



November 15, 2013

TO: SMITHFIELD TOWN COUNCIL

**FROM: PETER M. STEPHENSON, AICP, ICMA-CM
TOWN MANAGER**

**SUBJECT: NOVEMBER 2013 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD
CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

*****PLEASE NOTE*****

**Monday, November 18th @ 2:30 p.m. Committees will begin with a tour
of the Backup Dispatch Center at Town Hall and a tour of the
Emergency Communications Center at Isle of Wight County. Please
arrive at the Smithfield Center prior to 2:30 p.m. if you wish to carpool
to these two sites.**

MONDAY, NOVEMBER 18TH, 2013

Approximately 4:00 P.M.

Police Members: Tynes (CH), Chapman, Gregory

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Water and Sewer Members: Gregory (CH), Smith, Tynes

1. Public Comment and Update from Town Council Meeting
2. Recommendations on Proposed Policy Changes to Utilities (**FORTHCOMING**)

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comment
 2. October Financial Statements and Graphs
 3. October Cash Balances
 4. Consideration of Christmas Holiday Schedule
- TAB # 1**
TAB # 2
TAB # 3

TUESDAY, NOVEMBER 19TH, 2013

4:00 p.m.

Parks & Recreation

Members: Chapman (CH), Pack, Tynes

1. Public Comment
- TAB # 4** 2. Operational Update - Parks and Recreation Committee Report
- TAB # 5** 3. Windsor Castle Park Project Application Draft
- TAB # 6** 4. Eagle Scout Large Dog Park Agility Course Project Application
5. Dissolution of the Town Appointed Windsor Castle Foundation Board
- TAB # 7** 6. Presentation of Natural Playground Company Final Plans

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

1. Public Comment
- TAB # 8** 2. Reallocation of VDOT Urban Funds

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

1. Public Comment
- TAB # 9** 2. Pinewood Heights Phase II Update
- TAB # 10** 3. Discussion on Tree Trimming/Removal on Hayden's Lane

***** Additional Item Not Listed on Committee but will be on Council's December 3rd Agenda*****

- Approval of November 5th Town Council Minutes
- Appoint Nomination Committee for two (2) Expiring BHAR Terms (1-30-14)
Nancy Fortier, Vice Chair
Cecil W. Gwaltney, Jr.
- Appoint Nominating Committee for Three (3) Expiring Planning Commission Terms (1-30-2014)
Charles F. Bryan
Randolph Pack
Michael Swecker
- Appoint Nominating Committee to Replace Joseph Campbell's Term on BZA (Expires 6-30-14)
- Approval of 2014 Meeting Schedule

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,660,000.00	212,417.25	1,447,582.75	12.80%
Delinquent RE Tax	20,000.00	2,604.94	17,395.06	13.02%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,000.00	628.85	1,371.15	31.44%
Current RE Interest	1,000.00	-	1,000.00	0.00%
Delinquent RE Interest	3,400.00	597.60	2,802.40	17.58%
Total Real Estate Taxes	1,692,900.00	216,248.64	1,476,651.36	12.77%
Personal Property Tax				
Current PP Tax	838,000.00	240,794.89	597,205.11	28.73%
Delinquent PP Tax	35,000.00	6,463.27	28,536.73	18.47%
Current PP Penalty	13,500.00	-	13,500.00	0.00%
Delinquent PP Penalty	6,000.00	1,527.34	4,472.66	25.46%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	4,320.00	943.36	3,376.64	21.84%
Total Personal Property Tax	897,470.00	249,728.86	647,741.14	27.83%
Miscellaneous Receipts Over/Short				
	15.00	3.95	11.05	26.33%
Total Over/Short	15.00	3.95	11.05	26.33%
Other Taxes				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	52,969.00	77,031.00	40.75%
Transient Occupancy Tax	142,000.00	73,089.09	68,910.91	51.47%
Meals Tax-4%	794,270.00	318,947.87	475,322.13	40.16%
Meals Tax-2%	397,135.00	159,473.93	237,661.07	40.16%
Communications Tax	245,000.00	39,889.04	205,110.96	16.28%
Rolling Stock	13.00	15.75	(2.75)	121.15%
Rental Tax	1,300.00	75.00	1,225.00	5.77%
Sales Tax	243,000.00	44,608.62	198,391.38	18.36%
Consumption Tax	47,500.00	12,612.40	34,887.60	26.55%
Utility Tax	194,500.00	52,825.21	141,674.79	27.16%
Total Other Local Taxes	2,314,573.00	754,505.91	1,560,067.09	32.60%
Licenses, Permits & Privilege Fees				
Business Licenses	330,000.00	32,808.30	297,191.70	9.94%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Business Licenses Penalty	6,420.00	2,816.85	3,603.15	43.88%
Business Licenses Interest	645.00	1,434.31	(789.31)	222.37%
Permits & Other Licenses	13,000.00	3,690.90	9,309.10	28.39%
WC Dog Park Registration	2,200.00	507.00	1,693.00	23.05%
Consultant Review Fees	5,000.00	3,038.80	1,961.20	60.78%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	135,500.00	789.33	134,710.67	0.58%
Total Licenses, permits and privilege fees	492,765.00	45,088.49	447,676.51	9.15%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	17,184.02	39,815.98	30.15%
Total Fines & Forfeitures	57,000.00	17,184.02	39,815.98	30.15%
<u>From Use of Money and Property</u>				
General Fund Interest	6,400.00	2,055.43	4,344.57	32.12%
Beautification Fund Interest	85.00	56.36	28.64	66.31%
Rentals	15,685.00	3,536.92	12,148.08	22.55%
Smithfield Center Rentals	143,000.00	43,601.20	99,398.80	30.49%
Smithfield Center Vendor Programs	4,500.00	-	4,500.00	0.00%
Kayak Rentals	-	7,092.25	(7,092.25)	#DIV/0!
Special Events	1,000.00	287.00	713.00	28.70%
Fingerprinting Fees	1,000.00	450.00	550.00	45.00%
Sale of Equipment	1,000.00	465.51	534.49	46.55%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	173,195.00	57,544.67	115,650.33	33.23%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,200.00	567.00	1,633.00	25.77%
Cash Proffer Revenues	-	16,000.00	(16,000.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	10,000.00	2,500.00	80.00%
Virginia Municipal Group Safety Grant	3,861.00	4,000.00	(139.00)	103.60%
Total Miscellaneous Revenue	18,561.00	30,567.00	(12,006.00)	164.68%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	14,618.00	3,654.48	10,963.52	25.00%
From Operating Reserves	529,075.00	269,035.69	260,039.31	50.85%
Total From Reserves	543,693.00	272,690.17	271,002.83	50.16%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
<u>Intergovernmental Virginia</u>				
Law Enforcement (no change budgeted for 2014)	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,765.00	3,321.00	444.00	88.21%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	17,000.00	-	17,000.00	0.00%
SNAP Program	-	431.00	(431.00)	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
Total State Revenue	208,624.00	49,147.32	159,476.68	23.56%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	3,081.12	1,918.88	61.62%
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	-	500,194.00	0.00%
Federal Fuel Income	1,000.00	-	1,000.00	0.00%
Total Federal Revenue	506,194.00	3,081.12	503,112.88	0.61%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Note Proceeds-HVAC Financing (Smithfield Center)	-	-	-	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00	-	400,000.00	0.00%
Insurance Recoveries	-	-	-	#DIV/0!
Total Other Financing Sources	400,000.00	-	400,000.00	0.00%
<u>Contributions</u>				
CHIPS Contributions	2,500.00	100.00	2,400.00	4.00%
Bike Rack	-	-	-	#DIV/0!
Public Restroom	-	-	-	#DIV/0!
Porcine Statues	-	-	-	#DIV/0!
Contribution-Smithfield Foods Donation to PD	-	-	-	#DIV/0!
Contribution-Motorcycle Donation	-	-	-	#DIV/0!
Ruritan Club Contribution-Ivy Hill Bench	-	-	-	#DIV/0!
Contributions-Employee Awards	-	-	-	#DIV/0!
Contributions-IOW County (ball fields)	25,000.00	-	25,000.00	0.00%
Contributions-IOW County Port Authority Grants	-	-	-	#DIV/0!
Farmers Bank-Police Department	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Contributions South Church Street Improvement Project	-	-	-	#DIV/0!
Total Contributions	27,500.00	100.00	27,400.00	0.36%
Total General Fund Revenue	7,332,490.00	1,695,890.15	5,636,599.85	23.13%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	
Cash Proffer Revenues	-	(16,000.00)	16,000.00	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(159,473.93)	(237,661.07)	
Pinewood Heights Reserves	(14,618.00)	(272,690.17)	258,072.17	
Contributions to Ball Fields (IOW)	(25,000.00)		(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	-	(500,194.00)	
Total Non-operating Revenues	(1,336,947.00)	(448,164.10)	(888,782.90)	33.52%
Total General Fund Operating Revenues	5,995,543.00	1,247,726.05	4,747,816.95	20.81%
General Fund Budget Expenses				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	12,125.00	27,875.00	30.31%
FICA	3,500.00	1,070.62	2,429.38	30.59%
Employee Wellness/Assistance Plan	1,800.00	546.00	1,254.00	30.33%
Legal Fees	32,000.00	7,073.50	24,926.50	22.10%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	1,232.00	28,768.00	4.11%
Professional Services	1,500.00	-	1,500.00	0.00%
Records Management maint & upgrades-software (to be moved)	8,484.00	6,250.00	2,234.00	73.67%
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	3,500.00	238.37	3,261.63	6.81%
Insurance	27,435.00	13,315.00	14,120.00	48.53%
Supplies	20,000.00	6,620.58	13,379.42	33.10%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Travel & Training	6,000.00	1,500.00	4,500.00	25.00%
Subscriptions/Memberships	9,100.00	8,243.00	857.00	90.58%
Council Approved Items	16,000.00	2,315.12	13,684.88	14.47%
Public Defender Fees	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	16.00	609.00	2.56%
SpecialProjects	2,500.00	2,366.31	133.69	94.65%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	1,042.00	958.00	52.10%
Annual Christmas Parade	400.00	-	400.00	0.00%
Council Approved Hwy	-	-	-	-
Total Town Council	219,311.00	66,663.50	152,647.50	30.40%
<u>Town Manager</u>				
Salaries	216,840.00	59,197.83	157,642.17	27.30%
FICA	17,350.00	4,724.11	12,625.89	27.23%
VSRS	25,100.00	8,280.86	16,819.14	32.99%
Health	37,455.00	12,168.75	25,286.25	32.49%
Auto Expense	500.00	170.00	330.00	34.00%
Maintenance Contracts	1,700.00	-	1,700.00	0.00%
Communications	15,500.00	3,426.46	12,073.54	22.11%
Insurance	2,910.00	1,343.86	1,566.14	46.18%
Supplies	5,500.00	1,557.54	3,942.46	28.32%
Dues & Subscriptions	2,940.00	1,541.78	1,398.22	52.44%
Computer & technology expenses	16,000.00	5,707.71	10,292.29	35.67%
Travel & Training	7,800.00	3,407.89	4,392.11	43.69%
Other	100.00	31.66	68.34	31.66%
TM Allocated to Hwy	-	-	-	#DIV/0!
Total Town Manager	349,695.00	101,558.45	248,136.55	29.04%
<u>Treasurer</u>				
Salaries	258,170.00	68,659.95	189,510.05	26.59%
FICA	20,655.00	5,479.21	15,175.79	26.53%
VSRS	29,230.00	9,352.98	19,877.02	32.00%
Health	32,840.00	10,694.04	22,145.96	32.56%
Audit	11,500.00	-	11,500.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	2,167.81	5,912.19	26.83%
Data Processing	18,000.00	5,431.60	12,568.40	30.18%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Service Contracts	18,500.00	10,238.24	8,261.76	55.34%
Insurance	2,510.00	1,159.14	1,350.86	46.18%
Supplies	15,000.00	1,327.88	13,672.12	8.85%
Dues & Subscriptions	2,300.00	895.31	1,404.69	38.93%
Credit Card Processing	1,000.00	216.23	783.77	21.62%
Cigarette Tax Stamps	2,565.00	-	2,565.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Other	100.00	10.54	89.46	10.54%
Treasurer Alloc to Hwy	-	-	-	#DIV/0!
Total Treasurer	425,150.00	115,632.93	309,517.07	27.20%
PUBLIC SAFETY				
Police Department				
Salaries	1,322,140.00	383,617.88	938,522.12	29.01%
FICA	105,775.00	30,122.01	75,652.99	28.48%
VSRS	139,100.00	45,462.91	93,637.09	32.68%
Health Insurance	185,950.00	58,405.22	127,544.78	31.41%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	3,749.15	20,250.85	15.62%
Service Contracts	37,000.00	24,006.70	12,993.30	64.88%
Communications	65,000.00	13,065.49	51,934.51	20.10%
Computer & Technology Expenses	10,000.00	(234.63)	10,234.63	-2.35%
Insurance	51,935.00	23,984.08	27,950.92	46.18%
Ins. - LODA	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	30,500.00	5,262.33	25,237.67	17.25%
Dues & Subscriptions	6,500.00	1,322.30	5,177.70	20.34%
Equipment	15,000.00	2,099.96	12,900.04	14.00%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	7,358.66	42,641.34	14.72%
Gas	85,000.00	19,089.74	65,910.26	22.46%
Tires	7,500.00	712.50	6,787.50	9.50%
Travel & Training	27,500.00	11,821.45	15,678.55	42.99%
Special Events	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	(1,710.15)	26,188.15	-6.99%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	15.00	485.00	3.00%
Total Police Department	2,209,840.00	639,266.56	1,570,573.44	28.93%
Fire Department				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
Total Fire Department	32,461.00	-	32,461.00	0.00%
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
Rescue Squad-shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	118,950.00	2,643.28	116,306.72	2.22%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	129,200.00	2,643.28	126,556.72	2.05%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,170.00	53,287.77	132,882.23	28.62%
FICA	14,895.00	4,540.59	10,354.41	30.48%
VSRS	16,365.00	5,401.52	10,963.48	33.01%
Health	20,780.00	6,734.02	14,045.98	32.41%
Uniforms	1,200.00	-	1,200.00	0.00%
Contracted Services	23,000.00	4,737.26	18,262.74	20.60%
Retail Sales & Use Tax	500.00	204.79	295.21	40.96%
Utilities	30,000.00	4,756.70	25,243.30	15.86%
Communications	21,500.00	4,515.89	16,984.11	21.00%
Computer & technology expenses	2,500.00	-	2,500.00	0.00%
Insurance	4,810.00	2,221.30	2,588.70	46.18%
Kitchen Supplies	4,000.00	632.99	3,367.01	15.82%
Office Supplies/Other Supplies	4,000.00	635.12	3,364.88	15.88%
Food Service & Beverage Supplies	8,000.00	1,188.54	6,811.46	14.86%
AV Supplies	1,000.00	97.14	902.86	9.71%
Repairs & Maintenance	40,000.00	8,574.67	31,425.33	21.44%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	2,488.47	9,511.53	20.74%
Travel & Training	2,000.00	1,401.00	599.00	70.05%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	8,280.25	11,719.75	41.40%
Refund event deposits	3,500.00	1,476.25	2,023.75	42.18%
Credit card processing expense	4,500.00	1,683.36	2,816.64	37.41%
Total Smithfield Center	431,720.00	112,857.63	318,862.37	26.14%
<u>Contributions-Parks, Recreation and Cultural</u>				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Farmers Market	3,000.00	-	3,000.00	0.00%
BSV Parking Lot	-	4,990.00	(4,990.00)	#DIV/0!
TUMC Parking Lot	1,500.00	375.00	1,125.00	25.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	5,000.00	5,000.00	50.00%
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	26,460.00	10,365.00	16,095.00	39.17%
Windsor Castle Park				
Salaries	73,820.00	21,075.23	52,744.77	28.55%
FICA	5,910.00	1,681.85	4,228.15	28.46%
VSRS	8,505.00	2,864.17	5,640.83	33.68%
Health	13,870.00	4,299.88	9,570.12	31.00%
Contracted Services	5,000.00	985.95	4,014.05	19.72%
Grass Cutting	30,000.00	11,327.70	18,672.30	37.76%
Professional Services	1,000.00	798.15	201.85	79.82%
Utilities	5,000.00	273.97	4,726.03	5.48%
Supplies	2,500.00	36.03	2,463.97	1.44%
Repairs & Maintenance	40,000.00	3,862.25	35,592.22	11.02%
Other	-	101.25	(101.25)	#DIV/0!
Total Windsor Castle Park	185,605.00	47,306.43	137,753.04	25.49%
Other Parks & Recreation				
Fishing Pier-	-	-	-	-
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	412.72	1,187.28	25.80%
Community Wellness Initiative	35,000.00	16,805.22	18,194.78	48.01%
SNAP Program	-	707.25	(707.25)	#DIV/0!
Waterworks Dam	34,000.00	15,814.90	18,185.10	46.51%
Haydens Lane Maintenance	2,900.00	172.46	2,727.54	5.95%
Veterans War Memorial	1,000.00	89.97	910.03	9.00%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	78,000.00	36,002.52	41,997.48	46.16%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
<u>Administration</u>				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	12,000.00	2,561.29	9,438.71	21.34%
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	107,826.00	-	107,826.00	0.00%
Renter Occupied Households	134,155.00	3,654.48	130,500.52	2.72%
Moving Costs	13,900.00	-	13,900.00	0.00%
Relocation Specialist	10,633.00	-	10,633.00	0.00%
<u>Acquisition Specialist</u>				
	15,000.00	-	15,000.00	0.00%
<u>Clearance & Demolition</u>				
	29,000.00	6,250.00	22,750.00	21.55%
Subtotal Non CDBG				
	325,014.00	12,465.77	312,548.23	3.84%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households		-	-	-
<u>Clearance & Demolition</u>				
	-	-	-	#DIV/0!
		-	-	#DIV/0!
Subtotal CDBG				
	230,394.00	-	230,394.00	0.00%
Total Pinewood Heights Contributions				
	555,408.00	12,465.77	542,942.23	2.24%
<u>Contributions-Community Development</u>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	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	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	33,339.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Total Contributions-Community Development	328,965.00	39,339.00	289,626.00	11.96%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	203,530.00	58,932.61	144,597.39	28.96%
FICA	16,285.00	4,702.94	11,582.06	28.88%
VSRS	24,750.00	8,338.64	16,411.36	33.69%
Health	33,600.00	10,844.43	22,755.57	32.28%
Uniforms	2,000.00	455.44	1,544.56	22.77%
Contractual	9,125.00	1,847.44	7,277.56	20.25%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	71,341.59	141,383.41	33.54%
Trash Collection-new contract	227,555.00	74,375.31	153,179.69	32.68%
Street Lights	5,000.00	237.56	4,762.44	4.75%
Communications	15,000.00	2,935.30	12,064.70	19.57%
Safety Meetings	5,000.00	634.10	4,365.90	12.68%
Insurance	8,060.00	3,722.18	4,337.82	46.18%
Materials & Supplies	6,000.00	836.55	5,163.45	13.94%
Repairs & Maintenance	9,000.00	877.00	8,123.00	9.74%
Gas & Tires	10,500.00	2,416.91	8,083.09	23.02%
Travel & Training	6,000.00	1,220.74	4,779.26	20.35%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	232.00	1,768.00	11.60%
Other	1,000.00	1,431.57	(431.57)	143.16%
Public Works Alloc to Hwy	-	-	-	-
Total Public Works	802,095.00	245,382.31	556,712.69	30.59%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	21,235.00	6,464.37	14,770.63	30.44%
FICA	1,700.00	573.59	1,126.41	33.74%
Contractual	9,000.00	5,155.60	3,844.40	57.28%
Communications	1,750.00	342.95	1,407.05	19.60%
Utilities	47,000.00	10,624.10	36,375.90	22.60%
Insurance	3,176.00	2,023.70	1,152.30	63.72%
Materials & Supplies	3,000.00	280.80	2,719.20	9.36%
Materials & Supplies-Town Manager	-	12.52	(12.52)	#DIV/0!
Materials & Supplies-Police Department	-	449.25	(449.25)	#DIV/0!
Materials & Supplies-Town Hall	-	71.58	(71.58)	#DIV/0!
Materials & Supplies-Public Works	-	80.00	(80.00)	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 10/31/13	Remaining Budget	% of budget
Materials & Supplies-Public Restrooms	-	436.37	(436.37)	#DIV/0!
Repairs & Maintenance	29,289.00	6,569.21	22,719.79	22.43%
Rent Expense-Office Space	4,800.00	1,600.00	3,200.00	33.33%
Other	1,000.00	-	1,000.00	0.00%
Alloc Costs to Hwy	-	-	-	-
Total Public Buildings	121,950.00	34,684.04	87,265.96	28.44%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	150,662.64	(150,662.64)	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
Total Transfers To Reserves	-	150,662.64	(150,662.64)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	3,759.40	11,540.60	24.57%
Ball Fields	73,750.00	-	73,750.00	-
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Ball field financing?				
Interest and fiscal charges				
Public Building Acquisition	33,195.00	-	33,195.00	0.00%
HVAC	2,370.00	676.19	1,693.81	28.53%
Ball Fields	14,650.00	-	14,650.00	0.00%
Total Debt Service	164,179.00	4,435.59	159,743.41	2.70%
Total General Fund Expenses	6,060,039.00	1,619,265.65	4,440,227.82	26.72%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(12,465.77)	(542,942.23)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(560,408.00)	(12,465.77)	(547,942.23)	2.22%
Total General Fund Operating Expenses	5,499,631.00	1,606,799.88	3,892,285.59	29.22%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2013/2014	10/31/13		Remaining % of Budget budget
Net Operating Reserve (+/-)	495,912.00	(359,073.83)		855,531.36 -72.41%
Net Reserve (+/-)	1,272,451.00	76,624.50		1,196,372.03 6.02%

