

SMITHFIELD TOWN COUNCIL AGENDA

October 8th, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report

- a. Presentation of Certified Crime Prevention Community Award
- b. September Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- October 8 - 7:30 p.m. – Town Council Meeting
- October 9 - Town Administrative Offices & Isle of Wight County Museum will be Closed for Employee In-Service Training Day
- October 13 - Town Administrative Offices Closed in Observance of Columbus Day
- October 14 - 7:30 p.m. – Smithfield Planning Commission Meeting
- October 17 - 4:00 p.m. – Smithfield High School Homecoming Parade
- October 21 - 7:30 p.m. – Board of Historic and Architectural Review
- October 27 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee
- October 28 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

C. Public Comments:

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District

D. Council Comments

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

E. Summary of Consent Agenda Items

- a. Police Committee Chair, Mrs. Denise Tynes
- b. Water and Sewer Committee Chair, Vice Mayor Gregory
- c. Finance Committee Chair, Randy Pack
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

- C1. Resolution for Street Closure Request for Smithfield High School Homecoming Parade, October 17th, 2014** **TAB # 1**
Police Committee Chair, Denise N. Tynes
- C2. Award of Mechanical, Electrical and Utility Services Contract to R.E.W. Corporation**
Water and Sewer Committee Chair, Andrew C. Gregory
- C3. Motion to Authorize the Town Manager to Enter into Revised Regional Consent Order** **TAB # 2**
Water and Sewer Committee Chair, Andrew C. Gregory
- C4. Motion to Accept Proposal for Reverse Osmosis Plant Concentrate Discharge Pump Repairs in an Amount of \$15,940.00**
Water and Sewer Committee Chair, Andrew C. Gregory
- C5. Motion to Authorize the Town Treasurer to Utilize Budgeted Funds for New Lighting in the Community Center by the Friends of the Smithfield Library**
Finance Committee Chair, Randy Pack
- C6. Motion to Accept Proposed Town Sponsorship Package by the Chamber of Commerce**
Finance Committee Chair, Randy Pack
- C7. Motion to Shift Administration of Smithfield Farmers Market from County to Town** **TAB # 3**
Finance Committee Chair, Randy Pack
- C8. Resolution to Open New Account for Smithfield Farmers Market** **TAB # 4**
Finance Committee Chair, Randy Pack
- C9. Invoices Over \$10,000 Requiring Council Authorization**
Finance Committee Chair, Randy Pack
- | | | |
|----|--|-------------|
| a. | Isle of Wight County – E911 True-Up | \$44,378.61 |
| b. | Isle of Wight County – Tourism True-Up | \$79,927.37 |
- C10. Motion to Accept Recommendation by Special Events Committee for Upcoming Annual Car Show Events**
Parks and Recreation Committee Chair, Connie Chapman

- C11. **Resolution Authorizing the Town of Smithfield to Close the Gwaltney Beautification Fund, Disburse the Remaining Uncommitted Funds to Historic Smithfield as Partial Funding for the Restoration of the Old Smithfield Courthouse and Dissolve the Gwaltney Beautification Committee** **TAB # 5**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

- C12. **Motion to Accept Deed for 48 Carver Avenue for the Pinewood Heights Relocation Project**

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

ACTION SECTION

1. **Resolution to Adopt Personal Property Tax Relief Act (PPTRA) Percentage** **TAB # 6**

Finance Committee Chair, Randy Pack

2. **Additional Invoices Received after Finance Committee Meeting**

Finance Committee Chair, Randy Pack

TAB # 7

a. Blair Brothers, Inc.	\$15,198.75
b. Sydnor Hydro, Inc. (budgeted work approved 5-6-2014)	\$14,500.00
c. REW Corporation (budgeted work approved 5-6-2014)	\$20,730.90

3. **Motion to Approve the Town Council Meeting Minutes of September 2nd, 2014**

Mr. William H. Riddick, III, Town Attorney

4. **New Business:**

5. **Old Business:**

6. **Closed Session:**

7. **Adjournment**

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2014

TOWN MANAGER'S OFFICE:

- a. Attended the following meetings and events: Smithfield 2020, Special Events Committee, Farmers Market, Affordable Care Act with county staff, social media training, IOW Emergency Communications Center board, Pinewood Heights Management Team, Student Leadership Institute kick off, Gwaltney Beautification Committee, new Smithfield Librarian, Draper Aden, HRPDC Executive Committee in Chesapeake, Leadership IOW Planning for 2015, Kiwanis installation dinner, City of Suffolk fundraiser for United Way of South Hampton Roads, Comprehensive Plan review status, VRS webinar, Western Tidewater Free Clinic donor reception, VDEQ in Richmond and Public Works accreditation site review preparation for November.
- b. Jon Flores and I began exploring vendor options for revamping and improving the town's website.
- c. Utilized one full day of vacation leave for follow up visit to Richmond with family pet on prior medical issue.
- d. Met with local chapter representatives of Alpha Kappa Alpha Sorority and Delta Sigma Theta Sorority to discuss planning for MLK, Jr. and Black History Month community events in early 2015.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review.
- b. Attended Pinewood Heights Management Team Meeting, September 9th
- c. Prepared September Town Council Committee Agenda and October Town Council Agenda

- d. Attended Town Council Committee meetings on September 22nd and 23rd and prepared summary reports of the committee.
- e. Sat in on Conflict of Interest Act Webinar in regards to Upcoming Changes

TREASURER'S OFFICE:

- a. Attended special events meeting at the Smithfield Center on September 3.
- b. Completed annual cash proffer report and submitted to the Commission on Local Government.
- c. Attended Pinewood Heights Management Team meeting on September 9.
- d. Assisted auditors on site the week of September 15 with annual field work.
- e. Prepared bank reconciliations and financial statements for council committee meetings on September 22.
- f. Attended public works accreditation meeting on September 23.
- g. Met with Sonja Eubank on September 26 to go over finance chapter of the accreditation review.
- h. Processed the real estate file for billing and sent to the printers (M&W) for mailing on September 29.

PUBLIC WORKS:

- Staff performs the following duties on a monthly basis:
Miss Utility marking, read meters for billing and to transfer property owners, cut offs and cut-ons, check pump stations daily, install and repair street signs, replace and repair broken water meters, take a minimum of 8 water samples and have them tested, flush water lines, repair radio or touch pads after each reading if needed, maintenance on town owned buildings.
1. Sewer Line Repairs and Maintenance:
 - a. Repaired sewer line at 716 Tallwood Cr. Pipe was crushed which prevented the flow of water to the manhole.
 - b. 105 Harrison Dr. - repaired and replaced sewer clean out and replaced broken sewer line.
 - c. 127 St. Andrews - repaired sewer line and clean out.
 2. Sewer Pump Station Repairs and Maintenance:
 - a. Weekly and daily checks on all 27 pump stations.
 - b. Performed the following scheduled maintenance at all pump station
 - Cleaning of wet -wells
 - Alarms testing
 - Sump pump cleaning
 - Check Valve cleaning and repair

Generator checks / Godwin pump checks
Control Panel / Flow monitor checks
Fence and Grounds
Inspected Structure
Inspect and clean pumps
Level system check
Test limit switches
Bar screen cleaning
Rain gauge

- c. 6 inch godwin pumps set up on standby at Lakeside pump station, Wellington pump station and at Moonfield pump station.
- d. Pulled and clean pump at Bradford Mews and Plaza pump station.
- e. REW installed 3 new antenna towers and they are up and working well.
(Jersey Park, Watson and Drummonds Lane Pump stations)

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following:
 - 1. 13 Riverside Dr.
 - 2. 128 St. Andrews repaired water line.

4. Well Repairs and Maintenance

- a. All wells except 8A and 10 A (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed once a month.

5. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Quarterly nitrification samples were pulled for HRSD
- c. HRSD reduced composite sampling requirements from weekly to monthly.
- d. New HVAC contractors Atlantic Constructors performed first quarterly preventative maintenance inspection and found equipment to be in good condition.
- e. Second round of Bio-Assay Testing samples were pulled by Kimley-Horn.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Confined Space training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails as needed. Trash cans, recycle bins, information stands and doggie bags are emptied, cleaned or refilled as needed on Mondays and Fridays.
- b. A general inspection of the park is conducted monthly to ensure that all park amenities are in good condition and are not in need of maintenance or repair. This inspection includes walking of the trails to inspect all pedestrian bridges, overlooks, and to identify possible problems with the trails. In addition inspections are made to the kayak launch and fishing pier to identify possible maintenance issues.

Miscellaneous

- c. Grounds crews picked- up trash along Great Springs Rd., Battery Park Rd., Rte 10 Bypass, John Rolfe Dr. Main St. /258 and Waterworks Rd and other areas.
- d. Minor repairs at Town Hall and Town Buildings.
- e. Boarded up 40 Carver.
- f. Repairing and replacing signs in town limits.
- g. Staff worked BBB Festival.

PLANNING AND ZONING:

- 1. Planning Commission – September 9, 2014
 - A. Child Care as Home Occupations Ordinance Review
- 2. Rezoning Applications under review
 - A. None
- 3. Special Use Permit Applications under review
 - B. None
- 4. Subdivision and Site Plans under review
 - A. O’Reilly Auto Parts
 - B. Cypress Creek, Phase 7 B&C
- 5. Subdivision and Commercial Sites Under Construction and Inspection
 - A. Church Square, Phase I (95% complete)

- B. Smithfield Manor Townhomes (Formerly Halstead Landing) (75% complete)
- C. Lakeview Cove Condos (75% complete)

6. Board of Zoning Appeals – September 16, 2014

- No meeting held.

7. Board of Historic & Architectural Review – September 16, 2014

- A. Proposed Garden Shed – 205 S. Church Street – Landmark – R. Gordon Holloway, applicant – Approved.
- B. Proposed Garden Shed – 390 S. Church Street - Contributing – Vicky Adams, applicant – Approved.

ENGINEERING

- A. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
- C. Lakeview Cove is now in control of the Bank due to financial concerns by the Developer. All E & S controls have been installed previously by the contractor as per the approved site plans and required by the Town.
- D. Blair Brother's Contractors cleared driveway entrance pipes and regraded connecting ditch lines at 103 Harrison Drive and Kerr Place. Contractor regraded ditch along Smithfield Blvd. from sanitary sewer pump station near Ledford Lane to Brewer Place. At 204 Edgewood Drive contractor raised existing drop inlets tops to match flow line of roadside ditch. Repaired damaged crossdrain pipe in the intersection of Faye and Watson Drives and installed asphalt patch.
- E. Erosion & Sedimentation control field inspections were performed and appropriate reports filed on the following active projects: Harvest Fellowship Church, Moody Properties, Dollar General (Main St.) & Cypress Creek Parkway extension.
- F. Field inspections were held this month involving the Smithfield Lake Dam. No structural deficiencies were found at this time.
- G. Cypress Creek Development; Contractor C. A. Barrs Constr. continues construction of the Cypress Parkway extension, which will complete the Parkway loop. Contractor installed all E & S controls as required by the approved site

plans and the Town. Contr. started excavation down to roadway subgrade within designated R/W area between Sta. 94 + 50 to Sta. 104 + 50. Contractor has started installation of sanitary sewer within project site. Sanitary main and manholes have been installed from Sta. 97 + 30 to Sta. 104 + 50.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 22ND, 2014

The Police Committee met Monday, September 22nd, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise N. Tynes, Chair; Ms. Connie Chapman, and Mr. Andrew Gregory. Other Council members present were Mr. Randy Pack, Dr. Milton Cook, Mr. Michael G. Smith, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Steven Bowman, Chief of Police; Mr. Alonzo Howell, Deputy Chief of Police; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Musick, Smithfield Center Director; Mr. Jack Reed, RO Plant Manager; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Cheryl Ketchum, Farmers Market Manager; Mr. Brad Face, and Mr. Andy Cripps, Chamber of Commerce. There was no media present.

Police Committee Chair, Denise N. Tynes called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Street Closure Request for Smithfield High School Homecoming Parade, October 17th, 2014 – Mrs. Tynes stated that the information that committee has today was a place holder for the date of October 17th. Since the agenda packet was prepared Ms. Musick has received a completed special events application. Ms. Musick stated that the parade time will be from 4:00 – 4:30 p.m. and the staging for the parade will be at the YMCA. The streets requesting to be closed for the parade are Cary Street, Grace Street and Main Street. In the past it has been a rolling closure where the streets will reopen as the parade passes through. Chief Bowman stated that they will also work with the school system to ensure that there are no disruptions to afternoon school transportation. Committee recommends approval of street closure and will place on Council's agenda for consideration.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Chief Bowman reported that for the last two and a half years the department has been pursuing certification as a Certified Crime Prevention Community. There has been a lot of work from council and stakeholders helping the department along the way. Last Thursday they attended the board meeting for the Department of Criminal Justice Services at the General Assembly Building in Richmond. At that time the town's application was reviewed and considered. The Town of Smithfield was voted in unanimously as a certified crime prevention community. He stated that the Town of Smithfield is the 13th certified crime preventive community in the Commonwealth of Virginia and the smallest locality to receive this certification. A representative from the Department of Criminal Justice Services will be at the October 8th Town Council meeting to present the town with the award.

Chief Bowman reported that he will be at the University of Virginia tomorrow for training on the Constitution principals, theories and practices. The training will be taught by Justices from the Supreme Court of Virginia as well as lawyers from UVA Law School.

Chief Bowman also stated that they made an arrest in the robbery of an elderly gentleman as he was exiting the BB&T on South Church Street. An arrest was made a few minutes after the robbery and the money was returned to the victim. Chief Bowman explained that the elderly victim was very frail and in no way in a position to defend himself. Hopefully justice will be served in this case. Mrs. Tynes stated that the gentleman that was robbed was a resident that received assistance from the town in the Pinewood Heights relocation project.

Chief Bowman reported that they are in the process of having the new police vehicles equipped. The department received competitive bids by Gately Communications and Atlantic Communications. Atlantic Communications was awarded the contract. The hope is have the vehicles equipped and on the streets within the next thirty days. Chief Bowman also stated that they are moving along in the personnel process of testing and interviews to fill the one vacancy within the department.

Mr. Pack asked what the status is on the process of acquiring the old rescue squad building for use as an evidence room before the department has re-accreditation. Chief Bowman stated that the department is still in a position where they have sufficient space located at 310 Institute Street. He stated that they do not have a contingency plan in place because they hope that the old rescue squad building will move along and work out as the area to move evidence too. Chief Bowman thanked Mr. Pack's concerns on keeping their needs and deadline for a place for evidence storage in mind has far as accreditation goes.

Ms. Chapman asked that now the department has received the status of a Certified Crime Preventive Community is that like the departments accreditation where you have to keep doing things to keep it current. Chief Bowman stated that it is except it is more aggressive because reaccreditation is every three years rather than every four years like the Smithfield Police Department's accreditation program. Chief Bowman stated that it was really Mr. Kirk Beach, and a team from the Smithfield Police Department and the stakeholders that really got involved in getting this certification. He stated that he had

met with the chairman from Stafford County and he stated that the Town of Smithfield's application was impeccable. Ms. Chapman stated that Mr. Beach did a tremendous job in organizing and Mr. Bodson did a tremendous job in the record keeping portion of the application. Chief Bowman stated that becoming a certified crime prevention community was the only real order he got from the Town Manager when he was hired and two years later this certification has been achieved with a collaborative effort from many.

The meeting adjourned at 4:11 p.m.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, SEPTEMBER 22ND, 2014

The Water & Sewer Committee held a meeting on Monday, September 22nd, 2014 at 4:11 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Vice Mayor Gregory, Chair; Mrs. Denise N. Tynes, and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; Mr. Jack Reed, RO Plant Manager; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Cheryl Ketchum, Farmer's Market Manager; Mr. Brad Face, and Mr. Andy Cripps, Chamber of Commerce. There was no media present.

Water and Sewer Committee Chair, Andrew Gregory called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Award of Mechanical, Electrical, and Utility Services Contract – Mr. Hopkins reported that Bay Electric of Newport News and R.E.W. Corporation of Portsmouth both submitted proposals from the Request for Proposals (RFP) that was issued by the town. Staff reviewed both proposals thoroughly and both firms were interviewed. Mr. Hopkins stated that the RFP included the ability to perform work and provide services in regards to the towns pump stations, extensive knowledge of the Regional Sanitary Sewer Consent Order Requirements, technical capabilities, availability and qualifications of staff as well as cost of services per hour and professional references. During the interviews it was determined that R.E.W. Corporation had the experience listed in the scope of work to include knowledge of the Sanitary Sewer Consent Order requirements. Bay Electrical was not familiar with the consent order and had minimal pump station, SCADA and flow monitoring experience. R.E.W. Corporation also had the lowest cost of service per hour

for Master Electrician and Journeyman which is the staff that is used most frequently by the town. Mr. Hopkins stated that references were checked and all comments were positive. Due to all the above and the previous established work experience with the town's staff and systems, staff recommends awarding the Mechanical, Electrical, and Utility Contract to R.E.W. Corporation. Committee agreed with staff's recommendation and will forward to Town Council for consideration.

2. Motion to Authorize the Town Manager to Enter into Revised Regional Consent Order – The Town Manager reminded everyone that Mr. Snyder of Draper Aden Associates was at committees last month to give an update on where we stand on the Regional Consent Order. He stated that even as late as this afternoon there have been a couple of tweaks that have been made to the revised Regional Consent Order. The City of Newport News has made a couple of comments and tweaks; however Hampton, Norfolk, Suffolk, Williamsburg, and Isle of Wight have reviewed everything and are good with the revised version. The final version will be included in the Town Council Agenda packet for October 8th for adoption. Most of the changes have been minor tweaks to make each locality comfortable with language that pertains to them. All localities are expected to readopt the Regional Consent Order so that it can be submitted to the Department of Environmental Quality by October 27th.

3. Reverse Osmosis Plant Concentrate Discharge Pump Repairs – Vice Mayor Gregory stated that included in the agenda packet are a couple of different options for repairs or replacing a pump at the RO Water Treatment Plant. Mr. Snead stated that approximately four weeks ago staff called him and stated that there was some vibration in the concentrate room at the plant. The concentrate room is the room that the wastewater goes to that is pumped to HRSD. Sydnor Hydro came out and pulled the pump and it was determined that the motor is good; however the pump needs to be repaired. In reviewing the pump Sydnor Hydro believes that the shaft lubrication system experienced an interruption or failure at some point and allowed the bearings to run dry for a period long enough to overheat and damage the lineshaft. Mr. Snead asked for Sydnor Hydro to give him a price quote for both repairing and replacing. Mr. Snead stated that after reviewing both cost staff recommends rebuilding the existing pump and also installing an alarm system on the pump so this does not happen again. The recommended quote to repair the pump in the amount of \$15,940.00 does not include the alarm system that staff recommends having added to prevent this from happening again. Mayor Williams asked for staff to find out what type of warranty the town will have on the rebuilt pump because it is not real clear under the additional conditions of sale. Committee discussed that the only warranty for the rebuilt pump would be on the parts from the manufacturer. Mr. Snead stated that he would look into committees concerns on type of warranty before October 8th Town Council meeting.

The meeting adjourned at 4:20 p.m.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, SEPTEMBER 22ND, 2014

The Finance Committee held a meeting on Monday, September 22nd, 2014 at 4:20 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Dr. Milton Cook, and Mr. Andrew Gregory, Vice Mayor. Other Council members present were: Mr. Michael G. Smith, Ms. Connie Chapman, Mrs. Denise N. Tynes, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen D. Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Mr. Jessie Snead, Superintendent of Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Ms. Cheryl Ketchum, Farmer's Market Manager; Mr. Brad Face, Mr. Andy Cripps of the Chamber of Commerce; Mr. Jim Phillips of the Smithfield Friends of the Library; and Mr. Chris Thompson, Smithfield Librarian. There was no media present.

Committee Chair, Mr. Randy Pack called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA

1. Friends of the Smithfield Library Request to Utilize Budgeted Funds for New Lighting in Community Center – Mr. Phillips introduced Smithfield Library's new branch manager, Mr. Chris Thompson. Mr. Thompson gave a brief summary of his background. Mr. Phillips stated that the Smithfield Library has been lagging behind in programs offered by many of the other libraries. In his eyes Smithfield Library should be leading the way. He explained that as part of leading the way he would like to ask the Finance Committee to consider helping with the cost of improving the library. He stated that he has been working closely for the last six months with Isle of Wight County maintenance staff. These staff members are new and were brought on board willing to do

something positive as well. The Isle of Wight County staff has helped him put a completely new HVAC system in the library. The new HVAC system encompasses the entire structure so the staff and the patrons no longer have to suffer. The next thing that he wants to take on is improvements to the community room starting with the lighting. Mr. Phillips stated that he has spoken to various electrical contractors and consulting firms to get the numbers that are included in the packet today. Mr. Phillips stated that the Friends of the Smithfield Library have limitations when it comes to cost for improvements and that is why they are asking for the town's help with funding the lighting improvements in the community room. Mr. Phillips stated that he will also be asking for help from the county in regards to upgrading the carpet within the facility. The Friends of the Smithfield Library will take on the painting that needs to be done on their own. Libraries are becoming very important community centers for all ages to learn about a variety of topics. Mr. Pack stated that Mr. Phillips is asking for the town to consider a donation of \$7,502.62 for the lighting in the community center. The town has \$10,000 budgeted for projects by the Friends of the Smithfield Library. He stated that the Friends of the Smithfield Library are their everyday and know what the needs are and the amount of money that the town has budgeted to help with these projects. Committee recommends approval of this request and will forward to Town Council for consideration.

2. Chamber of Commerce Proposed Town Sponsorship Package – The Town Manager stated that Mr. Cripps was aware from the budget process that only the annual membership dues amount was approved without the additional capital improvement funds. Council had historically continued to fund what had originally been intended to be a capital improvement commitment for many years after the capital improvement project was complete. Town Council stated that they would consider additional funding if the Chamber of Commerce put together a benefit package for the additional funding. Mr. Cripps stated that in response to the concerns expressed by Town Council during the budget process he has included a proposed benefit package that the town would receive in return for its continued financial support of \$6,000 over and above its membership dues. This package of benefits is similar to what would be offered to a for-profit business as part of an equivalent sponsorship of the chamber. The benefit package includes participation in the two leadership programs and provides sponsorship for the town for some of their bigger ticketed events such as Isle Fest, Legislative Breakfast and Chamber Expo. A limited number of tickets would be given to the town at no additional charge. Vice Mayor Gregory stated that these events are programs that either Town Council or town staff already attends; however currently we pay for each person to go and participate. Mr. Smith asked what Isle of Wight County and the Town of Windsor pay for membership. Mr. Cripps stated that Isle of Wight pays approximately \$10,000 and the Town of Windsor is approximately \$3,500.00. They also have a small budget for participation much like this benefit package. Committee was pleased with the benefit package that the Chamber of Commerce put together and would recommend approval at the October 8th Town Council meeting. Ms. Chapman stated that she wanted Mr. Cripps

to know that they did a great job at the installation of the new officer's reception at Cypress Creek. It was very well put together. Mr. Cripps gave credit to Ms. Meredith Marchant for her time in putting that event together.

3. Proposed Shift in Administration of Smithfield Farmers Market from County to Town – Ms. Winslow stated that this is something that they have talked about for a little while. It would be to switch administrative control of the Farmers Market from Isle of Wight County to the town. Ms. Winslow stated that the reason for this is because Isle of Wight County does not actually financially support the Farmers Market where as the town gives a in kind donation every year to help support the market. The Farmers Market is located here in the town and town staff has done a lot of work with getting a MOU in place with the Bank of Southside Virginia for use of their parking lot each Saturday. Ms. Winslow stated that she has talked with the County Administrator and the Budget and Finance Director and they are both in favor of this change. Mrs. Tynes asked if the town would need to have additional insurance for taking on the Farmers Market. Mr. Pack asked if the Farmers Market has a budget. Ms. Winslow stated that the Farmer's Market is totally self-supportive with the exception of the cost of insurance which is paid for by the county; however the county has a huge insurance policy for many different things much like it would be under the town. If the Farmers Market moved to the town it would need to purchase a laptop computer, cell phone and MiFi. Ms. Winslow stated that all of these things would be paid for through the Farmers Market. Ms. Ketcham stated that the way it is now she must provide payment vouchers to the county in order to pay her bills, but these funds come out of the Farmers Market account. Ms. Ketcham explained that if she does not get enough in vendor fees and sponsorships she does not get paid. All of her salary and taxes comes out of what the Farmers Market earns. It is completely self-sufficient. Dr. Cook clarified that if the town changes the administrative control of the Farmers Market to the town then the town would need to open a new bank account for the Farmers Market and the current balance from the Farmers Market account at the county will be rolled over to the town. Ms. Winslow stated that was correct. Ms. Winslow stated that they are completely flexible with allowing her to keep space in the visitor's center or there is space upstairs at the museum. Discussion was held on whether Ms. Ketcham would purchase her existing laptop from the county or transfer her files to a new laptop from the town. Ms. Ketcham asked for clarification if she would be kept as a employee of the town but still paid through the Farmers Market funds or would she become an actually town employee of the town. Ms. Ketcham stated that she works approximately twenty hours a week. Mr. Pack asked the Town Treasurer if she sees any complication for making this switch. She stated that it will definitely be more work for the town but would work it out. Ms. Chapman stated that the good thing is Ms. Ketcham has been doing this for three years with balancing her own budget. Committee recommends approval of switching administrative control of the Farmer's Market from Isle of Wight County to the town.

4. Invoices Over \$10,000 Requiring Council's Authorization:

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|----|--|-------------|
| a. | Isle of Wight County – E911 True-Up | \$44,378.61 |
| b. | Isle of Wight County – Tourism True-Up | \$79,927.37 |

Ms. Minga reported that the True-up for E911 came in fairly close to what was expected and the True-up for Tourism came in about \$3,000 less than what the town had budgeted. Committee recommends approval of invoices.

5. Adopt Personal Property Tax Relief Act (PPTRA) Percentage – Ms. Minga explained that until she gets the personal property file from Isle of Wight she cannot estimate what the personal property tax relief percentage will be that the town has to adopt every year. Last year the percentage was 50%. She stated that she will have these numbers by the October 8th Town Council meeting for adoption so the town can process the personal property tax bills. This item will be listed under the Action Section of the Town Council Agenda.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Windsor Castle Park Forest of 1607 Conceptual Master Plan and Planting Plan Grant Agreement with Virginia Tech – Mr. Face gave a quick overview of the project. He stated that this project initiated with him at the park. He mentioned that he is a member of the Windsor Castle Park Foundation Board and at the last meeting of the Windsor Castle Park Foundation it was decided to run this project through them so that donations could be through the 501c3. The overall project would cost approximately \$15,000 to \$17,000 all being granted by the state Department of Forestry, by Virginia Tech or by individual donations. At this time the town is not committing to build the forest just indicate that the town is serious enough about the idea to move forward with a plan for the project. Mr. Face stated that the bad news is that two hours ago he found out that Virginia Tech is requesting an answer to the town's support tomorrow. Mr. Face had previously told them he would not have an answer from the town until after the October 8th Town Council meeting. Mr. Face stated that he would be willing to guarantee the \$2,500 up front with the chance of getting others to donate for this project. This is our portion of the grant funding. Mr. Face stated that he knew committee cannot vote at this level but would like an indication that the town likes the concept. If there is no indication this project could be put off for a year. Dr. Cook asked if the plan is still inclusive of all the plantings along the roadside. Mr. Face stated that the project at this time only involves the land on the corner of Cedar Street and Jericho Road. He explained that previously the plantings along the roadside were going to be Phase II but the project got complicated and that is no longer in the plan. Dr. Cook asked if there would be a group of individuals that will be maintaining the forest area. Mr. Face stated that is part of the planning process between now and January. He stated that he has spoken to Mr. Hopkins

and it has been determined that if the town plans to mow between the trees than you will lose the forest look with all the undergrowth. Mr. Face stated that he has spoken to Mr. Harvey Darden who is the State Director of Public Lands for the Department of Forestry and he has indicated that this would be up to the town on the amount of maintenance that is done. After approximately five years the Department of Forestry would go in a do a burn to thin it out. These decisions are not made up front they are made during the planning process of the project. Mr. Pack asked if this project was being presented to Town Council as a Windsor Castle Park Foundation Board project. Mr. Face stated that it is going through Windsor Castle Park Foundation Board so he assumes it is theirs by adoption. They have agreed to be the conduit for the donations. Mr. Pack explained that he does not have a problem with the conceptual plan; however this item was not included in the master plan for the park and feels that committee should revisit the master plan and amend if this is something that the town desires to have in the park. Mr. Packed stated that if Mr. Face wants to go out and raise money for this project then the town cannot say that he cannot do that. But at this time he would recommend the town revisit the master plan for the park and bring this into the master plan so that it goes through the proper process. Mr. Pack stated that if the town did that he would most likely vote for the project because he feels that it would be a great addition to the park. Mr. Face stated that if the town does not decide now to start the planning process then we will be out of the budget for this year. The next time the project could be done is December 20th, 2015. At this time we would lose all the grants that we currently have; however that does not mean we will not get the same grants next year. There is also no guarantee that there will be grant funding next year. Mr. Pack asked what the timeline would be for the plantings to begin. Mr. Face stated that the planting would be done in February or March. The Department of Forestry is looking for a consensus that this is a project that the town supports. They do not want to go through the planning process if there is some reason at this time that the town does not think that it will work out. Mr. Pack asked for thoughts from other members of committee. Mrs. Tynes stated that having a forest of trees at that end of the park would help with the traffic noise that comes from the bypass traffic. Ms. Chapman asked if the three overnight stays during the planning process of the grant would be a cost to the town. Mr. Face stated that would be paid for by the individuals that come to town at no cost to the town. Vice Mayor Gregory stated that he agrees with Mr. Pack in that the town has a master plan for a reason. His concern is that the town has tried to plant trees in the past and did not have a whole lot of success. Vice Mayor Gregory stated that he is hesitate to say that the Forest of 1607 is the only thing that would be great in that location without looking at it through the parks overall master plan process. Mayor Williams stated that he likes the idea and agrees with the concept of the forest. Mayor Williams did express some concern over how the trees would be watered and how to keep the deer out of them. Mr. Face explained that this group of people are used to preparing the ground for plantings like this. The soil for this area has already been tested and they are fine with the results of that. Mr. Face stated that he has a lot of confidence that the Department of Forestry knows what they are doing. Dr. Cook asked who would be responsible for thinning out the trees once they have been planted for a

few years. Mr. Face stated that this is decided in the planning process and the town would need to be happy with the plan between now and January 2015. It is not his understanding that the Department of Forestry will come back and thin out the forest in the future. Mr. Hopkins stated that was a good question and would need to be worked out in the planning process. Different products have difference maintenance levels. Mr. Pack stated that he thinks the consensus from committee today is that we are open to the idea however there are certain steps that the town has to take. The first one would be to go back to the park's master plan and move forward from there. Mr. Face asked for clarification that the town would not be in a position to make a final answer on this until after the planning phase is complete. Mr. Pack stated that would be correct.

