



February 21, 2014

**TO: SMITHFIELD TOWN COUNCIL**

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

**SUBJECT: FEBRUARY 2014 COMMITTEE MEETINGS WILL BE HELD AT THE SMITHFIELD  
CENTER LOCATED AT 220 NORTH CHURCH STREET, SMITHFIELD, VA**

**MONDAY, February 24<sup>th</sup>, 2014**

**Approximately 4:00 P.M.**

**Police                      Members: Tynes (CH), Chapman, Gregory**

1. Public Comment
2. Operational Updates
- TAB # 1** 3. Request for Traffic Control Assistance for Smithfield Sprint Triathlon on Saturday, April 5<sup>th</sup>, 2014
- TAB # 2** 4. Partial Street Closure Request for Wine and Brew Festival, April 12<sup>th</sup>, 2014
- TAB # 3** 5. Street Closure Request for Mustang Car Show, Saturday May 17<sup>th</sup> 2014 from 9:00 a.m. to 3:00 p.m.
- TAB # 4** 6. Street Closure Request for Annual Genuine Smithfield Olden Days, Saturday, June 28<sup>th</sup> and 29<sup>th</sup>, 2014

**Immediately following the conclusion of the above meeting:**

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

1. Public Comment

**Immediately following the conclusion of the above meeting:**

**Finance                                      Members: Pack (CH), Gregory, Cook**

1. Public Comment
- TAB # 5** 2. January Financial Statements and Graphs
- TAB # 6** 3. January Cash Balances
- TAB # 7** 4. Funding Request from the Virginia Commonwealth's Attorney's Office for Case Management System – Wayne Farmer
- TAB # 8** 5. Investment Policy Review
6. VRA and VML-VACo Refinancing of Existing Loans
7. Approval to Open New Bank Account for Water Deposits

**TUESDAY, February 25<sup>th</sup>, 2014**

**4:00 p.m.**

**Parks & Recreation**

**Members: Chapman (CH), Pack, Tynes**

**TAB # 9**  
**TAB # 10**

1. Public Comment
2. Operational Update - Parks and Recreation Committee Report
3. Partial Park Closure of Fishing Pier and Trail at Wine and Brew Festival Saturday, April 12<sup>th</sup>, 2014
4. Installation of Agility Equipment in Large Dog Park at Windsor Castle Park

**Immediately following the conclusion of the above meeting:**

**Public Works**

**Members: Smith (CH), Cook, Tynes**

**TAB # 11**

1. Public Comment
2. Mowing Contract Invitation for Bids
3. Smithfield Woman's Club to Request Pinwheels for the Month of April to be Placed at Town Entrance Sign in Support of Child Abuse Prevention Month

**Immediately following the conclusion of the above meeting:**

**Public Buildings & Welfare**

**Members: Cook (CH), Chapman, Smith**

**TAB # 12**

1. Public Comment
2. Pinewood Heights Phase II Update and Phase III Planning Grant submission

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's March 4<sup>th</sup> Agenda\*\*\***

- Approval of February 4<sup>th</sup> Town Council Minutes
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## Town of Smithfield, Virginia 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.

Event Date (don't include setup dates here)	Times	Proposed Location
Saturday April 5, 2014	10:00AM – 2:30PM	Luter Family YMCA

Event Name	Smithfield Sprint Triathlon
Event Organizer (Group Name)	Kinetic Endeavors, LLC
Tax Exemption ID Number	
Website	www.setupevents.com/vts

### Event Contacts

Name	Greg Hawkins	Cell Phone	336-577-2801	Email	greg@setupevents.com
Name		Cell Phone		Email	

1 <sup>st</sup> Time Event		Annual Event- how many times has event taken place?	9
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Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input checked="" type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show		
Average Ticket Price	\$60		
Expected Attendance	500		
Largest Attendance Number and Year	500		
Participants will be	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both		

### Description/Purpose of Event

Triathlon; consisting of a 300 yard swim in the YMCA pool followed by a 10 mile bike and 3.1 mile run.

### Alcohol Service and/or Sales? Yes List the date(s) and times of service/sales of alcohol

Date	Time	Notes

### Having music- live bands or DJ? Yes List the date(s) and times for music

Date	Time	Notes
April 5	9:00AM to 3:00PM	Announcer and DJ



**Town of Smithfield, Virginia  
Special Event Application for Permit**

**What is your plan in the event of bad weather-cancel, reschedule?**

This is a rain or shine event.

**Please check all that your event will include**

Item	Number	Item	Number
X Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
X Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
X First Responders- EMS, Fire			

Item	Number	Sizes
X Tents	4	10x10
<input type="checkbox"/> Staging		

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
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**Smithfield Town Services**

**Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures**

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Grace, Main, Cedar	Traffic Assist	April 5	10:15-2:00PM
Cary St	Traffic Assist	April 5	9:45-1:00PM

**Smithfield Police Officer \$ 41 per officer per hour**

- An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers.
- The number of officers required will depend on your event size and type.

**Public Works Staff \$ 50 per hour (this fee is for 2 staff members per hour)**

- Public Works Staff sets all road closures for events that use town streets. Please budget for this cost if road closures are needed for your event.
- Public Works Staff is available for the above fee to collect and remove trash throughout your event. If you choose not to use Public Works staff you will be responsible for all trash collection and removal. If site is not left in same condition as it was found, you will be invoiced for the Public Works staff charge.

**Water Hookup is only available at certain sites. Please budget for buying water if needed.  
Electrical Service is not available. Please budget for generator rentals if needed.**



**Town of Smithfield, Virginia  
Special Event Application for Permit**

**Certificate of insurance for \$1,000,000 is required**

<b>Policy Number</b>	20140122226732
<b>Name of Insurance Liability Carrier</b>	Esix
<b>Insurance Company Address</b>	5660 New Northside Dr Suite 640 – Atlanta, GA 30328
<b>Insurance Company Phone Number</b>	678-324-3300

**List benefits of your event to the community**

Raise funds for the Luter Family YMCA. Enhance community wellness through sport.  
Economic impact of 500 athletes and spectators coming to Smithfield, VA.

**List Recipients of Proceeds**

Luter Family YMCA

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>		<b>Date</b>	1-31-2014
<b>Print Name</b>	Greg Hawkins		

**Attach the following documents:**

- Flyers or any promotional materials about event or organization
- Site Map/Layout of Event



## Town of Smithfield, Virginia 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.

Event Date (don't include setup dates here)	Times
Saturday, April 12, 2014	Fest 11 – 5:00, pre check in for chalets starts at 10:00 am.

<b>Event Name</b>	<b>Smithfield Wine &amp; Brew Fest (3<sup>rd</sup> Annual)</b>
<b>Event Organizer (Group Name)</b>	<b>Smithfield Rotary &amp; Smithfield VA Events Committee</b>
<b>Tax Exemption ID Number</b>	<b>54-6073921</b>
<b>Website</b>	<b>www.SmithfieldVAWineBrewFest.com</b>

### Event Contacts

<b>Name</b>	<b>Gina Ippolito</b>	<b>Cell Phone</b>	<b>757-869-0664</b>	<b>Email</b>	<b>gina@smithfieldvaevents.com</b>
<b>Name</b>	<b>Larry Saint</b>	<b>Cell Phone</b>	<b>757-409-6957</b>	<b>Email</b>	<b>lsaint52@msn.com</b>

<b>1<sup>st</sup> Time Event or Annual Event</b>	Annual
<b>If annual, how many times has event taken place?</b>	2012, & 2013

### Event Category

Festival  Concert  Parade  Run/Walk  Bike Race/Tour  Car Show  Other \_\_\_\_\_

**Participants will be**  youth  adults  both

### Description/Purpose of Event

It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.

### List benefits of your event to the community

**Fundraiser for local charitable organizations.**

**Anticipate economic impact from out of town hotel guests, shopping and dining over weekend.**



**Town of Smithfield, Virginia  
Special Event Application for Permit**

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**Recipients of Proceeds**

<b>Windsor Castle Park Foundation</b>	<b>Smithfield Rotary Club Projects &amp; Scholarships</b>
<b>CASA – Voices for Kids Isle of Wight</b>	<b>Isle of Wight Education Foundation</b>
<b>Various other organizations that assist with event logistics – parking, gate, clean up set up &amp; other areas.</b>	

<b>Average Ticket Price</b>	\$35
<b>Expected Attendance</b>	2500, plus 150 volunteers that roll into event.
<b>Largest Attendance Number and Year</b>	2500, plus 150 volunteers that roll into the event.

**Alcohol Service and/or Sales?**  Yes **List the date(s) and times of service/sales of alcohol**

Date	Time	Notes
04/12/14	10 am to 5 pm	ABC permit will be obtained. Will follow all rules & ABC site containment policies. Tastings are included in ticket price, but beer/wine by glass or bottle are pay as you go. ID Checks and 21 & up participants only.

**Having music- live bands or DJ?**  Yes **List the date(s) and times for music**

Date	Time	Notes
04/12/14	11:00 am – 5:00 pm	Live Music on (3) Stages

**What is your plan in the event of bad weather-cancel, reschedule?**

<b>Rain or Shine event. Only cancelled in the event of Act of Nature that endangers safety</b>
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**Please check all that your event will include: Numbers of each are not known at this time but will certainly be appropriate for the number of participants.**

Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	



**Town of Smithfield, Virginia  
Special Event Application for Permit**

<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			

Item	Number	Sizes
<input type="checkbox"/> Tents	Multiple see site map	10 x 10's, 10 x 20's, 20 x 20's, 18 x 27's.
<input type="checkbox"/> Staging	Band Stage (3)	24x 30, 20 x 20 and steps of Manor House

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service (After Event to various local subdivisions/ downtown destinations & hotels)
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**Smithfield Town Services**

**Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures**  
**EVENT REQUEST MEETING WITH POLICE DEPT FOR ANALYSIS of event in advance**

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/12/14	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/12/14	9:30 am to 5:30 pm
Public Works Staff (2)	Assist with site trash/various, as needed logistic support.	04/12/14	10 am to 6 pm
Police Support during event –	Assistance  # during actual event hours TBD by police department.	04/12/14	(1) 9:30 – 11:00  (?#) 10:30 – 5:30 (during event and during exit)  (1) on site until 6:30 (Command Center)
Fishing Pier Closure	Closure	04/12/14	6 am to 6 pm  Tents set on Wed/Thurs before event, need to discuss pre-closure?



**Town of Smithfield, Virginia  
Special Event Application for Permit**

**Smithfield Police Officer \$ 41 per officer per hour**

- An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers.
- The number of officers required will depend on your event size and type.

**Public Works Staff \$ 25 per staff person per hour**

If any of these items are selected, a Public Works staff member will have to be on site.

<input type="checkbox"/> <b>Light Tower \$ 150</b>	<input type="checkbox"/> <b>Trash Service \$ 0</b>	<input type="checkbox"/> <b>Cones \$ 0</b>
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<input type="checkbox"/> <b>Water Hookup for caterers, portable restrooms \$ 0</b>
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<b>Electrical Service</b> to be supplied by generators and it is your (the event organizer's) responsibility
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**Certificate of insurance for \$1,000,000 is required**

<b>Policy Number</b>	<b>In progress the Rotary Club will provide</b>
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>	Electronic Signature: Gina Ippolito	<b>Date</b>	02/04/14
<b>Print Name</b>	Gina Ippolito		

**Attach the following documents:**

www.SmithfieldVAWineBrewFest.com
Site Map/Layout of Event – shows trail closure locations





## Town of Smithfield, Virginia Special Event Application for Permit

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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 and permitting process.

<b>Event Name</b>	Mustang Round-up In Smithfield
<b>Event Date</b>	May 17, 2014
<b>Event Organizer</b>	Peninsula Mustang Enthusiast – Scott Brubaker, Jr.
<b>Website</b>	www.peninsulamustang.com

### Event Contacts

<b>Name</b>	Scott Brubaker, Jr.	<b>Cell Phone</b>	757-310-7757	<b>Email</b>	sbrubakerjr@gmail.com
<b>Name</b>	Renee Brubaker	<b>Cell Phone</b>	757-310-7747	<b>Email</b>	bru44@cox.net

**1st Time Event**

**Annual Event X** If yes, how many times has the event taken place? 3

### Event Category

Festival  Concert  Parade  Run/Walk  Bike Race/Tour  Car Show X Other [Click here to enter text.](#)

**Average Tickets Price** \$20 pre-register / \$25 day of show – charge is for car participants only

**Expected Attendance** 200+ **Largest One-time Attendance** 200+

**Participants will be**  youth  adults  both

### Description/Purpose of Event

All Ford Mustang car show to raise funds for children's charity – Give Kids the World

### List benefits of your event to the Community

This event brings participants and spectators to the Town of Smithfield. We have had several participants stay at local hotels; i.e. Inn of Smithfield and Hampton Inn and they eat, drink and love to shop. This Mustang show is known as one of the most loved shows because of the place where it is held and we have had people come from as far as Maryland and North Carolina to attend. We have been able to increase attendance each year due to its reputation. We have given a lot of exposure to the Town of Smithfield by having this show and the attendees love it here. The show is very low maintenance to the Town as we take care of most everything ourselves.



**Town of Smithfield, Virginia  
Special Event Application for Permit**

**Recipient of Proceeds**

Give Kids the World (GKTW) – a national non-profit organization that helps terminally ill children and their families with a stress free, worry free time at Disney World. GKTW works with local organizations such as Make a Wish Foundation and Toby’s Dream Foundation. More information can be found at [www.gktw.org](http://www.gktw.org)

**Alcohol Service and/or Sales?**  Yes  No

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

N/A

**Having music live bands or DJ?**  Yes  No

**What are the date(s) and times for music?** May 17, 2014 from approximately 10:00 AM until 3:00 PM. We will have a D.J.

**What is your plan in the event of bad weather?**

This show is a charity event and will be held rain or shine. We have had a few times where weather was not the best but people still showed up. They love the location.

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

**Policy Number** 3602SS391868

**Name of Insurance Liability Carrier:** Hagerty Insurance

**Insurance Company Address and Phone Number**

141 River’s Edge Drive, Suite 200  
Traverse City, MI 49684-3265  
231-922-8839  
Attn: Cristy Murra

**Tax Exemption Number:** Give Kids the World – TAX ID#59-2654440

**Please check all that your event will include**

<input type="checkbox"/> Food, Caterer number	<input type="checkbox"/> Food, by Organization number
<input type="checkbox"/> Retail Vendors Non-Profit number	<input type="checkbox"/> Retail Vendors For Profit number
<input type="checkbox"/> Port-a-Potties number	<input type="checkbox"/> Fencing/Barricades number



**Town of Smithfield, Virginia  
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<input type="checkbox"/> Trash Cans number	<input type="checkbox"/> Generators number
<input type="checkbox"/> Dumpsters number	<input type="checkbox"/> Special Lighting number
<input type="checkbox"/> Recycle Containers number	<input type="checkbox"/> Golf carts/ATVs number
<input type="checkbox"/> First Responders- EMS, Fire	

<b>X</b> Tents	Just a few pop-ups.
<b>X</b> Staging	We will ask approval to use the Gazebo again to give out awards.

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
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**Smithfield Town Services**

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

The 100, 200 and 300 blocks of Main Street. We would like the road closed off beginning at 9:00AM and ending at 3:00 PM.

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

N/A

**Smithfield Police Officer \$ 41 per officer per hour**

(An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers. The number of officers required will depend on your event size and type. The officer(s) report a half hour before the event begins and must remain a half hour after the event closes.)

**Public Works Staff-If any of these items are selected, a Public Works staff member will have to be on site at a rate of \$ 25 per staff person per hour.**

Light Tower \$ 150

Trash Cans \$ 0

Dumpster \$ 0

Cones \$ 0

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



**Town of Smithfield, Virginia  
Special Event Application for Permit**

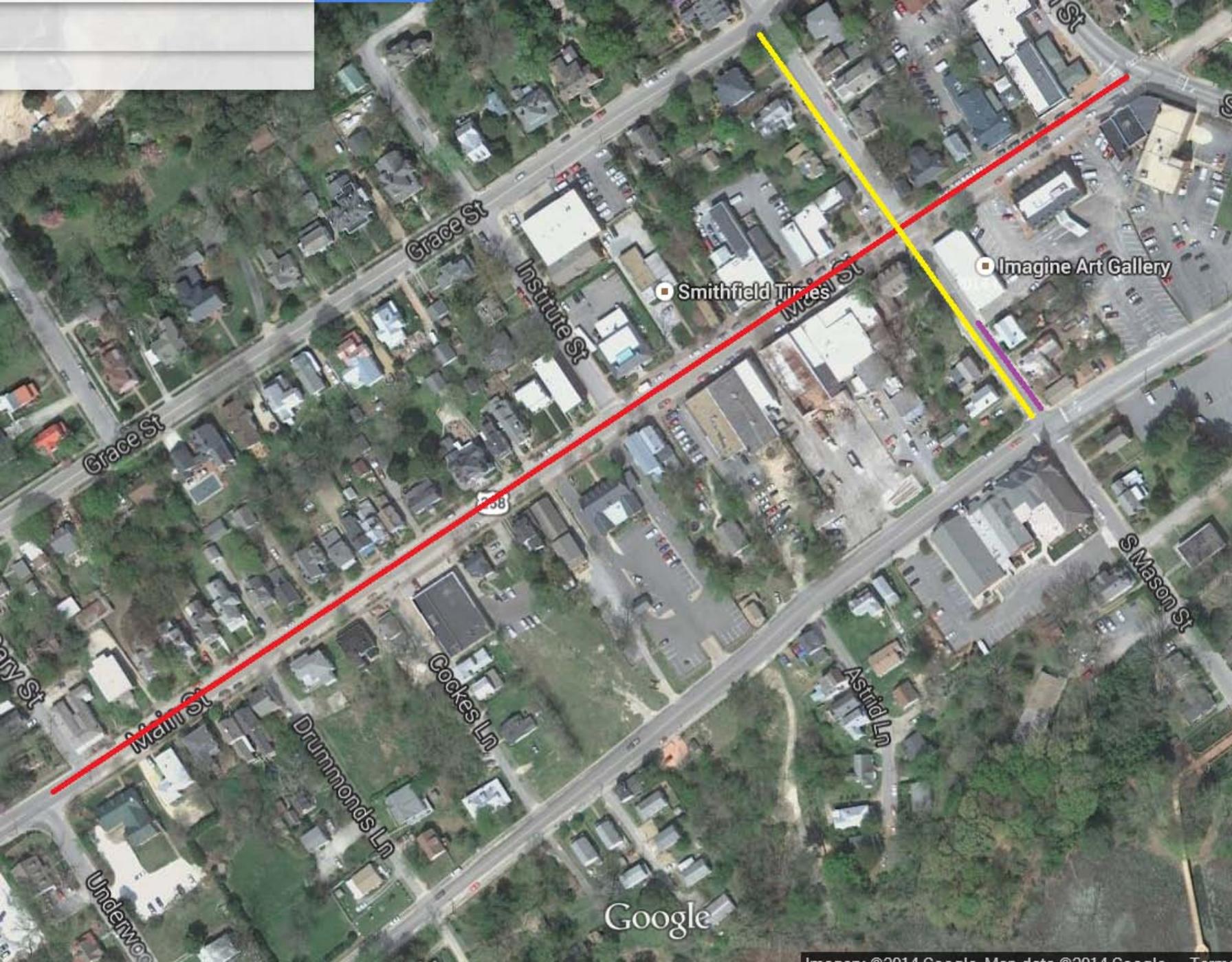
***Electrical service will have to be supplied by generators and it is your (the event organizer) responsibility.***

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature \_\_\_\_\_ Date 9/22/13  
Print Name Scott Brubaker, Jr.

**Attach the following documents:**

Flyers or any promotional materials about event or organization
Map/Layout of Event



Grace St

Grace St

Institute St

Institute St

Smithfield Times

Imagine Art Gallery

58

...y St

Main St

Cokes Ln

Drummond's Ln

Astrid Ln

S Mason St

Underwood

Google



## Town of Smithfield, Virginia 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.

Event Date (don't include setup dates here)	Times	Proposed Location
June 27, 2014	5:00 p.m.- 10:00 p.m.	Close 100 and 200 blocks of Main Street

<b>Event Name</b>	<b>Genuine Smithfield Olden Days</b>
<b>Event Organizer (Group Name)</b>	<b>IOW Tourism</b>
<b>Tax Exemption ID Number</b>	
<b>Website</b>	<b>Smithfild-Virignia.com</b>

### Event Contacts

<b>Name</b>	<b>Terry Rhinier</b>	<b>Cell Phone</b>	<b>814-5170</b>	<b>Email</b>	<b>Terry.rhinier@iwus.net</b>
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>		<b>Annual Event- how many times has event taken place?</b>	<b>20 + years</b>
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<b>Event Category</b> <input checked="" type="checkbox"/> Festival <input checked="" type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show	
<b>Average Ticket Price</b>	
<b>Expected Attendance</b>	5,000
<b>Largest Attendance Number and Year</b>	
<b>Participants will be</b> <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both	

### Description/Purpose of Event

To put "heads in beds" and to help support local non-profits
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### Alcohol Service and/or Sales? Yes List the date(s) and times of service/sales of alcohol

Date	Time	Notes

### Having music- live bands or DJ? Yes List the date(s) and times for music

Date	Time	Notes
June 28, 2014	7:00 p.m.	At Smithfield Times



**Town of Smithfield, Virginia  
Special Event Application for Permit**

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**What is your plan in the event of bad weather-cancel, reschedule?**

**No Rain Date**

**Please check all that your event will include**

Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization	
<input checked="" type="checkbox"/> Retail Vendors Non-Profit		<input checked="" type="checkbox"/> Retail Vendors For Profit	
<input checked="" type="checkbox"/> Port-a-Potties		<input checked="" type="checkbox"/> Fencing/Barricades for street closures	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input checked="" type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input checked="" type="checkbox"/> Recycle Containers		<input checked="" type="checkbox"/> Golf carts/ATVs	
<input checked="" type="checkbox"/> First Responders- EMS, Fire			

Item	Number	Sizes
<input type="checkbox"/> Tents	Many	10 x10
<input type="checkbox"/> Staging	One	20 x 20

<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
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**Smithfield Town Services**

**Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures**

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main Street from Church to Institute	Yes please with PD and town staff	June 28	5:00 p.m. – 10:00 p.m.
Main Street from Church	Yes with PD and town staff	June 29	7:30 a.m. – 5:30 p.m.
Underwood, Mason from Cedar to Grace, Institute	Ditto	June 29	

**Smithfield Police Officer \$ 41 per officer per hour**

- An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers.
- The number of officers required will depend on your event size and type.

