



February 22, 2013

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, FEBRUARY 25TH, 2013

4:00 P.M. Police Members: Chapman (CH), Tynes, Gregory

1. Public Comments
- TAB # 1** 2. Operational Updates
- TAB # 2** 3. Request for Traffic Control Assistance for YMCA Sprint Triathlon on Saturday,
April 6th, 2013
- TAB # 3** 4. Partial Street Closure for Wine and Brew Festival, April 13, 2013
- TAB # 4** 5. Street Closure Request for Mustang Car Show, Saturday, May 18th, 2013 from 9
a.m. to 5:00 p.m.
- TAB # 5** 6. Accept Donation of Opticom LED Emitter to the Smithfield Police Department
from Smithfield Foods
7. Request to Donate 2006 Ford Crown Victoria to the Isle of Wight Sheriff's Office

Immediately following the conclusion of the above meeting:

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

1. Public Comment
2. Cypress Creek Bridge Waterline Inspection Results
- TAB # 6** 3. Main Street Manhole Find and Fix Proposal by Lewis Construction of Virginia

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

1. Public Comments
- TAB # 7** 2. January Financial Statements and Graphs
- TAB # 8** 3. January Cash Balances
- TAB # 9** 4. Invoices Over \$10,000 Requiring Council Payment Authorization:
 - a. Draper Aden Associates \$20,484.50
 - b. Blair Brothers (Remaining Balance from John Rolfe Drive Project)
\$17,372.39
5. CIP Review and Update
- TAB # 10** 6. Smithfield Library Request for Funding

TUESDAY, FEBRUARY 26TH, 2013

4:00 p.m. Fire and Rescue Members: Tynes (CH), Pack, Chapman

- TAB # 11**
1. Public Comments
 2. Operational Updates

Immediately following the conclusion of the above meeting:

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

- TAB # 12**
- TAB # 13**
1. Public Comments
 2. Operational Updates
 3. Purchase of Budgeted Public Works Truck
 4. Mowing Contract Renewal
 5. Closed Session: Refuse and Recycling Contract Renewal Negotiations with AVES

Immediately following the conclusion of the above meeting:

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

- TAB # 14**
- TAB # 15**
1. Closed Session: Boundary Line Adjustment Agreement – Advice of Legal Counsel
 2. Public Comments
 3. Pinewood Heights Relocation Project – Phase II Update
 5. Proposed MOU in Regards to the Bank of Southside Virginia Parking Lot in Regards to Public Use
 6. Partial Park Closure for 2013 Wine and Brew Festival
 7. VTC Grant - Love Artwork by Director of Tourism, Judy Winslow

***** Additional Item Not Listed on Committee but will be on Council's March 5th Agenda*****

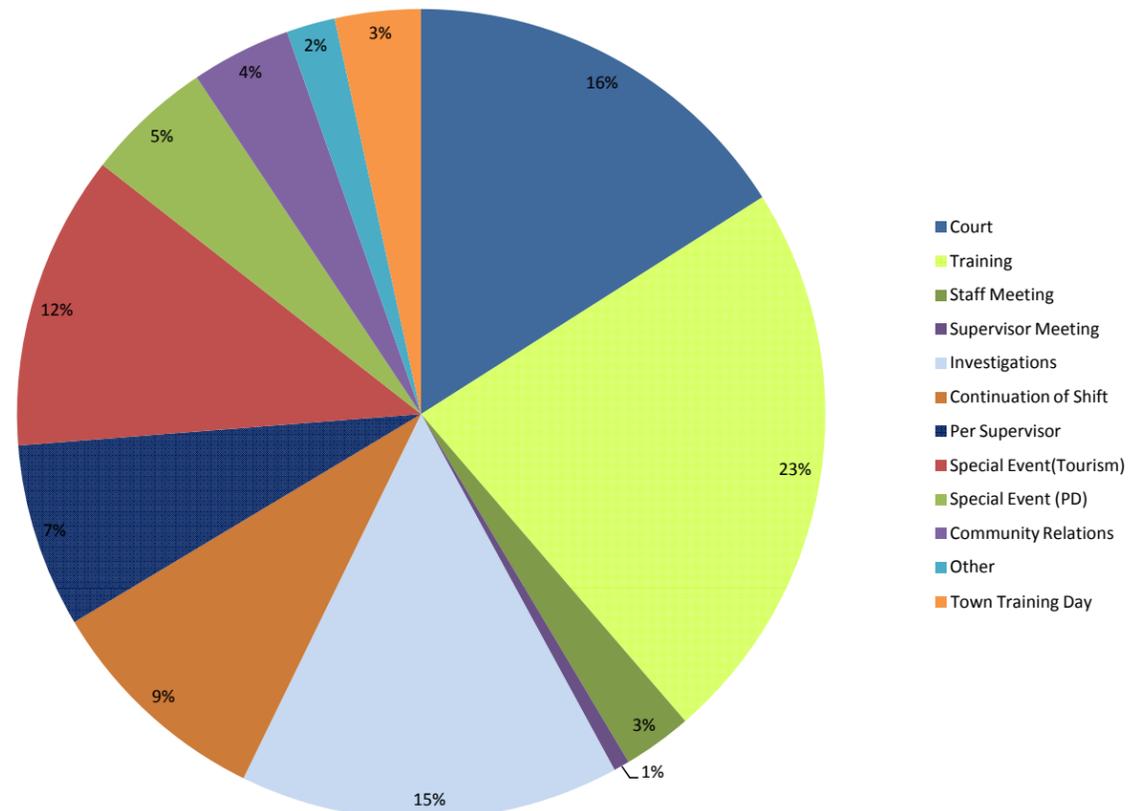
- Approval of February Town Council Minutes
 - Motion to Accept Deeds for 41 Carver Avenue, 42 Carver Avenue, and 43 Carver Avenue as part of the Pinewood Heights Relocation Project
-

Snap Shot Report (3rd Quarter) 3rd Quarter -Four (4) Pay Periods Remaining

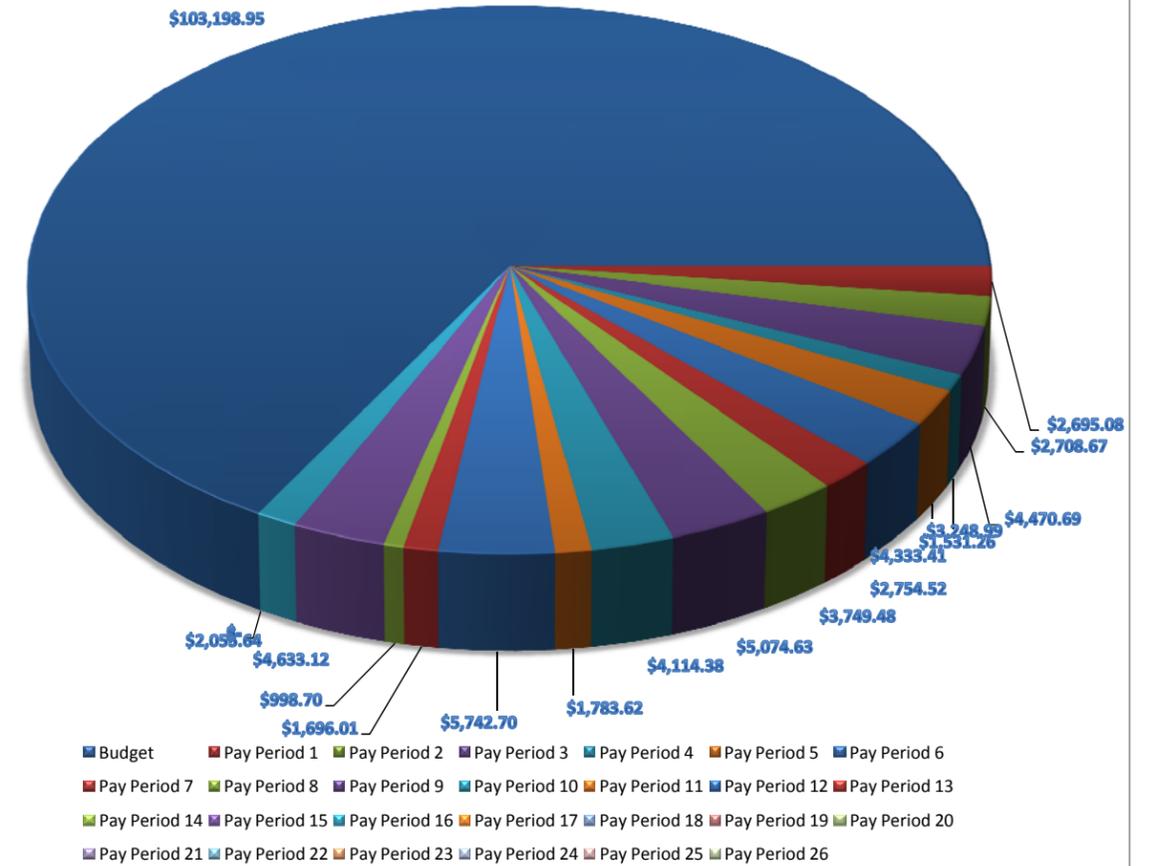
Beginning Budget \$103,198.95

Proposed Expenditure for Quarter \$25,799.73
 Actual Expenditure for Quarter \$6,688.76
 Remaining **\$19,110.97**

Overtime Classification by Percentage



Overtime Compensation Impact by Pay Period



OT Hours by Pay Period & Classification (Quarterly)

	Jan 13-Jan 26	Jan 27-Feb 9	Feb 10 - Feb 23	Feb 24 - March 9	March 10 - March 23	March 24 - April 6	
Court	19	11.5	0	0	0	0	30.5
Training	77.5	3	0	0	0	0	80.5
Staff Meeting	3	0	0	0	0	0	3
Supervisor Meeting	0	0	0	0	0	0	0
Investigations	0	20.5	0	0	0	0	20.5
Continuation of Shift	4	2	0	0	0	0	6
Per Supervisor	0	0	0	0	0	0	0
Special Event (Tourism)	0	0	0	0	0	0	0
Special Event (PD)	0	0	0	0	0	0	0
Town Training Day	0	0	0	0	0	0	0
Community Relations	0	0	0	0	0	0	0
Other	0	1	0	0	0	0	1



Reservations Town of Smithfield Parks & Recreation
 220 North Church Street
 Smithfield VA 23430
 United States
 757-356-9939 / Fax 757-365-4819

Confirmation

Group	Reservation: 2175
Glenn Cook	Event Name: YMCA Sprint Triathlon
Setup Events -YMCA Smithfield Triathlon	Status: Confirmed
2729 Shady Lawn Dr	Phone: 336-577-2801
Greensboro, NC 27408	Event Type: Community Event

Bookings / Details	Quantity	Price	Amount
Saturday, April 06, 2013			
7:00 AM - 1:00 PM YMCA Sprint Triathlon (Confirmed) Town Streets			
Town Services :			
7:00 AM - 1:00 PM Town Services			
Application Fee	1	25.00	25.00
Subtotal			25.00
Grand Total			25.00

Special Event Application for Permit

In order to better serve our community, recognized non-profits, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, organizations wanting to hold an open to the public Special Event on town property will have to complete an application process. Open to the public special events are different in nature from private events and many factors for public events have to be taken into consideration such as impact to property and community, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage.

This application will be presented for review by the Special Events Review Committee. The Town is authorized to issue permits for Special Events occurring within the town limits pursuant to the procedures established by the Town. Please allow time in your event-planning schedule for the review/approval and permitting process. Public events will require security, required state and local permits (food, ABC, etc) and restroom rentals.

Event Organizer: Greg Huhner

Website: www.setupvents.com/vts

1st Time Event Annual / Reoccurring Event
 If yes, how many times has the event taken place? 8

Event Category:
 Festival Concert Parade Run/Walk Bike Race/Tour Car Show
 Other Triathlon

Average Tickets Price \$ 60.00

Expected Attendance: 500 Largest One-time Attendance: 500

Reservations Town of Smithfield Parks & Recreation

Reservation:

2175

Confirmed

Bookings / Details

Quantity

Price

Amount

Description/Purpose of Event:

Swimming, biking, running

List benefits of your event to the Community:

YMCA Fundraiser, economic impact for c.ty, community building event

Recipient of Proceeds:

YMCA

Alcohol Service and/or Sales: Yes No

What are the date(s) and times of service/sales of alcohol?

Having music live bands or dj? Yes No

What are the date(s) and times for music?

Sat: 0800-12/00 hrs

Please check all that your event will include:

- Food, Catered # 1 Food, by Organization # _____
- Retail Vendors, Non-Profit # _____ Retail Vendors, For Profit # _____
- Port-a-Potties # _____ Fencing/Barricades # _____
- Trash Cans # _____ Generators # _____
- Dumpsters # _____ Special Lighting # _____
- Recycle Containers # _____ Golf carts/ATVs # _____
- Tents # 4 & Sizes 10x20
- Staging # _____ & Sizes _____
- First Responders- EMS, Fire
- Fireworks Allowing pets Providing Shuttle Service

Are you requesting that the Town of Smithfield provide any of the following items/elements for your event:

Road Closures (list roads and hours needed for closure):

Traffic control at run course in intersections. Map attached

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

Reservations Town of Smithfield Parks & Recreation

Reservation:

2175

Confirmed

Bookings / Details

Quantity

Price

Amount

Security (Town of Smithfield Off Duty Police Officers) N/A
 Number Required: 1 Officer per 200 attendees

Light Tower _____

Trash Cans _____

Dumpster _____

Cones _____

Do you need water hookup (for catering, bathroom trailers)? NO

(Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.)

What is your plan in the event of bad weather?

Rain or shine event. Delay up to 1 hour for lightning.

Will you be able to provide a certificate of insurance for \$1,000,000? yes no 

Policy Number 20303131987

Name of Insurance Liability Carrier: ESIX

Insurance Company Address and Phone Number
5660 New Northside Drive - Ste 640 - Atlanta, GA 30328 678-324-8300

Tax Exemption Number: N/A

Initial Each Policy:

CA 1.) Application Deadlines- Any person, organization or company seeking the issuance of a Special Event Permit shall apply by filing a completed Special Event Permit Application with the Town not less than 6 calendar months, nor more than two (2) years, before the proposed Special Event date(s).

CA 2.) Application Fee- No Special Event Permit Application shall be considered until the applicant has paid a \$25.00 application fee. No refund of the application fee will be made.

CA 3.) Payment of Town Services- The Town will invoice the Event Organizer after the application approval. All invoices must be paid within thirty (30) calendar days.

CA 4.) Insurance- The applicant shall procure and maintain insurance at all times during its use of the Event Venue, and shall name the "Town of Smithfield, it's officers, officials, employees and agents" as an additional insured there under. The applicant shall provide the Town with a certificate of insurance no later than fifteen (15) calendar days of application approval.

CA 5.) Permits Not Transferable- No Special Event Permit or conditional approval may be transferred.

CA 6.) Order and Special Event Exclusivity- Special Event Permit Applications shall be considered and processed in order of receipt by the Town. The use of a particular public Event Venue shall be allocated in order of receipt of fully completed applications. The Town will provide exclusivity to each Event Organizer that is granted a Special Event Permit. This exclusivity will provide sole use of the special event venue on the approved dates as outlined in the Permit. Furthermore, no other similar Special Event will be approved for the same Event Venue for 15 days prior to the start of the approved initial Event, or for 15 days after the last day of the approved Event. Approved annual events shall be given first right to the event venue of their choice.

CA 7.) Special Event Permit Application Review and Written Notice of Approval or Denial -All Special Event Permit Applications are subject to review by the Town. Event Organizers may be requested to meet with Town representatives

CERTIFICATE OF INSURANCE

DATE: 1/31/2013

CERTIFICATE NUMBER: 20130131134987

AGENCY:

ESIX Entertainment & Sports Insurance eXperts
 5660 New Northside Drive, Suite 640
 Atlanta, GA 30328
 Phone: (678) 324-3300 Fax: (678) 324-3303

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

NAMED INSURED:

USA Triathlon
 5825 Delmonico Drive
 Colorado Springs CO 80919-2401

Greg Hawkins

INSURERS AFFORDING COVERAGE:

INSURER A: AXIS Insurance Company (NAIC# 37273)
 INSURER B: AXIS Insurance Company (NAIC# 37273)

EVENT INFORMATION:

Smithfield Sprint Triathlon (4/6/2013 - 4/6/2013)

POLICY/COVERAGE INFORMATION:

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INS	TYPE OF INSURANCE:	POLICY NUMBER(S):	EFFECTIVE:	EXPIRES:	LIMITS:
A	GENERAL LIABILITY				
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	AXGL05100260-12	12/1/2012 12:01 AM	12/1/2013 12:01 AM	GENERAL AGGREGATE (Applies Per Event) \$2,000,000
	<input checked="" type="checkbox"/> Occurrence				EACH OCCURRENCE \$1,000,000
	<input checked="" type="checkbox"/> Participant Legal Liability				DAMAGE TO RENTED PREMISES (Each Occ.) \$1,000,000
					MEDICAL EXPENSE (Any one person) EXCLUDED
					PERSONAL & ADV INJURY \$1,000,000
					PRODUCTS-COMP/OP AGG \$2,000,000
B	UMBRELLA/EXCESS LIABILITY				
	<input checked="" type="checkbox"/> Occurrence	AXXS04100446-12	12/1/2012 12:01 AM	12/1/2013 12:01 AM	AGGREGATE (Applies Per Event) \$10,000,000
					EACH OCCURRENCE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS:

The certificate holder is an additional insured, as required by written contract or written agreement, but only for liability arising out of the negligence of the named insured, but only with respect to the USAT sanctioned or approved event specified on this certificate per the following endorsement: Additional Insured - Designated Person or Organization - Written Contract or Written Agreement (Form AXIS1006).

CERTIFICATE HOLDER:

Town of Smithfield
 PO Box 246
 Smithfield VA 23431

NOTICE OF CANCELLATION:

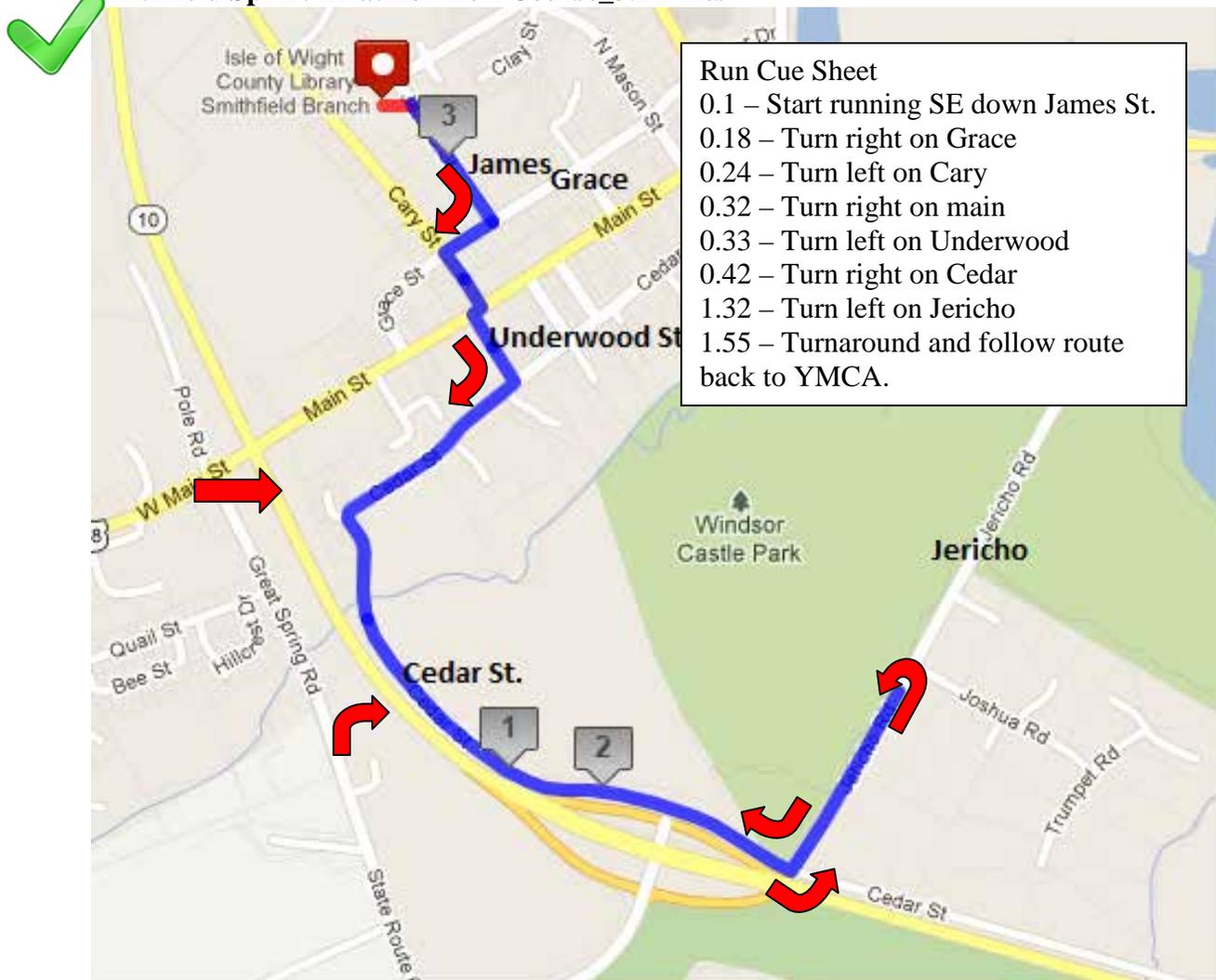
Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.

AUTHORIZED REPRESENTATIVE:





Smithfield Sprint Triathlon Run Course_3.1 Miles



Run Course Notes:

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



220 North Church Street
 Smithfield VA 23430
 United States
 757-356-9939 / Fax 757-365-4819

Confirmation

Group	Reservation:	1647
Gina Ippilito	Event Name:	Smithfield Wine and Brew Fest
Smithfield Rotary Club	Status:	Confirmed
P.O. Box 1004	Phone:	869-0664
Smithfield, VA 23431	Event Type:	Park Use

Bookings / Details

Friday, April 12, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
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Saturday, April 13, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1	750.00	750.00
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Less 100% Discount			-750.00
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Town Services :

8:00 AM - 9:00 PM Town Services

Application Fee	1	25.00	25.00
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Sunday, April 14, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
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Monday, April 15, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
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		Subtotal	25.00
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		Grand Total	25.00
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Special Event Application Permit

In order to better serve our community, recognized non-profit, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, operating for the benefit for the Town of Smithfield or Isle of Wight County, Special Events will have to complete an application process to hold an event on public property in town. This application will be presented for review at the next regularly scheduled Special Events Review Committee. Open to the public special events are different in nature from private events and many factors for public events have to be taken into consideration such as impact to property and community, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage.

Please allow time in your event-planning schedule for the review/approval and permitting process. Most applications should be reviewed within 30 day of receipt, but there is the potential for additional information to be requested, which might extend the approval process timeline. Public events will require security, required state and local permits (food, ABC, etc) and restroom rentals.

Bookings / Details

Quantity

Price

Amount

Event

Organizer: SMITHFIELD ROTARY - SMITHFIELD WINE & BEER FEST COMMITTEE

Website: WWW.SMITHFIELDVAWINEBEERFEST.COM

1st Time Event _____ Annual / Reoccurring Event
 If yes, how many times has the event taken place? Once, in 2012

Event Category:
 Community Festival Concert _____ Parade _____ Run/Walk _____ Bike Race/Tour _____ Other _____

Average Tickets Price \$ 30

Expected Attendance: 250 Largest One-time Attendance: 2119

Participants will be _____ youth adults _____ both

Description/Purpose of Event: IT IS THE MISSION OF THE SMITHFIELD WINE & BEER FEST COMMITTEE TO PROMOTE THE TOWN OF SMITHFIELD, AND IN DOING SO, SUPPORT LOCAL NON-PROFITS, (HARVEST ORGANIZATION AND CIVIC ORGANIZATION AND STRENGTHEN OUR COMMUNITY BY BENEFITING TOURISM & LOCAL BUSINESS)

List benefits of your event to the Community:

- Fundraising
- Tourism (Day & Overnight stays)
- Economic Impact
- Utilization of WCPARC

Recipient of Proceeds:

WINDSOR CASTLE PARK FOUNDATION
CIVIC ORGANIZATION
WESTERN TIDEWATER FIRE CLUB
SMITHFIELD ROTARY

A Also Benefits many local organizations that are used as volunteer studies for festival areas.

Alcohol Service and/or Sales: Yes / No

What are the date(s) and times of service/sales of alcohol? 4/13/2013 10 AM - 5:30 PM

Having music live bands or dj? Yes / No

What are the date(s) and times for music? 4/13/2013 11 AM - 5 PM

Please check all that your event will include:

- | | |
|---|--|
| <input checked="" type="checkbox"/> Food, Catered (Retail) # <u>4</u> | <input checked="" type="checkbox"/> Food, by Organization # _____ |
| <input checked="" type="checkbox"/> Retail Vendors, Non-Profit # <u>2</u> | <input checked="" type="checkbox"/> Retail Vendors, For Profit # <u>10</u> + <u>Wine</u> (7) + <u>Beer</u> (7-8) |
| <input checked="" type="checkbox"/> Port-a-Potties # <u>251</u> <u>2 floors</u> | <input checked="" type="checkbox"/> Fencing/Barricades # <u>yes</u> <u>min</u> |
| <input checked="" type="checkbox"/> Trash Cans # <u>min</u> | <input checked="" type="checkbox"/> Generators # <u>min</u> |
| <input checked="" type="checkbox"/> Dumpsters # <u>yes</u> | <input checked="" type="checkbox"/> Special Lighting # <u>10</u> <u>set up in night only</u> |
| <input checked="" type="checkbox"/> Tents # <u>35</u> <u>various sizes</u> | <input checked="" type="checkbox"/> <u>Gift Cert.</u> # <u>8</u> |

Bookings / Details

Quantity

Price

Amount

Tents # 35+ & Sizes various see site map

Staging # 3 & Sizes various sizes

First Responders- EMS, Fire # TBD - working w/ W. Rescu Team

NO Fireworks NO Allowing pets yes Providing Shuttle Service after event

Are you requesting that the Town of Smithfield provide any of the following items/elements for your event:

Road Closures (list roads and hours needed for closure):

Old Jordan Rd - one way only

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

2 points on trail - above F. Pier, below Fish Pier & Pier. see site map attached

Security (Town of Smithfield Off Duty Police Officers) 12+ - working w/ SPD to determine scope needed
 Number Required: 1 Officer per 200 attendees

Light Tower yes

Trash Cans make

Dumpster AVES

Cones yes

Do you need water hookup (for catering, bathroom trailers)? yes -

(Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.)

