

- TAB # 6** 5. Personnel Policy Manual Updates and Pay and Classification Plan Updates
6. Appropriation Resolution to Carry Funds Forward
7. Resolution to Approve Fiscal Year 2014/2015 Budget
- TAB # 7** 8. Ordinance to Amend Meals Tax and Transient Occupancy Tax Discounts
9. Pre-Public Hearing Discussion: Increase Cigarette Tax

6:00 p.m. Continued Town Council Meeting

TUESDAY, JUNE 24TH, 2014

4:00 p.m. Parks and Recreation Members: Chapman (CH), Pack, Tynes

- 1 Public Comment
- TAB # 8** 2. Operational Update – Parks and Recreation Committee Report
- TAB # 9** 3. Proposal Kayak Storage Shed & Rental Office
- TAB # 10** 4. Proposed Price Adjustments for Smithfield Center
- TAB # 11** 5. Proposed Price Increase for Park User Fee
- TAB # 12** 6. Classes and Instruction at the Park
- TAB # 13** 7. Volunteer Group / Advisory Committee Application Process

Immediately following the conclusion of the above meeting:

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

1. Public Comments
- TAB # 14** 2. Main Street Parking between Church Street and Commerce Street
3. Smithfield Center / Little Theater Entrances on Church Street

Immediately following the conclusion of the above meeting:

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

1. Public Comment
- TAB # 15** 2. Pinewood Heights Phase II Update – Multi-Year 1 and Multi-Year 2
- TAB # 16** 3. Pinewood Heights Phase III Planning Grant Acceptance
- TAB # 17** 4. Smithfield on the Move Summary of Park User Study

***** Additional Item Not Listed on Committee but will be on Council's June 3rd Agenda*****

- Approval of June 3rd Town Council Minutes
 - Motion to Accept Nominating Committee's Recommendation to Fill the Vacancy on the Board of Zoning Appeals
-



Office Use				
SE Comm Date				Assigned Staff
PD #	Times	Bill to		
PW #	Times	Bill to		
TC -Police Comm	TC Date			
TC-Parks Comm	Approval Sent			

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

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
August 5 2014	5:30pm – 7:30 pm	200 blk. Of Main Street

Event Name	2014 Smithfield National Night Out Against Crime
Event Organizer (Group Name)	Smithfield Police Department
Tax Exemption ID Number	*
Website	*

Event Contacts					
Name	Connie Chapman	Cell Phone	880-1715	Email	Connie.chapman@peninsulaymca.org
Name	Kurt Beach	Cell Phone	449-4849	Email	kbeach@smithfieldva.gov

1 st Time Event	Annual Event- how many times has event taken place?	21 years
Event Category <input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input type="checkbox"/> Car Show <input type="checkbox"/> Other <input checked="" type="checkbox"/> Public Safety Event		
Description of Event Public Crime Prevention Public Awareness Event sponsored/hosted by the Smithfield Police Department and the Smithfield Community Crime Prevention Team.		
Average Ticket Price	NONE	Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both
Expected Attendance	500-800	Largest Attendance Number and Year 372
What is your plan in the event of bad weather-cancel, reschedule?		Cancellation

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures				<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed	
200 Block of Main Street	Police Event/ None	August 5, 2014	5:30pm-7:30pm	

Road Closures, if approved, will start 1 hour before event start. Signage with closure times is placed out in advance of closure.

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol		Having music- live bands or DJ? <input checked="" type="checkbox"/> Music	
Date	Times	Date	Times
		August 5, 2014	5:30 pm- 7:30 pm

List benefits of your event to the community	List Recipients of Proceeds
National Crime Prevention Event/ Crime Prevention Awareness	Residents of Smithfield



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

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1 of 2

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input checked="" type="checkbox"/> Food, by Organization SPD/SCCP Team Hot Dogs/Chips and Water	500
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input checked="" type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input checked="" type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	10	Large	
Staging	N/A		
<input checked="" type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)	
Policy Number	N/A
Name of Insurance Liability Carrier	
Insurance Company Address	
Insurance Company Phone Number	

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	
Print Name			

Attach the following documents:

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

National Night Out



WHAT: Fun for the whole family! Meet local police, free hot dogs while they last, activities, music, helpful information on safety and more. Bring a blanket and enjoy live music at the Smithfield Times gazebo.

Tour the Police Command vehicle, check out a police car, boat, bike and motorcycle. See a fire truck and ambulance up close too! Come out and meet your local law enforcement!

WHEN: Tuesday, August 5 from 5:30 to 7:30 p.m.

WHERE: The 200 block of Main Street, Smithfield

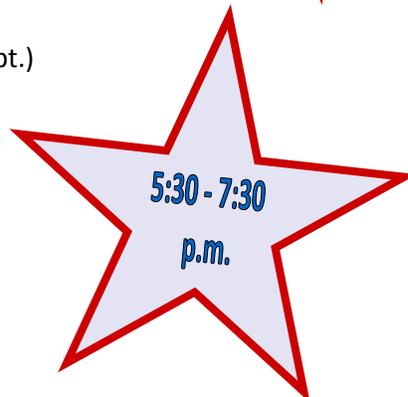
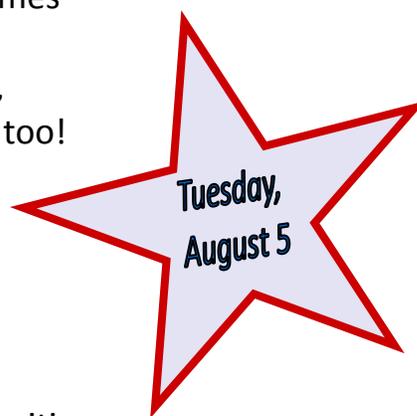
WHY: To raise awareness about police programs in our communities such as drug prevention, town watch, neighborhood watch, business watch and other anti-crime efforts

CONTEST: Kids can enter a drawing (minimum size 8 1/2 x 11) of what they envision a safe community to look like.

(Please include some type of Police element, example: Policeman or woman, Police vehicle, Police Badge, Police Dept., etc.)

One winner will be selected at the National Night Out Event and will win a pizza lunch party for themselves and three friends at the Smithfield Police Department in August.

(The date to be scheduled by winner's parent and the Smithfield Police Dept.)



National Night Out
Brings Police and
Neighbors Together

MEMORANDUM

TO: POLICE COMMITTEE/TOWN COUNCIL MEMBERS
FROM: KURT BEACH
SUBJECT: RESOLUTION OF APPOINTMENT/RE-APPOINTMENTS
DATE: JUNE 23, 2014
CC: CHIEF BOWMAN; COL. HOWELL

Dear Town Council Members,

I am writing on behalf of the membership of the Smithfield Community Crime Prevention Team and the pending expiration of the "Resolution of Appointment"

Whereas, on November 6, 2012 the Town Council of the Town of Smithfield resolved to participate in the Virginia Department of Criminal Justice Services Certified Crime Prevention Community Program. The following citizens have agreed to serve in obligation to that resolve and are due for reappointment.

Therefore, the staggered terms of Appointees will expire on June 30th 2014 and December 31, 2014.

The following SCCP Team members have agreed to serve on the 18 month term ending December 31, 2015:

Kurt Beach, Joseph Reish, Connie Chapman, Ed Mortimer,

The Following SCCP Team members have agreed to serve on the 12 month term ending June 30, 2015:

Marian Aidan, Jesse Thrower, John Edwards, Bob Cole, Terry Rhinier

RESPECTFULLY SUBMITTED

KURT BEACH

CRIME PREVENTION SPECIALIST

SMITHFIELD POLICE DEPARTMENT

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Revenue					
General Fund revenues					
General Fund revenues					
Real Estate Tax					
Current RE Tax	1,664,000.00	1,660,000.00	1,666,959.03	(2,959.03)	100.18%
Delinquent RE Tax	23,000.00	20,000.00	30,649.87	(7,649.87)	133.26%
Current RE Penalty	4,400.00	6,500.00	5,064.97	(664.97)	115.11%
Delinquent RE Penalty	3,000.00	2,000.00	3,763.95	(763.95)	125.47%
Current RE Interest	900.00	1,000.00	1,092.97	(192.97)	121.44%
Delinquent RE Interest	5,400.00	3,400.00	8,087.88	(2,687.88)	149.78%
Total Real Estate Taxes	1,700,700.00	1,692,900.00	1,715,618.67	(14,918.67)	100.88%
Personal Property Tax					
Current PP Tax	865,000.00	838,000.00	867,037.45	(2,037.45)	100.24%
Delinquent PP Tax	18,000.00	35,000.00	17,539.67	460.33	97.44%
Current PP Penalty	16,300.00	13,500.00	17,077.98	(777.98)	104.77%
Delinquent PP Penalty	5,000.00	6,000.00	5,213.23	(213.23)	104.26%
Current PP Interest	1,200.00	650.00	1,467.79	(267.79)	122.32%
Delinquent PP Interest	3,100.00	4,320.00	3,292.85	(192.85)	106.22%
Total Personal Property Tax	908,600.00	897,470.00	911,628.97	(3,028.97)	100.33%
Miscellaneous Receipts Over/Short	15.00	15.00	(4.62)	19.62	-30.80%
Total Over/Short	15.00	15.00	(4.62)	19.62	-30.80%
Other Taxes					
Franchise Tax	134,370.00	119,855.00	111,150.90	23,219.10	82.72%
Cigarette Tax	130,000.00	130,000.00	134,888.10	(4,888.10)	103.76%
Additional revenues from existing sources	-	-	-	-	0.00%
Transient Occupancy Tax	142,000.00	142,000.00	143,204.16	(1,204.16)	100.85%
Meals Tax-4%	842,116.00	794,270.00	791,485.73	50,630.27	93.99%
Meals Tax-2%	421,058.00	397,135.00	395,742.86	25,315.14	93.99%
Communications Tax	240,000.00	245,000.00	178,104.69	61,895.31	74.21%
Rolling Stock	15.00	13.00	15.75	(0.75)	105.00%
Rental Tax	1,000.00	1,300.00	1,030.98	(30.98)	103.10%
Sales Tax	270,000.00	243,000.00	217,411.21	52,588.79	80.52%
Consumption Tax	47,500.00	47,500.00	42,538.11	4,961.89	89.55%
Utility Tax	193,600.00	194,500.00	166,394.89	27,205.11	85.95%
Total Other Local Taxes	2,421,659.00	2,314,573.00	2,181,967.38	239,691.62	90.10%
Licenses, Permits & Privilege Fees					

Town of Smithfield						
General Fund Operating Budget						
(amended charitable contributions)						
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14		Remaining Budget	% of budget
Business Licenses	335,000.00	330,000.00	334,221.77		778.23	99.77%
Business Licenses Penalty	4,350.00	6,420.00	4,025.84		324.16	92.55%
Business Licenses Interest	1,600.00	645.00	1,570.61		29.39	98.16%
Permits & Other Licenses	11,000.00	13,000.00	9,464.29		1,535.71	86.04%
WC Dog Park Registration	2,400.00	2,200.00	2,325.00		75.00	96.88%
Consultant Review Fees	5,000.00	5,000.00	4,703.80		296.20	94.08%
Vehicle License Tags	6.00	-	6.00		-	100.00%
Vehicle License	132,000.00	135,500.00	132,552.52		(552.52)	100.42%
Total Licenses, permits and privilege fees	491,356.00	492,765.00	488,869.83		2,486.17	99.49%
Fines & Costs						
Public Defender Fee	-	-	-		-	0.00%
Fines & Costs	70,000.00	57,000.00	66,240.78		3,759.22	94.63%
Total Fines & Forfeitures	70,000.00	57,000.00	66,240.78		3,759.22	94.63%
From Use of Money and Property						
General Fund Interest	7,500.00	6,400.00	7,347.49		152.51	97.97%
Beautification Fund Interest	150.00	85.00	153.59		(3.59)	102.39%
Rentals	16,436.00	15,685.00	13,769.53		2,666.47	83.78%
Smithfield Center Rentals	143,000.00	143,000.00	141,285.63		1,714.37	98.80%
Smithfield Center Vendor Programs	5,625.00	4,500.00	5,875.00		(250.00)	104.44%
Kayak Rentals	11,000.00	-	8,147.25		2,852.75	74.07%
Special Events	7,300.00	1,000.00	6,051.50		1,248.50	82.90%
Fingerprinting Fees	1,000.00	1,000.00	975.00		25.00	97.50%
Sale of Equipment	6,000.00	1,000.00	3,927.51		2,072.49	65.46%
Lease of Land	525.00	525.00	500.00		25.00	95.24%
Total revenue from use of money and property	198,536.00	173,195.00	188,032.50		10,503.50	94.71%
Miscellaneous Revenue						
Other Revenue	2,000.00	2,200.00	1,922.93		77.07	96.15%
Cash Proffer Revenues	32,000.00	-	32,000.00		-	100.00%
Obici Foundation Wellness Grant	18,000.00	12,500.00	15,500.00		2,500.00	86.11%
Virginia Municipal Group Safety Grant	4,000.00	3,861.00	4,000.00		-	100.00%
Total Miscellaneous Revenue	56,000.00	18,561.00	53,422.93		2,577.07	95.40%
From Reserves						
Restricted Reserves-Police Department	24,000.00	-	16,580.94		7,419.06	69.09%
Reserves-Pinewood Escrow	14,618.00	14,618.00	11,844.76		2,773.24	81.03%
From Operating Reserves	182,892.00	529,075.00	-		182,892.00	0.00%
Total From Reserves	221,510.00	543,693.00	28,425.70		193,084.30	12.83%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
<u>Intergovernmental Virginia</u>					
Law Enforcement	161,533.00	161,533.00	121,149.00	40,384.00	75.00%
Litter Control Grant	3,321.00	3,765.00	3,321.00	-	100.00%
Police Block Grants-State	5,835.00	1,000.00	8,749.85	(2,914.85)	149.95%
Fire Programs	19,461.00	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	8,500.00	17,000.00	-	8,500.00	0.00%
SNAP Program	3,000.00	-	3,074.00	(74.00)	102.47%
Fuel Refund (state)	12.00	865.00	12.32	(0.32)	102.67%
Total State Revenue	206,662.00	208,624.00	141,306.17	65,355.83	68.38%
<u>Intergovernmental Federal</u>					
Federal Grants	1,200.00	5,000.00	1,190.00	10.00	99.17%
Pinewood Heights CDBG Relocation Planning Grant Phase III	-	-	-	-	0.00%
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	500,194.00	264,626.00	235,568.00	52.90%
Federal Fuel Income	-	1,000.00	-	-	0.00%
Total Federal Revenue	501,394.00	506,194.00	265,816.00	235,578.00	53.02%
<u>Other Financing Sources</u>					
<u>Operating Transfers In</u>					
Transfer In for Debt Service	-	-	-	-	0.00%
Total Operating Transfers In	-	-	-	-	0.00%
<u>Other Financing Sources</u>					
Line of Credit Proceeds	-	-	-	-	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	400,000.00	-	-	0.00%
Insurance Recoveries	11,650.00	-	11,648.40	1.60	99.99%
Total Other Financing Sources	11,650.00	400,000.00	11,648.40	1.60	99.99%
<u>Contributions</u>					
CHIPS Contributions	1,000.00	2,500.00	600.00	400.00	60.00%
Contributions-Smithfield Foods-SC AV System	17,858.00	-	-	17,858.00	0.00%
Contributions-IOW County (ball fields)	-	25,000.00	-	-	0.00%
Total Contributions	18,858.00	27,500.00	600.00	18,258.00	3.18%
Total General Fund Revenue	6,806,940.00	7,332,490.00	6,053,572.71	753,367.29	88.93%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects					

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Line of Credit Proceeds	-	-	-	-	
General Obligation Bond-Land Acquisition	-	(400,000.00)	-	-	
Cash Proffer Revenues	(32,000.00)	-	(32,000.00)	-	
Meals Tax (2%) allocated to Special Projects	(421,058.00)	(397,135.00)	(395,742.86)	(25,315.14)	
Pinewood Heights Reserves	(14,618.00)	(14,618.00)	(11,844.76)	(2,773.24)	
Contributions-Smithfield Foods-SC AV System	(17,858.00)	-	-	(17,858.00)	
Contributions to Ball Fields (IOW)	-	(25,000.00)	-	-	
Pinewood Heights Planning Grant	-	-	-	-	
Pinewood Heights Relocation Project -Grant	(500,194.00)	(500,194.00)	(264,626.00)	(235,568.00)	
Total Non-operating Revenues	(985,728.00)	(1,336,947.00)	(704,213.62)	(281,514.38)	71.44%
Total General Fund Operating Revenues	5,821,212.00	5,995,543.00	5,349,359.09	471,852.91	91.89%
General Fund Budget Expenses					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
GENERAL GOVERNMENT					
Town Council					
Salaries	40,000.00	40,000.00	33,395.00	6,605.00	83.49%
FICA	3,560.00	3,500.00	2,924.94	635.06	82.16%
Employee Wellness/Assistance Plan	1,638.00	1,800.00	1,501.50	136.50	91.67%
Legal Fees	32,000.00	32,000.00	23,172.69	8,827.31	72.41%
Election Expense	3,500.00	3,000.00	3,522.28	(22.28)	100.64%
Maintenance contracts	695.00	695.00	-	695.00	0.00%
Advertising	30,000.00	30,000.00	11,290.32	18,709.68	37.63%
Professional Services	26,358.00	1,500.00	6,358.00	20,000.00	24.12%
Records Management maint & upgrades	10,508.00	8,484.00	10,508.00	-	100.00%
Site Plan Review	5,000.00	5,000.00	1,607.50	3,392.50	32.15%
Communications	1,000.00	3,500.00	725.18	274.82	72.52%
Insurance	26,634.00	27,435.00	26,634.00	-	100.00%
Supplies	20,000.00	20,000.00	15,785.47	4,214.53	78.93%
Travel & Training	6,000.00	6,000.00	5,375.36	624.64	89.59%
Subscriptions/Memberships	9,100.00	9,100.00	8,383.00	717.00	92.12%
Council Approved Items	16,000.00	16,000.00	10,391.96	5,608.04	64.95%
Public Defender Fees	2,000.00	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	625.00	66.68	558.32	10.67%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
SpecialProjects	3,500.00	2,500.00	2,507.79	992.21	71.65%
Smithfield CHIPS program	3,772.00	3,772.00	3,140.00	632.00	83.24%
Update Town Charter & Code	3,500.00	2,000.00	1,692.00	1,808.00	48.34%
Annual Christmas Parade	185.00	400.00	185.10	(0.10)	100.05%
Council Approved Hwy	-	-	-	-	0.00%
Total Town Council	245,575.00	219,311.00	169,046.77	76,528.23	68.84%
<u>Town Manager</u>					
Salaries	216,840.00	216,840.00	180,726.06	36,113.94	83.35%
FICA	17,350.00	17,350.00	14,066.09	3,283.91	81.07%
VSRS	25,100.00	25,100.00	22,772.38	2,327.62	90.73%
Health	37,455.00	37,455.00	33,464.07	3,990.93	89.34%
Auto Expense	500.00	500.00	313.81	186.19	62.76%
Maintenance Contracts	1,700.00	1,700.00	1,526.00	174.00	89.76%
Communications	15,500.00	15,500.00	11,953.84	3,546.16	77.12%
Insurance	2,624.00	2,910.00	2,623.72	0.28	99.99%
Supplies	5,500.00	5,500.00	4,571.86	928.14	83.12%
Dues & Subscriptions	2,940.00	2,940.00	2,805.78	134.22	95.43%
Computer & technology expenses	16,000.00	16,000.00	7,834.05	8,165.95	48.96%
Travel & Training	7,800.00	7,800.00	5,522.84	2,277.16	70.81%
Other	100.00	100.00	66.66	33.34	66.66%
TM Allocated to Hwy	-	-	-	-	0.00%
Total Town Manager	349,409.00	349,695.00	288,247.16	61,161.84	82.50%
<u>Treasurer</u>					
Salaries	245,000.00	258,170.00	209,178.98	35,821.02	85.38%
FICA	19,600.00	20,655.00	16,580.81	3,019.19	84.60%
VSRS	29,230.00	29,230.00	24,339.24	4,890.76	83.27%
Health	32,840.00	32,840.00	25,114.00	7,726.00	76.47%
Audit	11,500.00	11,500.00	11,500.00	-	100.00%
Depreciation Software	2,700.00	2,700.00	2,700.00	-	100.00%
Communications	8,330.00	8,080.00	7,138.27	1,191.73	85.69%
Data Processing	18,000.00	18,000.00	15,992.75	2,007.25	88.85%
Service Contracts	18,500.00	18,500.00	17,330.12	1,169.88	93.68%
Insurance	2,360.00	2,510.00	2,356.28	3.72	99.84%
Supplies	15,000.00	15,000.00	8,685.63	6,314.37	57.90%
Dues & Subscriptions	2,300.00	2,300.00	1,374.06	925.94	59.74%
Credit Card Processing	3,000.00	1,000.00	2,444.19	555.81	81.47%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Cigarette Tax Stamps	2,475.00	2,565.00	2,473.20	1.80	99.93%
Travel & Training	2,000.00	2,000.00	362.89	1,637.11	18.14%
Other	100.00	100.00	20.54	79.46	20.54%
Treasurer Alloc to Hwy	-	-	-	-	0.00%
Total Treasurer	412,935.00	425,150.00	347,590.96	65,344.04	84.18%
PUBLIC SAFETY					
Police Department					
Salaries	1,322,140.00	1,322,140.00	1,127,049.02	195,090.98	85.24%
FICA	105,775.00	105,775.00	86,670.30	19,104.70	81.94%
VSRS	139,100.00	139,100.00	125,022.40	14,077.60	89.88%
Health Insurance	185,950.00	185,950.00	159,055.86	26,894.14	85.54%
Pre-employ screening/Emp Medical	-	2,000.00	-	-	0.00%
Uniforms	24,000.00	24,000.00	16,286.89	7,713.11	67.86%
Service Contracts	37,000.00	37,000.00	33,761.89	3,238.11	91.25%
Communications	54,000.00	65,000.00	42,077.15	11,922.85	77.92%
Computer & Technology Expenses	6,500.00	10,000.00	2,792.45	3,707.55	42.96%
Insurance	48,075.00	51,935.00	48,074.16	0.84	100.00%
Ins. - LODA	10,962.00	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	20,000.00	30,500.00	13,794.60	6,205.40	68.97%
Dues & Subscriptions	6,500.00	6,500.00	5,966.02	533.98	91.78%
Equipment	15,000.00	15,000.00	6,147.72	8,852.28	40.98%
Radio & Equipment repairs	2,000.00	3,500.00	809.00	1,191.00	40.45%
Vehicle Maintenance	50,000.00	50,000.00	32,578.11	17,421.89	65.16%
Gas	71,500.00	85,000.00	57,939.85	13,560.15	81.03%
Tires	6,000.00	7,500.00	3,582.45	2,417.55	59.71%
Travel & Training	21,000.00	27,500.00	21,324.89	(324.89)	101.55%
Special Events	500.00	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	24,478.00	16,710.79	7,767.21	68.27%
Investigation expenses	3,000.00	5,000.00	3,895.93	(895.93)	129.86%
Other	1,000.00	500.00	736.62	263.38	73.66%
Total Police Department	2,154,480.00	2,209,840.00	1,815,392.06	339,087.94	84.26%
Fire Department					
Fuel Fund & Travel	13,000.00	13,000.00	-	13,000.00	0.00%
State Pass Thru	23,070.00	19,461.00	-	23,070.00	0.00%
Total Fire Department	36,070.00	32,461.00	-	36,070.00	0.00%
Contributions-Public Safety					

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Coast Guard Auxiliary	250.00	250.00	250.00	-	100.00%
E911 Dispatch Center	118,950.00	118,950.00	62,580.46	56,369.54	52.61%
Commonwealth Attorney's Software Update	-	-	-	-	0.00%
Fire Department Rescue Truck	10,000.00	10,000.00	10,000.00	-	100.00%
Total Contributions-Public Safety	129,200.00	129,200.00	72,830.46	56,369.54	56.37%
PARKS, RECREATION & CULTURAL					
Smithfield Center					
Salaries	186,170.00	186,170.00	148,757.15	37,412.85	79.90%
FICA	14,895.00	14,895.00	12,211.23	2,683.77	81.98%
VSRS	16,365.00	16,365.00	14,854.18	1,510.82	90.77%
Health	20,780.00	20,780.00	18,562.55	2,217.45	89.33%
Uniforms	1,200.00	1,200.00	1,063.22	136.78	88.60%
Contracted Services	23,000.00	23,000.00	15,637.13	7,362.87	67.99%
Retail Sales & Use Tax	500.00	500.00	367.44	132.56	73.49%
Utilities	30,000.00	30,000.00	21,928.37	8,071.63	73.09%
Communications	19,000.00	21,500.00	13,948.30	5,051.70	73.41%
Computer & technology expenses	2,500.00	2,500.00	2,249.13	250.87	89.97%
Insurance	4,933.00	4,810.00	4,932.60	0.40	99.99%
Kitchen Supplies	4,000.00	4,000.00	2,915.18	1,084.82	72.88%
Office Supplies/Other Supplies	5,000.00	4,000.00	3,122.67	1,877.33	62.45%
Food Service & Beverage Supplies	7,000.00	8,000.00	5,038.10	1,961.90	71.97%
AV Supplies	1,000.00	1,000.00	97.14	902.86	9.71%
Repairs & Maintenance	40,000.00	40,000.00	33,364.93	6,635.07	83.41%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	10,000.00	-	10,000.00	0.00%
Landscaping	13,500.00	12,000.00	11,743.28	1,756.72	86.99%
Travel & Training	2,500.00	2,000.00	2,511.09	(11.09)	100.44%
Programming Expenses	500.00	1,000.00	-	500.00	0.00%
Advertising	20,000.00	20,000.00	13,885.30	6,114.70	69.43%
Refund event deposits	3,500.00	3,500.00	3,648.13	(148.13)	104.23%
Credit card processing expense	4,500.00	4,500.00	3,609.85	890.15	80.22%
Total Smithfield Center	430,843.00	431,720.00	334,446.97	96,396.03	77.63%
Contributions-Parks, Recreation and Cultural					
Farmers Market	3,280.00	3,000.00	3,278.75	1.25	99.96%
BSV Parking Lot	5,000.00	-	4,990.00	10.00	99.80%
TUMC Parking Lot	1,500.00	1,500.00	750.00	750.00	50.00%
Hampton Roads Partnership	-	1,960.00	-	-	0.00%
Isle of Wight County-Historic Resources (museum)	-	-	-	-	0.00%

Town of Smithfield						
General Fund Operating Budget						
(amended charitable contributions)						
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget	
Isle of Wight Arts League	10,000.00	10,000.00	10,000.00	-	100.00%	
Library	10,000.00	10,000.00	3,315.90	6,684.10	33.16%	
Total Contributions-Park, Recreation and Cultural	29,780.00	26,460.00	22,334.65	7,445.35	75.00%	
<u>Windsor Castle Park</u>						
Salaries	73,820.00	73,820.00	58,536.84	15,283.16	79.30%	
FICA	5,910.00	5,910.00	4,515.91	1,394.09	76.41%	
VSRS	8,505.00	8,505.00	7,873.05	631.95	92.57%	
Health	13,870.00	13,870.00	11,915.33	1,954.67	85.91%	
Contracted Services	5,000.00	5,000.00	4,034.39	965.61	80.69%	
Insurance	-	-	-	-	0.00%	
Grass Cutting	30,000.00	30,000.00	23,533.02	6,466.98	78.44%	
Kayak Expenses	1,415.00	-	1,415.19	(0.19)	100.01%	
Professional Services	13,000.00	1,000.00	2,184.27	10,815.73	16.80%	
Utilities	5,000.00	5,000.00	3,508.36	1,491.64	70.17%	
Supplies	2,500.00	2,500.00	1,863.44	636.56	74.54%	
Repairs & Maintenance	40,000.00	40,000.00	39,928.54	71.46	99.82%	
Total Windsor Castle Park	199,020.00	185,605.00	159,308.34	39,711.66	80.05%	
<u>Other Parks & Recreation</u>						
Jersey Park Playground	1,000.00	1,000.00	300.00	700.00	30.00%	
Pinewood Playground	500.00	500.00	274.89	225.11	54.98%	
Clontz Park-pier maintenance	1,600.00	1,600.00	1,150.48	449.52	71.91%	
Community Wellness Initiative	41,700.00	35,000.00	40,982.96	717.04	98.28%	
SNAP Program	3,000.00	-	707.25	2,292.75	23.58%	
Waterworks Dam	20,350.00	34,000.00	16,314.90	4,035.10	80.17%	
Waterworks Lake (park area)	750.00	-	-	750.00	0.00%	
Haydens Lane Maintenance	5,000.00	2,900.00	5,655.96	(655.96)	113.12%	
Veterans War Memorial	1,000.00	1,000.00	513.25	486.75	51.33%	
Fireworks	2,000.00	2,000.00	2,000.00	-	100.00%	
Total Parks & Recreation	76,900.00	78,000.00	67,899.69	9,000.31	88.30%	
COMMUNITY DEVELOPMENT						
Pinewood Heights						
Non-CDBG Contributed Operating Expenses						
<u>Administration</u>						
Management Assistance	13,390.00	12,000.00	5,439.44	7,950.56	40.62%	
Monitoring/Closeout	2,790.00	2,500.00	-	2,790.00	0.00%	