2. Updated June Financial Statements and Graphs – Ms. Minga reported that the updated June Financial Statements were complete however she had not had a chance to update the graphs or the notes due to the auditors being there until the end of last week. The June Financial Statements will be included in the October 8th Town Council Agenda. There is not a whole lot of change from what was last presented to the Finance Committee. The True-ups for E911 and Tourism have come in and the town will be making at least one VRS adjustment at this time.

3. August Financial Statements and Graphs - Ms. Minga stated that she did not have a whole lot to comment yet for August. The town has received the file from the county for real estate taxes and staff is working on updating the mortgage codes. That is being prepared to go to printers by next Monday. Real Estate bills should be out by the end of the month. The town received an update from Mr. Gwaltney that the town should get the file for personal property taxes by last week of September. Ms. Minga stated that in regards to Transient Occupancy and Meals Tax she did make comments in the notes as to the value of these items. The town had a very strong transient occupancy quarter that was paid in July for June. Ms. Minga reported that the town had received under contributions a check from Isle of Wight County from the Gift Store Museum Fund in the amount of \$61,070.26. Discussion was held on the amount of the check from the museums account. Since committee Ms. Minga has verified the amount of the check to be correct.

4. August Cash Balances – Water = \$346,586.52; Water Debt Service = \$959,340.04; Water Capital Escrow Availability Fees = \$319,020.69; Water Treatment Plant Escrow = \$111,538.96; Water Deposit Account = \$66,385.78; Water Development Escrow = \$85,033.31; **Subtotal Water = \$1,887,905.30.** Sewer = \$(55,836.59); Sewer Development Escrow = \$338,270.48; Sewer Capital Escrow Availability Fees = \$880,120.27; Sewer Compliance = \$736,009.08; **Subtotal Sewer = \$1,898,563.24.** **Highway = \$211,457.02.** General Fund = \$2,629,234.55; Payroll = \$67,909.05; Money Market General Fund Town Bank = \$2,183.67; Business Super NOW-General Fund = \$33,078.41; Money Market General Fund Farmers Bank = \$289,238.89; General Fund Capital Escrow = \$214,408.03; Certificate of Deposit = \$525,971.81; Certificate of

Deposit Police Dept = \$36,679.67; Special Project Account (Pinewood) = \$19,950.59; Pinewood Heights Escrow = \$14,497.19; SNAP Program = \$2,925.75; Museum Account = \$27,859.25; **Subtotal General Fund = \$3,863,936.86.** Beautification = \$7,841.21; Money Market Beautification = \$47,816.83; **Subtotal Beautification = \$55,658.04;** **TOTAL ALL FUNDS = \$7,917,520.46.**

5. Closed Session: The Town Attorney stated that we need a motion to go into closed session for the purpose of discussing the acquisition and/or the disposition of real property for public purposes and advice by legal counsel on matters requiring legal advice pursuant to Section 2.2-3711 A1 & 7 of the Code of Virginia. Vice Mayor Gregory made a motion and Dr. Cook seconded the motion.

In closed Session: 5:21 p.m.

Out of Closed Session: 6:04 p.m.

The Town Attorney stated that we need a motion that during closed session there was only discussion of the acquisition and/or the disposition of real property for public purposes and advice by legal counsel on matters requiring legal advice pursuant to Section 2.2-3711 A1 & 7 of the Code of Virginia. A motion was made by Vice Mayor Gregory and seconded by Dr. Cook.

The meeting adjourned at 6:05 p.m.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 23RD, 2014

The Parks and Recreation Committee held a meeting on Tuesday, September 23rd, 2014 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Ms. Connie Chapman, Chair; Mrs. Denise Tynes, and Mr. Randy Pack. Other Council members present were: Mr. Michael G. Smith, Vice Mayor; Dr. Milton Cook and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Amy Musick, Smithfield Center Director; Mr. William Riddick, III, Town Attorney; Mr. Mr. Wayne Griffin, Town Engineer; Mr. Josiah Jendrey, FOG Inspector; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson of Historic Smithfield; Ms. Nan York of the Smithfield Ruritan Club; and Ms. Elizabeth Moose of the Toys for Tots Car Show; There was no media present.

Committee Chair, Connie Chapman called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Recommendation of Upcoming Car Show Events – Ms. Musick stated that there has been some confusion on who would be the event holder for the Town and Country Day Car Show. For the past thirteen years it has been the Smithfield Ruritan Club. In a brief summary Ms. Musick explained that tourism was approached by a member of the Ruritan Club stating that they were interested in doing a different type of fundraising event and were no longer interested in doing the car show. As far as tourism knew this event was now available to be filled by another car show. She began talking to Ms. Elizabeth Moose of Toys for Tots that does the Olden Days Car show and offered her this year's Town and Country Day slot. Ms. Moose submitted a special event application and it was approved. Ms. Musick then explained the special events application process. The Ruritan Club did not know that the Town and County Days event had been released by one of their members. After a lengthy discussion with both organizations they have decided to work together for 2014. The Ruritans will be running the show however the beneficiary will be Toys for Tots. Ms. Musick stated that now the town is to the point where we must decide who will hold this spot in 2015 because both groups are interested

in it for next year. The Special Events Committee met to discuss and made a very hard decision on which group should be that event holder. Ms. Musick stated that the Special Events Committee's recommendation is to allow each organization to have a place holder for one of the two large events that involve car shows in Smithfield, Olden Days in June and Town and Country Days in October. The recommendation from the Special Events Committee further states that Toys for Tots will receive the Olden Days date and the Smithfield Ruritans Club will receive the Town and Country Days date for 2015. Ms. Musick stated that each organization would have an annual place holder with the first right of refusal to not do the event. Ms. Chapman asked if everyone was pleased with this decision. Ms. York asked what would be the process for the first right of refusal because the problem that we had this year was that the organization did not know that we had given the date up. Ms. Musick stated that the request to release the place holder date must be in writing from the organization. Ms. Musick stated that the Special Events Committee wants to remind all groups doing special events if you do not follow the policies of holding a special event on a town site that could also be grounds for the town to say your group is not allowed to do the event again. Ms. Chapman asked if groups have a certain amount of time that they must notify you if they are planning on holding the event. Ms. Musick stated that for the annual event holders she sends out a survey to complete after their event so that the town knows approximately how many people attended and how well it went. Ms. Musick stated that she feels the fairest way to handle annual events is to make annual event holders so that it is not a first come first serve basis. Mr. Pack asked if there was a date that if an annual event holder has not notified you that they plan to have the event that you could release it back to the general public for that space. Discussion was held and it was decided that all annual event holders must complete an application six months prior to event and if they do not do that then that date is released to the general public to be filled by another organization. Mr. Pack suggested sending out a letter to all the annual event holders letting them know that they must submit an application six months prior to the date of the event. Ms. Musick stated that she would take care of sending out letters. Ms. Chapman thanked both organizations present for their patience while town staff worked through the process to come up with a solution.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Update – Ms. Musick reported that all of the recent events have been held at the Smithfield Center with the exception of one wedding ceremony at Hayden's Lane. A lot of the upcoming events will be held at Windsor Castle Park. This coming weekend September 27th we have the Bacon Festival, next weekend we have the Aiken Festival, and the following weekend we have Town and Country Days. Town and Country Days will consist of multiple events including the Smithfield Rec Country Que. Ms. Musick reported that the Windsor Castle Park Foundation Board has received their 501c3 status. They are ready to begin working on their capital campaign. Ms. Chapman

asked for Ms. Musick to explain what the Special Occasion Show is on October 19th. Ms. Musick explained that this is a trade show for folks to meet the town's vendors. The caterers all have samples of food, the DJ's are playing music and decorators have their material out as well. This type of event is done twice a year. Ms. Musick reported that the kayak rental season is getting ready to close this weekend. This was the town's second season and we had a total net revenue, once the staff hours were subtracted, of \$3,806.67. Ms. Musick also stated that the kayak storage building is ready just in time to store the fleet of kayaks over the winter and will be ready to serve as the town's rental center next spring. Ms. Musick reported that Andre' Moore of Fortified Fitness has indicated that with the low numbers and the fact that the sun is coming up late this time of year he has decided to discontinue classes from now through November. He stated that he may try again next spring to see if he has more interest. Ms. Musick stated that the report for the Eco Counter shows that the Eco Counter is located at the Station Bridge; however it is currently located at the Mason Street entrance. She explained that she will be moving it back to the Station Bridge entrance soon through November so we can collect data for different time periods at each of the location. Sundays continue to be the busiest days at the park.

2. Discussion on Request for Proposals for the Playground at Windsor Castle Park - Ms. Ivy, the Windsor Castle Park Foundation President has requested this item to be placed on the agenda to start discussion of advertising for a request for proposal (RFP) for the amenities at Windsor Castle Park. She explained that even though they are in the fundraising mode they would like to start figuring who they will be working with on the project. Ms. Ivy has also mentioned Mr. Josiah Jendrey could possibly help with the wording of the RFP since he has some background in parks and playgrounds. Mr. Pack asked if the town issues an RFP now how long will it be before they are able to award a contract. Mayor Williams stated that he thinks the Foundation Board just wants to see who is interested in the project at this point. Ms. Chapman stated that they might want to put a deposit down to secure a contract until they are ready for them to start work. The Town Manager stated that RFP's are typically done for sixty or ninety days and suggested doing it as a Request for Qualifications (RFQ). Request for Qualification is not bidding to get prices but you are getting to know the different firms that are interested in the project. An RFQ can stay open much longer than an RFP. When the time comes to start the project the town can negotiate a price with the top firm that submitted a RFQ and if the town is not satisfied with their prices then they can move to the second top firm to negotiate. Mr. Pack asked if RFQ's and RFP's are handled differently. The Town Manager explained that RFP's and Invitations for Bids (IFB) are typically sealed bids and a very itemized quote of the cost to do a particular project. RFQ's are based on qualification without cost estimates. The Town Manager stated that it would be very difficult at this time to prepare a RFP. Mr. Pack stated that an RFP makes more sense so the town knows what the cost are but it is a little early to be preparing an RFP. The Town Attorney stated that when you issue a RFP you must know exactly what you want in the project. Mr. Pack clarified that to do a RFQ you pick a qualified contractor and

then work with that contractor on the project and if you do a RFP you know exactly what you want and the town would get a price for these specifications to pick the contractor. Mr. Hopkins stated that an RFQ does include hourly rates by the contractor. Ms. Chapman asked if the Town Attorney could make a recommendation to the committee which way would be better for the town to do. The Town Attorney suggested letting staff come up with a recommendation on the best way to proceed and bring back to committee.

3. Additional Item Discussed: Trail Markers at Windsor Castle Park - Mr. Hopkins stated that the map that was handed out shows the location of the newly installed trail markers at Windsor Castle Park. He stated that a much larger map of the markers will be shared with Isle of Wight County. Ms. Chapman asked what the difference was between the red line and the green line. Mr. Jendrey stated that the red line was the bike trail. Ms. Chapman thanked staff for their hard work in getting these trail markers out.

4. Additional Item Discussed: Trail Doctors Volunteers – Ms. Musick mentioned that the Trail Doctors card that has been handed out is a group that has formed under the chairmanship of Wayne Hall. He has a group of volunteers that are ready to start doing trail maintenance. Ms. Musick stated that that may also be able to other things that come up to be done at the park. Ms. Chapman asked if this information was on the website. Ms. Musick stated that it was. All of committee expressed their excitement to have a group that has formed to assist with keeping the park in good shape. Mr. Pack asked if Mr. Hall would be coordinating work with town staff. Mr. Hopkins stated that he meets with Mr. Hall on a regular basis to coordinate the work that they will be assisting with in the park. Dr. Cook asked that because these citizens are volunteers what happens if one of the volunteers gets hurt. The Town Manager stated that all volunteers must sign a waiver releasing the town of any responsibility. The work being done by the volunteers will be at their own risk. The Town Manager stated that if someone else that is visiting the park is hurt from them doing work then that person will be covered under the town's insurance. Town staff has come up with a waiver form that all of our volunteers sign. The Town Attorney stated that Ms. Musick prepared an information sheet, and indemnity and release agreement that we reviewed and tweaked so that it very clearly states that they are volunteers. They are not employees of the town. They are not covered by workman's comp and they recognize they are doing dangerous things and assume the risk and releases the town from any liability. Mr. Hopkins stated that they will not be doing any major clean ups from storms but they will be doing a lot of the minor cleanups. Ms. Musick stated that she is excited about the group because she gets high school students that want to help and this will give her a route to direct people too. Ms. Chapman asked if Mr. Hall could report the volunteer hours to the town for tracking purposes. This would also be a way that if the town wanted to recognize groups or individuals for volunteers hours they could.

The meeting adjourned at 4:29 p.m.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, SEPTEMBER 23RD, 2014

The Public Works Committee held a meeting on Tuesday, September 23rd, 2014 at 4:30 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending was: Mr. Michael G. Smith, Chair; Dr. Milton Cook and Mrs. Denise Tynes. Other Council members present were: Ms. Connie Chapman, Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were: Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Mr. William Riddick, Town Attorney; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Mr. Rick Bodson of Historic Smithfield. There was no media present.

Committee Chair, Mr. Michael G. Smith called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Operational Updates – Mr. Hopkins reported that Council has already approved some paving to be done along Battery Park Road; however because of the recent storm where the town received twelve inches of rain and water was coming over the road staff has decided to hold off at this time. The overflow just past the Villas of Smithfield's entrance was approximately six inches high. Staff has met with Draper Aden Associates to evaluate the size of the culvert which at this time is 18". He stated that they do not want to size it up to much because it could cause a negative impact up stream too. Mr. Hopkin also reported that staff has also identified a drainage issue in between houses in Waterford Oaks. Mr. Smith has already met with staff on site. Mr. Hopkins stated that a lot of the drainage issues come from residents planting trees or putting fences up overtop of culverts. Mr. Hopkins stated that in this case staff is looking into rerouting the culvert to the right of way. This item will come back to committee once the town has a proposal on cost to fix. Mr. Hopkins stated that there are twelve houses under construction in the town now and Mr. Griffin is the actual erosion and sediment

control inspector and must inspect every time we have a good rain of a half an inch or more. Then must prepare a report on his findings.

2. Additional Item Discussed: Blue Reflectors in Roadways - Dr. Cook asked if the blue reflectors that have been placed in the town's roadways to identify where fire hydrants are will hold up to the snow plows come winter. The Town Manager stated that he did not think that they would hold up; however the Fire Department was told that when they decided to put them down. Mr. Hopkins stated that the town will see how they work out this year. If they lose a lot the Fire Department might want to look into milling the roadway to put the marker in the asphalt some. Dr. Cook stated that having the reflectors to identify where hydrants are is a great idea but might need to be done differently so that they are not scrapped off if a snow plow comes through.

3. Additional item Discussed: Town Entrance Sign on Battery Park Road - Mrs. Tynes stated that the town entrance sign along Battery Park Road looked one hundred percent better than a couple of meetings ago when she had brought up how bad it looked there. It has been mowed and fresh plants have been planted around the sign. She thanked staff for taking care of that.

The meeting adjourned at 4:37 p.m.

October 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 23RD, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 23rd, 2014 at 4:37 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Dr. Milton Cook, Chair; Ms. Connie Chapman, and Mr. Michael G. Smith. Other Council members in attendance were Mr. Randy Pack, Mrs. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Mr. William Riddick, III, Town Attorney. Also in attendance was Mr. Rick Bodson of Historic Smithfield. There was no media present.

Committee Chairman, Dr. Milton Cook called the meeting to order.

A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA.

1. Authorization to Move Remaining funds from Gwaltney Beautification Fund to Historic Smithfield / Authorization to close Existing Gwaltney Beautification Account at Farmers Bank / Authorization to Dissolve Gwaltney Beautification Committee – Dr. Cook reported that the Gwaltney Beautification Committee met and discussed the request by Ms. Henrietta Gwaltney to give the remaining balance of the Gwaltney Beautification Fund to Historic Smithfield to benefit the restoration project of the Old Courthouse. The balance in the Gwaltney Beautification Fund is approximately \$55,000. There is more in the account than first thought because there was money left over from the Plant a Tree Program. Dr. Cook stated that the Gwaltney Beautification Committee voted to give these funds to Historic Smithfield. Once the funds have been removed from the Gwaltney Beautification Fund the town would at that time close the existing Beautification Account at Farmers Bank. Dr. Cook explained that even though the account was through the town the town does not actually get to say who gets the funds. The town has acted as a conduit for disbursement of funds when needed. The Gwaltney Beautification Committee also voted to dissolve the committee as it will no longer be needed. The Town Attorney stated that the Gwaltney Beautification Committee makes a

recommendation to Town Council and Town Council has the authority to spend the money. Dr. Cook explained that the Gwaltney Beautification Fund was opened approximately 20 years ago and the founder, Mr. Gwaltney, was very active in wanting to keep the old courthouse building as a historic structure in the Town of Smithfield. Using the remaining of his funds for the restoration of the Old Courthouse would be a nice tribute to him. The total restoration of the Old Courthouse will be around \$250,000.00 and this would be a nice start. The Town Attorney stated that Mr. Gwaltney's trust stated the funds to be used on things such as trees and sidewalks; however it also said that it was entirely up to the committee on how the funds were to be spent as well. There were no limits that the funds could only be used on items such as trees and sidewalks. Committee agreed with the Gwaltney Beautification Committees recommendation and will place on the Council's agenda for approval.

2. Pinewood Heights Phase II Update: Acceptance of Deed for 48 Carver Avenue - The Town Attorney stated that Town Council needs to authorize acceptance of the Deed for 48 Carver Avenue that must be acquired by the town before October 20th. This item will be placed on the agenda for consideration.

B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.

1. Pinewood Heights Phase II Update – Multi-Year 1 and Multi-Year 2 – The Town Manager stated that Mr. Dodson's monthly reported was included in the packet. A Management Team meeting was held earlier in the month to discuss the status of Phase II multi-year 2 as well as the Planning Grant that Community Planning Partners is working on for us for the final phase of the project. The town continues to get some surveys in from the owners in the last phase. He explained that as far as the progress on multi-year 2 of Phase II it is pretty self-explanatory per Mr. Dodson's report in terms of the properties that the town now owns, the demolition that have taken place and which properties have been boarded/secured. The tenant at 40 Carver Avenue has now moved out and the town received the keys for that unit today. The property at 48 Carver Avenue must be acquired by the town by October 20th. Ms. Wiggins and Mr. Dodson continue to work with that tenant to find a relocation property. The Town Manager stated that appraisals for multi-year 2 properties have been sent to Mr. Gwaltney for his review and approval so offers can be made.

Meeting adjourned at 4:48 p.m.

**SMFD POLICE DEPARTMENT
MANAGER'S REPORT
September 2014**

Committees and Projects:

09/02 Town Council mtg – Smfd Center – Chief Bowman
09/03 Special Event mtg – Smfd Center – Chief Bowman
09/03 Department Head mtg – Smfd Center – Chief Bowman
09/06 PD Testing – Main Street Baptist – Lt. Rogers, Annette Crocker
09/08 ECC mtg – IoW Courthouse – Chief Bowman, Deputy Chief Howell
09/08 Special Events mtg – Lt. Rogers
09/09 TRIAD mtg – Taste of Smithfield – Sgt. Miller, Kurt Beach
09/10 Student Leadership Institute Welcome Reception – Smithfield Foods – Chief
Bowman
09/10 Hampton Roads Chiefs' of Police mtg – Portsmouth PD – Deputy Chief Howell
09/10 Crime Prevention Inter Agency Town Code Enforcement Team mtg – PD –
Officer Seamster, Kurt Beach
09/16 Crime Line mtg – Smfd Center – Sgt. Chris Meier, Annette Crocker
09/16 – 17 Interviews – PD – Deputy Chief Howell, Lt. Rogers, Lt. Valdez
09/18 Certified Crime Prevention Certification – Richmond, VA – Chief Bowman, Kurt
Beach
09/19 Isle of Wight County Bar Association mtg – Smfd Station – Chief Bowman
09/22 Police Committee mtg – Smfd Center – Chief Bowman, Deputy Chief Howell
09/24 Operation Light Up – Town of Smithfield – Officer Fordham, Officer Phillips,
Officer Powell, Officer Seamster (62 lights)

Training

09/03 – 05 Officer Involved Shooting – Portsmouth PD – Deputy Chief Howell (24 hrs.)
09/03 – 04 Advanced Supervision and Management – HRCJTA – Lt. Rogers (18 hrs.)
09/09 – 11 AF-15/M 16 Armorer Course – Fayetteville, NC – Officer D. Adams (24 hrs.)
09/23 – 25 Law Enforcement and the Constitution: Principles, Theory & Practice – James
Madison's Montpelier – Chief Bowman (24 hrs.)
09/24 Excel 2010 Introduction – Newport News – Annette Crocker (5 hrs.)
09/24 – 25 Ethical Decision Making – NNPd – Officer Cook (18 hrs.)
09/29 – 10/03 Firearms Instructor School – HRCJTA – Officer D. Adams (40 hrs.)

In-House Training

09/30 Boat Training – YMCA pool – Sgt. Meier, Officer Bancroft, Officer Wright,
Officer Powell, Officer Phillips, Officer Anderson

Community Relations

09/03 Pop Warner Football – Smfd High School – Sgt. Jones

09/08 Bus Safety talk – Tidewater Academy, Wakefield – Lt. Rogers
09/10 School Bus Zone – Sgt. Miller, Officer Fordham, Officer Wright, Officer Cook,
Officer Phillips, Officer Bancroft
09/12 Out with Citizens – Lakeside – Officer Wright
09/18 Ride Along – Officer Fordham
09/19 Ride Along – Officer Seamster
09/20 Gave candy out to children, played football – Church Manor Apts. – Officer
Powell
09/23 Ride Along – Officer Cook

Investigations:

Case#: 2014-00780
Location: 1803 South Church Street
Offense: Robbery
Disposition: Cleared By Arrest

On 09/12/2014, at approximately 12:05pm, officers responded to a robbery call at the BB&T Bank located on South Church Street. Upon arrival officers were advised that the robbery was of an older gentleman just outside the Bank and not the Bank itself. The suspect had observed the victim make a withdrawal for over \$2,000 from the Bank and then waited for him to exit. The victim is an elderly male who is physically handicapped. The suspect pushed the victim to the ground and took the envelope containing the money then fled on a bicycle into the surrounding neighborhood. An officer hearing the call come over the radio had just observed a subject matching the description given riding a bicycle on Wilson Road. The officer quickly located and identified the subject as the suspect and took him into custody without incident. The money along with a bank identification card used to make deposits was recovered from the suspect, which was returned to the victim. The suspect was subsequently charged with Robbery. Case is cleared by arrest.

Case#: 2014-00798
Location: 1282 Benn's Church (Smithfield plaza)
Offense: Credit Card theft
Disposition: Pending

On 09/18/2014, at approximately 2:19 pm, officers responded to the Farm Fresh Store located at 1282 Benn's Church Blvd in reference to a theft of credit cards. Upon arrival officers spoke with the victim who stated while she was shopping in the produce area, someone had stolen her phone along with two (2) credit cards and her driver's license. The victim stated the items were all together inside the top of her purse, which was located in the front of her cart (where a child would sit). She stated she never took her hand off of the cart however was not looking at the cart the entire time. Investigators were able to show that shortly after the theft and report was made, a transaction had taken place using the stolen credit card at Hearn's Bait Barn located on West Main Street. Investigators went to Hearn's Bait Barn and were able to observe a black male subject complete two (2) separate transactions using the stolen cards. He purchased gasoline with one transaction and lottery tickets with another. Investigators were able to obtain a photo of the suspect and are currently attempting to identify him. This case is pending.

Case#: 2014-00822
Location: 513 Main Street, Church Manor Apartments
Offense: Bomb Threat
Disposition: Cleared by Arrest

On 09/28/2014, at approximately 3:37 pm, officers responded to the Church Manor Apartments located at 513 Main Street in reference to a bomb threat. The call was received by the National Response Center and then was relayed to the Smithfield Police Department. The National Response Center handles many different types of calls to include bomb threats. This “anonymous” call referenced a possible biological hazard in the area of the Church Manor Apartments. Two specific buildings were identified in the call as well. Upon officers arriving at the Church Manor Complex, they immediately set up a safe perimeter and began an evacuation of the surrounding apartments. Command staff of the Smithfield Police Department as well as bomb technicians with the State Police, K-9 bomb units with the State Police and Federal Protective Services Police (Homeland Security), were notified and arrived on scene. During the initial evacuation investigators began to attempt to identify where and who may have made the initial threat call. Investigators were able to identify the suspect as a resident of the complex who had been upset with the complex and its residents for some time. The suspect is also possible mentally impaired. The suspect was located and taken into custody. During this time a building to building, room to room canvass began utilizing the Smithfield Police Department ERT teams and the State Police Bomb K-9 units. All areas of concern were checked and no explosive and or biological items were found. The suspect was charged with making a false report to police and was subsequently held over by Western Tidewater Mental Health Department for an evaluation. Case is cleared by arrest

Smithfield Center - September 2014 - Monthly Report

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
9/2/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
9/2/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
9/2/2014	WCP	Riverfront	Fortified Fitness	Yoga Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
9/3/2014	Center	C&D	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
9/4/2014	Center	MHSu	Dominion Virginia Power	Dominion Safety Meeting	Richmond	Returning Client	Resident -Weekday	0.00%	\$600.00	
9/5/2014	Center	MHSu	Cassell and Davis Wedding and Reception	Cassell and Davis Wedding and Reception	Newport News	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,361.94	
9/6/2014	Center	MHSu	Montague and Walker Wedding and Reception	Montague and Walker Reception	Carrollton	Word of Mouth	Resident-Saturday	0.00%	\$2,013.92	
9/6/2014	Outdoor	Haydens	Alejo and Doud Wedding	Alejo and Doud Wedding	Virginia Beach	Word of Mouth	Nonresident-Saturday	0.00%	\$150.00	
9/6/2014	WCP	Courtyard	Fortified Fitness	Exercise Classes	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
9/7/2014	Center	MHSu	Deibert and Gillis Wedding and Reception	Deibert and Gillis Wedding and Reception	Suffolk	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,331.80	
9/9/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
9/9/2014	Center	C&D	Town of Smithfield	Pinewood Heights	Smithfield	Town Event	h.) Town	100.00%		
9/10/2014	Center	MH	Lyttle and Barnes Wedding and Reception	Lyttle and Barnes Rehearsal	Smithfield	Word of Mouth	Resident -Weekday	0.00%		
9/11/2014	Center	A	Lyttle and Barnes Wedding and Reception	Lyttle and Barnes Wedding and Reception	Smithfield	Word of Mouth	Resident -Weekday	0.00%	\$550.00	
9/12/2014	Center	MHSu	Diggs and Geng Wedding and Reception	Diggs and Geng Wedding and Reception	Portsmouth	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,300.00	
9/13/2014	Center	MHSu	Hedgepeth and Ray Wedding and Reception	Hedgepeth and Ray Wedding and Reception	Suffolk	Word of Mouth	Nonresident-Saturday	0.00%	\$2,020.64	
9/14/2014	Center	MHSu	Carpenter and Hedden Wedding and Reception	Carpenter and Hedden Wedding and Reception	Hampton	Mag-Hampton Roads Wedding Guide	Nonresident-Friday/Sunday	0.00%	\$1,418.90	
9/16/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
9/16/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
9/16/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
9/18/2014	Center	MH	Kiwanis Club of Smithfield	Kiwanis Officer Installation Dinner	Smithfield	Returning Client	Resident -Weekday	50.00%	\$200.00	
9/18/2014	Center	Suites	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Client	Half Off (50% off)	0.00%	\$206.00	
9/19/2014	Center	A&B	Isle of Wight Board of Supervisors	Isle of Wight County Administrators Retreat	Isle of Wight	Returning Client	g.) Sponsored	100.00%		
9/19/2014	Center	Deck	Goodwyn and Hockett Wedding and Reception	Goodwyn and Hockett Rehearsal	Virginia Beach	Word of Mouth	Nonresident-Saturday	0.00%		
9/19/2014	WCP	Riverfront	Potter and Ellis Wedding and Reception	Potter and Ellis Set-Up	Smithfield	Word of Mouth	Resident-Saturday	0.00%		
9/20/2014	Center	MHSu	Goodwyn and Hockett Wedding and Reception	Goodwyn and Hockett Wedding and Reception	Virginia Beach	Word of Mouth	Nonresident-Saturday	0.00%	\$1,550.00	
9/20/2014	WCP	Riverfront	Potter and Ellis Wedding and Reception	Potter and Ellis Wedding and Reception	Smithfield	Word of Mouth	Resident-Saturday	0.00%	\$750.00	
9/21/2014	Center	MHSu	Collier-Griffith Wedding & Reception	Collier-Griffith Wedding & Reception	Smithfield	Word of Mouth	Resident-Friday/Sunday	0.00%	\$1,200.00	
9/22/2014	Center	A&B	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
9/23/2014	Center	C&D	Smithfield Foods Executive Offices	IT Meeting	Smithfield	Returning Client	C.) Standard-Weekday	0.00%	\$245.00	
9/26/2014	Center	MHSu	Weston-Dillow	Weston-Dillow Reception	Yorktown	Word of Mouth	Nonresident-Friday/Sunday	0.00%	\$1,400.00	
9/26/2014	WCP	Riverfront	Smithfield VA Events	BBB Setup	Smithfield	Returning Client	Resident -Weekday	0.00%	\$375.00	
9/27/2014	Center	MHSu	Harmeson and Chrismon Wedding and Reception	Harmeson and Chrismon Wedding and Reception	Newport News	Word of Mouth	Nonresident-Saturday	0.00%	\$1,511.30	
9/27/2014	Town Sites	Town Streets	Smithfield Station	Station Parking Lot Officer Assist	Smithfield	Recurring Client	B.) Resident-Fri, Sat, Sun	0.00%		\$287.00
9/27/2014	WCP	Riverfront	Smithfield VA Events	BBB Festival	Smithfield	Returning Client	Resident -Weekday	0.00%		\$2,231.00
9/28/2014	Center	MHSu	Bristol and Fleiss Wedding and Reception	Bristol and Fleiss Wedding and Reception	Smithfield	Word of Mouth	Resident-Friday/Sunday	0.00%	\$1,545.23	
9/30/2014	Center	A&B	Windsor Castle Foundation Board	WCFB Meeting- Campaign		Town Event	g.) Sponsored	100.00%		