	Adopted Budget 2013/2014	Actual 10/31/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	1,272,451.00	76,624.50	1,195,826.50	6.02%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%
Vacant Lots	-		-	-
Appraisal/Legal	(7,170.00)		(7,170.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	-	(166,426.00)	0.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(269,800.00)		(269,800.00)	0.00%
Renter Occupied Units	-	-	-	-
Vacant Lots	-	-	-	-
Subtotal CDBG Capital Acquisition	(269,800.00)	-	(269,800.00)	0.00%
Total Pinewood Heights Relocation CIP	(436,226.00)	-	(436,226.00)	0.00%
TOWN COUNCIL				
Cable 6 upgrades	-	-	-	#DIV/0!
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%
TREASURER				
Computer Equipment System upgrades				
AS400 Server	(45,000.00)		(45,000.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Porcine statues			-	#DIV/0!
Smithfield Center-HVAC unit			-	#DIV/0!
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%
Windsor Castle-Light Tower			-	#DIV/0!
Windsor Castle-Station Bridge			-	#DIV/0!
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(101,700.00)	(73,287.00)	(28,413.00)	72.06%

	Adopted Budget 2013/2014	Actual 10/31/2013	Remain Budget	% of Budget
Ipads for vehicles			-	#DIV/0!
Copier	(10,000.00)		(10,000.00)	-
Donated Opticom			-	#DIV/0!
Donated motorcycle (\$5000)			-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%
N/S Church St Streetscape Improvements			-	#DIV/0!
PUBLIC BUILDINGS				
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%
Public Restrooms			-	#DIV/0!
Net Capital Outlay	(1,272,451.00)	(76,624.50)	(1,195,826.50)	6.02%
Net Reserves (Deficit) after capital outlay	-	-	-	0.12

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	699,025.00	241,640.68	457,384.32	34.57%
Sewer Compliance Fee	489,559.00	172,262.80	317,296.20	35.19%
Miscellaneous Revenue	500.00	457.03	42.97	91.41%
Connection fees	31,600.00	1,580.00	30,020.00	5.00%
Total Operating Revenue	1,220,684.00	415,940.51	804,743.49	34.07%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	226,915.00	68,651.66	158,263.34	30.25%
FICA	18,155.00	5,160.04	12,994.96	28.42%
VSRS	26,245.00	8,755.87	17,489.13	33.36%
Health	38,750.00	12,551.34	26,198.66	32.39%
Uniforms	2,500.00	661.74	1,838.26	26.47%
Audit & Legal Fees	14,750.00	1,875.75	12,874.25	12.72%
HRPDC sewer programs	872.00	-	872.00	0.00%
Maintenance & Repairs	50,000.00	5,156.99	44,843.01	10.31%
VAC Truck Repairs & Maintenance	7,500.00	911.00	6,589.00	12.15%
Data Processing	14,000.00	4,073.72	9,926.28	29.10%
Dues & Subscriptions	150.00	-	150.00	0.00%
Utilities	43,500.00	8,682.12	34,817.88	19.96%
SCADA Expenses	6,000.00	896.34	5,103.66	14.94%
Telephone	12,000.00	2,693.36	9,306.64	22.44%
Insurance	16,140.00	7,453.60	8,686.40	46.18%
Materials & Supplies	46,000.00	5,715.38	40,284.62	12.42%
Truck Operations	14,000.00	2,651.81	11,348.19	18.94%
Travel & Training	4,000.00	83.33	3,916.67	2.08%
Contractual	3,250.00	557.55	2,692.45	17.16%
Miscellaneous	600.00	302.04	297.96	50.34%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	550,652.00	136,833.64	413,818.36	24.85%
Operating Income before D&A Expense	670,032.00	279,106.87	390,925.13	41.66%
Depreciation & Amort. Exp.	772,720.00	194,213.89	578,506.11	25.13%
Operating Income (Loss)	(102,688.00)	84,892.98	(187,580.98)	-82.67%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	4,120.00	78,280.00	5.00%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	1,517.99	1,732.01	46.71%
Interest Expense	(39,351.00)	(21,350.20)	(18,000.80)	54.26%
Total Nonoperating Revenues (Expenses)	68,032.00	(15,712.21)	83,744.21	-23.10%
Net Income (loss)	(34,656.00)	69,180.77	(103,836.77)	-199.62%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	(4,120.00)	(78,280.00)	5.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(172,262.80)	(317,296.20)	35.19%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	194,213.89	578,506.11	25.13%
Additional debt service costs-principal expense	(74,700.00)	(74,700.00)	-	100.00%
Total adjustments to CAFR	109,328.00	(56,868.91)	166,196.91	-52.02%
Working adjusted income	74,672.00	12,311.86	62,360.14	16.49%

	Adopted Budget 2013/2014	Actual 10/31/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	74,672.00	12,311.86	62,360.14	16.49%
Sewer SSO Consent Order	(325,000.00)	(21,680.00)	(303,320.00)	6.67%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)		(100,000.00)	0.00%
Pump Station Upgrades	(100,000.00)		(100,000.00)	-
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(548,076.00)	(25,017.50)	(523,058.50)	4.56%
Net Reserves (Deficit) after capital outlay	(473,404.00)	(12,705.64)	(460,698.36)	2.68%
Funding from Development Escrow	0	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	-	200,000.00	0.00%
Funding from Sewer Compliance Fee	325,000.00	17,480.00	307,520.00	5.38%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	51,596.00	4,774.36	46,821.64	9.25%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,453,834.00	497,934.82	955,899.18	34.25%
Debt Service Revenue	187,896.00	105,764.30	82,131.70	56.29%
Miscellaneous	500.00	2,626.80	(2,126.80)	525.36%
Connection fees	13,200.00	660.00	12,540.00	5.00%
Application Fees	5,000.00	2,217.00	2,783.00	44.34%
Total Operating Revenue	1,660,430.00	609,202.92	1,051,227.08	36.69%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Expenses				
Salaries	348,720.00	100,725.05	247,994.95	28.88%
FICA	27,900.00	8,013.20	19,886.80	28.72%
VSRS	38,530.00	12,198.75	26,331.25	31.66%
Health	49,735.00	15,654.89	34,080.11	31.48%
Uniforms	3,255.00	954.32	2,300.68	29.32%
Contractual	15,000.00	7,233.00	7,767.00	48.22%
Legal & Audit	20,000.00	1,895.75	18,104.25	9.48%
Maintenance & Repairs	21,000.00	1,550.27	19,449.73	7.38%
Water Tank Maintenance	100,000.00	50,936.64	49,063.36	50.94%
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,580.00	-	2,580.00	0.00%
Data Processing	14,000.00	4,073.72	9,926.28	29.10%
Utilities	1,500.00	124.79	1,375.21	8.32%
Communications	15,045.00	2,663.32	12,381.68	17.70%
Insurance	25,200.00	11,637.58	13,562.42	46.18%
Materials & Supplies	114,400.00	14,596.79	99,803.21	12.76%
Gas and Tires	14,500.00	4,118.09	10,381.91	28.40%
Dues & Subscriptions	1,000.00	87.00	913.00	8.70%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	106.70	5,393.30	1.94%
Miscellaneous	9,500.00	8,749.93	750.07	92.10%
RO Annual costs	470,673.00	100,621.89	370,051.11	21.38%
Bad debt expense	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,306,863.00	345,941.68	960,921.32	26.47%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 10/31/13	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	263,261.24	90,305.76	74.46%
Depreciation & Amortization Expense	365,000.00	112,676.15	252,323.85	30.87%
Operating Income (Loss)	(11,433.00)	150,585.09	(162,018.09)	-1317.11%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	54,400.00	2,720.00	51,680.00	5.00%
Interest Revenue	5,925.00	1,892.46	4,032.54	31.94%
Interest Expense	(123,720.00)	(66,377.12)	(57,342.88)	53.65%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(61,764.66)	(1,630.34)	97.43%
Net Income (Loss)	(74,828.00)	88,820.43	(163,648.43)	-118.70%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	(2,720.00)	(51,680.00)	5.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(105,764.30)	(82,131.70)	56.29%
Depreciation & Amort. Exp.	365,000.00	112,676.15	252,323.85	30.87%
Additional debt service costs-principal expense	(322,275.00)	(245,690.39)	(76,584.61)	76.24%
Total adjustments to CAFR	(192,071.00)	(241,498.54)	49,427.54	125.73%
Working adjusted income	(266,899.00)	(152,678.11)	(114,220.89)	57.20%

	Adopted Budget 2013/2014	Actual 10/31/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(266,899.00)	(152,678.11)	(114,220.89)	57.20%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)		(25,000.00)	0.00%
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Public Works Security Gate	(2,625.00)		(2,625.00)	0.00%
RO Security Gate	(10,000.00)		(10,000.00)	0.00%
System Improvements	(50,000.00)		(50,000.00)	0.00%
RO Plant-installation of flow transmitters			-	#DIV/0!
Light Tower			-	#DIV/0!
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
Net Capital Outlay	(218,076.00)	(3,337.50)	(214,738.50)	1.53%
Net Reserves (Deficit) after capital outlay	(484,975.00)	(156,015.61)	(328,959.39)	32.17%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00	246,195.78	85,562.22	74.21%
Net Cashflow	31,783.00	90,180.17	(58,397.17)	283.74%

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	10/31/13	Budget	budget
Revenue				
Interest Income	250.00	74.77	175.23	29.91%
Revenue Sharing-VDOT	-	-	-	#DIV/0!
Insurance Reimbursement	-	-	-	#DIV/0!
Revenue - Commwlth of VA	1,003,519.92	258,278.17	745,241.75	25.74%
Total Highway Fund Revenue	1,003,769.92	258,352.94	745,416.98	25.74%
Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	10/31/13	Budget	budget
Expenses				
Salaries	248,065.00	67,925.91	180,139.09	27.38%
FICA	19,845.00	5,420.63	14,424.37	27.31%
VSRS	29,090.00	9,107.12	19,982.88	31.31%
Health	45,290.00	14,441.16	30,848.84	31.89%
Uniforms	3,100.00	576.20	2,523.80	18.59%
Engineering	-	-	-	-
Grass	31,400.00	10,200.00	21,200.00	32.48%
Maintenance	348,427.92	82,687.27	265,740.65	23.73%
Asphalt/Paving		26,751.02	(26,751.02)	
Ditching		34,592.22	(34,592.22)	
Traffic Control devices		7,371.51	(7,371.51)	
Other (maintenance)		222.93	(222.93)	
Other (lawnmowers, landscaping, etc)		13,549.44	(13,549.44)	
Structures and Bridges			-	
Ice and Snow removal			-	
Administrative		200.15	(200.15)	
Street Lights	110,000.00	24,597.88	85,402.12	22.36%
Insurance	19,440.00	8,977.56	10,462.44	46.18%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	2,785.73	7,214.27	27.86%
Stormwater Management Program (regional)	1,786.00	-	1,786.00	0.00%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	868,943.92	226,719.46	642,224.46	26.09%
Net Reserves (+/-)	134,826.00	31,633.48	103,192.52	23.46%

	Adopted Budget 2013/2014	Actual 10/31/2013	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	134,826.00	31,633.48	103,192.52	23.46%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lawnmower	(8,000.00)	(7,945.00)	(55.00)	99.31%
Net Capital Outlay	(134,826.00)	(11,282.50)	(123,543.50)	8.37%
Net Reserves (Deficit) after capital outlay	0.00	20,350.98	(20,350.98)	

Notes: October 2013

GENERAL FUND

Revenues:

Current RE Tax

Real estate tax bills were mailed at the end of September, but payments are coming in slowly. As of November 13, we have posted \$309,667.65 which is approximately 19% of budget.

