

SMITHFIELD TOWN COUNCIL AGENDA

January 7, 2014 at 7:30 p.m.

Held at Smithfield Center, 220 N. Church Street



A. INFORMATIONAL SECTION:

1. Manager's Report
 - a. December Activity Report

B. UPCOMING MEETINGS AND ACTIVITIES:

- | | | |
|-----------------|---|---|
| January 7 | - | 7:30 p.m. – Town Council Meeting |
| January 14 | - | 1:00 p.m. – Parks and Recreation Committee Work Session |
| January 14 | - | 4:00 p.m. – Pinewood Heights Management Team Meeting |
| January 14 | - | 7:30 p.m. – Smithfield Planning Commission Meeting |
| January 17 & 20 | - | Town Offices will be closed in Observance of Lee/Jackson Day and Martin Luther King |
| January 21 | - | 6:30 p.m. – Board of Zoning Appeals |
| January 21 | - | 7:30 p.m. - Board of Historic and Architectural Review |
| January 27 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Police Committee
Water and Sewer Committee
Finance Committee |
| January 28 | - | 4:00 p.m. – Town Council Committee Meetings (Consecutive)
Parks and Recreation Committee
Public Works Committee
Public Buildings and Welfare Committee |

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

C. Public Comments:

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

- A. Briefing by Mr. Al Casteen, Isle of Wight County Board of Supervisors, Smithfield District
- B. Proclamation Honoring Vincent and Josephine Carollo **TAB # 1**
- C. Presentation by Leadership Isle of Wight Class of 2013

D. Council Comments

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

E. Summary of Consent Agenda items

- a. Police Committee Chair, Denise N. Tynes
- b. Finance Committee Chair, Randy Pack
- c. Fire and Rescue Committee Chair, Mrs. Denise Tynes
- d. Parks and Recreation Committee Chair, Ms. Connie Chapman
- e. Public Works Committee Chair, Michael G. Smith
- f. Public Buildings and Welfare Committee Chair, Dr. Milton Cook

CONSENT AGENDA ITEMS

C1. Resolution to Approve Street Closure Request for Bob Fest 8K, January 18th, 2013

Police Committee Chair, Denise N. Tynes

TAB # 2

C2. Invoices Over \$10,000 Requiring Council's Consideration:

Finance Committee Chair, Randy Pack

a.	Blair Brothers, Inc. (Approved Proposal – Sherwood lane)	\$34,102.00
b.	Blair Brothers, Inc. (Approved Proposal – Barclay Crescent)	\$42,118.00
c.	Atlantic Communications, Inc.	\$21,316.14
d.	Isle of Wight County – General Obligation Bond	\$16,597.07

C3. Motion to Approve Request to Disbursement Budgeted Funds to Friends of the Smithfield Library Less the \$2,000 for Unplanned Programming

Finance Committee Chair, Randy Pack

C4. Motion to Support the Smithfield Volunteer Fire Department with the Purchase of a Fire Boat Through a Grant

Fire and Rescue Committee Chair, Mrs. Denise Tynes

C5. Motion to Request Ingress/Egress Easement for Emergency Access Only to Portions of Windsor Castle Park

Parks and Recreation Committee Chair, Connie Chapman

C6. Motion to Authorize the Purchase of a New Budgeted Public Works Truck in the Amount of \$23,683.00

Public Works Committee Chair, Mr. Michael G. Smith

C7. Motion to Accept Recorded Deed for 46 Carver Avenue of the Pinewood Heights Relocation Project

Public Buildings and Welfare Committee Chair, Dr. Milton Cook

TAB # 3

ACTION SECTION

1. Ordinance to Amend Fees associated with Water and Sewer Connections

Water and Sewer Committee Chair, Vice Mayor Gregory

TAB # 4

2. **Motion to Approve the Minutes for the Town Council Meeting of December 3rd, 2013 and the Continued Town Council Meeting of December 10th**
Town Attorney, William H. Riddick, III
3. **Motion to Accept the Nominating Committees Recommendation to Appoint/Reappoint the Expiring Terms of Charles F. Bryan, Randolph Pack, and Michael Swecker (1-31-2014) of the Planning Commission**
T. Carter Williams, Mayor
4. **Motion to Accept the Nominating Committees Recommendation to Appoint/Reappoint the Expiring Terms of Nancy Fortier and Cecil W. Gwaltney Jr. (1-31-2014) of the Board of Historic and Architectural Review**
T. Carter Williams, Mayor
5. **Motion to Accept the Nominating Committees Recommendation to Fill the Unexpired Term of Joseph Campbell (6-30-2014) to the Board of Zoning Appeals**
T. Carter Williams, Mayor
6. **New Business:**
7. **Old Business:**
8. **Closed Session:**
9. **Adjournment**

PROCLAMATION

HONORING

Vincent and Josephine Carollo

WHEREAS, Vincent and Josephine Carollo longtime residents of the Town of Smithfield shall be recognized by the Town of Smithfield for preserving one of Smithfield's oldest historic homes, the Todd House. It is important to recognize the role of history in our lives and the contributions made by dedicated individuals; and

WHEREAS, the west wing of the house was built by Nicholas Parker in 1753, the year Smithfield was officially designated a town; and

WHEREAS, Mallory Todd who emigrated to Virginia from his native home in Bermuda, purchased the house and by 1779 was shipping hams from here to the Caribbean. Mallory Todd greatly expanded the Todd House, built a packing plant between it and the creek and thus forever linked his home with the industry that has made Smithfield world-famous; and

WHEREAS, the Todd House has been owned by numerous people since the last Todd's lived there in the early 20th century and slowly deteriorated, despite the efforts of some owners to restore it; and

WHEREAS, Vincent and Josephine Carollo have spent five to six years meticulously restoring the Todd House to its appearance when Mallory Todd was its wealthy and highly respected occupant; and

NOW, THEREFORE BE IT PROCLAIMED that I T. Carter Williams, Mayor of the Town of Smithfield do hereby recognize and extend my sincere appreciation to Vincent and Josephine Carollo for their commitment to preserving the Todd House in Historic Smithfield this 7th day of January 2014.

Mayor, Town of Smithfield

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: MONTHLY ACTIVITY REPORT – DECEMBER 2013

TOWN MANAGER'S OFFICE:

- a. Relocated park Eco Counter from Station Bridge to South Mason Street Bridge entrance to Windsor Castle Park
- b. Attended VML Insurance Programs Board meeting in Charlottesville and Hampton Roads Criminal Justice Training Academy Board meeting in Newport News
- c. Attended Emergency Communications Center Board meeting at Isle of Wight County and Chamber of Commerce business after hours event at Smithfield Foods Corporate HQ.
- d. Held employee Christmas luncheon at the Center. Mayor Williams assisted me in presenting service awards Thanks also to Council women Tynes and Chapman for attending.
- e. Volunteered at Kiwanis Breakfast with Santa event at the Smithfield Center before the Christmas Parade.

TOWN CLERK'S OFFICE:

- a. Transcribed and proofed the monthly minutes from Town Council
- b. Attended last Windsor Castle Park Foundation Board meeting, December 5th.
- c. Prepared December Town Council Committee Agenda and January Town Council Agenda
- d. Prepared Agenda and attended Continued Town Council meeting for December 10th.
- e. Staff attended meeting on new payroll company beginning January 2014.
- f. Attended Town Council Committee meetings on December 16th and 17th and prepared summary reports of the committees.
- g. Attended the employee luncheon on December 23.

TREASURER'S OFFICE:

- a. Assisted with customer tax questions and concerns. Barbara did a great job keeping the front office organized considering that two of her clerks were very inexperienced this year. Also, Robin (the new financial analyst) was a great help with posting of payments.
- b. Met with Bill Riddick on December 9 to discuss ordinance changes related to water and sewer services.
- c. Attended short term/long term disability training session with Tracy James in York County on December 10. This training was offered by The Standard, the company that the Town selected to administer the required disability benefits for hybrid employees.
- d. Completed draft investment policy for the Town.
- e. Completed bank reconciliations and financial statements for November.
- f. Attended the employee luncheon on December 23. Food was GREAT!
- g. Took a day of vacation on December 26.
- h. Worked with Tracy James and Southern Payrolls on December 29 and 30 to process first payroll with the new company. Change can be challenging, but hopefully the bugs will be corrected before the next payroll.

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. Continued work on manhole inspections and air release valves - both 51% complete.
 - b. 205 East St. - sewer back up - used sewer machine to unclog the line and used the c-snake - found water to be in the line from town clean out to the manhole.
 - c. 101 Riverview - sewer backup - used sewer machine to unclog the line. We also used the c-snake - found 2 spots where tree roots seem to be blocking the line. We will install a town clean out and clean the line again.
 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. Replaced broken cutters on pump #2 at Minton Way pump station.
- d. REW installed the new radio antenna at the Lakeside pump station.

3. Water Line Repairs and Maintenance

- a. Repaired water leaks at the following addresses :
 - A. 205 East St.
 - B. 935 Quail St.
 - C. Installed water tap at 305-A Smithfield Blvd.
 - D. Installed water tap at 305-B Smithfield Blvd.

4. Well Repairs and Maintenance

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

5. Water Treatment Plant

- a. Daily lab analysis, sampling and reports for VDH, HRSD, DEQ and ITT.
- b. REW installed wiring for automatic gate and controller.
- c. Mid Atlantic Entry began installing intercom and automatic gate controller.
- d. Hoffman Mechanical installed new compressor for electrical room HVAC.
- e. Operators, with help from Avista Technologies, cleaned 2nd and 3rd stage of RO Skid.

6. Safety

- a. Monthly truck inspections.
- b. Monthly playground inspections.
- c. All Public Works employees attended Defensive Driver/Snow Plow Safety training.

7. Windsor Castle Park

- a. Cleaned off and repaired walking trails twice per week or 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.

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.
- c. Grounds crew prepared for Christmas parade and Evening Farmers Market
- d. Grounds crew reworked the benches on Main St. and set them back out before the parade.
- e. Grounds crew removed the mold and mildew off the stone at the museum.

PLANNING AND ZONING:

1. Planning Commission – 12/10/13

- No meeting held.

2. Rezoning Applications under review

- A. None

3. Special Use Permit Applications under review

- B. None

4. Subdivision and Site Plans under review

- A. Dollar General, W. Main St. (Smithfield Lumber Co. property)
- B. Livengood Project, Carver Avenue

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)
- D. True Value (99% complete)

6. Board of Zoning Appeals 12/17/13

- No meeting held.

7. Board of Historic & Architectural Review 12/17/13

- No meeting held.

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 at this time.
- C. Lakeview Cove, contractor Wolf Constr. has installed all E & S controls as per the approved site plans and required by the Town. Condominiums are under construction at this time.
- D. Blair Bro.'s Contr. repaired two drop inlets on New Castle Way, backfilling with flowable fill in void area around drop inlets. On Wellington Circle, repaired void area along side of drop inlet as well as replaced sunken curb & gutter section adjacent to drop inlet. Also on Wellington Circle contractor replaced a broken 15 foot section of sidewalk. On Manchester Ct. in Waterford Oaks contractor repaired drop inlet by grouting inside area around storm drain pipe and drop inlet collar. Backfilled and seeded same.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 16TH, 2013

The Police Committee met Monday, December 16th, 2013 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; Mr. Andrew Gregory and Ms. Connie Chapman. Other Council members present were Mr. Randy Pack, Mr. Michael G. Smith, Dr. Milton Cook, and T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. Alonzo Howell, Deputy Chief; and Mr. Wayne A. Griffin, Town Engineer. Also in Attendance was Ms. Gina Ippolito. The media was represented by Ms. Abby Proch of The Smithfield Times.

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

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

1. Street Closure Request for Bob Fest 8K, January 18th, 2013 – Mrs. Tynes stated that this is a first time winter festival by the same group that coordinates the Spring Wine and Brew Festival. Ms. Musick stated that the Special Events Committee has met and recommends the orange highlighted route in your packet be used for minimal impact to town streets. Mr. Pack asked about the residents in Jericho Estates. Deputy Chief Howell stated that when there is a resident trying to get to and from their home they make every effort to accommodate them as long it does not propose a safety hazard to the runners. Mayor Williams expressed concern over the estimated 450 runners participating in the race. Mr. Pack stated that only one thousand tickets will be sold for this event. He does not anticipate that many runners. Ms. Ippolito stated that they are expecting 150 to 200 runners. The runners will roll over into the festival with a total of only a thousand this year. They hope to get bigger in years to come but their intent is to keep it small this year. Committee recommended approval of street closure.

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

1. Operational Updates – Deputy Chief Howell reported that they recently assisted with the first night time Farmers Market on Main Street. It went very well without any incidents. They have received a lot of positive comments on the new holiday event. On Saturday, December 14th the Police Department assisted with the annual Christmas Parade. This year there was a new lineup route and he has heard a lot of positive comments in regards to that as well. Traffic flowed nicely immediately following the parade. Deputy Chief Howell stated that the Police Department continues to be vigilant on the streets trying to deter any crime because of the holiday season. Mr. Hopkins reported that the Public Works Department and the Smithfield Police Department worked very well together during the Christmas Parade. Dr. Cook asked when the route was changed. Deputy Chief Howell stated that initially they had talked about going down Jericho road but he was not sure when the route was changed. Dr. Cook expressed concern over the closure of Cedar Street. Deputy Chief Howell stated that Cedar Street was never completely closed; however traffic was only allowed to flow in one direction to drop parade participants off.

The meeting adjourned at 4:06 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE
MEETING HELD ON MONDAY, DECEMBER 16TH, 2013

The Water & Sewer Committee held a meeting on Monday, December 16th, 2013 at 4:06 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Andrew Gregory, Chair; Mrs. Denise N. Tynes and Mr. Michael G. Smith. Other Council members present were Ms. Connie Chapman, Mr. Randy Pack, Dr. Milton Cook, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, III, Director of Planning Engineering and Public Works; Ms. Lesley G. King, Town Clerk; Ms. Ellen Minga, Town Treasurer; and Mr. Wayne Griffin, Town Engineer. Also in attendance were Ms. Jenny Bailey and Mr. Jim Phillips of the Smithfield Library. The media was represented by Ms. Abby Proch of The Smithfield Times.

Committee Chair Andrew Gregory called the meeting to order.

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

1. Proposed Policy Changes to Utilities – Ms. Minga stated that she asked the Town Manager to leave this item on the agenda even though the Town Attorney did not get a chance to prepare the ordinances necessary for these policy changes that were discussed at last month's Water and Sewer Committee meeting. An ordinance will be prepared prior to the January 7th Town Council meeting for review so that it can still be considered at the January 7th Town Council meeting for approval. Ms. Minga stated that it is not a big change but it would update our ordinance to show the deposit amounts that were discussed at last month's committee meeting for water and sewer. Also on the agenda will be an updated agreement by the tenant that requires them to show that they have a lease and who is on the lease and an authorization form by the landlord to show who is authorized to have service in their name. Ms. Minga stated that she thinks that these policy changes are really needed because they have had quite a bit of issues with delinquent customers from prior addresses trying to sign up for utility service. She stated that she did not want to delay it another month. The sooner she has it in writing the better when dealing with customers. Mr. Pack asked if this would affect only new customers.

Ms. Minga replied that it was for all new customers but if current customers get on the cut-off list they will be subject to having to pay deposits to be reconnected. Ms. Minga mentioned that she would also like to send out a bulk mailing to residents to let them know of the policy changes. That way people that are on the system now are aware that if they do not keep up with their bill they will be subject to a deposit. Ms. Minga also suggested putting notification of the changes in the newspaper. Mrs. Tynes asked if it was on the website. Ms. Minga replied that once it has been approved by Town Council it would be placed on the town's website. Ms. Minga explained that the Treasurer's Office has already been telling delinquent customers that come in to pay about the upcoming changes. These policy changes will be placed on the agenda along with amendments to utility service ordinance for consideration.

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

1. Additional Item Discussed: Update on Reverse Osmosis Water Treatment Facility – The Town Manager reported that he had alerted Council that staff had to take the Reverse Osmosis Plant offline on Friday to have the booster pump inspected by the manufacturer representative. Staff was performing maintenance and noticed an issue regarding the lubrication of this high speed pump. Sydnor Hydro came out and okayed it to be put back online. In preparing to possibly having to pull this pump out it was determined that a hatch door opening needs to be installed to have pump lifted by crane out of building. The large well pumps that are installed in the back of the building already have a hatch door opening but this front booster pump does not. The Town Manager stated that staff is looking into the cost to have a roof hatch installed in the front of the building to get access to pump if it needs to be pulled for any reason. Mayor Williams expressed concern over the pump not working properly and continuing to use it until fixed. The Town Manager stated that staff is still planning on taking this pump out as soon as we install a roof hatch so that the manufacturer can do a more thorough inspection of the pump. Mr. Hopkins stated that the town has a new spare pump that can be used for this pump to be serviced. Vice Mayor Gregory asked that if the pump was to go down how long can the town go without it working. The Town Manager stated that he did not know the answer to that question. The Reverse Osmosis Plant Operator, Mr. Reed, would have that answer. Mr. Hopkins stated that it depends on how much water is in the tanks. Dr. Cook asked if these pumps have a warranty. The Town Manager stated that they do have a warranty at this time. The Town Manager stated that the town does have a backup plan if the pumps at the RO plant were down for an extended length of time. Town staff would reactivate individual wells around town and give notice of this to all residents because this would be untreated water with high fluoride levels. This item was for informational purposes only at this time.

The meeting adjourned at 4:18 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING
HELD ON MONDAY, DECEMBER 16TH, 2013

The Finance Committee held a meeting on Monday, December 16th, 2013 at 4:18 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; Mr. Andrew Gregory, Vice Mayor; 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; Ms. Ellen D. Minga, Town Treasurer; and Mr. Wayne A. Griffin, Town Engineer. Also in attendance were Mr. Jim Phillips and Ms. Jenny Bailey of the Smithfield Library. 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. Friends of the Smithfield Library Request for Disbursement of Budgeted Funds – The Town Manager stated that Mr. Jim Phillips, President of the Friends of the Library, and Ms. Jenny Bailey who is the new Smithfield Librarian were present to request partial disbursement of budgeted funds. He mentioned that Ms. Bailey was at the Carrollton Library prior to coming to the Smithfield branch. The Town Manager stated that the town is now half way through our new fiscal year and we have budgeted \$10,000 towards the Friends of the Smithfield Library. Mr. Phillips thanked the Town Council for their support of last year's summer reading program. It was a huge success. Mr. Phillips stated that what he has before the Finance Committee today is a preliminary budget for the Smithfield Library. He explained that it is preliminary because Ms. Bailey has not been at the Library long enough to know what their needs are. The items that are included in the preliminary budget are items that they know they want to address. Part I includes professional development, memberships to train and learn about what is out there and what we can learn from others. Part II includes materials and programming. Mr. Phillips stated that one of their big targets this year is to go after our young adults or teen programs. The Friends of the Library are also very involved in renovations and improvements to the library. The Black History Program is progressing very well and

they would like to see it enhanced. Mr. Phillips stated that funds for all the programs are being duplicated by the Friends of the Library by fundraising. This is done to continue to grow the programs that they have and to offer more. Mr. Phillips explained unplanned programming for 2014. Mrs. Tynes asked if the Library had any involvement in helping the homeless under unplanned programming such as a job coaching class. Ms. Bailey stated that beginning in January the Mission of Hope is starting to do some outreach in the library. They are using the library's meeting room. Dr. Cook stated that he supports town money going towards programming and enhancing facilities to make them more secure. He asked if Blackwater Regional Library provides membership to any professional organizations for its local library's. Ms. Bailey stated that they used to have it in their budget but with budget restraints they have cut these items out. Dr. Cook also stated that he is not in favor of writing a blank check for something such as unplanned programming. He explained that if you determine a plan and there is funding available then committee will certainly consider it in the future. He welcomed Mr. Phillips and Ms. Bailey to come back as many times as they want to present a specific plan to be considered. Mr. Pack agreed with Dr. Cook's concerns. The Town Manager asked Mr. Phillips if digitizing the genealogy lab is still being considered. Mr. Phillips stated that the genealogy lab in this library is in demand. He explained that after talking with Ms. Winslow of Isle of Wight Tourism he learned that she gets request from Ireland and England from people tracking their relatives. The Library has this information and maybe one day the town needs to look at the genealogy lab more as an investment rather than an expense. This is not something that the Friends of the Library can take on because it would be much too complex at this time. It would need to be approached in stages. Ms. Chapman stated that she hears great things about the children's programs that the library offers. Committee recommends approval of requested disbursement of budgeted funds less the \$2,000 for unplanned programming.

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

- a. Blair Brothers, Inc. (Sherwood Lane) \$34,102.00
- b. Blair Brothers, Inc. (Barclay Crescent) \$42,118.00

These two invoices are for approved paving projects. Mr. Pack asked if Mr. Griffin had any comments on these two invoices. Mr. Griffin reported that the work was completed about a month ago. He explained that Sherwood Lane was a curb and gutter section so there was no shoulder work to be done. There was some shoulder work to be done on Barclay Crescent. Committee recommended approval of invoices.

- c. Atlantic Communications, Inc. \$21,316.14

This invoice is for the outfitting of the town's three new police vehicles. Ms. Minga mentioned that the smaller invoice for approximately four thousand from Atlantic Communications was for three radar units. Ms. Minga stated that all of this is part of the town's Capital Budget. Committee recommended approval of invoices.

- d. Isle of Wight County – General Obligation Bond \$16,597.07

Ms. Minga reported that this is the town's semi-annual General Obligation Bond to Isle of Wight County. It is interest only at this time. Mayor Williams asked why the town pays interest only. Ms. Minga stated that this is the way Isle of Wight County set up the amortization schedule. She stated that the town has loans that are set up the same way.