\$19,729.73 \$2,518.00

Deposit Totals for September 2014
 Smithfield Center - \$17,776.11
 Town Services - \$00.00

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
	Labor Day-Saturday Rate Amy Off Marian-no weekdays	5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 10:00 PM A&B 7:30 PM Town Council	1:30 PM - 4:00 PM C&D 2:00 PM Staff Meeting	6:00 AM - 5:30 PM MHSu 8:00 AM Dominion Safety Meeting	1:00 PM - 12:00 AM MHSu 6:00 PM Cassell and Davis Wedding and Reception	10:00 AM - 11:00 PM MHSu 5:00 PM Montague and Walker Reception 12:00 PM - 7:00 PM Haydens 4:30 PM Alejo and Doud Wedding
7	8	9	10	11	12	13
Marian Off 2:00 PM - 12:00 AM MHSu 6:00 PM Deibert and Gillis Wedding and Reception	Marian-no weekdays	Backflow Work 3:30 PM - 5:00 PM C&D 4:00 PM Pinewood Heights 7:00 PM - 9:00 PM A&B 7:30 PM Planning Commission	3:00 PM - 4:00 PM MH 3:00 PM Lyttle and Barnes Rehearsal	1:00 PM - 11:00 PM A,MH 6:00 PM Lyttle and Barnes Wedding and Reception	1:00 PM - 11:00 PM MHSu 3:30 PM Diggs and Geng Wedding and Reception	Wedding at WC on Sunday IOW Fair Weekend 12:00 PM - 1:00 AM MHSu 4:00 PM Hedgepeth and Ray Wedding and Reception
14	15	16	17	18	19	20
10:00 AM - 9:00 PM MHSu 2:00 PM Carpenter and Hedden Wedding and Reception		8:30 AM - 10:30 AM C&D 9:00 AM Schoolhouse Meeting 11:45 AM - 1:30 PM C&D 12:00 PM Crimeline 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R		9:00 AM - 3:00 PM Suites 12:00 PM Smithfield Women's Club 2:00 PM - 10:00 PM MH 6:00 PM Kiwanis Officer Installation Dinner	7:30 AM - 4:00 PM A&B 8:00 AM Isle of Wight County Administrators Retreat 12:00 PM - 6:30 PM Riverfront 12:00 PM Potter and Ellis Set-Up 6:30 PM - 7:30 PM Deck 6:30 PM Goodwyn and Hockett Rehearsal	9:00 AM - 11:00 PM Riverfront 4:30 PM Potter and Ellis Wedding and Reception 10:00 AM - 10:00 PM MHSu 3:00 PM Goodwyn and Hockett Wedding and Reception
21	22	23	24	25	26	27
12:00 PM - 10:00 PM MHSu 3:00 PM Collier-Griffith Wedding & Reception	3:30 PM - 6:00 PM A&B 4:00 PM Committee Meetings	8:00 AM - 12:00 PM C&D 9:00 AM IT Meeting 3:30 PM - 6:00 PM A&B 4:00 PM Committee Meetings	Bacon Cooking -Kitchen	Bacon Cooking in Kitchen	6:00 AM - 9:00 PM Riverfront 7:00 AM BBB Setup 12:00 PM - 12:00 AM MHSu 6:00 PM Weston-Dillow Reception	Marian Off Melissa Available 6:00 AM - 9:00 PM Riverfront 7:00 AM BBB Festival 9:00 AM - 5:00 PM Town Streets 9:00 AM Station Parking Lot Officer Assist 1:00 PM - 11:00 PM MHSu 4:00 PM Harmeson and Chrismon Wedding and Reception

September 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30				
1:30 PM - 12:30 AM MHSu 4:30 PM Bristol and Fleiss Wedding and Reception		5:00 PM - 7:15 PM A&B 5:15 PM WCFB Meeting- Campaign				

Smithfield/Isle of Wight Tourism Activity Report – September 2014

- Director attended the Isle of Wight Board of Supervisors Meeting 9/18/14.
- Director attended Smithfield Town Council Meeting 9/2/14.
- Smithfield Farmer's Markets held 9/6/14, 9/13/14, 9/20/14, 9/27/14. Great attendance and sales.
- Monthly Tourism staff meeting held 9/9/14.
- Smithfield 2020 Meeting held 9/3/14. Banner project completed.
- Attended VA-1 (Governor's Conference on Tourism) planning meetings 9/3/14, 9/5/14, 9/17/14, 9/24/14,
- Attended Special Event Committee meeting 9/3/14.
- Attended County HARC Committee meeting and received approval of new branded signage for County Complex 9/3/14.
- Attended Saint Luke's Development Committee meeting 9/4/14.
- Met with Andy Cripps/Chamber CEO 9/4/14 regarding joint ventures.
- Smithfield Farmer's Market planning meeting 9/4/14. Plans discussed for moving the Smithfield Farmer's Market under the auspices of the Town instead of the County. Discussed at Council Committee and will be brought to the October full Council meeting for ratification.
- Held Open Mic Nights for the Upcoming Smithfield Music Aiken & Friends Music Fest 9/4/14 and 9/10/14.
- Attended County Agenda Review meeting 9/5/14.
- Attended Joint Tourism planning meeting at Bacon's Castle in Surry 9/8/14 and 9/22/14 for joint marketing initiatives with Surry County.
- Special Event meeting regarding Town & Country Day held 9/8/14 with Public Works and SPD.
- Attended VHTA/VTC Tourism Summit 9/9/14.

- Facilitating the Chamber Student Leadership Institute for 2014/2015. First session held 9/10/14.
- Attended SmithfieldVAEvents Board Meeting and planning session for the Bacon, Bourbon & Beach Music Festival 9/10/14. On site set up for BBB 9/24-9/27/14. On site break-down for BBB 9/27-9/30/14.
- Worked and organized Welcome Tent for the IOW County Fair 9/11-14/2014.
- Attended Schoolhouse Museum Board Meeting 9/16/14.
- Attended Coastal Virginia Tourism Alliance (CVTA) meeting 9/17/14. Voted VP for 2014/2015 and will move into seat as President in the next year.
- Attended County Lunch & Learn for County Wellness Committee 9/18/14.
- Met with Tidewater News/Suffolk News Herald Reps 9/18/14.
- Attended County all day Board of Supervisors Retreat 9/19/14.
- Farmer's Market Board Meeting 9/21/14.
- Attended Council Committees 9/22/14 and 9/23/14.
- Attended Chamber Strategic Planning meeting 9/25/14.
- Final decision meeting of IOW Marketing Committee for RFP decision 9/25/14.
- Staff Attended County Staff Meeting 9/22/14.
- Attended Smithfield Staff Meeting 9/3/14.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

Upcoming Events: See www.visitsmithfieldisleofwight.com for more details!



Town of Smithfield
Isle of Wight County Museum



September 2014 Report

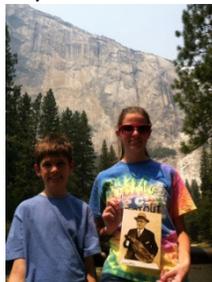
J.L. England, Museum Director

Notable/Thank You

- Volunteer hours: 81
- Sept. 1. Museum closed for Labor Day.
- The county's new pest control contractor Dodson Pest Control visited on Sept. 2 for a site inspection and orientation.
- On Sept. 9 and 10, we experienced a rain event that dumped a good 10 inches on the area. The museum has always had roofing and wall issues during major events, but this storm was heavy enough to cause a partial ceiling collapse in the main gallery. No people or artifacts were harmed. Public Works rented a scissor lift to remove debris from the museum ceiling and, as a stop-gap measure, covered the hole with a membrane and two tarps. County engineers designated the situation an emergency, and roofing engineers were contracted to inspect the building on Sept. 15 and 29. We now await a design plan for the roof, walls, windows, dome, lighting and flooring. Kudos to Public Works and Engineering for their assistance, care and attention to detail.



- On Sept. 10 and 11, the county's IT department installed some upgrades on our network to provide faster internet service and a better phone connection.
- Pan Ham winners announced on Sept. 12. Another great year with wonderful submissions. We will do this again next year.



First Place
Hiking in Yosemite
E. & K. Britt, Smithfield



Second Place
Bridge in Connecticut
S. Allen, Chesapeake



Third Place
Two Mouseketeers
I. Burch, Suffolk

- On Sept. 15, we emailed a package to local public and private schools detailing our educational programming and site visits.
- The town received delivery of the Windsor Castle archaeological project final report from Wheatland Foundation Inc. This project – with Alain Outlaw, principal archaeologist, and Mary Clemons, curator – was done in conjunction with Christopher Newport University. We await delivery of the recovered artifacts.
- On Sept. 26, we installed our Macy's-style window to reflect a Poe theme. *Quoth the raven, 'Nevermore.*

Museum Stats and Updates

- Visitation: 508
- Special Events
 - Sept. 18. Tell Me a Story. This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Back to School. 40 participants.
- Groups/tours
 - None this month
- Exhibits
 - Blackwater Exhibit. This exhibit will be complete by Oct. 24.
- Gift Shop
 - A few additions to the gift shop include pig pencil sharpeners, silicone molds, tumblers and shot glasses.



Financials

- Gross Gift Shop Sales (including tax): \$420.40
- Donations: \$638.00
- Program/Lecture Fees: \$0
- Special Events: \$0
- **Total Monthly Deposit: \$1,058.40**

Social Media/Online Presence

- Our website requires a re-launch. Until that happens, our information may be found at www.historicisleofwight.com.
- **Facebook:** Isle of Wight County Museum & Historic Sites: 973 likes. Daily posts.
- **Foursquare/Swarm.** We are monitoring Foursquare for visitor check-ins; however since the Swarm spinoff in July, public usage has dropped dramatically.
 - Total Visitors and Total Visits: 45 and 72

Media Coverage/Promotion/Advertising/Lobbying

- Various pieces in area publications about our walking tours and special events
- Press release sent out for our Oct. 25 Ghostly Lit program
- Press release sent out for our Oct. 26 curatorial lecture
- Sept. 4. Tracey Neikirk was interviewed live on SiriusXM ND102 regarding the world's oldest ham. (Her 4 p.m. interview was bumped to 5 p.m. due to breaking news about the death of Joan Rivers. Insert joke here about one ham pushing another around.)
- Sept. 11. *Daily Press*. Online post about our Pan Ham contest winners. <http://www.dailypress.com/news/isle-of-wight-county/inside-isle-of-wight-county-blog/dp-pan-ham-20140911,0,3638330.post>
- Sept. 15. *Daily Press*. Article: County Museum announces Pan Ham winners by Ryan Murphy.
- Sept. 17. *Smithfield Times*. Article: Heavy Rains Keep Beating the Odds. About the roof/ceiling leak at the museum from the Sept. 8-9 rainstorm.

Outreach Lectures

- Sept. 22. Magnolia Manor. 15 participants.

Boykin's Tavern

- No updates

Meetings

- Sept. 3. Virginia Department of Historic Resources. Regional preservation planning forum meeting at the Chrysler Museum of Art in Norfolk.
- Sept. 3. Town staff meeting.
- Sept. 16. Schoolhouse Museum meeting.
- Sept. 17. Isle of Wight County Museum Foundation.
- Sept. 23. St. Luke's Church. To discuss partnership ideas and long-range goals.
- Sept. 25. Historic marker placement meeting with town staff and VDOT.

Trainings/Safety

- None this month

From Our Website and Social Media –

www.historicisleofwight.com/recent-happenings.html

(Visit our Facebook site for daily posts: Isle of Wight County Museum & Historic Sites)



On Sept. 9, we jokingly posted on Facebook that we'd found a leek in the museum. Unfortunately, our actual leak was a lot worse than we'd envisioned. Still, we can laugh.



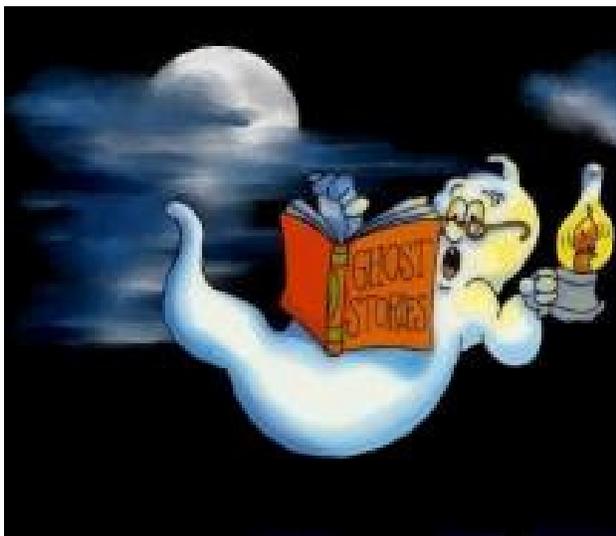
Sept. 18's Tell Me a Story Program highlighted a back-to-school theme. The kids enjoyed drawing on slates.



Terry Dean is our newest volunteer. He spent two days rearranging the Sprigg Wing basement. On his third day, we promoted him to activities on the first floor.



Volunteers Curtiss Peterson and Ashley Woodard were put to work installing some of the visuals on our Blackwater River exhibit.



Mark your calendars for Oct. 25. As the leaves begin to turn, our thoughts turn to pumpkins, cider and the writings of such authors as Edgar Allan Poe, the Brothers Grimm and Mary Shelley. Join us at 4 p.m. for an afternoon of **Ghostly Lit**. Our program will showcase costumed interpreters reading selections from these classic authors. And we will serve some frighteningly good fare. Come if you dare, and know that these hair-raising tales are guaranteed to have you looking under your bed for monsters when you go home. Cost is \$15 per person. Reservations are required.

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Revenue					
General Fund revenues					
General Fund revenues					
Real Estate Tax					
Current RE Tax	1,664,000.00	1,660,000.00	1,670,726.12	(6,726.12)	100.40%
Delinquent RE Tax	23,000.00	20,000.00	30,714.67	(7,714.67)	133.54%
Current RE Penalty	4,400.00	6,500.00	5,135.09	(735.09)	116.71%
Delinquent RE Penalty	3,000.00	2,000.00	3,773.95	(773.95)	125.80%
Current RE Interest	900.00	1,000.00	1,129.60	(229.60)	125.51%
Delinquent RE Interest	5,400.00	3,400.00	8,099.10	(2,699.10)	149.98%
Total Real Estate Taxes	1,700,700.00	1,692,900.00	1,719,578.53	(18,878.53)	101.11%
Personal Property Tax					
Current PP Tax	865,000.00	838,000.00	875,412.26	(10,412.26)	101.20%
Delinquent PP Tax	18,000.00	35,000.00	18,573.24	(573.24)	103.18%
Current PP Penalty	16,300.00	13,500.00	17,284.79	(984.79)	106.04%
Delinquent PP Penalty	5,000.00	6,000.00	5,393.60	(393.60)	107.87%
Current PP Interest	1,200.00	650.00	1,509.91	(309.91)	125.83%
Delinquent PP Interest	3,100.00	4,320.00	3,492.02	(392.02)	112.65%
Total Personal Property Tax	908,600.00	897,470.00	921,665.82	(13,065.82)	101.44%
Miscellaneous Receipts Over/Short	15.00	15.00	(6.89)	21.89	-45.93%
Total Over/Short	15.00	15.00	(6.89)	21.89	-45.93%
Other Taxes					
Franchise Tax	134,370.00	119,855.00	134,608.90	(238.90)	100.18%
Cigarette Tax	130,000.00	130,000.00	166,913.30	(36,913.30)	128.39%
Additional revenues from existing sources	-		-	-	0.00%
Transient Occupancy Tax	142,000.00	142,000.00	159,413.04	(17,413.04)	112.26%
Meals Tax-4%	842,116.00	794,270.00	843,174.89	(1,058.89)	100.13%
Meals Tax-2%	421,058.00	397,135.00	421,587.45	(529.45)	100.13%
Communications Tax	240,000.00	245,000.00	238,118.39	1,881.61	99.22%
Rolling Stock	15.00	13.00	15.75	(0.75)	105.00%
Rental Tax	1,000.00	1,300.00	1,163.93	(163.93)	116.39%
Sales Tax	270,000.00	243,000.00	293,934.95	(23,934.95)	108.86%
Consumption Tax	47,500.00	47,500.00	49,678.07	(2,178.07)	104.59%
Utility Tax	193,600.00	194,500.00	196,713.76	(3,113.76)	101.61%
Total Other Local Taxes	2,421,659.00	2,314,573.00	2,505,322.43	(83,663.43)	103.45%
Licenses, Permits & Privilege Fees					

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Business Licenses	335,000.00	330,000.00	338,872.62	(3,872.62)	101.16%
Business Licenses Penalty	4,350.00	6,420.00	4,461.96	(111.96)	102.57%
Business Licenses Interest	1,600.00	645.00	1,638.33	(38.33)	102.40%
Permits & Other Licenses	11,000.00	13,000.00	10,484.29	515.71	95.31%
WC Dog Park Registration	2,400.00	2,200.00	2,420.00	(20.00)	100.83%
Consultant Review Fees	5,000.00	5,000.00	8,196.45	(3,196.45)	163.93%
Vehicle License Tags	6.00	-	6.00	-	100.00%
Vehicle License	132,000.00	135,500.00	134,927.25	(2,927.25)	102.22%
Total Licenses, permits and privilege fees	491,356.00	492,765.00	501,006.90	(9,650.90)	101.96%
<u>Fines & Costs</u>					
Public Defender Fee	-	-	-	-	0.00%
Fines & Costs	70,000.00	57,000.00	73,753.02	(3,753.02)	105.36%
Total Fines & Forfeitures	70,000.00	57,000.00	73,753.02	(3,753.02)	105.36%
<u>From Use of Money and Property</u>					
General Fund Interest	7,500.00	6,400.00	8,118.80	(618.80)	108.25%
Beautification Fund Interest	150.00	85.00	167.37	(17.37)	111.58%
Rentals	16,436.00	15,685.00	16,437.16	(1.16)	100.01%
Smithfield Center Rentals	143,000.00	143,000.00	155,955.48	(12,955.48)	109.06%
Smithfield Center Vendor Programs	5,625.00	4,500.00	5,875.00	(250.00)	104.44%
Kayak Rentals	11,000.00	-	9,447.25	1,552.75	85.88%
Special Events	7,300.00	1,000.00	9,014.50	(1,714.50)	123.49%
Fingerprinting Fees	1,000.00	1,000.00	1,145.00	(145.00)	114.50%
Sale of Land	-	-	9,000.00	(9,000.00)	100.00%
Sale of Equipment	6,000.00	1,000.00	19,141.52	(13,141.52)	319.03%
Lease of Land	525.00	525.00	500.00	25.00	95.24%
Total revenue from use of money and property	198,536.00	173,195.00	234,802.08	(36,266.08)	118.27%
<u>Miscellaneous Revenue</u>					
Other Revenue	2,000.00	2,200.00	1,987.93	12.07	99.40%
Cash Proffer Revenues	32,000.00	-	32,000.00	-	100.00%
Obici Foundation Wellness Grant	18,000.00	12,500.00	18,000.00	-	100.00%
Virginia Municipal Group Safety Grant	4,000.00	3,861.00	4,000.00	-	100.00%
Total Miscellaneous Revenue	56,000.00	18,561.00	55,987.93	12.07	99.98%
<u>From Reserves</u>					
Restricted Reserves-Police Department	24,000.00	-	16,636.94	7,363.06	69.32%
Reserves-Pinewood Escrow	14,618.00	14,618.00	12,601.92	2,016.08	86.21%
From Operating Reserves	182,892.00	529,075.00	-	182,892.00	0.00%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Total From Reserves	221,510.00	543,693.00	29,238.86	192,271.14	13.20%
<u>Intergovernmental Virginia</u>					
Law Enforcement	161,533.00	161,533.00	161,532.00	1.00	100.00%
Litter Control Grant	3,321.00	3,765.00	3,321.00	-	100.00%
State Asset Forfeiture Proceeds		-	1,461.60	(1,461.60)	100.00%
Police Block Grants-State	5,835.00	1,000.00	1,022.43	4,812.57	17.52%
Fire Programs	19,461.00	19,461.00	24,294.00	(4,833.00)	124.83%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	8,500.00	17,000.00	8,500.00	-	100.00%
SNAP Program	3,000.00	-	3,112.00	(112.00)	103.73%
Fuel Refund (state)	12.00	865.00	12.32	(0.32)	102.67%
Total State Revenue	206,662.00	208,624.00	208,255.35	(1,593.35)	100.77%
<u>Intergovernmental Federal</u>					
Federal Grants	1,200.00	5,000.00	8,917.42	(7,717.42)	743.12%
Pinewood Heights CDBG Relocation Planning Grant Phase III	-	-	-	-	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	500,194.00	374,394.00	125,800.00	74.85%
Federal Fuel Income	-	1,000.00	-	-	0.00%
Total Federal Revenue	501,394.00	506,194.00	383,311.42	118,082.58	76.45%
<u>Other Financing Sources</u>					
<u>Operating Transfers In</u>					
Transfer In for Debt Service	-	-	-	-	0.00%
Total Operating Transfers In	-	-	-	-	0.00%
<u>Other Financing Sources</u>					
Line of Credit Proceeds	-	-	-	-	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	400,000.00	-	-	0.00%
Insurance Recoveries	11,650.00	-	11,648.40	1.60	99.99%
Total Other Financing Sources	11,650.00	400,000.00	11,648.40	1.60	99.99%
<u>Contributions</u>					
CHIPS Contributions	1,000.00	2,500.00	600.00	400.00	60.00%
Contributions-Smithfield Foods-SC AV System	17,858.00	-	17,707.90	150.10	99.16%
Contributions-IOW County (ball fields)	-	25,000.00	-	-	0.00%
Total Contributions	18,858.00	27,500.00	18,307.90	550.10	97.08%
Total General Fund Revenue	6,806,940.00	7,332,490.00	6,662,871.75	144,068.25	97.88%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Less Revenues, Loan Funds, Grants and Contributions related to capital projects					
Line of Credit Proceeds	-	-	-	-	
General Obligation Bond-Land Acquisition	-	(400,000.00)	-	-	
Cash Proffer Revenues	(32,000.00)	-	(32,000.00)	-	
Meals Tax (2%) allocated to Special Projects	(421,058.00)	(397,135.00)	(421,587.45)	529.45	
Pinewood Heights Reserves	(14,618.00)	(14,618.00)	(12,601.92)	(2,016.08)	
Contributions-Smithfield Foods-SC AV System	(17,858.00)	-	(17,707.90)	(150.10)	
Contributions to Ball Fields (IOW)	-	(25,000.00)	-	-	
Pinewood Heights Planning Grant	-	-	-	-	
Pinewood Heights Relocation Project -Grant	(500,194.00)	(500,194.00)	(374,394.00)	(125,800.00)	
Total Non-operating Revenues	(985,728.00)	(1,336,947.00)	(858,291.27)	(127,436.73)	87.07%
Total General Fund Operating Revenues	5,821,212.00	5,995,543.00	5,804,580.48	16,631.52	99.71%
General Fund Budget Expenses					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
GENERAL GOVERNMENT					
Town Council					
Salaries	40,000.00	40,000.00	37,105.00	2,895.00	92.76%
FICA	3,560.00	3,500.00	3,246.58	313.42	91.20%
Employee Wellness/Assistance Plan	1,638.00	1,800.00	1,638.00	-	100.00%
Legal Fees	32,000.00	32,000.00	28,308.43	3,691.57	88.46%
Election Expense	3,500.00	3,000.00	3,522.28	(22.28)	100.64%
Maintenance contracts	695.00	695.00	-	695.00	0.00%
Advertising	30,000.00	30,000.00	14,274.15	15,725.85	47.58%
Professional Services	26,358.00	1,500.00	6,358.00	20,000.00	24.12%
Records Management maint & upgrades	10,508.00	8,484.00	4,258.00	6,250.00	40.52%
Site Plan Review	5,000.00	5,000.00	2,920.00	2,080.00	58.40%
Communications	1,000.00	3,500.00	888.60	111.40	88.86%
Insurance	26,634.00	27,435.00	26,634.00	-	100.00%
Supplies	20,000.00	20,000.00	18,247.11	1,752.89	91.24%
Travel & Training	6,000.00	6,000.00	5,500.11	499.89	91.67%
Subscriptions/Memberships	9,100.00	9,100.00	8,383.00	717.00	92.12%
Council Approved Items	16,000.00	16,000.00	14,945.95	1,054.05	93.41%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Public Defender Fees	2,000.00	2,000.00	1,800.00	200.00	90.00%
Bank Charges	625.00	625.00	92.68	532.32	14.83%
Special Projects	3,500.00	2,500.00	2,646.83	853.17	75.62%
Smithfield CHIPS program	3,772.00	3,772.00	3,140.00	632.00	83.24%
Update Town Charter & Code	3,500.00	2,000.00	1,692.00	1,808.00	48.34%
Annual Christmas Parade	185.00	400.00	185.10	(0.10)	100.05%
Council Approved Hwy	-	-	-	-	0.00%
Total Town Council	245,575.00	219,311.00	185,785.82	59,789.18	75.65%
<u>Town Manager</u>					
Salaries	216,840.00	216,840.00	213,261.70	3,578.30	98.35%
FICA	17,350.00	17,350.00	15,964.15	1,385.85	92.01%
VSRS	25,100.00	25,100.00	24,842.59	257.41	98.97%
Health	37,455.00	37,455.00	36,506.26	948.74	97.47%
Auto Expense	500.00	500.00	416.85	83.15	83.37%
Maintenance Contracts	1,700.00	1,700.00	1,689.60	10.40	99.39%
Communications	15,500.00	15,500.00	14,182.76	1,317.24	91.50%
Insurance	2,624.00	2,910.00	2,623.72	0.28	99.99%
Supplies	5,500.00	5,500.00	5,444.61	55.39	98.99%
Dues & Subscriptions	2,940.00	2,940.00	3,016.02	(76.02)	102.59%
Computer & technology expenses	16,000.00	16,000.00	12,820.71	3,179.29	80.13%
Travel & Training	7,800.00	7,800.00	6,890.34	909.66	88.34%
Other	100.00	100.00	66.66	33.34	66.66%
TM Allocated to Hwy	-	-	-	-	0.00%
Total Town Manager	349,409.00	349,695.00	337,725.97	11,683.03	96.66%
<u>Treasurer</u>					
Salaries	245,000.00	258,170.00	242,731.38	2,268.62	99.07%
FICA	19,600.00	20,655.00	18,786.65	813.35	95.85%
VSRS	29,230.00	29,230.00	26,480.13	2,749.87	90.59%
Health	32,840.00	32,840.00	27,251.76	5,588.24	82.98%
Audit	11,500.00	11,500.00	11,500.00	-	100.00%
Depreciation Software	2,700.00	2,700.00	2,700.00	-	100.00%
Communications	8,330.00	8,080.00	7,986.11	343.89	95.87%
Data Processing	18,000.00	18,000.00	17,660.41	339.59	98.11%
Service Contracts	18,500.00	18,500.00	17,504.28	995.72	94.62%
Insurance	2,360.00	2,510.00	2,356.28	3.72	99.84%
Supplies	15,000.00	15,000.00	14,123.02	876.98	94.15%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Dues & Subscriptions	2,300.00	2,300.00	1,442.96	857.04	62.74%
Credit Card Processing	3,000.00	1,000.00	555.22	2,444.78	18.51%
Cigarette Tax Stamps	2,475.00	2,565.00	2,473.20	1.80	99.93%
Travel & Training	2,000.00	2,000.00	362.89	1,637.11	18.14%
Other	100.00	100.00	20.54	79.46	20.54%
Treasurer Alloc to Hwy	-	-	-	-	0.00%
Total Treasurer	412,935.00	425,150.00	393,934.83	19,000.17	95.40%
PUBLIC SAFETY					
Police Department					
Salaries	1,322,140.00	1,322,140.00	1,307,363.81	14,776.19	98.88%
FICA	105,775.00	105,775.00	97,988.86	7,786.14	92.64%
VSRS	139,100.00	139,100.00	136,387.06	2,712.94	98.05%
Health Insurance	185,950.00	185,950.00	173,296.72	12,653.28	93.20%
Pre-employ screening/Emp Medical	-	2,000.00	-	-	0.00%
Uniforms	24,000.00	24,000.00	19,637.79	4,362.21	81.82%
Service Contracts	37,000.00	37,000.00	34,633.58	2,366.42	93.60%
Communications	50,000.00	65,000.00	50,063.75	(63.75)	100.13%
Computer & Technology Expenses	6,500.00	10,000.00	5,301.38	1,198.62	81.56%
Insurance	48,075.00	51,935.00	48,074.16	0.84	100.00%
Ins. - LODA	10,962.00	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	20,000.00	30,500.00	18,330.83	1,669.17	91.65%
Dues & Subscriptions	6,500.00	6,500.00	6,415.02	84.98	98.69%
Equipment	19,000.00	15,000.00	16,323.65	2,676.35	85.91%
Radio & Equipment repairs	2,000.00	3,500.00	809.00	1,191.00	40.45%
Vehicle Maintenance	50,000.00	50,000.00	40,510.22	9,489.78	81.02%
Gas	70,000.00	85,000.00	68,268.39	1,731.61	97.53%
Tires	6,000.00	7,500.00	5,627.81	372.19	93.80%
Travel & Training	21,750.00	27,500.00	23,261.47	(1,511.47)	106.95%
Special Events	500.00	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	24,478.00	17,845.79	6,632.21	72.91%
Investigation expenses	3,750.00	5,000.00	3,895.93	(145.93)	103.89%
Other	1,000.00	500.00	1,147.62	(147.62)	114.76%
Total Police Department	2,154,480.00	2,209,840.00	2,086,298.80	68,181.20	96.84%
Fire Department					
Fuel Fund & Travel	13,000.00	13,000.00	12,973.38	26.62	99.80%
State Pass Thru	23,070.00	19,461.00	24,294.00	(1,224.00)	105.31%
Total Fire Department	36,070.00	32,461.00	37,267.38	-1,197.38	103.32%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Contributions-Public Safety					
Coast Guard Auxiliary	250.00	250.00	250.00	-	100.00%
E911 Dispatch Center	118,950.00	118,950.00	110,871.76	8,078.24	93.21%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	129,200.00	129,200.00	121,121.76	8,078.24	93.75%
PARKS, RECREATION & CULTURAL					
Smithfield Center					
Salaries	186,170.00	186,170.00	174,512.31	11,657.69	93.74%
FICA	14,895.00	14,895.00	13,846.79	1,048.21	92.96%
VSRS	16,365.00	16,365.00	16,204.56	160.44	99.02%
Health	20,780.00	20,780.00	20,252.34	527.66	97.46%
Uniforms	1,200.00	1,200.00	1,119.07	80.93	93.26%
Contracted Services	23,000.00	23,000.00	16,233.76	6,766.24	70.58%
Retail Sales & Use Tax	500.00	500.00	367.44	132.56	73.49%
Utilities	30,000.00	30,000.00	24,583.07	5,416.93	81.94%
Communications	19,000.00	21,500.00	15,853.30	3,146.70	83.44%
Computer & technology expenses	2,500.00	2,500.00	2,249.13	250.87	89.97%
Insurance	4,933.00	4,810.00	4,932.60	0.40	99.99%
Kitchen Supplies	4,000.00	4,000.00	2,915.18	1,084.82	72.88%
Office Supplies/Other Supplies	5,000.00	4,000.00	4,061.25	938.75	81.23%
Food Service & Beverage Supplies	7,000.00	8,000.00	5,635.55	1,364.45	80.51%
AV Supplies	1,000.00	1,000.00	97.14	902.86	9.71%
Repairs & Maintenance	40,000.00	40,000.00	40,372.73	(372.73)	100.93%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	10,000.00	-	10,000.00	0.00%
Landscaping	13,500.00	12,000.00	12,572.77	927.23	93.13%
Travel & Training	2,500.00	2,000.00	2,511.09	(11.09)	100.44%
Programming Expenses	500.00	1,000.00	-	500.00	0.00%
Advertising	20,000.00	20,000.00	14,610.30	5,389.70	73.05%
Refund event deposits	3,500.00	3,500.00	4,938.13	(1,438.13)	141.09%
Credit card processing expense	4,500.00	4,500.00	3,998.52	501.48	88.86%
Total Smithfield Center	430,843.00	431,720.00	381,867.03	48,975.97	88.63%
Contributions-Parks, Recreation and Cultural					
Farmers Market	3,280.00	3,000.00	3,278.75	1.25	99.96%
BSV Parking Lot	5,000.00	-	4,990.00	10.00	99.80%
TUMC Parking Lot	1,500.00	1,500.00	1,000.00	500.00	66.67%
Hampton Roads Partnership	-	1,960.00	-	-	0.00%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Isle of Wight County-Historic Resources (museum)	-	-	-	-	0.00%
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	-	100.00%
Library	10,000.00	10,000.00	3,315.90	6,684.10	33.16%
Total Contributions-Park, Recreation and Cultural	29,780.00	26,460.00	22,584.65	7,195.35	75.84%
<u>Windsor Castle Park</u>					
Salaries	73,820.00	73,820.00	69,435.68	4,384.32	94.06%
FICA	5,910.00	5,910.00	5,326.67	583.33	90.13%
VSRS	8,505.00	8,505.00	8,451.31	53.69	99.37%
Health	13,870.00	13,870.00	13,091.60	778.40	94.39%
Contracted Services	5,000.00	5,000.00	4,758.01	241.99	95.16%
Grass Cutting	30,000.00	30,000.00	27,933.44	2,066.56	93.11%
Kayak Expenses	1,415.00	-	1,415.19	(0.19)	100.01%
Professional Services	13,000.00	1,000.00	7,384.27	5,615.73	56.80%
Utilities	5,000.00	5,000.00	3,650.36	1,349.64	73.01%
Supplies	2,500.00	2,500.00	2,237.65	262.35	89.51%
Repairs & Maintenance	40,000.00	40,000.00	41,761.16	(1,761.16)	104.40%
Total Windsor Castle Park	199,020.00	185,605.00	185,445.34	13,574.66	93.18%
<u>Other Parks & Recreation</u>					
Jersey Park Playground	1,000.00	1,000.00	393.32	606.68	39.33%
Pinewood Playground	500.00	500.00	368.21	131.79	73.64%
Clontz Park-pier maintenance	1,600.00	1,600.00	1,441.83	158.17	90.11%
Cypress Creek No Wake Zone	-	-	325.00	(325.00)	100.00%
Community Wellness Initiative	41,700.00	35,000.00	40,982.96	717.04	98.28%
SNAP Program	3,000.00	-	849.25	2,150.75	28.31%
Museum	-	-	300.00	(300.00)	100.00%
Waterworks Dam	20,350.00	34,000.00	16,314.90	4,035.10	80.17%
Waterworks Lake (park area)	750.00	-	-	750.00	0.00%
Haydens Lane Maintenance	5,000.00	2,900.00	5,655.96	(655.96)	113.12%
Veterans War Memorial	1,000.00	1,000.00	920.65	79.35	92.07%
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	76,900.00	78,000.00	69,552.08	7,347.92	90.44%
COMMUNITY DEVELOPMENT					
Pinewood Heights					
Non-CDBG Contributed Operating Expenses					
Administration					