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
<u>Permanent Relocation</u>					
Owner Occupied Households	195,626.00	107,826.00	89,201.06	106,424.94	45.60%
Renter Occupied Households	53,922.00	134,155.00	11,844.76	42,077.24	21.97%
Moving Costs	12,300.00	13,900.00	9,784.00	2,516.00	79.54%
Relocation Specialist	14,563.00	10,633.00	11,742.50	2,820.50	80.63%
<u>Acquisition</u>					
Owner Acquisition	1,687.00	-	851.56	835.44	50.48%
Renter Acquisition	204,019.00	-	185.00	203,834.00	0.09%
Appraisal/Legal	6,870.00	7,170.00	3,275.00	3,595.00	47.67%
<u>Acquisition Specialist</u>	15,000.00	15,000.00	2,648.00	12,352.00	17.65%
<u>Clearance & Demolition</u>	29,000.00	29,000.00	5,500.00	23,500.00	18.97%
Subtotal Non CDBG	549,167.00	332,184.00	140,471.32	408,695.68	25.58%
CDBG Contributed Operating Expenses					
<u>Permanent Relocation</u>					
Owner Occupied Households	130,394.00	230,394.00	98,626.00	31,768.00	75.64%
Renter Occupied Households		-	-	-	0.00%
<u>Acquisition</u>					
Owner Occupied	321,800.00	-	142,000.00	179,800.00	44.13%
<u>Clearance & Demolition</u>		-	-	-	0.00%
<u>Planning Grant-Phase III</u>	-	-	-	-	0.00%
Subtotal CDBG	452,194.00	230,394.00	240,626.00	211,568.00	104.44%
Total Pinewood Heights Contributions	1,001,361.00	562,578.00	381,097.32	620,263.68	38.06%
<u>Contributions-Community Development</u>					
APVA Courthouse Contribution	5,000.00	5,000.00	5,000.00	-	100.00%
Chamber of Commerce	6,000.00	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	14,000.00	14,000.00	-	100.00%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Genieve Shelter	9,000.00	9,000.00	9,000.00	-	100.00%
Historic Smithfield-brick sidewalk by Station Bridge	3,018.00	-	3,018.00	-	100.00%
TRIAD	1,650.00	1,650.00	1,650.00	-	100.00%
Tourism Bureau	187,500.00	209,976.00	104,988.00	82,512.00	55.99%
Western Tidewater Free Clinic	33,339.00	33,339.00	33,339.00	-	100.00%
YMCA Projects	50,000.00	50,000.00	50,000.00	-	100.00%
Total Contributions-Community Development	309,507.00	328,965.00	226,995.00	82,512.00	73.34%
PUBLIC WORKS					
Planning, Engineering & Public Works					
Salaries	203,680.00	203,530.00	193,335.56	10,344.44	94.92%
FICA	16,295.00	16,285.00	15,350.27	944.73	94.20%
VSRS	24,765.00	24,750.00	22,455.84	2,309.16	90.68%
Health	33,600.00	33,600.00	29,510.32	4,089.68	87.83%
Disability	-	-	12.52	(12.52)	0.00%
Uniforms	2,300.00	2,000.00	2,063.22	236.78	89.71%
Contractual	11,895.00	9,125.00	9,291.44	2,603.56	78.11%
GIS	1,200.00	1,200.00	-	1,200.00	0.00%
Recycling-1.5% CPI-U	212,725.00	212,725.00	195,865.63	16,859.37	92.07%
Trash Collection-1.5% CPI-U	227,555.00	227,555.00	209,108.81	18,446.19	91.89%
Street Lights	5,000.00	5,000.00	998.33	4,001.67	19.97%
Communications	15,000.00	15,000.00	9,804.64	5,195.36	65.36%
Safety Meetings/Safety Expenses	5,000.00	5,000.00	2,581.48	2,418.52	51.63%
Insurance	8,460.00	8,060.00	8,456.36	3.64	99.96%
Materials & Supplies	6,000.00	6,000.00	4,366.57	1,633.43	72.78%
Accreditation -Site visit	-	-	-	-	0.00%
Repairs & Maintenance	7,000.00	9,000.00	1,567.48	5,432.52	22.39%
Gas & Tires	10,500.00	10,500.00	8,403.59	2,096.41	80.03%
Travel & Training	6,000.00	6,000.00	3,507.51	2,492.49	58.46%
Litter Control Grant	3,765.00	3,765.00	2,754.27	1,010.73	73.15%
Dues & Subscriptions	2,000.00	2,000.00	1,321.00	679.00	66.05%
Other	3,000.00	1,000.00	3,003.39	(3.39)	100.11%
Public Works Alloc to Hwy	-	-	-	-	-
Total Public Works	805,740.00	802,095.00	723,758.23	81,981.77	89.83%
PUBLIC BUILDINGS					
Public Buildings					
Salaries	21,235.00	21,235.00	18,299.85	2,935.15	86.18%
FICA	1,700.00	1,700.00	1,566.54	133.46	92.15%
Contractual	13,000.00	9,000.00	12,099.96	900.04	93.08%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Communications	2,000.00	1,750.00	1,608.25	391.75	80.41%
Utilities	54,000.00	47,000.00	39,729.38	14,270.62	73.57%
Insurance	3,381.00	3,176.00	3,381.40	(0.40)	100.01%
Materials & Supplies	3,000.00	3,000.00	1,806.31	1,193.69	60.21%
Materials & Supplies-Town Manager	-	-	12.52	(12.52)	100.00%
Materials & Supplies-Police Department	-	-	449.25	(449.25)	100.00%
Materials & Supplies-Town Hall	-	-	100.63	(100.63)	100.00%
Materials & Supplies-Public Works	-	-	80.00	(80.00)	100.00%
Materials & Supplies-Public Restrooms	-	-	436.37	(436.37)	100.00%
Repairs & Maintenance	36,000.00	29,289.00	31,017.56	4,982.44	86.16%
Rent Expense-Office Space	4,800.00	4,800.00	4,800.00	-	100.00%
Other	1,000.00	1,000.00	912.15	87.85	91.22%
Alloc Costs to Hwy	-	-	-	-	-
Total Public Buildings	140,116.00	121,950.00	116,300.17	23,815.83	83.00%
OTHER FINANCING USES					
Other Financing Uses					
Transfers to Operating Reserves	-	-	880,808.42	(880,808.42)	100.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	267,116.30	(267,116.30)	100.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-	-
Total Transfers To Reserves	-	-	1,147,924.72	(1,147,924.72)	100.00%
DEBT SERVICE					
Debt Service					
Principal Retirement					
Public Building Acquisition	19,914.00	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	15,300.00	13,978.30	1,321.70	91.36%
Ball Fields	-	73,750.00	-	-	0.00%
Line of Credit	-	-	-	-	0.00%
Interest and fiscal charges					
Public Building Acquisition	33,195.00	33,195.00	16,597.07	16,597.93	50.00%
HVAC	2,370.00	2,370.00	2,292.95	77.05	96.75%
Line of Credit	-	5,000.00	-	-	0.00%
Ball Fields	-	14,650.00	-	-	0.00%
Total Debt Service	70,779.00	164,179.00	32,868.32	37,910.68	46.44%
Total General Fund Expenses	6,391,715.00	6,067,209.00	5,906,040.82	485,674.18	92.40%

Town of Smithfield					
General Fund Operating Budget					
(amended charitable contributions)					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Actual as of 05/31/14	Remaining Budget	% of budget
Less Expenses related to capital projects:					
Legal Fees	-	-	-	-	
Professional Fees	(26,358.00)	(1,500.00)	(6,358.00)	(20,000.00)	
Pinewood Heights Relocation Project Expenses	(1,001,361.00)	(562,578.00)	(381,097.32)	(620,263.68)	
Pinewood Heights Line of Credit Expenses	-	(5,000.00)	-	-	
Total Non-operating Expenses	(1,027,719.00)	(569,078.00)	(387,455.32)	(640,263.68)	37.70%
Total General Fund Operating Expenses	5,363,996.00	5,498,131.00	5,518,585.50	(154,589.50)	102.88%
Net Operating Reserve (+/-)	457,216.00	497,412.00	(169,226.41)	626,442.41	-37.01%
Net Reserve (+/-)	415,225.00	1,265,281.00	147,531.89	267,693.11	35.53%

	Proposed Budget 2014/2015	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 5/31/2014	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	464,893.35	415,225.00	1,265,281.00	147,531.89	267,693.11	35.53%
Capital Outlay General Fund						
GENERAL GOVERNMENT						
COMMUNITY DEVELOPMENT						
Pinewood Heights Relocation-CIP						
Non CDBG Capital Acquisition						
Owner Occupied Units	-	-	(1,237.00)	-	-	0.00%
Renter Occupied Units	(24,000.00)	(24,000.00)	(158,019.00)	-	(24,000.00)	0.00%
Vacant Lots	(24,000.00)	-	-	-	-	0.00%
Subtotal Non CDBG Capital Acquisition	(48,000.00)	(24,000.00)	(159,256.00)	-	(24,000.00)	0.00%
CDBG Capital Acquisition-MY2						
Owner Occupied Units	(48,000.00)	(60,000.00)	(269,800.00)	(24,000.00)	(36,000.00)	40.00%
Renter Occupied Units	-	-	-	-	-	-
Vacant Lots	-	-	-	-	-	-
Subtotal CDBG Capital Acquisition	(48,000.00)	(60,000.00)	(269,800.00)	(24,000.00)	(36,000.00)	40.00%
Total Pinewood Heights Relocation CIP	(96,000.00)	(84,000.00)	(429,056.00)	(24,000.00)	(60,000.00)	28.57%
TOWN COUNCIL						
DOCSTAR server	-	(7,650.00)	(7,650.00)	-	(7,650.00)	0.00%
TREASURER						
Computer Equipment System upgrades	-	-	-	-	-	-
AS400 Server	-	(15,000.00)	(45,000.00)	-	(15,000.00)	0.00%
PARKS, RECREATION AND CULTURAL						
Smithfield Center upgrades	-	(28,000.00)	(28,000.00)	(10,000.00)	(18,000.00)	35.71%
Smithfield Center Asphalt Repairs	-	(6,000.00)	(6,000.00)	(5,995.00)	(5.00)	99.92%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	-	(25,000.00)	(25,000.00)	-	(25,000.00)	0.00%
Playground repairs	(8,000.00)	-	-	-	-	0.00%
Windsor Castle Park-outbuildings	-	(100,000.00)	(100,000.00)	-	(100,000.00)	0.00%
PUBLIC SAFETY						
Police						
Police Vehicles	(135,600.00)	(101,700.00)	(101,700.00)	(94,603.14)	(7,096.86)	93.02%
Copier-capital lease?		(10,000.00)	(10,000.00)		(10,000.00)	0.00%
Tough Book MDTs/docking stations	(24,041.35)	-	-	-	-	0.00%
In Car Cameras	(16,752.00)	-	-	-	-	0.00%

	Proposed Budget	Amended Budget	Original Budget	Actual	Remain	% of
	2014/2015	2013/2014	2013/2014	5/31/2014	Budget	Budget
PUBLIC WORKS						
Vehicles and Equipment	(7,500.00)	(5,000.00)	(5,000.00)	(4,725.00)	(275.00)	94.50%
Work Order System	-	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
PW Security Gate	-	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
GIS/Mapping-roll over	-	(12,000.00)	(12,000.00)	-	(12,000.00)	0.00%
James/Washington Street Improvements	-	(5,000.00)	(5,000.00)	-	(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	-	-	(75,000.00)	-	-	0.00%
Public Ball Fields	-	-	(400,000.00)	-	-	0.00%
				-		
PUBLIC BUILDINGS						
Office Space Improvements-Town Hall	-	(7,000.00)	(7,000.00)	-	(7,000.00)	0.00%
Phone Systems-PD	(22,000.00)					
Police Evidence Building Improvements	(150,000.00)					
Replace heat/ac unit at Town Hall	(5,000.00)					
Net Capital Outlay	(464,893.35)	(415,225.00)	(1,265,281.00)	(147,531.89)	(267,693.11)	35.53%
Net Reserves (Deficit) after capital outlay	-	-	-	0.00	(0.00)	#DIV/0!

Town of Smithfield					
Sewer Fund Budget					
	Amended Budget	Original Budget	Balance as of	Remaining	% of
	2013/2014	2013/2014	05/31/14	Budget	budget
Revenue					
Operating Revenues					
Sewer Charges	668,000.00	699,025.00	649,089.24	18,910.76	97.17%
Sewer Compliance Fee	492,000.00	489,559.00	467,495.00	24,505.00	95.02%
Miscellaneous Revenue	1,000.00	500.00	1,091.83	(91.83)	109.18%
Connection fees	22,890.00	31,600.00	24,470.00	(1,580.00)	106.90%
Total Operating Revenue	1,183,890.00	1,220,684.00	1,142,146.07	41,743.93	96.47%
Town of Smithfield					
Sewer Fund Budget					
Description	Amended Budget	Original Budget	Balance as of	Remaining	% of
	2013/2014	2013/2014	05/31/14	Budget	budget
Expenses					
Operating Expenses					
Salaries	226,915.00	226,915.00	178,808.23	48,106.77	78.80%
FICA	18,155.00	18,155.00	13,885.92	4,269.08	76.49%
VSRS	26,245.00	26,245.00	22,723.14	3,521.86	86.58%
Health	38,750.00	38,750.00	33,132.82	5,617.18	85.50%
Uniforms	2,500.00	2,500.00	1,526.46	973.54	61.06%
Audit & Legal Fees	14,750.00	14,750.00	11,292.56	3,457.44	76.56%
Accreditation	-	-	-	-	0.00%
HRPDC sewer programs	918.00	872.00	918.00	-	100.00%
Maintenance & Repairs	50,000.00	50,000.00	43,225.40	6,774.60	86.45%
VAC Truck Repairs & Maintenance	7,500.00	7,500.00	4,553.72	2,946.28	60.72%
Data Processing	14,000.00	14,000.00	11,994.08	2,005.92	85.67%
Dues & Subscriptions	50.00	150.00	44.50	5.50	89.00%
Utilities	46,000.00	43,500.00	37,269.25	8,730.75	81.02%
SCADA Expenses	6,000.00	6,000.00	4,781.29	1,218.71	79.69%
Telephone	12,000.00	12,000.00	9,055.51	2,944.49	75.46%
Insurance	15,940.00	16,140.00	15,936.20	3.80	99.98%
Materials & Supplies	46,000.00	46,000.00	24,654.89	21,345.11	53.60%
Truck Operations	14,000.00	14,000.00	8,279.91	5,720.09	59.14%
Travel & Training	4,000.00	4,000.00	83.33	3,916.67	2.08%
Contractual	3,250.00	3,250.00	2,030.50	1,219.50	62.48%
Miscellaneous	600.00	600.00	522.04	77.96	87.01%
Bad Debt Expense	5,000.00	5,000.00	-	5,000.00	0.00%

Town of Smithfield					
Sewer Fund Budget					
	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 05/31/14	Remaining Budget	% of budget
Bank service charges	325.00	325.00	-	325.00	0.00%
Total Sewer Fund Operating Expenses before D&A Exp.	552,898.00	550,652.00	424,717.75	128,180.25	76.82%
Operating Income before D&A Expense	630,992.00	670,032.00	717,428.32	(86,436.32)	113.70%
Depreciation & Amort. Exp.	600,000.00	772,720.00	520,223.36	79,776.64	86.70%
Operating Income (Loss)	30,992.00	(102,688.00)	197,204.96	(166,212.96)	636.31%
Nonoperating Revenues (Expenses)					
Pro-rata Share Fees	8,000.00	-	8,000.00	-	100.00%
Availability Fees	59,880.00	82,400.00	64,000.00	(4,120.00)	106.88%
Insurance Reimbursements	-	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	21,733.00	21,729.31	3.69	99.98%
Interest Revenue	4,500.00	3,250.00	4,167.20	332.80	92.60%
Interest Expense	(40,220.00)	(39,351.00)	(29,899.34)	(10,320.66)	74.34%
Total Nonoperating Revenues (Expenses)	53,893.00	68,032.00	67,997.17	(14,104.17)	126.17%
Net Income (loss)	84,885.00	(34,656.00)	265,202.13	(180,317.13)	-765.24%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(8,000.00)	-	(8,000.00)	-	100.00%
Availability Fees	(59,880.00)	(82,400.00)	(64,000.00)	4,120.00	106.88%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	(21,733.00)	(21,729.31)	(3.69)	99.98%
Compliance Fee	(492,000.00)	(489,559.00)	(467,495.00)	(24,505.00)	95.02%
Bad Debt Expense	5,000.00	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	600,000.00	772,720.00	520,223.36	79,776.64	86.70%
Additional debt service costs-principal expense	(74,700.00)	(74,700.00)	(74,700.00)	-	100.00%
Total adjustments to CAFR	(51,313.00)	109,328.00	(115,700.95)	64,387.95	225.48%
Working adjusted income	33,572.00	74,672.00	149,501.18	(115,929.18)	445.32%

	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 5/31/2014	Remaining Budget	% of Budget
Sewer Fund					
Working adjusted income	33,572.00	74,672.00	149,501.18	(115,929.18)	445.32%
Sewer SSO Consent Order	(204,644.00)	(325,000.00)	(49,023.50)	(155,620.50)	23.96%
MOA Compliance Plan					
MOA Flow Monitoring					
MOA CIP Development					
RWWMP Development Coord Assistance					
Storage Shed	(12,000.00)	-	(4,179.24)	(7,820.76)	34.83%
Construction Standards Update	-	(4,201.00)	-	-	0.00%
Work Order System	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
PW Security Gate	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
SCADA Repairs	(34,552.00)			(34,552.00)	0.00%
Arc Flash	(35,000.00)	-	(35,000.00)	-	100.00%
Bypass Pump-Main Street	(93,664.00)			(93,664.00)	0.00%
Run-Dry Pump-Crescent	(14,500.00)			(14,500.00)	0.00%
Main Street/Mason-CCTV & CIPP Lining	(37,435.00)			(37,435.00)	0.00%
Sewer Capital Repairs	-	(100,000.00)	-	-	0.00%
Pump Station Upgrades	(55,498.00)	(100,000.00)	(50,292.30)	(5,205.70)	90.62%
Truck/Equipment	(10,000.00)	(10,000.00)	(9,451.00)	(549.00)	94.51%
Net Capital Outlay	(506,168.00)	(548,076.00)	(156,154.79)	(350,013.21)	30.85%
Net Reserves (Deficit) after capital outlay	(472,596.00)	(473,404.00)	(6,653.61)	(465,942.39)	1.41%
Funding from Development Escrow		-	-	-	
Reserves from Sewer Capital Escrow Account	270,649.00	200,000.00	43,582.00	227,067.00	21.79%
Funding from Sewer Compliance Fee	204,644.00	325,000.00	43,999.50	160,644.50	13.54%
Draw from operating reserves			-	-	
Funding from Bond Escrow (released from refinance)			-	-	
Net Cashflow	2,697.00	51,596.00	80,927.89	(78,230.89)	3000.66%

Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 05/31/14	Remaining Budget	% of budget
Revenue					
Operating Revenue					
Water Sales	1,368,570.00	1,453,834.00	1,330,381.76	38,188.24	97.21%
Debt Service Revenue	206,222.00	187,896.00	215,332.45	(9,110.45)	104.42%
Miscellaneous	3,000.00	500.00	2,651.80	348.20	88.39%
Connection fees	9,530.00	13,200.00	10,190.00	(660.00)	106.93%
Application Fees	5,500.00	5,000.00	5,798.00	(298.00)	105.42%
Total Operating Revenue	1,592,822.00	1,660,430.00	1,564,354.01	28,467.99	98.21%
Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 05/31/14	Remaining Budget	% of budget
Expenses					
Salaries	349,720.00	348,720.00	288,833.41	60,886.59	82.59%
FICA	27,900.00	27,900.00	22,620.15	5,279.85	81.08%
VSRS	38,530.00	38,530.00	32,048.78	6,481.22	83.18%
Health	49,735.00	49,735.00	42,845.57	6,889.43	86.15%
Uniforms	3,255.00	3,255.00	1,808.17	1,446.83	55.55%
Contractual	15,000.00	15,000.00	10,646.75	4,353.25	70.98%
Legal & Audit	15,000.00	20,000.00	11,412.56	3,587.44	76.08%
Accreditation	-	-	-	-	0.00%
Maintenance & Repairs	21,000.00	21,000.00	12,390.69	8,609.31	59.00%
Water Tank Maintenance	102,230.00	100,000.00	102,228.25	1.75	100.00%
Water Tank Inspections	-	-	-	-	0.00%
Professional Services	42,640.00	1,000.00	36,189.10	6,450.90	84.87%
Regional Water Supply Study	1,839.00	2,580.00	1,839.00	-	100.00%
Data Processing	14,000.00	14,000.00	11,994.08	2,005.92	85.67%
Utilities	2,000.00	1,500.00	1,472.23	527.77	73.61%
Communications	13,000.00	15,045.00	8,988.45	4,011.55	69.14%
Insurance	26,860.00	25,200.00	26,858.16	1.84	99.99%
Materials & Supplies	75,000.00	114,400.00	45,566.27	29,433.73	60.76%
Gas and Tires	15,500.00	14,500.00	11,532.64	3,967.36	74.40%
Dues & Subscriptions	1,000.00	1,000.00	826.50	173.50	82.65%
Bank service charges	325.00	325.00	347.07	(22.07)	106.79%
Travel and Training	5,500.00	5,500.00	2,278.40	3,221.60	41.43%
Miscellaneous	9,500.00	9,500.00	9,541.49	(41.49)	100.44%
RO Annual costs	450,000.00	470,673.00	341,801.13	108,198.87	75.96%
Bad debt expense	7,500.00	7,500.00	-	7,500.00	0.00%

Town of Smithfield					
Water Fund Budget					
Description	Amended Budget 2013/2014	Original Budget 2013/2014	Balance as of 05/31/14	Remaining Budget	% of budget
Total Water Fund Operating Expenses before D&A Exp.	1,287,034.00	1,306,863.00	1,024,068.85	262,965.15	79.57%
Operating Income before D&A Expense	305,788.00	353,567.00	540,285.16	(234,497.16)	176.69%
Depreciation & Amortization Expense	365,000.00	365,000.00	302,662.52	62,337.48	82.92%
Operating Income (Loss)	(59,212.00)	(11,433.00)	237,622.64	(296,834.64)	-401.31%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	8,000.00	-	8,000.00	-	100.00%
Availability Fees	39,720.00	54,400.00	42,440.00	(2,720.00)	106.85%
Interest Revenue	6,800.00	5,925.00	6,308.36	491.64	92.77%
Interest Expense	(123,720.00)	(123,720.00)	(74,458.90)	(49,261.10)	60.18%
Total Nonoperating Revenues (Expenses)	(69,200.00)	(63,395.00)	(17,710.54)	(51,489.46)	25.59%
Net Income (Loss)	(128,412.00)	(74,828.00)	219,912.10	(348,324.10)	-171.26%
WORKING ADJUSTMENTS TO CAFR					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	(8,000.00)	-	(8,000.00)	-	100.00%
Availability Fees	(39,720.00)	(54,400.00)	(42,440.00)	2,720.00	106.85%
Bad Debt Expense	7,500.00	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(206,222.00)	(187,896.00)	(215,332.45)	9,110.45	104.42%
Depreciation & Amort. Exp.	365,000.00	365,000.00	302,662.52	62,337.48	82.92%
Additional debt service costs-principal expense	(322,275.00)	(322,275.00)	(322,274.09)	(0.91)	100.00%
Total adjustments to CAFR	(203,717.00)	(192,071.00)	(285,384.02)	81,667.02	140.09%
Working adjusted income	(332,129.00)	(266,899.00)	(65,471.92)	(266,657.08)	19.71%

	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 5/31/2014	Remain Budget	% of Budget
Water Fund					
Net Operating Reserves (Deficit)	(332,129.00)	(266,899.00)	(65,471.92)	(266,657.08)	19.71%
Construction Standards Update	-	(4,201.00)	-	-	0.00%
Discharge Analysis	-	(25,000.00)	-	-	0.00%
Vehicle/Equipment	(10,000.00)	(10,000.00)	-	(10,000.00)	0.00%
Work Order System	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
Public Works Security Gate	(2,625.00)	(2,625.00)	-	(2,625.00)	0.00%
RO Security Gate	(10,000.00)	(10,000.00)	-	(10,000.00)	0.00%
Roofing Repairs	(7,550.00)		(7,550.00)	-	100.00%
System Improvements	(50,000.00)	(50,000.00)	-	(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	(110,000.00)	-	(110,000.00)	0.00%
Net Capital Outlay	(196,425.00)	(218,076.00)	(13,262.50)	(183,162.50)	6.75%
Net Reserves (Deficit) after capital outlay	(528,554.00)	(484,975.00)	(78,734.42)	(449,819.58)	14.90%
Operating Reserves	18,906.00		-	18,906.00	0.00%
Water Development Escrow	17,890.00	25,000.00	-	17,890.00	0.00%
Water Capital Escrow	160,000.00	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	331,758.00	331,758.00	334,485.30	(2,727.30)	100.82%
Net Cashflow	-	31,783.00	255,750.88	(255,750.88)	804.68%

Town of Smithfield					
Highway Fund					
	Amended Budget	Original Budget	Balance as of		
Description	2013/2014	2013/2014	05/31/14	Remaining	% of
				Budget	budget
Revenue					
Interest Income	220.00	250.00	190.04	29.96	86.38%
Revenue - Commwlth of VA	1,033,113.00	1,003,519.92	774,834.51	258,278.49	75.00%
Total Highway Fund Revenue	1,033,333.00	1,003,769.92	775,024.55	258,308.45	75.00%
Town of Smithfield					
Highway Fund					
	Amended Budget	Original Budget	Balance as of		
Description	2013/2014	2013/2014	05/31/14	Remaining	% of
				Budget	budget
Expenses					
Salaries	248,065.00	248,065.00	198,039.62	50,025.38	79.83%
FICA	19,845.00	19,845.00	15,325.85	4,519.15	77.23%
VSRS	29,090.00	29,090.00	24,097.74	4,992.26	82.84%
Health	45,290.00	45,290.00	39,411.22	5,878.78	87.02%
Uniforms	3,100.00	3,100.00	2,027.28	1,072.72	65.40%
Engineering	-	-	-	-	0.00%
Grass	26,000.00	31,400.00	16,578.54	9,421.46	63.76%
Maintenance	593,696.27	327,682.42	297,558.86	296,137.41	50.12%
Asphalt/Paving	-		130,253.77	(130,253.77)	
Ditching			83,714.14	(83,714.14)	
Traffic Control devices			20,426.14	(20,426.14)	
Other (maintenance)			222.93	(222.93)	
Other (lawnmowers, landscaping, etc)			55,534.45	(55,534.45)	
Structures and Bridges			-	-	
Ice and Snow removal			5,046.90	(5,046.90)	
Administrative			1,038.90	(1,038.90)	
Storm Maintenance			1,321.63	(1,321.63)	
Street Lights	106,000.00	110,000.00	85,797.17	20,202.83	80.94%
Insurance	14,980.00	19,440.00	14,980.12	(0.12)	100.00%
VAC Truck Repairs	2,500.00	2,500.00	1,514.80	985.20	60.59%
Gas and Tires	10,000.00	10,000.00	8,608.06	1,391.94	86.08%
Stormwater Management Program (regional)	1,786.00	1,786.00	1,664.00	122.00	93.17%
Joint Cost Allocation	-	-	-	-	-
Overhead Allocation	-	-	-	-	-
Total Highway Fund Expense	1,100,352.27	848,198.42	705,603.26	394,749.01	64.13%
Net Reserves (+/-)	(67,019.27)	155,571.50	69,421.29	(136,440.56)	-103.58%

	Amended Budget 2013/2014	Original Budget 2013/2014	Actual 5/31/2014	Remain Budget	% of Budget
HIGHWAY					
Net Operating Reserves (Deficit)	(67,019.27)	155,571.50	69,421.29	(136,440.56)	-103.58%
Construction Standards Update	-	(4,201.00)		-	0.00%
New Truck	(8,750.00)	(8,750.00)	(8,268.00)	(482.00)	94.49%
PW Security Gate	(2,625.00)	(2,625.00)	(2,496.25)	(128.75)	95.10%
Entrance Corridor Beautification	(5,000.00)	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	(6,250.00)	(5,712.50)	(537.50)	91.40%
Storm Drain Replacement - Nottingham	(20,745.50)	(20,745.50)	(20,745.50)	-	100.00%
Drainage Improvements				-	0.00%
Pinewood Stormwater Drainage	-	(100,000.00)		-	0.00%
Lawnmower	(7,945.00)	(8,000.00)	(7,945.00)	-	100.00%
Net Capital Outlay	(51,315.50)	(155,571.50)	(45,167.25)	(6,148.25)	88.02%
Net Reserves (Deficit) after capital outlay	(118,334.77)	0.00	24,254.04	(142,588.81)	
Carryover from FY2013	118,334.77	118,334.77	118,334.77		
Net Adjusted Reserves (deficit)	-	118,334.77	142,588.81		

Notes: June 2014

GENERAL FUND

Revenues:

Current RE Tax

Through June 16 we have posted \$1,667,484.95 of real estate tax collections (100.21%). We did receive one of the three large delinquent balances (\$10,914.40) from local businesses. We will continue collection efforts on the remaining outstanding balances.

Delinquent RE Tax

Delinquent real estate collections of \$30,649.87 (133.26%) have been posted through June 16, 2014. We collected \$9,248.96 in May including \$7,417.76 in outstanding taxes for multiple years from a developer.

Current PP Tax

Current personal property collections of \$865,582.50 (100.07%) have been posted through June 16. This is slightly less than the posting of \$867,037.45 reflected for May because of credit balances. We just completed processing supplemental bills in June totaling more than \$20,000 so we should significantly exceed budget.

Delinquent PP Tax

Delinquent collections of \$17,063.19 have been posted through June 16, 2014. Supplements totaling \$3809 have been processed in June and should bring in enough revenue to exceed amended budget.

Franchise Tax

We have posted \$111,150.90 in franchise tax through June 16, 2014. We still have one bank outstanding. Bank of America's check had to be returned because it was made out to IOW County. We spoke with their tax department and they are replacing the check. Once received we should be in line with budget.

Cigarette Tax

Cigarette tax exploded in May and June. We have posted \$142,031.90 through June 16 which will put us well over the amended budget. We collected \$17,737.60 in May and \$7143.80 to date in June. This tax is very difficult to predict since sales are made in bulk to the wholesalers. Sales through April only totaled \$117,150 which is why budget remained at \$130,000.

Transient Occupancy

Transient occupancy tax now reflects a full year for all businesses, but we will have to make an accrual adjustment in July when payments are received for quarter ended June 30.

Communications Tax

There is a 2 month delay in receipt of communications tax from the state. The May statements reflect collection of the July 2013 through March 2014 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. May statements reflect sales tax for July 2013 through March 2014. Through May, we are \$23,724 above sales tax receipts for the same period in FY2013.

Consumption/Utility Tax

Consumption and utility taxes reflect receipts for July through April.. These taxes are higher than FY2013 by \$9475. 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 was due on April 15, so the majority of this revenue has been collected. We have posted \$338,194 through June 16, which exceeds the amended budget by over \$3000. The front office is still pursuing delinquent accounts.

Permits & other licenses

Permits through June 16 total \$9744 which is still slightly below amended budget of \$11,000. 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 \$2375 through June 16 compared to \$2248 last year. Total collections for FY2013 were \$2403.

Review Fees

Review fees have been collected for 8 sites this fiscal year: We have collected \$6096.45 through June 16.

L and L Marine-Carver Avenue

Smithfield Foods-test kitchen

OC Inc-home on Smithfield Blvd.

Smithfield Manor Townhomes LLC-Phase 5

Par 3 Development Group-Dollar General on W Main St.

Robert J Little III-501 Cranford Dr

O Reilly Auto Parts-Benns Church Blvd.

Dominion Building-Smithfield Manor Phase 9

Vehicle Licenses

Collections through June 16 total \$133,356 (101.3%). This exceeds amended budget by over \$1300. This revenue will increase before year end with collections from supplemental bills.

Fines & Costs

Fines for May represent payments for July 2013 through April 2014. Currently, we have received \$10,874 more than the same period in 2013. Fines collected for 2013 totaled \$68,396.

Rentals

Rent is below budget at this point in the fiscal year because of a \$1200 annual rental that has not been received. Jon Flores is checking with the company to see if they are no longer using space on our water tower for their equipment.. If that is the case, we will be under budget for the fiscal year.

Smithfield Center Rentals

The Smithfield Center had a great May reflecting revenues of \$16,645 for the month. Total rents

recorded through June 16 total \$144,767 which exceeds budget of \$143,000.

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. The spring and summer kayak season has been off to a great start, and I expect us to meet budget of \$11,000 for the year.

Special Events

This line item represents the fees and labor reimbursements paid by private organizations for events held in the Town. We have collected \$9,014.50 through June 16, 2014.

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). Increased budget as we are getting ready to post additional sale items including 4 police vehicles. Looking at the current bids online, we should well exceed the amended budget total.

Cash Proffer Revenues

The Town received \$32,000 from builders for Church Square and \$255 from HHJV LLC that were passed through to fire/rescue.

Obici Foundation Wellness Grant

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

Restricted Reserves-Police Department

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

Reserves-Pinewood Escrow

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

Law Enforcement Grant

The final quarterly payment for these 599 funds was received in June, so actual revenue will equal budget.

State/Federal Grants

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

Fire Programs

Fire Programs is a pass through revenue for our local fire department. Application has been made for those funds which have been approved for payment in June 2014.

DCA Grant (Dam)

We have expended all of the expected funds for this portion of the DCA grant and will be requesting reimbursement of those funds for this fiscal year. Revenue will be accrued at year end

pending reimbursement.

Pinewood Heights CDBG Relocation Grant-Phase II

The Town received \$132,626 from the VDHCD for reimbursement of owner and acquisition and relocation costs for one property in Phase II MY1. In May we also received a draw request for \$132,000. An additional draw request for \$109,768 will be made and accrued for year end.

Insurance Recoveries-

The Town was reimbursed by VML for damages to 3 police vehicles-one hit by a deer, one by a raccoon, and the 3rd by another driving while responding to a call.

Contributions-Smithfield Foods

Record expected contribution from Smithfield Foods for new AV system in the Smithfield Center. Final payment on the system will be made after the continued meeting on June 23 so we expect the contribution will be received before June 30.

Expenses:

ALL DEPARTMENTS

Insurance

All 4 quarters of VML property/casualty/workers' compensation insurance have been paid.

Town Council

Legal Fees

Legal expense in the April statement reflects billings through April 2014.

Maintenance contracts

This line item represents annual maintenance expense for what was Channel 6. I have not seen this invoice come through yet.

Advertising

Advertising is under 38% of budget, but we still have payments to make for running the budget ads, Olden Days, etc.

Professional Services

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

Site Plan Review

Site plan reviews are tied to development. We have had only a few invoices from Draper Aden for site plan review during this fiscal year to include: Livengood Trailer Site (\$1037.50 and Dollar General on Main Street (\$570).

