

**SMITHFIELD TOWN COUNCIL AGENDA**  
**December 2<sup>nd</sup>, 2014 at 7:30 p.m.**  
**Held at Smithfield Center, 220 N. Church Street**



**A. INFORMATIONAL SECTION:**

1. Manager's Report

- a. November Activity Report

**B. UPCOMING MEETINGS AND ACTIVITIES:**

- December 2 - 7:30 p.m. – Town Council Meeting  
December 9 - 7:30 p.m. – Smithfield Planning Commission Meeting  
December 16 - 6:30 p.m. – Board of Zoning Appeals  
December 16 - 7:30 p.m. – Board of Historic and Architectural Review  
December 22 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)  
Police Committee  
Water and Sewer Committee  
Finance Committee  
December 23 - 4:00 p.m. – Town Council Committee Meetings (Consecutive)  
Parks and Recreation Committee  
Public Works Committee  
Public Buildings and Welfare Committee  
December 24<sup>th</sup> - 26<sup>th</sup> Town Administrative Offices close at Noon on the 24<sup>th</sup> and will remain Closed on the 25<sup>th</sup> and 26<sup>th</sup> for the Christmas Holiday

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.

**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. Finance Committee Chair, Randy Pack
- b. Public Works Committee Chair, Mr. Michael Smith

**CONSENT AGENDA ITEMS**

**C1. Invoices Over \$10,000 Requiring Council Authorization**

Finance Committee Chair, Randy Pack

a.	REW Corporation	\$16,573.75
b.	Western Tidewater Free Clinic	\$33,000.00
c.	Smithfield Volunteer Fire Department	\$10,000.00
d.	Isle of Wight County – E911 Joint Services Support	\$76,920.50
e.	Isle of Wight County – Tourism Contribution	\$97,579.50
f.	Debt Service Pymt for IOW General Obligation Bond	\$16,198.79

**C2. Motion to Accept the Proposal from Dominion Virginia Power to Install a Streetlight at the Intersection of John Rolfe Drive and Andrews Crossing**

Public Works Committee Chair, Michael G. Smith

**C3. Motion to Approve the meeting Schedule for 2015**

**TAB # 1**

T. Carter Williams, Mayor

**ACTION SECTION**

**1. Motion to Appoint a Nominating Committee to Fill the three Expiring Terms (1/31/15) on the Smithfield Planning Commission. (Julia Hillegass, Larry Odom, and Thomas Pope)**

T. Carter Williams, Mayor

**2. Motion to Approve the Town Council Meeting Minutes of November 4<sup>th</sup>, 2014**

Mr. William H. Riddick, III, Town Attorney

**3. New Business:**

**4. Old Business:**

**5. Closed Session:**

**6. Adjournment**

November 26, 2014

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: MONTHLY ACTIVITY REPORT – NOVEMBER 2014**

**TOWN MANAGER'S OFFICE:**

- a. Attended: IOW Emergency Communications Center meeting on radio communications, Smithfield historical marker unveiling, Smithfield 2020, VML Insurance Programs Audit Committee conference call, APWA accreditation site visit process and dinner, Leadership IOW planning meeting, Special Events Committee, Pinewood Heights Management Team, HRPDC Executive Committee and CAO Meetings, and follow-up with Kimley Horn on town projects.
- b. Utilized one day of accrued sick leave and one and a half days of vacation leave.

**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 on November 12<sup>th</sup>.
- c. Prepared November Town Council Committee Agenda and December Town Council Agenda
- d. Attended Town Council Committee meetings on November 17<sup>th</sup> and 18<sup>th</sup> and prepared summary reports of the committee.
- e. Office staff attended Safety Committee Meeting on November 19<sup>th</sup>.
- f. Took Vacation November 5<sup>th</sup> thru the 11<sup>th</sup>.

**TREASURER'S OFFICE:**

- a. Attended Motorola meeting at the Smithfield Center on November 3 for presentation regarding E911 dispatch capabilities.

- b. Participated in PW accreditation process on November 6 including dinner at the Smithfield Station with other staff members and the review team.
- c. Mailed PP tax bills on November 6. Worked with front office staff to answer questions regarding the bills.
- d. Attended Pinewood Heights Management Team meeting on November 12 at the Smithfield Center.
- e. Met with IOW Commissioner of the Revenue Gerald Gwaltney, his new Deputy Commissioner, Cyndi Wellman (IOW IT), and the Windsor Treasurer to discuss the county's transition to twice a year billing for personal property taxes on November 17.
- f. Attended an economic forum sponsored by the Farmers Bank in Suffolk on November 19. The speaker, Mr. Dennis Gartman, was quite fascinating. I don't think I have every found the economy to be quite so interesting.
- g. Completed bank reconciliations and financial statements for October 2014.
- h. Continued working with auditors to finalize audit. Worked on statistical reports and began preparations for the Management Discussion and Analysis.
- i. Worked on benefit issues in the absence of Tracy James, the payroll/human resource clerk, who has been out for several weeks. Robin Hewett, the financial analyst, also did a great job of handling payroll in Tracy's absence.
- j. Took vacation on November 25 and 26 to spend time with my family over the holiday.

**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. Lewis Construction repaired sewer lateral 127 St Andrews, 205 East St , 216 West St and 13 Moone Creek Cr.
    - b. Tri-State cleaned and camera sewer lines on Main St and Mason St.
    - c. Sewer clean out repairs at the following address  
108 Wellington Cr  
661 Westminster Reach  
107 Harrison Dr.  
107 Royal Aberdeen  
106 Willow Wood Ave

102 Willow Wood CR  
605 Westminster Reach  
416 Southampton Ct

- d. 716 Tallwood Cr - repaired sewer and water line.
- e. 218 Main St - cleaned sewer line for the Beanery.
- f. Repaired sewer line break on S. Mason St.

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, Golf Course pump station and at Moonefield pump station – only one pump working at each station.(waiting on parts for repairs)
- d. REW installing limit switches at pump stations.
- e. James St pump station - rebuilt check valves and performed maintenance on the Godwin pump.
- f. Golf Course pump station - replaced bad transducer.
- g. Crescent Pump station - repaired both pumps - station working as normal.
- h. Pinewood pump station down to 1 pump. (bad pump)

Water Line Repairs and Maintenance:

- i. Repaired water leak at 503 Bailey Ave.
- j. 344 S.Church St. repaired fire hydrant that was hit by a car.

3. 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.

#### 4. Water Treatment Plant

- a. Daily lab analysis and reports for VDH, HRSD, DEQ and ITT.
- b. Quarterly nitrification samples were pulled for HRSD.
- c. RO Plant staff gave tour of RO Plant to American Public Works Association representatives.
- d. Jack Reed, Plant Manager, presented Water Treatment and Water Distribution sections of Public Works Accreditation to APWA team.
- e. RO Plant staff, with maintenance assistance, replaced broken check valve in concentrate pump station.

#### 5. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. New Public Works employees certified in VDOT Right of Way and Flagger's Certification.
- d. Josiah Jendrey Renewed certification as a playground Inspector.

#### 6. 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.
- c. Efforts are being made to find a means of treating all wooden bridges and walkways that will be environmentally friendly and comply with EPA regulations, this will hopefully increase the longevity of these structures and reduce maintenance issues.

#### 7. Fog/Backflow

- a. Fog Inspections on FSE and monitoring of grease disposal is ongoing with a good level of compliance and cooperation's from local businesses

- b. Backflow test reports are being submitted by residents and business with a good level cooperation from the public. Additionally many delinquent addresses have complied over the past month in part to changes made to the language used in the notices causing cooperation to increase.

8. Miscellaneous

- a. 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.
- b. Minor repairs at Town Hall and Town Buildings.

**PLANNING AND ZONING:**

1. Planning Commission – November 12, 2014

- A. Comprehensive Plan Update – Review of Future Land Use Chapter and Map – No action taken.
- B. New Business – Zoning Amendment Review – Article 3.K:2 C-I, Commercial – Industrial – Minimum district size - No action taken.

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 – November 18, 2014

- No meeting held.

7. Board of Historic & Architectural Review – November 18, 2014

- A. Proposed Detached Garage – 117 South Mason Street – Landmark – Justin Hornback, applicant. – Approved.
- B. Proposed Wall Sign – 113A North Church Street – Non-Contributing – Megan Horne, 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 under new ownership. 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 installed asphalt pavement patching at locations on Waterworks and Battery Park Roads and also at the intersection Mercer and Magruder Roads. Contractor repaired storm pipe outfall washout area in the Waterford Oaks subdivision near the sewer pump station on Buckingham Way. Contractor also filled in storm pipe sink holes off of Canteberry Lane. Contractor clipped shoulder area and opened up crossdrain pipe adjacent to #4 Pinewood Dr.
- 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. continued excavation down to roadway subgrade within designated R/W area between Sta. 94 + 50 to Sta. 104 + 50. Contractor started and completed installation of subbase stone and curb & gutter right and left of centerline Sta. 95 + 50 to Sta. 104 + 50. Contractor has now completed all work on project site at this time except installation of the asphalt pavement. The contractor will return to the site when the pavement sections are to be installed.

November 25, 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, NOVEMBER 17<sup>TH</sup>, 2014

The Police Committee met Monday, November 17<sup>th</sup>, 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; and Ms. Connie Chapman. 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. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. Steven Bowman, Chief of Police. Also in attendance was Mr. Scott Horne of Granny's Kitchen. The media was represented by Ms. Abby Proch of the Smithfield Times.

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

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

1. Operational Updates – Chief Bowman reported that as far as investigations go the Police Department responded a week ago Saturday to four burglaries of residences in the Cypress Creek subdivision. He stated that they have reason to believe that these burglaries are connected to other burglaries in the area because the electrical meter base was pulled at the time of the burglary. These residences were unoccupied at the time of the burglaries and two of the residences were completely vacant. One of the two residences that were not vacant was entered and a small amount of jewelry was taken. The second residence that was occupied, but no one was home had a battery backup alarm system on the residence when the meter base was pulled. The Police Department does have leads based on the fact that these are associated with the burglaries out in the county and the City of Suffolk. Chief Bowman reported that the Veterans of Foreign Wars (VFW) honored their officer of the year. This year it was Officer Sam Johnson. They had a very nice awards ceremony and he appreciated Mayor Williams's attendance. The VFW also honored the Isle of Wight Rescue Squad's member of the year and Smithfield Volunteer Fire Department's member of the year.

The meeting adjourned at 4:03 p.m.

November 25, 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, NOVEMBER 17<sup>TH</sup>, 2014

The Water & Sewer Committee held a meeting on Monday, November 17<sup>th</sup>, 2014 at 4:03 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: 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. William T. Hopkins, III, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Ms. Ellen Minga, Town Treasurer. Also in attendance was Mr. Scott Horne of Granny's Kitchen. The media was represented by Ms. Abby Proch of the Smithfield Times.

Water and Sewer Committee Member, 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 four of the six antennas that were previously approved have been installed. The two remaining will be put on poles like a street light and should be installed soon. Mr. Hopkins also reported that Tri-State Utilities has cleaned and videoed the sewer lines along Main Street over the last couple of weeks at night. All the lines along Main Street look good with the exception of approximately 40 feet of the line. Mr. Hopkins stated that this forty foot area cannot be lined and will need to be repaired as soon as possible. If this portion of the line fails it will affect the businesses along Main Street. Mr. Hopkins also reported that there was a short section on South Mason Street that will also need repairs; however those repairs will be done by the town's Public Works staff. At this time we have not received the final report but there were a lot of oyster shells in the sewer line. Mr. Hopkins mentioned that the Public Works staff worked on repairing a water leak today on Bailey Avenue and did a great job. It was on a line that the town has had problems with in the past; however it was repaired with no complaints. Committee thanked Mr. Hopkins for the updates.

The meeting adjourned at 4:07 p.m.

November 25, 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, NOVEMBER 17<sup>TH</sup>, 2014

The Finance Committee held a meeting on Monday, November 17<sup>th</sup>, 2014 at 4:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Dr. Milton Cook. 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; and Ms. Ellen D. Minga, Town Treasurer. Also in attendance was Mr. Scott Horne of Granny's Kitchen. The media was represented by Ms. Abby Proch of the Smithfield Times.

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

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

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

- |    |   |             |
|----|---|-------------|
| a. | REW Corporation   | \$16,573.75 |
|    | Mr. Hopkins stated that this invoice is for the Main Street bypass pump. It is for half of the total cost and it was budgeted. Committee recommends approval of payment.                                |             |
| b. | Western Tidewater Free Clinic   | \$33,000.00 |
|    | Mr. Pack stated that Western Tidewater Free Clinic has requested their contribution of \$33,000 that the town budgeted for this fiscal year. Committee recommends approval of payment.                  |             |
| c. | Smithfield Volunteer Fire Department  | \$10,000.00 |
|    | Mr. Pack stated that this invoice is for the town's budgeted annual commitment of \$10,000 towards a fire truck for the Smithfield Volunteer Fire Department. Committee recommends approval of payment. |             |

- d. Isle of Wight County – E911 Joint Services \$76,920.50
- e. Isle of Wight County – Tourism Contribution \$97,579.50
- f. Isle of Wight Debt Service Payment for GO Bond \$16,198.79

Ms. Minga reported that E911 and Tourism are really not being done quarterly as listed. These amounts are for the first half of the year. This is how we paid them last year as well. True-ups for these two will be done at the end of the fiscal year. Ms. Minga explained that as far as the debt service payment goes the town has two debt service payments to make a year on the General Obligation Bond for the purchase of the Police Department building and the Town Manager’s Office. This payment is an interest only payment and must be paid before the end of December because their payment is due the first of January. The next payment due in June will be principal and interest. Committee recommends approval of these invoices.

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

1. Public Comment – Mr. Horne of Granny’s Kitchen was present and stated that he had attended the last Town Council meeting to request that the business license fee for his food service truck be reduced to \$50 rather than the \$500 that falls under the peddler’s license fee. The \$50 fee would be very similar to Isle of Wight County and the Town of Windsor. Mr. Horne stated that they are a local based business. They will be working with a lot of the local farmers and support from the town with the reduction of the business license fee would be great. Ms. Tynes was not at the November Town Council meeting and asked for more information on his business. Mr. Horne explained that the name of his business was Granny’s Kitchen and they operate out of a 22 foot food truck preparing southern cuisine. He stated that Granny was his grandmother and the inspiration of his business. His grandmother was a lifelong resident of Smithfield and his grandfather was a farmer here. Mr. Horne stated that his desire is to prolong the passion that they shared for the county and also sustain a business for themselves. Committee thanked Mr. Horne for his comments and this item will be discussed further under item four of the agenda.

2. October Cash Balances – Ms. Minga reported that the cash balances for the town remain very strong. It you notice the balance went down approximately \$60,000 from last month and that is due to the closeout of the Beautification Funds. The balance in Beautification Fund was transferred to Historic Smithfield for use on the Old Courthouse restoration project. Ms. Minga stated that the town has started paying back the intercompany debt between water and sewer even though it looks like a large balance she paid \$300,000 back from water that was owed to the General Fund. Sewer Fund looks like it would be in the hole; however paying it back gradually she thinks the town will be okay because sewer seems to be holding its own with the current rates. Most of this is related to old debt that was owed. Water = \$317,778.18; Water Debt Service = \$1,050,765.13; Water Capital Escrow Availability Fees = \$379,031.63; Water Treatment Plant Escrow = \$111,596.73; Water Deposit Account = \$80,630.61; Water Development Escrow = \$95,477.65; **Subtotal Water = \$2,035,279.93**. Sewer = \$(47,286.51); Sewer Development Escrow = \$348,845.98; Sewer Capital Escrow Availability Fees =

\$917,637.01; Sewer Compliance = \$816,409.28; **Subtotal Sewer = \$2,035,605.76. Highway = \$194,133.44.** General Fund = \$2,334,153.30; Payroll = \$82,987.97; Money Market General Fund Town Bank = \$2,184.80; Business Super NOW-General Fund = \$33,092.01; Money Market General Fund Farmers Bank = \$289,408.10; General Fund Capital Escrow = \$214,519.08; Certificate of Deposit = \$525,971.81; Certificate of Deposit Police Dept = \$36,679.67; Special Project Account (Pinewood) = \$19,957.34; Pinewood Heights Escrow = \$31,865.54; SNAP Program = \$2,837.75; Museum Account = \$92,567.56; **Subtotal General Fund = \$3,666,224.93. TOTAL ALL FUNDS = \$7,931,244.06.**

3. Food Truck Fees and Regulations – Mr. Pack stated that committee had just heard from Mr. Horne about requesting his annual permitting fee for operating a food service truck be reduced from \$500 per year to \$50 per year. Mrs. Tynes asked if anyone was opening a business would they be required to pay the \$500. Mr. Pack stated that was not correct. He asked Ms. Minga what the cost was to acquire a business license for a restaurant. Ms. Minga explained that it depends on what the gross receipts are. Ms. Minga stated that a business license fee is based on the type of business and there is a thirty dollar minimum. This particular business licenses falls under the town's peddler's license fee which is fifty dollars a day with a maximum of five hundred dollars a year. This request is being looked at the same way the town looked at the hotdog cart vendor in the past. Mr. Horne stated that he remembered reading in the Smithfield Times that the hotdog cart vendor was granted the fifty dollar fee. When he went to planning and zoning he was told that the fee was still five hundred dollars. Dr. Cook replied that the hotdog cart vendor was granted an exception. Mr. Horne stated that he is requesting the same exception. Ms. Minga stated that the difference with the hotdog cart vendor was that he was setup on private property with written permission at one location. Ms. Tynes asked if he would be set up on private property. Mr. Horne explained that some of the property owners concerns were whether the town council was in support of this type of business. Mr. Horne explained that he has known Mr. Little for his entire life and would love to be able to ask him to set up in the old Little's Supermarket parking lot. There is a lot of space off from the road so there would be no safety concerns. Mr. Horne stated that another plus for their business is that they have a super quiet generator that creates about fifty-three decibels which is very minimal. He stated that they are not planning on pulling up their truck and being on Main Street all day. Ms. Chapman asked how the town would do meals tax for a roaming business. Ms. Minga stated that the taxes would be paid to locality where he makes the sale. Ms. Chapman stated that what she likes about Mr. Horne's business plan is that he is targeting the entire county not just one location. Mr. Horne stated that they want flexibility on how they deliver their product but with the smallest amount of impact on the environment too. He explained that it will only be he and his business partner and they are not looking at taking money from other businesses in the county. Dr. Cook asked Mr. Horne if he plans to sell anything other than meals when he is set up. Dr. Cook expressed his concern about a previous vendor that was granted the right to serve food and then that vendor began selling items on the side such as eggs and Avon products. Dr. Cook also expressed concern about setting up food service trucks along Main Street to compete with businesses such as the Taste of Smithfield that has a brick and mortar business with a much higher overhead. Mr. Horne stated to ease some of committees concerns one of his biggest concepts is Granny's

Kitchen Supper Club where they pull their trailer up in your driveway and cater wine dinners with an ABC license. They are not asking to be set up on Main Street. The only time he sees being set up along Main Street would be at the Farmer Market that is already established. They do plan to do their own jellies and pickles; however those items would be sold while working at the Farmers Market. Mr. Horne stated that they do not want to take away from the historic part of Smithfield. They want to have the ability to set up at spots like Little's that may or may not be in the historic district. Dr. Cook asked if this could be handled like a special use permit where it is reviewed and renewed each year so that it is not granted once so you have it forever. Ms. Minga stated that she wanted committee to know that this is not the only food service truck that has come up. There is one that currently parks down the hill at Smithfield Foods and inquiry has been made by a cupcake food service business. She feels that there should be some consistency on whatever Town Council decides. Mr. Pack stated that one of the roles as Town Council is to encourage new business but at the same time it is to protect the existing businesses to the best of our ability. The reason that there is a peddler's permit that is more expensive than a traditional business license is because they are not making that substantial investment in a brick and mortar business where you have property taxes. Mr. Horne stated that he has looked at other localities and they have built their commissary in compliance with the health department on his property in the county. He stated that he is asking as a local citizen of the county to view this in a different light. The focus is to help local farmers get the recognition that they deserve. He does not feel like his business would be taking away any business from the local businesses in town. The Town Manager mentioned that the City of Suffolk charges \$50 fee per year. Hampton and Newport News charge \$500 fee a year. Five hundred dollars is the max the State will allow under State Code. Mrs. Tynes mentioned that she was in support of the concept of providing healthy food choices. Ms. Chapman made a suggestion that someone that is a citizen and invested in the community could exceptions be made. Dr. Cook asked if it could be handled like the home daycare occupation where they come to us to be granted something like a special use permit. If the town changes its ordinance on peddler's license to \$50 it is wide open for all types of businesses. Mr. Pack stated that the discussion today is on the cost of the permit not whether he can come to town or not. The Town Manager stated that without the Town Attorney being present he cannot say whether we could place a limit on the number of vendors allowed or whether the town could make exception on a case by case basis. Ms. Chapman asked if the town could possibly have a startup rate the first year to help get a business started and then the rate would change after the first year. Mr. Pack stated that the \$500 peddler's permit does not have to be food specific. Mr. Smith asked the Town Manager if he received any complaints of businesses losing business because of the hotdog cart vendor. The Town Manager replied that he did. Dr. Cook stated that he had received a few as well. Ms. Minga stated that her biggest concern is that most of the peddlers that the town has had in the past we made them have written permission from the property owners and this would be different because he is proposing to be mobile. Dr. Cook stated that the reason for the \$500 peddler's permit fee is deter types of businesses that sell velvet paintings of Elvis, rugs, sunglasses, or recliner chairs at the corner of a gas station. The peddler's permit fee is set according to the types of businesses you want in the town. Dr. Cook stated that he would really like to find out from the Town Attorney if the town could do exceptions on a case

by case basis to reduce the fee. He stated that he is not in favor of lowering all peddler fees down to fifty dollars. Ms. Minga stated that if the peddler's fees are done on a case by case basis to reduce the fee it still does not solve the problem of them parking anywhere rather than at one location that they have written permission to do so. Mr. Horne stated that it would be his responsibility to get permission to set up on any property. Ms. Minga stated that Mr. Horne has been very engaged with Town Council and she feels that he does want to go through the proper procedures; however that may not be the case for all businesses applying for a peddler's license. Mayor Williams asked for the Town Manager to send Town Council a copy of the peddler's license ordinance so that it can be reviewed. Mr. Pack stated that the town may want to consider a food truck licensing permit because they are becoming more popular. The Town Manager stated that this item has brought to the town's attention the need to address some of the language in our current peddler's ordinance and the possibility of creating a new ordinance based of food service trucks and mobile vendors. He stated that staff would bring back next month with some additional thoughts and recommendations on what the state code does and does not allow. Committee also asked for Mr. Horne to forward a picture of his truck to the Town Manager so that they could see what it looks like.