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Management Assistance	13,390.00	12,000.00	6,179.58	7,210.42	46.15%
Monitoring/Closeout	2,790.00	2,500.00	-	2,790.00	0.00%
<u>Permanent Relocation</u>					
Owner Occupied Households	195,626.00	107,826.00	160,136.35	35,489.65	81.86%
Renter Occupied Households	53,922.00	134,155.00	12,726.92	41,195.08	23.60%
Moving Costs	12,300.00	13,900.00	9,784.00	2,516.00	79.54%
Relocation Specialist	14,563.00	10,633.00	12,127.50	2,435.50	83.28%
<u>Acquisition</u>					
Owner Acquisition	1,687.00	-	1,369.21	317.79	81.16%
Renter Acquisition	204,019.00	-	185.00	203,834.00	0.09%
Appraisal/Legal	6,870.00	7,170.00	3,725.00	3,145.00	54.22%
<u>Acquisition Specialist</u>					
	15,000.00	15,000.00	2,648.00	12,352.00	17.65%
<u>Clearance & Demolition</u>					
	29,000.00	29,000.00	5,500.00	23,500.00	18.97%
Subtotal Non CDBG					
	549,167.00	332,184.00	214,381.56	334,785.44	39.04%
CDBG Contributed Operating Expenses					
<u>Permanent Relocation</u>					
Owner Occupied Households	130,394.00	230,394.00	130,394.00	-	100.00%
Renter Occupied Households		-	-	-	0.00%
<u>Acquisition</u>					
Owner Occupied	321,800.00	-	208,000.00	113,800.00	64.64%
<u>Clearance & Demolition</u>					
		-	-	-	0.00%
<u>Planning Grant-Phase III</u>					
	-	-	-	-	0.00%
Subtotal CDBG					
	452,194.00	230,394.00	338,394.00	113,800.00	146.88%
Total Pinewood Heights Contributions					
	1,001,361.00	562,578.00	552,775.56	448,585.44	55.20%
<u>Contributions-Community Development</u>					
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	-	100.00%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	14,000.00	14,000.00	-	100.00%
Genieve Shelter	9,000.00	9,000.00	9,000.00	-	100.00%
Historic Smithfield-brick sidewalk by Station Bridge	3,018.00	-	3,018.00	-	100.00%
TRIAD	1,650.00	1,650.00	1,650.00	-	100.00%
Tourism Bureau	187,500.00	209,976.00	184,915.37	2,584.63	98.62%
Western Tidewater Free Clinic	33,339.00	33,339.00	33,339.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	309,507.00	328,965.00	306,922.37	2,584.63	99.16%
PUBLIC WORKS					
Planning, Engineering & Public Works					
Salaries	203,680.00	203,530.00	203,994.45	(314.45)	100.15%
FICA	16,295.00	16,285.00	15,698.36	596.64	96.34%
VSRS	24,765.00	24,750.00	30,218.89	(5,453.89)	122.02%
Health	33,600.00	33,600.00	32,322.16	1,277.84	96.20%
Disability	-	-	86.44	(86.44)	0.00%
Uniforms	2,300.00	2,000.00	2,270.14	29.86	98.70%
Contractual	11,895.00	9,125.00	10,495.14	1,399.86	88.23%
GIS	1,200.00	1,200.00	-	1,200.00	0.00%
Recycling	212,725.00	212,725.00	212,342.96	382.04	99.82%
Trash Collection	227,999.00	227,555.00	231,196.69	(3,197.69)	101.40%
Street Lights	5,000.00	5,000.00	1,141.33	3,858.67	22.83%
Communications	15,000.00	15,000.00	11,638.37	3,361.63	77.59%
Safety Meetings/Safety Expenses	5,000.00	5,000.00	3,273.50	1,726.50	65.47%
Insurance	8,460.00	8,060.00	8,456.36	3.64	99.96%
Materials & Supplies	6,000.00	6,000.00	5,787.58	212.42	96.46%
Repairs & Maintenance	7,000.00	9,000.00	1,841.50	5,158.50	26.31%
Gas & Tires	10,500.00	10,500.00	10,494.77	5.23	99.95%
Travel & Training	6,000.00	6,000.00	5,552.57	447.43	92.54%
Litter Control Grant	3,321.00	3,765.00	3,321.00	-	100.00%
Dues & Subscriptions	2,000.00	2,000.00	1,436.00	564.00	71.80%
Other	3,000.00	1,000.00	3,614.09	(614.09)	120.47%
Public Works Alloc to Hwy	-	-	-	-	-
Total Public Works	805,740.00	802,095.00	795,182.30	10,557.70	98.69%
PUBLIC BUILDINGS					
Public Buildings					
Salaries	21,235.00	21,235.00	20,784.64	450.36	97.88%
FICA	1,700.00	1,700.00	1,772.43	(72.43)	104.26%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Contractual	13,000.00	9,000.00	12,806.20	193.80	98.51%
Communications	2,000.00	1,750.00	1,822.29	177.71	91.11%
Utilities	54,000.00	47,000.00	45,876.68	8,123.32	84.96%
Insurance	3,381.00	3,176.00	3,381.40	(0.40)	100.01%
Materials & Supplies	3,000.00	3,000.00	2,168.40	831.60	72.28%
Materials & Supplies-Town Manager	-	-	12.52	(12.52)	100.00%
Materials & Supplies-Police Department	-	-	449.25	(449.25)	100.00%
Materials & Supplies-Town Hall	-	-	100.63	(100.63)	100.00%
Materials & Supplies-Public Works	-	-	80.00	(80.00)	100.00%
Materials & Supplies-Public Restrooms	-	-	436.37	(436.37)	100.00%
Repairs & Maintenance	36,000.00	29,289.00	36,737.95	(737.95)	102.05%
Rent Expense-Office Space	4,800.00	4,800.00	4,800.00	-	100.00%
Other	1,000.00	1,000.00	912.15	87.85	91.22%
Alloc Costs to Hwy	-	-	-	-	-
Total Public Buildings	140,116.00	121,950.00	132,140.91	7,975.09	94.31%
OTHER FINANCING USES					
Other Financing Uses					
Transfers to Operating Reserves	-	-	579,611.43	(579,611.43)	100.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	219,807.81	(219,807.81)	100.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-	-
Total Transfers To Reserves	-	-	799,419.24	(799,419.24)	100.00%
DEBT SERVICE					
Debt Service					
Principal Retirement					
Public Building Acquisition	19,914.00	19,914.00	19,914.00	-	100.00%
HVAC	15,300.00	15,300.00	15,277.47	22.53	99.85%
Ball Fields	-	73,750.00	-	-	0.00%
Line of Credit	-	-	-	-	0.00%
Interest and fiscal charges					
Public Building Acquisition	33,195.00	33,195.00	33,194.14	0.86	100.00%
HVAC	2,370.00	2,370.00	2,472.31	(102.31)	104.32%
Line of Credit	-	5,000.00	-	-	0.00%
Ball Fields	-	14,650.00	-	-	0.00%
Total Debt Service	70,779.00	164,179.00	70,857.92	(78.92)	100.11%
Total General Fund Expenses	6,391,715.00	6,067,209.00	6,478,881.96	-87,166.96	101.36%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 06/30/14	Remaining Budget	% of budget
Less Expenses related to capital projects:					
Legal Fees	-	-	-	-	
Professional Fees	(26,358.00)	(1,500.00)	(6,358.00)	(20,000.00)	
Pinewood Heights Relocation Project Expenses	(1,001,361.00)	(562,578.00)	(552,775.56)	(448,585.44)	
Pinewood Heights Line of Credit Expenses	-	(5,000.00)	-	-	
Total Non-operating Expenses	(1,027,719.00)	(569,078.00)	(559,133.56)	(468,585.44)	54.41%
Total General Fund Operating Expenses	5,363,996.00	5,498,131.00	5,919,748.40	(555,752.40)	110.36%
Net Operating Reserve (+/-)	457,216.00	497,412.00	(115,167.92)	572,383.92	-25.19%
Net Reserve (+/-)	415,225.00	1,265,281.00	183,989.79	231,235.21	44.31%

	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 6/30/2014	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	415,225.00	1,265,281.00	183,989.79	231,235.21	44.31%
Capital Outlay					
General Fund					
GENERAL GOVERNMENT					
COMMUNITY DEVELOPMENT					
Pinewood Heights Relocation-CIP					
Non CDBG Capital Acquisition					
Owner Occupied Units	-	(1,237.00)		-	0.00%
Renter Occupied Units	(24,000.00)	(158,019.00)		(24,000.00)	0.00%
Vacant Lots	-	-		-	0.00%
Subtotal Non CDBG Capital Acquisition	(24,000.00)	(159,256.00)	-	(24,000.00)	0.00%
CDBG Capital Acquisition-MY2					
Owner Occupied Units	(60,000.00)	(269,800.00)	(36,000.00)	(24,000.00)	60.00%
Renter Occupied Units			-	-	-
Vacant Lots			-	-	-
Subtotal CDBG Capital Acquisition	(60,000.00)	(269,800.00)	(36,000.00)	(24,000.00)	60.00%
Total Pinewood Heights Relocation CIP	(84,000.00)	(429,056.00)	(36,000.00)	(48,000.00)	42.86%
TOWN COUNCIL					
DOCSTAR server	(7,650.00)	(7,650.00)	(6,250.00)	(1,400.00)	0.00%
TREASURER					
Computer Equipment System upgrades					
AS400 Server	(15,000.00)	(45,000.00)		(15,000.00)	0.00%
PARKS, RECREATION AND CULTURAL					
Smithfield Center upgrades	(28,000.00)	(28,000.00)	(27,707.90)	(292.10)	98.96%
Smithfield Center Asphalt Repairs	(6,000.00)	(6,000.00)	(5,995.00)	(5.00)	99.92%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)	(25,000.00)	-	(25,000.00)	0.00%
Windsor Castle Park-outbuildings	(100,000.00)	(100,000.00)	-	(100,000.00)	0.00%
PUBLIC SAFETY					
Police					
Police Vehicles	(101,700.00)	(101,700.00)	(95,103.14)	(6,596.86)	93.51%
Copier-capital lease	(10,000.00)	(10,000.00)	-	(10,000.00)	0.00%
PUBLIC WORKS					
Vehicles and Equipment	(5,000.00)	(5,000.00)	(4,725.00)	(275.00)	94.50%
Work Order System	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%

	Amended Budget	Original Budget	Actual	Remain	% of
	2013/2014	2013/2014	6/30/2014	Budget	Budget
PW Security Gate	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
GIS/Mapping-roll over	(12,000.00)	(12,000.00)	-	(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)	(5,000.00)	-	(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	-	(75,000.00)	-	-	0.00%
Public Ball Fields	-	(400,000.00)	-	-	0.00%
			-		
PUBLIC BUILDINGS					
Office Space Improvements-Town Hall	(7,000.00)	(7,000.00)	-	(7,000.00)	0.00%
Net Capital Outlay	(415,225.00)	(1,265,281.00)	(183,989.79)	(231,235.21)	44.31%
Net Reserves (Deficit) after capital outlay	-	-	-	-	#DIV/0!

Town of Smithfield					
Sewer Fund Budget					
	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Revenue					
Operating Revenues					
Sewer Charges	668,000.00	699,025.00	684,295.13	(16,295.13)	102.44%
Sewer Compliance Fee	492,000.00	489,559.00	493,191.70	(1,191.70)	100.24%
Miscellaneous Revenue	1,000.00	500.00	1,091.83	(91.83)	109.18%
Connection fees	22,890.00	31,600.00	32,370.00	(9,480.00)	141.42%
Total Operating Revenue	1,183,890.00	1,220,684.00	1,210,948.66	(27,058.66)	102.29%
Town of Smithfield					
Sewer Fund Budget					
	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Expenses					
Operating Expenses					
Salaries	226,915.00	226,915.00	218,053.09	8,861.91	96.09%
FICA	18,155.00	18,155.00	16,354.41	1,800.59	90.08%
VSRS	26,245.00	26,245.00	24,759.27	1,485.73	94.34%
Health	38,750.00	38,750.00	36,302.83	2,447.17	93.68%
Uniforms	2,500.00	2,500.00	1,785.37	714.63	71.41%
Audit & Legal Fees	14,750.00	14,750.00	13,020.94	1,729.06	88.28%
HRPDC sewer programs	918.00	872.00	918.00	-	100.00%
Maintenance & Repairs	50,000.00	50,000.00	52,217.95	(2,217.95)	104.44%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	4,669.28	2,830.72	62.26%
Data Processing	14,000.00	14,000.00	13,244.83	755.17	94.61%
Dues & Subscriptions	50.00	150.00	44.50	5.50	89.00%
Utilities	46,000.00	43,500.00	43,244.48	2,755.52	94.01%
SCADA Expenses	6,000.00	6,000.00	6,640.77	(640.77)	110.68%
Telephone	12,000.00	12,000.00	10,186.32	1,813.68	84.89%
Insurance	15,940.00	16,140.00	15,936.20	3.80	99.98%
Materials & Supplies	46,000.00	46,000.00	37,062.28	8,937.72	80.57%
Truck Operations	14,000.00	14,000.00	8,944.44	5,055.56	63.89%
Travel & Training	4,000.00	4,000.00	683.33	3,316.67	17.08%
Contractual	3,250.00	3,250.00	2,330.80	919.20	71.72%
Miscellaneous	600.00	600.00	522.04	77.96	87.01%
Bad Debt Expense	5,000.00	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	325.00	-	325.00	0.00%

Town of Smithfield					
Sewer Fund Budget					
	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	552,898.00	550,652.00	506,921.13	45,976.87	91.68%
Operating Income before D&A Expense	630,992.00	670,032.00	704,027.53	(73,035.53)	111.57%
Depreciation & Amort. Exp.	600,000.00	772,720.00	470,760.64	129,239.36	78.46%
Operating Income (Loss)	30,992.00	(102,688.00)	233,266.89	(202,274.89)	752.67%
Nonoperating Revenues (Expenses)					
Pro-rata Share Fees	8,000.00	-	8,000.00	-	100.00%
Availability Fees	59,880.00	82,400.00	84,600.00	(24,720.00)	141.28%
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	21,733.00	21,729.31	3.69	99.98%
Interest Revenue	4,500.00	3,250.00	4,603.33	(103.33)	102.30%
Interest Expense	(40,220.00)	(39,351.00)	(40,216.63)	(3.37)	99.99%
Total Nonoperating Revenues (Expenses)	53,893.00	68,032.00	78,716.01	(24,823.01)	146.06%
Net Income (loss)	84,885.00	(34,656.00)	311,982.90	(227,097.90)	-900.23%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(8,000.00)	-	(8,000.00)	-	100.00%
Availability Fees	(59,880.00)	(82,400.00)	(84,600.00)	24,720.00	141.28%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	(21,733.00)	(21,729.31)	(3.69)	99.98%
Compliance Fee	(492,000.00)	(489,559.00)	(493,191.70)	1,191.70	100.24%
Bad Debt Expense	5,000.00	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	600,000.00	772,720.00	470,760.64	129,239.36	78.46%
Additional debt service costs-principal expense	(74,700.00)	(74,700.00)	(74,700.00)	-	100.00%
Total adjustments to CAFR	(51,313.00)	109,328.00	(211,460.37)	160,147.37	412.10%
Working adjusted income	33,572.00	74,672.00	100,522.53	(66,950.53)	299.42%

	Proposed Budget 2014/2015	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 6/30/2014	Remaining Budget	% of Budget
Sewer Fund						
Working adjusted income	33,797.00	33,572.00	74,672.00	100,522.53	(66,950.53)	299.42%
Sewer SSO Consent Order	(3,000.00)	(204,644.00)	(325,000.00)	(49,023.50)	(155,620.50)	23.96%
Storage Shed		(12,000.00)	-	(4,252.94)	(7,747.06)	35.44%
Construction Standards Update	(3,321.00)	-	(4,201.00)	-	-	0.00%
Work Order System		(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
PW Security Gate		(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
SCADA Repairs		(34,552.00)			(34,552.00)	0.00%
Arc Flash	-	(35,000.00)	-	(35,000.00)	-	100.00%
Bypass Pump-Main Street		(93,664.00)			(93,664.00)	0.00%
Run-Dry Pump-Crescent		(14,500.00)			(14,500.00)	0.00%
Main Street/Mason-CCTV & CIPP Lining		(37,435.00)			(37,435.00)	0.00%
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	-	-	0.00%
Pump Station Upgrades		(55,498.00)	(100,000.00)	(50,292.30)	(5,205.70)	90.62%
Truck/Equipment	(10,000.00)	(10,000.00)	(10,000.00)	(9,451.00)	(549.00)	94.51%
Net Capital Outlay	(251,321.00)	(506,168.00)	(548,076.00)	(156,228.49)	(349,939.51)	30.86%
Net Reserves (Deficit) after capital outlay	(217,524.00)	(472,596.00)	(473,404.00)	(55,705.96)	(416,890.04)	11.79%
Funding from Development Escrow			-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	270,649.00	200,000.00	43,582.00	227,067.00	21.79%
Funding from Sewer Compliance Fee	138,000.00	204,644.00	325,000.00	43,999.50	160,644.50	13.54%
Draw from operating reserves				-	-	
Funding from Bond Escrow (released from refinance)				-	-	
Net Cashflow	20,476.00	2,697.00	51,596.00	31,875.54	(29,178.54)	1181.89%

Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Revenue					
Operating Revenue					
Water Sales	1,368,570.00	1,453,834.00	1,423,488.21	(54,918.21)	104.01%
Debt Service Revenue	206,222.00	187,896.00	194,705.93	11,516.07	94.42%
Miscellaneous	3,000.00	500.00	2,801.80	198.20	93.39%
Connection fees	9,530.00	13,200.00	13,490.00	(3,960.00)	141.55%
Application Fees	5,500.00	5,000.00	6,749.00	(1,249.00)	122.71%
Total Operating Revenue	1,592,822.00	1,660,430.00	1,641,234.94	-48,412.94	103.04%
Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Expenses					
Salaries	349,720.00	348,720.00	340,498.55	9,221.45	97.36%
FICA	27,900.00	27,900.00	26,036.73	1,863.27	93.32%
VSRS	38,530.00	38,530.00	35,124.89	3,405.11	91.16%
Health	49,735.00	49,735.00	47,326.58	2,408.42	95.16%
Uniforms	3,255.00	3,255.00	2,332.23	922.77	71.65%
Contractual	15,000.00	15,000.00	11,501.75	3,498.25	76.68%
Legal & Audit	15,000.00	20,000.00	13,140.94	1,859.06	87.61%
Maintenance & Repairs	21,000.00	21,000.00	17,364.74	3,635.26	82.69%
Water Tank Maintenance	102,230.00	100,000.00	102,228.25	1.75	100.00%
Professional Services	42,640.00	1,000.00	28,546.36	14,093.64	66.95%
Regional Water Supply Study	1,839.00	2,580.00	1,839.00	-	100.00%
Data Processing	14,000.00	14,000.00	13,244.83	755.17	94.61%
Utilities	2,000.00	1,500.00	1,585.91	414.09	79.30%
Communications	13,000.00	15,045.00	10,119.28	2,880.72	77.84%
Insurance	26,860.00	25,200.00	26,858.16	1.84	99.99%
Materials & Supplies	75,000.00	114,400.00	43,252.54	31,747.46	57.67%
Gas and Tires	15,500.00	14,500.00	14,355.64	1,144.36	92.62%
Dues & Subscriptions	1,000.00	1,000.00	926.50	73.50	92.65%
Bank service charges	325.00	325.00	470.58	(145.58)	144.79%
Travel and Training	5,500.00	5,500.00	2,391.40	3,108.60	43.48%
Miscellaneous	9,500.00	9,500.00	9,044.93	455.07	95.21%
RO Annual costs	450,000.00	470,673.00	428,685.61	21,314.39	95.26%
Bad debt expense	7,500.00	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,287,034.00	1,306,863.00	1,176,875.40	110,158.60	91.44%

Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Operating Income before D&A Expense	305,788.00	353,567.00	464,359.54	(158,571.54)	151.86%
Depreciation & Amortization Expense	365,000.00	365,000.00	305,523.09	59,476.91	83.70%
Operating Income (Loss)	(59,212.00)	(11,433.00)	158,836.45	(218,048.45)	-268.25%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	8,000.00	-	8,000.00	-	100.00%
Availability Fees	39,720.00	54,400.00	56,040.00	(16,320.00)	141.09%
Interest Revenue	6,800.00	5,925.00	6,923.09	(123.09)	101.81%
Interest Expense	(123,720.00)	(123,720.00)	(123,719.49)	(0.51)	100.00%
Total Nonoperating Revenues (Expenses)	(69,200.00)	(63,395.00)	(52,756.40)	(16,443.60)	76.24%
Net Income (Loss)	(128,412.00)	(74,828.00)	106,080.05	(234,492.05)	-82.61%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(8,000.00)	-	(8,000.00)	-	100.00%
Availability Fees	(39,720.00)	(54,400.00)	(56,040.00)	16,320.00	141.09%
Bad Debt Expense	7,500.00	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(206,222.00)	(187,896.00)	(194,705.93)	(11,516.07)	94.42%
Depreciation & Amort. Exp.	365,000.00	365,000.00	305,523.09	59,476.91	83.70%
Additional debt service costs-principal expense	(322,275.00)	(322,275.00)	(322,274.09)	(0.91)	100.00%
Total adjustments to CAFR	(203,717.00)	(192,071.00)	(275,496.93)	71,779.93	135.24%
Working adjusted income	(332,129.00)	(266,899.00)	(169,416.88)	(162,712.12)	51.01%

	Proposed Budget 2014/2015	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 6/30/2014	Remain Budget	% of Budget
Water Fund						
Net Operating Reserves (Deficit)	(283,179.00)	(332,129.00)	(266,899.00)	(169,416.88)	(162,712.12)	51.01%
Construction Standards Update	(3,321.00)	-	(4,201.00)	-	-	0.00%
Discharge Analysis	-	-	(25,000.00)	-	-	0.00%
Vehicle/Equipment	(10,000.00)	(10,000.00)	(10,000.00)	(9,451.00)	(549.00)	94.51%
Work Order System		(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
Public Works Security Gate	-	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
RO Security Gate		(10,000.00)	(10,000.00)	-	(10,000.00)	0.00%
Roofing Repairs		(7,550.00)		(7,550.00)	-	100.00%
System Improvements	(50,000.00)	(50,000.00)	(50,000.00)	-	(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	(110,000.00)	(110,000.00)	-	(110,000.00)	0.00%
Net Capital Outlay	(173,321.00)	(196,425.00)	(218,076.00)	(25,209.75)	(171,215.25)	12.83%
Net Reserves (Deficit) after capital outlay	(456,500.00)	(528,554.00)	(484,975.00)	(194,626.63)	(333,927.37)	36.82%
Operating Reserves		18,906.00		-	18,906.00	0.00%
Water Development Escrow		17,890.00	25,000.00	-	17,890.00	0.00%
Water Capital Escrow	160,000.00	160,000.00	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	338,279.00	331,758.00	331,758.00	334,485.30	(2,727.30)	100.82%
Net Cashflow	41,779.00	-	31,783.00	139,858.67	(139,858.67)	440.04%

