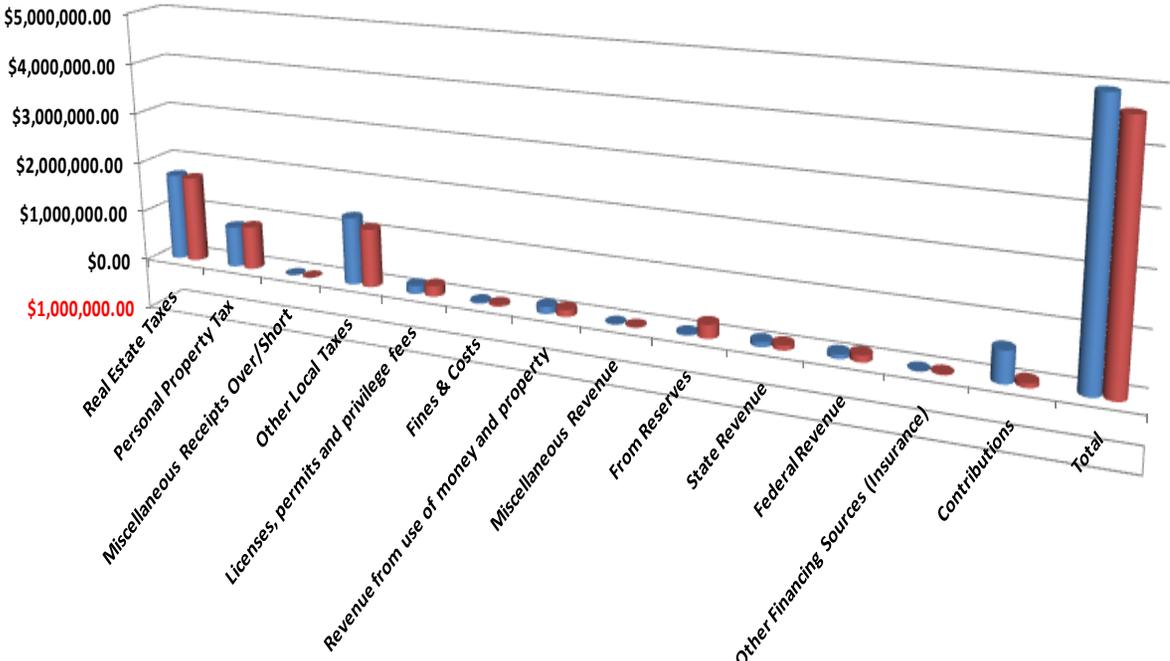
JAN 2016 FINANCIAL GRAPHS

Jan 2016 YTD General Fund Revenues Compared to Budget



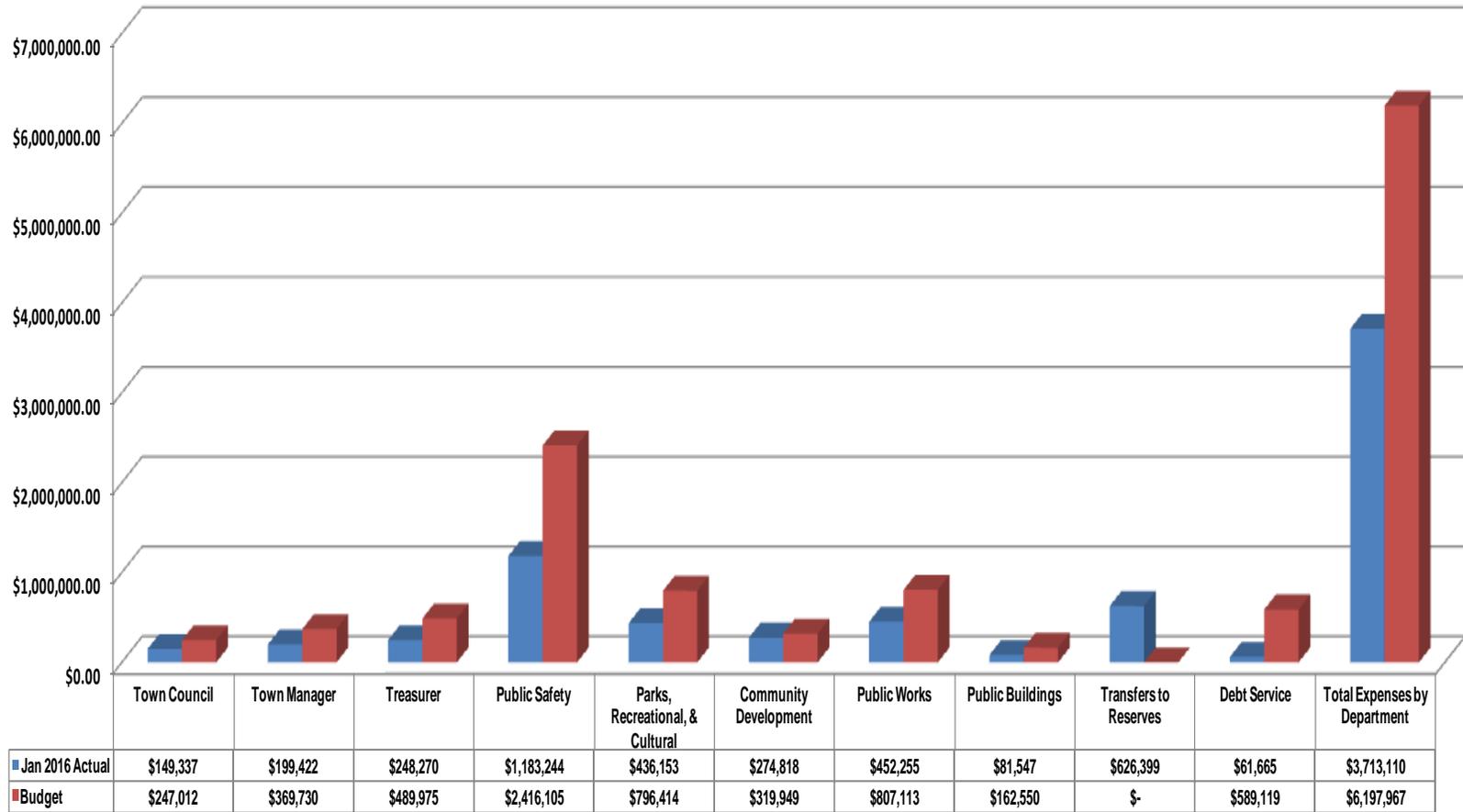
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
Jan 2016 Actual	\$1,708,782	\$801,337	\$(1)	\$1,315,653	\$155,469	\$31,397	\$135,559	\$5,579	\$49,578	\$90,432	\$84,709	\$2,625	\$582,341	\$4,963,460
Budget	\$1,724,705	\$914,500	\$15	\$2,601,353	\$516,000	\$70,000	\$221,667	\$6,000	\$142,510	\$196,395	\$2,250	\$450,000	\$22,190	\$6,867,585

Jan 2016 YTD General Fund Revenue Compared to Jan 2015

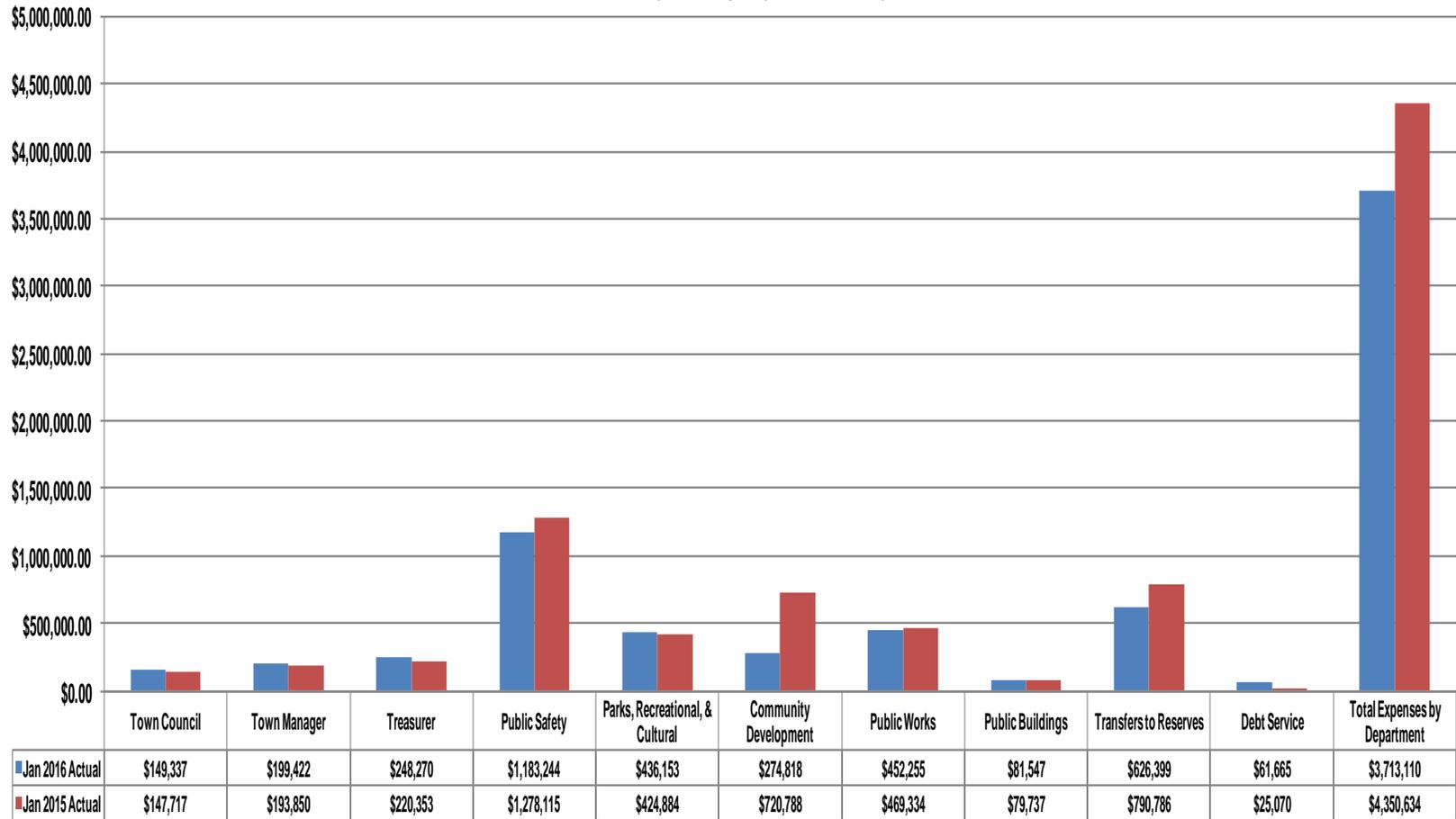


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
Jan 2016 Actual	\$1,708,782	\$801,337	\$(1)	\$1,315,653	\$155,469	\$31,397	\$135,559	\$5,579	\$27,862	\$90,432	\$84,709	\$2,625	\$582,341	\$4,941,744
Jan 2015 Actual	\$1,690,380	\$850,551	\$(6)	\$1,137,780	\$203,556	\$34,598	\$134,833	\$6,088	\$258,473	\$91,770	\$125,800	\$9,187	\$86,840	\$4,629,850

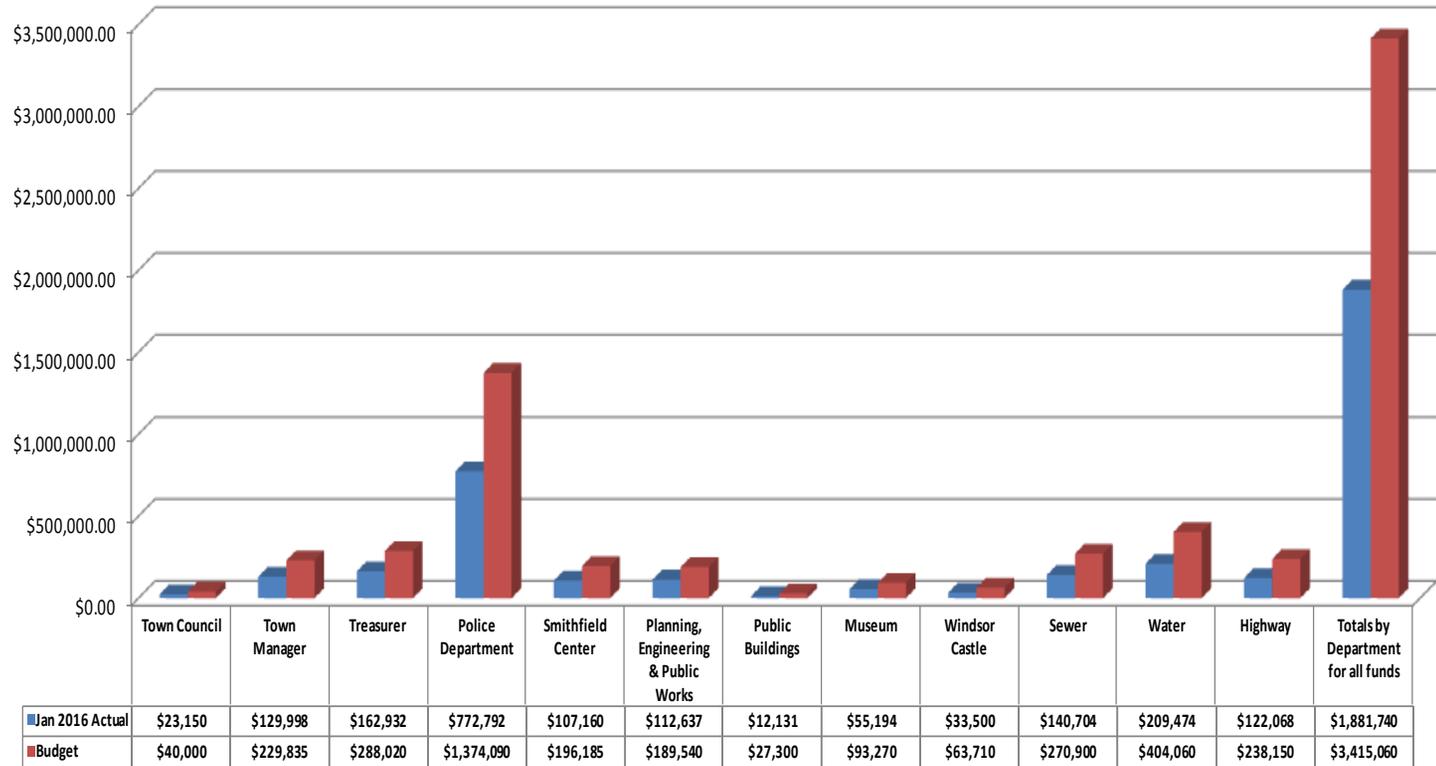
Jan 2016 YTD General Fund Operating Expenses Compared to Budget



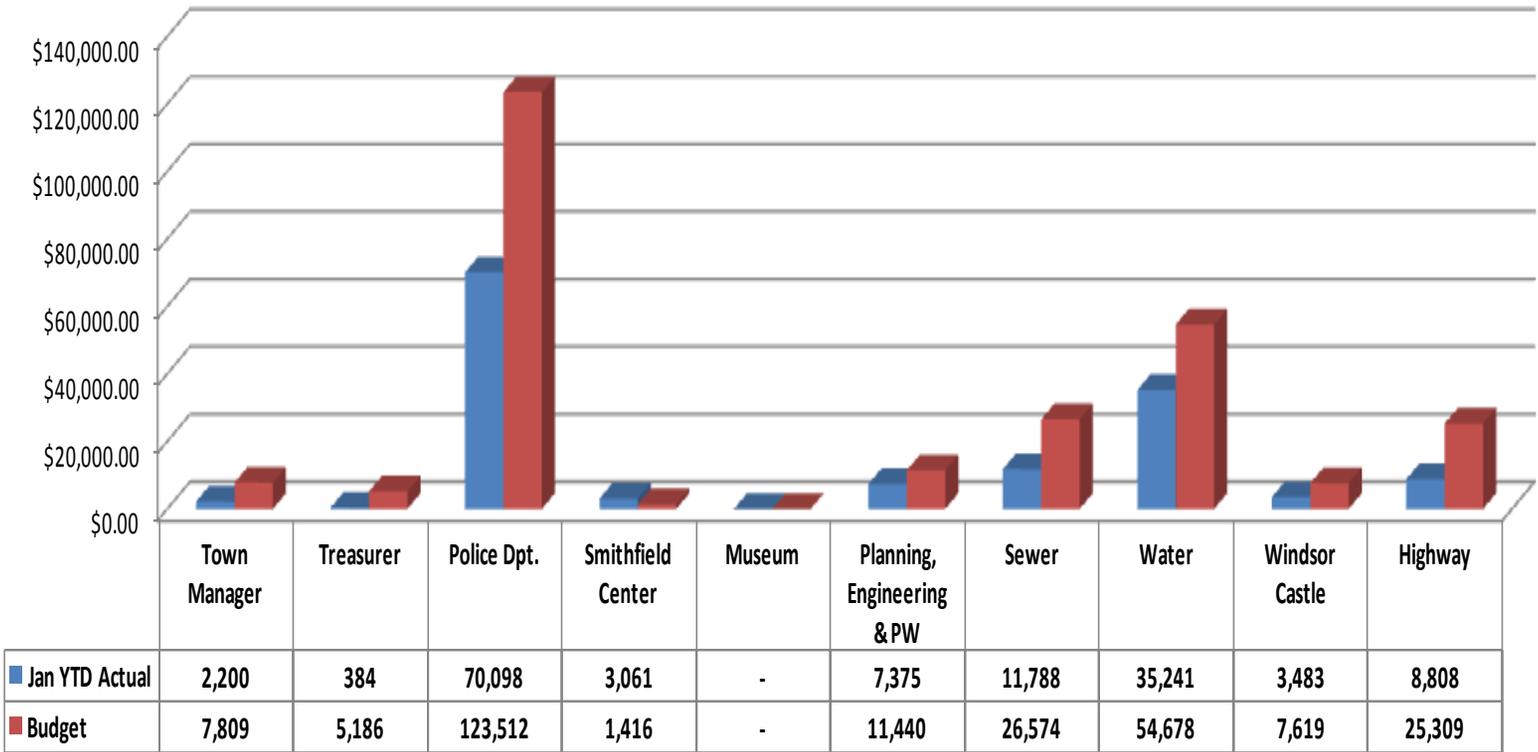
Jan 2016 YTD General Fund Operating Expenses Compared to Jan 2015



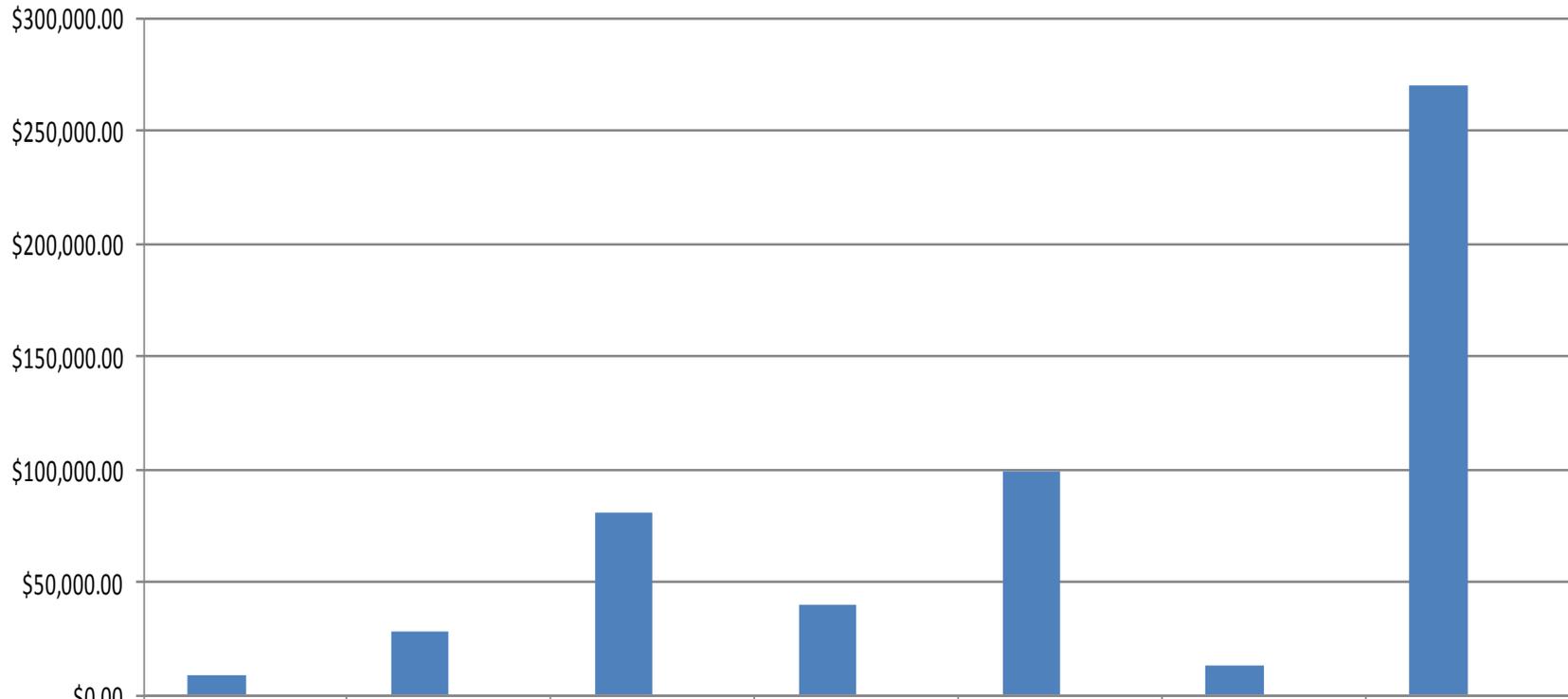
Jan 2016 YTD Salaries to Budget by Department