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

1. November Financial Statement Update – Ms. Minga reported that the financial statements were not included in the e-packet because they had not been completed due to the committee meetings being early this month. The Treasurer's Office had a really busy first half of December with taxes due on December 5th. Ms. Minga reported that staff also had some out of town training sessions last week for the new Hybrid Program that will be taking effect come January 1st with the Virginia Retirement System (VRS). Staff has also been involved in some training with a new payroll company that will also go in place beginning January through Old Point National Bank. Ms. Minga stated that she thinks Southern Payroll Company will be a really good fit for the town. The town will be doing away with paper checks so all employees will have direct deposits or payroll cards. Ms. Minga stated that she will be working on the financial statements this weeks and council will have them prior to the January 7th Town Council meeting. She mentioned that if anyone has any questions in regards to the financial statements once received please feel free to e-mail her and give her a call. Mr. Pack asked how many employees will be set up with payroll cards. Ms. Minga stated that there will only be a few with payroll cards. Most all employees have direct deposit. There are a few employees that have direct deposit but in the past any overtime money was requested to be a separate paper check. These employees may elect to have this money now put on a payroll card. Mr. Pack explained his concerns that he has encountered with one of his employees that elected to be paid on a payroll card. With his experience payroll cards are not beneficial to the employee in terms of bank fees. Ms. Minga explained that all employees that elect to use the payroll card will be notified of how to avoid fees associated with payroll cards. It is handled much like a debit card and can be used to make purchases with no fees.

2. November Cash Balances – Ms. Minga reported that cash balances are doing okay. She stated that for water she has not yet had a chance to see what the actual consumption was for last month. Sewer Fund has started paying back the General Fund. The largest balance is the General Fund and she will discuss this balance under additional information item on investments. Ms. Minga stated that some of this money will get spent down because we are really starting to move on the Pinewood Heights Project Phase II. Dr. Cook asked if there was a limit to what the town can have in the General Fund. Ms. Minga replied that since the town has public funds we are covered. She feels that it is time to look at spreading this money out. Water = \$237,132.68; Water Debt Service = \$1,210,953.98; Water Capital Escrow Availability Fees = \$303,092.16; Water Treatment Plant Escrow = \$111,288.97; Water Development Escrow = \$92,845.86; **Subtotal Water = \$1,955,313.67.** Sewer = \$(120,162.73); Sewer Development Escrow = \$337,515.45; Sewer Capital Escrow Availability Fees = \$801,947.38; Sewer Compliance = \$369,492.69; **Subtotal Sewer = \$1,388,792.79.** Highway = **\$66,200.87.** General Fund = \$3,003,864.64; Payroll = \$65,609.43; Money Market General Fund Town Bank = \$2,178.76; Business Super NOW-General Fund = \$33,017.36; Money Market General Fund Farmers Bank = \$288,470.19; General Fund Capital Escrow = \$213,927.47; Certificate of Deposit = \$525,708.91; Certificate of Deposit Police Dept =

\$36,560.48; Special Project Account (Pinewood) = \$150,842.23; Pinewood Heights Escrow = \$22,743.72; SNAP Program = \$475.75; **Subtotal General Fund = \$4,343,452.96.** Beautification = \$7,829.45; Money Market Beautification = \$47,702.88; **Subtotal Beautification = \$55,532.33; TOTAL ALL FUNDS = \$7,809,292.62.**

3. ADDITIONAL ITEM DISCUSSED: VML VACo – Virginia Investment Pool – Ms. Minga stated that she asked for this item to be added to the agenda. She mentioned that she thinks that the timing is right to discuss where we stand with investment policies. Ms. Minga stated that she has updated the town's investment policies and she would like to meet with Vice Mayor Gregory and Mr. Pack the first of January to go over what she has in regards to investment policies. She explained that she has blended some sample polices from other localities to what she feels would work for the town. She stated that there are different considerations as to whether the town wants to do this on our own using local banks and investment pools available through the state or VML VACo. The town may want to address it with some type of broker or investment advisor. An investment advisor is a little bit more costly but the town would also get a little bit more feedback. Ms. Minga stated that she also wanted to make council aware in more detail of the VML VACo Virginia Investment Pool. It is something that she would like for the town to seriously consider. This is a new board that was put together to come up with alternative investment strategies. This would benefit the Town of Smithfield as a small locality that can invest with larger localities to have a larger pool. It has short term options so that if you need to pull your money out you can. The hope is that you invest for at least six months but is based on a one to three year strategy. Ms. Minga stated that she was very impressed with VML VACo options. She stated that these investments will be a little bit more risky than buying your basic CD's at the bank. There are periods of ups and downs on returns. Included in the supplemental were graphs of what their successes have been. Also included in the supplemental posting was an example of an ordinance to adopt, a trust joinder agreement and a participation application between the Treasurer and VML VACo. Ms. Minga mentioned again that she would like to meet with Vice Mayor Gregory and Mr. Pack to go through our investment policy and see where the town would like to start with distributing money. Then it can come back to committee to discuss adoption by Town Council as a whole. There is a minimum of \$50,000 in this investment pool. Vice Mayor Gregory stated that he would like to get a sense from the rest of Town Council on how much additional risk the town should take with money that is not needed for a while. This is public money and all of Town Council needs to comfortable with taking risk to hopefully getting a higher return in the end. Ms. Minga mentioned that representatives from VML VACo have offered to come and make a presentation on investments. Vice Mayor Gregory stated that it is not all about whether the town should invest or not. It is also about a culture change. The town would be going from only investments that are FDIC insured to going into the universe of where things are very safe but they are not FDIC insured. Vice Mayor Gregory stated that a lot of other municipalities are already investing like this. Ms. Minga stated that the Town of Smithfield is one of the few localities that did not have an investment policy at all. Mr. Pack stated that we have to agree as a Council that we are going from no risk to some risk. What we are trying to determine is how much risk the town wants to take. Mrs. Tynes stated that she thinks that we need to broaden our avenues and see what is out

there to bring in more revenue for the town. Mr. Pack stated that he liked VML VACo's investment objectives and philosophy as follows: safety (as the primary objective), transparency, compliance, liquidity and yield. Dr. Cook asked how liquid is these investments. Ms. Minga replied that they are very liquid. They would like for the funds to stay there at least six month and the plan is one to three years. The advantage of having this pool is if there is an emergency and the town needs take it out it can be received within a week. Mr. Pack stated that he and Vice Mayor Gregory would meet with Ms. Minga to discuss the town's options and bring something back to January's Finance Committee meeting.

The meeting adjourned at 5:02 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE FIRE AND RESCUE COMMITTEE
MEETING HELD ON TUESDAY, DECEMBER 17TH, 2013

The Fire and Rescue Committee held a meeting on Tuesday, December 17th, 2013 at 4:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mrs. Denise Tynes, Chair; Mr. Andrew Gregory, Vice Mayor, and Ms. Connie Chapman. 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 Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Jason Stallings, Smithfield Volunteer Fire Department Chief; Mr. Jeff Smith, Smithfield Volunteer Fire Department Member; and Ms. Gina Ippolito of Windsor Castle Park Foundation. There were approximately eight (8) citizens present. The media was represented by Ms. Abby Proch of "The Smithfield Times".

Committee Chair, Denise Tynes called the meeting to order.

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

1. Discussion on the Purchase of a Fire Boat for the Fire Department – Chief Stallings stated the he would like to request Town Council's support in pursuing the possibility of purchasing a fire boat for the Fire Department through a grant. Chief Stallings stated that he has done a little bit of the leg work to show some of the information that he has found on a 27 foot boat that pumps 1,200 gallons of water at a minute. He explained that any of the houses that are along the South Church Street corridor or the Pagan area would average 1,200 gallons a minute of needed fire flow from the Fire Department if it was a significant working fire. The fire hydrant systems along the Church Street area, with the eight inch main, are averaging 800 to 1,000 gallons a minute. This fire flow would support one fire truck. If a second truck was needed for pumping it would have to go to the creek and draft since the current hydrant system is maxed out. The drafting options out of the creek are limited as far as access for the trucks. Smithfield Foods has installed two eight inch hydrants at the bottom of the hill to get up to the 1,200 gallon per minute of fire flow in that area. Chief Stallings stated

that the boat he looked at today is a 27 foot center console boat. It has a 1,200 gallon per minute pump on it and a \$230,000 price tag. Chief Stallings stated that he would like the Town Council's support to work with the town and the fire department to draw up some specs of what we think is the need as far as getting a fire department boat. The Fire Department will need this information to get a more accurate price when looking at grant options. The Fire Department currently has a 16 foot flat bottom boat that they use for water rescue. This boat was designed and purchased after the Nor-Eastern in 2008 that caused all the flooding on Great Springs Road and around the county. This boat has worked great for getting people out of these type situations but being on this 16 foot flat bottom boat on the James River is not good. Chief Stalling stated that they are probably a year out from making a decision on anything but they need to start somewhere and needs to know if Town Council supports this type of watercraft. Chief Stallings explained that the Police Department has a boat but their boat has no side or rear access to the boat for getting unconscious victims on the boat. Water rescue is a huge part of what they do along with fighting fires. Getting a two hundred pound person out of the water and in the boat is difficult enough let alone when they are unconscious. Lifting them two or three feet to get them over a side rail is not impossible but very difficult. Mrs. Tynes asked if this has been presented to Isle of Wight County. Chief Stallings stated that at this point he has not approached the county because it is not in the County's Capital Improvement Program (CIP) for the purchase of a fire boat. This is something that has come up specifically because of the town's location to the waterways; but would be presented to Isle of Wight as they move forward. Chief Stallings stated that if the Fire Department cannot get a grant for something like this they know that they cannot move forward with it at this time. He stated that FEMA Grants are normally 80/20. The twenty percent would be divided between the Fire Department, the Town of Smithfield, and Isle of Wight County. In the past the county has been in full support of anything they can get through grants. Mrs. Tynes asked if the Fire Department was asking for the town's support to write a grant for this vessel. Chief Stallings replied that the Fire Department is asking the town's support in the Fire Department pursuing the option of getting a boat through a grant type purchase. Dr. Cook asked if Chief Stallings could envision how much he might be asking the town to support if they were able to proceed with a purchase through a grant. Calculation were done on \$250,000 and the town's third of the twenty percent would be approximately \$17,000. Mayor Williams stated that the need for this boat is greater here in the Town of Smithfield because of the amount of water surrounding us compared to Isle of Wight County. Chief Stallings stated that the need for a boat that can supply a significant amount of water along the Pagan and Cypress area is there. The Fire Department will keep the town informed as progress is made on applying for grants. Mrs. Tynes asked if the Fire Department has considered asking some of the private businesses that are on the water to support this as well. Chief Stallings stated that they have not at this time. He agrees that Smithfield Foods has been very supportive of the Fire Department in the past with some of the capital projects that they have going on. At this time the Fire Department is asking to move forward with the town's support. Ms. Chapman asked if the Fire Department has considered where they are going to store this boat. Chief Stallings stated that it would be in the water at the Smithfield Station. Mayor Williams stated that it is not going to cost the town anything to pursue this. If they come back and need three hundred thousand dollars we will not be able to help, but if they need

sixteen to thirty thousand the town will take a look at assisting if possible. Mrs. Tynes requested that this item be place on the January 7th consent agenda for consideration.

2. Fire Path / Emergency Path for Access to Portions of Windsor Castle Park – Mr. Smith of the Smithfield Volunteer Fire Department was present to request access to portions of Windsor Castle Park in case of an emergency. He stated that the Fire Department has concerns on access if there is a fire in portions of Windsor Castle Park. A map was included in the packet showing the areas of concern and he pointed the areas out on the map on display. Mr. Smith stated that these access paths can also be used if an individual has a medical emergency on the trails and needs assistance to get out. Mrs. Tynes stated that this item had been brought to council's attention at a prior meeting. Discussion was held that these fields are privately owned so staff will assist with contacting these property owners to have an emergency access put in. Ms. Chapman asked if any kind of cost estimate has been done to determine how much this will cost. Mr. Smith stated that they have not at this time. Mr. Pack asked if this would be an easement for emergency access. Mr. Hopkins stated that it would more than likely be an ingress/egress easement for emergency access only. Mrs. Tynes stated that she feels that there is a great need for public safety and health. Town staff will be able to do most of the grade work and the only cost to the town would be for materials. Mrs. Tynes stated that this item will be placed on the January 7th Town Council agenda for consideration.

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

1. Operational Updates – Chief Stallings reported that since our last update in July we have fifty additional vehicle accidents, five structure fires, four vehicle fires, eleven brush fires, thirty-two medical assistance calls, etc. for a total of two hundred forty eight calls over the past few months. The Fire Department for the year has logged in 29,000 hours of duty at the station which averages out to a three man crew twenty four hours a day, seven days a week. This allows the fire department to continue with the response agreement that was worked out a few years ago where they are getting out the door within a minute or two after alarm to maintain that four to six minute response time to an incident in the Smithfield fire district. Chief Stallings reported that they have also put in 2,600 hours of training this year. They have started having training every Monday night so training hours averages to approximately 60 hours a week at the station. Committee thanked Chief Stallings for the update.

The meeting adjourned at 4:23 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 17TH, 2013

The Parks and Recreation Committee held a meeting on Tuesday, December 17th, 2013 at 4:25 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. Andrew C. Gregory, Vice Mayor; 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 Ms. Judy Winslow, Director of Tourism. Also in attendance were Ms. Ms. Gina Ippolito of the Windsor Castle Park Foundation. There were approximately eight (8) citizens present. 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. Parks and Recreation Committee Report – Ms. Musick listed the events that have taken place since last month's committee report. She also mentioned the upcoming event, Bob Fest 8k, on January 18th at the Windsor Castle River front. Ms. Chapman thanked Ms. Musick for the update and the work she did to prepare for last night's public forum.

2. Public Comments - Ms. Florine Moore of 309 South Church Street was present to give public comment on the proposed final plans from the Natural Playground Company. The letter she read has been attached to this report for review. Mr. Joshua Marshall, 316 Red Point Drive, was present to express his utmost support for the highly disparaged disc golf park proposition. The letter he read has been attached to this report for review as well. Mr. Walter Kwiatkowski of Wellington Estates was present to express his concerns on the final plans from the Natural Playground Company. Mr. Kwiatkowski stated that he has been a resident of the Town of Smithfield for the past ten years and feels that Windsor Castle Park is one of the best things in this town. He explained that while he cannot agree with everything Mr. Marshall said about the disc golf course he is not

adamantly against any feature; however he is adamant about the priority. The exercise equipment that he has seen in many other parks is not being utilized. He mentioned that the disc golf course would probably be used as much as the bike trail that already exists in the park, which is not much at all. He stated that again he is not saying that it should not be done but it should not be one of the highest priorities. The playground addition for the children looks like a nice location and a good idea. If it were spread through the entire park he would have to say no because it would not get used as much. Mr. Kwaitkowski stated that as far as maintenance he is the president of the homeowners association in Wellington Estates and they have private play areas for the children in their neighborhood and there is a lot of maintenance to keep it safe for the kids. Mr. Kwaitkowski stated that he and his wife enjoy Windsor Castle Park at least six days a week. Mr. Kwaitkowski also agreed with the addition of public restrooms and an additional parking lot. Mr. Kwaitkowski expressed his concerns on the proposed Frisbee Golf location interfering with wildlife and bird sanctuaries in that area. He stated that he would really like to see more numbers on the usage of Frisbee Golf courses in other areas. Committee thanked Mr. Kwaitkowski for his comments and concerns. Mr. Lawrence Pitt of 3305 Sawyer Way, Toano, Virginia was present to express his concerns on the Natural Playground Company's final plans. He stated that at last night's public forum one of the first persons that spoke asked what the town's mission statement for the park was. He explained that when the town first started building the park there was no mission statement at that point and time. It was Mr. Luter's vision to build a park at Windsor Castle and give it to the town. Mr. Luter stated that when he was going through the process of designing the park everything that was mentioned was of a passive park nature with the exception of the proposed boat launch. At that time the boat launch was taken out of the design of the park. Mr. Pitt stated at that Mr. Luter only put the boat launch in the plan because someone had mentioned that a boat ramp would be nice. At that time it was removed from the design of the park plans. Mr. Pitt explained when they were about half way through with the park Mr. Luter was approached about putting a ball field in Windsor Castle Park. A suggestion was made at that time on where the proposed ball fields could be placed. There was a tremendous amount of blowback on this idea. Mr. Luter decided that if the community does not want it there then I do not want to put it there. Mr. Pitt stated that at the public hearings for the ball fields the main complaints were that it was an activity sport. It did not fit what was already there as a passive park. Mr. Pitt stated that the use of the park far exceeds Mr. Luter's expectations; however he always knew it would be successful. Mr. Pitt stated he has read from trip advisories what people have said about Windsor Castle Park. Most of the comments are from people that live out of town. Mr. Pitt commented that all of the comments were positive comments about Windsor Castle Park. He explained why a mission statement is important before the town puts anything else in the park. Mr. Pitt stated that he believes that thinking about what Mr. Luter's vision is and the 14,000 visitors that the town has had and all the wonderful comments that the town has received from the trip advisory a mission statement has been developed. The mission statement is that the users of the park love the natural atmosphere of what is there. Mr. Pitt mentioned that Mr. Luter has said that

he would talk to anyone on counsel that wants to know what his vision is for the park. Mr. Pitt stated that according to the reviews for the park in trip advisory if the town chooses to do nothing else in the park it will still be well liked and used. Mr. Pitt suggested building the playground and developing a mission statement before rushing into these final plans from the Natural Playground Company. Ms. Barbara Lyons of Gatling Point was present to voice here concerns on Windsor Castle Park. Ms. Lyons does volunteer work in the county offices. Ms. Lyons stated that she bases her work on missions and goals daily. That is why at the public forum she asked what the town's mission for the park was. She feels that as leaders of the community that Town Council should have a mission for Windsor Castle Park. Ms. Lyons talked about how wonderful the park is now. She explained that the first time she went to the park she could not find it. It took her several trips to find her way into the park. It has improved some but it still needs more signage to help people find the park. She also feels that restrooms would be a nice addition to the park. She suggested environmental friendly restroom facilities with possible trench pits. Ms. Lyons stated that a playground for children would also be a nice addition. These few things can be done to improvement the park without over doing. She asked what the big hurry was in developing these amenities in the park. Ms. Chapman asked if Mr. Gwaltney had something that he would like to say. Mr. Gwaltney stated that he had submitted a letter in regards to his comments on Windsor Castle Park and they have been attached to these summary minutes. Committee thanked everyone for their comments.

3. Continued Discussion on Natural Playground Company Final Plans – Ms. Chapman stated that she had a couple of suggestions before committee starts discussing the final plans. Ms. Chapman stated that she knows that we all have in our minds what we think the vision and future of the park is even though we do not have it in writing. She stated that she would like to propose that Town Council put something into writing in regards to the vision and future of the park. Mrs. Tynes stated that the Windsor Castle Park Foundation Board did have a mission statement in the beginning. Ms. Chapman asked Ms. Ippolito if she knew what the mission statement was. Ms. Ippolito stated that there is a mission statement that the foundation had. It was developed in a joint work session that the board had with Town Council. It has been tweaked a bit as the Foundation just recently changed. She stated that mission was not really a mission for the park. It was a mission for the Foundation Board of their duties and responsibilities. Ms. Chapman stated that she thinks that Town Council should be involved with developing the mission statement for the park based on citizens input of what they want to see in the park. Ms. Chapman also suggested that Mr. Marshall, as a disc golf player, lead a focus group of peers that can investigate further into disc golf. She asked that he capture some of the question such as usage data and clearing of trees on nearby courses and present to Town Council at a future date. Mr. Marshall agreed to gather more information on disc golf to present to Town Council at a future date. Ms. Chapman stated that Ms. Musick has created a survey and in light of the comments and feedback from last night's public forum. Staff would like to gather additional information to

consider all demographics of our community before moving forward. The survey will be online and it would identify interested parties age group and their feedback of the different amenities that are being considered. There is also a place for comments if you have a specific strong feeling for or against something that is being or not being proposed. Ms. Chapman stated that once this survey has been posted for a couple of weeks to a month it will be compiled with past surveys and comments from last night public forum to get a better understanding of what the community wants. Mr. Pack stated that this was a good start but recommends that in the meantime while we are gathering more information the Parks and Recreation Committee along with any of the Town Council that wished to attend to determine what the town's ultimate goals and priorities are for the park. It will be guidelines for the town's vision and where we are going. Ms. Chapman stated that she would like to compile information from all surveys that have been taken to date to determine what the community wants. Mr. Pitt mentioned that the town should not use past surveys and only use current data moving forward. Ms. Moore suggested that the surveys be other places than just online. Ms. Tynes stated that she enjoys the park and would like it left the way it is. She mentioned that she wants to see Town Council more involved with the decisions for Windsor Castle Park and the direction we move in for the community. Vice Mayor Gregory agreed that the town should do another survey; however he whole heartily disagrees that the town should discount the people that took the time to complete the survey the first time. Mr. Smith stated that he agrees with Vice Mayor Gregory on not discounting surveys that were done by people the first time. He explained that when people take the time to get involve and give their input it should be considered when the final decisions are being made. Mrs. Tynes asked who did the original survey. Ms. Ippolito stated that the survey was done by the Windsor Castle Foundation Board after the first meeting where the Natural Playground Company came here a year ago in November 2012. Mrs. Tynes stated that because that original survey was done by the Foundation Board we should not use that information and move forward with the new survey by the Town Council. Ms. Chapman disagreed and stated that the original survey was done by the Foundation Board that was appointed by Town Council and should be used. The Foundation Board was representing the town at that time. They were acting under the guidance of Town Council. Vice Mayor Gregory stated that everything up until the last couple of months has been about what people want. Now we are hearing from citizens that have just as equal opinion about what they do not like about what the other group was for. The town has two different groups and the town has to listen to all of them. Vice Mayor Gregory stated that if the town chooses to nothing there will be a number of our citizens that will be very disappointed. If we do everything on this final design plan there will be a group of citizens that will be very disappointed. There is a balance somewhere in between. He does not feel that the town has to choose one hundred percent passive or one hundred percent active. Vice Mayor Gregory stated that his vision is to see more people enjoy the park. Dr. Cook agreed that for every person that does not want to see a fitness station or an outdoor classroom or an additional parking lot there are just as many that do want these things. Town Council will never be able to please everyone. Dr. Cook stated that it

disappoints him that there is a group that uses the park that does not want to see kids in the park. Some of the comments from last night's public forum were that citizens do not want more people to use the park. It is busy enough. Dr. Cook stated that when he first came on Town Council one of the items that was discussed was that this town did not offer anything for kids to do. This park is a great opportunity here for new mothers, kids and teenagers to do something. Town Council's job is to prioritize what these things are. There are a lot of hot buttons on this list and then there are the no brainers like the restroom facility. Ms. Chapman stated that the goal is not to take down trees if all possible. Town Council is looking for items that enhance the park. Mayor Williams stated that public comment was closed and committee tabled the discussion on the Natural Playgrounds final plans until a work session could be scheduled in January. Ms. Chapman thanked everyone for their attendance and comments.