Council Approved Items

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

Public Defender Fees

We paid an invoice from IOW County's Clerk of Court for \$1920.00 that was paid in June and will put us close to the budget amount.

Special Projects

For Olden Days, the expenses included \$1,281.04 paid to All Virginia for dumpsters, \$102.00 to Farmers Service for bales of wheat straw, & \$668.67 to IOW for portable toilets and sinks, \$139.00 paid out for food expenses. Paid \$93.20 to Roeda Signs for Town Special Events. In September paid \$82.40 to Isle of Wight County for fence permit at the Farmers Market. February costs consisted of \$94.32 for a lunch meeting with the Fraziers. We usually have additional Olden Days expenses for that upcoming event at the end of June.

Update Town Charter & Code

The Town paid Municipal Code Corporation \$1,042.00 to update Town's Charter & Code and paid \$650 for the annual fee to have internet access to the Code. Because of recent Code changes this fiscal year, I was expecting additional updates. This will probably be carried forward for 2015.

Town Manager

Computer & Technology expenses

There are several computers and monitors on order that will expend the majority of the remaining budget for this line item.

Treasurer

Audit Services

Robinson Farmer Cox billed the town in total for the 2013 audit. We saved over \$20,000 in this line item.

Depreciation Software

Paid Assetworks \$2700 in May for full cost of annual fee for web based fixed asset software.

Service contracts

Paid the 2nd half of BAI software maintenance in April (\$4802) as well as the final quarterly IBM server maintenance fee (\$529.62). Only have small computer plus monthly invoices (\$174.16) on receipt machines and printers to finish the year.

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

Insurance-LODA

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

Travel & Training

Reduced budget for travel & training per PD estimates. Rolled into next year. This line item is now \$664.37 over budget through June 16, but there are other line items significantly under budget that should absorb this difference.

Investigations Expense

Again, reduced budget per PD estimates. PD requested a \$1500 draw on this account in May stating that it should be refunded back to the town.

Fire Department

Fuel Fund & Travel

Fuel fund payment was approved at the June 3 TC meeting and has been paid in full.

State pass thru funds

These funds should be transferred from the state in June and will then be forwarded to the fire department.

Contributions-Public Safety

E911 Dispatch Center

Paid \$50,762.50 in February (as approved by Council) towards the 2014 annual contribution. The remaining balance represents monthly payments of E911 communications tax to IOW. We will true up with IOW at fiscal year end upon receipt of an invoice from the county.

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 and \$179.44 to Leadership Solutions for Supervisor Training. Paid \$16.65 in May to Country Boys BBQ. Increased current year budget to reflect these expenses.

Refund event deposits

Event refunds are estimated based on activity from prior years but it can fluctuate significantly. Through June 16, we have refunded \$4,198.13 in deposits for this fiscal year putting us over budget by \$698.

Contributions-Parks, Rec. & Cultural

Farmers Market

Includes annual contribution of \$3000 to IOW County and \$278.75 to VA Displays LLC for kiosk for the market.

BSV Parking Lot

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

Library

The town has budgeted \$10,000 for consideration of requests from Friends of the Library. To date the Friends have only requested \$3315.90 for this fiscal year.

Windsor Castle

Kayak expenses

The Town purchased 2 tandem kayaks to add to its fleet and also paid a guide \$353.88 for a night tour.

Professional services

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

Supplies

Windsor Castle-repairs & maintenance

In December, the Town paid \$9,610 to James River Grounds Managment to replace dead trees at Windsor Castle Park. Other notable costs include \$19,500 paid to Goodrich and Sons in November to take down trees in the park and haul away. In May, we spent \$786 for Hardwood Much, \$834 for herbicide and \$788 to plant summer annuals and treat for weeds. As of June 16, this line item is \$488 over budget.

Other Parks and Recreation

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. Budget was amended to reflect cross over of expenses between rounds 11 & 12.

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.

Haydens Lane Maintenance

Includes \$4452.20 to C.L. Smith for brick walk repairs and \$786.13 in May for hardwood mulch.

Community Development

Pinewood Heights

There was limited activity in May but we did acquire and relocate 51 Carver in June.

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. Budget was reduced after reviewing IOW budget information for 2015 which showed 2014 budget lower than town had projected. We will true up with IOW at year end upon receipt of a final invoice from the county.

Public Works

Disability

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

Other

Includes \$1370 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners. Also included \$710 to Family Medical Care for CDL physicals/screenings and \$460 to Sentara Obici for drug screenings.

Public Buildings

Rent Expense-office space

This represents full payment for fiscal year 2014 to Smithfield Foods for monthly rent on the old VW Joyner building on Main Street.

Other Financing Uses

Transfers to Operating Reserves

We have collected \$880,808 more in revenue than was spent as of May 31, 2014. Reserves as of May 2013 were \$1,643,150 but included a \$400,000 contribution for South Church Street and over \$400,000 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 shrink as we acquire additional properties.

Debt Service

Public Building Acquisition Principal and Interest

The second half installment for IOW County bond obligation will be paid after the June 23, 2014 continued TC meeting and will equal budget.

Capital:

Smithfield Center

Upgrades Paid \$10,000 downpayment on new AV system. Final payment will be made after approval at 6/23/14 continued TC meeting.

Public Buildings

Town Hall Replacement windows were installed in June.

SEWER

Revenues

Sewer Charges Sewer revenues of \$649,089 are \$9,209 lower than May 2013 (\$658,298). We are currently at 94% of the adjusted budget, which is still a little low since next month's billing is the short side. Consumption dropped from 187,913,876 in 2013 to 182,357,819 in 2014.

Connection Fees Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 14 connections at \$1580, 1 at \$100 and 1 at \$2250. Last year this time, we had collected on 24. Through June 16 we have collected 1 additional bringing us to 17 total connections which does exceed amended budget but is still below original budget.

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 payment of all 4 quarters to VML for property/casualty and workers' comp insurance.

Travel/Training Very little has been expensed against this line item to date but it is my understanding that there are some outstanding charges that we have not yet received.

Nonoperating Revenues (Expenses)

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

Availability fees Like connection fees, we have received 14 at \$4120 and 1 at \$6320 for a total of \$64,000. In 2013 we collected 25 for a total of \$103,000.

Contributed Capital-Smithfield Foods Rev Ln This revenue represents the principal portion of the VA Revolving Loan that is reimbursed by Smithfield Foods.

Interest Expenses Represents both interest payments for the year for the 2004 GO Refunding Bond. Budget will be met when year end interest payable accrual is booked.

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

ARC Flash Upgrades

Work done by REW to prevent ARC Flash at substations. Modified budget to extract this expense from lump sum sewer capital repairs.

Pump Station Upgrades

Paid \$43582 to REW in November for control panel upgrades at Watson and Cypress Creek Pump Stations. Also paid \$6710.30 to REW in January for upgrades at Lakeside Pump Station. These expenses were also extracted from original budget for sewer capital repairs.

WATER

Revenues

Water Charges

Water revenues of \$1,330,382 increased \$117,155 from May 2014's total of \$1,213,227. Consumption decreased from 239,897,757 in FY2013 to 234,803,915 in current year. Of that decrease, Gatling Pointe dropped from 42,717,500 gallons through May 2013 compared to 40,997,300 in 2014. Revenue from Gatling Pointe was slightly higher at \$259,811 for 2014 compared to \$255,878 for 2013 as the rate was increased from \$5.99 to \$6.41 per 1,000 gallons.

Debt Service Revenue

Debt service revenue appears to be over budget at this time, but it will be adjusted at year end per the audit changes requiring us to back out the 7/13 and 1/2 of the 8/13 billings and accrue 7/14 and 1/2 of 8/14 billings to match revenues with the proper fiscal year. Since the debt service fee was reduced from \$19.30 to \$8.95 the amounts backed out will be larger than those added.

Connection Fees

As with sewer, the Town has only collected on 14 accounts at \$660, 1 at \$250 and 1 at \$700. Last year the Town had collected on 24 connections through May.

Expenses

Water Tank Maintenance

Reflects full payment to Caldwell Tanks for annual maintenance for the 2014 fiscal year.

Professional services

This represents \$20,804 paid to Kimley-Horn for analysis done on the RO discharge alternatives. Moved \$25000 for discharge analysis from capital budget to operating budget.

Bank service charges

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

Miscellaneous

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

Nonoperating Revenues (Expenses)

Pro-rata share fees

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

Availability Fees

Like connection fees, we have received 14 at \$2720 and 1 at \$4360 for a total of \$42,440. In 2013 we collected 25 for a total of \$68,000.

Interest Expense

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.

Water Capital

Roofing Repairs

Paid \$7550 to National Roofing for repairs to the roof on the Waterworks Building. (4x4 roof hatch). Budget was amended to account for this item.

HIGHWAY

Revenues

Revenue-Commonwealth of Virginia

We have received 3 quarterly payments of state maintenance funds. The last payment will be received in June.

Expenses

Maintenance

Maintenance is running low because of budget adjustment to reflect carryover from 2013 as well as additional grant money from the state in 2014. We have large invoices from the Blair Brothers forthcoming before the end of the fiscal year.

Insurance

Represents all 4 quarterly payments to VML for the year.

Stormwater Management Program

Annual billing to HRPDC.

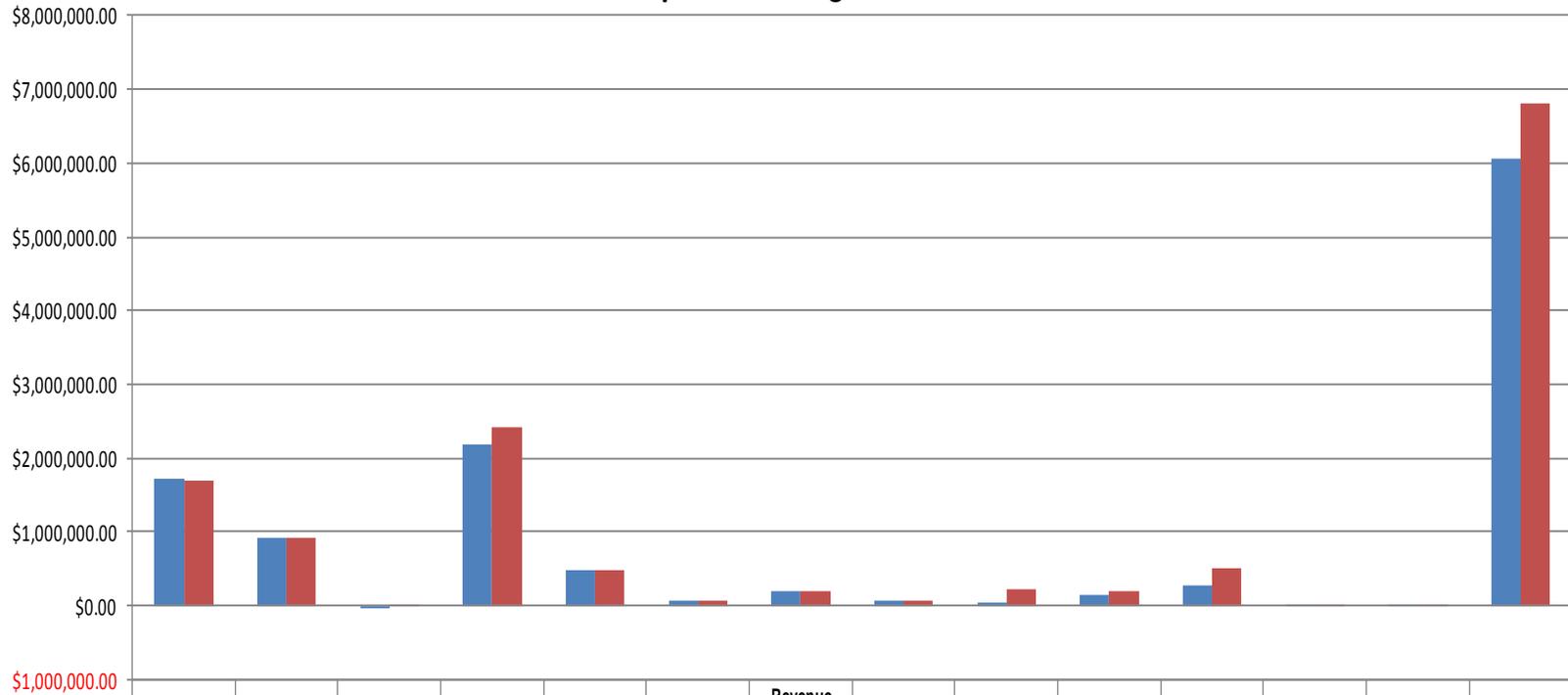
Highway-capital

Storm Drain Replacement-Nottingham

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

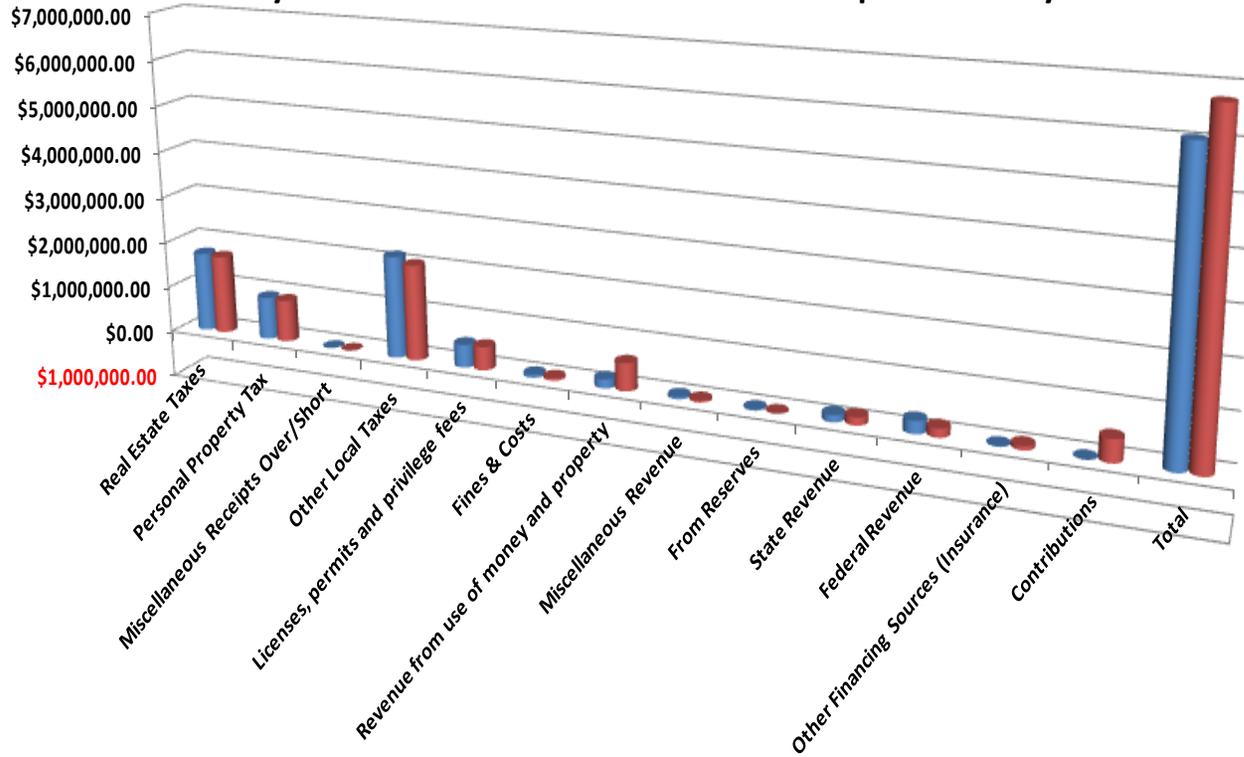
MAY 2014 FINANCIAL GRAPHS

May 2014 YTD General Fund Revenues Compared to Budget



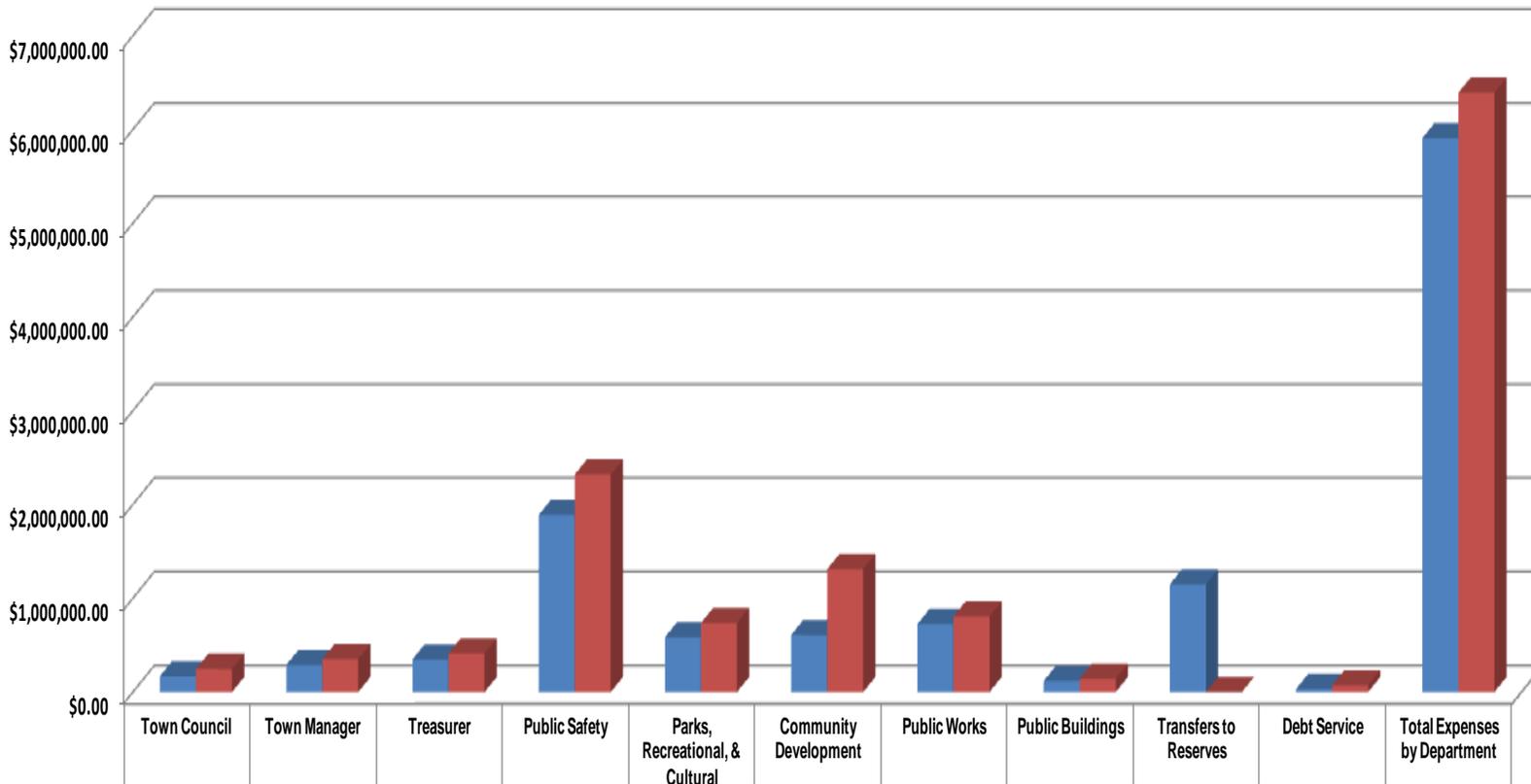
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ May 2014 Actual	\$1,715,619	\$911,629	\$(5)	\$2,181,967	\$488,870	\$66,241	\$188,033	\$53,423	\$28,426	\$141,306	\$265,816	\$11,648	\$600	\$6,053,573
■ Budget	\$1,700,700	\$908,600	\$15	\$2,414,659	\$491,356	\$70,000	\$198,536	\$56,000	\$228,510	\$206,662	\$501,394	\$11,650	\$18,858	\$6,806,940

May 2014 YTD General Fund Revenue Compared to May 2013



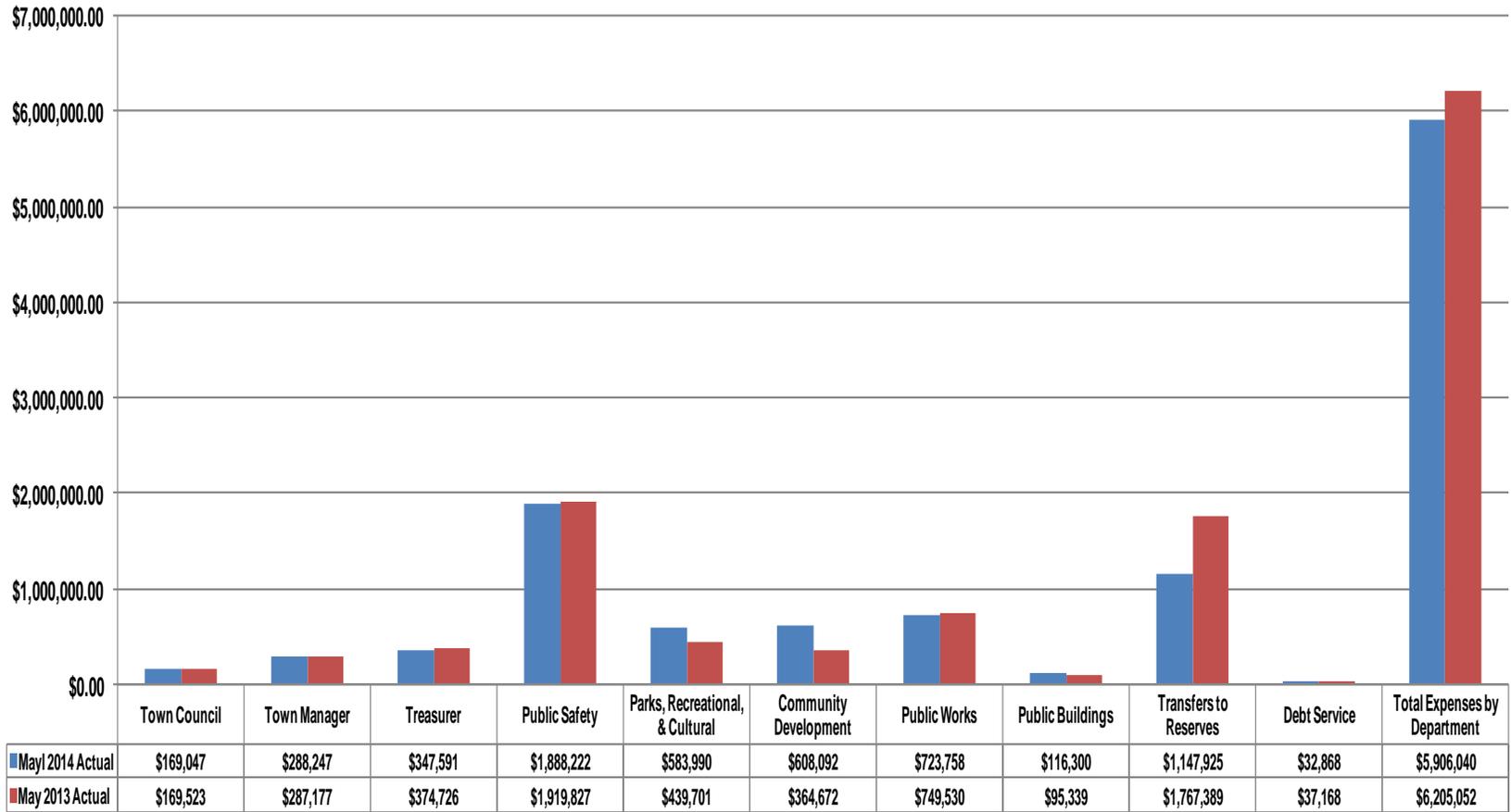
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ May 2014 Actual	\$1,715,619	\$911,629	\$(5)	\$2,181,967	\$488,870	\$66,241	\$188,033	\$53,423	\$28,426	\$141,306	\$265,816	\$11,648	\$600	\$6,053,573
■ May 2013 Actual	\$1,690,558	\$900,495	\$(75)	\$2,048,877	\$500,384	\$55,798	\$591,920	\$40,442	\$13,400	\$164,346	\$185,803	\$84,299	\$470,944	\$6,747,191

May 2014 YTD General Fund Operating Expenses Compared to Budget

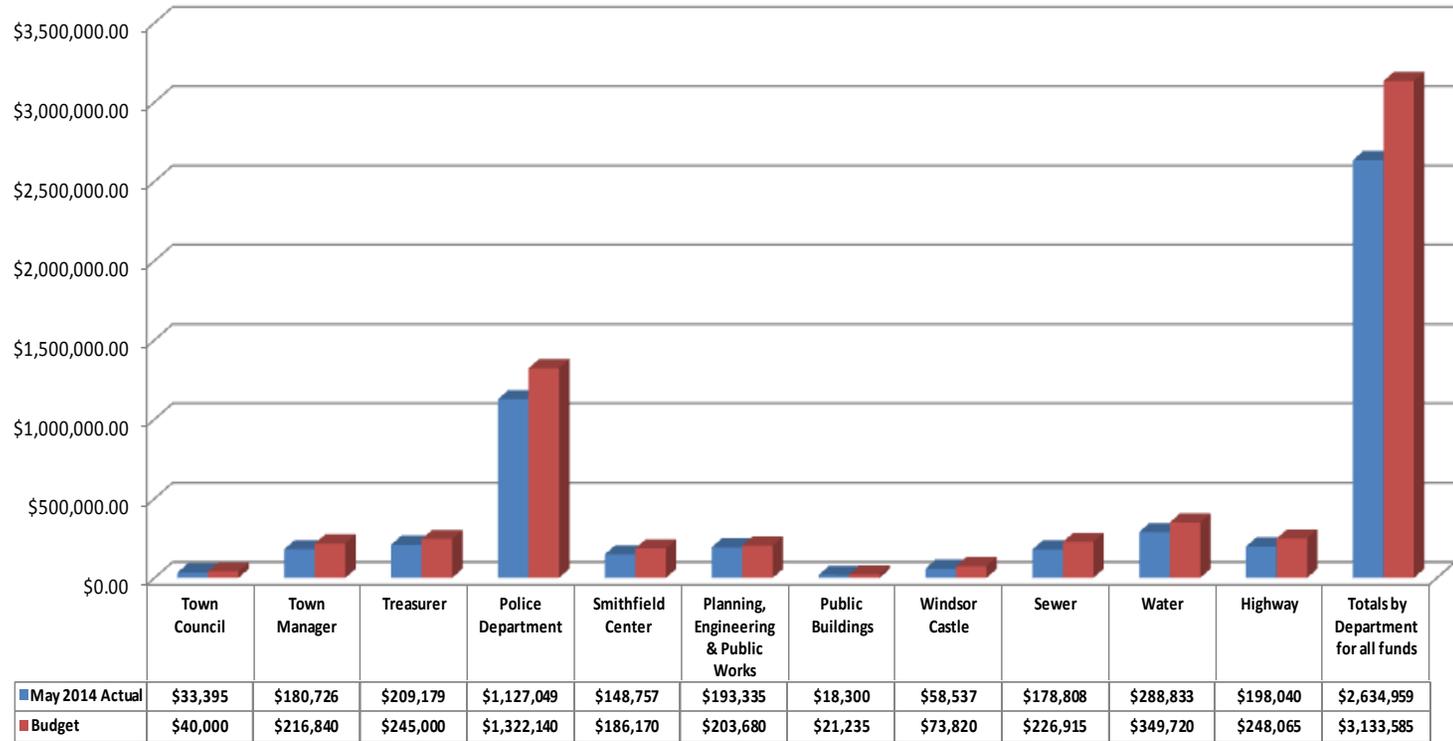


■ May 2014 Actual	\$169,047	\$288,247	\$347,591	\$1,888,222	\$583,990	\$608,092	\$723,758	\$116,300	\$1,147,925	\$32,868	\$5,906,040
■ Budget	\$245,575	\$349,409	\$412,935	\$2,319,750	\$736,543	\$1,310,868	\$805,740	\$140,116	\$-	\$70,779	\$6,391,715

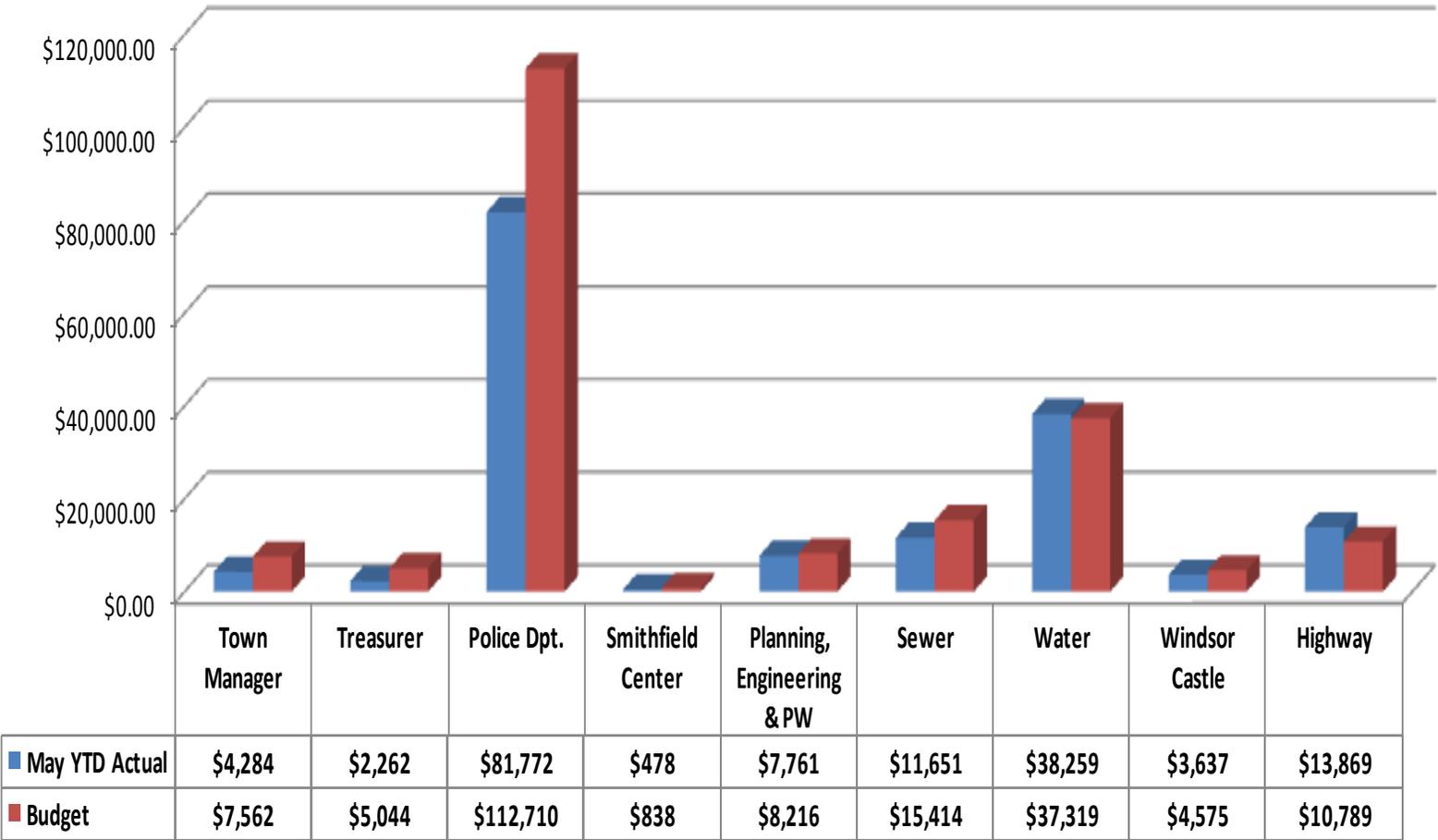
May 2014 YTD General Fund Operating Expenses Compared to May 2013