What is your plan in the event of bad weather?

Rain shoe event. Event has rainy day fund for site reclamation if needed -

Will you be able to provide a certificate of insurance for \$1,000,000? yes no firm covering Smithfield Rotary
 Policy Number _____
 Name of Insurance Liability Carrier: _____

Insurance Company Address and Phone Number _____

Tax Exemption Number: 546073921

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Client's Signature [Signature] Date 1/22/13

Print Name GUNA IPPOLITO 757 869-0664

Bookings / Details

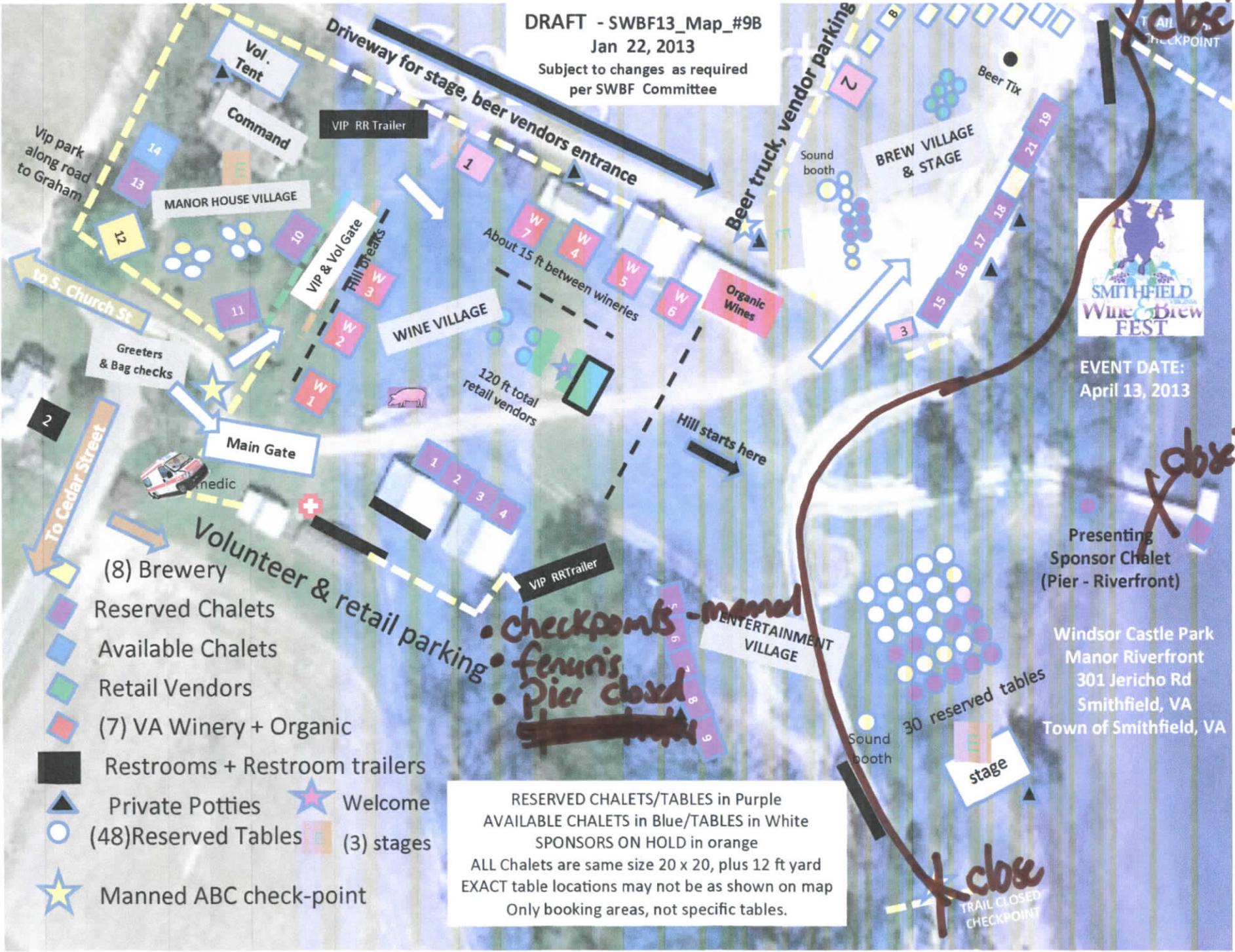
Quantity

Price

Amount

Application Denied	Date		
Reason			
Denied			

DRAFT - SWBF13_Map_#9B
 Jan 22, 2013
 Subject to changes as required
 per SWBF Committee



EVENT DATE:
 April 13, 2013

Presenting
 Sponsor Chalet
 (Pier - Riverfront)

Windsor Castle Park
 Manor Riverfront
 301 Jericho Rd
 Smithfield, VA
 Town of Smithfield, VA

- (8) Brewery
- Reserved Chalets
- Available Chalets
- Retail Vendors
- (7) VA Winery + Organic
- Restrooms + Restroom trailers
- Private Potties
- (48) Reserved Tables
- Manned ABC check-point
- Welcome
- (3) stages

RESERVED CHALETS/TABLES in Purple
 AVAILABLE CHALETS in Blue/TABLES in White
 SPONSORS ON HOLD in orange
 ALL Chalets are same size 20 x 20, plus 12 ft yard
 EXACT table locations may not be as shown on map
 Only booking areas, not specific tables.

checkpoints - manor
fenuris
Pier closed

cbse
 TRAIL CLOSED CHECKPOINT

cbse

cbse
 TRAIL CLOSED CHECKPOINT



2/15/2013

SWBF - Smithfield Rotary Club
PO Box 1004
Smithfield, VA 23431

Dear Amy,

On behalf of Smithfield Wine & Brew Fest Committee, we would like to thank everyone who helped made the first year a success our community should be proud of! Hosted by the Smithfield Rotary Club, and in partnership with sponsors and the support of multiple civic organizations, we were able to give **\$43,500 back to the community**. A few other facts to note: total number of volunteers 132, sold-out crowd of 2148 folks, lots of locals, 45% of crowd was from out-of-town, and 88 hotel nights were booked in Smithfield because of the festival. WOW!

Tickets sales included all Hampton Roads cities, Richmond, Charlottesville, Washington DC, Maryland, New Jersey, Pennsylvania, Ohio, North & South Carolina, Georgia and Florida! Local businesses hosted wine related dinners, events and special sales that provided additional experiences. WOW - love that economic impact!

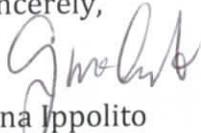
We are excited to be planning the 2nd Smithfield Wine & Brew Fest Weekend. We learned a lot in 2012 - and will be making some additions/improvements to the 2013 event. We have expanded the Beer Village, added more wineries, gave them more room and created two new "chalet/table" villages which both will have their own acoustic stage. Our designated non-profits for 2013 are Western Tidewater Free Clinic, Christian Outreach Program (IWC), Windsor Castle Park Foundation and the Rotary Club Community Projects.

As the first, and so far the largest event held in the Town at Windsor Castle Park, it is our goal to work in good spirit with the Town and we are prepared to financially support the services required to ensure a first-class, safe event, and to protect the grounds of the park. Please, as you review our application, keep in mind that the goal is to raise much needed funds for local organizations and to provide economic impact thru tourism dollars by bringing folks from out of the area. While we defiantly want to support items that have a direct costs, for example, police officers,

and Friday night security, and we do ask that you consider fee-waiving or a reduction in costs for borrowing or using non-direct cost supplies, like cones, trashcan, etc. (That doesn't mean we don't pay for trash bags....just not for the use of the cans themselves.....)

I will be happy to meet with your committee if there are questions. Thanks for your time and consideration.

Sincerely,



Gina Ippolito
Smithfield Wine & Brew Fest
757-869-0664
Gina@SmithfieldVaWineBrewFest.com



Reservations Town of Smithfield Parks & Recreation
 220 North Church Street
 Smithfield VA 23430
 United States
 757-356-9939 / Fax 757-365-4819

Confirmation

Group	Reservation:	2171
Scott Brubaker	Event Name:	Mustang Show
Mustang Club	Status:	Confirmed
	Phone:	555-5555
	Event Type:	Community Event

Bookings / Details	Quantity	Price	Amount
Saturday, May 18, 2013			
9:00 AM - 5:00 PM Mustang Show (Confirmed) Main Street			
Town Services :			
9:00 AM - 5:00 PM Town Services			
Application Fee	1	25.00	25.00
Less 100% Discount			-25.00
<i>waiving application for 2013</i>			
Subtotal			
Grand Total			0.00

Special Event Application Permit

In order to better serve our community, recognized non-profit, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, operating for the benefit for the Town of Smithfield or Isle of Wight County, Special Events will have to complete an application process to hold an event on public property in town. This application will be presented for review at the next regularly scheduled Special Events Review Committee. Open to the public special events are different in nature from private events and many factors for public events have to be taken into consideration such as impact to property and community, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage.

Please allow time in your event-planning schedule for the review/approval and permitting process. Most applications should be reviewed within 30 day of receipt, but there is the potential for additional information to be requested, which might extend the approval process timeline. Public events will require security, required state and local permits (food, ABC, etc) and restroom rentals.

Event Organizer: Peninsula Mustang Enthusiast
 Website: www.PeninsulaMustang.com

1st Time Event _____ Annual / Reoccurring Event
 If yes, how many times has the event taken place? two previous

Event Category:
 Community Festival _____ Concert _____ Parade _____ Run/Walk _____ Bike Race/Tour _____ Other _____
 - CAR SHOW

Average Tickets Price \$ 20 per vehicle pre-registered and \$25.00 per vehicle day of show

Bookings / Details

Quantity Price Amount

Expected Attendance: 200+ Largest One-time Attendance:

Participants will be youth adults both

Description/Purpose of Event:

CHARITY CAR SHOW FOR ALL MUSTANGS. EVENT TO BENEFIT THE CHILDREN'S HOSPITAL OF THE KINGS DAUGHTERS.

List benefits of your event to the Community:

This event brings numerous people - (car owners, passengers, family members and spectators) to Smithfield. We have no outside vendors so these people shop and eat in local businesses. We want the Town of Smithfield to benefit from the show as well as CHKD.

Recipient of Proceeds: Awards are purchased out of money collected and the remaining proceeds are donated to The Children's Hospital of the Kings Daughters. Our club has donated approximately \$58,000 in the past nine years. Last year the show raised approx \$2,000.00. We try very hard to keep all expenses at a minimum so we can donate more.

Alcohol Service and/or Sales: Yes No

What are the date(s) and times of service/sales of alcohol?

Having music live bands or dj? Yes / No Tom Norris will DJ

What are the date(s) and times for music?

MAY 18th, 2013 - 9:00 AM - 2:00 PM

Please check all that your event will include:

- Food, Catered # Food, by Organization #
Retail Vendors, Non-Profit # Retail Vendors, For Profit #
Port-a-Potties # Fencing/Barricades #
Trash Cans # Generators #
Dumpsters # Special Lighting #
Recycle Containers # Golf carts/ATVs #
Tents we supply for registration # & Sizes
Staging # & Sizes
First Responders- EMS, Fire #

Fireworks Allowing pets Providing Shuttle Service

Are you requesting that the Town of Smithfield provide any of the following items/elements for your event:

Security (Town of Smithfield Off Duty Police Officers) if required we will need
Number Required: 1 Officer per 200 attendees

Bookings / Details

Quantity Price Amount

Light Tower _____

Trash Cans ✓ we can bring disposable if required.

Dumpster _____

Cones _____

Do you need water hookup (for catering, bathroom trailers)? NO

(Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.)

What is your plan in the event of bad weather?

Event is basically rain or shine. OF course this would affect Attendance AS many do not like to bring their car out in bad weather.

Will you be able to provide a certificate of insurance for \$1,000,000? ✓yes ___no

Policy Number 1083010

Name of Insurance Liability Carrier:

Hagerty Insurance Agency

Insurance Company Address and Phone Number

141 Rivers Edge Drive #200, Traverse City MI 49684
877-922-9701

Tax Exemption Number: Since we are a small club we are not tax exempt but we are registered with the SCC - Filing # 0694130-6

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Client's Signature

Date 1/24/13

Print Name

Scott H. BRUBAKER

Application Accepted _____

Date _____

Application Denied _____

Date _____

Reason _____

Denied _____

Please let us know if you would like any other information. We would like to know if approved as soon as possible so we can begin plans. We have to start advertising and registration.

Thank you, Remei Brubaker

Cell phone - 757-310-7747

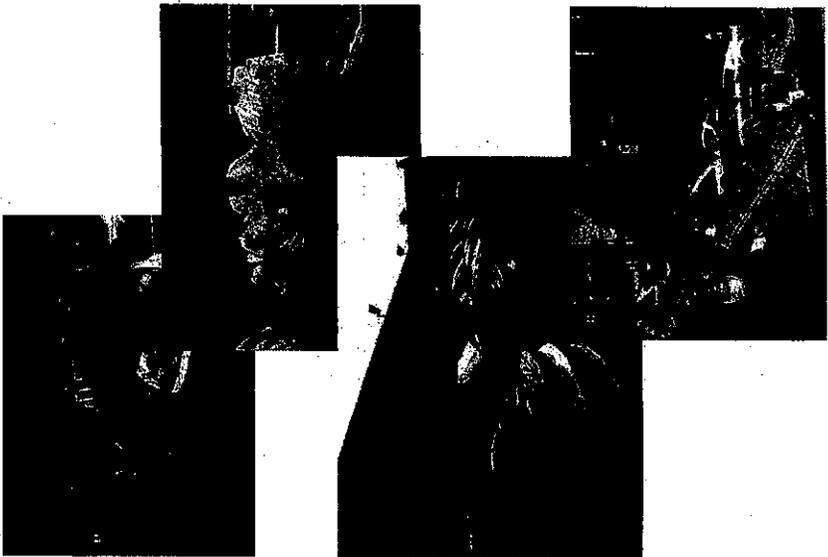
email - BRU44@cox.NET

home phone 757-926-5577

work phone - 757-591-5833

2012 EXECUTIVE BOARD

- President Rudy McDaniel
- Vice President Chris Calbert
- Treasurer Renee Brubaker
- Co-Secretary Kris Dalton
- Co-Secretary Ashley Kowalski
- VPCCC Rep Bobby Martin
- Event Coordinator Bobby Sharon
- Founder Rudy McDaniel



Peninsula Mustang Enthusiast Membership
"It's more than a Mustang club, it's a family."

PME membership is an annual cost of \$20 for re-turning members. Membership for new members is pro-rated. Please see the chart below for more information. Membership gives you discounts at local area parts suppliers, a window sticker, access to special events at no extra charge, special web site access and much more. We do not sell our membership list. Thanks for supporting the best Mustang Club in the Tidewater area.

Jan - March ...	\$20	June	\$14
Apr.....	\$18	July	\$12
May	\$16	August - Dec	\$10

Name: _____

Address: _____

City, State, Zip: _____

Email: _____

Phone: _____

Mustang Info: _____

Please make your checks payable to **PME** and mail them to **PME Dues, 484 Wynn Dr., Newport News, VA 23608.**

WWW.PENINSULAMUSTANG.COM
PENINSULAMUSTANG@VERIZON.NET



"It's more than a Mustang Club, it's a family"

Peninsula Mustang Enthusiast

About Us

Peninsula Mustang Enthusiast was formed in 2003 with a desire to put "Fun Back in Your Mustang". Since then the club has grown from 10 people to over 85 paid members. Our club members make up a very diverse group covering many years of the Mustang and coming from all over the state of Virginia as well as the nation. We are committed to having fun, enjoying our cars and fellowship with members of our club as well as other Mustang owners. Our members



enjoy special free events, parties, cruises, forum access and much more. If you are interested in joining the club or just want more info please contact us at peninsulamustang@verizon.net.

Our Charity

Children's Hospital of The King's Daughters

Peninsula Mustang Enthusiast has chosen The Children's Hospital of the King's



Daughters as their charity. The club raises money through out the year by holding car shows, raffles, auctions, cruise-ins and

other events.

Through the support of club members, our sponsors and the community we have raised over \$46,000



since 2006.

Some of our club sponsors are Wynne Ford, Hampton, VA, JLT

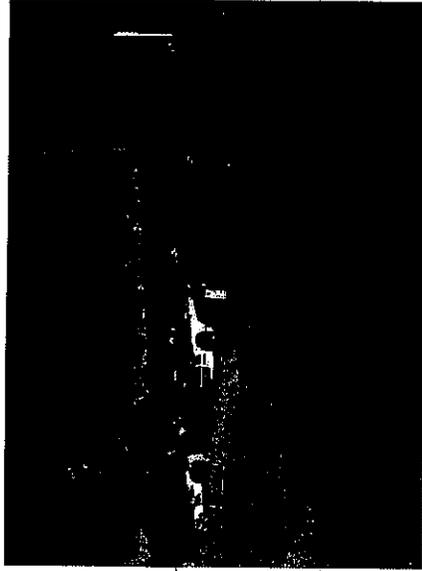


133 Tilden Ave
Chesapeake, VA 23320
(757) 335-1940

Performance, Chesapeake, VA, Rocky Mount BBQ, Newport News, VA. What we do would not be possible without the support of our sponsors.

Club Meetings

Peninsula Mustang Enthusiast meets each month January - October. Meetings are the fourth Thursday of each month and typically start at 7:00 pm. Our meetings are typically held at Wynne Ford, 1020 W. Mercury Blvd., Hampton, VA.



Peninsula Mustang Enthusiast

WWW.PENINSULAMUSTANG.COM
PENINSULAMUSTANG@VERIZON.NET



4811 Market Drive
 Newport News, VA 23607
 Phone#: 757-380-8498
 Fax #: 757-247-0428
 Fed. ID #: 54-0736038-0

Quote
 108004694

Quote Date 02/01/2013
 Quote Placed 02/01/2013

Bill To:
 SMITHFIELD POLICE DEPT.
 ACCOUNTS PAYABLE
 P.O. BOX 246
 SMITHFIELD, VA 23431

Ship To:
 SMITHFIELD POLICE DEPT.
 ACCOUNTS PAYABLE
 P.O. BOX 246
 SMITHFIELD, VA 23431

Unit ID:

Customer #: 11940	SalesPerson: HOU	Terms: NET 30
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Qty.	Item	Description	Unit Price	Extended
22	E795HLP	OPTICOM, LED EMITTER	800.00	17,600.00
22	INSTALLATION		150.00	3,300.00
1	NOTES	DUAL ACTIVATION (LEVEL 3 SWITCH, PLUS DEDICATED AUX SWITCH). INSTALLATION COVERS PIN SWITCH FOR DOOR DE-ACTIVATION AND DIODE TO PREVENT FEEDBACK INTO CONTROLLER BOX.	0.00	0.00