The meeting adjourned at 4:51 p.m.

November 25, 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, NOVEMBER 18<sup>TH</sup>, 2014

The Parks and Recreation Committee held a meeting on Tuesday, November 18<sup>th</sup>, 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, 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; and Mr. Wayne Griffin, Town Engineer; Also in attendance was Ms. Spady. The media was represented by Ms. Abby Proch of the Smithfield Times.

Committee Chair, Connie Chapman called the meeting to order.

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

1. Operational Update – Ms. Musick reported that the Parks and Recreational Committee Report was included in the packet. She stated that it was a pretty regular month of events. There were two Veterans Day ceremonies. One took place on the Saturday before Veterans Day inside the Smithfield Center and the second was held on Veterans Day at the Veterans Memorial. Upcoming events are the Festival of Trees on Saturday, November 22<sup>nd</sup>, and the Smithfield Library Puppet Show on Sunday, December 7<sup>th</sup>. The Puppet Show is a first time event so it is unclear at this time if it will be a reoccurring event each year. Ms. Musick stated that the puppet show will be done in memory of Nairah Davis. Ms. Musick reported that the second weekend of December has a lot of open to the public events starting with Thursday, December 11<sup>th</sup>, Military Band Concert. The second event will be the Women's Club Tree Lighting on Friday, December 12<sup>th</sup> along with the Special Evening Farmers Market. On Saturday, December 13<sup>th</sup> Kiwanis Breakfast with Santa will be held here at the Smithfield Center and later that morning Smithfield's Annual Christmas Parade will take place downtown. The kayak shed received its final coat of stain before the winter. Ms. Musick stated that her next goal is to get the port-ta-potty moved from behind the kayak shed to the side of the kayak

shed so that is not so visible from the road. Ms. Musick stated that she will need to have some carpentry work done to the inside of the shed to organize the items that will be stored in the shed. Ms. Musick stated that next door they are holding trail doctors safety training. The trail doctors have already done some blowing of leaves off the trails a couple of weeks ago and there will be another day in the park this weekend to blow the leaves off the trails again. Ms. Musick also mentioned that the Windsor Castle Foundation Board is going strong with their campaign. They have their own website which is WCPFOUNDATION.com. You can also log onto the Windsor Castle Park website and click on the link. Donations can be made for the playground/improvement campaign and the historic easement fund. Ms. Chapman asked if the signage in regards to the campaign have been installed in the park. Mr. Hopkins stated that staff has identified where they will be installed when the signage has been completed. Mr. Smith asked if the above mentioned upcoming events are being advertised anywhere with the times that they begin? Ms. Musick stated that all the events are advertised in the Smithfield Times; however she would have the Town Clerk e-mail all the upcoming event times to all of council. Mr. Pack asked that Ms. Musick provide a comparison of kayak rentals from last year to this year. Ms. Musick explained that this year the town did not net as much money; however the town did not offer night time tours like we did last year either and only six kayaks were kept on site for security reasons. Ms. Musick stated that she plans to add two paddle boards to the town's inventory this winter to offer next season. Paddle boards are becoming very popular and she has seen a lot of them there. Ms. Chapman asked if safety vest would be required when renting a paddle board. Ms. Musick stated that was correct. Mr. Pack asked if rentals for paddle boards would be higher than kayak rentals. Ms. Musick stated that she has not decided yet. She explained that paddle boards are more costly to purchase due to the fact that they are so new she is unable to find used ones to purchase. Ms. Chapman asked if anyone has any questions about the eco-counter. Ms. Musick stated that she has moved the eco-counter back to the station bridge to capture data for the winter months. Ms. Chapman asked if committee could have a comparison of park usage from last year to this year. Ms. Musick stated that she would bring that information to next month's committee.

The meeting adjourned at 4:08 p.m.

November 25, 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, NOVEMBER 18<sup>TH</sup>, 2014

The Public Works Committee held a meeting on Tuesday, November 18<sup>th</sup>, 2014 at 4:08 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; and Mr. Wayne Griffin, Town Engineer. Also in attendance was Ms. Spady. The media was represented by The Smithfield Times.

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

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

1. Cost Estimate for Installation of Streetlight at Smithfield Forest Entrance – Mr. Griffin stated that per committee's direction that came from a light study that was conducted by the Police Department he was asked to get a cost estimate from Dominion Virginia Power to have a streetlight installed at the intersection of John Rolfe Drive and Andrews Crossing. The cost estimate that he received from Dominion Virginia Power was in the amount of \$3,354.81. Mr. Griffin explained what the streetlight would look like if council chooses to move forward with installing the streetlight. Mr. Griffin stated the light would not be installed perpendicular to John Rolfe Drive. He explained that he would like to have it installed at a forty-five angle into the intersection. He has talked to Dominion Virginia Power and they are okay with the forty-five degree angle. Placing the streetlight at the forty-five degree angle the light spread will cover more of the intersection. Mayor Williams asked why the light study was conducted at this intersection. Mrs. Tynes explained that this streetlight study request came out of a neighborhood watch meeting. It was brought to the town's attention that the intersection is very dark and has had some criminal activity at night. A streetlight in this intersection would make this area safer for the community. Mr. Smith asked if the streetlight would

be intrusive of the surrounding houses. Mr. Griffin stated that there are a large number of trees in that area that would serve as a buffer from the streetlight. Committee recommends sending this item to Town Council for consideration.

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

1. Follow-up Discussion on Sidewalk Extension Request along Cary Street – Mr. Smith stated that a request had been made by Ms. Spady and Ms. Haywood at the last Town Council meeting for the town to consider extending the sidewalk from the YMCA to where the sidewalk ends on Cary Street just past the houses. Mr. Hopkins reported that a drawing of the area where the sidewalk is being request was included in the packet. It is a copy of the construction plans that was submitted to the town by the YMCA when they were working on their expansion. Mr. Hopkins reported that the entire parking lot that is shown on the construction plans has not been completed. Only approximately 60% of the parking lot has been completed and that is the reason the proposed sidewalk is curved around the proposed parking lot that has not been installed. The map shows that the first 75 feet of sidewalk would be done in concrete to butt up next to the existing parking lot and the remaining 225 feet would be done with moon dust. Mr. Hopkins explained that this sidewalk would be on county property so he has spoken to Ms. Walkup and she has requested that all this information be forwarded to her so that the county can review. Dr. Cook asked if the town knows what the timeline is on the YMCA finishing the parking lot. Mr. Hopkins replied that we do not know when the second phase of the parking will be completed. Mrs. Tynes stated that she does not have any issues with extending the sidewalk because it is a safety issue. Mr. Pack stated that in his opinion it is County property and as long as the town does not have to purchase the property and they let us come across it by a deed or agreement then the town should move forward with extending the sidewalk. Mr. Pack asked if the 75 foot of concrete was proposed to be put in by the town or was the town's portion only the 225 feet of moon dust. Mr. Hopkins stated that the 75 feet of concrete could be moon dust as well it would just butt up next to the curb of the existing parking lot. Mr. Hopkins stated that he and Mr. Griffin have discussed the moon dust and feel that it will work well because the property is flat and should not wash out like it does at Windsor Castle Park. He stated that if committee is ok with the concept he will move forward with discussing it further with the County. Committee agreed with the concept and asked that staff bring it back when they have more information and a cost estimate.

2. Additional Item Discussed: Parking Along Wharf Hill - Mrs. Tynes expressed concern about there being no parking along Wharf Hill in front of the dry cleaners. Mr. Smith stated that they are working on getting more parking for that area. Mrs. Tynes asked if Public Works could put cones out in front of the dry cleaners so that customers are able to park in front of the store rather than carrying their laundry so far. Mr. Smith

stated that he has spoken to the owner of the dry cleaners several times and he is aware that the town is working on resolving the parking issues in that area.

3. Additional Item Discussed: Street Paving Along Battery Park Road - Mr. Griffin reported that the street paving along Battery Park Road that was scheduled to be done this week has been postponed due to the cold temperatures this week. He stated that in order to move forward with paving temperatures must be 50 degrees and rising. Committee asked if the paving needed to wait until spring. Mr. Griffin stated that he hopes to still be able to get it done before Christmas; however he will need a good four to five days of temperatures above 50 degrees. He stated that he would let council know when it has been rescheduled.

The meeting adjourned at 4:28 p.m.

November 25, 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, NOVEMBER 18<sup>TH</sup>, 2014.

The Public Buildings and Welfare Committee held a meeting on Tuesday, November 18<sup>th</sup>, 2014 at 4:28 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, 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. Wayne A. Griffin, Town Engineer. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

**A. 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 reported that the monthly report from Mr. Michael Dodson of Community Planning Partners was included in the packet for your review. The Management Team did meet last week and both Mayor Williams and Councilwoman Tynes attended. At this time the project continues to be on schedule and progressing with multi-year 2 of Phase II. Also at this time the town has met all the requirement for the \$28,000 Planning Grant for Phase III and Mr. Dodson continues to work on the paperwork getting it ready to submit to the Department of Housing and Community Development (DHCD). The town is waiting to receive the contract for the Planning Grant from DHCD and the contract from Community Planning Partners so that Mr. Dodson can continue his assistance with the planning process for Phase III. The Town Manager did state that the town will have to have in early 2015 a public meeting which can consist of just the Management Team members and a required public hearing at the February Town Council meeting before submitting the Community Improvement Grant for Phase III in March. The next Management Team meeting will be held January 13<sup>th</sup>, 2015. Dr. Cook asked if there were any closing this month. The Town Manager reported that offers have been mailed

and Mr. Dodson is working on one but not sure when it will close at this time. He explained that because the November committees are early this month due to the holidays if one closes between now and the end of the month it will be added to the Town Council agenda for consideration of accepting the deed. The Town Manager stated that staff was hoping to have Mr. Weist of Kimley Horn Associates come back this month to present the redevelopment plan but he had a conflict in meetings and was not able to attend. This item will be place on the agenda for December committee meetings. The Town Manager stated that staff hopes to be able to combine Mr. Weist's visit with results of the Bioassay Testing and the stormwater drainage issues in Pagan Point.

2. Additional Item Discussed: Isle of Wight Museum - Dr. Cook mentioned that he had received a call from Westside Elementary and in the past they have done a one day Colonial Day event a year where the Isle of Wight County Museum staff comes to the school for a one hour presentation to two-hundred fifty 6<sup>th</sup> grade students. He stated that he was told from the school that due to budgetary constraints they would have to charge two dollars per student for museum staff to come out for the hour presentation. Dr. Cook stated that in his opinion now with the museum is a town run facility we should not charge a fee for services that benefit the local schools. Dr. Cook asked the Town Manager to speak to the museum staff to see how they felt about the one hour presentation. The Town Manager explained that the town's part-time curator is the one that does this program. He will discuss this further with Ms. England of the museum and request that we do not charge for the Colonial Day Program based on council's input.

3. Additional Item Discussed: Building Repairs - Ms. Chapman asked if the building on Grimes Road and South Church Street that is now being repaired has been purchased by someone or is the owner fixing it up to sell it. Mayor Williams stated that a gentleman purchased it and is fixing it up to move his business in there. Committee agreed that the repairs are looking good. Mr. Smith asked what was going on with the old Tastee Freeze building. Mr. Hopkins stated that it is still moving forward to be a BBQ place. Dr. Cook stated that nothing has been done on site for weeks. Mr. Hopkins stated that there are no town or county issues that he is aware of that would have stopped the progress of the construction. Ms. Chapman asked again about the house of South Church Street across from the DMV. She stated that it looks to be abandoned. Dr. Cook asked if the Town Manager thought that Mr. Resor that is working on repairing a home in the historic district would be interested in this home. Staff would check with Mr. Resor.

Meeting adjourned at 4:37 p.m.

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

**Committees and Projects:**

- 11/01 TOP COP Award Dinner – Newport News – Chief Bowman, Deputy Chief Howell, Sgt. Meier, Officer Phillips, Officer Wright  
11/03 ECC mtg – Smithfield Center – Chief Bowman, Deputy Chief Howell  
11/10 Veterans Day Celebration – Westside Elementary – Chief Bowman, Deputy Chief Howell  
11/11 Veteran's Day Celebration – War Memorial – Chief Bowman  
11/12 Special Event mtg – Center – Lt. Rogers  
11/12 Department Head mtg – Center – Chief Bowman, Deputy Chief Howell  
11/12 VFW Awards Ceremony – VFW Building – Chief Bowman, Lt. Rogers, Officer Johnson  
11/18 The Honorable L. Wayne Farmer celebration – IoW Courthouse – Chief Bowman, Lt. Valdez, Sgt. Meier  
11/18 Crime Line mtg – Center – Annette Crocker  
11/19 Safety Committee mtg – Town Hall – Sgt. Miller  
11/21 Isle of Wight Bar Association mtg – Chief Bowman

**Training**

- 11/01 – 02 AR15/M4/M16 Rifle Armorer School – Culpepper, VA – Sgt. Jones (16 hrs.)  
11/12 Intox Recert – Virginia Beach – Sgt. Araojo, Officer Phillips, Officer Cook (4 hrs.)  
11/13 Intox Recert – Virginia Beach – Officer Johnson, Sgt. Brady, Officer Wright  
11/14 Intox Recert – Virginia Beach – Officer J. Adams  
11/17 – 19 K9 Supervisor Course – Richmond, VA – Deputy Chief Howell, Lt. Rogers (24 hrs.)

**In-House Training**

- 11/20 Radar Recert – PD – Sgt. Miller, Sgt. Araojo, Officer Seamster (4 hrs.)  
11/24 Radar Recert – PD – Sgt. Miller, (4 hrs.)

**Community Relations**

- 10/29 Pop Warner football – Carrollton Elementary – Sgt. Jones  
10/29 Homework Station – Jersey Park/Woods Edge Apts. – Officer Cook  
11/1 – School Zone – Officer Cook, Officer Seamster, Sgt. Miller, Officer Powell, Sgt. Jones, Officer Bancroft,  
11/05 Homework Station – Jersey Park/Woods Edge Apts. – Officer Bancroft

11/11 ERT Training – Bayport Credit Union – Sgt. Araojo, Sgt. Jones, Officer Phillips, Officer Seamster  
11/11 Workplace Violence Training – Tidewater Physical Therapy – Sgt. Miller  
11/11 Veterans Memorial – Officer Cook  
11/12 Homework Station – Jersey Park/Woods Edge Apts. – Officer Bancroft  
11/14 Playing ball with high school kids – Beale Park – Officer Powell  
11/15 Bike Rodeo – Carrollton Elementary – Sgt. Jones, Officer Johnson, Officer Seamster  
11/15 Ride Along – William Wooley – Officer Phillips  
11/24 Cub Scout tour – PD – Officer Phillips

**Investigations:**

**Case#:** 2014-00942  
**Location:** Cypress Creek  
**Offense:** Burglary  
**Disposition:** Cleared by Arrest

On 11/8/14 three homes in the Cypress Creek neighborhood were burglarized. Suspects pulled meter bases in an attempt to cut power to the home security systems. The suspects then broke into the homes and stole property from one of the homes. The second house they broke into was vacant. The third house when they made entry the security system went off and the suspects fled. A search warrant was served on a house in Suffolk and a plethora of stolen property was recovered belonging to victims in Smithfield, Isle of Wight, Suffolk, Southampton, Hampton, Surry, and Gates County, NC. One suspect was arrested on charges for burglary.

Smithfield Center - Monthly Report - November 2014

Booking Date	Building Code	Room Code	Group	Event Name	Group City	How did you hear about us	Pricing Plan	Discount Percent	Venues	Town Services
11/2/2014	Center	MH	St Paul Rzua Church Banquet	St Paul Rzua Church Banquet	Suffolk	Word of Mouth	A.) Standard-Fri, Sat, Sun	0.00%	\$1,854.40	
11/3/2014	Center	C&D	Town of Smithfield	Motorola Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/4/2014	Center	A&B	Town of Smithfield	Town Council	Smithfield		h.) Town	100.00%		
11/4/2014	Center	C&D	Windsor Castle Foundation Board	WCFB Meeting		Town Event	h.) Town	100.00%		
11/4/2014	Center	MH	Registrars Office	Elections		Town Event	h.) Town	100.00%		
11/7/2014	Center	C&D	Town of Smithfield	VRWA Basic Work Zone Safety	Smithfield	Town Event	h.) Town	100.00%		
11/7/2014	Center	MH	Rushmere Fire Department	Rushmere Fire Department Banquet	Smithfield	Returning Client	g.) Sponsored	100.00%		
11/7/2014	WCP	Riverfront	Lynn and Leighton Wedding and Reception	Lynn and Leighton Wedding and Reception Set-Up	Chesapeake	Word of Mouth	Nonresident-Saturday	0.00%		
11/8/2014	Center	MH	IOW County Events Committee	Veterans Day Service	Windsor	Recurring Event	g.) Sponsored	100.00%		
11/8/2014	WCP	Riverfront	Lynn and Leighton Wedding and Reception	Lynn and Leighton Wedding and Reception	Chesapeake	Word of Mouth	Nonresident-Saturday	0.00%	\$850.00	
11/9/2014	Center	MHSu	Lyle and Zephir Recption	Lyle and Zephir Reception	Windsor	Word of Mouth	Resident-Friday/Sunday	0.00%	\$1,206.03	
11/9/2014	WCP	Riverfront	Lyle and Zephir Recption	Lyle and Zephir Ceremony	Windsor	Word of Mouth	Resident-Friday/Sunday	0.00%		
11/12/2014	Center	A&B	Town of Smithfield	Planning Commission	Smithfield		h.) Town	100.00%		
11/12/2014	Center	C&D	Paradigm Liaison Services	Pipeline Safety Training	Wichita	Returning Client	C.) Standard-Weekday	0.00%	\$200.00	
11/12/2014	Center	MH	Town of Smithfield	Staff Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/12/2014	Center	MH	Town of Smithfield	Pinewood Heights Meeting	Smithfield	Town Event	h.) Town	100.00%		
11/13/2014	Center	C&D	Smithfield Station	NAIL Meeting	Smithfield	Returning Client	Resident -Weekday	0.00%	\$400.00	
11/17/2014	Center	C&D	Town of Smithfield	Committee Meetings	Smithfield		h.) Town	100.00%		
11/18/2014	Center	A&B	Town of Smithfield	BHA&R	Smithfield		h.) Town	100.00%		
11/18/2014	Center	A&B	Town of Smithfield	Trail Docs Training Session	Smithfield	Town Event	h.) Town	100.00%		
11/18/2014	Center	C&D	Schoolhouse Committee	Schoolhouse Meeting		Town Event	h.) Town	100.00%		
11/18/2014	Center	C&D	Town of Smithfield	Crimeline	Smithfield	Town Event	h.) Town	100.00%		
11/19/2014	Center	MHSu	Sentara Careplex Hostpial	Diabetes Symposium	Hampton	Returning Client	Resident -Weekday	0.00%	\$674.20	
11/19/2014	WCP	Riverfront	Parker-Cuthrell	Parker-Cuthrell Wedding Ceremony	Smithfield	Word of Mouth	D.) Resident -Weekday	0.00%	\$300.00	
11/20/2014	Center	A	Luter Family YMCA	Festival of Trees Set	Smithfield	Word of Mouth	Non Profit	50.00%		
11/20/2014	Center	B	Smithfield Women's Club	Smithfield Women's Club	Smithfield	Recurring Event	Half Off (50% off)	50.00%	\$156.00	
11/20/2014	Center	C&D	Windsor Castle Foundation Board	WCFB-5th Anniversary		Town Event	h.) Town	100.00%		
11/21/2014	Center	MHSu	Luter Family YMCA	Festival of Trees	Smithfield	Word of Mouth	Non Profit	20.00%	\$1,960.00	
11/23/2014	Center	MHSu	Driskill-Myers Wedding & Reception	Driskill-Myers Wedding & Reception	Williamsburg	Web-Center Website	Nonresident-Friday/Sunday	0.00%	\$1,554.72	
11/29/2014	Center	MH	Town of Smithfield	Smithfield Center Open House	Smithfield	Town Event	h.) Town	100.00%		