**Public Works Staff \$ 50 per hour (this fee is for 2 staff members per hour)**

- Public Works Staff sets all road closures for events that use town streets. Please budget for this cost if road closures are needed for your event.



**Town of Smithfield, Virginia  
Special Event Application for Permit**

- Public Works Staff is available for the above fee to collect and remove trash throughout your event. If you choose not to use Public Works staff you will be responsible for all trash collection and removal. If site is not left in same condition as it was found, you will be invoiced for the Public Works staff charge.

***Water Hookup is only available at certain sites. Please budget for buying water if needed.  
Electrical Service is not available. Please budget for generator rentals if needed.***

**Certificate of insurance for \$1,000,000 is required**

<b>Policy Number</b>	
<b>Name of Insurance Liability Carrier</b>	<b>Under County policy</b>
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

**List benefits of your event to the community**

<b>"Heads in Beds"</b>
<b>Helps to support non-profits</b>
<b>Free public event</b>

**List Recipients of Proceeds**

<b>Toys for Tots, Ruitans, VFW, Xi Delta, Women's Aux., Alpha Kappa Alpha, Lions Club, Crimeline, Boy Scouts, DAR, Carrollton Church of God, Central Church of God, Diamonds in the Rough...to name a few!</b>

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>	<i>Terry Rhinier</i>	<b>Date</b>	02/07/14
<b>Print Name</b>	Terry Rhinier (Kiki)		

**Attach the following documents:**

Flyers or any promotional materials about event or organization
Site Map/Layout of Event

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b>General Fund revenues</b>				
<b>Real Estate Tax</b>				
Current RE Tax	1,660,000.00	1,632,849.75	27,150.25	98.36%
Delinquent RE Tax	20,000.00	14,347.22	5,652.78	71.74%
Current RE Penalty	6,500.00	1,811.28	4,688.72	27.87%
Delinquent RE Penalty	2,000.00	2,017.94	(17.94)	100.90%
Current RE Interest	1,000.00	36.22	963.78	3.62%
Delinquent RE Interest	3,400.00	3,264.17	135.83	96.01%
<b>Total Real Estate Taxes</b>	<b>1,692,900.00</b>	<b>1,654,326.58</b>	<b>38,573.42</b>	<b>97.72%</b>
<b>Personal Property Tax</b>				
Current PP Tax	838,000.00	826,719.31	11,280.69	98.65%
Delinquent PP Tax	35,000.00	10,524.18	24,475.82	30.07%
Current PP Penalty	13,500.00	8,513.65	4,986.35	63.06%
Delinquent PP Penalty	6,000.00	2,726.25	3,273.75	45.44%
Current PP Interest	650.00	63.94	586.06	9.84%
Delinquent PP Interest	4,320.00	1,486.84	2,833.16	34.42%
<b>Total Personal Property Tax</b>	<b>897,470.00</b>	<b>850,034.17</b>	<b>47,435.83</b>	<b>94.71%</b>
<b>Miscellaneous Receipts Over/Short</b>				
	15.00	(6.82)	21.82	-45.47%
<b>Total Over/Short</b>	<b>15.00</b>	<b>(6.82)</b>	<b>21.82</b>	<b>-45.47%</b>
<b>Other Taxes</b>				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	91,797.60	38,202.40	70.61%
Transient Occupancy Tax	142,000.00	89,662.40	52,337.60	63.14%
Meals Tax-4%	794,270.00	532,731.25	261,538.75	67.07%
Meals Tax-2%	397,135.00	266,365.62	130,769.38	67.07%
Communications Tax	245,000.00	99,702.69	145,297.31	40.69%
Rolling Stock	13.00	15.75	(2.75)	121.15%
Rental Tax	1,300.00	383.45	916.55	29.50%
Sales Tax	243,000.00	94,064.93	148,935.07	38.71%
Consumption Tax	47,500.00	23,837.57	23,662.43	50.18%
Utility Tax	194,500.00	95,122.96	99,377.04	48.91%
<b>Total Other Local Taxes</b>	<b>2,314,573.00</b>	<b>1,293,684.22</b>	<b>1,020,888.78</b>	<b>55.89%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>				
Business Licenses	330,000.00	36,266.64	293,733.36	10.99%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Business Licenses Penalty	6,420.00	2,836.40	3,583.60	44.18%
Business Licenses Interest	645.00	1,434.31	(789.31)	222.37%
Permits & Other Licenses	13,000.00	5,978.30	7,021.70	45.99%
WC Dog Park Registration	2,200.00	1,140.00	1,060.00	51.82%
Consultant Review Fees	5,000.00	3,338.80	1,661.20	66.78%
Vehicle License Tags	-	6.00	(6.00)	100.00%
Vehicle License	135,500.00	115,133.33	20,366.67	84.97%
<b>Total Licenses, permits and privilege fees</b>	<b>492,765.00</b>	<b>166,133.78</b>	<b>326,631.22</b>	<b>33.71%</b>
<b><u>Fines &amp; Costs</u></b>				
Public Defender Fee	-	-	-	0.00%
<b>Fines &amp; Costs</b>	<b>57,000.00</b>	<b>33,440.28</b>	<b>23,559.72</b>	<b>58.67%</b>
<b>Total Fines &amp; Forfeitures</b>	<b>57,000.00</b>	<b>33,440.28</b>	<b>23,559.72</b>	<b>58.67%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	6,400.00	4,265.97	2,134.03	66.66%
Beautification Fund Interest	85.00	98.54	(13.54)	115.93%
Rentals	15,685.00	7,898.01	7,786.99	50.35%
Smithfield Center Rentals	143,000.00	71,041.04	71,958.96	49.68%
Smithfield Center Vendor Programs	4,500.00	1,250.00	3,250.00	27.78%
Kayak Rentals	-	7,092.25	(7,092.25)	100.00%
Special Events	1,000.00	3,099.50	(2,099.50)	309.95%
Fingerprinting Fees	1,000.00	600.00	400.00	60.00%
Sale of Equipment	1,000.00	3,927.51	(2,927.51)	392.75%
Lease of Land	525.00	500.00	25.00	95.24%
<b>Total revenue from use of money and property</b>	<b>173,195.00</b>	<b>99,772.82</b>	<b>73,422.18</b>	<b>57.61%</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	2,200.00	1,091.93	1,108.07	49.63%
Cash Proffer Revenues	-	24,000.00	(24,000.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	5,500.00	7,000.00	44.00%
Virginia Municipal Group Safety Grant	3,861.00	4,000.00	(139.00)	103.60%
<b>Total Miscellaneous Revenue</b>	<b>18,561.00</b>	<b>34,591.93</b>	<b>(16,030.93)</b>	<b>186.37%</b>
<b><u>From Reserves</u></b>				
Restricted Reserves-Police Department	-	14,868.15	(14,868.15)	0.00%
Reserves-Pinewood Escrow	14,618.00	8,191.12	6,426.88	56.03%
From Operating Reserves	529,075.00	-	529,075.00	0.00%
<b>Total From Reserves</b>	<b>543,693.00</b>	<b>23,059.27</b>	<b>520,633.73</b>	<b>4.24%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	161,533.00	80,766.00	80,767.00	50.00%
Litter Control Grant	3,765.00	3,321.00	444.00	88.21%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	17,000.00	-	17,000.00	0.00%
SNAP Program	-	2,931.00	(2,931.00)	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
<b>Total State Revenue</b>	<b>208,624.00</b>	<b>92,030.32</b>	<b>116,593.68</b>	<b>44.11%</b>
<b><u>Intergovernmental Federal</u></b>				
Federal Grants	5,000.00	4,065.52	934.48	81.31%
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	132,626.00	367,568.00	26.51%
Federal Fuel Income	1,000.00	-	1,000.00	0.00%
<b>Total Federal Revenue</b>	<b>506,194.00</b>	<b>136,691.52</b>	<b>369,502.48</b>	<b>27.00%</b>
<b><u>Other Financing Sources</u></b>				
<b><u>Operating Transfers In</u></b>				
Transfer In for Debt Service	-	-	-	0.00%
<b>Total Operating Transfers In</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>#DIV/0!</b>
<b><u>Other Financing Sources</u></b>				
Note Proceeds-HVAC Financing (Smithfield Center)	-	-	-	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00	-	400,000.00	0.00%
Insurance Recoveries	-	7,161.35	(7,161.35)	100.00%
<b>Total Other Financing Sources</b>	<b>400,000.00</b>	<b>7,161.35</b>	<b>392,838.65</b>	<b>1.79%</b>
<b><u>Contributions</u></b>				
CHIPS Contributions	2,500.00	100.00	2,400.00	4.00%
Contributions-Employee Awards	-	-	-	0.00%
Contributions-IOW County (ball fields)	25,000.00	-	25,000.00	0.00%
<b>Total Contributions</b>	<b>27,500.00</b>	<b>100.00</b>	<b>27,400.00</b>	<b>0.36%</b>
<b>Total General Fund Revenue</b>	<b>7,332,490.00</b>	<b>4,391,019.42</b>	<b>2,941,470.58</b>	<b>59.88%</b>
<b>Less Revenues, Loan Funds, Grants and Contributions related to capital projects</b>				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
Cash Proffer Revenues	-	(24,000.00)	24,000.00	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(266,365.62)	(130,769.38)	
Pinewood Heights Reserves	(14,618.00)	(8,191.12)	(6,426.88)	
Contributions to Ball Fields (IOW)	(25,000.00)	-	(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	(132,626.00)	(367,568.00)	
Total Non-operating Revenues	(1,336,947.00)	(431,182.74)	(905,764.26)	32.25%
<b>Total General Fund Operating Revenues</b>	<b>5,995,543.00</b>	<b>3,959,836.68</b>	<b>2,035,706.32</b>	<b>66.05%</b>
<b>General Fund Budget Expenses</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
<b>GENERAL GOVERNMENT</b>				
<b><u>Town Council</u></b>				
Salaries	40,000.00	21,235.00	18,765.00	53.09%
FICA	3,500.00	1,870.66	1,629.34	53.45%
Employee Wellness/Assistance Plan	1,800.00	955.50	844.50	53.08%
Legal Fees	32,000.00	13,474.67	18,525.33	42.11%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	6,843.07	23,156.93	22.81%
Professional Services	1,500.00	6,358.00	(4,858.00)	423.87%
Records Management maint & upgrades-software (to be moved)	8,484.00	7,245.00	1,239.00	85.40%
Site Plan Review	5,000.00	562.50	4,437.50	11.25%
Communications	3,500.00	477.77	3,022.23	13.65%
Insurance	27,435.00	19,972.50	7,462.50	72.80%
Supplies	20,000.00	9,798.87	10,201.13	48.99%
Travel & Training	6,000.00	5,105.36	894.64	85.09%
Subscriptions/Memberships	9,100.00	8,383.00	717.00	92.12%
Council Approved Items	16,000.00	4,521.10	11,478.90	28.26%
Public Defender Fees	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	16.00	609.00	2.56%
SpecialProjects	2,500.00	2,366.31	133.69	94.65%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	1,692.00	308.00	84.60%
Annual Christmas Parade	400.00	185.10	214.90	46.28%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Council Approved Hwy	-	-	-	-
<b>Total Town Council</b>	219,311.00	113,772.41	105,538.59	51.88%
<b><u>Town Manager</u></b>				
Salaries	216,840.00	115,046.92	101,793.08	53.06%
FICA	17,350.00	9,117.84	8,232.16	52.55%
VSRS	25,100.00	14,491.51	10,608.49	57.74%
Health	37,455.00	21,562.16	15,892.84	57.57%
Auto Expense	500.00	313.81	186.19	62.76%
Maintenance Contracts	1,700.00	563.20	1,136.80	33.13%
Communications	15,500.00	7,024.89	8,475.11	45.32%
<b>Insurance</b>	<b>2,910.00</b>	<b>2,015.79</b>	<b>894.21</b>	<b>69.27%</b>
Supplies	5,500.00	2,112.33	3,387.67	38.41%
Dues & Subscriptions	2,940.00	1,671.78	1,268.22	56.86%
Computer & technology expenses	16,000.00	7,064.12	8,935.88	44.15%
Travel & Training	7,800.00	4,177.15	3,622.85	53.55%
Other	100.00	31.66	68.34	31.66%
TM Allocated to Hwy	-	-	-	0.00%
<b>Total Town Manager</b>	<b>349,695.00</b>	<b>185,193.16</b>	<b>164,501.84</b>	<b>52.96%</b>
<b><u>Treasurer</u></b>				
Salaries	258,170.00	135,021.77	123,148.23	52.30%
FICA	20,655.00	10,787.21	9,867.79	52.23%
VSRS	29,230.00	15,775.66	13,454.34	53.97%
Health	32,840.00	16,711.97	16,128.03	50.89%
Audit	11,500.00	-	11,500.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	4,120.45	3,959.55	51.00%
Data Processing	18,000.00	9,806.76	8,193.24	54.48%
<b>Service Contracts</b>	<b>18,500.00</b>	<b>11,301.86</b>	<b>7,198.14</b>	<b>61.09%</b>
<b>Insurance</b>	<b>2,510.00</b>	<b>1,738.71</b>	<b>771.29</b>	<b>69.27%</b>
Supplies	15,000.00	2,806.50	12,193.50	18.71%
Dues & Subscriptions	2,300.00	1,334.16	965.84	58.01%
<b>Credit Card Processing</b>	<b>1,000.00</b>	<b>1,443.02</b>	<b>(443.02)</b>	<b>144.30%</b>
<b>Cigarette Tax Stamps</b>	<b>2,565.00</b>	<b>2,473.20</b>	<b>91.80</b>	<b>96.42%</b>
Travel & Training	2,000.00	24.30	1,975.70	1.22%
Other	100.00	10.54	89.46	10.54%
Treasurer Alloc to Hwy	-	-	-	0.00%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
<b>Total Treasurer</b>	425,150.00	213,356.11	211,793.89	50.18%
<b><u>PUBLIC SAFETY</u></b>				
<b><u>Police Department</u></b>				
Salaries	1,322,140.00	731,431.72	590,708.28	55.32%
FICA	105,775.00	57,065.18	48,709.82	53.95%
VSRS	139,100.00	79,558.94	59,541.06	57.20%
Health Insurance	185,950.00	103,264.33	82,685.67	55.53%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	12,827.43	11,172.57	53.45%
Service Contracts	37,000.00	31,526.01	5,473.99	85.21%
Communications	65,000.00	26,204.03	38,795.97	40.31%
Computer & Technology Expenses	10,000.00	190.21	9,809.79	1.90%
Insurance	51,935.00	35,976.12	15,958.88	69.27%
Ins. - LODA	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	30,500.00	8,531.65	21,968.35	27.97%
Dues & Subscriptions	6,500.00	3,168.88	3,331.12	48.75%
Equipment	15,000.00	3,199.42	11,800.58	21.33%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	23,230.56	26,769.44	46.46%
Gas	85,000.00	35,887.31	49,112.69	42.22%
Tires	7,500.00	1,537.50	5,962.50	20.50%
Travel & Training	27,500.00	16,327.12	11,172.88	59.37%
Special Events	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	14,998.00	9,480.00	61.27%
Investigation expenses	5,000.00	2,295.93	2,704.07	45.92%
Other	500.00	689.62	(189.62)	137.92%
<b>Total Police Department</b>	2,209,840.00	1,199,025.92	1,010,814.08	54.26%
<b><u>Fire Department</u></b>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
<b>Total Fire Department</b>	32,461.00	-	32,461.00	0.00%
<b><u>Contributions-Public Safety</u></b>				
Coast Guard Auxiliary	250.00	250.00	-	100.00%
Rescue Squad-shared maintenance	-	-	-	0.00%
E911 Dispatch Center	118,950.00	6,581.28	112,368.72	5.53%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
<b>Total Contributions-Public Safety</b>	129,200.00	6,831.28	122,368.72	5.29%
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>				
<b><u>Smithfield Center</u></b>				
Salaries	186,170.00	95,866.89	90,303.11	51.49%
FICA	14,895.00	7,959.58	6,935.42	53.44%
VSRS	16,365.00	9,452.66	6,912.34	57.76%
Health	20,780.00	12,019.68	8,760.32	57.84%
Uniforms	1,200.00	112.80	1,087.20	9.40%
Contracted Services	23,000.00	8,258.47	14,741.53	35.91%
Retail Sales & Use Tax	500.00	300.00	200.00	60.00%
Utilities	30,000.00	10,193.79	19,806.21	33.98%
Communications	21,500.00	8,448.11	13,051.89	39.29%
Computer & technology expenses	2,500.00	1,079.99	1,420.01	43.20%
Insurance	4,810.00	3,331.95	1,478.05	69.27%
Kitchen Supplies	4,000.00	632.99	3,367.01	15.82%
Office Supplies/Other Supplies	4,000.00	2,211.40	1,788.60	55.29%
Food Service & Beverage Supplies	8,000.00	2,813.95	5,186.05	35.17%
AV Supplies	1,000.00	97.14	902.86	9.71%
Repairs & Maintenance	40,000.00	14,661.80	25,338.20	36.65%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	6,534.95	5,465.05	54.46%
Travel & Training	2,000.00	2,315.00	(315.00)	115.75%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	9,586.25	10,413.75	47.93%
Refund event deposits	3,500.00	2,398.13	1,101.87	68.52%
Credit card processing expense	4,500.00	2,203.93	2,296.07	48.98%
<b>Total Smithfield Center</b>	431,720.00	200,479.46	231,240.54	46.44%
<b><u>Contributions-Parks, Recreation and Cultural</u></b>				
Farmers Market	3,000.00	-	3,000.00	0.00%
BSV Parking Lot	-	4,990.00	(4,990.00)	100.00%
TUMC Parking Lot	1,500.00	375.00	1,125.00	25.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	10,000.00	-	100.00%
Library	10,000.00	3,315.90	6,684.10	33.16%
<b>Total Contributions-Park, Recreation and Cultural</b>	26,460.00	18,680.90	7,779.10	70.60%
Windsor Castle Park				

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Salaries	73,820.00	40,046.82	33,773.18	54.25%
FICA	5,910.00	3,153.75	2,756.25	53.36%
VSRS	8,505.00	5,050.09	3,454.91	59.38%
Health	13,870.00	7,701.65	6,168.35	55.53%
Contracted Services	5,000.00	2,938.84	2,061.16	58.78%
Grass Cutting	30,000.00	17,267.27	12,732.73	57.56%
Professional Services	1,000.00	444.27	555.73	44.43%
Utilities	5,000.00	1,184.44	3,815.56	23.69%
Supplies	2,500.00	711.38	1,788.62	28.46%
<b>Repairs &amp; Maintenance</b>	<b>40,000.00</b>	<b>34,463.32</b>	<b>35,592.22</b>	<b>86.16%</b>
Total Windsor Castle Park	185,605.00	112,961.83	102,698.71	60.86%
<b><u>Other Parks &amp; Recreation</u></b>				
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	778.72	821.28	48.67%
Community Wellness Initiative	35,000.00	26,556.81	8,443.19	75.88%
SNAP Program	-	707.25	(707.25)	100.00%
Waterworks Dam	34,000.00	15,814.90	18,185.10	46.51%
Haydens Lane Maintenance	2,900.00	4,760.90	(1,860.90)	164.17%
Veterans War Memorial	1,000.00	391.26	608.74	39.13%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	78,000.00	51,009.84	26,990.16	65.40%
<b><u>COMMUNITY DEVELOPMENT</u></b>				
<b><u>Pinewood Heights</u></b>				
<b><u>Non-CDBG Contributed Operating Expenses</u></b>				
<b><u>Administration</u></b>				
Management Assistance	12,000.00	3,232.54	8,767.46	26.94%
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
<b><u>Permanent Relocation</u></b>				
Owner Occupied Households	107,826.00	93,423.48	14,402.52	86.64%
Renter Occupied Households	134,155.00	8,191.12	125,963.88	6.11%
Moving Costs	13,900.00	3,800.00	10,100.00	27.34%
Relocation Specialist	10,633.00	3,135.89	7,497.11	29.49%
<b><u>Acquisition</u></b>				