Current PP Tax

In August, the Town receives the state's annual contribution of \$240,794.89 towards personal property tax relief. This payment will offset the 50% tax relief applied to qualified vehicles for the 2013 billing. Due to programming glitches,, the PP bills were not mailed until mid-November.

Franchise Tax

As in previous years, franchise tax will not be collected until the last quarter of the fiscal year.

Transient Occupancy

Transient occupancy tax has been collected for two quarters and is close to budget at almost 52%. It is running lower than the same period last year with revenues of \$73,089 for 2014 compared to \$82,878 for 2013. Most of the drop occurred in the first quarter (-\$9210) whereas the second quarter differential is less than \$1000.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The October statements reflect collection of the July & August 2013 communications tax.

Sales Tax

There is also a delay in sales tax that comes from the state but is passed to the Town through IOW County. October statements reflect sales tax for July & August 2013. The sales tax revenue for this fiscal year is very similar to 2013 with a slight decrease of \$1633.

Consumption/Utility Tax

Consumption and utility taxes reflect receipts for July through September. These taxes are lower than FY2013 by \$4548. These taxes tend to yo-yo from year to year and even month to month depending upon weather.

Business licenses

Business license tax is due on April 15, so the majority of this revenue will be paid during the last quarter of the fiscal year.

Review Fees

Review fees have been collected for 2 sites this fiscal year:
L and L Marine-Carver Avenue
Smithfield Foods-test kitchen

Kayak Rentals

Kayak rentals since July 2013 total \$7092.25 which when added to the June 2013 receipts of \$1044 equal \$8136.25 for the first season. This was a very popular activity

at the park and a successful venture for the Town.

Cash Proffer Revenues

The Town received \$16,000 from builders for Church Square.

Obici Foundation Wellness Grant

During July 2013, received \$10,000 of the \$12,500 budgeted for this year.

VML Safety Grant

The Town received a VML safety grant of \$4,000 which exceeds budget of \$3861. Budget was based on FY2013 actual.

Reserves-Pinewood Escrow

The Pinewood Escrow reserve funds were set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters.

From Operating Reserves

Operating reserves of \$269,035.69 were used to fund deficit through October. This was slightly more than the \$219,978 used for the same period last year.

Litter Control Grant

The Town received litter grant of \$3321. Budget based on prior year allocation.

VCA Grant

The Town received \$5,000 from the Virginia Commission for the Arts in September

Federal Grants

The PD has already received 2 grants this year from traffic safety totaling \$3,081

Expenses:

ALL DEPARTMENTS

Insurance

First and second quarters VML property/casualty/workers' compensation insurance have been paid and account for approximately 50% of budget.

Subscriptions/Memberships

Most annual dues and subscriptions are paid in the first few months of the fiscal year which accounts for the high percentage of expense to date in this line item for most departments.

Town Council

Records Management

Payment for software upgrade and training. Total expense for this item was a little more than budgeted which puts it over the threshold for capital expense. May move this item to capital when budget amendments are made.

Special Projects

For Olden Days, the expenses included \$1,281.04 paid to All Virginia for dumpsters, \$102.00 to Farmers Service for bales of wheat straw, & \$668.67 to IOW for portable

toilets and sinks, \$139.00 paid out for food expenses. Paid \$93.20 to Roeda Signs for Town Special Events. In September paid \$82.40 to Isle of Wight County for fence permit at the Farmers Market.

Smithfield CHIPS program

Paid \$2,830.00 to VCE-Isle of Wight County for 4-H Camp for children sponsored by CHIPS.

Update Town Charter & Code

The Town paid Municipal Code Corporation \$1,042.00 to update Town's Charter & Code

Town Manager

Travel & Training

Travel costs for Peter to ICMA conference and VML conference. These were approved by Council.

Treasurer

Service Contracts

Included in this line item was \$3,750.00, which was paid to BAI for the annual on-line payments contract and \$4717 for 1/2 of annual BAI maintenance contract.

Public Safety

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,722.08.

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act.

Police Grants

Received a refund of \$1,710.15 for a prior year expense allocated to the Police Grant

Parks Recreation & Cultural

Smithfield Center

Travel and Training

Reimbursed Amy Musick \$766.00 for ODU class related to parks and recreational management and paid \$635 to IACCA for conference registration

Refund event deposits

Refunded 5 deposits since July 1.

Contributions-Parks, Rec, & Cultural

BSV Parking Lot

Payment of \$4990 to Hercules Fence for the BSV Parking lot used for Farmers Market

Isle of Wight Arts League

\$5,000.00 was paid for the Local Government Challenge Grant. The matching payment of

\$5000 was paid on November 3.

Windsor Castle Park-Professional services

Lodging cost at Smithfield Station for consultant who is working on WC playground plans. Also included in this line item is \$354 paid to a guide for kayak tours on the creek.

SNAP Program

This expense is part of the Smithfield On the Move Grant. SNAP is used to fund vouchers for qualified individuals at the Farmers Market. Part of this cost is reimbursed from the state and shows as revenue.

Waterworks Dam

\$15300 paid to Draper Aden Associates for engineering work related to the dam. Part of this expense is expected to be reimbursed through grant funds.

Fireworks

The expense for fireworks was billed by IOW in July and has been paid in full for the year.

Public Buildings

Contractual

Includes \$2149.68 to Fonality for annual software & support agreement for the phone system.

Capital:

Police

Police Vehicles

This expense represents the purchase of three police vehicles.

SEWER

Revenues

Sewer Charges

Sewer revenues of \$241,640 are \$43,386 lower than October 2012 (\$285,026). Year to date consumption dropped from 81,409,491 to 69,008,854.

Expenses

Insurance

Represents 1st & 2nd quarter payments to VML for property/casualty and workers' compensation insurance.

Nonoperating Revenues (Expenses)

Interest Expenses

Represents 1st of 2 interest payments for the year for the 2004 GO Refunding Bond.

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

Represents full payment of principal portion of the 2004 GO Refunding Bond for the year.

WATER

Revenues

Water Charges

Water revenues of \$497,935 dropped \$36,004 from October 2012's total of \$533,939. Consumption decreased from 105,404,177 in FY2013 to 91,492,884 in current year. Of that decrease, Gatling Pointe dropped from \$19,851,200 to \$15,956,300 (-3,894,900). Since they are billed at a higher blended rate of \$6.41, this drop in consumption equates to \$24,966 in decreased revenue.

Miscellaneous

Included is the sale of scrap metal for \$2,426.80. Also includes purchase of new register and radio read at Harvest Fellowship (\$150.00) and a water meter box (\$50) for 300 Queen Court. ;

Expenses

Contractual

Includes \$5055 for HD Supply for annual maintenance contract for handheld devices to read water meters.

Water Tank Maintenance

Expense for 2 quarterly payments to Caldwell for water tank maintenance.

Insurance

Represents 1st & 2nd quarter payments to VML for property/casualty and workers' compensation insurance.

Miscellaneous

Includes a lum sum payment to VDH-Waterworks Technical Assistance Fund (\$8,670.05). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

Nonoperating Revenues (Expenses)

Interest Expense

Represents 1st semi-annual payments of the two VML-VACO loans and the 1st semi-annual payment of the 2004 GO Refunding Bond.

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

Made up of 2 debt service principal payments for the VML-VACO Loans 1 and 2 as well as one principal payment for the water portion of the 2004 GO Refunding Bond. There is only one principal payment left for the year (VML VACO Loan 2).

HIGHWAY

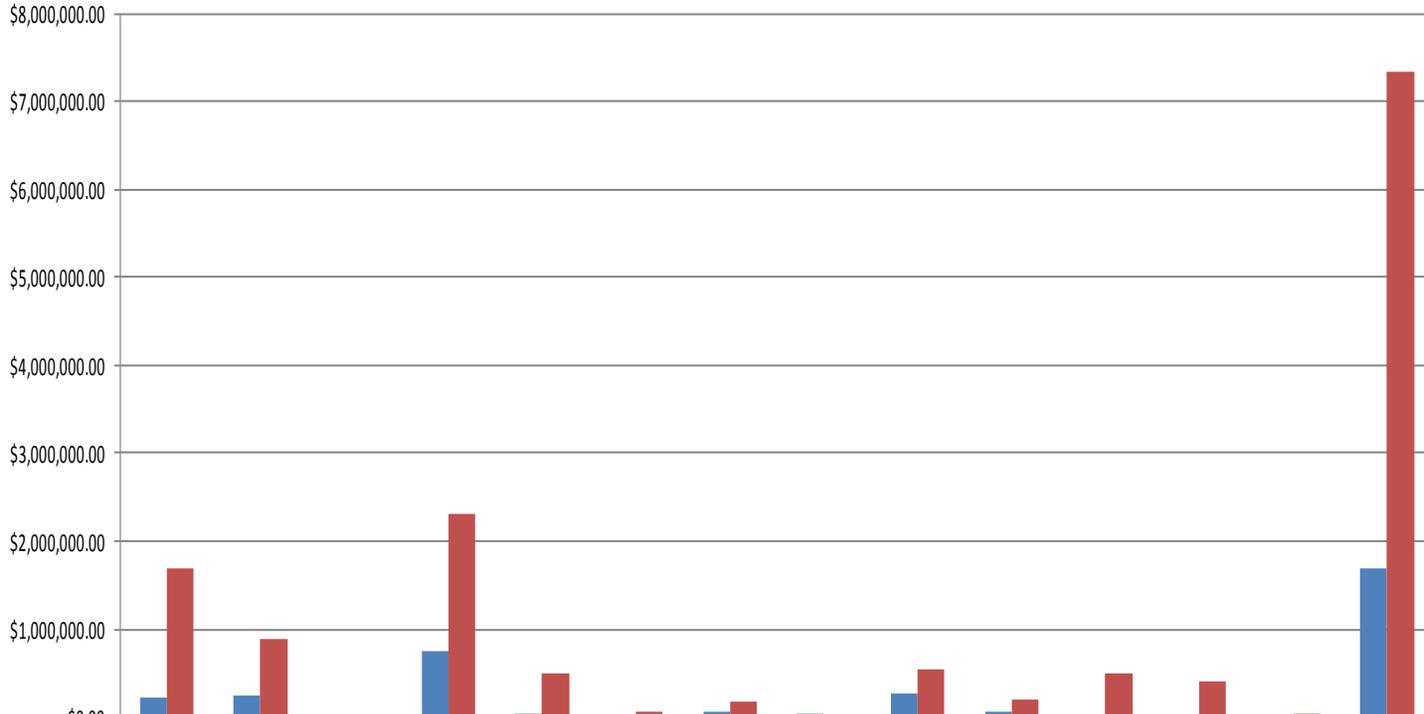
Expenses

Insurance

Represents 1st & 2nd quarter payments to VML for property/casualty and workers' compensation insurance.