Town of Smithfield					
Highway Fund					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Revenue					
Interest Income	220.00	250.00	196.85	23.15	89.48%
Revenue - Commwlth of VA	1,033,113.00	1,003,519.92	1,033,112.68	0.32	100.00%
Total Highway Fund Revenue	1,033,333.00	1,003,769.92	1,033,309.53	23.47	100.00%
Town of Smithfield					
Highway Fund					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 06/30/14	Remaining Budget	% of budget
Expenses					
Salaries	248,065.00	248,065.00	234,390.51	13,674.49	94.49%
FICA	19,845.00	19,845.00	17,545.96	2,299.04	88.42%
VSRS	29,090.00	29,090.00	77,756.55	(48,666.55)	267.30%
Health	45,290.00	45,290.00	43,318.45	1,971.55	95.65%
Uniforms	3,100.00	3,100.00	2,566.48	533.52	82.79%
Grass	26,000.00	31,400.00	17,764.96	8,235.04	68.33%
Maintenance	593,696.27	327,682.42	512,877.70	80,818.57	86.39%
Asphalt/Paving	-	-	273,256.59	(273,256.59)	
Ditching	-	-	118,088.84	(118,088.84)	
Traffic Control devices	-	-	29,091.28	(29,091.28)	
Other (maintenance)	-	-	222.93	(222.93)	
Other (lawnmowers, landscaping, etc)	-	-	65,890.59	(65,890.59)	
Structures and Bridges	-	-	-	-	
Ice and Snow removal	-	-	7,254.90	(7,254.90)	
Administrative	-	-	1,038.90	(1,038.90)	
Storm Maintenance	-	-	1,321.63	(1,321.63)	
Street Lights	106,000.00	110,000.00	102,311.87	3,688.13	96.52%
Insurance	14,980.00	19,440.00	14,980.12	(0.12)	100.00%
VAC Truck Repairs	2,500.00	2,500.00	1,537.80	962.20	61.51%
Gas and Tires	10,000.00	10,000.00	10,750.12	(750.12)	107.50%
Stormwater Management Program (regional)	1,786.00	1,786.00	1,664.00	122.00	93.17%
Joint Cost Allocation	-	-	-	-	-
Overhead Allocation	-	-	-	-	-
Total Highway Fund Expense	1,100,352.27	848,198.42	1,037,464.52	62,887.75	94.28%
Net Reserves (+/-)	(67,019.27)	155,571.50	(4,154.99)	(62,864.28)	6.20%

	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 6/30/2014	Remain Budget	% of Budget
HIGHWAY					
Net Operating Reserves (Deficit)	(67,019.27)	155,571.50	(4,154.99)	(62,864.28)	6.20%
Construction Standards Update	-	(4,201.00)		-	0.00%
New Truck	(8,750.00)	(8,750.00)	(8,268.00)	(482.00)	94.49%
PW Security Gate	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
Entrance Corridor Beautification	(5,000.00)	(5,000.00)	(12,010.00)	-	240.20%
Work order system	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
Storm Drain Replacement - Nottingham	(20,745.50)	(20,745.50)	(20,745.50)	-	100.00%
Pinewood Stormwater Drainage	-	(100,000.00)		-	0.00%
Lawnmower	(7,945.00)	(8,000.00)	(7,945.00)	-	100.00%
Net Capital Outlay	(51,315.50)	(155,571.50)	(57,177.25)	(1,148.25)	111.42%
Net Reserves (Deficit) after capital outlay	(118,334.77)	0.00	(61,332.24)	(64,012.53)	
Carryover from FY2013	118,334.77	118,334.77	118,334.77		
Net Adjusted Reserves (deficit)	-	118,334.77	57,002.53		

Notes: June 2014

GENERAL FUND

Revenues:

Current RE Tax

Through June 30 we have exceeded amended budget by over \$6700. Outstanding 2013 RE taxes total \$21,285 and include 2 large business accounts (\$7,062) that also owe IOW County. One of the businesses (land development) said there was no money to make payment. This balance may go up because of an audit entry I have not yet received regarding allowance for doubtful accounts. The auditors think the allowance should be reduced as collections are indicating a higher percentage of payment than in previous years.

Delinquent RE Tax

Delinquent real estate collections of \$30,714 also exceeded revised budget by \$7,715. We collected \$9,248.96 in May including \$7,417.76 in outstanding taxes for multiple years from a developer.

Current PP Tax

Current personal property collections of \$875,412 exceeded the amended budget by \$10,412. Again, this account will probably have some adjustment from the auditors to reduce allowance for doubtful accounts.

Delinquent PP Tax

Delinquent collections of \$18573 exceeded the revised budget by only \$573. This is significantly less than 2013 collections of \$36,977, but we are working on DMV stops to address old account balances.

Cigarette Tax

Cigarette tax exploded in May and June. We collected \$17,737.60 in May and \$32,025.20 in June putting us almost \$37000 above projected budget. Cigarette tax collections for 2013 totaled \$136,665. This line item is very difficult to project since revenue is collected when stamps are sold to wholesalers (in bulk) as opposed to the sale of individual packs to consumers.

Transient Occupancy

Transient occupancy tax now reflects a full year of collections for quarter ended September 30, 2013 to June 30, 2014. This required reversal of July 2013 payment and accrual of the July 2014 payment to match revenues with the correct accounting period. The July 2014 payments that were accrued (\$49,546) exceeded the July 2013 payments that were reversed (\$33,337) by \$16,209.

Meals Tax

Meals taxes currently exceed amended budget by only \$1588 after year end budget accruals were made. Still, we exceeded the original budget by \$73,357 which is significant considering that this revenue source has continued to grow each year even when the economy was at its worst.

<u>Communications Tax</u>	Once the final accruals were made for communications tax, we ended the year slightly below budget. This line item is very difficult to budget since it is forwarded from the state, and they make adjustments for administration fees that we have no control over.
<u>Sales Tax</u>	Final accruals for sales tax put us \$23,935 above the amended budget. The year end total of \$293,935 exceeded the 2013 total of \$259,165 by \$34,770.
<u>Consumption/Utility Tax</u>	Consumption and utility taxes reflect receipts and accruals through June. The year end totals were close to budget and exceeded 2013 by \$9,829.
<u>Business licenses</u>	Business license tax was due on April 15 and we had significant delinquent collections in May and June totaling \$20,283 that pushed us beyond the amended budget by almost \$4000. We have also collected \$23,917 in additional license fees since July 1.
<u>Review Fees</u>	Review fees have been collected for 10 sites this fiscal year: This category is dependent upon development. L and L Marine-Carver Avenue Smithfield Foods-test kitchen OC Inc-home on Smithfield Blvd. Smithfield Manor Townhomes LLC-Phase 5 Par 5 Development Group-Dollar General on W Main St. Robert J Little III-501 Cranford Dr O Reilly Auto Parts-Benns Church Blvd. Dominion Building-Smithfield Manor Phase 9 Riddick Babineau-Lot Line review-502 Grace St-Mary Crocker Cypress Creek Development Co LLC-Phase 7 B & C Subdivision Plan application
<u>Vehicle Licenses</u>	VL collections exceeded budget and almost equalled the original budget that was reduced based on collections through April of only \$130,283. At \$20 per vehicle, collections for May and June represent collections on 232 vehicles. The majority of this total was collected in June after supplemental bills were mailed.
<u>Fines & Costs</u>	Fines for the year exceeded amended budget by \$3753 for a total of \$73753 compared to \$68,396 collected in FY2013.
<u>Smithfield Center Rentals</u>	The Smithfield Center had a great May and June reflecting revenues of \$16,645 and \$14,670 respectively. Revenues were running behind budget in March and April so the budget was not amended for this line item. It was a nice recovery and just slightly below 2013 revenues of \$158,652.
<u>Kayak Rentals</u>	Kayak rentals for the year totaled \$9447 which was slightly below the budget of \$11000.

Although we did not quite meet the revenue goal, it was still a very successful and popular addition to the town's recreational resources.

Special Events

This line item represents the PD & PW labor reimbursements paid by private organizations for events held in the Town. We have collected \$9,014.50 through June 30 exceeding budget by \$1714. We are adding new events all the time so this number is likely to grow.

Sale of Land

This \$9000 represents payment from Smithfield Firehouse LLC that was supposed to be made at CO but was overlooked. It was made on 9/19/13 so I showed it as revenue in this fiscal year even though the sale was in FY2013. The auditors agreed that it was immaterial and should be shown as reflected.

Sale of Equipment

Sold numerous items through GovDeals. Even though we increased budget, we blew past the amended projection with the sale of 4 vehicles including 2 police cars that sold for \$5650 and \$6650 respectively. The total for all 4 vehicles was \$17,820.

Obici Foundation Wellness Grant

During July 2013, received \$10,000 of the \$12,500 budgeted for this year. In January \$4500 was reimbursed to Obici Healthcare for items that could not be addressed in Round 11. In February received an additional \$10,000 for round 12, so we will exceed original budget by \$3000. I need to meet with Gina Ippolito to close out the grant, but it is my understanding that we have a final draw of \$2500 that will be paid at close out.

Restricted Reserves-Police Department

The Smithfield Police Department was presented with \$24000 by Farmers Bank in FY2013 for their assistance with the 2013 bank robbery. This money is being utilized by the PD in the current fiscal year with expenses reflected under Police Grant Expense.

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. We currently only have one market rate renter still being supplemented, and that supplement will end in November 2014.

Asset Forfeiture Proceeds

The Police Department received \$961.60 from the state for asset forfeitures in FY2014. It has been several years since we have received forfeiture proceeds. We also received a 1994 Jeep through seizure that has not yet been added to our books pending confirmation of an assigned value for the vehicle.

State/Federal Grants

PD grant revenues have exceeded amended budget for the year. \$2915.30 was collected in May for 2 DMV grants

Fire Programs

Fire Programs is a pass through revenue for our local fire department. The funds were not remitted to the Town until July 3 and are on the TC agenda for approval at the August meeting. This revenue and the associated pass through have been accrued for year end 2014. The amount received exceeded budget (based on prior year) by \$

DCA Grant (Dam)

DCA Funds have been accrued pending reimbursement.

Pinewood Heights CDBG Relocation Grant-Phase II

The Town received \$132,626 from the VDHCD for reimbursement of owner and acquisition and relocation costs for one property in Phase II MY1. In May we also received a draw request for \$132,000. An additional draw request for \$109,768 will be made and accrued for year end. We did not complete as many acquisitions as we had hoped by year end. One took place on July 3 but will be included in FY2015 statements.

Insurance Recoveries-

The Town was reimbursed by VML for damages to 6 police vehicles-two hit by a deer, one by a raccoon, 2 while responding to a call, and one in an offsite parking lot.

Contributions-Smithfield Foods

Contribution was not posted until July 3, 2014, but was accrued for year ending 2014 financial statements.

Expenses:

ALL DEPARTMENTS

Salaries/FICA

Please note that year end accruals for pay, vacation and sick leave have not yet been calculated and recorded (have to wait until the end of August to determine time used) so payroll for all departments will increase.

Town Council

Legal Fees

We ended the year almost \$3700 underbudget in legal fees with a total of \$28308.43 compared to \$33908.08 for FY2013.

Maintenance contracts

This line item represents annual maintenance expense for what was Channel 6. I still have not seen an invoice for this. Will talk to Peter.

Advertising

Advertising is currently showing at less than 50% of budget. This includes billing from Smithfield Times as of June 30, so the majority of expense for this line item should be on the books. Annual advertising costs have not been this low in many years. The total for FY2013 was \$25,561.85.

Professional Services

Paid Clerk Nexsen \$5,008 for services through October 16, 2013 for South Church Street Streetscapes Improvements. This project was effectively closed out in FY2013 so this invoice is being expensed against professional services (non-budgeted). Also includes \$1350 for training for cable channel upgrades (budgeted). An additional \$20,000 was added for study to be done on Pinewood drainage/stormwater. A proposal from Kimley-Horn was

approved at the May Town Council meeting, but to date we have not received invoices. This may need to be moved to the 2015 budget.

Site Plan Review

Site plan reviews are tied to development. We had only a few invoices from Draper Aden for site plan review during this fiscal year to include: Livengood Trailer Site (\$1037.50 and Dollar General on Main Street (\$570). We also had an invoice from Kimley-Horn for review of Magnolia Manor expansion (\$1312.50).

Bank charges

Initially we budgeted for bank charges related to line of credit application, but those were waived.

Council Approved Items

This line item is under 65% through May, but will be fully expended by fiscal year end. The replacement ipads/tablets for Town Council were included in this budget and scheduled for June payment.

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. February costs consisted of \$94.32 for a lunch meeting with the Fraziers. We may still have some Olden Days expenses that have not yet hit the book for FY2014.

Update Town Charter & Code

The Town paid Municipal Code Corporation \$1,042.00 to update Town's Charter & Code and paid \$650 for the annual fee to have internet access to the Code. Because of several code changes this fiscal year (particularly in utilities), I was expecting this to be higher.

Public Safety

Police Department

I had reduced the departmental budget based on the Chief's feedback of estimated expenses for the year while working on the 2015 budget. They exceeded the amended budget by \$1511 but departmentally they were \$68,181 under the reduced amended budget for the year.

Fire Department

State pass thru funds

State pass through funds were not paid to the town until July 3 but have been accrued as a revenue and expense for FY2014. Exceeded budget (based on last year) by \$1224.

Contributions-Public Safety

E911 Dispatch Center

The year end accrual was reduced by \$8,078.24 based on the true up from IOW County. Payment request is included in the invoices over \$10,000 on the October 8 TC agenda.

Parks Recreation & Cultural

Smithfield Center

AV Supplies

Almost no fiscal year. AV upgrades were posted as capital expense.

Systems Maintenance, HVAC, AV, Generator

This line item was created to account for major repairs to HVAC, AV, and generator which can be unexpected and costly and eat up the majority of the annual maintenance budget. This year we were fortunate not to have a lot of issues since the HVAC system is fairly new. We did have an AV upgrade, but it was processed as a capital expense.

Refund event deposits

Event refunds are estimated based on activity from prior years but it can fluctuate significantly. In FY2013 we refunded \$5062.50 but in FY2012 we only refunded \$2421.81. We have now had 2 years in a row with refunds around \$5000 so we may have to up increase the budget going forward.

Contributions-Parks, Rec, & Cultural

Library

The town budgeted \$10,000 for consideration of requests from Friends of the Library. The Friends only requested \$3315.90 for the 2013 fiscal year.

Windsor Castle

Professional services

Increased budget for professional engineering and architectural services for WC Park. We have not received an invoice from Draper Aden to date.

Windsor Castle-repairs & maintenance

In August we paid \$4080 to Lewis Construction for storm drain repairs. Also, in December, the Town paid \$9,610 to James River Grounds Management to replace dead trees at Windsor Castle Park. Other notable costs include \$19,500 paid to Goodrich and Sons in November to take down trees in the park and haul away. In May, we spent \$786 for Hardwood Much, \$834 for herbicide and \$788 to plant summer annuals and treat for weeds. In June we paid \$1315 to Farmers Service for pramitol, fescue, pelleted limestone, stihl parts, etc. The remaining \$4,848 were various small charges throughout the year.

Other Parks and Recreation

Cypress Creek No Wake Zone

In June we paid \$325 to L&L Marine to post No Wake Signs. This was not a budgeted item.

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. The budget was an estimate but there was not much use of the vouchers through June.

Museum

Even though the town did not take over the museum until July 1, there was some preliminary technology work that needed to be done so we would be ready to go at that time.

Haydens Lane Maintenance

Includes \$4452.20 to C.L. Smith for brick walk repairs and \$786.13 in May for hardwood mulch. as well as a few miscellaneous expenses from True Value, Farmers Service, and Saunders Supply.

Community Development

Pinewood Heights

We did acquire and relocate 51 Carver in June. In July we relocated 47 Carver and we still have one owner occupied and 2 renter occupied units to acquire.

Tourism Bureau

The year end tourism accrual was reduced by \$2584.63 based on the year end true up from IOW County. Like E911, the final invoice is included on the October 8, 2014 TC agenda.

Public Works

Disability

This reflects the cost of disability coverage for hybrid employees. This item was not budgeted since we had no hybrids until the last quarter of this fiscal year and the amount will be minimal. We will amend budget for next year as well. It is difficult to estimate since it is based on salary and is only applicable to new employees who do not qualify for Plan 1 or 2 in the VRS.

Trash Collection

The majority of the overage is due to fuel surcharges including \$1388.63 of fuel surcharges not billed until June for February through May and \$433.74 billed in July for June.

Repairs & Maintenance

Repairs and maintenance can fluctuate significantly from year to year. In FY2013, we charged \$14,233.57 to this line item so we were fortunate the expenses were limited in 2015.

Other

Includes \$1370 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners. Also included \$710 to Family Medical Care for CDL physicals/screenings and \$510 to Sentara Obici for drug screenings.

Public Buildings

Repairs & Maintenance

Paid \$2400 in June for installation of new windows at Town Hall. Also ran slightly over budget because of janitorial supplies purchased for the public restrooms. This was the first full year with the restrooms and we definitely underestimated the amount of toilet paper that would be used.

Other Financing Uses

Transfers to Operating Reserves

We collected \$579,611 more in revenue than was spent as of June 30, 2014. This is due to the reduction in capital projects; ie, projects delayed such as ball fields, treasurers office computer conversion., WC outbuildings.

Transfers to Reserves-Special Projects

This represents monies taken in from meals tax that have not yet been expended on the Pinewood Project. This line item will shrink as we acquire additional properties.

Capital:

Community Development

Pinewood Heights-Relocation

4 property acquisitions (2 owner/2 renter) were carried over into FY2015.

Treasurer

AS400 upgrade

Rolled to FY2015.

Parks, Recreation, and Cultural

Public Park Improvements & Windsor Castle outbuildings

Rolled to FY2015.

Public Safety

Copier

Rolled to FY2015.

Public Works

VRS

An audit adjustment has been made for purchase of prior service for current employee (10% PW, 90% hwy).

GIS/Mapping-roll over

Rolled to FY2015.

James/Washington Street Improvements

Rolled to FY2015.

Public Buildings

Town Hall

Replacement windows were installed in June but the total cost of \$3876 was less than previously anticipated. Costs for the Treasurer's office upgrades were also less than anticipated for carpet and furnishings. All costs were expensed in Treasurer supplies and Public Buildings repairs.

SEWER

Revenues

Sewer Charges

Sewer revenues of \$684,295 are \$30,731 higher than June 2013 (\$653,564). These numbers include the accounting changes that were made in last year's audit to reverse July and 1/2 of August for the current fiscal year and accrue July and 1/2 of August for the next fiscal year in order to match revenues with billings. Revenue on graphs has been adjusted to show the applicable months.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. As of June 30, the Town has collected on 19 connections at \$1580, 1 at \$100 and 1 at \$2250. Last year we totaled \$28 connections at \$1580 for a total of \$44,240.

Expenses

Salaries/FICA

Salaries/FICA will still have to be adjusted for June time paid in July as well as vacation and sick leave used from July 1 through August 31, 2014.

Materials & Supplies

Expenses are still filtering in for this line item. A final adjustment still needs to be made for final inventory count as of June 30.

Travel/training

This line item is significantly below budget. One trip was canceled because of flight cancellations which attributed to balance at year end.

Bad Debt Expense

We did not calculate bad debt this year since we are now utilizing allowance for doubtful accounts.

Bank service charges

This small fee was charged by US Bank as part of annual loan payment. They did not charge us this fee in FY2014.

Depreciation & Amort. Exp.

Depreciation & Amortization expense

This line item was less than budgeted as work slowed down on the consent order pending changes related to regionalization.

Nonoperating Revenues (Expenses)

Pro-rata share fees	Received \$8000 from Dominion Building Corp for Lots 28-32 Smithfield Manor.
Availability fees	Like connection fees, we have received 19 at \$4120 and 1 at \$6320 for a total of \$84,600 which surpasses our original budget of \$82,400. Of this total \$37,080 was collected in May and June which is why budget was lowered since it was tracking at only \$47,520 through April. In FY2013, we collected on 28 for a total of \$115,360.
Contributed Capital-Smithfield Foods Rev Ln	This revenue represents the principal portion of the VA Revolving Loan that is reimbursed by Smithfield Foods. We have received reimbursement for FY2014.

Sewer Capital

Sewer Consent Order Balance rolled forward to FY2015.

Storage Shed Balance rolled forward to FY2015.

SCADA Repairs, By-Pass Pump Main Street, Run-Dry Pump-Crescent, Main Street/Mason-CCTV & CIPP lining These items are still outstanding. No invoices have been submitted and I did not roll these accounts forward. May require a 2015 budget adjustment.

WATER

Revenues

Water Charges Water revenues of \$1,423,488 increased \$242,096 from June 2014's total of \$1,181,392. This increase was the result of another rate increase as of July 1 and the audit changes to reverse current year July and 1/2 of August billings and accrue July and 1/2 of August in the next fiscal year to match revenues with billings.

Debt Service Revenue Debt service revenue is subject to the same year end adjustments as the water charges. Since the debt service fee was reduced from \$19.30 to \$8.95 the amounts backed out were larger than those added leaving us below budget for the year. We are still fine for repayment of the loan and should be on track for FY2015.

Connection Fees As with sewer, the Town has now collected on 19 accounts at \$660, 1 at \$250 and 1 at \$700. Last year the Town collected on 28 connections through fiscal year end for a total of \$18,480.

Expenses

Professional services This represents \$24,936 paid to Kimley-Horn for analysis done on the RO discharge alternatives.

Moved \$25000 for discharge analysis from capital budget to operating budget.

Bank service charges

Now that we are accepting credit cards for water deposit payments, we will incur banking charges for this service.

Travel/Training

As with sewer, this line item is running below budget for the same reasons; ie trip canceled and possible outstanding credit card charges not yet posted.

Bad Debt Expense

We did not calculate bad debt this year since we are now utilizing allowance for doubtful accounts. fiscal year end.

Depreciation & Amort. Exp.

Depreciation & Amortization expense

This line item was also below budget as system improvements were deferred to FY2015 and beyond.

Nonoperating Revenues (Expenses)

Pro-rata share fees

Received \$8000 from Dominion Building Corp for Lots 28-32 Smithfield Manor.

Availability Fees

Like connection fees, we have received 19 at \$2720 and 1 at \$4360 for a total of \$56,040. In 2013 we collected 28 for a total of \$76,160.

Water Capital

RO Security Gate

Fence was budgeted at \$10,000 as a capital item, but the actual cost was only \$4273 so it was expensed under RO operations.

System Improvements/Waterline Replacement

Rolled forward to FY2015.

HIGHWAY

Expenses

VRS

An audit adjustment has been made for purchase of prior service for current employee (10% PW, 90% hwy).

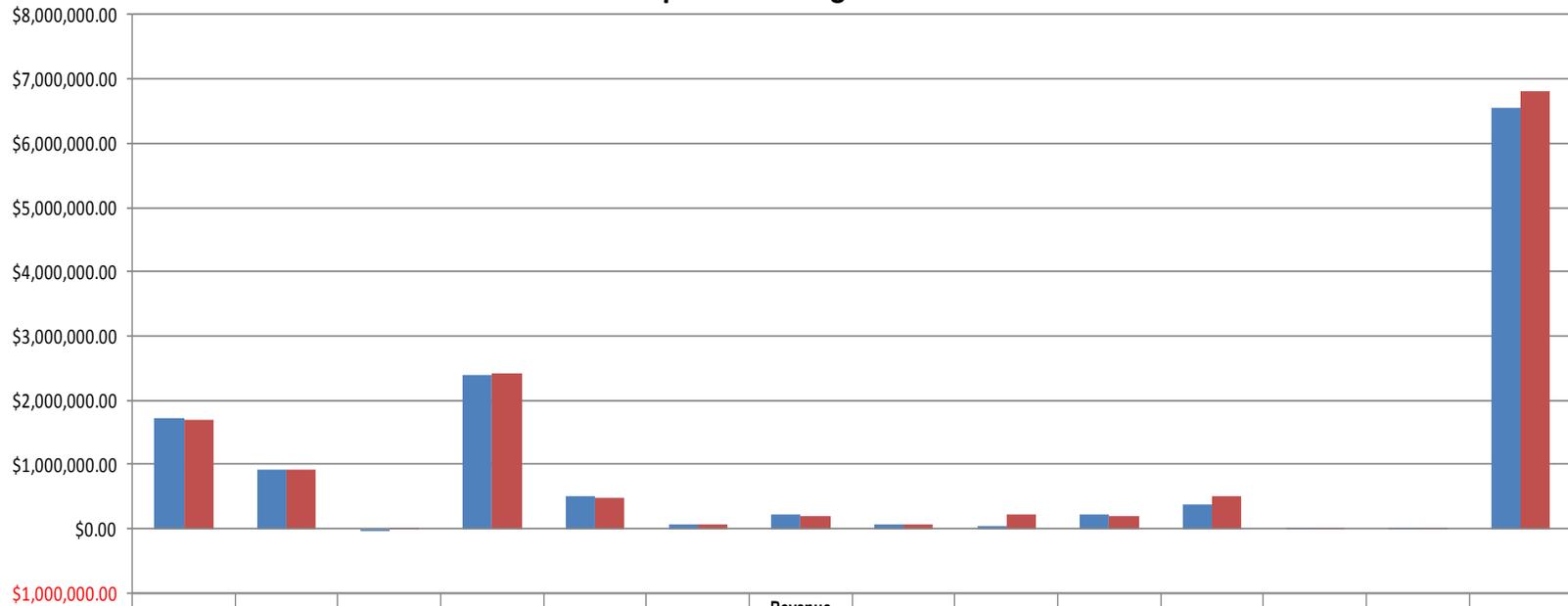
Highway-capital

Entrance Corridor Beautification

Paid Scotty's Signs \$5405 in May and \$6605 in June to refurbish, fabricate and install corridor entrance signs at Battery Park & Nike Park Rd, Church St, North Parking Plant, Route 258 by Storage facility;