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Owner Acquisition	-	440.56	(440.56)	100.00%
<b>Acquisition Specialist</b>	15,000.00	-	15,000.00	0.00%
<b>Clearance &amp; Demolition</b>	29,000.00	5,500.00	23,500.00	18.97%
<b>Subtotal Non CDBG</b>	325,014.00	117,723.59	207,290.41	36.22%
<b>CDBG Contributed Operating Expenses</b>				
<b>Permanent Relocation</b>				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households	-	-	-	-
<b>Acquisition</b>				
Owner Occupied	-	71,000.00	(71,000.00)	100.00%
<b>Clearance &amp; Demolition</b>				
	-	-	-	0.00%
		-	-	0.00%
<b>Subtotal CDBG</b>	230,394.00	71,000.00	159,394.00	30.82%
<b>Total Pinewood Heights Contributions</b>	<b>555,408.00</b>	<b>188,723.59</b>	<b>366,684.41</b>	<b>33.98%</b>
<b>Contributions-Community Development</b>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	14,000.00	-	100.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	33,339.00	-	100.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
<b>Total Contributions-Community Development</b>	<b>328,965.00</b>	<b>53,339.00</b>	<b>275,626.00</b>	<b>16.21%</b>
<b>PUBLIC WORKS</b>				
<b>Planning, Engineering &amp; Public Works</b>				
Salaries	203,530.00	113,666.90	89,863.10	55.85%
FICA	16,285.00	9,206.44	7,078.56	56.53%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2013/2014</b>	<b>Actual as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
VSRS	24,750.00	14,390.18	10,359.82	58.14%
Health	33,600.00	19,047.27	14,552.73	56.69%
Uniforms	2,000.00	1,292.41	707.59	64.62%
Contractual	9,125.00	7,295.97	1,829.03	79.96%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	124,398.03	88,326.97	58.48%
Trash Collection-new contract	227,555.00	131,811.00	95,744.00	57.92%
Street Lights	5,000.00	589.22	4,410.78	11.78%
Communications	15,000.00	5,679.43	9,320.57	37.86%
Safety Meetings	5,000.00	1,679.82	3,320.18	33.60%
Insurance	8,060.00	5,583.27	2,476.73	69.27%
Materials & Supplies	6,000.00	1,571.84	4,428.16	26.20%
Repairs & Maintenance	9,000.00	1,499.48	7,500.52	16.66%
Gas & Tires	10,500.00	4,264.44	6,235.56	40.61%
Travel & Training	6,000.00	2,631.82	3,368.18	43.86%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	506.00	1,494.00	25.30%
Other	1,000.00	2,052.31	(1,052.31)	205.23%
Public Works Alloc to Hwy	-	-	-	-
<b>Total Public Works</b>	<b>802,095.00</b>	<b>447,165.83</b>	<b>354,929.17</b>	<b>55.75%</b>
<b>PUBLIC BUILDINGS</b>				
<b>Public Buildings</b>				
Salaries	21,235.00	11,996.00	9,239.00	56.49%
FICA	1,700.00	1,019.99	680.01	60.00%
Contractual	9,000.00	6,574.08	2,425.92	73.05%
Communications	1,750.00	685.45	1,064.55	39.17%
Utilities	47,000.00	20,998.11	26,001.89	44.68%
Insurance	3,176.00	2,757.05	418.95	86.81%
Materials & Supplies	3,000.00	551.83	2,448.17	18.39%
Materials & Supplies-Town Manager	-	12.52	(12.52)	100.00%
Materials & Supplies-Police Department	-	449.25	(449.25)	100.00%
Materials & Supplies-Town Hall	-	100.63	(100.63)	100.00%
Materials & Supplies-Public Works	-	80.00	(80.00)	100.00%
Materials & Supplies-Public Restrooms	-	436.37	(436.37)	100.00%
Repairs & Maintenance	29,289.00	16,037.69	13,251.31	54.76%
Rent Expense-Office Space	4,800.00	1,600.00	3,200.00	33.33%
Other	1,000.00	20.08	979.92	2.01%
Alloc Costs to Hwy	-	-	-	-
<b>Total Public Buildings</b>	<b>121,950.00</b>	<b>63,319.05</b>	<b>58,630.95</b>	<b>51.92%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2013/2014	Actual as of 01/31/14	Remaining Budget	% of budget
<b>OTHER FINANCING USES</b>				
<b>Other Financing Uses</b>				
Transfers to Operating Reserves		1,191,432.05	(1,191,432.05)	100.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	204,184.15	(204,184.15)	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
<b>Total Transfers To Reserves</b>	-	1,395,616.20	(1,395,616.20)	100.00%
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	8,823.95	6,476.05	57.67%
Ball Fields	73,750.00	-	73,750.00	-
<b>Line of Credit Retirement-interest</b>	5,000.00	-	5,000.00	0.00%
<b>Ball field financing?</b>				
<b>Interest and fiscal charges</b>				
Public Building Acquisition	33,195.00	16,597.07	16,597.93	50.00%
HVAC	2,370.00	1,533.18	836.82	64.69%
Ball Fields	14,650.00	-	14,650.00	0.00%
<b>Total Debt Service</b>	164,179.00	26,954.20	137,224.80	16.42%
<b>Total General Fund Expenses</b>				
	6,060,039.00	4,276,428.78	1,813,665.76	70.57%
<b>Less Expenses related to capital projects:</b>				
Legal Fees	-	-	-	
Professional Fees	-	-	-	
Pinewood Heights Relocation Project Expenses	(555,408.00)	(188,723.59)	(366,684.41)	
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	
<b>Total Non-operating Expenses</b>	(560,408.00)	(188,723.59)	(371,684.41)	33.68%
<b>Total General Fund Operating Expenses</b>	5,499,631.00	4,087,705.19	1,441,981.35	74.33%
<b>Net Operating Reserve (+/-)</b>	495,912.00	(127,868.51)	593,724.97	-25.78%
<b>Net Reserve (+/-)</b>	1,272,451.00	114,590.64	1,127,804.82	9.01%

	Adopted Budget 2013/2014	Actual 1/31/2014	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>1,272,451.00</b>	114,590.64	1,157,860.36	9.01%
<b>Capital Outlay General Fund</b>				
<b>GENERAL GOVERNMENT</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%
Vacant Lots	-		-	-
Appraisal/Legal	(7,170.00)	(2,275.00)	(4,895.00)	31.73%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	<b>(2,275.00)</b>	(164,151.00)	1.37%
<b>CDBG Capital Acquisition-MY2</b>				
Owner Occupied Units	(269,800.00)	(12,000.00)	(257,800.00)	4.45%
Renter Occupied Units		-	-	-
Vacant Lots		-	-	-
Subtotal CDBG Capital Acquisition	<b>(269,800.00)</b>	<b>(12,000.00)</b>	(257,800.00)	4.45%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(436,226.00)</b>	<b>(14,275.00)</b>	(421,951.00)	3.27%
<b>TOWN COUNCIL</b>				
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%
<b>TREASURER</b>				
Computer Equipment System upgrades				
AS400 Server	(45,000.00)		(45,000.00)	0.00%
<b>PARKS, RECREATION AND CULTURAL</b>				
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
<b>Police Vehicles</b>	<b>(101,700.00)</b>	<b>(94,603.14)</b>	<b>(7,096.86)</b>	<b>93.02%</b>
Copier	(10,000.00)		(10,000.00)	-
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%

	Adopted Budget	Actual	Remain	% of
	2013/2014	1/31/2014	Budget	Budget
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%
N/S Church St Streetscape Improvements	-	-	-	0.00%
<b>PUBLIC BUILDINGS</b>				
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(1,272,451.00)</b>	<b>(114,590.64)</b>	<b>(1,157,860.36)</b>	<b>9.01%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>-</b>	<b>(0.00)</b>	<b>-</b>	<b>0.18</b>

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2013/2014</b>	<b>01/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	699,025.00	428,999.93	270,025.07	61.37%
Sewer Compliance Fee	489,559.00	311,526.46	178,032.54	63.63%
Miscellaneous Revenue	500.00	457.03	42.97	91.41%
Connection fees	31,600.00	11,160.00	20,440.00	35.32%
<b>Total Operating Revenue</b>	<b>1,220,684.00</b>	<b>752,143.42</b>	<b>468,540.58</b>	<b>61.62%</b>
<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
<b>Description</b>	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2013/2014</b>	<b>01/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	226,915.00	119,281.23	107,633.77	52.57%
FICA	18,155.00	9,433.31	8,721.69	51.96%
VSRS	26,245.00	14,701.13	11,543.87	56.01%
Health	38,750.00	21,422.07	17,327.93	55.28%
Uniforms	2,500.00	1,076.56	1,423.44	43.06%
Audit & Legal Fees	14,750.00	3,226.57	11,523.43	21.88%
HRPDC sewer programs	872.00	918.00	(46.00)	105.28%
Maintenance & Repairs	50,000.00	17,141.44	32,858.56	34.28%
VAC Truck Repairs & Maintenance	7,500.00	1,187.42	6,312.58	15.83%
Data Processing	14,000.00	7,354.59	6,645.41	52.53%
Dues & Subscriptions	150.00	30.00	120.00	20.00%
Utilities	43,500.00	19,352.57	24,147.43	44.49%
SCADA Expenses	6,000.00	3,255.13	2,744.87	54.25%
Telephone	12,000.00	5,181.90	6,818.10	43.18%
Insurance	16,140.00	11,180.40	4,959.60	69.27%
Materials & Supplies	46,000.00	12,445.89	33,554.11	27.06%
Truck Operations	14,000.00	4,592.86	9,407.14	32.81%
Travel & Training	4,000.00	83.33	3,916.67	2.08%
Contractual	3,250.00	1,401.30	1,848.70	43.12%
Miscellaneous	600.00	377.04	222.96	62.84%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget 2013/2014</b>	<b>Balance as of 01/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	550,652.00	253,642.74	297,009.26	46.06%
<b>Operating Income before D&amp;A Expense</b>	670,032.00	498,500.68	171,531.32	74.40%
<b>Depreciation &amp; Amort. Exp.</b>	772,720.00	331,404.15	441,315.85	42.89%
<b>Operating Income (Loss)</b>	(102,688.00)	167,096.53	(269,784.53)	-162.72%
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	8,000.00	(8,000.00)	100.00%
Availability Fees	82,400.00	28,840.00	53,560.00	35.00%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	2,633.96	616.04	81.04%
Interest Expense	(39,351.00)	(21,350.20)	(18,000.80)	54.26%
<b>Total Nonoperating Revenues (Expenses)</b>	68,032.00	18,123.76	49,908.24	26.64%
<b>Net Income (loss)</b>	(34,656.00)	185,220.29	(219,876.29)	-534.45%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(8,000.00)	8,000.00	#DIV/0!
Availability Fees	(82,400.00)	(28,840.00)	(53,560.00)	35.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(311,526.46)	(178,032.54)	63.63%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	331,404.15	441,315.85	42.89%
Additional debt service costs-principal expense	(74,700.00)	(74,700.00)	-	100.00%
<b>Total adjustments to CAFR</b>	109,328.00	(91,662.31)	200,990.31	-83.84%
<b>Working adjusted income</b>	74,672.00	93,557.98	(18,885.98)	125.29%

	Adopted Budget 2013/2014	Actual 1/31/2014	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>74,672.00</b>	<b>93,557.98</b>	(18,885.98)	125.29%
Sewer SSO Consent Order	(325,000.00)	(41,199.50)	(283,800.50)	12.68%
Storage Shed	-	(1,565.00)	1,565.00	100.00%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)	(5,205.00)	(94,795.00)	5.21%
Pump Station Upgrades	(100,000.00)	(43,582.00)	(56,418.00)	43.58%
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(548,076.00)</b>	<b>(97,264.00)</b>	<b>(450,812.00)</b>	<b>17.75%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(473,404.00)</b>	<b>(3,706.02)</b>	<b>(469,697.98)</b>	<b>0.78%</b>
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	43,582.00	156,418.00	21.79%
Funding from Sewer Compliance Fee	325,000.00	36,999.50	288,000.50	11.38%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
<b>Net Cashflow</b>	<b>51,596.00</b>	<b>76,875.48</b>	<b>(25,279.48)</b>	<b>149.00%</b>

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 01/31/14	Remaining Budget	% of budget
<b>Revenue</b>				
<b>Operating Revenue</b>				
Water Sales	1,453,834.00	909,556.19	544,277.81	62.56%
Debt Service Revenue	187,896.00	159,070.50	28,825.50	84.66%
Miscellaneous	500.00	2,651.80	(2,151.80)	530.36%
Connection fees	13,200.00	4,870.00	8,330.00	36.89%
Application Fees	5,000.00	3,425.00	1,575.00	68.50%
<b>Total Operating Revenue</b>	<b>1,660,430.00</b>	<b>1,079,573.49</b>	<b>580,856.51</b>	<b>65.02%</b>
<b>Town of Smithfield</b>				
<b>Water Fund Budget</b>				
Description	Adopted Budget 2013/2014	Balance as of 01/31/14	Remaining Budget	% of budget
<b>Expenses</b>				
Salaries	348,720.00	191,616.94	157,103.06	54.95%
FICA	27,900.00	15,192.69	12,707.31	54.45%
VSRS	38,530.00	20,491.54	18,038.46	53.18%
Health	49,735.00	26,883.85	22,851.15	54.05%
Uniforms	3,255.00	1,414.01	1,840.99	43.44%
Contractual	15,000.00	8,976.75	6,023.25	59.85%
Legal & Audit	20,000.00	3,346.57	16,653.43	16.73%
Maintenance & Repairs	21,000.00	3,514.09	17,485.91	16.73%
Water Tank Maintenance	100,000.00	50,936.64	49,063.36	50.94%
Professional Services	1,000.00	4,218.50	(3,218.50)	421.85%
Regional Water Supply Study	2,580.00	1,839.00	741.00	71.28%
Data Processing	14,000.00	7,354.59	6,645.41	52.53%
Utilities	1,500.00	545.24	954.76	36.35%
Communications	15,045.00	5,151.88	9,893.12	34.24%
Insurance	25,200.00	17,456.37	7,743.63	69.27%
Materials & Supplies	114,400.00	22,283.69	92,116.31	19.48%
Gas and Tires	14,500.00	7,354.99	7,145.01	50.72%
Dues & Subscriptions	1,000.00	517.00	483.00	51.70%
Bank service charges	325.00	8.00	317.00	2.46%
Travel and Training	5,500.00	106.70	5,393.30	1.94%
Miscellaneous	9,500.00	8,849.93	650.07	93.16%
RO Annual costs	470,673.00	203,012.98	267,660.02	43.13%
Bad debt expense	7,500.00	-	7,500.00	0.00%
<b>Total Water Fund Operating Expenses before D&amp;A Exp.</b>	<b>1,306,863.00</b>	<b>601,071.95</b>	<b>705,791.05</b>	<b>45.99%</b>

<b>Town of Smithfield</b>				
<b>Water Fund Budget</b>				
Description	Adopted Budget 2013/2014	Balance as of 01/31/14	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	478,501.54	(124,934.54)	135.34%
Depreciation & Amortization Expense	365,000.00	192,750.92	172,249.08	52.81%
Operating Income (Loss)	(11,433.00)	285,750.62	(297,183.62)	-2499.35%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	8,000.00	(8,000.00)	#DIV/0!
Availability Fees	54,400.00	19,040.00	35,360.00	35.00%
Interest Revenue	5,925.00	3,910.26	2,014.74	66.00%
Interest Expense	(123,720.00)	(70,425.12)	(53,294.88)	56.92%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(39,474.86)	(23,920.14)	62.27%
Net Income (Loss)	(74,828.00)	246,275.76	(321,103.76)	-329.12%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	(8,000.00)	8,000.00	#DIV/0!
Availability Fees	(54,400.00)	(19,040.00)	(35,360.00)	35.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(159,070.50)	(28,825.50)	84.66%
Depreciation & Amort. Exp.	365,000.00	192,750.92	172,249.08	52.81%
Additional debt service costs-principal expense	(322,275.00)	(245,690.39)	(76,584.61)	76.24%
Total adjustments to CAFR	(192,071.00)	(239,049.97)	46,978.97	124.46%
Working adjusted income	(266,899.00)	7,225.79	(274,124.79)	-2.71%

	Adopted Budget 2013/2014	Actual 1/31/2014	Remain Budget	% of Budget
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(266,899.00)</b>	7,225.79	(274,124.79)	-2.71%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)		(25,000.00)	0.00%
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)	(5,712.50)	(537.50)	91.40%
Public Works Security Gate	(2,625.00)		(2,625.00)	0.00%
RO Security Gate	(10,000.00)		(10,000.00)	0.00%
System Improvements	(50,000.00)		(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
<b>Net Capital Outlay</b>	<b>(218,076.00)</b>	<b>(5,712.50)</b>	<b>(212,363.50)</b>	2.62%
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(484,975.00)</b>	1,513.29	<b>(486,488.29)</b>	-0.31%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00	246,195.78	85,562.22	74.21%
<b>Net Cashflow</b>	<b>31,783.00</b>	<b>247,709.07</b>	<b>(215,926.07)</b>	<b>779.38%</b>

Town of Smithfield				
Highway Fund				
Description	Adopted Budget 2013/2014	Balance as of 01/31/14	Remaining Budget	% of budget
<b>Revenue</b>				
Interest Income	250.00	118.70	131.30	47.48%
Revenue - Commwlth of VA	1,003,519.92	516,556.34	486,963.58	51.47%
<b>Total Highway Fund Revenue</b>	<b>1,003,769.92</b>	<b>516,675.04</b>	<b>487,094.88</b>	<b>51.47%</b>
<b>Town of Smithfield</b>				
<b>Highway Fund</b>				
Description	Adopted Budget 2013/2014	Balance as of 01/31/14	Remaining Budget	% of budget
<b>Expenses</b>				
Salaries	248,065.00	133,266.16	114,798.84	53.72%
FICA	19,845.00	10,533.61	9,311.39	53.08%
VSRS	29,090.00	15,736.84	13,353.16	54.10%
Health	45,290.00	25,506.21	19,783.79	56.32%
Uniforms	3,100.00	1,208.25	1,891.75	38.98%
Engineering	-	-	-	-
Grass	31,400.00	13,600.00	17,800.00	43.31%
<b>Maintenance</b>	<b>327,682.42</b>	<b>239,198.37</b>	<b>88,484.05</b>	<b>73.00%</b>
Asphalt/Paving		109,561.52	(109,561.52)	
Ditching		76,835.96	(76,835.96)	
Traffic Control devices		17,072.54	(17,072.54)	
Other (maintenance)		222.93	(222.93)	
Other (lawnmowers, landscaping, etc)		34,641.52	(34,641.52)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		863.90	(863.90)	
Street Lights	110,000.00	50,832.96	59,167.04	46.21%
<b>Insurance</b>	<b>19,440.00</b>	<b>13,466.34</b>	<b>5,973.66</b>	<b>69.27%</b>
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	5,061.04	4,938.96	50.61%
<b>Stormwater Management Program (regional)</b>	<b>1,786.00</b>	<b>1,664.00</b>	<b>122.00</b>	<b>93.17%</b>
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
<b>Total Highway Fund Expense</b>	<b>848,198.42</b>	<b>510,073.78</b>	<b>338,124.64</b>	<b>60.14%</b>
<b>Net Reserves (+/-)</b>	<b>155,571.50</b>	<b>6,601.26</b>	<b>148,970.24</b>	<b>4.24%</b>

	Adopted Budget 2013/2014	Actual 1/31/2014	Remain Budget	% of Budget
<b>HIGHWAY</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>155,571.50</b>	6,601.26	148,970.24	4.24%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	<b>(5,712.50)</b>	(537.50)	91.40%
<b>Storm Drain Replacement - Nottingham</b>	<b>(20,745.50)</b>	<b>(20,745.50)</b>	-	<b>100.00%</b>
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lawnmower	(8,000.00)	<b>(7,945.00)</b>	(55.00)	99.31%
<b>Net Capital Outlay</b>	<b>(155,571.50)</b>	<b>(34,403.00)</b>	<b>(121,168.50)</b>	<b>22.11%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>(27,801.74)</b>	<b>27,801.74</b>	
<b>Carryover from FY2013</b>		<u>110,821.55</u>		
<b>Net Adjusted Reserves (deficit)</b>		83,019.81		

## **Notes: January 2014**

### **GENERAL FUND**

#### **Revenues:**

##### **Current RE Tax**

Through February 18, we have posted \$1,635,258 of real estate tax collections (98.51%). We had programming problems with delinquent notices so they were not mailed until February. We have 3 businesses who are habitually late in paying their taxes that account for \$18,295 of the outstanding balance.

##### **Delinquent RE Tax**

Delinquent real estate collections of \$16,653 (83.27%) have been posted through February 18, 2014. Delinquent notices have been processed and we are working with the Town Attorney on those with at least 3 years of delinquent balances.

##### **Current PP Tax**

Current personal property collections of \$831,304 (99.2%) have been posted through February 18. This includes \$240,795 in personal property tax relief from the state. We are in the process of preparing delinquent personal property notices which were delayed because of the programming problems with the delinquent real estate file.

##### **Delinquent PP Tax**

Delinquent collections of \$12,039 have been posted through February 18, 2014. This amount should increase as supplements for prior years are processed and delinquent notices are mailed.

##### **Franchise Tax**

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

##### **Transient Occupancy**

Transient occupancy appears to be below budget for 3 quarters; however, we are missing payment from one hotel for the quarter ending December 31, 2013 that was due on January 20, 2014. Per the owner, payment was mailed on the due date so he is checking with the bank but will probably have to issue another check. Per the amount he gave us (over \$20000), we should be in line with budget upon receipt of his payment.

##### **Communications Tax**

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

##### **Sales Tax**

There is also a delay in sales tax that comes from the state but is passed to the Town through IOW County. January statements reflect sales tax for July through October 2013. The November payment was not posted until the beginning of February but with that payment we are \$14,325 above collections for 2013.

##### **Consumption/Utility Tax**

Consumption and utility taxes reflect receipts for July through December. These taxes are higher than FY2013 by \$6356. These taxes tend to remain fairly consistent from year to year and will probably balance out close to budget in the remaining months of the fiscal year.

**Business licenses**

Business license tax is due on April 15, so the majority of this revenue will be paid during the last quarter of the fiscal year. Notices for license renewals have been mailed and collections have started for 2014.

**Permits & other licenses**

Permits are running slightly below budget and last year's total of \$8178 through January. Last year's permits included a large land disturbance permit and a ROW permit for VICO Construction for Harvest Fellowship Baptist Mission Improvements.

**Dog Park Registrations**

Dog park registrations are in line with 2013. We have collected \$1375 through February 18 compared to \$1096 last year. Total collections for FY2013 were \$2403.

**Review Fees**

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

**Vehicle Licenses**

Collections through February 18 total \$118,140 (87.19%). This number should increase as supplements are processed and delinquents are collected.

**Fines & Costs**

Fines for December were not posted until the first of February. Fines posted in February for December and January will bring total collections to \$42,284 which is \$8461 higher than the same period last year.

**Rentals**

Rent is below budget at this point in the fiscal year, but should slightly exceed budget by year end. In January, the rental payment from Charter will increase slightly (\$20.90/month), and the NDS annual payment of \$1200 (for use of space on our water tower) is not paid until the spring.

**Smithfield Center Rentals**

Smithfield Center Rentals of \$71,041 are significantly lower than the same period last year of \$90,003. Could be a timing issue as far as payments but will need to research with Amy.

**Kayak Rentals**

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

**Special Events**

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

**Sale of Equipment**

Sold numerous item to date but the largest dollar sales were a 2000 Ford F250 PU (\$2820) and a sewer grinder pump (\$500).

**Cash Proffer Revenues**

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

**Obici Foundation Wellness Grant**

During July 2013, received \$10,000 of the \$12,500 budgeted for this year. In January \$4500 was reimbursed to Obici Healthcare for items that could not be addressed in Round 11. In February received an additional \$10,000 for round 12, so we will exceed budget by \$3000.

**VML Safety Grant**

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

**Restricted Reserves-Police Department**

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

**Reserves-Pinewood Escrow**

The Pinewood Escrow reserve funds were set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters. We currently only have one market rate renter still being supplemented, and that supplement will end in the fall of 2014.