Subtotal : \$20,900.00
 Tax : \$0.00

Quote Total: \$20,900.00

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of	Remaining	% of
Description	2012/2013	01/31/13	Budget	budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,648,955.00	1,630,260.65	18,694.35	98.87%
Delinquent RE Tax	25,000.00	13,888.95	11,111.05	55.56%
Current RE Penalty	8,000.00	3,479.97	4,520.03	43.50%
Delinquent RE Penalty	2,500.00	1,245.68	1,254.32	49.83%
Current RE Interest	1,900.00	108.00	1,792.00	5.68%
Delinquent RE Interest	2,800.00	2,686.52	113.48	95.95%
Total Real Estate Taxes	1,689,155.00	1,651,669.77	37,485.23	97.78%
Personal Property Tax				
Current PP Tax	812,000.00	791,438.79	20,561.21	97.47%
Delinquent PP Tax	10,000.00	20,689.60	(10,689.60)	206.90%
Current PP Penalty	10,725.00	6,703.76	4,021.24	62.51%
Delinquent PP Penalty	3,900.00	3,446.54	453.46	88.37%
Current PP Interest	650.00	60.39	589.61	9.29%
Delinquent PP Interest	1,800.00	1,657.80	142.20	92.10%
Total Personal Property Tax	839,075.00	823,996.88	15,078.12	98.20%
Miscellaneous Receipts Over/Short				
	15.00	(69.28)	84.28	-461.87%
Total Over/Short	15.00	(69.28)	84.28	-461.87%
Other Taxes				
Franchise Tax	139,245.00	-	139,245.00	0.00%
Cigarette Tax	130,000.00	81,544.20	48,455.80	62.73%
Transient Occupancy Tax	140,000.00	116,115.87	23,884.13	82.94%
Meals Tax-4%	776,000.00	546,285.14	229,714.86	70.40%
Meals Tax-2%-budgeted at 1%	194,000.00	194,203.96	(203.96)	100.11%
Communications Tax	238,000.00	102,420.25	135,579.75	43.03%
Rolling Stock	25.00	13.19	11.81	52.76%
Rental Tax	1,300.00	781.59	518.41	60.12%
Sales Tax	275,000.00	127,227.68	147,772.32	46.26%
Consumption Tax	46,000.00	22,656.46	23,343.54	49.25%
Utility Tax	189,500.00	89,948.38	99,551.62	47.47%
Total Other Local Taxes	2,129,070.00	1,281,196.72	847,873.28	60.18%
Licenses, Permits & Privilege Fees				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Business Licenses	311,000.00	31,090.73	279,909.27	10.00%
Business Licenses Penalty	2,000.00	1,645.37	354.63	82.27%
Business Licenses Interest	1,500.00	147.75	1,352.25	9.85%
Permits & Other Licenses	7,000.00	8,177.80	(1,177.80)	116.83%
WC Dog Park Registration	1,860.00	1,096.00	764.00	58.92%
Consultant Review Fees	5,000.00	1,350.00	3,650.00	27.00%
Vehicle License Tags	-	6.00	(6.00)	#DIV/0!
Vehicle License	130,000.00	115,376.63	14,623.37	88.75%
Total Licenses, permits and privilege fees	458,360.00	158,890.28	299,469.72	34.66%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	29,089.35	27,910.65	51.03%
Total Fines & Forfeitures	57,000.00	29,089.35	27,910.65	51.03%
<u>From Use of Money and Property</u>				
General Fund Interest	8,000.00	3,214.30	4,785.70	40.18%
Beautification Fund Interest	15.00	98.30	(83.30)	655.33%
Note Proceeds-Farmers (HVAC Loan)	-	80,175.00	(80,175.00)	#DIV/0!
Rentals	9,365.00	13,138.47	(3,773.47)	140.29%
Smithfield Center Rentals	135,000.00	90,002.69	44,997.31	66.67%
Smithfield Center Vendor Programs	3,725.00	4,400.00	(675.00)	118.12%
Windsor Castle Event Rentals	4,000.00	-	4,000.00	0.00%
Fingerprinting Fees	-	590.00	(590.00)	#DIV/0!
Sale of Equipment	1,000.00	5.00	995.00	0.50%
Sale of Land	-	200,421.32	(200,421.32)	#DIV/0!
Lease of Land	500.00	500.00	-	100.00%
Total revenue from use of money and property	161,605.00	392,545.08	(230,940.08)	242.90%
<u>Miscellaneous Revenue</u>				
Other Revenue	1,500.00	1,936.39	(436.39)	129.09%
Cash Proffer Revenues	-	-	-	#DIV/0!
Obici Foundation Wellness Grant	47,595.00	16,198.00	31,397.00	34.03%
Virginia Municipal Group Safety Grant	2,000.00	3,861.00	(1,861.00)	193.05%
Total Miscellaneous Revenue	51,095.00	21,995.39	29,099.61	43.05%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	-	8,527.12	(8,527.12)	#DIV/0!
From Operating Reserves	474,086.09	-	474,086.09	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Total From Reserves	474,086.09	8,527.12	465,558.97	1.80%
<u>Intergovernmental Virginia</u>				
Law Enforcement	161,533.00	80,766.00	80,767.00	50.00%
Litter Control Grant	2,609.00	3,765.00	(1,156.00)	144.31%
Police Block Grants-State	-	-	-	#DIV/0!
Urban Funds-State Match	-	-	-	#DIV/0!
Fire Programs	18,568.00	3,056.00	15,512.00	16.46%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	25,000.00	-	25,000.00	0.00%
FEMA-VDEM (state portion)	-	3,275.23	(3,275.23)	#DIV/0!
Fuel Refund (state)	7,000.00	6,327.72	672.28	90.40%
Total State Revenue	219,710.00	102,189.95	117,520.05	46.51%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	7,599.02	(2,599.02)	151.98%
FEMA	-	-	-	#DIV/0!
Urban Fund Partial Use Allocation	-	-	-	#DIV/0!
FEMA-federal portion	-	14,449.56	(14,449.56)	#DIV/0!
Federal Formula	-	-	-	#DIV/0!
Federal Grant-Transportation Enhancement Program	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II	624,720.00	124,526.00	500,194.00	19.93%
Federal Fuel Income	8,300.00	3,527.81	4,772.19	42.50%
Total Federal Revenue	638,020.00	150,102.39	487,917.61	23.53%
<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>				
Capital Lease Acquisition	-	-	-	#DIV/0!
General Obligation Bond-Land Acquisition	-	-	-	#DIV/0!
Insurance Recoveries	-	4,124.42	(4,124.42)	#DIV/0!
Total Other Financing Sources	-	4,124.42	(4,124.42)	#DIV/0!
<u>Contributions</u>				
CHIPS Contributions	5,300.00	2,880.00	2,420.00	54.34%
Ruritan Club Contribution-Ivy Hill Bench	-	1,568.00	(1,568.00)	#DIV/0!
Contributions-Employee Awards	-	500.00	(500.00)	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Contributions-IOW County Port Authority Grants	-	3,221.57	(3,221.57)	#DIV/0!
Pinewood Heights Contribution-IOW	-	-	-	#DIV/0!
Contributions South Church Street Improvement Project	-	400,000.00	(400,000.00)	#DIV/0!
Total Contributions	5,300.00	408,169.57	(402,869.57)	7701.31%
Total General Fund Revenue	6,722,491.09	5,032,427.64	1,690,063.45	74.86%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-Land Acquisition	-	-	-	
Cash Proffer Revenues	-	-	-	
Meals Tax (1%) allocated to Special Projects	(194,000.00)	(194,203.96)	203.96	
South Church Street Improvement Project-Grants	-	-	-	
South Church Street Improvement Project-Contributions	-	(400,000.00)	400,000.00	
Beautification Reserves		(8,527.12)	8,527.12	
Pinewood Heights Relocation Project -Grant-\$800,000	624,720.00	124,526.00	500,194.00	
Pinewood Heights Relocation Project-Contribution-IOW	-	-		
Total Non-operating Revenues	430,720.00	(478,205.08)	908,925.08	-111.02%
Total General Fund Operating Revenues	7,153,211.09	4,554,222.56	2,598,988.53	63.67%
General Fund Budget Expenses				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	22,290.00	17,710.00	55.73%
FICA	3,468.00	1,996.92	1,471.08	57.58%
Employee Wellness/Assistance Plan	1,900.00	955.50	944.50	50.29%
Legal Fees	30,000.00	16,295.13	13,704.87	54.32%
Election Expense	3,000.00	-	3,000.00	0.00%
Maintenance contracts	600.00	-	600.00	0.00%
Advertising	30,000.00	8,449.89	21,550.11	28.17%
Engineering	-	-	-	
Professional Services	2,500.00	-	2,500.00	0.00%
Records Management maint & upgrades-scanner & software	3,900.00	995.00	2,905.00	25.51%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Site Plan Review	5,000.00	-	5,000.00	0.00%
Communications	5,100.00	1,115.43	3,984.57	21.87%
Insurance	27,665.00	19,593.75	8,071.25	70.83%
Supplies	20,000.00	10,185.67	9,814.33	50.93%
Travel & Training	7,000.00	3,863.72	3,136.28	55.20%
Subscriptions/Memberships	9,000.00	8,375.00	625.00	93.06%
Council Approved Items	10,000.00	5,123.19	4,876.81	51.23%
Public Defender Fees	2,000.00	1,560.00	440.00	78.00%
Bank Charges	375.00	332.87	42.13	88.77%
SpecialProjects	1,000.00	1,342.43	(342.43)	134.24%
Smithfield CHIPS program	3,772.00	2,256.00	1,516.00	59.81%
Update Town Charter & Code	2,000.00	1,355.00	645.00	67.75%
Education /Clerk	-	-	-	
Annual Christmas Parade	325.00	75.11	249.89	23.11%
Council Approved Hwy	(22,270.00)	-	(22,270.00)	0.00%
Total Town Council	186,335.00	106,160.61	80,174.39	56.97%
<u>Town Manager</u>				
Salaries	201,022.01	104,432.87	96,589.14	51.95%
FICA	16,082.00	8,188.77	7,893.23	50.92%
VSRS	26,320.00	15,212.61	11,107.39	57.80%
Health	34,775.00	23,150.77	11,624.23	66.57%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,400.00	-	1,400.00	0.00%
Communications	15,500.00	7,634.53	7,865.47	49.26%
Insurance	2,725.00	2,079.18	645.82	76.30%
Supplies	5,500.00	3,496.83	2,003.17	63.58%
Dues & Subscriptions	2,800.00	3,240.64	(440.64)	115.74%
Computer & technology expenses	16,000.00	4,605.95	11,394.05	28.79%
Travel & Training	5,000.00	984.53	4,015.47	19.69%
Other	100.00	55.00	45.00	55.00%
TM Allocated to Hwy	(6,450.00)	-	(6,450.00)	0.00%
Total Town Manager	321,274.01	173,081.68	148,192.33	53.87%
<u>Treasurer</u>				
Salaries	248,190.00	127,590.59	120,599.41	51.41%
FICA	19,860.00	10,030.54	9,829.46	50.51%
VSRS	30,885.00	17,851.74	13,033.26	57.80%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Health	30,650.00	17,561.98	13,088.02	57.30%
Audit	23,250.00	22,150.00	1,100.00	95.27%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	7,800.00	4,266.92	3,533.08	54.70%
Data Processing	18,000.00	10,181.76	7,818.24	56.57%
Service Contracts	17,100.00	15,935.16	1,164.84	93.19%
Insurance	2,350.00	1,792.02	557.98	76.26%
Supplies	15,000.00	6,862.54	8,137.46	45.75%
Dues & Subscriptions	2,300.00	1,871.06	428.94	81.35%
Credit Card Processing	1,000.00	1,359.36	(359.36)	135.94%
Cigarette Tax Stamps	2,575.00	2,311.20	263.80	89.76%
Travel & Training	1,500.00	104.64	1,395.36	6.98%
Other	100.00	62.11	37.89	62.11%
Treasurer Alloc to Hwy	(12,195.00)	-	(12,195.00)	0.00%
Total Treasurer	411,065.00	239,931.62	171,133.38	58.37%
PUBLIC SAFETY				
Police Department				
Salaries	1,318,996.00	671,375.41	647,620.59	50.90%
FICA	102,800.00	51,788.02	51,011.98	50.38%
VSRS	151,165.00	84,465.69	66,699.31	55.88%
Health Insurance	189,610.00	109,512.43	80,097.57	57.76%
Pre-employ screening/Emp Medical	2,000.00	115.00	1,885.00	5.75%
Uniforms	34,000.00	5,211.04	28,788.96	15.33%
Service Contracts	37,000.00	27,504.21	9,495.79	74.34%
Communications	65,000.00	26,912.59	38,087.41	41.40%
Computer & Technology Expenses	10,000.00	3,285.60	6,714.40	32.86%
Insurance	49,000.00	37,096.20	11,903.80	75.71%
Ins. - LODA	10,431.08	8,534.52	1,896.56	81.82%
Materials & Supplies	30,500.00	10,134.94	20,365.06	33.23%
Dues & Subscriptions	4,000.00	3,177.33	822.67	79.43%
Equipment	15,000.00	7,395.62	7,604.38	49.30%
Radio & Equipment repairs	3,500.00	1,096.31	2,403.69	31.32%
Vehicle Maintenance	40,000.00	22,338.47	17,661.53	55.85%
Gas	85,000.00	43,984.00	41,016.00	51.75%
Tires	7,500.00	1,399.00	6,101.00	18.65%
Travel & Training	30,000.00	11,781.21	18,218.79	39.27%
Special Events	500.00	347.71	152.29	69.54%
Crimes Network	-	-	-	#DIV/0!
Police Grants	25,000.00	4,203.52	20,796.48	16.81%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Investigation expenses	5,000.00	2,876.88	2,123.12	57.54%
Other	-	322.94	(322.94)	#DIV/0!
Total Police Department	2,216,002.08	1,134,858.64	1,081,143.44	51.21%
<u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	18,568.00	3,056.00	15,512.00	16.46%
Total Fire Department	31,568.00	3,056.00	28,512.00	9.68%
<u>Contributions-Public Safety</u>				
Rescue Squad - Contrib.	-	-	-	#DIV/0!
Rescue Squad-Salaries (to County) & shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	116,075.00	55,190.30	60,884.70	47.55%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	126,075.00	55,190.30	70,884.70	43.78%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,200.00	90,519.29	95,680.71	48.61%
FICA	14,896.00	7,213.12	7,682.88	48.42%
VSRS	17,170.00	9,923.04	7,246.96	57.79%
Health	24,205.00	16,108.04	8,096.96	66.55%
Uniforms	1,200.00	257.95	942.05	21.50%
Contracted Services	23,000.00	14,523.69	8,476.31	63.15%
Retail Sales & Use Tax	500.00	335.42	164.58	67.08%
Utilities	35,000.00	10,870.25	24,129.75	31.06%
Communications	21,500.00	10,641.34	10,858.66	49.49%
Computer & technology expenses	2,500.00	651.96	1,848.04	26.08%
Insurance	4,535.00	3,437.01	1,097.99	75.79%
Kitchen Supplies	4,000.00	943.47	3,056.53	23.59%
Office Supplies/Other Supplies	5,000.00	1,649.29	3,350.71	32.99%
Food Service & Beverage Supplies	6,000.00	4,286.20	1,713.80	71.44%
AV Supplies	1,000.00	310.48	689.52	31.05%
Repairs & Maintenance	40,000.00	23,164.78	16,835.22	57.91%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	10,000.00	6,757.66	3,242.34	67.58%
Travel & Training	2,000.00	1,361.27	638.73	68.06%
Programming Expenses	1,000.00	110.20	889.80	11.02%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Advertising	20,000.00	14,003.19	5,996.81	70.02%
Refund event deposits	3,500.00	3,162.50	337.50	90.36%
Other	-	-	-	#DIV/0!
Credit card processing expense	3,650.00	2,946.74	703.26	80.73%
Total Smithfield Center	436,856.00	223,176.89	213,679.11	51.09%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
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	36,000.00	-	36,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	50,960.00	10,000.00	40,960.00	19.62%
<u>Parks & Recreation</u>				
Fishing Pier	600.00	-	600.00	0.00%
Jersey Park Playground	500.00	405.10	94.90	81.02%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,000.00	827.38	172.62	82.74%
Windsor Castle	85,000.00	32,096.15	52,903.85	37.76%
Windsor Castle Playground	-	-	-	#DIV/0!
Community Wellness Initiative	23,727.00	9,460.76	14,266.24	39.87%
Virginia Healthy Youth Foundation	-	-	-	#DIV/0!
Cypress Creek-No Wake Zone	-	-	-	#DIV/0!
Waterworks Dam (possible \$50,000)	35,000.00	1,750.00	33,250.00	5.00%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	148,327.00	46,539.39	101,787.61	31.38%
<u>COMMUNITY DEVELOPMENT</u>				
<u>Pinewood Heights</u>				
<u>Non-CDBG Contributed Operating Expenses</u>				
<u>Administration</u>				
Precontract/ERR	6,000.00	540.00	5,460.00	9.00%
Management Assistance	24,000.00	4,685.99	19,314.01	19.52%
Monitoring/Closeout	3,000.00	210.00	2,790.00	7.00%
<u>Permanent Relocation</u>				
Owner Occupied Households	514,020.00	-	514,020.00	0.00%
Renter Occupied Households	49,400.00	48,501.12	898.88	98.18%
Relocation Specialist	15,000.00	4,367.29	10,632.71	29.12%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Acquisition Specialist	15,000.00	-	15,000.00	0.00%
Clearance & Demolition	29,000.00	12,073.84	16,926.16	41.63%
Phase II Planning Grant		-	-	#DIV/0!
Subtotal Non CDBG	655,420.00	70,378.24	585,041.76	10.74%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households		-	-	#DIV/0!
Renter Occupied Households		41,526.00	(41,526.00)	#DIV/0!
Clearance & Demolition		-	-	#DIV/0!
Phase II Planning Grant	-	-	-	#DIV/0!
Subtotal CDBG	-	41,526.00	(41,526.00)	#DIV/0!
Total Pinewood Heights Contributions	655,420.00	111,904.24	543,515.76	17.07%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	5,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	6,000.00	-	6,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	104,991.59	104,984.41	50.00%
Western Tidewater Free Clinic	25,000.00	25,000.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	312,626.00	190,991.59	121,634.41	61.09%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	227,230.00	118,938.95	108,291.05	52.34%
FICA	18,180.00	9,416.92	8,763.08	51.80%
VSRS	33,160.00	17,417.69	15,742.31	52.53%
Health	35,300.00	23,469.92	11,830.08	66.49%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Uniforms	2,000.00	757.51	1,242.49	37.88%
Contractual	8,500.00	4,802.46	3,697.54	56.50%
GIS	-	400.00	(400.00)	#DIV/0!
Recycling-new contract	62,000.00	25,634.00	36,366.00	41.35%
Trash Collection-new contract-2% for CPI	397,000.00	227,254.14	169,745.86	57.24%
Street Lights	5,000.00	758.27	4,241.73	15.17%
Communications	20,000.00	7,636.17	12,363.83	38.18%
Safety Meetings	7,500.00	1,039.62	6,460.38	13.86%
Insurance	7,575.00	5,754.90	1,820.10	75.97%
Materials & Supplies	6,000.00	1,709.46	4,290.54	28.49%
Repairs & Maintenance	7,000.00	10,656.97	(3,656.97)	152.24%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Gas & Tires	10,500.00	4,978.16	5,521.84	47.41%
Travel & Training	6,000.00	1,899.66	4,100.34	31.66%
Haydens Lane Maintenance	3,500.00	903.70	2,596.30	25.82%
Veterans War Memorial	1,000.00	1,453.25	(453.25)	145.33%
Streetscape improvements-non capital expenses (web)	-	-	-	#DIV/0!
Litter Control Grant	3,078.00	-	3,078.00	0.00%
Dues & Subscriptions-	2,000.00	1,486.00	514.00	74.30%
Other	1,000.00	447.39	552.61	44.74%
Public Works Alloc to Hwy	(6,500.00)	-	(6,500.00)	0.00%
Total Public Works	857,023.00	466,815.14	390,207.86	54.47%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	20,920.00	9,960.88	10,959.12	47.61%
FICA	1,675.00	872.14	802.86	52.07%
Contractual	5,500.00	4,794.73	705.27	87.18%
Communications	3,750.00	3,103.75	646.25	82.77%
Utilities	43,000.00	23,212.25	19,787.75	53.98%
Insurance	2,105.00	2,347.34	(242.34)	111.51%
Materials & Supplies	2,500.00	2,851.01	(351.01)	114.04%
Repairs & Maintenance	30,000.00	9,998.23	20,001.77	33.33%
Rent Expense-Office Space	4,800.00	2,800.00	2,000.00	58.33%
Other	1,000.00	839.82	160.18	83.98%
Alloc Costs to Hwy	(13,750.00)	-	(13,750.00)	0.00%
Total Public Buildings	101,500.00	60,780.15	40,719.85	59.88%
OTHER FINANCING USES				
Other Financing Uses				

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2012/2013	Actual as of 01/31/13	Remaining Budget	% of budget
Transfers to Operating Reserves		1,674,168.79	(1,674,168.79)	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)		-	-	#DIV/0!
Transfers to Restricted Reserves-S Church Street Project	-	-	-	#DIV/0!
Total Transfers To Reserves	-	1,674,168.79	(1,674,168.79)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	-	3,660.46	(3,660.46)	#DIV/0!
Line of Credit Retirement-interest	5,000.00	9,603.55	(4,603.55)	192.07%
Interest and fiscal charges				
Public Building Acquisition	33,991.00	16,995.35	16,995.65	50.00%
HVAC	-	775.13	(775.13)	#DIV/0!
Total Debt Service	58,905.00	31,034.49	27,870.51	52.69%
Total General Fund Expenses				
	5,913,936.09	4,527,689.53	1,386,246.56	76.56%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(655,420.00)	(111,904.24)	(543,515.76)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	(9,603.55)	4,603.55	
Total Non-operating Expenses	(660,420.00)	(121,507.79)	(538,912.21)	18.40%
Total General Fund Operating Expenses	5,253,516.09	4,406,181.74	847,334.35	83.87%
Net Operating Reserve (+/-)	1,899,695.00	148,040.82	1,751,654.18	7.79%
Net Reserve (+/-)	808,555.00	504,738.11	303,816.89	62.42%

	Adopted Budget 2012/2013	Actual 1/31/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	808,555.00	504,738.11	303,816.89	62.42%
Capital Outlay General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,830.00)	(593.00)	(1,237.00)	32.40%
Renter Occupied Units	(322,305.00)	(164,286.00)	(158,019.00)	50.97%
Vacant Lots	-	-	-	#DIV/0!
Appraisal/Legal	(9,620.00)	(2,450.00)	(7,170.00)	25.47%
Subtotal Non CDBG Capital Acquisition	(333,755.00)	(167,329.00)	(166,426.00)	50.14%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
Renter Occupied Units	-	-	-	#DIV/0!
Vacant Lots	-	-	-	#DIV/0!
Subtotal CDBG Capital Acquisition	(352,800.00)	(83,000.00)	(269,800.00)	23.53%
Total Pinewood Heights Relocation CIP	(686,555.00)	(250,329.00)	(436,226.00)	36.46%
PARKS, RECREATION AND CULTURAL				
Smithfield Center-HVAC unit	(24,000.00)	(80,175.00)	56,175.00	334.06%
Windsor Castle-Light Tower	-	(1,800.00)	1,800.00	#DIV/0!
Windsor Castle-Station Bridge	-	(5,950.00)	5,950.00	#DIV/0!
Windsor Castle-Playground	-	(6,000.00)	6,000.00	#DIV/0!
PUBLIC SAFETY				
Police				
Police Vehicles	(88,000.00)	(79,305.18)	(8,694.82)	90.12%
Ipads for vehicles		(5,392.00)	5,392.00	#DIV/0!
Copier	(10,000.00)		(10,000.00)	0.00%
Command Vehicle	-	-	-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	-	-	-	#DIV/0!
N/S Church St Streetscape Improvements	-	(75,786.93)	75,786.93	#DIV/0!
PUBLIC BUILDINGS				
Generator	-	-	-	#DIV/0!
Office Space Improvements-furniture, security, landscaping	-	-	-	#DIV/0!
Office Space Improvements-contractor (building only)-defer one year	-	-	-	#DIV/0!

	Adopted Budget 2012/2013	Actual 1/31/2013	Remain Budget	% of Budget
Net Capital Outlay	(808,555.00)	(504,738.11)	(303,816.89)	62.42%
Net Reserves (Deficit) after capital outlay	-	-	-	#DIV/0!

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	812,935.00	441,476.16	371,458.84	54.31%
Sewer Compliance Fee	490,425.00	301,656.36	188,768.64	61.51%
VML Safety Grant	-	-	-	#DIV/0!
Miscellaneous Revenue	500.00	593.75	(93.75)	118.75%
Connection fees	23,700.00	25,280.00	(1,580.00)	106.67%
Total Operating Revenue	1,327,560.00	769,006.27	558,553.73	57.93%
Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	263,165.00	139,248.53	123,916.47	52.91%
FICA	21,055.00	10,880.41	10,174.59	51.68%
VSRS	34,605.00	18,894.69	15,710.31	54.60%
Health	42,920.00	28,639.48	14,280.52	66.73%
Uniforms	2,500.00	1,135.40	1,364.60	45.42%
Audit & Legal Fees	21,625.00	15,581.06	6,043.94	72.05%
HRPDC sewer programs	899.00	449.50	449.50	50.00%
Maintenance & Repairs	50,000.00	33,007.11	16,992.89	66.01%
Hurricane Irene Expenses	-	-	-	#DIV/0!
VAC Truck Repairs & Maintenance	7,500.00	554.70	6,945.30	7.40%
Data Processing	14,000.00	7,636.31	6,363.69	54.55%
Dues & Subscriptions	150.00	29.00	121.00	19.33%
Utilities	40,000.00	17,998.86	22,001.14	45.00%
SCADA Expenses	3,500.00	1,758.91	1,741.09	50.25%
Telephone	16,500.00	4,933.58	11,566.42	29.90%
Insurance	14,700.00	11,648.73	3,051.27	79.24%
Materials & Supplies	46,000.00	12,168.22	33,831.78	26.45%
Truck Operations	14,000.00	5,751.83	8,248.17	41.08%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,250.00	2,381.57	868.43	73.28%
Miscellaneous	600.00	401.50	198.50	66.92%

Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Bank service charges	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	603,694.00	313,099.39	290,594.61	51.86%
Operating Income before D&A Expense	723,866.00	455,906.88	267,959.12	62.98%
Depreciation & Amort. Exp.	465,000.00	262,351.11	202,648.89	56.42%
Operating Income (Loss)	258,866.00	193,555.77	65,310.23	74.77%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	4,000.00	(4,000.00)	#DIV/0!
Availability Fees	61,800.00	65,920.00	(4,120.00)	106.67%
Insurance Reimbursements	-	7,110.00	(7,110.00)	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	20,690.00	-	20,690.00	0.00%
Interest Revenue	3,250.00	3,681.55	(431.55)	113.28%
Interest Expense	(43,475.00)	(22,900.22)	(20,574.78)	52.67%
Total Nonoperating Revenues (Expenses)	42,265.00	57,811.33	(15,546.33)	136.78%
Net Income (loss)	301,131.00	251,367.10	49,763.90	83.47%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(4,000.00)	4,000.00	#DIV/0!
Availability Fees	(61,800.00)	(65,920.00)	4,120.00	106.67%
Contributed Capital-Smithfield Foods Rev Ln	(20,690.00)	-	(20,690.00)	0.00%
Compliance Fee	(490,425.00)	(301,656.36)	(188,768.64)	61.51%
Bad Debt Expense	2,400.00	-	2,400.00	0.00%
Depreciation & Amort. Exp.	465,000.00	262,351.11	202,648.89	56.42%
Additional debt service costs-principal expense	(70,550.00)	(70,550.00)	-	100.00%
Total adjustments to CAFR	(176,065.00)	(179,775.25)	3,710.25	102.11%
Working adjusted income	125,066.00	71,591.85	53,474.15	57.24%

	Adopted Budget 2012/2013	Actual 1/31/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	125,066.00	71,591.85	53,474.15	57.24%
Sewer SSO Consent Order	(660,000.00)	(412,422.57)	(247,577.43)	62.49%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Sewer Master Plan	-	-	-	#DIV/0!
Rubber tire backhoe	-	-	-	#DIV/0!
Hot box for asphalt	-	-	-	#DIV/0!
Light Tower (1/4)	-	(1,800.00)	1,800.00	#DIV/0!
Sewer Capital Repairs	(100,000.00)	(9,200.00)	(90,800.00)	9.20%
Impeller-Wellington Pump Station	-	(5,410.00)	-	#DIV/0!
Truck	(17,500.00)	-	(17,500.00)	0.00%
Net Capital Outlay	(781,982.00)	(429,113.37)	(358,278.63)	54.88%
Net Reserves (Deficit) after capital outlay	(656,916.00)	(357,521.52)	(304,804.48)	54.42%
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	660,000.00	412,422.57	247,577.43	62.49%
Draw from operating reserves	-	-	-	#DIV/0!
Funding from Bond Escrow (released from refinance)	-	-	-	
Net Cashflow	103,084.00	54,901.05	42,772.95	53.26%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,552,204.00	832,550.84	719,653.16	53.64%
Debt Service Revenue	403,640.00	247,910.85	155,729.15	61.42%
Miscellaneous	500.00	625.64	(125.64)	125.13%
Connection fees	9,900.00	10,560.00	(660.00)	106.67%
Application Fees	5,000.00	2,937.00	2,063.00	58.74%
Total Operating Revenue	1,971,244.00	1,094,584.33	876,659.67	55.53%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget
Expenses				
Salaries	320,265.00	173,183.27 *	147,081.73	54.07%
FICA	25,621.00	13,531.96 *	12,089.04	52.82%
VSRS	42,130.00	22,569.89 *	19,560.11	53.57%
Health	51,230.00	30,667.56 *	20,562.44	59.86%
Uniforms	3,000.00	1,362.97	1,637.03	45.43%
Contractual	18,475.00	5,824.78 *	12,650.22	31.53%
Legal & Audit	21,625.00	15,581.06 *	6,043.94	72.05%
Maintenance & Repairs	21,000.00	7,696.68 *	13,303.32	36.65%
Hurricane Irene Expenses	-	-	-	#DIV/0!
Water Tank Maintenance	100,000.00	24,996.41 *	75,003.59	25.00%
Water Cost-purchased from IOW County	-	-	-	#DIV/0!
Engineering	-	-	-	#DIV/0!
Professional Services	1,000.00	700.08	299.92	70.01%
Regional Water Supply Study	2,421.00	1,210.66 *	1,210.34	50.01%
Data Processing	14,000.00	7,636.31 *	6,363.69	54.55%
Utilities	10,000.00	347.75 *	9,652.25	3.48%
Communications	15,045.00	5,015.31 *	10,029.69	33.34%
Insurance	16,800.00	19,221.86 *	(2,421.86)	114.42%
Materials & Supplies	114,400.00	28,176.03 *	86,223.97	24.63%
Gas and Tires	12,000.00	7,153.54	4,846.46	59.61%
Fuel-Water Equipment	-	-	-	#DIV/0!
Dues & Subscriptions	800.00	458.00	342.00	57.25%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	733.00	4,767.00	13.33%
Miscellaneous	9,500.00	9,109.94	390.06	95.89%
RO Annual costs	501,217.00	202,004.03	299,212.97	40.30%

Bad debt expense	5,300.00	-	5,300.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,311,654.00	577,181.09	734,472.91	44.00%
Operating Income before D&A Expense	659,590.00	517,403.24	142,186.76	78.44%
Depreciation & Amortization Expense	348,000.00	197,877.75	150,122.25	56.86%
Operating Income (Loss)	311,590.00	319,525.49	(7,935.49)	102.55%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	4,000.00	(4,000.00)	#DIV/0!
Availability Fees	40,800.00	43,520.00	(2,720.00)	106.67%
Interest Revenue	5,925.00	3,686.62	2,238.38	62.22%
Interest Expense	(134,915.00)	(79,029.37)	(55,885.63)	58.58%
Total Nonoperating Revenues (Expenses)	(88,190.00)	(27,822.75)	(60,367.25)	31.55%
Net Income (Loss)	223,400.00	291,702.74	(68,302.74)	130.57%
WORKING ADJUSTMENTS TO CAFR (FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(4,000.00)	4,000.00	#DIV/0!
Availability Fees	(40,800.00)	(43,520.00)	2,720.00	106.67%
Bad Debt Expense	5,300.00	-	5,300.00	0.00%
Debt Service Revenue	(403,640.00)	(247,910.85)	(155,729.15)	61.42%
Depreciation & Amort. Exp.	348,000.00	197,877.75	150,122.25	56.86%
Additional debt service costs-principal expense	(311,725.00)	(311,724.93)	(0.07)	100.00%
Total adjustments to CAFR	(402,865.00)	(409,278.03)	6,413.03	101.59%
Working adjusted income	(179,465.00)	(117,575.29)	(61,889.71)	65.51%

	Adopted Budget 2012/2013	Actual 1/31/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(179,465.00)	(117,575.29)	(61,889.71)	65.51%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Truck	(17,500.00)		(17,500.00)	0.00%
Light Tower	-	(1,800.00)	1,800.00	#DIV/0!
Water Treatment/Fluoride PER	-	-	-	#DIV/0!
Net Capital Outlay	(21,982.00)	(2,080.80)	(19,901.20)	9.47%
Net Reserves (Deficit) after capital outlay	(201,447.00)	(119,656.09)	(81,790.91)	59.40%
Operating Reserves	-	-	-	#DIV/0!
VML/VACO Draw Downs	-	-	-	#DIV/0!
Water Development Escrow	-	-	-	#DIV/0!
Water Capital Escrow	-	-	-	#DIV/0!
Additional financing	-	-	-	#DIV/0!
Debt Service fees applied to debt	335,016.55	335,016.56	(0.01)	100.00%
Net Cashflow	133,569.55	215,360.47	(81,790.92)	161.23%

Town of Smithfield					
Highway Fund					
Description	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget	
Revenue					
Interest Income	250.00	139.03	110.97	55.61%	
Insurance Reimbursement	-	24,002.15	(24,002.15)	#DIV/0!	
Revenue - Commwlth of VA	986,456.92	501,759.96	484,696.96	50.86%	
Total Highway Fund Revenue	986,706.92	525,901.14	460,805.78	53.30%	
Town of Smithfield					
Highway Fund					
Description	Adopted Budget 2012/2013	Balance as of 01/31/13	Remaining Budget	% of budget	
Expenses					
Salaries	229,800.00	115,175.54	114,624.46	50.12%	
FICA	18,384.00	8,999.43	9,384.57	48.95%	
VSRS	28,380.00	16,376.08	12,003.92	57.70%	
Health	44,035.00	27,671.74	16,363.26	62.84%	
Uniforms	2,785.00	1,544.26	1,240.74	55.45%	
Engineering	5,000.00	-	5,000.00	0.00%	
Grass	31,400.00	16,163.61	15,236.39	51.48%	
Maintenance	358,139.92	140,355.61	217,784.31	39.19%	
Asphalt/Paving		12,852.35	(12,852.35)		
Ditching		64,005.68	(64,005.68)		
Traffic Control devices		6,602.36	(6,602.36)		
Other (maintenance)		1,400.00	(1,400.00)		
Other (lawnmowers, landscaping, etc)		53,899.99	(53,899.99)		
Structures and Bridges		907.35	(907.35)		
Ice and Snow removal		212.81	(212.81)		
Administrative		475.07	(475.07)		
Street Lights	75,000.00	52,491.44	22,508.56	69.99%	
Insurance	18,350.00	13,874.51	4,475.49	75.61%	
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%	
Gas and Tires	8,000.00	4,757.46	3,242.54	59.47%	
Stormwater Management Program (regional)	4,286.00	893.00	3,393.00	20.84%	
Joint Cost Allocation	6,500.00	-	6,500.00	0.00%	
Overhead Allocation	54,665.00	-	54,665.00	0.00%	
Total Highway Fund Expense	887,224.92	398,302.68	488,922.24	44.89%	
Net Reserves (+/-)	99,482.00	127,598.46	(28,116.46)	128.26%	

	Adopted Budget 2012/2013	Actual 1/31/2013	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	99,482.00	127,598.46	(28,116.46)	128.26%
John Rolfe/Battery Park intersection Turn Lane	(95,000.00)	(55,722.19)	(39,277.81)	58.65%
Construction Standards Update	(4,482.00)	(280.80)	(4,201.20)	6.27%
Storm Drain Rehab-Cypress Creek	-	(48,252.15)	48,252.15	#DIV/0!
Hustler X-One 31KAW/60"	-	(7,459.00)	7,459.00	#DIV/0!
Light Tower	-	(1,800.00)	1,800.00	#DIV/0!
Net Capital Outlay	(99,482.00)	(113,514.14)	14,032.14	114.11%
Net Reserves (Deficit) after capital outlay	0.00	14,084.32	(14,084.32)	#DIV/0!