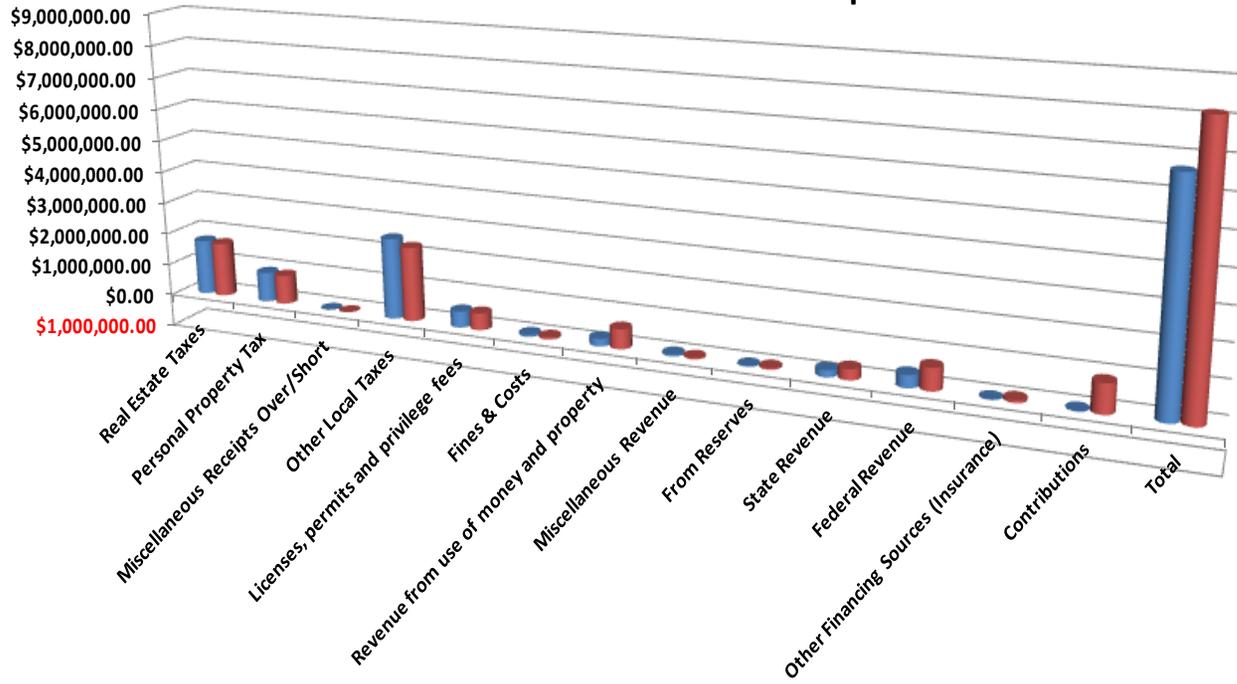
June 2014 FINANCIAL GRAPHS

June 2014 YTD General Fund Revenues Compared to Budget



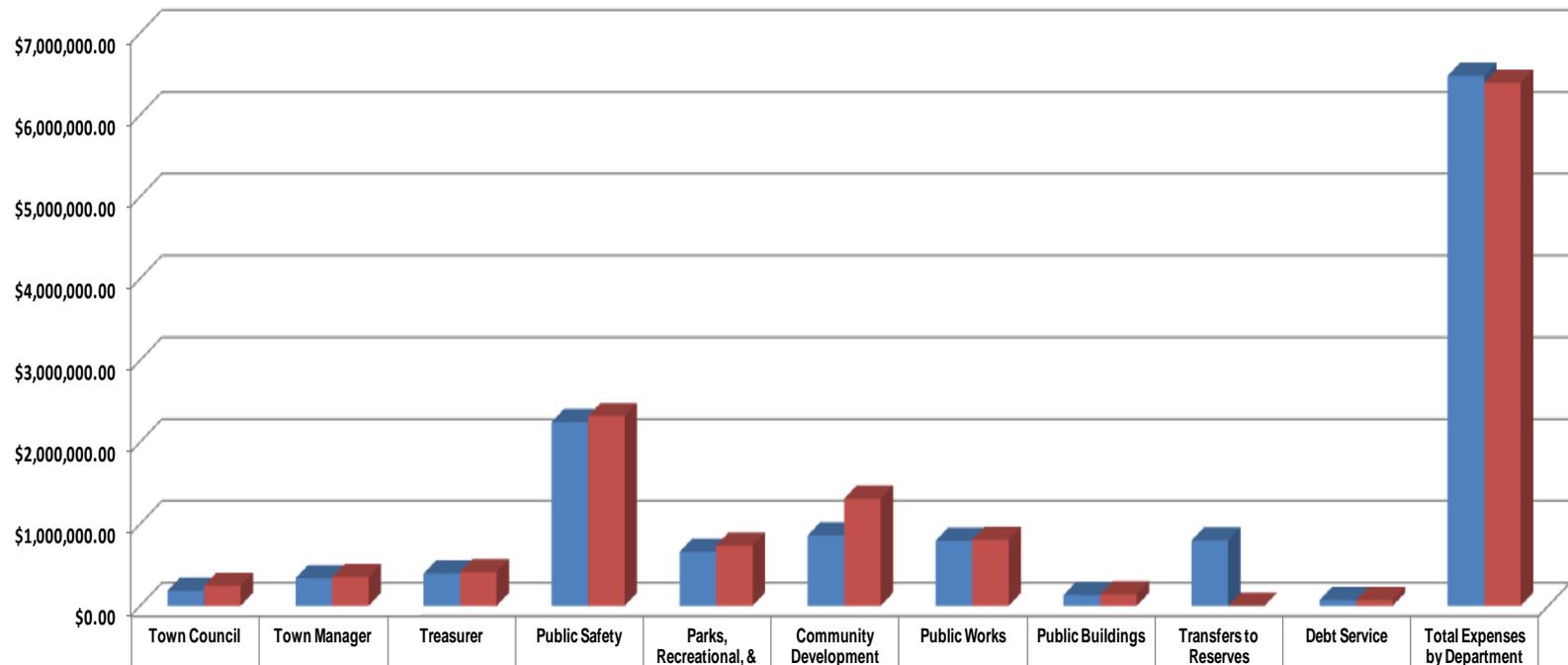
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
June 2014 Actual	\$1,716,474	\$915,900	\$(7)	\$2,401,749	\$501,112	\$73,753	\$225,679	\$55,989	\$29,239	\$215,483	\$375,584	\$11,648	\$18,308	\$6,540,911
Budget	\$1,700,700	\$908,600	\$15	\$2,414,659	\$491,356	\$70,000	\$198,536	\$56,000	\$228,510	\$206,662	\$501,394	\$11,650	\$18,858	\$6,806,940

June 2014 YTD General Fund Revenue Compared to June 2013



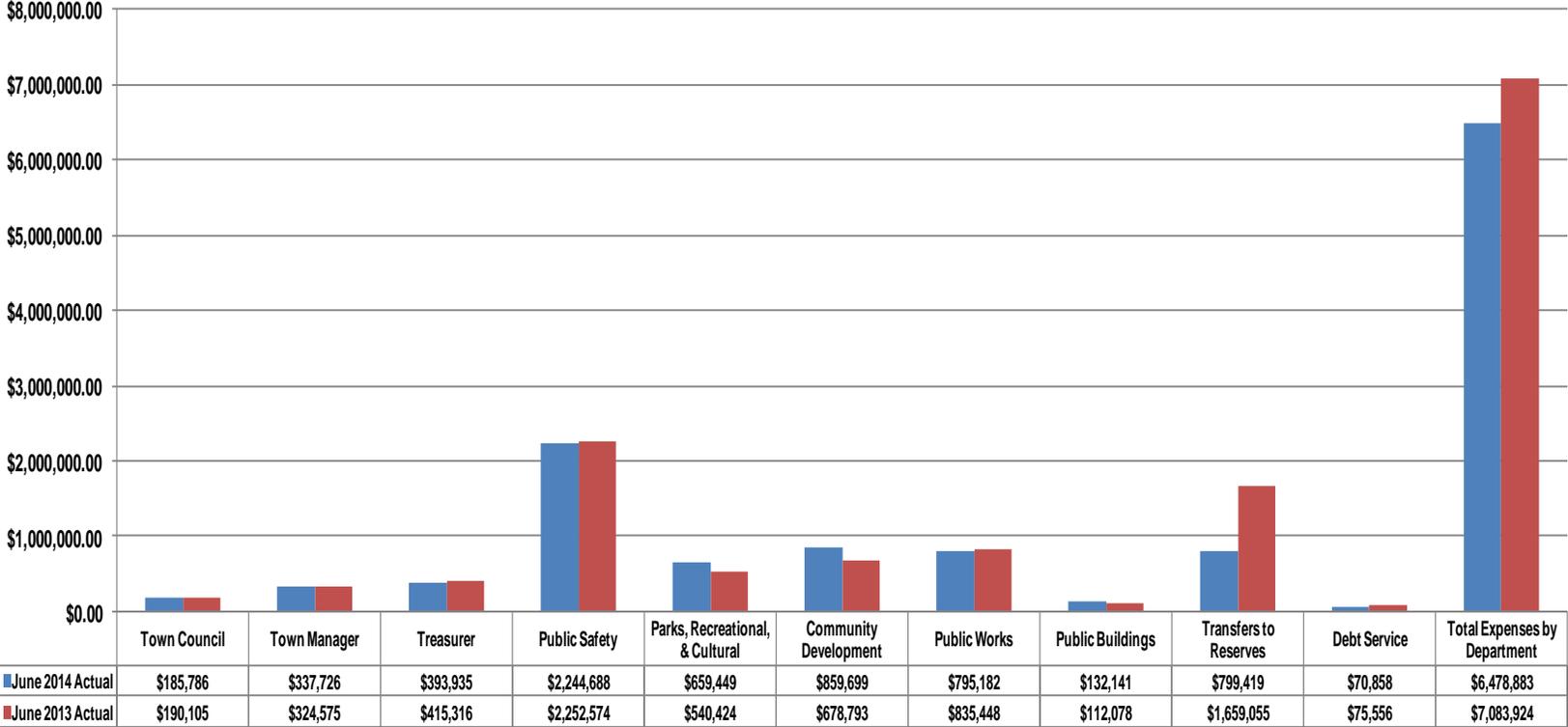
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ June 2014 Actual	\$1,719,579	\$921,666	\$(7)	\$2,505,322	\$501,007	\$73,753	\$234,802	\$55,988	\$29,239	\$208,255	\$383,312	\$11,648	\$18,308	\$6,662,872
■ June 2013 Actual	\$1,692,955	\$902,149	\$(75)	\$2,303,312	\$519,729	\$68,396	\$612,182	\$40,477	\$50,863	\$329,862	\$682,437	\$84,299	\$881,596	\$8,168,182

June 2014 YTD General Fund Operating Expenses Compared to Budget

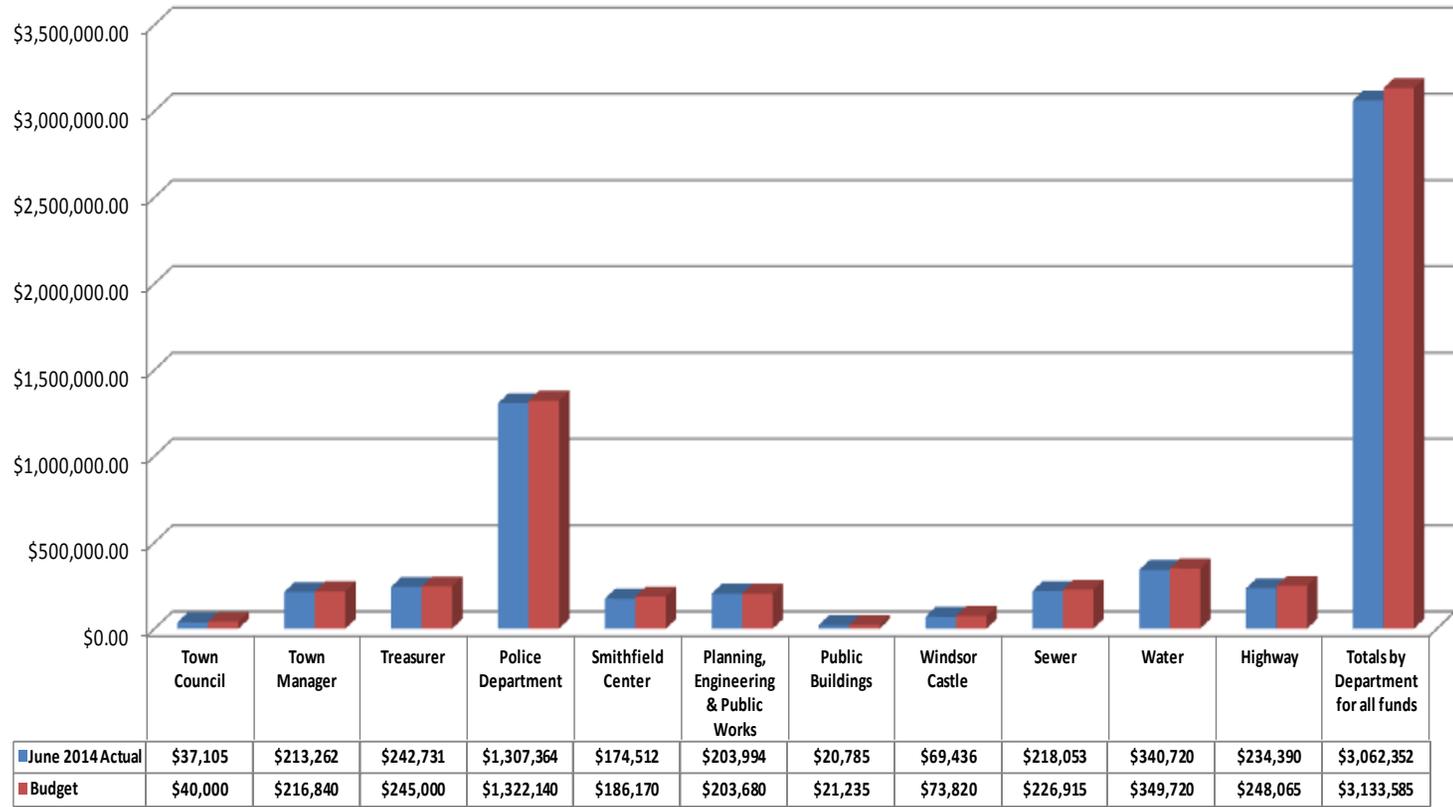


■ June 2014 Actual	\$185,786	\$337,726	\$393,935	\$2,244,688	\$659,449	\$859,699	\$795,182	\$132,141	\$799,419	\$70,858	\$6,478,883
■ Budget	\$245,575	\$349,409	\$412,935	\$2,319,750	\$736,543	\$1,310,868	\$805,740	\$140,116	\$-	\$70,779	\$6,391,715

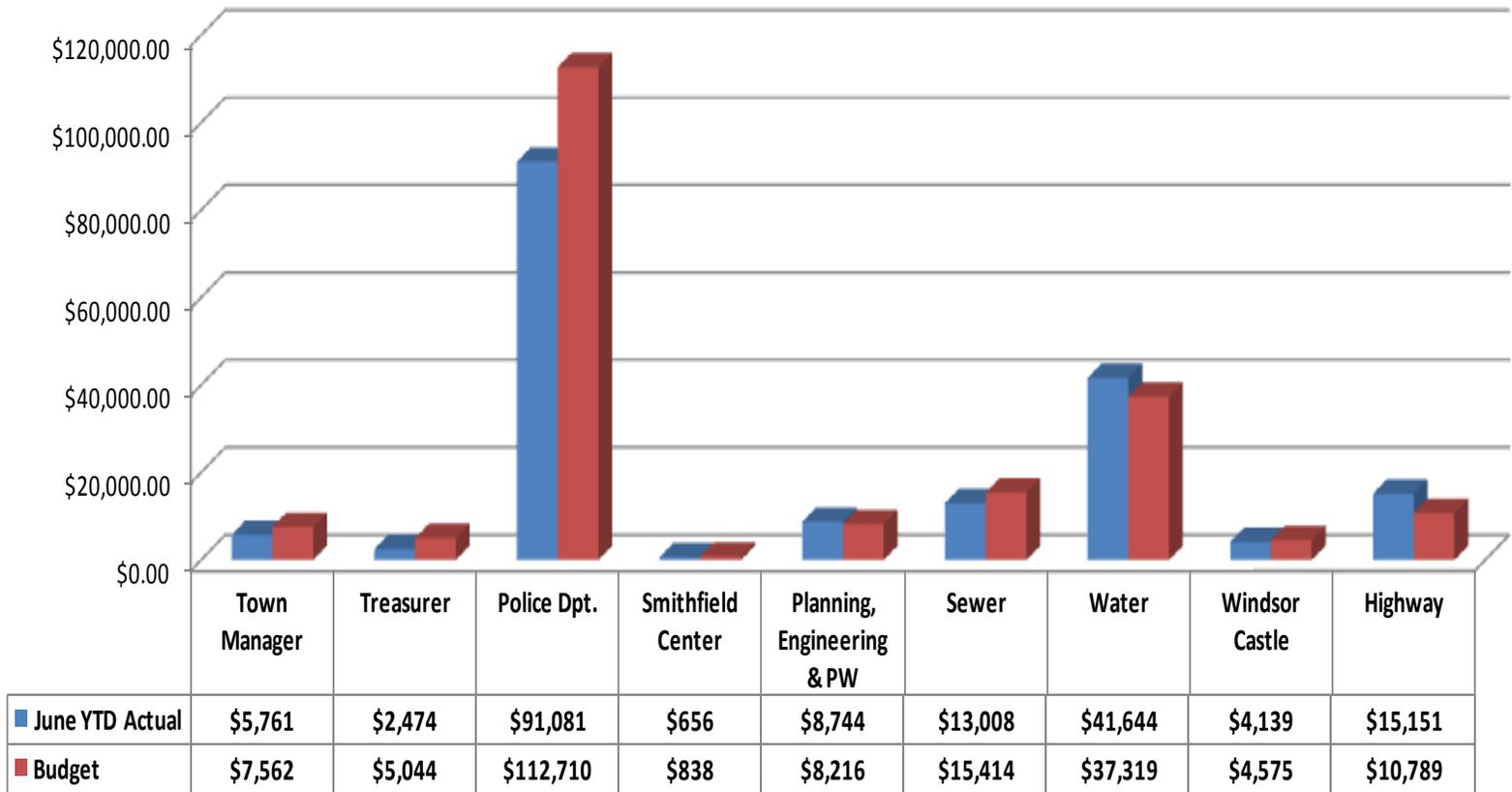
June 2014 YTD General Fund Operating Expenses Compared to June 2013



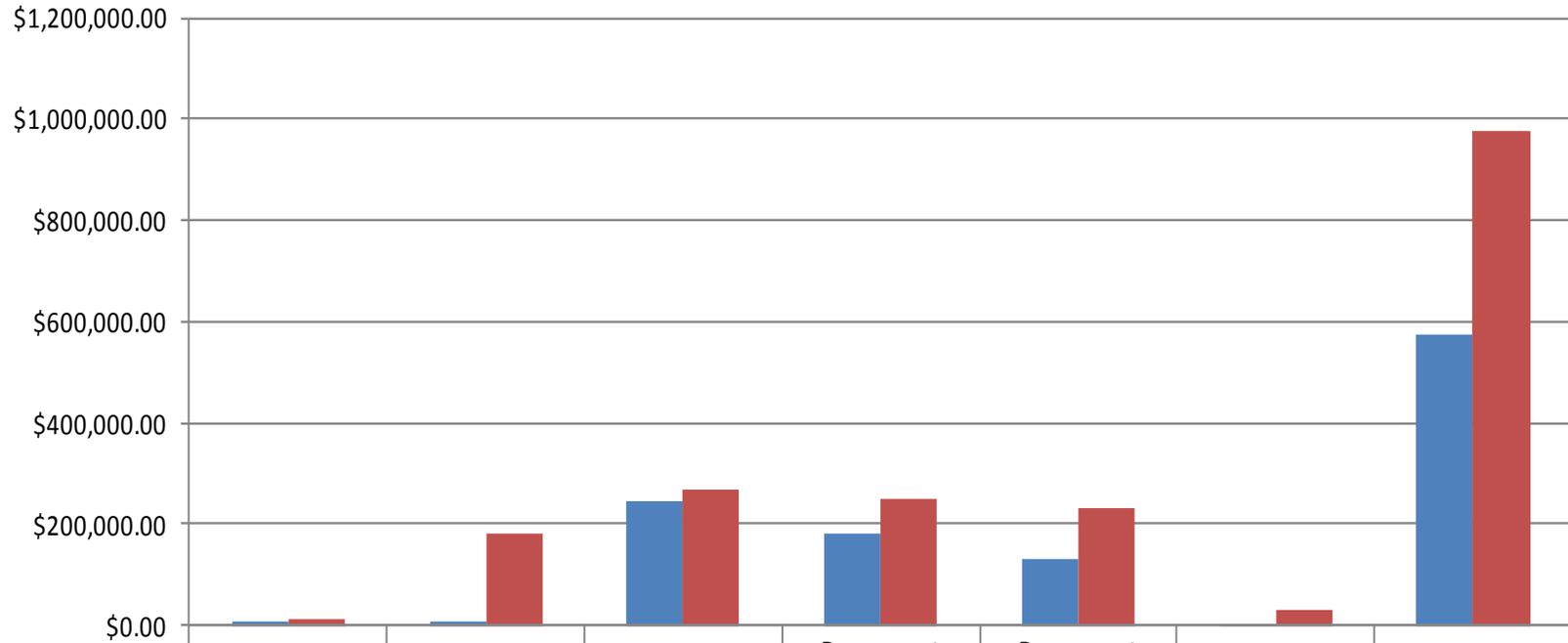
June 2014 YTD Salaries to Budget by Department



June YTD Overtime Compared to Budget

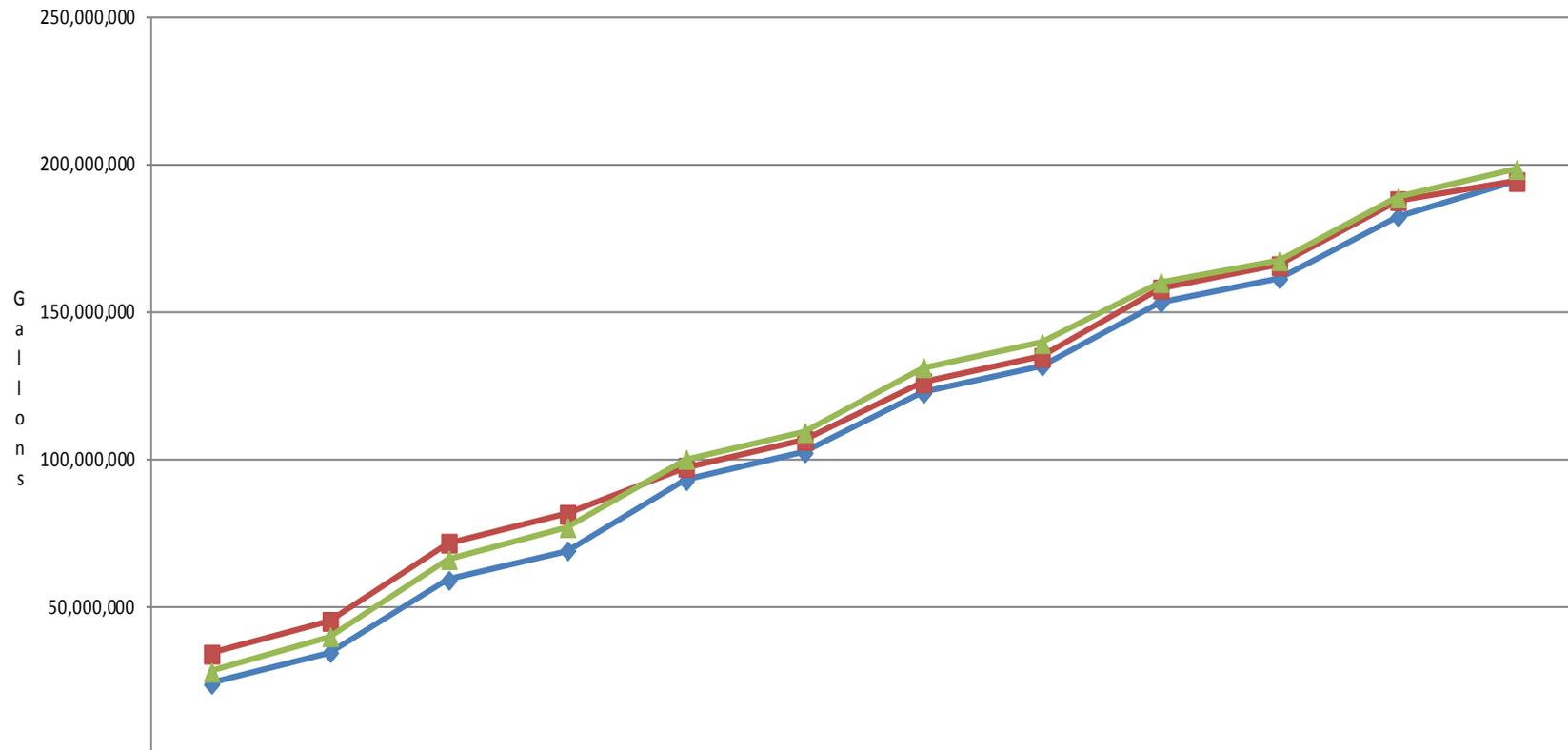


June YTD Pinewood Heights Expenses MY 1 Phase II



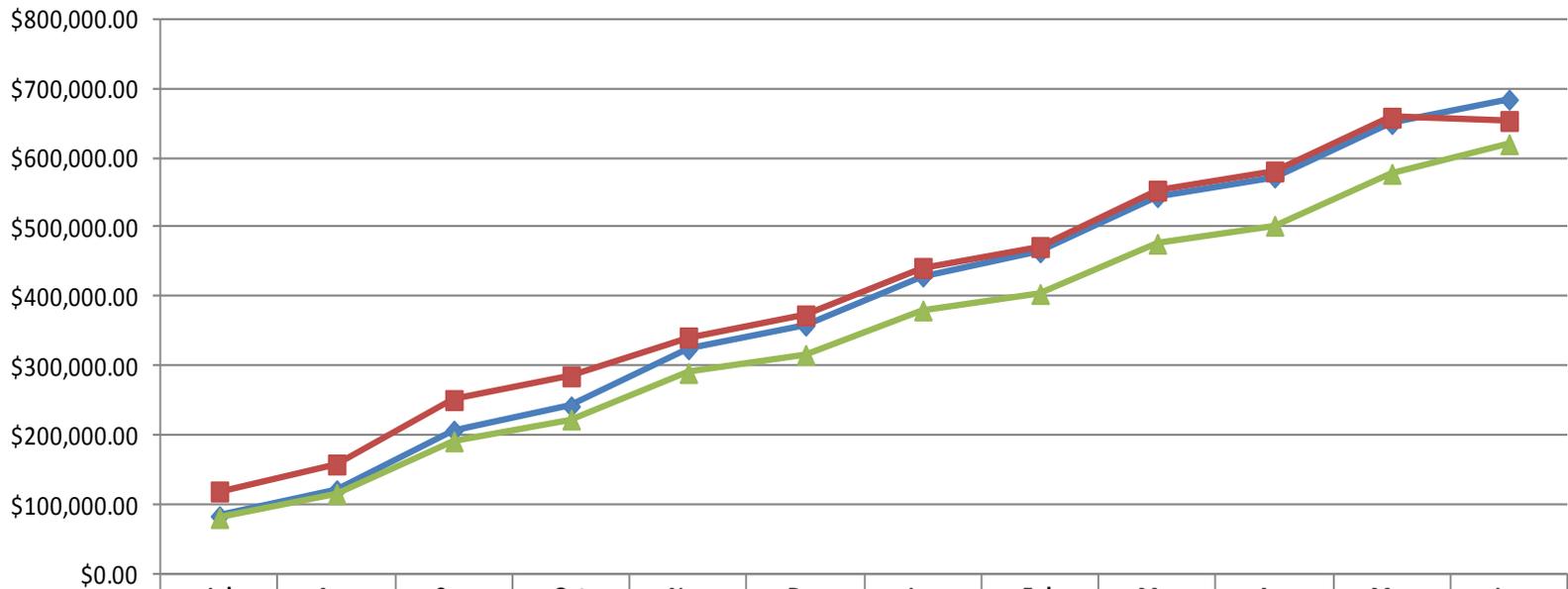
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
June YTD Actual	\$6,180	\$7,927	\$244,000	\$182,173	\$130,394	\$5,500	\$576,174
Budget	\$14,500	\$181,426	\$269,800	\$251,896	\$230,394	\$29,000	\$977,016

June 2014 YTD Sewer Consumption Compared to FY 2012 & FY 2013-Cumulative



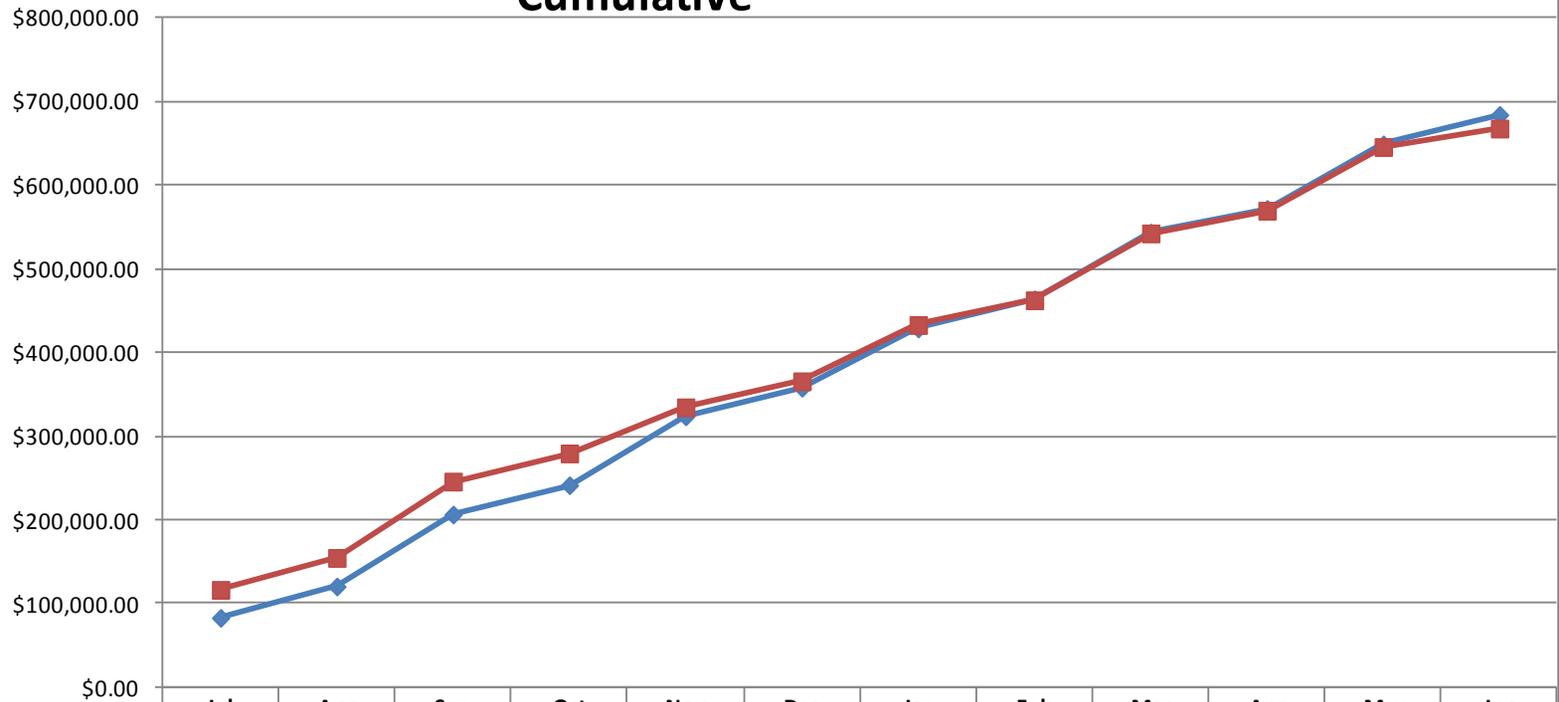
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851	102,276,394	122,469,679	131,815,959	153,248,704	161,332,737	182,357,819	194,500,902
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,663,193	157,879,018	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