The meeting adjourned at 5:28 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE
MEETING HELD ON TUESDAY, DECEMBER 17TH, 2013

The Public Works Committee held a meeting on Tuesday, December 17th, 2013 at 5:28 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Michael G. Smith, Chair; and Dr. Milton Cook. Other Council members present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack, Ms. Connie Chapman 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. Judy Winslow, Director of Tourism. Also in attendance was Ms. Gina Ippolito. The media was represented by Ms. Abby Proch of 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. Authorization to Purchase Budgeted Public Works Truck for \$23,683.00 – The Town Manager reported that this truck was within the approved budgeted amount. Mr. Hopkins stated that this truck will be replacing a 2001 Ford truck with 161,350 miles on it. Public works will keep this truck as backup. Mr. Smith asked if the state concession amount varied depending on the type vehicle being ordered. The Town Manager replied that it did depend on the type of vehicle being ordered. The Town Manager stated that there are a couple of vendors in the area that agree to the state price on particular models. Committee agreed that this was a good price under state contract. Committee recommended approval of new budgeted Public Works truck.

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

1. Additional Item Discussed: Cypress Creek Subdivision Agreement – The Town Manager stated that Mr. Steve Adams the developer of Cypress Creek has been talking to the Town Attorney and Mr. Hopkins. The developer is ready to extend Cypress Creek

Parkway to add lots 316, 330 – 336, and 366 in that subdivision. The Town Attorney has indicated that he should be able to have a subdivision agreement prepared for council's review prior to the January 7th Town Council meeting. Mr. Adams is in a position that they would like to move quickly this. The Town Manager stated that this also requires a plat approval by the Smithfield Planning Commission. Staff is requesting that Town Council consider approving the subdivision agreement, prepared by the Town Attorney, subject to the Planning Commission's approval of the plat. Mr. Hopkins stated that the road extension will actually be connecting Cypress Creek. This road connection was approved almost seven years ago. Dr. Cook asked what a subdivision agreement was. The Town Manager stated that it sets the surety and performance. Mr. Hopkins explained that the subdivision agreement sets the inspection fees, the number of lots, tap fees, and a bond is set for erosion and sediment control. Dr. Cook stated that it is an agreement that road construction will be done to a certain standard. The Town Manager stated that it is much like a performance agreement. Mr. Pack stated that in regards to Cypress Creek a year ago the town was discussing connecting water to the new Isle of Wight Rescue Squad facility, has that work been done? Mayor Williams stated that the connection for water has been completed. Has not heard anything from the residents of Cypress Creek to note that they are not satisfied with the work. Committee recommends approval of the Cypress Creek Subdivision Agreement. Following the committee meeting the Town Attorney discussed this matter again with Mr. Steve Adams, developer of Cypress Creek. They have agreed it is premature and not necessary to do the subdivision agreement in January since the required plat cannot be approved by the Planning Commission until February. Thus this item will not be listed on the January council agenda.

The meeting adjourned at 5:34 p.m.

January 3, 2014

TO: SMITHFIELD TOWN COUNCIL

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

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE
COMMITTEE MEETING HELD ON TUESDAY, DECEMBER 17TH, 2013.

The Public Buildings and Welfare Committee held a meeting on Tuesday, December 17th, 2013 at 5:34 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 present were: Mr. Andrew C. Gregory, Vice Mayor; Mr. Randy Pack, and Mr. T. Carter Williams, Mayor. Staff members present were Mr. Peter M. Stephenson, Town Manager; Mr. William T. Hopkins, II, Director of Planning, Engineering and Public Works; Ms. Lesley G. King, Town Clerk; and Ms. Judy Winslow, Director of Tourism. Also in attendance was Ms. Gina Ippolito. 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. Additional Item Discussed: Windsor Castle Park – Dr. Cook stated that he was recently made aware that the high school track team holds cross country meets at the park. He asked if this was supposed to be approved by Town Council. The Town Manager stated that they have been coordinating the meet schedule with Ms. Musick; however the most recent regional cross country meet presented problems because they took upon themselves to put up signs that the park trails were closed. The Town Manager continued to explain that Ms. Musick has contacted the new cross country coach to let them know that all trail closures in the future must be approved by Town Council. Dr. Cook asked if the regular cross country meets need to be approved by council. Dr. Cook suggested that guidelines for activities such as this may need to be discussed at the work session on Windsor Castle Park.

2. Pinewood Heights Phase II Update – The Town Manager reported that Mr. Dodson of Community Planning Partners did prepare a report on the status of the

Pinewood Heights Project. Mr. Dodson sent an e-mail to the Town Clerk stated that we have signed agreements to buy all the homes in multi-year 1. Five households must be relocated by mid-January. At this time he feels that we will only have two done and will need more time due to one of the families that we have talked about in the past. The Town Manager stated that the only action for this item would be the Town Council supporting him in writing a letter to the Virginia Department of housing and Community Development to request an extension of multi-year 1. Mr. Smith asked if most of the residents that have relocated were staying close to the Smithfield area. The Town Manager stated that a couple of them have moved to Surry County but most of the owners that have relocated have stayed in the Smithfield or Isle of Wight County area. There have been a few renters that have moved to the peninsula. Committee agreed with requesting extension from DHCD. Vice Mayor Gregory asked if the town had a map of the entire Pinewood Heights Project. The Town Manager stated that we have a map that we can provide to Town Council. Vice Mayor Gregory stated that the town might want to start looking at how the town moves forward with the rezoning option that was created as we relocate residents of Pinewood Heights.

3. Additional Item: Closed Session: Disposition of Real Property - Dr. Cook stated that he had an item in regards to disposition of real property that he wanted to discuss in closed session. Vice Mayor Gregory stated that we need a motion to go into closed session pursuant to Code of Virginia 2.2-3711 for discussion and consideration of the acquisition/disposition of real property for public purposes. Ms. Chapman so moved the motion and Mr. Pack seconded the motion.

Closed Session In: 5:44 p.m.

Closed Session Out: 5:54 p.m.

A motion was made by Vice Mayor Gregory to come back into open session. Vice Mayor Gregory stated that we need a motion that during closed session that only items pursuant to Code of Virginia 2.2-3711 for discussion and consideration of acquisition/disposition of real property for public purposes was discussed. Dr. Cook so moved the motion and Ms. Chapman seconded the motion.

Meeting Adjourned at 5:54 p.m.

**SMITHFIELD POLICE DEPARTMENT
MANAGER'S REPORT
DECEMBER 2013**

Committees and Projects:

- 12/03 Town Council meeting – Smfd Center – Chief Bowman
12/04 Christmas Parade meeting – Town Hall – Chief Bowman, Deputy Chief Howell, Lt. Rogers
10/09 ECC meeting – IofW Courthouse – Deputy Chief Howell
10/10 TRIAD Christmas Luncheon – Smfd Station – Chief Bowman, Sgt. Miller, Kurt Beach
10/10 TTF Executive Committee and Anti-Terrorism Advisory Council mtg – Chesapeake, VA – Deputy Chief Howell
10/10 Town Council continued meeting – Smfd Center – Chief Bowman
10/10 Neighborhood Watch mtg – PD – Sgt. Meier, Officer J. Adams
10/11 Hampton Roads Chiefs of Police meeting – Norfolk Training Academy – Deputy Chief Howell
10/11 Special Events Committee meeting – Smfd Center – Chief Bowman
10/11 Department Head meeting – Smfd Center – Chief Bowman, Deputy Chief Howell
10/19 Hampton Roads Criminal Justice Training Academy – Hampton – Chief Bowman, Deputy Chief Howell
12/20 Isle of Wight Bar Association meeting – Smfd Station – Chief Bowman

Training

- 12/12 - 13 Active Shooter – HRCJTA – Officer Wright (16 hrs.)

In-House Training:

- 12/02 Firearms Training – Franklin PD Range – Chief Bowman, Deputy Chief Howell, Sgt. Jones, Sgt. Miller, Sgt. Brady, Officer Johnson, Office J. Adams, Officer Wright, Officer Bancroft, Officer Fordham (5 hrs.)
12/03 Firearms Training – Franklin PD Range – Lt. Rogers, Sgt. Meier, Sgt. Jones, Officer Seamster, Officer D. Adams, Officer Powell, Officer Anderson, Officer Cook (5 hrs.)
12/05 VCIN Recert – PD – Lt. Rogers (4 hrs.)
12/05 Radar Recert – PD – Sgt. Miller, Officer Powell, Officer D. Adams, Officer Hill (8 hrs.)
12/09 - 13 ERT Training – Lt. Rogers, Sgt. Araojo, Officer Hill, Officer Phillips (40 hrs.)

Community Relations

- 11/20 School Zones – Sgt. Jones, Sgt. Miller, Officer Cook, Officer Seamster, Officer Wright

12/03 Ride Along – Officer Cook
12/04 Homework Station – Jersey Park Apts. – Officer Cook
12/06 Poquoson Christmas Parade – Sgt. Jones, Sgt. Miller
12/07 Chesapeake Christmas Parade – Sgt. Jones
12/07 Windsor Christmas Parade – Sgt. Miller
12/11 Homework Station – Jersey Park Apts. – Officer Johnson
12/14 Smithfield Christmas Parade – PD
12/15 Carrsville Christmas Parade – Sgt. Jones
12/21 Zuni Christmas Parade – Sgt. Miller

Investigations:

Case#: 2013-01179
Location: 223 Clay St
Offense: Burglary
Disposition: Pending

On 12/05/13 officers were called out to 223 Clay St for a breaking and entering. The victim walked into his home and noticed that his property and furniture had been strewn about. He also noticed that his back door had been kicked in. The only items stolen were some jewelry. There are currently no leads. Case is pending.

Case#: 2013-01202
Location: 13000 Blk Great Spring Rd
Offense: Larceny
Disposition: Pending

On 12/13/13 officers responded to the construction site for the new Isle of Wight Rescue Squad for a larceny call. Officers spoke with the supervisor for Behrends Mechanical who stated that he had a large conex box that had been broken into. The conex box was padlocked and the lock had been cut. Items stolen from the conex box include tools and copper. Total estimated value of the stolen items is \$6500.00. Case is pending

Case#: 2013-01228
Location: 19301 Battery Park Rd
Offense: Stolen Vehicle, Arson
Disposition: Transferred to other agency

On 12/20/13 officers responded to 19301 Battery Park Rd. for a vehicle stuck in a field. When officers arrived on scene they ran the license plates which returned to a stolen vehicle out of Hampton. The inside of the vehicle had been torched. The night prior officers arrested an individual who was walking towards the field wearing all black. He was arrested for trespassing. Hampton PD has connected the individual to the owner of the stolen vehicle and believes he might be connected to the theft.

Reporting Period: 12/1/2013 thru 12/31/2013

Total deposits for December 2013 - \$6,802.50

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Invoice	12/2/2013	SC1774			Ziglar and Brewer Wedding and Reception	Ziglar and Brewer Wedding and Reception	2436		-100.00
Invoice	12/3/2013	SC1776			Smithfield Women's Club	Smithfield Women's Club	1963		156.00
Invoice	12/3/2013	SC1777			Hodson-Parrish Reception	Hodson-Parrish Reception	2042		0.00
Invoice	12/3/2013	SC1779			Andria Tyler	Andria Tyler 21st Birthday Party	2168		0.00
Invoice	12/3/2013	SC1780			Hux and Cutler Wedding and Reception	Hux and Cutler Wedding and Reception	2181		0.00
Invoice	12/3/2013	SC1781			Smithfield Packing	Quarterly Update	2219		400.00
Invoice	12/3/2013	SC1782			Weston and Peabody Wedding and Reception	Weston and Peabody Wedding and Reception	2351		0.00
Invoice	12/3/2013	SC1783			Paradigm Liaison Services	Pipeline Safety Training	2381		200.00
Invoice	12/3/2013	SC1784			Western Tidewater Hokie Club	Great Gobbler Chase 5 K	2416		0.00
Invoice	12/3/2013	SC1785			Apple Tree Learning Center	Appletree Learning Employee Training	2417		37.10
Invoice	12/3/2013	SC1786			Rebecca Worrell	Baby Shower	2434		0.00
Invoice	12/3/2013	SC1788			Sentara Princess Anne	Diabetes Symposium	2127		635.00
Invoice	12/3/2013	SC1789			Luter Family YMCA	Festival of Trees	1668		1,798.40
Invoice	12/9/2013	SC1790			Dixon-Coley Wedding & Reception	Dixon-Coley Wedding & Reception	2424		-300.00
Invoice	12/16/2013	SC1791			Smithfield Inn	Smithfield Inn-Renting Warmer	2451		50.00
Invoice	12/18/2013	SC1792			Isle of Wight Commission on Aging	Senior Christmas Party	1676		50.00
								Total	2,926.50
Payment	12/2/2013	SC1774	Check	REFUND	Ziglar and Brewer Wedding and Reception	Ziglar and Brewer Wedding and Reception	2436		-100.00
Payment	12/3/2013	SC1789	Visa	Visa	Luter Family YMCA	Festival of Trees	1668		1,798.40
Payment	12/9/2013	SC1783	Visa	Visa	Paradigm Liaison Services	Pipeline Safety Training	2381		200.00
Payment	12/17/2013	sc1767	Check	573890	American Diabetes Association	Diabetes Walk	2129		25.00
Payment	12/19/2013	SC1739	American Express	Amex	Oaks Vet Clinic	Oaks Vet Equine Banquet	2160		400.00
Payment	12/19/2013	SC1781	Check	2147407	Smithfield Packing	Quarterly Update	2219		400.00
Payment	12/19/2013	SC1785	Visa	Visa	Apple Tree Learning Center	Appletree Learning Employee Training	2417		37.10
Payment	12/30/2013	SC1788	Check	1442570	Sentara Princess Anne	Diabetes Symposium	2127		635.00
Payment	12/30/2013	SC1791	Check	104335	Smithfield Inn	Smithfield Inn-Renting Warmer	2451		50.00
								Total	3,445.50

Reporting Period: 12/1/2013 thru 12/31/2013

Total deposits for December 2013 - \$6,802.50

Trx. Type	Date	Invoice No.	Pay Type	Check No.	Group	Event	Res ID	Book ID	Amount
Deposit	12/17/2013		Check	132249	Eacho and Parrish Wedding and Reception	Eacho and Parrish Wedding and Reception	2358		900.00
Deposit	12/17/2013		Visa	Visa	Eacho and Parrish Wedding and Reception	Eacho and Parrish Wedding and Reception	2358		50.00
Deposit	12/18/2013		Visa	Visa	Lamarre and Cullen Wedding and Reception	Lamarre and Cullen Wedding and Reception	2458		600.00
Deposit	12/19/2013		Check	2546244	Denise Tynes	Retirement Banquet	2415		400.00
Deposit	12/26/2013		Discover	Discover	Griffin and Silverman Wedding and Reception	Griffin and Silverman Wedding and Reception	2463		700.00
Deposit	12/27/2013		Discover	Dis	Dottie Harris	Harris 50th Anniversary	2412		100.00
								Total	2,750.00
Refund	12/9/2013	SC1790	Check	Refund	Dixon-Coley Wedding & Reception	Dixon-Coley Wedding & Reception	2424		300.00
								Total	300.00
								Grand Total	-2,969.00

December 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Sat Rate Shelby Off		Town Council A&B 20			Herbert Off Tree Lighting Ceremony MH 250	Klein and O'Hara Wedding and Reception MHSu 130
8	9	10	11	12	13	14
	Kiwanis Toy Store MH 300	Continued Town Council A&B 20 Kiwanis Toy Store MH 3	Staff Meeting A&B 12	10 AM New Payroll Session County Holiday Breakfast MH 200 Payroll Meeting & PW Safety Meeting A&B 30 Smithfield Farmland Holiday Lunch C&D 30		Courtney Off Evening Shelby Off Army Band Concert MHSu 400 Breakfast with Santa MHSu 400
15	16	17	18	19	20	21
	Committee Meetings C&D 20 Public Meeting-Windsor Castle Plans A&B 50	Committee Meetings C&D 20	Senior Christmas Party MHSu 325	Herbert Off		
22	23	24	25	26	27	28
	Center Staff Meeting A&B 9 Christmas Lunch MH 80 Police Department Meeting C&D 20	Closed -Christmas Eve	Closed-Christmas	Amy Off Herbert Off Shelby Off	Courtney Off Shelby Off	Shelby Off
29	30	31				
Shelby Off	Shelby Off	New Year's Eve-Sat Rate Shelby Off				

Smithfield Center - Discount Percentages for December 2013

Booking Date	Event Name	Room Code	Discount Percent
12/3/2013	Town Council	A&B	100.00%
12/6/2013	Tree Lighting Ceremony	MH	100.00%
12/7/2013	Klein and O'Hara Wedding and Reception	MHSu	0.00%
12/9/2013	Kiwanis Toy Store	MH	100.00%
12/10/2013	Continued Town Council	A&B	100.00%
12/10/2013	Kiwanis Toy Store	MH	100.00%
12/11/2013	Staff Meeting	A&B	100.00%
12/11/2013	Kiwanis Toy Store	MH	100.00%
12/12/2013	Payroll Meeting & PW Safety Meeting	A&B	100.00%
12/12/2013	Smithfield Farmland Holiday Lunch	C&D	0.00%
12/12/2013	County Holiday Breakfast	MH	50.00%
12/13/2013	Christmas Farmers Market	Main Street	0.00%
12/13/2013	Breakfast with Santa Setup	MHSu	100.00%
12/14/2013	Army Band Concert	MHSu	100.00%
12/14/2013	Breakfast with Santa	MHSu	100.00%
12/16/2013	Public Meeting-Windsor Castle Plans	A&B	100.00%
12/16/2013	Committee Meetings	C&D	100.00%
12/17/2013	Committee Meetings	C&D	100.00%
12/18/2013	Senior Christmas Party	MHSu	100.00%
12/23/2013	Center Staff Meeting	A&B	100.00%
12/23/2013	Police Department Meeting	C&D	100.00%
12/23/2013	Christmas Lunch	MH	100.00%
	100% discount		18
	50% discount		1
	20% discount		0

Smithfield/Isle of Wight Tourism Activity Report – December 2013

- Director attended the Isle of Wight Board of Supervisors Meeting 12/19/13.
- Director attended Smithfield Town Council Meeting 12/3/13 and continued Council meeting 12/10/13.
- Full Tourism Staff meeting held 12/3/13.
- Core Branding Team meeting held 12/3/13.
- Coastal Virginia Tourism Alliance (Value of Tourism Marketing Committee) meeting held 12/4/13 and regular CVTA meeting 12/18/13.
- Wine & Brew Fest Consultant meeting held 12/4/13.
- No Smithfield 2020 Meeting in December. Smithfield 2020 Executive Committee meeting held 9/25/13. For more info and minutes of Smithfield 2020 meeting, please visit www.smithfield2020.org
- Agri-Tourism meeting held with Rachel Chieppa, Rural E.D. Manager, to discuss new initiatives 12/5/13.
- Attended court session for Shoe Shop “Demolition by Neglect” hearing 12/6/13.
- Brew Pub meeting for new economic development project 12/6/13, 12/11/13 and 12/19/13.
- Smithfield Farmer’s Market held 12/7/13 and 12/21/13. Special night-time market held 12/13/13....GREAT response with over 4,000 in attendance!
- Attended Historic Saint Luke’s Holiday Reception 12/8/13.
- Attended “Lunch with the Leader” with new County Administrator 12/9/13. Excellent meeting with staff!
- New sign application submitted for Visitor Center/The Art Center @319 12/9/13.
- Attended VRS “Hybrid Retirement” presentation 12/10/13.
- Attended Special Event Committee meeting 12/11/13.

- Attended Historic Saint Luke's Board Meeting 12/11/13. Served as Chair for the HSL Board Search Committee for the new Executive Director for Historic Saint Luke's Church.
- Attended new BOB Fest and Smithfield Wine & Brew Fest meeting 12/11/13. BOB Fest will be held 1/18/14 at Windsor Castle Park and will feature an 8K Race and Oyster After Party (good for economic lift in January...when we most need it!) Both events have presenting sponsors! SWBF will be the second weekend in April. First BOB Fest ticket mailing done 12/30/13.
- Attended VA-1 Tourism Summit Post Mortem in Richmond with VTC, VHTA and VACVB 12/12/13. Excellent conference! Agreed to serve on next year's organizing committee.
- Staff filmed County Beat 12/12/13.
- Attended SLT intern final presentation at CNU 12/13/13.
- Met with Coastal Virginia Magazine about PR and advertising 12/13/13.
- Successfully ran the Smithfield Christmas Parade with new line-up route 12/14/12. We were the only locality in Hampton Roads to NOT cancel their parade that day! New line-up route worked well! Kudos to staff!
- Attended Annual Meeting of the Courthouse of 1750 12/14/13.
- Participated in *Christmas at Saint Luke's* program 12/15/13. Reading of *The Gift of the Magi*.
- Attended Council/WCP Foundation Information Session on the potential new master plan amenities for the park 12/16/13.
- Attended Council Committee meetings 12/17/12.
- Met with Mark Furlo, Director of County Parks & Rec. and potential concert promoter for usage of Heritage Park 12/18/13.
- Attended IOW Wellness Committee meeting 12/19/13. County staff diabetes screening held 12/20/12.
- Attended County Department Head Retreat 12/20/13.
- Christmas Holiday 12/23-25/13. And New Years Holiday 12/31 and 1/1.