Notes: January 2013

GENERAL FUND

Revenues:

Real Estate

Real estate collections posted through February 19 total \$1,633,806 (99%) of budget. Delinquent notices went out in January and collections are still coming in, but not to the extent to collect the remaining \$18,000 budgeted. We have one large account for \$10,914 that is still outstanding for 2012. It is the same account we had issues with last year and had to take to court. There is also a \$2000 account outstanding for a local business (that also owes 2011), however, the majority are homeowners who have still not responded to the delinquent notices. Many owe 2011 as well.

Delinquent RE tax

Delinquent personal property tax collections through February 19 total \$14,867 (59%). Prior years were also included on the delinquent real estate notices that went out in Jan. however the response has not been great. Includes delinquent RE of \$5408 from a developer and \$2293 from a local business that has not been paid from 2011 as well as numerous home owner accounts.

Current PP Tax

Personal property taxes posted through February 19 total \$797,726 (98%). Delinquent personal property notices went out in February and collections are still being made. In addition, there will be a supplemental billing going out that will pull in additional revenue. We are running below budget, however, and there are 3 businesses in particular that owe a sum total of \$18,603 in 2012 PP to the Town but have not responded to the delinquent notice.

Delinquent PP Tax

Some of the delinquent PP collections resulted from supplemental billings at the end of FY2012; however, \$8,278.95 resulted from the collection of 2 delinquent business accounts (\$5,278.95 and \$3,000 respectively). Audit confirmations on delinquent accounts also inspired some taxpayers to make payment. As with real estate, delinquent balances were included on the current PP tax bills. Collections through February 19 total \$21,774 which is more than double what was budgeted but there is still one large business account owing \$9,319 that I am working on with the Town attorney.

Franchise Tax

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

Transient Occupancy

3rd quarter transient occupancy receipts were very strong compared to last year (up \$5849) even with a returned check for \$2536 from one business account. We are running \$1298 ahead of last year.

Meals Tax

Please note that the meals tax contribution for Pinewood was increased as of July 1; however, the budget was adopted at 1% instead of 2% for that line item and will need to be amended. Also, the meals tax payments in July were for June collections so they were still paid at 5% instead of 6%. The increased payments started in August and have made a significant impact. Meals taxes are running above projected budget with collections through January for the 4% portion posting \$54,477 higher than January 2012. This also takes into account a returned check for \$14,483 which was the same account that had a returned check for transient occupancy.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The January statements

reflect collection of communications tax through November 2012.

Sales Tax Collections

Sales tax collections are received from IOW County after they receive the local portion from the state. The January statements reflect sales tax collections for July through December which is significantly lower than last fiscal year (-\$34,575). In FY2012, the November sales tax was \$45,439 compared to \$21,086 for FY2013 and December was down \$5682 as well. This revenue was already down \$4540 prior to the November and December collections. It seems to be a trend throughout most of the months this fiscal year.

Consumption/Utility Tax

These taxes are collected from DVP, CEC, and Columbia Gas. Revenues in the January statements represent collections for July through December. Consumption/utility tax have been relatively flat over the past few years. To date, utility tax is \$3512 higher than the same time last year and consumption tax is \$1,071 higher.

Business Licenses

Business licenses are due on April 15, so the bulk of this revenue will be collected in the spring.

Permits and Other Licenses

This line item has already exceeded budget for the year mainly because of a ROW permit (\$1708.85) and a land disturbance permit (\$1525.27) from VICO Construcion for Harvest Fellowship Baptist Mission Improvements.

Vehicle License Tax

This line item generally recognizes most of its revenue in November and December since it is included on the PP tax bills that were mailed in November. Collections through February 19 total \$119,605 (88%). This is slightly less than collected through February 2012 (\$122,536). We ended last fiscal year with collections of \$132,373 for this line item. There are still supplements to process and additional delinquents to collect.

Fines and Costs

Fines and costs represent payments received from the IOW Clerk of Court for July through December and total \$1376 more than the same period in FY2012.

General Fund Interest

General fund interest is running lower than budget projections due to drops in the interest rates on the few CD's that we have as well as low cash reserves prior to January. Investment choices should change upon completion of the banking RFP and finalization of an investment policy.

Note Proceeds-Farmers Bank

Note proceeds from the Farmers Bank for the SC HVAC loan. This was approved after the start of the new fiscal year, so it was not budgeted. We originally budgeted for capital maintenance of the SC HVAC system over a period of years, so that expense line item will need a budget amendment as well.

Rentals

Rent is running higher than budgeted with the addition of the sublet of the old TM office and back collections of utility costs from Smithfield Foods on the Basse's Choice building. This will drop off now that the Town has sold several of its rental sites.

Windsor Castle Rentals

Will check with Amy. I know there have been several events at the Castle and possibly the rental revenue has been posted to the general rental account for the Center.

Sale of Land

Reflects the sale of 220 and 224 Main Street.

Other Revenues

This line item is at 129% of budget due to collections of grass cutting reimbursements totaling \$1321. This is unusually high for the town.

VML Safety Grant

The Town received a VML safety grant of \$3,861 which ultimately may be spread across several funds. Budget was based on FY2012 actual.

From Reserves-Pinewood Escrow

This money was set aside in Phase I to pay the 42 month rent and utility supplment required for market rate renters.

Litter Control Grant

Budget was based on FY2012. We received additional funding this year to exceed budget by \$1,156.00

Fire Programs

This is an additional payment from the Department of Fire Programs that they included with last fiscal year. We were unaware of the supplement, however, and did not receive it until July 2012 so it will be included in our financials for this fiscal year. We have applied for 2013 funds which should be distributed by March 15.

FEMA-state and federal portion

This is money received on the small project submissions for Hurricane Irene in August 2011. We still have not received the bulk of reimbursement for the large project (debris cleanup).

Federal Grants

The PD has already received 3 grants this year from traffic safety (\$6163) and local law enforcement (\$1436). Last year's total was \$3369.75 for the year excluding the port security grant (command vehicle).

Pinewood Heights CDBG Relocation Grant-Phase II

The first draw down reimbursement for Phase II MY 1 has been received.

Insurance Recoveries

Received \$3,739 from VML for repairs to PW vehicle that hit a deer and \$386 from Mid Century Insurance Co for damage to a street light pole.

South Church Street Contributions

Received the final private donation for the South Church Street project which had been budgeted for last fiscal year!!

Expenses:

ALL DEPARTMENTS

Health

Represents the July through February payments of health and dental (67%). Payments are due on the first so they are generally mailed at the end of the month barring any reconciling issues.

Insurance

Have paid the first 3 quarters of the annual VML insurance plan for workers' comp/property/casualty.

Dues/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

Public Defender Fees

We are occasionally billed by the IOW General District Court for public defender fees. This line item is very difficult to budget as it is sporadic. Last year we were billed \$480.00 for the year.

Special Projects

\$450 paid to America In Bloom to register Judy Winslow and Gina Ippolito for the AIB dinner and awards. Also paid \$205 to All Virginia for porta-potties for Olden Days and \$106.78 for food (Ringos, Smithfield Ice Cream Parlor) for Olden Days. In September, we paid \$580.65 to All Virginia for porta-potties at Windsor Castle for the scheduled VA Symphony event.

Treasurer

Audit fees

Progress billings from the 2012 fiscal year audit. We may receive one final invoice for the balance of the contract.

Depreciation Software

The fixed asset software is web based and we are charged annually for this service. Payment is usually made in March.

Service Contracts

One half of the annual maintenance contract for BAI (\$4813) and all of the annual on-line payments contract (also with BAI-\$3750) was due as of the first month in the fiscal year. These are budgeted items; however, I did not receive notice from BAI that the on-line payments contract was increasing from \$3413 to \$3750. The second half of the BAI annual maintenance contract (\$4813) was paid in December which accounts for the majority of the budget for this fiscal year.

Credit Card Processing

This has increased now that we are accepting credit cards in the Treasurer's office as well as online. Most of the activity for the year occurs in November and December, however, so this cost will drop off as the year progresses.

Public Safety

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,335.43 which is almost \$1000 higher than last year's cost. Also includes \$4434 to ID Networks for annual software and hardware maintenance on the IDS Criminal Livescan System

Insurance-LODA

This is an additional insurance premium as required by the Line of Duty Act. We actually came in significantly under budget this year because some of the vacant positions in the PD had not been filled at the time that VRS requested a billing census. We alerted them to the fact that additional officers would be hired, but they informed us that they only bill based on actual number of officers at a certain point in time. There will be no supplemental billing during the year for the additional officers.

Smithfield Center

Food Service & Beverage Supplies

This line item has a relatively small budget and there have been no large items posted to date; mostly Tidewater Coffe and spring water.

Landscaping

This line item normally consists of the Center's monthly portion of the Southern Shores contract (\$829.49). There was a purchase from Lancaster Farmers in December, however, totalling \$1333 for pansies. There were no charges in January.

Travel & Training

Registration and lodging for IACCA Fall Educational Event-Amy Musick

Advertising

Prior months Include \$2500 to the Wedding Wire and \$1841.50 to the Tidewater News. October expenses include \$1390 to Richwood Graphics for CPF523 matte silver 5"x7" picture frame, screen printed 2-color logo, re-draw logo to vector art and burn to CD as well as \$3683 to the Tidewater News for postcards. There were no charges for November. December included charges to Pilot Media (\$399), Smithfield Volunteer Fire Dept (\$85-calendar ad), Smithfield Times (\$484) and the Tidewater News (\$685.94). January charges include \$790 to Seagreen Publishing, \$580 to Vista Graphics and \$150 to IOW County. Amy is very conscious of this budget line item and her budget limit.

Refund event deposits

Represents 11 deposit refunds through January.

Credit card processing charges

This line item is running above budget due to the activity on our account. Most of the fees are passed through to the customer, but some are absorbed by the town. The budget was increased this year to reflect actual from last year of \$3600.

Parks & Recreation

Jersey Park Playground

Payment to Gametime for a tube slide exit section.

Clontz Park

Includes Dominion Viginia Power Bills and All Virginia for a porta potty.

Fireworks

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

Community Development

Pinewood Heights

The Town has a contract with Community Planning Partners for Phase II of the Pinewood Project. Monthly invoices will be charged to the budgeted line items as they occur. When market rate renters are relocated, the Town has to supplement their rent for 42 months. The total cost of this assistance for Phase I was moved to the Pinewood Escrow account and disbursements are made each month from that account. The full expense for this assistance was included in the cost of Phase I for reporting purposes, but the actual expense is booked each month as some renters do fall off the map. We had one renter relocate without a forwarding address, so we are currently holding that money in escrow until such time as she either resurfaces

within the 42 months or the money reverts back to the Town. Through December we paid moving costs for 3 residents in Phase II for a total cost of \$4600 and relocation costs for 1 homeowner totaling \$76,900. A portion of that expense (\$41,526) has been reimbursed with CDBG funds.

\$11,950 was for demolition related to Phase I not Phase II, but the work was not completed by June 30 so it had to be expensed in FY2013. This expense was included in the total costs for Phase I previously presented to the council in the analysis of costs to date.

Public Works

Repairs & Maintenance

Includes \$3637.92 to Dave's Service Center for repairs made to PW vehicle after it hit a deer. This money has been reimbursed by VML and is shown in revenue under insurance recoveries. Also, includes \$880.00 to Goodrich and Sons to take down trees off of Cedar Street between parking lots. In November we paid \$850 to AVES for driveway repairs in the River Oaks neighborhood and \$310 to the Blair Brothers for 6 bumper blocks in the Trinity United Methodist Church parking lot. In December we paid \$2500 to New Horizons for work in the Trinity United Methodist Church Public Parking area. January expenses were small. I am projecting this line item to be approximately \$6000 over budget for the year (which is basically a combination of the vehicle repairs and the Trinity parking lot work that do not usually hit this account).

Veterans War Memorial

Paid \$1320.60 to Lancaster Farms for plants. Other small charges to Southern Shores for landscaping and to the VFW for a new flag.

Public Buildings

Contractual

Includes \$1205 to Windsor Fire Extinguisher service for yearly inspection of the town's public buildings including town hall, public works, and PD. This expense was charged to PB maintenance last year, but contractual is the more appropriate line item. Also includes \$1058 to SimplexGrinnell for intrusion monitoring at Town Hall and the Town Manager's office. Again, this was charged to repairs and maintenance but is now being more appropriately charged to contractual. Note: PB repairs and maintenance is running well below budget through December.

Communications

Includes \$1904 for Fonality annual maintenance of the phone systems. This expense could arguably be charged against contractual as well. I could not find a payment to Fonality in last year's statements.

Insurance

Insurance premium from VML is running higher than other departments for this line item as there was a premium adjustment after the new fiscal year began for the remodeled PD and TM offices. Should total around \$3061 for the year.

Materials & Supplies

Over half of the year's budget was expended in this line item as of July. Includes \$875.75 paid to V.R. Edwards Sheet Metal for 6" galv. Posts with 15"x15"x12" pads and holes (6) and 6" posts with no pads (2). No expense in August and only \$96.36 charged in September and \$610.80 in October for janitorial supplies and a few other miscellaneous items. Charges in November totaled \$746.64 for janitorial

supplies (\$100.52), \$431.72 to Farmers Service for spreader, fescue, ;lawn food (TM, Town Hall), painting supplies, stone & rustoleum, and \$214.40 to Lowe's for repairs for shop. Shop supplies have always been charged to WA ,SW, HWY in the past. December and January included \$218.73 and \$204.03 for janitorial supplies respectively.

Comarth is tracking these costs by department in spreadsheet format so we can identify how these costs are originating and to determine if they should be charged to departmental supplies instead of public buildings before budget adjustments are made. This has always been a very small dollar line item but costs have risen as we have branched out into different buildings

Other

Includes \$719.82 paid to Treasurer, IOW County for real estate taxes on town owned buildings that are not tax exempt (rental properties).

Other Financing Uses

Transfers to Operating Reserves

As of the end of January, the Town has collected \$1,674,169 more in revenues than expenses. This total is \$1,194,245 more than reserves as of January 2012 namely because large project expenditures have dropped off (S Church Street, building renovations) and we received a \$400,000 private donation. Pinewood is gearing up now, however, and through January we have spent \$22,876 more than meals tax collected. This should reverse as of next month given limited activity. We are trying to pace the project based on CDBG eligible costs and meals tax collected.

Debt Service

HVAC-Principal & Interest

This represents payments to Farmers Bank for the loan that was secured to replace HVAC equipment at the Smithfield Center. This loan was not originally budgeted.

Line of Credit Retirement-interest

This line item represents interest paid to the Farmers Bank for line of credit money drawn prior to supplement cash shortfalls before tax season. The line has now been paid off.

Capital:

Community Development

Purchased one owner occupied residence in December and two renter occupied units in January.

Smithfield Center

HVAC unit

Originally budgeted for replacement to be done in phases but later decided to finance and replace the entire HVAC system this fiscal year. Will need to amend the budget.

Windsor Castle

Light Tower-Xylem

\$7200 item split 4 ways between WC, HWY, WA, SW.

Station Bridge

Hodges & Hodges-inspection & maintenance of station bridge at Windsor Castle Park (need more detail

of work done to determine if this is actually capital maintenance).

Playground

\$6000 was paid to Windsor Castle Park Foundation for start up costs for playground. May need to move this expense to contributions.

Police

Police Vehicles

All 3 budgeted police vehicles have now been purchased except for some of the equipment needed for the vehicles.

Ipads

This expense represents a group of ipads to be used in the police vehicles. Was not budgeted but was included in last year's grant for the command vehicle and should be reimbursed through that grant.

Public Works

Excel Paving

Payment on some of the final work of the projects (tie ins with homeowner properties).

SEWER

Revenues

Sewer Charges

This revenue line item is below 58% which would represent 7 months of a fiscal year if budget were allocated evenly. January 2012 revenues were at 57.78% which was close to budget. Consumption is down from last year with usage through January at 126,184,592 gallons compared to 131,185,269 for the same period last year. At the current rate \$3.50 per 1000, this is equivalent to a \$17,502 decrease but because of the rate change, revenues increased by \$61,318.

Miscellaneous

Sale of 5 Newport News cleanout boxes to All Virginia for \$593.75 exceeds expected miscellaneous revenue for the full year.

Connection fees

We budgeted 15 connection fees for 2013 and we have collected on 16 meters through January. Last year we had a total of 11 meter connect fees.

Expenses

Health Insurance

Represents the July through February payments of health and dental (67%).

Audit and legal fees

Progress billings from audit fees are normally done in the first half of the fiscal year. There is still a small portion remaining to be billed then this expense will drop off for the remainder of the year bringing the total back in line with budget.

Maintenance and repairs

October included 2 impellers (Moore Creek pump station-\$2214 and Main St pump station-\$3207). These are expensed instead of capitalized since the individual cost is below the \$5000 capital threshold adopted by the Town. Also included \$2096 to REW for the Moonefield Level XMTR replacement

and to troubleshoot the Main Street Bubbler. November included \$3456.04 to Excel Paving for adding structure beside old Firestation in alley. December included 2 1/4 HP motor compressors for pump stations from Grainger (\$1540) and asphalt patching at several locations that was divided between sewer, water, and highway. January included \$1189 to Dave's service center for sewer portion of stock items and multiple truck repairs.

Insurance

Represents 3 quarterly payments to VML for property/casualty and workers' compensation insurance.

Contractual

Includes a portion of 12 month renewal of SEMS Technologies software (inventory system) for \$1250. This is a budgeted item and is now paid in full for the fiscal year. Remaining charges are monthly VUPS charges (MISS Utility tickets) which generally average less than \$150 per month.

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations. We have finalized audit and will be working on updating the capitalization policy and depreciation schedule in the next few months.

Nonoperating Revenues (Expenses)

Pro-Rata Share Fees

Received development pro-rata share fees for 5 lots - Lakeside Properties LLC

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already collected availability fees for 16.

Insurance reimbursement

Reimbursement from VML for damage to SCADA antenna (lightning).

Interest Expense

Includes the first semi-annual interest payment on the previously refinanced loan on the old sewer treatment plant (VRA loan).

WORKING ADJUSTMENTS TO CAFR

Debt Service Principal

Principal on the VRA loan is paid only once a year, so interest only will be paid in April.

Sewer Capital

Sewer Consent Order

Billings from Draper Aden and contractors have picked up as we've progressed farther into the project. We have been significantly below budget in prior years and expected that eventually costs would catch up as we took action on findings.

Light Tower

\$7200 item split 4 ways between WC, HWY, WA, SW.

Sewer Capital repairs

Lewis Construction-find and fix-labor & equipment to include trench shoring to repair 8" clay sewer 10' depth, remove & replace existing 6" water main for shoring.

Impeller

Purchased for Wellington Pump Station. Will have to come off of capital repairs budget of \$100,000.

WATER

Revenues

Water Charges

Like sewer, water revenue is below average budget for 7 months which would be 58%. January 2012 revenues were at 60% of budget. Consumption is down from last year with usage through January at 164,001,884 gallons compared to 174,583,031 for the same period last year. At the current rate of \$4.85 per 1000, this is equivalent to a \$51,318 decrease. The Gatling Pointe accounts for IOW County skew the accuracy of this calculation, however, Gatling Pointe usage alone did drop 3,587,000 from the same period last year which equates to a drop of \$21,486 based on the current blended rate of \$5.99 per 1000 gallons. Because of the rate increase, total revenues actually increased \$339,415 even with the decrease in consumption.

Miscellaneous

Includes purchase of 2 meter boxes and 2 line setters from contractors.

Connection fees

As with sewer, we budgeted 15 connection fees for 2013 and we have collected on 16 meters through January. Last year was a total of 12 meter connect fees for water (1 more than sewer).

Expenses

Audit and legal fees

Progress billings from audit fees are normally done in the first half of the fiscal year. There is still a small portion remaining to be billed then this expense will drop off for the remainder of the year bringing the total back in line with budget.

Insurance

Represents 3 quarterly payments to VML for property/casualty and workers' compensation insurance. This is running higher than projected budget because of an endorsement adjustment of \$1288.49 for the RO plant and an elevation in the 2013 water premium allocation arising from insurance coverage for the RO plant that was not included in previous years. We estimated premiums during the budget workshops because we did not yet have the actual billing for FY2013.

Miscellaneous

Includes 3 quarterly payments to VDH-Waterworks Technical Assistance Fund. This is billed annually and is based on the number of water customers in the town's system. The rate for this billing increased significantly from \$2.05 per connection last year to \$2.95 this year. The increase was budgeted.

Depreciation and Amortization

This will need to be adjusted once we take action on audit recommendations.

Nonoperating Revenues (Expenses)

Pro-Rata Share Fees

Received development pro-rata share fees for 5 lots - Lakeside Properties LLC

Availability fees

As with connect fees, we billed for 15 this fiscal year and have already collected on 16 through January.

Interest Expense

Represents both semi-annual payments of the two VML-VACO loans less accrued interest from

year end 2012 and the first payment of the VRA loan. This number appears low because so much interest is accrued for the first payments at prior year end. Adjustments will be made in June to accrue for next fiscal year's portion of the payment which will bring the expense in line with budget.

WORKING ADJUSTMENTS TO CAFR

Debt Service Principal

Includes principal on the old VRA loan (water portion) and principal on the two VML-VACO loans for the RO plant and waterline improvements. There will be no additional principal payments for the year.

Water Capital

Light Tower

\$7200 item split 4 ways between WC, HWY, WA, SW.

HIGHWAY

Revenues

Insurance Reimbursement

Reimbursement for storm water damage caused by flooding on 8/25/12.

Expenses

Health Insurance

Insurance premiums represent payments for health and dental through February 2013.

Street Light Expense

Now that S Church Street street lights have been added to the Town's account, street light expense has increased by about \$1500 per month.

Insurance

Have paid the first 3 quarters of the annual VML insurance plan for workers' comp/property/casualty.

Highway Capital

John Rolfe Drive Turn Lane

Project has been completed, but we held some of the payment back from Blair Brothers pending final inspection.

Storm Drain Rehab-Cypress Creek

Repairs performed by Lewis Construction-storm related which is offset by the \$24,000 insurance reimbursement from VML.

Hustler X-One 31KAW/60"

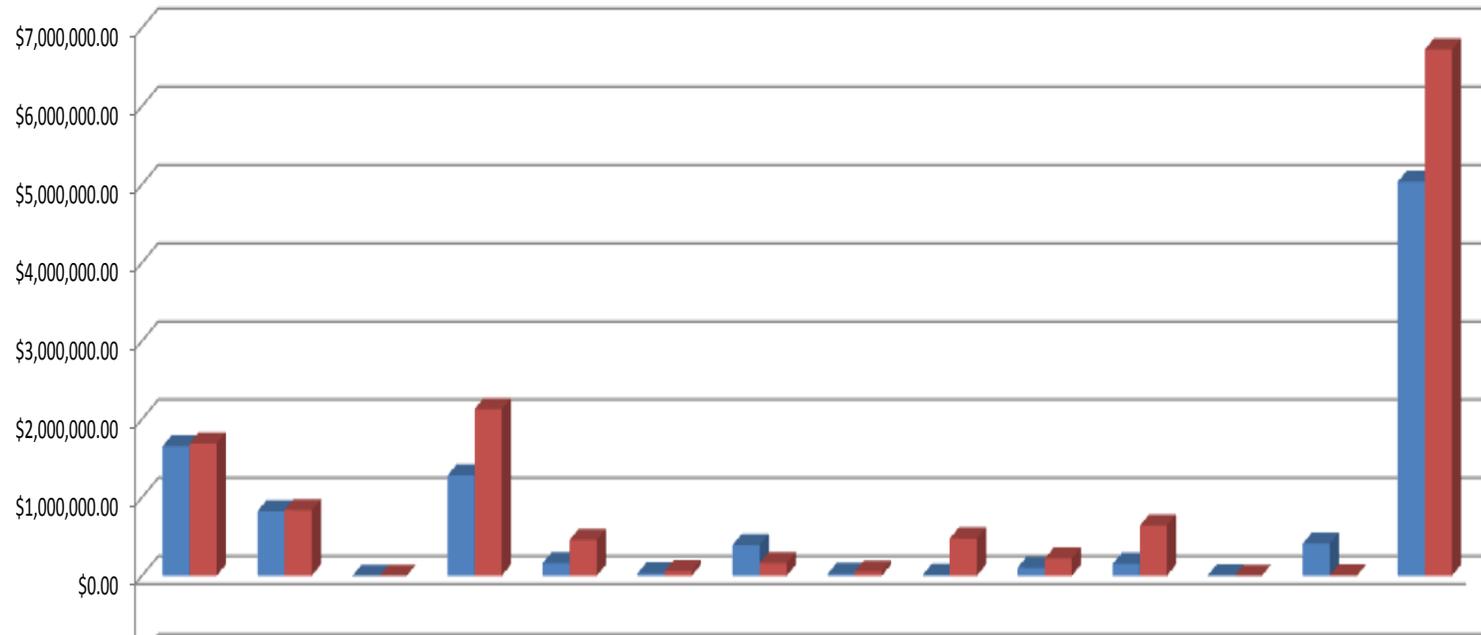
Zero turn mower purchased from Farmers Service.