June 2014 YTD Sewer Charges Compared to FY 2012 & FY 2013-Cumulative



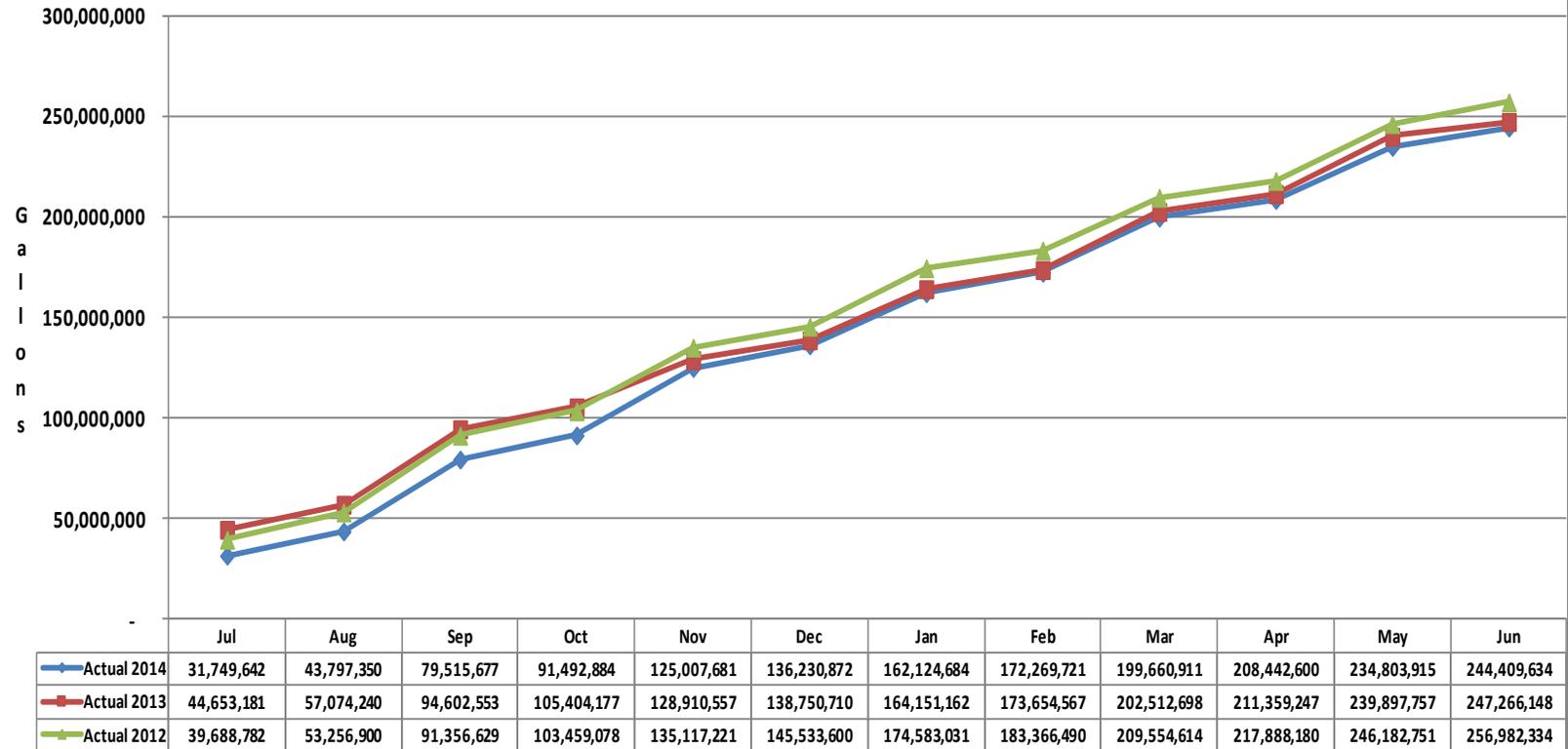
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$463,914	\$543,652	\$571,884	\$649,089	\$684,295
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$653,564
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

June 2014 Sewer Charges Compared to Pro-Rated Budget- Cumulative

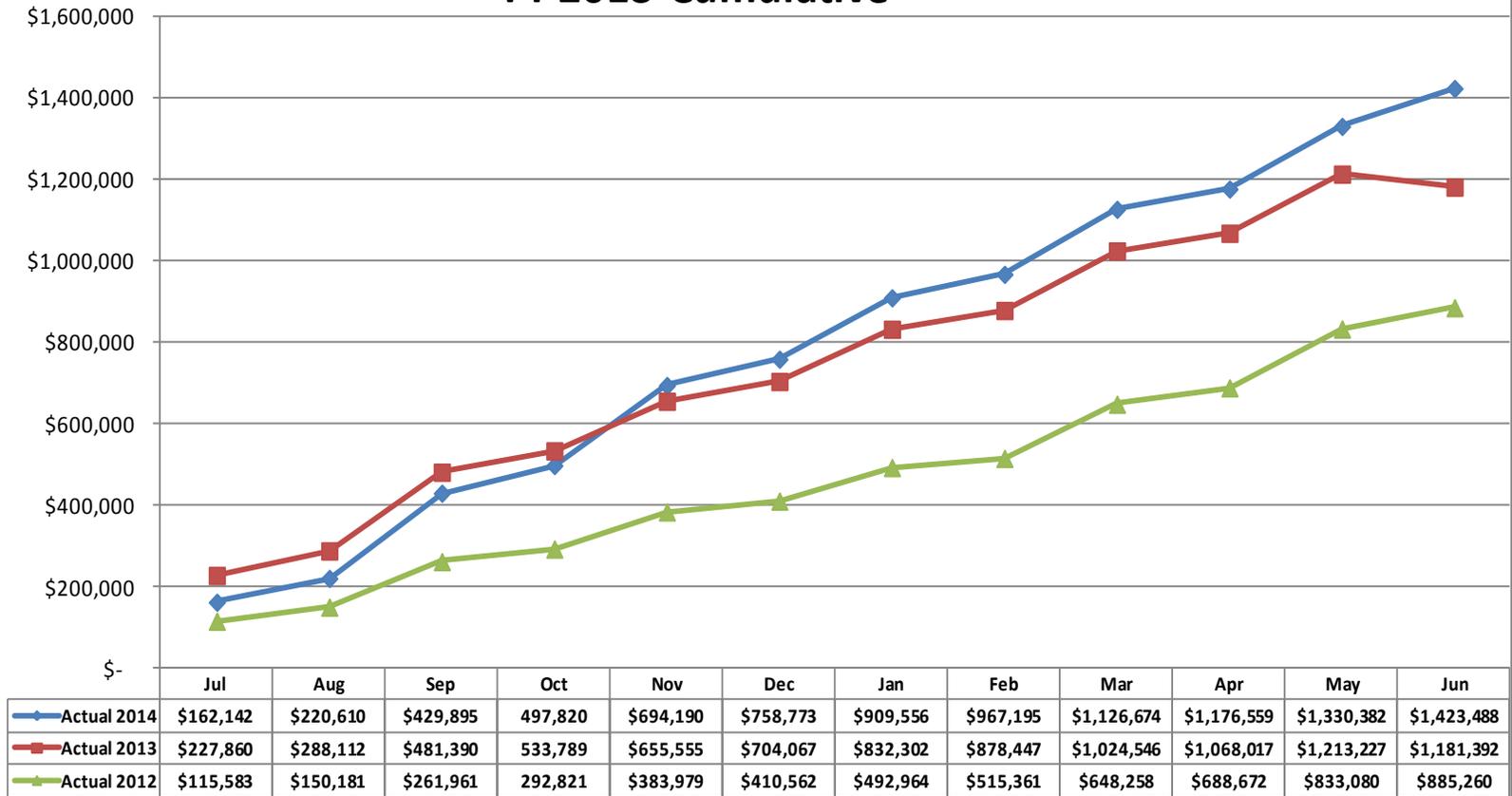


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$463,914	\$543,652	\$571,884	\$649,089	\$684,295
Pro-rated budget	\$116,563	\$154,761	\$246,012	\$279,666	\$334,734	\$365,870	\$433,144	\$462,717	\$542,654	\$569,811	\$645,917	\$668,000

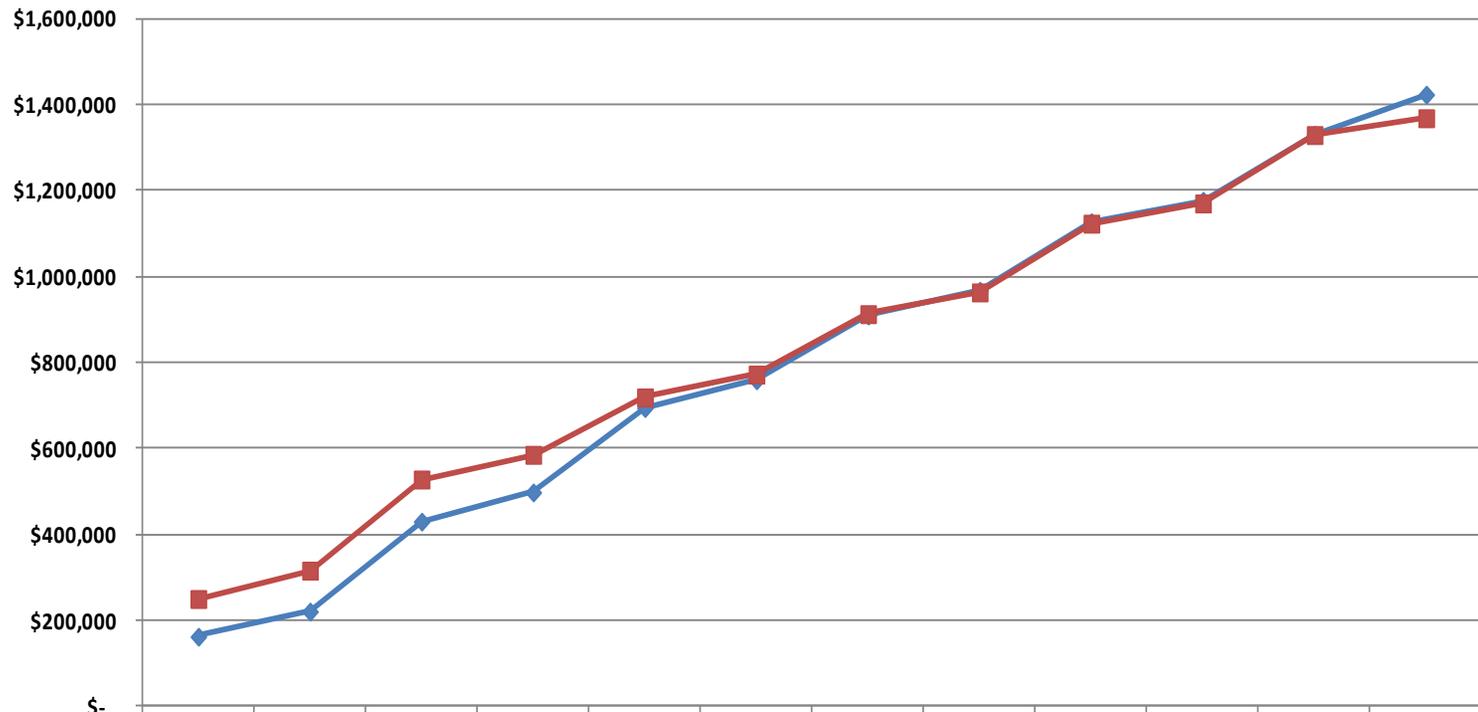
June 2014 YTD Water Consumption Compared to FY 2012 & FY 2013-Cumulative



June 2014 YTD Water Charges Compared to FY 2012 & FY 2013-Cumulative

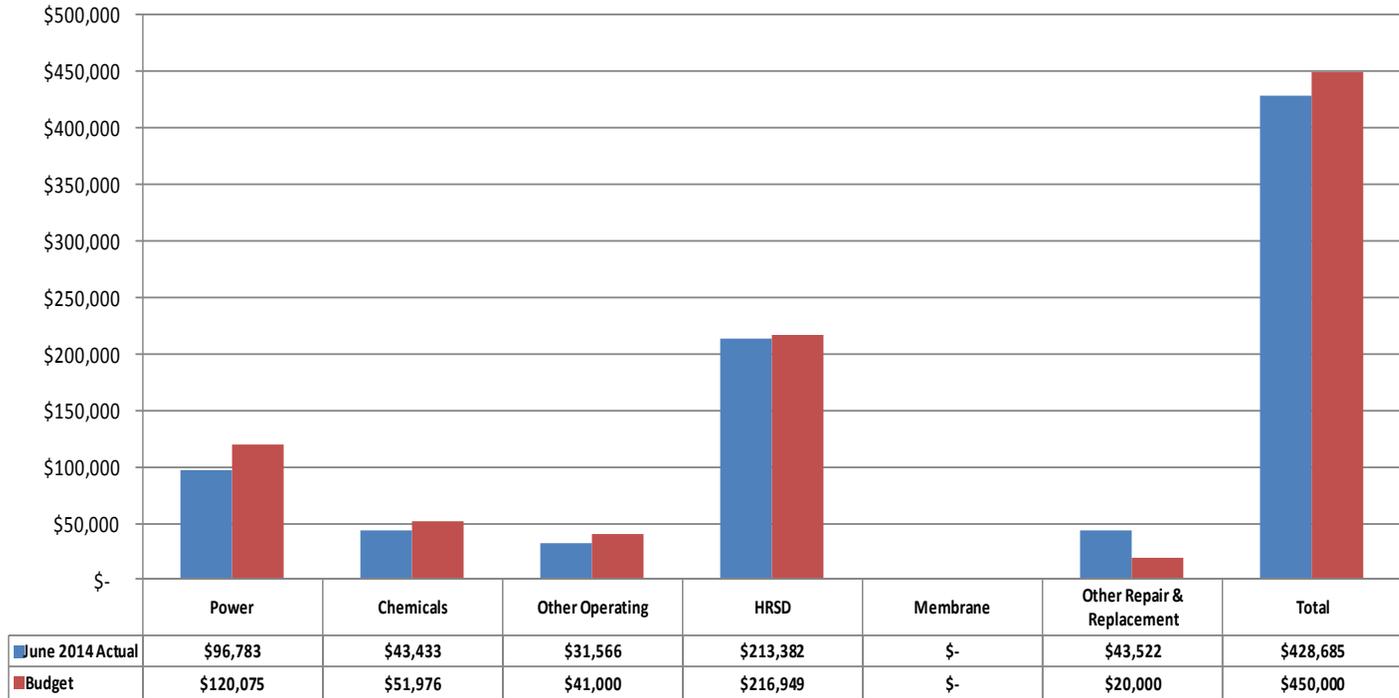


June 2014 YTD Water Charges Compared to Pro-Rated Budget-Cumulative

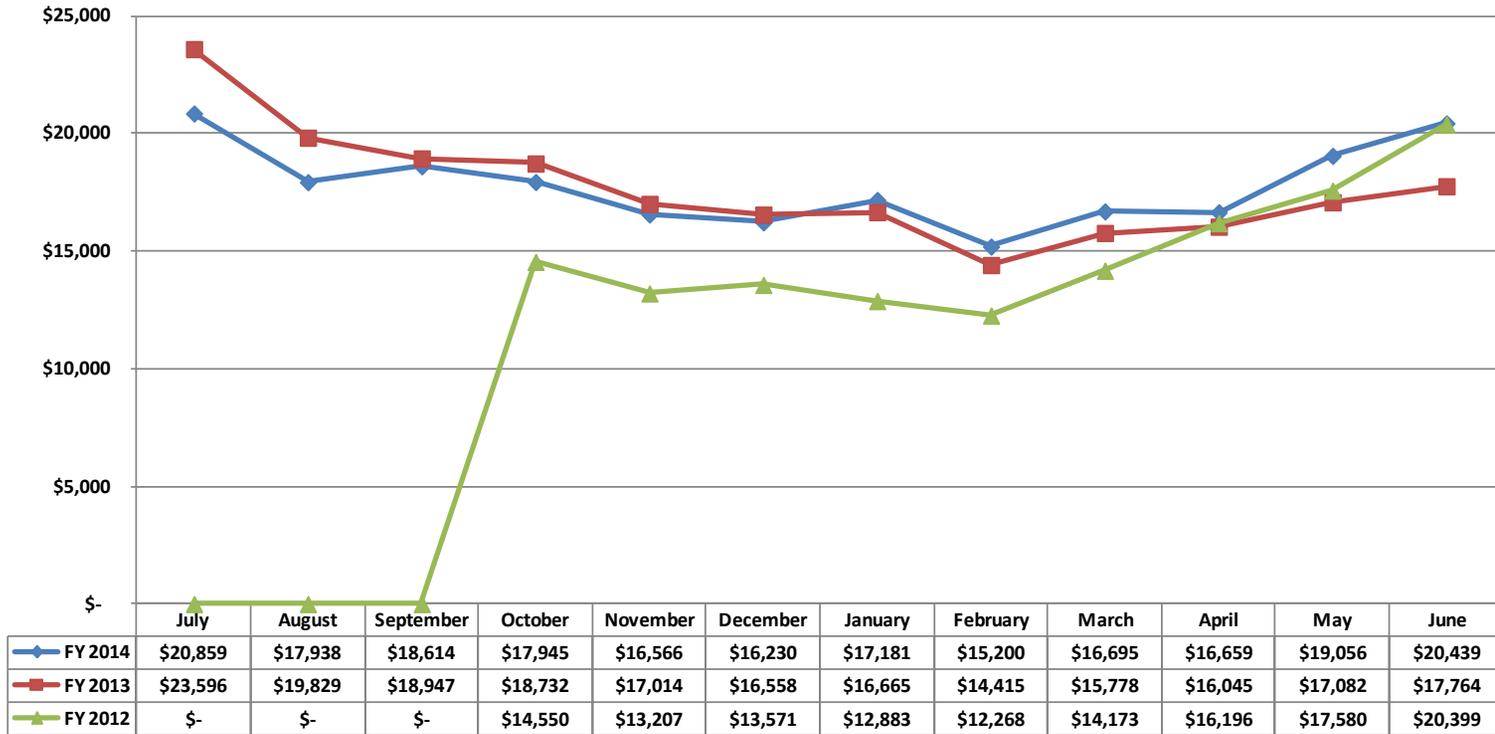


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142	\$220,610	\$429,895	497,820	\$694,190	\$758,773	\$909,556	\$967,195	\$1,126,674	\$1,176,559	\$1,330,382	\$1,423,488
Pro-rated budget	\$249,864	\$315,935	\$527,877	585,336	\$718,861	\$772,057	\$912,675	\$963,277	\$1,123,229	\$1,170,316	\$1,329,399	\$1,368,570

June 2014 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



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

ADMINISTRATOR:	JOY HOLLOWAY 804-343-3112
INVESTMENT OFFICER	
RELATIONSHIP MANAGER	
ACCOUNT NUMBER	9246002035

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

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

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

ACCOUNT STATEMENT

Statement Period 08/01/2014 through 08/31/2014
Account Number 9246002035

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ACCOUNT STATEMENT

Statement Period
Account Number

08/01/2014 through 08/31/2014
9246002035

Balance Sheet

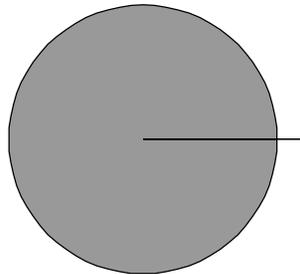
	AS OF 08/01/2014		AS OF 08/31/2014	
	COST VALUE	MARKET VALUE	COST VALUE	MARKET VALUE
A S S E T S				
CASH	0.00	0.00	0.00	0.00
TOTAL CASH & RECEIVABLES	0.00	0.00	0.00	0.00
CASH AND EQUIVALENTS				
SHORT TERM INVESTMENTS	3.89	3.89	3.89	3.89
TOTAL CASH AND EQUIVALENTS	3.89	3.89	3.89	3.89
COMMON TRUST FUNDS - BALANCED				
COMMON TRUST FUNDS - BALANCED	500,000.00	500,185.66	500,000.00	501,025.66
TOTAL COMMON TRUST FUNDS - BALANCED	500,000.00	500,185.66	500,000.00	501,025.66
TOTAL HOLDINGS	500,003.89	500,189.55	500,003.89	501,029.55
TOTAL ASSETS	500,003.89	500,189.55	500,003.89	501,029.55
L I A B I L I T I E S				
TOTAL LIABILITIES	0.00	0.00	0.00	0.00
TOTAL NET ASSET VALUE	500,003.89	500,189.55	500,003.89	501,029.55
TOTAL LIABILITIES AND EQUITY	500,003.89	500,189.55	500,003.89	501,029.55

ACCOUNT STATEMENT

Statement Period
 Account Number

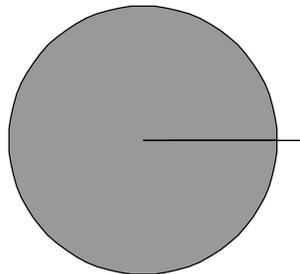
08/01/2014 through 08/31/2014
 9246002035

Beginning Market Allocation



0.0%	CASH AND EQUIVALENTS	3.89
100.0%	COMMON TRUST FUNDS - BALANCED	500,185.66
100.0%	Total	500,189.55

Ending Market Allocation



0.0%	CASH AND EQUIVALENTS	3.89
100.0%	COMMON TRUST FUNDS - BALANCED	501,025.66
100.0%	Total	501,029.55

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

ACCOUNT STATEMENT

Page 3

Statement Period 08/01/2014 through 08/31/2014
Account Number 9246002035

Summary Of Fund

MARKET VALUE AS OF 08/01/2014		500,189.55
REALIZED GAIN OR LOSS	0.00	
UNREALIZED GAIN OR LOSS	840.00	
TOTAL MARKET VALUE AS OF 08/31/2014		501,029.55

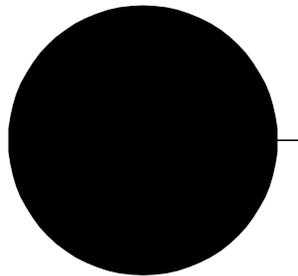
ACCOUNT STATEMENT

Statement Period 08/01/2014 through 08/31/2014
Account Number 9246002035

Asset Summary As Of 08/31/2014

DESCRIPTION	MARKET VALUE	COST	% OF PORT
SHORT TERM INVESTMENTS	3.89	3.89	0
COMMON TRUST FUNDS - BALANCED	501,025.66	500,000.00	100
TOTAL INVESTMENTS	501,029.55	500,003.89	
CASH	0.00		
DUE FROM BROKER	0.00		
DUE TO BROKER	0.00		
TOTAL MARKET VALUE	501,029.55		

Ending Asset Allocation



100.0%	COMMON TRUST FUNDS - BALANCED	501,025.66
0.0%	SHORT TERM INVESTMENTS	3.89
100.0%	Total	501,029.55

ACCOUNT STATEMENT

Statement Period
Account Number

08/01/2014 through 08/31/2014
9246002035

Asset Detail As Of 08/31/2014

UNITS/BOOK VALUE	DESCRIPTION	MARKET VALUE	COST	% OF PORT
SHORT TERM INVESTMENTS				
3.89	CUSIP # 61747C715 MORGAN STANLEY INSTL LIQUIDITY FUND PRIME PORTFOLIO INSTITUTIONAL SHARE CLASS #8301	3.89	3.89	0
		3.89	3.89	0
COMMON TRUST FUNDS - BALANCED				
49,961.54	CUSIP # CF5400035 VIRGINIA INVESTMENT POOL	501,025.66	500,000.00	100
		501,025.66	500,000.00	100
	TOTAL INVESTMENTS	501,029.55		
	CASH	0.00		
	DUE FROM BROKER	0.00		
	DUE TO BROKER	0.00		
	NET ASSETS	501,029.55		
	TOTAL MARKET VALUE	501,029.55		

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

ACCOUNT STATEMENT

Page 6

Statement Period 08/01/2014 through 08/31/2014
Account Number 9246002035

Summary Of Earnings

UNREALIZED GAIN IN THE PERIOD	840.00	
TOTAL INCREASES IN FUND VALUE		840.00
TOTAL DECREASES IN FUND VALUE		0.00
NET CHANGE IN NET ASSET VALUE		840.00

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

ACCOUNT STATEMENT

Statement Period
Account Number

08/01/2014 through 08/31/2014
9246002035

IMPORTANT INFORMATION FOR REGIONS CORPORATE TRUST CUSTOMERS:

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

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

IMPORTANT DISCLOSURE INFORMATION FOR ALL FLORIDA ACCOUNTS:

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

**RESOLUTION
STREET CLOSURE FOR HOMECOMING PARADE ROUTE**

WHEREAS, the Smithfield High School has proposed to hold a Homecoming Parade on Friday, October 17, 2014 at 4:00 p.m.; and,

WHEREAS, the Smithfield High School has requested that certain streets within the Town be closed for the Homecoming parade; and,

WHEREAS, it appears to the Town Council that the brief time during which these streets will be closed for the parade will not work undue hardship on the residents and businesses along the parade route; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the Smithfield High School by closing off certain of the town's streets in order to allow a safe and convenient parade route and environment for the parade.

NOW, THEREFORE, be it resolved that on Friday, October 17, 2014, the following streets or portions of streets shall be closed from 4:00 p.m. until the conclusion of the Homecoming parade: a portion of Cary Street to its intersection with Grace Street, Grace Street from its intersection with Main Street to its intersection with N. Mason Street, Main Street from its intersection with Grace Street to its intersection with N. Mason Street; N. Mason Street from its intersection with Main Street to its intersection with Grace Street.

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

Adopted this 8th day of October, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk

**STATE WATER CONTROL BOARD
ENFORCEMENT ACTION - ORDER BY CONSENT
ISSUED TO**

**the cities of CHESAPEAKE, HAMPTON, NEWPORT NEWS, NORFOLK, POQUOSON,
PORTSMOUTH, SUFFOLK, VIRGINIA BEACH, and WILLIAMSBURG; the counties of
GLOUCESTER, ISLE OF WIGHT, and YORK; the JAMES CITY SERVICE AUTHORITY;
and the town of SMITHFIELD**

SECTION A: Purpose

This is a Consent Order issued under the authority of Va. Code § 62.1-44.15, between the State Water Control Board and the cities of Chesapeake, Hampton, Newport News, Norfolk, Poquoson, Portsmouth, Suffolk, Virginia Beach, and Williamsburg; the counties of Gloucester, Isle of Wight, and York; the James City Service Authority; and the town of Smithfield (the “Localities” collectively or “Locality” separately) for the purpose of resolving certain violations of the State Water Control Law and the applicable regulation and to supersede and cancel those certain Orders by Consent between the Board, the Hampton Roads Sanitation District (HRSD) and the Localities.

SECTION B: Definitions

Unless the context clearly indicates otherwise, the following words and terms have the meaning assigned to them below:

1. “Board” means the State Water Control Board, a permanent citizens’ board of the Commonwealth of Virginia, as described in Va. Code §§ 10.1-1184 and 62.1-44.7.
2. “Department” or “DEQ” means the Department of Environmental Quality, an agency of the Commonwealth of Virginia, as described in Va. Code § 10.1-1183.
3. “Director” means the Director of the Department of Environmental Quality, as described in Va. Code § 10.1-1185.
4. “Discharge” means discharge of a pollutant. 9 VAC 25-31-10
5. “Discharge of a pollutant” when used with reference to the requirements of the VPDES permit program means:
 - (a) Any addition of any pollutant or combination of pollutants to surface waters from any point source; or
 - (b) Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation.
6. “HRSD” means the Hampton Roads Sanitation District, a political subdivision created by a 1940 Act of the General Assembly of Virginia and charged with the responsibility to provide

sewage treatment services for the communities in the Hampton Roads metropolitan area. HRSD is a “person” within the meaning of Va. Code §62.1-44.3.

7. “MOM” means management, operations, and maintenance.
8. “Order” means this document, also known as a “Consent Order” or “Order by Consent,” a type of Special Order under the State Water Control Law.
9. “Pollutant” means dredged spoil, solid waste, incinerator residue, filter backwash, sewage, garbage, sewage sludge, munitions, chemical wastes, biological materials, radioactive materials (except those regulated under the Atomic Energy Act of 1954, as amended (42 USC § 2011 *et seq.*)), heat, wrecked or discarded equipment, rock, sand, cellar dirt and industrial, municipal, and agricultural waste discharged into water. 9 VAC 25-31-10
10. “Pollution” means such alteration of the physical, chemical, or biological properties of any state waters as will or is likely to create a nuisance or render such waters (a) harmful or detrimental or injurious to the public health, safety, or welfare or to the health of animals, fish, or aquatic life; (b) unsuitable with reasonable treatment for use as present or possible future sources of public water supply; or (c) unsuitable for recreational, commercial, industrial, agricultural, or other reasonable uses, provided that (i) an alteration of the physical, chemical, or biological property of state waters or a discharge or deposit of sewage, industrial wastes or other wastes to state waters by any owner which by itself is not sufficient to cause pollution but which, in combination with such alteration of or discharge or deposit to state waters by other owners, is sufficient to cause pollution; (ii) the discharge of untreated sewage by any owner into state waters; and (iii) contributing to the contravention of standards of water quality duly established by the Board, are “pollution.” Va. Code § 62.1-44.3
11. “Regulation” means the VPDES Permit Regulation, 9 VAC 25-31-10 *et seq.*
12. “Sanitary sewer collection system” or “Facility” means those sewer assets individually owned by a Locality.
13. “Significant Defect” means a physical condition in the sanitary sewer collection system, including (i) existing or imminent structural failures, cave-ins, and similar defects and (ii) significant sources of inflow and infiltration (including but not limited to missing and/or damaged public clean-outs, missing manhole inserts, direct storm water connections, and unsealed manhole pipe penetrations).
14. “State Water Control Law” means Chapter 3.1 (§ 62.1-44.2 *et seq.*) of Title 62.1 of the Va. Code.
15. “State waters” means all water, on the surface and under the ground, wholly or partially within or bordering the Commonwealth or within its jurisdiction, including wetlands. Va. Code § 62.1-44.3
16. “STP” means sewage treatment plant.
17. “TRO” means the Tidewater Regional Office of DEQ, located in Virginia Beach, Virginia.