- Attended Smithfield Staff Meeting 12/11/13.
- Tourism Facebook postings throughout month.
- Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.
- Weekly individual meetings with staff to address concerns and review projects.

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

ZONING PERMITS NOVEMBER 2013

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6302	Sign Permit	Vaughan Tech	13404 Bennis Church Blvd.	Sign Media Inc. Angelo Pastrana
6303	Single Family Home	Aspen Woods	302 B Smithfield Blvd.	OC Inc. Robert O'Connell
6304	Clear Building Lot for Construction	Aspen Woods	302 A Smithfield Blvd.	OC, Inc. Robert O'Connell
6305	Sign Permit	Cathy's Creations	1402 B South Church Street	Cathy Vieira
6306	6' Tall Privacy Fence	Moonfield Estates	103 Wilderness Lane	Michael Donlan
6307	Townhome	Smithfield Manor Townhomes	109 Mount Vernon Court	Dominion Building Donald Russell - Agent
6308	Townhome	Smithfield Manor Townhomes	111 Mount Vernon Court	Dominion Building Donald Russell - Agent
6309	Townhome	Smithfield Manor Townhomes	113 Mount Vernon Court	Dominion Building Donald Russell - Agent
6310	Townhome	Smithfield Manor Townhomes	115 Mount Vernon Court	Dominion Building Donald Russell - Agent
6311	Townhome	Smithfield Manor Townhomes	117 Mount Vernon Court	Dominion Building Donald Russell - Agent
6312	Sign Permit	Gentle Dental Care	1617 South Church Street	Gary Terwilliger Scott Deese
6313	Sign Permit	State Farm	1508 South Church Street	State Farm Christa Pickrell
6314	Commercial Building Addition	Historic District	402 Grace Street	Charles Seitz - Agent IOW Christian Outreach

FYI

Items

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,660,000.00	768,802.31	891,197.69	46.31%
Delinquent RE Tax	20,000.00	6,907.00	13,093.00	34.54%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,000.00	1,113.78	886.22	55.69%
Current RE Interest	1,000.00	-	1,000.00	0.00%
Delinquent RE Interest	3,400.00	1,534.35	1,865.65	45.13%
Total Real Estate Taxes	1,692,900.00	778,357.44	914,542.56	45.98%
Personal Property Tax				
Current PP Tax	838,000.00	507,744.03	330,255.97	60.59%
Delinquent PP Tax	35,000.00	7,091.16	27,908.84	20.26%
Current PP Penalty	13,500.00	-	13,500.00	0.00%
Delinquent PP Penalty	6,000.00	1,657.82	4,342.18	27.63%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	4,320.00	991.02	3,328.98	22.94%
Total Personal Property Tax	897,470.00	517,484.03	379,985.97	57.66%
Miscellaneous Receipts Over/Short	15.00	(2.92)	17.92	-19.47%
Total Over/Short	15.00	(2.92)	17.92	-19.47%
Other Taxes				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	60,062.20	69,937.80	46.20%
Transient Occupancy Tax	142,000.00	73,089.09	68,910.91	51.47%
Meals Tax-4%	794,270.00	376,419.55	417,850.45	47.39%
Meals Tax-2%	397,135.00	188,209.78	208,925.22	47.39%
Communications Tax	245,000.00	59,722.09	185,277.91	24.38%
Rolling Stock	13.00	15.75	(2.75)	121.15%
Rental Tax	1,300.00	75.00	1,225.00	5.77%
Sales Tax	243,000.00	69,298.28	173,701.72	28.52%
Consumption Tax	47,500.00	17,311.39	30,188.61	36.45%
Utility Tax	194,500.00	69,106.16	125,393.84	35.53%
Total Other Local Taxes	2,314,573.00	913,309.29	1,401,263.71	39.46%
Licenses, Permits & Privilege Fees				
Business Licenses	330,000.00	34,579.74	295,420.26	10.48%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Business Licenses Penalty	6,420.00	2,836.40	3,583.60	44.18%
Business Licenses Interest	645.00	1,434.31	(789.31)	222.37%
Permits & Other Licenses	13,000.00	5,313.30	7,686.70	40.87%
WC Dog Park Registration	2,200.00	537.00	1,663.00	24.41%
Consultant Review Fees	5,000.00	3,338.80	1,661.20	66.78%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	135,500.00	43,713.10	91,786.90	32.26%
Total Licenses, permits and privilege fees	492,765.00	91,755.65	401,009.35	18.62%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	22,834.50	34,165.50	40.06%
Total Fines & Forfeitures	57,000.00	22,834.50	34,165.50	40.06%
<u>From Use of Money and Property</u>				
General Fund Interest	6,400.00	2,635.38	3,764.62	41.18%
Beautification Fund Interest	85.00	70.13	14.87	82.51%
Rentals	15,685.00	5,733.65	9,951.35	36.55%
Smithfield Center Rentals	143,000.00	56,244.22	86,755.78	39.33%
Smithfield Center Vendor Programs	4,500.00	-	4,500.00	0.00%
Kayak Rentals	-	7,092.25	(7,092.25)	#DIV/0!
Special Events	1,000.00	1,968.00	(968.00)	196.80%
Fingerprinting Fees	1,000.00	490.00	510.00	49.00%
Sale of Equipment	1,000.00	551.51	448.49	55.15%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	173,195.00	74,785.14	98,409.86	43.18%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,200.00	617.00	1,583.00	28.05%
Cash Proffer Revenues	-	16,000.00	(16,000.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	10,000.00	2,500.00	80.00%
Virginia Municipal Group Safety Grant	3,861.00	4,000.00	(139.00)	103.60%
Total Miscellaneous Revenue	18,561.00	30,617.00	(12,056.00)	164.95%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	0.00%
Reserves-Pinewood Escrow	14,618.00	6,881.35	7,736.65	47.07%
From Operating Reserves	529,075.00	-	529,075.00	0.00%
Total From Reserves	543,693.00	6,881.35	536,811.65	1.27%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
<u>Intergovernmental Virginia</u>				
Law Enforcement (no change budgeted for 2014)	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,765.00	3,321.00	444.00	88.21%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	17,000.00	-	17,000.00	0.00%
SNAP Program	-	431.00	(431.00)	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
Total State Revenue	208,624.00	49,147.32	159,476.68	23.56%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	4,065.52	934.48	81.31%
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	-	500,194.00	0.00%
Federal Fuel Income	1,000.00	-	1,000.00	0.00%
Total Federal Revenue	506,194.00	4,065.52	502,128.48	0.80%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Note Proceeds-HVAC Financing (Smithfield Center)	-	-	-	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00	-	400,000.00	0.00%
Insurance Recoveries	-	-	-	#DIV/0!
Total Other Financing Sources	400,000.00	-	400,000.00	0.00%
<u>Contributions</u>				
CHIPS Contributions	2,500.00	100.00	2,400.00	4.00%
Bike Rack	-	-	-	#DIV/0!
Public Restroom	-	-	-	#DIV/0!
Porcine Statues	-	-	-	#DIV/0!
Contribution-Smithfield Foods Donation to PD	-	-	-	#DIV/0!
Contribution-Motorcycle Donation	-	-	-	#DIV/0!
Ruritan Club Contribution-Ivy Hill Bench	-	-	-	#DIV/0!
Contributions-Employee Awards	-	-	-	#DIV/0!
Contributions-IOW County (ball fields)	25,000.00	-	25,000.00	0.00%
Contributions-IOW County Port Authority Grants	-	-	-	#DIV/0!
Farmers Bank-Police Department	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Contributions South Church Street Improvement Project	-	-	-	#DIV/0!
Total Contributions	27,500.00	100.00	27,400.00	0.36%
Total General Fund Revenue	7,332,490.00	2,489,334.32	4,843,155.68	33.95%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	
Cash Proffer Revenues	-	(16,000.00)	16,000.00	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(188,209.78)	(208,925.22)	
Pinewood Heights Reserves	(14,618.00)	(6,881.35)	(7,736.65)	
Contributions to Ball Fields (IOW)	(25,000.00)		(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	-	(500,194.00)	
Total Non-operating Revenues	(1,336,947.00)	(211,091.13)	(1,125,855.87)	15.79%
Total General Fund Operating Revenues	5,995,543.00	2,278,243.19	3,717,299.81	38.00%
General Fund Budget Expenses				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	15,535.00	24,465.00	38.84%
FICA	3,500.00	1,371.74	2,128.26	39.19%
Employee Wellness/Assistance Plan	1,800.00	682.50	1,117.50	37.92%
Legal Fees	32,000.00	8,676.00	23,324.00	27.11%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	3,735.54	26,264.46	12.45%
Professional Services	1,500.00	6,358.00	(4,858.00)	423.87%
Records Management maint & upgrades-software (to be moved)	8,484.00	7,245.00	1,239.00	85.40%
Site Plan Review	5,000.00	562.50	4,437.50	11.25%
Communications	3,500.00	317.79	3,182.21	9.08%
Insurance	27,435.00	13,315.00	14,120.00	48.53%
Supplies	20,000.00	8,698.95	11,301.05	43.49%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Travel & Training	6,000.00	5,105.36	894.64	85.09%
Subscriptions/Memberships	9,100.00	8,243.00	857.00	90.58%
Council Approved Items	16,000.00	3,152.26	12,847.74	19.70%
Public Defender Fees	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	16.00	609.00	2.56%
SpecialProjects	2,500.00	2,366.31	133.69	94.65%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	1,692.00	308.00	84.60%
Annual Christmas Parade	400.00	-	400.00	0.00%
Council Approved Hwy	-	-	-	-
Total Town Council	219,311.00	89,782.95	129,528.05	40.94%
<u>Town Manager</u>				
Salaries	216,840.00	75,294.28	141,545.72	34.72%
FICA	17,350.00	5,923.72	11,426.28	34.14%
VSRS	25,100.00	10,351.08	14,748.92	41.24%
Health	37,455.00	15,210.94	22,244.06	40.61%
Auto Expense	500.00	313.81	186.19	62.76%
Maintenance Contracts	1,700.00	563.20	1,136.80	33.13%
Communications	15,500.00	4,960.56	10,539.44	32.00%
Insurance	2,910.00	1,343.86	1,566.14	46.18%
Supplies	5,500.00	1,348.06	4,151.94	24.51%
Dues & Subscriptions	2,940.00	1,541.78	1,398.22	52.44%
Computer & technology expenses	16,000.00	6,669.02	9,330.98	41.68%
Travel & Training	7,800.00	3,527.76	4,272.24	45.23%
Other	100.00	31.66	68.34	31.66%
TM Allocated to Hwy	-	-	-	0.00%
Total Town Manager	349,695.00	127,079.73	222,615.27	36.34%
<u>Treasurer</u>				
Salaries	258,170.00	87,537.02	170,632.98	33.91%
FICA	20,655.00	6,886.91	13,768.09	33.34%
VSRS	29,230.00	11,493.87	17,736.13	39.32%
Health	32,840.00	12,333.75	20,506.25	37.56%
Audit	11,500.00	-	11,500.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	3,150.08	4,929.92	38.99%
Data Processing	18,000.00	7,047.10	10,952.90	39.15%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Service Contracts	18,500.00	10,416.24	8,083.76	56.30%
Insurance	2,510.00	1,159.14	1,350.86	46.18%
Supplies	15,000.00	2,388.86	12,611.14	15.93%
Dues & Subscriptions	2,300.00	915.26	1,384.74	39.79%
Credit Card Processing	1,000.00	382.67	617.33	38.27%
Cigarette Tax Stamps	2,565.00	-	2,565.00	0.00%
Travel & Training	2,000.00	24.30	1,975.70	1.22%
Other	100.00	10.54	89.46	10.54%
Treasurer Alloc to Hwy	-	-	-	0.00%
Total Treasurer	425,150.00	143,745.74	281,404.26	33.81%
PUBLIC SAFETY				
Police Department				
Salaries	1,322,140.00	484,212.03	837,927.97	36.62%
FICA	105,775.00	37,466.88	68,308.12	35.42%
VSRS	139,100.00	56,828.03	82,271.97	40.85%
Health Insurance	185,950.00	73,123.77	112,826.23	39.32%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	10,141.89	13,858.11	42.26%
Service Contracts	37,000.00	30,589.49	6,410.51	82.67%
Communications	65,000.00	18,069.54	46,930.46	27.80%
Computer & Technology Expenses	10,000.00	(104.65)	10,104.65	-1.05%
Insurance	51,935.00	23,984.08	27,950.92	46.18%
Ins. - LODA	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	30,500.00	7,088.63	23,411.37	23.24%
Dues & Subscriptions	6,500.00	1,367.30	5,132.70	21.04%
Equipment	15,000.00	2,887.95	12,112.05	19.25%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	13,315.95	36,684.05	26.63%
Gas	85,000.00	27,990.78	57,009.22	32.93%
Tires	7,500.00	1,282.50	6,217.50	17.10%
Travel & Training	27,500.00	15,149.04	12,350.96	55.09%
Special Events	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	2,929.85	21,548.15	11.97%
Investigation expenses	5,000.00	2,000.00	3,000.00	40.00%
Other	500.00	304.00	196.00	60.80%
Total Police Department	2,209,840.00	819,743.02	1,390,096.98	37.10%
Fire Department				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
Total Fire Department	32,461.00	-	32,461.00	0.00%
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	250.00	-	100.00%
Rescue Squad-shared maintenance	-	-	-	0.00%
E911 Dispatch Center	118,950.00	3,972.65	114,977.35	3.34%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	129,200.00	4,222.65	124,977.35	3.27%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,170.00	66,620.09	119,549.91	35.78%
FICA	14,895.00	5,554.20	9,340.80	37.29%
VSRS	16,365.00	6,751.90	9,613.10	41.26%
Health	20,780.00	8,423.81	12,356.19	40.54%
Uniforms	1,200.00	112.80	1,087.20	9.40%
Contracted Services	23,000.00	7,207.47	15,792.53	31.34%
Retail Sales & Use Tax	500.00	204.79	295.21	40.96%
Utilities	30,000.00	6,615.24	23,384.76	22.05%
Communications	21,500.00	6,045.63	15,454.37	28.12%
Computer & technology expenses	2,500.00	79.99	2,420.01	3.20%
Insurance	4,810.00	2,221.30	2,588.70	46.18%
Kitchen Supplies	4,000.00	632.99	3,367.01	15.82%
Office Supplies/Other Supplies	4,000.00	1,324.47	2,675.53	33.11%
Food Service & Beverage Supplies	8,000.00	1,850.22	6,149.78	23.13%
AV Supplies	1,000.00	97.14	902.86	9.71%
Repairs & Maintenance	40,000.00	12,431.83	27,568.17	31.08%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	4,147.45	7,852.55	34.56%
Travel & Training	2,000.00	1,401.00	599.00	70.05%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	9,271.25	10,728.75	46.36%
Refund event deposits	3,500.00	1,476.25	2,023.75	42.18%
Credit card processing expense	4,500.00	1,793.79	2,706.21	39.86%
Total Smithfield Center	431,720.00	144,263.61	287,456.39	33.42%
<u>Contributions-Parks, Recreation and Cultural</u>				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Farmers Market	3,000.00	-	3,000.00	0.00%
BSV Parking Lot	-	4,990.00	(4,990.00)	100.00%
TUMC Parking Lot	1,500.00	375.00	1,125.00	25.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	26,460.00	15,365.00	11,095.00	58.07%
<u>Windsor Castle Park</u>				
Salaries	73,820.00	26,607.97	47,212.03	36.04%
FICA	5,910.00	2,093.36	3,816.64	35.42%
VSRS	8,505.00	3,583.66	4,921.34	42.14%
Health	13,870.00	5,376.59	8,493.41	38.76%
Contracted Services	5,000.00	1,952.89	3,047.11	39.06%
Grass Cutting	30,000.00	16,479.50	13,520.50	54.93%
Professional Services	1,000.00	798.15	201.85	79.82%
Utilities	5,000.00	357.05	4,642.95	7.14%
Supplies	2,500.00	687.66	1,812.34	27.51%
Repairs & Maintenance	40,000.00	24,005.81	35,592.22	11.02%
Total Windsor Castle Park	185,605.00	81,942.64	123,260.39	44.15%
<u>Other Parks & Recreation</u>				
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	616.57	983.43	38.54%
Community Wellness Initiative	35,000.00	17,473.71	17,526.29	49.92%
SNAP Program	-	707.25	(707.25)	100.00%
Waterworks Dam	34,000.00	15,814.90	18,185.10	46.51%
Haydens Lane Maintenance	2,900.00	4,760.90	(1,860.90)	164.17%
Veterans War Memorial	1,000.00	132.70	867.30	13.27%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	78,000.00	41,506.03	36,493.97	53.21%
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
<u>Administration</u>				
Management Assistance	12,000.00	2,561.29	9,438.71	21.34%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	107,826.00	93,423.48	14,402.52	86.64%
Renter Occupied Households	134,155.00	6,090.80	128,064.20	4.54%
Moving Costs	13,900.00	1,800.00	12,100.00	12.95%
Relocation Specialist	10,633.00	-	10,633.00	0.00%
<u>Acquisition</u>				
Owner Acquisition	-	440.56	(440.56)	100.00%
<u>Acquisition Specialist</u>				
	15,000.00	-	15,000.00	0.00%
<u>Clearance & Demolition</u>				
	29,000.00	6,250.00	22,750.00	21.55%
Subtotal Non CDBG				
	325,014.00	110,566.13	214,447.87	34.02%
CDBG Contributed Operating Expenses				
<u>Permanent Relocation</u>				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households	-	-	-	-
<u>Acquisition</u>				
Owner Occupied	-	71,000.00	(71,000.00)	100.00%
<u>Clearance & Demolition</u>				
	-	-	-	0.00%
Subtotal CDBG				
	230,394.00	71,000.00	159,394.00	30.82%
Total Pinewood Heights Contributions				
	555,408.00	181,566.13	373,841.87	32.69%
<u>Contributions-Community Development</u>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	33,339.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	328,965.00	39,339.00	289,626.00	11.96%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	203,530.00	73,809.21	129,720.79	36.26%
FICA	16,285.00	5,806.88	10,478.12	35.66%
VSRS	24,750.00	10,346.68	14,403.32	41.80%
Health	33,600.00	13,476.70	20,123.30	40.11%
Uniforms	2,000.00	774.65	1,225.35	38.73%
Contractual	9,125.00	4,962.90	4,162.10	54.39%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	89,027.07	123,697.93	41.85%
Trash Collection-new contract	227,555.00	94,196.80	133,358.20	41.40%
Street Lights	5,000.00	347.21	4,652.79	6.94%
Communications	15,000.00	4,166.75	10,833.25	27.78%
Safety Meetings	5,000.00	634.10	4,365.90	12.68%
Insurance	8,060.00	3,722.18	4,337.82	46.18%
Materials & Supplies	6,000.00	1,398.68	4,601.32	23.31%
Repairs & Maintenance	9,000.00	1,304.83	7,695.17	14.50%
Gas & Tires	10,500.00	3,364.03	7,135.97	32.04%
Travel & Training	6,000.00	1,220.74	4,779.26	20.35%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	411.00	1,589.00	20.55%
Other	1,000.00	1,631.57	(631.57)	163.16%
Public Works Alloc to Hwy	-	-	-	-
Total Public Works	802,095.00	310,601.98	491,493.02	38.72%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	21,235.00	8,055.53	13,179.47	37.94%
FICA	1,700.00	695.32	1,004.68	40.90%
Contractual	9,000.00	5,761.07	3,238.93	64.01%
Communications	1,750.00	456.14	1,293.86	26.07%
Utilities	47,000.00	14,274.74	32,725.26	30.37%
Insurance	3,176.00	2,023.70	1,152.30	63.72%
Materials & Supplies	3,000.00	329.34	2,670.66	10.98%
Materials & Supplies-Town Manager	-	12.52	(12.52)	100.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 11/30/13	Remaining Budget	% of budget
Materials & Supplies-Police Department	-	449.25	(449.25)	100.00%
Materials & Supplies-Town Hall	-	100.63	(100.63)	100.00%
Materials & Supplies-Public Works	-	80.00	(80.00)	100.00%
Materials & Supplies-Public Restrooms	-	436.37	(436.37)	100.00%
Repairs & Maintenance	29,289.00	10,158.87	19,130.13	34.68%
Rent Expense-Office Space	4,800.00	1,600.00	3,200.00	33.33%
Other	1,000.00	20.08	979.92	2.01%
Alloc Costs to Hwy	-	-	-	-
Total Public Buildings	121,950.00	44,453.56	77,496.44	36.45%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves		345,797.71	(345,797.71)	100.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
Total Transfers To Reserves	-	345,797.71	(345,797.71)	100.00%
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	6,286.07	9,013.93	41.09%
Ball Fields	73,750.00	-	73,750.00	-
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Ball field financing?				
Interest and fiscal charges				
Public Building Acquisition	33,195.00	-	33,195.00	0.00%
HVAC	2,370.00	1,114.00	1,256.00	47.00%
Ball Fields	14,650.00	-	14,650.00	0.00%
Total Debt Service	164,179.00	7,400.07	156,778.93	4.51%
Total General Fund Expenses	6,060,039.00	2,396,809.82	3,682,827.21	39.55%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(181,566.13)	(373,841.87)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
Total Non-operating Expenses	(560,408.00)	(181,566.13)	(378,841.87)	32.40%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2013/2014	11/30/13		Remaining % of
				Budget budget
Total General Fund Operating Expenses	5,499,631.00	2,215,243.69		3,303,985.34 40.28%
Net Operating Reserve (+/-)	495,912.00	62,999.50		413,314.47 12.70%
Net Reserve (+/-)	1,272,451.00	92,524.50		1,160,328.47 7.27%