Light Tower

\$7200 item split 4 ways between WC, HWY, WA, SW.

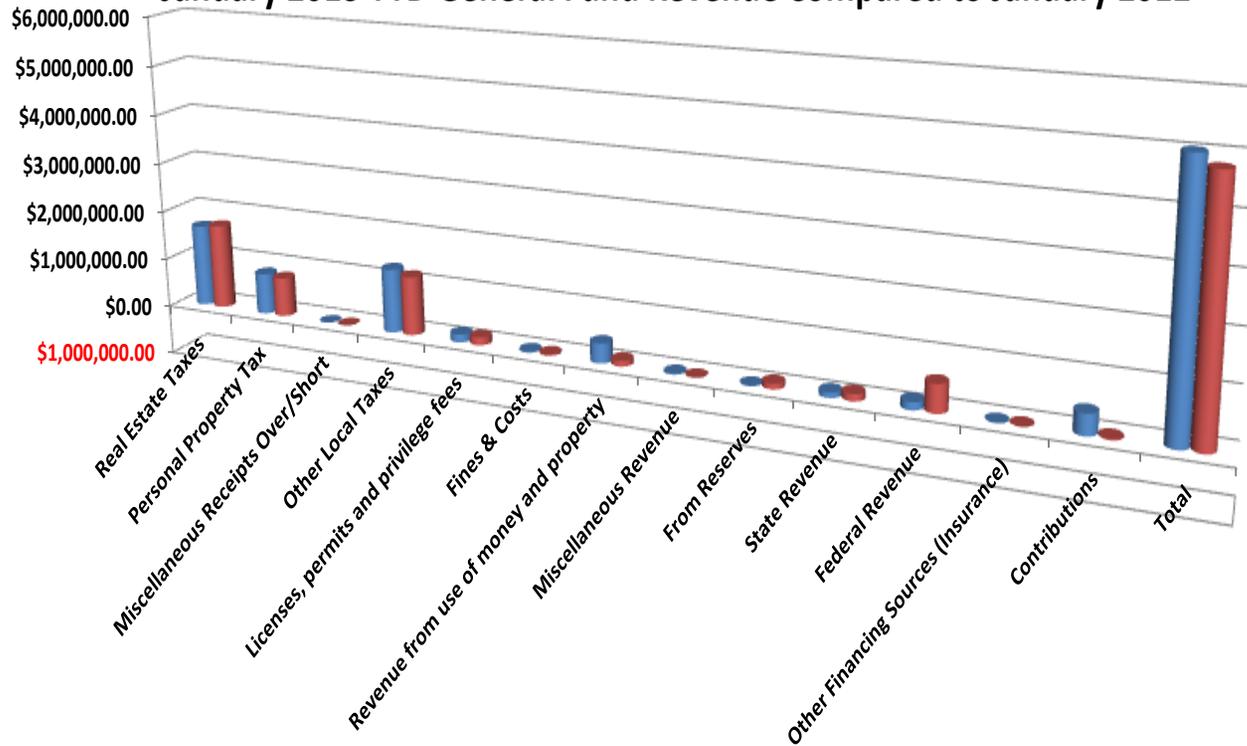
JANUARY 2013 FINANCIAL GRAPHS

January 2013 YTD General Fund Revenues Compared to Budget



	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Jan 2013 Actual	\$1,651,670	\$823,997	\$(69)	\$1,281,197	\$158,890	\$29,089	\$392,545	\$21,995	\$8,527	\$102,190	\$150,102	\$4,124	\$408,170	\$5,032,427
■ Budget	\$1,689,155	\$839,075	\$15	\$2,129,070	\$458,360	\$57,000	\$161,605	\$51,095	\$474,086	\$219,710	\$638,020	\$-	\$5,300	\$6,722,491

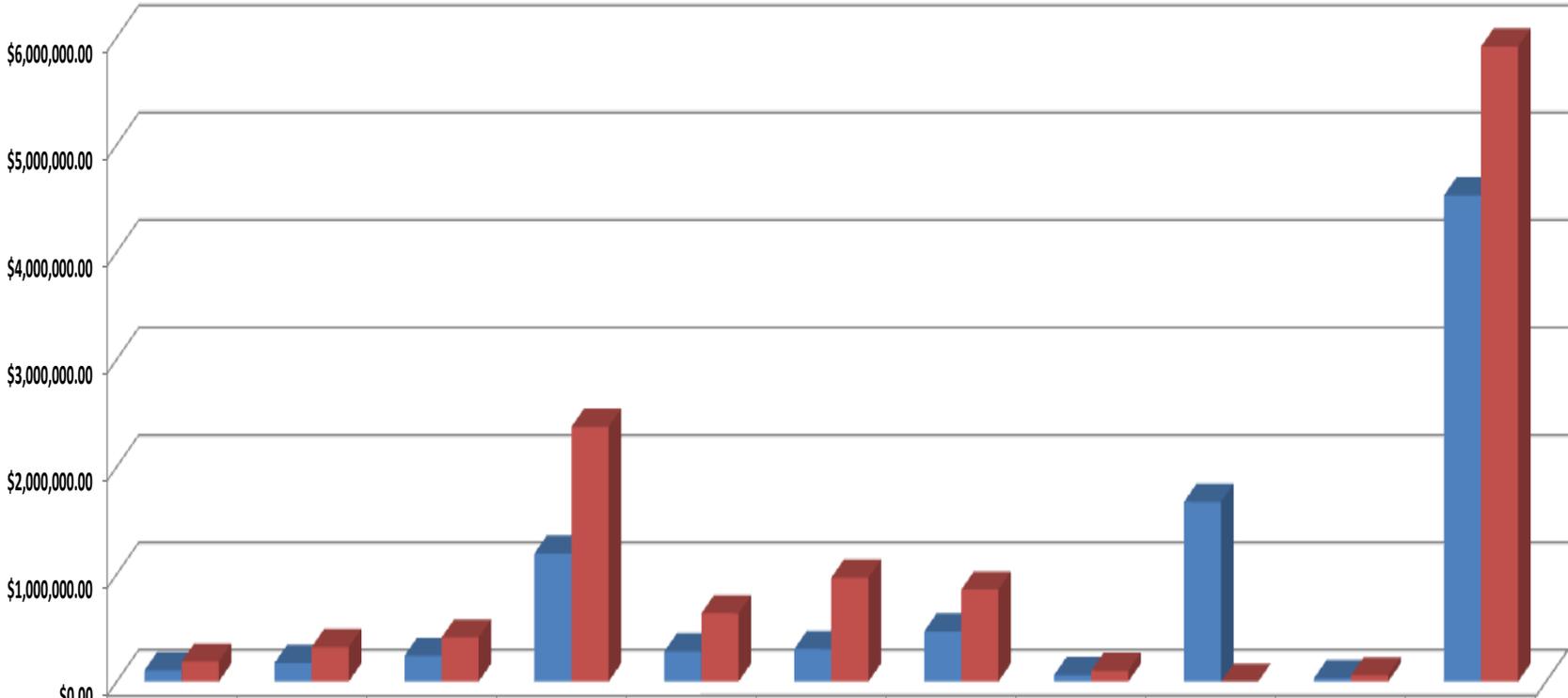
January 2013 YTD General Fund Revenue Compared to January 2012



	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
■ Jan 2013 Actual	\$1,651,670	\$823,997	\$(69)	\$1,281,197	\$158,890	\$29,089	\$392,545	\$21,995	\$8,527	\$102,190	\$150,102	\$4,124	\$408,170	\$5,032,427
■ Jan 2012 Actual	\$1,710,008	\$784,342	\$(16)	\$1,178,990	\$156,898	\$27,603	\$112,118	\$8,367	\$107,116	\$135,093	\$551,937	\$5,811	\$23,278	\$4,801,545

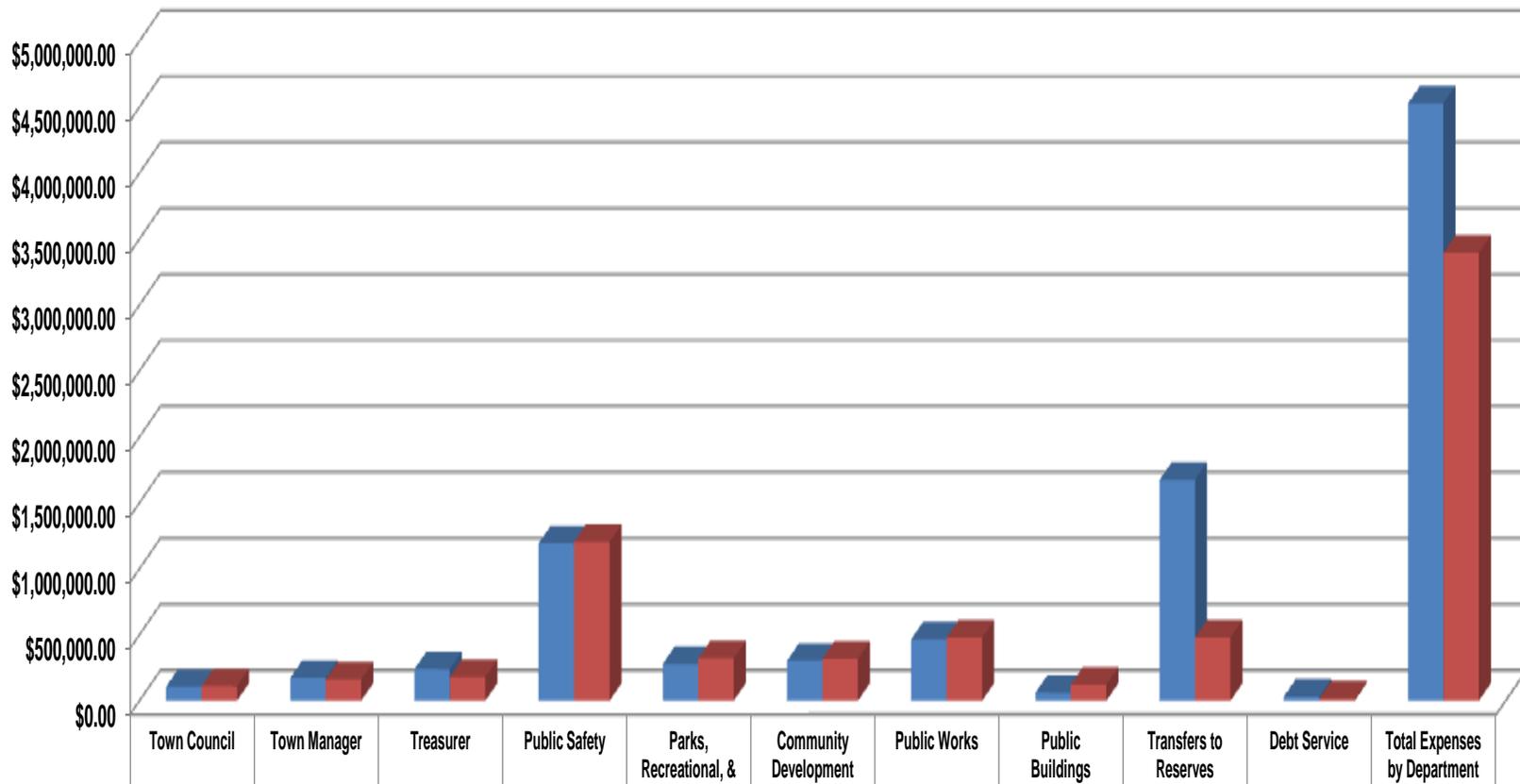
January 2013 YTD General Fund Operating Expenses

Compared to Budget



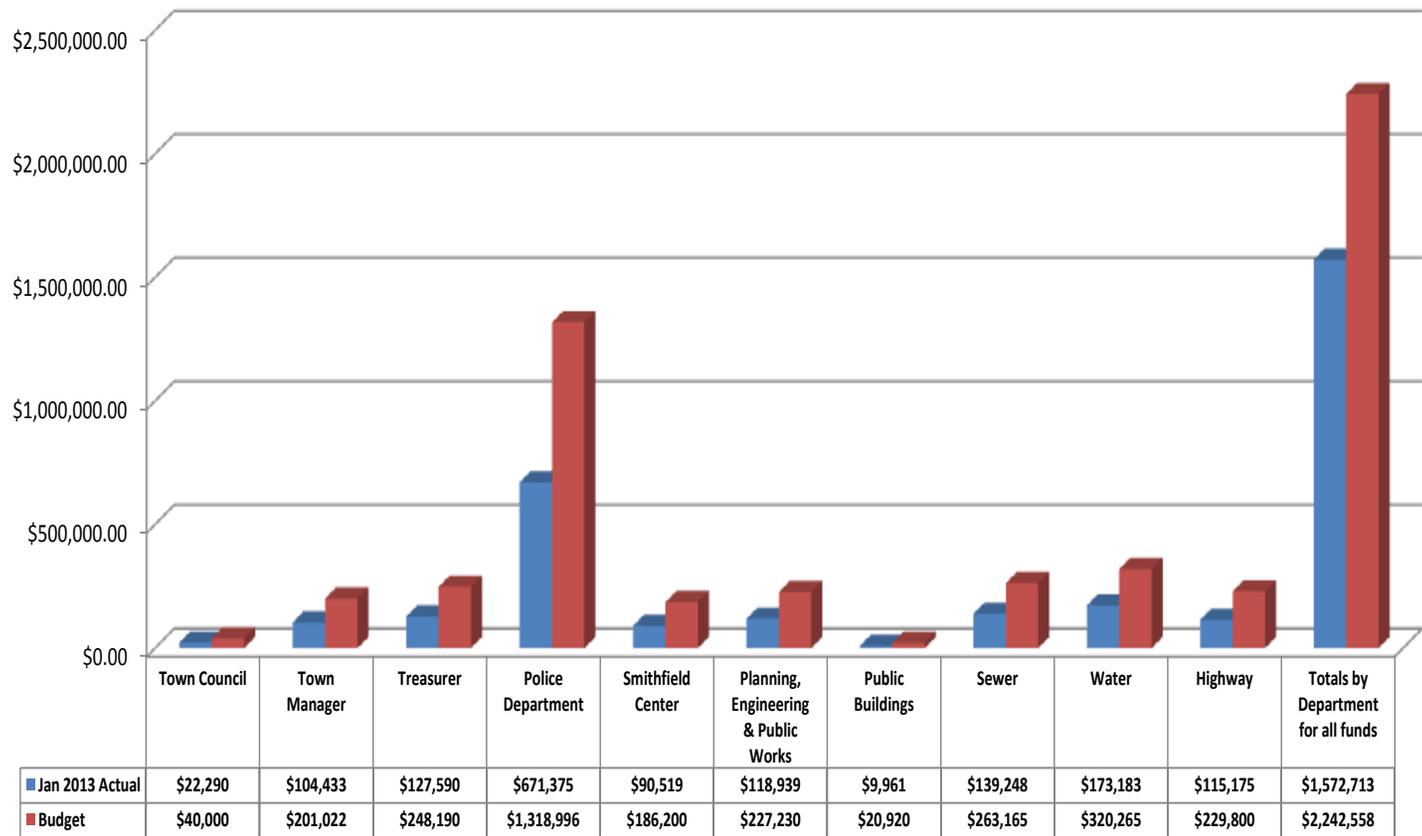
	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
Jan 2013 Actual	\$106,161	\$173,082	\$239,932	\$1,193,105	\$279,716	\$302,896	\$466,815	\$60,780	\$1,674,169	\$31,034	\$4,527,690
Budget	\$186,335	\$321,274	\$411,065	\$2,373,645	\$636,143	\$968,046	\$857,023	\$101,500	\$-	\$58,905	\$5,913,936

January 2013 YTD General Fund Operating Expenses Compared to January 2012

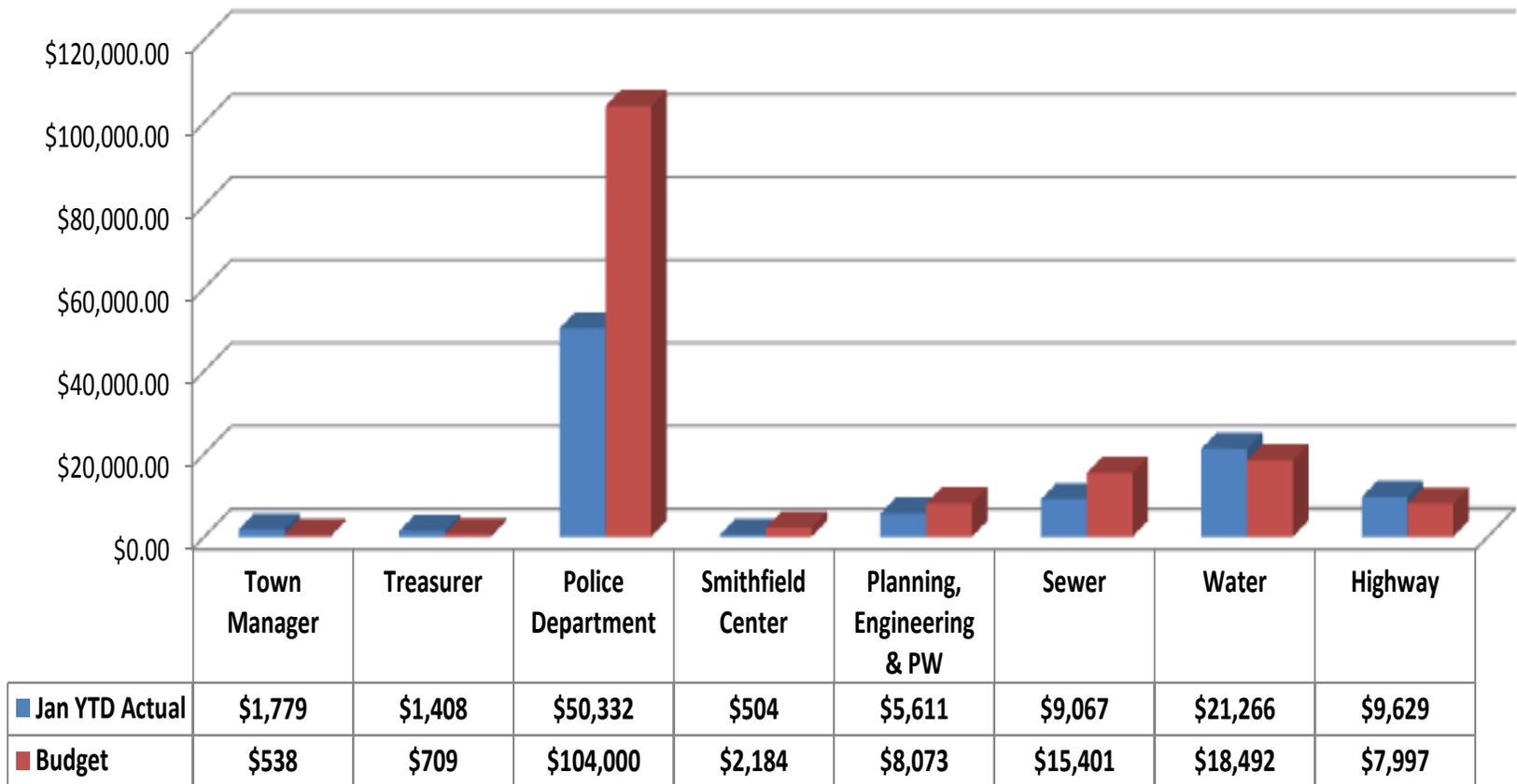


	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreational, & Cultural	Community Development	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ Jan 2013 Actual	\$106,161	\$173,082	\$239,932	\$1,193,105	\$279,716	\$302,896	\$466,815	\$60,780	\$1,674,169	\$31,034	\$4,527,690
■ Jan 2012 Actual	\$110,344	\$161,049	\$180,445	\$1,205,168	\$321,376	\$319,651	\$478,391	\$121,862	\$479,924	\$17,360	\$3,395,570

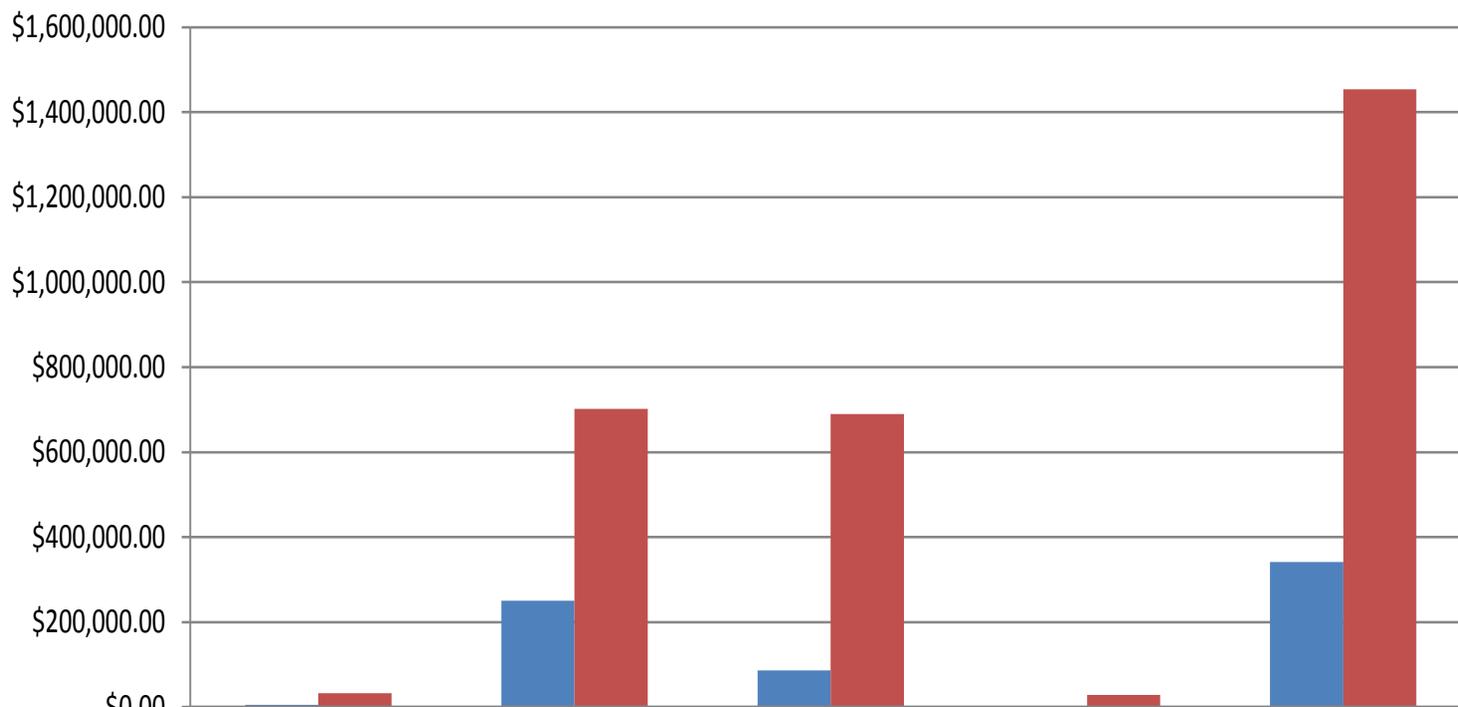
January 2013 YTD Salaries to Budget by Department