\$9,155.35

Deposit Totals for November 2014  
 \$8,203.50 Smithfield Center  
 \$287.00 Town Services

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7	8
1:00 PM - 9:00 PM MH 4:00 PM St Paul Rzua Church Banquet	9:00 AM - 3:00 PM C&D 10:00 AM Motorola Meeting	Herbert Off 4:30 AM - 8:00 PM MH 6:00 AM Elections 5:00 PM - 6:30 PM C&D 5:30 PM WCFB Meeting 7:00 PM - 11:00 PM A&B 7:30 PM Town Council	Carpet Cleaning	Carpet Cleaning	6:30 AM - 3:30 PM C&D 7:00 AM VRWA Basic Work Zone Safety 8:00 AM - 6:00 PM Riverfront 9:00 AM Lynn and Leighton Wedding and Reception Set-Up 12:00 PM - 12:00 AM MH 7:00 PM Rushmere Fire Department Banquet	9:00 AM - 8:00 PM Riverfront 2:00 PM Lynn and Leighton Wedding and Reception 11:00 AM - 7:00 PM MH 3:00 PM Veterans Day Service
9	10	11	12	13	14	15
10:00 AM - 10:00 PM MHSu 3:00 PM Lyle and Zephir Reception 11:00 AM - 7:00 PM Riverfront 2:00 PM Lyle and Zephir Ceremony	Duct Work Stain Kayak Barn	Veterans Day Stain Kayak Barn 11:00 AM - 12:00 PM Memorial Lawn 11:00 AM Veterans Service	12:30 PM - 4:00 PM MH 1:00 PM Staff Meeting 2:00 PM - 10:00 PM C&D 5:00 PM Pipeline Safety Training 4:00 PM - 6:00 PM MH 4:00 PM Pinewood Heights Meeting 7:00 PM - 10:00 PM A&B 7:30 PM Planning Commission	7:00 AM - 5:00 PM C&D 8:00 AM NAIL Meeting	Courtney Off 7:00 AM - 5:00 PM C&D 8:00 AM NAIL Meeting	Courtney Off

November 2014

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
16	17	18	19	20	21	22
Courtney Off	Courtney Off 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings	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 3:30 PM - 5:00 PM A&B 3:30 PM Trail Docs Training Session 3:30 PM - 6:00 PM C&D 4:00 PM Committee Meetings 7:00 PM - 8:30 PM A&B 7:30 PM BHA&R	6:00 AM - 5:00 PM MHSu 7:00 AM Diabetes Symposium 8:00 AM - 3:30 PM Riverfront 2:00 PM Parker-Cuthrell Wedding Ceremony	10:00 AM - 3:00 PM B,C&D 12:00 PM Smithfield Women's Club 3:00 PM - 5:00 PM A 3:00 PM Festival of Trees Set 4:00 PM - 5:00 PM C&D 4:00 PM WCFB-5th Anniversary	10:00 AM - 6:00 PM MHSu 10:00 AM Festival of Trees	Melissa Off 1:30 PM - 12:30 AM MHSu 7:00 PM Festival of Trees
23	24	25	26	27	28	29
Melissa Off 11:30 AM - 8:30 PM MHSu 3:00 PM Driskill-Myers Wedding & Reception	Tile Replacement	Duct Work Tile Replacement	Duct Work	Thanksgiving-Closed	Sat Rate	9:00 AM - 3:00 PM MH 10:00 AM Smithfield Center Open House
30						
Sat Rate						

## **Smithfield/Isle of Wight Tourism Activity Report – November 2014**

- Director attended the Isle of Wight Board of Supervisors Meeting 11/20/14.
- Director attended Smithfield Town Council Meeting 11/4/14.
- Smithfield Thanksgiving Farmer's Market held 11/22/14. Great attendance and sales.
- Monthly Tourism staff meeting held 11/13/14.
- Smithfield 2020 Meeting held 11/5/14.
- Attended VACo Annual meeting 11/8-10/14.
- Director is the Student Leadership Institute facilitator for the Chamber this year. Class held on 11/5/14 (and will be held on the first Wednesday of every month until April)
- Attended County Agenda Review meeting 11/6/14.
- Met with Surry representatives regarding joint tourism efforts 11/12/14.
- Attended Saint Luke's Development Committee meeting 11/12/14.
- Attended Special Event Committee meeting 11/12/14.
- Met with Addams Outdoor advertising regarding outdoor advertising campaign 11/13/14.
- Attended Saint Luke's Board meeting 11/13/14.
- Attended Smithfield 2020 signage committee meeting 11/14/14.
- Met with Director of Parks & Rec and E.D. regarding upcoming Leadership Team Field Trip on December 5<sup>th</sup> on 11/14/14 and advance field trip to New Town James City County 11/24/14.
- Attended VA-1 Tourism Summit Conference in Fairfax 11/16-18/14.
- Attended Field Trip to Fauquier County to see State Forrest in preparation for Blackwater River tract planning 11/19/14.

- Meeting with Public Works regarding upcoming Christmas Parade 11/20/14.
- Held Saint Luke's Search Committee/Executive Committee meeting 11/20/14.
- Attended Ribbon Cutting for new Skate Park at Nike Park 11/20/14.
- Attended Windsor Castle Park Anniversary meeting 11/20/14.
- Attended Chamber event meeting 11/21/14.
- Met with Coastal Virginia Magazine 11/21/14.
- Directional Farm Signage meeting 11/21/14.
- Met with Jane March regarding Southern County tourism efforts and 2015 Horse Tour 11/24/14.
- Attended Coastal Virginia Tourism Alliance (CVTA) meeting 10/15/14. Voted VP for 2014/2015 and will move into seat as President in the next year.
- Attended IOW Wellness Committee Lunch & Learn 11/25/14.
- Staff Attended County Staff Meeting 11/21/14.
- Attended Smithfield Staff Meeting 11/12/14.
- 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](http://www.visitsmithfieldisleofwight.com) for more details!

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b>General Fund revenues</b>				
<b>Real Estate Tax</b>				
Current RE Tax	1,665,000.00	114,017.28	1,550,982.72	6.85%
Delinquent RE Tax	20,000.00	20,605.77	(605.77)	103.03%
Current RE Penalty	4,400.00	-	4,400.00	0.00%
Delinquent RE Penalty	3,000.00	2,245.63	754.37	74.85%
Current RE Interest	900.00	-	900.00	0.00%
Delinquent RE Interest	5,400.00	5,950.45	(550.45)	110.19%
<b>Total Real Estate Taxes</b>	<b>1,698,700.00</b>	<b>142,819.13</b>	<b>1,555,880.87</b>	<b>8.41%</b>
<b>Personal Property Tax</b>				
Current PP Tax	865,000.00	240,794.89	624,205.11	27.84%
Delinquent PP Tax	20,000.00	8,398.13	11,601.87	41.99%
Current PP Penalty	17,000.00	-	17,000.00	0.00%
Delinquent PP Penalty	5,000.00	1,831.16	3,168.84	36.62%
Current PP Interest	1,200.00	-	1,200.00	0.00%
Delinquent PP Interest	3,100.00	768.96	2,331.04	24.81%
<b>Total Personal Property Tax</b>	<b>911,300.00</b>	<b>251,793.14</b>	<b>659,506.86</b>	<b>27.63%</b>
<b>Miscellaneous Receipts Over/Short</b>	<b>15.00</b>	<b>(8.37)</b>	<b>23.37</b>	<b>-55.80%</b>
<b>Total Over/Short</b>	<b>15.00</b>	<b>(8.37)</b>	<b>23.37</b>	<b>-55.80%</b>
<b>Other Taxes</b>				
Franchise Tax	134,370.00	-	134,370.00	0.00%
Cigarette Tax	174,067.00	43,188.70	130,878.30	24.81%
Transient Occupancy Tax	139,430.00	19,353.23	120,076.77	13.88%
Meals Tax-4%	879,785.00	230,221.19	649,563.81	26.17%
Meals Tax-2%	439,892.00	115,110.59	324,781.41	26.17%
Communications Tax	240,000.00	39,460.38	200,539.62	16.44%
Rolling Stock	15.00	22.94	(7.94)	152.93%
Rental Tax	1,000.00	1,378.17	(378.17)	137.82%
Sales Tax	270,000.00	52,138.45	217,861.55	19.31%
Consumption Tax	49,000.00	13,797.94	35,202.06	28.16%
Utility Tax	193,600.00	54,610.78	138,989.22	28.21%
<b>Total Other Local Taxes</b>	<b>2,521,159.00</b>	<b>569,282.37</b>	<b>1,951,876.63</b>	<b>22.58%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>				
Business Licenses	335,000.00	38,155.14	296,844.86	11.39%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
Business Licenses Penalty	4,350.00	3,154.87	1,195.13	72.53%
Business Licenses Interest	1,600.00	118.33	1,481.67	7.40%
Permits & Other Licenses	11,000.00	5,615.04	5,384.96	51.05%
<b>Inspection Fees-Subdivision</b>	<b>-</b>	<b>11,476.39</b>	<b>(11,476.39)</b>	<b>100.00%</b>
WC Dog Park Registration	2,400.00	598.00	1,802.00	24.92%
<b>Consultant Review Fees</b>	<b>5,000.00</b>	<b>3,227.00</b>	<b>1,773.00</b>	<b>64.54%</b>
Vehicle License Tags	-	3.00	(3.00)	0.00%
<b>Vehicle License</b>	<b>132,000.00</b>	<b>2,699.37</b>	<b>129,300.63</b>	<b>2.04%</b>
<b>Total Licenses, permits and privilege fees</b>	<b>491,350.00</b>	<b>65,047.14</b>	<b>426,302.86</b>	<b>13.24%</b>
<b><u>Fines &amp; Costs</u></b>				
Public Defender Fee	-	-	-	0.00%
<b>Fines &amp; Costs</b>	<b>70,000.00</b>	<b>19,301.88</b>	<b>50,698.12</b>	<b>27.57%</b>
<b>Total Fines &amp; Forfeitures</b>	<b>70,000.00</b>	<b>19,301.88</b>	<b>50,698.12</b>	<b>27.57%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	7,500.00	2,078.76	5,421.24	27.72%
Beautification Fund Interest	130.00	51.79	78.21	39.84%
Rentals	18,812.00	6,645.52	12,166.48	35.33%
Smithfield Center Rentals	143,000.00	54,103.21	88,896.79	37.83%
<b>Smithfield Center Vendor Programs</b>	<b>5,625.00</b>	<b>-</b>	<b>5,625.00</b>	<b>0.00%</b>
Kayak Rentals	11,000.00	3,330.00	7,670.00	30.27%
Windsor Castle Programs	-	68.00	(68.00)	100.00%
Special Events	7,300.00	1,189.00	6,111.00	16.29%
Fingerprinting Fees	1,000.00	480.00	520.00	48.00%
<b>Museum Gift Shop Sales</b>	<b>-</b>	<b>6,927.21</b>	<b>(6,927.21)</b>	<b>100.00%</b>
<b>Museum Programs/Lecture Fees</b>	<b>-</b>	<b>180.00</b>	<b>(180.00)</b>	<b>100.00%</b>
<b>Sale of Equipment</b>	<b>1,000.00</b>	<b>5,944.88</b>	<b>(4,944.88)</b>	<b>594.49%</b>
Lease of Land	525.00	-	525.00	0.00%
<b>Total revenue from use of money and property</b>	<b>195,892.00</b>	<b>80,998.37</b>	<b>114,893.63</b>	<b>41.35%</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	2,000.00	1,402.65	597.35	70.13%
Cash Proffer Revenues	-	-	-	0.00%
Obici Foundation Wellness Grant	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	-	100.00%
<b>Total Miscellaneous Revenue</b>	<b>6,000.00</b>	<b>5,402.65</b>	<b>597.35</b>	<b>90.04%</b>
<b><u>From Reserves</u></b>				
<b>Reserves-Pinewood Escrow</b>	<b>4,410.00</b>	<b>223,336.45</b>	<b>(218,926.45)</b>	<b>5064.32%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 10/31/14	Remaining Budget	% of budget
Reserves-Beautification Fund	-	55,658.04	(55,658.04)	100.00%
From Operating Reserves	389,587.35	626,025.73	(236,438.38)	160.69%
<b>Total From Reserves</b>	393,997.35	905,020.22	(511,022.87)	229.70%
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,321.00	3,318.00	3.00	99.91%
Police Block Grants-State	4,000.00	-	4,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	4,000.00	-	4,000.00	0.00%
SNAP Program	3,000.00	427.00	2,573.00	14.23%
Fuel Refund (state)	-	8.77	(8.77)	100.00%
<b>Total State Revenue</b>	200,315.00	49,136.77	151,178.23	24.53%
<b><u>Intergovernmental Federal</u></b>				
Federal Grants	1,200.00	-	1,200.00	0.00%
Pinewood Heights CDBG Relocation Planning Grant Phase III	20,000.00	-	20,000.00	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	375,280.00	81,000.00	294,280.00	21.58%
Federal Fuel Income	-	-	-	0.00%
<b>Total Federal Revenue</b>	396,480.00	81,000.00	315,480.00	20.43%
<b><u>Other Financing Sources</u></b>				
<b><u>Operating Transfers In</u></b>				
Transfer In for Debt Service	-	-	-	0.00%
<b>Total Operating Transfers In</b>	-	-	-	0.00%
<b><u>Other Financing Sources</u></b>				
Line of Credit Proceeds	450,000.00	-	450,000.00	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	-	-	0.00%
Insurance Recoveries	-	6,461.00	(6,461.00)	100.00%
<b>Total Other Financing Sources</b>	450,000.00	6,461.00	443,539.00	1.44%
<b><u>Contributions</u></b>				
CHIPS Contributions	1,000.00	-	1,000.00	0.00%
Contributions-Isle of Wight County Historical Society-Museum	-	21,202.00	-	100.00%
Contributions-Isle of Wight County-Museum	-	61,075.26	-	100.00%
Contributions-Miscellaneous-Museum	-	1,325.00	-	100.00%
Contributions-IOW County (ball fields)	-	-	-	0.00%
<b>Total Contributions</b>	1,000.00	83,602.26	1,000.00	8360.23%