	Adopted Budget 2013/2014	Actual 11/30/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	1,272,451.00	92,524.50	1,179,926.50	7.27%
Capital Outlay General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%
Vacant Lots	-		-	-
Appraisal/Legal	(7,170.00)	(1,525.00)	(5,645.00)	21.27%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	(1,525.00)	(164,901.00)	0.92%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(269,800.00)	(12,000.00)	(257,800.00)	4.45%
Renter Occupied Units		-	-	-
Vacant Lots		-	-	-
Subtotal CDBG Capital Acquisition	(269,800.00)	(12,000.00)	(257,800.00)	4.45%
Total Pinewood Heights Relocation CIP	(436,226.00)	(13,525.00)	(422,701.00)	3.10%
TOWN COUNCIL				
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%
TREASURER				
Computer Equipment System upgrades				
AS400 Server	(45,000.00)		(45,000.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(101,700.00)	(73,287.00)	(28,413.00)	72.06%
Copier	(10,000.00)		(10,000.00)	-
PUBLIC WORKS				
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%

	Adopted Budget	Actual	Remain	% of
	2013/2014	11/30/2013	Budget	Budget
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%
N/S Church St Streetscape Improvements	-	-	-	0.00%
PUBLIC BUILDINGS				
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%
Net Capital Outlay	(1,272,451.00)	(92,524.50)	(1,179,926.50)	7.27%
Net Reserves (Deficit) after capital outlay	-	-	-	0.15

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget	Balance as of	Remaining	% of
	2013/2014	11/30/13	Budget	budget
Revenue				
Operating Revenues				
Sewer Charges	699,025.00	323,955.12	375,069.88	46.34%
Sewer Compliance Fee	489,559.00	229,353.90	260,205.10	46.85%
Miscellaneous Revenue	500.00	457.03	42.97	91.41%
Connection fees	31,600.00	9,580.00	22,020.00	30.32%
Total Operating Revenue	1,220,684.00	563,346.05	657,337.95	46.15%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget	Balance as of	Remaining	% of
	2013/2014	11/30/13	Budget	budget
Expenses				
Operating Expenses				
Salaries	226,915.00	79,978.27	146,936.73	35.25%
FICA	18,155.00	6,292.23	11,862.77	34.66%
VSRS	26,245.00	10,691.90	15,553.10	40.74%
Health	38,750.00	15,307.76	23,442.24	39.50%
Uniforms	2,500.00	804.34	1,695.66	32.17%
Audit & Legal Fees	14,750.00	2,348.25	12,401.75	15.92%
HRPDC sewer programs	872.00	918.00	(46.00)	105.28%
Maintenance & Repairs	50,000.00	10,217.36	39,782.64	20.43%
VAC Truck Repairs & Maintenance	7,500.00	955.68	6,544.32	12.74%
Data Processing	14,000.00	5,285.34	8,714.66	37.75%
Dues & Subscriptions	150.00	-	150.00	0.00%
Utilities	43,500.00	11,507.22	31,992.78	26.45%
SCADA Expenses	6,000.00	3,255.13	2,744.87	54.25%
Telephone	12,000.00	4,137.75	7,862.25	34.48%
Insurance	16,140.00	7,453.60	8,686.40	46.18%
Materials & Supplies	46,000.00	11,011.00	34,989.00	23.94%
Truck Operations	14,000.00	3,645.19	10,354.81	26.04%
Travel & Training	4,000.00	83.33	3,916.67	2.08%
Contractual	3,250.00	707.70	2,542.30	21.78%
Miscellaneous	600.00	377.04	222.96	62.84%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	550,652.00	174,977.09	375,674.91	31.78%
Operating Income before D&A Expense	670,032.00	388,368.96	281,663.04	57.96%
Depreciation & Amort. Exp.	772,720.00	236,259.88	536,460.12	30.58%
Operating Income (Loss)	(102,688.00)	152,109.08	(254,797.08)	-148.13%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	8,000.00	(8,000.00)	100.00%
Availability Fees	82,400.00	24,720.00	57,680.00	30.00%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	1,869.92	1,380.08	57.54%
Interest Expense	(39,351.00)	(21,350.20)	(18,000.80)	54.26%
Total Nonoperating Revenues (Expenses)	68,032.00	13,239.72	54,792.28	19.46%
Net Income (loss)	(34,656.00)	165,348.80	(200,004.80)	-477.11%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(8,000.00)	8,000.00	#DIV/0!
Availability Fees	(82,400.00)	(24,720.00)	(57,680.00)	30.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(229,353.90)	(260,205.10)	46.85%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	236,259.88	536,460.12	30.58%
Additional debt service costs-principal expense	(74,700.00)	(74,700.00)	-	100.00%
Total adjustments to CAFR	109,328.00	(100,514.02)	209,842.02	-91.94%
Working adjusted income	74,672.00	64,834.78	9,837.22	86.83%

	Adopted Budget 2013/2014	Actual 11/30/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	74,672.00	64,834.78	9,837.22	86.83%
Sewer SSO Consent Order	(325,000.00)	(36,090.50)	(288,909.50)	11.10%
Storage Shed		(1,530.59)	1,530.59	#DIV/0!
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)	(5,205.00)	(94,795.00)	5.21%
Pump Station Upgrades	(100,000.00)	(43,582.00)	(56,418.00)	43.58%
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(548,076.00)	(92,120.59)	(455,955.41)	16.81%
Net Reserves (Deficit) after capital outlay	(473,404.00)	(27,285.81)	(446,118.19)	5.76%
Funding from Development Escrow	0	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	43,582.00	156,418.00	21.79%
Funding from Sewer Compliance Fee	325,000.00	31,890.50	293,109.50	9.81%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	51,596.00	48,186.69	3,409.31	93.39%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,453,834.00	694,190.06	759,643.94	47.75%
Debt Service Revenue	187,896.00	127,539.65	60,356.35	67.88%
Miscellaneous	500.00	2,651.80	(2,151.80)	530.36%
Connection fees	13,200.00	4,210.00	8,990.00	31.89%
Application Fees	5,000.00	2,675.00	2,325.00	53.50%
Total Operating Revenue	1,660,430.00	831,266.51	829,163.49	50.06%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Expenses				
Salaries	348,720.00	128,336.51	220,383.49	36.80%
FICA	27,900.00	10,096.78	17,803.22	36.19%
VSRS	38,530.00	14,944.72	23,585.28	38.79%
Health	49,735.00	18,878.67	30,856.33	37.96%
Uniforms	3,255.00	1,144.91	2,110.09	35.17%
Contractual	15,000.00	7,503.00	7,497.00	50.02%
Legal & Audit	20,000.00	2,368.25	17,631.75	11.84%
Maintenance & Repairs	21,000.00	2,445.40	18,554.60	11.64%
Water Tank Maintenance	100,000.00	50,936.64	49,063.36	50.94%
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,580.00	1,839.00	741.00	71.28%
Data Processing	14,000.00	5,285.34	8,714.66	37.75%
Utilities	1,500.00	167.69	1,332.31	11.18%
Communications	15,045.00	4,107.70	10,937.30	27.30%
Insurance	25,200.00	11,637.58	13,562.42	46.18%
Materials & Supplies	114,400.00	18,716.49	95,683.51	16.36%
Gas and Tires	14,500.00	5,849.23	8,650.77	40.34%
Dues & Subscriptions	1,000.00	487.00	513.00	48.70%
Bank service charges	325.00	8.00	317.00	2.46%
Travel and Training	5,500.00	106.70	5,393.30	1.94%
Miscellaneous	9,500.00	8,849.93	650.07	93.16%
RO Annual costs	470,673.00	152,470.56	318,202.44	32.39%
Bad debt expense	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating	1,306,863.00	446,180.10	860,682.90	34.14%
Expenses before D&A Exp.				

Town of Smithfield

Water Fund Budget

Description	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	385,086.41	(31,519.41)	108.91%
Depreciation & Amortization Expense	365,000.00	139,398.21	225,601.79	38.19%
Operating Income (Loss)	(11,433.00)	245,688.20	(257,121.20)	-2148.94%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	8,000.00	(8,000.00)	#DIV/0!
Availability Fees	54,400.00	16,320.00	38,080.00	30.00%
Interest Revenue	5,925.00	2,713.65	3,211.35	45.80%
Interest Expense	(123,720.00)	(66,377.12)	(57,342.88)	53.65%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(39,343.47)	(24,051.53)	62.06%
Net Income (Loss)	(74,828.00)	206,344.73	(281,172.73)	-275.76%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(8,000.00)	8,000.00	#DIV/0!
Availability Fees	(54,400.00)	(16,320.00)	(38,080.00)	30.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(127,539.65)	(60,356.35)	67.88%
Depreciation & Amort. Exp.	365,000.00	139,398.21	225,601.79	38.19%
Additional debt service costs-principal expense	(322,275.00)	(245,690.39)	(76,584.61)	76.24%
Total adjustments to CAFR	(192,071.00)	(258,151.83)	66,080.83	134.40%
Working adjusted income	(266,899.00)	(51,807.10)	(215,091.90)	19.41%

	Adopted Budget 2013/2014	Actual 11/30/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(266,899.00)	(51,807.10)	(215,091.90)	19.41%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)		(25,000.00)	0.00%
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%
Public Works Security Gate	(2,625.00)		(2,625.00)	0.00%
RO Security Gate	(10,000.00)		(10,000.00)	0.00%
System Improvements	(50,000.00)		(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
Net Capital Outlay	(218,076.00)	(5,712.50)	(212,363.50)	2.62%
Net Reserves (Deficit) after capital outlay	(484,975.00)	(57,519.60)	(427,455.40)	11.86%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00	246,195.78	85,562.22	74.21%
Net Cashflow	31,783.00	188,676.18	(156,893.18)	593.64%

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Revenue				
Interest Income	250.00	85.11	164.89	34.04%
Revenue - Commwlth of VA	1,003,519.92	258,278.17	745,241.75	25.74%
Total Highway Fund Revenue	1,003,769.92	258,363.28	745,406.64	25.74%
Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 11/30/13	Remaining Budget	% of budget
Expenses				
Salaries	248,065.00	85,862.66	162,202.34	34.61%
FICA	19,845.00	6,755.18	13,089.82	34.04%
VSRS	29,090.00	11,307.88	17,782.12	38.87%
Health	45,290.00	18,008.86	27,281.14	39.76%
Uniforms	3,100.00	754.11	2,345.89	24.33%
Engineering	-	-	-	-
Grass	31,400.00	13,600.00	17,800.00	43.31%
Maintenance	327,682.42	123,946.12	203,736.30	37.83%
Asphalt/Paving		26,751.02	(26,751.02)	
Ditching		62,230.46	(62,230.46)	
Traffic Control devices		15,740.51	(15,740.51)	
Other (maintenance)		222.93	(222.93)	
Other (lawnmowers, landscaping, etc)		18,666.05	(18,666.05)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		335.15	(335.15)	
Street Lights	110,000.00	32,935.24	77,064.76	29.94%
Insurance	19,440.00	8,977.56	10,462.44	46.18%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	3,913.39	6,086.61	39.13%
Stormwater Management Program (regional)	1,786.00	1,664.00	122.00	93.17%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	848,198.42	307,725.00	540,473.42	36.28%
Net Reserves (+/-)	155,571.50	(49,361.72)	204,933.22	-31.73%

	Adopted Budget 2013/2014	Actual 11/30/2013	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	155,571.50	(49,361.72)	204,933.22	-31.73%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	(5,712.50)	(537.50)	91.40%
Storm Drain Replacement - Nottingham	(20,745.50)	(20,745.50)	-	100.00%
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lawnmower	(8,000.00)	(7,945.00)	(55.00)	99.31%
Net Capital Outlay	(155,571.50)	(34,403.00)	(121,168.50)	22.11%
Net Reserves (Deficit) after capital outlay	0.00	(83,764.72)	83,764.72	
Carryover from FY2013		<u>110,821.55</u>		
Net Adjusted Reserves (deficit)		27,056.83		

Notes: November 2013

GENERAL FUND

Revenues:

Current RE Tax

Real estate tax bills were mailed at the end of September, but payments came in slowly during the month of October and picked up significantly in November. Through December 30, we have posted \$1,594,833 of current real estate tickets which is 96% of budget. We still have some problem tickets to post, but we have processed \$22,737 less revenue than December 2012 postings of \$1,617,570 (98%). Delinquent notices will be mailed in January. Several large commercial accounts that are habitually late are outstanding (\$18,879).

Delinquent RE Tax

Delinquent real estate collections of \$14,168 (76%) have been posted through December 30, 2013. This revenue actually exceeds the \$11,090 collected in December 2012. We should collect close to budget once delinquent notices are mailed in January.

Current PP Tax

Current personal property collections of \$813,307 (97%) have been posted through December 30. This includes \$240,795 in personal property tax relief from the state. We also processed a small supplemental batch totaling \$4774. As with real estate, we will send out delinquent notices, but they will probably not be mailed until the end of January or first of February. We will process the December abatements from the county prior to processing the delinquent notices because there are so many of them.

Delinquent PP Tax

Delinquent collections of \$9,476 have been posted through December 30, 2013. This is significantly lower than 2012 collections of \$19,824 for the same period. Part of the reason that 2012 collections were higher is because of scheduled payments received from a large commercial account.

Franchise Tax

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

Transient Occupancy

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

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The November statements reflect collection of the July through September 2013 communications tax.

Sales Tax

There is also a delay in sales tax that comes from the state but is passed to the Town through IOW County. October statements reflect sales tax for July through September 2013. The sales tax revenue for this fiscal year is running almost \$10,000 higher than the same period last year.

Consumption/Utility Tax

Consumption and utility taxes reflect receipts for July through October. These taxes are lower than FY2013 by \$4548. These taxes tend to yo-yo from year to year and even month to month depending upon weather but to date we have collected \$6780 more than prior year.

Business licenses

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

Dog Park Registrations

Current registrations expire December 31, so the majority of this fee is collected in January and the following winter/spring months.

Review Fees

Review fees have been collected for 4 sites this fiscal year:
L and L Marine-Carver Avenue
Smithfield Foods-test kitchen
OC Inc-home on Smithfield Blvd.
Smithfield Manor Townhomes LLC-Phase 5

Vehicle Licenses

Collections through December 30 total \$109,700 (81%). This is \$2356 less than December 2012. The total for June 2013 was \$137,129 so I expect this number to be close to budget by fiscal year end. We still have supplements to bill and delinquencies to collect.

Fines

Fines are slightly below budget but are \$3839 higher than the same time next year.

Rentals

Rent is below budget at this point in the fiscal year, but should slightly exceed budget by year end. In January, the rental payment from Charter will increase slightly (\$24/month), and the NDS annual payment of \$1200 (for use of space on our water tower) is not paid until the spring.

Kayak Rentals

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

Special Events

This line item represents the fees and labor reimbursements paid by private organizations for events held in the Town. Since this was the first full year that we charged for these events, the budget was just an estimate and will be adjusted accordingly for next fiscal year.

Cash Proffer Revenues

The Town received \$16,000 from builders for Church Square. Budget will be adjusted at year end.

Obici Foundation Wellness Grant

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

VML Safety Grant

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

Reserves-Pinewood Escrow

The Pinewood Escrow reserve funds were set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters. As of the end of December, we only have one market rate renter still being supplemented (11 more months). A small amount of prior year special projects reserves was also used to fund operating costs of Phase 2 of the Pinewood Project pending state reimbursement.

Law Enforcement Grant

This grant is paid quarterly. The second installment for the year will be paid in December putting us back in line with budget at 50%.

Litter Control Grant

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

VCA Grant

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

Federal Grants

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

Expenses:

ALL DEPARTMENTS

Insurance

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

Subscriptions/Memberships

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

Town Council

Professional Services

Paid Clerk Nexsen \$5,008 for services through October 16, 2013 for South Church Street Streetscapes Improvements. This project was effectively closed out in FY2013 so this invoice is being expensed against professional services (non-budgeted). Also includes \$1350 for training for cable channel upgrades (budgeted).

Records Management

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

Special Projects

For Olden Days, the expenses included \$1,281.04 paid to All Virginia for dumpsters, \$102.00 to Farmers Service for bales of wheat straw, & \$668.67 to IOW for portable toilets and sinks, \$139.00 paid out for food expenses. Paid \$93.20 to Roeda Signs for

Town Special Events. In September paid \$82.40 to Isle of Wight County for fence permit at the Farmers Market.

Smithfield CHIPS program

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

Update Town Charter & Code

The Town paid Municipal Code Corporation \$1,042.00 to update Town's Charter & Code and paid \$650 for the annual fee to have internet access to the Code.

Town Manager

Travel & Training

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

Treasurer

Service Contracts

Included in this line item was \$3,750, which was paid to BAI for the annual on-line payments contract and \$4717 for 1/2 of annual BAI maintenance contract.

Public Safety

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,722.08, ID Networks for \$1434, and leads online for \$2,128.

Insurance-LODA

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

Travel & Training

This line item is actually in line with prior years. It looks as though it is running high because of the August payment for \$5,564 to HRCJTA. This is an annual payment made by all participating localities to fund the training academy for police officers.

Parks Recreation & Cultural

Smithfield Center

Travel and Training

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

Contributions-Parks, Rec, & Cultural

BSV Parking Lot

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

Windsor Castle Park-Grass Cutting

This line item may run over budget. We have paid for more frequent grass cutting in the past several months than what was budgtd. Had been averaging \$2700 month (3 cuttings), but we paid \$3600

for September and October. May level off with winter months thrown into the mix.

Windsor Castle Park-Professional services

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

SNAP Program

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

Waterworks Dam

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

Haydens Lane Maintenance

Includes \$4452.20 to C.L. Smith for brick walk repairs.

Public Works

Contractual

Includes \$2100 for second installment for public works accreditation. This was not a budgeted item.

Other

Includes \$1170 to Southern Shores for cutting over grown lots in town. Those have been billed to property owners.

Public Buildings

Contractual

Includes \$2149.68 to Fonality for annual software & support agreement for the phone system. Also includes \$1020.80 for anti-spam software renewal for all departments for 1 year (not budgeted in this line item).

Other Financing Uses

Transfers to Operating Reserves

We collected \$347,797.91 more in revenue than was spent as of November 2013. This is almost exactly the same as reserves accumulated year to date in 2012 (\$328,987).

Capital:

Police

Police Vehicles

This expense represents the purchase of three police vehicles.

SEWER

Revenues

Sewer Charges

Sewer revenues of \$323,955 are \$17,195 lower than November 2012 (\$341,150). This is an improvement from October where the difference was \$43,386.

Year to date consumption dropped from 97,395,860 in 2012 to 92,808,851 in 2013. Again, the gap did narrow from prior month with a year to date difference of 4,587,009 as of November.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 6 connections at \$1580 and one at \$100. Last year this time, we had collected on 15 connections.

Expenses

HRPDC Sewer Programs

This reflects the annual billing from the HRPDC. This line item was increased from the original budget submitted by HRPDC.

SCADA

In November, we paid \$2060 to REW for SCADA software repairs at the RO Plant.

Insurance

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

Nonoperating Revenues (Expenses)

Pro-rata share fees

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

Interest Expenses

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

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

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

Sewer Capital

Storage Shed

This line item was not budgeted, but it is being funded from sale of scrap metal and govdeals items by the public utilities department.

Sewer Capital Repairs

Paid \$5205 in October to Sydnor Hydro for repairs to Morris Creek Pumping Station.

Pump Station Upgrades

Paid \$43582 to REW in November for control panel upgrades at Watson and Cypress Creek Pump Stations.

WATER

Revenues

Water Charges

Water revenues of \$694,190 increased \$38,485 from November 2012's total of \$655,705. Consumption decreased from 128,910,557 in FY2013 to 125,007,681 in current year. Of that decrease, Gatling Pointe dropped from \$26,642,100 to \$25,101,900 (-1,540,200). Since they are billed at a higher blended rate of \$6.41, this drop in consumption equates to \$9,873 of lost revenue although this number has improved from October (\$43,000 lower).

Miscellaneous

Included is the sale of scrap metal for \$2,426.80. Also includes purchase of new register and radio read at Harvest Fellowship (\$150.00) and a water meter box (\$50) for 300 Queen Court. Also includes \$25 for returned check charge.

Connection Fees

As with sewer, the Town has only collected on 6 accounts at \$660 and 1 at \$250. Last year the Town had collected on 15 connections through November.

Expenses

Contractual

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

Water Tank Maintenance

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

Regional Water Program

Annual billing from HRPDC. This budgeted amount actually decreased from the original budget submitted by HRPDC.

Insurance

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

Miscellaneous

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

Nonoperating Revenues (Expenses)

Pro-rata share fees

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

Interest Expense

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

Additional Working Adjustments to CAFR

Additional debt service costs-principal expense

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

HIGHWAY

Expenses

Insurance

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

Stormwater Management Program

Annual billing to HRPDC.