January YTD Overtime Compared to Budget

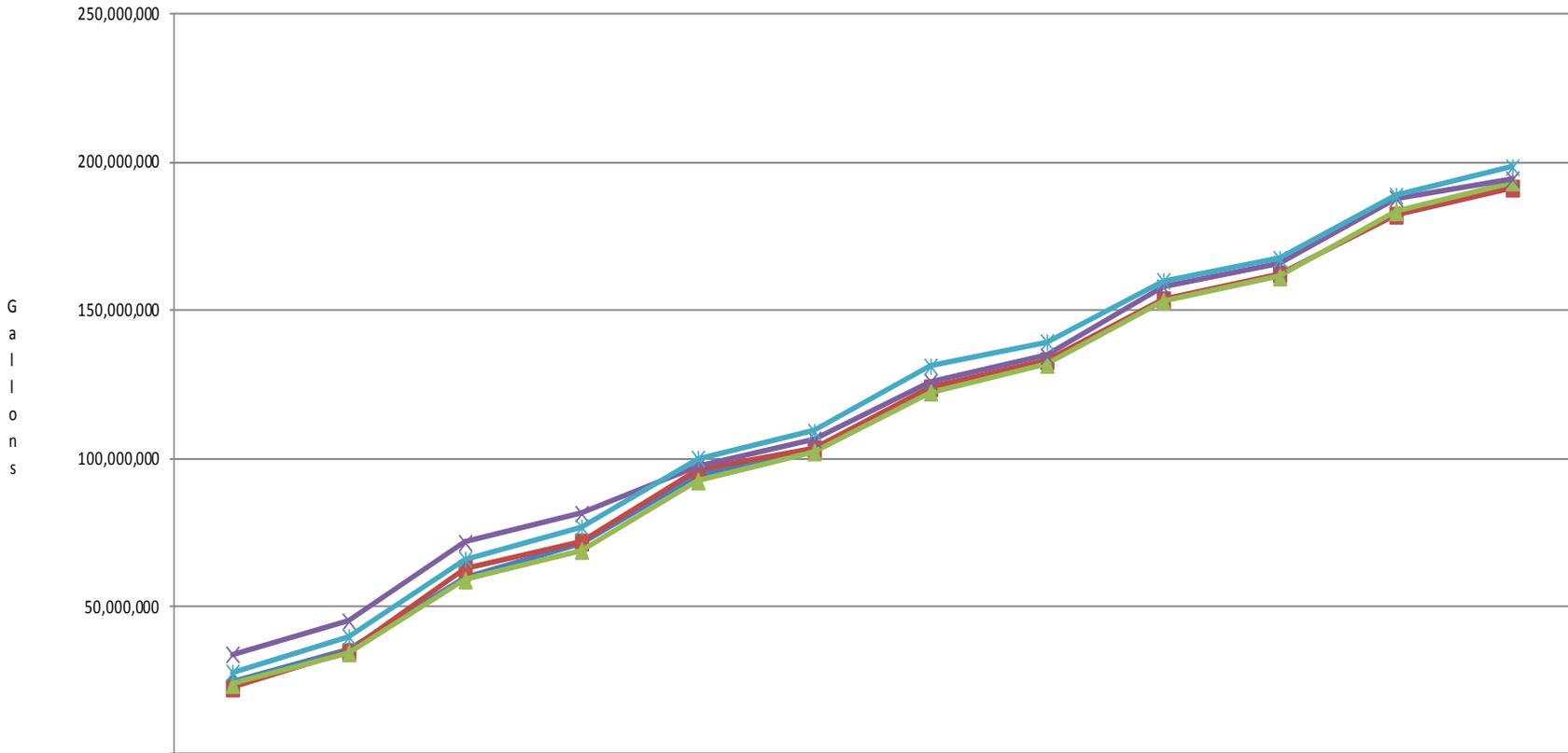


Jan YTD Pinewood Heights Expenses Phase II



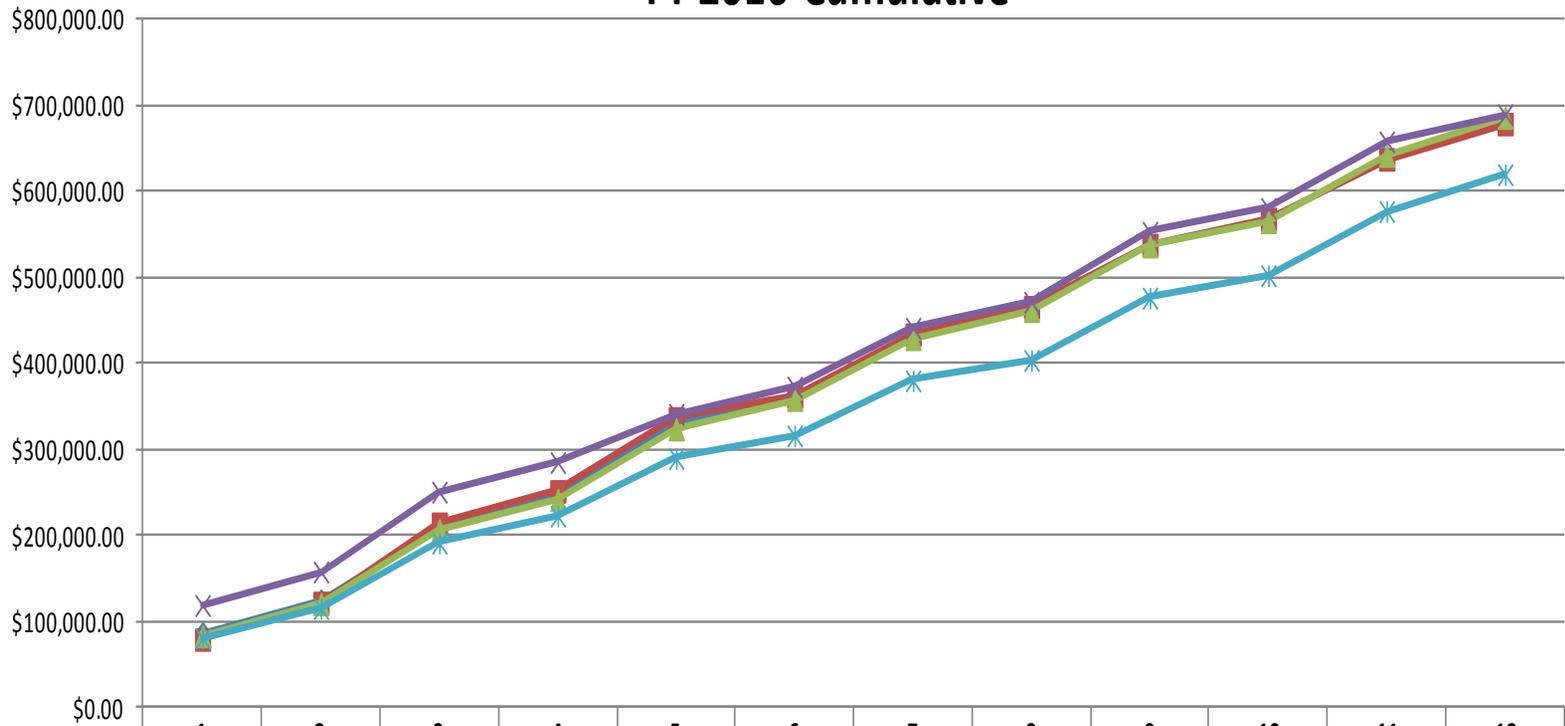
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY2 Phase II
■ Jan YTD Actual	\$9,548	\$27,945	\$81,000	\$40,038	\$99,000	\$13,029	\$270,560
■ Budget	\$-	\$-	\$-	\$-	\$-	\$-	\$-

Jan 2016 YTD Sewer Consumption Compared to FY 2012 through FY 2016-Cumulative



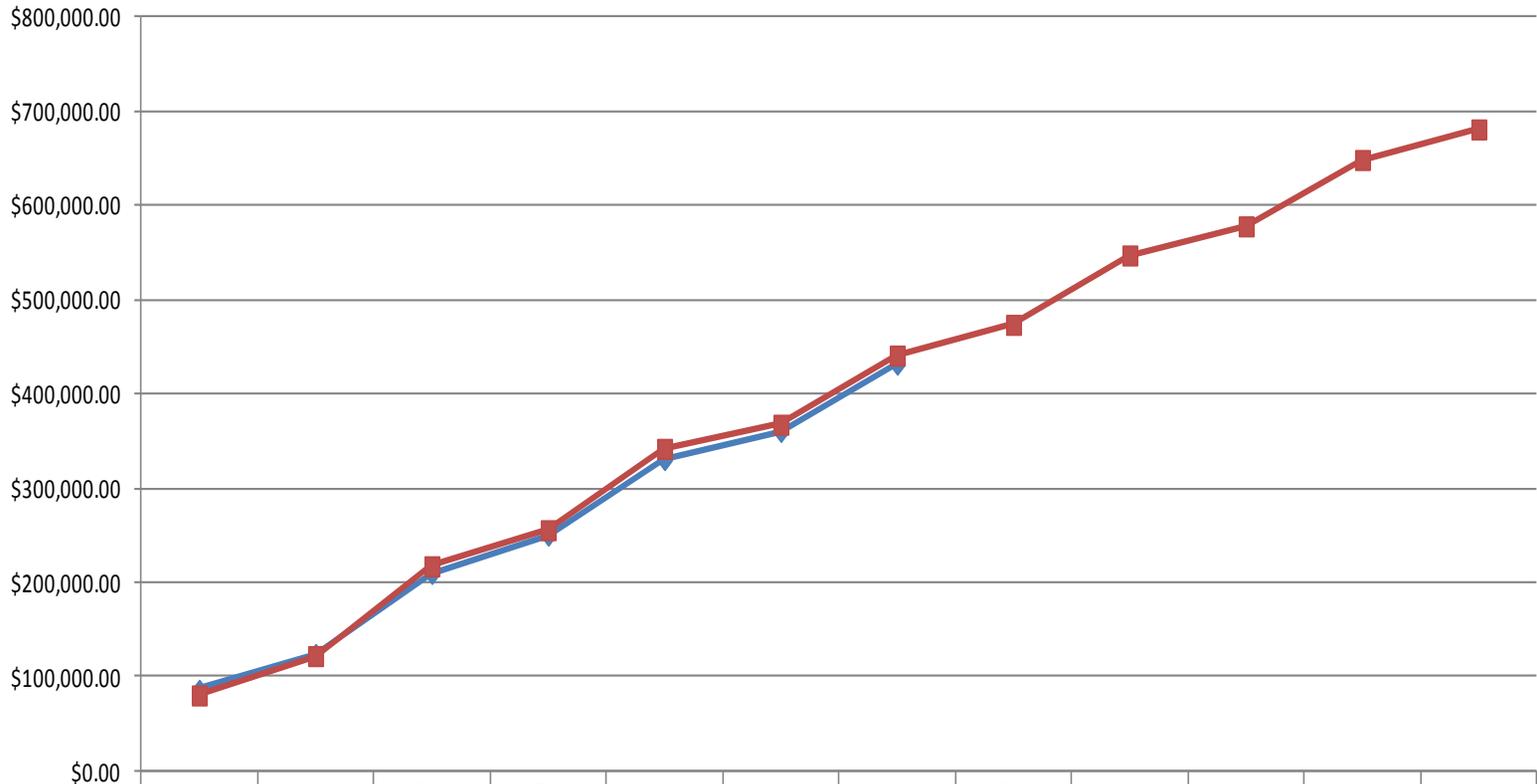
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844					
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529
Actual 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
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

Jan 2016 YTD Sewer Charges Compared to FY 2012 through FY 2016-Cumulative



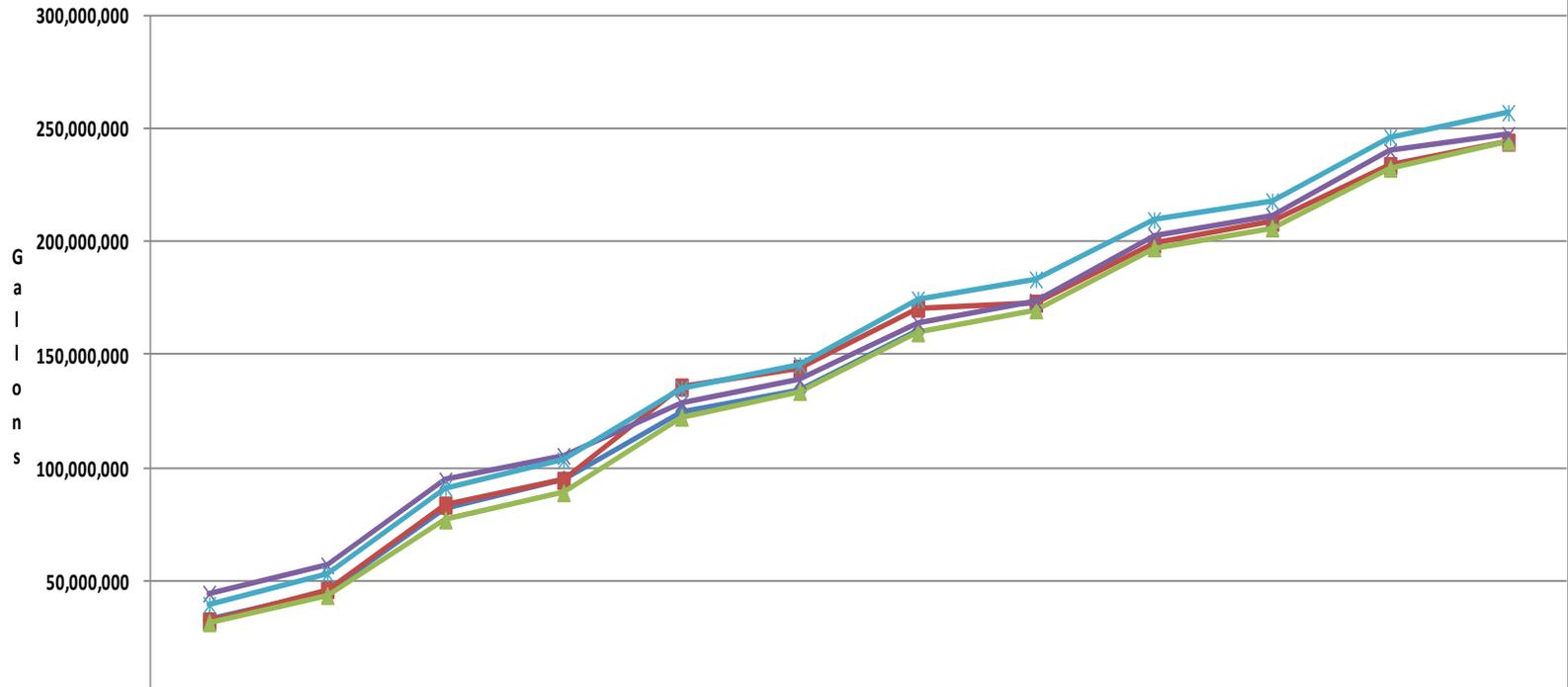
	1	2	3	4	5	6	7	8	9	10	11	12
◆ Actual 2016	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375					
■ Actual 2015	\$79,173	\$121,776	\$213,936	\$251,556	\$336,461	\$361,634	\$433,773	\$465,867	\$538,259	\$568,628	637,878	\$678,940
▲ Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$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
✱ Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

Jan 2016 Sewer Charges Compared to Pro-Rated Budget-Cumulative



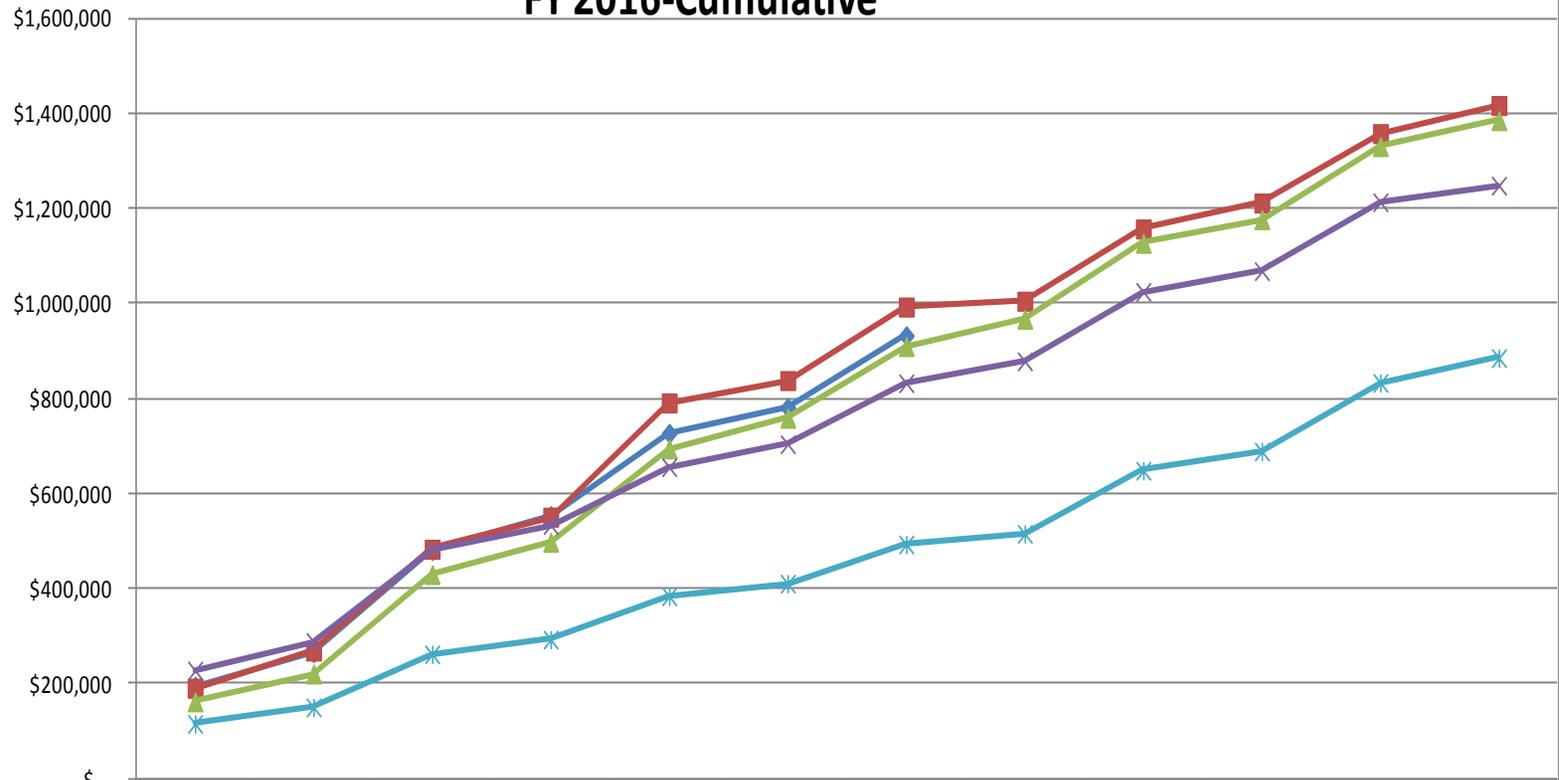
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$86,610	\$124,575	\$209,356	\$249,969	\$330,109	\$360,021	\$431,375					
Pro-rated budget	\$80,503	\$122,252	\$217,527	\$255,779	\$342,110	\$367,705	\$441,055	\$473,688	\$547,295	\$578,173	\$648,585	\$681,000

Jan 2016 YTD Water Consumption Compared to FY 2012 through FY 2016-Cumulative



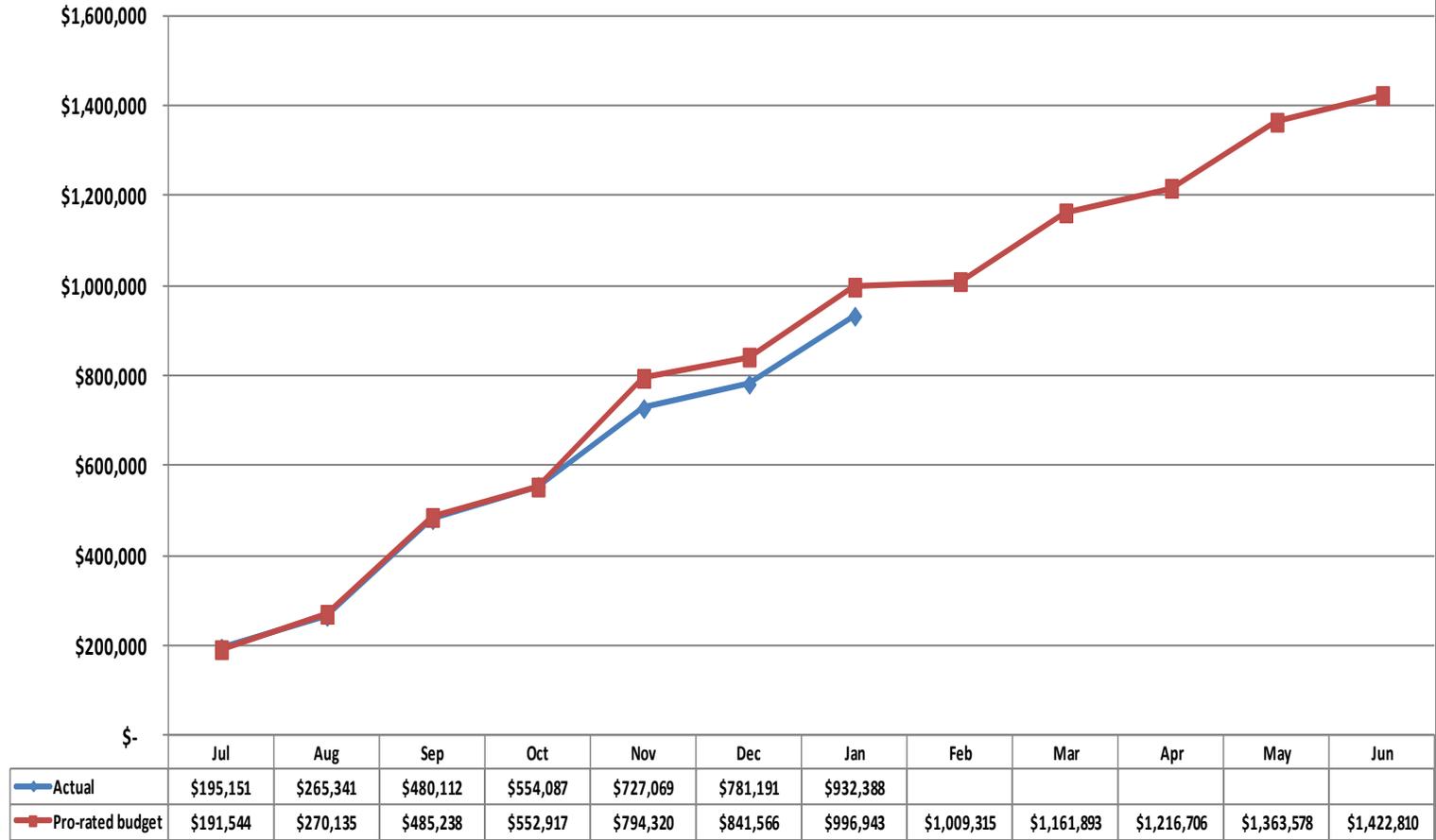
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006					
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	135,856,212	144,135,476	170,692,715	172,855,828	198,978,064	208,583,793	233,639,239	244,018,141
Actual 2014	31,749,642	43,797,350	77,174,945	89,152,152	122,522,143	133,890,140	159,783,952	169,928,989	197,320,179	206,101,868	232,463,183	244,409,634
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,151,162	173,654,567	202,512,698	211,359,247	239,897,757	247,266,148
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078	135,117,221	145,533,600	174,583,031	183,366,490	209,554,614	217,888,180	246,182,751	256,982,334