<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
Supplies	20,000.00	7,855.26	12,144.74	39.28%
Travel & Training	6,000.00	3,260.35	2,739.65	54.34%
Subscriptions/Memberships	9,100.00	8,356.00	744.00	91.82%
Council Approved Items	6,000.00	2,757.10	3,242.90	45.95%
Public Defender Fees	3,000.00	-	3,000.00	0.00%
Bank Charges	625.00	292.00	333.00	46.72%
Special Projects	3,500.00	255.51	3,244.49	7.30%
Smithfield CHIPS program	3,772.00	1,800.00	1,972.00	47.72%
Update Town Charter & Code	4,000.00	1,589.00	2,411.00	39.73%
Annual Christmas Parade	400.00	-	400.00	0.00%
<b>Total Town Council</b>	<b>198,824.00</b>	<b>88,134.04</b>	<b>110,689.96</b>	<b>44.33%</b>
<b><u>Town Manager</u></b>				
Salaries	221,220.00	69,475.51	151,744.49	31.41%
FICA	17,698.00	4,977.14	12,720.86	28.12%
VSRS	19,475.00	6,406.32	13,068.68	32.90%
Health	38,000.00	15,137.54	22,862.46	39.84%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,700.00	774.78	925.22	45.58%
Communications	15,500.00	3,758.93	11,741.07	24.25%
Insurance	2,220.00	1,108.82	1,111.18	49.95%
Supplies	5,500.00	1,225.00	4,275.00	22.27%
Dues & Subscriptions	3,100.00	1,938.38	1,161.62	62.53%
Computer & technology expenses	16,000.00	421.47	15,578.53	2.63%
Travel & Training	7,800.00	2,480.06	5,319.94	31.80%
Other	100.00	-	100.00	0.00%
<b>Total Town Manager</b>	<b>348,813.00</b>	<b>107,703.95</b>	<b>241,109.05</b>	<b>30.88%</b>
<b><u>Treasurer</u></b>				
Salaries	254,540.00	76,657.34	177,882.66	30.12%
FICA	20,364.00	5,768.64	14,595.36	28.33%
VSRS	20,270.00	6,694.51	13,575.49	33.03%
Health	26,700.00	9,938.12	16,761.88	37.22%
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,500.00	2,123.30	6,376.70	24.98%
Data Processing	18,000.00	4,609.69	13,390.31	25.61%
Service Contracts	18,500.00	10,321.88	8,178.12	55.79%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>		
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
Insurance	2,295.00	1,146.04	1,148.96	49.94%
Supplies	11,000.00	3,057.64	7,942.36	27.80%
Dues & Subscriptions	2,300.00	905.00	1,395.00	39.35%
Credit Card Processing	3,000.00	251.40	2,748.60	8.38%
Cigarette Tax Stamps	2,650.00	2,646.00	4.00	99.85%
Travel & Training	2,000.00	15.68	1,984.32	0.78%
Other	100.00	81.04	18.96	81.04%
<b>Total Treasurer</b>	404,669.00	124,216.28	280,452.72	30.70%
<b>PUBLIC SAFETY</b>				
<b>Police Department</b>				
Salaries	1,356,195.00	409,402.11	946,792.89	30.19%
FICA	108,496.00	29,832.30	78,663.70	27.50%
VSRS	107,015.00	34,172.88	72,842.12	31.93%
Health Insurance	184,355.00	63,634.92	120,720.08	34.52%
	2,000.00	443.50	1,556.50	22.18%
Uniforms	24,000.00	7,604.73	16,395.27	31.69%
Service Contracts	37,000.00	22,666.48	14,333.52	61.26%
Communications	65,000.00	12,828.64	52,171.36	19.74%
Computer & Technology Expenses	15,200.00	5,379.87	9,820.13	35.39%
Insurance	51,980.00	25,989.12	25,990.88	50.00%
Ins. - LODA	11,415.00	11,414.48	0.52	100.00%
Materials & Supplies	25,500.00	4,906.12	20,593.88	19.24%
Dues & Subscriptions	6,500.00	3,121.00	3,379.00	48.02%
Equipment	15,000.00	7,848.28	7,151.72	52.32%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	14,684.38	35,315.62	29.37%
Gas	85,000.00	19,031.21	65,968.79	22.39%
Tires	7,500.00	2,165.70	5,334.30	28.88%
Travel & Training	32,500.00	11,080.19	21,419.81	34.09%
Special Events	500.00	503.62	(3.62)	100.72%
Police Grants	25,000.00	-	25,000.00	0.00%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	-	500.00	0.00%
<b>Total Police Department</b>	2,219,156.00	686,709.53	1,532,446.47	30.94%
<b>Fire Department</b>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	23,070.00	-	23,070.00	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 10/31/14	Remaining Budget	% of budget
<b>Total Fire Department</b>	36,070.00	-	36,070.00	0.00%
<b><u>Contributions-Public Safety</u></b>				
Coast Guard Auxiliary	250.00	250.00	-	100.00%
E911 Dispatch Center	169,753.00	-	169,753.00	0.00%
Commonwealth Attorney's Software Update	10,500.00	10,500.00	-	100.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
<b>Total Contributions-Public Safety</b>	190,503.00	10,750.00	179,753.00	5.64%
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>				
<b><u>Smithfield Center</u></b>				
Salaries	188,750.00	59,973.69	128,776.31	31.77%
FICA	15,100.00	4,675.00	10,425.00	30.96%
VSRS	12,705.00	4,178.76	8,526.24	32.89%
Health	21,100.00	8,074.73	13,025.27	38.27%
Uniforms	1,200.00	264.15	935.85	22.01%
Contracted Services	23,000.00	6,525.11	16,474.89	28.37%
Retail Sales & Use Tax	500.00	348.80	151.20	69.76%
Utilities	30,000.00	5,320.53	24,679.47	17.74%
Communications	19,000.00	4,564.99	14,435.01	24.03%
Computer & technology expenses	4,000.00	375.98	3,624.02	9.40%
Insurance	5,615.00	2,806.10	2,808.90	49.98%
Kitchen Supplies	4,000.00	736.75	3,263.25	18.42%
Office Supplies/Other Supplies	5,000.00	2,023.01	2,976.99	40.46%
Food Service & Beverage Supplies	7,000.00	1,527.14	5,472.86	21.82%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	8,874.26	31,125.74	22.19%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	13,500.00	3,310.31	10,189.69	24.52%
Travel & Training	2,000.00	1,105.61	894.39	55.28%
Programming Expenses	500.00	-	500.00	0.00%
Advertising	20,000.00	10,567.23	9,432.77	52.84%
Refund event deposits	3,500.00	2,120.00	1,380.00	60.57%
Credit card processing expense	4,500.00	1,528.57	2,971.43	33.97%
<b>Total Smithfield Center</b>	431,970.00	128,900.72	303,069.28	29.84%
<b><u>Contributions-Parks, Recreation and Cultural</u></b>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	625.00	875.00	41.67%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>		
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
Hampton Roads Planning District Commission	8,200.00	2,144.25	6,055.75	26.15%
Isle of Wight County-Historic Resources (museum)	-	-	-	0.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	10,000.00	7,502.62	2,497.38	75.03%
Total Contributions-Park, Recreation and Cultural	32,700.00	20,271.87	12,428.13	61.99%
<b><u>Windsor Castle Park</u></b>				
Salaries	75,110.00	18,572.99	56,537.01	24.73%
FICA	6,010.00	1,340.70	4,669.30	22.31%
VSRS	6,630.00	2,139.60	4,490.40	32.27%
Health	14,175.00	4,192.48	9,982.52	29.58%
Contracted Services	5,000.00	2,018.74	2,981.26	40.37%
Insurance	8,510.00	4,253.70	4,256.30	49.98%
Grass Cutting	30,000.00	10,237.76	19,762.24	34.13%
Kayak Expenses	1,500.00	-	1,500.00	0.00%
Professional Services	5,000.00	3,000.00	2,000.00	60.00%
Utilities	5,000.00	426.44	4,573.56	8.53%
Supplies	2,500.00	1,926.03	573.97	77.04%
Repairs & Maintenance	40,000.00	7,526.87	32,473.13	18.82%
Total Windsor Castle Park	199,435.00	55,635.31	143,799.69	27.90%
<b><u>Museum</u></b>				
Salaries	90,555.00	25,348.17	65,206.83	27.99%
FICA	7,245.00	2,127.67	5,117.33	29.37%
VSRS	3,905.00	1,301.00	2,604.00	33.32%
Operating expenses	24,295.00	2,537.04	21,757.96	10.44%
Gift Shop-to be funded by gift shop proceeds	-	1,409.10	(1,409.10)	100.00%
Total Museum	126,000.00	32,722.98	93,277.02	25.97%
<b><u>Other Parks &amp; Recreation</u></b>				
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park-pier maintenance	4,600.00	5,624.84	(1,024.84)	122.28%
Community Wellness Initiative	-	130.00	(130.00)	0.00%
SNAP Program	3,000.00	604.00	2,396.00	20.13%
Waterworks Dam	10,450.00	2,500.00	7,950.00	23.92%
Waterworks Lake (park area)	1,000.00	-	1,000.00	0.00%
Haydens Lane Maintenance	1,500.00	-	1,500.00	0.00%
Veterans War Memorial	1,000.00	429.23	570.77	42.92%
Fireworks	2,000.00	-	2,000.00	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2014/2015</b>	<b>Actual as of 10/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Total Parks & Recreation	25,050.00	9,288.07	15,761.93	37.08%
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights</b>				
<b>Non-CDBG Contributed Operating Expenses</b>				
<b>Administration</b>				
Management Assistance	22,790.00	18,846.06	3,943.94	82.69%
Monitoring/Closeout	2,790.00	-	2,790.00	0.00%
<b>Permanent Relocation</b>				
Owner Occupied Households	192,800.00	96,353.83	96,446.17	49.98%
Renter Occupied Households	97,911.00	6,751.72	91,159.28	6.90%
Moving Costs	4,191.00	1,800.00	2,391.00	42.95%
Relocation Specialist	245.00	9,902.00	(9,657.00)	4041.63%
<b>Acquisition</b>				
Owner Acquisition	1,000.00	924.00	76.00	92.40%
Renter Acquisition	208,834.00	208,903.50	(69.50)	100.03%
Appraisal/Legal	2,400.00	3,850.00	(1,450.00)	160.42%
<b>Acquisition Specialist</b>				
	12,352.00	9,392.50	2,959.50	76.04%
<b>Clearance &amp; Demolition</b>				
	23,278.00	5,960.50	17,317.50	25.61%
<b>Subtotal Non CDBG</b>				
	568,591.00	362,684.11	205,906.89	63.79%
<b>CDBG Contributed Operating Expenses</b>				
<b>Permanent Relocation</b>				
Owner Occupied Households	44,800.00	-	44,800.00	0.00%
Renter Occupied Households		-	-	0.00%
<b>Acquisition</b>				
Owner Occupied	244,640.00	69,000.00	175,640.00	28.20%
<b>Clearance &amp; Demolition</b>				
		-	-	0.00%
<b>Planning Grant-Phase III</b>				
	20,000.00	-	20,000.00	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Subtotal CDBG</b>	309,440.00	69,000.00	240,440.00	22.30%
<b>Total Pinewood Heights Contributions</b>	<b>878,031.00</b>	<b>431,684.11</b>	<b>446,346.89</b>	<b>49.17%</b>
<b>Contributions-Community Development</b>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Historic Smithfield	-	55,658.04	(55,658.04)	100.00%
Chamber of Commerce	-	6,000.00	(6,000.00)	0.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	195,159.00	-	195,159.00	0.00%
Western Tidewater Free Clinic	33,000.00	-	33,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
<b>Total Contributions-Community Development</b>	<b>307,809.00</b>	<b>61,658.04</b>	<b>246,150.96</b>	<b>20.03%</b>
<b>PUBLIC WORKS</b>				
<b>Planning, Engineering &amp; Public Works</b>				
Salaries	204,550.00	83,425.43	121,124.57	40.78%
FICA	16,365.00	6,282.96	10,082.04	38.39%
VSRS	18,960.00	5,967.33	12,992.67	31.47%
Health	35,135.00	18,095.71	17,039.29	51.50%
Disability	-	113.64	(113.64)	0.00%
Uniforms	2,500.00	259.22	2,240.78	10.37%
Contractual	9,500.00	3,773.95	5,726.05	39.73%
GIS	3,200.00	400.00	2,800.00	12.50%
Recycling-1.5% CPI-U	217,210.00	54,867.67	162,342.33	25.26%
Trash Collection-1.5% CPI-U	232,170.00	93,583.42	138,586.58	40.31%
Street Lights	5,000.00	271.17	4,728.83	5.42%
Communications	12,000.00	2,850.74	9,149.26	23.76%
Safety Meetings/Safety Expenses	5,000.00	528.35	4,471.65	10.57%
<b>Insurance</b>	<b>8,110.00</b>	<b>4,053.38</b>	<b>4,056.62</b>	<b>49.98%</b>
Materials & Supplies	5,000.00	1,215.79	3,784.21	24.32%
Accreditation -Site visit	2,000.00	-	2,000.00	0.00%
Repairs & Maintenance	9,000.00	-	9,000.00	0.00%
Gas & Tires	10,500.00	2,743.59	7,756.41	26.13%
Travel & Training	8,000.00	1,292.15	6,707.85	16.15%
Litter Control Grant	3,321.00	-	3,321.00	0.00%
<b>Dues &amp; Subscriptions</b>	<b>2,000.00</b>	<b>485.50</b>	<b>1,514.50</b>	<b>24.28%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>		
<b>Description</b>	<b>2014/2015</b>	<b>10/31/14</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
Other	1,000.00	1,420.35	(420.35)	142.04%
<b>Total Public Works</b>	810,521.00	281,630.35	528,890.65	34.75%
<b>PUBLIC BUILDINGS</b>				
<b>Public Buildings</b>				
Salaries	26,500.00	7,477.12	19,022.88	28.22%
FICA	2,120.00	644.07	1,475.93	30.38%
Contractual	13,000.00	8,210.49	4,789.51	63.16%
Communications	2,000.00	1,613.69	386.31	80.68%
Utilities	54,000.00	10,863.10	43,136.90	20.12%
Insurance	10,725.00	5,362.50	5,362.50	50.00%
Materials & Supplies	3,000.00	1,872.71	1,127.29	62.42%
Repairs & Maintenance	36,000.00	7,858.68	28,141.32	21.83%
Rent Expense-Office Space	4,800.00	1,600.00	3,200.00	33.33%
Other	1,000.00	-	1,000.00	0.00%
<b>Total Public Buildings</b>	153,145.00	45,502.36	107,642.64	29.71%
<b>OTHER FINANCING USES</b>				
<b>Other Financing Uses</b>				
Transfers to Operating Reserves	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	0.00%
<b>Total Transfers To Reserves</b>	-	-	-	0.00%
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Building Acquisition	21,574.00	-	21,574.00	0.00%
HVAC	15,905.00	5,216.25	10,688.75	32.80%
Ball Fields	-	-	-	0.00%
Line of Credit	450,000.00	-	450,000.00	0.00%
<b>Interest and fiscal charges</b>				
Public Building Acquisition	32,340.00	-	32,340.00	0.00%
HVAC	1,800.00	697.87	1,102.13	38.77%
Line of Credit	7,000.00	-	7,000.00	0.00%
Ball Fields	-	-	-	0.00%
<b>Total Debt Service</b>	528,619.00	5,914.12	522,704.88	1.12%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 10/31/14	Remaining Budget	% of budget
<b>Total General Fund Expenses</b>	6,891,315.00	2,090,721.73	4,800,593.27	30.34%
<b>Less Expenses related to capital projects:</b>				
Legal Fees	-	-	-	
Professional Fees	(1,500.00)	(14,550.00)	13,050.00	
Pinewood Heights Relocation Project Expenses	(878,031.00)	(431,684.11)	(446,346.89)	
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	
<b>Total Non-operating Expenses</b>	(1,336,531.00)	(446,234.11)	(890,296.89)	33.39%
<b>Total General Fund Operating Expenses</b>	5,554,784.00	1,644,487.62	3,910,296.38	29.60%
<b>Net Operating Reserve (+/-)</b>	491,842.35	119,061.86	456,382.75	24.21%
<b>Net Reserve (+/-)</b>	444,893.35	169,134.83	359,360.78	38.02%

	Proposed Budget 2014/2015	Actual 10/31/2014	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>444,893.35</b>	169,134.83	275,758.52	38.02%
<b>Capital Outlay</b>				
<b>General Fund</b>				
<b>GENERAL GOVERNMENT</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units	-			
Renter Occupied Units	(24,000.00)	(36,000.00)	12,000.00	150.00%
Vacant Lots	(24,000.00)		(24,000.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(48,000.00)	<b>(36,000.00)</b>	(12,000.00)	75.00%
<b>CDBG Capital Acquisition-MY2</b>				
Owner Occupied Units	(48,000.00)	(12,000.00)	(36,000.00)	25.00%
Renter Occupied Units		-	-	0.00%
Vacant Lots		-	-	0.00%
Subtotal CDBG Capital Acquisition	(48,000.00)	<b>(12,000.00)</b>	(36,000.00)	25.00%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(96,000.00)</b>	<b>(48,000.00)</b>	(48,000.00)	50.00%
<b>TOWN COUNCIL</b>				
None	-	-	-	
<b>TREASURER</b>				
AS400 Server	-		-	#DIV/0!
<b>PARKS, RECREATION AND CULTURAL</b>				
Kayak Storage	(6,000.00)	(1,355.83)	(4,644.17)	22.60%
Playground repairs	(8,000.00)	-	(8,000.00)	0.00%
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
<b>Police Vehicles</b>	<b>(135,600.00)</b>	<b>(97,266.00)</b>	(38,334.00)	71.73%
<b>Tough Book MDTs/docking stations</b>	<b>(24,041.35)</b>	-	(24,041.35)	0.00%
<b>In Car Cameras</b>	<b>(16,752.00)</b>	-	(16,752.00)	0.00%
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(7,500.00)	-	(7,500.00)	0.00%
GIS/Mapping-roll over	-	-	-	#DIV/0!
James/Washington Street Improvements	-	-	-	#DIV/0!
		-		

	Proposed Budget 2014/2015	Actual 10/31/2014	Remain Budget	% of Budget
<b>PUBLIC BUILDINGS</b>				
Phone Systems-PD	(22,000.00)	(22,513.00)	513.00	102.33%
Police Evidence Building Improvements	(150,000.00)		(150,000.00)	0.00%
Replace heat/ac unit at Town Hall	(5,000.00)		(5,000.00)	0.00%
Net Capital Outlay	(470,893.35)	(169,134.83)	(301,758.52)	35.92%
Net Reserves (Deficit) after capital outlay	(26,000.00)	(0.00)	(26,000.00)	0.00%

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	668,000.00	151,852.33	516,147.67	22.73%
Sewer Compliance Fee	492,000.00	95,437.15	396,562.85	19.40%
Miscellaneous Revenue	1,000.00	100.95	899.05	10.10%
Connection fees	23,700.00	20,540.00	3,160.00	86.67%
<b>Total Operating Revenue</b>	<b>1,184,700.00</b>	<b>267,930.43</b>	<b>916,769.57</b>	<b>22.62%</b>
<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
<b>Description</b>	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2014/2015</b>	<b>10/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	227,410.00	56,169.23	171,240.77	24.70%
FICA	18,195.00	4,096.82	14,098.18	22.52%
VSRS	22,015.00	6,274.22	15,740.78	28.50%
Health	39,650.00	12,541.42	27,108.58	31.63%
Uniforms	2,500.00	330.52	2,169.48	13.22%
Audit & Legal Fees	14,750.00	1,885.25	12,864.75	12.78%
Accreditation	2,000.00	-	2,000.00	0.00%
HRPDC sewer programs	918.00	197.00	721.00	21.46%
Maintenance & Repairs	50,000.00	15,392.96	34,607.04	30.79%
VAC Truck Repairs & Maintenance	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	3,457.29	10,542.71	24.69%
Dues & Subscriptions	50.00	14.50	35.50	29.00%
Utilities	46,000.00	8,820.46	37,179.54	19.17%
SCADA Expenses	6,000.00	1,333.19	4,666.81	22.22%
Telephone	12,000.00	2,568.35	9,431.65	21.40%
Insurance	15,895.00	7,947.26	7,947.74	50.00%
Materials & Supplies	46,000.00	8,760.53	37,239.47	19.04%
Truck Operations	14,000.00	2,338.30	11,661.70	16.70%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,780.00	601.02	3,178.98	15.90%
Miscellaneous	600.00	224.11	375.89	37.35%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget 2014/2015</b>	<b>Balance as of 10/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Bank service charges	325.00	-	325.00	0.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	552,588.00	132,952.43	419,635.57	24.06%
<b>Operating Income before D&amp;A Expense</b>	632,112.00	134,978.00	497,134.00	21.35%
<b>Depreciation &amp; Amort. Exp.</b>	600,000.00	182,035.85	417,964.15	30.34%
<b>Operating Income (Loss)</b>	32,112.00	(47,057.85)	79,169.85	-146.54%
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	10,400.00	(10,400.00)	100.00%
Availability Fees	61,800.00	53,560.00	8,240.00	86.67%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	22,833.00	12,140.57	10,692.43	53.17%
Interest Revenue	4,500.00	1,714.37	2,785.63	38.10%
Interest Expense	(36,965.00)	(9,847.14)	(27,117.86)	26.64%
<b>Total Nonoperating Revenues (Expenses)</b>	52,168.00	67,967.80	(15,799.80)	130.29%
<b>Net Income (loss)</b>	84,280.00	20,909.95	63,370.05	24.81%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	(10,400.00)	10,400.00	100.00%
Availability Fees	(61,800.00)	(53,560.00)	(8,240.00)	86.67%
Contributed Capital-Smithfield Foods Rev Ln	(22,833.00)	(12,140.57)	(10,692.43)	53.17%
Compliance Fee	(492,000.00)	(95,437.15)	(396,562.85)	19.40%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	600,000.00	182,035.85	417,964.15	30.34%
Additional debt service costs-principal expense	(78,850.00)	(78,850.00)	-	100.00%
Total adjustments to CAFR	(50,483.00)	(68,351.87)	17,868.87	135.40%
Working adjusted income	33,797.00	(47,441.92)	81,238.92	-140.37%

	Adopted Budget 2014/2015	Actual 10/31/2014	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>33,797.00</b>	<b>(47,441.92)</b>	81,238.92	-140.37%
Sewer SSO Consent Order	(3,000.00)	-	(3,000.00)	0.00%
MOA Compliance Plan	(50,000.00)	-	(50,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)	-	(25,000.00)	0.00%
MOA CIP Development	(35,000.00)	-	(35,000.00)	0.00%
RWWMP Development Coord Assistance	(25,000.00)	-	(25,000.00)	0.00%
Storage Shed	-	-	-	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
SCADA Towers-Drummonds, Jersey Park, Watson		(20,730.90)	20,730.90	100.00%
4" Fairbanks Morse Submersible Run-Dry Pump-Crescent		(14,500.00)	14,500.00	100.00%
Main Street Lift Station Rehab.		(57,932.33)		100.00%
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	0.00%
Truck/Equipment	(10,000.00)	-	(10,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(251,321.00)</b>	<b>(93,163.23)</b>	<b>(216,090.10)</b>	<b>37.07%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(217,524.00)</b>	<b>(140,605.15)</b>	<b>(134,851.18)</b>	<b>64.64%</b>
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	138,000.00	-	138,000.00	0.00%
Draw from operating reserves	-	-	-	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	0.00%
<b>Net Cashflow</b>	<b>20,476.00</b>	<b>(140,605.15)</b>	<b>103,148.82</b>	<b>-686.68%</b>

Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	10/31/14		Budget	budget
<b>Revenue</b>					
<b>Operating Revenue</b>					
Water Sales	1,397,000.00	320,694.68		1,076,305.32	22.96%
Debt Service Revenue	188,970.00	36,578.52		152,391.48	19.36%
Miscellaneous	500.00	738.00		(238.00)	147.60%
Connection fees	9,900.00	8,580.00		1,320.00	86.67%
Application Fees	5,500.00	3,929.00		1,571.00	71.44%
<b>Total Operating Revenue</b>	<b>1,601,870.00</b>	<b>370,520.20</b>		<b>1,231,349.80</b>	<b>23.13%</b>
<b>Town of Smithfield</b>					
<b>Water Fund Budget</b>					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	10/31/14		Budget	budget
<b>Expenses</b>					
Salaries	353,310.00	98,147.91		255,162.09	27.78%
FICA	28,185.00	7,290.45		20,894.55	25.87%
VSRS	28,060.00	9,202.83		18,857.17	32.80%
Health	51,975.00	17,638.93		34,336.07	33.94%
Uniforms	3,255.00	431.60		2,823.40	13.26%
Contractual	15,000.00	6,671.66		8,328.34	44.48%
Legal & Audit	15,000.00	2,874.85		12,125.15	19.17%
Accreditation	2,000.00	-		2,000.00	0.00%
Maintenance & Repairs	21,000.00	17,190.68		3,809.32	81.86%
Water Tank Maintenance	103,650.00	25,823.29		77,826.71	24.91%
Water Tank Inspections	-	-		-	0.00%
Professional Services	-	-		-	0.00%
Regional Water Supply Study	1,839.00	440.75		1,398.25	23.97%
Data Processing	14,000.00	3,457.29		10,542.71	24.69%
Utilities	2,000.00	129.27		1,870.73	6.46%
Communications	13,000.00	2,737.62		10,262.38	21.06%
Insurance	25,200.00	12,598.78		12,601.22	50.00%
Materials & Supplies	75,000.00	17,587.11		57,412.89	23.45%
Gas and Tires	15,500.00	3,752.92		11,747.08	24.21%
Dues & Subscriptions	1,000.00	414.50		585.50	41.45%
Bank service charges	325.00	343.24		(18.24)	105.61%
Travel and Training	5,500.00	72.67		5,427.33	1.32%
Miscellaneous	9,500.00	8,982.67		517.33	94.55%
RO Annual costs	469,000.00	109,322.80		359,677.20	23.31%
Bad debt expense	7,500.00	-		7,500.00	0.00%