**Law Enforcement Grant**

This grant is paid quarterly. The next payment will be in March 2014, so we will meet budget by fiscal year end.

**Litter Control Grant**

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

**SNAP Program**

This represents state money received to match grant money for the food voucher program at the Farmers Market as part of the wellness initiative.

**Federal Grants**

The PD has received 3 grants this year from traffic safety totaling \$4065.

**Pinewood Heights CDBG Relocation Grant-Phase II**

The Town received \$132,626 from the VDHCD for reimbursement of owner and acquisition and relocation costs for one property in Phase II MY1.

**Insurance Recoveries-**

The Town was reimbursed by VML for damages to 2 police vehicles-one hit by a deer and one by a raccoon.

**Expenses:**

**ALL DEPARTMENTS**

Insurance

The first 3 quarters of VML property/casualty/workers' compensation insurance have been paid and account for approximately 75% of budget.

Subscriptions/Memberships

Most annual dues and subscriptions are paid in the first few months of the

fiscal year which accounts for the high percentage of expense to date in this line item for most departments.

## **Town Council**

### Professional Services

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

### Records Management

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

### Travel & Training

Includes \$1720 to VML to register 4 council members for October conference  
Includes \$3311.36 to Bank of America for Marriott lodging for VML conference

### Special Projects

For Olden Days, the expenses included \$1,281.04 paid to All Virginia for dumpsters, \$102.00 to Farmers Service for bales of wheat straw, & \$668.67 to IOW for portable toilets and sinks, \$139.00 paid out for food expenses. Paid \$93.20 to Roeda Signs for Town Special Events. In September paid \$82.40 to Isle of Wight County for fence permit at the Farmers Market.

### Smithfield CHIPS program

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

### Update Town Charter & Code

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

## **Treasurer**

### Service Contracts

Included in this line item is \$3,750, which was paid to BAI for the annual on-line payments contract, \$4717 for 1/2 of annual BAI maintenance contract, and \$1589 for 3 qtrly payments to IBM for AS400 maintenance.

### Credit Card Processing

Credit card processing has exceeded budget for the year. Activity has picked up since we added the credit card machine at the window. In past years we only collected real estate and personal property taxes online, but now we are able to accept payments for all transactions. We have also added the water account so we can take credit cards for deposits.

Cigarette Tax Stamps

Purchased one case of cigarette tax stamps in January. This purchase should take us through the rest of the fiscal year.

**Public Safety**

**Police Department**

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,722.08, ID Networks for \$4434, and leads online for \$2,128.

Insurance-LODA

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

Police Grants

Included in this line item are grant expenses funded by the 2013 Farmers Bank donation of \$24,000 mentioned above. Those expenses total \$14,868.15 with the remainder representing small federal grant activity.

**Fire Department**

Fuel Fund & Travel

This item represents a contribution the Town makes to the fire department for the number of runs made during the fiscal year. This money is redistributed by the fire department to the volunteers participating in those runs to offset fuel costs and wear on their vehicles.

State passthru funds

We have not filed a request with the state for these forms yet in 2014. We are waiting on feedback from the fire department. The last date to file for 2014 funds is May 30.

**Contributions-Public Safety**

E911 Dispatch Center

Paid \$50,762.50 in February (as approved by Council) towards the 2014 annual contribution.

Fire Department Rescue Truck

Paid in full in February as per Council approval.

**Parks Recreation & Cultural**

Smithfield Center

Travel and Training

Reimbursed Amy Musick \$766.00 for ODU class related to parks and recreational management and paid \$635 to IACCA for conference registration. Paid another \$914 to Old Dominion University for spring class for Amy Musick.

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

BSV Parking Lot

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

Isle of Wight Arts League

This is a matching grant of \$5000 from the Town and \$5000 from the state. Both the local

and state funds have been forwarded to the arts league.

Windsor Castle-repairs & maintenance

In December, the Town paid \$9,610 to James River Grounds Management to replace dead trees at Windsor Castle Park. Other notable costs include \$19,500 paid to Goodrich and Sons in November to take down trees in the park and haul away.

Community Wellness Initiative

We have closed Round 11 and are getting close to closing round 12 of the Obici Foundation Grant. This line item represents grant covered expenses and required matching from the Town.

SNAP Program

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

Waterworks Dam

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

Haydens Lane Maintenance

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

**Community Development**

Pinewood Heights

This project is still moving slowly along but should be picking up soon. I believe we are still on track to complete MY1 by the deadline, so we should have multiple closings in a short period of time.

Chamber of Commerce, Christian Outreach, & Western  
Tidewater Free Clinic

Total annual budgeted contributions have been paid to each of these organizations.

Tourism Bureau

Paid \$104,988 to Isle of Wight County as per Council approval in February for 1/2 of the Town's allocated budget for 2014.

YMCA

This budgeted contribution was paid in full in February as per Council approval.

**Public Works**

Uniforms

Uniforms are running slightly above budget because of lined bibs that were purchased for the men and charged 1/2 to safety and 1/2 to uniforms.

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

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

**Public Buildings**

Contractual Includes \$2149.68 to Fonality for annual software & support agreement for the phone system. Also includes \$1020.80 for anti-spam software renewal for all departments for 1 year (not budgeted in this line item). This line item also includes contracted maintenance with workplace essentials for mats in the public restrooms. This was not originally budgeted.

**Other Financing Uses**

Transfers to Operating Reserves We have collected \$1,191,432 more in revenue than was spent as of January 31, 2014. Reserves as of January 2013 were \$1,674,168 but included a \$400,000 contribution for South Church Street and over \$200,000 for the sale of land.

Transfers to Reserves-Special Projects This represents monies taken in from meals tax that have not yet been expended on the Pinewood Project. This line item will disappear as we close on remaining properties.

**Capital:**

**Police**

Police Vehicles This expense represents the purchase of three police vehicles.

**SEWER**

**Revenues**

Sewer Charges Sewer revenues of \$428,999 are \$12,477 lower than January 2013 (\$441,476). This is consistent with December revenues (\$14,000 lower) which were a big improvement over year-to-date November when the difference was \$17,195. Year-to-date consumption dropped from 126,026,878 in 2013 to 122,469,679 in 2014.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 6 connections at \$1580 and one at \$100. Last year this time, we had collected on 16 connections.

**Expenses**

HRPDC Sewer Programs

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

Insurance

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

**Nonoperating Revenues (Expenses)**

Pro-rata share fees

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

Interest Expenses

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

**Additional Working Adjustments to CAFR**

Additional debt service costs-principal expense

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

**Sewer Capital**

Storage Shed

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

Pump Station Upgrades

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

**WATER**

**Revenues**

Water Charges

Water revenues of \$909,556 increased \$77,005 from January 2013's total of \$832,551. Consumption decreased from 164,151,162 in FY2013 to 162,124,684 in current year. Of that decrease, Gatling Pointe remained relatively flat dropping slightly from 31,730,800 gallons through January 2013 compared to 30,137,300 in 2014. Revenue from Gatling Pointe was almost exactly the same at \$190,068 for 2013 and \$190,199 for 2014 as the rate was increased from \$5.99 to \$6.41 per 1,000 gallons.

Miscellaneous

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

Connection Fees

As with sewer, the Town has only collected on 6 accounts at \$660 and 1 at \$250. Last year the Town had collected on 16 connections through November.

**Expenses**

<u>Professional services</u>	This represents \$4218.50 paid to Kimley-Horn for analysis done on the RO discharge alternatives.
<u>Regional Water Program</u>	Annual billing from HRPDC. This budgeted amount actually decreased from the original budget submitted by HRPDC.
<u>Insurance</u>	Represents 3 quarterly payments to VML for property/casualty and workers' compensation insurance.
<u>Miscellaneous</u>	Includes a lum sum payment to VDH-Waterworks Technical Assistance Fund (\$8,670.05). This is billed annually and is based on the number of water customers in the town's system. The rate for this billing is \$2.95 per connection.

### **Nonoperating Revenues (Expenses)**

<u>Pro-rata share fees</u>	Received \$8000 from Dominion Building Corp for Lots 28-32 Smithfield Manor.
<u>Interest Expense</u>	Represents both semi-annual payments of the two VML-VACO loans and the 1st semi-annual payment of the 2004 GO Refunding Bond. This account will balance to budget when year end accrued interest entries are made.

### **Additional Working Adjustments to CAFR**

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

#### **Revenues**

Revenue-Commonwealth of Virginia	We have received 2 quarterly payments of state maintenance funds. The last 2 payments will be received in March and June.
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#### **Expenses**

<u>Maintenance</u>	Maintenance is running high, but we ramped up this category because we had a carryover of \$110,821 from last year. Also not sure if we will be addressing the Pinewood Stormwater Drainage this fiscal year (\$100,000).
<u>Insurance</u>	Represents 3 quarterly payments to VML for property/casualty and workers' compensation insurance.

Stormwater Management Program

Annual billing to HRPDC.

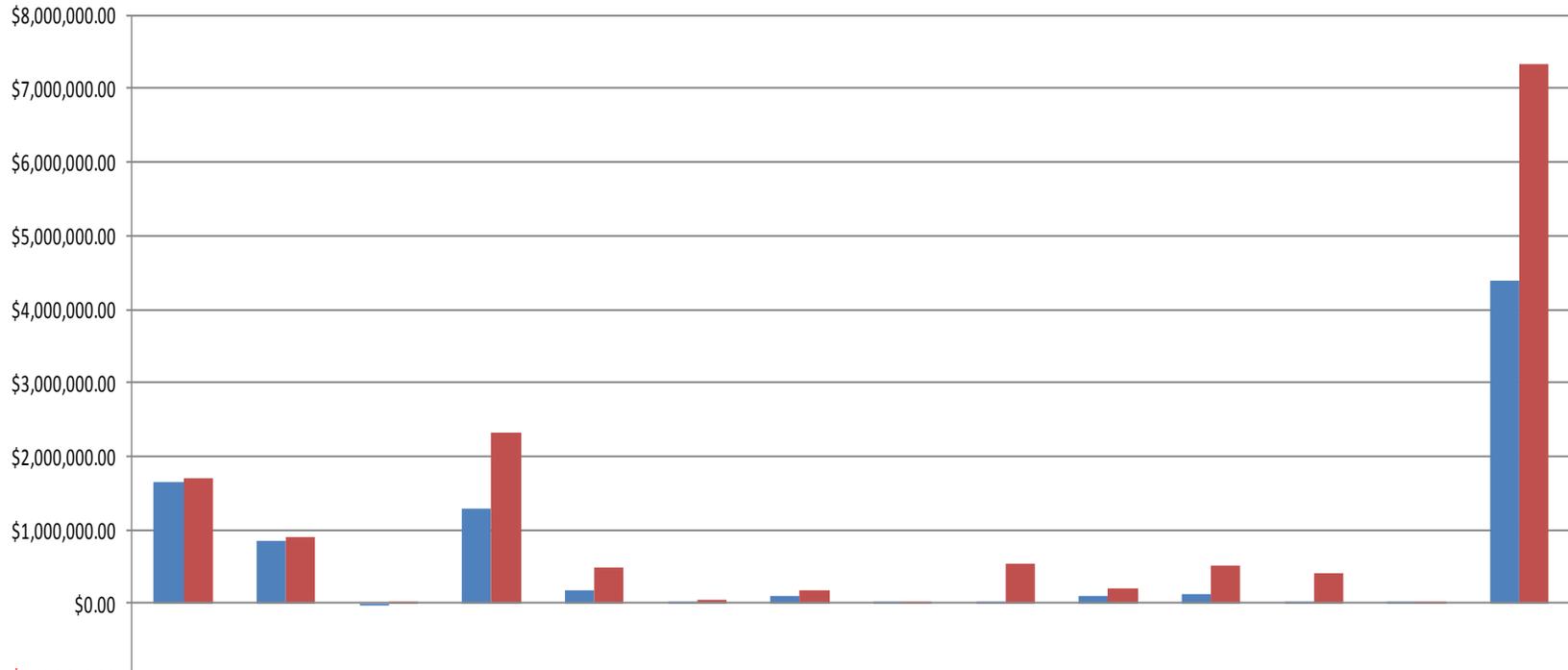
Highway-capital

Storm Drain Replacement-Nottingham

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

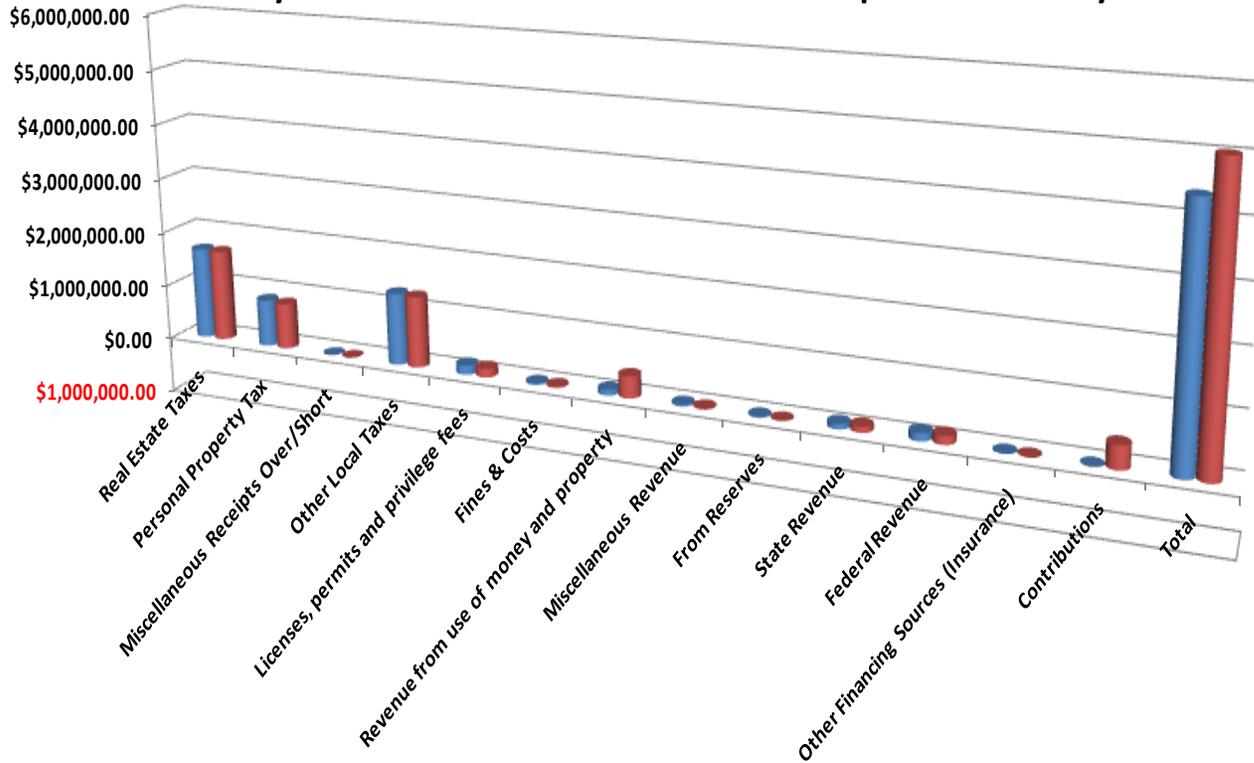
# JANUARY 2014 FINANCIAL GRAPHS

## January 2014 YTD General Fund Revenues Compared to Budget



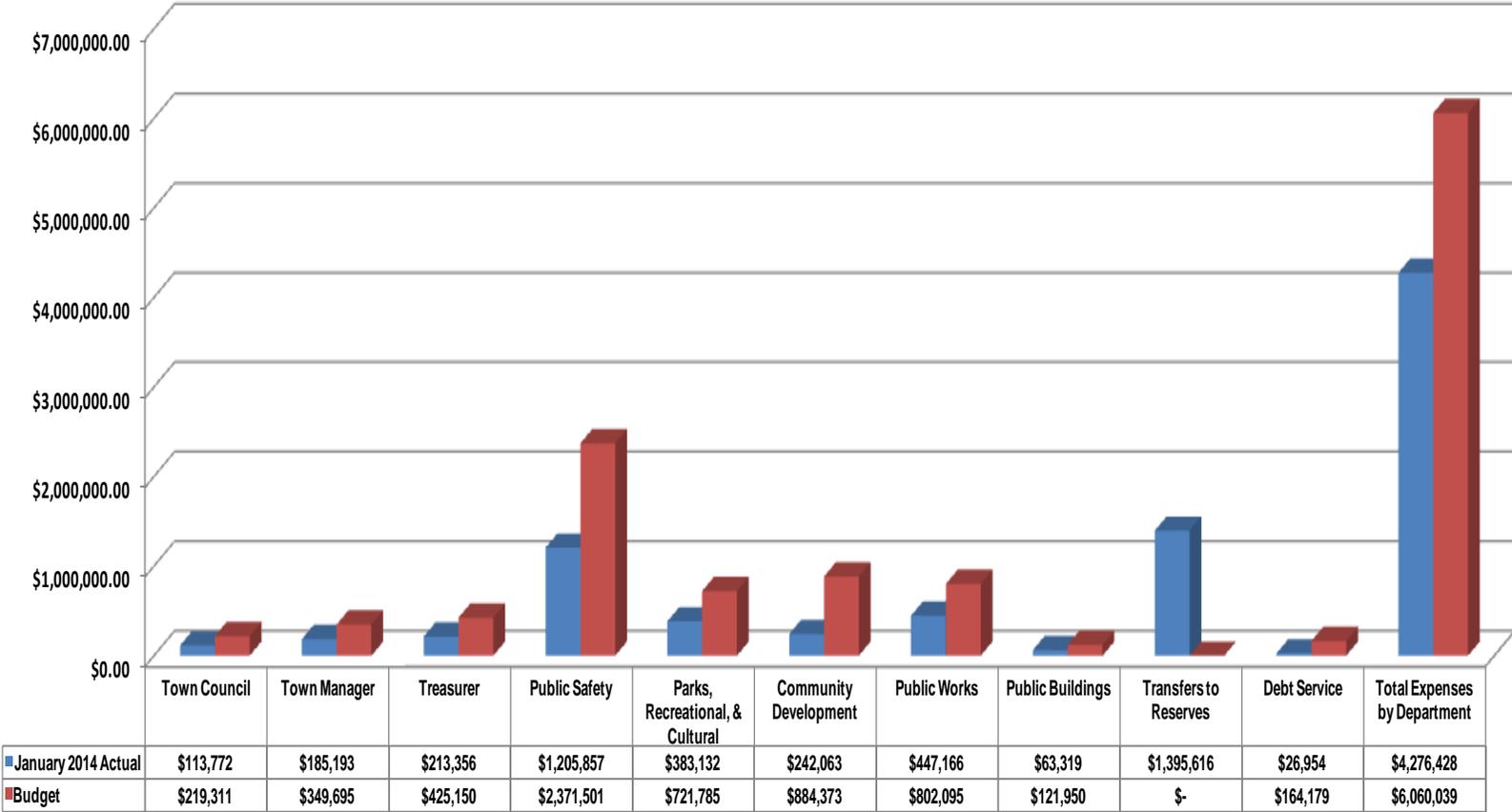
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ January 2014 Actual	\$1,654,327	\$850,034	\$(7)	\$1,293,684	\$166,134	\$33,440	\$99,773	\$34,592	\$23,059	\$92,030	\$136,692	\$7,161	\$100	\$4,391,019
■ Budget	\$1,692,900	\$897,470	\$15	\$2,314,573	\$492,765	\$57,000	\$173,195	\$18,561	\$543,693	\$208,624	\$506,194	\$400,000	\$27,500	\$7,332,490

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

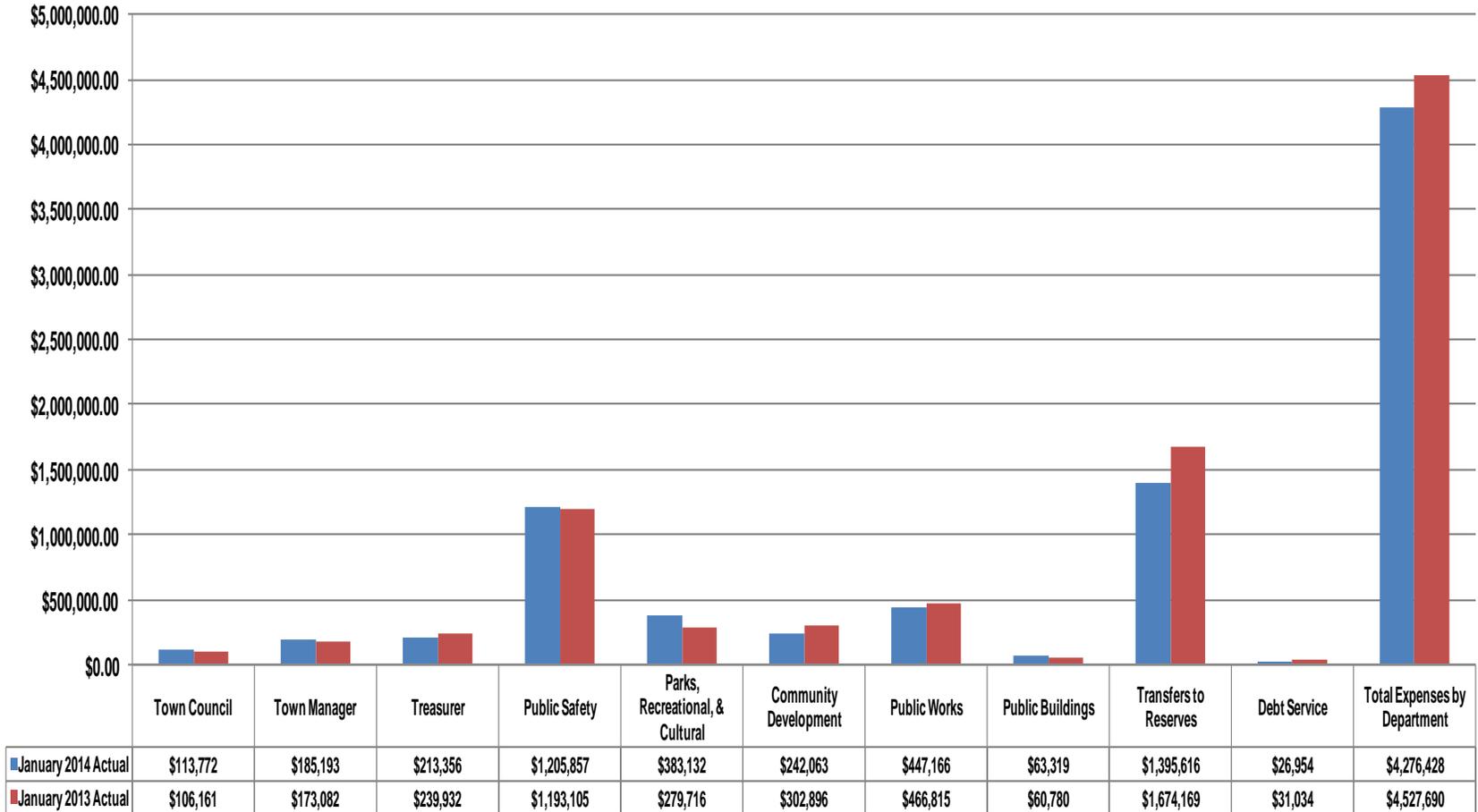


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ January 2014 Actual	\$1,654,327	\$850,034	\$(7)	\$1,293,684	\$166,134	\$33,440	\$99,773	\$34,592	\$23,059	\$92,030	\$136,692	\$7,161	\$100	\$4,391,019
■ January 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