JAN YTD Overtime Compared to Budget

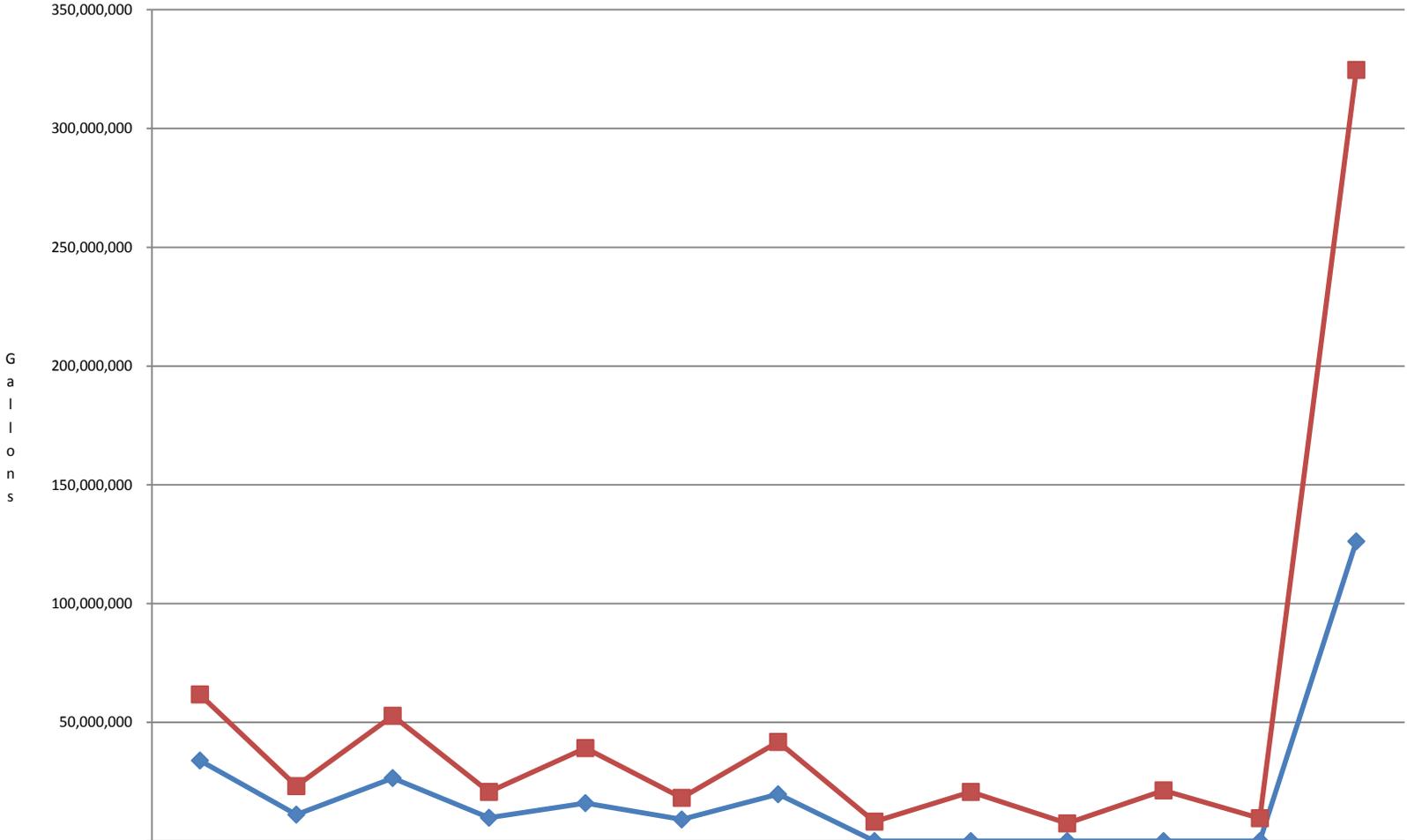


January YTD Pinewood Heights Expenses MY 1 Phase II



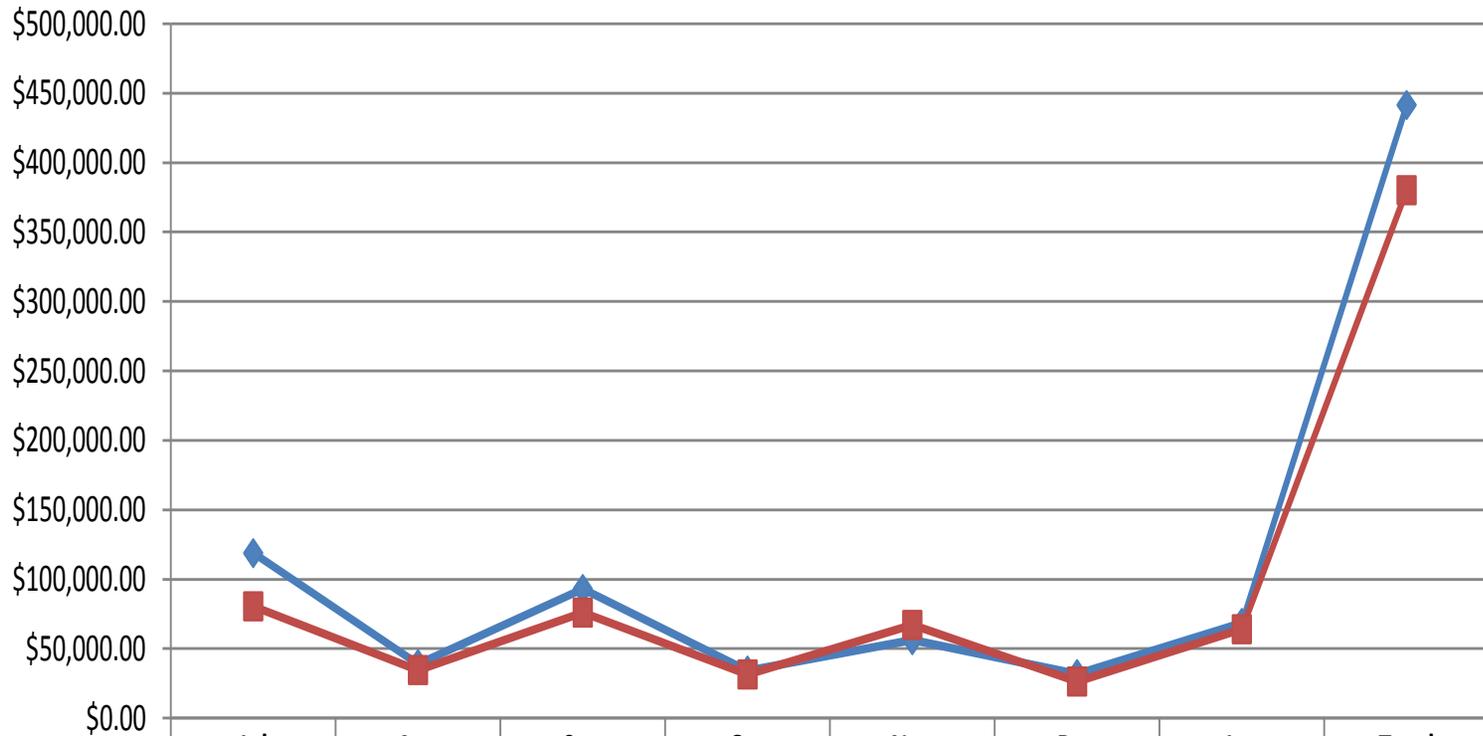
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
Jan YTD Actual	\$5,444	\$250,179	\$85,867	\$116	\$341,606
Budget	\$33,000	\$701,555	\$689,920	\$29,000	\$1,453,475

FY2013 YTD Sewer Consumption Compared to 2012



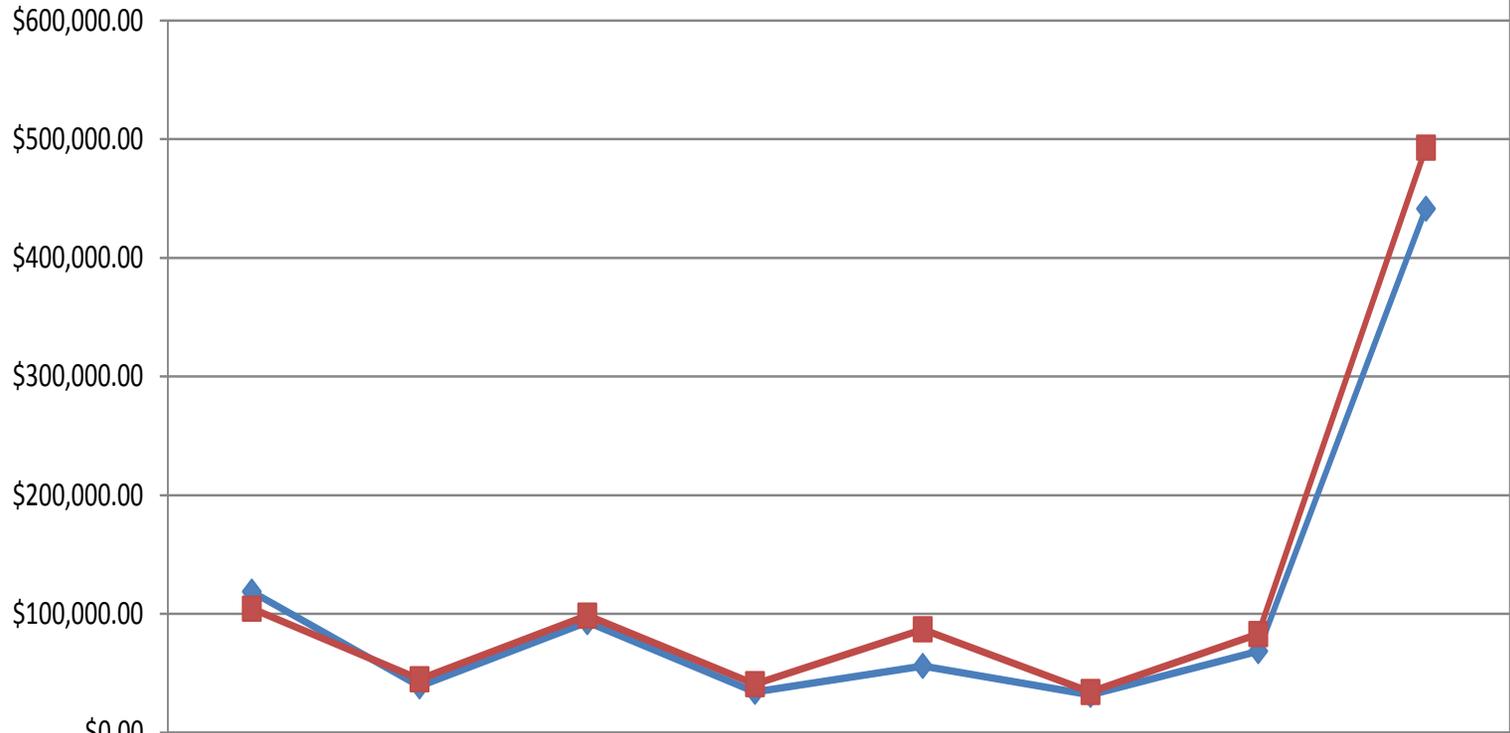
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Actual 2012	27,823,246	11,977,480	26,215,259	10,871,625	23,158,757	9,107,274	22,031,628	8,189,119	20,678,100	7,446,980	21,327,791	9,636,674	198,463,93
Actual 2013	33,911,769	11,150,243	26,531,267	9,816,212	15,986,369	9,087,592	19,701,140						126,184,59

FY2013 YTD Sewer Charges Compared to 2012



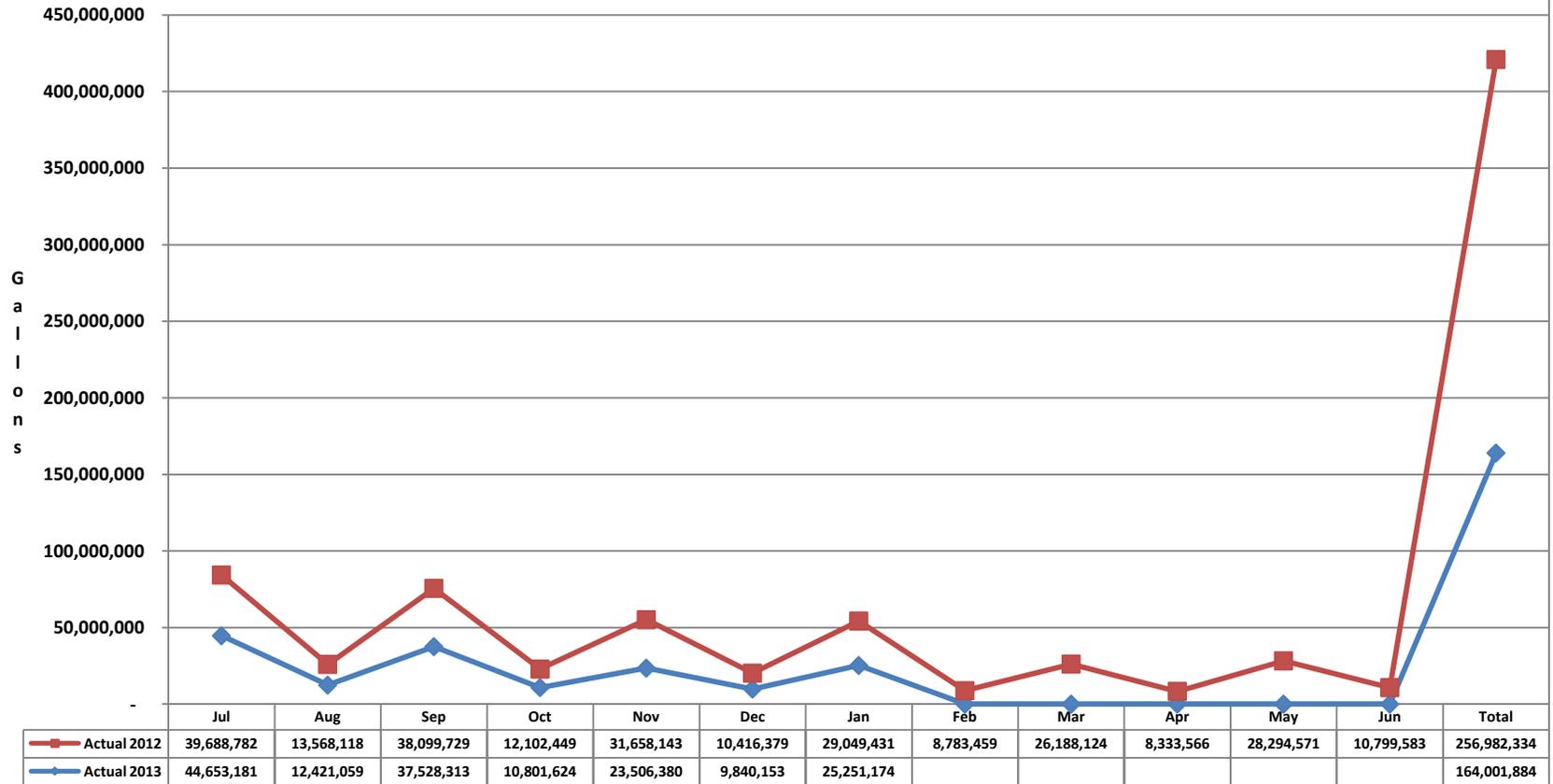
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Actual 2013	\$118,797	\$38,930	\$93,000	\$34,298	\$56,124	\$31,733	\$68,593	\$441,476
Actual 2012	\$80,521	\$34,650	\$76,004	\$31,464	\$67,120	\$26,370	\$64,030	\$380,159

JAN YTD Sewer Charges Compared to Pro-Rated Budget

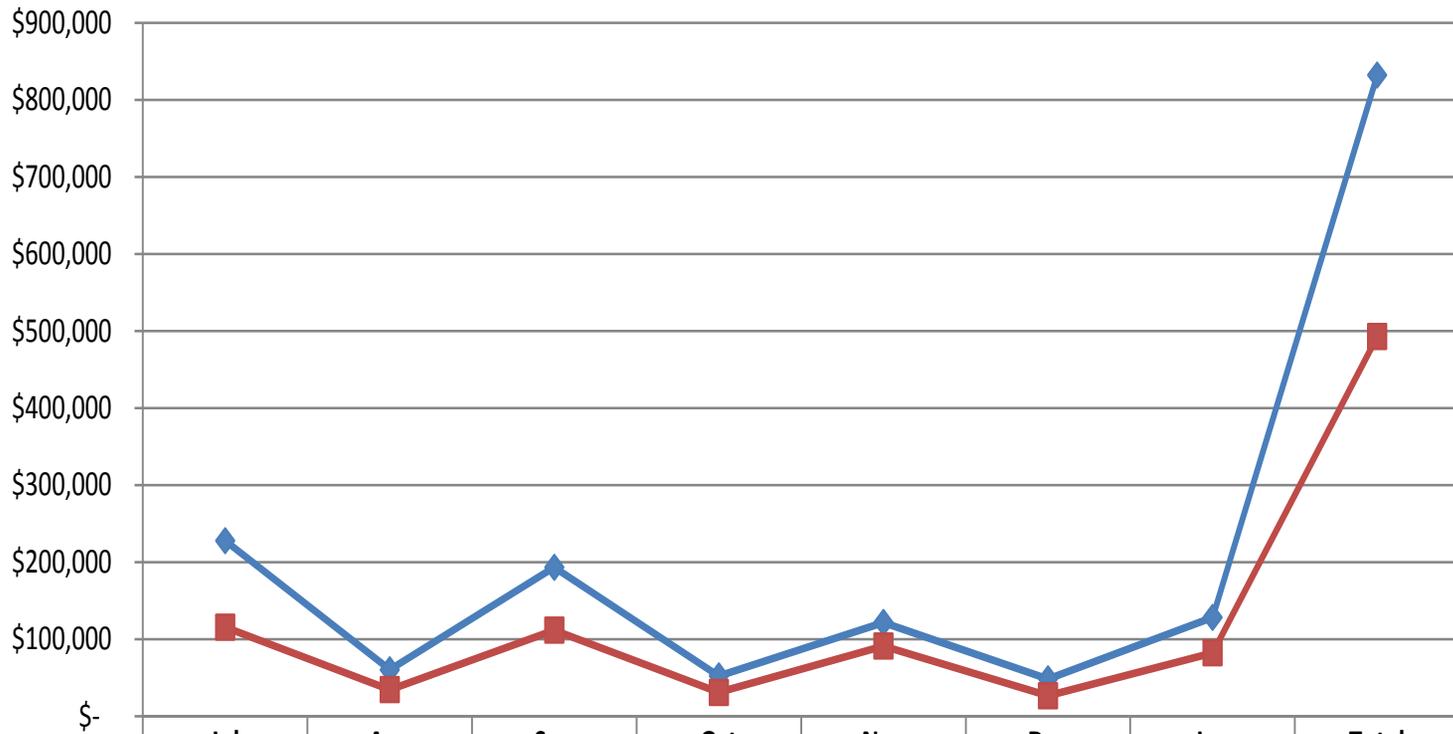


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
Actual	\$118,797	\$38,930	\$93,000	\$34,298	\$56,124	\$31,733	\$68,593	\$441,476
Pro-rated budget	\$104,408	\$44,929	\$98,550	\$40,798	\$87,031	\$34,192	\$83,024	\$492,932

FY2013 YTD Water Consumption Compared to 2012

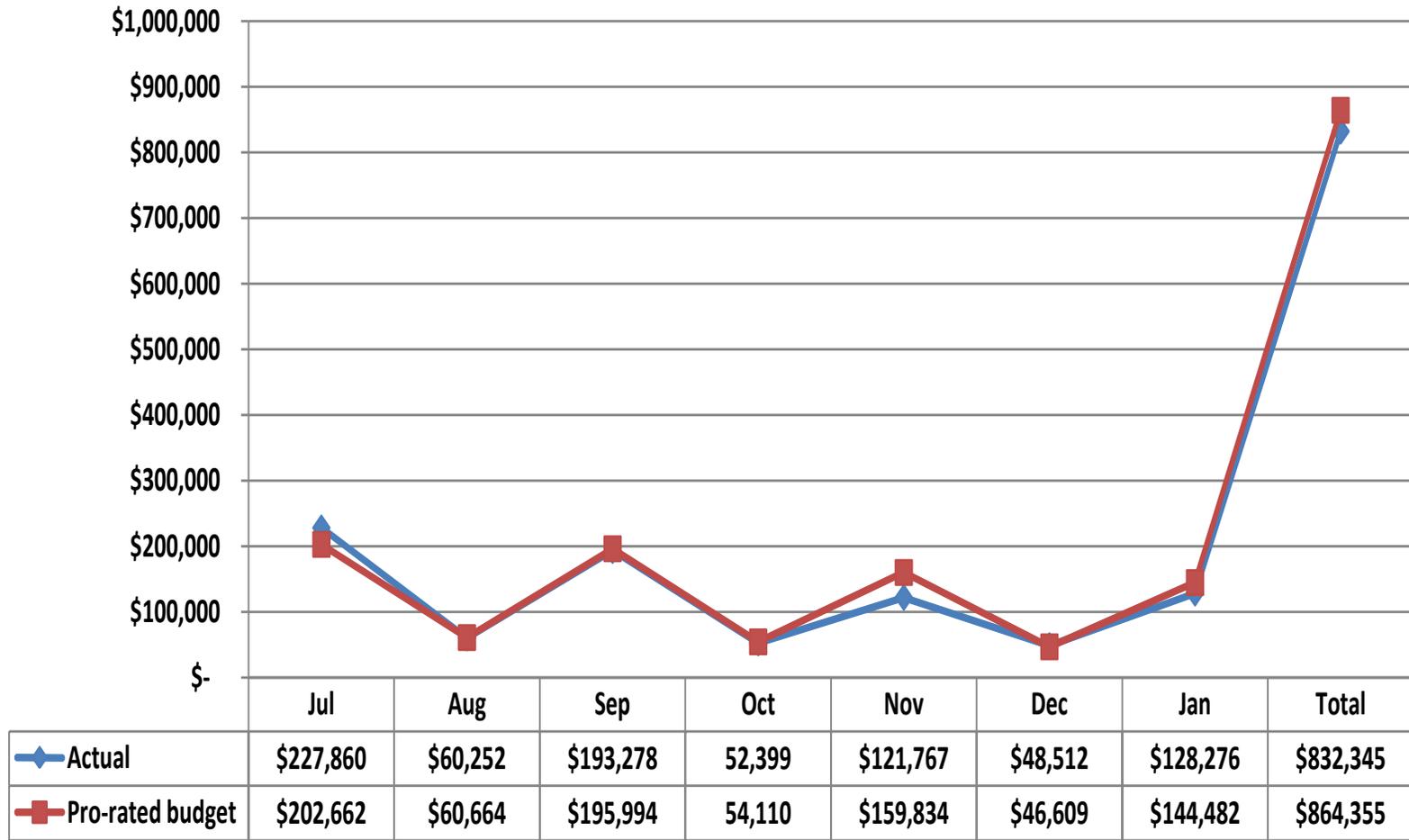


FY2013 YTD Water Charges Compared to 2012

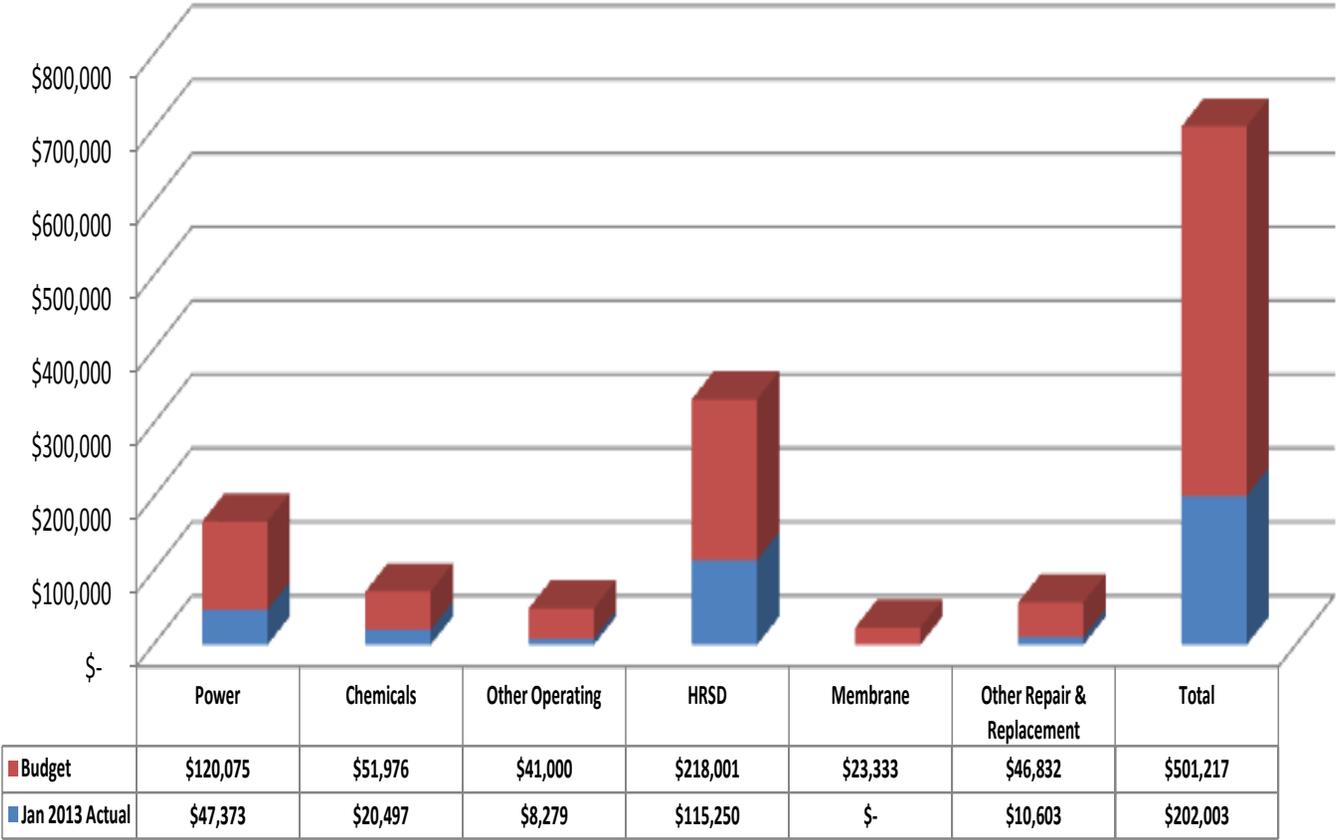


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Total
◆ Actual 2013	\$227,860	\$60,252	\$193,278	52,399	\$121,766	\$48,512	\$128,276	\$832,344
■ Actual 2012	\$115,583	\$34,598	\$111,780	30,860	\$91,158	\$26,583	\$82,402	\$492,965