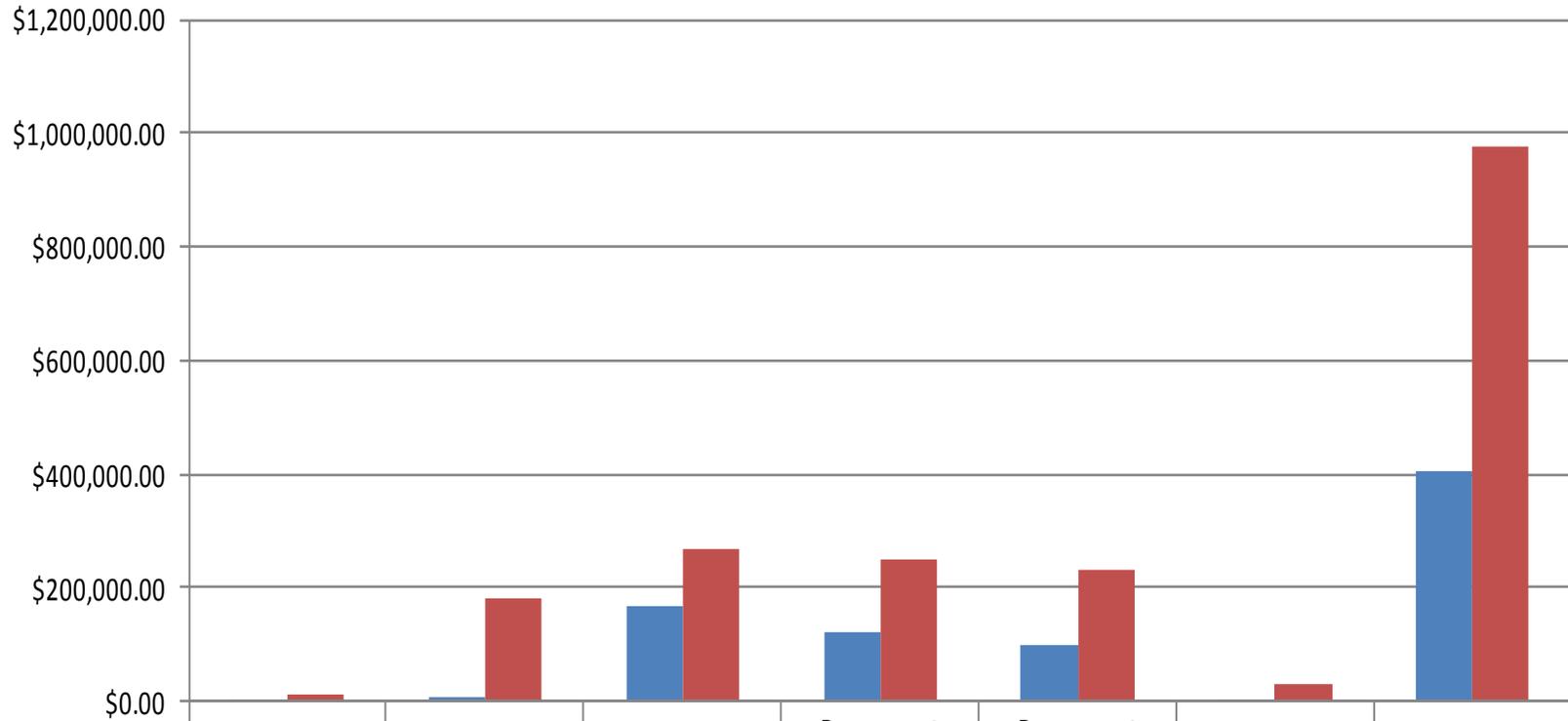
May 2014 YTD Salaries to Budget by Department



May YTD Overtime Compared to Budget

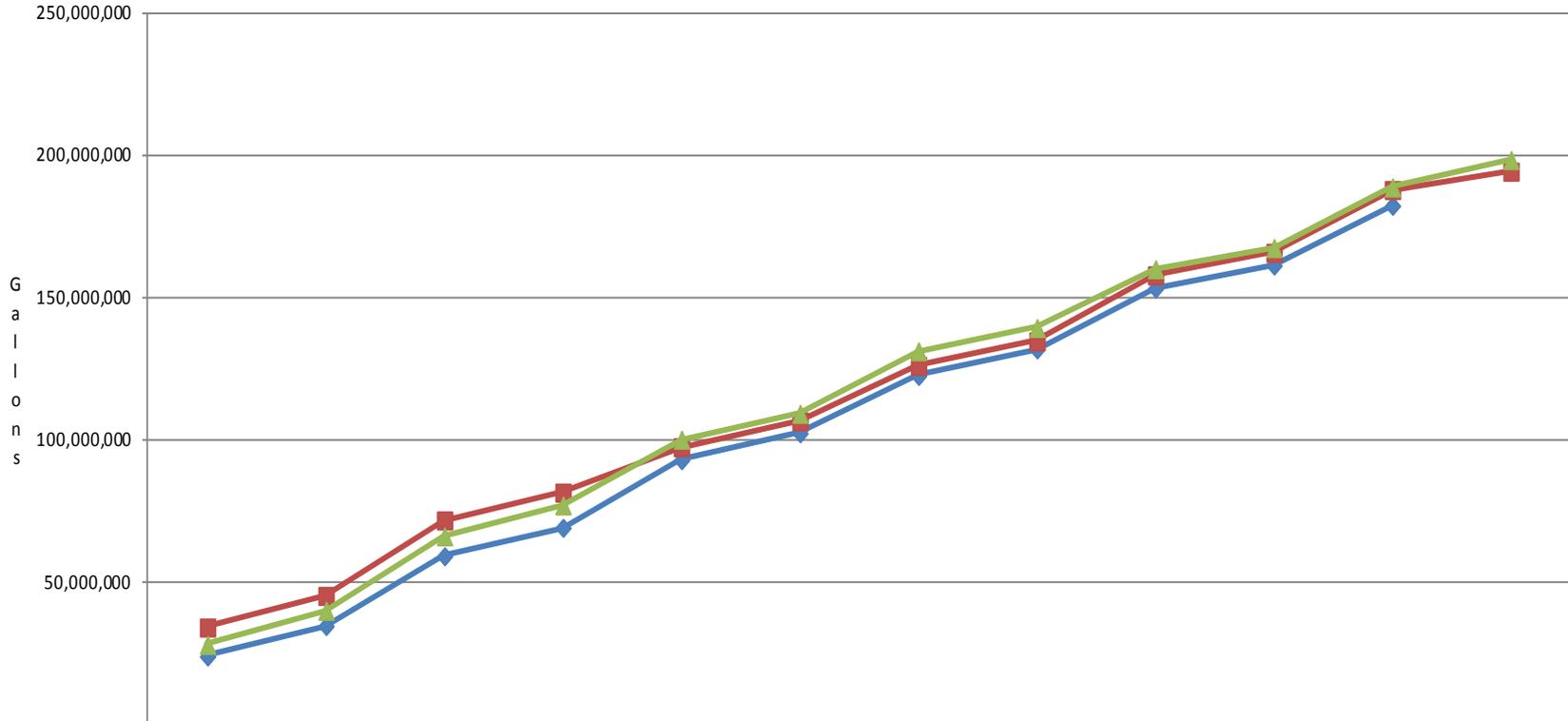


May YTD Pinewood Heights Expenses MY 1 Phase II



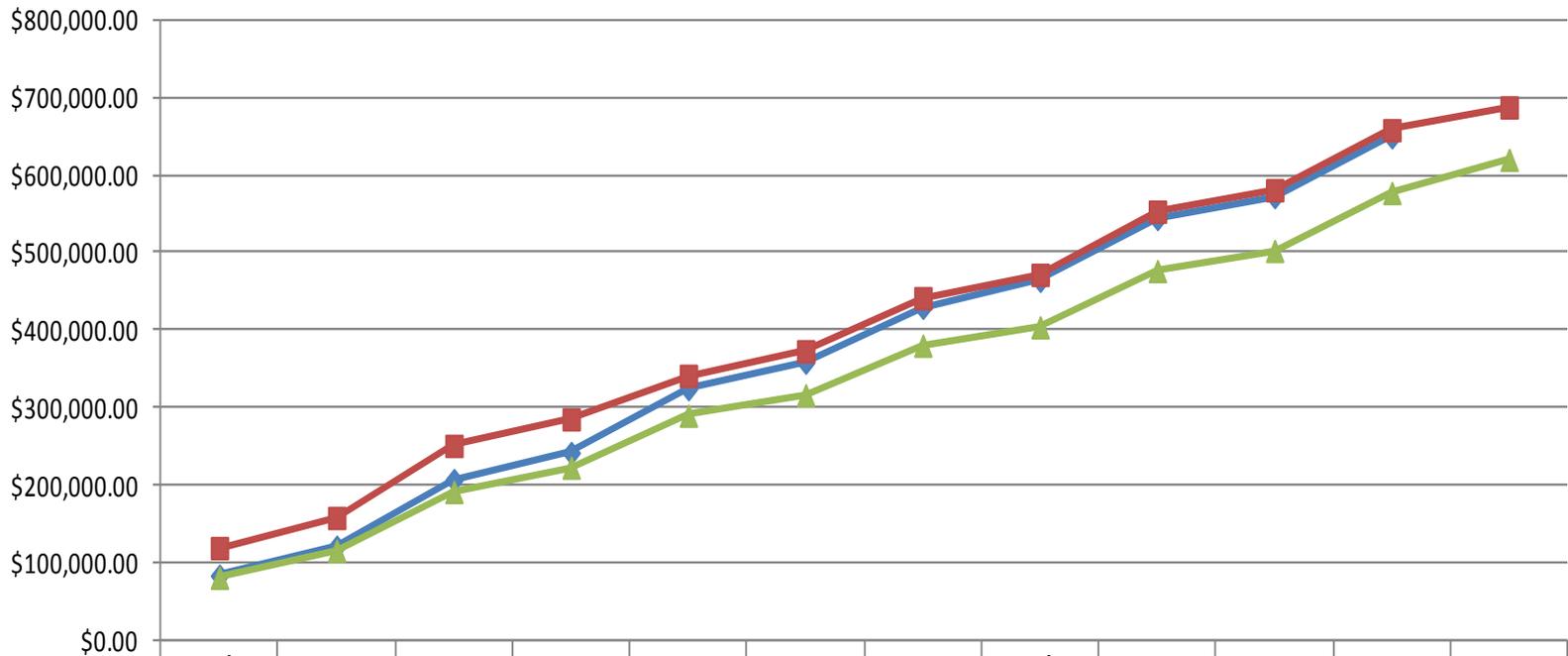
	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
May YTD Actual	\$5,439	\$6,960	\$166,000	\$122,572	\$98,626	\$5,500	\$405,097
Budget	\$14,500	\$181,426	\$269,800	\$251,896	\$230,394	\$29,000	\$977,016

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



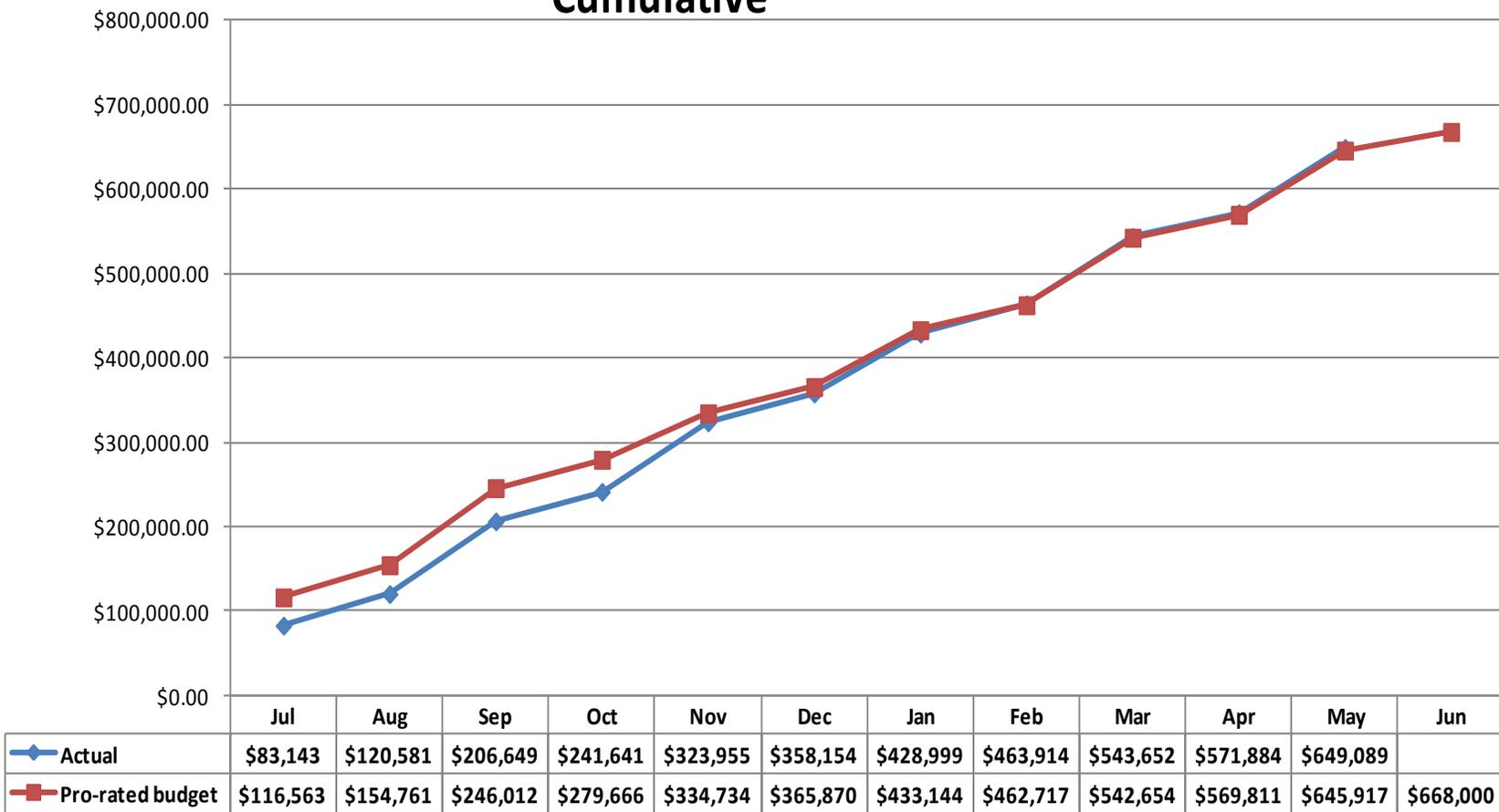
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250	69,008,854	92,808,851	102,276,394	122,469,679	131,815,959	153,248,704	161,332,737	182,357,819	
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,026,878	134,663,193	157,879,018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

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

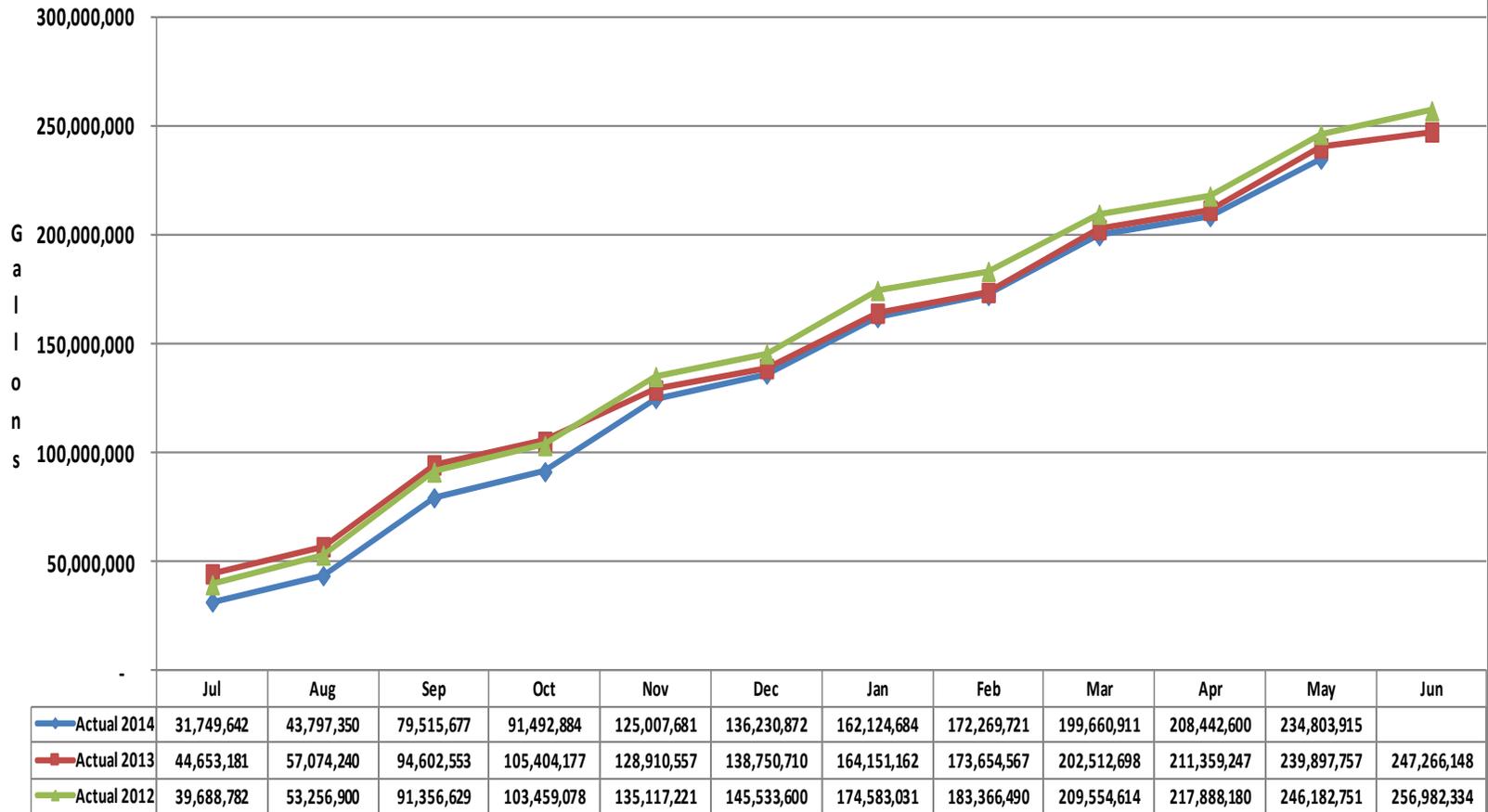


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$83,143	\$120,581	\$206,649	\$241,641	\$323,955	\$358,154	\$428,999	\$463,914	\$543,652	\$571,884	\$649,089	
Actual 2013	\$118,797	\$157,727	\$250,727	\$285,025	\$341,149	\$372,882	\$441,445	\$471,585	\$553,055	\$580,733	\$658,298	\$687,639
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

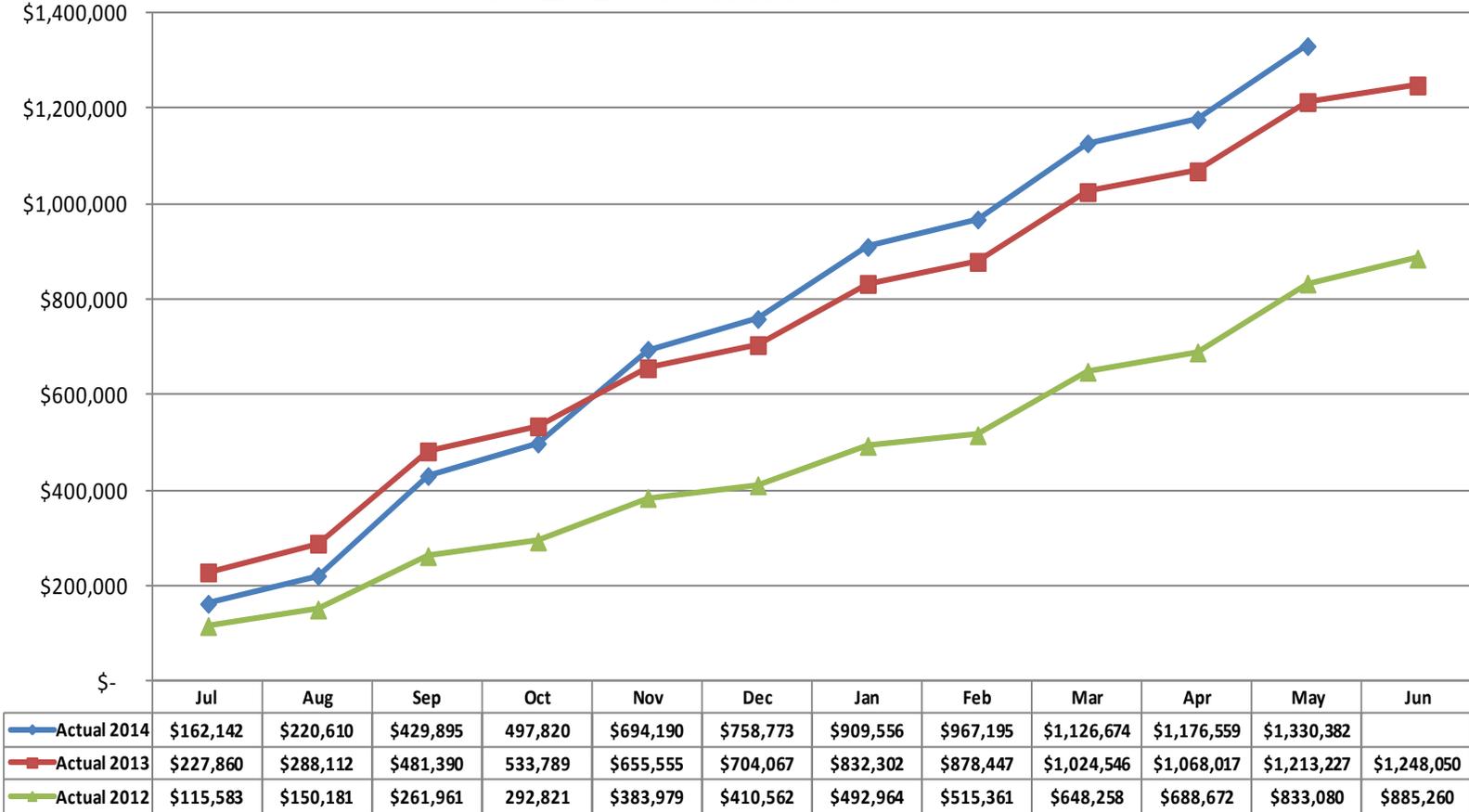
May 2014 Sewer Charges Compared to Pro-Rated Budget- Cumulative



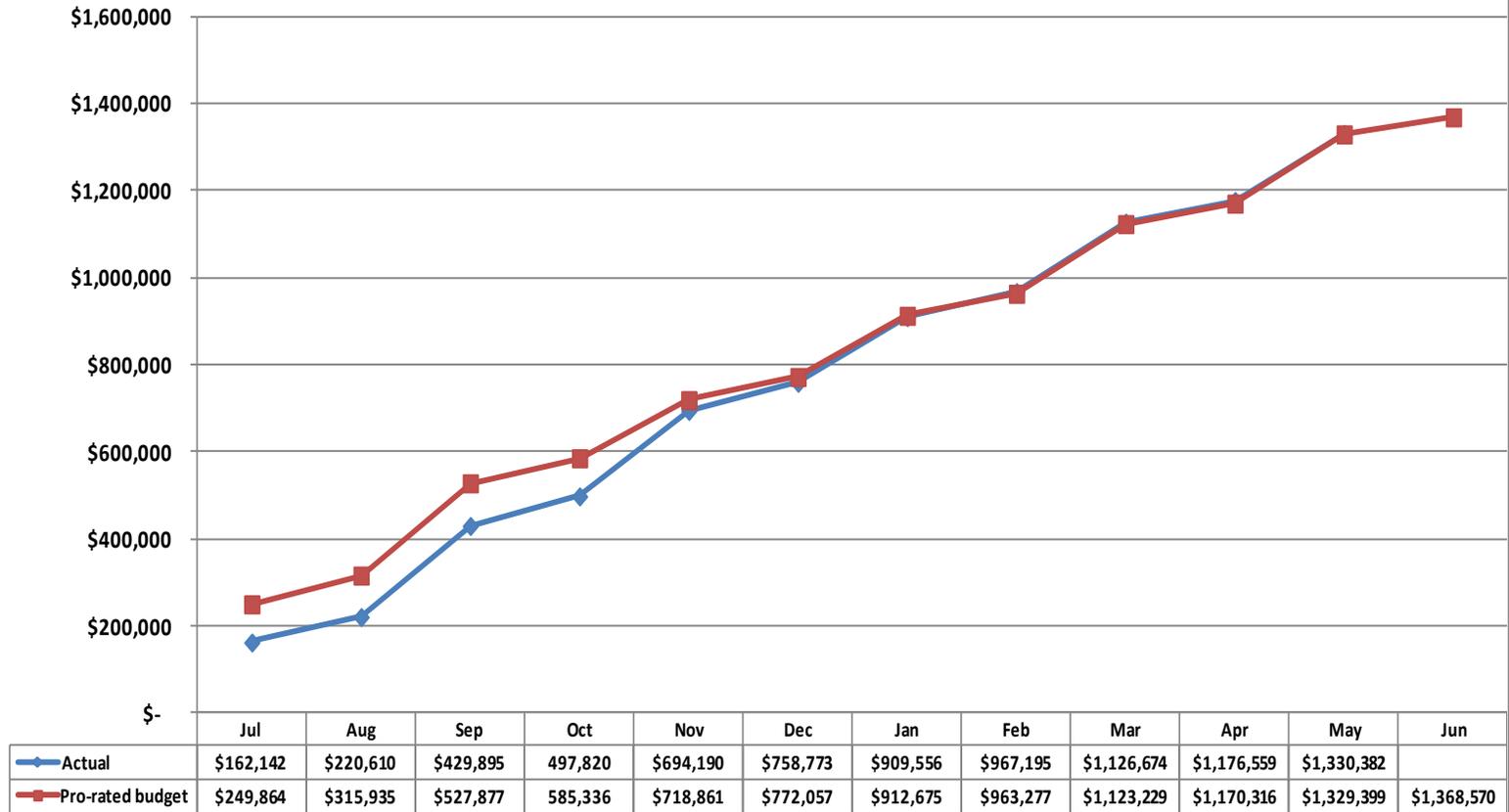
May 2014 YTD Water Consumption Compared to FY 2012 & FY 2013-Cumulative



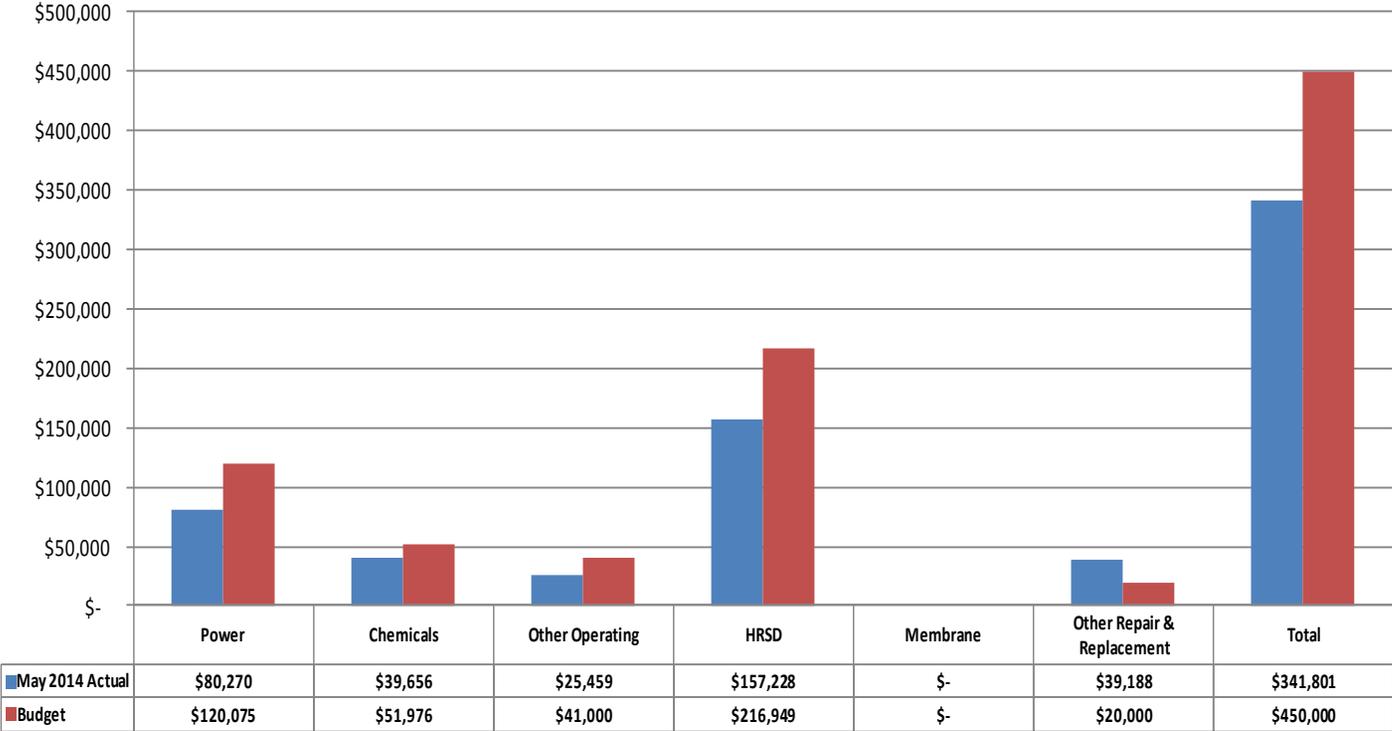
May 2014 YTD Water Charges Compared to FY 2012 & FY 2013-Cumulative



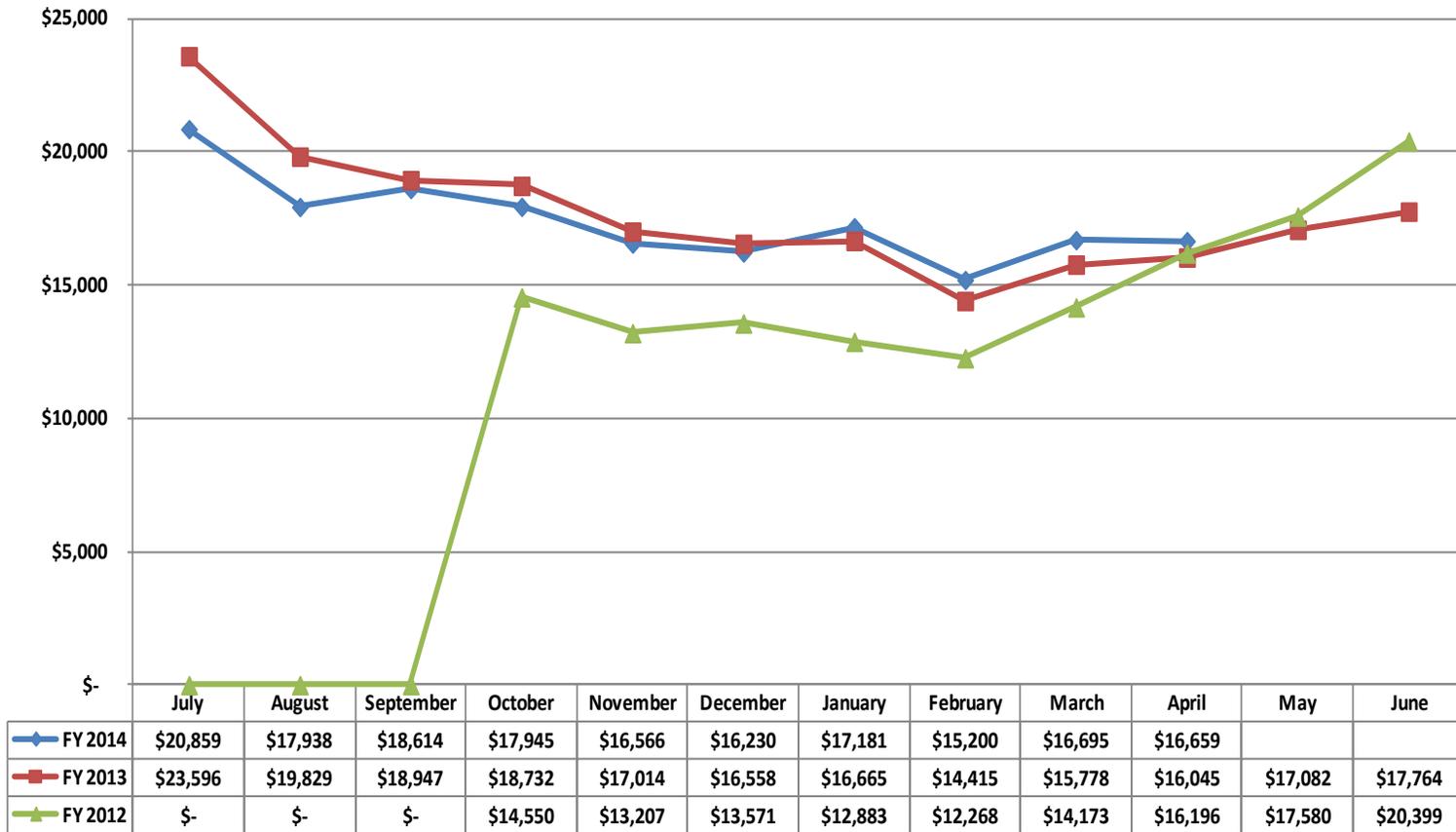
May 2014 YTD Water Charges Compared to Pro-Rated Budget-Cumulative



May 2014 YTD RO Expenses by Category



HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



CASH BALANCES AS OF MAY 2014					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
Water	Farmers Bank	1,109,059.47	(338,066.33)	(512,074.78)	258,918.36
Water-Debt Service	Farmers Bank	1,211,936.18	11,088.15	-	1,223,024.33
Water Capital Escrow (availability fees)	TowneBank	318,782.59	10,880.00	-	329,662.59
Water Treatment Plant Escrow	TowneBank	111,455.57	-	-	111,455.57
Water Deposit Account	TowneBank	34,912.91	-	-	34,912.91
Water Development Escrow	TowneBank	84,969.73	-	-	84,969.73
Subtotal Water		2,871,116.45	(316,098.18)	(512,074.78)	2,042,943.49
Sewer	Farmers Bank	246,322.26	(43,799.52)	(290,771.75)	(88,249.01)
Sewer Development Escrow	TowneBank	338,017.56	-	-	338,017.56
Sewer Capital Escrow (availability fees)	TowneBank	825,942.89	16,480.00	-	842,422.89
Sewer Compliance	Farmers Bank	581,195.95	28,685.39	-	609,881.34
Subtotal Sewer		1,991,478.66	1,365.87	(290,771.75)	1,702,072.78
Highway	Farmers Bank	34,100.83	100,248.94	-	134,349.77
General Fund	Farmers Bank	2,969,685.98	(16,627.35)	816,333.33	3,769,391.96
Payroll	Farmers Bank	44,059.69	-	-	44,059.69
Money Market-General Fund	TowneBank	2,182.03	-	-	2,182.03
Business Super Now-General Fund	Farmers Bank	33,057.90	-	-	33,057.90
Money Market-General Fund	Farmers Bank	288,983.88	-	-	288,983.88
General Fund Capital Escrow Account	TowneBank	214,247.72	-	-	214,247.72
Certificate of Deposit	Farmers Bank	525,905.53	-	-	525,905.53
Certificate of Deposit-Police Dept	Farmers Bank	36,619.71	-	-	36,619.71
Special Project Account (Pinewood)	Farmers Bank	19,940.41	267,116.30	-	287,056.71
Pinewood Heights Escrow	Farmers Bank	17,135.34	-	-	17,135.34
SNAP Account	Farmers Bank	3,118.75	-	-	3,118.75
S. Church Street Account	TowneBank	36,005.58	(36,005.58)	-	-
Subtotal General Fund		4,190,942.52	214,483.37	816,333.33	5,221,759.22
Beautification Fund	Farmers Bank	7,837.26	-	-	7,837.26
Money Market-Beautification	Farmers Bank	61,265.34	-	(13,486.80)	47,778.54
Subtotal Beautification		69,102.60	0.00	(13,486.80)	55,615.80
TOTAL ALL FUNDS		9,156,741.06	0.00	0.00	9,156,741.06

Note: \$500,000 has now been transferred from the General Fund into the VML/VACO Investment Pool and will be included in next month's report.