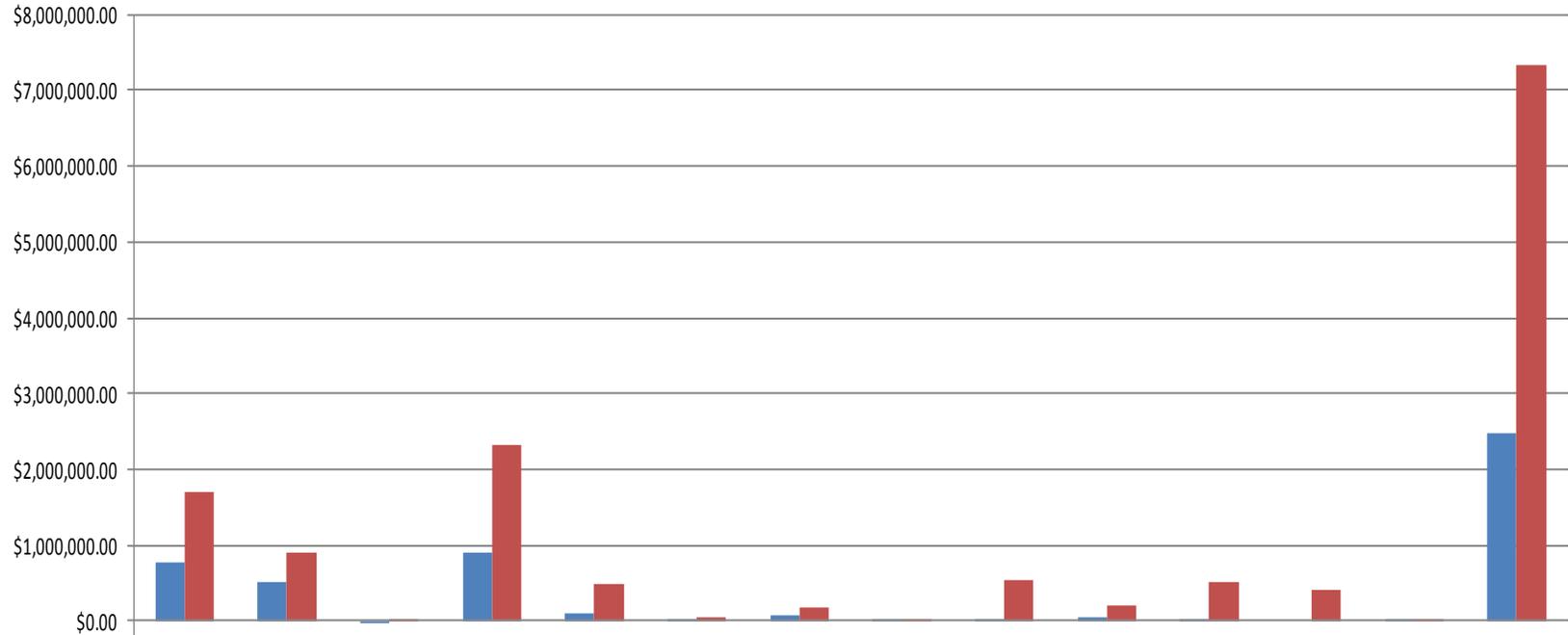
Highway-capital

Storm Drain Replacement-Nottingham

Needed repairs completed by Lewis Construction. Transferred budget from regular maintenance to capital maintenance to accommodate this expense.

NOVEMBER 2013 FINANCIAL GRAPHS

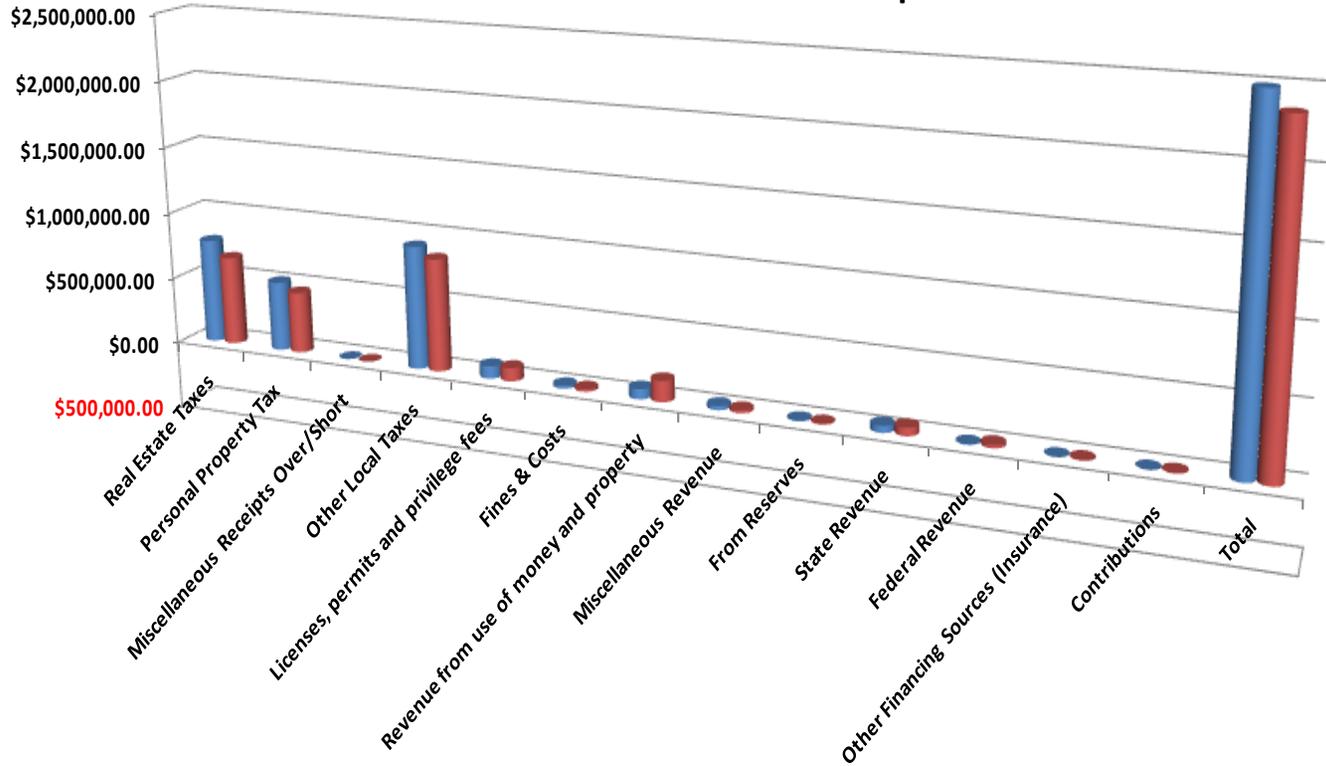
November 2013 YTD General Fund Revenues Compared to Budget



\$1,000,000.00

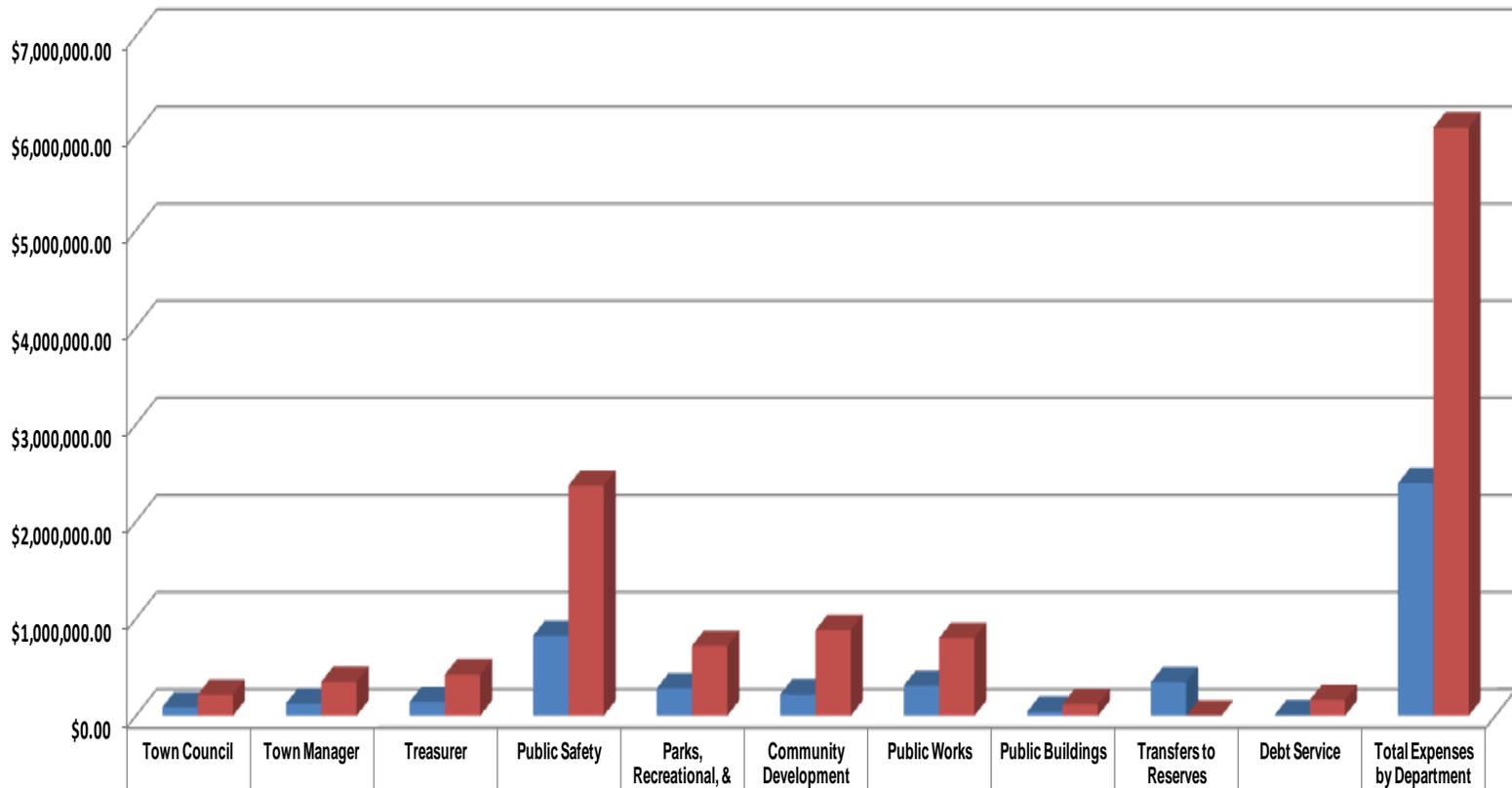
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Ball Fields)	Contributions	Total
■ November 2013 Actual	\$778,357	\$517,484	\$(3)	\$913,309	\$91,756	\$22,835	\$74,785	\$30,617	\$6,881	\$49,147	\$4,066	\$-	\$100	\$2,489,334
■ Budget	\$1,692,900	\$897,470	\$15	\$2,314,573	\$492,765	\$57,000	\$173,195	\$18,561	\$543,693	\$208,624	\$506,194	\$400,000	\$27,500	\$7,332,490

November 2013 YTD General Fund Revenue Compared to November 2012



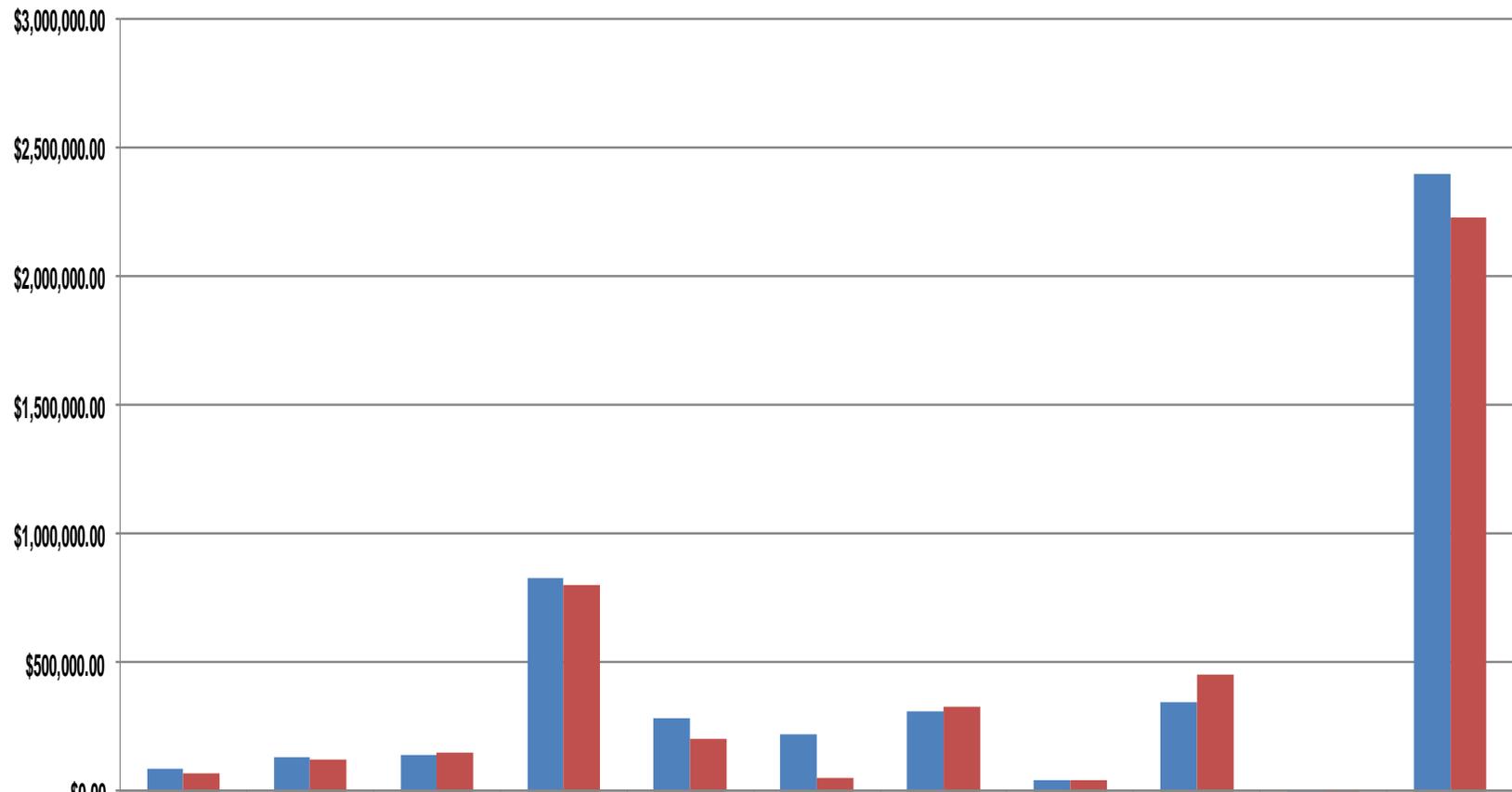
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
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■ November 2012 Actual	\$661,888	\$455,979	\$37	\$837,239	\$98,518	\$19,158	\$156,146	\$21,640	\$6,091	\$60,102	\$23,784	\$4,124	\$3,948	\$2,348,654

November 2013 YTD General Fund Operating Expenses Compared to Budget



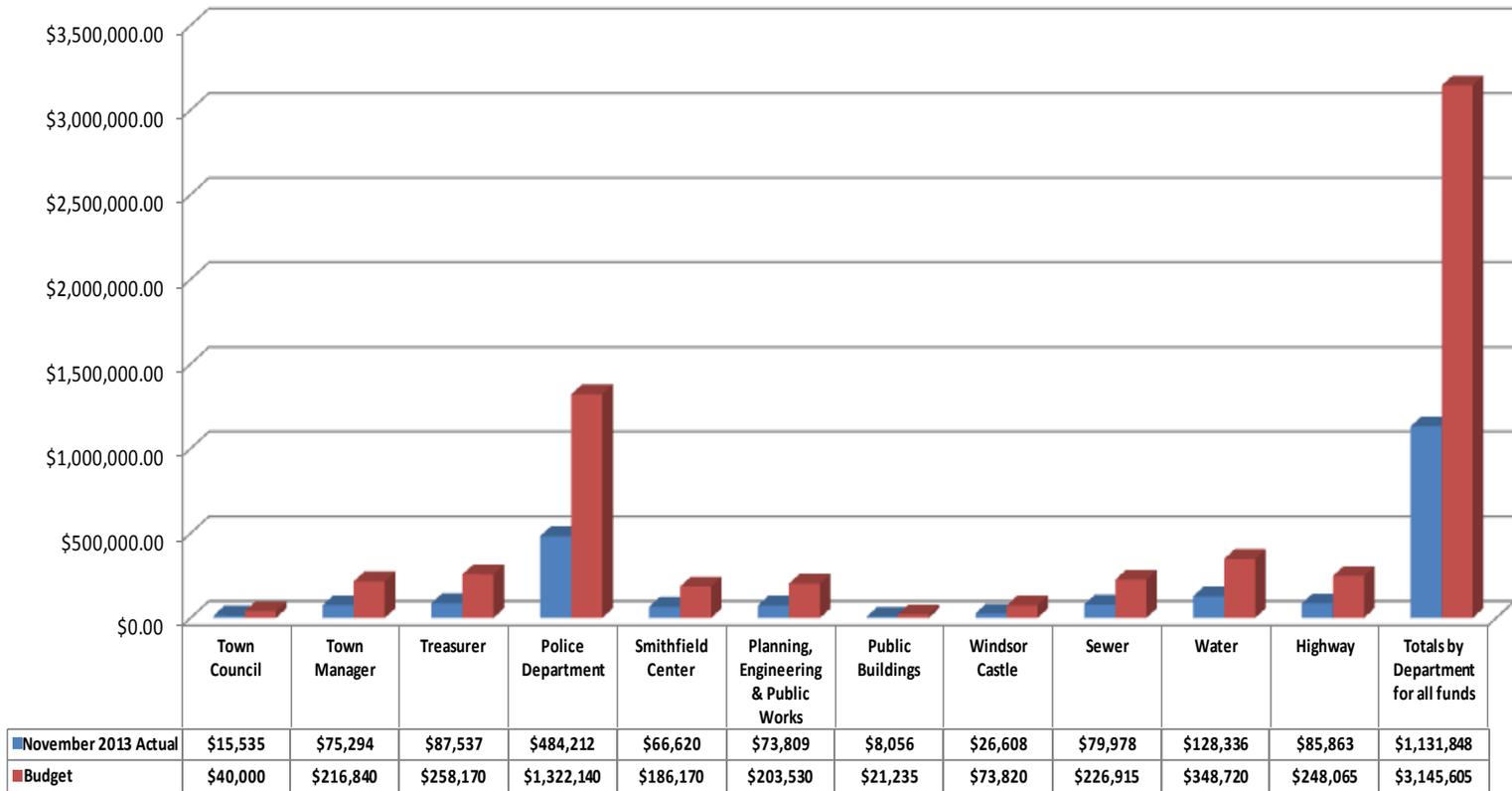
■ November 2013 Actual	\$89,783	\$127,080	\$143,746	\$823,966	\$283,077	\$220,905	\$310,602	\$44,453	\$345,798	\$7,400	\$2,396,810
■ Budget	\$219,311	\$349,695	\$425,150	\$2,371,501	\$721,785	\$884,373	\$802,095	\$121,950	\$-	\$164,179	\$6,060,039

November 2013 YTD General Fund Operating Expenses Compared to November 2012

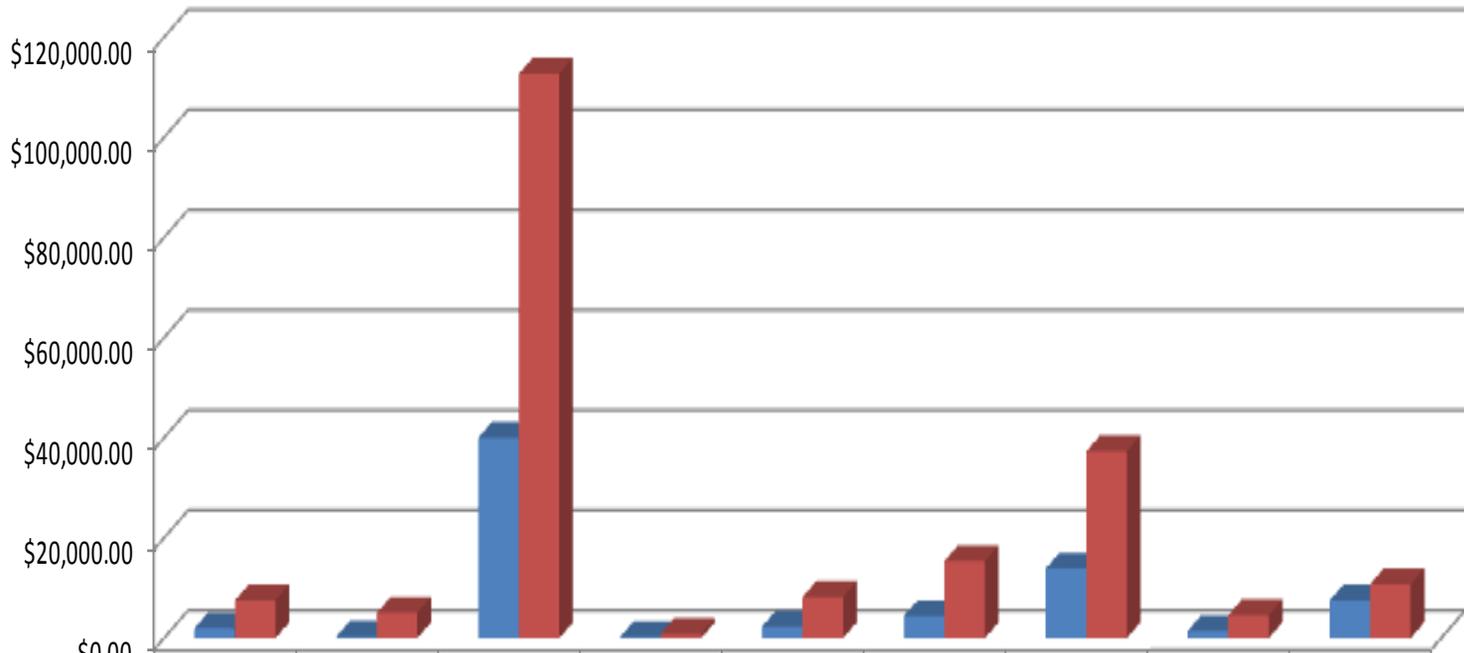


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ November 2013 Actual	\$89,783	\$127,080	\$143,746	\$823,966	\$283,077	\$220,905	\$310,602	\$44,453	\$345,798	\$7,400	\$2,396,810
■ November 2012 Actual	\$70,254	\$121,287	\$150,736	\$803,398	\$201,774	\$52,391	\$324,361	\$45,736	\$451,472	\$7,645	\$2,229,054