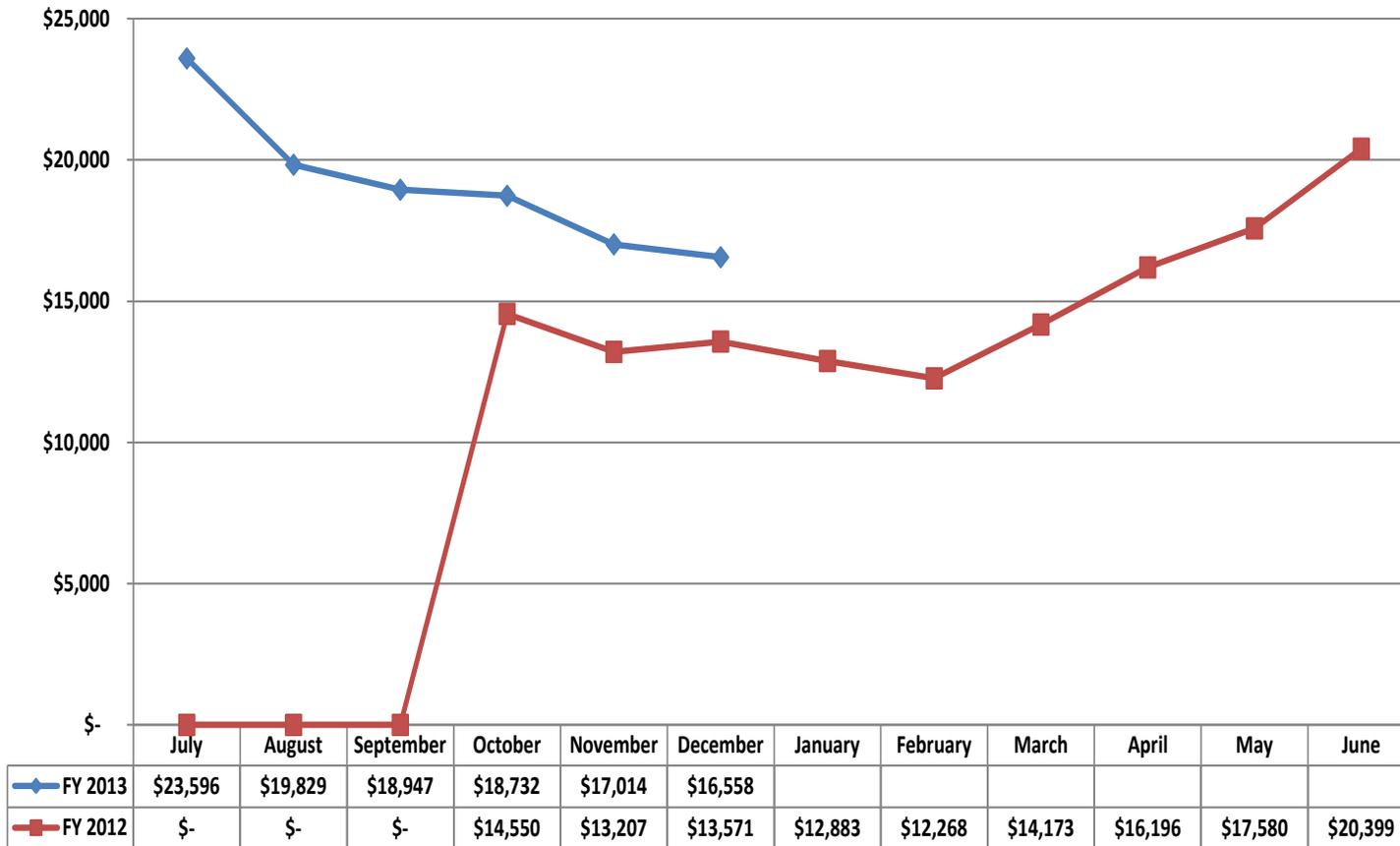
JAN YTD Water Charges Compared to Pro-Rated Budget



JAN 2013 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2013 AND FY2012



CASH BALANCES AS OF JANUARY 2013					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month INTERCO. TRANSFERS	Year end Interco. Transfers	ADJUSTED BALANCES
Water	Farmers Bank	513,832.81	(219,395.50)	(205,048.58)	89,388.73
Water-Debt Service	Farmers Bank	1,351,973.79	27,259.96		1,379,233.75
Water Capital Escrow (availability fees)	TowneBank	250,612.66	-		250,612.66
Water Development Escrow	TowneBank	74,220.31	-	-	74,220.31
Subtotal Water		2,190,639.57	(192,135.54)	(205,048.58)	1,793,455.45
Sewer	Farmers Bank	312,034.72	(27,905.40)	(325,174.54)	(41,045.22)
Sewer Development Escrow	TowneBank	326,140.59	-		326,140.59
Sewer Capital Escrow (availability fees)	TowneBank	769,018.47	-		769,018.47
Sewer Compliance	Farmers Bank	166,130.88	-		166,130.88
Subtotal Sewer		1,573,324.66	(27,905.40)	(325,174.54)	1,220,244.72
Highway	Farmers Bank	142,323.62	(37,669.09)	-	104,654.53
General Fund	Farmers Bank	2,049,942.80	133,184.03	530,223.12	2,713,349.95
Payroll	Farmers Bank	66,867.20			66,867.20
Money Market-General Fund	TowneBank	2,172.32			2,172.32
Business Super Now-General Fund	Farmers Bank	32,949.98	-		32,949.98
Money Market-General Fund	Farmers Bank	287,389.67			287,389.67
General Fund Capital Escrow Account	TowneBank	213,293.09	-		213,293.09
Certificate of Deposit	Farmers Bank	525,489.72	-		525,489.72
Certificate of Deposit-Police Dept	Farmers Bank	36,451.32			36,451.32
Special Project Account (Pinewood)	Farmers Bank	19,886.82	124,526.00	-	144,412.82
Pinewood Heights Escrow	Farmers Bank	34,875.79			34,875.79
S. Church Street Account	TowneBank	42,570.95	-		42,570.95
Subtotal General Fund		3,311,889.66	257,710.03	530,223.12	4,099,822.81
Beautification Fund	Farmers Bank	7,816.44			7,816.44
Money Market-Beautification	Farmers Bank	61,063.90			61,063.90
		68,880.34			68,880.34
		-			-

TOTAL ALL FUNDS		7,287,057.85	0.00	-	7,287,057.85
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Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order/SSO General Rehabilitation Plan (HR04103-60RI)</i>					
Plan Development	Lump Sum	59.43%	\$ 104,002.50	\$ 102,900.00	\$1,102.50
<i>Consent Order/SSO MOM Program Full Hydraulic Model Phase 2 (HR04103-61RI)</i>					
Model Development	Lump Sum	97.73%	\$ 112,389.50	\$ 110,584.00	\$1,805.50
<i>Consent Order / SSES Minton Way Pump Station Basin (HR04103-65RI)</i>					
CCTV Inspection Services	Lump Sum	100.00%	\$35,000.00	\$31,605.00	\$3,395.00
<i>Consent Order / Capacity Assessment (HR04103-66RI)</i>					
Level of Service Determination	Lump Sum	33.25%	\$11,637.50	\$5,880.00	\$5,757.50
<i>Consent Order / Additional Locality-HRSD Coordination (HR04103-67RI)</i>					
Locality/HRSD Coordination	Lump Sum	41.73%	\$33,384.00	\$24,960.00	\$8,424.00
TOTALS					\$20,484.50

VENDOR # _____
ACCOUNT # 004-4200-7017
DEPT HEAD M.T.P.
TOWN MANAGER PLS



Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-60RI)</i> Consent Order / SSO Rehabilitation Plan	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	January	Lump Sum	\$175,000.00	59.43%	\$104,002.50	\$102,900.00	\$1,102.50
Project Totals			\$175,000.00	59.43%	\$104,002.50	\$102,900.00	\$1,102.50

TOTAL = \$1,102.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-61RI)</i> Consent Order / SSO MOM Program Full Hydraulic Model Phase 2	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Plan Development	January	Lump Sum	\$115,000.00	97.73%	\$112,389.50	\$110,584.00	\$1,805.50
Project Totals			\$115,000.00	97.73%	\$112,389.50	\$110,584.00	\$1,805.50

TOTAL = \$1,805.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-65RI)</i> Consent Order / SSES Minton Way Pump Station Basin	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
CCTV Inspection Services	January	Lump Sum	\$35,000.00	100.00%	\$35,000.00	\$31,605.00	\$3,395.00
Project Totals			\$35,000.00	100.00%	\$35,000.00	\$31,605.00	\$3,395.00

TOTAL = \$3,395.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-66RI)</i> Consent Order / Capacity Assessment	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Level of Service Determination	January	Lump Sum	\$35,000.00	33.25%	\$11,637.50	\$5,880.00	\$5,757.50
Project Totals			\$35,000.00	33.25%	\$11,637.50	\$5,880.00	\$5,757.50

TOTAL = \$5,757.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning January 1, 2013 to January 31, 2013

<i>GENERAL REVIEW SERVICES (HR04103-67RI)</i> Consent Order / Additional Locality-HRSD Coordination	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Locality - HRSD Coordination	January	Lump Sum	\$80,000.00	41.73%	\$33,384.00	\$24,960.00	\$8,424.00
Project Totals			\$80,000.00	41.73%	\$33,384.00	\$24,960.00	\$8,424.00

TOTAL = \$8,424.00



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – January 2013 Invoices
Project Number: HR04103-60RI, HR04103-61RI, HR04103-65RI, HR04103-66RI, HR04103-67RI
Date: February 15, 2012
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-60RI – Continued development of portions of the rehabilitation plan in order to clarify the necessary approach for meeting regional requirements and ensure the Town's ability to meet Consent Order related deadlines.
2. HR04103-61RI – Completed initial field survey work and the logging of collected information into a GIS database for incorporation into the Town's full hydraulic model. Began hydraulic model improvements based on collected survey data.
3. HR04103-65RI – Completed a review the coding information provided by the CCTV investigation work and generated summary maps and reports for incorporation into the Rehabilitation Plan.
4. HR04103-66RI – Continued to assist the Town with regional discussions and decisions pertaining to an eventual regional level of service determination. Began to organize data to be used for a final capacity assessment on the Town's sanitary sewer infrastructure.
5. HR04103-67RI – Attended capacity team meetings and assisted the Town with general regional coordination efforts.

Upcoming Tasks:

1. HR04103-60RI – Continue development of the rehabilitation plan.
2. HR04103-61RI – Obtain any additional field survey work necessary as a result of a QA/QC review and incorporate the data into GIS and the Town's full hydraulic model.
3. HR04103-65RI – Task is complete.
4. HR04103-66RI – Assist the Town as necessary with requests pertaining to previous and upcoming capacity assessments. Coordinate with the region as necessary with regard to level of service determination.
5. HR04103-67RI – Attend upcoming capacity team meetings and assist the Town with general regional coordination efforts.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-60RI – 59.43%
2. HR04103-61RI – 97.73%
3. HR04103-65RI – 100.00%
4. HR04103-66RI – 33.25%
5. HR04103-67RI – 41.73%

Schedule Status/Deliverable Status

1. HR04103-60RI – On schedule based on VDEQ deadlines.
2. HR04103-61RI – On schedule.
3. HR04103-65RI – Task is complete.
4. HR04103-66RI – On schedule based on VDEQ deadlines.
5. HR04103-67RI – On schedule based on VDEQ deadlines.

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

1. None

Issues you should be aware of/ any other issues:

1. None



TOWN OF SMITHFIELD

"The Ham Capital of the World"

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY KING, TOWN CLERK

RE: FINAL PAYMENT OF JOHN ROLFE DRIVE PROJECT

On January 2nd, 2013 Town Council approved 75% of Blair Brother's Invoice in the amount of \$52,117.19 until a VDOT Audit of the project could be done. This audit has now been completed and staff would recommend final payment to Blair Brother's in the amount of \$17,372.39. This money will be reimbursed to the town through VDOT's Revenue Sharing Fund.

TOWN MANAGER'S OFFICE

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



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		12/6/2012	10431

Bill To:

Town of Smithfield
Attn: Wayne Griffin
P O Box 246
Smithfield VA 23431

Project:

John Rolfe Turn Lane

Item	Qty	Description	Rate	Amount
Contract		Work completed to install a new turn lane.	69,489.58	69,489.58
<p>TC approved</p> <p>\$52,117.19</p> <p>1-2-13</p>				

THANK YOU FOR YOUR BUSINESS

All charges during the month are due and payable by the 15th of the following month. A SERVICE CHARGE OF 2% PER MONTH will be added to accounts in arrears on past due accounts. This is an annual percentage rate of 24%. The customer agrees to pay service charges and the cost of collection, including attorney's fees.

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

Total: \$69,489.58





TOWN OF SMITHFIELD

"The Ham Capital of the World"

February 21, 2013

TO SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE
FROM TOWN MANAGER *PETER*
SUBJECT FUNDING REQUEST – FRIENDS OF SMITHFIELD LIBRARY

Over the past several months I have met with Mr. Jim Phillips, President of the Friends of the Smithfield Library. As discussed previously by council, Jim and I have talked about potential ways that the town could make a direct, positive impact on our local library branch.

Presently the Friends are requesting your consideration to fund two items:

1. One Day Sponsorship of Dome Theater, and
2. Camera Monitoring System for Inside Library.

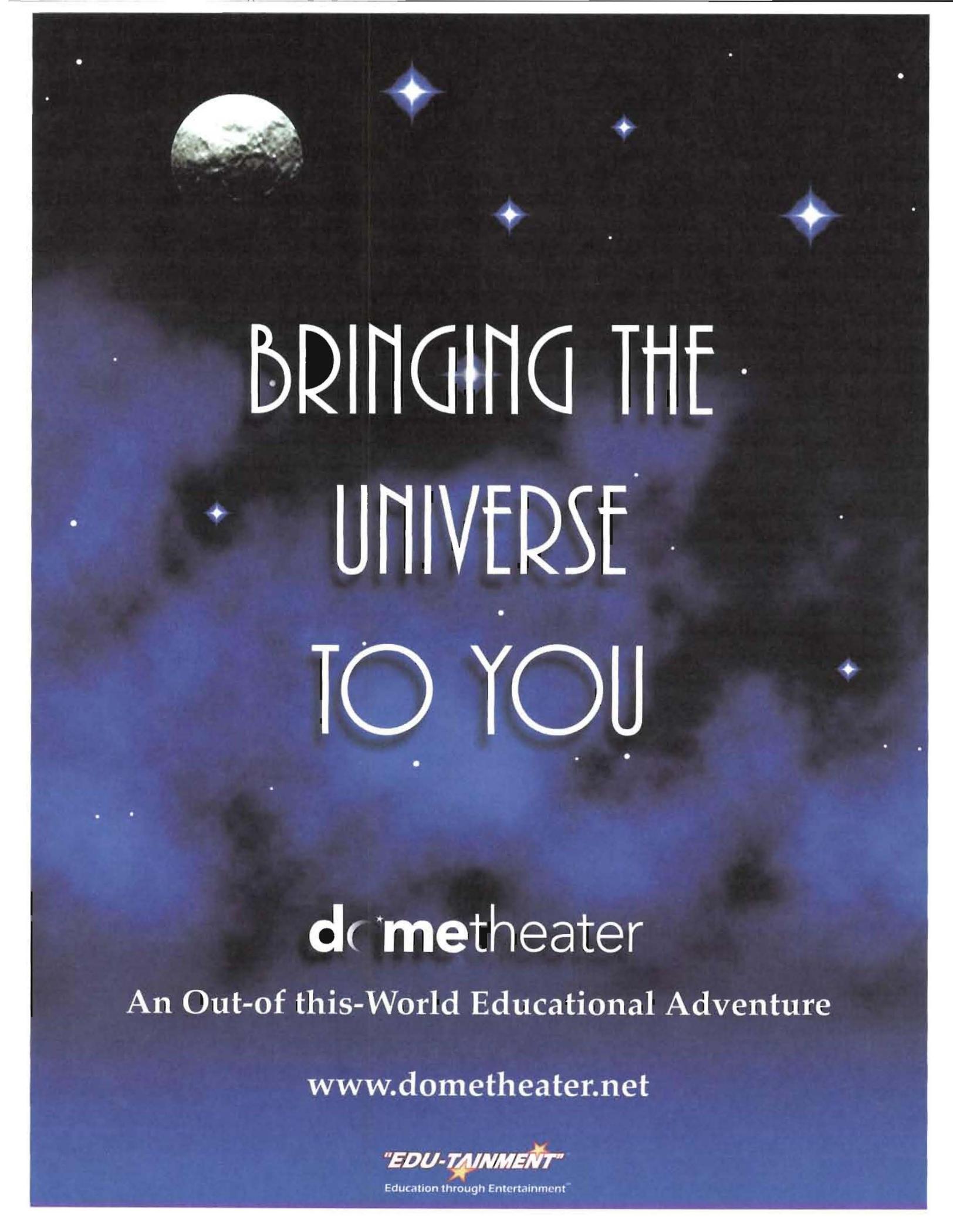
Information regarding the Dome Theater program and experience is attached and I have a brief video to share at the committee meeting if you wish to see it. The one day all inclusive cost for having the Dome Theater come to town is \$1,675. This price reflects having it professionally staffed for up to 7.5 hours and there is no separate transportation or lodging costs.

One quote has been received for the type of interior camera monitoring system desired by the library and that amount including installation and programming equals \$3,128. This system is requested to enable their limited staff to be able to view the children's area, genealogy room, and various blind spots within the building from the front desk.

For this fiscal year the town budgeted \$36,000 in support of the Smithfield Library. To date none of these funds have been expended. Thus funding is available to fulfill the above requests from the Friends of the Smithfield Library. The Dome Theater could be hosted at The Smithfield Center or potentially at one of our local churches, and perhaps could be coordinated with one of our reoccurring special events or during the summer.

TOWN MANAGER'S OFFICE

911 South Church Street • P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 Fax (757) 365-9508
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**Cosmic
Collisions**



Harrison Ford

**The Search for
Life: Are We
Alone?**



Tom Hanks

**Passport
to the
Universe**



Walter Cronkite

Future Moon



John Billingsley
(Dr. Phlox)

**Saturn, The
Ring World**

Our education partners



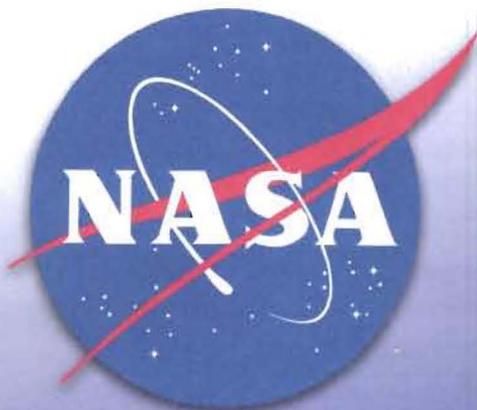
Federation of Earth Science
Information Partners
MAKING DATA MATTER



Smithsonian



Herbarium
Museum
of Natural
Science



dometheater

For more information,
call toll free 1.888.655.7263

Program List

These quality programs are professionally staffed and presented.

The Secret of the Cardboard Rocket

Climb aboard a magical cardboard rocket with two young children and enter an extraordinary ride through space in this lighthearted show. Experience a breathtaking, up-close look at each of our solar system's planets, and receive special guidance from Astronomy Book — a character personified by a wise, kind old man. You'll see each fascinating orb as you never have before — including Mercury, Mars, where a volcano exists that's larger than the state of Utah! You'll zoom through the crackling ice-and-rock rings of the "gas giant" Saturn, right after you investigate another gas giant — Jupiter, whose size equals 1,000 "earths." You'll navigate around our other planets, and find yourself hurtling toward the outer reaches of our system to our final destination — the remote, frozen planet of Pluto.

Approximate program length: 25 minutes Recommended Grades: Pre K-2



Stellarium

Ever wished you had a real planetarium available for your students? Now you can 'Stellarium' renders realistic skies in real time, simulating the skies from anywhere on Earth in close to photo-realism. It is a beautiful and engaging way to explore and increase your understanding of the night sky. See constellation art, deep space objects, meteor showers, solar eclipses, transits, and more!

Approximate program length: 5-30 minutes Recommended Grades: All grades



Saturn, The Ring World II

The Cassini Mission to Saturn has been a resounding success, giving us a greater knowledge of the gas giant and its spectacular moon, Titan. Learn how their sophisticated instruments have gathered vital data to help scientists understand this vast, mysterious region.

Ring World is narrated by *Star Trek's* John Billingsley (Dr. Phlox on the Enterprise) and was produced by NASA's Jet Propulsion Laboratory.

Approximate program length: 20 minutes Recommended Grades: 4-8



Earth's Wild Ride

What would it be like to live on a lunar colony and to dream of visiting Earth? Experience the heart-pounding exhilaration of a water canyon ride near an erupting volcano, venture through an Ice Age scene with a herd of woolly mammoths and to the time of the dinosaurs as an asteroid hits!

Produced by the *Houston Museum of Natural Science/Rice University* as part of the *NASA-funded Immersive Earth Project*.

Approximate program length: 20 minutes Recommended Grades: 1-4



Future Moon

Gives us a glance at what the future may hold for humans on the moon. This show takes us back to Apollo missions, human's first step on the Moon, and a look at what a future lunar colony might be.

Narrated by the legendary *Walter Cronkite*, Future Moon was developed by *Houston Museum of Natural Science, Rice University and NASA's Johnson Space Center*.

Approximate program length: 20 minutes Recommended Grades: 4-8

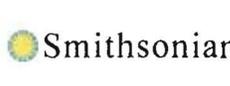


The Dinosaur Prophecy

Join paleontologists at the scene of the crime, excavating bones and wondering what killed the mighty dinosaurs. Be amazed as your favorite giants come to life, roam across the dome, and meet their catastrophic deaths. Find out how *NASA* scientists monitor the Earth for potential disasters!

The Dinosaur Prophecy is a co-production of the *Rice Space Institute* and the *Houston Museum of Natural Science*, funded by *NASA's Office of Earth Science* under the "Immersive Earth" project.

Approximate program length: 20 minutes Recommended Grades: K-4



Dome Theater comes right to your location. It is simple to book and on-site set-up is usually less than 30 minutes. A full (6 hour) day residency is at a price everyone can afford.

Fantasy Worlds

Explore the limits of life! Is extra-solar life more strange than life on Earth? On Earth, scientists have discovered life forms flourishing in the most extreme and dangerous environments – from deserts, boiling springs, and acidic ponds to Antarctic ice. Fantasy Worlds features artists and animators creations of possible life-bearing worlds that our telescopes and spacecraft may someday find around other stars.

*Fantasy Worlds is a joint production of the **Houston Museum of Natural Science** and the **University of Houston** Partial funding was provided by an education and public outreach supplement to a **NASA-Exobiology Program** of the Department of Biology and Biochemistry at the **University of Houston**.*

Approximate program length: 20 minutes Recommended Grades: 3-8



Secrets of the Dead Sea

Secrets of the Dead Sea is a full-dome documentary, filmed at the Dead Sea and from space with historical clips and computer animation. In this show, the Dead Sea comes alive through stories preserved in its cliffs and caves and in the stars overhead. Ancient scrolls chronicle the passage of time by motions of the sun and moon, while rock and sand preserve a living record of a place as timeless as the star patterns above.

*Produced by the **Houston Museum of Natural Science/Rice University** as part of the **NASA-funded Immersive Earth Project**.*

Approximate program length: 20 minutes Recommended Grades: 6-8



Force Five

Earth's weather can be friend or foe. Feel Mother Nature's fury – Extreme weather takes center stage in this realistic animated show revealing images not seen by the naked eye due to their life-threatening nature. Using real movies and **NASA** based images, Force Five producers give the audience a vantage that would never be safe in the real world, creating a sense of what it would look and feel like if you were standing in the middle of a deadly storm. Hunker down as you are hit by a force five hurricane, tornado, and solar storm.

*Force Five was funded by **NASA's Museums Teaching Planet Earth Project** at **Rice University** and by the **Image Spacecraft Mission** and produced by the **Houston Museum of Natural Science and Sybil Media**.*

Approximate program length: 20 minutes Recommended Grades: 5-8



Microcosm

An Adventure Inside the Human Body In this extraordinary adventure, fly up the carotid artery, explore the eye, brain, ear, and heart and then shrink into a cell to see the nucleus and DNA. Microcosm uses the latest discoveries of nanoscale science to create a voyage that is realistic and possible for inner space probes only a few nanometers wide. Audiences learn about using superconductors to measure magnetic fields outside the body and about deploying gold nanoshells to the sites of tumors or infections.

*Microcosm is produced in conjunction with **Evans & Sutherland Corporation** with collaboration and support from the **Center for Biological and Environmental Nanotechnology**, the **Center for Nanoscale Science and Technology**, the **Institute of Biosciences and Bioengineering at Rice University**, and the **Texas Center for Superconductivity at the University of Houston**.*

Approximate program length: 25minutes Recommended Grades: 5-8



Program List

Become part of over 750,000+ who have experienced the Dome Theater.

Cosmic Collisions

The breathtaking new Space Show, narrated by award-winning actor, director, and producer **Robert Redford**, launches visitors on a thrilling trip through space and time to explore cosmic collisions, hypersonic impacts that drive the dynamic and continuing evolution of the universe.

Produced by the **American Museum Of Natural History** in collaboration with the **National Aeronautics and Space Administration (NASA)**.

Approximate program length: 25 minutes Recommended Grades: 5-8



The Search For Life: Are We Alone?

Does life exist anywhere else in the universe? Ancient mythologies and contemporary science fiction have presented imaginative possibilities, but how does modern science approach this question? The Search for Life: Are We Alone? begins to answer this intriguing question in a breathtaking new Space Show narrated by **Academy Award-nominated actor Harrison Ford**.

Produced by the **American Museum Of Natural History** in collaboration with the **National Aeronautics and Space Administration (NASA)**.

Approximate program length: 25 minutes Recommended Grades: 4-8

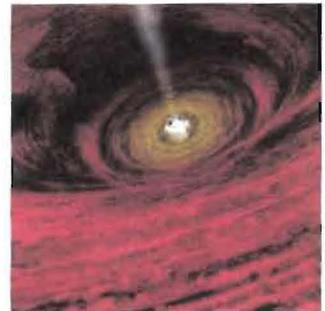


Passport to the Universe

This is a thrilling journey out into the Solar System, through the Milky Way Galaxy and to the edge of the observable universe. Fly beneath the rings of Saturn, into the heart of the Orion Nebula, and back to Earth through a black hole, experiencing these and other stunning cosmic destinations as never before!

Narrated by **Academy Award-winning actor Tom Hanks** and produced by the **American Museum Of Natural History** in collaboration with the **National Aeronautics and Space Administration (NASA)**.

Approximate program length: 20 minutes Recommended Grades: 3-8

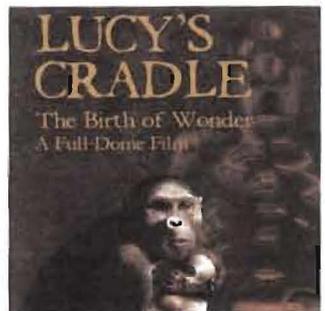


Lucy's Cradle

Journey through the solar system to see the other worlds in our solar neighborhood. Why is intelligent life only found on Earth? Could any other planet or moon harbor primitive life? Journey back into time to ancient Africa, home of the world's most famous fossil. Watch her come alive with her family, and see how changes in her environment drove hominid migration. Lucy's Cradle tells how changes in the earth's geography and atmosphere and Lucy's upright posture combined to allow creatures first to observe the skies.

****Please Note: Content could be considered controversial--includes theories of evolution****

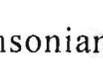
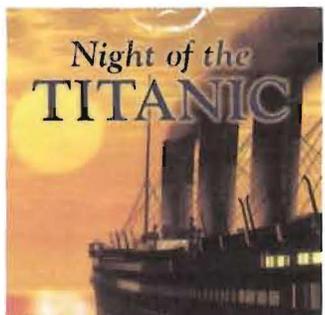
Approximate program length: 21 minutes Recommended Grades: 5-8



Night of the Titanic

A multi-media planetarium program that combines "fully immersive" computer animation with the latest scientific research, is allowing viewers inside dome theaters to experience what it was like to stand on the deck of the doomed ocean liner Titanic the night she sank. "Night of the Titanic" shows the unique conditions in Earth and space that -- coupled with human errors -- contributed to the sinking of the ship on April 15, 1912. **Learn about: ocean currents, iceberg formation and drift, global warming.**

Approximate program length: 25 minutes Recommended Grades: 5-8



We come to your location!