Productive AV
 3105A W. Leigh St.
 Richmond, VA 23230
 P: 804-591-0062
 F: 804-980-7907

Invoice No. 12077

Bill To
Smithfield Center 220 North Church St. Smithfield, VA 22430

Date 04/17/14
Due Date 06/01/14
P.O. Number
Terms Net 45

Line Item No.	Description	Quantity	Unit Price	Amount
001	Projection Solution Projector - 6,500 Lumens Vivitek D6510 with lens.	2	4,742.43	9,484.86
002	Da-Lite Screen, 110"High by 176"Wide, widescreen format w/ electric motor.	1	3,208.75	3,208.75
003	Projector - 4,500 Lumens Vivitek D963HD	1	1,714.29	1,714.29
004	Da-Lite Screen, 100" high by 160" Wide, Widescreen format w/ electric motor.	2	3,042.50	6,085.00
005	Screen Control Module	3	180.00	540.00
006	Extender, Cat5 VGA	3	350.00	1,050.00
007	Extender, Cat5 HDMI	3	450.00	1,350.00
008	Mounting Hardware for screen	3	75.00	225.00
009	Miscellaneous tools to be rented for installation.	3	125.00	375.00
010	Miscellaneous items for installation.	3	255.00	765.00
011	Labor to install above items. - Lot	3	550.00	1,650.00
012	Shipping to Smithfield VA.	1	725.00	725.00
013	HDMI Splitter 1x4, three (2) Fiber HDMI cables, one (50) HDMI 50 ft.	1	2,285.00	2,285.00
014	Pricing Discount		-1,600.00	-1,600.00
015	Discount for old projector		-150.00	-150.00
			0.00	0.00

VENDOR # _____

ACCOUNT # _____

DEPT HEAD *Amy M Musick 6/9/14*

TOWN MANAGER *PLS per cost share w/ Smithfield*

Thank you for your business! SWAM Cert. #: 869816	Total	\$27,707.90
	Balance Due	\$17,707.90

TOWN OF SMITHFIELD

REQUISITION

www
Fund

SUGGESTED VENDOR			OFFICE USE ONLY		
Isle of Wight County			DATE ORDERED		
REQUESTED BY	DATE REQUESTED	DATE WANTED	ORDER NO.		
	6-17-14				
QUANTITY	DESCRIPTION	BUDGET ACCT. NO.	EST. UNIT PRICE	EST. TOTAL PRICE	
	2nd 1/2 general obligation bond debt			316511.09	
	Interest	4.100-95500-0003	16597.09		
	Principal	4.100-95500-0005	19914.00		

REQUISITIONER
RETAIN YELLOW COPY

APPROVED

PKS
TOWN MANAGER

SIGNATURE - DEPARTMENT HEAD

[Signature]

Isle of Wight, Virginia
General Obligation Capital Improvement Bonds, Series 2008

	Principal	Coupon	Interest	Debt Service	Annual Debt Service	33.19%		
						Principal	Interest	Total
7/1/2009	-	-	56,665.10	56,665.10	-	-	18,807.15	18,807.15
1/1/2010	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2010	-	-	-	-	108,971.35	-	-	-
7/1/2010	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
1/1/2011	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2011	-	-	-	-	104,612.50	-	-	-
7/1/2011	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
1/1/2012	-	-	52,306.25	52,306.25	-	-	17,360.44	17,360.44
6/30/2012	-	-	-	-	104,612.50	-	-	-
7/1/2012	55,000.00	4.00%	52,306.25	107,306.25	-	18,254.50	17,360.44	35,614.94
1/1/2013	-	-	51,206.25	51,206.25	-	-	16,995.35	16,995.35
6/30/2013	-	-	-	-	158,512.50	-	-	-
7/1/2013	60,000.00	4.00%	51,206.25	111,206.25	-	19,914.00	16,995.35	36,909.35
1/1/2014	-	-	50,006.25	50,006.25	-	-	16,597.07	16,597.07
6/30/2014	-	-	-	-	161,212.50	-	-	-
7/1/2014	60,000.00	4.00%	50,006.25	110,006.25	-	19,914.00	16,597.07	36,511.07
1/1/2015	-	-	48,806.25	48,806.25	-	-	16,198.79	16,198.79
6/30/2015	-	-	-	-	158,812.50	-	-	-
7/1/2015	65,000.00	4.25%	48,806.25	113,806.25	-	21,573.50	16,198.79	37,772.29
1/1/2016	-	-	47,425.00	47,425.00	-	-	15,740.36	15,740.36
6/30/2016	-	-	-	-	161,231.25	-	-	-
7/1/2016	65,000.00	4.25%	47,425.00	112,425.00	-	21,573.50	15,740.36	37,313.86
1/1/2017	-	-	46,043.75	46,043.75	-	-	15,281.92	15,281.92
6/30/2017	-	-	-	-	158,468.75	-	-	-
7/1/2017	70,000.00	5.00%	46,043.75	116,043.75	-	23,233.00	15,281.92	38,514.92
1/1/2018	-	-	44,293.75	44,293.75	-	-	14,701.10	14,701.10
6/30/2018	-	-	-	-	160,337.50	-	-	-
7/1/2018	75,000.00	5.50%	44,293.75	119,293.75	-	24,892.50	14,701.10	39,593.60
1/1/2019	-	-	42,231.25	42,231.25	-	-	14,016.55	14,016.55
6/30/2019	-	-	-	-	161,525.00	-	-	-
7/1/2019	80,000.00	5.50%	42,231.25	122,231.25	-	26,552.00	14,016.55	40,568.55
1/1/2020	-	-	40,031.25	40,031.25	-	-	13,286.37	13,286.37
6/30/2020	-	-	-	-	162,262.50	-	-	-
7/1/2020	85,000.00	5.50%	40,031.25	125,031.25	-	28,211.50	13,286.37	41,497.87
1/1/2021	-	-	37,693.75	37,693.75	-	-	12,510.56	12,510.56
6/30/2021	-	-	-	-	162,725.00	-	-	-
7/1/2021	90,000.00	5.50%	37,693.75	127,693.75	-	29,871.00	12,510.56	42,381.56
1/1/2022	-	-	35,218.75	35,218.75	-	-	11,689.10	11,689.10
6/30/2022	-	-	-	-	162,912.50	-	-	-
7/1/2022	95,000.00	5.25%	35,218.75	130,218.75	-	31,530.50	11,689.10	43,219.60
1/1/2023	-	-	32,725.00	32,725.00	-	-	10,861.43	10,861.43
6/30/2023	-	-	-	-	162,943.75	-	-	-
7/1/2023	100,000.00	5.38%	32,725.00	132,725.00	-	33,190.00	10,861.43	44,051.43
1/1/2024	-	-	30,037.50	30,037.50	-	-	9,969.45	9,969.45
6/30/2024	-	-	-	-	162,762.50	-	-	-
7/1/2024	105,000.00	6.00%	30,037.50	135,037.50	-	34,849.50	9,969.45	44,818.95
1/1/2025	-	-	26,887.50	26,887.50	-	-	8,923.96	8,923.96
6/30/2025	-	-	-	-	161,925.00	-	-	-
7/1/2025	110,000.00	6.00%	26,887.50	136,887.50	-	36,509.00	8,923.96	45,432.96
1/1/2026	-	-	23,587.50	23,587.50	-	-	7,828.69	7,828.69
6/30/2026	-	-	-	-	160,475.00	-	-	-
7/1/2026	115,000.00	6.00%	23,587.50	138,587.50	-	38,168.50	7,828.69	45,997.19
1/1/2027	-	-	20,137.50	20,137.50	-	-	6,683.64	6,683.64
6/30/2027	-	-	-	-	158,725.00	-	-	-
7/1/2027	125,000.00	6.00%	20,137.50	145,137.50	-	41,487.50	6,683.64	48,171.14
1/1/2028	-	-	16,387.50	16,387.50	-	-	5,439.01	5,439.01
6/30/2028	-	-	-	-	161,525.00	-	-	-
7/1/2028	130,000.00	5.75%	16,387.50	146,387.50	-	43,147.00	5,439.01	48,586.01
1/1/2029	-	-	12,650.00	12,650.00	-	-	4,198.54	4,198.54
6/30/2029	-	-	-	-	159,037.50	-	-	-
7/1/2029	140,000.00	5.75%	12,650.00	152,650.00	-	46,466.00	4,198.54	50,664.54
1/1/2030	-	-	8,625.00	8,625.00	-	-	2,862.64	2,862.64
6/30/2030	-	-	-	-	161,275.00	-	-	-
7/1/2030	145,000.00	5.75%	8,625.00	153,625.00	-	48,125.50	2,862.64	50,988.14
1/1/2031	-	-	4,456.25	4,456.25	-	-	1,479.03	1,479.03
6/30/2031	-	-	-	-	158,081.25	-	-	-
7/1/2031	155,000.00	5.75%	4,456.25	159,456.25	-	51,444.50	1,479.03	52,923.53
6/30/2032	-	-	-	-	159,456.25	-	-	-
	1,925,000.00		1,607,402.60	3,532,402.60	3,532,402.60	638,907.50	533,496.92	1,172,404.42



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/13/2014	11148

Bill To:

Project:

Town of Smithfield
 P O Box 246
 Smithfield VA 23431

Barcroft

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 126	34,716.00	34,716.00
VENDOR # _____ ACCOUNT # <u>4-204-41200-3104</u> DEPT HEAD <u>W. R. [Signature]</u> TOWN MANAGER <u>PKS</u>				
	0.00			
	0.00			
			34,716.00	
			22,903.00	
			17,770.00	
			46,770.00	
			139,059.00	
<i>total</i>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$34,716.00

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

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



Convenience fee added



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/13/2014	11149

Bill To:

Project:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Irvin Dr.

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 127	39,903.00	39,903.00
<p>VENDOR # _____</p> <p>ACCOUNT # <u>4-204-41200-3104</u></p> <p>DEPT HEAD <u>W. D. Miller</u></p> <p>TOWN MANAGER <u>PLS</u></p>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$39,903.00

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

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The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/12/2014	11146

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Salter Ct

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 129	17,770.00	17,770.00
<p>VENDOR # _____</p> <p>ACCOUNT # <u>4-204-41200-3104</u></p> <p>DEPT HEAD <u>W. Q. [Signature]</u></p> <p>TOWN MANAGER <u>[Signature]</u></p>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$17,770.00

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

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





The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		6/17/2014	11151

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Smith Drive

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 128	46,770.00	46,770.00
<p>VENDOR # <u>204</u></p> <p>ACCOUNT # <u>4-204-41200-3104</u></p> <p>DEPT HEAD <u>Wayne [Signature]</u></p> <p>TOWN MANAGER <u>[Signature]</u></p>				

THANK YOU FOR YOUR BUSINESS

Invoice Total: \$46,770.00

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

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



DEPARTMENT	POSITION TITLE	FLSA STATUS	PAY GRADE	SALARY RANGE
Town Manager	Office Aide (PT)	Non-Exempt	6	\$24,249 - \$30,918 - \$37,586
	Records Management Assistant (FT and PT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	IT Network Administrator	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Town Manager	Exempt	31	\$82,117 - \$104,699 - \$127,281
Treasurer	Clerical Assistant (Tax) (PT and FT)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Accounts Payable)	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Clerical Assistant (Water/Sewer)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Bookkeeper	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Payroll/Benefits Clerk	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Financial Analyst	Non-Exempt	19	\$45,726 - \$58,300 - \$70,875
	Deputy Treasurer	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Treasurer	Exempt	27	\$67,558 - \$86,136 - \$104,715
Planning,	Laborer (FT and PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
Engineering, &	Grounds Maintenance Specialist	Non-Exempt	6	\$24,249 - \$30,918 - \$37,586
Public Works	Maintenance Helper	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Crew Leader	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Maintenance Technician	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Waterworks Operator Trainee	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Planning Technician	Non-Exempt	10	\$29,475 - \$37,581 - \$45,687
	Waterworks Operator - Level 2	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Mechanic	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Senior Maintenance Tech. (Fog Inspector)	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Waterworks Operator Level 1	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	Specialist	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	Waterworks Lead Operator	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Asst Maintenance Supervisor	Non-Exempt	15	\$37,619 - \$47,964 - \$58,309
	Maintenance Supervisor	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Waterworks Plant Manager	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Assistant Superintendent	Non-Exempt	18	\$43,548 - \$55,524 - \$67,500
	Planner/GIS Coordinator	Non-Exempt	18	\$43,548 - \$55,524 - \$67,500
	Engineer	Exempt	19	\$45,726 - \$58,300 - \$70,875
	Superintendent	Exempt	20	\$48,012 - \$61,215 - \$74,419
	Director	Exempt	27	\$67,558 - \$86,136 - \$104,715
Police	Receptionist/Secretary	Non-Exempt	7	\$25,462 - \$32,464 - \$39,466
	Administrative Assistant	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Office Manager	Non-Exempt	12	\$32,496 - \$41,433 - \$50,369
	Patrol Officer	Non-Exempt	13	\$34,121 - \$43,505 - \$52,888
	/ Crime Prevention Specialist	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Patrol)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Sergeant (Investigations)	Non-Exempt	17	\$41,475 - \$52,880 - \$64,286
	Lieutenant (Patrol)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Lieutenant (Investigations)	Non-Exempt	20	\$48,012 - \$61,215 - \$74,419
	Deputy Chief	Exempt	24	\$58,359 - \$74,408 - \$90,456
	Chief	Exempt	28	\$70,936 - \$90,443 - \$109,950
Conference Center	Kayak Rental Clerk	non-Exempt	2	\$19,950 - \$25,436 - \$30,923
	Event Assistant (PT)	Non-Exempt	3	\$20,948 - \$26,708 - \$32,469
	Assistant Facility Coordinator (PT)	Non-Exempt	4	\$21,995 - \$28,043 - \$34,092
	Clerical Assistant	Non-Exempt	8	\$26,735 - \$34,087 - \$41,439
	Event Coordinator (PT)	Non-Exempt	9	\$28,072 - \$35,791 - \$43,511
	Facility Coordinator	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Director	Exempt	20	\$48,012 - \$61,215 - \$74,419
Janitorial	Janitor	Non-Exempt	2	\$19,950 - \$25,436 - \$30,923
Museum	Docent (PT)	Non-Exempt	3	\$20,948 - \$26,708 - \$32,469
	Curator (PT)	Non-Exempt	11	\$30,949 - \$39,460 - \$47,971
	Director	Exempt	20	\$48,012 - \$61,215 - \$74,419
				REVISED JUNE 2014

**TOWN OF SMITHFIELD, VIRGINIA
PERSONNEL POLICIES MANUAL**

**~~SEXUAL AND OTHER~~ UNLAWFUL DISCRIMINATION AND
HARASSMENT**

POLICY NUMBER: 3.1

**EFFECTIVE: 7/1/97
REVISED: 5/3/2011**

OVERVIEW: Smithfield is committed to providing a work environment that is free of discrimination and unlawful harassment. This policy defines harassment, its prohibition and the Town's response to the discovery of such harassment.

SCOPE: This policy applies to all persons working for and with Smithfield, regardless of employment status.

DEFINITIONS:

A. Sexual Harassment:

As defined by the Equal Employment Opportunity Commission (EEOC) includes sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

1. Submission to and/or tolerance of the unwelcome conduct is made explicitly or implicitly a term or condition of an individual's employment.
2. Submission to, tolerance of and/or rejection of unwelcome conduct by an individual is used as a basis for employment decisions affects that individual.
3. The unwelcome conduct has the purpose or effect of substantially interfering with an individual's work performance, or creating an intimidating, hostile or offensive work environment.

B. Pregnancy Discrimination Act:

The Pregnancy Discrimination Act of 1978 under Title VII of The Civil Rights Act of 1968 amending said act to include provisions prohibiting discrimination based on pregnancy, child birth or any underlying medical conditions that may arise out of childbirth or pregnancy.

1. This includes a prohibition on discriminating against women in the hiring processes (or in the course of employment) because they are pregnant or may become pregnant.

2. Requires that application of disability, health insurance, and disability standards are administered in such a way to ensure that they are not discriminatory towards pregnant employees.
3. Has been interrupted by the courts to prohibit organizations from establishing policies that exclude women from holding positions based on potential health effects and possible birth defects based on the possibility that said employment might have adverse effects on potential childbearing of said employee.

C. Genetic Information Nondiscrimination Act (GINA):

GINA was passed to prevent the use of genetic testing from being used as a means of discriminating against employees based on the possibility that this testing could be used to reveal potential long-term medical issues or conditions that a particular employee was more prone to.

1. Prohibits the use of genetic information by an employer from being used as a means of discriminating in the hiring processes or in the course of employment.
2. Additionally it prohibits this information from being used by health plans as a means of denying coverage or treatment.

D. Equal Pay Act of 1963:

1. Meant to address disparage in pay based on gender and prohibited discrimination in pay based on gender.
2. Provide a method for employees who due to discrimination by their employer resulted in them receiving lower pay rates, refused advancement, thus causing their earning potential to be reduced due to the actions of their employer.

E. Lilly Ledbetter Fair Pay Act:

1. Written to address shortcomings that were recognized in the original Fair Pay Act and clarified the time frame given to employees to fail a claim
2. Original act limited employees to 180 days from initial hire date to file a claim. This act altered the law giving the employee 180 days from each discriminator act to file a claim greatly extending the time allowed to file a grievance.

F. Other Unlawful Harassment:

Other conducts that result in discrimination that is demeaning to another person, or undermines the integrity of the employment relationship.

Bullying is hurtful behavior. It can be one time incident and if not addressed, can lead to repetition over a period of time. It can be carried out by individuals or by groups. It can be an emotional, physical, racist, sexual, verbal, homophobic, or a combination of these in nature. It can take the form of name calling, threatened violence, actual violence, intimidation, isolation, not recognizing someone, ridicule or other actions such as spreading unpleasant stories and gossip, sending text messages, emailing, and telephoning.

Please note, this list is not meant to be exhaustive and is only offered by way of example and as a means of illustrating behaviors that may result in discrimination or harassment

- Staring, glaring or other nonverbal demonstrations of hostility;
- Exclusion or social isolation;
- Excessive monitoring or micro-managing;
- Work related harassment (work-overload, unrealistic deadlines, meaningless tasks);
- Being held to a different standard than the rest of an employee's work group;
- Consistent ignoring or interrupting of an employee in front of co-workers;
- Personal attacks (angry outbursts, excessive profanity, or name calling);
- Encouragement of others to turn against the targeted employee;
- Sabotage of a co-worker's work product or undermining of an employee's work performance;
- Stalking
- Unwelcome touching or unconsented-to touching;
- Invasion of another's person's personal space,
- Unreasonable interference with an employee's ability to do his or her work (i.e., overloading of emails);
- Repeated infliction of verbal abuse, such as the use of derogatory remarks, insults and epithets;
- Conduct that a reasonable person would find hostile, offensive, and unrelated to the employer's legitimate business interests.

PROVISIONS:

A. Harassment/Discrimination Prohibited:

In accordance with Title VII of the Civil Rights Act of 1964 and the Age Discrimination in Employment Act of 1967, the Town of Smithfield will not tolerate sexual harassment, discrimination, intimidation or other unlawful harassment based on an individual's sex, race, ethnicity, national origin, marital status, military/veteran status, age, religion, disability or any another legally protected characteristic. Harassment includes but is not limited to: remarks, jokes, written materials, symbols, paraphernalia, clothing or other physical or verbal conduct which may intimidate, ridicule, demean, or belittle a person.

B. Responsibility:

The town views it as the responsibility of all employees, supervisors, and managers to not allow such behavior to continue within the workplace and thus all employees have a duty to report such activities immediately. A failure to do so may result in disciplinary action.

C. Complaint process:

All employees are responsible for helping assure that we avoid harassment and discrimination in the workplace. If you experience any problem of this sort, become aware of any other employee experiencing a problem of this sort, or have knowledge of any form of harassment or discrimination, sexual or otherwise, you must immediately report it to your supervisor. [If the offending party is a supervisor or works for another department, the affected employee can choose to report the claim to the Town Manager directly if they so choose.](#) Any supervisor who becomes aware of possible sexual or other unlawful harassment or discrimination shall promptly report it to the Town Manager.

All claims of harassment or discrimination will be investigated thoroughly and promptly without consequence to the employee experiencing or reporting the conduct. [If the nature of the complaint is of a criminal nature the police will be contacted immediately and a criminal investigation will be handled by the police department. The town will also conduct an internal investigation as well to ensure that we meet our duties under the law and comply with town policy.](#)

[Employees who are the subject of any investigation have the right to choose not to participate in an investigation and can choose to seek counsel prior to answering any questions about a claim of discrimination made against them. These employees shall be advised of this fact prior to be questioned to ensure that they are aware of this fact and that their rights are not violated in the course of performing an investigation. The goal herein is to conduct a fair investigation that](#)

not only properly determines if a claim of discrimination is valid, but in doing so does not violate the accused in the process.

We will keep complaints, investigations and resolutions confidential to the extent possible; however, we cannot compromise our obligation to investigate complaints. The employee who initiates the complaint will be provided information on the outcome of the investigation within the limits of confidentiality.

A non-employee/contractor who subject's any employee to harassment in the workplace will be informed of the Town's policy and appropriate actions will be taken to protect the employee from future harassing conduct.

D. Consequences:

Supervisors who allow discrimination or harassment to continue or who fail to respond accordingly to allegations of such harassment or discrimination will be subject to disciplinary action, up to and including termination of employment.

Anyone engaging in unlawful harassment or discrimination will be subject to disciplinary action, up to and including termination of employment. Retaliation is illegal and contrary to this adopted policy and if discovered, the offending party will be subject to disciplinary action according to town policy.

**TOWN OF SMITHFIELD, VIRGINIA
PERSONNEL POLICIES MANUAL**

SICK LEAVE

POLICY NUMBER: 5.2

**EFFECTIVE: 7/1/97
REVISED: 7/1/03; 9/4/07
5/3/11; 6/2014**

OVERVIEW: It is the intent of the Town to provide for employees with paid time off for health related reasons.

SCOPE: All regular full time employees are eligible for sick leave.

PROVISIONS:

A. Accrual:

Employees will accrue sick leave at the rate of 8 hours per month.

Sick leave will not be accrued during a period of unpaid leave of absence.

Sick leave shall not be counted as hours worked for the purpose of determining overtime, with the exception of hours worked under on call duty and/or during an emergency office closure.

B. Maximum Accrual:

Accrued sick leave is carried over from year to year.

C. Use of sick leave:

Sick leave is to be used specifically for an employee illness or health related appointment. Employees may take sick leave if an immediate family member is sick.

VRS Hybrid employees may use sick leave for those illnesses that are not covered by Workers Compensation or the short term disability program.

Immediate family members are defined as: spouse, parent, guardian, brother, sister, son, daughter, father-in-law, mother-in-law, grandparent, grandchild, step parent, step child or any other individual residing within the same household.

As stated under Policy Number 4.16: Worker's Compensation, upon review of an employee reported injury the direct supervisor has the responsibility to decide whether or not it is safe and appropriate for the employee to return to regular duties – this does not override a physician's written directive of limited duty recommendation. This does however allow the supervisor to question if the employee is fully up to physically and/or mentally returning to full duty. The employee has the right to appeal this decision to the Town Manager.

The employee may take sick leave and/or time without pay to cover an absence related to an injury not covered under the worker's compensation, however it is strongly encouraged for employees to return to work (full-duty) when deemed appropriate by the attending physician and supervisor.

VRS Hybrid employees may not take unpaid leave unless a claim has been denied. All absences due to illness or non-work related injury must be reported to the short term disability insurer.

D. Verification:

A Department Head may ask for justification for use of sick leave by requesting that the employee obtain verification of the illness from a doctor.

An employee who anticipates being disabled as a result of a medical condition (such as scheduled surgery, pregnancy, etc.) should inform management as early as possible to assist management in planning for the employee's absence.

E. Separation from Town Employment:

If an employee has served a minimum of three years of continuous service, he/she will receive payment for accrued sick leave at a rate of 25% of the unused, accrued hours not to exceed a payment of \$2,500.00. If an employee ~~is eligible for a payment of~~ has unused sick leave hours at retirement exceeding those used to calculate the \$2,500.00 payout, he/she may elect to have this payment converted to service credit toward his/her Virginia Retirement System benefit calculation. Up to 48 months may be purchased.

F. Sick Leave Sharing

The purpose of this policy is to establish guidelines and procedures for transferring sick leave to employees who experience an extended absence from work due to illness or injury. Employees are encouraged to save as much sick leave as possible for emergencies, illnesses and/or injuries or other unexpected situations. Every employee should seek to accrue a minimum of 200 sick hours.

This leave sharing program is established to help alleviate the financial hardship effects of extended absences without pay. This program allows an employee to donate some of their accrued paid time off to a bank of time to be used by

another employee who has a verifiable need.

Leave sharing is available for employees who are in a "leave without pay" status and have an FMLA qualifying event, which precludes them from working. Employees who wish to participate in the program must complete a Leave Sharing Program Request Form. In addition, the request form must be accompanied by verifiable written evidence of need. The Town Manager will verify that the employee's request meets the participation requirement as indicated in the Coverage section below.

Coverage

- Leave sharing hours will be granted only for a disabling illness to an employee, or a member of an employee's immediate family who has a disabling illness which requires the employee's care, preventing the employee from performing job duties for five (5) or more consecutive workdays. Requests for less than five (5) days will be considered by the Town Manager on a case by case basis.
- Leave is used exclusively for a medical condition of an employee or an employee's family member, as defined by FMLA policy that is a qualifying event as defined under The Family Medical Leave Act (FMLA).
- The employee's or family member's health care practitioner, as defined under FMLA, must document the condition resulting in the leave prior to approval of the leave transfer from the bank of time to the employee.
- Employee must exhaust all available and accrued paid leave, including sick, annual and compensatory time before requesting and receiving leave sharing.
- Employee must not be receiving any other form of compensation including social security disability benefits, long term disability benefits or compensation through the Virginia Retirement System.
- Recipients shall continue to accrue leave and service in accordance with the provisions of the other appropriate policies and guidelines.
- Recipients must not have been disciplined for abuse of sick leave or excessive absences within the past twelve (12) months.

Parameters for Leave Sharing Program

- Leave sharing transfers will be donated to a bank of time that can be used for all qualifying employees rather than for a specific employee.
- Employees with one or more years of service may participate as a donor.
- Employees may donate in eight (8) hour increments, up to forty (40) hours of sick leave at one time.
- Employees donating time must have accrued sick leave in excess of forty (40) hours in order to be eligible to donate leave.
- Hours will be donated on a one for one basis, regardless of pay or salary, to be paid at the recipient's rate of pay.
- Sick leave hours may not be donated retroactively.
- Donors must complete a Leave Donation Form. If the donor terminates employment, retires, dies or has an insufficient leave balance to meet the eligibility criteria, all responsibility to donate this leave is voided.

- Donated leave will cover only the recipient's normal salary/wages. Employees using donated leave will be fully responsible for their cost share of all benefits, unless otherwise provided by law or these policies.
- The decision to donate sick leave to another individual should be a choice made freely by each employee. Any person attempting to unduly influence another employee to donate leave or directly solicit leave donation either for themselves or other employees shall be subject to disciplinary action, up to and including termination and any prior agreement mad to donate leave under these conditions shall be voided.

Exclusions

- Leave sharing will not be approved for the following instances: elective or cosmetic surgery, unless required as a result of injury or disease; or retroactively to dates prior to request or approval.
- Leave sharing will not be approved when the illness or injury results from any of the following: engagement in a criminal act; self-inflicted intentional injury; or working for another employer.

Limitations

- Employees may receive a maximum of eighty (80) hours of donated leave per pay period.
- The maximum number of hours an employee may be granted/receive during a twelve (12) month period is four hundred eighty (480) hours and is calculated using the employee's regular scheduled weekly hours.

NOTICE OF PUBLIC HEARING
TOWN COUNCIL OF THE TOWN OF SMITHFIELD

Notice is hereby given that the Town Council of the Town of Smithfield, Virginia, will hold a public hearing at the continued meeting of the Town Council in the council chambers in The Smithfield Center, 220 N. Church Street, meeting room A, Smithfield, Virginia, on Monday, June 23, 2014, at 6:00 p.m. to consider the adoption of the following ordinances:

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, BY THE AMENDMENT OF SECTION 74-202 OF ARTICLE VII, "CIGARETTE TAX " IN CHAPTER 72, "TAXATION" IN ORDER TO INCREASE THE TAX RATE ON THE SALE OR USE OF CIGARETTES.