Jan 2016 YTD Water Charges Compared to FY 2012 through FY 2016-Cumulative

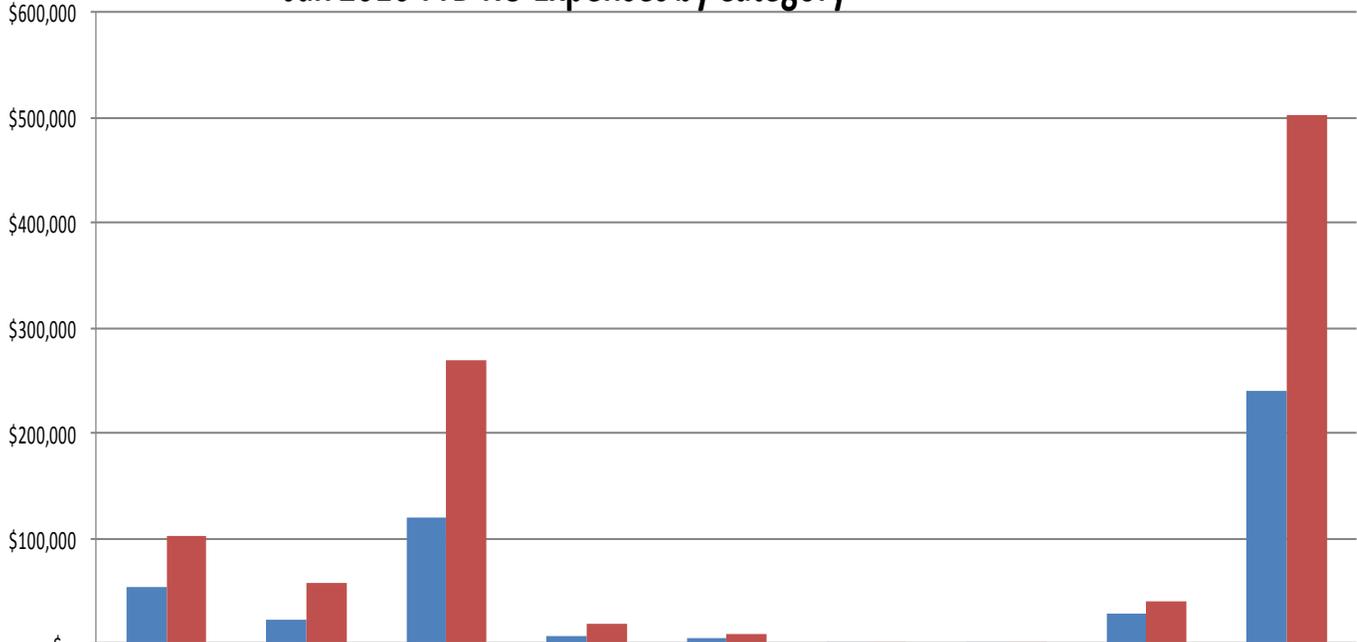


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2016	\$195,151	\$265,341	\$480,112	\$554,087	\$727,069	\$781,191	\$932,388					
Actual 2015	\$190,721	\$268,975	\$483,155	\$550,543	\$790,909	\$837,952	\$992,662	\$1,004,981	\$1,156,903	\$1,211,481	1,357,721	\$1,416,698
Actual 2014	\$162,142	\$220,610	\$429,895	\$497,820	\$694,190	\$758,773	\$909,556	\$967,195	\$1,126,674	\$1,176,559	\$1,330,382	\$1,384,968
Actual 2013	\$227,860	\$288,112	\$481,390	\$533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546	\$1,068,017	\$1,213,227	\$1,248,050
Actual 2012	\$115,583	\$150,181	\$261,961	\$292,821	\$383,979	\$410,562	\$492,964	\$515,361	\$648,258	\$688,672	\$833,080	\$885,260

Jan 2016 YTD Water Charges Compared to Pro-Rated Budget-Cumulative

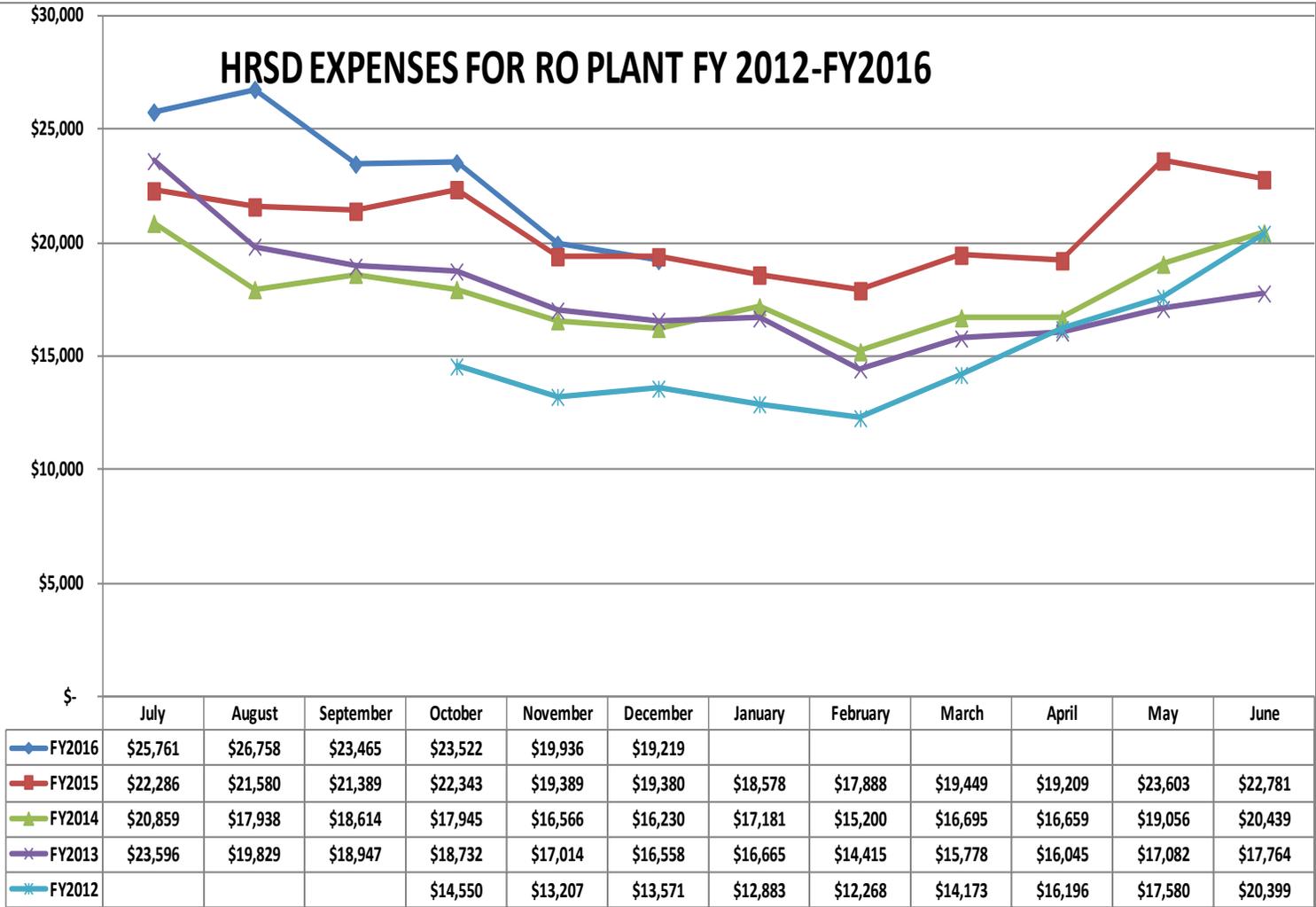


Jan 2016 YTD RO Expenses by Category



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
Jan 2016 Actual	\$54,535	\$22,873	\$119,442	\$8,371	\$5,047	\$1,875	\$400	\$28,686	\$241,229
Budget	\$103,560	\$57,332	\$269,800	\$20,000	\$9,030	\$2,500	\$400	\$40,000	\$502,622

HRSD EXPENSES FOR RO PLANT FY 2012-FY2016



HRSD Charges to date per month					1 CCF=748 gallons	Comparison thru November	
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	26,072,094	114,675.59	
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84			
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14			
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52			
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00			
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01			
7/11/2013	6/30/2013	4,038,800	3.29/CCF	17,764.36			
		<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	22,788,080	108,152.54	
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58			
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04			
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94			
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73			
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40			
7/21/2014	6/30/2014	4,306,496	3.55/CCF	20,438.77			
		<u>44,960,296</u>		<u>\$ 213,382.00</u>			

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons	Comparison thru December	
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	24,679,668	126,367.40
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		
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	25,113,600	138,661.86

CASH BALANCES AS OF JANUARY 2016					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Year	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	743,561.82	(381,207.67)	-	362,354.15
Water-Debt Service	Farmers Bank	856,468.37	11,005.65	-	867,474.02
Water Capital Escrow (availability fees)	TowneBank	444,724.60	-	-	444,724.60
Water Treatment Plant Escrow	TowneBank	112,014.76	-	-	112,014.76
Water Deposit Account	TowneBank	110,089.70	-	-	110,089.70
Water Development Escrow	TowneBank	100,628.92	-	-	100,628.92
Subtotal Water		2,367,488.17	(370,202.02)	-	1,997,286.15
			-		
Sewer	Farmers Bank	715,351.04	(175,615.16)	(577,071.65)	(37,335.77)
Sewer Development Escrow	TowneBank	358,080.58	-	-	358,080.58
Sewer Capital Escrow (availability fees)	TowneBank	857,735.53	-	-	857,735.53
Sewer Compliance	Farmers Bank	1,301,811.12	28,721.45	-	1,330,532.57
Subtotal Sewer		3,232,978.27	(146,893.71)	(577,071.65)	2,509,012.91
Highway	Farmers Bank	15,337.36	142,725.97	-	158,063.33
General Fund	Farmers Bank	2,930,131.58	410,555.99	577,071.65	3,917,759.22
Payroll	Farmers Bank	210,209.12			210,209.12
Money Market-General Fund	TowneBank	2,192.99			2,192.99
Business Super Now-General Fund	Farmers Bank	33,203.80			33,203.80
Money Market-General Fund	Farmers Bank	290,502.23			290,502.23
General Fund Capital Escrow Account	TowneBank	215,322.68			215,322.68
Certificate of Deposit	Farmers Bank	526,301.18			526,301.18
Certificate of Deposit-Police Dept	Farmers Bank	36,794.63			36,794.63
Special Project Account	Farmers Bank	520,226.38			520,226.38
Pinewood Heights Escrow	Farmers Bank	33,208.66			33,208.66
SNAP Account	Farmers Bank	2,287.75			2,287.75
Museum Account	Farmers Bank	118,051.77			118,051.77
Windsor Castle Acct	TowneBank	19,000.00			19,000.00
S. Church Street Account	TowneBank	36,186.23	(36,186.23)	-	-
Subtotal General Fund		4,973,619.00	374,369.76	577,071.65	5,925,060.41
TOTAL ALL FUNDS		10,589,422.80	0.00	-	10,589,422.80

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

ADMINISTRATOR:	JEAN DOBBINS 205-264-5394
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

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

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

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

ACCOUNT STATEMENT

Statement Period 01/01/2016 through 01/31/2016
Account Number 9246002035

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ACCOUNT STATEMENT

Statement Period
Account Number

01/01/2016 through 01/31/2016
9246002035

Balance Sheet

	AS OF 01/01/2016		AS OF 01/31/2016	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CIF/CTF FUNDS-BALANCED	502,651.15	504,023.17	502,974.70	506,862.61
TOTAL CIF/CTF FUNDS-BALANCED	502,651.15	504,023.17	502,974.70	506,862.61
TOTAL HOLDINGS	502,651.15	504,023.17	502,974.70	506,862.61
TOTAL ASSETS	502,651.15	504,023.17	502,974.70	506,862.61
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	502,651.15	504,023.17	502,974.70	506,862.61
TOTAL LIABILITIES AND EQUITY	502,651.15	504,023.17	502,974.70	506,862.61

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

ACCOUNT STATEMENT

Page 2

Statement Period
Account Number

01/01/2016 through 01/31/2016
9246002035

Summary Of Fund

MARKET VALUE AS OF 01/01/2016		504,023.17
CTF DISTRIBUTIONS	366.28	
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	2,515.89	
ADMINISTRATIVE EXPENSES	42.73-	
TOTAL MARKET VALUE AS OF 01/31/2016		506,862.61

ACCOUNT STATEMENT

Statement Period 01/01/2016 through 01/31/2016
Account Number 9246002035

Asset Summary As Of 01/31/2016

DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED	506,862.61	502,974.70	100
TOTAL INVESTMENTS	506,862.61	502,974.70	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	506,862.61		

ACCOUNT STATEMENT

Statement Period 01/01/2016 through 01/31/2016
 Account Number 9246002035

Asset Detail As Of 01/31/2016

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
CIF/CTF FUNDS-BALANCED				
50,256.961	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	506,862.61	502,974.70	100
		506,862.61	502,974.70	100
	TOTAL INVESTMENTS	506,862.61		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	506,862.61		
	TOTAL MARKET VALUE	506,862.61		

ACCOUNT STATEMENT

Statement Period 01/01/2016 through 01/31/2016
Account Number 9246002035

Summary Of Earnings

INCOME EARNED

CTF DISTRIBUTIONS 366.28

TOTAL INCOME EARNED 366.28

UNREALIZED GAIN IN THE PERIOD 2,515.89

TOTAL INCREASES IN FUND VALUE 2,882.17

FEES AND OTHER EXPENSES

ADMINISTRATIVE EXPENSES 42.73

TOTAL FEES AND OTHER EXPENSES 42.73

TOTAL DECREASES IN FUND VALUE 42.73

NET CHANGE IN NET ASSET VALUE 2,839.44

ACCOUNT STATEMENT

Statement Period
Account Number

01/01/2016 through 01/31/2016
9246002035

Chronological Schedule Of Transactions

DATE	DESCRIPTION	CASH	COST
01 / 01 / 2016	BEGINNING BALANCE	0 . 00	502 , 651 . 15
01 / 04 / 2016	DISTRIBUTION FROM 50,224.77 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 12/31/2015 CUSIP # CF5400035	180 . 66	0 . 00
01 / 04 / 2016	PURCHASED 180.66 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 01/04/2016 AT 1.00 CUSIP # 61747C723	180 . 66 -	180 . 66
01 / 05 / 2016	PURCHASED 18.002 UNITS VIRGINIA INVESTMENT POOL ON 12/31/2015 AT 10.0354 INCOME REINVESTMENT CUSIP # CF5400035	180 . 66 -	180 . 66
01 / 05 / 2016	SOLD 180.66 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 01/05/2016 AT 1.00 CUSIP # 61747C723	180 . 66	180 . 66 -
01 / 19 / 2016	FEE TO VML/VACO FINANCE PARTICIPANT FEE FOR MONTH ENDING 12/31/2015	42 . 73 -	0 . 00
01 / 19 / 2016	DISTRIBUTION FROM 50,242.77 UNITS VIRGINIA INVESTMENT POOL EFFECTIVE 01/15/2016 CUSIP # CF5400035	185 . 62	0 . 00
01 / 19 / 2016	PURCHASED 142.89 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 01/19/2016 AT 1.00 CUSIP # 61747C723	142 . 89 -	142 . 89
01 / 20 / 2016	PURCHASED 14.187 UNITS VIRGINIA INVESTMENT POOL ON 01/15/2016 AT 10.0717 INCOME REINVESTMENT CUSIP # CF5400035	142 . 89 -	142 . 89
01 / 20 / 2016	SOLD 142.89 SHS MORGAN STANLEY PRIME ADVISORY #8341 ON 01/20/2016 AT 1.00 CUSIP # 61747C723	142 . 89	142 . 89 -
01 / 31 / 2016	ENDING BALANCE	0 . 00	502 , 974 . 70

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

ACCOUNT STATEMENT

Statement Period
Account Number

01/01/2016 through 01/31/2016
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

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

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

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

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

Invoice

CANADA LAND SURVEYING, LLC

1212 SOUTH CHURCH STREET
SMITHFIELD, VA. 23430

E-mail	
MO@CANADALANDSURVEYING.COM	
Phone #	Fax #
757-357-2911	757-357-9230

Date	Invoice #
2/1/2016	2296

Bill To
Town of Smithfield P.O. Box 246 Smithfield, VA. 23431-0246

Ship To

Terms
6.0% PER MONTH (72% ANNUAL) SERVICE CHARGE AFTER 30 DAYS

Quantity	Description	Rate	Amount
1	Boundary Survey of Tax Parcel # 21-01-051 and Tax Parcel # 21-01-051B will include the following: 1) Courthouse and fema research 2) Coordinate with Miss Utility and locate all above and underground utilities. 3) Locate all physical improvements 4) Calculate wooded versus open land 5) Locate and or set property corners 6) Locate delineated wetlands flagged by a professional 7) Complete Topo 8) Drafting of a recordable plat and a Cad file sent to Kimley-Horn and Associates Inc.	15,000.00	15,000.00
Vendor # _____			
Account # _____			
Dept. Head _____			
Town Manager <u>PLS</u>			
Thank you for your business.		Total	\$15,000.00

WE MAKE COPIES GIVE US A CALL

APPLICATION AND CERTIFICATE FOR PAYMENT

AIA DOCUMENT G702 (Instructions on reverse side)

PAGE 1 OF 2 PAGES

TO OWNER: Town of Smithfield
315 Main Street
Post Office Box 246
Smithfield, Virginia 23431

PROJECT: Police Evidence Bldg

APPLICATION NO.: 1 v2
PERIOD TO: 01/31/16
PROJECT NO.:

<input checked="" type="checkbox"/>	OWNER
<input checked="" type="checkbox"/>	ARCHITECT
<input type="checkbox"/>	CONTRACTOR
<input type="checkbox"/>	

FROM CONTRACTOR: J&B Hartigan, Inc

VIA ARCHITECT: Moseley Architects P.C.

CONTRACT DATE: 1/8/2016

CONTRACT FOR: Renovation for Evidence Storage

CONTRACTOR'S APPLICATION FOR PAYMENT

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

1. ORIGINAL CONTRACT SUM..... \$ 459,000.00
2. Net change by Change Orders..... \$ -
3. CONTRACT SUM TO DATE (Line 1 + 2)..... \$ 459,000.00
4. TOTAL COMPLETED & STORED TO DATE..... \$ 65,846.31
(Column G on G703)
5. RETAINAGE:
 - a. 5 % of Completed Work \$ 3,292.32
(Columns D + E on G703)
 - b. 5 % of Stored Material \$ -
(Column F on G703)

Total Retainage (Line 5a + 5b or
Total in Column I of G703) \$ 3,292.32
6. TOTAL EARNED LESS RETAINAGE \$ 62,553.99
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT
(Line 6 from prior Certificate)..... \$ -
8. CURRENT PAYMENT DUE..... \$ 62,553.99
9. BALANCE TO FINISH, INCLUDING RETAINAGE
(Line 3 less Line 6) \$ 396,446.01

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner		
Total approved this Month		
TOTALS	-	-
NET CHANGES by Change Order	-	-

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:

By: Douglas J. Moseley Date: 1/29/16
Vendor # _____

Account # _____

Dept. Head _____

Town Manager PRS

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..... \$ 62,553.99

(Attached 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: Boyd Moseley Date: 2/8/16
By: Boyd Moseley

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

CONTINUATION SHEET

AIA DOCUMENT G703

PAGE 2 OF 2 PAGES

AIA Document G702, APPLICATION AND CERTIFICATION FOR PAYMENT, containing

APPLICATION NO: 1

Contractor's signed certification is attached.

APPLICATION DATE: 1/29/2016

In tabulations below, amounts are stated to the nearest dollar.

PERIOD: Jan 1-31 2016

Use Column I on Contracts where variable retainage for line items may apply.