<b>Town of Smithfield</b>					
<b>Water Fund Budget</b>					
<b>Description</b>	<b>Adopted Budget 2014/2015</b>	<b>Balance as of 10/31/14</b>		<b>Remaining Budget</b>	<b>% of budget</b>
Total Water Fund Operating Expenses before D&A Exp.	1,260,799.00	345,111.82		915,687.18	27.37%
Operating Income before D&A Expense	341,071.00	25,408.38		315,662.62	7.45%
Depreciation & Amortization Expense	365,000.00	110,983.54		254,016.46	30.41%
Operating Income (Loss)	(23,929.00)	(85,575.16)		61,646.16	357.62%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	-	10,400.00		(10,400.00)	100.00%
Availability Fees	40,800.00	35,360.00		5,440.00	86.67%
Interest Revenue	6,800.00	2,572.04		4,227.96	37.82%
Interest Expense	(111,606.00)	(11,465.54)		(100,140.47)	10.27%
Total Nonoperating Revenues (Expenses)	(64,006.00)	36,866.51		(100,872.51)	-57.60%
Net Income (Loss)	(87,935.00)	(48,708.66)		(39,226.34)	55.39%
<b>WORKING ADJUSTMENTS TO CAFR</b>					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	-	(10,400.00)		10,400.00	100.00%
Availability Fees	(40,800.00)	(35,360.00)		(5,440.00)	86.67%
Bad Debt Expense	7,500.00	-		7,500.00	0.00%
Debt Service Revenue	(188,970.00)	(36,578.52)		(152,391.48)	19.36%
Depreciation & Amort. Exp.	365,000.00	110,983.54		254,016.46	30.41%
Additional debt service costs-principal expense	(337,974.00)	(242,795.89)		(95,178.11)	71.84%
Total adjustments to CAFR	(195,244.00)	(214,150.87)		18,906.87	109.68%
Working adjusted income	(283,179.00)	(262,859.53)		(20,319.47)	92.82%

	<b>Proposed Budget 2014/2015</b>	<b>Actual 10/31/2014</b>	<b>Remain Budget</b>	<b>% of Budget</b>
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(283,179.00)</b>	<b>(262,859.53)</b>	<b>(20,319.48)</b>	<b>92.82%</b>
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Vehicle/Equipment	(10,000.00)	-	(10,000.00)	0.00%
System Improvements	(50,000.00)	-	(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(173,321.00)</b>	<b>-</b>	<b>(173,321.00)</b>	<b>0.00%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(456,500.00)</b>	<b>(262,859.53)</b>	<b>(193,640.48)</b>	<b>57.58%</b>
Operating Reserves		-	-	0.00%
Water Development Escrow		-	-	0.00%
Water Capital Escrow	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	338,279.00	253,289.53	84,989.47	74.88%
<b>Net Cashflow</b>	<b>41,779.00</b>	<b>(9,570.00)</b>	<b>51,349.00</b>	<b>-22.91%</b>

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	10/31/14	Budget	budget
<b>Revenue</b>				
Interest Income	220.00	46.79	173.21	21.27%
Revenue - Commwlth of VA	1,033,113.00	265,369.65	767,743.35	25.69%
<b>Total Highway Fund Revenue</b>	<b>1,033,333.00</b>	<b>265,416.44</b>	<b>767,916.56</b>	<b>25.69%</b>
<b>Town of Smithfield</b>				
<b>Highway Fund</b>				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	10/31/14	Budget	budget
<b>Expenses</b>				
Salaries	254,070.00	62,225.02	185,839.98	25.08%
FICA	20,330.00	4,441.57	15,403.43	22.38%
VSRS	22,565.00	6,846.47	22,243.53	23.54%
Health	49,525.00	15,083.85	30,206.15	33.31%
Uniforms	3,100.00	687.50	2,412.50	22.18%
Engineering	-	-	-	0.00%
Grass	26,000.00	4,016.79	21,983.21	15.45%
Maintenance	455,446.00	63,506.46	530,189.81	10.70%
Asphalt/Paving		-	-	
Ditching		43,489.10	(43,489.10)	
Traffic Control devices		2,392.30	(2,392.30)	
Other (maintenance)		429.36	(429.36)	
Other (lawnmowers, landscaping, etc)		15,450.54	(15,450.54)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		1,745.16	(1,745.16)	
Storm Maintenance		-	-	
Street Lights	106,000.00	24,976.66	81,023.34	23.56%
Insurance	13,690.00	6,843.80	8,136.20	45.69%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	2,810.35	7,189.65	28.10%
Stormwater Management Program (regional)	1,786.00	526.25	1,259.75	29.47%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
<b>Total Highway Fund Expense</b>	<b>965,012.00</b>	<b>191,964.72</b>	<b>908,387.55</b>	<b>17.45%</b>
<b>Net Reserves (+/-)</b>	<b>68,321.00</b>	<b>73,451.72</b>	<b>(140,470.99)</b>	<b>-109.60%</b>

	Adopted Budget 2014/2015	Actual 10/31/2014	Remain Budget	% of Budget
<b>HIGHWAY</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>68,321.00</b>	73,451.72	(5,130.72)	107.51%
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
New Truck	(10,000.00)	-	(10,000.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Drainage Improvements	(50,000.00)		(50,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(68,321.00)</b>	-	<b>(68,321.00)</b>	<b>0.00%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>73,451.72</b>	<b>(73,451.72)</b>	<b>100.00%</b>
<b>Carryover from FY2014</b>		<u>108,461.20</u>		
<b><u>Net Adjusted Reserves (deficit)</u></b>		181,912.92		

## Notes: October 2014

### GENERAL FUND

#### Revenues:

##### Current RE

Real estate bills were mailed in October, so collections began during the month. As of November 21, we have posted \$326,559 (19%) of current year billings. There is still a lot of mail to post, however, and we have our 2 part time clerks working additional hours to assist with the posting.

##### Delinquent RE Tax

Delinquent RE tax collections have already exceeded budget. As of November 21, we have collected \$24,591.66 in delinquent re taxes. Of that total, \$6000 was related to a delinquent business account that was finally paid in full after receiving a letter from the Town Attorney. Letters sent out by the Town Attorney also contributed towards collection of several delinquent residential accounts that owed multiple years.

##### Current PP

In August, the Town received its annual personal property tax relief from the state. This state contribution is reflected under current year personal property. The PP bills for 2014 were not mailed until November. As of November 21, we have posted collections of \$316,817 including the annual tax relief of \$240794.89.

##### Delinquent PP Tax

As of November 21 we have collected \$9273 (46%) in delinquent PP taxes. Most of this revenue was due to supplemental bills mailed in FY2014 that were not collected until FY2015.

##### Franchise tax

Bank franchise tax is normally collected during the last quarter of the fiscal year. This year, however, we have been notified by the VA Dept. of Taxation that we will have to refund Bank of America for overages paid for the last 3 years. This applies to all localities that receive the franchise tax from BOA. Our portion is approximately \$23,000 including interest. Some localities (such as Richmond) will owe several million back. Per the VA Dept.of Taxation they are allowing payment plans for 3 years but in our case we would probably be better off to pay it and be done with it. As of November 21 we have not yet received notification to make the refund payment.

##### Cigarette Tax

Cigarette tax is \$9780 lower than October 2013; however, this line item is dependent upon purchase of tax stamps from wholesalers and can fluctuate significantly from year to year. Hopefully the drop is not related to the increase of the cigarette tax. We have collected \$53,059 through November 21.

##### Transient Occupancy

Transient occupancy tax payments for July 2014 totaled \$49,546 reflecting the highest quarterly revenue since July 2011. This revenue was accrued for June 2014, however, so this line item will not reflect revenue until the second quarterly payment due in October. The first quarterly payment reflected in FY2015 is below budget because one business is delinquent for payment that was due for quarter ended September 30. We are pursuing collection for that outstanding tax.

<b><u>Meals Tax</u></b>	Meals tax revenues of \$168,348 were collected in July 2014. Like TO, these revenues were accrued in June 2014. Revenue for FY2015 was not reflected until the month of August. Collections are \$35,258 higher than the same period for FY2014.
<b><u>Communications Tax</u></b>	Communications tax from the state runs 2 months behind. In October we received the state distribution for August 2014. Revenue for this line item is almost exactly the same as last year.
<b><u>Sales Tax</u></b>	Sales tax from IOW County also runs 2 months behind since it is received from the state. The October revenue represents July & August 2014 which is \$7,530 higher than through August 2014.
<b><u>Consumption Tax/Utility Tax</u></b>	Collection of utility/consumption taxes represent July through Sept 2014. This category does not fluctuate significantly from year to year. As of October, utility tax collections are \$1785 higher than FY2014 and consumption taxes are \$2085 higher.
<b><u>Business License Tax</u></b>	Business licenses are due on April 15 so the majority are collected in the spring. Amount collected to date reflects delinquent licenses and new business.
<b><u>Inspection fees-subdivision</u></b>	Represents inspection fees of \$9,226.39 from Cypress Creek Development as well as \$1500 from various contractors for lots at Church Square, Cypress Creek, and Smithfield Manor Townhomes.
<b><u>Review Fees</u></b>	Review fees through September 2014 are as follows: Draper Aden \$1,702.00 Riverside Health System Magnolia Manor Expansion Smithfield Manor Townhomes \$150.00-Phase 10 Robert Livengood-\$925.00-contractors office & shop Hampton Roads Golf Management-\$150.00-RV storage Jones & Jones PC-\$150.00-plat review Gwaltney property Charles Miller-plat review 21A-33-039
<b><u>Vehicle License Fees</u></b>	These were billed in November as part of personal propert taxes. This line item will show revenue collections next month.
<b><u>Fines &amp; Costs</u></b>	Represents collections for July through Sept 2014 which are \$668 higher than the same period last year.
<b><u>Smithfield Center Vendor Programs</u></b>	Revenues for the vendor program are normally collected at the beginning of the calendar year, so we should see revenues for this category beginning in January.
<b><u>Museum Gift Shop Sales/Programs</u></b>	Since the museum was a new budget department this year and revenues were an unknown, we did not budget for them. We will amend the budget at year end to reflect activity for the current fiscal year.
<b><u>Sale of Equipment</u></b>	Includes \$1304 in July consisting of numerous small items from the Smithfield Center, \$1540 in August for the sale of a 2000 Ford Explorer and \$3041 in September for the sale of a 2005 Ford Crown Vic.
<b><u>Reserves-Pinewood Escrow</u></b>	As of June 30, 2014, we reflected \$219,808 in restricted reserves for use in the Pinewood Project. Those reserves were combined with current year meals tax revenues and CDBG funds to finance FY2015 expenses. Through October we have had to add \$141,237 of operating reserves to fund current year acquisitions and relocations.

**Reserves-Beautification Fund**

These reserves were used to finance the donation to Historic Smithfield for the Old Courthouse restoration.

**From operating reserves**

As of September 30, the town utilized \$626,025.73 in general operating escrow funds to fund FY2015 expenses including the \$141,237 for Pinewood (mentioned above). For the same period in FY2014, we used \$269,036.

**Pinewood Heights CDBG Relocation Grant**

Received \$81,000 in draw down funds for Phase II MY1. We have \$44,800 remaining in CDBG funds that were requested after the administrative close out audit in October but have not yet been received.

**Insurance Recoveries-**

The Town was reimbursed by VML for damages to 3 police vehicle (\$2961) and fire damage to the pier at Clontz Park (\$3500).

**Contributions-IOW Historical Society**

Contributions collected from donors through IOW Historical Society to be used restrictively for museum operations.

**Contributions-Isle of Wight County Museum**

Contribution from IOW County representing value of gift shop sales/inventory.

**Contributions-Miscellaneous-Museum**

Represents jar donations made by museum visitors.

**Expenses:**

**ALL DEPARTMENTS**

Insurance

The 1st 2 quarters of VML property/casualty/workers' compensation insurance have been paid.

Subscriptions/Memberships

As in past years, the majority of dues and subscriptions for all departments are paid within the first 3 months of the new fiscal year.

**Town Council**

Professional services

Paid \$8550 to Kimley Horn for engineering calculations/master plan for Pinewood. This was rolled over from FY2014 but will need to be added to the budget for FY2014. We also paid \$1850 to Kimley Horn for analysis of the South Church Street project with regards to Verizon. We paid \$2000 to Sinnen-Green & Associates for appraisal services (Old Rescue Squad Bldg). Paid \$2150 to Canada Land Surveying for plat for North Church Street (Smithfield Center).

Records management

Paid \$2355 to MEDI for a Cannon Scanner.

Site Plan Review

Site plan review expenses through September are as follows:  
Kimley Horn-\$1997.50-Magnolia Manor  
Draper Aden-\$190-O'Reilly Auto Parts  
Draper Aden-\$380-Cypress Creek Site Plan Review  
Draper Aden-\$1120-Crocker Property Analysis

Travel & Training

Includes \$1845 for reservations for the VML conference in October, NRPA Congress Registration for C. Chapman (\$509) as well as mileage reimbursements of \$514 in October.

Council Approved Items

In October paid \$700 to Senior Services of Southampton Roads for transportation during employee inservice training day, \$590.73 to The Catering Place for lunch for inservice training day, and \$550 to IOW/Smithfield/Windsor Crime Line for a table at Top Cop Awards.

Bank charges

This line item reflects \$295 renewal fee from Farmers Bank for line of credit less \$8 reimbursement for bank fee for Museum Fund plus \$5.00 to close out beautification fund.

Smithfield CHIPS

Paid \$1800 to VCE-IOW for 4-H camp. This is an annual expense paid through the CHIPS organization.

Update Town Charter & Code

includes 78 supplement pages, 1 images/graphs/tabular matter, & 7 ords. on web-N.O.W. Services

**Town Manager**

Maintenance Contracts

\$186.39 per month for new copier from RICOH plus final payment to Canon Solutions (\$154.88) for old copier prior to cancellation notice as well as supplies for \$40.87.

**Treasurer**

Service contracts

Paid BAI for the annual webpayments software support (\$3938), IBM for qtrly server maintenance fee (\$1059.24), and Computer Plus (\$696.64) for printer maintenance. Also paid BAI \$4928 for 1/2 of annual software/programming maintenance.

Cigarette Tax Stamps

Order one case of cigarette tax stamps (540,000 stamps at \$4.90 per 1,000). That should be enough to last us through the fiscal year.

**Public Safety**

Police Department

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act. It is paid annually in July.

Special Events

\$465 for National Night Out Banners and supplies.

**Contributions-Public Safety**

Commonwealth Attorney's Software Update

Paid in full as budgeted for FY2015.

**Parks Recreation & Cultural**

Smithfield Center

Travel & Training

Includes \$509 for NRPA Congress Registration, \$171.72 for hotel deposit for conference, and \$245 for IACCA renewal and various small charges.

Advertising

Includes ad in the Hampton Roads Wedding Guide (\$1315) and Wedding Wire (\$3100)

as well as Vista Graphics (\$793), Pilot Media (\$625) and Tidewater Publications (\$576). In Sept & Oct includes ads in Jewish News (\$1060) and Virginia Bride (\$599). Also includes \$1826.80 to Richwood Graphics for 100 5x7 frames and 500 pens.

Refund event deposits

Through October we have issued deposit refunds for 5 events.

**Contributions-Parks, Rec. & Cultural**

IOW Arts League

The Town has paid its share of the 2015 local matching grant, and the matching portion received from the state as well.

Friends of the Library

Town has paid \$7502.62 to the Friends of the Library as requested through Town Council for electrical/lighting work.

**Windsor Castle**

Contracted services

Paid AVES \$1237.24 for 4 months of portable restrooms. Also paid Guardian Security \$781.50 for security monitoring services.

Professional Services

Paid \$3000 to Canada Land Surveying for 301 & 302 Jericho Road.

Supplies

Paid \$840 to Major Signs for aluminum numbered signs and \$63.50 for restroom/bik path signs. Also paid \$167.08 to Eck for house light.

**Museum**

Operating expenses/gift shop expenses

Operating expenses have been budgeted based on donations. Gift shop expenses will be funded from gift shop revenues (which at this time is unbudgeted).

**Other Parks & Recreation**

Clontz Park-pier maintenance

Includes \$4500 to Hodges & Hodges for repairs to the pier after fire damage. An offset of \$3500 that is shown under Insurance Recoveries in the revenue section. Also paid \$630.88 to Eck Supply for 100-W bulb and lamp for pier.

**Community Development**

Pinewood Heights

We closed on 47 Carver in July and 39 & 40 Carver in August leaving ony 48 Carver left to complete Phase II MY1. We closed on 48 Carver on 10/6/14. There are still some relocation costs remaining but all CDBG funding has been used and audited. We have now started on Ph II MY2.

**Contributions-Community Development**

Historic Smithfield

Transferred the balance remaining in Beautification funds to be used for the Old Courthouse restoration.

Chamber of Commerce

Contribution of \$6000 was restored after presentation from Chamber for services provided.

**Public Works**

Other

Includes \$1335 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners.

**Public Buildings**

Contractual

This includes \$2630 to Windsor Fire Extinguisher and \$2240 to Fonality for maintenance on existing phone system. In August we also incurred an additional \$1160 for maintenance costs for PD phone system. Maintenance was not budgeted for the new phone system this year, so a budget amendment will have to be made. Also includes charges to Orkin Exterminating, All Virginia, and Workplace Essentials.

Communications

Paid \$1020.80 to GFI for spam filter for email server. This was not included in the communications budget for public buildings.

Materials & Supplies

Includes \$1172 in janitorial supplies for Town Hall and Public Restrooms. Running above budget, but with the increase in events, the public restroom supplies have surpassed projected budget estimates.

**Capital:**

**Community Development**

Pinewood Heights-Owner Acquisition

Land portion of the capital acquisitions of the property at 39, 40, 47 and 48 Carver.

**Public Safety**

**Police Vehicles**

4 budgeted police vehicles have been received. There are additional equipment expenses related to the vehicles that have not yet been invoiced.

**Public Buildings**

Phone System PD

Phone system has been installed and payment has been made in full.

**SEWER**

**Revenues**

Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2014 financial statements. Half of the August billing was also accrued leaving the other half reflected on the August financial statements. October adjusted year-to-date revenues for sewer charges are \$12074 higher than adjusted 2014. Adjusted sewer compliance fees are \$1002 higher. Adjusted consumption is 3,454,536 higher than the same period last year.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 13 connections at \$1580.

**Expenses**

Insurance

Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance.

**Nonoperating Revenues (Expenses)**

Pro-rata share fees

Collected on pro-rata share fees for 3 lots on Richmond Ave from HHJV LLC and 10 lots Montpelier Way (Smithfield Manor) from Dominion Building Corp.

Availability fees

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

Contributed Capital-Smithfield Foods Rev Ln

This line items represents accrual of principal paid on debt that is due for reimbursement from Smithfield Foods for the James Street Pump Station.

**WORKING ADJUSTMENTS TO CAFR**

Additional debt service costs-principal expense

The sewer fund has only one current loan outstanding (other than the reimbursable revolving loan). The principal is paid once a year and has been paid in full for fiscal year 2015.

**Sewer Capital**

**SCADA Towers-Drummonds, Jersey Park, Watson**

Payment to REW for installation of 3 SCADA towers.

**4" Fairbanks Morse Submersible Run-Dry Pump-Crescent**

Installation of submersible dry-pump at Crescent. This was budgeted for last year but did not arrive in time

**Main Street Pump Station**

Paid \$57,932.33 to Xylem Dewatering for Godwin Dri-Prime Pump

**WATER**

**Revenues**

Water Charges

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2014 financial statements. Again, half of the August billing was accrued for June 2014 and the other half is reflected as FY2015 revenues on this August statement. September statements reflect billings for 1/2 of August and all of September. October adjusted year-to-date revenues are \$27,443 higher than the same period in FY2014. Adjusted consumption is 3,811,609 than consumption through October 2013.

Debt Service Revenue

Debt service revenue is lower than budget because of the adjustments for July and 1/2 of August. This revenue is \$12,106 lower than FY2014 because of the decrease in the fee from \$19.30 to \$8.95 bi-monthly.

Miscellaneous

Represents \$150 in sale of meter box/lid and \$588 for line setter and repairs (cost of 2 men & 2 trucks).

Connection Fees

As with sewer, the Town has collected on 13 accounts at \$660.

**Expenses**

<u>Contractual</u>	Includes \$5055 paid to HD Supply for software and hardware maintenance on the handhelds for meter reading.
<u>Maintenance &amp; Repairs</u>	Includes \$9700 to Lewis Construction for meter vault abandonment at Waterford Oaks. Also includes \$3850 to Lewis Construction for brush cutting for utility easements (1/2 charged to water, 1/2 to sewer).
<u>Insurance</u>	Represents payment of 2 quarters to VML for property/casualty and workers' comp insurance.
<u>Dues &amp; Subscriptions</u>	As with general fund, the majority of dues are paid in the first 3 months of the new fiscal year.
<u>Bank service charges</u>	Now that we are accepting credit cards for water deposit payments, we will be incurring higher charges for this service especially in light of the number of bounced checks we have collected to date.
<u>Miscellaneous</u>	Includes a lump sum payment to VDH-Waterworks Technical Assistance Fund (\$8,758.55). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

**Nonoperating Revenues (Expenses)**

<u>Pro-rata share fees</u>	Collected on pro-rata share fees for 3 lots on Richmond Ave from HHJV LLC and 10 lots Montpelier Way (Smithfield Manor) from Dominion Building Corp.
<u>Availability Fees</u>	Like connection fees, we have received 13 at \$2720.