The proposed tax rate is thirty-five cents (\$0.35) per pack of cigarettes.

AN ORDINANCE AMENDING THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA, AS AMENDED, BY THE AMENDMENT OF SECTION 74-205 OF ARTICLE VII, "CIGARETTE TAX " IN CHAPTER 72, "TAXATION" IN ORDER TO REDUCE THE DISCOUNT TO CIGARETTE DEALERS FOR THE COST OF AFFIXING CIGARETTE STAMPS ON PACKS OF CIGARETTES.

The proposed reduction is from eight percent to six percent of the denominational or face value of the cigarette stamps.

Any person desiring to be heard in favor of or in opposition to or to express his or her views with respect to the aforesaid Ordinances may appear at the hearing and be heard. The full text of the Ordinance is available for inspection in the town offices, 911 S. Church Street, Smithfield, Virginia 23430.

TOWN OF SMITHFIELD, VIRGINIA

By: Lesley G. King, Clerk

Publish: June 18, 2014

Parks and Recreation Committee Report

June 2014

Event Listing (since last committee meetings)

OTP	Day	Date	Event Type	Location
	Mon	May 19	Committee Meetings	Smithfield Center
	Tue	May 20	Committee Meetings	Smithfield Center
	Wed	May 21	Senior Fish Fry	Smithfield Center
	Thu	May 22	WCFB Meeting	Smithfield Center
	Sat	May 24	Wedding Reception	Smithfield Center
			Wedding & Reception	Windsor Castle Riverfront
			Smithfield Challenge Bike Ride	Windsor Castle Courtyard
			Boater Safety Day	Windsor Castle Kayak Launch
	Sun	May 25	Wedding & Reception	Smithfield Center
	Mon	May 26	Memorial Day Service	Veterans Memorial
	Tue	May 27	Relay for Life Survivors Banquet	Smithfield Center
	Wed	May 28	Department Head Staff Meeting	Smithfield Center
			Intergovernmental Meeting	Smithfield Center
	Thu	May 29	Military Retirement Luncheon	Smithfield Center
	Sat	May 31	Wedding Ceremony	Memorial Lawn
			Reception	Smithfield Center
			Wedding & Reception	Windsor Castle Riverfront
	Sun	Jun 1	Wedding & Reception	Smithfield Center
	Tue	Jun 3	WCFB Meeting	Smithfield Center
			Town Council	Smithfield Center
OTP	Wed	Jun 4	Business Appreciation Luncheon	Smithfield Center
	Fri	Jun 6	Birthday Party	Smithfield Center
	Sat	Jun 7	Wedding Reception	Smithfield Center
	Sun	Jun 8	Wedding Reception	Smithfield Center
	Tue	Jun 10	Planning Commission	Smithfield Center
	Wed	Jun 11	Department Head Staffing	Smithfield Center
	Fri	Jun 13	Wedding & Reception	Smithfield Center
	Sat	Jun 14	Wedding & Reception	Smithfield Center
			Wedding & Reception	Windsor Castle Riverfront
	Tue	Jun 17	Schoolhouse Meeting	Smithfield Center
			Crimeline Meeting	Smithfield Center
			BHA&R	Smithfield Center
	Wed	Jun 18	WCFB Meeting	Smithfield Center
	Thu	Jun 19	WCFB Meeting	Smithfield Center
	Sat	Jun 21	Wedding & Reception	Smithfield Center
	Sun	Jun 22	Wedding & Reception	Smithfield Center

Upcoming Events to Note				
Day	Date	Event Type	Location	
Sat	Jun 28	Olden Days	Main Street	
Thu	Jul 3	Fireworks	Clontz Park	
Sun	Jul 13	Celerity Cycling Time Trials	Smithfield Center	

Parks and Recreation Committee Report

June 2014

- We have completed the April through June wedding season at our outdoor site, the Windsor Castle Riverfront. The next event at this site will be a wedding ceremony only on August 2nd and then the September through October season will start with a wedding & reception on August 31st.

Programming

Kayak Rentals at Windsor Castle Park

2014 Season Saturday, May 3rd-Sunday, September 28th
Saturday and Sunday 9 AM-5 PM each day (last kayak out at 5 PM)

Rental revenue is based on a fleet of 6 boats that are kept at the site.

2013 Season					
Total Revenue	\$ 7674.77	Kayak Staff Hours	\$ 3868.00	Net	\$ 3806.67

2014 Season	
May 3 rd - 4 th	\$ 80.94
May 10 th -11 th	\$ 172.82
May 17 th -18 th	\$ 170.00
May 24-25 th	\$ 430.00
May 31 st -Jun 1 st	\$ 180.00
Jun 7 th -8 th	\$ 160.00
Jun 14 th -15 th	\$ 370.00
Total	\$1563.76
Staff Hours Paid	\$ 750

Station Bridge

Period Analyzed: Friday 06 June 2014 to Monday 16 June 2014

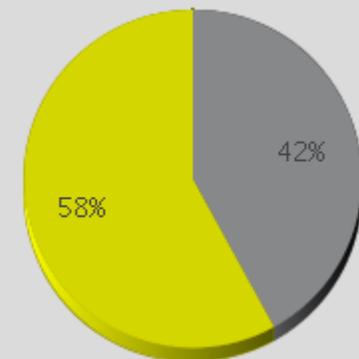


Key Figures

- Total Traffic for the Period Analyzed: 3,068
- Daily Average : 307
- Busiest Day of the Week : Sunday
- Busiest Days of the Period Analyzed:
 1. Sunday 15 June 2014 (577)
 2. Saturday 14 June 2014 (392)
 3. Saturday 07 June 2014 (387)
- Distribution by Direction:

■ Station Bridge_IN : 58%

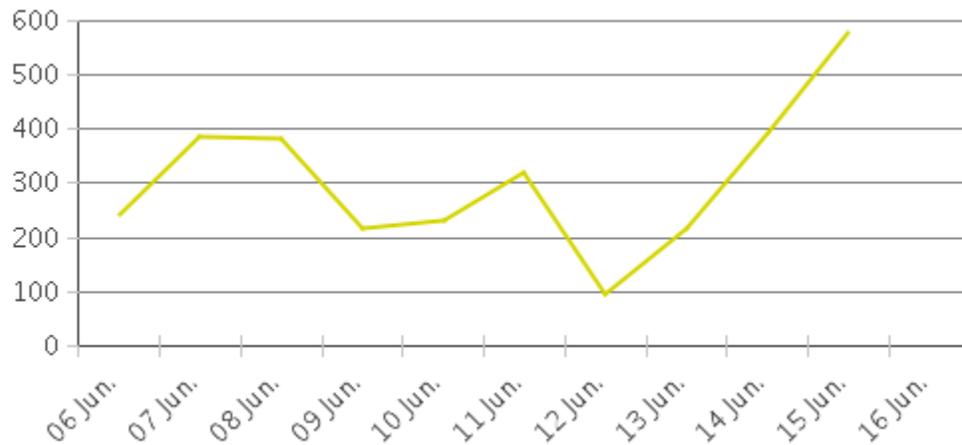
■ Station Bridge_OUT : 42%



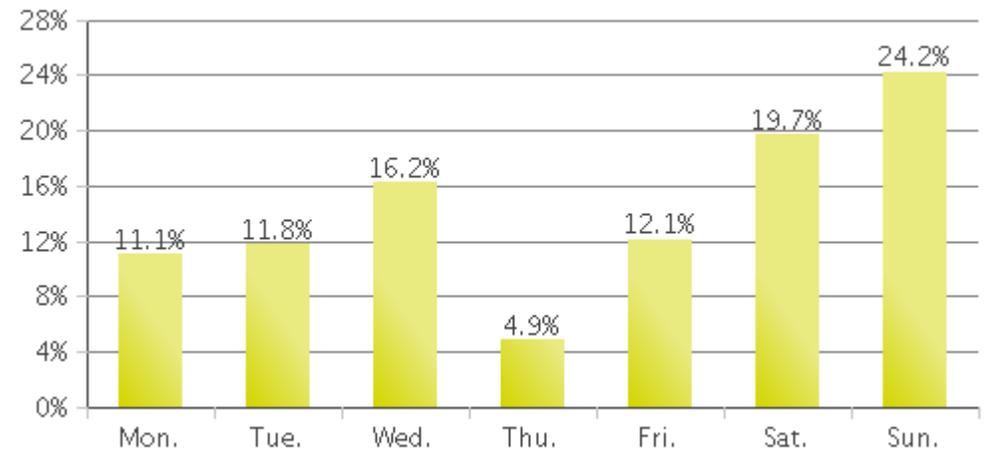
Station Bridge

Period Analyzed: Friday 06 June 2014 to Monday 16 June 2014

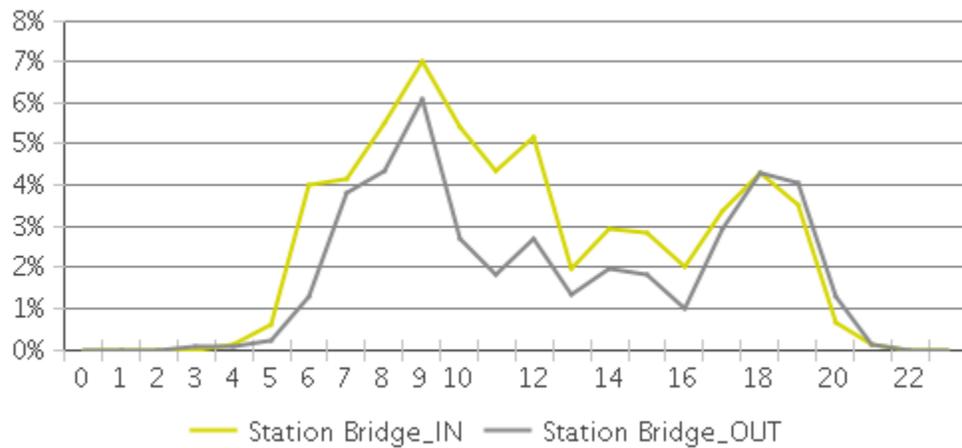
Daily Data



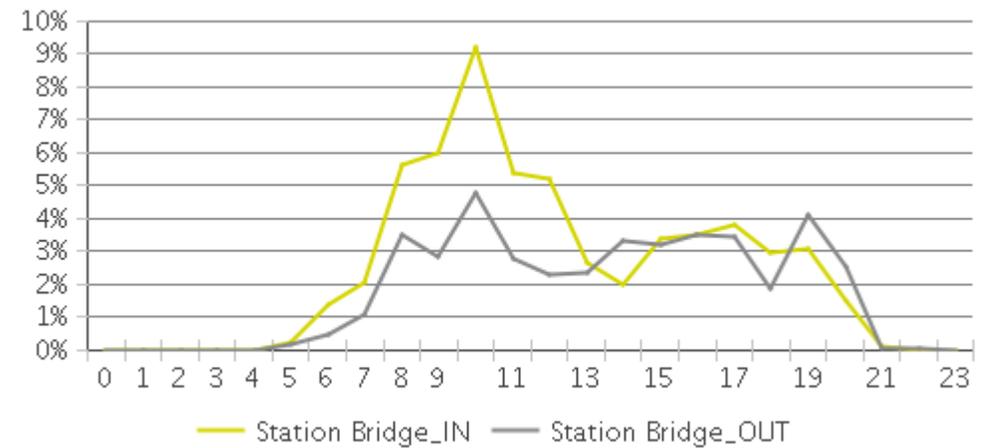
Weekly Profile



Hourly Profile during Weekdays



Hourly Profile during the Weekend

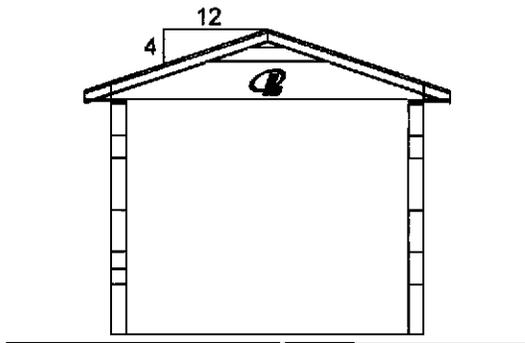


Kayak Launch

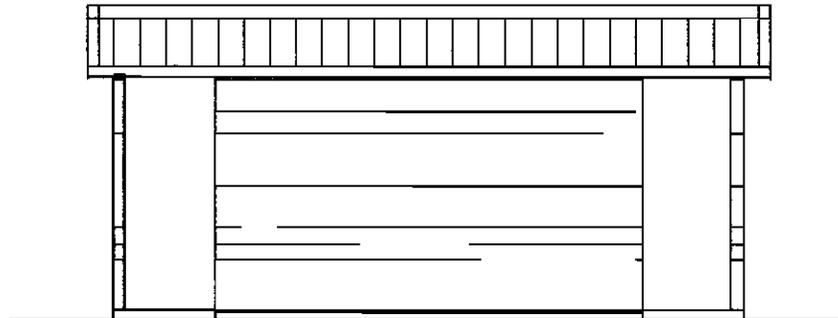
Period Analyzed: Saturday, June 7
Sunday, June 8
Saturday, June 14
Sunday, June 15

	People using Trail	People Using Kayak Launch (does not include kayak rentals)
Saturday, June 7	109	34
Sunday, June 8	75	28
Saturday, June 14	106	15
Sunday, June 15	104	9

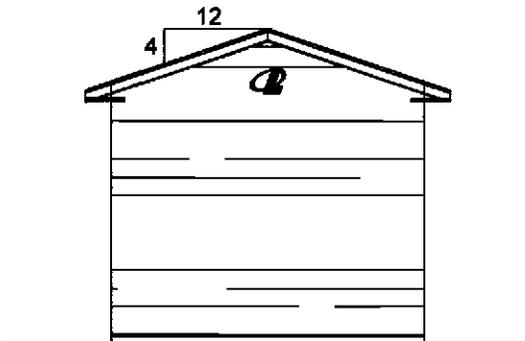
*Observations recorded between 9 AM and 5 PM
each day by kayak rental clerk*



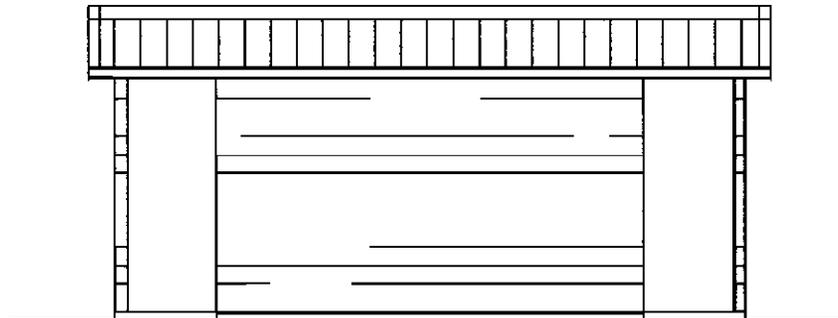
ENDWALL 1



SIDEWALL 1



ENDWALL 2



SIDEWALL 2



DEALER INFO.

M.G. Smith Building Co. Inc.
PO Box 1057
Suffolk, VA 23439

CUSTOMER INFO.

Lester Building Systems
1111 2nd Ave Ssss
Lester Prairie, MN 55354

BUILDING DESCRIPTION

12'-0"x24'-1"x9'-0"
U1C
QP052214

Customer Approval

(Initials)

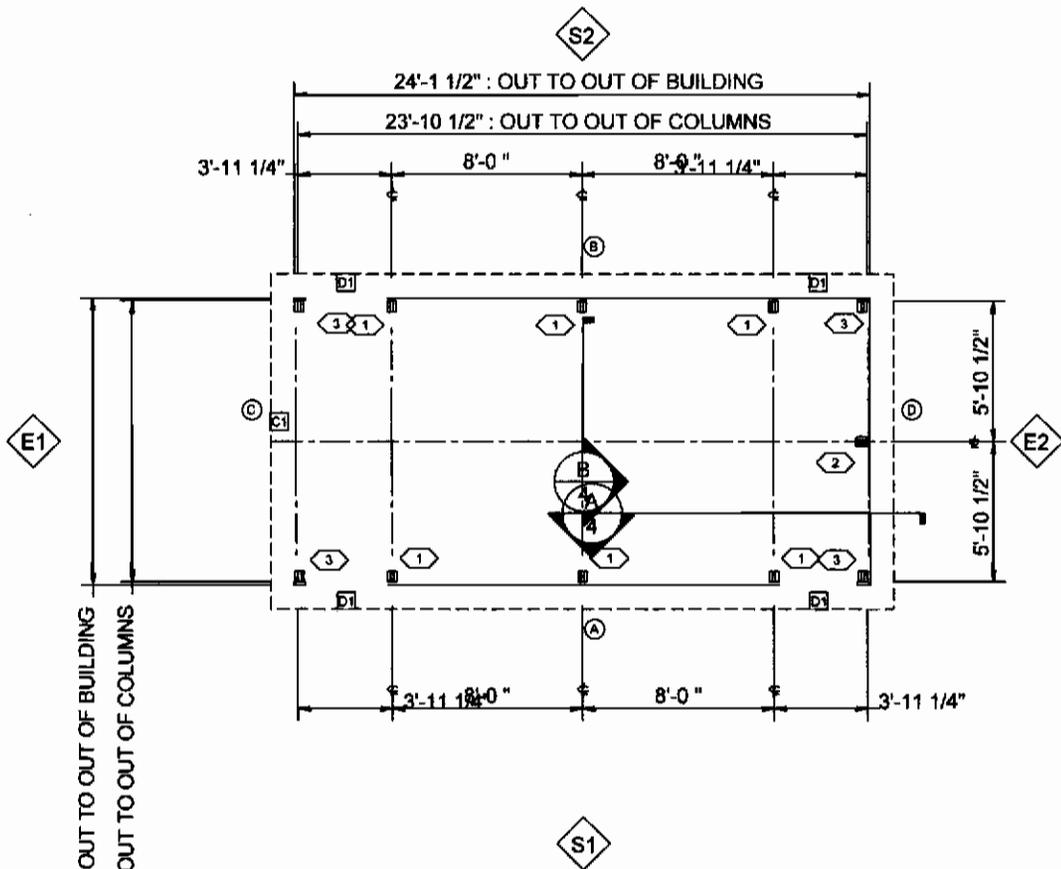
DATE: 8/19/2014

PROJ: 145A-15379-00-00

PROPOSAL DRAWINGS ONLY

Not Intended for Construction Purposes

* Not To Scale *



12'-0" : OUT TO OUT OF BUILDING
 11'-9" : OUT TO OUT OF COLUMNS

OPENING SCHEDULE

ID	MODEL	COLOR	NOMINAL	TROUGH	FRAME	FINISH
C1	CUSTOM SIZE CLEAR OPENING	INA	144x108	130x108		
D1	CUSTOM SIZE CLEAR OPENING	INA	48x108	42x108.675		

COLUMN SCHEDULE

COLUMN		FOOTING			ANCHOR						
ID	PART	SHAPE	LENGTH	BASE	SIZE	TYPE	YDS/BQS	DET	TYPE	BR/RS/TS	DET
1	551156	FS995	18'-0"	-32	4x17	PRECAST	0	EF201	BLOCK	0	EF211
2	892218	FE895	18'-0"	-32	4x17	PRECAST	0	EF201	BLOCK	0	EF211
3	CD04	FE895	18'-0"	-32	4x17	PRECAST	0	EF201	BLOCK	0	EF211

Floor Plan



DEALER INFO.
 M.G. Smith Building Co. Inc.
 PO Box 1057
 Suffolk, VA 23439

CUSTOMER INFO.
 Lester Building Systems
 1111 2nd Ave Ssss
 Lester Prairie, MN 55354

BUILDING DESCRIPTION
 12'-0"x24'-1"x9'-0"
 U1C
 QP052214

Customer Approval

(Initials)
 DATE: 6/19/2014

PROJ: 145A-15379-00-00

PROPOSAL DRAWINGS ONLY
Not intended for Construction Purposes
* Not To Scale *



Price Recap

Printed: 06/19/2014 12:58:59 PM

Project: 145A-15379-00-00
 Description: Kayak Shop
 Dealer: M.G. Smith Building Co. Inc.
 Customer: John Doe

Version: 184
 BOM Version: 1.50.184
 Plant: Clear Brook
 Price File: QP052214

Lester Components

	Dealer Cost	MSP	Retail	Total Margin (\$)	Total Margin (%)
Lester Material	\$ 4,031.60	\$ 4,031.60	\$ 4,434.76	\$ 403.16	9.09%
Less:Discount/Promotion	\$ -	\$ -	\$ -		
Fees	\$ 450.00	\$ 450.00	\$ 450.00		
Freight	\$ 629.50	\$ 629.50	\$ 629.50		
Taxes	\$ 272.13	\$ 272.13	\$ 272.13		
Lester Components SubTotal	\$ 5,383.23	\$ 5,383.23	\$ 5,786.39	\$ 403.16	6.97%

Dealer Components

	Dealer Cost	MSP	Retail	Margin (\$)	Margin (%)
Labor: Lester Material	\$ -	\$ -	\$ -	\$ -	0.00%
Dealer Components SubTotal	\$ -	\$ -	\$ -	\$ -	#DIV/0!

Project Totals \$ 5,383.23 \$ 5,383.23 \$ 5,786.39 \$ 403.16 6.97%

Contract Price \$ 5,786.39 \$ 403.16 ~~6.97%~~

Remit Payments To:

Down Payment: \$403.16

Lester Building Systems, LLC
 NW 6175
 PO Box 1450
 Minneapolis, MN 55485-6175



Pricing Details

Project: 145A-15379-00-00
Description: Kayak Shop

Printed: 06/19/14 at 01:00 PM
Version: 1.50.184
BOM Version: 184
Plant: 103
Price File: QP052214

Dealer: M.G. Smith Building Co. Inc.
4394 Lake Prince Drive
Suffolk, VA 23434

Day Phone: 757-255-4122
Fax: 757-255-0204

Customer: John Doe
1111 2nd Ave Ssss
Lester Prairie, MN 55354

Part Num	Description	Qty.	UM	Dealer Cost Prices		Min Sell Prices		Retail Prices		Labor Hours	
				Unit	Extended	Unit	Extended	Unit	Extended	Unit	Extended
Configured Components											
	Roof System	1.00	EA	\$1,587.21	\$1,587.21	\$1,587.21	\$1,587.21	\$1,745.93	\$1,745.93	15.875	15.875
	Wall System	1.00	EA	\$1,735.47	\$1,735.47	\$1,735.47	\$1,735.47	\$1,909.02	\$1,909.02	17.040	17.040
	OPNG A: 3 x 6.67 WalkDoor	1.00	EA	\$410.69	\$410.69	\$410.69	\$410.69	\$451.76	\$451.76	1.412	1.412
	OPNG B: 4 x 3 Window	1.00	EA	\$211.73	\$211.73	\$211.73	\$211.73	\$232.90	\$232.90	1.160	1.160
	OPNG C: 12 x 9 ClearOpening	1.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.001	0.001
	OPNG D: 4 x 9 ClearOpening	4.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.001	0.004
	General Bldg Labor	1.00	EA	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	34.705	34.705
Dealer Priced Components											
959912	29 GA. G90 UNI-RIB GALV ROOF	346.00	sf	\$0.82	\$283.72	\$0.82	\$283.72	\$0.90	\$312.09	0.006	2.076
959910	29 GA. G60 UNI-RIB SMP (CLR) ROOF	-346.00	sf	\$0.93	-\$321.78	\$0.93	-\$321.78	\$1.02	-\$353.96	0.006	-2.076
918798	DRIPSTOP FLEECE MOISTURE CONTROL PER :	346.00	sf	\$0.36	\$124.56	\$0.38	\$124.56	\$0.40	\$137.02	0.000	0.000
Project Totals					\$4,031.60		\$4,031.60		\$4,434.76		70.20

Proposed Rate Increases for the Smithfield Center Venue

March through November

Standard Rate

Day of Week	Current Price	Increase of	Suggested Price	Average Rate of Other Venues**
Saturday	\$ 1400	\$ 400	\$ 1800	\$ 3433
Friday or Sunday	\$ 1200	\$ 600	\$ 1800	\$ 3000
Weekday- Monday through Thursday	\$ 600	\$ 0	\$ 600	\$ 1566

*Resident Rate **

Day of Week	Current Price	Increase of	Suggested Price
Saturday	\$ 1200	\$ 200	\$ 1400
Friday or Sunday	\$ 1000	\$ 400	\$ 1400
Weekday- Monday through Thursday	\$ 600	\$ 0	\$ 600

December through February

Standard Rate

Day of Week	Current Price	Decrease of	Suggested Price	Average Rate of Other Venues**
Saturday	\$ 1400	\$ 500	\$ 900	\$ 3000
Friday or Sunday	\$ 1200	\$ 300	\$ 900	\$ 2666
Weekday- Monday through Thursday	\$ 600	\$ 0	\$ 600	\$ 1566

*Resident Rate **

Day of Week	Current Price	Decrease of	Suggested Price
Saturday	\$ 1200	\$ 500	\$ 700
Friday or Sunday	\$ 1000	\$ 300	\$ 700
Weekday- Monday through Thursday	\$ 600	\$ 0	\$ 600

*Our current policy states that resident rate can be applied if bride, groom or parent of either resides in Isle of Wight County. I would like to make the resident rate apply only if bride or groom resides in Isle of Wight and the bride or groom must complete the rental contract.

Proposed Rate Increases for the Smithfield Center Venue

Average Rate taken from the following facilities

- Norfolk Botanical Garden, Norfolk
- Mariners Museum, Norfolk
- Planters Club, Suffolk

<i>April through October</i>				
Day of Week	Norfolk Botanical Garden – Rose Garden Hall	Mariners Museum	Planters Club	Average Rate
Saturday	\$ 4400	\$ 3500	\$ 2400	\$ 3433
Friday or Sunday	\$ 3100	\$ 3500	\$ 2400	\$ 3000
Weekday- Monday through Thursday	\$ 1300	\$ 1800	\$ 1600	\$ 1566
<i>November through March</i>				
Day of Week	Norfolk Botanical Garden – Rose Garden Hall	Mariners Museum	Planters Club	Average Rate
Saturday	\$ 3100	\$ 3500	\$ 2400	\$ 3000
Friday or Sunday	\$ 2100	\$ 3500	\$ 2400	\$ 2666
Weekday- Monday through Thursday	\$ 1300	\$ 1800	\$ 1600	\$ 1566

What do clients get for their money...a lot

Flexible times for event. Most venues are restricted to not allowing setup until 3 PM or after. The Center offers purchasing of extra hours if you would like to start setup in the morning.

Our venue is deep cleaned between every event-floors mopped, tables wiped down etc.

The furniture set the client requests is in place when their time starts.

Items included in price:

- 400 Chairs
- 43 60" round tables
- 38 6' rectangle tables
- 8 36" cocktail tables
- Portable Bar
- 2 Large Keg Coolers
- *Computer Video and Audio Projection*
- *Audio for Microphones and Speaking Podiums*
- Warming Kitchen-includes Warmer, Ice Maker, 2 Fridges and Countertop Prep Space

Proposed Rate Increases for the Smithfield Center Venue

Reasons for requesting an increase in rates

1. Our value does not match our pricing. We consistently hear from clients and vendors how unbelievably low our prices are in comparison to other venues. Our space is beautiful, accessible, and flexible. Other local venues may have some of these features but they cost more than double than the Center. In studying pricing strategies, a price increase would actually improve our image as a contender in the local wedding market.
2. It has been a goal of mine since becoming director to get the Center revenue closer to its operating expenses. The price increase will narrow the difference between revenue and expenses considerably. We will likely always need to be subsidized by the meals tax because our mission includes serving the community of Smithfield and Isle of Wight by being available for public forums, town meetings and community events. The price increase will help to free up some of the meals tax revenue for other things in our community, such as our parks.

Operating Expenses	Current Revenue	Revenue with Proposed Increase
\$431,720	\$155,000	\$196,000

Proposed Rate Increases for the Park User Fees

Park User Fee for the Courtyard Area (grassy area in front of the Main Parking area)

Current Fee Structure		
	Standard	Resident
1 - 100 people	\$35	\$25
100 - 200 people	\$60	\$50
200 - 300 people	\$85	\$75
300 - 500 max	\$120	\$100

Proposed Fee Structure		
	Standard	Resident
1 - 100 people	\$ 2 per person fee	\$ 1 per person fee
100 - 200 people	\$ 2 per person fee	\$ 1 per person fee
200 - 300 people	\$ 2 per person fee	\$ 1 per person fee
300 - 500 max	\$ 2 per person fee	\$ 1 per person fee



**Town of Smithfield
Special Event Application for**

Office Use			
SE Comm Date	6-11-14		
TC-Parks Comm		Approval Sent	6-12-14
June 14 - November 14, 2014			
Equipment - storage - all equip will be brought to site			
Location of class - Main Parking			
equipment will consist of weighted ropes, hand weights, mat			

Event Type	Day of Week	Times	Proposed Location
Boot Camp Fitness	Sat	9:00 - 10:30 am	Windsor Castle Park
Morning Yoga	Tues + Thurs	6am - 7am	Windsor Castle Park

Event Organizer (Group Name)		Fortified Fitness, LLC	
Website		www.facebook.com / FortifiedFitnessVA	
Group Contacts			
Name	Andre Moore	Cell Phone	435-850-8733
Name		Cell Phone	
Email	fortifiedfitnessllc@gmail.com		
Email			

Description of Event			
Fitness / Group Exercise classes for the community of greater smithfield.			
Average Cost Per Person	\$10.00	Participants will be <input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both	
Expected Attendance	25-30	Largest Attendance Per Session	50
What is your plan in the event of bad weather-cancel, reschedule?			Cancel for the day
Certificate of insurance for \$1,000,000 is required			
Name of Insurance Liability Carrier		Philadelphia Insurance Companies	
Insurance Company Address		One Bala Plaza, Suite 100, Bala Cynwyd, Pennsylvania 19004	
Insurance Company Phone Number	610 617 7900	Policy Number	PHPK1183016-000

Policies

1. Approval of this application expires after 6 months from the day it is issued. After that time, the applicant may reapply if interested in continuing the program/classes.
2. The Town reserves the right terminate the permit if there are complaints from participants or the group organizer has misrepresented himself/herself in any way.
3. The group organizer holds the right to terminate the program/classes but is asked to notify the town so any promotional materials on our website or social media may be removed.

I will comply with the policies and procedures governing conducting a recurring event in the Town of Smithfield.

Event Organizer's Signature	<i>Andre D Moore</i>	Date	6/2/2014
Print Name	ANDRE D MOORE		

Attach the following:

Flyers or any promotional materials about event or organization	
Example of Participant Release/ Waiver	
Language on this document must include-	
+ I understand that the program may take place within the Windsor Castle Park, which is a public park owned by the Town of Smithfield and available to the public for recreation activities. I agree to hold the Town of Smithfield harmless from the actions or omissions of the (group name) or other program participants and any injury I may suffer as a result of my participation in the program.	
+ Smithfield Business License (group organizer must obtain a business license from the Town of Smithfield in order to operate and accept payment within town limits)	

Fortified Fitness, LLC Liability Waiver/Informed Consent Form

Fortified Fitness, LLC

Town of Smithfield

I, _____, have voluntarily enrolled in a fitness program offered through Fortified Fitness, LLC. I recognize that the program may involve strenuous physical activity including, but not limited to, muscle strength and endurance training, cardiovascular conditioning and training, and other various fitness activities.

I hereby affirm that I am in good physical condition and do not suffer from any known disability or condition which would prevent or limit my participation in this exercise program. I have been advised that an examination by a physician should be obtained by anyone prior to commencing a fitness and/or exercise program, or initiating a substantial change in the amount of regular physical activity performed. If I have chosen not to obtain a physician's consent prior to beginning this fitness program, I hereby agree that I am doing so solely at my own risk. I understand that it is my sole responsibility to participate in exercises that are appropriate for the current status of my health. If I have any questions or concerns about whether or not a particular activity is appropriate to my current health status, I understand it is my responsibility to ask my doctor if this activity is appropriate before I participate in such activity.