ARCHITECT'S PROJECT NO:

A ITEM NO.	B DESCRIPTION OF WORK	C SCHEDULED VALUE	D WORK COMPLETED		F MATERIALS PRESENTLY STORED (NOT IN D OR E)	G		H BALANCE TO FINISH (C - G)	I RETAINAGE (IF VARIABLE RATE)
			FROM PREVIOUS APPLICATION (D + E)	THIS PERIOD		TOTAL COMPLETED & STORED TO DATE (D + E + F)	% (G / C)		
1.	Doors (Interior) w/ hardware	17,747.26				-	0%	17,747.26	-
2.	Doors (Bay Doors)	31,685.52				-	0%	31,685.52	-
3.	Roof Blocking	5,300.00				-	0%	5,300.00	-
4.	Plumbing	17,751.82		6,656.93		6,656.93	37%	11,094.89	332.85
5.	Electrical-w/duct bank-Security Conduit & J Ho	47,700.00		17,887.50		17,887.50	38%	29,812.50	894.38
6.	Mechanical	79,076.00		19,769.00		19,769.00	25%	59,307.00	988.45
7.	Inspection (Cleaning)	1,590.00				-	0%	1,590.00	-
8.	Balance & Testing	2,517.50				-	0%	2,517.50	-
9.	Hospitality & Equipment Pads	2,120.00				-	0%	2,120.00	-
10.	Gutters	5,300.00				-	0%	5,300.00	-
11.	Roofing	98,580.00				-	0%	98,580.00	-
12.	Access Control/Security	32,330.00				-	0%	32,330.00	-
13.	Painting Exterior	5,300.00				-	0%	5,300.00	-
14.	Sign Construction	5,300.00				-	0%	5,300.00	-
15.	Pressure Wash Exterior	1,034.56				-	0%	1,034.56	-
16.	Demo Radio Tower	1,017.60				-	0%	1,017.60	-
17.	Demo - Flower Bed	4,081.00		4,081.00		4,081.00	100%	-	204.05
18.	Demo/Interior - A2.1	3,392.00		3,392.00		3,392.00	100%	-	169.60
19.	Doors Frames & Hardware (Interior Only)	4,337.52				-	0%	4,337.52	-
20.	Ceiling Tile & Grid	6,504.16				-	0%	6,504.16	-
21.	New Flooring (VCT/Carpet/Sports Flr/Sealer)	22,107.36				-	0%	22,107.36	-
22.	Prime/Paint Interior	11,303.84				-	0%	11,303.84	-
23.	Remove ext caulk/clean/prime paint ext metal	3,907.16				-	0%	3,907.16	-
24.	Top Out Existing Walls/Inter & Ext Missing Bloc	13,743.96				-	0%	13,743.96	-
25.	Ext Landscaping (4x4, Mulch)	2,650.00				-	0%	2,650.00	-
26.	General Conditions	32,621.68		14,059.88		14,059.88	43%	18,561.80	702.99
GRAND TOTALS		458,998.94	-	65,846.31	-	65,846.31		393,152.63	3,292.32



Draper Aden Associates

Engineering • Surveying • Environmental Services

703 Thimble Shoals Blvd., Suite C-2
Newport News, Virginia 23606
(757) 599-9800 • Fax (757) 599-3684
www.daa.com

Sonja Eubank, VCA
Planning, Engineering and Public Works
Town of Smithfield
310 Institute Street
Smithfield, VA 23431

Annual Engineering Services Contract

Invoice #20160130

Total Contract Amount: \$14,345

Project Billing from December 1, 2015 through January 31, 2016

SMITHFIELD LAKE DAM PRIMARY SPILLWAY MAINTENANCE DAA#: HR04103-77	BILLING PERIOD 2015 / 2016	FEE BASIS	RATE	TIME CHARGED IN HOURS	FEE EARNED
Project Manager	January	TM	\$140	5	\$700.00
Sr. Project Engineer	January	TM	\$140	4.5	\$630.00
Design Engineer	January	TM	\$110	17	\$1,870.00
Technician	December	TM	\$60	21	\$1,260.00
Subconsultant - Enviroscap	December	LS	N/A	N/A	\$9,808.00
				SUBTOTAL	\$14,268.00

TOTAL = \$14,268.00

VENDOR # _____

ACCOUNT # _____

DEPT HEAD W.A. [Signature]

TOWN MANAGER [Signature]



Draper Aden Associates

Engineering • Surveying • Environmental Services

703 Thimble Shoals Blvd., Suite C-2
Newport News, Virginia 23606
(757) 599-9800 • Fax (757) 599-3684
www.daa.com

Sonja Eubank, VCA
Planning, Engineering and Public Works
Town of Smithfield
310 Institute Street
Smithfield, VA 23431

Annual Engineering Services Contract

Invoice #2015120514

Project Billing from December 1, 2015 through December 31, 2015

DAA#: HR04103-75

Smithfield Dam Routine Maintenance

Total Fee \$6,450.00
Percent Complete 100.00

Total Earned \$6,450.00
Previous Fee Billing \$1,693.13
Current Fee Billing \$4,756.87

VENDOR # _____
ACCOUNT # _____
DEPT HEAD W.A. [Signature]
TOWN MANAGER [Signature]

TOTAL THIS INVOICE = \$4,756.87



Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Jason Garofalo
Project Name: Annual Engineering Services Contract – January 2016 Invoice
Project Number: HR04103-02, & HR04103-76RI
Date: February 17, 2016
cc: Wayne Griffin, Andy Snyder

Recent Activities:

1. HR04103-02 – Field Meeting (1/26) and analysis of options for waterline replacement under the South Church Street Bridge near Smithfield Station.; continued review of potential Town Design Standards and Specifications, Flow Monitoring, and MOM requirements.
2. HR04103-76RI – Utility Master Planning: Continue updating of Town Water Model. Continued analysis of GIS data within planning areas to determine potential buildable areas and future demand projections.

Upcoming Tasks:

1. HR04103-02 – Continued analysis of options for waterline replacement under the South Church Street Bridge near Smithfield Station. Continued review of potential Town Design Standards and Specifications, Flow Monitoring, and MOM requirements.
2. HR04103-76RI – Utility Master Planning: Continue updating of Town Water Model. Continued analysis of GIS data within planning areas to determine potential buildable areas and future demand projections.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-76RI – Lump Sum
Update Existing Water & Sewer Systems, 36.75 % Complete
Phase 1A Demands and Recommendations, 8.25% Complete
Phase 1B Demands and Recommendations, 16.75% Complete

Schedule Status/Deliverable Status

1. N/A

Ms. Sonja Eubank
February 17, 2016
Page 2

Input needed from client "What we are waiting on:"

1. N/A

Issues you should be aware of/ any other issues:

1. N/A

TOWN OF SMITHFIELD
 ATTN: SONJA EUBANK
 310 INSTITUTE STREET
 SMITHFIELD, VA 23430

Invoice No: 116499008-0116
 Invoice Date: Jan 31, 2016
 Invoice Amount: \$11,250.00
 Project No: 116499008
 Project Name: CLONTZ BOAT RAMP
 Project Manager: WEIST, JAMIE

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

Client Reference:

For Services Rendered through Jan 31, 2016

Federal Tax Id: 56-0885615

LUMP SUM

KHA Ref # 116499008.1-7529329

Description	Contract Value	% Complete	Amount Earned to Date	Previous Amount Billed	Current Amount Due
GEOTECHNICAL INVESTIGATION	3,800.00	0.00%	0.00	0.00	0.00
CONSTRUCTION DOCUMENTS	25,000.00	50.00%	12,500.00	1,250.00	11,250.00
Subtotal	28,800.00	43.40%	12,500.00	1,250.00	11,250.00
Total LUMP SUM					11,250.00

Total Invoice: \$11,250.00

2015 E911 True Up

	<u>IOW Adopted</u> <u>Budget</u>	<u>IOW Final</u> <u>Actual</u>	<u>IOW Final</u> <u>Variance</u>	<u>Town of</u> <u>Smithfield Increase</u>
Revenues Summary				
State E911 Wireless Grant	85,000.00	96,918.23	11,918.23	
PSAP Grant	-	15,417.54	15,417.54	
RAD Emergency Program	-	5,000.00	5,000.00	
Prior Year E911 Grant Funds	-	939.40	939.40	
T/W Portion of Communications Tax	4,488.00	4,396.62	(91.38)	
T/S Portion of Communications Tax	15,912.00	15,591.45	(320.55)	(320.55)
Joint Service support-T/W	45,882.00	58,334.86	12,452.86	
Joint Service support-T/S	153,841.00	195,593.35	41,752.35	41,752.35
Transfer from General Fund-Local Support				
Joint Service support-IOW County	340,070.00	432,364.25	92,294.25	
IOW Communications Tax	550,000.00	531,413.27	(18,586.73)	
IOW State Comp Bd funding for E911 dispatchers	130,550.00	-	(130,550.00)	
Total Revenues	\$ 1,325,743.00	\$ 1,355,968.97	\$ 30,225.97	\$ 41,431.80

Expenditure Summary

Salaries	638,011.00	581,861.49	(56,149.51)	
Overtime	15,000.00	64,395.19	49,395.19	
Part-time	30,000.00	23,162.64	(6,837.36)	
FICA	52,250.00			
VRS Retirement	105,008.00			
Hospital/Medical	138,012.00			
Group Life	8,422.00			
457 Deferred Comp	1,680.00	314,939.45	9,567.45	
Professional Services	-	21,329.10	21,329.10	
Repair & Maintenance	120,000.00	126,235.01	6,235.01	
Utilities	5,754.00	6,506.32	752.32	
Postage services	-	17.28	17.28	
Telecommunications	10,523.00	8,173.79	(2,349.21)	
Lease/Rent of Equipment	42,298.00	40,948.67	(1,349.33)	
Travel & Training	3,806.00	10,066.90	6,260.90	
Dues & Association Memberships	1,100.00	856.00	(244.00)	
Office Supplies	2,000.00	3,206.66	1,206.66	
Equipment	-	22,917.54	22,917.54	
Other Operating Supplies	41,000.00	39,803.84	(1,196.16)	
Capital Outlay	30,000.00	10,670.09	(19,329.91)	
Transfer to Risk Fund-Sale of Service	4,738.00	4,738.00	-	
Transfer to Technology Fund-Sale of Service	76,141.00	76,141.00	-	
Total Expenditures	\$ 1,325,743.00	\$ 1,355,968.97	\$ 30,225.97	

Calculation for spread:

Total expenses	1,355,968.97
Less revenue before joint service support allocations	<u>(669,676.51)</u>
Unfunded expenses to allocate	\$ 686,292.46

IOW County 63%	432,364.25
Town of Smithfield 28.5%	195,593.35
Town of Windsor 8.5%	<u>58,334.86</u>
Total allocation	\$ 686,292.46

2015 E911 True Up

	<u>IOW Adopted</u> <u>Budget</u>	<u>Proposed Adjusted</u> <u>Actual per Budget</u>	<u>IOW Final</u> <u>Variance</u>	<u>Town of</u> <u>Smithfield Increase</u>
Revenues Summary				
State E911 Wireless Grant	85,000.00	96,918.23	11,918.23	
PSAP Grant	-	15,417.54	15,417.54	
RAD Emergency Program	-	5,000.00	5,000.00	
Prior Year E911 Grant Funds	-	939.40	939.40	
T/W Portion of Communications Tax	4,488.00	4,396.62	(91.38)	
T/S Portion of Communications Tax	15,912.00	15,591.45	(320.55)	(320.55)
Joint Service support-T/W	45,882.00	47,238.11	1,356.11	
Joint Service support-T/S	153,841.00	158,386.60	4,545.60	4,545.60
Transfer from General Fund-Local Support				
Joint Service support-IOW County	340,070.00	350,117.75	10,047.75	
IOW Communications Tax	550,000.00	531,413.27	(18,586.73)	
IOW State Comp Bd funding for E911 dispatchers	130,550.00	130,550.00	-	
Total Revenues	\$ 1,325,743.00	\$ 1,355,968.97	\$ 30,225.97	\$ 4,225.05

Expenditure Summary

Salaries	638,011.00	581,861.49	(56,149.51)	
Overtime	15,000.00	64,395.19	49,395.19	
Part-time	30,000.00	23,162.64	(6,837.36)	
FICA	52,250.00			
VRS Retirement	105,008.00			
Hospital/Medical	138,012.00			
Group Life	8,422.00			
457 Deferred Comp	1,680.00	314,939.45	9,567.45	
Professional Services	-	21,329.10	21,329.10	
Repair & Maintenance	120,000.00	126,235.01	6,235.01	
Utilities	5,754.00	6,506.32	752.32	
Postage services	-	17.28	17.28	
Telecommunications	10,523.00	8,173.79	(2,349.21)	
Lease/Rent of Equipment	42,298.00	40,948.67	(1,349.33)	
Travel & Training	3,806.00	10,066.90	6,260.90	
Dues & Association Memberships	1,100.00	856.00	(244.00)	
Office Supplies	2,000.00	3,206.66	1,206.66	
Equipment	-	22,917.54	22,917.54	
Other Operating Supplies	41,000.00	39,803.84	(1,196.16)	
Capital Outlay	30,000.00	10,670.09	(19,329.91)	
Transfer to Risk Fund-Sale of Service	4,738.00	4,738.00	-	
Transfer to Technology Fund-Sale of Service	76,141.00	76,141.00	-	
Total Expenditures	\$ 1,325,743.00	\$ 1,355,968.97	\$ 30,225.97	

Calculation for spread:

Total expenses	1,355,968.97	
Less revenue including comp bd funding before joint service support allocations	(800,226.51)	Note 1:
Unfunded expenses to allocate	\$ 555,742.46	
IOW County 63%	350,117.75	
Town of Smithfield 28.5%	158,386.60	
Town of Windsor 8.5%	47,238.11	
Total allocation	\$ 555,742.46	

Note 1: This calculation assumes that the actual comp board allocation equaled budget.

Total E911 Adjusted True Up

	Actual	
T/S Portion of Communications Tax	15,591.45	
Joint Service support-T/S	158,386.60	
Total obligation	<u>173,978.05</u>	\$ 173,978.05

Paid:

T/S Portion of Communications Tax	15,591.45	
Joint Service support-T/S	76,920.50	
Total paid	<u>92,511.95</u>	\$ 92,511.95

Balance Due \$ 81,466.10

1985 Isaac Newton Square - Reston, VA 20190 -

Phone: 703-467-1588 Fax: 571-203-8976 Email: gzurita@imagexinc.com



SALES QUOTE

Date		Rep
01/15/16	AAAQ16040	Gisel Zurita

Bill To: Blackwater Regional Library
255 James Street
Smithfield, VA

Ship To: Blackwater Regional Library
255 James Street
Smithfield, VA

Attention: Ben Neal
Phone: (757) 357-2264
Email: bneal@blackwaterlib.org

Attention: Ben Neal
Phone: (757) 357-2264
Email: bneal@blackwaterlib.org

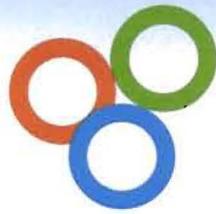
Qty	Part #	Description	Unit Price	Ext. Price
1	212000-00-III-B	SCANNER ST VIEWSCAN III UNIVERSAL BASE	\$3,895.00	\$3,895.00
1	212002-00	CAMERA ST VIEWSCAN III 5MP	\$2,490.00	\$2,490.00
2	PROF SERVICES	PROFESSIONAL SERVICES	\$200.00	\$400.00
1	Dell-ST	RECOMMENDED PC & MONITOR BUNDLE for ST Viewscan: Dell Optiplex 7020 Mini Tower Windows 7 X64 i5-4590 QuadCore Processor 8gb Ram 500gb SATA HardDrive Dell 24" P2414H Monitor AMD Radeon R5 240 1gb Video Card	\$1,500.00	\$1,500.00
			SubTotal	\$8,285.00
			Sales Tax	\$0.00
			Shipping	\$20.00
			Total	\$8,305.00

I hereby accept the terms of this quote:

Name/Title

Date

oftware and Special order items may not be refundable.



STimaging

Collection Scanning Solutions



The ST ViewScan III System

FILM • FICHE • FASTER™

Share what you discover with the world!

Easily **print, save to a USB, Google Drive, Dropbox** or **email** directly from the ST Premium Software. Librarians will appreciate the ability to directly fulfill interlibrary loan requests using **OCLC's ILLiad and Odyssey service** from within the ST Premium Software. The ST ViewScan III also allows genealogists to save directly to their **FamilySearch** account.

Browse - Save - Share It is that easy!



Personalize IT: Customize your new ST ViewScan III

Your scanner should be as unique and productive as you are.



Choose literally any color you want. (Yes, any color!)

Bring a little personality into your scanning environment with the ST ViewScan III's new custom color option. Do you have a favorite color? Or maybe you want to show your school spirit by displaying the colors of your alma mater. Whatever your palette preference, ST Imaging can bring that color to life on your new ST ViewScan III. How cool is that!?



Personalize IT: Optimize your new ST ViewScan III

ST OCR Searchable Text Tools

World class OCR - Optical Character Recognition - is delivered with the ST OCR Searchable Text Tools. Use these tools to convert a page at a time to searchable text while viewing the microfilm, or to convert to a searchable PDF document.

ST Cruise Control and Rapid Advance View and Scan (RAVS)

The ST ViewScan III system will automatically advance the film one page at a time and scan each frame, enhance, crop and save the images. ST Cruise Control can quickly capture a specific range of images or the entire roll.

Rapid Advance View and Scan allows the user to select the number of frames they would like the scanner to advance or reverse and the ST ViewScan III will automatically arrive at that location on the roll of film.

Ask a sales representative for more details on these optional items, including pricing.

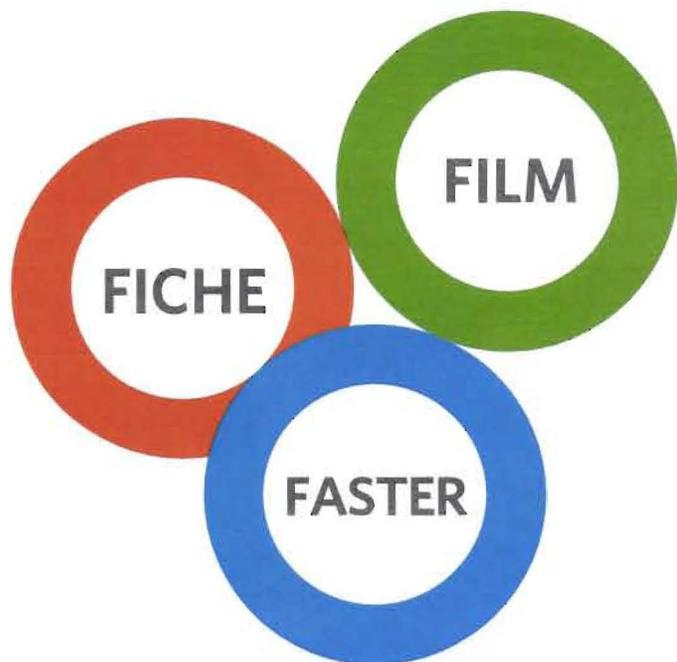
Easy to use, Fast, Affordable and FUN!

The ST ViewScan III - it fits you

The ST ViewScan III represents over 10 years of evolution in microfilm scanning technology. Equipped with a **14 megapixel, USB 3.0 camera** the ST ViewScan III creates sharper images from your collection. The familiar ergonomic controls on the ST ViewScan III makes it easy and familiar to use, regardless of the users skill level. Users of the ST ViewScan III can navigate quickly to the image they want, capture it and share it with little effort. The ST ViewScan III makes history come alive and turns your archives into a more dynamic, accessible and user-friendly resource that draws patrons to your library.



optional PC & monitor



New Scanner Highlights!

More Ways to Share

ST Imaging has partnered with **OCLC** and **FamilySearch** to allow users to share their images directly from ST Premium Software! Users can also save and send images to **email**, **Google Drive** and **Dropbox** accounts.

14 megapixel, USB 3.0 Color Camera

The ST ViewScan III's 14 megapixel camera creates clear, high-resolution images when viewing film or fiche. The camera is equipped with an optical zoom lens capable of 7x to 105x that can scan to 1200 dpi.

LED Light

The ST ViewScan III utilizes a bright, energy efficient, pure white LED illumination light that is optimal for film scanning.

Crystal-Clear Glass Field

Only the ST ViewScan III has this proprietary technology that employs optically clear and smooth glass to ensure the original information is viewed and captured as accurately as possible.

Familiar Film Controls

Patrons will love the familiar and ergonomic controls on the ST ViewScan III which make it easy to learn and use.

Convenient USB Port

Simplify saving with the easily accessible front side USB port.

Easy Film Loading

The guide rollers make getting started a snap! Simply attach the film, pass under the glass and you're done!

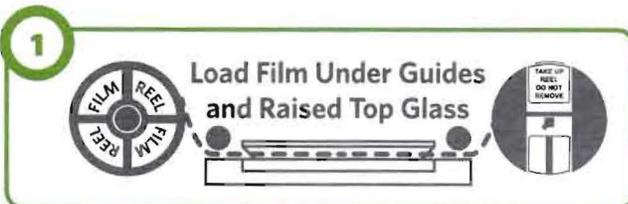
Three user modes = faster researching!

Patrons wanting to access your film archives come with widely differing skill sets which is why the ST ViewScan system provides three popular modes of operation that you can customize for their needs, **Simple**, **Standard** and **Advanced**. The result is happy patrons and less time spent training users on how to use the system.

Select the mode that you would like to use during this session.

-  **Simple Mode**
View and capture images - similar to familiar reader/printer
-  **Standard Mode**
View and capture with easy to use editing tools and additional output options
-  **Advanced Mode**
Powerful advanced view, capture, edit, image enhancement, research tools and output options

Screen shot of the mode selection screen.



"I simply want to find the information on the film and print it out so I can take it home."

Most patrons will be familiar with the basic browse and print features offered by old reader/printers. Simple mode gives them the same experience but with an automatically enhanced image for a superior print. It is as easy as 1-2-3.

SIMPLE MODE

- 1 Load the film.
- 2 Browse through the film to find the information you need.
- 3 Print using the Instant Print button in the upper left corner.



Adaptable = let your users choose!

“I want to find the information on a page and crop it. Then I want to save it to my Google Drive™ account or email it to myself.”

Standard mode is for patrons who are comfortable with computers and will want to do some basic editing such as cropping and saving an image to a thumb drive or email or Google Drive account. The ST ViewScan III system brings your film archive into the digital age with all the abilities users expect in a simple to use interface.

STANDARD MODE

- 4 Scissor Cut Cropping** is an intuitive tool that allows the user to select multiple, independent areas from the image that can be saved, shared or printed.
- 5 The Image Bin** holds the scans the user has created. The small thumbnail image makes it simple to keep track of what images have been scanned and makes it fast and easy to go back and review previously scanned images.
- 6 Save and share scans** multiple ways. Besides printing the user has the option to save to a thumb drive or email directly from the ST ViewScan III program. The user will never need to access the PC's desktop or open a new program.

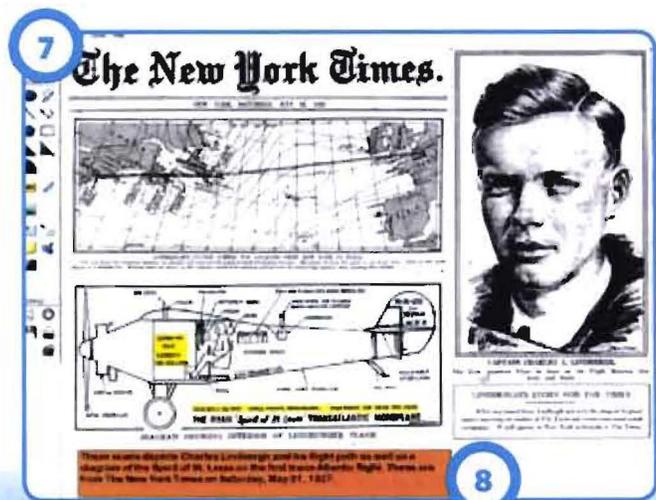


“As a researcher I want to be able to view and scan film quickly and then have access to features such as annotation so I can add citations and notes to my findings.”

Librarians, genealogist and archivists will appreciate the ST ViewScan III's advanced features allowing them to perform a variety of image adjustments and editing, annotation capabilities, as well as having access to the optional OCR conversion capabilities.

ADVANCED MODE

- 7 ClipMerge** is an exclusive feature available only from ST Imaging. Combine, arrange and size multiple scans to one page! If the user requires information from two different scans they can now be combined onto a single page. Now the user can be much more organized and save paper.
- 8 Annotation** is also an exclusive feature from ST Imaging. Add notes, a bibliography, highlight and black-out text, and a variety of drawing elements to your scans. By annotating you can highlight certain areas of your image to be quickly found later.



High Performance Hardware Features

ST ViewScan III Scanner Specifications

Steel Construction

The ST ViewScan III's durable steel construction ensures reliable performance in any location for years to come.

Camera

- **14 megapixel - largest imager array in a microfilm scanner (4384 x 3288 pixel native resolution)**
- **Image Stacking** - Proprietary technology to produce images with up to 80MB optical data and more with interpolation.
- **USB 3.0 SUPERSPEED interface**
- Full color camera
- Full HD 1080p video support
- Software selectable resolution up to 1200 dpi

Light Source

White LED True Color film-optimized lamps for film and opaque card. Lifetime warranty. Optically clear and smooth glass for maximum image quality.

Motorized film carrier

Film is easy to load with the direct film path design. Familiar physical buttons allow the user to easily control the speed and direction of the film.