November 2013 YTD Salaries to Budget by Department

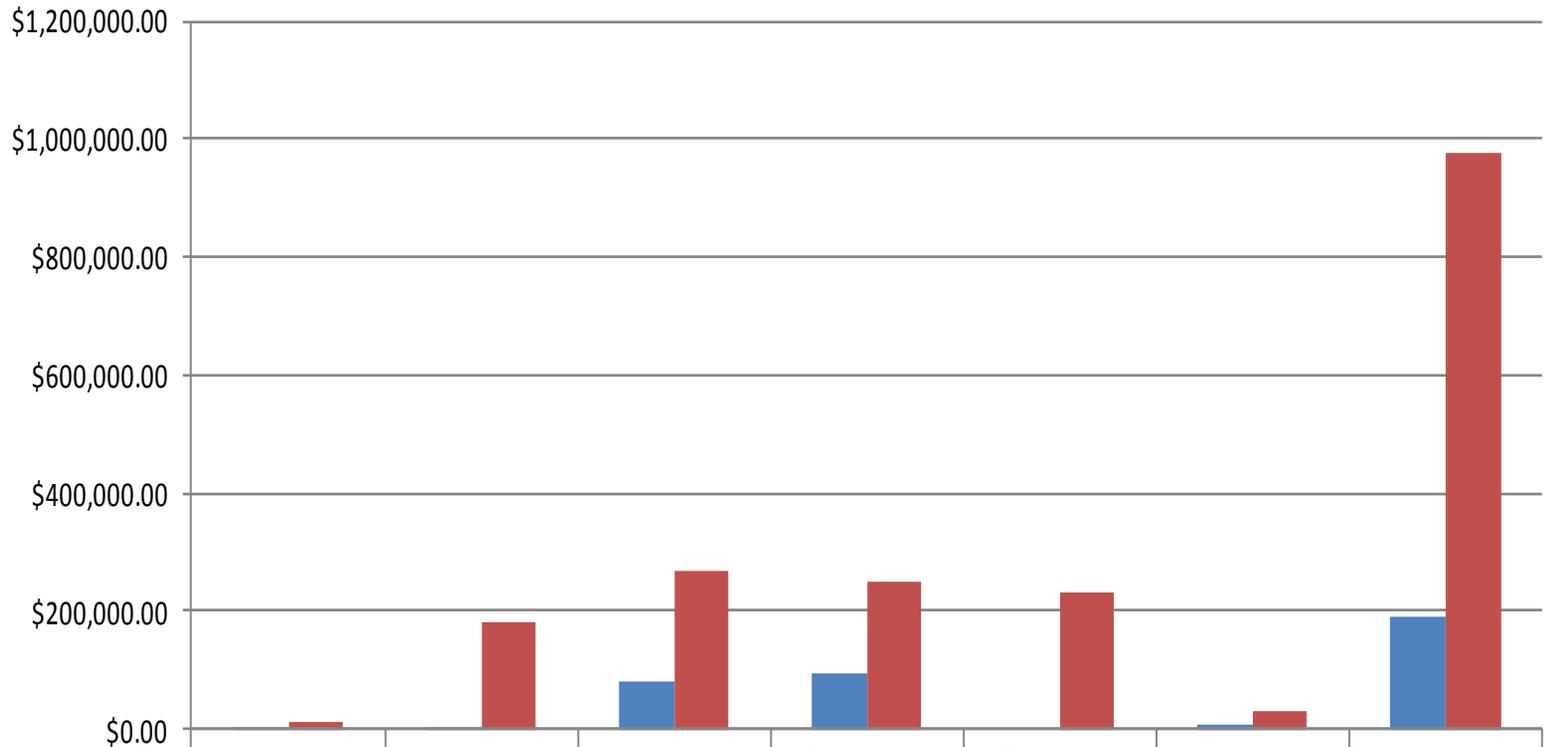


November YTD Overtime Compared to Budget



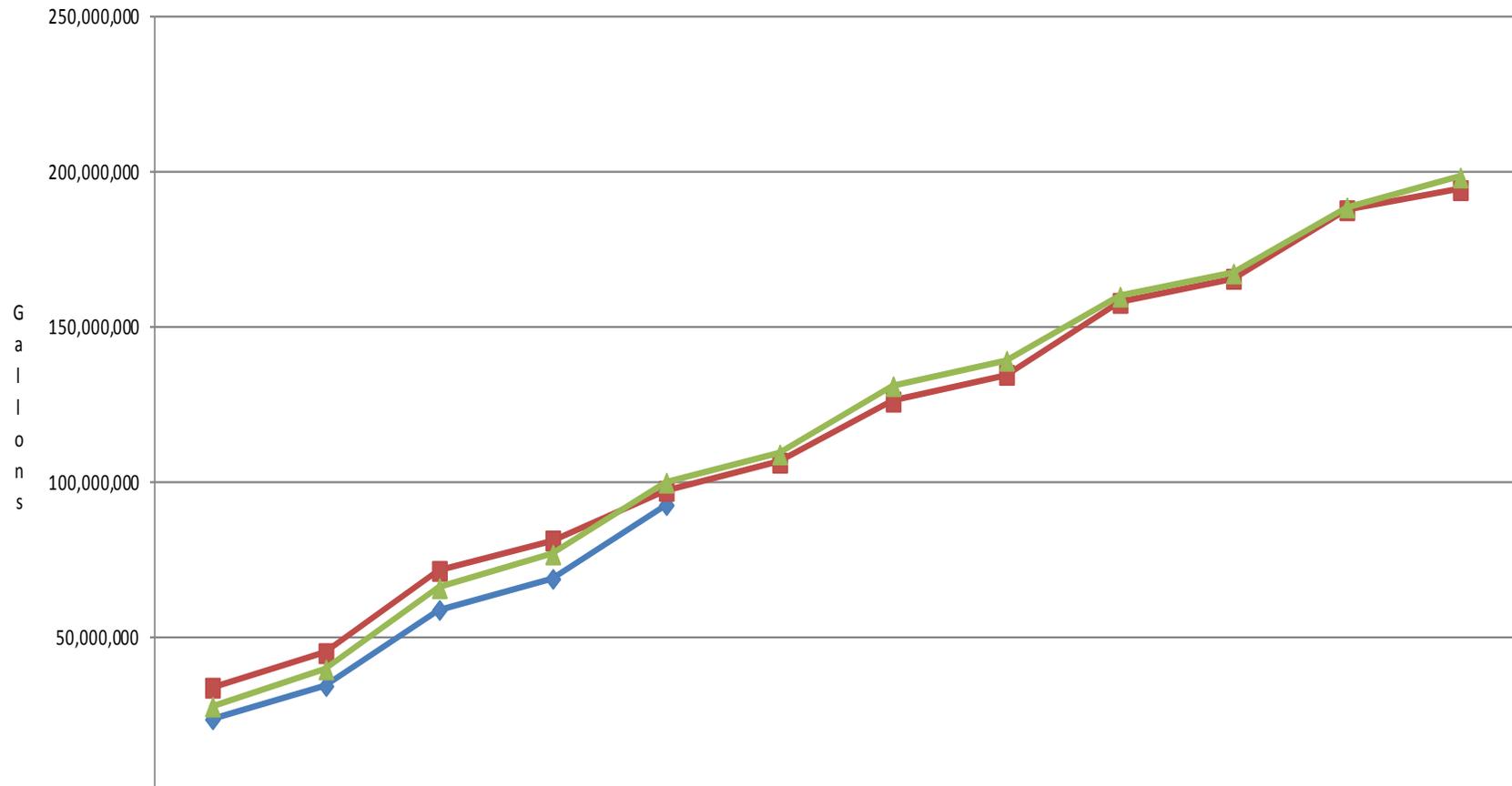
	Town Manager	Treasurer	Police Dept.	Smithfield Center	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
■ November YTD Actual	\$1,956	\$299	\$40,009	\$227	\$2,310	\$4,414	\$13,920	\$1,451	\$7,506
■ Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

November YTD Pinewood Heights Expenses MY 1 Phase II



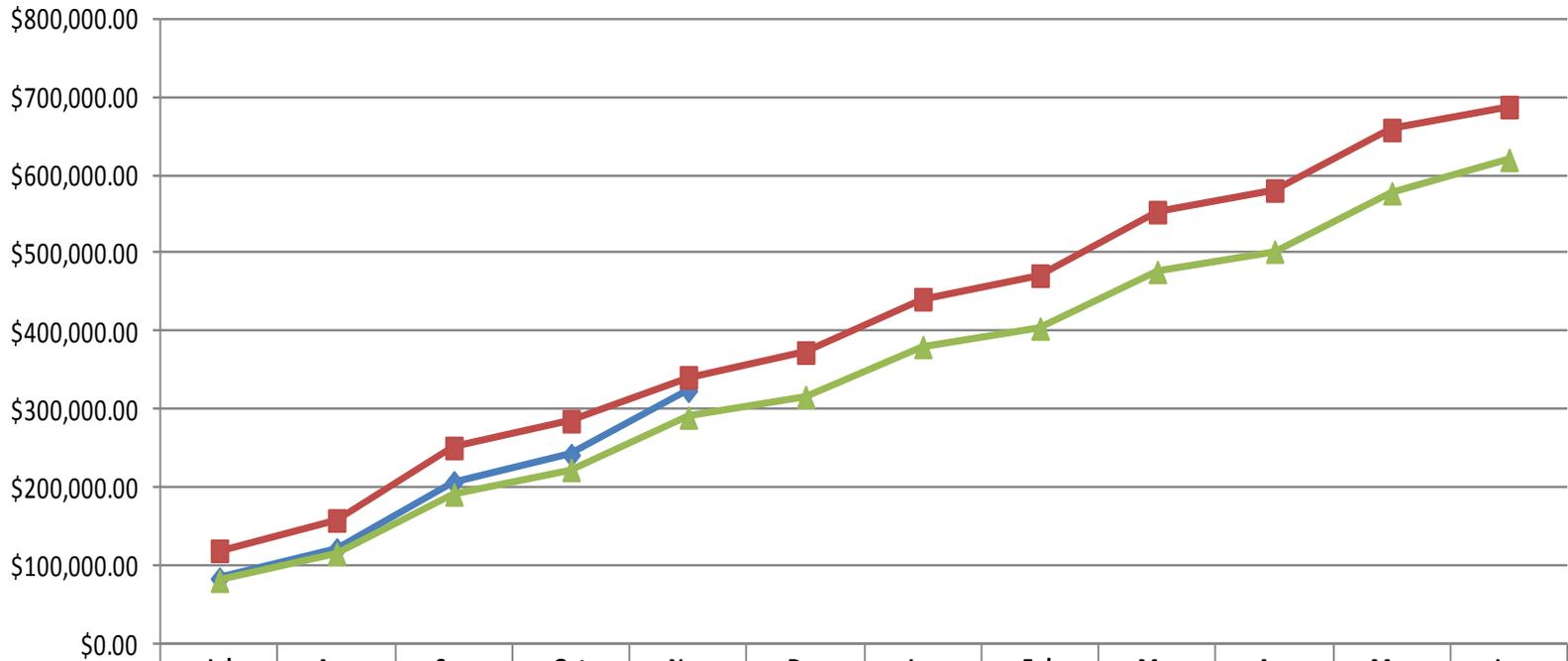
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
November YTD Actual	\$2,561	\$1,966	\$83,000	\$95,223	\$-	\$6,250	\$189,001
Budget	\$14,500	\$181,426	\$269,800	\$251,896	\$230,394	\$29,000	\$977,016

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



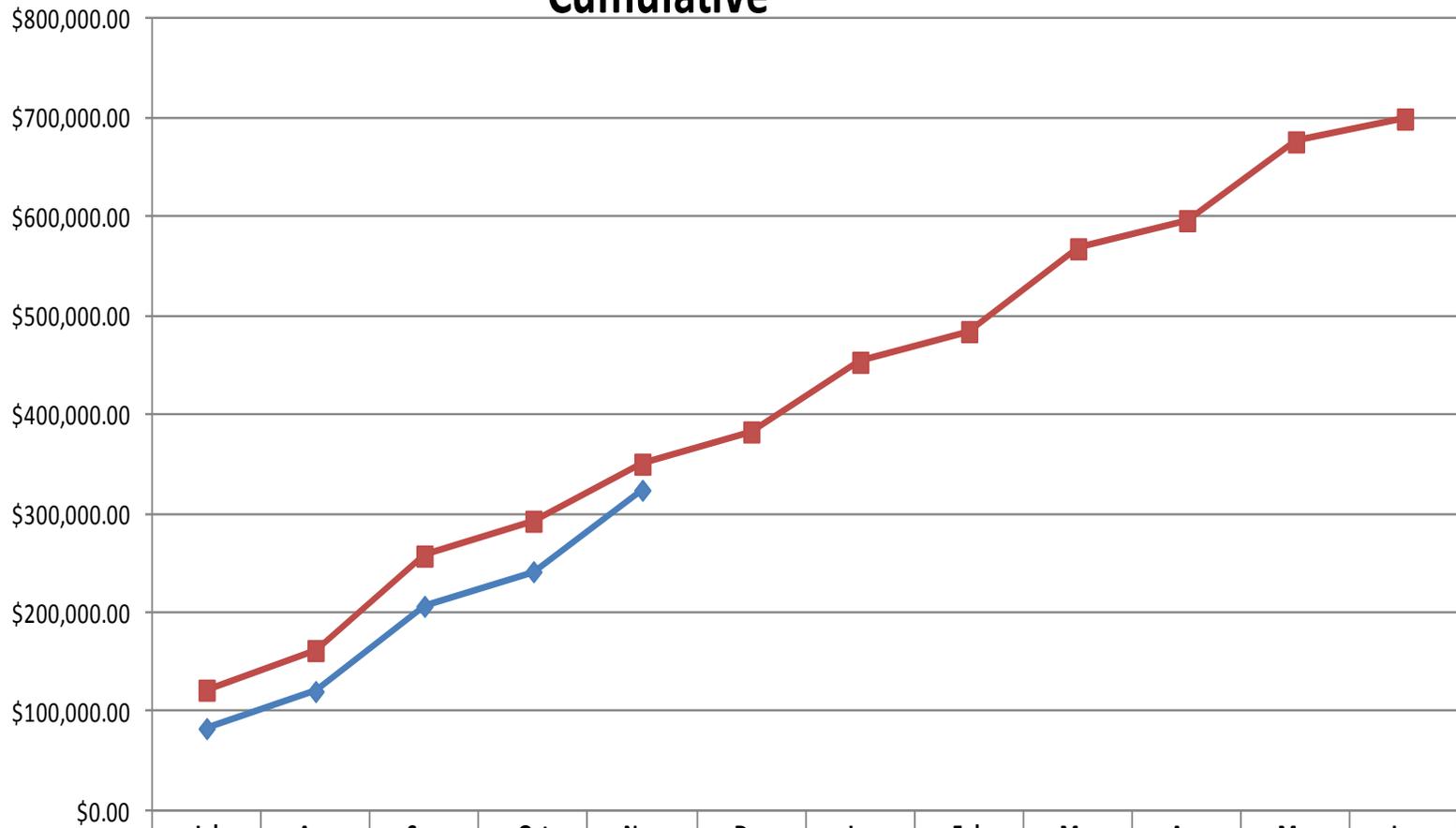
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851							
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

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



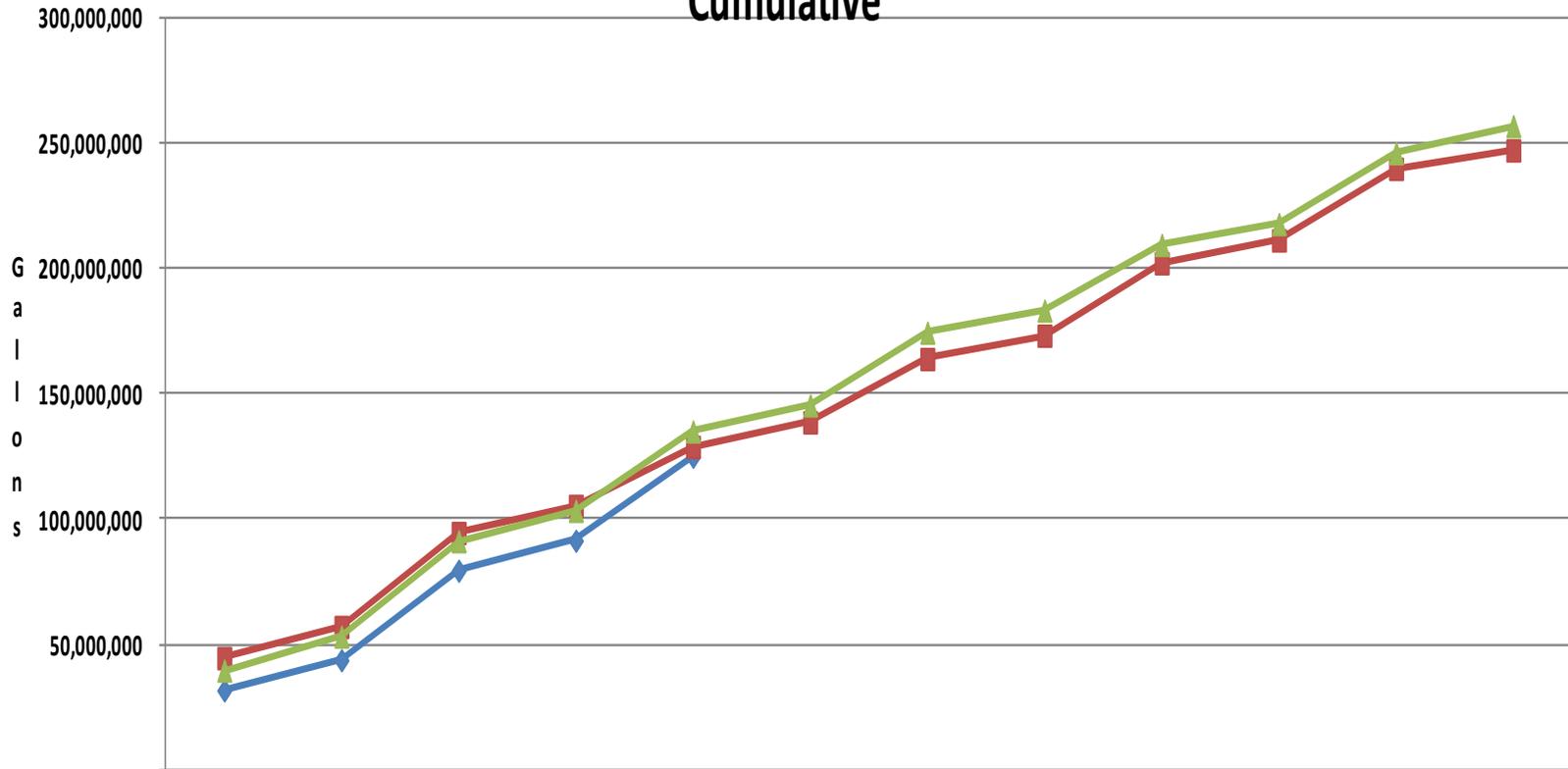
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955							
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$687,639
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

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



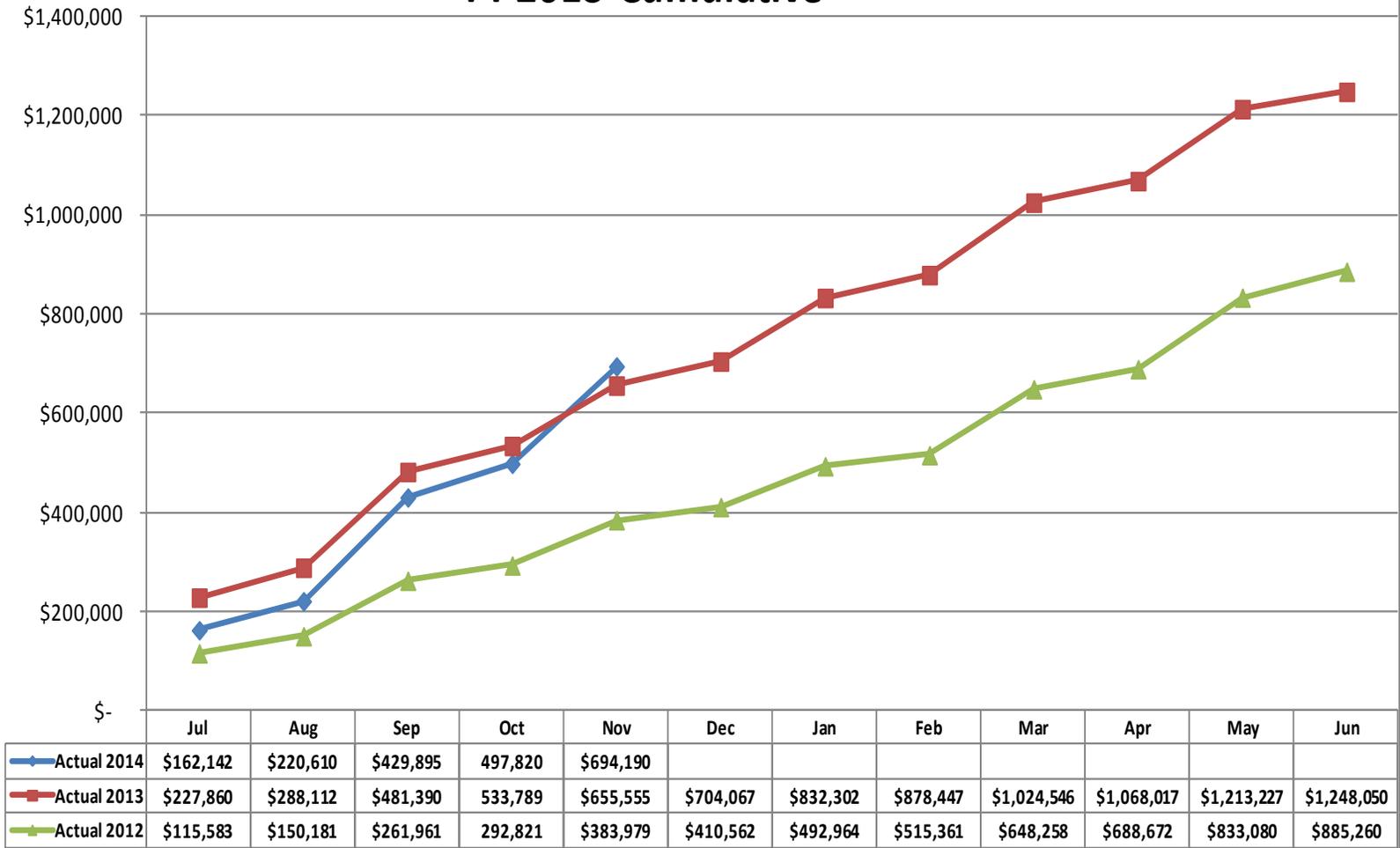
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955							
Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