No need to worry about buses. No need to concern yourself with travel consent forms. Dome Theater is simple to book with easy on-site set-up in under 30 minutes.

These quality programs are professionally staffed and presented.

*Affordable for any school's budget.
Programs available for all ages.*



Inside the Dome Theater, a unique, engaging audio and visual experience will make learning fun for your students while providing them with rich educational content that they will remember forever.

**IMMERSIVE 3-D
GRAPHICS!**

**DOLBY DIGITAL
SURROUND-SOUND!**



The Dome Theater is 16'x16'x10'h
(accommodates up to 35 students)

ONLY INDOOR EVENT SITES POSSIBLE.

- Two separate 110 volt, 20 amp power supply required (Separate circuits)
- Minimum 16'x16' event space with a 10' minimum ceiling height
- A representative from your location will need to host and assist the event.
- Handicap accessible



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"EDU-TAINMENT"
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WHY CHOOSE dometheater?

- ★ We bring everything to you--we set it up, we tear it down!
- ★ The staff stays the whole day--full day residency.
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- ★ Your teachers get to pick the programs and activities.
- ★ We can accomodate 550 students in a single day.
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Local: 616.791.0095
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Fax: 616.791.4419

**3849 Lake Michigan Drive
Grand Rapids, MI 49534**

info@dometheater.net
<http://www.dometheater.net>

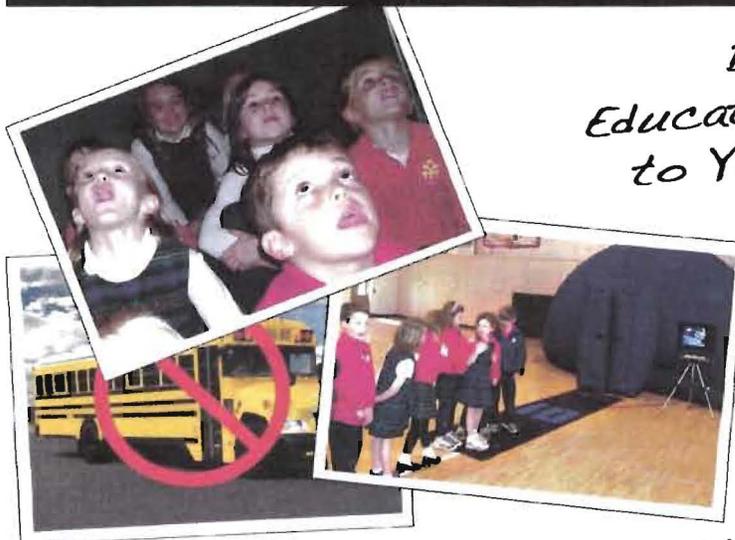
Are Your School

dometheater

Field Trips

Breaking Your Budget?

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Bringing Our Educational Planetarium to Your School Can Save On:

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- ✓ Paperwork
- ✓ Admission Fees
- ✓ Classroom Time

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Our mobile planetarium puts your students right in the middle of a unique entertainment and educational experience. Once inside the planetarium they will learn about the subject(s) of your choice ranging from the human body to the Earth and stars.

Our planetarium is only 16' by 16' big and can easily be featured in a gym or auditorium. We can be on site for a full 6 hours, allowing hundreds of students to enjoy their 'at school' field trip while saving your school time and money.

For more information and to see samples of our educational programs, please visit our website at <http://dometheater.net>. If you have any questions or would like to schedule your own 'at school' field trip, please call us at 1-888-655-7263.

Your Students Will Love Watching and Learning About:

- ✓ Earth and Solar System
- ✓ Inside the Human Body
- ✓ Weather and Storms
- ✓ Cosmic Collisions
- ✓ The Ice Age
- ✓ The Titanic
- ✓ Dinosaurs
- ✓ Plus Much More!

3D
Technology

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Ask for your state's sales rep! info@kramerintl.com

Our education partners add enhancement to your selected national and state educational standards.



for more information visit
<http://kramerintl.com>

We Have Many Programs To Choose From

Educational Programs



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the Ring World II**



**The Secret
of the
Cardboard Rocketship**



Earth's Wild Ride



Dinosaur Prophecy



Stellarium



Future Moon



Fantasy Worlds



**Secrets of
the Dead Sea**



Force Five



Microcosm



**Cosmic
Collisions**



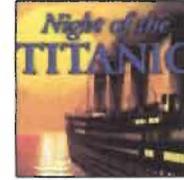
**The Search for Life;
Are We Alone?**



**Passport to
the Universe**



Lucy's Cradle



**Night of
the Titanic**

Music & Art Programs

**Sonic Vision
Pink Floyd - The Wall
Pink Floyd - Darkside of the Moon
Entranced**

Holiday Programs:

**Season of Light
Star of Bethlehem**

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Our education partners add enhancement to your selected national and state educational standards.



for more information visit
<http://kramerintl.com>

From: Rusty Chase [mailto:rchase@isleofwightus.net]

Sent: Wednesday, February 20, 2013 3:31 PM

Subject: The Commonwealth's 4 p.m. Burning Law goes into effect Feb. 15, 2013 – the start of spring fire season in Virginia

The Commonwealth's 4 p.m. Burning Law goes into effect Feb. 15, 2013 – the start of spring fire season in Virginia.

This law prohibits burning before 4 p.m. each day (Feb. 15 – April 30) if the fire is in, or within 300 feet of, woodland, brushland or fields containing dry grass or other flammable materials.

A violation of this law is a Class 3 misdemeanor punishable by up to a \$500 fine. In addition to the criminal violation, those who allow a fire to escape are liable for the cost of suppressing the fire as well as any damage caused to others' property.

For more information, please visit the [Department of Forestry](#).

Rusty Chase
Chief of Emergency Services
Isle of Wight County Department of Emergency Services
P.O. Box 80
17140 Monument Circle
Isle Of Wight, VA 23397

757.357.8218 (O)

757.357.3631 (F)

2013 F-SERIES SD

Order No: 1501 Priority: C3 Ord FIN: 00418 Order Type: 5B Price Level: 335
Ord PEP: 610A Cust/Flt Name: SMITHFIELD PO Number:

RETAIL

RETAIL

76C REVERSE ALARM \$125
SP DLR ACCT ADJ
FUEL CHARGE
B4A NET INV FLT OPT NC
PRICED DORA NC
DEST AND DELIV 995

TOTAL BASE AND OPTIONS 34085
TOTAL 34085

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S099 - PRESS F4 TO SUBMIT

QC066511



Wilbar Truck Equipment, Inc.
 2808 Frederick Blvd
 Portsmouth, VA 23704
 (P) 757-397-3200
 (F) 757-393-0981
 www.wilbar.com

Quoted On: February 18, 2013
Printed On: February 18, 2013
Job #

RRS / 58

Quote # RRS04832

Quoted To:

Smithfield, Town of

 Jessie Snead (P) 757-365-3326
 310 Institute Street (F) 757-357-3144
 (E)
 Smithfield VA 23430

Ship To:

Chassis Information:

Year: 2013 **Make:** FORD **Model:** F250 Ext. Cab Chassis SRW
Engine: **Transmission:** Auto **C/A:** 56"
Hitch Height: 0 **GVW:** **Color:** WHITE

VIN#

Chassis Note:

Chassis provided by customer.

Body Information:

		<u>QTY</u>
7961	Knapheide Service Bodies - 7961	1
	Description: 8' Single Rear Wheel Standard Body ***** Includes: Std. Shelf Pkge., Mtg. Kit, Recessed Light Holes, Flush mount LED STT Lights, Wire Harness, Adapter kit for LED Lt., Alum. Fuel Fill Cup, Galva-Grip Bumper w/PHR and 12" High Slammable Tailgate Installation (ON COMPATIBLE CHASSIS) & Painted WHITE (exterior & inside compartments).	

Optional Equipment:

		<u>QTY</u>
055052	Trailer socket, 6 way (round)	1
1801050	Class V Receiver (2") Hitch for Svc. Body, 7" Mtg. plates (Buyers)	1
510	Back Up Alarm, 97 dba	1
DELIVERY	Delivery Charge per unit	1

<p>*****</p> <p>Unless otherwise noted this quote does not include Sales Tax, F.E.T, License Fees, Etc. The Customer is responsible for all applicable Taxes and Fees.</p>	Sub Total:	\$5035.00
	Trade-In:	\$0.00
	Additional Discount:	\$0.00
	F.E.T:	\$0.00
	Sales Tax:	\$0.00
	Total:	\$5035.00
	Deposit Amount:	\$0.00
	Amount Due:	\$5035.00

Buyer's Signature: _____ Date: _____

Sellers Signature: Ron Rigby Date: _____

Payment Terms
Net 30 Days

This Quote is valid for 30 days.
HAVE YOU VISITED OUR WEBSITE RECENTLY?
 www.wilbar.com

DATE FEBRUARY 26, 2013

TO SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

FROM WILLIAM T. HOPKINS, III
 DIRECTOR OF PLANNING, ENGINEERING, & PUBLIC WORKS

SUBJECT MOWING CONTRACT RENEWAL – PUBLIC RIGHT OF WAY'S
 AND WINDSOR CASTLE

Each year the town engages the services of mowing contractors to supplement the capabilities of our Public Works staff and equipment. The town had a contract to mow the right of ways with Country Landscaping for the 2012/2013 fiscal year. Mr. Slabinski with Country Landscaping has decided he does not wish to renew his contract for the 2013/2014 fiscal year.

Brown Brother's Lawn and Care was the second lowest bidder and the town reserves the right to renew the contract two additional years. Mr. Brown has agreed to a cost of \$1700 per cut. He also has the contract for Windsor Castle (expires June 24, 2013) and there will be no additional charge to renew that contract for an additional year. The contract for Windsor Castle is \$900 per cut.

The maintenance operations includes: proper sign layout as per current VDOT specifications, trash pickup, grass cutting, and trimming. The work shall be performed twice a month during the growing season or as directed by Mr. William T. Hopkins, III, the Director of Planning, Engineering & Public Works.

Staff has been pleased with Brown Brothers Lawn and Care and therefore we are recommending that the right of way contract be awarded to them for the 2013/2014 fiscal year. We are also recommending that the Windsor Castle mowing contract be extended an additional year.

MONTHLY PROGRESS REPORT FOR FEBRUARY 2013

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 03/ 20/2014

Date: 02/ 15/2013

FINANCIALS

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

CUMULATIVE CONSTRUCTION PROGRESS

{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

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

When was the last Management Team meeting? 01/08/2013 Next meeting? 03/12/2013

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

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

Status: Project activities that will occur in the next 30 days include the demolition of 41/42 Carver, the properties have been acquired and secured by the Town. The utility disconnection (VA Power, Town Water lines, Verizon, etc.) has been requested. Offers for the purchase of 44/45 Carver Street have been accepted by the owners and relocation activities are in full force at this time. The goal is to have owners relocated by the end of March so the Town can close on these two properties.

Are problems anticipated? None other than facilitating the acquisition and relocation of current and future owner-occupied households.

Other comments: Interim Compliance Review (Grant Management portion) was successfully completed with no findings on Friday, January 11th. The financial portion took place in Smithfield on Thursday, February 21st with E. Boehringer of DHCD.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

Owner Occupied Homes

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

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

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

Owner-Occupied Relocation (Goal=6)

Owner Occupied Homes

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

Eligibility of Relocation Letters Sent 1
1) 41 Carver 2) 44 Carver 3) 45 Carver

Comparable Units Found and Inspected 1
1) 41 Carver
Households Relocated 1
1) 41 Carver

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

Market-Rate Occupied Homes
1) 48 Carver 2) 40 Carver
Household Surveys Completed 0
Income Verifications Completed 0
Eligibility of Relocation Letters Sent 0
Comparable Units Found and Inspected 0
Households Relocated 0

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

Section 8 Occupied Homes
1) 42 Carver 2) 43 Carver
Household Surveys Completed 2
1) 42 Carver 2) 43 Carver
Income Verifications Completed 2
1) 42 Carver 2) 43 Carver
Eligibility of Relocation Letters Sent 2
1) 42 Carver 2) 43 Carver
Comparable Units Found and Inspected 2
1) 42 Carver 2) 43 Carver
Households Relocated 2
1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

Units to be Demolished
1) 40 Carver 2) 41 Carver 3) 42 Carver 4) 43 Carver 5) 44 Carver 6) 45 Carver
7) 46 Carver 8) 47 Carver 9) 48 Carver 10) 51 Carver
Units that have been Demolished 0

PROJECT STATUS MAP

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

LEGEND

--- PHASE II BOUNDARY

STATUS:

-  PRELIM ACQ LETTER SENT/RECEIVED
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  OFFER TO PURCHASE DECLINED
-  RELOCATION COMPLETE
-  PROPERTIES TO BE ACQUIRED IN MY2

- O OWNER OCCUPIED
- R RENTER OCCUPIED
- 8 SECTION 8 TENANT



December 17, 2012

COMMUNITY PLANNING PARTNERS, INC.



220 North Church Street
 Smithfield VA 23430
 United States
 757-356-9939 / Fax 757-365-4819

Confirmation

Group	Reservation:	1647
Gina Ippilito	Event Name:	Smithfield Wine and Brew Fest
Smithfield Rotary Club	Status:	Confirmed
P.O. Box 1004	Phone:	869-0664
Smithfield, VA 23431	Event Type:	Park Use

Bookings / Details

Friday, April 12, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
--------------	---	--	--

Saturday, April 13, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1	750.00	750.00
--------------	---	--------	--------

Less 100% Discount			-750.00
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Town Services :

8:00 AM - 9:00 PM Town Services

Application Fee	1	25.00	25.00
-----------------	---	-------	-------

Sunday, April 14, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
--------------	---	--	--

Monday, April 15, 2013

8:00 AM - 9:00 PM Smithfield Wine and Brew Fest (Confirmed) Riverfront

Reserved: 7:00 AM - 10:00 PM

Room Charge:	1		
--------------	---	--	--

	Subtotal	25.00
--	----------	-------

	Grand Total	25.00
--	-------------	-------

Special Event Application Permit

In order to better serve our community, recognized non-profit, educational, community and service organizations, as well as, local government agencies, churches and charitable groups, operating for the benefit for the Town of Smithfield or Isle of Wight County, Special Events will have to complete an application process to hold an event on public property in town. This application will be presented for review at the next regularly scheduled Special Events Review Committee. Open to the public special events are different in nature from private events and many factors for public events have to be taken into consideration such as impact to property and community, frequencies of other planned events, type of event and organization's ability to quickly repair/reclaim site in the event of damage.

Please allow time in your event-planning schedule for the review/approval and permitting process. Most applications should be reviewed within 30 day of receipt, but there is the potential for additional information to be requested, which might extend the approval process timeline. Public events will require security, required state and local permits (food, ABC, etc) and restroom rentals.

Bookings / Details

Quantity

Price

Amount

Event

Organizer: SMITHFIELD ROTARY - SMITHFIELD WINE & BEER FEST COMMITTEE

Website: WWW.SMITHFIELDVAWINEBEERFEST.COM

1st Time Event _____ Annual / Reoccurring Event
 If yes, how many times has the event taken place? Once, in 2012

Event Category:
 Community Festival Concert _____ Parade _____ Run/Walk _____ Bike Race/Tour _____ Other _____

Average Tickets Price \$ 300

Expected Attendance: 2500 Largest One-time Attendance: 2149

Participants will be _____ youth adults _____ both _____

Description/Purpose of Event: IT IS THE MISSION OF THE SMITHFIELD WINE & BEER FEST COMMITTEE TO PROMOTE THE TOWN OF SMITHFIELD, AND IN DOING SO, SUPPORT LOCAL NON-PROFITS, (HARVEST ORGANIZATION AND CIVIC ORGANIZATION AND STRENGTHEN OUR COMMUNITY BY BENEFITING TOURISM & LOCAL BUSINESS)

List benefits of your event to the Community:

- Fundraising
- Tourism (Day & Overnight stays)
- Economic Impact
- Utilization of WCPARC

Recipient of Proceeds:

WINDSOR CASTLE PARK FOUNDATION
CIVILIAN DIVISION
WESTERN TIRE & RUBBER RECYCLING
SMITHFIELD ROTARY

A Also Benefits many local organizations that are used as volunteer studies for festival areas.

Alcohol Service and/or Sales: Yes / No

What are the date(s) and times of service/sales of alcohol? 4/13/2013 10 AM - 5:30 PM

Having music live bands or dj? Yes / No

What are the date(s) and times for music? 4/13/2013 11 AM - 5 PM

Please check all that your event will include:

- | | |
|---|---|
| <input checked="" type="checkbox"/> Food, Catered (Retail) # <u>4</u> | <input checked="" type="checkbox"/> Food, by Organization # _____ |
| <input checked="" type="checkbox"/> Retail Vendors, Non-Profit # <u>2</u> | <input checked="" type="checkbox"/> Retail Vendors, For Profit # <u>10</u> + <u>Wine & Beer</u> (7) <u>Beer</u> (7-8) |
| <input checked="" type="checkbox"/> Port-a-Potties # <u>251 & 252</u> | <input checked="" type="checkbox"/> Fencing/Barricades # <u>yes min</u> |
| <input checked="" type="checkbox"/> Trash Cans # <u>min</u> | <input checked="" type="checkbox"/> Generators # <u>min</u> |
| <input checked="" type="checkbox"/> Dumpsters # <u>yes</u> | <input checked="" type="checkbox"/> Special Lighting # <u>to set up in night only</u> |
| <input checked="" type="checkbox"/> Tents # <u>35 + various sizes</u> | <input checked="" type="checkbox"/> Signage # <u>8</u> |

Bookings / Details

Quantity

Price

Amount

Tents # 35+ & Sizes various see site map

Staging # 3 & Sizes various sizes

First Responders- EMS, Fire # TBD - working w/ W. Rescu Team

NO Fireworks NO Allowing pets yes Providing Shuttle Service after event

Are you requesting that the Town of Smithfield provide any of the following items/elements for your event:

Road Closures (list roads and hours needed for closure):

Old Jordan Rd - one way only

Windsor Castle Park Trail Closures (list trail area and hours needed for closure):

2 points on trail - above F. Pier, below Fish Pier & Pier. see site map attached

Security (Town of Smithfield Off Duty Police Officers) 12+ - working w/ SPD to determine scope needed
 Number Required: 1 Officer per 200 attendees

Light Tower yes

Trash Cans make

Dumpster AVES

Cones yes

Do you need water hookup (for catering, bathroom trailers)? yes -

(Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.)

What is your plan in the event of bad weather?

Rain shoe event. Event has rainy day fund for site reclamation if needed -

Will you be able to provide a certificate of insurance for \$1,000,000? yes no firm covering Smithfield Rotary
 Policy Number _____
 Name of Insurance Liability Carrier: _____

Insurance Company Address and Phone Number _____

Tax Exemption Number: 546073921

If permission is granted, the undersigned and/or organization will remain responsible for all venue rental fees, equipment rentals, ABC and health department certificates, security, and damage, including potential site reclamation costs such as landscaped site work or sod replacement, or extraordinary cleaning arising from the specified event.

Client's Signature [Signature] Date 1/22/13

Print Name GUNA IPPOLITO 757 869-0664

Bookings / Details

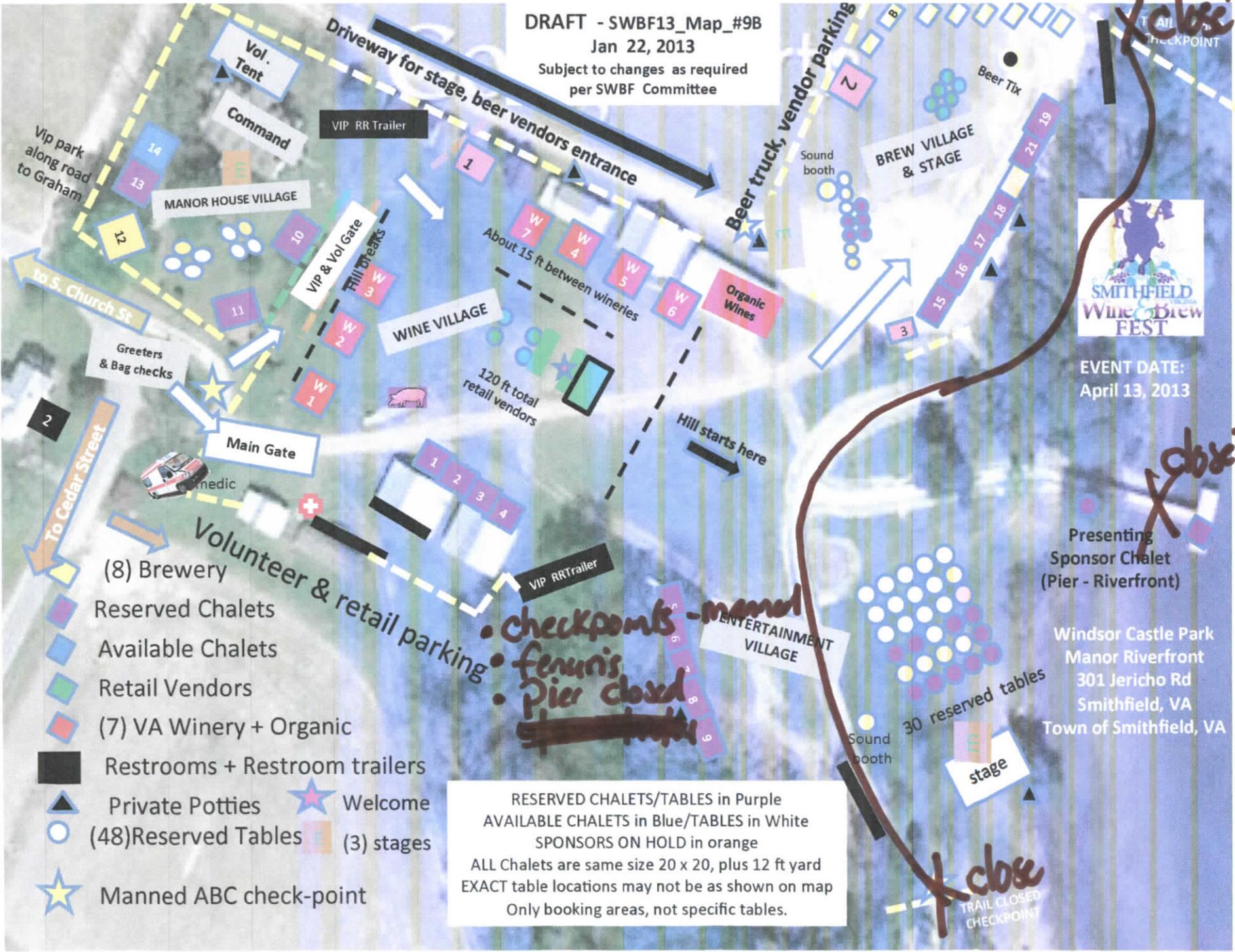
Quantity

Price

Amount

Application Denied	_____	Date	_____		
Reason	_____				
Denied	_____				

DRAFT - SWBF13_Map_#9B
 Jan 22, 2013
 Subject to changes as required
 per SWBF Committee



EVENT DATE:
 April 13, 2013

Presenting
 Sponsor Chalet
 (Pier - Riverfront)

Windsor Castle Park
 Manor Riverfront
 301 Jericho Rd
 Smithfield, VA
 Town of Smithfield, VA

- (8) Brewery
- Reserved Chalets
- Available Chalets
- Retail Vendors
- (7) VA Winery + Organic
- Restrooms + Restroom trailers
- Private Potties
- (48) Reserved Tables
- Manned ABC check-point
- Welcome
- (3) stages

RESERVED CHALETS/TABLES in Purple
 AVAILABLE CHALETS in Blue/TABLES in White
 SPONSORS ON HOLD in orange
 ALL Chalets are same size 20 x 20, plus 12 ft yard
 EXACT table locations may not be as shown on map
 Only booking areas, not specific tables.



2/15/2013

SWBF - Smithfield Rotary Club
PO Box 1004
Smithfield, VA 23431

Dear Amy,

On behalf of Smithfield Wine & Brew Fest Committee, we would like to thank everyone who helped made the first year a success our community should be proud of! Hosted by the Smithfield Rotary Club, and in partnership with sponsors and the support of multiple civic organizations, we were able to give **\$43,500 back to the community**. A few other facts to note: total number of volunteers 132, sold-out crowd of 2148 folks, lots of locals, 45% of crowd was from out-of-town, and 88 hotel nights were booked in Smithfield because of the festival. WOW!

Tickets sales included all Hampton Roads cities, Richmond, Charlottesville, Washington DC, Maryland, New Jersey, Pennsylvania, Ohio, North & South Carolina, Georgia and Florida! Local businesses hosted wine related dinners, events and special sales that provided additional experiences. WOW - love that economic impact!

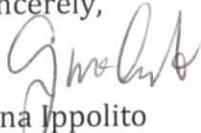
We are excited to be planning the 2nd Smithfield Wine & Brew Fest Weekend. We learned a lot in 2012 - and will be making some additions/improvements to the 2013 event. We have expanded the Beer Village, added more wineries, gave them more room and created two new "chalet/table" villages which both will have their own acoustic stage. Our designated non-profits for 2013 are Western Tidewater Free Clinic, Christian Outreach Program (IWC), Windsor Castle Park Foundation and the Rotary Club Community Projects.

As the first, and so far the largest event held in the Town at Windsor Castle Park, it is our goal to work in good spirit with the Town and we are prepared to financially support the services required to ensure a first-class, safe event, and to protect the grounds of the park. Please, as you review our application, keep in mind that the goal is to raise much needed funds for local organizations and to provide economic impact thru tourism dollars by bringing folks from out of the area. While we defiantly want to support items that have a direct costs, for example, police officers,

and Friday night security, and we do ask that you consider fee-waiving or a reduction in costs for borrowing or using non-direct cost supplies, like cones, trashcan, etc. (That doesn't mean we don't pay for trash bags....just not for the use of the cans themselves.....)

I will be happy to meet with your committee if there are questions. Thanks for your time and consideration.

Sincerely,



Gina Ippolito
Smithfield Wine & Brew Fest
757-869-0664
Gina@SmithfieldVaWineBrewFest.com