I understand that this program is not medically supervised, and exercise activities are led by Fortified Fitness, LLC Staff Instructors who are not employees or agents of the Town of Smithfield. **I understand that the program may take place within the Windsor Castle Park, which is a public park owned by the Town of Smithfield and available to the public for recreation activities. I agree to hold the Town of Smithfield harmless from the actions or omissions of the Fortified Fitness Staff Instructors or other program participants and any injury I may suffer as a result of my participation in the program.**

I understand that Fortified Fitness may, in its sole discretion and at any time, revoke my enrollment in the class or classes being offered.

I understand that any exercise or fitness activity involves a risk of injury, as well as abnormal changes in blood pressure, fainting, and a remote risk of heart attack, stroke, other serious disability or death. I am accepting such risks and volunteering to participate with full understanding of the dangers involved. In consideration of my participation in this program, I, _____, hereby waive and release Fortified Fitness, LLC and the Town of Smithfield and its successors and assigns, from any and all claims, costs, liability and expense for any injury, loss or damage whether known, anticipated or unanticipated arising from my voluntary participation and enrollment.

I ACKNOWLEDGE THAT I HAVE THOROUGHLY READ THIS FORM IN ITS ENTIRETY AND FULLY UNDERSTAND IT. I UNDERSTAND THAT IT CONTAINS A RELEASE OF LIABILITY. BY SIGNING THIS DOCUMENT, I AM WAIVING CERTAIN RIGHTS I OR MY SUCCESSORS MIGHT HAVE TO BRING A LEGAL ACTION OR ASSERT A CLAIM AGAINST FORTIFIED FITNESS, LLC OR THE TOWN OF SMITHFIELD.

(Participant Signature)

(Date)

TOWN OF SMITHFIELD BUSINESS LICENSE FOR 20_____

P.O. BOX 246
SMITHFIELD, VIRGINIA 23431

LICENSE NO. _____

PHONE 757-365-4200

The undersigned applicant hereby applies for a license to conduct the following trade, occupation, profession, business and business transaction as listed:

Business Category (See back): _____ beginning _____ 20_____

Applicant: _____

Address: _____

Phone #: Work _____ Cell _____ E-Mail (Optional) _____

Trading as: _____

Fed I.D. or Social Security Number

Address of activity: _____

The trades, occupations, professions, business and business transactions for which a license is desired are indicated by the extension of taxes as follows:

	BASIS	TAX
Who was in business throughout 20_____		
Gross receipts or purchases for 20_____ (Applicant's records)	\$	\$
Who began after January 1, 20_____		
Estimated gross receipts or purchases for 20_____	\$	\$
Alcoholic Beverages	\$	\$
Total Taxes prescribed by Law		\$
Penalties		\$
Interest		\$
Total taxes, penalties, interest and fees		\$

OATH: I, the undersigned applicant, do swear (or affirm) that the foregoing figures and statements are true and correct to the best of my knowledge and belief.

SIGNATURE OF APPLICANT

TITLE

DATE _____, 20_____

SIGNATURE OF TREASURER'S OFFICE

MAIL ALL 3 COPIES BACK FOR SIGNATURE OF TREASURER'S OFFICE AND LICENSE NUMBER.

Amy Musick

From: Amy Musick
Sent: Thursday, June 12, 2014 9:27 AM
To: 'Fortified Fitness, LLC'
Subject: Special Event Application Approval

Dear Andre,

Your Special Event Application has been approved. Your special event permit is valid through 11/14/14. The Special Events Committee has determined that your park user fee will be \$ 1 per person per class. This payment will be due the 1st of each month and will vary depending on class attendance. Please forward your promotional materials to me when you have them ready and provide your schedule of classes so I can place them on the park calendar. Let me know if you have any questions.

Amy Murrill Musick
Director, Smithfield Center and Outdoor Venues
amusick@smithfieldva.gov
W 757-356-9939
F 757-365-4819

From: Fortified Fitness, LLC [mailto:fortifiedfitnessllc@gmail.com]
Sent: Wednesday, June 11, 2014 9:33 PM
To: Amy Musick
Subject: Re: waiver agreement

Great! Does my application have to go back in front of the board at this point?

On Jun 11, 2014 9:29 PM, "Amy Musick" <amusick@smithfieldva.gov> wrote:
The main parking area will work. Some Saturdays we do have events scheduled at that site throughout the year but I am sure we can make it work.

Amy Musick

On Jun 11, 2014, at 6:45 PM, "Fortified Fitness, LLC" <fortifiedfitnessllc@gmail.com> wrote:

Hello again Amy,

I took a drive over to the kayak launch area to get re-familiar. It appears that there wouldn't be enough field space for the boot-camp class there, but there is a large area around the main parking lot that would be perfect even though there is not a view of the water. Would this area be ok to use? Thanks again for all of your help.

Andre

On Wed, Jun 11, 2014 at 5:30 PM, Fortified Fitness, LLC <fortifiedfitnessllc@gmail.com> wrote:

Absolutely, I will remove any and all equipment after each class. I am sure I can make the area by the kayak launch work for the classes. It will be better to not have to plan around weddings and events and I really did want a view of the water to take class participants minds off of how hard they are working. :-)

On Wed, Jun 11, 2014 at 5:23 PM, Amy Musick <amusick@smithfieldva.gov> wrote:

And will all of the equipment be removed from the site after each class?

Location-This is often the area for wedding ceremonies. Usually chairs are placed there on Fridays for a Saturday wedding. Weddings are usually between 1 PM and 6 PM. The kayak launch is another area that offers views of the water. Are you familiar with that area?

Amy Murrill Musick

Director, Smithfield Center and Outdoor Venues

amusick@smithfieldva.gov

W 757-356-9939

F 757-365-4819

From: Fortified Fitness, LLC [mailto:fortifiedfitnessllc@gmail.com]

Sent: Wednesday, June 11, 2014 5:15 PM

To: Amy Musick

Subject: Re: FW: waiver agreement

Thank you for getting back to me. I currently do not use large tires but was hoping to add those to the program offering as it grows. Other than that there would be hand weights, weighted ropes, cones, exercise mats...small pieces such as those. I was hoping to use the lower area near the fishing pier and water. So not between the barns but where the stage area was during the wine and brew fest. Is this area off limits as well? Thanks.

Andre

On Wed, Jun 11, 2014 at 5:04 PM, Amy Musick <amusick@smithfieldva.gov> wrote:

The committee had two more questions:

Will there be any equipment used for the classes? Some classes use large tires or other similar things for strength training?

What part of the park do you plan to do the bootcamp and the yoga? We often have weddings at the area by the Manor House and barns and we would not want to have classes taking place at this area.

Amy Murrill Musick

Director, Smithfield Center and Outdoor Venues

amusick@smithfieldva.gov

W 757-356-9939

F 757-365-4819

From: Fortified Fitness, LLC [mailto:fortifiedfitnessllc@gmail.com]
Sent: Wednesday, June 11, 2014 4:38 PM
To: Amy Musick
Subject: Re: FW: waiver agreement

Good Afternoon Amy,

I wanted to touch base to see what the results of the meeting were today regarding my permit? Thanks for your time. I look forward to hearing from you.

Sincerely,

Andre Moore

On Fri, May 30, 2014 at 2:45 PM, Amy Musick <amusick@smithfieldva.gov> wrote:

Good Afternoon Andre,

Attached is the Special Event Application for Permit for Programs/Classes. Please complete the application by typing in your responses. You may return it to me by email or fax.

Our town attorney made some revisions to your waiver and that is attached as well.

Amy Murrill Musick

Director, Smithfield Center and Outdoor Venues

amusick@smithfieldva.gov

W 757-356-9939

F 757-365-4819

The information in this e-mail (including attachments, if any) is considered confidential and is intended only for the recipient(s) listed above. Any review, use, disclosure, distribution or copying of this e-mail is prohibited except by or on behalf of the intended recipient. If you have received this email in error, please notify me immediately by reply e-mail, delete this e-mail, and do not disclose its contents to anyone. Any opinions expressed in this e-mail are those of the individual and not necessarily of the The Town of Smithfield Virginia . Thank you. IT

*Emails sent through LinkedIn or Constant contact may Not make it to the person you are trying to reach, as those emails will have different MIME From: and SMTP From: addresses, common to Spam Senders.

The information in this e-mail (including attachments, if any) is considered confidential and is intended only for the recipient(s) listed above. Any review, use, disclosure, distribution or copying of this e-mail is prohibited except by or on behalf of the intended recipient. If you have received this email in error, please notify me immediately by reply e-mail, delete this e-mail, and do not disclose its contents to anyone. Any opinions expressed in this e-mail are those of the individual and not necessarily of the The Town of Smithfield Virginia . Thank you. IT

*Emails sent through LinkedIn or Constant contact may Not make it to the person you are trying to reach, as those emails will have different MIME From: and SMTP From: addresses, common to Spam Senders.

The information in this e-mail (including attachments, if any) is considered confidential and is intended only for the recipient(s) listed above. Any review, use, disclosure, distribution or copying of this e-mail is prohibited except by or on behalf of the intended recipient. If you have received this email in error, please notify me immediately by reply e-mail, delete this e-mail, and do not disclose its contents to anyone. Any opinions expressed in this e-mail are those of the individual and not necessarily of the The Town of Smithfield Virginia . Thank you. IT

*Emails sent through LinkedIn or Constant contact may Not make it to the person you are trying to reach, as those emails will have different MIME From: and SMTP From: addresses, common to Spam Senders.

BOOTCAMP

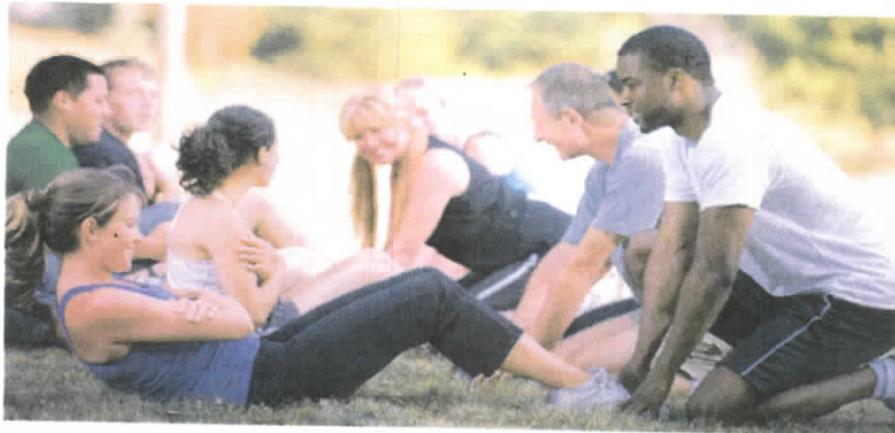
A mix traditional calisthenic and body weight exercise with interval training and strength training in a group setting. Bring plenty of water and determination for this fun, high intensity workout.

When: Saturdays @ 9 am

Where: Windsor Castle Park (meet in main parking lot)

For: Adults 18 and up

Cost: \$10 per class/\$32 for 4 classes



www.facebook.com/fortifiedfitnessva
Contact: Andre Moore (435) 850-8733



Amy Musick

From: Fortified Fitness, LLC <fortifiedfitnessllc@gmail.com>
Sent: Thursday, June 12, 2014 10:06 AM
To: Amy Musick
Subject: Re: Special Event Application Approval
Attachments: Bootcamp flyer.doc

Amy,

Thank you so much! Is there a physical copy of the permit that I need to pick up for my records? I have attached a copy of the boot camp flyer. I plan on having Boot camp class on the following dates:

6/14, 6/21, 6/28, 7/12, 7/19, 7/26, 8/2, 8/9, 8/16, 8/23, 9/6, 9/13, 9/20, 9/27, 10/4, 10/11, 10/18, 10/25, 11/1 & 11/8

I will get back to you as to when I will start yoga classes.

Will i need to report attendance numbers to you weekly or how will that work? Thanks again for all of your help.

Sincerely,

Andre` Moore, MS Ed
Owner
Fortified Fitness, LLC
(435) 850-8733

On Thu, Jun 12, 2014 at 9:27 AM, Amy Musick <amusick@smithfieldva.gov> wrote:

Dear Andre,

Your Special Event Application has been approved. Your special event permit is valid through 11/14/14. The Special Events Committee has determined that your park user fee will be \$ 1 per person per class. This payment will be due the 1st of each month and will vary depending on class attendance. Please forward your promotional materials to me when you have them ready and provide your schedule of classes so I can place them on the park calendar. Let me know if you have any questions.

Amy Murrill Musick

Director, Smithfield Center and Outdoor Venues

amusick@smithfieldva.gov



Office Use			
TC-Parks Comm		Approval Sent	

**Town of Smithfield
Application for Windsor Castle Park Volunteer Groups/ Advisory Committees**

Group Name					
Website					
Group Contacts					
Name		Cell Phone		Email	
Name		Cell Phone		Email	

Participants will be <input type="checkbox"/> youth <input type="checkbox"/> adults <input type="checkbox"/> both					
Estimated Group Size					
Does this group maintain an insurance policy? If yes, complete the following:					
Name of Insurance Liability Carrier					
Insurance Company Address					
Insurance Company Phone Number			Policy Number		

Policies

1. Approval of this application expires 12 months from the date it is issued. After that time, the applicant may reapply if interested in continuing service.
2. The Town reserves the right revoke the approval if there are complaints about the group or the group organizer has misrepresented himself/herself in any way.
3. All proposed projects must be submitted to the Smithfield Town Council Parks and Recreation Committee through the Park Project Application. Certain projects may require supervision from town staff and will have to be scheduled accordingly.
4. Groups performing volunteer service work at the park shall have all participants complete a release form which includes verbiage below.
5. If application is approved, the town agrees to list the group and contact information on the Windsor Castle Park website.

I will comply with the above policies and procedures.

Group Organizer's Signature		Date	
Print Name			

Attach the following:

	<p>Example of Participant Release/ Waiver Language on this document must include- I understand that this group may complete service projects within the Windsor Castle Park, which is a public park owned by the Town of Smithfield and available to the public for recreation activities. I agree to hold the Town of Smithfield harmless from the actions or omissions of the (group name) or other volunteers and any injury I may suffer as a result of my participation as a volunteer.</p>
	Proof of Insurance

Wharf Hill Parking

Request: To return angled parking to Upper Wharf Hill and to implement 2-Hour Parking (Upper and Lower W.H.)

Rationale:

1. Returning to angled parking will promote parking safety and increase the number of parking spaces from 17 to 21.
2. Implementing 2-Hour Parking (8-5pm) will discourage all-day parking.

Angled Parking (Lower Wharf Hill)

- Current Spots: 8
- Length of 8 Parking Spots (along curb): 120'; **Length Per spot: 15'**
- Distance of painted lines into street (perpendicularly from curb): 12'6"
- Length of Painted Lines (18')

*Ford Ranger Pick Up Length= 17'

Parallel Parking: (Upper Wharf Hill)

- Current Spots: 9
- Length of 9 Spots (Along Curb): 198'; **Length per spot: 22'**

Main Street Width: Upper Wharf Hill (currently parallel)

- Curb-to-Curb Width (Driving Width): 32'6"
- **Proposed Angled Spot-to- Curb Width (Driving Width): 20'**

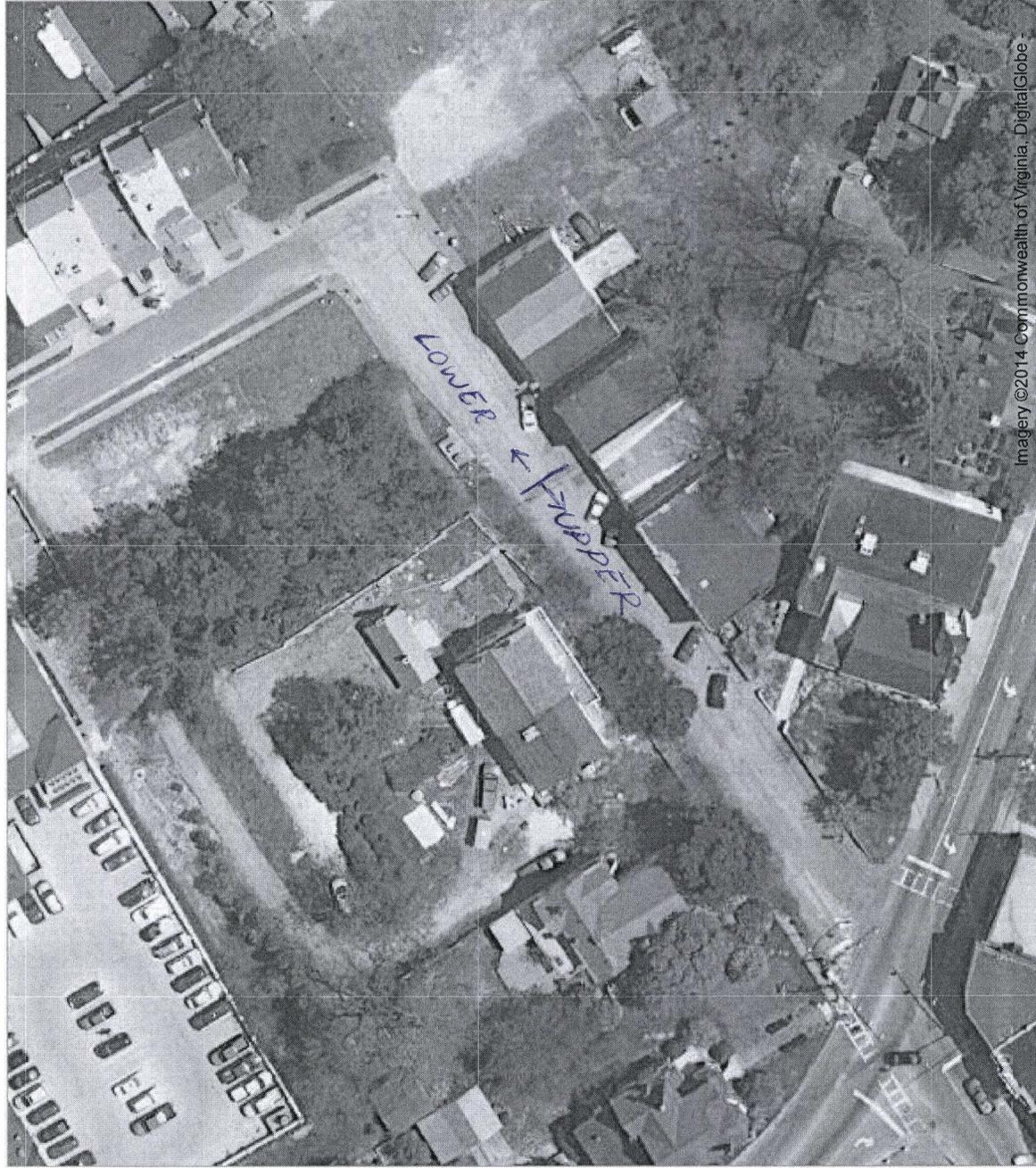
Current Total Parking Spots (Upper and Lower Wharf Hill): 17 Spots

Proposed Total Parking (All Angled): 21 Spots (Increase of 4 Parking Spots)

Prepared by Lee Duncan

To see all the details that are visible on the screen, use the "Print" link next to the map.

Google



Imagery ©2014 Commonwealth of Virginia, DigitalGlobe

Lesley King

From: William Hopkins
Sent: Wednesday, June 18, 2014 12:09 PM
To: Peter Stephenson
Cc: Lesley King
Subject: FW: Main Street Parking - Between Church St. and Commerce St.

This is for the committee agenda that you requested!

From: Jamie.Weist@kimley-horn.com [mailto:Jamie.Weist@kimley-horn.com]
Sent: Monday, June 16, 2014 9:42 AM
To: William Hopkins
Subject: Main Street Parking - Between Church St. and Commerce St.

Bill,

Per your request, I observed the existing parking layout on Main Street between the subject roadways today. Currently there is existing on-street parking along the southern boundary of this section of roadway, and the roadway is open to traffic in both directions. On the West end, the roadway is approximately 30' wide and parking is parallel type. On the East End, the roadway is wider, allowing for 45 degree angle parking.

The current parking layout is the most efficient way to provide parking along this street as long as it remains open to two way traffic. Minimum, safe lane travel on a two way street is 12' wide. Parallel parking requires a minimum of 8' wide by 22' long. Currently, this leaves 22' (11' each) for lane width on the most narrow portion of the roadway.

The only safe way to add parking to this roadway would be to make it a one way street and add parallel and/or angle parking on both sides of the roadway.

If you would like to discuss further, please do not hesitate to call me.

Jamie Weist, PE

Kimley»Horn

Jamie H. Weist, PE | Associate
Kimley-Horn | 501 Independence Pkwy, Suite 300, Chesapeake, VA 23320
Direct: 757 548 7387 | Mobile: 757 650 9624

Proud to be one of FORTUNE magazine's 100 Best Companies to Work For

PROJECT STATUS MAP

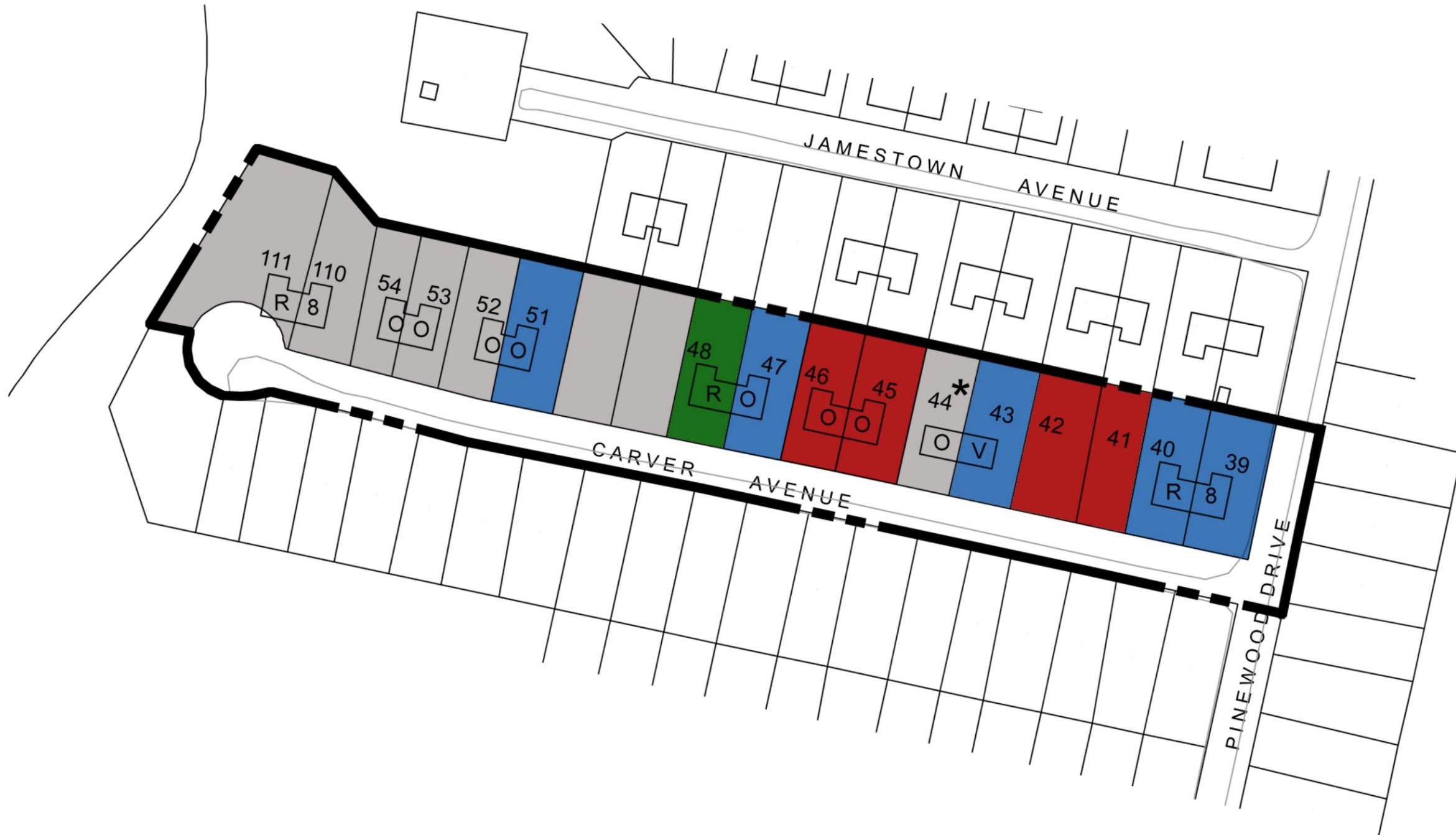
Pinewood Heights Phase II Redevelopment Project
Multi-Year 1
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

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



June, 2014

COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR JUNE 2014

Locality: Town of Smithfield Contract #: 11-10 MY1
Project Name: Pinewood Heights Phase II Contract Completion Date: 10/20/2014

Prepared by: Michael Paul Dodson, CFM
Date: 06/15/2014

FINANCIALS

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

CUMLATIVE CONSTRUCTION PROGRESS
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

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

When was the last Management Team meeting? 05/13/2014 Next meeting? 07/08/2014

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 demolition process for 45/46 Carver has started. The Town owns 43, 45, 46, and 51 Carver Street. 43 Carver Street is vacant and has been boarded/secured. The Town has received acceptance of its offers to buy 39, 40, 47 and 48 Carver Street. The tenants at 40 Carver have started relocation and one residents of the home has moved out. The final residents should be all out mid-June. 40 Carver is becoming a first time homeowner in Town. The tenants in 39 Carver are Section 8 and will be moved out by July 1st. The owners of 47 and 51 Carver are moving to new homes and closings are pending; it appears 47 Carver will close around June 20th. The tenants at 48 Carver Street are working with all parties to find a new home. 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 and moving families for all households has been a challenge however the process is moving forward. It will simply be getting the new homes ready and inspected so the residents can relocate into their new homes.

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 <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Appraisals Completed <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Review Appraisals Completed <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Offer to Purchase Letters Sent <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Offers Accepted <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Properties Closed On <u>3</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 51 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 <u>5</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	5) 39 Carver
Appraisals Completed <u>5</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	5) 39 Carver
Review Appraisals Completed <u>4</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	5) 39 Carver
Offer to Purchase Letters Sent <u>4</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	5) 39 Carver
Offers Accepted <u>4</u>				
1) 42 Carver	2) 43 Carver	3) 48 Carver	4) 40 Carver	5) 39 Carver
Properties Closed On <u>2</u>				
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 <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Income Verifications Completed <u>5</u>				
1) 41 Carver	2) 45 Carver	3) 46 Carver	4) 47 Carver	5) 51 Carver
Eligibility of Relocation Letters Sent <u>5</u>				

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

1) 48 Carver	2) 40 Carver
--------------	--------------

Comparable Units Found and Inspected 2

1) 48 Carver	2) 40 Carver
--------------	--------------

Households Relocated 1

1) 40 Carver

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

Section 8 Occupied Homes

1) 42 Carver	2) 43 Carver	3) 39 Carver
--------------	--------------	--------------

Household Surveys Completed 3

1) 42 Carver	2) 43 Carver	3) 39 Carver
--------------	--------------	--------------

Income Verifications Completed 2

1) 42 Carver	2) 43 Carver	3) 39 Carver
--------------	--------------	--------------

Eligibility of Relocation Letters Sent 2

1) 42 Carver	2) 43 Carver	3) 39 Carver
--------------	--------------	--------------

Comparable Units Found and Inspected 2

1) 42 Carver	2) 43 Carver	3) 39 Carver
--------------	--------------	--------------

Households Relocated 2

1) 42 Carver	2) 43 Carver
--------------	--------------

Demolition (Goal=10)

Units to be Demolished

1) 39 Carver	2) 40 Carver	3) 41 Carver	4) 42 Carver	5) 43 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
--------------	--------------

PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project
Multi-Year 2
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/IN PROCESS
-  DEMOLITION COMPLETE
-  PROPERTIES ACQUIRED IN MY1
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT



June, 2014

COMMUNITY PLANNING PARTNERS, INC.

MONTHLY PROGRESS REPORT FOR JUNE 2014

Locality: Town of Smithfield Contract #: 13-01 MY2
Project Name: Pinewood Heights Phase II Contract Completion Date: 08/27/2015

Prepared by: Michael Paul Dodson, CFM
Date: 06/15/2014

FINANCIALS

CDBG Contract Amount: \$375,280 Leverage Amount: \$589,894
CDBG Amount Expended: \$0 Leverage Amount Expended: \$0

CUMLATIVE CONSTRUCTION PROGRESS
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

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

When was the last Management Team meeting? 05/13/2014 Next meeting? 07/08/2014

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: Initial participation notices were mailed to all owners/tenants. Relocation Application Notice, title research requests, and appraisal 5-day notices have been mailed to all owner/tenants.

Are problems anticipated? None

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=4)

Owner Occupied Homes

1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver

Preliminary Acquisition Letters Sent 4

1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Tenant-Occupied Acquisition (Goal=2)

Tenant Occupied Homes

1) 110 Carver 2) 111 Carver

Preliminary Acquisition Letters Sent 2

1) 110 Carver 2) 111 Carver

Appraisals Completed 0

Review Appraisals Completed 0

Offer to Purchase Letters Sent 0

Offers Accepted 0

Properties Closed On 0

Owner-Occupied Relocation (Goal=4)

Owner Occupied Homes

1) 44 Carver 2) 52 Carver 3) 53 Carver 4) 54 Carver

Household Surveys Completed 2

1) 44 Carver 2) 53 Carver

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Market-Rate, Renter-Occupied Relocation (Goal=1)

Market-Rate Occupied Homes

1) 111 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Section 8, Renter-Occupied Relocation (Goal=1)

Section 8 Occupied Homes

1) 110 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

Demolition (Goal=6)

Units to be Demolished

1) 44 Carver

2) 52 Carver

3) 53 Carver

4) 54 Carver

5) 110 Carver

6) 111 Carver

Units that have been Demolished 0



Terence R. McAuliffe
Governor

Maurice A. Jones
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

William C. Shelton
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

June 10, 2014

Mr. Peter M. Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, Virginia 23431

RE: 2014 CDBG Planning Grants - Initial Response
Pinewood Heights Redevelopment Project, Phase III

Dear Mr. Stephenson:

We have reviewed the Town's request for CDBG Planning Grant assistance for the Pinewood Heights Redevelopment Project, Phase III. We are prepared to offer planning grant assistance for developing this project, which should address all remaining units in the Pinewood Heights neighborhood including all units currently designated as Phase IV. We have reserved \$3,000 in Planning Grant funding to reimburse the Town for completion of the following activities by July 29, 2014:

1. Completion of an initial public meeting

The Town must schedule a public meeting to give citizens an overview of the proposed project. Citizens must be informed about the Town's intentions to develop a plan for acquisition and relocation of the targeted homes within the proposed project area and to survey residents and/or potential beneficiaries to identify needs and income status. Citizens must also be informed of potential future activities under the Study, including additional public and management team meetings and completion of housing inspections and engineering assessments in the project area. The Town must disclose that future Planning Grant and Community Improvement Grant funding depends on completion of these initial activities. At this meeting, energized neighborhood leaders called "sparkplugs" must be identified and included as members of the management team.

2. Completion of an initial management team meeting

The Town must identify key stakeholders and secure their commitment in serving on a project management team. The management team must include, at a minimum, the Town Manager, the Isle of Wight County Administrator or designee, a representative from the Hampton Roads Planning District Commission, the local building official, a housing rehabilitation specialist, and at least two neighborhood representatives. The starting point for this management team can be the existing team from the Phase II project; however, you will need to make sure that the residents of Phase III are directly represented as well. At this initial meeting, management team

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www.dhcd.virginia.gov

members must help the Town to develop a plan for completing these initial Planning Grant activities.

3. Completion of preliminary housing assessment

The Town must evaluate the housing conditions within its proposed project area. The Town must complete, tabulate, and summarize a windshield survey to include assessments of all buildings (commercial, vacant, public facility, and so on) within the proposed project area. The Town must investigate other relevant sources of information on project area living conditions, such as reports by the local building official.