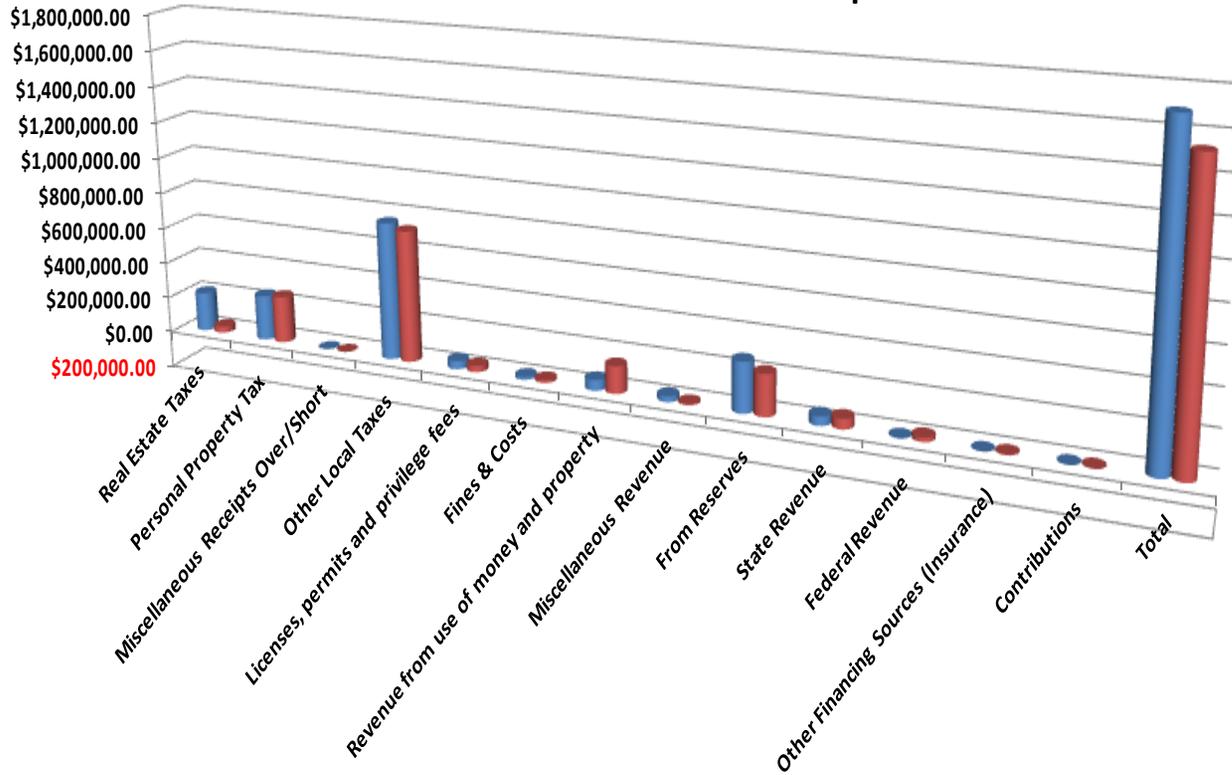
OCTOBER 2013 FINANCIAL GRAPHS

October 2013 YTD General Fund Revenues Compared to Budget



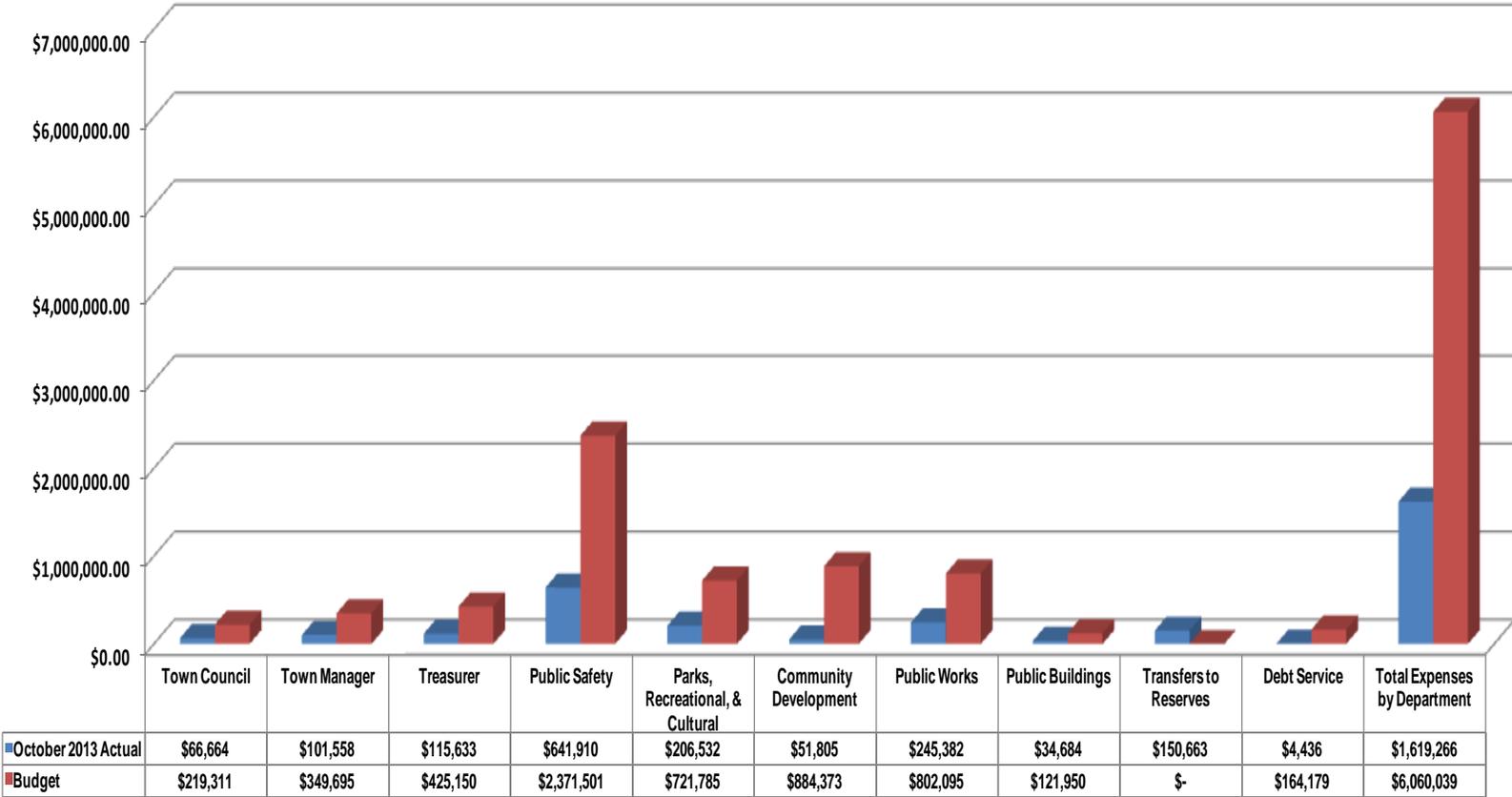
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Ball Fields)	Contributions	Total
October 2013 Actual	\$216,249	\$249,729	\$4	\$754,506	\$45,088	\$17,184	\$57,545	\$30,567	\$272,690	\$49,147	\$3,081	\$-	\$100	\$1,695,890
Budget	\$1,692,900	\$897,470	\$15	\$2,314,573	\$492,765	\$57,000	\$173,195	\$18,561	\$543,693	\$208,624	\$506,194	\$400,000	\$27,500	\$7,332,490

October 2013 YTD General Fund Revenue Compared to October 2012

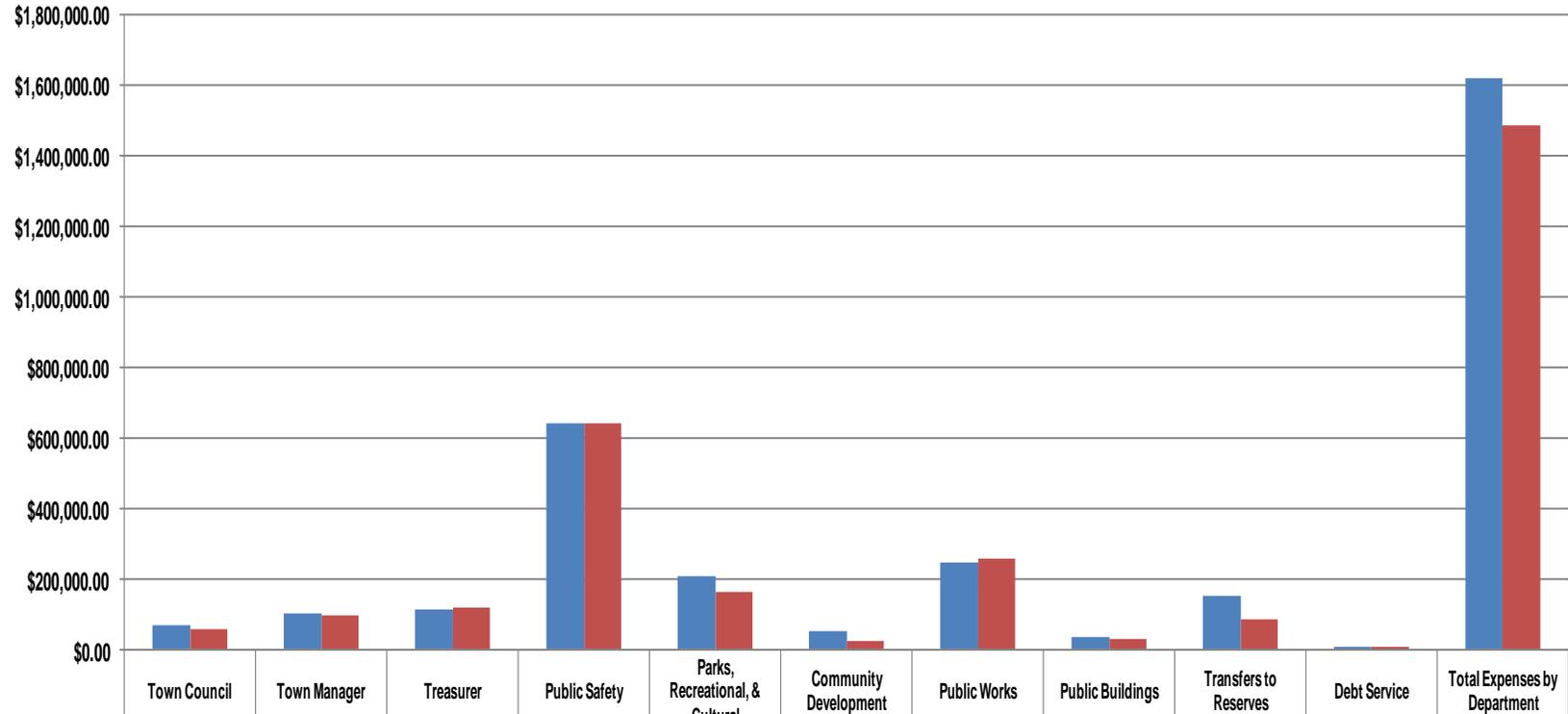


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ October 2013 Actual	\$216,249	\$249,729	\$4	\$754,506	\$45,088	\$17,184	\$57,545	\$30,567	\$272,690	\$49,147	\$3,081	\$-	\$100	\$1,695,890
■ October 2012 Actual	\$35,411	\$258,218	\$(23)	\$722,817	\$34,754	\$14,869	\$149,307	\$9,090	\$224,851	\$55,102	\$23,784	\$3,739	\$2,062	\$1,533,980

October 2013 YTD General Fund Operating Expenses Compared to Budget

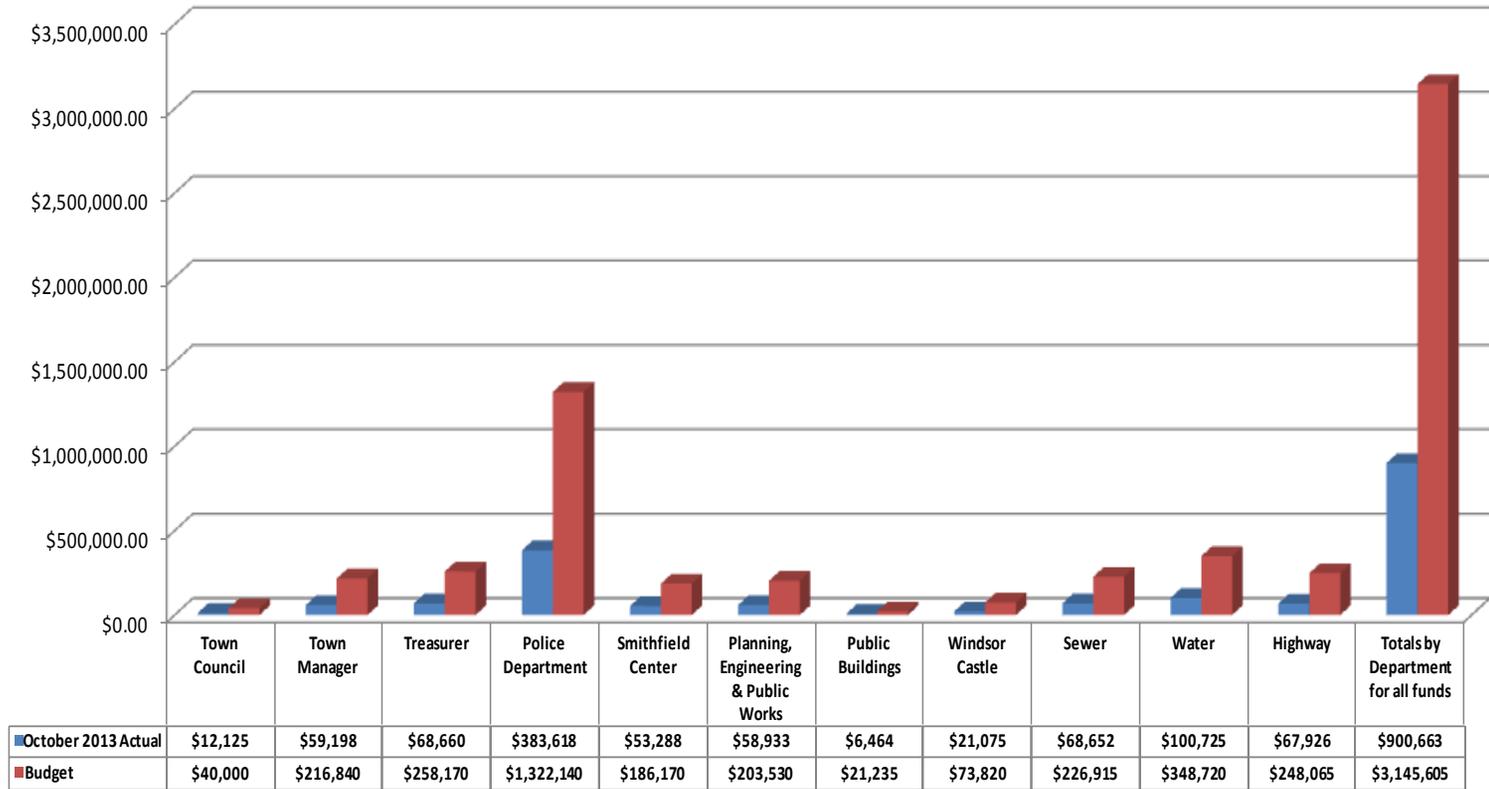


October 2013 YTD General Fund Operating Expenses Compared to October 2012

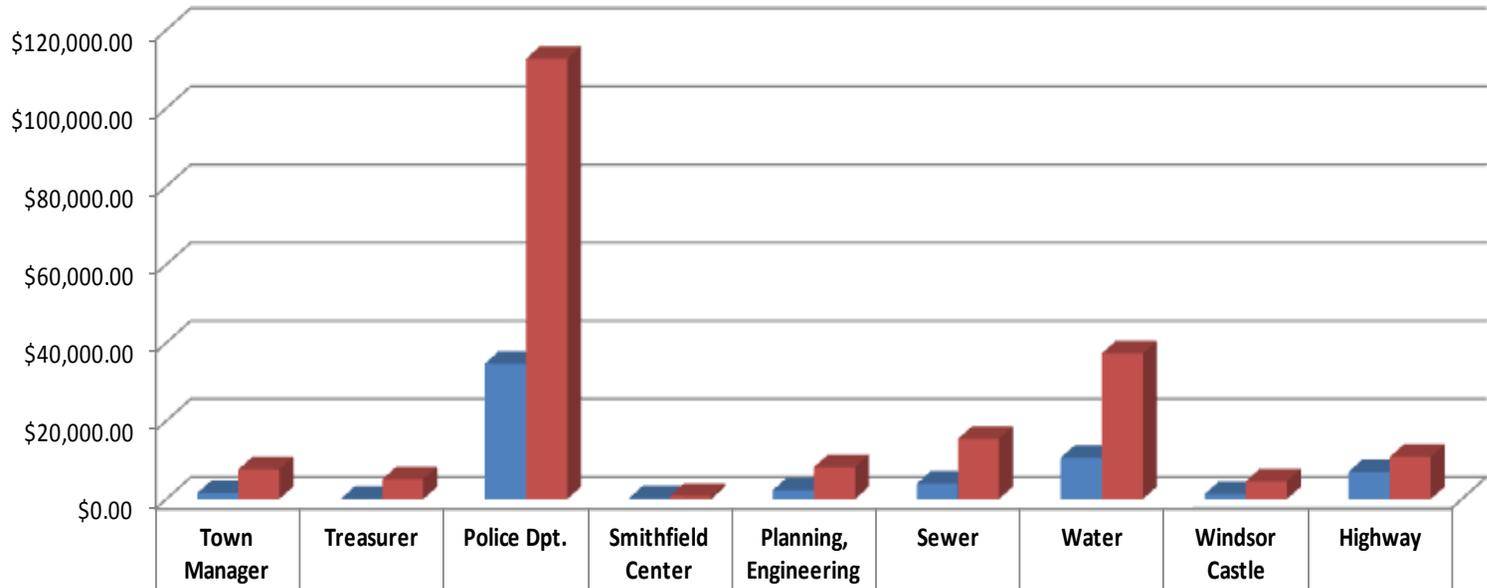


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
October 2013 Actual	\$66,664	\$101,558	\$115,633	\$641,910	\$206,532	\$51,805	\$245,382	\$34,684	\$150,663	\$4,436	\$1,619,266
October 2012 Actual	\$57,142	\$96,651	\$121,492	\$639,697	\$161,353	\$25,298	\$258,533	\$31,887	\$88,563	\$4,688	\$1,485,303