**Additional Working Adjustments to CAFR**

<u>Additional debt service costs-principal expense</u>	Made up of 2 debt service principal payments for the VML-VACO Loans 1 and 2. One of the loans only has 1 principal payment for the year. Also includes annual principal cost of VRA loan for the year.
--	--

**HIGHWAY**

**Revenues**

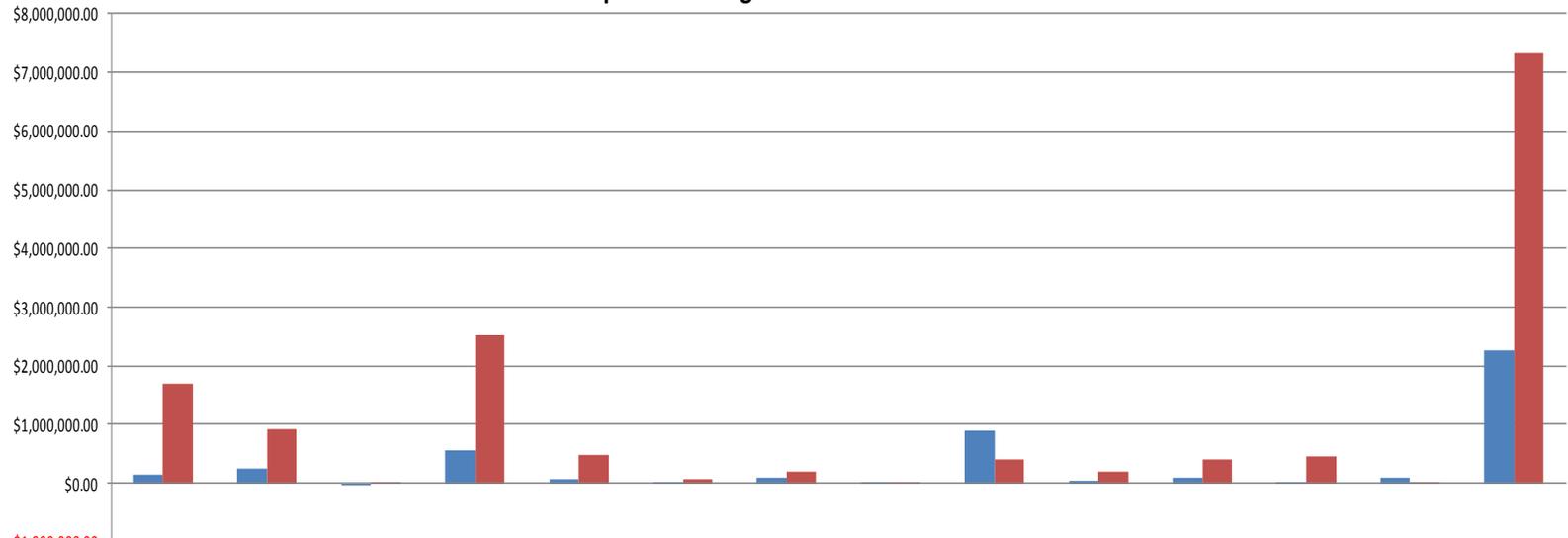
<u>Revenue-Commonwealth of Virginia</u>	We received the 1st qtrly payment from the state at the end of September. It is \$7091.40 higher than quarterly grant allocation for FY2014 which translates to \$28,365.60 in additional revenue to be used for highway maintenance.
---	---

**Expenses**

<u>Insurance</u>	Represents 2 quarterly payments to VML for the year.
------------------	--

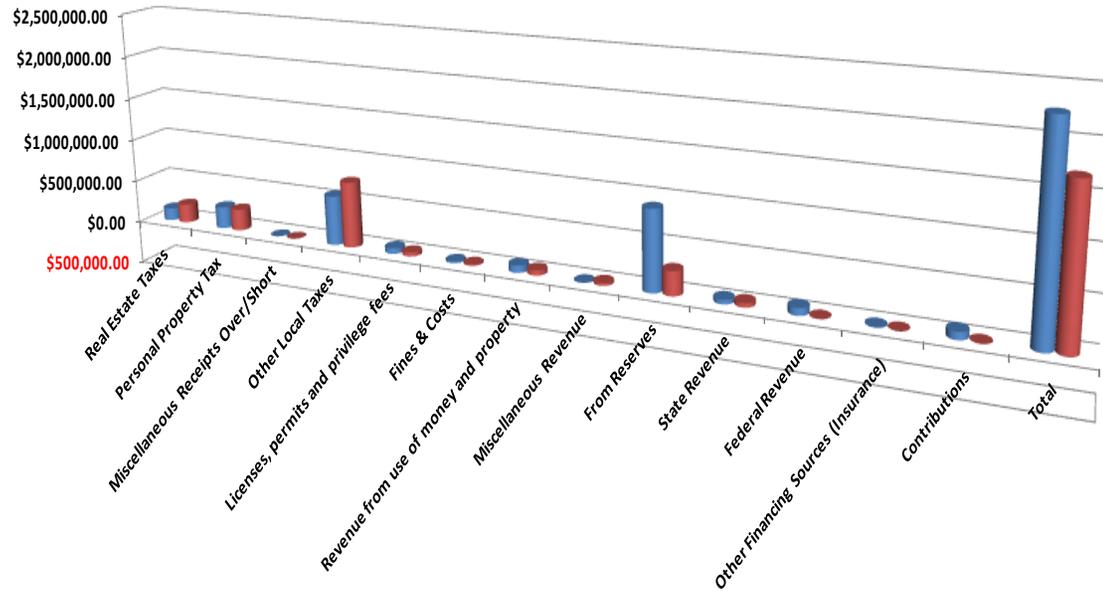
# OCT 2014 FINANCIAL GRAPHS

### Oct 2014 YTD General Fund Revenues Compared to Budget



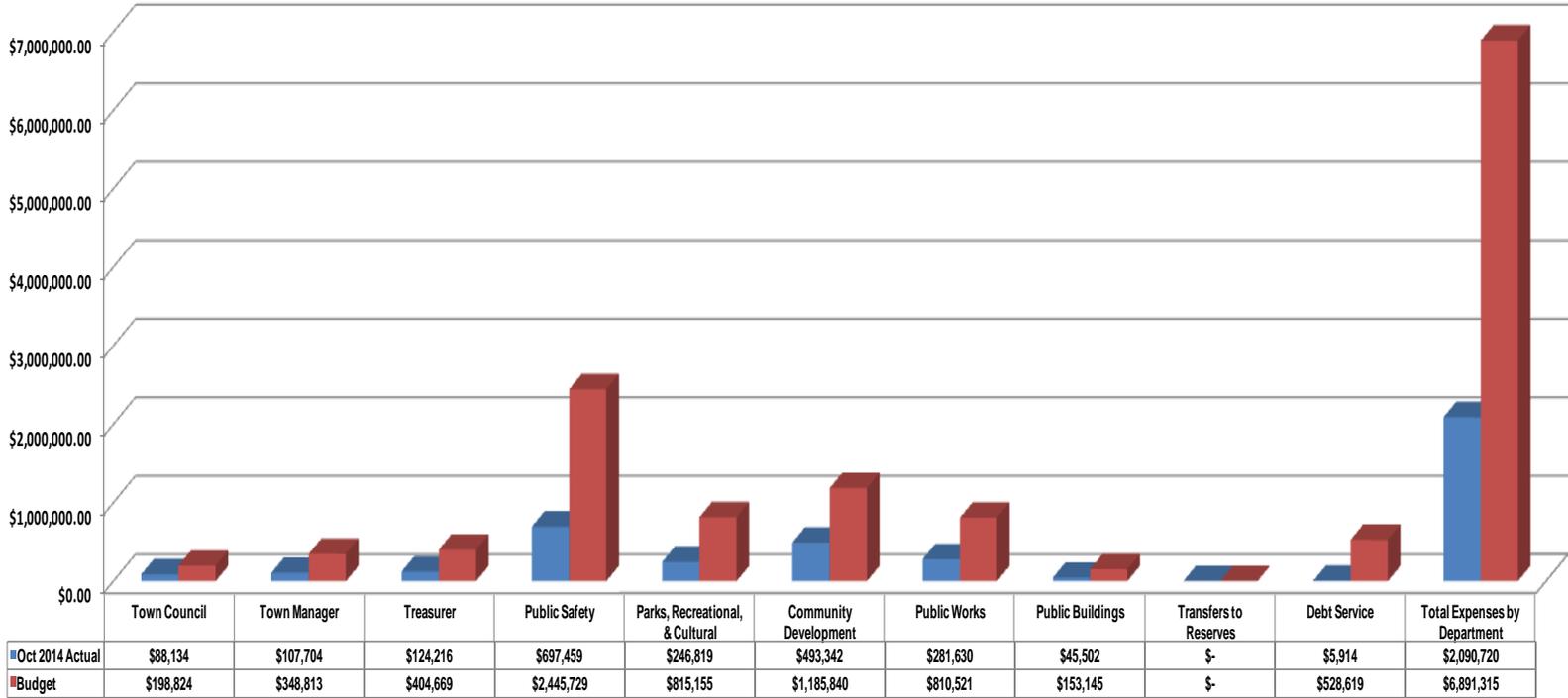
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
Oct 2014 Actual	\$142,819	\$251,793	\$(8)	\$569,282	\$65,047	\$19,302	\$80,998	\$5,403	\$905,020	\$49,137	\$81,000	\$6,461	\$83,602	\$2,259,856
Budget	\$1,698,700	\$911,300	\$15	\$2,521,159	\$491,350	\$70,000	\$195,892	\$6,000	\$393,997	\$200,315	\$396,480	\$450,000	\$1,000	\$7,336,208

### Oct 2014 YTD General Fund Revenue Compared to Oct 2013

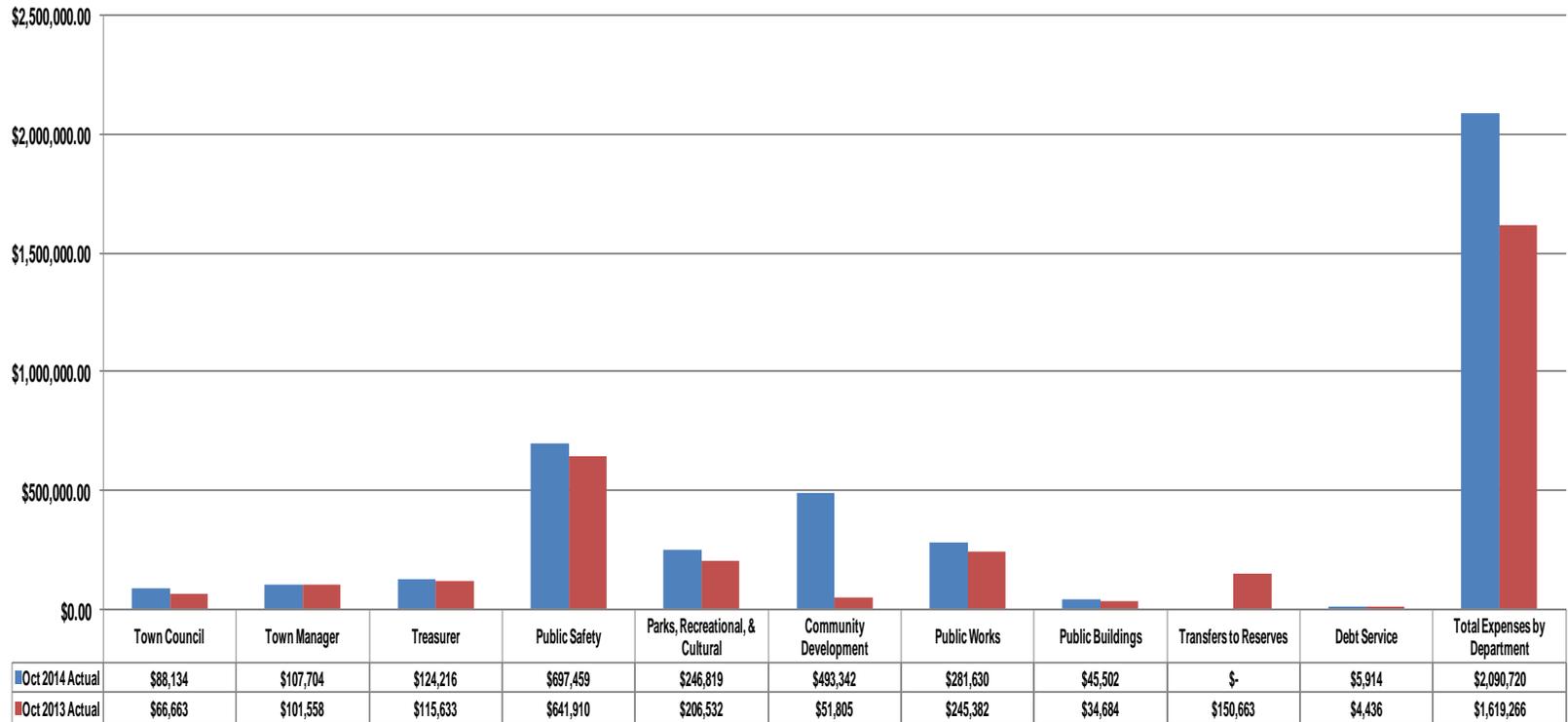


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Oct 2014 Actual	\$142,819	\$251,793	\$(8)	\$569,282	\$65,047	\$19,302	\$80,998	\$5,403	\$905,020	\$49,137	\$81,000	\$6,461	\$83,602	\$2,259,856
■ Oct 2013 Actual	\$216,249	\$249,729	\$4	\$754,506	\$45,088	\$17,184	\$57,545	\$30,567	\$272,690	\$49,147	\$3,081	\$-	\$100	\$1,695,890

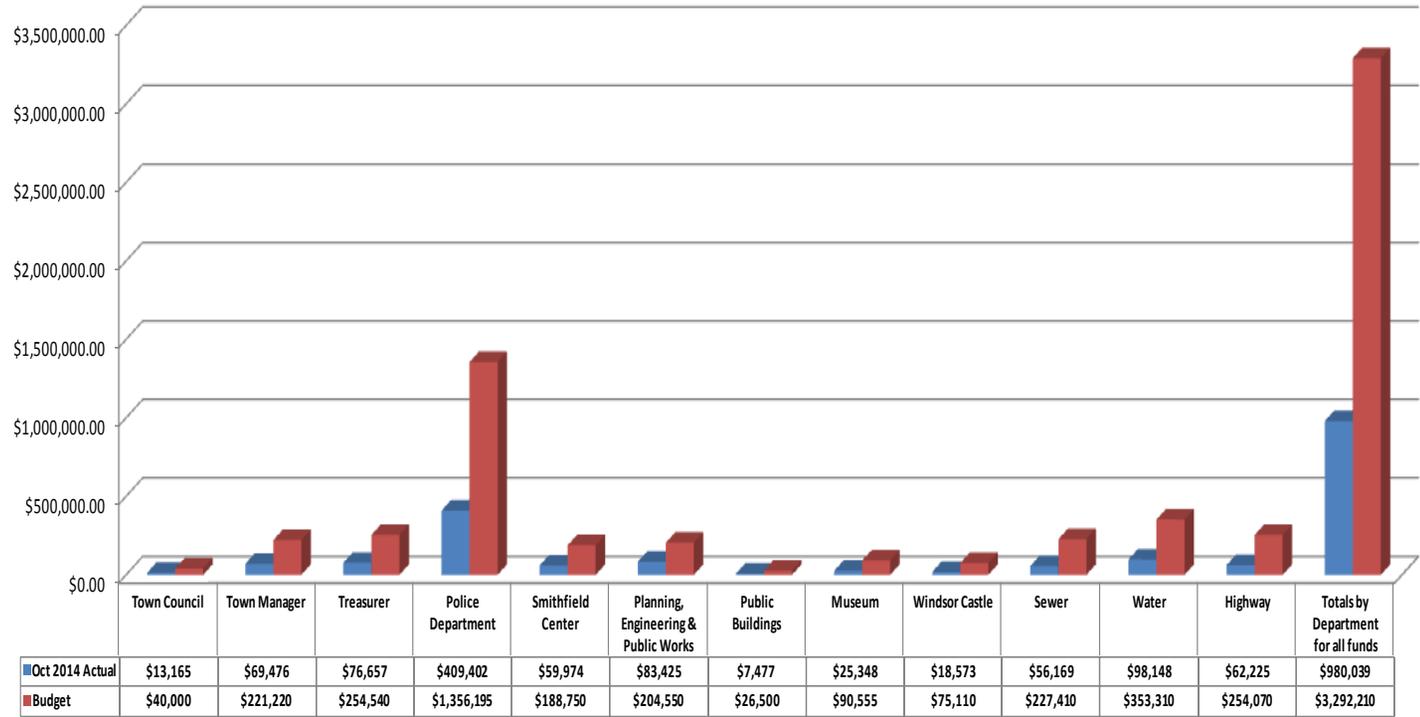
### Oct 2014 YTD General Fund Operating Expenses Compared to Budget



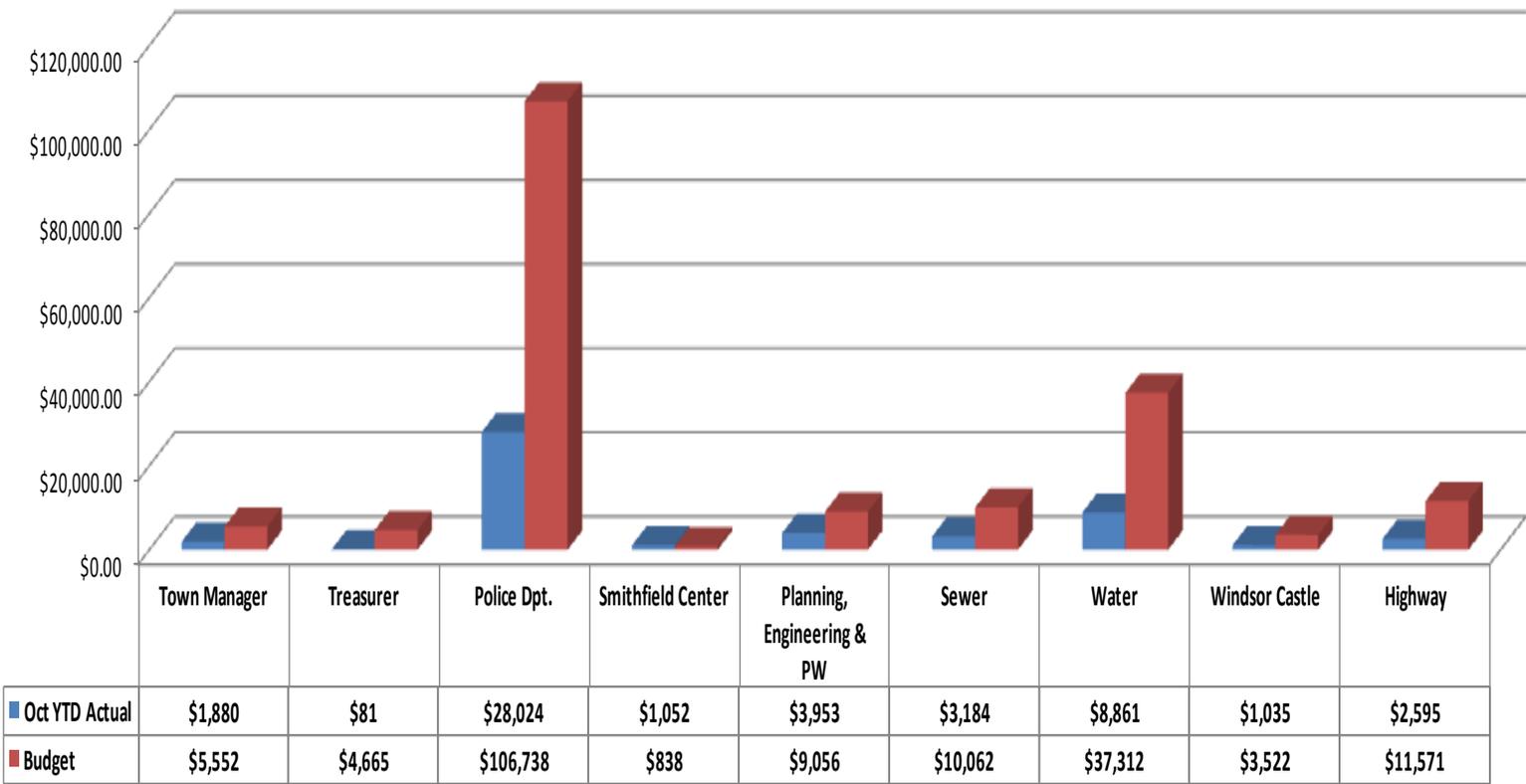
### Oct 2014 YTD General Fund Operating Expenses Compared to Oct 2013