Scanable Media

Microfilm (35/16mm rolls), microfiche, ultrafiche, 3M cartridge, aperture cards, jackets & micro opaque cards.



File Output

PDF Multi Page, PDF Single page, PDF Searchable* Multi Page, PDF Searchable* Single Page, Bitmap, JPEG, JPEG2000, PNG, TIFF, Multi Page TIFF, TIFF with Group 4 Compression, Multi Page 1 Bit Bitonal TIFF (300 DPI) with Group 4 Compression

USB 2.0 Convenience Port

A USB 2.0 port is provided conveniently to the front of the scanner for customers to save their scans onto portable flash drives.

Lens

Optical zoom lens 7X to 105X

Optional Scanner Configurations

Fiche or aperture card scanner
3M cartridge film or ANSI film clip adaptor on universal carrier

Power Adapter



ENERGY STAR, low power design
24 VDC 2A, AC 100-240 V 50Hz - 60Hz

Dimensions/Weight

Dimensions: 22" L x 20" W x 8" H
57cm L x 53 cm W x 20 cm H

Weight: 19 lbs. 8.6 kgs

Safety and Approval



Made in the USA
ISO/TS 116949, FCC, CE, cUL

Operating System Compatibility

Minimum Windows 7 (32 & 64), Windows 8

Minimum PC Requirements

- 8+ Gig RAM
- 2.4+ GHz speed, CPU i3 processor type, i5 or higher preferable, minimum Intel® Core Duo
- 24" or larger monitor
- 2 USB 2.0 ports
- 1 USB 3.0 port



630 Dundee Rd., Suite 210 • Northbrook, IL 60062 • p847.501.3344 • f847.501.3377 • www.stimaging.com

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071814

Town of Smithfield

Comparative Analysis of Salaries

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Introduction

The following is a comparative salary analysis of the Town of Smithfield and Isle of Wight County. Isle of Wight County conducted a salary study over the course of one year that was concluded with implementation in October 2015. The study resulted in changes to classifications and job descriptions. The overall function of the study was to create competitive salaries, streamline job classifications, and ultimately improve the compensation structure.

The Isle of Wight County pay study provides foundational information for the Town of Smithfield. The information provided in the following is an attempt to convert the Isle of Wight pay study information into a beneficial tool for the Town of Smithfield's compensation plan.

Methodology

Isle of Wight County contracted Evergreen Solutions, LLC to conduct a Pay and Classification Study. A comprehensive report was generated to include statistical data. However, the surveyed organizations did not include the Town of Smithfield. The following peer organizations were surveyed for the Isle of Wight Pay and Classification Study:

- Gloucester County, VA
- James City County, VA
- Prince George County, VA
- York County, VA
- City of Chesapeake, VA
- City of Hampton, VA
- City of Newport News, VA
- City of Suffolk, VA
- City of Williamsburg, VA

The existing study provided the necessary information to conduct an analysis for the Town of Smithfield. This analysis simply supplants Isle of Wight with the Town of Smithfield. Further, comparative analysis herein uses Town of Smithfield existing data as it compares to Isle of Wight County's new figures.

Any of the statistical data, charts or graphs presented will include a detailed description regarding the methodology.

Current Assessment

The Town of Smithfield is a relatively small organization that provides significant amount of services that is comparable to larger organizations. Due to this high degree of quality service, the employees often maintain additional responsibilities to their job description. This unique facet creates difficulty in accurately classifying each position by its inherent duties or identifying the appropriate salary.

The Town of Smithfield utilizes 31 pay grades. However, 20 of those pay grades are identified in the Town Policy Manual and have associated salary ranges. There are 11 pay grades without a position title or salary range. The empty pay grade creates significant salary changes when transitioning from one position to the next. The pay grades not in use are 1, 5, 14, 16, 21, 22, 23, 25, 26, 29, and 30.

There is no known associated value regarding an employee moving through the salary scale. With exception to promotion or job transfer, an employee salary increase is dependent upon merit or COLA raises. Therefore an employee could potentially have a long career without reaching the midpoint or maximum pay scale.

Since 2009 merit increases have been suspended due to budget constraints. In 2010 and 2011 fiscal years, no cost of living adjustment was provided. Further, from 2012 to present, annual cost of living adjustments have either been 1.5% or 2.0%, not including the multi-year phase in of VRS reform.

Current Pay Scales by Grade

Pay Grade	Pay Scale			Position Title
	Minimum	Midpoint	Maximum	
2	\$ 19,950	\$ 25,436	\$ 30,923	Kayak Rental Clerk Janitor
3	\$ 20,948	\$ 26,708	\$ 32,469	Docent Event Assistant (PT)
4	\$ 21,995	\$ 28,043	\$ 34,092	Laborer (FT and PT) Assistant Facility Coordinator (PT)
6	\$ 24,249	\$ 30,918	\$ 37,586	Office Aide (PT) Grounds Maintenance Specialist
7	\$ 25,462	\$ 32,464	\$ 39,466	Records Management Assistant (FT and PT) Clerical Assistant (Tax) (PT and FT) Clerical Assistant (Accounts Payable) Receptionist/Secretary Maintenance Helper
8	\$ 26,735	\$ 34,087	\$ 41,439	Crew Leader Clerical Assistant
9	\$ 28,072	\$ 35,791	\$ 43,511	Clerical Assistant (Water Sewer) Maintenance Technician Waterworks Operator Trainee Administrative Assistant Event Coordinator (PT)
10	\$ 29,475	\$ 37,581	\$ 45,687	Bookkeeper Payroll/Benefits Clerk Planning Technician
11	\$ 30,949	\$ 39,460	\$ 47,971	Waterworks Operator - Level 2 Mechanic Senior Maintenance Tech Compliance Inspector Facility Coordinator Curator (PT)
12	\$ 32,946	\$ 41,433	\$ 50,369	Office Manager
13	\$ 34,121	\$ 43,505	\$ 52,888	Waterworks Operator - Level 1 Specialist Patrol Officer
15	\$ 37,619	\$ 47,964	\$ 58,309	Waterworks Lead Operator Assistant Maintenance Supervisor
17	\$ 41,475	\$ 52,880	\$ 64,286	IT Network Administrator Maintenance Supervisor Waterworks Plant Manager Crime Prevention Specialist Sergeant (Patrol) Sergeant (Investigations)
18	\$ 43,548	\$ 55,524	\$ 67,500	Assistant Superintendant
19	\$ 45,726	\$ 58,300	\$ 70,875	Financial Analyst Planning and Zoning Administrator Engineer
20	\$ 48,012	\$ 61,215	\$ 74,419	Deputy Treasurer Superintendent Lieutenant (Patrol) Lieutenant (Investigations) Director (Smithfield Center)
24	\$ 58,359	\$ 74,408	\$ 90,456	Deputy Chief
27	\$ 67,558	\$ 86,136	\$ 104,715	Treasurer Director (Planning, Engineering & Public
28	\$ 70,936	\$ 90,443	\$ 109,950	Chief
31	\$ 82,117	\$ 104,669	\$ 127,281	Town Manager

Peer Review

As mentioned, the Isle of Wight County surveyed nine (9) peer organizations to determine average pay scales and classification. The selection of the peer organizations was based on size, location, cost of living and the competitive labor market. The Town of Smithfield remains a part of the competitive labor market for the area and the surveyed data should apply.

The following chart identifies the average minimum, midpoint and maximum salary ranges for a select job classification. Further, those salary ranges were compared to the Town of Smithfield to determine the percent differentials. ****Note:** This analysis attempted to compare Town of Smithfield job descriptions that were comparable to surrounding agencies. The chart is not comprehensive but does provide a snapshot.

Description	Survey Minimum		Survey Midpoint		Survey Maximum	
	Average	% Diff	Average	% Diff	Average	% Diff
Administrative Assistant	\$24,981.10	-11%	\$33,464.83	-6%	\$44,235.04	2%
Clerical Assistant (Accounts Payable)	\$28,137.86	10.51%	\$36,474.43	12.35%	\$45,090.57	14.54%
Deputy Treasurer	\$54,304.43	13.11%	\$73,009.24	19.27%	\$91,714.05	23.24%
Lieutenant	\$52,656.87	9.67%	\$70,253.85	14.77%	\$87,850.83	18.05%
Deputy Chief	\$61,855.32	5.99%	\$81,470.31	9.49%	\$100,271.04	10.85%
Compliance Inspector	\$34,573.20	11.71%	\$48,141.54	22.00%	\$59,140.63	23.28%
Officer	\$35,639.30	4.45%	\$47,549.23	9.30%	\$59,289.32	12.10%
IT Network Administrator	\$74,095.59	78.65%	\$96,430.01	82.36%	\$118,648.32	84.56%
Director Planning, Engineering & PW	\$74,200.61	9.83%	\$93,179.72	8.18%	\$117,645.08	12.35%
Maintenance Supervisor	\$42,482.54	2.43%	\$55,769.38	5.46%	\$69,056.21	7.42%
Grounds Maintenance Specialist	\$24,749.07	2.06%	\$30,942.52	0.08%	\$37,619.11	0.09%
Superintendent	\$56,440.44	17.55%	\$74,036.88	20.95%	\$91,633.33	23.13%
Receptionist	\$22,754.85	-10.63%	\$29,449.30	-9.29%	\$36,143.76	-8.42%
Sergeant	\$47,759.00	15.15%	\$62,169.36	17.57%	\$74,593.34	16.03%

The IT Network Administrator shows the largest discrepancy when comparing to the peer organizations. The Compliance Inspector and Superintendent also showed large discrepancies. Again, this is not a comprehensive list, just a comparison from available information. This analysis assumes there is potential for other job descriptions to have similar discrepancies.

However, excluding the IT Network Administrator the following is observed:

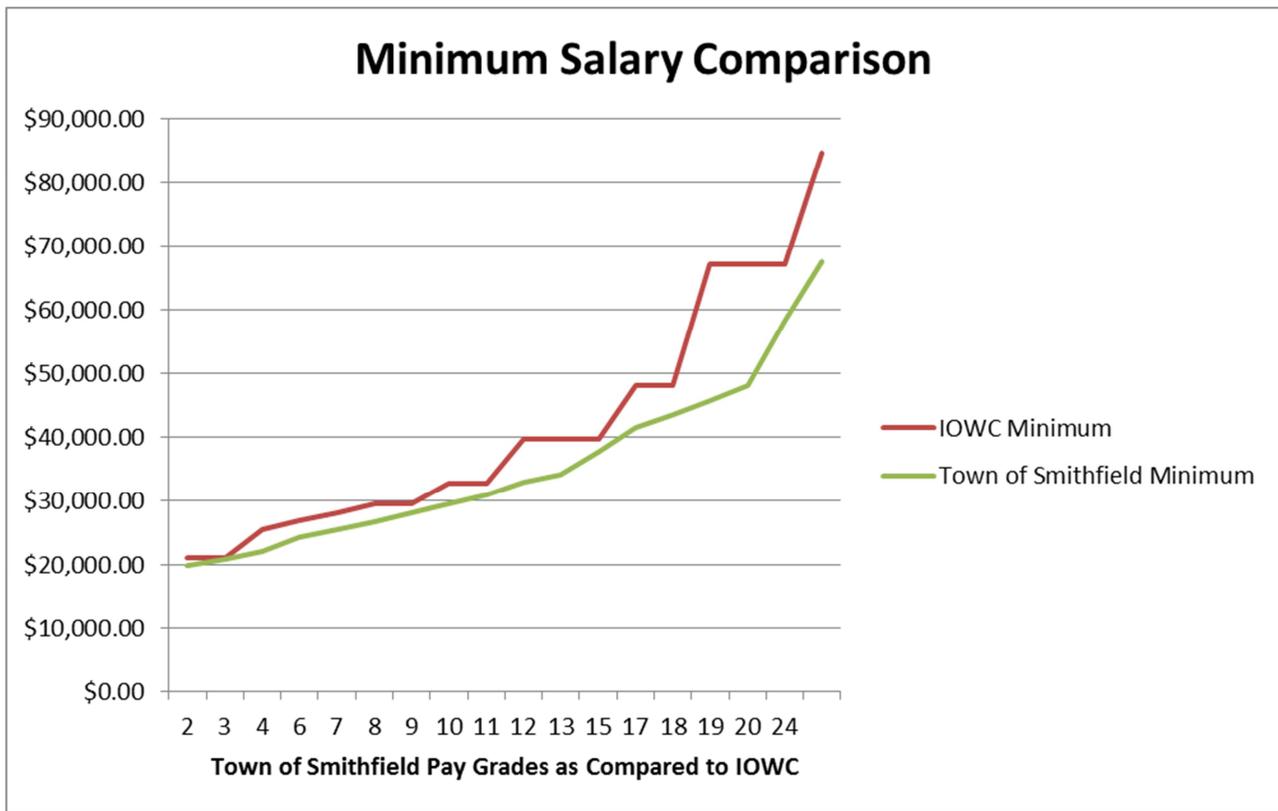
- There is an average 7% difference in the minimum salary scale between Town of Smithfield and peer organizations.
- There is an average 10% difference in the midpoint salary scale between Town of Smithfield and peer organizations.
- There is an average 12% difference in the maximum salary scale between Town of Smithfield and peer organizations.

Isle of Wight versus Town of Smithfield

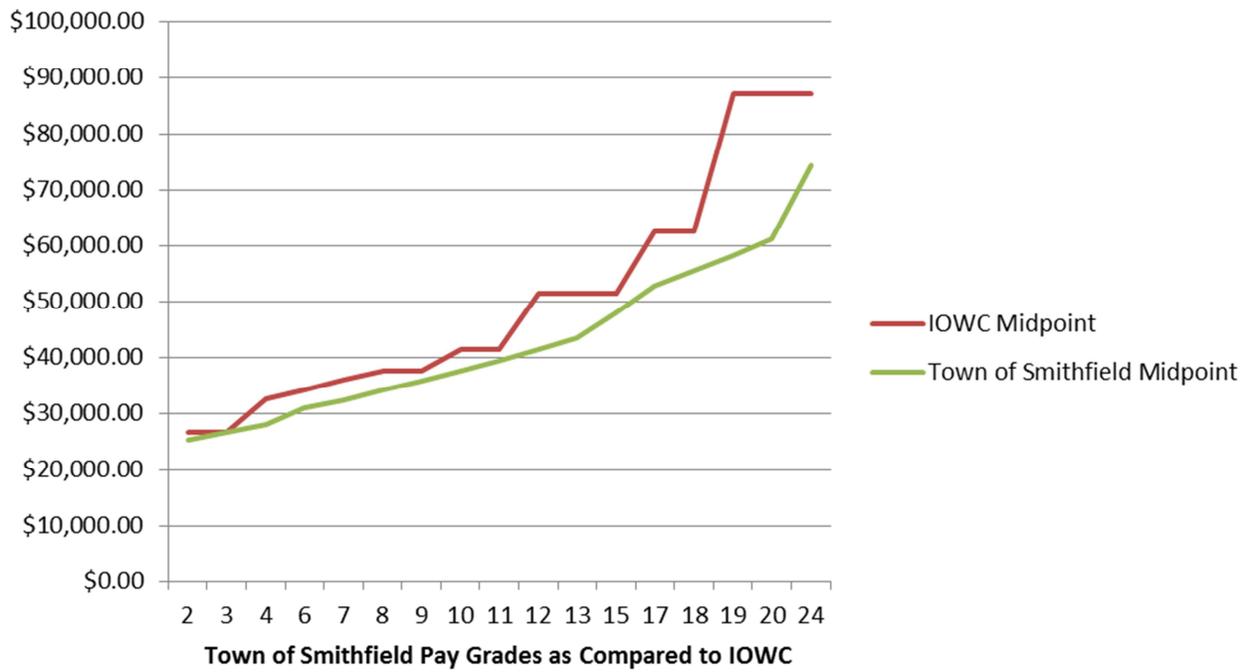
In October 2015, the Isle of Wight County implemented revised salary ranges and job classifications. From a competitive labor market perspective, Isle of Wight is the closest competitor to the Town of Smithfield. The implementation of the new salaries significantly impacts the Town of Smithfield's competitiveness.

When comparing pay grades with the Isle of Wight County pay grades the percent differences are significantly larger across the board. For this comparison, this analysis was able to compare all of the Isle of Wight County pay grades to the Town of Smithfield pay grades. The following was observed:

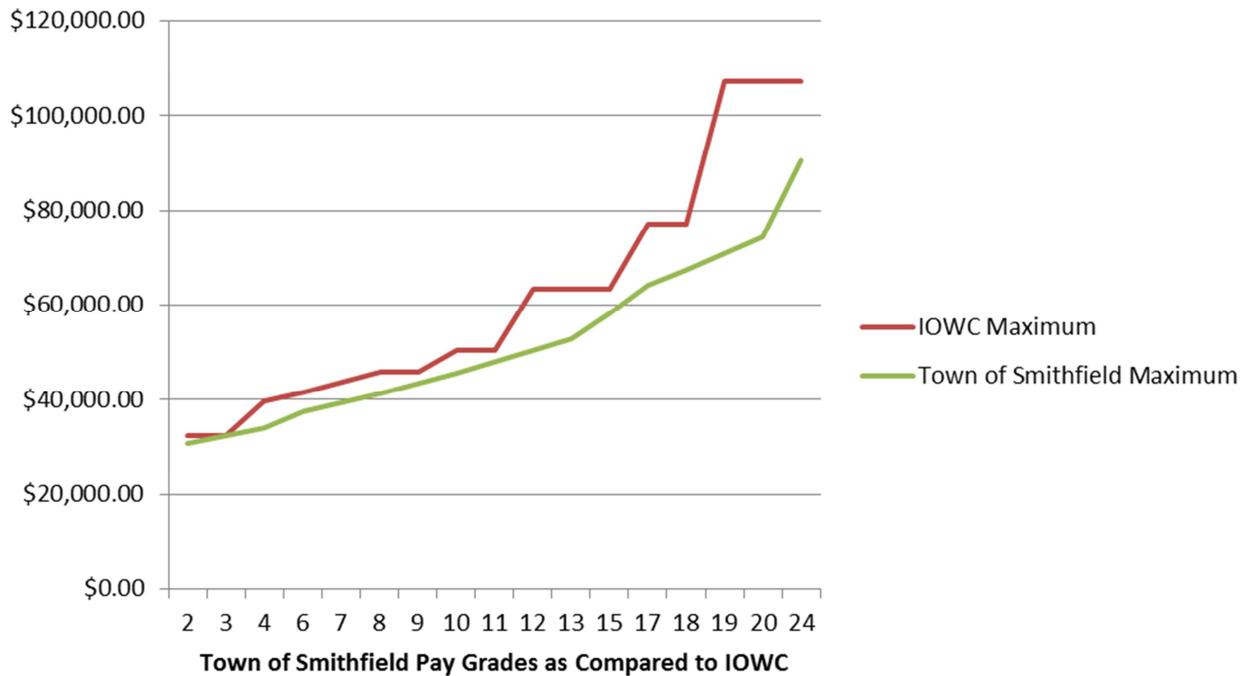
- There is an average 16% difference in the minimum salary scale between Town of Smithfield and Isle of Wight County.
- There is an average 17% difference in the midpoint salary scale between Town of Smithfield and Isle of Wight County.
- There is an average 18% difference in the maximum salary scale between Town of Smithfield and Isle of Wight County.



Midpoint Salary Comparison



Maximum Salary Comparison



Proposal

The job titles provide sufficient description for classification purposes. As mentioned before, there is difficulty in accurately defining a job description in a workplace where employees may be required to handle several tasks. The Town of Smithfield has clear and concise job titles.

Recommendation 1: Use the data from the Isle of Wight County survey to implement pay grades consistent with the competitive labor market.

The chart on the next page proposes new salary ranges and a small adjustment to pay grades to align the position to appropriate pay grade. This will mirror the pay grades and salary ranges of Isle of Wight County. Further, the unused (light pink) pay grades are reserved for potential growth or additional positions. Maintaining these empty pay grades reduces significant salary increases from one pay grade to the next. The new pay grade ensures competitiveness in the labor market bringing salaries at or above the current market.

Recommendation 2: Establish policy for salary increases after assigned a pay grade.

In the past, employees have received Cost of Living Adjustments (COLA) and merit raises. Traditionally, this practice aided employees in progressing through their pay scales. However, economic and government factors has reduced the positive impact of these salary increases. The requirement of mandatory retirement contributions, changes in health care and inflation have dampened salary increases.

It is recommended that a policy is created to establish procedures for annual salary increases whether merit or COLA. If salary increases are based on merit, it is recommended that all supervisors receive training on performance evaluations. Further, this training should be formatted so that all supervisors conduct performance evaluations in the same manner.

Also, many employees bring more to the organization than what is asked. This could be in the form of experience, training, or education. It is recommended that a numerical or percentage value be established to address additional characteristics that the organization may benefit from.

Proposed Pay Grades and Salaries

Pay Grade	Proposed Minimum	Proposed Midpoint	Proposed Maximum	Position Title
1	\$21,025.00	\$26,807.00	\$32,589.00	Docent (PT) Janitor Kayak Rental Clerk
2	\$22,076.00	\$28,147.00	\$34,218.00	Receptionist/Secretary Office Aide (PT)
3	\$23,180.00	\$29,555.00	\$35,929.00	Empty
4	\$24,339.00	\$31,032.00	\$37,725.00	Empty
5	\$25,556.00	\$32,584.00	\$39,612.00	Laborer (FT and PT) Records Management Assistant (FT and PT) Event Assistant (PT)
6	\$26,834.00	\$34,214.00	\$41,593.00	Gounds Maintenance Specialist Maintenance Helper Assistant Facility Coordinator (PT)
7	\$28,176.00	\$35,925.00	\$43,673.00	Clerical Assistant (Tax) (FT and PT) Clerical Assistant (Water/Sewer) Clerical Assistant Event Coordinator (PT)
8	\$29,585.00	\$37,721.00	\$45,857.00	Crew Leader Administrative Assistant
9	\$31,064.00	\$39,607.00	\$48,149.00	Clerical Assistant (Accounts Payable) Maintenance Technician Waterworks Operator Trainee
10	\$32,617.00	\$41,587.00	\$50,556.00	Planning Technician Waterworks Operator - Level 2 Mechanic Facility Coordinator Curator (PT)
11	\$34,248.00	\$44,523.00	\$54,797.00	Senior Maintenance Tech
12	\$35,960.00	\$46,748.00	\$57,536.00	Payroll/Benefits Clerk Compliance Inspector
13	\$37,758.00	\$49,086.00	\$60,413.00	Waterworks Operator Level 1 Specialist
14	\$39,646.00	\$51,540.00	\$63,434.00	Patrol Officer Waterworks Lead Operator
15	\$41,628.00	\$54,117.00	\$66,605.00	Assistant Maintenance Supervisor Accreditation Manager - PD Office Manager - Town Manager Office Manager-Planning,Engineering,&Public Works Office Manager - Conference Center Crime Prevention Specialist
16	\$43,709.00	\$56,822.00	\$69,934.00	Maintenance Supervisor Waterworks Plant Manager
17	\$45,894.00	\$59,662.00	\$73,430.00	Financial Analyst
18	\$48,189.00	\$62,646.00	\$77,102.00	Deputy Treasurer Assistant Superintendant Sergeant (Patrol) Sergeant (Investigations)
19	\$50,598.00	\$65,778.00	\$80,957.00	Empty
20	\$53,128.00	\$61,067.00	\$85,008.00	Empty
21	\$56,316.00	\$73,211.00	\$90,106.00	Lieutenant (Patrol) Lieutenant (Investigations) Director - Conference Center Director - Museum
22	\$59,695.00	\$77,604.00	\$95,512.00	Empty
23	\$63,277.00	\$82,260.00	\$101,243.00	Empty
24	\$67,074.00	\$87,196.00	\$107,318.00	IT Network Administrator Planning and Zoning Administrator Engineer Deputy Chief
25	\$71,098.00	\$92,428.00	\$113,757.00	Empty
26	\$75,364.00	\$97,973.00	\$120,582.00	Superintendent
27	\$79,886.00	\$103,852.00	\$127,818.00	Empty
28	\$84,679.00	\$110,083.00	\$135,486.00	Treasurer Director - Planning, Engineering, & Public Works Chief of Police
29	\$89,760.00	\$116,688.00	\$143,616.00	Empty
30	\$95,146.00	\$123,690.00	\$152,234.00	Town Manager

Implementation

All the above pay grades exhibit an increase in the minimum, midpoint and maximum salaries. The next step is to determine the appropriate means of implementation. The following are options for implementation:

Option 1: Adjust salaries to the new pay range minimums.