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

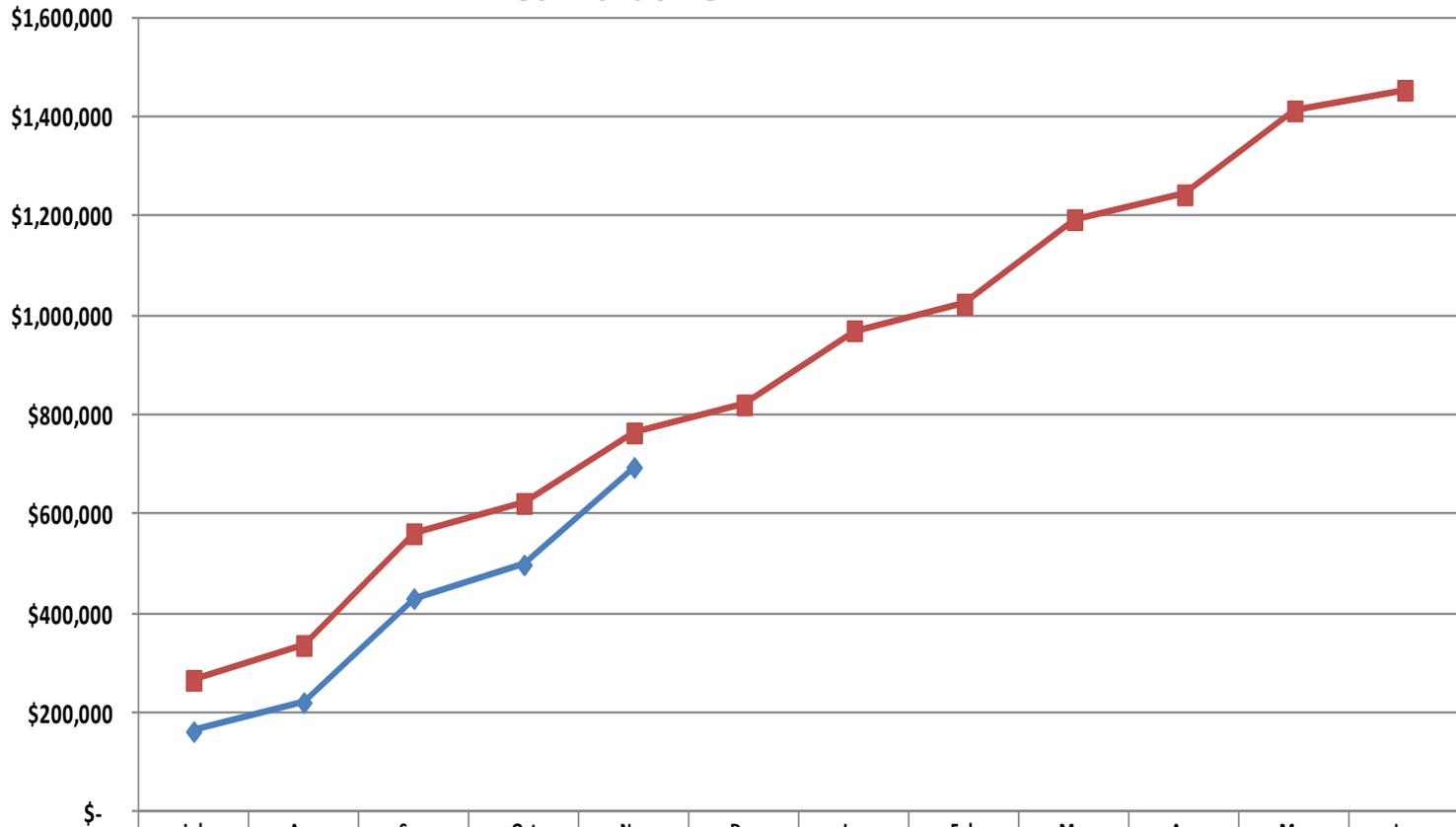


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	31,749,642	43,797,350	79,515,677	91,492,884	125,007,681							
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,001,884	173,330,652	202,238,523	211,359,247	239,897,757	247,266,148
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078	135,117,221	145,533,600	174,583,031	183,366,490	209,554,614	217,888,180	246,182,751	256,982,334

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

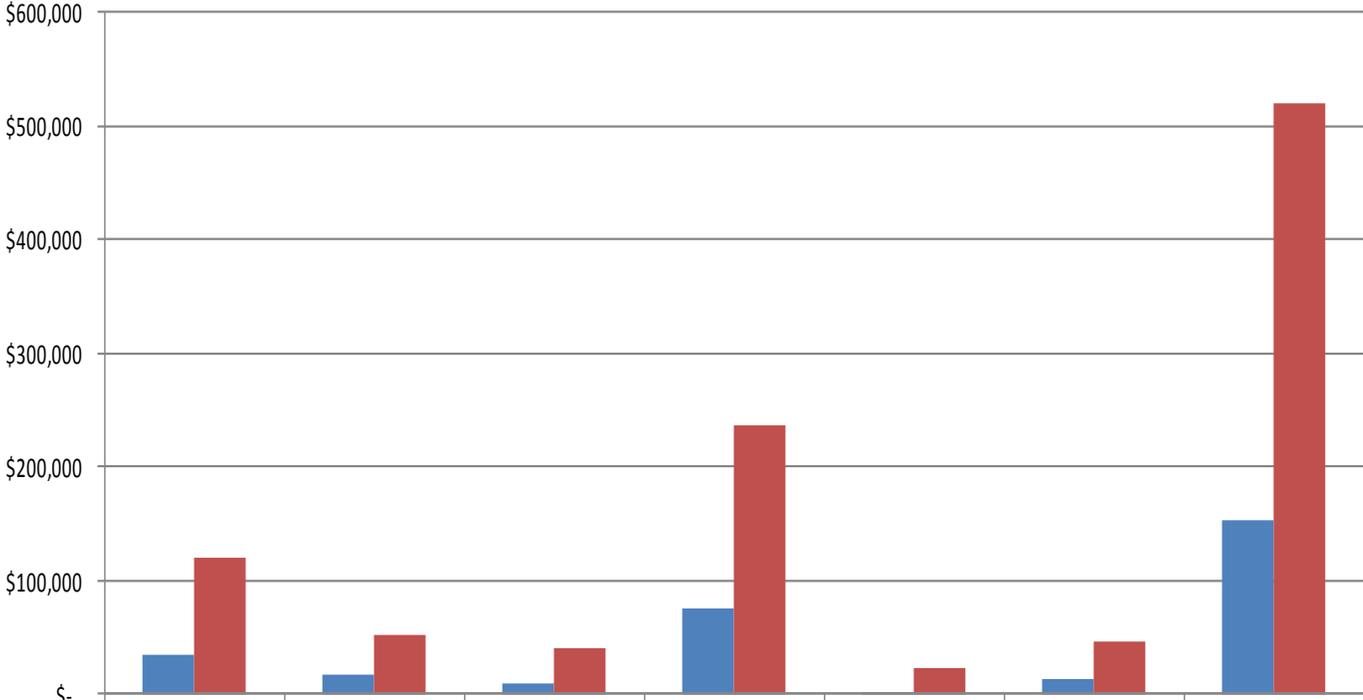


November 2013 YTD Water Charges Compared to Pro-Rated Budget- Cumulative



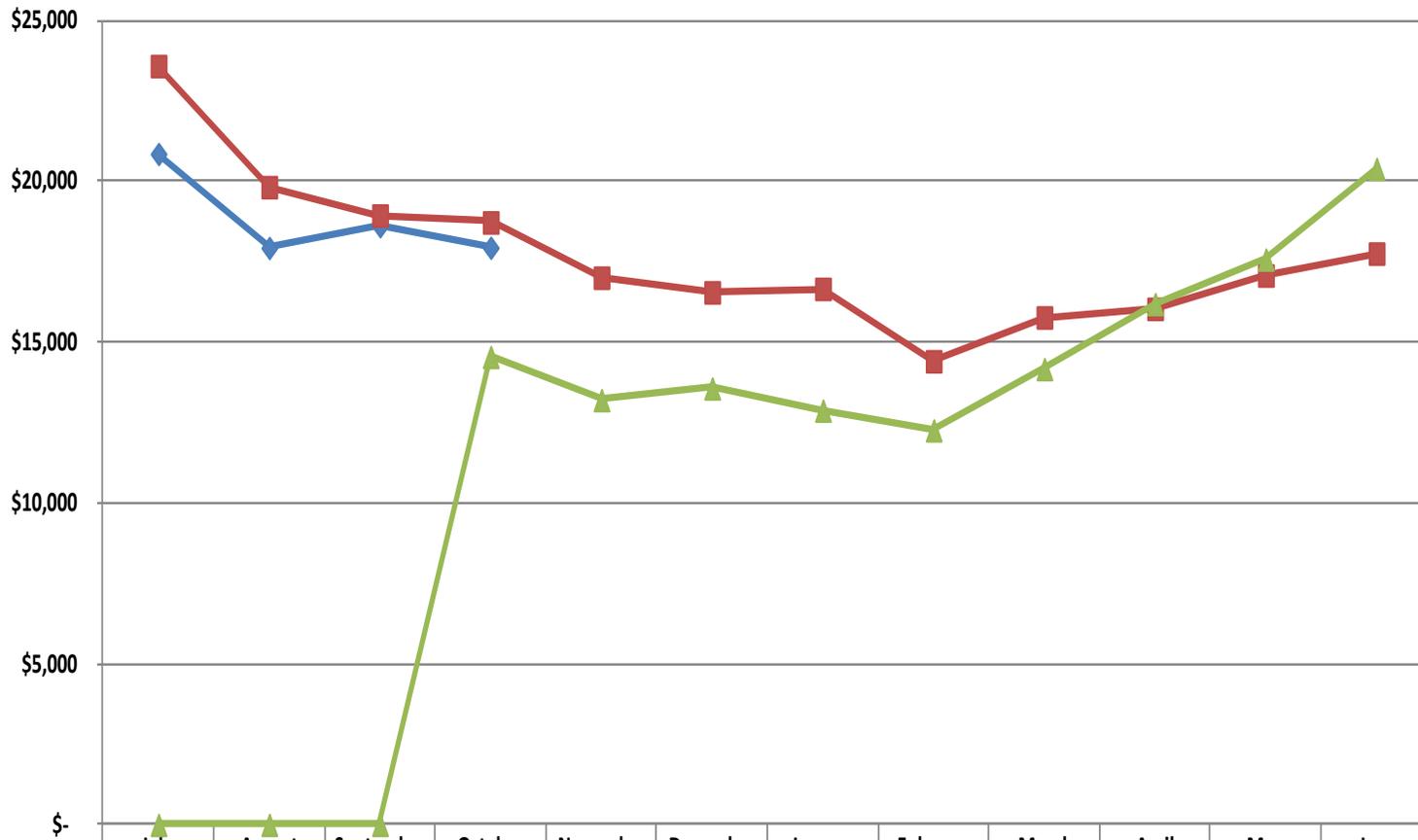
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142	\$220,610	\$429,895	497,820	\$694,190							
Pro-rated budget	\$265,431	\$335,618	\$560,764	621,803	\$763,647	\$820,158	\$969,536	\$1,023,290	\$1,193,208	\$1,243,229	\$1,412,223	\$1,453,834

November 2013 YTD RO Expenses by Category



	Power	Chemicals	Other Operating	HRSD	Membrane	Other Repair & Replacement	Total
November 2013 Actual	\$35,505	\$17,299	\$10,165	\$75,356	\$156	\$13,990	\$152,471
Budget	\$120,075	\$51,976	\$41,000	\$237,621	\$23,333	\$46,832	\$520,837

HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



	July	August	September	October	November	December	January	February	March	April	May	June
FY 2014	\$20,859	\$17,938	\$18,614	\$17,945								
FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
FY 2012	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399



The number of children that participated in the free **Learn to Swim** program

103



14
The number of volunteers "arrested" for our **Jail & Bail** annual community campaign



The number of attendees at the **5th annual Festival of Trees**

287

The LUTER FAMILY YMCA is more than a gym. It's a cause. As a charity, we're dedicated to nurturing the potential of every child and teen, improving the nation's health and well-being, and giving back and providing support to our neighbors.



The Luter Family Y
Serving the community since 1995



70



The number of Isle of Wight children served by the Y's **Bright Beginnings** program



Volunteer of the Year 2013

Julie Carneal

FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

The number of attendees at the Y's annual **Healthy Kids Day** in April

318

457

individuals and families received financial aid through the Y for childcare, swim lessons, programs and membership this year



1 out of 3

children in our **before & after school-age childcare** program receives financial assistance



489
Number of participants in the April 2013 **Smithfield Sprint**



64
The number of Thanksgiving food packages filled by volunteers at the **Family Volunteer Day** in November



96,822

The number of **visits** made to the Luter Y in 2013

RESOLUTION
CLOSURE OF STREETS FOR “8K CHILLY BOB ROADRACE”

WHEREAS, the Smithfield Rotary Club and the Smithfield VA Events Committee have proposed an eight kilometer road race known as the “8K Chilly Bob Roadrace” to be held in connection with the Smithfield BOB Fest; and,

WHEREAS, the organizers have requested that all or portions of Jericho Road, Cedar Street, Joshua Road and Trumpet Court, all as shown on the attached sketch, be closed on Saturday, January 18, 2014 from 9:30 a.m. to 11:30 a.m. to be used as the race course and to permit a safe environment to conduct the race; and,

WHEREAS, these streets will only be closed for the minimum time period necessary for the runners to cover the different sections of the race course; and,

WHEREAS, it appears to the Town Council that this race is being well organized, will benefit the community; that the request is reasonable and that closing the streets specified above for brief periods during the race will not work an unreasonable hardship on the Town's citizens.

NOW, THEREFORE, be it resolved that on Saturday, January 18, 2014, all or portions of Jericho Road, Cedar Street, Joshua Road and Trumpet Court, all as shown on the attached sketch, be closed from 9:30 a.m. to 11:30 a.m. to permit a safe environment for conducting an eight five kilometer road race; and that the closure of these street shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 7th day of January, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk

136014

10 NOV 18 2013

46 Carver Ave.

This deed is exempt from recordation taxes pursuant to Virginia Code Section 58.1-811.A.3, as amended.

CONSIDERATION: \$83,000.00 (Assessed Value \$42,500.00)

GRANTEE'S ADDRESS: P. O. BOX 246
SMITHFIELD, VA 23431

THIS INSTRUMENT PREPARED BY: WILLIAM H. RIDDICK, III (VSB #24217)
RIDDICK BABINEAU, PC
P. O. BOX 190
SMITHFIELD, VA 23431

Tax Map # 21A-02-045

THE EXISTENCE OF TITLE INSURANCE IS UNKNOWN TO THE PREPARER.

THIS DEED OF BARGAIN AND SALE, made and entered into this 15th day of November, 2013, by and between **MARGARET S. PARKER**, Grantor, party of the first part, and **TOWN OF SMITHFIELD**, a Virginia Municipal Corporation, Grantee, party of the second part,

WITNESSETH:

That for and in consideration of the sum of TEN DOLLARS (\$10.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged by the party of the first part, the said party of the first part does hereby grant, bargain, sell and convey with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE unto the Grantee, the following described real estate, to-wit:

All that certain lot, piece or parcel of land, situate and lying and being in the Town of Smithfield, County of Isle of Wight, Virginia, known and designated as Lot Numbered Forty-Five (45), as shown on that certain plat entitled, "PINWOOD HEIGHTS, TOWN OF SMITHFIELD, ISLE OF WIGHT COUNTY, VIRGINIA", made by Baldwin and Gregg, Engineers and Surveyors, dated August 11, 1970, and duly recorded November 17, 1970, in the Clerk's Office of the Circuit Court for the County of Isle of Wight, Virginia, in Plat Book 5, page 147.

Together with all and singular the buildings and improvements, thereon, the rights and privileges, tenements, hereditaments, easements and appurtenances unto the said land belonging or in anywise appertaining.

Being the same property as that conveyed to Margaret S. Parker, widow, by deed of gift, dated July 23, 2010, and recorded in the aforesaid Clerk's Office as Instrument No. 100003724.

This conveyance is made expressly subject to the restrictions, conditions, rights-of-way, and easements, if any, contained in the instruments constituting the chain of title to the property conveyed herein, and to matters visible upon inspection.

Whenever used herein, the singular shall include the plural, the plural the singular, and the use of any gender shall include all other genders.

WITNESS the following signature and seal:

Margaret S. Parker (SEAL)
MARGARET S. PARKER

STATE OF VIRGINIA,
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this 15th day of November 2013, by Margaret S. Parker.

My commission expires: 3-31-2017



[Signature]
Notary Public

ACCEPTANCE:

The signature of William H. Riddick, III, Town Attorney for the Town of Smithfield, is affixed hereto on behalf of the Town Council of the Town of Smithfield, Virginia, solely to evidence the acceptance of this deed by the Town Council at its meeting on Nov. 5, 2016, in accordance with Section 15.2-1803 of the Code of Virginia (1950), as amended.

Town Council of the Town of Smithfield

By: [Signature]
William H. Riddick, III
Its: Town Attorney

STATE OF VIRGINIA,
COUNTY OF ISLE OF WIGHT, to-wit:

The foregoing instrument was acknowledged before me this 15th day of November, 2013, by William H. Riddick, III.

My commission expires: 5-31-2014



[Signature]
Notary Public

(TOS 13S-0455)

RETURN TO:
Riddick Babineau, PC
P. O. Box 190
Smithfield, VA 23431

INSTRUMENT #130006014
RECORDED IN THE CLERK'S OFFICE OF
ISLE OF WIGHT COUNTY ON
NOVEMBER 18, 2013 AT 12:30PM
\$83.00 GRANTOR TAX WAS PAID AS
REQUIRED BY SEC 58.1-802 OF THE VA. CODE
STATE: \$41.50 LOCAL: \$41.50

SHARON N. JONES, CLERK
RECORDED BY: DDS

AN ORDINANCE TO AMEND AND REVISE CHAPTER 82, SECTION 82-33 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA

WHEREAS, the Town Council of the Town of Smithfield deemed it to be necessary and important to make a study of its water and sewer rates so as to ensure the long-term viability of the Town’s public utilities; and,

WHEREAS, the Town Council caused such a study to be made by its staff; and,

WHEREAS, after careful evaluation of the water rate study by its finance committee and water and sewer committee, the Town Council finds it to be in the best interest of public health, safety and welfare of the citizens of the Town of Smithfield to amend certain provisions of the Code of the Town of Smithfield to change or provide for usage fees for the Town’s water system:

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

1. That Chapter 82, Section 82-33 of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:

Sec. 82-33. Service Charges—Generally.

- (a) The following service charges for water shall be charged by the town:
 - (1) For service rendered within corporate limits: The bimonthly rate for water customers shall be \$8.95, plus \$5.68 per 1,000 gallons for all water used during the bimonthly billing period.
 - (2) For service rendered outside corporate limits: The bimonthly rate for water customers shall be \$8.95, plus \$7.10 per 1,000 gallons for all water used during the bimonthly billing period.
- (b) Customer shall pay an application fee of \$28.00 to establish a new account with the town. Contractors shall pay an application fee of \$11.00 for an account during new construction. A fee of \$28.00 shall be paid to transfer water service from one premises to another within the town.
- (c) Water customers shall be billed based on usage. New accounts activated in the middle of the billing cycle may be billed in excess of the bimonthly amount on the first bill if previous occupant has usage that must be billed.
- (d) A customer whose water service is discontinued before the end of the billing period shall pay based on usage.

- (e) Customers shall be billed on the first day of every other month for bimonthly water service for the gallons used during the prior bimonthly billing period.
- (f) Where more than one occupant or tenant is served through a water meter, such as in apartments, multifamily dwellings or office buildings, a single water service charge for each use or unit will be billed, either to the owner or his agent or to any one tenant who assumes responsibility for the whole account.
- (g) All water bills shall be payable, in full, on the tenth of the month following the month in which the customer was billed.
- (h) Customers applying for water service shall complete an application and execute a water service contract, in a form prepared and approved by the Town Attorney, prior to initiation of water service. A separate application and service contract shall be required for each new account.
- (i) All new water service customers shall pay a deposit at the time of application for water service and prior to initiation of water service. The deposit shall be in an amount equal to the average monthly billing for water and sewer service charged to the category of water service being requested (i.e - single family residential, multi-family residential, commercial, industrial, etc.) for a four month period except as herein provided. The amount of any deposit shall be determined administratively by the Town Treasurer based on billing data and may change from time to time. Deposits for business accounts shall be based on typical water use for the type of commercial activity proposed by the customer for a two month period.
- (j) Any deposit paid by a water service customer and held by the town shall be returned to the customer, upon request and without interest, after said deposit has been held by the town for six consecutive bi-monthly billing cycles provided the customer's account has not been delinquent during this period. Should the customer's account become delinquent at any time during the initial six consecutive billing cycles, then the deposit shall be held by the town until six consecutive billing cycles have occurred with any delinquent payments. Upon payment in full for all charges for six consecutive billing cycles, the deposit held by the town may be credited to the customer's next billing, provided that all other debts, charges and taxes due and owing to the town have been paid in full.

2. This ordinance shall become effective January 1, 2014.

ADOPTED this 7th day of January, 2014.

TOWN COUNCIL OF THE
TOWN OF SMITHFIELD

By _____
T. Carter Williams, Mayor

ATTEST:

Clerk