October 2013 YTD Salaries to Budget by Department

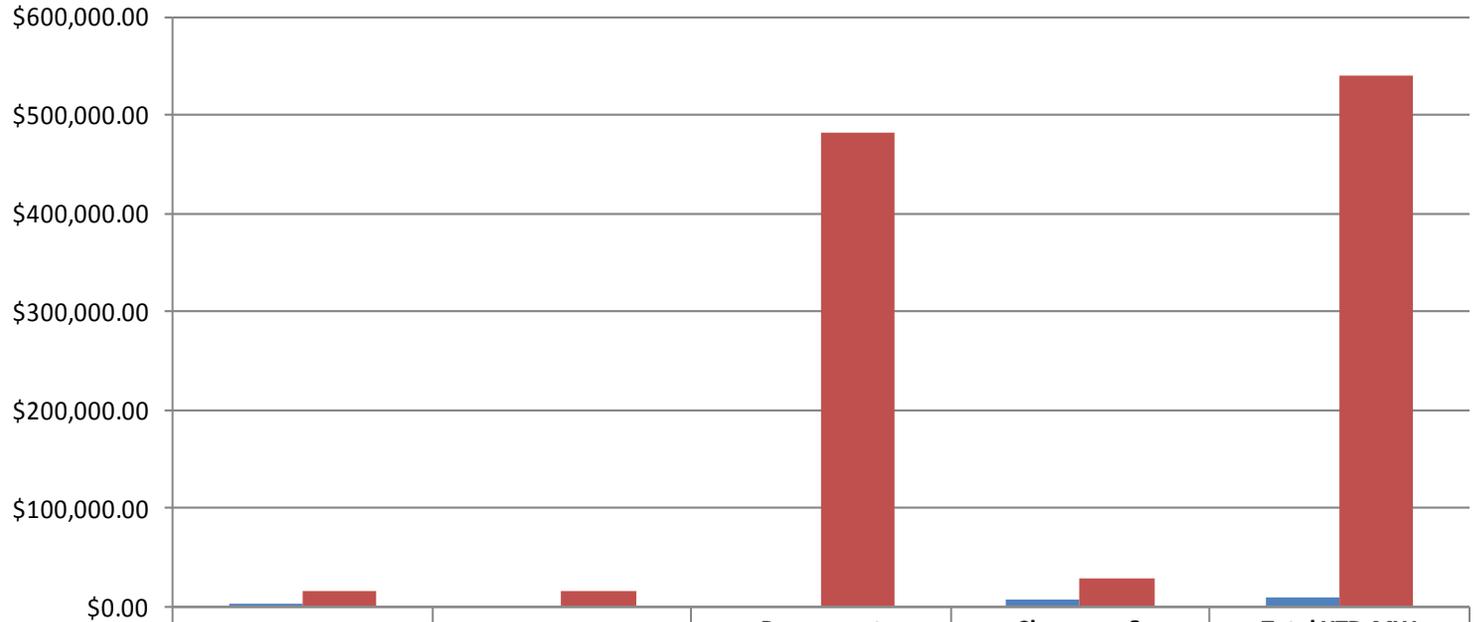


October YTD Overtime Compared to Budget



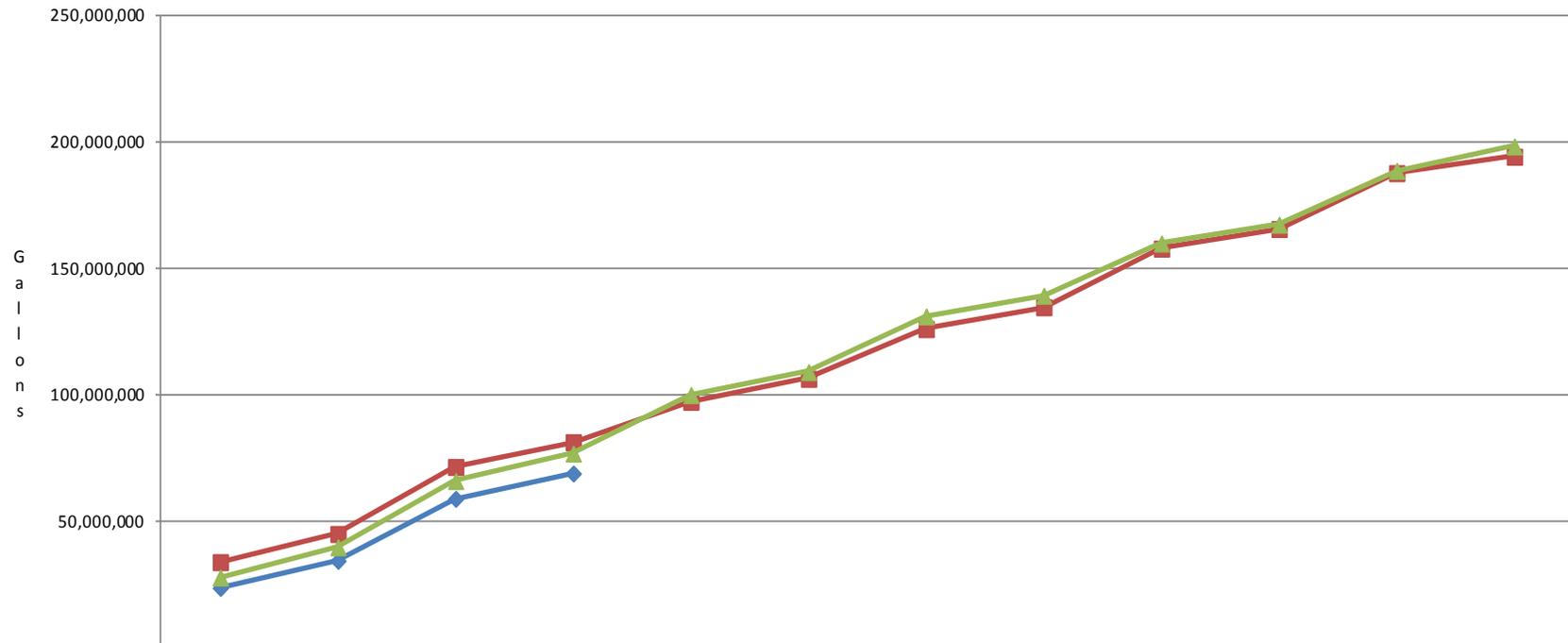
October YTD Actual	\$1,524	\$126	\$34,687	\$227	\$2,310	\$3,976	\$10,615	\$1,292	\$7,007
Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

October YTD Pinewood Heights Expenses MY 1 Phase II



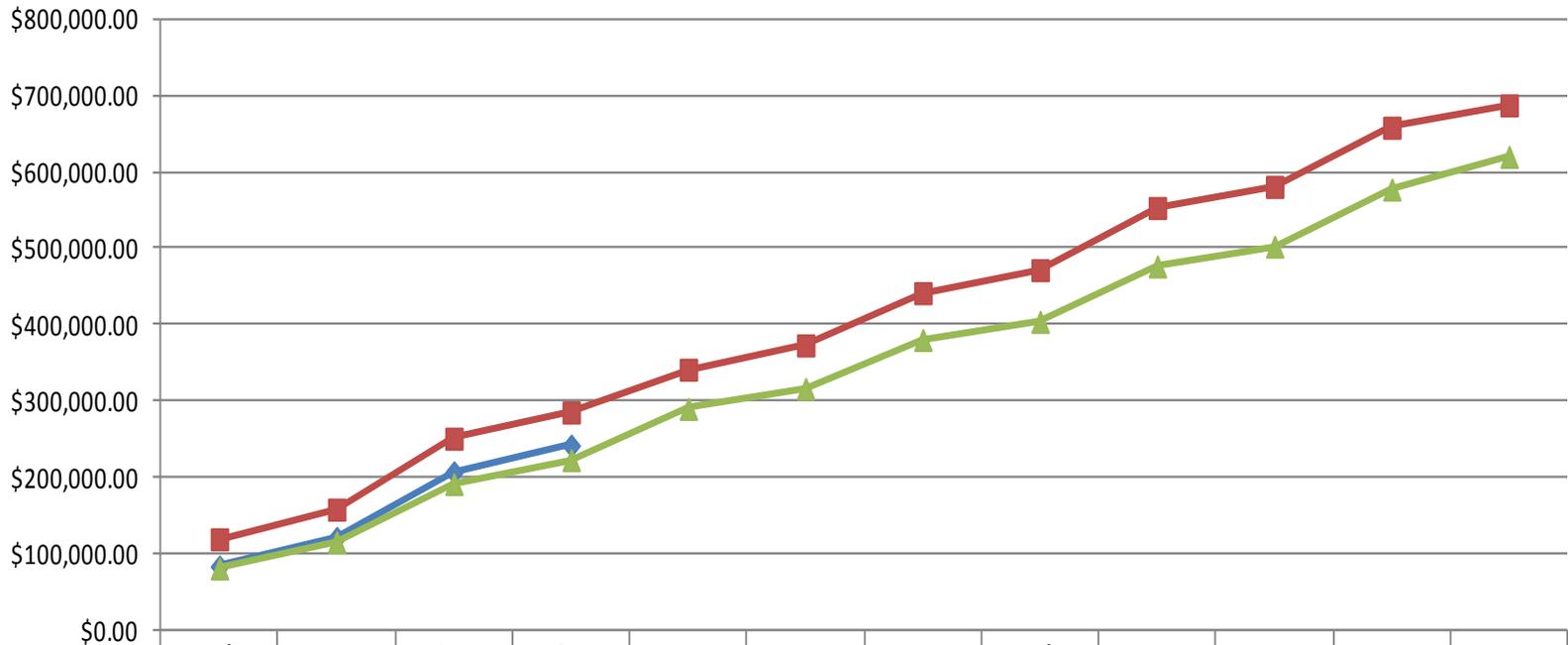
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
October YTD Actual	\$2,561	\$-	\$-	\$6,250	\$8,811
Budget	\$14,500	\$15,000	\$482,290	\$29,000	\$540,790

October 2013 YTD Sewer Consumption Compared to FY 2012 & FY 2013-Cumulative



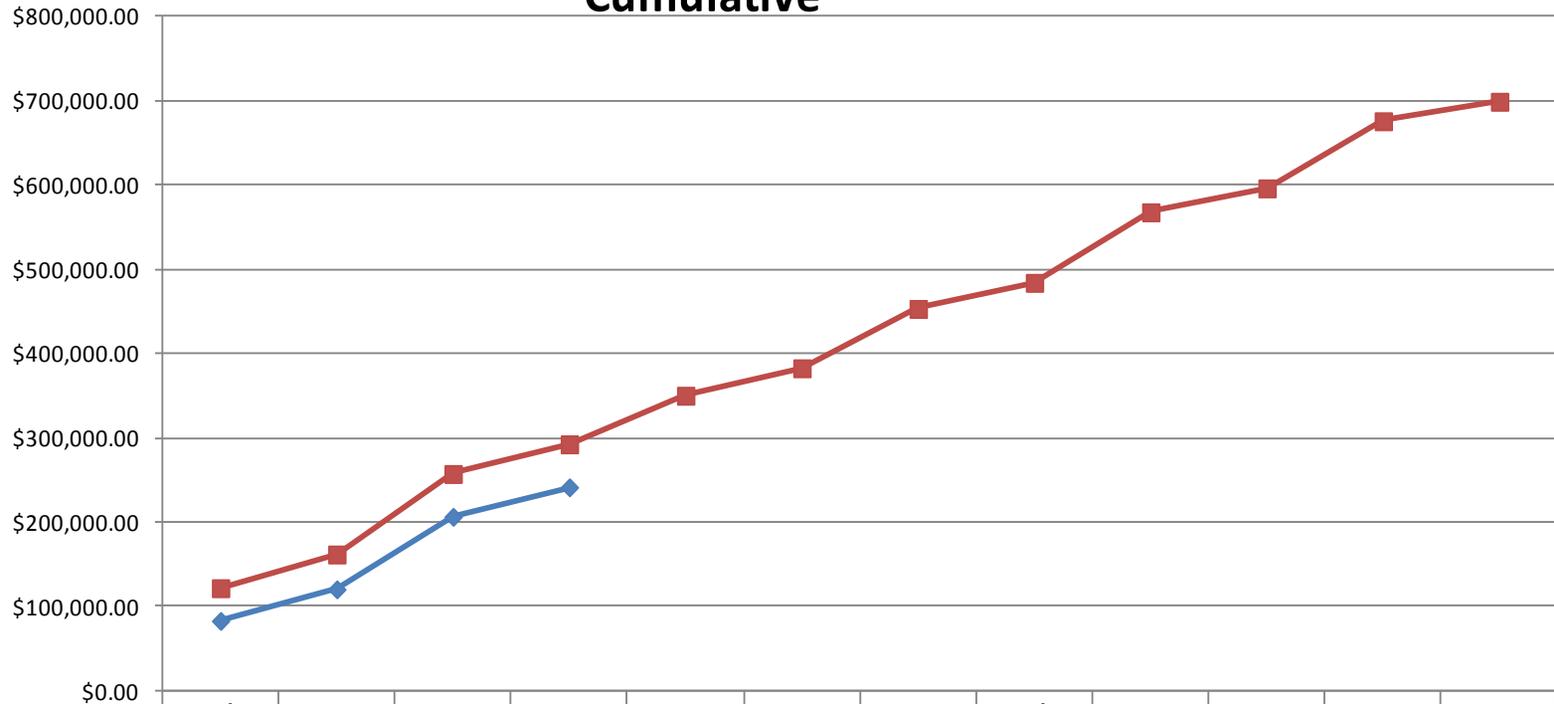
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854								
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	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

October 2013 YTD Sewer Charges Compared to FY 2012 & FY 2013-Cumulative



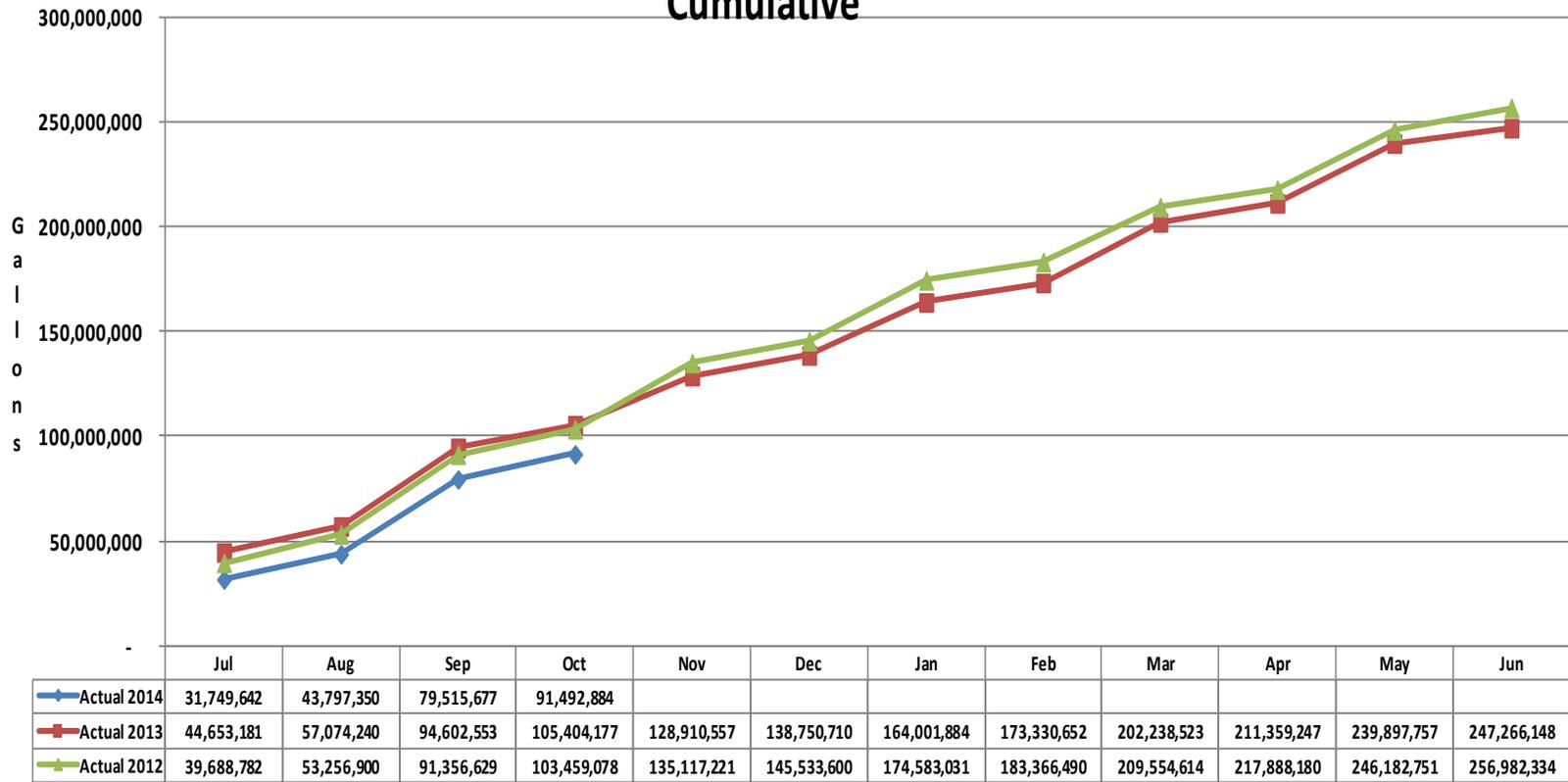
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641								
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$687,639
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