This option brings all employees up to the minimum salary scale of the pay grade. If the employee salary is currently above the minimum, then no adjustment is made. Although this option proves beneficial to newly hired employee, very little consideration is made for the tenured employee. In this circumstance, the woes of compression and economic factors are still relevant in terms of the tenured employee.

Option 2: Implement salary adjustments based on 30 years of service.

This option adjusts salaries with compression in mind. It assumes that most careers are expected to last approximately 30 years. Therefore, the salary scale is broken down in 10 year increments for each classification. Although this option adjusts for compression, it does not consider performance evaluations, experience, education or training. Below is an example of this option

Job Title	Years of Service	Salary
Mechanic	10	\$32,617.00
	10	\$41,587.00
	10	\$50,556.00

With regards to performance evaluations, experience, education and training, a numerical or percentage value should be implemented to aid in appropriate salary compensation.

Option 3: Increase base salaries of all employees commensurate with Isle of Wight current salaries.

This option is a clean slate approach. Here, salaries of all employees are the same or close to the same as their counterpart in Isle of Wight County. This offers a significant salary increase reducing the negative impact of compression and economic factors. Moreover, it establishes distance between tenured employees and potential new hires, thus improving retention, morale and employee satisfaction. **An example of this option is provided in appendix title Smithfield Police Department.**

Conclusion

The Town of Smithfield is currently behind the market in terms of salaries for all employees. In some circumstances, the salary gap is overwhelming. The above statistics, graphics, recommendations and options offer some relief to the issue. The information gleaned here offers a snapshot view of the impacts of compression, economic and governmental factors. In order for the Town of Smithfield to retain employees and remain competitive, a constant evaluation of salaries is recommended.

Appendix

Example

Smithfield Police Department

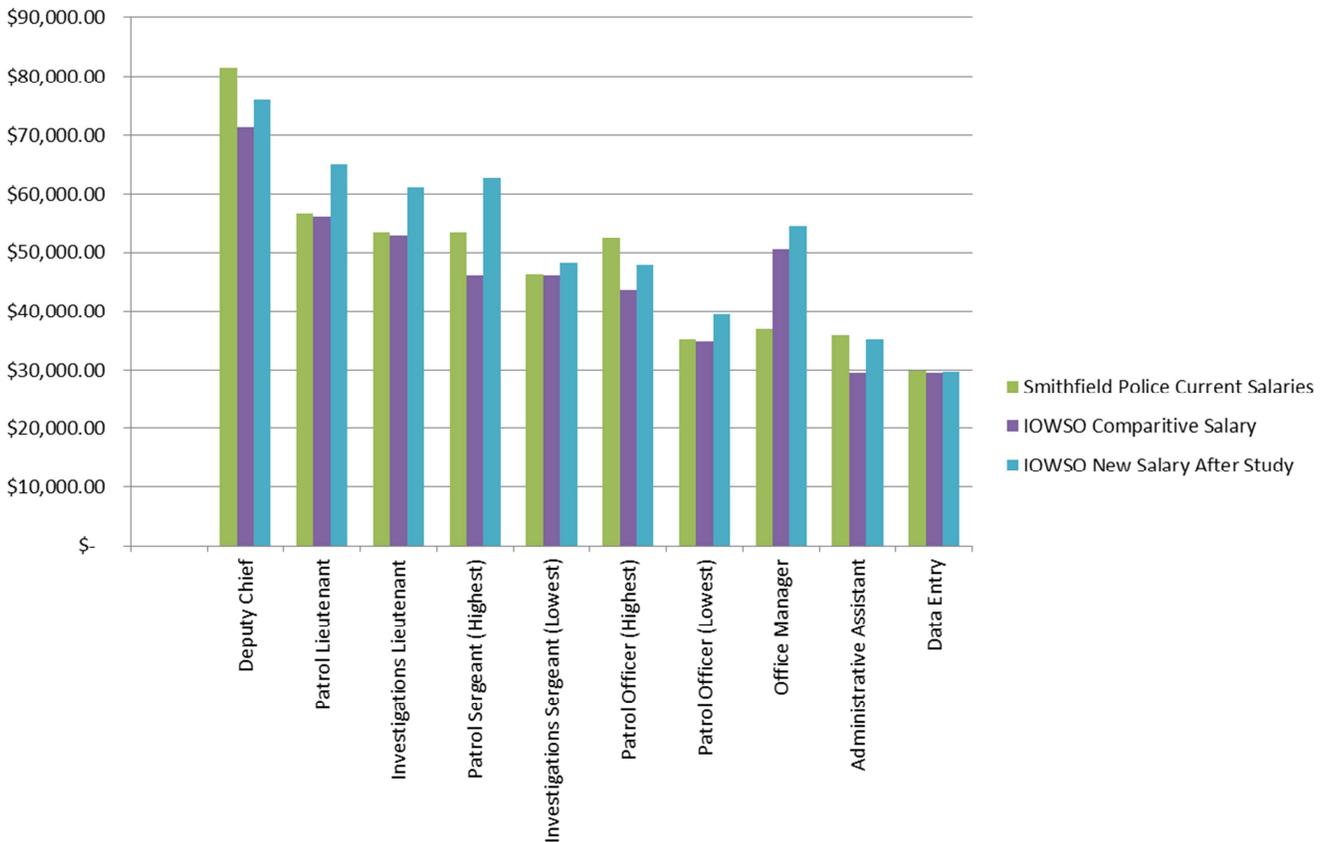
Introduction

The following is a comparative salary review of the Smithfield Police Department and Isle of Wight Sheriff's Office. Although the Police Department and Sheriff's Office work harmoniously together, the results of a recent salary study could negatively jeopardize retention for the Smithfield Police Department. The Town of Smithfield and Smithfield Police Department invest money, time and energy to ensure the best police officer is available for the Town of Smithfield. The ability to offer competitive salaries guarantees a return on that investment.

Current Salary

All staff and Police Officers are currently earning above their minimum pay scale. Moreover, the salaries are comparable to the Isle of Wight's salaries prior to Salary Study.

Comparative Salary Analysis



Salary Scales Comparison

Position	Average Min**	Town of Smithfield Min	Difference	Average Mid**	Town of Smithfield Mid	Difference	Average Max**	Town of Smithfield Max	Difference
Officer/Deputy	\$37,490.00	\$34,121.00	\$ 3,369.00	\$ 50,757.00	\$ 43,505.00	\$ 7,252.00	\$ 64,024.00	\$52,888.00	\$ 11,136.00
Sergeant	\$48,933.00	\$41,175.00	\$ 7,758.00	\$ 63,578.00	\$ 52,880.00	\$ 10,698.00	\$ 78,223.00	\$64,286.00	\$ 13,937.00
Lieutenant	\$56,285.00	\$48,012.00	\$ 8,273.00	\$ 73,309.00	\$ 61,215.00	\$ 12,094.00	\$ 90,334.00	\$74,419.00	\$ 15,915.00
2nd in Commamd	\$71,065.00	\$58,359.00	\$12,706.00	\$ 95,936.00	\$ 74,408.00	\$ 21,528.00	\$120,807.00	\$90,456.00	\$ 30,351.00

** *Average Minimums, Middle and Maximum Ranges of nine (9) agencies*

Further, the study conducted by Isle of Wight County surveyed nine other agencies. It is assumed that the Smithfield Police Department was one of nine agencies. However, when comparing salary scales to the average the following is observed:

In terms of differences between the Town of Smithfield and averages of surrounding agencies, the following is observed:

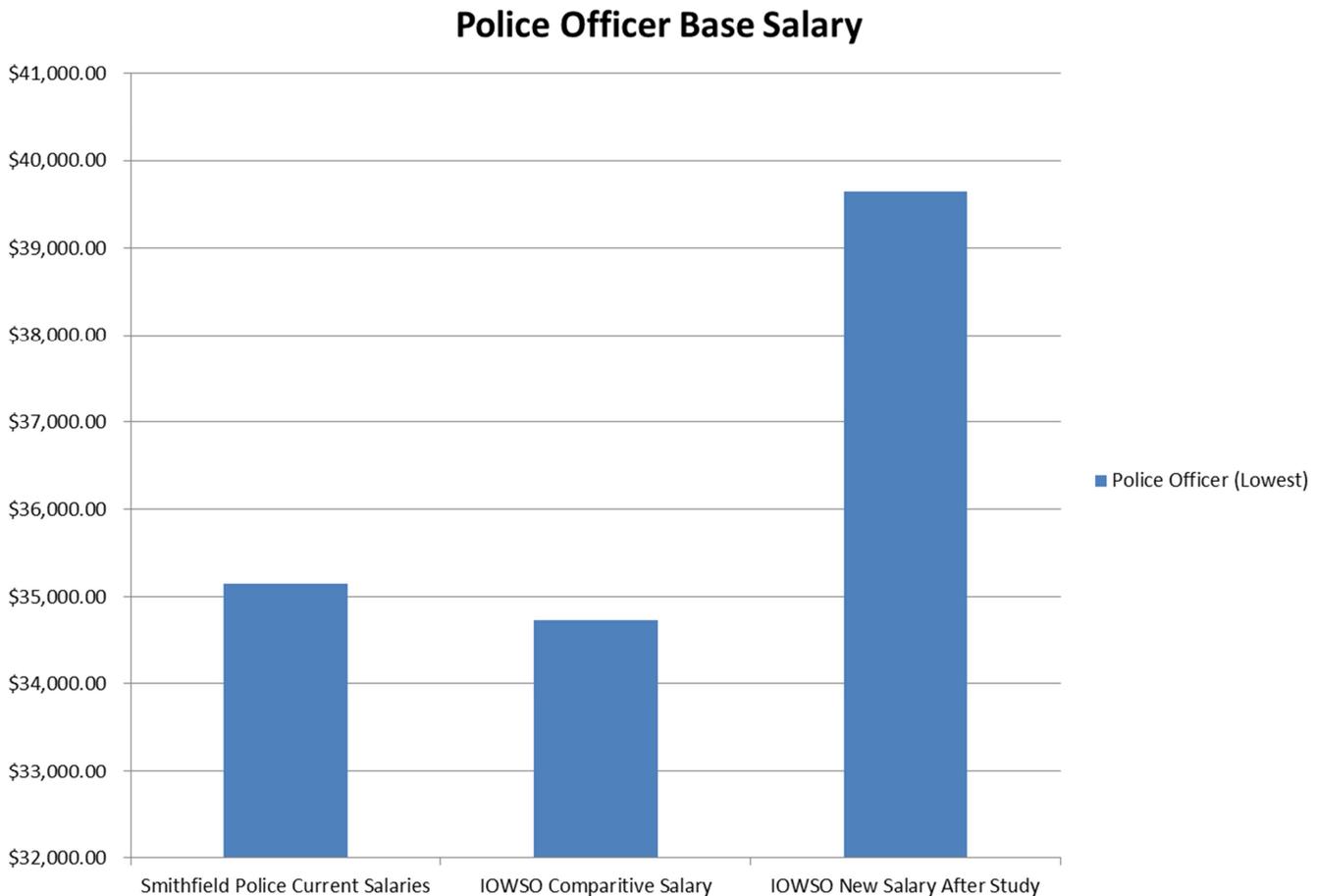
- Officer/Deputy Salaries shows a 9% difference than Average minimums ranges
- Officer/Deputy Salaries shows a 14% difference than Average mid-ranges
- Officer/Deputy Salaries shows a 17% difference than Average maximum ranges

These extreme differences are compounded by the impact of mandatory VRS contributions, increase health care costs and meager salary increases. Over time these differences become difficult to absorb and rectify.

When the Isle of Wight Sheriff's Office implements the new compensation plan, competition and retention issues will become insurmountable. The Smithfield Police Department provides numerous incentives to aid in offsetting salary issues. However, the above stated impacts can only be bared for so long.

Isle of Wight Pay Study

The Isle of Wight County pay study shed light on an ongoing issue particularly in law enforcement. As mentioned, competitive salaries bring experienced candidates to the application pool and eventually a better police officer for the community. Although the impact is felt across the board at all levels, the point to implement change starts at the bottom. New Hires salary comparison is as follows:



Using the graphic above, the salary for an IOWSO deputy (new hire) after the study would be \$39,646.00. This is a difference of approximately \$4,500.00 or 13% of the lowest paid Smithfield Police Officer. Further, a new hire deputy would earn a salary comparable to a Smithfield Police Officer who has been with the department for four (4) years.

Current Salaries versus Years of Experience

Current Title	Smithfield Police Current Salaries	Current Years of Service	Current Years at Title	Notes
Deputy Chief	\$ 81,378.88	23		
Patrol Lieutenant	\$ 56,660.27	13	3	15% Difference than IOWSO Lieutenant
Investigations Lieutenant	\$ 53,552.40	11	3	21% Difference than IOWSO Lieutenant
Patrol Sergeant (Highest)	\$ 53,486.82	8	3	Equivalent salary of Investigative Lieutenant
Patrol Sergeant	\$ 51,502.43	4	3	
Patrol Sergeant	\$ 47,599.97	10	3	Compensation is less despite more years of service
Patrol Sergeant	\$ 47,142.71	9	3	Compensation is less despite more years of service
Investigations Sergeant (Lowest)	\$ 46,235.14	7	3	
Patrol Officer (Highest)	\$ 52,561.52	20	20	Reached maximum salary under current scales
Patrol Officer	\$ 42,483.08	6	6	
Patrol Officer	\$ 42,139.02	7	7	
Patrol Officer	\$ 41,246.54	3	3	
Patrol Officer	\$ 40,537.79	6	6	Compensation is less despite more years of service
Patrol Officer	\$ 40,530.85	4	4	
Patrol Officer	\$ 40,339.08	3	3	
Patrol Officer	\$ 39,797.33	3	3	Equivalent salary of new hire deputy with 0 years
Patrol Officer	\$ 39,750.51	4	4	Equivalent salary of new hire deputy with 0 years
Patrol Officer	\$ 38,638.19	2	2	Equivalent salary of new hire deputy with 0 years
Patrol Officer	\$ 36,771.00	0	0	Equivalent salary of new hire deputy with 0 years
Patrol Officer (Lowest)	\$ 35,144.63	0	0	Equivalent salary of new hire deputy with 0 years
Office Manager	\$ 36,950.12	16	3	48% difference than IOWSO Office Manager
Administrative Assistant	\$ 35,914.89	13	13	
Data Entry	\$ 29,803.52	3	3	
Data Entry	\$ 25,462.00	0	0	

Difficulty arises when attempting to place numerical value on “years of service” and salary. The opportunity for salary negotiations at time of hire broadens the salary ranges. Further, no value is associated with education, training and experience.

The above notes section identifies minor disparities in salaries.

Proposed Plans

Proposed Full Scale Pay Plan					
Current Title	Smithfield Police Current Salaries	Current Years of Service	% Increase	Proposed Pay Plan	Salary Increase
Deputy Chief	81,378.88	23	0	81,378.88	-
Patrol Lieutenant	56,660.27	13	29%	73,091.75	16,431.48
Investigations Lieutenant	53,552.40	11	29%	69,082.60	15,530.20
Patrol Sergeant (Highest)	53,486.82	8	19%	63,649.32	10,162.50
Patrol Sergeant	51,502.43	4	19%	61,287.89	9,785.46
Patrol Sergeant	47,599.97	10	19%	56,643.96	9,043.99
Patrol Sergeant	47,142.71	9	19%	56,099.82	8,957.11
Investigations Sergeant (Lowest)	46,235.14	7	19%	55,019.82	8,784.68
Patrol Officer (Highest)	52,561.52	20	9%	57,292.06	4,730.54
Patrol Officer	42,483.08	6	9%	46,306.56	3,823.48
Patrol Officer	42,139.02	7	9%	45,931.53	3,792.51
Patrol Officer	41,246.54	3	9%	44,958.73	3,712.19
Patrol Officer	40,537.79	6	9%	44,186.19	3,648.40
Patrol Officer	40,530.85	4	9%	44,178.63	3,647.78
Patrol Officer	40,339.08	3	9%	43,969.60	3,630.52
Patrol Officer	39,797.33	3	9%	43,379.09	3,581.76
Patrol Officer	39,750.51	4	9%	43,328.06	3,577.55
Patrol Officer	38,638.19	2	11%	42,888.39	4,250.20
Patrol Officer	36,771.00	0	8%	39,712.68	2,941.68
Patrol Officer (Lowest)	35,144.63	0	13%	39,713.43	4,568.80
Office Manager	36,950.12	16	25%	46,187.65	9,237.53
Administrative Assistant	35,914.89	13	9%	39,147.23	3,232.34
Data Entry	29,803.52	3	9%	32,485.84	2,682.32
Data Entry	25,462.00		9%	27,753.58	2,291.58
Totals					142,044.58

The above graphic suggest a salary increase to match the IOWSO base salary. The percentages for determining the increase are as follows:

- Full 13% for the lowest paid officer to meet the same salary as lowest paid IOWSO Deputy.
- 9% was the difference between Town of Smithfield minimum pay scale and the local average.
- Or 10% additional for traditional promotion.

Total impact on the budget would be \$142,044.58 annually.

Proposed Modified Pay Plan					
Title	Years of Service	Salary	% Increase	Modified Pay Plan	Salary Increase
Deputy Chief	23	81,378.88	0	81,378.88	-
Patrol Lieutenant	13	56,660.27	14%	64,592.71	7,932.44
Investigations Lieutenant	11	53,552.40	14%	61,049.74	7,497.34
Patrol Sergeant (Highest)	8	53,486.82	9%	58,300.63	4,813.81
Patrol Sergeant	4	51,502.43	9%	56,137.65	4,635.22
Patrol Sergeant	10	47,599.97	9%	51,883.97	4,284.00
Patrol Sergeant	9	47,142.71	9%	51,385.55	4,242.84
Investigations Sergeant (Lowest)	7	46,235.14	9%	50,396.31	4,161.16
Patrol Officer (Highest)	20	52,561.52	4%	54,663.98	2,102.46
Patrol Officer	6	42,483.08	4%	44,182.40	1,699.32
Patrol Officer	7	42,139.02	4%	43,824.58	1,685.56
Patrol Officer	3	41,246.54	4%	42,896.40	1,649.86
Patrol Officer	6	40,537.79	4%	42,159.30	1,621.51
Patrol Officer	4	40,530.85	4%	42,152.08	1,621.23
Patrol Officer	3	40,339.08	4%	41,952.64	1,613.56
Patrol Officer	3	39,797.33	4%	41,389.22	1,591.89
Patrol Officer	4	39,750.51	4%	41,340.53	1,590.02
Patrol Officer	2	38,638.19	5%	40,570.10	1,931.91
Patrol Officer	0	36,771.00	4%	38,241.84	1,470.84
Patrol Officer (Lowest)	0	35,144.63	6%	37,253.31	2,108.68
Office Manager	16	36,950.12	13%	41,753.64	4,803.52
Administrative Assistant	13	35,914.89	4%	37,351.49	1,436.60
Data Entry	3	29,803.52	4%	30,995.66	1,192.14
Data Entry		25,462.00	4%	26,480.48	1,018.48
Totals					66,704.40

The above graphic indicates salary increase while reducing impact on the budget. This increase does not bring salaries comparable to IOWSO, however the additional incentives offered by Smithfield PD may offset the difference (i.e. take home car, equipment, training, uniforms, schedule, etc.)

The above percentages represent one-half of the increase proposed in the Full Scale Plan.

Total impact on the budget would be \$66,704.40 annually.