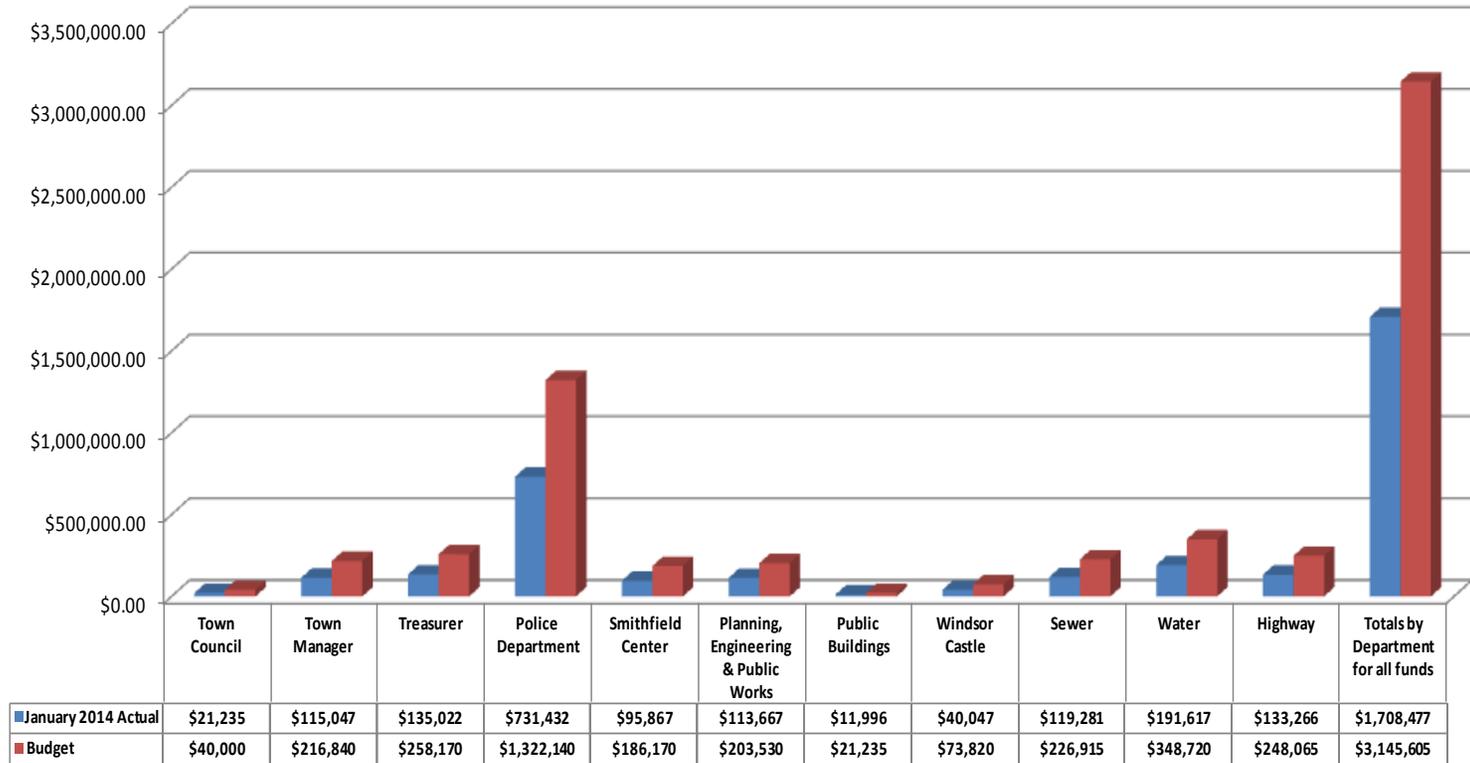
## January 2014 YTD General Fund Operating Expenses Compared to Budget



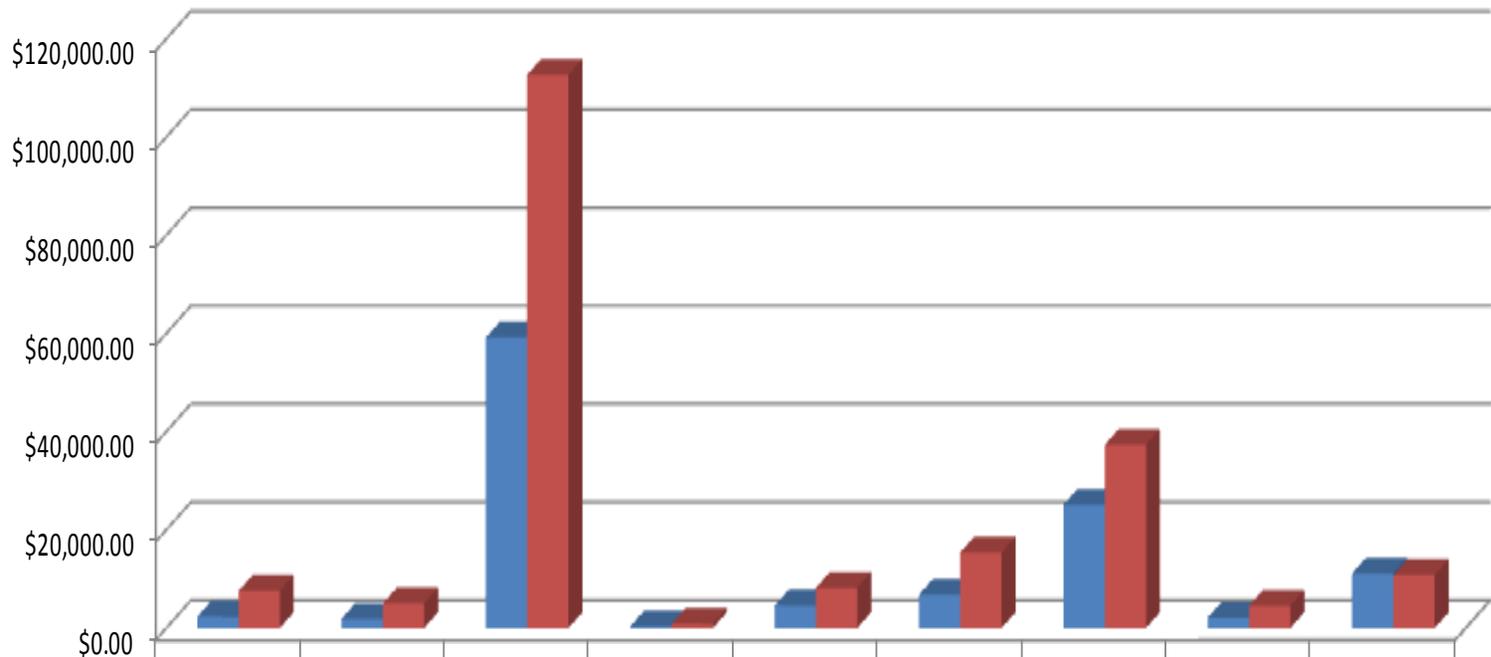
## January 2014 YTD General Fund Operating Expenses Compared to January 2013



### January 2014 YTD Salaries to Budget by Department

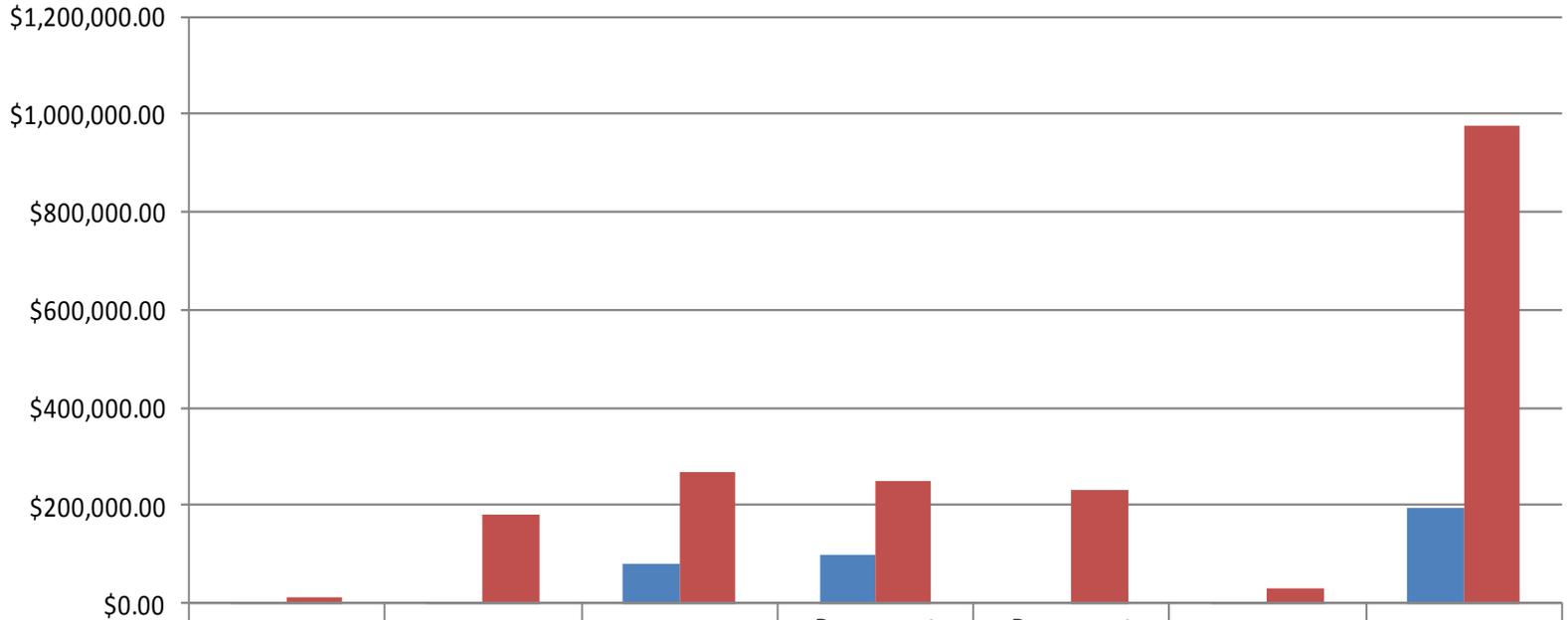


## January YTD Overtime Compared to Budget



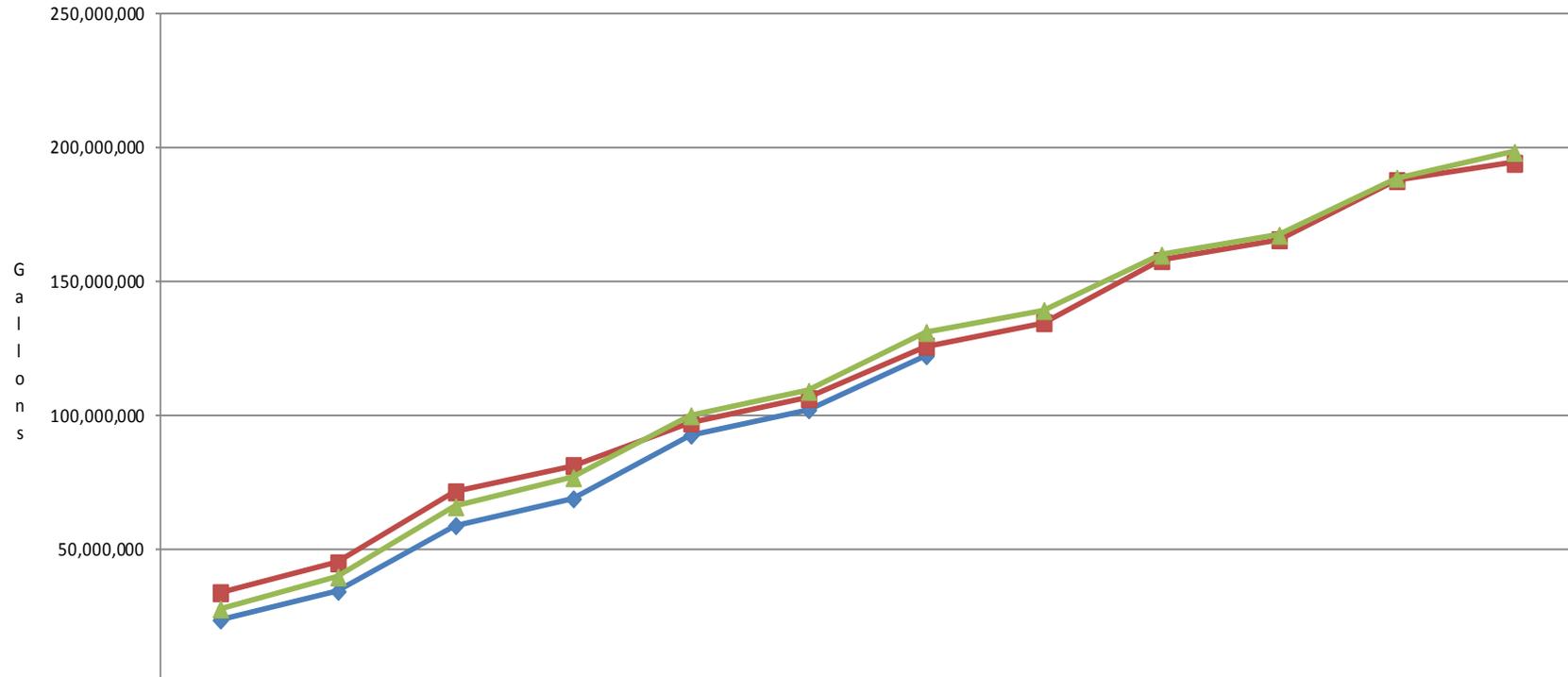
	Town Manager	Treasurer	Police Dpt.	Smithfield Center	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
January YTD Actual	\$2,315	\$1,899	\$59,216	\$380	\$4,592	\$6,837	\$25,126	\$2,165	\$11,153
Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

## January YTD Pinewood Heights Expenses MY 1 Phase II



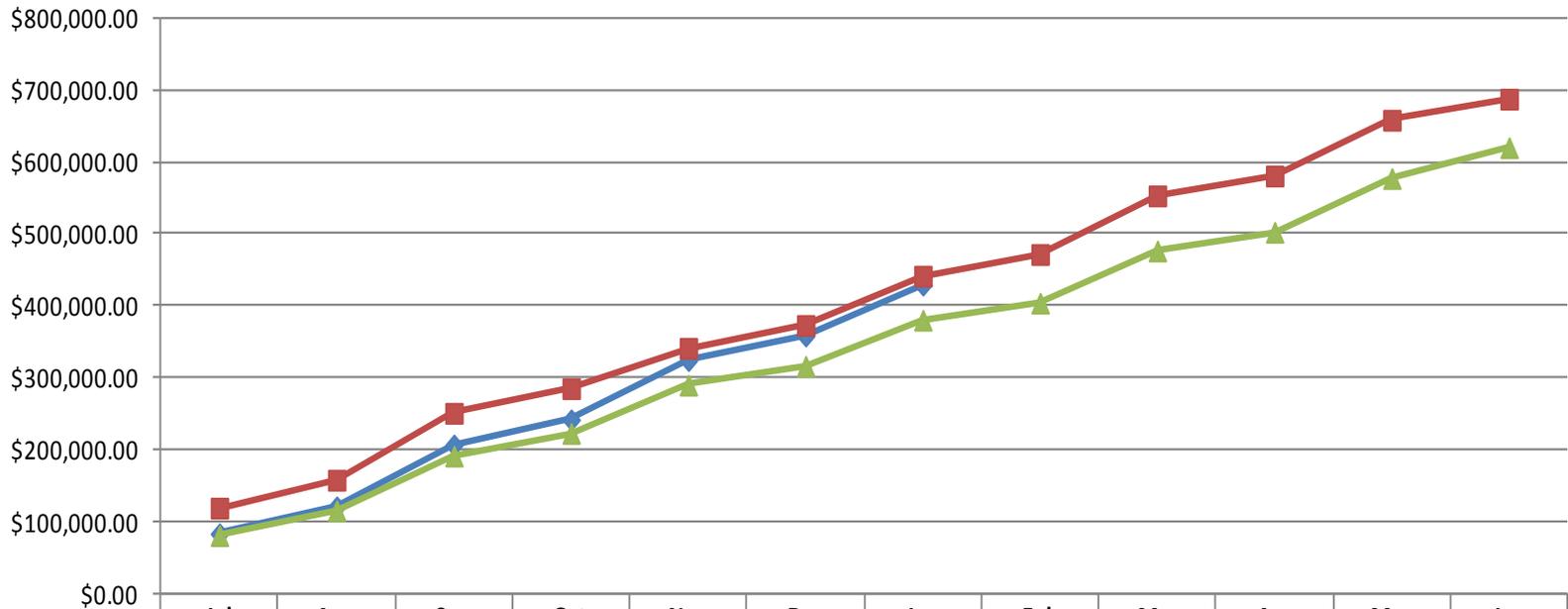
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
January YTD Actual	\$3,233	\$2,716	\$83,000	\$100,359	\$-	\$5,500	\$194,808
Budget	\$14,500	\$181,426	\$269,800	\$251,896	\$230,394	\$29,000	\$977,016

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



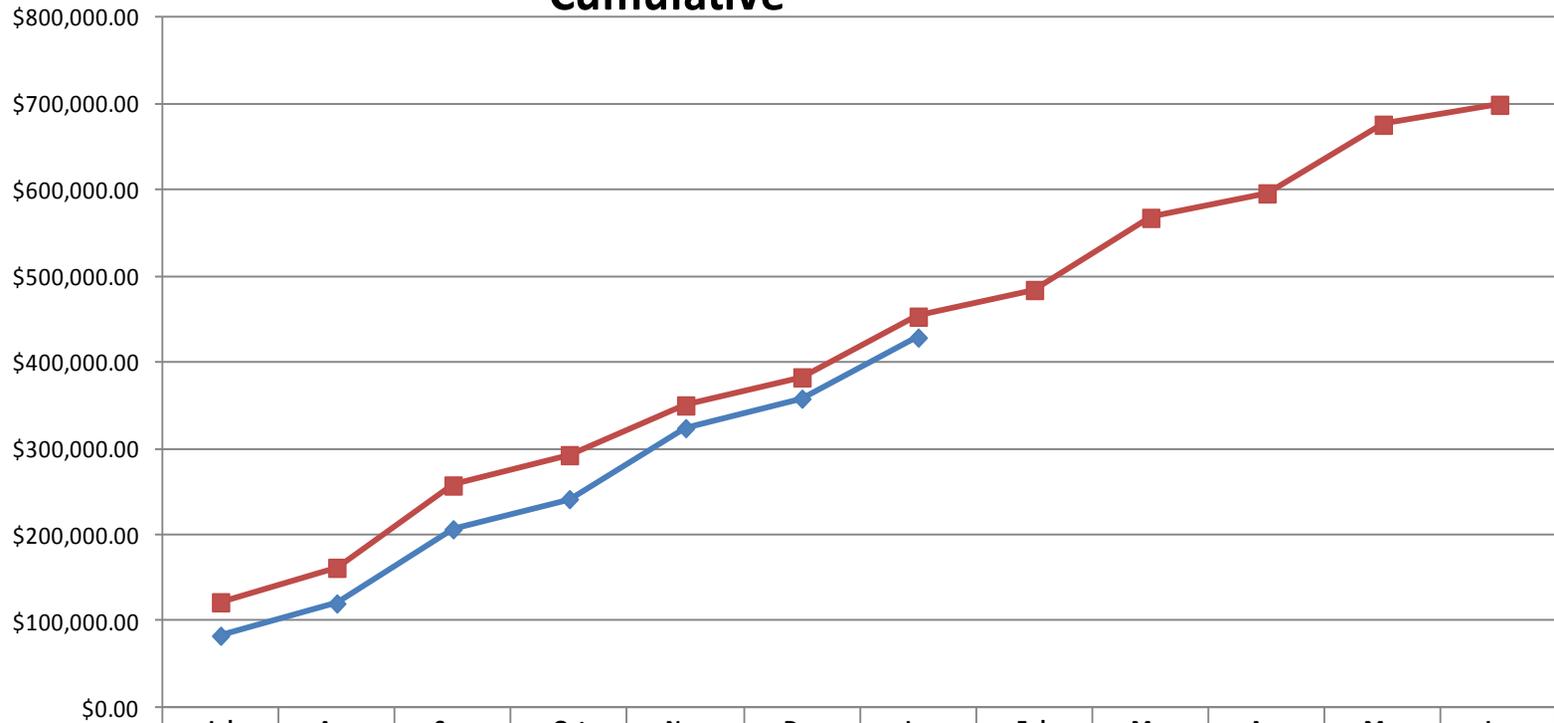
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851	102,276,394	122,469,679					
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610	100,046,367	109,153,641	131,185,269	139,374,388	160,052,488	167,499,468	188,827,259	198,463,933