18. "Va. Code" means the Code of Virginia (1950), as amended.
19. "VAC" means the Virginia Administrative Code.
20. "VPDES" means Virginia Pollutant Discharge Elimination System.

SECTION C: Findings of Fact and Conclusions of Law

1. HRSD owns and operates an interceptor sewer system, which includes both gravity and force mains, and nine (9) STPs, which serve the Hampton Roads area (HRSD System). Discharges of treated wastewater from the STPs into State waters are regulated by VPDES permits issued by the Board.
2. The Localities individually own and operate sanitary sewer collection systems which collect sewage within their individual jurisdictional boundaries and deliver it to the HRSD System for treatment.
3. Due to pipe breaks, electrical outages, infiltration and inflow, insufficient capacity in the collection, interceptor and treatment systems, and other factors, untreated sewage has been and is being discharged from various locations in the individual sanitary sewer collection systems of the Localities and HRSD to various state waters in the area. The low-lying nature of the Hampton Roads region and corresponding high groundwater table, together with periodic widespread flooding in the region's urbanized areas, are significant factors contributing to the discharge of untreated sewage.
4. Infiltration and inflow due to system age, damage by contractors working in public rights-of-way, grease, and limited root intrusion problems have historically resulted in instances of backups, malfunction or rupture, resulting in overflows of untreated sewage from various locations in the Norfolk sanitary sewer collection system and the HRSD System.
5. Section 62.1-44.5.A of the Code and the Regulation at 9 VAC 25-31-50.A prohibit the discharge of sewage to state waters except as authorized by a permit issued by the Board. The Board has not issued the Localities permits authorizing said discharges of untreated sewage. Accordingly, the Board finds that the Localities have violated Va. Code § 62.1-44.5.A and 9 VAC 25-31-50.A.
6. Notwithstanding the foregoing, the City of Norfolk entered into two Orders by Consent with HRSD and the Board effective December 17, 2001 and March 17, 2005. The 2001 Consent Order comprehensively addressed sanitary sewer overflows by requiring development of collection system plans, expenditure of \$13.5 million on capital improvements and system operation, and completion of a Sanitary Sewer Evaluation Survey and a gravity line inspection program in the City of Norfolk. The 2005 Consent Order required HRSD and Norfolk to, among other things, address wet weather issues in the City of Norfolk with a Long Term Control Plan requiring a minimum annual investment in sewer infrastructure. Norfolk has invested over \$100 million in the Norfolk System and is in compliance with the prior Consent Orders.
7. To address the unpermitted discharge of sewage due to wet weather occurrences, the Board entered into an Order by Consent with HRSD and the Localities (excluding Norfolk) effective September 26, 2007. This Order by Consent, as amended, requires that HRSD and the

Localities (excluding Norfolk) jointly develop a Regional Wet Weather Management Plan (“RWWMP”) that identifies, quantifies, prioritizes, and proposes a schedule for implementing regional sewer system enhancements among other things.

8. To address regional wet weather sewer capacity requirements, on February 23, 2010, HRSD, DEQ, and the United States Environmental Protection Agency entered into a Federal Consent Decree. The Federal Consent Decree requires, among other things, that HRSD work in consultation with the Localities (excluding Norfolk) to develop a RWWMP that will ensure adequate wet weather sewer capacity in HRSD’s portion of the regional sewer system.
9. During the ongoing planning for the RWWMP, HRSD and the Localities researched the most cost effective and practical means for development and implementation of the RWWMP. The studies resulted in unanimous support of an alternate regionalization approach whereby HRSD would take responsibility for regional wet weather capacity. Under this approach, HRSD will assume sole responsibility for drafting, funding, and implementing the RWWMP without assuming ownership of Locality sewer system assets. The approach was formally adopted by all the Localities and HRSD through a regional Memorandum of Agreement dated March 10, 2014. The Memorandum of Agreement creates mutually enforceable obligations by and between HRSD and each of the Localities to facilitate the agreed-upon regionalization approach. The Memorandum of Agreement and HRSD’s Federal Consent Decree work in conjunction with this Order by Consent to form a coordinated regional approach to providing and maintaining regional wet weather capacity.
10. On August 26, 2014, the United States Environmental Protection Agency amended the Federal Consent Decree to reflect the alternate regionalization plan specifying HRSD’s responsibility to develop, fund and implement the RWWMP.

As the responsibility for the RWWMP has been transferred to HRSD solely, the RWWMP requirements and conditions contained in the Order by Consent, as amended, are no longer applicable to the Localities.

11. Proper management, operation, and maintenance of sanitary sewer infrastructure must continue to be conducted by Localities to prevent dry weather unpermitted sanitary sewer overflows and to ensure compliance with the referenced statutory and regulatory provisions. Pursuant to the 2007 Order by Consent, the Localities (excluding Norfolk) developed MOM plans for DEQ approval and implementation. Under the MOA, Norfolk also developed a MOM plan, which MOM plan has been approved by DEQ and implemented. This order serves to formalize the Localities’ commitment to continue to implement and follow their approved, individual MOM programs.

SECTION D: Agreement and Order

By virtue of the authority granted it in Va. Code § 62.1-44.15, the Board orders each Locality, and each Locality agrees from the effective date of this Order forward, to implement a MOM program designed to maintain and operate Locality-owned collection system assets in accordance with industry-accepted practices relating to sewer inspection, evaluation and repair of Significant Defects (not scheduled to be addressed by the RWWMP and excluding those for which HRSD is responsible pursuant to the Federal Consent Decree as amended) and that at minimum includes the parameters described in Appendix A of this Order. The MOM program must document the MOM program elements used to manage each Locality’s sewer system and minimize unpermitted sanitary sewer overflows. The MOM program shall include a sanitary sewer overflow

response plan and quantifiable parameters for assessing program implementation. Throughout the life of the MOM program, a meaningful set of enforceable quantitative performance measures must be maintained. Performance assessment measures may be added, deleted, and/or modified if such revision results in a better assessment of the performance and effectiveness of the MOM program.

1. The Board and the Localities understand and agree that the requirements in this Order are the individual obligations of each party named in the Order, and no party shall be liable for noncompliance of another party with the requirements of this Order. Further the Board and the Localities understand and agree that this Order supersedes and terminates the Order by Consent issued by the Board on September 26, 2007, December 17, 2001 and March 17, 2005.

SECTION E: Administrative Provisions

1. The Board may modify, rewrite, or amend this Order with the consent of the Localities for good cause shown by the Localities, or on its own motion pursuant to the Administrative Process Act, Va. Code § 2.2-4000 *et seq.*, after notice and opportunity to be heard.
2. This Order addresses and resolves all system overflows and releases from the sewer systems owned by the Localities and known or reported to the DEQ up to the date of execution of this Order by the Localities. This Order shall not preclude the Board or the Director from taking any action authorized by law, including but not limited to: (a) taking any action authorized by law regarding any additional, subsequent, or subsequently discovered violations; (b) seeking subsequent remediation of the facility; or (c) taking subsequent action to enforce the Order.
3. For purposes of this Order and subsequent actions with respect to this Order only, the Localities admit to the jurisdictional allegations, and agree not to contest, but neither admit nor deny the findings of fact and conclusions of law in this Order.
4. The Localities consent to venue in the Circuit Court of the City of Richmond for any civil action taken to enforce the terms of this Order.
5. The Localities declare they have received fair and due process under the Administrative Process Act and the State Water Control Law and waive the right to any hearing or other administrative proceeding authorized or required by law or regulation, and to any judicial review of any issue of fact or law contained herein. Nothing herein shall be construed as a waiver of the right to any administrative proceeding for, or to judicial review of, any action taken by the Board to modify, rewrite, amend, or enforce this Order.
6. Failure by any Locality to comply with its respective individual obligations under the terms of this Order shall constitute a violation of an order of the Board by the party who fails to comply. Nothing herein shall waive the initiation of appropriate enforcement actions or the issuance of additional orders as appropriate by the Board or the Director as a result of such violations. Nothing herein shall affect appropriate enforcement actions by any other federal, state, or local regulatory authority. The Localities do not waive any rights or objections they may have in any enforcement action by other federal, state, or local authorities arising out of the same or similar facts to those recited in this Order.

7. If any provision of this Order is found to be unenforceable for any reason, the remainder of the Order shall remain in full force and effect.
8. The Localities shall be responsible for failure to comply with their individual obligations under this Order unless compliance is made impossible by earthquake, flood, other acts of God, war, strike, or such other unforeseeable circumstances beyond their control and not due to a lack of good faith or diligence on their part. The Locality claiming this defense shall demonstrate that such circumstances were beyond its control and not due to a lack of good faith or diligence on its part. The Locality shall notify the DEQ Regional Director verbally within 24 hours and in writing within three business days when circumstances are anticipated to occur, are occurring, or have occurred that may delay compliance or cause noncompliance with any requirement of the Order. Such notice shall set forth:
 - a. the reasons for the delay or noncompliance;
 - b. the projected duration of any such delay or noncompliance;
 - c. the measures taken and to be taken to prevent or minimize such delay or noncompliance; and
 - d. the timetable by which such measures will be implemented and the date full compliance will be achieved.
9. Failure to so notify the Regional Director verbally within 24 hours and in writing within three business days, of learning of any condition above, which the parties intend to assert will result in the impossibility of compliance, shall constitute a waiver of any claim to inability to comply with a requirement of this Order.
10. This Order is binding on the parties hereto and any successors in interest, designees and assigns, jointly and severally.
11. This Order shall become effective upon execution by both the Director or his designee and the Localities.
12. This Order shall continue in effect until:
 - a. The Director or his designee terminates the Order after the Localities have completed all of the requirements of the Order;
 - b. The Localities petition the Director or his designee to terminate the Order after they have completed all of the requirements of the Order and the Director or his designee approves the termination of the Order; or
 - c. The Director or Board terminates the Order in his or its sole discretion upon thirty (30) days' written notice to the Localities.
13. Termination of this Order, or any obligation imposed in this Order, shall not operate to relieve each Locality from its obligation to comply with any statute, regulation, permit condition, other order, certificate, certification, standard, or requirement otherwise applicable.

14. The undersigned representative of each Locality certifies that he or she is a responsible official authorized to enter into the terms and conditions of this Order and to execute and legally bind the Locality to this document. Any documents to be submitted pursuant to this Order shall also be submitted by a responsible official of the Locality.

15. This Order constitutes the entire agreement and understanding of the parties concerning settlement of the violations identified in Section C of this Order; and there are no representations, warranties, covenants, terms or conditions agreed upon between the parties other than those expressed in this Order.

16. By their signatures below, the Localities voluntarily agrees to the issuance of this Order.

And it is so ORDERED this _____ day of _____, 2014.

Maria Nold, Regional Director
Department of Environmental Quality

------(Remainder of Page Intentionally Blank)-----

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Chesapeake

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Chesapeake.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Hampton

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Hampton.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Newport News

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Newport News.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Norfolk

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Norfolk.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Poquoson

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Poquoson.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Portsmouth

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Portsmouth.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Suffolk

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Suffolk.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Virginia Beach

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Virginia Beach.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
City Manager

Commonwealth of Virginia
City of Williamsburg

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, City Manager, on behalf of the City of Williamsburg.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
County Administrator

Commonwealth of Virginia
County of Gloucester

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, County Administrator, on behalf of the County of Gloucester.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
County Administrator

Commonwealth of Virginia
County of Isle of Wight

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, County Administrator, on behalf of the County of Isle of Wight.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
County Administrator

Commonwealth of Virginia
County of York

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, County Administrator, on behalf of the County of York.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
General Manager

Commonwealth of Virginia
James City Service Authority

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, General Manager, on behalf of the James City Service Authority.

Notary Public

My commission expires:

The terms and conditions of the Order are voluntarily accepted by:

Date: _____

By: _____
Town Manager

Commonwealth of Virginia
Town of Smithfield

The foregoing instrument was acknowledged before me this ____ day of _____ by
_____, Town Manager, on behalf of the Town of Smithfield.

Notary Public

My commission expires:

APPENDIX A MOM Program

The following are guidelines that provide the minimum components to be included in a MOM Program:

1. Major program goals
 - a. Proper management, operation, and maintenance of the collections system over which you have operational control,
 - b. Stop/reduce and mitigate the impact of SSO in the portion of the collection system over which you have operational control,
 - c. Providing notification to parties with a reasonable potential for exposure to pollutants associated with SSO events.

2. Organization
 - a. Administrative and maintenance positions responsible for implementing measures in the MOM program, including lines of authority by organization chart or similar documents
 - b. The chain of communication for reporting SSOs

3. Legal Authority (i.e., sewer use ordinances, service agreements or other legally binding documents)
 - a. List legal authority to control infiltration and connections from inflow sources
 - b. List legal authority that requires that sewers and connections be properly designed and constructed
 - c. List legal authority to ensure proper installation, testing, and inspection of new and rehabilitated sewers (collector lines or service laterals)

4. Measures and Activities (address applicable elements and identify the person/position responsible for each element)
 - a. Provide adequate maintenance facilities and equipment
 - b. Maintenance of a map of the collection system
 - c. Management of information and use of timely, relevant information to establish and prioritize appropriate MOM activities and identify and illustrate trend in overflows (frequency and volume)
 - d. Routine preventive operation and maintenance activities
 - e. Identification and prioritization of structural deficiencies and identification and implementation of short-term and long-term rehabilitation actions to address deficiencies
 - f. Appropriate training on a regular basis
 - g. Equipment and replacement parts inventories including identification of critical replacement parts.

5. Design and Performance Provision

- a. Requirements and standards for the installation of new sewers, pumps and other appurtenances, and rehabilitation and repair projects
- b. Procedures and specifications for inspecting and testing the installation of new sewers, pumps, and other appurtenances and for rehabilitation and repair projects

6. Monitoring, Measurement and Program Modifications

- a. Monitor the implementation and, where appropriate, measure the effectiveness of each element of your MOM program
- b. Update program elements as appropriate based on monitoring or performance evaluations

7. Overflow Emergency Response Plan (Plan must identify measures to protect public health and the environment)

- a. Ensure you are made aware of all overflow to the greatest extent possible.
- b. Ensure overflows are appropriately responded to, including reporting requirements
- c. Ensure appropriate immediate notification to the public, health agencies, and other impacted entities (i.e. water suppliers). Identify the public health and other officials who will receive immediate notification.
- d. Provide emergency operations

8. Communications. Communicate on the implementation and performance of the MOM program with interested parties as requested.

RESOLUTION TO ESTABLISH THE SMITHFIELD FARMERS MARKET AS A
FUNCTION OF THE TOWN OF SMITHFIELD

WHEREAS, the Smithfield Farmers Market has successfully operated within the Town of Smithfield for many years; and,

WHEREAS, the operation and management of the Smithfield Farmers Market has been under the direction of the Isle of Wight County Tourism director as a department of the County of Isle of Wight; and,

WHEREAS, the management for the Smithfield Farmers Market has recommended that the management of the Smithfield Farmers Market should best be accomplished under the supervision of the Town of Smithfield; and,

WHEREAS, the Town Council has determined that the proposal to operate the Smithfield Farmers Market as a function of the Town of Smithfield is reasonable and in the best interests of the citizens of the town.

NOW THEREFORE, BE IT RESOLVED by the Town Council of the Town of Smithfield that the Smithfield Farmers Market shall be managed and operated as function of the Town of Smithfield and that the Manager and the Assistant Manager of the Smithfield Farmers Market shall become employees of the town, effective January 1, 2015.

Adopted this 8th day of October, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, Mayor

ATTEST:

Clerk

RESOLUTION
TO ESTABLISH BANK ACCOUNT FOR FARMERS MARKET

WHEREAS, the Town Council has determined that it is in the best interest of the Town and its citizens to sponsor the Farmers Market; and,

WHEREAS, the Town Treasurer has advised that it is necessary and property to establish a separate banking account to segregate funds for use in operation of the Farmers Market.

NOW, THEREFORE, be it resolved by the Town Council that the Town Treasurer is authorized to open a new account with Farmers Bank and to transfer such of the Town's funds as may be appropriated by Town Council or received by the Town from other sources for the operation of the Farmers Market.

Adopted this 8th day of October, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, Mayor

ATTEST:

Clerk

RESOLUTION
GWALTNEY BEAUTIFICATION FUND

WHEREAS, the late Julius Gwaltney bequeathed funds to the Town of Smithfield to be used for the beautification of the town; and,

WHEREAS, a committee has been established in accordance with his wishes to determine appropriate uses of the funds; and,

WHEREAS, the Town of Smithfield is the custodian of those funds and is authorized to disburse said funds to further the purpose of the beautification fund; and,

WHEREAS, the committee has recommended that the sum of \$55,658.04 being all of the remaining uncommitted funds in the Gwaltney Beautification Fund be appropriated as partial funding for the restoration of the old Smithfield Courthouse.

NOW THEREFORE BE IT RESOLVED by the Town Council of the Town of Smithfield that the sum of \$55,658.04 be disbursed from the Gwaltney Beautification fund to Historic Smithfield appropriated as partial funding for the restoration of the old Smithfield Courthouse; and,

BE IT FURTHER RESOLVED, that there being no other funds under the control of the committee, the said Gwaltney Beautification Fund is hereby dissolved and the Town Treasurer, upon all final disbursement of funds, is hereby directed to close the accounts for that fund.

Adopted this 8th day of October, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. CARTER WILLIAMS, Mayor

ATTEST:

Clerk

RESOLUTION TO ESTABLISH TAX RELIEF PERCENTAGE FOR PERSONAL
PROPERTY TAXES

WHEREAS, pursuant to the provisions of Section 74-23. Personal Property Tax Relief, of the Town Code, the Town Council has enacted provisions which require that the Town Council set the rate of tax relief at such a level that it is appropriate to exhaust fully PPTRA relief funds received from the Commonwealth of Virginia; and,

WHEREAS, the Town Council of the Town of Smithfield has reviewed the information provided by the Commonwealth of Virginia as to the proposed amount of relief funds which are likely to be paid to the Town of Smithfield and have determined that the amount to be received are insufficient to fully satisfy the full amount of tax relief that was contemplated by the PPTRA; and,

WHEREAS, the Town Council has determined that the available PPTRA funds may be sufficient to grant tax relief in an amount not to exceed ____% of the tax liability on eligible vehicles under the provisions of Section 74-23 of the Town Code.

NOW, THEREFORE BE IT RESOLVED, by the Town Council of the Town of Smithfield that the funds received by the Town from the Commonwealth of Virginia pursuant to the Personal Property Tax Relief Act for personal property tax relief shall be applied to the individual tax bill at a percentage not to exceed ____% of the tax liability for eligible vehicles owned by residents of the Town of Smithfield and which are subject to personal property taxation, with the exact percentage of tax relief to be determined by reference to actual data compiled by the Town Treasurer.

Adopted this 8th day of October, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Lesley G. King, Clerk



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		7/15/2014	11204

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Ditching cleaning crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
Contract	19.5	Moonfield Dr. (near end of driveway) - Dug out & blew out 2 pipes that were extremely clogged, dug out 80-90' (approx.)		
Contract	11	Harrison St. - Checked grades & ditched almost entire cul-de-sac & blew out 3 driveway pipes. Hand removed rip rap on either side of the driveway pipe. Lowered grade at intake ends of discharge pipe and reset rip rap.		
Contract	10.25	Battery Park Rd. - Set up traffic control. Checked grades & blew out 3 driveway pipes and daylighted 6 areas. Evergreen Way - Quick excavation at Mr. Brown's ditch.		
		Hours labor for 4 men - ditch cleaning crew	180.00	3,510.00
		Hours CAT backhoe	65.00	715.00
		Hours single axle dump truck	50.00	512.50

VENDOR # _____
ACCOUNT # _____
DEPT HEAD *Wayne Griffin*
TOWN MANAGER _____

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$4,737.50

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

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



Convenience fee added



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/30/2014	11205

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Ditching cleaning crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
Contract	23.75	Smithfield Blvd - Dug out rip rap - lowered grade & reset rip rap at main cross pipe. Added 2 yards flowable fill where water undermined pipe. Mortared joints inside pipeline beyond turn in pipe. Formed up and poured head wall to force water into pipe. Blew out & removed sediment of main cross pipe & ditched on Southside of road. Heavy seeded 50 lbs.		
Contract	14.25	Hours labor 3 men - ditch cleaning crew	135.00	3,206.25
Contract		Hours CAT backhoe	65.00	926.25
Contract		Misc. Material - flowable fill and seed	475.00	475.00
<p>VENDOR # _____</p> <p>ACCOUNT # <u>4-2004-41200-3104</u></p> <p>DEPT HEAD <u>W. T. Griffin</u></p> <p>TOWN MANAGER <u>W. T. Griffin</u></p>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$4,607.50

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

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



Convenience fee added



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		1/16/2014	10928

Bill To:

Project:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Manhole repair crew
 Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
		104 Willowood Ave. Check grades, dug out discharge end of driveway pipe to big ditch. Blew out pipe (99% clogged), hauled off and disposed of slop.		
Contract	9	Hours labor for 3 men - manhole repair crew	135.00	1,215.00
Contract	2.75	Hours CAT Backhoe	65.00	178.75
Contract	2.25	Hours Air Compressor	75.00	168.75
<p>VENDOR # <u>304</u></p> <p>ACCOUNT # <u>4-204-41200-3104</u></p> <p>DEPT HEAD <u>Wayne Griffin</u></p> <p>TOWN MANAGER <u>PHS</u></p>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$1,562.50

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

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





The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		1/16/2014	10931

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Manhole repair crew
Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
Contract	4.5	Smithfield Blvd. Outfall Ditch (Near Hunter's Way) Shot grades, laid out new ditch line. Cut & Filled existing material to grade. Heavy seed and straw.	135.00	607.50
Contract	4	Hours labor for 3 men - manhole repair crew	65.00	260.00
Contract	1	Hours CAT Excavator	50.00	50.00
Contract		Hours Truck Rental	75.00	75.00
		Misc. Material - Seed and Straw		

VENDOR # _____
ACCOUNT # _____
DEPT HEAD *Wayne Griffin*
TOWN MANAGER _____

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$992.50

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

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





The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/26/2014	11172

Bill To:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Project:

Ditch Cleaning Crew
 Attn: Wayne Griffin

Item	Qty	Description	Rate	Amount
Contract	10.75	Wilson & Hepinstall Intersection Daylighted discharge end of pipe. Blew out entire pipeline approx. 60'. Seed Brewer Place Daylighted one end of pipe. Dug out two sections of ditches. Hand dug out discharge area (heavy leaves and roots) and blew heavy clay out of 3 pipes. Seed. Moonfield Dr. Daylighted both ends of driveway pipe. Blew heavy clay out of pipe. Seed.	180.00	1,935.00
Contract	6.75	Hours labor 4 men - Ditch Cleaning Crew	65.00	438.75
Contract	8.5	Hours CAT backhoe	75.00	637.50
Contract	4.25	Hours Air compressor	50.00	212.50
Contract		Hours single axle dump truck	75.00	75.00
		Misc. Material - Seed and Straw		

VENDOR # _____
 ACCOUNT # _____
 DEPT HEAD *Wayne Griffin*
 TOWN MANAGER _____

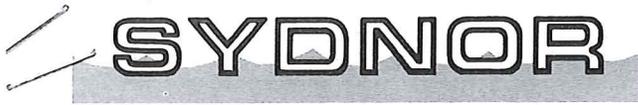
THANK YOU FOR YOUR BUSINESS

Invoice Total: \$3,298.75

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

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





HYDRO...INC.

P.O. BOX 27186

RICHMOND, VIRGINIA 23261

PHONE 804-643-2725

FAX 804-788-9058

INVOICE

www.sydnorhydro.com
sydnor@sydnorhydro.com

Please PAY BY INVOICE

INVOICE NUMBER

31005

SHIPPING ADDRESS

* 2111 MAGNOLIA STREET, RICHMOND, VA 23223

VOICE TO

69569

TOWN OF SMITHFIELD
310 INSTITUTE STREET
PO BOX 246
SMITHFIELD VA 23430

SHIPPED TO

TOWN OF SMITHFIELD
310 INSTITUTE STREET
SMITHFIELD VA 23431

INVOICE DATE 9/19/14	YOUR ORDER NUMBER	OUR JOB NUMBER 87992-8	TERRITORY 11	TAX EXEMPTION CERTIFICATION NUMBER ST12
DATE SHIPPED OR COMPLETED	F.O.B.	VIA		TERMS NET 30

QTY.	DESCRIPTION	UNIT PRICE	EXTENDED PRICE	TOTAL AMOUNT
	CRESCENT PUMP STATION			
	1 - 4" FAIRBANKS MORSE DJ5433WD SUBMERSIBLE RUN-DRY PUMP, 30HP, 1800RPM, 460V/3PH/60HZ, TO REPLACE SERIAL #K4G1-078345		\$14,500.00	
TOTAL BILLING				\$14,500.00

VENDOR # _____
ACCOUNT # 4-004-42070-3004
DEPT HEAD W. J. H.
TOWN MANAGER _____

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

REW Corporation
3708 Adams Street
Suite E
Portsmouth VA 23703
757-686-0800
License: 2701 033089A

Contract Invoice

Invoice#: 464-13-8-1

Date: 09/30/2014

Billed To: Town of Smithfield
P.O. Box 246
Smithfield VA 23430

Project: 3 Towers to SCADA
Jersey Park, Watson
Drummond Lake PS
Smithfield

Due Date: 10/30/2014

Terms: Net 30 Days

Order#

Description	Amount
Invoice	20,730.90

Notes:

This invoice is to install (3) new towers at the following pump stations:

- Jersey Park
- Drummonds Lane
- Watson

If you have any questions please feel free to contact our office at (757) 686-0800.

Thank You,
R.E.W. Corporation

A service charge of 18 % per annum will be charged on all amounts overdue on regular statement dates.

Thank you for your business and prompt payment!

W. A. PMS

Non-Taxable Amount:	20,730.90
Taxable Amount:	0.00
Sales Tax:	0.00
Amount Due	20,730.90

W. A.

464-13-8



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

ELECTRICAL CONTRACTORS

August 19, 2013

Town of Smithfield
P.O. Box 246
Smithfield, VA 23431
Attn: Jessie Snead

Re: Add Towers to SCADA

Dear Mr. Snead:

As per your request for pricing to install the new tower at the requested pump stations;
we are pleased to offer the following quote:

Pricing Per Tower.....\$ 6,910.30 each

We hope this meets your approval. If you have any questions, please do not hesitate to call.

Very truly yours,

R. E. W. Corporation

Jon Gregory Dickson
Vice President

cc: File

*Jersey Park
Drummonds Lane
Watson*

$\$6,910.30 \times 3 = 20,930.90$

W. T. High, III

AFFIDAVIT AND WAIVER OF LIENS

The undersigned, **Jon Gregory Dickson, President**, a **Virginia Electrical Contractor** ("Affiant"), is a general contractor, subcontractor, material provider or other entity or person furnishing services, labor and/or materials in the construction or repair of improvements to real estate located at **Smithfield, VA** owned by Town of Smithfield. ("Owner").

Affiant has requested payment in the amount of **\$ 20,730.90** (the "Payment"), as set forth in the invoice to which this Affidavit and Waiver of Liens is attached (the "Invoice"). For good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, Affiant, pursuant to due authority, does hereby:

(1) Warrant to Owner and any lienholder or bond claimant that (a) as of the date of the Invoice, Affiant has paid (or shall, promptly upon Affiant's receipt of the Payment, pay) all amounts then due from Affiant to all persons, firms, associations, corporations, or other entities furnishing labor, materials, equipment or supplies with respect to the construction or repair of improvements upon the real estate identified above pursuant to that contract for the **Installed (3) new tower for SCADA at Jersey Park, Drummonds Lane, and Watson Pump Station** Project between Owner and **R.E.W. Corporation** (the "Agreement"), (b) upon receipt of the Payment, none of such laborers, sub-subcontractors, suppliers, material men, or claimants has any claim, demand or lien against Owner's property (real or personal), facilities or any part thereof and (c) all applicable taxes, fees and benefits relating directly or indirectly to the amounts invoiced in the Invoice have been (or shall, promptly upon Affiant's receipt of the Payment, be) paid in full.

(2) Certify to Owner that Affiant (a) upon receipt of the Payment, has no outstanding claims against Owner, or anyone for whom Owner is responsible, in connection with the services, labor or work performed or materials and equipment supplied by the Affiant or anyone claiming through Affiant, (b) has not and will not exercise or assign any right to perfect a lien against Owner's property, facilities or any part thereof based upon materials or equipment delivered and/or services performed in connection with the amounts invoiced in the Invoice and (c) has the right, power and authority to execute this Affidavit and Waiver of Liens; and

(3) Remise, release, waive, relinquish and forever quitclaim unto Owner, its successors and assigns, all rights that presently exist or hereafter may accrue to Affiant to file any lien or claim of any kind whatsoever against the above stated real estate based on the delivery of materials or equipment and/or the performance of services in connection with the Invoice.

IN WITNESS WHEREOF, this Affidavit and Waiver of Liens is executed this **30th** day of **September, 2014** pursuant to due authority.

R.E.W. Corporation
By: _____
Name: **Jon Gregory Dickson**
Its: **President**

STATE OF **Virginia**,
CITY/COUNTY OF **Portsmouth** :

Subscribed and sworn before me this **30th** day of **September, 2014**.

My Commission expires: **06/30/2016**
#7229380

Tammy M. Gregory
Tammy M. Gregory
(Notary Public)