Parks and Recreation Committee Report

February 2016

Event Listing (since last committee meetings)

Day	Date	Event Type	Location
Mon	Jan 25	Committee Meetings	Smithfield Center
Tue	Jan 26	Committee Meetings	Smithfield Center
Fri	Jan 29	Rescue Squad Banquet	Smithfield Center
Sat	Jan 30	Wedding & Reception	Smithfield Center
Sun	Jan 31	Photography Class	Smithfield Center
 			
Tue	Feb 9	WCFB Meeting	Smithfield Center
		Town Council	Smithfield Center
Thu	Feb 4	Ducks Unlimited	Smithfield Center
Fri	Feb 5	Smithfield Fire Department Banquet	Smithfield Center
Sat	Feb 6	Mardi Gras Run 4 Beads	Joyner Field/WC Park
		Birthday Party	Smithfield Center
 			
Tue	Feb 9	Pinewood Heights Neighborhood Meet	Smithfield Center
Wed	Feb 10	Smithfield Center Staff Meeting	Smithfield Center
Sun	Feb 14	Sweetheart Banquet	Smithfield Center
 			
Tue	Feb 16	Business Meeting	Smithfield Center
		Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BHAR	Smithfield Center
Thu	Feb 18	Smithfield Women's Club Meeting	Smithfield Center
		Beaches to Bluegrass Trails Meeting	Smithfield Center
Sat	Feb 20	Wedding & Reception	Smithfield Center

Upcoming Events to Note

OTP	Day	Date	Event Type	Location
OTP	Sun	Feb 28	Black History Program	Smithfield Center
	Tue	Mar 1	Presidential Primary	Smithfield Center
OTP	Sun	Mar 6	Smithfield Center Special Occasion Show	Smithfield Center
OTP	Sat	Mar 12	Isle of Wight Academy Gala	Smithfield Center
OTP	Sat	Mar 12	Spring Vintage Market	Main Street
OTP	Wed	Mar 16	Chamber Home Show	Smithfield Center

Programming

(No programming taking place at this time)

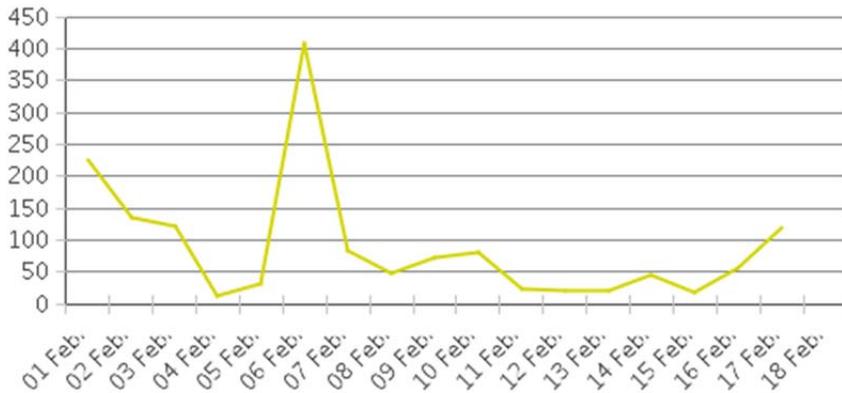
Parks and Recreation Committee Report

February 2016

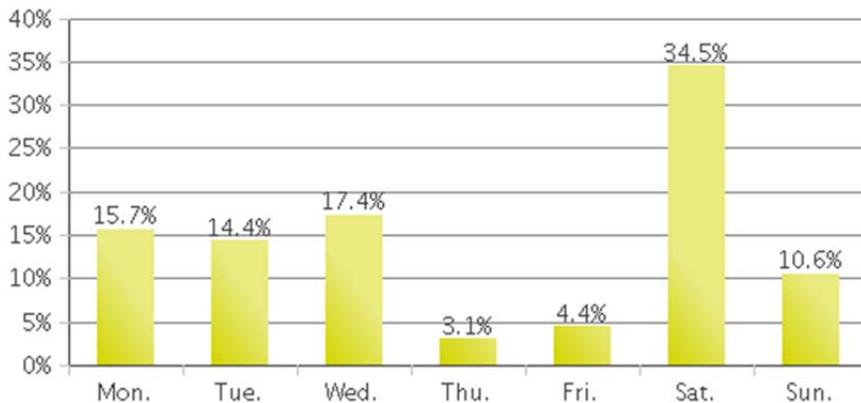
Windsor Castle Park Trail Doctors

Project	Date	Volunteers
English Ivy Removal	26 hours total in January & February	Steve Senkovich, Bob Wolfram, Wayne Willis
Trail Maintenance to Prepare for Mardi Gras Run	18 hours in February	Wayne Hall, Steve Senkovich, Carter Williams, Gene Monroe, Richard Barger
Windsor Castle Community Day is Saturday, May 21st. Call Mary Mitchell or Amy Musick if you would like to volunteer for this day where we give back to the park.		
Save the date for the Windsor Castle Park Lovers Party on Friday, May 13th.		

Eco Counter Data for Windsor Castle Park			
Location: Mason Street Entrance (moved 2/1/16)		Daily Average - 90	
Busiest Days	Saturday February 06 (407)	Monday February 01 (225)	Tuesday February 02 (136)



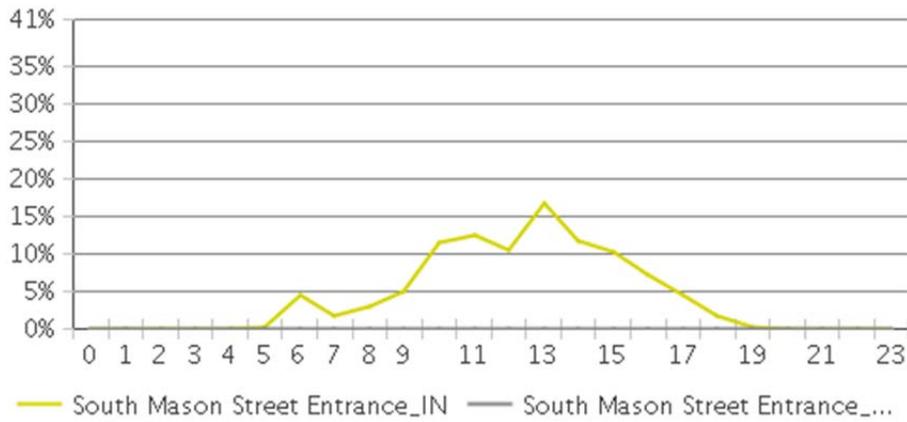
Daily Data



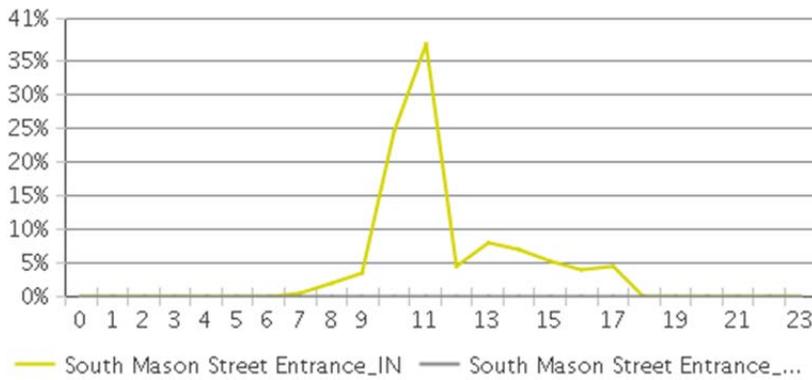
Weekly Profile

Parks and Recreation Committee Report

February 2016



Hourly Profile during the Week



Hourly Profile during the Weekend



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

Event Date (don't include setup dates here)	Times
Saturday, April 9, 2016	11 AM– 5 PM, entry for chalets starts at 10:00 am.

Event Name	Smithfield Wine & Brew Fest (5th Annual)
Event Organizer (Group Name)	Smithfield Rotary & Smithfield VA Events Committee
Tax Exemption ID Number	54-6073921
Website	www.SmithfieldVAWineBrewFest.com

Event Contacts

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

1st Time Event	Annual Event- how many times has event taken place?	4 times
Event Category <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 <input type="checkbox"/> Other _____		
Description of Event		
It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.		
Average Ticket Price	\$ 40	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	2500	Largest Attendance Number and Year 2014- 2500 p
What is your plan in the event of bad weather-cancel, reschedule?		Rain or shine unless weather poses safety concerns

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/11/15	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/11/15	9:30 am to 5:30 pm
Fishing Pier Closure	Closure	04/11/15	6 am to 6 pm

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 type="checkbox"/> Music	
Date	Times	Date	Times
4/9/16	11 AM-4 PM	4/9/16	11 AM-5 PM

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



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

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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input 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 type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	40	10x10, 20x20	
Staging	2	24x 30, 20 x 20	
<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	

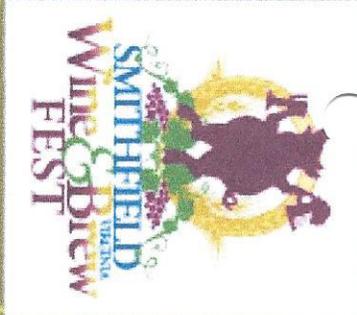
I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Electronic Signature: Gina Ippolito	Date	1/6/15
Print Name	Gina Ippolito		

Attach the following documents:

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

Windsor Castle Park
Smithfield, VA



- SmithfieldVaWineBrewFest.com**
- Information & Event Merchandise
 - Retail Vendors
 - Private Chalets
 - Restrooms & Restroom Trailers
 - Wineries
 - Food Vendors
 - Reserved Tables
 - Main Gate Check Point
 - Entertainment Stages



SmithfieldVaWine & BrewFest.com

Smithfield

Future Special Event Application Processing

The Town of Smithfield's Special Event Committee has determined that the Smithfield Historic District has reached its saturation point with events that require the closure of Main Street and the dedicated use of Town Services such as police and public works. The addition of any new events with these parameters would only be considered and allowed if a current event has ceased to operate.

2016 Town of Smithfield Open to Public Events (on town properties)

Street Closures	2016 Town of Smithfield Open to Public Events (on town properties)											
	Event Date	Times	Event Name	Type of Event	Requests that might require town services					Town Services		
		Location			No. of Years	Street Name	close or assist	times needed	Alcohol	Music	Public Restroom Staffing	# PD Officers Needed
				Estimated Attendance								
Jericho Road	1/16/2016	Sat 9 A-5 P	BOB Festival	8K and Festival	Church Street		8 A-11 A	Alcohol	Music	Public Restroom Staffing	5	4
			Smithfield VA Events-Gina Ippilito	3rd year	Jericho Road		8 A-11 A					
		WC Riverfront	869-0664	200 p-8K,								
			gina@smithfieldvaevents.com	1500 p-Event								
	1/16/2016	Sat 10 A-3 P	Smithfield Station Officer Request	officer request						1		
			Smithfield Station-Randy Pack	3rd year								
		Station Parking Lot	randy.pack@smithfieldstation.com									
	1/17/2016	Sun 2p-5 p	MLK Program	Community								
			Smithfield Center	15 years								
				250 p								
Traffic Assist	2/6/2016	Sat 9 AM-2 PM	Mardi Gras Run 4 Beads	Race & Festival	Race Route-Cedar Street	assist	9 A-12 P	Alcohol	Music	Restrooms	4	2
			Chamber-Andy Cripps	2nd Year								
		Joyner Field	357-3502	500 P								
				acripps@theisle.org								
	2/14/2016	3 P-6:30 P	Sweetheart Banquet	Fundraiser								
			Smithfield Center	11 Years								
				200 p								
	2/28/2016	Sun 2 p-4 P	Black History Month Program	Community								
			Smithfield Center	14 years								
				100 p								
Main Street	3/12/2016	Sat 6 AM-4 PM	Smithfield Spring Vintage Market	Market	Main Street-100 block	close	6 AM-4 PM	Music	Restrooms	2	2	
			Farmers Market-Cheryl Ketcham	1st year								
		Main Street	375-3031	500 P								
			cketcham@isleofwightus.net									
	3/12/2016	Sat 5:30 P-9:30 P	IOW Academy Gala	Fundraiser				Alcohol			1	
			Smithfield Center	6 years								
				350 P								
	3/16/2016	Wed 4 P-7 P	Chamber Trade Show	Trade Show				Alcohol				
			Smithfield Center	13 years								
				100 p								
Traffic Assist	4/2/2016	Sat -10 A-2:30 P	YMCA Triathlon	Race	Grace						4	No. determined by PW
			Virginia-Maryland -Greg Hawkins	10 years	Main							
		Town Streets	336-577-2801	500	Cedar							
			greg@setupevents.com	will need pre-event meet, need to brainstorm ways to prevent spectators from blocking driveways								
Jericho Road	4/9/2016	Sat 11 A-5 P	Wine Fest	Festival	Jericho	close	9 A-5 P	Alcohol	Music		5	4
			Smithfield VA Events-Gina Ippilito	5 years	WC Trail		9 A-5 P					
		WC Riverfront	869-0664	2500 p								
			gina@smithfieldvaevents.com									
	4/9/2016	Sat 9 A-9 P	Smithfield Station Parking Lot Assist								1	
			Smithfield Station -Randy Pack									
		Station Parking Lot	randy.pack@smithfieldstation.com									

2016 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Times		Event Name	Type of Event	Requests that might require town services			Town Services				
	Event Date	Location			No. of Years	Street Name	close or assist	times needed	Alcohol	Music	Public Restroom Staffing	# PD Officers Needed
	4/23/2016	Sat 7 P-11 P Smithfield Center	CASA Gala	Fundraiser 1st year 250 p				Alcohol			1	
	4/23/2016	Sat 11 A-5 P	IWA Color Run	Race								
		WC Courtyard	IWA-Mary Margaret Wells	1st year					Music			
				marymargaretwells@iwacademy.com	250 p							
	4/30/2016	Sat 8 P-12 P Smithfield Center	Windsor Prom	Prom 11 years 200 p							1	
	5/2/2016	Mon 8 A-2 P Smithfield Center	TRIAD	11 years 350 p	Smithfield Center Parking Lot						1	
	5/7/2016	Sat 8 A-12 P	Optimist 5K	Race								
		Wc Courtyard	Mike Murphy	2 years					Music			
				757-660-7151	300 p							
			memurph1126@gmail.com									
	5/13/2016	Fri 8 P-12 P Smithfield Center	WCFB Suitcase Party	Gala 1st year 300 p				Alcohol	Music		1	
Main Street	5/14/2016	Sat 10 A-3 P	Mustang Round Up	Car Show	Main St 100, 200, 300	close	7 A-3 P				1	2
			Peninsula Mustang Enthusiasts-F Forrest Barefoot	4 yrs	Mason St 9 A-3 P	close			Music	Restrooms		
		Main Street	947-6970	500 pp								
		APP	noshuz@yahoo.com									
	5/21/2016	Sat 8 Am-1 PM	Park Community Day	Community								
		Park	WCFB -Mary Mitchell	2 yrs								
				500 pp								
			mvmwell@gmail.com									
	5/21/2016	Sat 8 P-12 P Smithfield Center	Smithfield Prom	Prom 11 years 350 p	Smithfield Center Parking Lot		7 P-9 P				2	
Traffic Assist	5/28/2016	Sat 8 A-2 P	Peninsula Bike Race	Bike Race	Cedar	assist					2	
		WC Courtyard & Streets	Jackie Shapiro	2nd year	Main Street	assist			Music			
			218-5505	300 p	Route 10	assist						
		APP	jshapiro@verizon.net									
Traffic Assist	5/30/2016	11 A-12 P	Memorial Day Service	Community	Church Street	close	11 A-12 P				2	
		Veterans Memorial		10 Years 150 P								
	6/3/2016	Fri 8 P-12 P Smithfield Center	Kings Fork Prom	Prom 4 years 350 P							1	
Traffic Assist	6/4/2016	Sat 9 A-5 P	Multiple Sclerosis Bike Event	Bike Event	Town Streets	assist					3	
			MS Group-Karla McCarraher	1st year					Music			
		WC	757-319-4253	1000 p								
			Karla.McCarragher@nmss.org									

2016 Town of Smithfield Open to Public Events (on town properties)

Street Closures	Times		Event Name	Type of Event	Requests that might require town services			Town Services				
	Event Date	Location			No. of Years	Street Name	close or assist	times needed	Alcohol	Music	Public Restroom Staffing	# PD Officers Needed
	10/15/2016	5:30 P-9:30 P Smithfield Center	IOW Schools Gala	Fundraiser 6th Year 350 p				Alcohol			1	
Main Street	10/21/2016	Fri 4 P- 5P	Smithfield Homecoming Parade	Parade	Main Street	close					No. determined by PD	2
			Smithfield High-Jill Gwaltney	10 plus years					Music			
		Main Street	371-3918	100 p								
Traffic Assist	10/22/2016	9 AM-5 PM	Smithfield Century Tour Bike Event	Bike Race	streets/intersections included in bike race	assist					2	
			Chamber-Andy Cripps	1st year				Alcohol	Music			
		WC Riverfront	357-3502	100 p								
Main Street	10/31/2016	Mon 5 P-8 P	Hamoween	Community	Main Street	assist					No. determined by PD	2
			John Edwards	10 plus years					Restrooms			
		Main Street		2000 p								
Traffic Assist	11/11/2015	Fri 11 AM-12 PM	Veterans Day Ceremony	Community	North Church Street	close	11 AM-12 PM				2	
			Vet Mem	VFW	4th Year							
	11/19/2016	Sat 5:30 P-9:30 P Smithfield Center	Festival of Trees	Fundraiser 4th Year 280 p				Alcohol	Music		1	
	12/2/2016	Fri, Sat, Sun All Day Smithfield Center	Anique Show Brad Face	Trade Show 2nd year 1000 p							1	
Pedestrian Traffic Assist	12/2/2016	Fri, Sat, Sun All Day	Historic Home Tours	Tour								
			Christmas in Smithfield-Brad Face	2nd year								
		Main Street		5000 pp								
	12/8/2016	Thu 7P-9P Smithfield Center	Military Band Concert	Concert 3rd Year 300 p								
	12/9/2016	Fri 5:30 P-8 P Smithfield Center	Tree Lighting Ceremony	Community 20 plus years 300 p								
Main Street	12/10/2016	Sat-3 P-9 P	Main Street Christmas Farmers Market	Festival	Main-Church to Underwood	Close	2 P-10 P				4	4
			Farmers Market-Chery Ketcham	3rd year				Alcohol	Music	Restrooms		
		Main Street	375-3031	5000 pp								
	12/10/2016	Sat 8 A-10 A Smithfield Center	Breakfast with Santa	Community 11 years 500 p								
Town Street Closures	12/17/2016	Sat 10 A-12 P	Christmas Parade	Parade	Town Streets	Close	10:30 A-12 P			Restrooms	No. determined by PD	No. determined by PW
			Tourism-Terry Rhinier	21 years					Music			
		Main Street	814-5170	3000 pp								
			terry.rhinier@iwus.net									

Memo

TO: Smithfield Town Council, Public Works Committee
FROM: Sonja Eubank, Department of Planning, Engineering and Public Works
DATE: February 17, 2016
RE: AVES/Moody's Performance Review

Town Council voted on April 7th 2015 to extend the AVES contract for one additional term of two years with a performance review after one year that could lead to termination. I was asked to keep a complaint log and I have attached for your review. I was also asked by Councilman Smith to provide a report of staff concerns. Below is a list of those concerns:

1. Continual complaints from residents over oil spills, debris left on roads, poor customer service and being non-responsive
2. Continually behind in reports and have to send multiple reminders. As of today, I still do not have the October through January complaint logs or the December and January recycle reports, refuse tickets and fuel receipts
3. Carts not tagged as per contract when not placed properly or unsafe for handling, etc.
4. Does not keep accurate or up to date pick up records therefore very difficult to verify number of stops for payment

Address	Complaint	Date
124 Wellington	Extra items not picked up as advertised on Dec. 26th - called Moodys and staff said they knew nothing about an extra pickup	1/3/2015
401 Pagan Ridge	Recycling not picked up in 3 weeks	1/12/2015
351 Pagan Ridge	Recycling not picked up in 3 weeks	1/12/2015
Aspen Woods	Oil and hydraulic fluid left all over neighborhood again - will call EPA next time. Also upset about all the holidays off	1/20/2015
303 Jefferson Ave	Pick up missed at least 10 times in past year and wants us to address in contract - penalty when this happens	1/20/2015
301 Lane Crescent	Recycling not picked up in 2 weeks - lid torn and has been waiting on one since July	1/20/2015
Wellington Estates	Recycling not picked up on 1/9	1/20/2015
301 Huntington Way	Trash all over ground and throughout neighborhood, driver fipplant, lid ripped off for 5 weeks - cant understand why they can pick up trash with lid off but cant if lid not closed, person she spoke with blamed her and never apologized, wants new contractor	2/5/2015
Smithfield Blvd.	Trash not picked up	2/20/2015
Battery Park Rd	Trash not picked up - AVES staff extremely rude and disrespectful	2/20/2015
226 S Church St	Recycling and refuse continually missed - spoke with Dawson and was told that Town instructed him not to go down Jericho Rd. She said they put her on hold several times for long periods- and was told they would speak with town and get back with her - they never got back to her	3/3/2015
Grandville Arch	Truck has hole in it and leaking debris all over neighborhood - called Health Dept.	3/10/2015
N Mason St	Recycling not picked up on entire block - carts take up parking spots on street for 2 or more days when this happens	3/13/2015

Address	Complaint	Date
Jericho Estates	Recycling missed in all of Jericho Estates	3/13/2015
Prestwick	Recycling missed on entire street for past 4 weeks	3/13/2015
Edinburgh	Skipped trash pick up on Friday on entire block - call AVES 3 times today and person answering phone told her twice she would find out what was going on and call her back - she never heard back.	3/16/2015
Cypress Creek	Debris blowing out of truck on Cypress Creek Pkwy.	4/10/2015
Windsor Castle Park	Port-a-Johns are not clean.	4/10/2015
109 Moone Dr.	Did not pick up debris	4/10/2015
119 Berryman Ct.	Resident called and complained that the streets recycling was never picked up. He was very upset and asked for a copy of the contract.	4/14/2015
111 Wilderness	Resident had 10 bags of leaves which were not picked up, she called and they told her they would have someone come pick them up the next day. They were not picked up.	4/14/2015
203 Grace Street	Trash has been missed 5 times - can sets on the corner of Grace and Cary Street and she said the driver passes by their house.	4/21/2015
201 Joshua Circle	Trash trucks spill oil all over the street. Its been happening since last year and the street is starting to stain. He would like to take it to Town Council.	4/22/2015

Address	Complaint	Date
102 Royal Dornoch	<p>Resident called today regarding debris pick up. He said he called the office to ask if he needed to call in a debris pick up and was told no. He put a bag of leaves out and they were not picked up - he called again and was told he needed to call in and schedule ahead of time. Confused and upset from the inconsistent information he was given.</p> <p>He also said he has been trying to get his trash can lid replaced for over a year now and every time he calls he is told that the parts are still not in. He is disgruntled that it takes a year for the parts to be received.</p>	4/24/2015
Corporate Offices	Recycling not picked up	4/30/2015
334 S. Church Street	<p>Resident called and said Monday he watched the trash truck pick up his trash can and take it away in the truck. He has called multiple times and was told a trash can would be brought out to him. He called again when it wasn't and was told he wasn't on the list for a trash can. He wants to know why this is happening</p>	5/1/2015
Commerce Street	No pick up on Commerce Street. Oil spilled and roads are stained	5/4/2015
212 Moonefield	recycling was missed on street	5/29/2015
258 to Windsor	Trucks trash was flying out onto the road and hitting the cars behind them	6/11/2015
South Church, Grace, Cary and Main St.	Trash cans were spilled along Grace, Cary and South Church Street. One can was missed along the street. Main street has trash spilled along the road.	6/15/2015
319 Red Point Drive	Trash was missed and her neighbors trash was also missed	6/30/2015