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



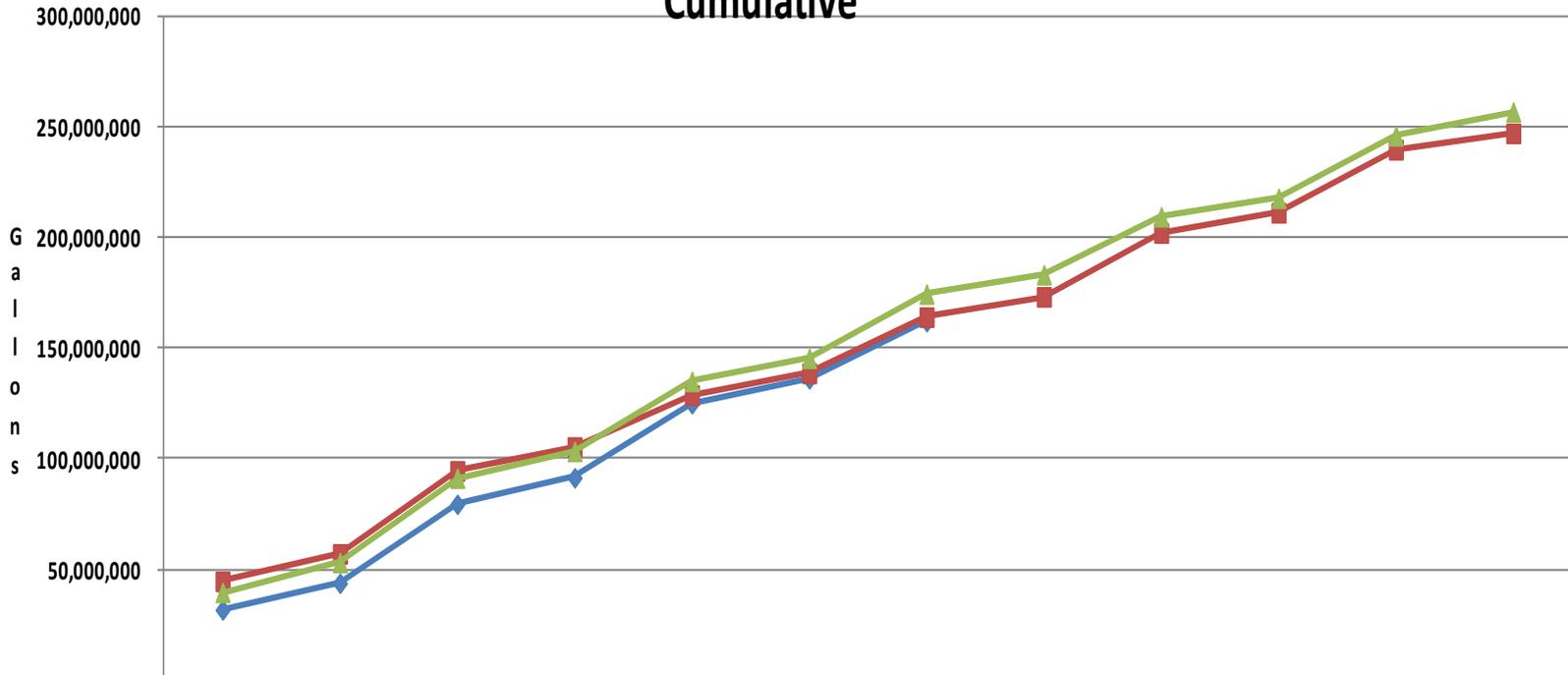
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999					
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$687,639
Actual 2012	\$80,521	\$115,171	\$191,175	\$222,639	\$289,759	\$316,129	\$380,159	\$403,869	\$476,417	\$502,434	\$577,243	\$620,009

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



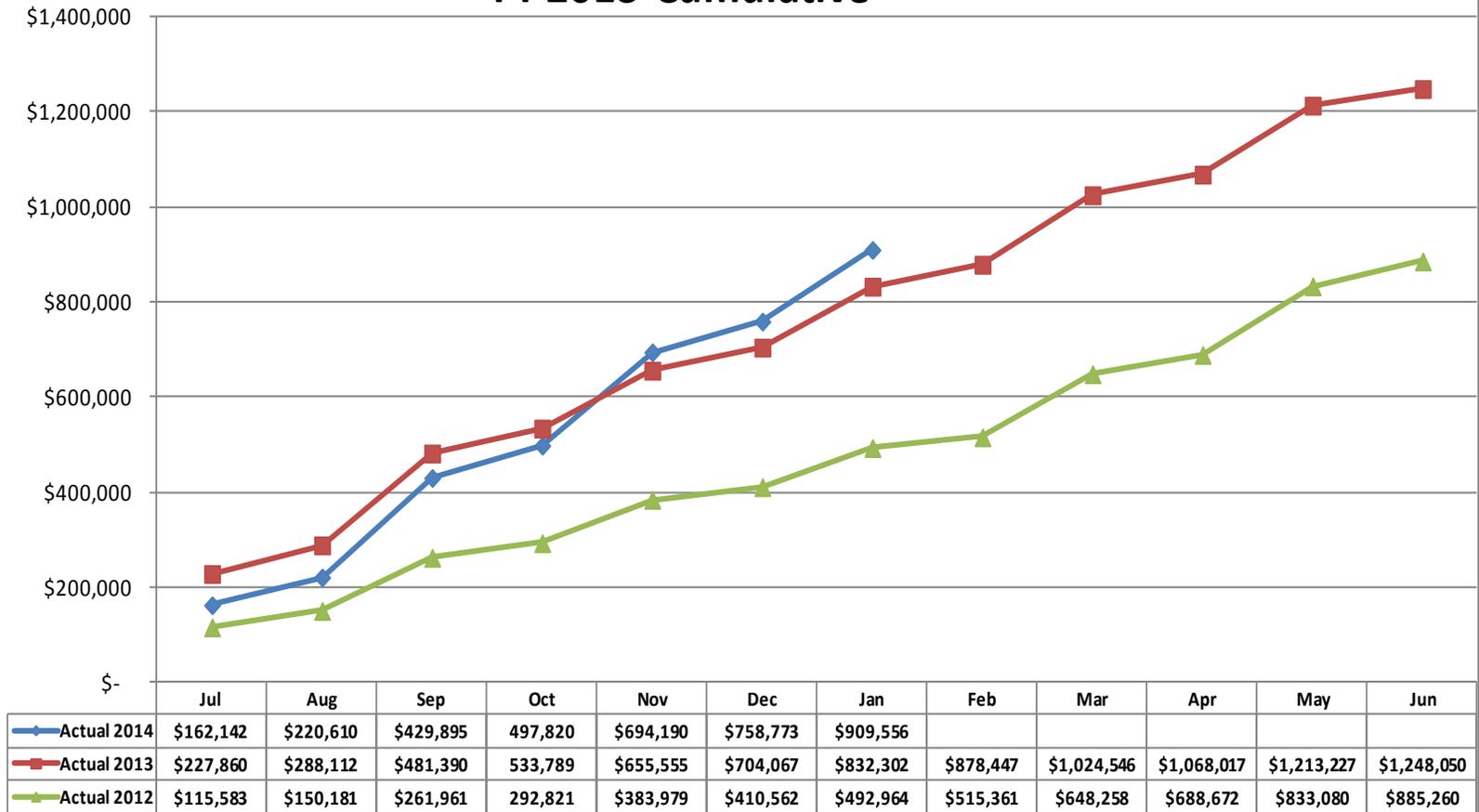
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999					
Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

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

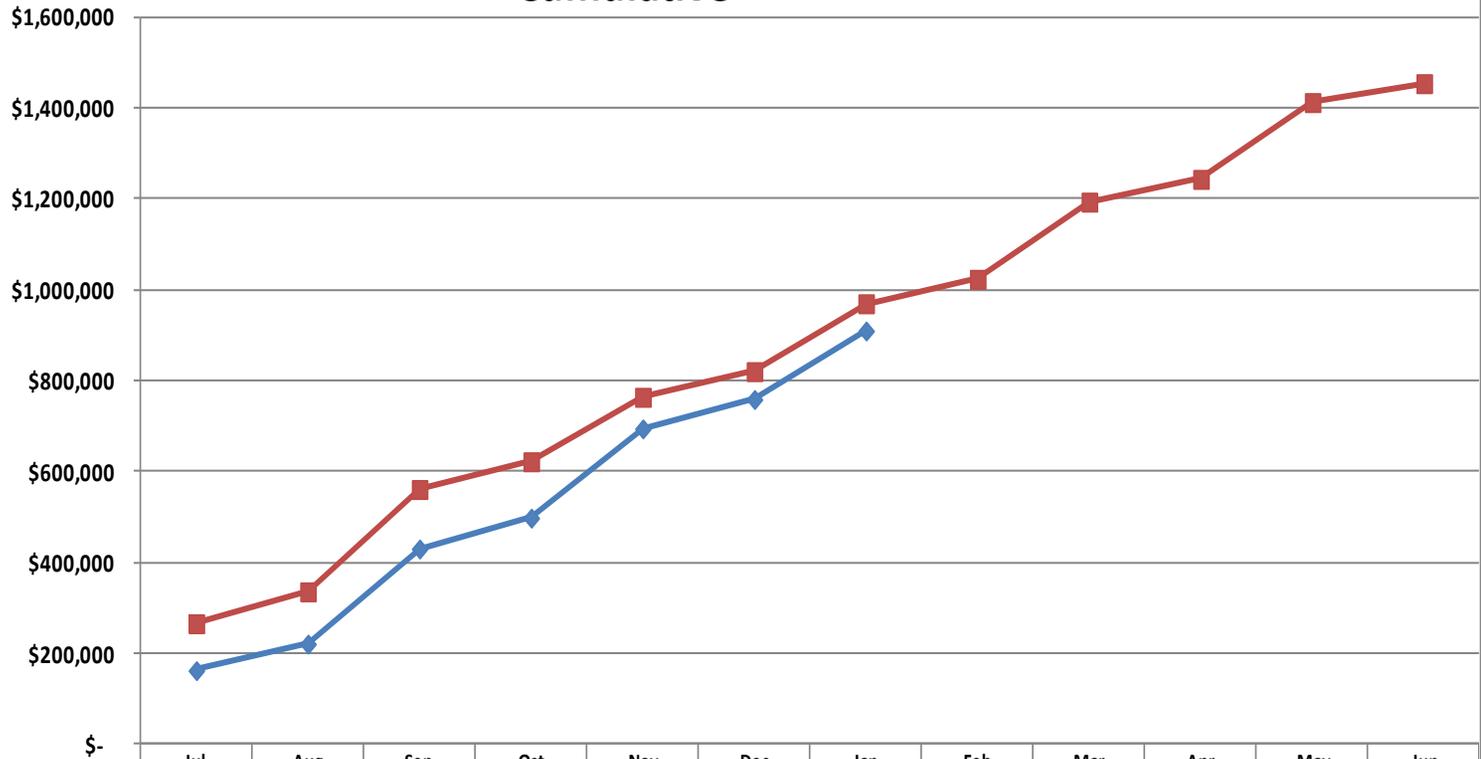


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	31,749,642	43,797,350	79,515,677	91,492,884	125,007,681	136,230,872	162,124,684					
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,151,162	173,330,652	202,238,523	211,359,247	239,897,757	247,266,148
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078	135,117,221	145,533,600	174,583,031	183,366,490	209,554,614	217,888,180	246,182,751	256,982,334

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

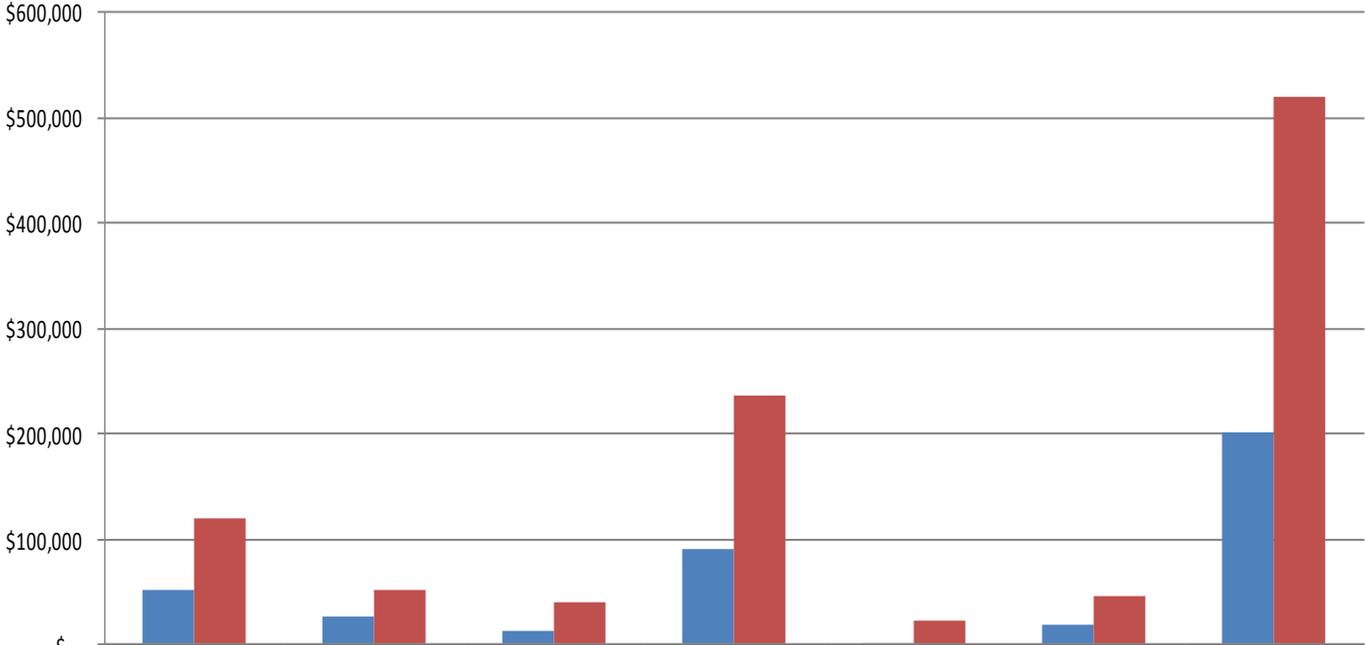


## January 2014 YTD Water Charges Compared to Pro-Rated Budget- Cumulative



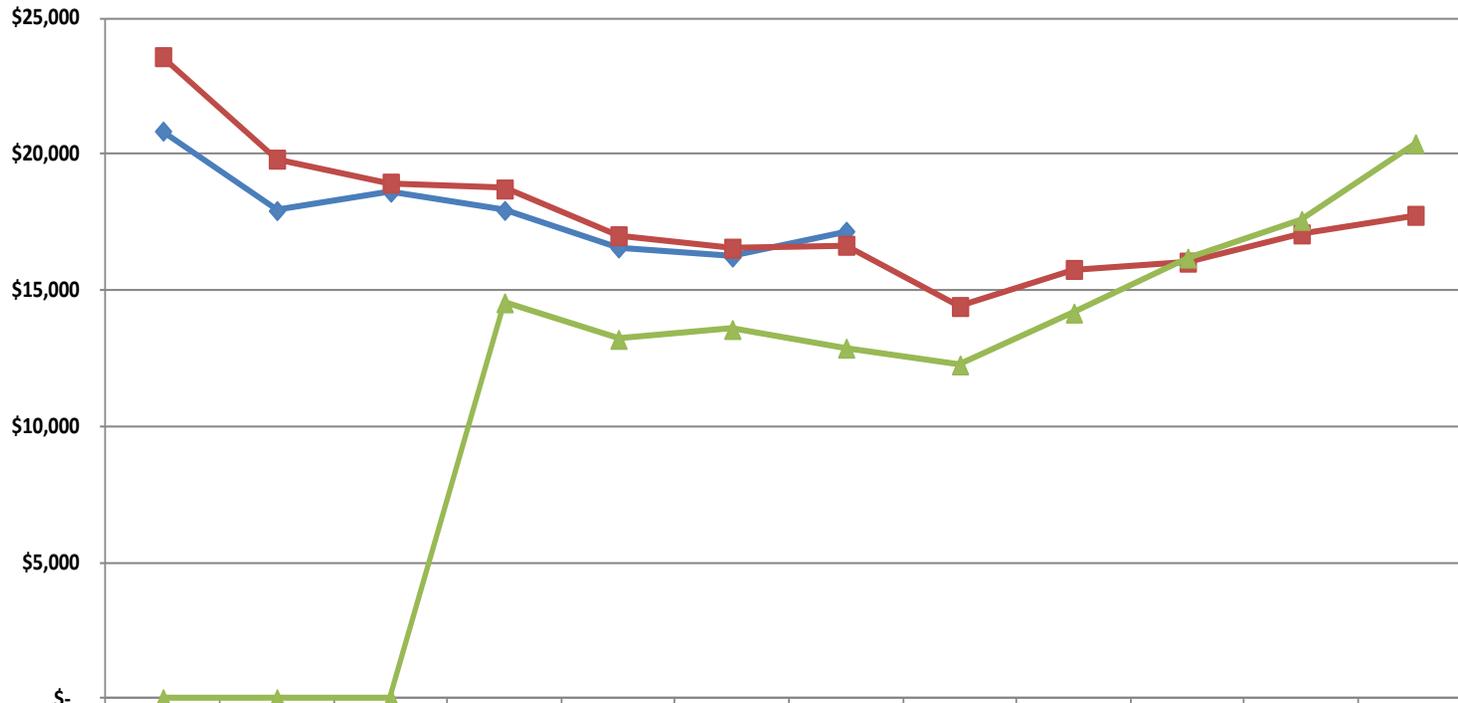
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142	\$220,610	\$429,895	497,820	\$694,190	\$758,773	\$909,556					
Pro-rated budget	\$265,431	\$335,618	\$560,764	621,803	\$763,647	\$820,158	\$969,536	\$1,023,290	\$1,193,208	\$1,243,229	\$1,412,223	\$1,453,834

### January 2014 YTD RO Expenses by Category



	Power	Chemicals	Other Operating	HRSD	Membrane	Other Repair & Replacement	Total
■ January 2014 Actual	\$51,840	\$26,233	\$13,975	\$91,922	\$156	\$18,661	\$202,787
■ Budget	\$120,075	\$51,976	\$41,000	\$237,621	\$23,333	\$46,832	\$520,837

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



	July	August	September	October	November	December	January	February	March	April	May	June
<span style="color: blue;">◆</span> FY 2014	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181					
<span style="color: red;">■</span> FY 2013	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
<span style="color: green;">▲</span> FY 2012	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF JANUARY 2014					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
<b>Water</b>	Farmers Bank	1,169,337.68	(389,750.89)	(489,510.60)	290,076.19
<b>Water-Debt Service</b>	Farmers Bank	1,123,173.64	30,173.40	-	1,153,347.04
<b>Water Capital Escrow (availability fees)</b>	TowneBank	303,243.78	2,720.00	-	305,963.78
<b>Water Treatment Plant Escrow</b>	TowneBank	84,886.66	-	-	84,886.66
<b>Water Development Escrow</b>	TowneBank	111,346.61	-	-	111,346.61
<b>Subtotal Water</b>		<b>2,791,988.37</b>	<b>(356,857.49)</b>	<b>(489,510.60)</b>	<b>1,945,620.28</b>
<b>Sewer</b>	Farmers Bank	160,504.37	62,856.96	(313,335.93)	(89,974.60)
<b>Sewer Development Escrow</b>	TowneBank	337,687.11	-	-	337,687.11
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	802,354.61	4,120.00	-	806,474.61
<b>Sewer Compliance</b>	Farmers Bank	364,502.23	77,333.72	-	441,835.95
<b>Subtotal Sewer</b>		<b>1,665,048.32</b>	<b>144,310.68</b>	<b>(313,335.93)</b>	<b>1,496,023.07</b>
<b>Highway</b>	Farmers Bank	134,458.73	(53,609.38)	-	80,849.35
<b>General Fund</b>	Farmers Bank	3,152,425.74	104,691.72	816,333.33	4,073,450.79
<b>Payroll</b>	Farmers Bank	32,065.92	-	-	32,065.92
<b>Money Market-General Fund</b>	TowneBank	2,179.89	-	-	2,179.89
<b>Business Super Now-General Fund</b>	Farmers Bank	33,031.16	-	-	33,031.16
<b>Money Market-General Fund</b>	Farmers Bank	288,651.60	-	-	288,651.60
<b>General Fund Capital Escrow Account</b>	TowneBank	214,038.27	-	-	214,038.27
<b>Certificate of Deposit</b>	Farmers Bank	525,775.17	-	-	525,775.17
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,560.48	-	-	36,560.48
<b>Special Project Account (Pinewood)</b>	Farmers Bank	19,927.13	204,184.15	-	224,111.28
<b>Pinewood Heights Escrow</b>	Farmers Bank	20,651.06	-	-	20,651.06
<b>SNAP Account</b>	Farmers Bank	2,975.75	-	-	2,975.75
<b>S. Church Street Account</b>	TowneBank	42,719.68	(42,719.68)	-	-
<b>Subtotal General Fund</b>		<b>4,371,001.85</b>	<b>266,156.19</b>	<b>816,333.33</b>	<b>5,453,491.37</b>
<b>Beautification Fund</b>	Farmers Bank	7,832.11	-	-	7,832.11
<b>Money Market-Beautification</b>	Farmers Bank	61,215.44	-	(13,486.80)	47,728.64
<b>Subtotal Beautification</b>		<b>69,047.55</b>		<b>(13,486.80)</b>	<b>55,560.75</b>
<b>TOTAL ALL FUNDS</b>		<b>9,031,544.82</b>	<b>-</b>	<b>0.00</b>	<b>9,031,544.82</b>



**COMMONWEALTH OF VIRGINIA**  
Office of the Commonwealth's Attorney  
Isle of Wight County

L. Wayne Farmer  
*Commonwealth's Attorney*  
Georgette C. Phillips  
*Dep. Commonwealth's Attorney*  
Steve W. Edwards  
*Asst. Commonwealth's Attorney*  
Kelly G. Holland  
*Administrator*

P.O. Box 112  
Isle of Wight, Virginia 23397  
Tel. (757) 357-7312  
Fax (757) 357-4458

February 3, 2014

Peter Stephenson  
Town Manager  
Town of Smithfield  
Smithfield, Virginia 23430

VIA HAND DELIVERY

Dear Peter:

I thank you for placing me on the agenda for the Finance Committee meeting on February 24. I wanted to take the opportunity to provide you with some background information regarding my request. For a number of years, our office has utilized the Virginia Commonwealth's Attorney's Information System (VCAIS) as our case management system. It is, quite literally, the program that keeps this office functioning on a day to day basis. Every case that comes through this office is opened through the system. It records, stores and manages defendant information, charge information, witness information, officer contact information and every other piece of relevant information associated with our cases. Additionally, it is our document production program. It creates every indictment, witness list, and witness subpoena that we utilize. Additionally, it creates the multiple notices that we are required to file by law. The program also links our office with the Victim Witness Programs and is utilized by their office for the same purposes. I could go on, but the point is simply this: Our office could not begin to handle the caseload that we do on a level that the citizens of Isle of Wight have a right to expect without VCAIS or some similar case management software.