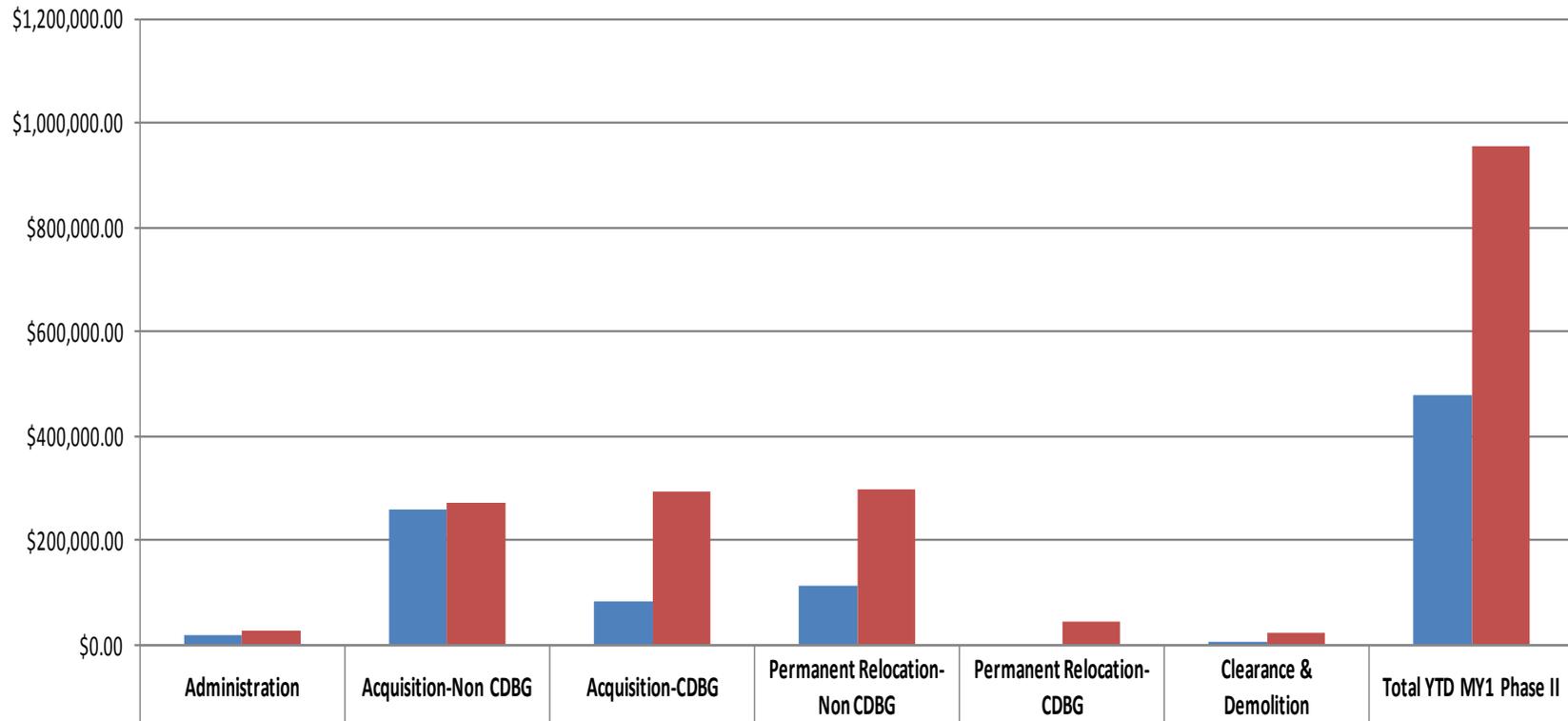
### Oct 2014 YTD Salaries to Budget by Department



### Oct YTD Overtime Compared to Budget

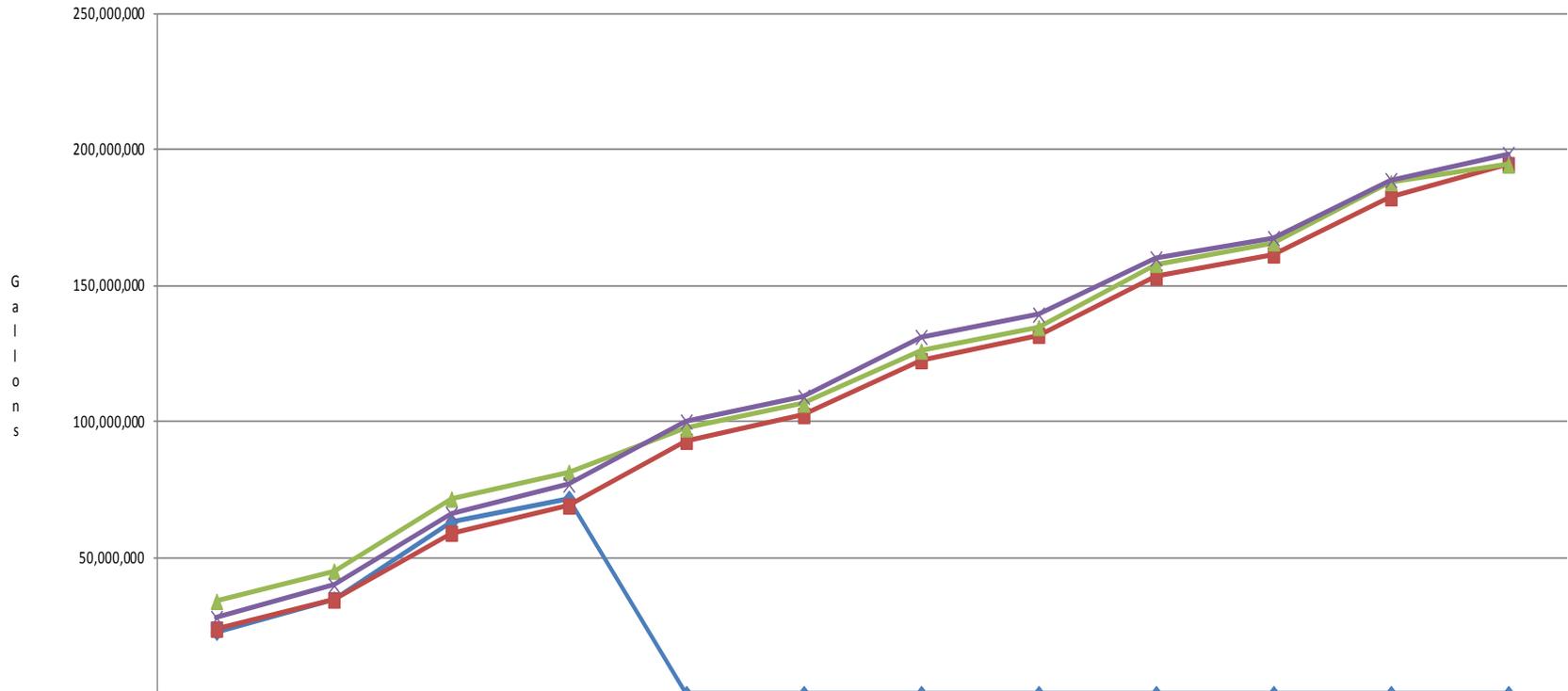


## Oct YTD Pinewood Heights Expenses MY 1 Phase II



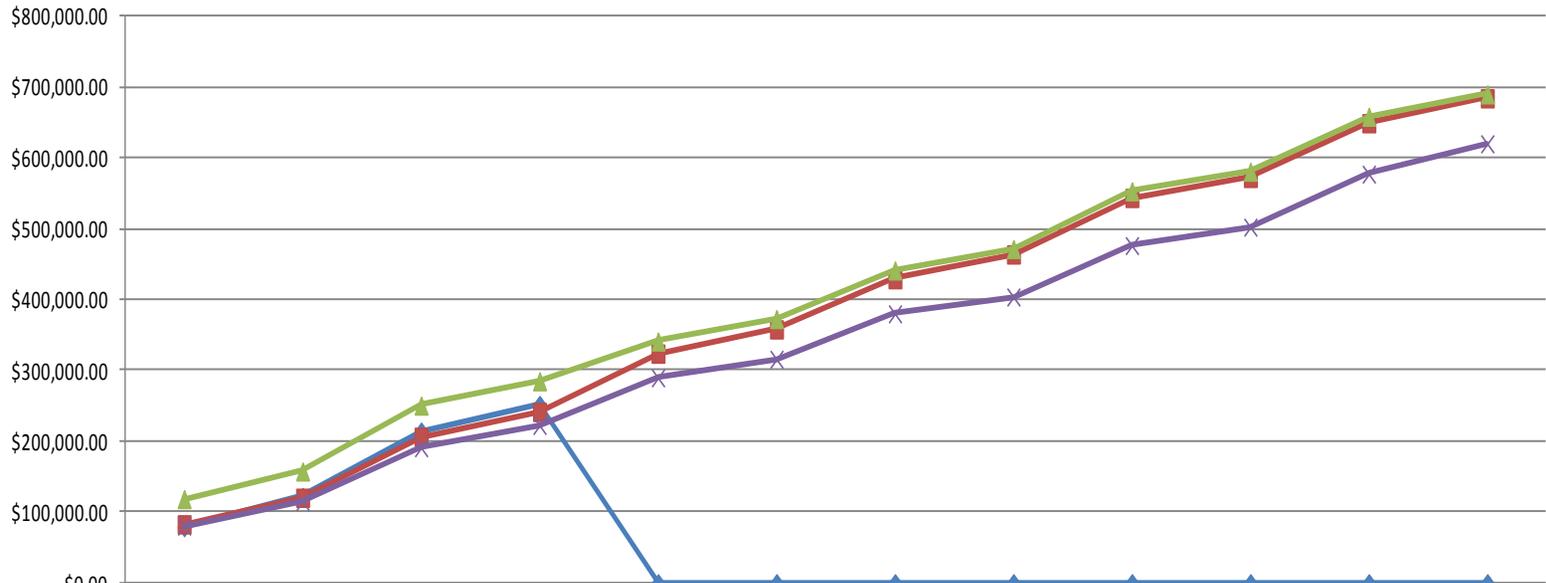
Oct TD Actual	\$18,846	\$259,071	\$81,000	\$111,279	\$-	\$5,961	\$476,157
Budget	\$25,580	\$272,586	\$292,640	\$295,147	\$44,800	\$23,278	\$954,031

## Oct 2014 YTD Sewer Consumption Compared to FY 2012 through FY 2014-Cumulative



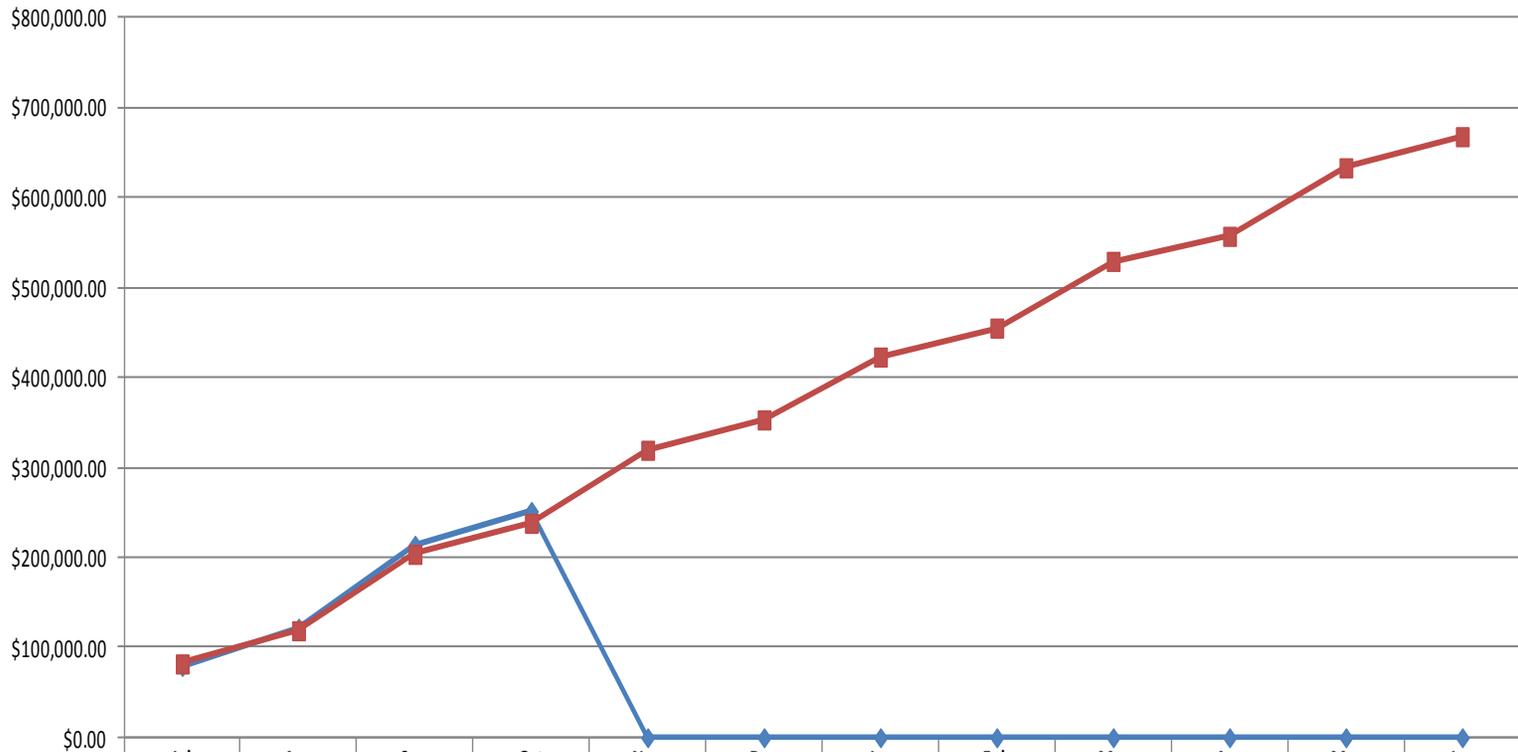
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	0	0	0	0	0	0	0	0
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851	102,276,394	122,469,679	131,815,959	153,248,704	161,332,737	182,357,819	194,500,902
Actual 2013	33,911,769	45,062,012	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

## Oct 2014 YTD Sewer Charges Compared to FY 2012 through FY 2014-Cumulative



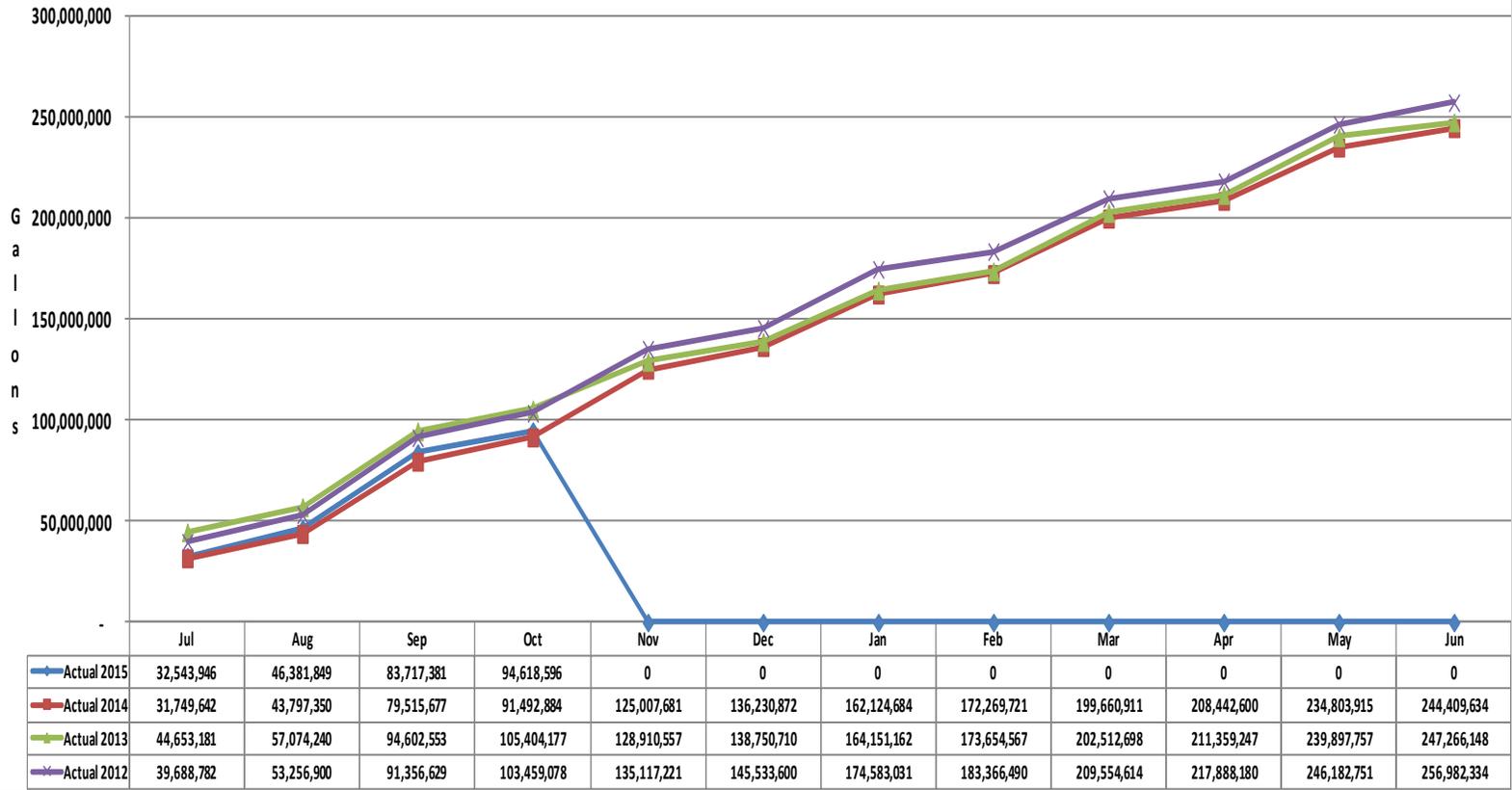
	1	2	3	4	5	6	7	8	9	10	11	12
Actual 2015	79,173	121,776	213,936	251,556	0	0	0	0	0	0	0	0
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$463,914	\$543,652	\$571,884	\$649,089	\$684,211
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$689,925
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

## Oct 2014 Sewer Charges Compared to Pro-Rated Budget-Cumulative

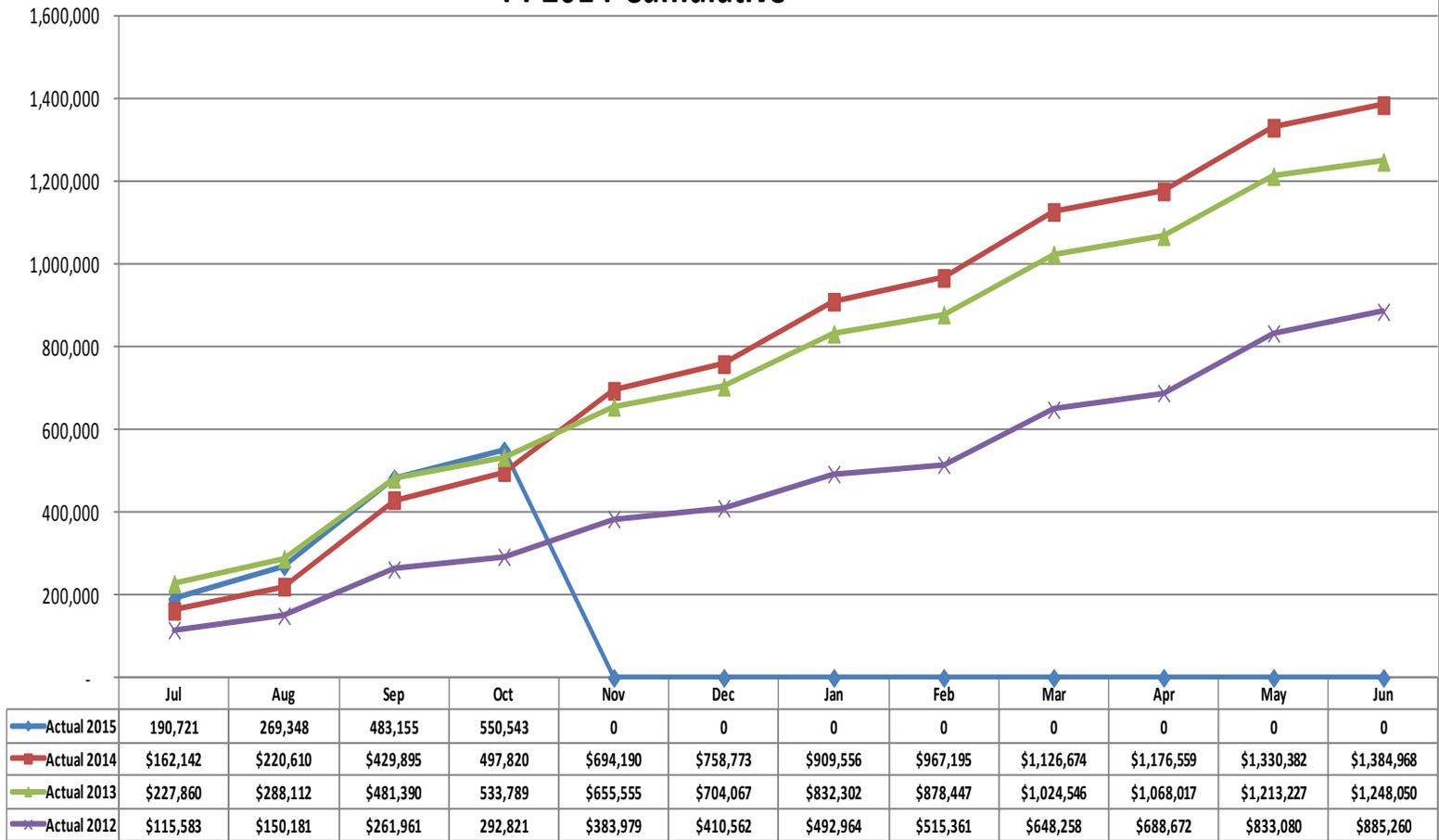


Actual	\$79,174	\$121,776	\$213,936	\$251,556	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Pro-rated budget	\$81,992	\$118,911	\$203,787	\$238,295	\$319,469	\$353,194	\$423,059	\$455,264	\$529,387	\$557,228	\$633,365	\$668,000