Address	Complaint	Date
1002 Wilson Rd	Driver dumped recycling bin causing glass bottles to fall and break on the street. The bottles were left there in the road. A good amount of glass. She is no longer interested in using the recycle bin and asked Aves to come pick it up. Neighbors saw driver get out of truck and look at glass left on road but did not clean up. Called AVES - said they would send someone out to clean up - they never did. Safety issue - children, dogs could get cut on glass, tires could be cut, etc.	7/2/2015
Grace Street	Trash thrown all over street	7/6/2015
Jericho Road	Debris all over road - tired of this happening all the time - something needs to be done	7/6/2015
Smithfield Forest/Moon Plantation	Hydraulic fluid all over neighborhood again - concerned this could catch on fire like one did in Va Beach which caused home to burn down - his home is in close proximity to leak (similar to one that caught on fire). Wants something done about constant leaks on streets	7/6/2015
130 Lumar	Resident called about his trash being missed - said he contacted the office and they told him the driver said all the trash had been picked up and implied he was a liar	
417 Muirfield	Missed yard debris	7/30/2015
417 Muirfield	Yard debris still not picked up - called Moodys again to ask them to pickup today - Dawson called and said bags were over weight - asked that we communicate this to homeowner somehow and town - he will fax in log sheet for debris pickup every Thursday morning -as of February 17, 2016 logs never received	8/3/2015
Wharf Hill Restaurant	Trash was not picked up at all yesterday - called AVES office and was told truck had flat tire - questioned why they only had 1 truck available and thinks town needs to bid out. Faulty equipment and no pickup is a continual problem. AVES does not seem to care when someone calls in to complain.	8/25/2015

Address	Complaint	Date
Washington Street	They did not pick up the trash on Wednesday (holiday make up day)	9/10/2015
1113 S Church St	Called 5 times and still will not fix lid - sign on can at side of road	10/19/2015
820 S Church St	Stopped by office - trying to get can since June - still does not have one	10/21/2015
104 Lakeview Cove	Stopped by office - asking for can for 4-6 weeks - still does not have one	10/21/2015
Locherbie / Cypress Creek	Resident complained oil stains from trucks on the street.	10/21/2015
1005 Wilson Rd	Called 5 times about new lid - each time they act like they have never heard about this request	11/4/2015
888 Sycamore Springs	Looking for his trash and recycle bins (New Resident)	12/14/2015
304 Hunter Way	Missed her trash can, also needs lid repaired	12/15/2015
508 Jordan Dr	Missed her trash cans	12/16/2015
508 Jordan Dr	Missed her trash cans (2nd call)	12/17/2015
508 Jordan Dr	Missed her recycle	12/21/2015
Aspen Woods	Oil and hydraulic fluid left all over neighborhood again - will call EPA. Puddle of oil/ hydraulic fuel 5' in Diameter at end of driveway. On hold for twenty minutes at AVES - they are non-responsive and trucks are unfit for business. Town has a professional contract with them and they are not being professional - something needs to be done. Has been addressing this same issue for almost a year now.	12/22/2015
Comment left on google reviews	I would rate it less than a 1 star if possible. How can a place that provides a service only have one person that makes deliveries or repairs to trash cans. We've been in our house for over 30 days now and we have no place to put our trash. It's starting to collect and smell. That truly a nice way to start out in a new house, new community and new trash company. AVES is pathetic to say the least. Absolutley the worse customer service experience I've ever experienced. Horrible.	12/22/2015- date made aware of comment

Address	Complaint	Date
Cyress Creek	Recyling coming out of truck, falling in road and left.	1/8/2016
210 Irvin Dr.	Recycling picked up at 10 pm, cans left in road and they are dark blue & can not see them at night. They are also left in the middle of the driveway and have to get out and move in order to get in your own driveway.	1/11/2016
Prestwick	Missed Prestwick & Royal Dornoch	1/12/2016
Farmers Bank	Missing Trash Can (Requested twice, still no can)	1/12/2016
304 Lakeview Court	Broken glass left in street by Recycling Truck, Friday night which came by at 11:35 pm.	1/12/2016
310 Institute	Town trash not picked up	1/21/2016
Dashiell	No recycle pick up	1/26/2016
101 Lakeview Cove, Unit 101	Ordered a trash can on 12/10/15, still does not have it	1/26/2016
All of Grimesland	No pickup	2/8/2016
All of GooseHill	No pickup	2/8/2016
Historical Downtown	No pickup	2/8/2016
Moonefield	Trash did not get picked up, rolled can in at 9:30 pm and they came by at 10 pm	2/10/2016
1305 Wilson Rd	She is 75 and lives alone. When company stops by she will often ask them to put her trash and recycle on the curb for her. When AVES comes, no matter which day it is they dump both in same truck. What is the point of going thru the trouble of separating it.	2/11/2016
Wilson Rd	Recycle not picked up on Thursday	2/12/2016
211 North Mason St	Going on 2 weeks since they have picked up his trash. He has made numerous call to their office	2/16/2016

**STAFF REPORT
TO THE TOWN COUNCIL**

SPECIAL USE PERMIT

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

March 1, 2016

Special Use Permit For:	Columbarium (As per Article 3.D: C.1)
Applicant Name & Address	Clay Griffin for Trinity Methodist Church 201 Cedar Street Smithfield, VA 23430
Property Owner Name & Address	Trinity Methodist Church 201 Cedar Street Smithfield, VA 23430
Property Location & Description	East of the intersection of Cedar Street and South Mason Street Parcel ID # 21A-01-303
Statistical Data (See Plat)	
Current Zoning	DN-R, Downtown Neighborhood Residential
Parking Requirements	No additional parking required.
Existing Use	Church
Proposed Use	Church w/ Columbarium
Surrounding Land Uses/Zoning	S-R, Suburban Residential
Conformity with Comprehensive Plan	Future Land Use is Low Density Residential.

Staff Comments

The applicant is seeking Special Use Permit approval to expand their services with the addition of a columbarium. The proposed columbarium would be on the east side of the Church building, near S. Mason Street and would accommodate a maximum of 200 urns under this permit. The proposed columbarium style includes 15 in. x 15 in. niches, which hold four urns each. The columbarium, as well as a small memorial garden area, would be enclosed within brick walls and be accessible from dawn to dusk.

At their January 12, 2016 meeting, the Town of Smithfield Planning Commission recommended approval of this application as presented with no conditions.

Strengths:

1. Would provide the Church the opportunity to accommodate their members' internment without the space necessary for a cemetery.

Weaknesses:

1. None identified at this time.

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



TOWN OF SMITHFIELD

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

APPLICATION FOR:

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

Applicant(s) Name: Trinity United Methodist Church
 Address: 201 CEDAR STREET
 City, State, Zip: Smithfield, VA. 23430
 Phone Number(s): 757 615 5401

Property Owner(s) Name: SAME AS ABOVE
 Address: _____
 City, State, Zip: _____
 Phone Number(s): _____

Property Address: SAME AS ABOVE

Tax Map Number(s): _____

Property Description: Columbarium on Trinity Church property -
MEMORIAL GARDEN on site of Academy property -

Zoning: _____ Acreage: _____ Application Fee: 400.00

Legal Reference: _____ Deed Book#: _____ Page#: _____

Proposed Use/Exception: _____
CONSTRUCT A MEMORIAL GARDEN in the "ACADEMY" AREA -
Construct A functional Columbarium on the Church
property.
Drawings ARE included in the package.

Clay H. Sullivan
 Applicant(s) Signature

11/16/15
 Date

 Applicant(s) Signature

 Date

**NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD**

Notice is hereby given pursuant to Section 15.2-1903 of the Code of Virginia 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, March 1, 2016 at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO INITIATE A CONDEMNATION PROCEEDINGS AS TO REAL PROPERTY KNOWN AS LOT 51, PINWOOD HEIGHTS HAVING THE ADDRESS OF 52 CARVER AVENUE IN THE TOWN OF SMITHFIELD OWNED BY TASHA GREEN MOORE.

The Town has agreed to acquire the subject property as part of its Pinewood Heights Relocation project. The property owner has agreed that the property may be acquired by the Town but the owner is unable to convey valid title to the property.

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

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: February 17 and 24, 2016

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

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the regular meeting of the Town Council in the council chambers in the Town Hall, , on Tuesday, March 1, 2016, at 7:30 p.m. to consider the adoption of the following ordinance:

AN ORDINANCE TO AMEND THE FRANCHISE AGREEMENT WITH SMITHFIELD LANDING COMPANY GRANTING THE EXCLUSIVE RIGHT AND PRIVILEGE TO LEASE CERTAIN PROPERTY OWNED BY THE TOWN OF SMITHFIELD AND PRESCRIBING THE TERMS AND CONDITIONS AND RESTRICTION PERTAINING TO SUCH GRANT.

The public is hereby invited to submit bids in writing for the franchise, right, privilege and lease proposed to be granted by this ordinance. The proposed amended terms shall be a grant of 40 years. All bids must be in writing and must submitted not later than 12:00 noon on February 29, 2016 to the Town Manager at his offices located at 911 S. Church Street, Smithfield, Virginia 23430.

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

TOWN OF SMITHFIELD

By: Lesley G. King, Clerk

Publish: February 17 and 24, 2016

PROJECT STATUS MAP

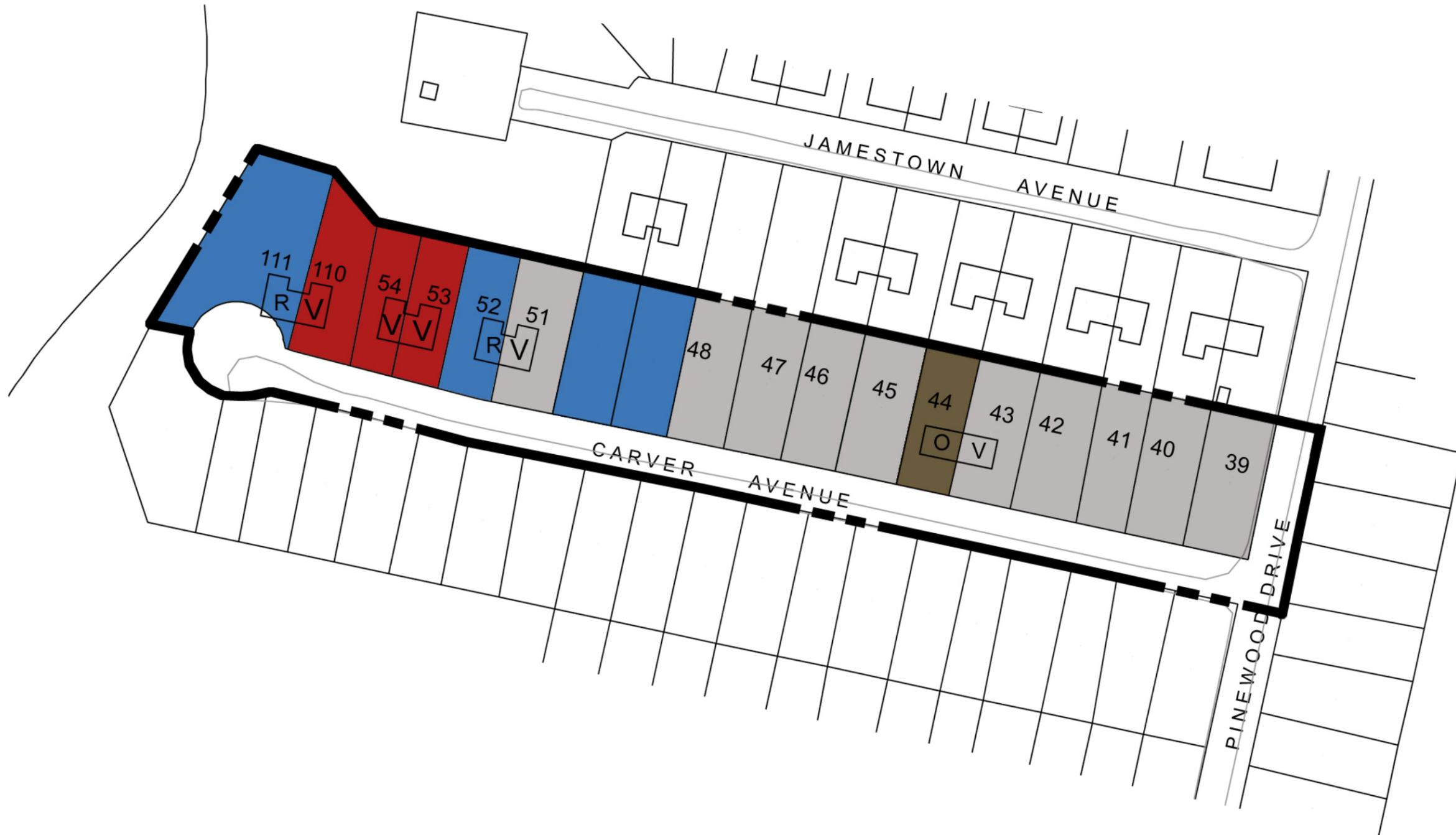
Pinewood Heights Phase II Redevelopment Project
Multi-Year 2
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  OFFER TO PURCHASE ACCEPTED
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  PROPERTIES ACQUIRED IN MY1
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT



February 2016

COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR FEBRUARY 2016

Locality: Town of Smithfield

Contract #: 13-01 MY2

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II

Contract Completion Date: 06/20/2016

Date: 02/15/2016

FINANCIALS

CDBG Contract Amount: \$375,280 Leverage Amount: \$589,894
CDBG Amount Expended: \$81,000 Leverage Amount Expended: \$190,052

CUMLATIVE CONSTRUCTION PROGRESS

{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: _____

When was the last Management Team meeting? 01/12/2016

Next meeting? 03/08/2016

Budget: Is project proceeding within the approved budget? Yes No If no, revision will be furnished by: ____/____/____

Technical Assistance Required? Yes No If yes, in what area(s)?

Status: All purchase offers have been accepted. The residents at 52, 53, 54, 110 Carver have all been relocated. The tenant at 52 Carver has been relocated and now is an owner in Isle of Wight County. Title issues are preventing the closings on 52 Carver but condemnation procedures were approved and have been started by the Town Attorney. The Council ordinance for the action will be in March and the court date will be in April. The Town will also be working to close on 110 & 111 Carver Street. The tenant at 110 has relocated. The tenant at 111 Carver has completed the relocation forms and the Town is working to address VDOT site location access (driveway) on the new lot. The owners of 44 Carver have accepted their offers to sale and we are working on relocation actions now that would place them in a new purchased home.

Are problems anticipated? None

Other comments: None

Project Specific Products:

Owner-Occupied Acquisition (Goal=2)

Owner Occupied Homes

1) 44 Carver 2) 53 Carver

Preliminary Acquisition Letters Sent 2

1) 44 Carver 2) 53 Carver

Appraisals Completed 2

1) 44 Carver 2) 53 Carver

Review Appraisals Completed 2

1) 44 Carver 2) 53 Carver

Offer to Purchase Letters Sent 2

1) 44 Carver 2) 53 Carver

Offers Accepted 2

1) 44 Carver 2) 53 Carver

Properties Closed On 1

1) 53 Carver

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Preliminary Acquisition Letters Sent 4

2) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Appraisals Completed 4

1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Review Appraisals Completed 4

1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Offer to Purchase Letters Sent 4

1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Offers Accepted 4

1) 52 Carver 2) 54 Carver 3) 110 Carver 4) 111 Carver

Properties Closed On 1

1) 54 Carver

Owner-Occupied Relocation (Goal=2)

Owner Occupied Homes

1) 44 Carver 2) 53 Carver

Household Surveys Completed 2

1) 44 Carver 2) 53 Carver

Income Verifications Completed 2

1) 44 Carver 2) 53 Carver

Eligibility of Relocation Letters Sent 2

1) 44 Carver 2) 53 Carver

Comparable Units Found and Inspected 2

1) 44 Carver 2) 53 Carver

Households Relocated 1

1) 53 Carver

Market-Rate, Renter-Occupied Relocation (Goal=3)

Market-Rate Occupied Homes

1) 52 Carver 2) 54 Carver 3) 111 Carver

Household Surveys Completed 3

1) 52 Carver 2) 54 Carver 3) 111 Carver

Income Verifications Completed 3

1) 52 Carver 2) 54 Carver 3) 111 Carver

Eligibility of Relocation Letters Sent 3

1) 52 Carver 2) 54 Carver 3) 111 Carver

Comparable Units Found and Inspected 3

1) 52 Carver 2) 54 Carver 3) 111 Carver

Households Relocated 2

1) 52 Carver 2) 54 Carver

Section 8, Renter-Occupied Relocation (Goal=1)

Section 8 Occupied Homes

1) 110 Carver

Household Surveys Completed 1

1) 110 Carver

Income Verifications Completed 1

1) 110 Carver

Eligibility of Relocation Letters Sent 1

1) 110 Carver

Comparable Units Found and Inspected 1

1) 110 Carver

Households Relocated 1

1) 110 Carver

Demolition (Goal=6)

Units to be Demolished

1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver 5) 110 Carver 6) 111 Carver

Units that have been Demolished 2

1) 53 Carver 2) 54 Carver

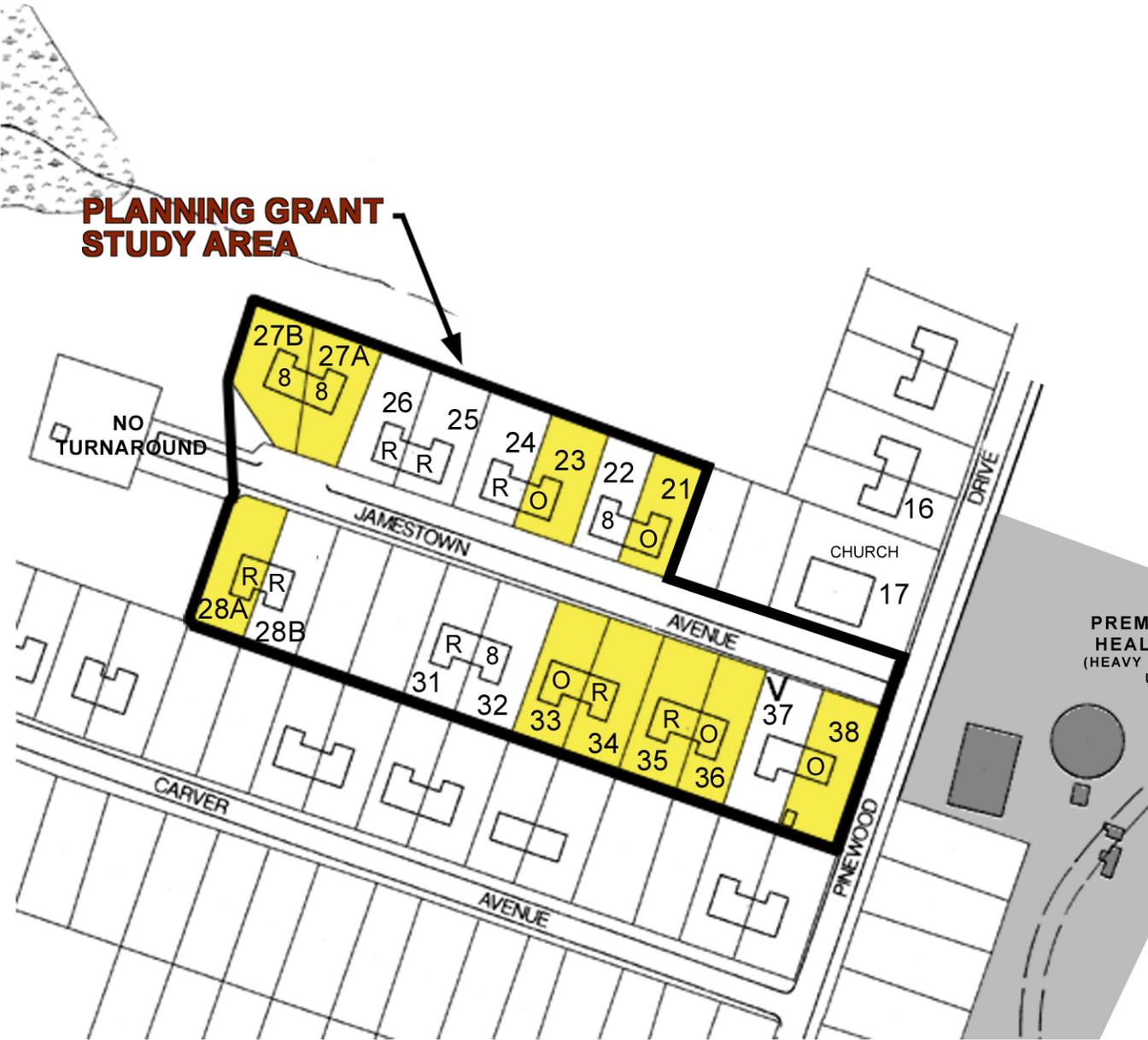
PROJECT STATUS MAP

Pinewood Heights Phase III Redevelopment Project

Town of Smithfield, Virginia

LEGEND

-  PHASE II BOUNDARY
- STATUS:**
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  OFFER TO PURCHASE ACCEPTED
-  RELOCATION IN PROCESS
-  RELOCATION COMPLETE
-  READY FOR DEMOLITION/DEMO PREP
-  PROPERTIES ACQUIRED IN MY1
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT



GRAPHIC SCALE IN FEET

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

MONTHLY PROGRESS REPORT FOR FEBRUARY 2016

Locality: Town of Smithfield

Contract #: 15-10

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase III

Contract Completion Date: 02/18/2018

Date: 02/15/2016

FINANCIALS

CDBG Contract Amount: \$1,000,000 Leverage Amount: \$1,323,335
CDBG Amount Expended: \$0 Leverage Amount Expended: \$0

CUMLATIVE CONSTRUCTION PROGRESS

{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: _____

When was the last Management Team meeting? 01/12/2016

Next meeting? 03/08/2016

Budget: Is project proceeding within the approved budget? Yes No If no, revision will be furnished by: ____/____/____

Technical Assistance Required? Yes No If yes, in what area(s)?

Status: Notice to Purchase and Relocation First notice letters sent to resident/owners of 21, 23, 27A, 28B, 31, 33, 34, 35, 36, 38 Jamestown. Application received and being processed for residents at 21, 23, 27A, 28A, 28B, 33, 34, 35, 36 Jamestown Avenue. Three owner relocatees have signed contracts for new homes; available relocation locations have been sent to two renters for their review. Appraisal requests and right to accompany letters, along with title report requests will be mailed over the next two weeks for all owners that have submitted applications.

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 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Heir (Vacant) Acquisition (Goal=1)

Heir (Vacant) Homes

1) 37 Jamestown

Preliminary Acquisition Letters Sent 0

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=12)

Tenant Occupied Homes

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

Preliminary Acquisition Letters Sent 4

- 1) 27A Jamestown 2) 28B Jamestown 3) 31 Jamestown 4) 35 Jamestown

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Owner-Occupied Relocation (Goal=5)

Owner Occupied Homes

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

Household Surveys Completed 4

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown

Income Verifications Completed 4

- 1) 21 Jamestown 2) 23 Jamestown 3) 33 Jamestown 4) 36 Jamestown

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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 3

- 1) 28A Jamestown 2) 31 Jamestown

Income Verifications Completed 1

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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 1

1) 27A Jamestown

Income Verifications Completed 1

1) 27A Jamestown

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Demolition (Goal=18)

Units to be Demolished

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

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

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

Units that have been Demolished 0