Unfortunately, the VCAIS software is becoming obsolete and needs to be replaced. I believe a little bit of history may help you understand how we got to this point. VCAIS was initially developed for the Virginia Beach Commonwealth's Attorney's Office. That office agreed to license it and allow other offices in the Commonwealth to utilize the program at a significant cost, but still at a cost less than other privately provided programs. Additionally, software updates and service were provided by a staff person of the Commonwealth Attorney's Services Counsel, the State agency that supports Commonwealth's Attorneys. Virginia Beach (and several other offices) have now moved or are moving to other providers. We have been advised that no additional software updates will be provided and that service for the program will no longer be provided. We have spoken to the County Information Technology Department and they are not able to provide service to or assistance with the program. Because it requires regular updates and service and because it is an integral part of our day to day operations, we have no choice but to seek a comparable program through the private sector.

Fortunately, because there are approximately 119 other Commonwealth's Attorney's in the State facing the same dilemma, there has been a very thorough vetting of the other providers and what they offer in the most cost effective manner. The Software Unlimited Corporation

provides a product known as the Criminal Case Management System that meets the same needs as VCAIS and, because it is a newer program, does so in a more efficient manner. The company has agreed to provide a 10% discount to Commonwealth's Attorneys in Virginia on the initial purchase of the software. Additionally, they have agreed to provide the first year of maintenance free of charge. I have attached a copy of the estimate provided by Software Unlimited. As you can see, the initial cost of the Criminal Case Management System with installation and training is \$43,346.00. Additionally, the document maintenance fee for the first year is due in advance at a cost of \$1,400.00. The new system requires hand-held scanners that cost approximately \$100.00 each and we would need three of those. Therefore the total due to Software Unlimited for the initial purchase is \$45,046.00. You will note that there are two amounts totaling approximately \$20,000.00 that I have marked as "not applicable" on the estimate. The company has the capability of transferring all data from our VCAIS system to the new system and that is the cost to do so. While it would be nice, we have determined that is an unaffordable expense.

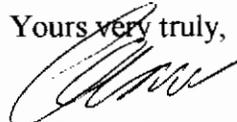
In addition to the software, the new case management system would require a new computer server to operate the system. We have provided the specifications to the County IT department and they have provided a quote in the amount of \$5,285.95 for the server plus an additional \$1,704.37 for licenses associated with use of the server. (A copy of that quote is attached hereto) The only other item needed would be the Chrystal Report Writer Program needed to generate the multiple documents mentioned above. The license for that is approximately \$600.00.

By my calculation, that means that the total cost of everything required for the initial purchase is \$52,636.32. Fortunately, we have recently had a significant (and unprecedented) forfeiture matter conclude and our office will be receiving approximately \$20,500.00 as a result of that forfeiture. Additionally, the Attorney General's Office has agreed to share a portion of the very significant Abbott forfeiture with the Commonwealth's Attorneys. This office will be receiving the sum of \$7,500.00. It is our intent to apply both of those amounts to the new system. The Victim/Witness Director Coordinator and V-STOP director have advised that both of those programs are able to contribute \$1,000.00 each to the purchase. That leaves a balance of \$22,636.32 to complete the purchase. We have tried very hard to exhaust all resources before coming to the County and the Town for assistance. But, we have reached a point where we have no other choice. It is my hope that the Town of Smithfield will help to financially support the purchase of this system.

I am very proud of the partnership that my office has developed with the Smithfield Police Department. We have tried to create an office that is responsive to the needs of law enforcement and efficient in our prosecution of crime in our community. A large part of that efficiency relies on effective case management and preparation for which this program is needed.

I am keenly aware of the budgetary concerns that are facing our localities and I know that now is not the optimal time to be requesting significant expenditures. Unfortunately, this a problem over which I and my staff have absolutely no control. I thank you for your attention to this lengthy request and I look forward to the opportunity to meet with the Finance Committee to discuss it further.

Yours very truly,



L. Wayne Farmer



Software Unlimited Corporation  
 P.O. Box 5  
 Tupelo, MS 38802

Estimate

Date  
 12/19/2013

**Name & Title**  
 Mr. Wayne Farmer  
 Isle of Wight County Commonwealth Attorney  
 17000 Josiah Parker Circle  
 Isle of Wight, VA 23367

Description	Units	Rate	Total
<b>Criminal Case Management System</b> **Includes: Prosecutor Criminal Management, Colonizing, CMB Module **Video Witness Module, eDiscovery and much more **Document Management. Lic comes with this system. ** Each Office must supply a MS-SQL Server per unit Subtotal for Software Only: <span style="float: right;">\$28,562.00</span>	1		
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are extending a 10% discount			-\$2,856.20
<b>Prison Document Management System for Criminal Case Management</b> **See 506 to the Full Document Management System. Not to be confused with the Basic Document Management System but comes with CMB Full Document Management System priced above includes all features and the capabilities you see during the demo. **Price does not include servers	1		\$11,000.00
<b>On-Line Installation</b>	3 Days	\$850.00	\$2,550.00
<b>On-Line Setup &amp; Training (broken into 2 three hour sessions per day)</b>	6 Days	\$950.00	\$5,700.00
<i>Note: Additional Weeks or Days may be purchased as necessary</i>			
<b>Conversion of Virginia VCAMB Commonwealth Attorney data to Software Unlimited Criminal Case Management</b> This program is custom written for the state of Virginia Additional Business Conversion Services, Includes: Analyze Customer Data Customization Test Conversion Customer Data Delivery and Training Users	75	\$125.00	\$9,375.00
<i>**Important to note: This number of hours is an estimate. If it takes less time, the Customer will ONLY be charged for time used at this billing rate of \$125 a hour. If the conversion takes more than the estimated time, then the customer will be billed at \$150 an hour. Customer will be kept informed as to status of the conversion.</i>			
<b>** We will have the phone in either 1st or 2nd in business. This will allow your office to know how to contact us for any and all questions related to our system. There will be no additional charge for the weekend phone.</b>			No Charge
<b>** We have have Custom Price-Check for VCAMB users which will allow the migration to Software Unlimited Criminal Case Management extremely easy and reduce the time of learning new software.</b>			No Charge
<b>Criminal Case Management Software Maintenance</b>	12	\$425.00	\$5,100.00
Per Agreement with RFP with Prince Edward Commonwealth Attorney's Office we are offering a year warranty. Warranty period starts upon installation of this software.			-\$5,100.00
<b>Document Management Maintenance per year</b>	6	175.00	\$1,050.00
<b>Optional 3 year License/Contracts with Conversion after 3 years. Incentive to 50</b> Optional Three year license includes Criminal Case Management and Document Management Software, including Conversion, Online Training, Onsite Training is not included. License: \$62,248.00	3		\$2,074.00
<b>Optional 3 year License/Contracts with Conversion after 3 years. Incentive to 50</b> Optional Three year license includes Criminal Case Management and Document Management Software, including Conversion, Online Training, Onsite Training is not included. License: \$46,348.00	3		\$1,478.00
<i>**First Loading price will be dependent of size of loading.            Maintenance is not included in this price, but you are getting the first year maintenance fee of charge because of the agreement with Prince Edward Commonwealth Attorney's Office.</i>			
The training will also include up to 6 templates and/or 6 reports up to a maximum of 8 man hours. Many reports come standard with the system. The User has the ability to create their own templates and reports. We recommend the purchase of a Crystal Report Writer so that custom reports may be created.			
<b>**Price valid for 6 months</b>			

SOFTWARE  
 INSTALLATION  
 &  
 TRAINING  
 \$43,346.00

N/A

MAINTENANCE - year one  
 @  
 DOCUMENT MAINTENANCE  
 \$400.00

# Your E-Quote has been saved.

Dear John O'Rawe:

An E-Quote containing computer equipment from Dell Computer Corporation has been saved in your name at the Dell Online Store. The E-Quote will be held for 60 days to allow for completion of the order.

Per your request, this E-Quote has been forwarded to the following recipients:

Your Comments:

To retrieve this E-Quote:

1. Log on to your Premier page for ISLE\_OF\_WIGHT\_COUNTY\_VA - Cust # 12457493 & 5512894 - VA State Contract # 09ABP - RC811212
2. Click into your online store.
3. Select "Retrieve" E-Quote from the top section of the page.
4. Select E-Quote Number: 1013462212939

Premier.dell.com log-in: <http://premier.dell.com>

A read-only view of this E-Quote is provided below:

## E-Quote Information

E-Quote number: 1013462212939

E-Quote name: Comm Attny

Description: Software unlimited

Customer Name: ISLE\_OF\_WIGHT\_COUNTY\_VA - Cust # 12457493 & 5512894 - VA State Contract # 09ABP - RC811212

E-quote Name	Comm Attny	E-Quote Description	Software unlimited
Saved By:	John O'Rawe	Phone Number:	(757) 365-6334
	jorawe@isleofwightus.net	Purchasing Agent:	
Saved On:	Thursday, December 19, 2013	Notes/Comments:	

Additional  
Comments:

Expires On: Monday, February 17, 2014

Premier Page ISLE\_OF\_WIGHT\_COUNTY\_VA - Cust # 12457493 & 5512894 - VA State  
Name Contract # 09ABP - RC811212

Ship to Address: Bill to Address:

Description

PowerEdge R420

Date & Time: December 19, 2013 3:23 PM CST

SYSTEM COMPONENTS

PowerEdge R420 Qty 1

PowerEdge R420 Unit Price \$5,285.95

Catalog Number: 84 EN14016

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Module	Description	Product Code	SKU	Id
PowerEdge R420	PowerEdge R420	R420	[225-2987]	1
			[939-8097]	

# Town of Smithfield

## ***Statement of Investment Policy and Procedures***

### ***Purpose***

The purpose of this policy is to set forth the investment and operational policies for the management of the public funds of the Town of Smithfield.

These policies are designed to ensure the prudent management of public funds, the availability of operating and capital funds when needed, and an investment return competitive with comparable funds and financial market indices.

It shall be the policy of the Treasurer that all investments and investment practices meet or exceed all statutes and guidelines governing the investment of public funds in Virginia and the guidelines established by the State Treasury Board and the Governmental Accounting Standards Board (GASB).

### ***Scope of the Investment Policy***

This investment policy applies to all financial assets of the Town of Smithfield. These funds are accounted for in the Town's annual financial report and include but are not limited to:

- General Fund
- Water and Sewer Funds
- Debt Service Funds
- Escrow Funds

This policy shall apply to such funds from the time of receipt until the funds ultimately leave the Town's accounts. The guidance set forth herein is to be strictly followed by all those responsible for any aspect of the management or administration of these funds.

### ***Investment Objectives***

The Town's Portfolio shall be managed to accomplish the following hierarchy of objectives:

***1 - Preservation of Principal*** - The single most important objective of the Town's investment program is the preservation of principal of those funds within the portfolio.

***2 - Maintenance of Liquidity*** - The portfolio shall be managed in such a manner that assures that funds are available as needed to meet those immediate and/or future operating requirements of the Town, including but not limited to payroll, accounts payable, capital projects, debt service and any other payments.

***3 - Maximize Return*** - The portfolio shall be managed in such a fashion as to maximize the return on investments within the context and parameters set forth by objectives 1 and 2 above.

All participants in the investment process shall seek to act responsibly as custodians of the public trust.

## ***Delegation of Authority***

The Treasurer is charged with collecting, safeguarding, and disbursing public funds; therefore, the Treasurer shall have responsibility for the operation of the investment program. The Treasurer shall establish written procedures for the operation of the investment program consistent with this investment policy. Procedures should include references to safekeeping, delivery vs. payment, investment accounting, repurchase agreements, wire transfer agreements, collateral/depository agreements and banking services contracts. No person may engage in an investment transaction except as provided under the terms of this policy and the procedures established by the Treasurer.

## ***Standard of Prudence***

The standard of prudence to be applied to the investment of the Town's Portfolio shall be the "Prudent Investor" rule that states:

*"Investments shall be made with judgment and care, under circumstances then prevailing which persons of prudence, discretion and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived."*

Investment officials acting in accordance with written procedures and exercising due diligence shall be relieved of personal responsibility for an individual investment vehicle's performance, provided that deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments. Furthermore, in accordance with Section 2.2-4410 et seq. of the Code of Virginia, the Treasurer shall not be liable for loss of public money due to the default, failure or insolvency of a depository.

## ***Ethics and Conflict of Interest***

The State and Local Government Conflict of Interests Act governs officers and employees, including those involved in the Town's investment process. Specifically, Code of Virginia Section 2.2-3103 (5) and (6) of the Act provide that no officer or employee shall:

- 1) accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties; or
- 2) accept any business or professional opportunity when he knows there is a reasonable likelihood that the opportunity is being afforded to influence him in the performance of his official duties.

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program, or that could impair their ability to make impartial decisions.

Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any large personal financial/investment positions that could be related to the performance of the Town's investment portfolio.

Employees and officers shall refrain from undertaking personal investment transactions with the same individual with whom business is conducted on behalf of the Town, particularly regarding timing of purchases and sales.

## **Authorized Investments**

- 1) Investments shall be diversified so that exposure to market fluctuations is limited.
- 2) All investments shall be in compliance at all times with provisions in the Code of Virginia.
- 3) No investment maturity or duration will exceed five years.

The Town of Smithfield may invest any and all funds belonging to it or in its control in the following:

- 1) U.S. Government Obligations – Stocks, bonds, notes and other evidences of indebtedness of the United States, its agencies or government sponsored corporations. These securities can be held directly or in the form of a registered money market or mutual funds provided that the portfolio of the fund is limited to such evidences of indebtedness.
- 2) Municipal Obligations- Stocks, bonds, notes and other evidences of indebtedness of the Commonwealth of Virginia, or of any county, city, town, district, authority or public body of the Commonwealth of Virginia with an investment grade from two of the rating agencies of at least A by Moody's, A by S&P, or A by Fitch.
- 3) Overnight, term or open Repurchase agreements collateralized by U.S. Treasury/Agency Securities- The repurchase agreement should have a term to maturity of not greater than (90) days. The collateral for overnight or one day repurchase agreements is required to be at least 100% of the value of the repurchase agreement.
- 4) Corporate Notes - Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States that has a minimum "Aa" long term debt rating by Moody's Investor's Service and a minimum "AA" long term debt rating by Standard & Poor's. The amount invested in any single issuing corporation will not exceed five percent (5%) of the total funds available for investment (based on book value at the date of acquisition).
- 5) Negotiable Certificates of Deposit and Bank Deposit Notes of domestic banks and domestic offices of foreign banks- Must have a rating of at least A-1 by Standard & Poor's and P-1 by Moody's Investor Service, Inc., for maturities of one year or less and a rating of at least "AA" by Standard & Poor's and "Aa" by Moody's Investor Service for maturities over one year and not exceeding five years.
- 6) Commercial paper- Unsecured short-term debt of U.S. corporations may be purchased if the following conditions are met:
  - a) the maturity is no greater than two hundred-seventy days (270) days;
  - b) no more than five percent (5%) of the total funds available for investment (based on book value on the date of acquisition) may be invested in commercial paper;
  - c) the amount invested in any single issuing corporation will not exceed five percent (5%) of the total funds available for investment (based on book value on the date of acquisition);
  - d) the issuing corporation, or its guarantor, has a net worth of at least \$50 million;
  - e) the net income of the issuing corporation, or its guarantor, has averaged \$3 million per year for the previous five years; and

- f) the issuing corporation, or its guarantor, has a short-term debt rating of no less than “A-1” (or its equivalent) by at least two of the following; Moody’s Investors Service, Standard & Poor’s, Fitch Investor’s Service and Duff and Phelps.
- 7) Registered Investment Companies (Mutual Funds)- Shares in open-end investment funds provided such funds are registered under the Federal Investment Company Act of 1940, invest exclusively in the securities permitted under this investment policy, provided that the fund is rated “AAM” or “AAM-G” or better by Standard & Poor’s Corporation, or equivalent by other rating agencies. The fund must also be properly registered for sale under the Securities Act (Section 13.1-501 et seq.) of the Code of Virginia.
- 8) State Pool- The pooled investment fund (known as the Virginia Local Government Investment Pool or “LGIP”) as provided for in Section 2.2-4600 et seq. of the Code of Virginia.
- 9) VACo/VML Virginia Investment Pool- This pooled investment fund as provided for in Sections 2.2-4501, 15.2-1500, and 15.2-1300 of the Code of Virginia.

**Portfolio Diversification**

The Town of Smithfield shall diversify its investments by type and issuer consistent with the following guidelines:

- 1) The portfolio will be diversified with no more than five percent of its value invested in the securities of any single issuer. This limitation shall not apply to securities of the Commonwealth of Virginia, the U.S. Government, insured certificates of deposit, the Commonwealth of Virginia Local Government Investment Pool, and the VACo/VML Virginia Investment Pool.
- 2) The maximum percentage of the portfolio (book value at the date of acquisition) permitted in each eligible security is as follows:

U.S. Government Obligations	100% maximum
Registered Money Market Mutual Funds	100% maximum
State of Virginia LGIP	100% maximum
Repurchase Agreements	50% maximum
Commercial Paper	5% maximum
Negotiable Certificates of Deposit/Bank Notes	75% maximum
Municipal Obligations	20% maximum
Corporate Notes	15% maximum
Bank Deposits	100% maximum

**Maximum Maturity**

Maintenance of adequate liquidity to meet the cash flow needs of the Town is essential. Accordingly, the portfolio will be structured in a manner that ensures sufficient cash is available to meet anticipated liquidity needs. Selection of investment maturities must be consistent with the cash requirements of the Town in order to avoid the forced sale of securities prior to maturity.

For purposes of this Investment Policy, assets of the Town shall be segregated into two categories based on expected liquidity needs and purposes — short-term operating funds and the core portfolio.

**Short-Term Operating Funds.** Assets categorized as short-term funds will be invested in permitted investments maturing in twelve (12) months or less. The average weighted maturity of the short-term assets will not exceed 180 days. Because of inherent difficulties in accurately forecasting cash flow requirements, a portion of the portfolio will be continuously invested in readily available funds such as the LGIP, money market mutual funds or overnight repurchase agreements to ensure that appropriate liquidity is maintained to meet ongoing obligations.

**Core Portfolio.** The operating fund core portfolio will be invested in permitted investments with a stated maturity of no more than 5 years from the date of purchase. To control the volatility of the core portfolio, the Treasurer will determine a duration target, not to exceed three years.

### ***Prohibited Investments and Investment Practices***

The Town is prohibited from:

- 1) Investment in reverse repurchase agreements;
- 2) Short sales (selling a specific security before it has been legally purchased);
- 3) Borrowing funds for the sole purpose of reinvesting the proceeds of such borrowing;
- 4) Investment in complex derivatives such as range notes, dual index notes, inverse floating rate notes and deleveraged notes, or notes linked to lagging indices or to long-term indices.
- 5) Investing in any security not specifically permitted by this Policy.

### ***Safekeeping and Custody***

All investment securities purchased by the Town or held as collateral on deposits or investments shall be held in third-party safekeeping at a qualified public depository who may not otherwise be a counterparty to the investment transaction. (A qualified public depository is defined under Virginia law as a national banking association, federal savings and loan association or federal savings bank located in Virginia and any bank, trust company or savings institution organized under Virginia law that receives or holds public deposits which are secured pursuant to Section 2.2-4400 et. seq. of the Code of Virginia.)

All securities in the Town's Portfolio shall be held in the name of the Town and will be free and clear of any lien. Further, all investment transactions will be conducted on a delivery-vs.-payment basis. The depository shall issue a safekeeping receipt to the Town listing the specific instrument, rate, maturity and other pertinent information. On a monthly basis, the depository will also provide reports that list all securities held for the Town, the book value of holdings and the market value as of month-end.

Appropriate Town officials and representatives of the depository responsible for, or in any manner involved with, the safekeeping and custody process of the Town shall be bonded in such a fashion as to protect the Town from losses from malfeasance and misfeasance.

## ***Performance Standards***

The investment portfolio shall be designed and managed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and cash flow needs of the Town. Short-term funds and other funds that must maintain a high degree of liquidity will be compared to the return on the three-month U. S. Treasury Bill. Medium term investments and other funds that have a longer-term investment horizon will be compared to an index of U. S. Treasury securities having a similar duration or other appropriate benchmark.

## ***Reporting***

Monthly reporting of portfolio position and investment performance results will add an element of accountability and discipline to the Town of Smithfield's Investment Program.

The Treasurer shall prepare and incorporate into the monthly council financial report an accounting of investment activity for the month then ended. This report shall include: (i) a listing of the existing portfolio in terms of investment securities, amortized book value, maturity date, yield-on-cost, market value and other features deemed relevant and (ii) a listing of all transactions executed during the month.

## **Investment Policy Adoption**

This policy is adopted by the Smithfield Town Council this \_\_\_\_\_ day of March, 2014.