October 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative

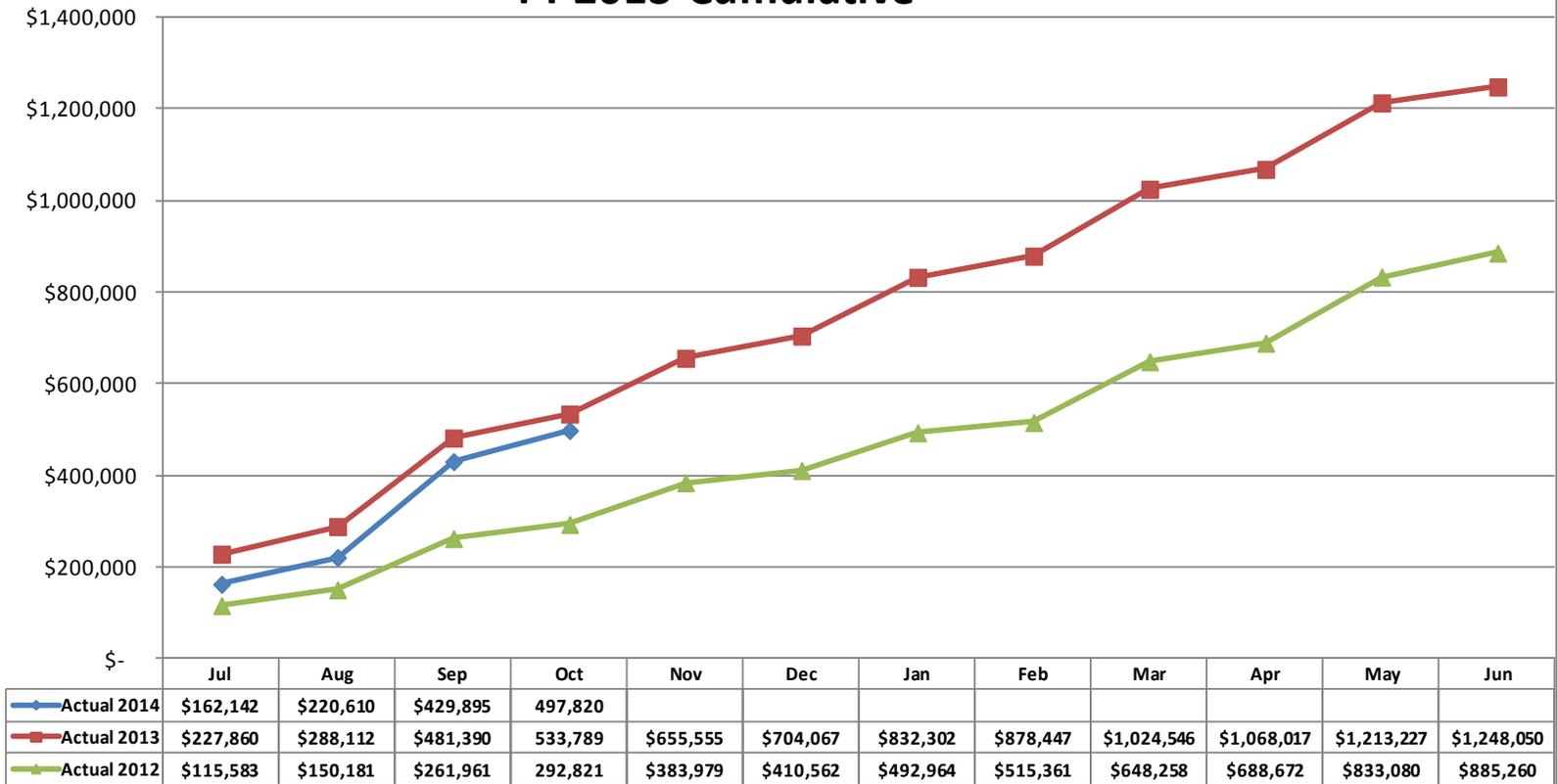


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$83,143	\$120,581	\$206,649	\$241,641								
Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

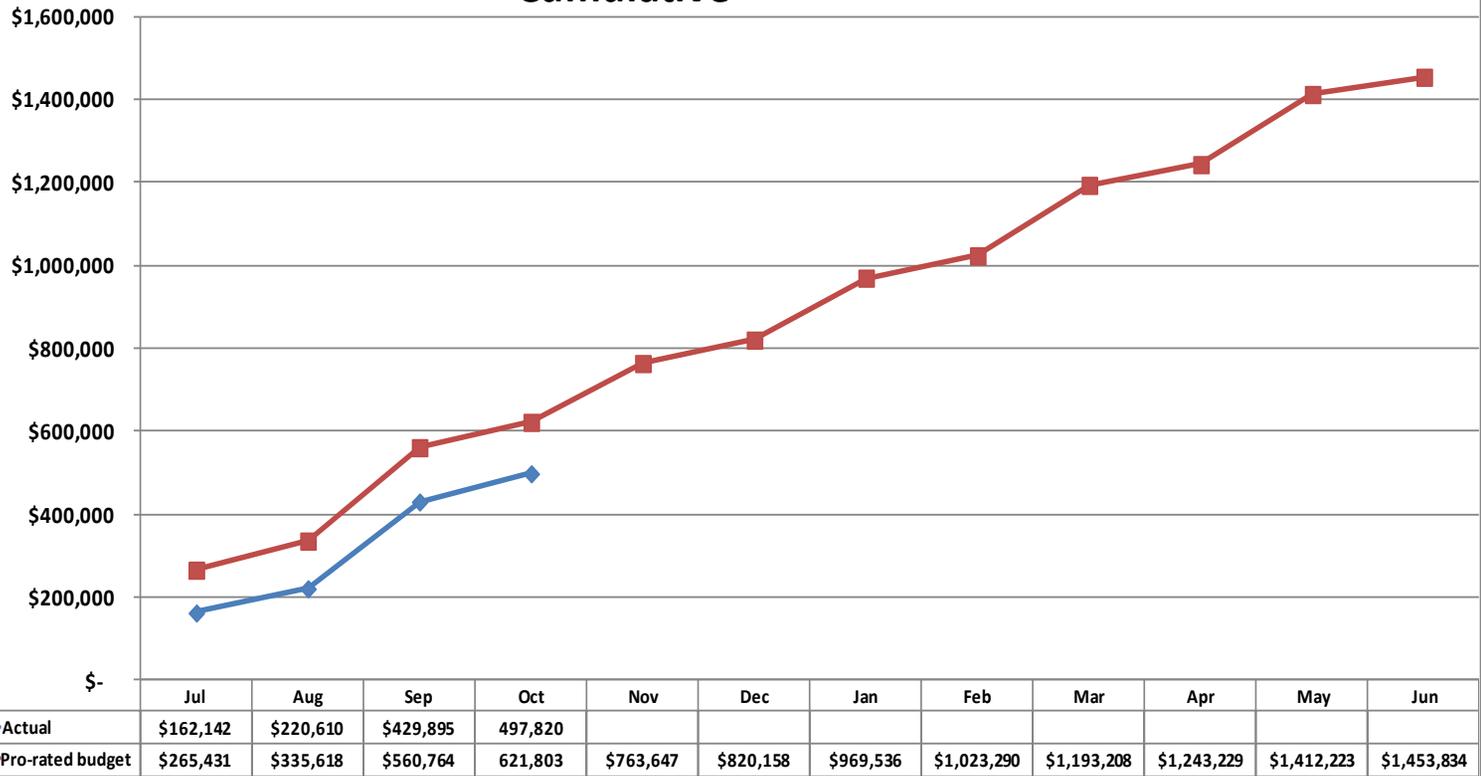
October 2013 YTD Water Consumption Compared to FY 2012 & FY 2013- Cumulative



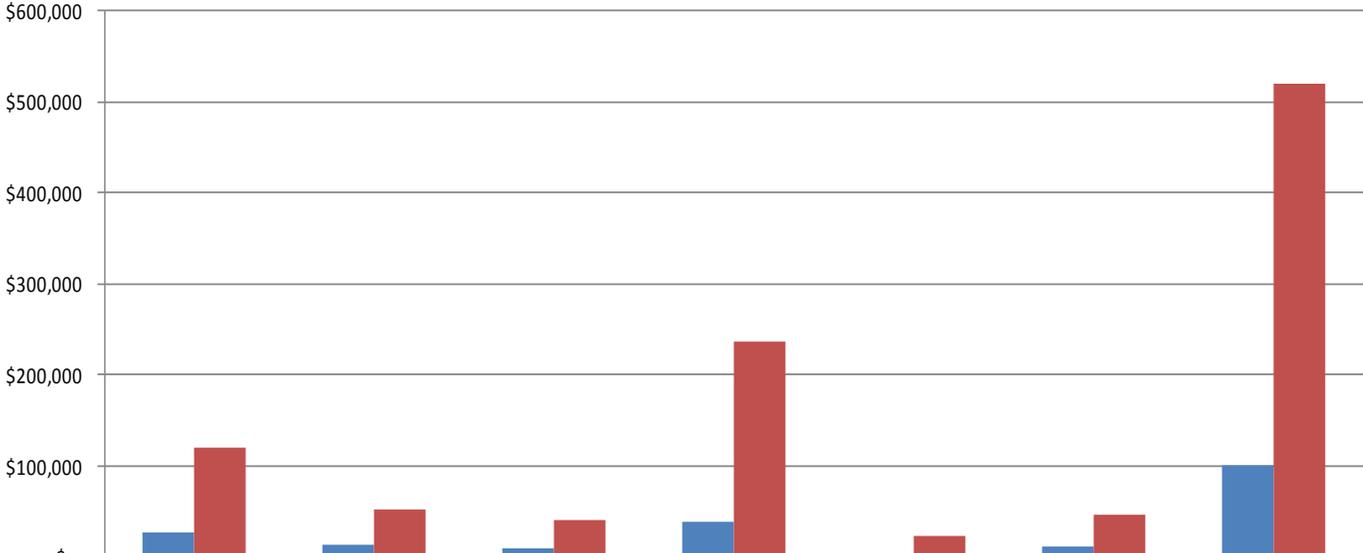
October 2013 YTD Water Charges Compared to FY 2012 & FY 2013-Cumulative



October 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative

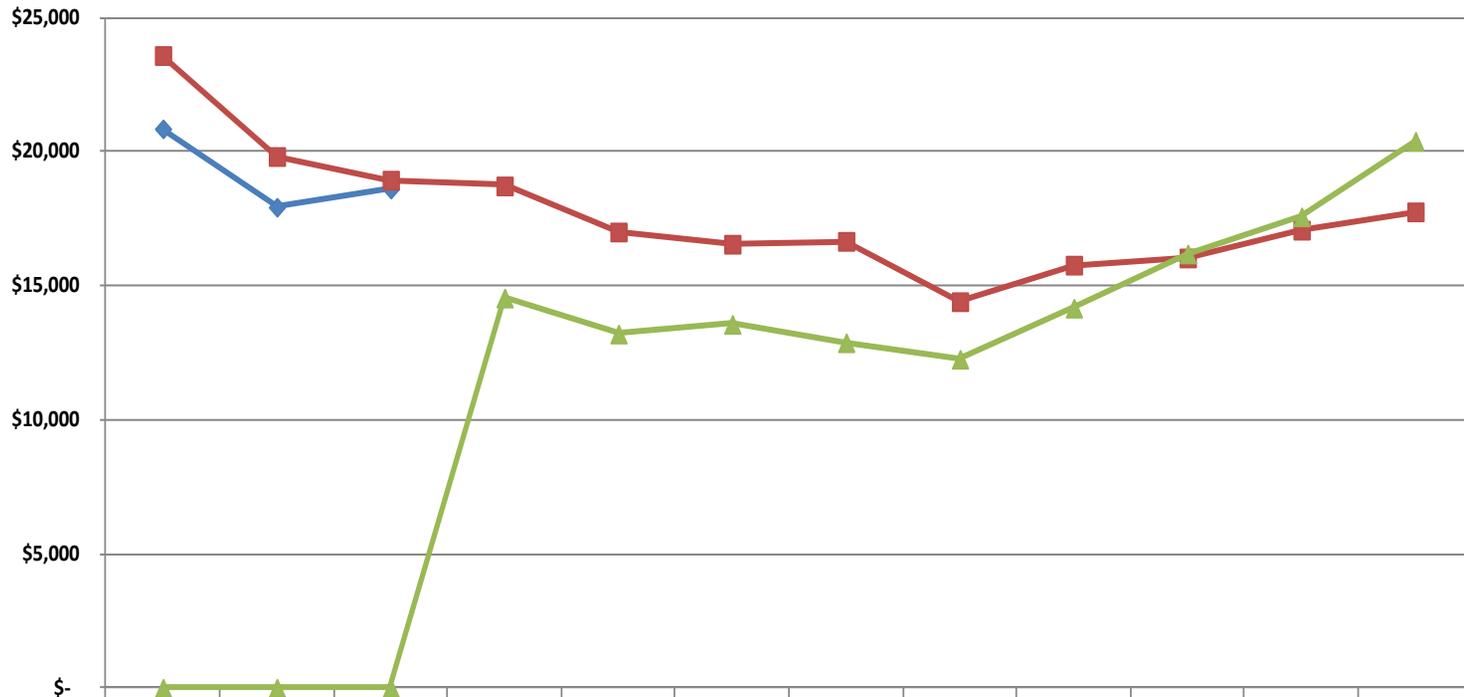


October 2013 YTD RO Expenses by Category



	Power	Chemicals	Other Operating	HRSD	Membrane	Other Repair & Replacement	Total
■ October 2013 Actual	\$27,799	\$12,620	\$8,969	\$38,797	\$-	\$12,437	\$100,622
■ Budget	\$120,075	\$51,976	\$41,000	\$237,621	\$23,333	\$46,832	\$520,837

HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2014	\$20,859	\$17,938	\$18,614									
FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
FY 2012	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF OCTOBER 2013					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	1,037,377.03	(298,212.90)	(524,457.97)	214,706.16
Water-Debt Service	Farmers Bank	1,158,997.86	39,857.23	-	1,198,855.09
Water Capital Escrow (availability fees)	TowneBank	289,423.17	-	-	289,423.17
Water Treatment Plant Escrow	TowneBank	111,262.45	-	-	111,262.45
Water Development Escrow	TowneBank	76,827.57	-	-	76,827.57
Subtotal Water		2,673,888.08	(258,355.67)	(524,457.97)	1,891,074.44
Sewer	Farmers Bank	196,946.20	80,599.39	(378,388.56)	(100,842.97)
Sewer Development Escrow	TowneBank	329,436.92	-	-	329,436.92
Sewer Capital Escrow (availability fees)	TowneBank	824,738.87	-	-	824,738.87
Sewer Compliance	Farmers Bank	281,199.36	73,697.92	-	354,897.28
Subtotal Sewer		1,632,321.35	154,297.31	(378,388.56)	1,408,230.10
Highway	Farmers Bank	6,428.34	143,741.57	-	150,169.91
General Fund	Farmers Bank	1,816,651.75	(190,302.01)	827,264.36	2,453,614.10
Payroll	Farmers Bank	60,256.38			60,256.38
Money Market-General Fund	TowneBank	2,178.24			2,178.24
Business Super Now-General Fund	Farmers Bank	33,010.68	-		33,010.68
Money Market-General Fund	Farmers Bank	288,372.22			288,372.22
General Fund Capital Escrow Account	TowneBank	213,876.49	-		213,876.49
Certificate of Deposit	Farmers Bank	525,708.91	-		525,708.91
Certificate of Deposit-Police Dept	Farmers Bank	36,560.48			36,560.48
Special Project Account (Pinewood)	Farmers Bank	19,916.95	150,662.64	131,712.52	302,292.11
Pinewood Heights Escrow	Farmers Bank	25,176.01			25,176.01
SNAP Account	Farmers Bank	475.75			475.75
S. Church Street Account	TowneBank	42,687.39	(43.84)	(42,643.55)	-
Subtotal General Fund		3,064,871.25	(39,683.21)	916,333.33	3,941,521.37
Beautification Fund	Farmers Bank	7,828.16			7,828.16
Money Market-Beautification	Farmers Bank	61,177.21		(13,486.80)	47,690.41
Subtotal Beautification		69,005.37		(13,486.80)	55,518.57
TOTAL ALL FUNDS		7,446,514.39	0.00	0.00	7,446,514.39



TOWN OF SMITHFIELD

"The Ham Capital of the World"

November 15, 2013

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT CHRISTMAS HOLIDAY SCHEDULE

This year the Christmas Holiday falls on a Wednesday. Per our adopted personnel manual, town employees also have off the afternoon of Christmas Eve - Tuesday, December 24th. The adopted state work schedule, which the town does not automatically follow (but Isle of Wight County and the Town of Windsor do follow) provides for Christmas Eve as a full day holiday again this year.

The state schedule also provides an additional one-half day holiday on the day before Thanksgiving; whereas we will be working a full day on Wednesday, November 27th.

This year we are planning on having our town employee Christmas event with presentation of service awards, as a catered luncheon on Monday, December 23rd during the Noon hour. Thus I am respectfully requesting that the council authorize me to close town offices for one hour on December 23rd and to provide an additional one-half day holiday on December 24th so that Christmas Eve will be a full day off consistent with the state work schedule for this year. Thank you for your consideration of this request.