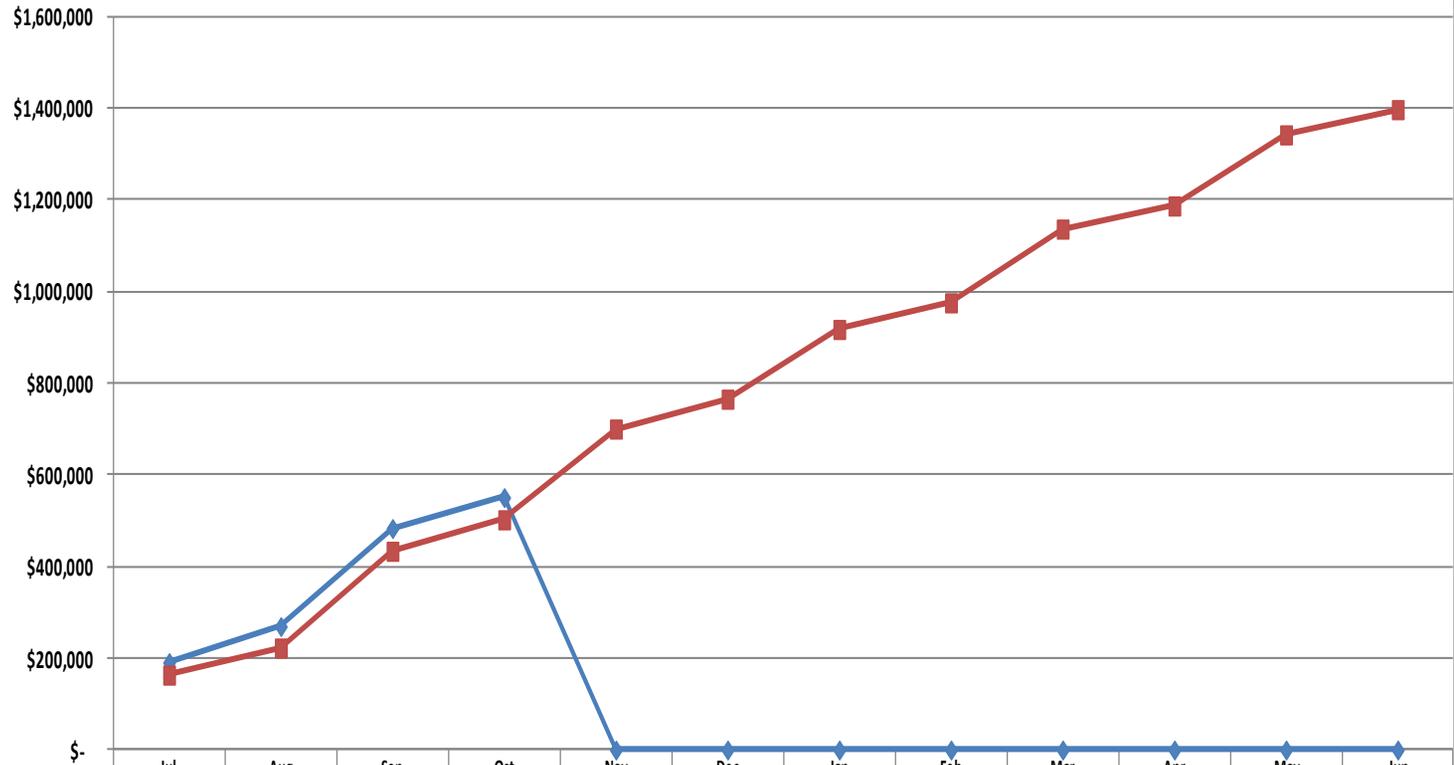
## Oct 2014 YTD Water Consumption Compared to FY 2012 through FY 2014-Cumulative



## Oct 2014 YTD Water Charges Compared to FY 2012 through FY 2014-Cumulative

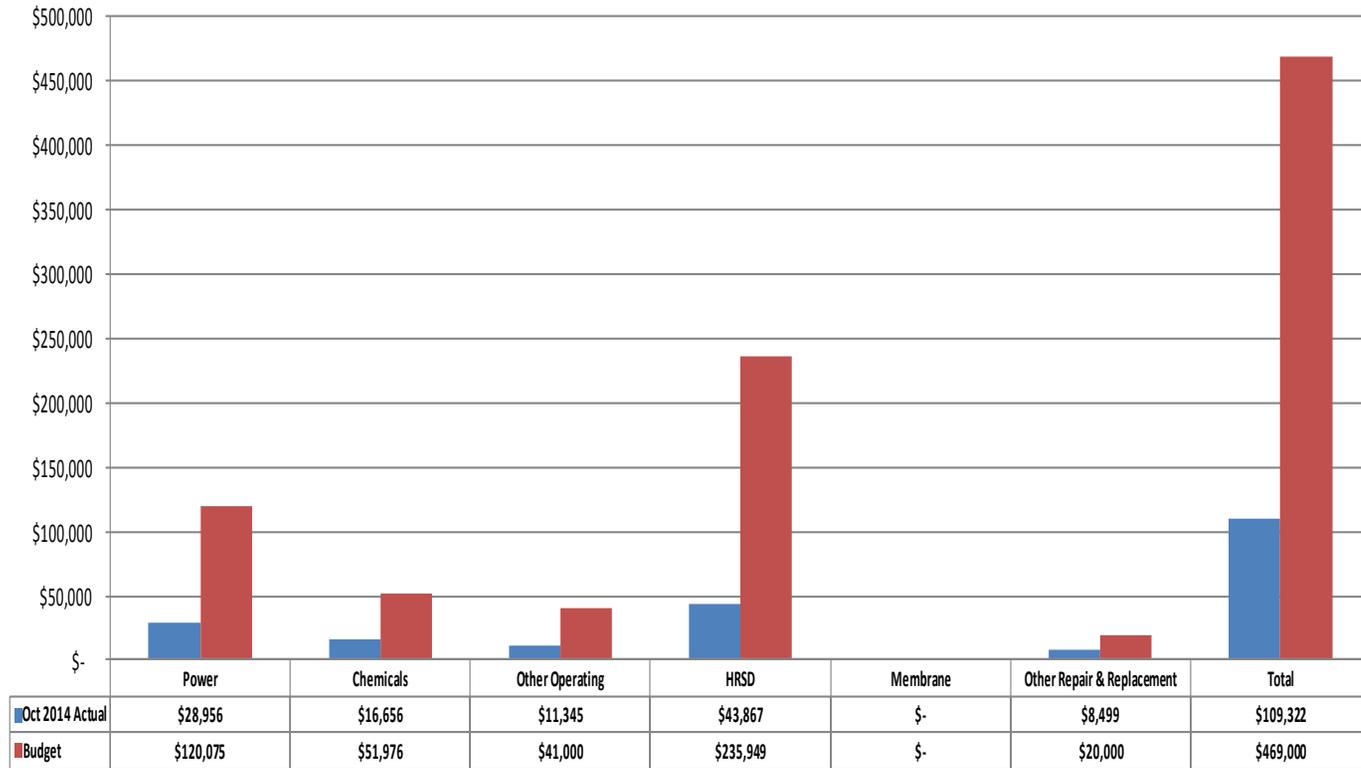


## Oct 2014 YTD Water Charges Compared to Pro-Rated Budget-Cumulative

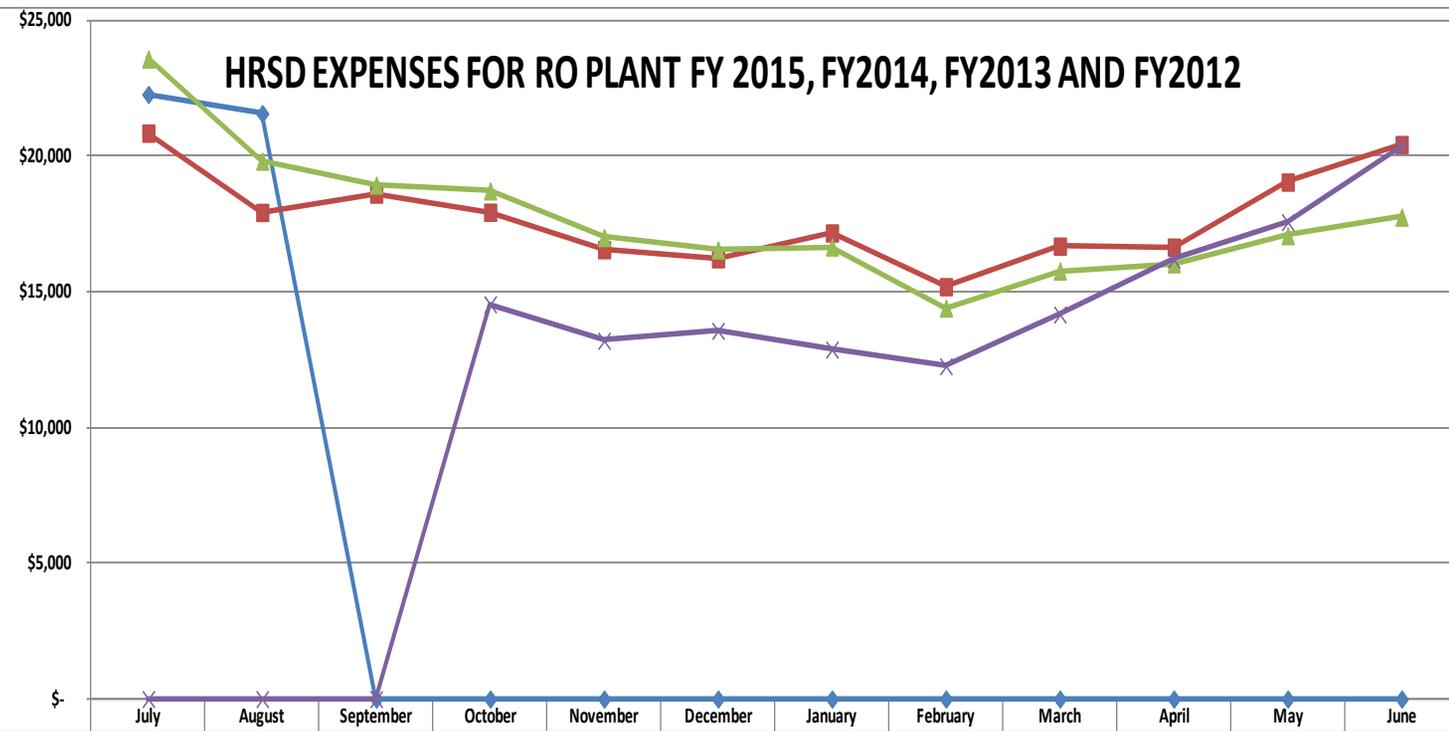


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$190,721	\$269,348	\$483,155	\$550,543	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
Pro-rated budget	\$163,474	\$222,429	\$433,550	502,187	\$700,163	\$765,313	\$917,418	\$975,562	\$1,136,440	\$1,186,763	\$1,341,935	\$1,397,000

## Oct 2014 YTD RO Expenses by Category



### HRSD EXPENSES FOR RO PLANT FY 2015, FY2014, FY2013 AND FY2012



2015 Actual	\$22,286	\$21,580	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
2014 Actual	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181	\$15,200	\$16,695	\$16,659	\$19,056	\$20,439
2013 Actual	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
2012 Actual	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

## ZONING PERMITS OCTOBER 2014

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6421	SINGLE FAMILY TOWNHOME	SMITHFIELD MANOR	128 MONTELLIER WAY	DOMINION BUILDING CORP SMITHFIELD MANOR LLC
6422	SINGLE FAMILY TOWNHOME	SMITHFIELD MANOR	130 MONTELLIER WAY	DOMINION BUILDING CORP SMITHFIELD MANOR LLC
6423	SINGLE FAMILY TOWNHOME	SMITHFIELD MANOR	132 MONTELLIER WAY	DOMINION BUILDING CORP SMITHFIELD MANOR LLC
6424	SINGLE FAMILY TOWNHOME	SMITHFIELD MANOR	134 MONTELLIER WAY	DOMINION BUILDING CORP SMITHFIELD MANOR LLC
6425	SINGLE FAMILY TOWNHOME	SMITHFIELD MANOR	136 MONPELLIER WAY	DOMINION BUILDING CORP SMITHFIELD MANOR LLC
6426	LIVESTOCK TRAILER WASH BUILDING	OFF ROUTE 10	601 BERRY HILL ROAD	MURPHY BROWN LLC GWALTNEY OF SMITHFIELD
6427	STORAGE SHED	HISTORIC DISTRICT	607 SOUTH CHURCH ST.	SESROH TACK SHOPPE SMITHFIELD PROPERTIES LTD
6428	SIGN PERMIT	HISTORIC DISTRICT	1607 SOUTH CHURCH ST.	SESROH TACK SHOPPE
6429	COVERED PORCH	GRIMESLAND	899 TALBOT DRIVE	CHARLES E. MILLER
6430	SHED	HISTORIC DISTRICT	221 CARY STREET	LINDA SPADY
6431	SIGN PERMIT	HISTORIC DISTRICT	223 WASHINGTON STREET	VETERANS OF FOREIGN WARS
6432	SIGN PERMIT	HISTORIC DISTRICT	803 SOUTH CHURCH ST.	CREATIVE TOUCH BEAUTY SALON

# Meeting Dates for 2015

## January 2015

New Year's Day, Thursday, January 1<sup>st</sup> & Friday, January 2<sup>nd</sup> – Town Offices Closed

January 6	Town Council Meeting	7:30 p.m.
January 13	Planning Commission Meeting	7:30 p.m.
Lee/Jackson Holiday, Friday 16 <sup>th</sup> & Martin Luther King, Jr. Day, Monday 19 <sup>th</sup> – Town Offices Closed		
January 20	Board of Zoning Appeals Meeting	6:30 p.m.
January 20	Board of Historic & Architectural Review	7:30 p.m.
January 26	Town Council Committee Meetings	4:00 p.m. -
January 27	Town Council Committee Meetings	4:00 p.m. -

## February 2015

February 3	Town Council Meeting	7:30 p.m.
February 10	Planning Commission Meeting	7:30 p.m.
Presidents Day, Monday 16 <sup>th</sup> – Town Offices Closed		
February 17	Board of Zoning Appeals Meeting	6:30 p.m.
February 17	Board of Historic & Architectural Review	7:30 p.m.
February 23	Town Council Committee Meetings	4:00 p.m.
February 24	Town Council Committee Meetings	4:00 p.m.

## March 2015

March 3	Town Council Meeting	7:30 p.m.
March 10	Planning Commission Meeting	7:30 p.m.
March 17	Board of Zoning Appeals Meeting	6:30 p.m.
March 17	Board of Historic & Architectural Review	7:30 p.m.
March 23	Town Council Committee Meetings	4:00 p.m. -
March 24	Town Council Committee Meetings	4:00 p.m. -

## April 2015

April 7	Town Council Meeting	7:30 p.m.
April 14	Planning Commission Meeting	7:30 p.m.
April 21	Board of Zoning Appeals Meeting	6:30 p.m.
April 21	Board of Historic & Architectural Review	7:30 p.m.
April 27	Town Council Committee Meetings	4:00 p.m. -
April 28	Town Council Committee Meetings	4:00 p.m. -

## May 2015

May 5	Town Council Meeting	7:30 p.m.
May 12	Planning Commission Meeting	7:30 p.m.
May 19	Board of Zoning Appeals Meeting	6:30 p.m.
May 19	Board of Historic & Architectural Review	7:30 p.m.
May 18	Town Council Committee Meetings	4:00 p.m. (moved up a week because of
May 19	Town Council Committee Meetings	4:00 p.m. Memorial Day)
Memorial Day, Monday 25 <sup>th</sup> – Town Offices Closed		

## **June 2015**

June 2	Town Council Meeting	7:30 p.m.
June 9	Planning Commission	7:30 p.m.
June 16	Board of Zoning Appeals Meeting	6:30 p.m.
June 16	Board of Historic & Architectural Review	7:30 p.m.
June 22	Town Council Committee Meetings	4:00 p.m. -
June 23	Town Council Committee Meetings	4:00 p.m. -

## **July 2015**

July 7	Town Council Meeting	7:30 p.m.
<b>Observance of Independence Day, Friday, July 3<sup>rd</sup> – Town Offices Closed</b>		
July 14	Planning Commission Meeting	7:30 p.m.
July 21	Board of Zoning Appeals Meeting	6:30 p.m.
July 21	Board of Historic & Architectural Review	7:30 p.m.
July 27	Town Council Committee Meetings	4:00 p.m. -
July 28	Town Council Committee Meetings	4:00 p.m. -

## **August 2015**

August 4	Town Council Meeting	7:30 p.m.
August 11	Planning Commission Meeting	7:30 p.m.
August 18	Board of Zoning Appeals Meeting	6:30 p.m.
August 18	Board of Historic & Architectural Review	7:30 p.m.
August 24	Town Council Committee Meetings	4:00 p.m. -
August 25	Town Council Committee Meetings	4:00 p.m. -

## **September 2015**

September 1	Town Council Meeting	7:30 p.m.
<b>Labor Day, Monday September 7<sup>th</sup> – Town Offices Closed</b>		
September 8	Planning Commission Meeting	7:30 p.m.
September 15	Board of Zoning Appeals Meeting	6:30 p.m.
September 15	Board of Historic & Architectural Review	7:30 p.m.
September 28	Town Council Committee Meetings	4:00 p.m. -
September 29	Town Council Committee Meetings	4:00 p.m. -

## **October 2015**

**October 7** Town Council Meeting 7:30 p.m. (moved 1 day VML -  
October 4<sup>th</sup> – 6<sup>th</sup>)

**Columbus Day, Monday 12<sup>th</sup> – Town Offices Closed**

October 13	Planning Commission Meeting	7:30 p.m.
October 20	Board of Zoning Appeals Meeting	6:30 p.m.
October 20	Board of Historic & Architectural Review	7:30 p.m.
<b>Employee Training Day, Thursday, October 22<sup>nd</sup> – Town Office Closed</b>		
October 26	Town Council Committee Meetings	4:00 p.m. -
October 27	Town Council Committee Meetings	4:00 p.m. -

## **November 2015**

November 3	Town Council Meeting	7:30 p.m.
November 10	Planning Commission Meeting	7:30 p.m.

Veterans Day, Wednesday, November 11<sup>th</sup> - Town Offices Closed

November 17 Board of Zoning Appeals Meeting 6:30 p.m.

November 17 Board of Historic & Architectural Review 7:30 p.m.

November 16 Town Council Committee Meetings 4:00 p.m. - (Move up a week because

November 17 Town Council Committee Meetings 4:00 p.m. - of Thanksgiving Holiday)

Thanksgiving Holiday, Wednesday, November 25<sup>th</sup> Town Office Close at Noon, and Thursday

November 26<sup>th</sup> and Friday, November 27<sup>th</sup> Town Offices are Closed

### **December 2015**

December 1 Town Council Meeting 7:30 p.m.

December 8 Planning Commission Meeting 7:30 p.m.

December 15 Board of Zoning Appeals Meeting 6:30 p.m.

December 15 Board of Historic & Architectural Review 7:30 p.m.

December 21 Town Council Committee Meetings 4:00 p.m. -

December 22 Town Council Committee Meetings 4:00 p.m. -

Christmas Holiday, Thursday, December 24<sup>th</sup> and Friday December 25<sup>th</sup> Town Offices are Closed

**NOTE: ALL MEETINGS, INCLUDING STAFF MEETINGS IN 2015 WILL BE HELD AT THE SMITHFIELD CENTER UNLESS OTHERWISE POSTED**