Approved by

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T. Carter Williams  
Mayor

**Parks and Recreation Committee Report**

**February 2014**

**Parks and Recreation Committee Items**

1. Operational Update –Parks and Rec Committee Report
2. Windsor Castle Park Trail Markers
3. Wine Fest Park Closures-Fishing Pier and a portion of trail

**Event Listing**

**Event Listing** (since last committee meeting)

<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
Fri	Jan 30	IOW Rescue Squad	Smithfield Center
Sat	Feb 1	History Re-enactors	Windsor Castle
Tue	Feb 4	WCFB Meeting	Smithfield Center
		Farmers Market Vendor Dinner	Smithfield Center
		Town Council	Smithfield Center
Thu	Feb 6	Ducks Unlimited Banquet	Smithfield Center
Fri	Feb 7	Smithfield Fire Banquet	Smithfield Center
Sat	Feb 8	Furball Gala	Smithfield Center
Sun	Feb 9	Sweetheart Banquet	Smithfield Center
Mon	Feb 10	National Young Farmers Luncheon	Smithfield Center
		Citizens Association Meeting	Smithfield Center
Tue	Feb 11	Planning Commission	Smithfield Center
Fri	Feb 14	Wedding & Reception	Smithfield Center
Sat	Feb 15	50 <sup>th</sup> Birthday Party	Smithfield Center
Tue	Feb 18	Schoolhouse Meeting	Smithfield Center
		Crimeline Meeting	Smithfield Center
		BZA,BHAR	Smithfield Center
Thu	Feb 20	Smithfield Women’s Club	Smithfield Center
Fri	Feb 21	Wedding Reception	Smithfield Center
Sat	Feb 22	Wedding and Reception	Smithfield Center
Sun	Feb 23	Black History Month Program	Smithfield Center
Mon	Feb 24	Committee Meetings	Smithfield Center
Tue	Feb 25	Committee Meetings	Smithfield Center

**Open to Public Events** (since last committee meeting)

<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
Sat	Feb 1	History Mobile	IOW County Museum and Windsor Castle
Sat	Feb 8	Furball	Smithfield Center
Sun	Feb 9	Sweetheart Banquet	Smithfield Center
Sun	Feb 23	Black History Month Program	Smithfield Center

**Upcoming Open to the Public Events** (through February Committees)

<b>Day</b>	<b>Date</b>	<b>Event Type</b>	<b>Location</b>
Sat	Mar 8	IOW Academy Gala	Smithfield Center

## Parks and Recreation Committee Report

February 2014

### Windsor Castle Concept Plan Update

Amenities Survey is live and will run through March 15, 2014. As of 2/20/14 we have had 147 electronic responses.

### Programming

#### Kayak Rentals

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

Will start search for staff in April 2014.

Two tandem kayaks have been purchased to give us a fleet of 9 boats.

Request for quotes has gone out for a kayak storage system to be built near the kayak launch so kayaks can easily be secured at night.

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



## Town of Smithfield, Virginia 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.

Event Date (don't include setup dates here)	Times
Saturday, April 12, 2014	Fest 11 – 5:00, pre check in for chalets starts at 10:00 am.

<b>Event Name</b>	<b>Smithfield Wine &amp; Brew Fest (3<sup>rd</sup> Annual)</b>
<b>Event Organizer (Group Name)</b>	<b>Smithfield Rotary &amp; Smithfield VA Events Committee</b>
<b>Tax Exemption ID Number</b>	<b>54-6073921</b>
<b>Website</b>	<b>www.SmithfieldVAWineBrewFest.com</b>

### Event Contacts

<b>Name</b>	<b>Gina Ippolito</b>	<b>Cell Phone</b>	<b>757-869-0664</b>	<b>Email</b>	<b>gina@smithfieldvaevents.com</b>
<b>Name</b>	<b>Larry Saint</b>	<b>Cell Phone</b>	<b>757-409-6957</b>	<b>Email</b>	<b>lsaint52@msn.com</b>

<b>1<sup>st</sup> Time Event or Annual Event</b>	Annual
<b>If annual, how many times has event taken place?</b>	2012, & 2013

### Event Category

Festival  Concert  Parade  Run/Walk  Bike Race/Tour  Car Show  Other \_\_\_\_\_

**Participants will be**  youth  adults  both

### Description/Purpose of Event

It is the mission of the Smithfield VA Events, in conjunction with the Smithfield Rotary Club to bring well organized, first class events to the Town of Smithfield and in doing so support local non-profits, charities and civic groups and strengthen our community by benefiting tourism and local business.

### List benefits of your event to the community

**Fundraiser for local charitable organizations.**

**Anticipate economic impact from out of town hotel guests, shopping and dining over weekend.**



**Town of Smithfield, Virginia  
Special Event Application for Permit**

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**Recipients of Proceeds**

<b>Windsor Castle Park Foundation</b>	<b>Smithfield Rotary Club Projects &amp; Scholarships</b>
<b>CASA – Voices for Kids Isle of Wight</b>	<b>Isle of Wight Education Foundation</b>
<b>Various other organizations that assist with event logistics – parking, gate, clean up set up &amp; other areas.</b>	

<b>Average Ticket Price</b>	\$35
<b>Expected Attendance</b>	2500, plus 150 volunteers that roll into event.
<b>Largest Attendance Number and Year</b>	2500, plus 150 volunteers that roll into the event.

**Alcohol Service and/or Sales?  Yes List the date(s) and times of service/sales of alcohol**

Date	Time	Notes
04/12/14	10 am to 5 pm	ABC permit will be obtained. Will follow all rules & ABC site containment policies. Tastings are included in ticket price, but beer/wine by glass or bottle are pay as you go. ID Checks and 21 & up participants only.

**Having music- live bands or DJ?  Yes List the date(s) and times for music**

Date	Time	Notes
04/12/14	11:00 am – 5:00 pm	Live Music on (3) Stages

**What is your plan in the event of bad weather-cancel, reschedule?**

<b>Rain or Shine event. Only cancelled in the event of Act of Nature that endangers safety</b>
--

**Please check all that your event will include: Numbers of each are not known at this time but will certainly be appropriate for the number of participants.**

Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	



**Town of Smithfield, Virginia  
Special Event Application for Permit**

<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			

Item	Number	Sizes
<input type="checkbox"/> Tents	Multiple see site map	10 x 10's, 10 x 20's, 20 x 20's, 18 x 27's.
<input type="checkbox"/> Staging	Band Stage (3)	24x 30, 20 x 20 and steps of Manor House

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service (After Event to various local subdivisions/ downtown destinations & hotels)
------------------------------------	--	--

**Smithfield Town Services**

**Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures**  
**EVENT REQUEST MEETING WITH POLICE DEPT FOR ANALYSIS of event in advance**

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
S. Church & Old Jericho RD	one way out traffic only. Need Police Assistance	04/12/14	9 am to 1 pm
WCP Trails	(2) locations for Closures – see site map	04/12/14	9:30 am to 5:30 pm
Public Works Staff (2)	Assist with site trash/various, as needed logistic support.	04/12/14	10 am to 6 pm
Police Support during event –	Assistance  # during actual event hours TBD by police department.	04/12/14	(1) 9:30 – 11:00  (?#) 10:30 – 5:30 (during event and during exit)  (1) on site until 6:30 (Command Center)
Fishing Pier Closure	Closure	04/12/14	6 am to 6 pm  Tents set on Wed/Thurs before event, need to discuss pre-closure?



**Town of Smithfield, Virginia  
Special Event Application for Permit**

**Smithfield Police Officer \$ 41 per officer per hour**

- An Open to the Public Event is required to use Town of Smithfield Off Duty Police Officers.
- The number of officers required will depend on your event size and type.

**Public Works Staff \$ 25 per staff person per hour**

If any of these items are selected, a Public Works staff member will have to be on site.

<input type="checkbox"/> <b>Light Tower \$ 150</b>	<input type="checkbox"/> <b>Trash Service \$ 0</b>	<input type="checkbox"/> <b>Cones \$ 0</b>
--	--	--

<input type="checkbox"/> <b>Water Hookup for caterers, portable restrooms \$ 0</b>
--

<b>Electrical Service</b> to be supplied by generators and it is your (the event organizer's) responsibility
--

**Certificate of insurance for \$1,000,000 is required**

<b>Policy Number</b>	<b>In progress the Rotary Club will provide</b>
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

<b>Event Organizer's Signature</b>	Electronic Signature: Gina Ippolito	<b>Date</b>	02/04/14
<b>Print Name</b>	Gina Ippolito		

**Attach the following documents:**

www.SmithfieldVAWineBrewFest.com
Site Map/Layout of Event – shows trail closure locations

Windsor Castle Park  
Smithfield, VA



Trail Closed

Pier Closed

Trail Closed

SmithfieldVaWineBrewFest.com

- ★ Information & Event Merchandise
- ★ Manned ABC Check-Point
- Retail Vendors
- Private Chalets
- Restrooms & Restroom Trailers
- Wineries
- Food Vendors
- Entertainment Stages
- Reserved Tables

Find us on Facebook

Presented by: **Smithfield.**

SmithfieldVaWineBrewFest.com

DATE            FEBRUARY 24, 2014

TO              SMITHFIELD TOWN COUNCIL- PUBLIC WORKS COMMITTEE

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

SUBJECT       MOWING CONTRACT – INVITATION TO BID

Each year the town engages the services of mowing contractors to supplement the capabilities of our public works staff and equipment. The current contractor has fulfilled the contract awarded in 2013. Thus, it was necessary to advertise an Invitation For Bid (IFB) for the Seasonal Mowing Contract.

In response to our advertised IFB, the town received 8 bids. After carefully reviewing all bids and fees for service, the lowest qualified responsive bidder was Southern Shores Lawn and Landscape LLC. Southern Shores entered a bid of \$1489.42/cut for the right of ways and \$762.57/cut for Windsor Castle. The monthly total for right of ways to be cut every 2 weeks and Windsor Castle to be cut every 10 days is \$5266.55. Some months may require only 1 cut or more than 1 cut, dependent upon weather conditions. The previous contract with Browns Lawncare was \$5900 per month for both.

The maintenance operations will include: proper sign layout as per current VDOT specifications, trash pickup, grass cutting, and trimming for Town Right of Ways and Windsor Castle Park. Southern Shores currently has the Landscaping contract with the town and we are very pleased with their work; therefore we are recommending awarding the Seasonal Mowing Contract to Southern Shores LLC. The town will have the right to renew for 4 additional years.

# PROJECT STATUS MAP

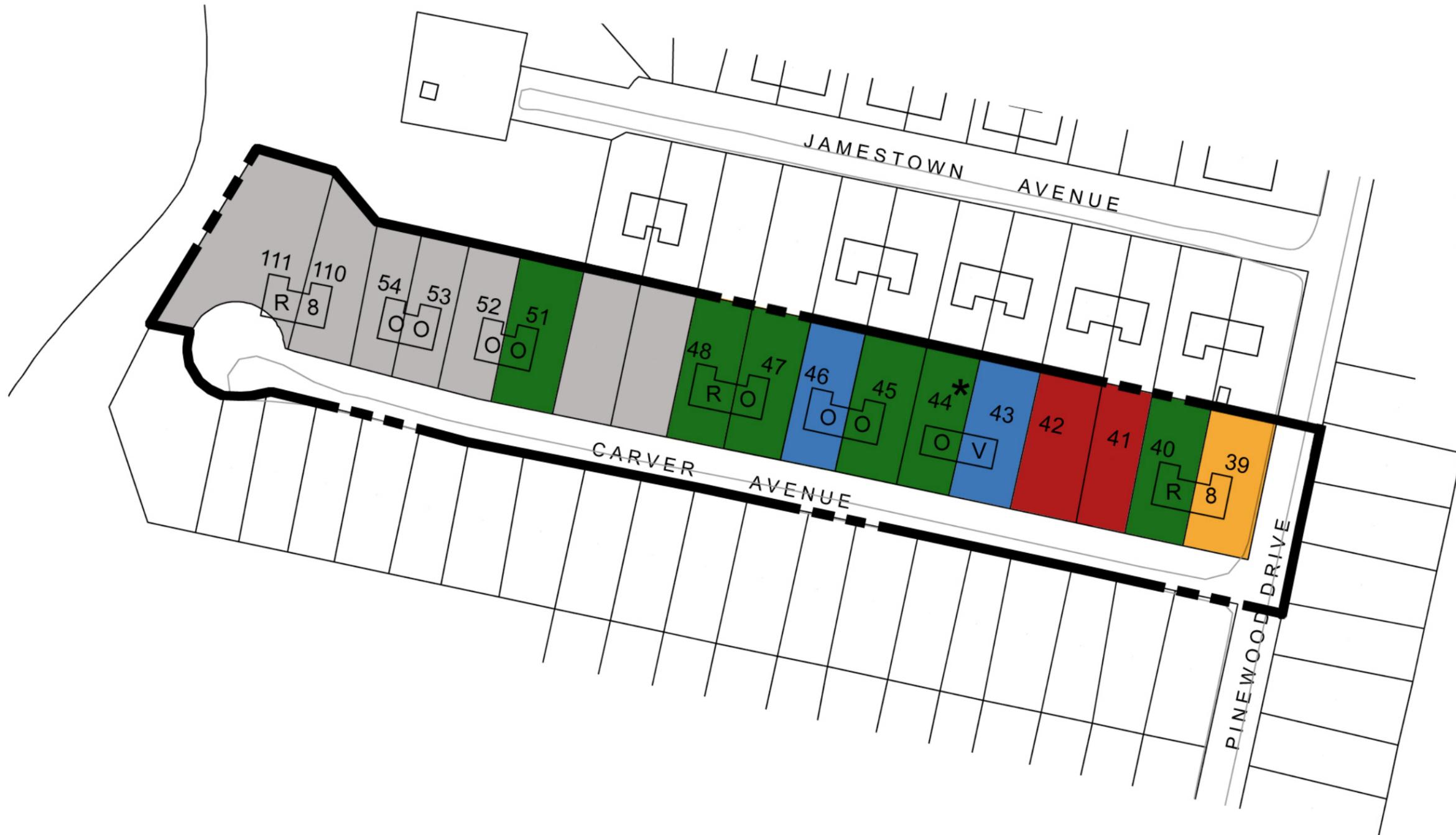
Pinewood Heights Phase II Redevelopment Project  
Multi-Year 1  
Town of Smithfield, Virginia

## LEGEND

--- PHASE II BOUNDARY

### STATUS:

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



February, 2014

COMMUNITY PLANNING PARTNERS, INC.

## MONTHLY PROGRESS REPORT FOR FEBRUARY 2014

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 04/20/2014

Date: 02/15/2014

### FINANCIALS

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755  
CDBG Amount Expended: \$257,152 Leverage Amount Expended: \$332,762

### 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: 03/11/2014

**When was the last Management Team meeting?** 01/10/2014

Next meeting? 03/11/2014

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

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

**Status:** The demolition of 41/42 Carver Street has been completed. The Town owns 43 and 46 Carver Street. 43 and 46 Carver Street has been boarded/secured. The Town has received acceptance of its offers to buy 45, 47, 48 and 51 Carver Street; we are working on the relocations for all owners and tenants. The owners of 45 Carver are moving to new homes and closing is scheduled for the end of February. The owners of 47 Carver are working to sign a contract for a new home. The owner of 51 Carver Street has found a new home and will be relocated by April 30th and the tenants at 48 Carver Street are working with all parties to find a new home. The tenants at 40 Carver have signed a contract to buy a home and the residents at 39 Carver are Section 8 and have been referred to IOW Social Services for relocation. A follow up notice letter on the offer 40 Carver Street and acquisition notice on 39 Carver was sent to the landlord but returned refused (non-certified copies did not come back). All relocation work is being done in tandem with acquisition offers so that the residents are quickly moved into their new residence and the old structures are demolished.

**Are problems anticipated?** Locating relocation properties for all households has been a challenge however the process is moving forward and all offers to sell the properties in the grant have been accepted and returned to the Town (accept 39 Carver that was substituted into this phase on Dec 19, 2013). The landlord for the duplex at 39/40 Carver has stopped accepting mail and returning phone calls on his properties.

**Other comments:** None.

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=5)

Owner Occupied Homes

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Preliminary Acquisition Letters Sent 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Appraisals Completed 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Review Appraisals Completed 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Offer to Purchase Letters Sent 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Offers Accepted 5

1) 41 Carver      3) 45 Carver      4) 46 Carver      5) 47 Carver      6) 51 Carver

Properties Closed On 1

1) 41 Carver      2) 46 Carver

**Tenant-Occupied Acquisition** (Goal=5)

Tenant Occupied Homes

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver      5) 39 Carver

Preliminary Acquisition Letters Sent 3

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver      5) 39 Carver

Appraisals Completed 3

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver      5) 39 Carver

Review Appraisals Completed 3

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver

Offer to Purchase Letters Sent 3

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver

Offers Accepted 2

1) 42 Carver      2) 43 Carver      3) 48 Carver      4) 40 Carver

Properties Closed On 2

1) 42 Carver      2) 43 Carver

**Owner-Occupied Relocation** (Goal=5)

Owner Occupied Homes

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Household Surveys Completed 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Income Verifications Completed 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver

Eligibility of Relocation Letters Sent 5

1) 41 Carver      2) 45 Carver      3) 46 Carver      4) 47 Carver      5) 51 Carver  
Comparable Units Found and Inspected 4  
1) 41 Carver      2) 45 Carver      3) 46 Carver      5) 51 Carver  
Households Relocated 1  
1) 41 Carver      4) 46 Carver

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

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

**Section 8, Renter-Occupied Relocation** (Goal=3)

Section 8 Occupied Homes  
1) 42 Carver      2) 43 Carver      3) 39 Carver  
Household Surveys Completed 2  
1) 42 Carver      2) 43 Carver  
Income Verifications Completed 2  
1) 42 Carver      2) 43 Carver  
Eligibility of Relocation Letters Sent 2  
1) 42 Carver      2) 43 Carver  
Comparable Units Found and Inspected 2  
1) 42 Carver      2) 43 Carver  
Households Relocated 2  
1) 42 Carver      2) 43 Carver

**Demolition** (Goal=10)

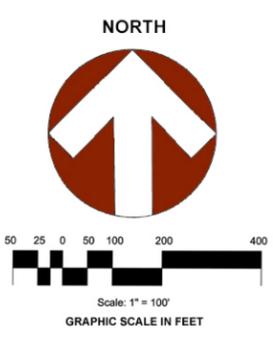
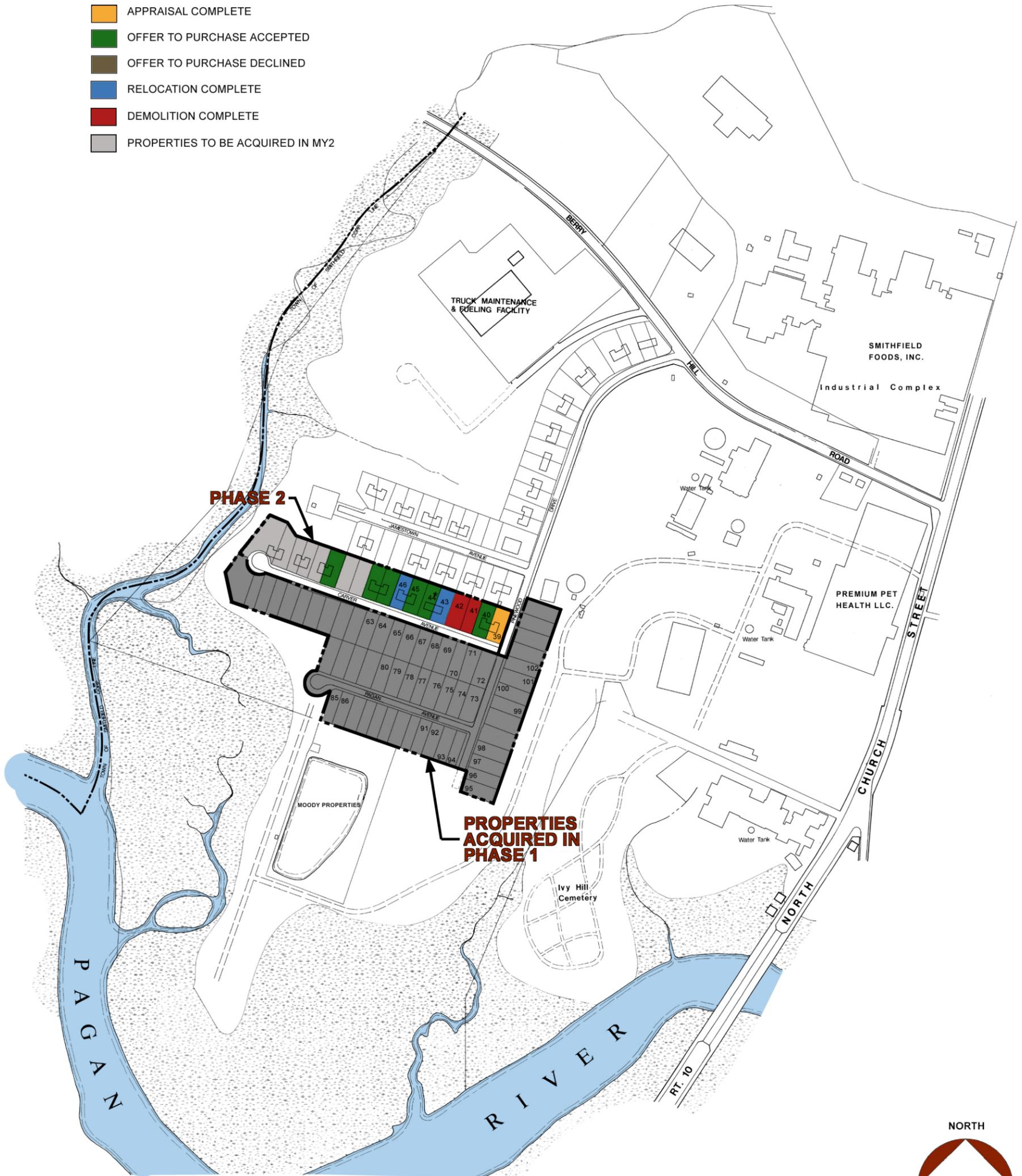
Units to be Demolished  
1) 40 Carver      2) 41 Carver      3) 42 Carver      4) 43 Carver      5) 44 Carver      6) 45 Carver  
7) 46 Carver      8) 47 Carver      9) 48 Carver      10) 51 Carver  
Units that have been Demolished 2  
1) 41 Carver      2) 42 Carver

# NEIGHBORHOOD STATUS MAP

Pinewood Heights Redevelopment Project  
Town of Smithfield, Virginia

## LEGEND

-  REDEVELOPMENT AREA BOUNDARY
- STATUS:
-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  OFFER TO PURCHASE DECLINED
-  RELOCATION COMPLETE
-  DEMOLITION COMPLETE
-  PROPERTIES TO BE ACQUIRED IN MY2



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COMMUNITY DEVELOPMENT CONSULTANTS  
RICHMOND, VIRGINIA  
FEBRUARY, 2014