TOWN MANAGER'S OFFICE

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

Parks and Recreation Committee Report

November 2013

Parks and Recreation Committee Items

1. Operational Update –Parks and Rec Committee Report
2. Windsor Castle Park Project Application Draft
3. Eagle Scout Large Dog Park Agility Course Project Application
4. Dissolution of the town appointed Windsor Castle Foundation Board
5. Presentation of Natural Playground Company final plans

Event Listing

Private Events (since last committee meeting)-listing does not include regular monthly meetings

Day	Date	Event Type	Location	Notes
Wed	Oct 30	Smithfield Cross Country Races	Windsor Castle Park	Trail closure signs were placed, coach notified park closures have to be approved by town council
Fri	Nov 1	21 st Birthday Party	Smithfield Center	
Sat	Nov 2	Wedding Reception	Smithfield Center	
Sun	Nov 3	Wedding & Reception	Smithfield Center	
Tue	Nov 5	Elections	Smithfield Center	
Wed	Nov 6	Training Course	Smithfield Center	
Fri	Nov 8	Rushmere Fire Dept Banquet	Smithfield Center	
Mon	Nov 11	Veterans Day Service	Veterans Memorial	
Sat	Nov 16	Wedding & Reception	Smithfield Center	

Open to Public Events (since last committee meeting)

Day	Date	Event Type	Location
Thu	Oct 31 st	Ham-oween	Main Street

Upcoming Open to the Public Events (through December Committees)

Day	Date	Event Type	Location
Sat	Oct 23	Festival of Trees	Smithfield Center
Sat	Nov 30	Great Gobbler Chase 5 K	Windsor Castle Courtyard
Fri	Dec 6	Tree Lighting Ceremony	Smithfield Center
Fri	Dec 13	Main Street Christmas Farmers Market	Main Street
Sat	Dec 14	Santa Breakfast	Smithfield Center
		Smithfield Christmas Parade	Town Streets
		Army Band Concert	Smithfield Center

Parks and Recreation Committee Report

November 2013

Windsor Castle

- Weekly maintenance on the trails is taking place to clear falling fall foliage.

Notes from the Windsor Castle Foundation Board Meeting on Thursday, November 7, 2013

Lawerence Pitt resigned his position as a foundation board member effective 11-7-13.

Board members voiced their concerns on the direction of maintenance and repairs of the manor house and outbuildings. Bill Hopkins told the board that the RFP negotiations had been extended and should be complete soon so that will be a big factor in the amount of maintenance the town will be responsible to complete. The board discussed a campaign that would address repairs on the house after the current campaign for the playground is complete.

The board discussed the turnover of the Natural Playground Company plans to the town would take place at the November committee meetings. After the plans were given to the town, the sole responsibility of the board would be to raise money for the elements of the plan that the town decides it is ready to move forward with.

Programming

Kayak Rentals

The 2014 Kayak Season will run May 1 to September 30, 2014.

Total Revenue for the 2013 Season	= \$ 7674.77
Kayak Staff Hours 2013 Season	= \$ 3868
Net	= \$ 3806.67



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to complete a project on the town property Windsor Castle Park will have to complete an application process.

This application will be presented for review to the Town Council Parks and Recreation Committee. The project must receive approval by the Parks & Recreation Committee in order to be completed.

Please complete this document in word format so it can easily be viewed electronically by all parties.

Individual/Group Name	
Website	
Mailing Address	

Contacts

Name		Cell Phone		Email	
Name		Cell Phone		Email	

Project Description

Proposed area of the park	Proposed date of installation	Number of estimated hours to complete project
If group project participants include youth (under 18), what is the age range?	How long will individual/group be willing to maintain this project? (ex. months, year)	Number of individuals participating in project
Any heavy construction required for project? (ex. excavation, irrigation)		



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

List benefits of your project to the park and community

Does the group hold a certificate of insurance?

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 Windsor Castle Park Projects.

Print Name of Project Manager	
Date Application Completed	

Attach the following documents:

Promotional materials about organization or project
Project site map that shows a sketch of project and desired location in park

Project approval will be verified by a letter from the Town of Smithfield. Any restrictions or special guidelines listed in the approval letter must be adhered to in order to complete the project.



**Windsor Castle Park
Smithfield, Virginia
Park Project Application**

Administrative Area

Date Received	
Site Meeting Date	

Notes by Planning Director

Notes by Parks & Recreation Committee Chair



Eagle Scout Service Project Proposal



Eagle Scout candidate's name Bryce Looney

Eagle Scout Requirement 5
While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start.
You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Eagle Scout Service Project Proposal

Project Description and Benefit

Eagle Scout candidate:

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

Installing an agility course for the large dog park at Windsor castle Parks.

see attached

click above to add image, edit this to create image description

Tell how your project will be helpful to the beneficiary. Why is it needed?

Provides some exercise opportunity for dogs in the park that was not previously available.

When do you plan to begin work on the project? November 2013

How long do you think it will take to complete? 3 weeks

Giving Leadership

Approximately how many people will be needed to help on your project? 15

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

Troop members, family and friends

What do you think will be most difficult about leading them?

planning, organizing, and directing: trying to get everyone on the same page w/ the project.

Materials

(Materials are things that become part of the finished project, such as lumber, nail, and paint.)

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

see attached

Eagle Scout Service Project Proposal, continued

Supplies *(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

post hole diggers, hole(water), wheel barrow, shovels

Tools

What kind of tools, if any, will you need?

table saw, electric drill

Permits and Permissions *(Note that property owners normally secure permits.)*

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them? How much will they cost? How long will it take to secure them?

permission from Windsor Castle Park board (Smithfield parks and recreation)

Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonable expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses.)

see attached

Items	Cost	Fundraising Explain where you will get the money for total costs indicated below, left.
Materials		
Supplies		
Tools		
Other*		
Total costs:		

*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

Project Phases *(You may have more than eight phases, or fewer, as needed; if more, click the button to add a phase.)*

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. Put plan together including building materials
2. get permissions
3. fund raising
4. material acquisition
5. jrc-assembly
6. installation
7. Final report
- 8.

Eagle Scout Service Project Proposal, continued

Logistics (A tour and activity plan has also been called a "tour permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a tour and activity plan?

tools and materials will be transported by me in a truck/trailer
 helpers will bring own protective gear and transport themselves

Safety Issues (The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.

heavy objects, sharp tools, cement, blisters, objects in eyes

Further Planning (You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."

refine final layout, adjust materials based on availability, incorporate last minute design changes

Candidate's Promise (Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 4-4. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed Bryce Looney

Date 10/17/2013

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed Walter Schumack

Date 10/17/2013

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Date

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed Constance Chapman

Date 10/17/13

Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

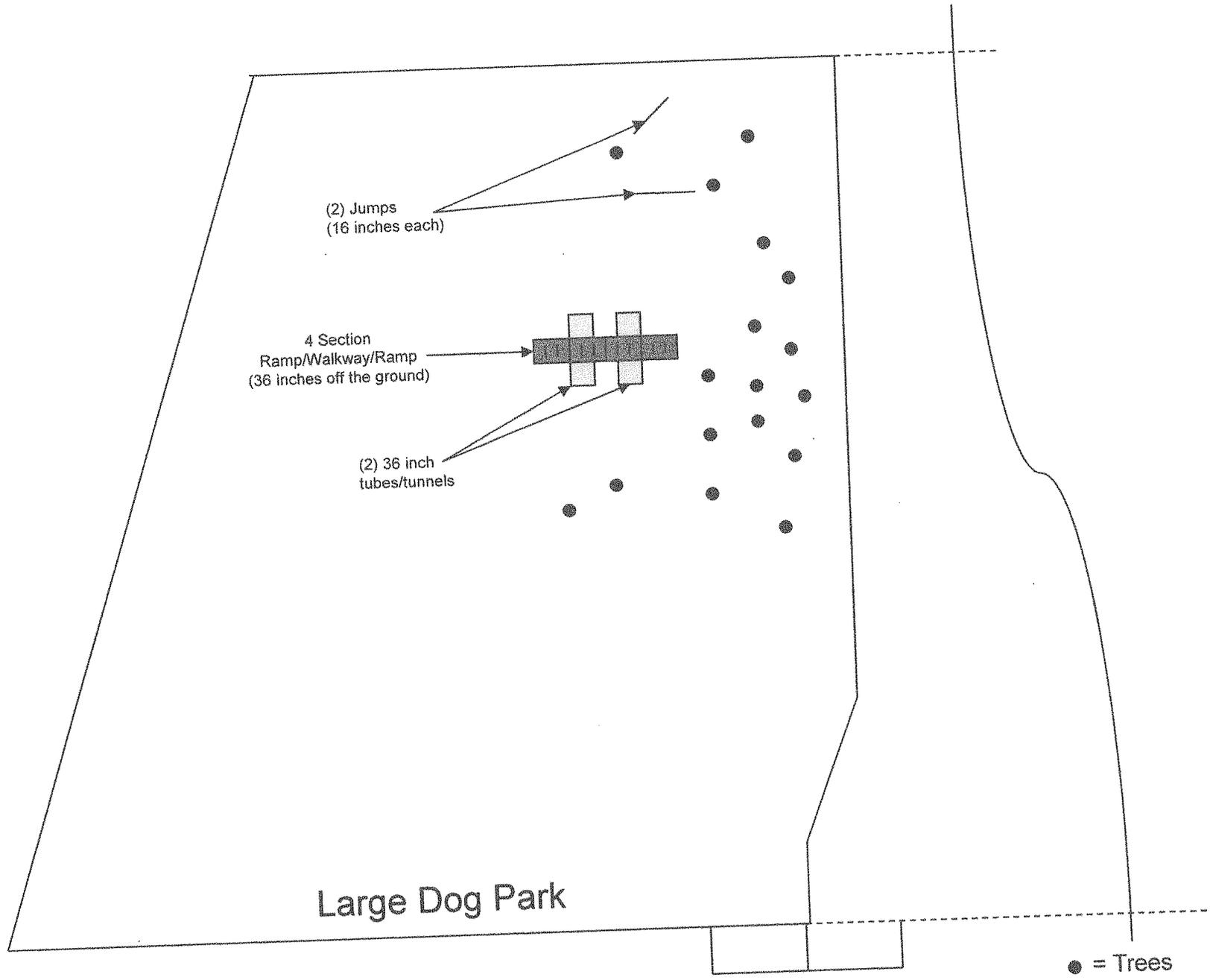
Date

While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (). However, council or district approval must come after the others.

Windsor Castle Large Dog Park

Proposal for Agility Equipment
Installation

Bryce Looney



(2) Jumps
(16 inches each)

4 Section
Ramp/Walkway/Ramp
(36 inches off the ground)

(2) 36 inch
tubes/tunnels

Large Dog Park

● = Trees

Agility Equipment Proposed Bill of Material and Rough Order of Magnitude Cost Estimate (Large Dog Park)

Description	Size	Qty	Unit Cost	Total Cost	Comments
Jump	16 Inch				
4X4	36 Inches	2	\$3	\$6	Two 4X4X6 Required
Solid PVC Dowel	1,5 Inches X 60 Inches	1	\$5	\$10	Grey
SubTotal		2	\$8	\$16	
Ramp					2'X12'X3'
4X4	24 Inches	4	\$2	\$8	
4X4	36 Inches	4	\$3	\$12	
4X4	54 Inches	6	\$6	\$36	
2X4	72 Inches	12	\$3	\$36	
Trex	5/4X6X12	3	\$45	\$135	
SubTotal		1	\$227	\$227	
Tunnels	36 Inch Diameter X 6 Ft	2	\$400	\$800	
Fasteners	Various			\$25	
Quickrete	50 Lb Bag	12	\$5	\$60	
Total				\$1,128	

Windsor Castle Park Foundation
Natural Play Project Overview
November 14, 2014

PURPOSE: The WCPF has received the final plan from the Natural Playground Company and is in the process of finalizing cost estimates for the majority of the amenities shown in the plan. It is our hope to move forward with a comprehensive capital campaign before the end of the year. In order to determine the scope of the project and campaign, we respectfully request that Town Council review the proposed plan, and 1) Make a recommendation back to the WCPF on which amenities to include, and 2) Identify and initiate any processes that need to be completed in order to move forward with this project.

Once we have a clear understanding of Town Council's vision for the park, we can provide a comprehensive cost estimate ready in advance of the December 3, 2014 Town Council meeting.

HISTORY: It has been a desire of our community to develop a children's playground area at the park, since the Town received the park as a gift in 2010. The WCPF was formed and the original playground committee researched playground options in 2011. For many reasons which included the following: a) phenomenal cost of traditional manufactured playgrounds "in a box" - estimates came back in the \$400 - \$500,000 range b) desire to protect and enhance the natural beauty of the park and c) desire to build something unique that would bring visitors to Smithfield. It was determined that an integrated natural play concept was a good fit for future development of any new amenities at the park.

With that concept in mind, the WCPF looked for an experienced design company that could develop nature-based play, along with respecting playground safety standards. We also wanted a plan that would be truly build-able, that took into consideration environmental concerns, and that protected the integrity of the natural environment of the park (ex: tree-protection, drainage issues, minimal clearing, etc.) We also wanted assistance in determining costs estimates, a company that was willing to work with the potential for a "community-build" approach for some of the amenities as a cost saving tool, and that ultimately was capable of constructing the elements, particularly those that involved safety standards and would stand behind their design plan and cost estimates. Finding a company that could fulfill our list of requirements was more challenging than one would think. Typical landscape architects & designers did not have the safety standards covered. No one was willing to put their money where their mouth was and take on the cost estimates and construction phases. Luckily this is the same year that Smithfield participated in the America in Bloom program and through those connections we were able to find some design resources for our project.

In late November 2012, we hired The Natural Playground Company (NPC) to make a preliminary site visit to Smithfield and to assess our park and the potential to develop natural play. Their team made a 3 day/2 night site visit. They were taken on a full park site tour, performed some preliminary surveying and facilitated our first public information session, "Natural Play vs. Play in a Box" held at the Smithfield Center. Approximately 45 people attended this session, and they were all excited about and supported this type of concept. They also had ideas/suggestions for other amenities at the park, which were noted. The company was thrilled with our beautiful park, recommended that it was a perfect place to integrate a nature-based play concept, and that they could provide all of the requirements we were looking for in a design company.

The NPC, informed us that their design fee was standard, and if we wanted to develop the other elements mentioned at the meeting and not just the children's playground, that it was all included. At this point in time, per our annual joint sessions with Town Council, we had been tasked with making recommendations for a comprehensive plan for the park. With the experience of the NPC, and the fact that we were going to pay the same design fee, even if we just developed a children's playground, the WCPF decided, in conjunction with Town Staff to move forward with pursuing a broader base of amenities. After contract negotiations, the Town put the NPC under contract in mid-January 2013.

Once under contract, the NPC provided the WCPF with a design guide questionnaire. With this, it was recommended that we undergo a more extensive public input process before we compiled a list of amenities for the NPC to include in the design. In late January and most of February 2013 the WCPF conducted an on-line survey that was open to the public. We posted it thru a variety of internet-based outlets, advertised it in the paper, and posted signage at the park. Hard copies of the survey were available at various town locations, like the Smithfield Center, Town Hall and the Visitor Center. There were 34 suggested element options, along with questions in regard to infrastructure elements like restrooms, parking and also a comment section for survey takers to write-in any ideas they had that might not have been listed on the survey. A focus group of Town Staff, Town Council members, and citizens were facilitated by the WCPF members in a review meeting to analyze the survey result and make a recommendation on which elements to forward to the NPC for inclusion in the design plan. These are the elements you see in the plan presented to you today. They all had significant support from the community both at the input session in November 2012 and thru the survey results.

DESCRIPTION OF THE PLAN: Provided for your review is the full plan, and then smaller blowouts of the (3) children's play areas .

The Full Plan includes these elements:

- (3) Children’s Play Areas (which are shown in detail in the blow-outs)
- Fitness stations, both traditional and some “military-style”
- Labyrinth
- Wooded Classroom/Stage (for small group activities)
- Fairy Garden Area (imaginative natural material creative play area)
- Disc Golf
- Picnic Shelter & Ravine Sheltered Overlook
- (2) Community Garden location options
- Permanent Restroom/Storage facility/Drinking fountain
- Expanded paved parking lots
-

The (3) Children’s Play Areas include:

- The Toddler area, near the Dog Park
- The Main Children’s Area to one side of the existing picnic area
- An 18, 25, or the “WOW Factor” 36 ft. Hill Slide on the other side of the picnic area.

These elements listed below are not in permanent locations and are only shown on the plan in concept form. More research will need to take place to determine exact locations, size, and shape.

Disc Golf - shown is 4000 linear feet, which is recommended for an 18 hole-course. The intent of showing it on the design is only to give you a concept of the scope needed in relationship to the rest of the park. Every course is unique, but the intent of this one, as with all of the proposed elements, would be to protect the natural landscape of the park. There seems to be some underlying misconceptions about the amount of tree-clearing and type of path system that would be used for this amenity. Additional information and clarification of what Disc Golf is about can be presented if this is an element that Council would like to pursue.

Picnic Shelters & Ravine Shelter Overlook – although pictured, the locations, size, scope and number of potential picnic shelters needs to be addressed before you could determine a permanent location.

Fit Stations – based on the public input received there were many citizens that thought it best that the fitness station elements be located on one loop of the trail. However, any of the stations could be moved to the other loops of the trail (commonly known as the Smithfield Station loop or the Kayak loop) without impacting the cost estimates. Each element is located off the existing trail with a “segway” trail-path that provides entrance/exit to the element. The WCPF would recommend that if consideration is given to moving any of these stations to the other loop that you avoid any section of the trail that falls into the protected historic easement.

Community Gardens – Two potential locations are shown. The original one that was developed a few years ago, and then also another option that puts it closer to the already developed parking lots, and water source infrastructure. Exact size of garden would also need to be determined and the option to include a nearby compost station is a possibility.

WCPF RECOMMENDATION: We would like for Town Council to consider moving forward with the following elements in a timely fashion that allows us to kick off a Capital Campaign before the end of the year: (3) Children’s Play Areas, Labyrinth, Wooded Classroom/Stage, Fairy Garden and Fit Stations. It is also recommended that permanent restrooms/storage facility/drinking fountain and parking lot expansion is included. Which trail loops to locate the Fit Stations would need to be determined, but a cost estimate could be developed without the decision at this point in time.

If it is Town Council’s desire, the WCPF can include some or all of the other elements (Picnic Shelters, Disc Golf, Community Garden) in this phase, or they can be addressed at a later date. Pending your input, these elements could potentially take longer to address and would delay our end-of-the-year campaign goal. However, if your discussions are timely, they could be included also.

Once the WCPF knows which elements Town Council would like to move forward with, we anticipate being able to provide a comprehensive cost estimate very quickly and should be able to provide in time for the December Council meeting .

In the event that you determine in your discussions today that you cannot make a determination, the WCPF requests that a joint-session for further discussion be pursued.

ATTACHMENTS:

- A) Full design plan – Large display item
- B) (3) Children’s Play Areas - Large display item
- C) Various element images – Attached

Attachment C: Concept Photos
Windsor Castle Park Natural Play Project



Fit Station – Vertical Wall



Fit Station – Post Walk



Fit Station – Sit Up Bench

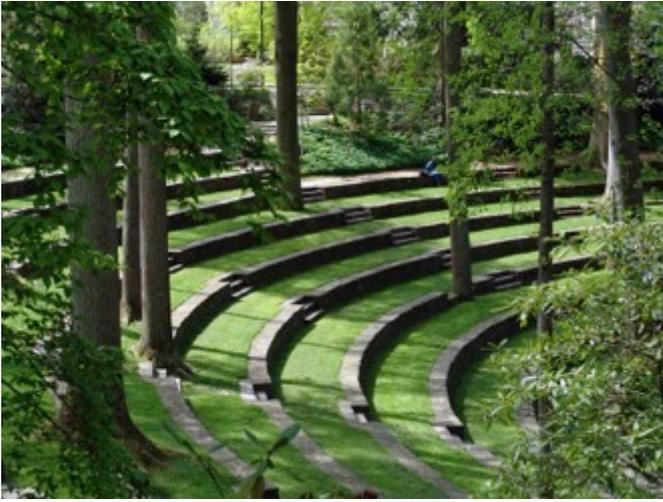


Fit Station – Balance Log



Small Hill Slide & Rock Climb

****Note all images are conceptual and are provided as examples of Natural Play****



Wooded Stage Seating



Fairy Garden



Crawl-Thru Tunnel



Disc Golf



Accessible



Children's Play Area



TOWN OF SMITHFIELD

"The Ham Capital of the World"

November 15, 2013

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT REALLOCATION OF VDOT URBAN FUNDS

The town is required by VDOT to submit our local urban transportation priorities by December 31st each year. Of course for the past several years we have had only one ongoing priority project – South Church Street Streetscape enhancement, which is now completed. Thus the Town Council needs to designate another project to reallocate our remaining Urban Fund monies being held by the Commonwealth of Virginia.

There is a specified process to add a new local project, including holding a public hearing and adopting a programming resolution before it can be added to the state and regional Six Year Improvement Plan. The project must also be assigned a Universal Project Code number by VDOT.

One project that would immediately qualify for designation is the town's portion of Isle of Wight County's established transportation enhancement project, a park to park trail connecting Nike Park to Windsor Castle Park. Town Planner, William Saunders received an update on this project from county staff yesterday and a copy of this email communication is attached. Segment 3 would be the candidate portion for this town reallocation and based on this most recent information our approximately \$1.3 million remaining should adequately cover the cost of this segment improvement to construct a trail from the Cypress Creek Bridge to Battery Park Road, along South Church Street or otherwise.

VDOT Local Assistance Division staff support this possible joint venture between the town and county. As the county has already met the public hearing requirements for this project the Town Council would simply need to adopt a resolution to program our Urban Fund allocation to the county's project (UPC 91219). VDOT would then set up a new sub-project code for the town's Segment 3 portion of the project. Lastly, the town would need to enter into an MOU/MOA with the county to incorporate the work into the county's enhancement project.

TOWN MANAGER'S OFFICE

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

Peter Stephenson

From: William Saunders
Sent: Thursday, November 14, 2013 11:21 AM
To: Peter Stephenson
Subject: FW: FW: FY2015-2020 SYIP Development - Town of Smithfield

Hello again,

Please find below the latest on the trail project from Jamie Oliver, the project manager.

Let me know if you need anything else.

William

From: Jamie Oliver [<mailto:joliver@isleofwightus.net>]
Sent: Thursday, November 14, 2013 11:05 AM
To: William Saunders
Subject: Re: FW: FY2015-2020 SYIP Development - Town of Smithfield

William,

Segment 1 of the trail (Battery Park Rd., 1.3 miles) is in the process of being authorized to acquire R/W. We tentatively anticipate completion of R/W and final plan submittal in March 2014, with construction advertisement in May 2014.

Segment 2 of the trail (Nike Park Rd, 1.8 miles) has completed geotech investigations and anticipates submitting plans for R/W authorization and bridge approval by the end of December 2013. We are tentatively planning to conclude R/W and final design over the winter and advertise for construction jointly with Seg 1 in May 2014.

All funds are in place for construction of Seg 1 and 2, *except for the 0.35 miles of pedestrian bridge on Nike Park Rd.*

Segment 3 of the trail (S. Church Street, 0.9 miles) is currently estimated at \$900,000 to \$1.2 million, depending on PE and R/W requirements. These numbers are very preliminary and may decrease significantly if we are able to build on previous VDOT engineering work in the corridor.

Let me know if you need anything else.

Jamie Oliver
Project Manager, Engineering Division
General Services Department
office (757) 365-1653
cell (757) 846-8600
joliver@isleofwightus.net

PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project
Multi-Year 1
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

-  PRELIM ACQ LETTER RECEIVED BY OWNER
 -  APPRAISAL COMPLETE
 -  OFFER TO PURCHASE ACCEPTED
 -  OFFER TO PURCHASE DECLINED
 -  RELOCATION COMPLETE
 -  DEMOLITION COMPLETE
 -  PROPERTIES TO BE ACQUIRED IN MY2
- O OWNER OCCUPIED
R RENTER OCCUPIED
8 SECTION 8 TENANT



November, 2013

COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR NOVEMBER 2013

Locality: Town of Smithfield Contract #: 11-10 MY1
Project Name: Pinewood Heights Phase II Contract Completion Date: 01/20/2014

Prepared by: Michael Paul Dodson, CFM
Date: 11/15/2013

FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755
CDBG Amount Expended: \$124,526 Leverage Amount Expended: \$149,763

CUMULATIVE 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? 11/12/2013 Next meeting? 01/14/2014

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: The demolition of 41/42 Carver Street has been completed. The Town owns 43 Carver Street and has boarded/secured the home. The home at 44 Carver Street has been referred to the Town attorney to review and assist in its title issues; the owner has accepted the offer price. The Town has received acceptance of its offers to buy 45, 46, and 47 Carver Street; we are working on the relocations of the owners. The goal is to complete the relocation 46 Carver Street before the end of November 2013. The owners of 45 and 47 Carver are moving to new homes that should be completed by mid-January 2014. Offers have been made to the owner 48 Carver Street but we are awaiting their reply. All owners/tenants, except 48 Carver Street, have completed applications for participation. Title report and appraisals have been ordered for 40 and 51 Carver Street. All relocation work is being done in tandem with acquisition offers so that the residents are quickly moved into their new residence and the old structures are demolished.

Are problems anticipated? None other than facilitating the acquisition and relocation of all households.

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

Owner Occupied Homes					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	6) 51 Carver
Preliminary Acquisition Letters Sent <u>6</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	
Appraisals Completed <u>5</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	
Review Appraisals Completed <u>5</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	
Offer to Purchase Letters Sent <u>5</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	
Offers Accepted <u>4</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	
Properties Closed On <u>1</u>					
1) 41 Carver					

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	
Preliminary Acquisition Letters Sent <u>3</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver		
Appraisals Completed <u>3</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver		
Review Appraisals Completed <u>3</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver		
Offer to Purchase Letters Sent <u>3</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver		
Offers Accepted <u>2</u>				
1) 42 Carver	2) 43 Carver			
Properties Closed On <u>2</u>				
1) 42 Carver	2) 43 Carver			

Owner-Occupied Relocation (Goal=6)

Owner Occupied Homes					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	6) 51 Carver
Household Surveys Completed <u>5</u>					
1) 41 Carver	2) 44 Carver	3) 45 Carver	4) 46 Carver	5) 47 Carver	

Income Verifications Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Eligibility of Relocation Letters Sent 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Comparable Units Found and Inspected 4

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Households Relocated 1

1) 41 Carver

Market-Rate, Renter-Occupied Relocation (Goal=2)

Market-Rate Occupied Homes

1) 48 Carver 2) 40 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Section 8, Renter-Occupied Relocation (Goal=2)

Section 8 Occupied Homes

1) 42 Carver 2) 43 Carver

Household Surveys Completed 2

1) 42 Carver 2) 43 Carver

Income Verifications Completed 2

1) 42 Carver 2) 43 Carver

Eligibility of Relocation Letters Sent 2

1) 42 Carver 2) 43 Carver

Comparable Units Found and Inspected 2

1) 42 Carver 2) 43 Carver

Households Relocated 2

1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

Units to be Demolished

1) 40 Carver 2) 41 Carver 3) 42 Carver 4) 43 Carver 5) 44 Carver 6) 45 Carver

7) 46 Carver 8) 47 Carver 9) 48 Carver 10) 51 Carver

Units that have been Demolished 2

1) 41 Carver 2) 42 Carver

A Pinewood Heights Management Team Meeting was held on November 12th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street. Management Team Members present were: Mr. Peter M. Stephenson, Town Manager; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William Saunders, Planner/GIS Coordinator; Mr. Michael Dodson of Community Planning Partners; Mrs. Denise Tynes, Town Council Member; and T. Carter Williams, Mayor. Sparkplug present was Ms. Cynthia Diggs.

Welcome: Mr. Dodson called the meeting to order and welcomed everyone for coming.

I. Reminder of Multi-Year 1 Products: Mr. Dodson reminded everyone that multi-year one has the acquisition/relocation of six owner-occupied units, two market rate renter-occupied units and two Section 8 renter units.

II. Current Progress: Mr. Dodson reported that the two Section 8 relocations are complete. One of the units has been demolished and the other unit is vacant. The town is still waiting to acquire the adjoining property. Mr. Dodson stated that he learned today that the town had received the acceptance offer from 48 Carver. So the map should show that 44 Carver, 45 Carver, 46 Carver, 47 Carver and 48 Carver have all accepted offers from the town to sell. Preliminary notices have been sent out to 40 Carver and 51 Carver and they have accepted the offers to have appraisals done on their properties. Once the town receives the appraisals we will make offers to these residents. Mr. Dodson stated that in regards to relocation he continues to work on getting things done. 45 Carver and 47 Carver residents are moving to new homes within the town. The relocation house for 45 Carver will be done the end of December and the relocation for 47 Carver will be mid-January. 46 Carver Avenue is closing this Friday so that owner should be out by the end of November. Mr. Dodson stated that this resident has purchased a house in the Rising Star neighborhood on Greenbrier Lane. Mr. Dodson asked for clarification on who pays the closing cost. Ms. Minga stated that in the past the settlement cost has always been paid by the town. The only thing that the town gets reimbursed on is the actual sale price or relocation price. Mr. Dodson stated that he has not heard from the tenant at 48 Carver. This tenant did pick up forms when they attended the Management Team meeting in July. They are a market rate renter so they should not have any problem finding something comparable but he has not received anything from them as of yet. He stated that he would follow up because they need to know that they will need to move now that the property has been sold. Ms. Minga stated that the town will be doing a lot of closings at one time to meet the January deadline. Mr. Dodson stated that Ms. Boehringer of the Department of Housing and Community Development will be here January 8th and 9th to complete a compliance review on this portion of Phase II. The language in the grant states that the town has to have ten homeowners relocated. It does not say that we have to have acquired all ten or

demolished all ten. Mr. Dodson expressed his concerns in regards to 40 Carver Avenue. He does not see any point in relocating the tenant from 40 Carver Avenue until we receive funding for multi-year 2 because if for any reason the town does not get that funding the town will be stuck with a half of a duplex. Mr. Dodson stated that the way the grant is written right now technically to get Phase II that tenant would need to be relocated. He stated that he would think that as long as the town can show that we are going to send an offer then DHCD will work with us. The Town Manager asked for Mr. Dodson to contact Ms. Boehringer with an in writing request to wait on relocating 40 Carver Avenue until after we receive funding for multi-year 2. The same owner owns 39 Carver and 40 Carver and we would like to work with that property owner all at once. Mr. Dodson stated that the project has definitely moved along since the last meeting. Mrs. Tynes asked which property had the issue that is preventing the town from acquiring that property. Mr. Dodson stated that would be 44 Carver Avenue. The Town Manager asked if there is anything the town can do with this issue. Mr. Dodson stated that the only thing the town could do is have the Town Attorney petition the bankruptcy court to allow the sale. At this time the sale cannot occur without the courts permission because they are in bankruptcy. Mrs. Tynes asked for the Town Manager to check with the Town Attorney on this matter. Mr. Dodson stated that there was a question on title policies. Has the town bought those in the past as part of the closing cost? He explained that it is not required under the grant however it is recommended for title insurance. The Town Manager asked if Ms. Boehringer was aware of the bankruptcy situation at 44 Carver and that it is out of our hands at this time. Mr. Dodson stated that she was. The Town Manager asked for confirmation that it would be tight but we should meet our January 14th 2014 deadline. Mr. Dodson stated that was correct.

III. Financial Status of Project: Mr. Dodson asked about the next drawn down date. Ms. Minga stated that the town does not have anything to drawn down until we have another acquisition. Ms. Minga stated that once we close on the Parker property she would make a drawdown request from DHCD.

IV. Additional Item Discussed: Mr. Dodson stated that in regards to moving over to Phase III which will be Jamestown Avenue the Planning Grants start January 1st. He did not know how the town felt about this at this time. Does the town want to complete multi-year 2 of Phase II before submitting for next round of grant funding? Discussion was held on the timing of the grant. Mr. Dodson stated that if the town applies in March 2014 then it would take effect November 2014. At this time once the town begins with multi-year 2 of Phase II we will have another eighteen months on this current phase. Multi-year 2 consists of six units and two vacant lots. At this time all the surveys for Phase III would be more than two years old and a

new survey would be required for DHCD moving forward. A Planning Grant maybe something that the town may want to consider due to the necessary requirements by DHCD.

V. Future Meeting: The next meeting will be January 14th, 2014 at 4:00 p.m.

Meeting Adjourned at 4:28 p.m.





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