4. Completion of neighborhood surveys

The Town must complete a survey of the proposed project area to assess need and demand of the residents, and the income of the residents. The Town must survey ALL of the households in the project area to determine needs, qualification, and interest in participation. This survey should also inquire on the resident's desire to relocate and their preferences for the location of their new residences. The Town must analyze the results to ascertain the eligibility, need, and demand for the project and compile a written summary of survey results.

In addition to the survey of the residents of the neighborhood, the Town must identify the owners of the identified properties. The household surveys should identify owner occupied and rental homes and this step should verify the ownership status.

5. Draft of Request for Proposals for Consultants

The Town should draft appropriate Request for Proposals (RFP's) for procuring any assistance it intends to use in this project. This assistance would include Grant Management services and Rehab Specialist services. The Town must submit copies of the proposed procurement documents to DHCD. Alternatively, if the Town believes the procurement done on the previous phase was sufficient to allow the consultant to continue with this phase the Town should submit documentation. Please note the Town may not sign contracts or obligate any CDBG funds prior to the execution of the CDBG Planning Grant contract with DHCD.

6. Establishing control and prioritization of properties

The Town should specifically lay out what they are doing to keep new residents from moving in to homes that are vacated from the target project area. Is demolition of existing units happening? Does the Town have a model in place to discourage current owners from selling to other citizens? The Town must also identify how it will prioritize and choose which properties will be included in this phase.

7. Completion of a second management team meeting

The Town must schedule a meeting of the management team wherein members can review the results of the preliminary housing and infrastructure assessment and surveys to better define the project. At this meeting the Management Team must review the survey results to determine potential project activities and develop a plan of action.

These activities should identify and develop a plan for all remaining units in the Pinewood Heights neighborhood. Upon completion of these items, the Town must submit a summary of these assessments and meeting minutes to DHCD by the July 29, 2014 deadline noted above. The responses must be submitted online using the Agency's Centralized Application and Management System (CAMS). If you have questions about how to access or use CAMS, please get in touch. Once DHCD has received and reviewed your response detailing the results of the above steps, a determination will be made as to the viability of the proposed project and eligibility to continue. If the project is determined to be viable and

Mr. Peter M. Stephenson

June 10, 2014

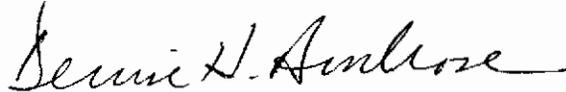
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eligible, DHCD will notify the Town and you will work with the assigned Community Development Specialist to conduct a Facilitated Planning Strategy session with the Management Team. The purpose of this meeting is threefold: 1) To discuss with the Management Team and key stakeholders the necessary activities that need to take place to complete the planning grant; (2) Determine the timeframe for completion of these activities; and (3) Determine which individual will be responsible for completing each activity.

IMMEDIATELY FOLLOWING the Facilitated Planning Strategy meeting, the Town must submit a CDBG Planning Grant proposal. If the local government completes the activities outlined above (# 1-7) by July 29, 2014, the local government will have access to the \$3,000 reserved. The actual funding amount, not to exceed a total of \$25,000, will be dependent upon costs to complete the identified and agreed upon activities. If the Town fails to complete the identified activities and/or fails to submit a Planning Grant proposal, no Planning Grant funding will be awarded.

Should you have any questions, please call Matt Weaver at (804) 371-7061.

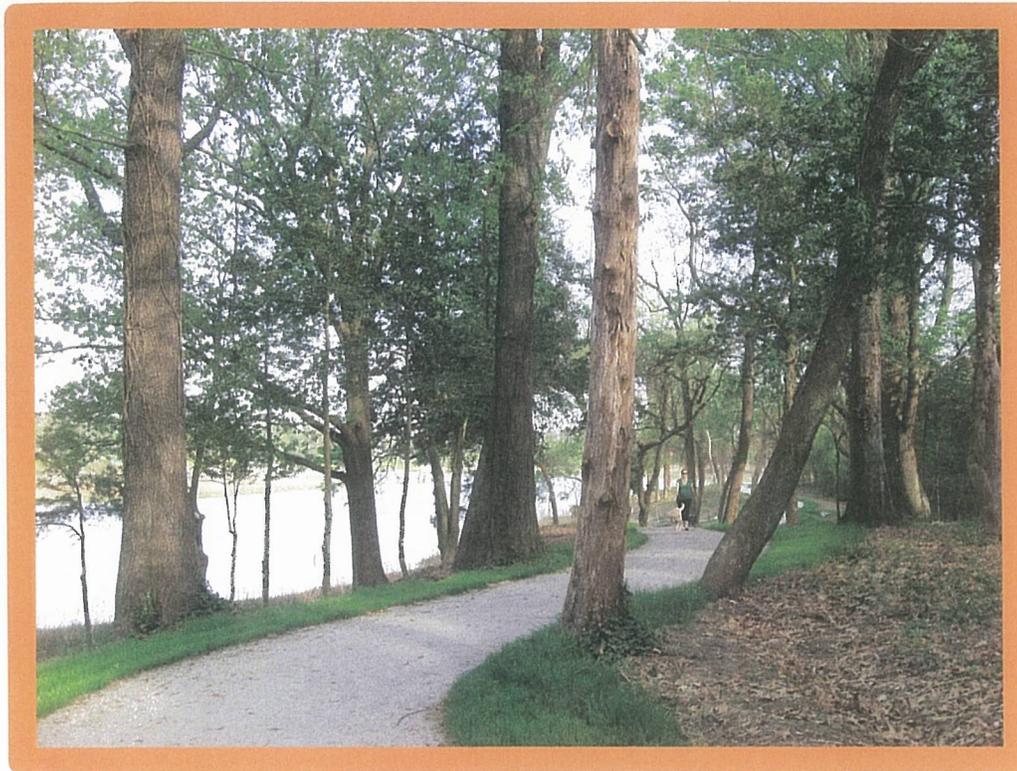
Sincerely,



Denise H. Ambrose

Associate Director

cc: Dwight Farmer, Hampton Roads PDC
Joanne Peerman, DHCD
Tonya Thomas, DHCD
Traci Munyan, DHCD
Lisa Atkinson, DHCD
Tamarah Holmes, DHCD
Matt Weaver, DHCD



(Shorten Version, Includes Report and only Numeric Survey Results)

2014 Park User Study

Windsor Castle Park

Smithfield, VA

May 24, 2014

Made possible by a grant from the



SmithfieldOnTheMove.com

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Shorten Version – Includes Report & only Numeric Survey Results

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Numeric Version – Results On Line Survey

Numeric Version – Results Demographics of User

FOREWORD

This report is the first systematic effort since Windsor Castle Park was established in May 2010 to measure its public use. Understanding the value of collecting credible statistics about Park use is also a tribute to the leadership of the Town Council, Town Staff, and the Smithfield On The Move wellness initiative. The study would not have been possible without the support and funding of the Obici Healthcare Foundation.

Establishing a baseline of park usage and habits is vital to planning for the future. Besides measuring the impact that the park has had on the wellness of the community, it also produces annual and unique user statistics. It also provides other fascinating information about how we use and what we do at Windsor Castle Park. The report demonstrates the Park's value to both the Smithfield community and also to those in the surrounding areas that utilize and benefit from this beautiful and heavily visited urban park.

Because the park has multiple entry points, data collection was challenging. This study is modeled after Central Park in New York City's 2011 User Study. Like theirs, this report utilizes a variety of collection methods and interprets data to produce viable, logical conclusions and assumptions. Installed in September 2013, the Town's purchase of an Eco-Counter greatly enhanced accurate data collection. User estimates are just that, educated "guesstimates," based on careful counting, systematic sampling, and conservative interpretation. Using Central Park as a study model is noteworthy in another aspect, as Mr. Joseph Luter III, used the famous New York City Park, as visionary inspiration when he had the foresight and dream to locate a similar amenity in the heart of downtown Smithfield. His gift will benefit his hometown for countless generations to come.

Why should we labor over and even care about conducting a sampling count and a survey? Anyone observing the daily stream of Park visitors arriving on foot, by car, with a dog/child or kayak in tow, at any one of the many entrances to the park, would know that there are hundreds of park users every week. *But how many would that be? Where do they come from? What do they do at the park?*

With restricted budgets and increased operating costs, managers of parks, museums, and all institutions need to know as much as possible about their constituencies. Measures of park use by variables (e.g., time of day and week, seasonal variations) allow for informed decisions about improvements and maintenance. Knowledge of visits by out-of-town tourists provides an important measure of how Windsor Castle Park contributes to the Town's economy. Measure of park use also serves as a barometer of the Town's well being, especially as we learn more about what people do at the park and how that can be related to improving their overall health and wellness.

We can only hope that this study of Windsor Castle Park's use will receive a critical reading and that its findings will be used over and over again. Windsor Castle Park is truly one of the Town of Smithfield's greatest community treasures.

Gina Ippolito
Consultant, Town of Smithfield
Windsor Castle Park User Study – May 2014

ACKNOWLEDGMENTS

Project Funding – Obici Healthcare Foundation, Round 12 Funding Cycle

Eco-Counter System – Town of Smithfield

On Line Survey – On The Spot Survey Company

Field Collection & Observation - Tim Wilda, Josh Marshall, Kent Chapman,
Collin Norman

Data & Statistical Analysis Support – Nelson Ippolito

Survey Data Input – Davison Ippolito

Consultants for Smithfield On The Move - Gina Ippolito & Mary Mitchell

Smithfield Town Council

Town Council Parks & Recreation Committee

Town of Smithfield Town Manager – Peter Stephenson

Town of Smithfield IT Department – Jon Flores

Town of Smithfield Treasurer – Ellen Minga

Smithfield Center & Outdoor Venue Manager – Amy Musick

Town of Smithfield Public Works Department – Bill Hopkins & Staff

EXECUTIVE SUMMARY

From July 2013 through May 2014, Smithfield On The Move, a wellness initiative of the Town of Smithfield VA, conducted a comprehensive user study of Windsor Castle Park.

Data was collected using a variety of methods:

- A) A user survey conducted on-line and also administered at the park. (July 2013 - April 2014)
- B) Field Workers Site Observation Log (July 2013 - February 2014)
- C) Eco-counter entry counts conducted at a variety of entry points (September 2013 - May 2014)

Based on the analysis of all methods of data collection, the following highlights are noted: *(Full Survey results are listed in the Appendices Section of this report)*

- **151,918 annual park entry visits (duplicated users)**
- **18,329 unique park users (unduplicated users)**
- Average weekly visits 2,923 (duplicated)
- **57% of park users are Town of Smithfield residents**
- **43% of park users are not Town of Smithfield residents**
- 17% of park users visit with a dog
- 47% of park users upon occasion may bring a child
- 8% are total users are children ages 12 & under, 6% are teenagers, 67% are adults and 19% are seniors
- **76% of survey takers main reason for visiting the park is for walking and/or running**
- **86% survey takers stated that they mostly use the park for fitness reasons**
- 24% of survey takers use the park as their main location for fitness
- **11% of users have only started to exercise since the park was opened**
- 12% of survey takers reason for visiting is to enjoy the outdoors and nature

- **Geocaching was the #1 written in activity that was not listed in reasons to visit the park with 3.3% of survey takers responding.**
- 69% of trail users use all of the trail loops
- 37% have known about park since it opened and 33% have learned about it from word of mouth
- Only 23% of survey takers use the park's website
- 8% feel unsure about their location while in the park
- **98% feel safe in the park**
- **94% feel park is better or as well maintained compared to other parks, with 85% ranking it 8 or higher on a 10-point scale. (10 points being extremely well maintained)**
- **54% said the park has had a direct impact on improving their level of fitness and 31% marked "maybe"**
- 56% of users are female and 42% are male (2% preferred to not answer) 79% currently married
- 42% of survey takers enter at the Smithfield Station Bridge entrance
- 44% do not check out information at the Info Kiosk located at the Main Entrance
- 30% listen to music; 14% utilize fitness apps

INTRODUCTION

Windsor Castle Park became a reality as the result of the vision of Joseph W. Luter III, founder and former CEO of Smithfield Foods. The nature of his business required a considerable amount of travel across the country and he had seen way too many cities and towns consumed by development and urban sprawl. For several years, he lived in New York City and came to appreciate Central Park -- considered one of the urban wonders of the world and a green oasis in the great concrete, high-rise landscape.

It was the opportunities, which have been lost forever of far too many communities to set aside land for recreational use, that led Mr. Luter to consider purchasing property in his beloved hometown for park development. In March 2009, he donated \$5,000,000 to the Town of Smithfield to acquire 208 acres of land known as Windsor Castle Farm for such a purpose. During the construction process, he realized the true gem that was in the making and contributed an additional \$2,200,000, for a grand total of \$7,200,000 towards the park's development.

Windsor Castle Park is situated in the heart of downtown Smithfield, Virginia. It is three percent of the Town's total land mass (10.4 sq. miles or 6656 acres) and provides a natural, wooded, riverfront green space for the benefit of residents and visitors. By virtue of its design, it is accessible from multiple entry points. These entrance points provide unlimited access to the park trails and other amenities that currently include: 3.8 miles of walking trails, ½ mile mountain bike trail, dog park, kayak/canoe launch, picnic area with grills, fishing pier, overlooks, bridges, benches and temporary restrooms. Located on 48-acres of the park is an historic easement that is the original location of the historic Manor House that once belonged to the founder of the Town, Arthur Smith IV. Currently the buildings and barns of the historic easement are not renovated and are not open to the public for use. However, the grounds of the historic riverfront site are often used as a rental facility for outdoor weddings and events, along with providing a fabulous backdrop for photography. Also currently located in the historic easement are the vineyards of the future Smithfield Winery. At the time of this study, 2.5 acres of grapes have been planted, with another 2.5 expected to go in the ground in 2015. The park provides water access to Cypress Creek for fishing and kayaks/canoes. Cypress Creek flows into the Pagan River, James River and eventually the Chesapeake Bay. Currently there are two paved parking lots, one at the Main Entrance by the dog park area and the other at the kayak launch area. Various other open field space located in the park is still farmed, thru a lease by a local farmer.

The park at the time of this study is four years old. Windsor Castle Park has already proven its significance to the Town, its residents and visitors.

The Challenge of Measuring Windsor Castle Park's Use

The composition of the Park's population at any given time is determined by hundreds upon thousands of individual decisions to enter one of the many entrances distributed around the Park's perimeter and, once inside, to move about freely and—in the majority of cases—unrecorded in any way. The Park had no turnstiles, admission fees, or meters to aid in the measurement of its use. There is no census, enrollment, or admissions data to describe the population of park users. In September 2013, the Town did purchase and install one portable Eco-Counter that has been tracking entry/exit data at major park access points.

Most recreational landscapes that accommodate large numbers of visitors, including many urban parks in other cities, rely on the existence of on-site parking as a means of quantifying volumes and patterns of use. However at our park, a substantial number of users walk and the many of those who drive park either in various downtown parking lots, and still enter the park by walking. Entries are dispersed around the perimeter, and once visitors enter, their use continues to be dispersed among the variety of amenity destinations and along the miles of trails that comprise the Park's pathway system.

In addition to the challenge of measuring the use of amenities that are geographically dispersed, a park with multiple entry points, is that presented by the hours that park is open. The Park is officially open from dawn to dusk, 365 days a year (and there are no gates to keep people out when it is officially closed). Volumes and patterns of use vary by time of the day, days of the week, and time of year; they are also influenced significantly by the weather. This report does not track or measure large-scale special events or rentals for smaller events such as weddings or fundraisers.

Due to the complex nature of compiling information and the extended time frame needed to produce viable results, is not surprising that statistical data about the use and users of the Park has not been compiled before now.

2014 User Survey: Purpose and Approach

This study was undertaken for the purpose to provide a reliable estimate of the number and patterns of annual and unique visits the Park receives currently and, secondarily, to describe the nature of park use, characteristics of the Park's visitors, and their perceptions and attitudes about the Park. It also measured the impact that users feel the park's existence has had on their overall health and fitness.

The survey employed a three-pronged approach to gathering data:

- A) Field Workers Site Observation Log, (July 2013 - February 2014)
- B) A user survey conducted on-line and also administered at the park, (July 2013 - April 2014)
- C) Eco-counter entry counts conducted at a variety of entry points, (September 2013 - May 2014)

In total, 2730 actual observation counts were conducted. Field Workers used a log sheet that tracked park entries, and recorded observable characteristics of users. A sample log sheet is included in the Appendices Section of this report. Field Workers also administered 250 personal users surveys that were entered into the on-line survey system.

In an effort to achieve as representative a sample population as possible, given the varied nature of park use across time and geographic region of the Park as well as the constraints of what was practically achievable with a reasonable assignment of resources, the counts and interviews were conducted at all of the Park's major entrances and covered every day of the week, from 6:00 am until dusk. To avoid skewing the results and ensure that the data collected would be representative of general park use on more or less "typical" days, the survey dates were selected to exclude special events dates held in the Park.

The observation counts of visitors entering the Park were used to generate estimates of the total number of visits for each day of the week. Compiled, these formed the basis of Method Type #1 – ***Weekly Totals Based on Field Workers Observation Reporting*** to estimating a weekly average for total # of visits.

The on-line surveys, (731 participants), were used to collect information about the demographics of the visitor and the nature of the visit, and to ascertain their perceptions about the Park. The survey questionnaire is included in Appendices Section of this report. The survey enabled us to have insight into demographics, habits and trends of park users that observations and entry counting alone do not permit. Some of the data is listed in the Executive Summary section and the full survey results are in the Appendices Section.

In September 2013, the Town installed a portable laser Eco-Counter at the Smithfield Station entrance to the park. It has been placed at the Mason Street entrance and currently is at the Main Parking Lot entrance. Data is accessed in the back end of the software program. By sorting entry count data by day of the week since the counter was installed, averages for weekly attendance at those entry points were derived. This was the Method #2 – ***Weekly Totals based on Eco-Counter System*** used to determine average weekly visitations.

These two methods of determining average weekly entries were then multiplied by (52) weeks and averaged to derive an estimate of ***Annual Total Park Visits***. Using percentage data produced from the on-line survey regarding # park visits per week/month/year; calculations were performed to estimate the number of ***Unique Park Users (Unduplicated)***.

Though not without its limitations—which are a product of the complex and highly variable patterns of park use—this reports provides a sound estimate of total annual and unduplicated visitation, and as reliable a description of park use and users as is reasonably achievable.

Reports bolded and italicized are included in the Analysis & Reporting Section of this report.

ANALYSIS & REPORTS

Method #1 – Weekly Totals based on Field Workers Observation Reporting – 2976 Weekly Park Visits

Starting in July 2013 thru March 2014, Field Workers counted and observed habits of 2730 park users. They were scheduled at (4) of the major park entry points: Smithfield Station, Mason Street, Main Entrance Parking Lot and the Kayak Launch Parking Lot. Tracking was scheduled over all seven days of the week, from 6:00 am until dusk. The entry counts were then totaled by entry location, day of the week and also by a variety of trends: with dog, age group arrived by car/walk/bike and park activity (fitness, stroll, kayak, dog park, other). Field workers did not work during major weather events, but light rain, hot and cold days were included, as to attempt to collect “typical” visitation patterns over an extended time frame.

There are other entry points to the park that were included on the survey, but we did not station Field Workers due to the minimal number anticipated entries. Entry locations not counted by Field Workers included: Old Jericho Road (from S. Church Street), Cedar Street and Jericho Estates neighborhood. According to the responses from the survey, these other entry points are 8% of the total park entries. Noted on the attached report, 8% was added in (246 visits), thus producing a total weekly estimate of 2976.

Method #2 - Weekly Totals based on Eco-Counter System – 2867 weekly visits

The Eco-Counter is an almost magical device that is small, portable, battery operated, and has its own internal Wi-Fi capabilities. It counts (very accurately) the number of people that both enter and exit at an entry point. The data is electronically transmitted and is accessible via a software program and can be sorted and analyzed in a variety of ways by sorting various options and then produces downloadable excel or pdf summary reports. In a perfect world, having a counter at all entry points would be ideal. That complete scope of tracking would produce a much more reliable outcome. However, due to costs, (each counter is about \$4000), the Town has purchased one portable unit and relocates it every few months.

The counter has been installed and has tracked data at the following locations:

#1) Smithfield Station Bridge from 9/4/2013 thru 12/03/2014

#2) Mason Street Bridge from 12/04/13 thru 2/17/2014

#3) Main Entrance (paved parking lot area) 2/18/2014 thru 5/24/2014

For the purpose of this report, data was sorted by location, by day of the week and # of average weekly entries. Each location’s summary report is attached in the Appendices Section. The daily totals were then tracked in the *Method #2 – Weekly Totals based on Eco-Counter System Report* and are shown in red. The counting system did not take into account the Kayak launch entry point or the 8% Other Entry Points, whose data was pulled from Field Workers Observation Reports and the On-Line Survey. These numbers are shown in black on the report. The estimated weekly total of this method (2867) was slightly lower than the Method #1 approach (2976).

Annual Total Park Visits - 151,918

To figure the estimated total annual park visits, the weekly totals from both Method #1 & Method #2 were multiplied by (52) weeks in a year. These total numbers were then averaged to produce the final estimated figure. Estimated Annual Total Park Visits: 151,918

Unique Park Users (Unduplicated) – 18,329

The On-line Survey asked the question “How Often Do You Visit the Park?” The survey participant had a variety of choices that ranged from been once to 5-7 times a week. The survey produced a percentage for each #visitation choice. The choices were then equated into how many times a year that option would go to the park.

For example: The survey results document that 14% of the survey respondents selected “Go to the park 5-7 times a week”. The mid-point for this selection would be six times a week. (6 times a week x 52 weeks in a year = 312 visits per year for this person).

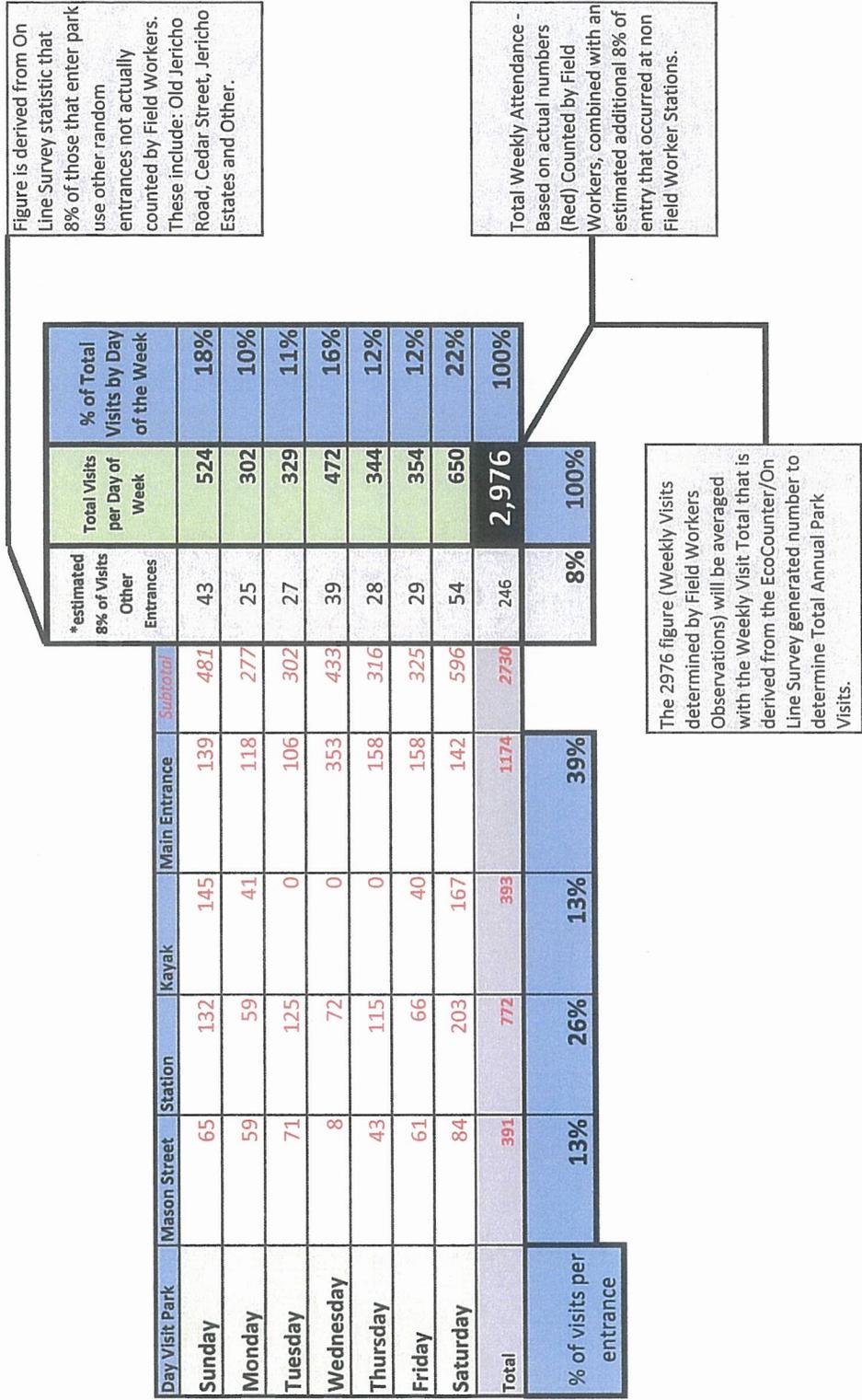
14% of the total number of park visits is 21,269 (14% x 151,918)
Divide (21,269 by 312 = 68) to figure total number of unique (unduplicated visits) occur for this visitation type.

Therefore, 68 different people are the # of unique visitors who use the park 5-7 times a week. They comprise 14% or 21,269 visits (duplicated) annually of the total park visitations of 151,918.

This methodology was applied to all visitation choices that were used in the survey. The results of each category were then totaled to estimate the final # of unique visits. The overall results are shown in the *Unique Park Visits (Unduplicated) Report*. Estimated Annual Unique Park Visits (Unduplicated): 18,329

Method #1 - Weekly Totals based on Field Workers Observation Reporting

Taken July 2013 thru March 2014 - 2730 Total Observations: 6:00 am until Dusk



Method #2 - Weekly Totals based on Eco-Counter System

Taken Sept 4, 2013 thru May 24, 2014

Entrance Location	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Totals - EcoCounter
Main (Actual Eco Counter)	202	95	84	85	76	80	213	835
Mason (Actual Eco Counter)	37	37	31	41	66	38	44	294
Station (Actual Eco Counter)	240	142	115	122	129	143	208	1,099
Kayak launch (*Field Workers Counted)	145	41	0	0	0	40	167	393
8% Additional Park Visits Other Entrances. Includes these below:	43	25	27	39	28	29	54	246
Cedar Rd (*Field Workers)								
Old Jericho Rd (I)								
Jericho Estates (E*Estimated)								
Other *(Estimated)								
Numbers in Red are derived from the EcoCounter system. They are average for each day of the week based on tracking data from September 9, 2013 thru May 24, 2014. The Kayak Figure was the actual count based on the Field Workers Observation and counting of park entries. The 8% Other Park Visits was calculated from the On Line Survey results that stated that 8% of visits come either from Cedar Road, Old Jericho Rd, Jericho Estates or Other ways to get into the park.								
A. Total Weekly Park Visits based on Eco-Counter System 2,867								
B. Weekly Total from Observation Field Report: 2,976								

Note: Weekly and Annual Totals do not include Special Events or Rentals of any facilities.

Annual Total Park Visits

A. Estimated Number of Annual Visits based on Field Observation Report (2976 x 52 weeks)	154,752
B. Estimated Number of Annual Visits based on Eco-Counter System Report (2867 x 52 weeks)	149,084
C. Final # Annual Visits to Windsor Castle Park (average of A & B)	151,918

Unique Park Users - (Unduplicated)

Based on using the (C) Annual Total # Park Visits figure and then using the % results of the On-line Survey responses to the question "How Often Do You Visit the Park?"

How Often Do You visit the Park?	% for # visits (from OLSurvey)	# visits this type	# visit a year	# unique park users
Tourist	6%	9,115	1	9,115
5-7 Times a Week	14%	21,269	312	68
3-4 Times a Week	23%	34,941	182	192
1-2 Times a Week	19%	28,864	78	370
2-3 Times a Month	15%	22,788	30	760
Once a Month	9%	13,673	12	1,139
Less than once a month	9%	13,673	5	2,735
2-3 Times a year	4%	6,077	3	2,431
Been once, but don't use	1%	1,519	1	1,519
Total Unique Visits Annually To WCP				18,329

Habits & Details of Park Users based on Field Workers Observation Report

The chart at the top is a duplicate of the *Methodology #2 – Weekly Totals based on Field Observation Report*, shown here as a reference. The bottom two sections on this report represent numbered counts and percentages of other observable details on park users.

Park Usage by Zip Codes

Results of the mandatory on-line survey question “What is your zip code” provided statistical information on the geographic draw of the park. In the following report, the Top Ten cities are shown which comprise 90% of the users. There is a second report that breakouts the remaining “Other – 10%” that includes 32 other locations.

In summery:

- 57% of Park users are residents of the Town of Smithfield
- 43% are Non-residents
- Of that 43%, 15% are Isle of Wight County residents (11% are Carrollton, and 4% are other Isle of Wight County)
- 28% of total users are Non-Smithfield and Non-Isle of Wight County based
- Suffolk was the third highest user locality with 7%

Habits & Details of Park Visits based on Field Workers Observation Report

Taken July 2013 thru March 2014 - 2730 Total Observations: 6:00 am until Dusk

Figure is derived from On Line Survey stat that 8% of those that enter park use other random entrances not counted by Field Workers. These include: Old Jericho Road, Cedar Street, Jericho Estates and Other.

Total Weekly Park Users based on Field Workers Observation Report

Day Visit Park	Mason Street	Station	Kayak	Main Entrance	SubTotals	* estimated 8% Other Entrances	Total per Day of Week	% of Total
Sunday	65	132	145	139	481	43	524	18%
Monday	59	59	41	118	277	25	302	10%
Tuesday	71	125	0	106	302	27	329	11%
Wednesday	8	72	0	353	433	39	472	16%
Thursday	43	115	0	158	316	28	344	12%
Friday	61	66	40	158	325	29	354	12%
Saturday	84	203	167	142	596	54	650	22%
Total	391	772	393	1174	2730	246	2,976	100%
Entrance Used:	13%	26%	13%	39%		8%		
% of total								

Table of Counts	Method Arrived at Park										Age Group of Visitor						Activity during visit					
	Dogs	Car	Bike	Walk	Other	Child	Teen	Adult	Senior	Fitness	Stroll	Kayak Launch	Dogpark	Other								
Day of the Week	%	%	%	%	%	%	%	%	%	%	%	%	%	%								
Sunday	87	135	5	158	0	42	18	356	65	128	144	9	11	6								
Monday	61	64	1	143	1	27	4	174	72	103	166	3	14	3								
Tuesday	58	109	2	193	0	11	6	211	74	111	176	0	12	1								
Wednesday	62	149	1	70	5	35	96	239	63	130	142	0	27	166								
Thursday	62	103	2	151	0	33	6	186	91	127	173	0	23	5								
Friday	49	34	0	230	2	18	17	216	74	99	211	0	9	6								
Saturday	95	137	2	180	0	58	26	437	75	192	283	18	7	95								
Total All Days	474	731	13	1125	8	224	173	1819	514	890	1295	30	103	282								

Table of Percentages	Method Arrived at Park										Age Group of Visitor						Activity during visit					
	Dogs	Car	Bike	Walk	Other	Child	Teen	Adult	Senior	Fitness	Stroll	Kayak Launch	Dogpark	Other								
Day of the Week	%	%	%	%	%	%	%	%	%	%	%	%	%	%								
Sunday	18	28	1	33	0	9	4	74	14	27	30	2	2	1								
Monday	22	23	0	52	0	10	1	63	26	37	60	1	5	1								
Tuesday	19	36	1	64	0	4	2	70	25	37	58	0	4	0								
Wednesday	14	34	0	16	1	8	22	55	15	30	33	0	6	38								
Thursday	20	33	1	48	0	10	2	59	29	40	55	0	7	2								
Friday	15	10	0	71	1	6	5	66	23	30	65	0	3	2								
Saturday	16	23	0	30	0	10	4	73	13	32	47	3	1	16								
Total %	17%	27%	0%	41%	0%	8%	6%	67%	19%	33%	47%	1%	4%	10%								

Windsor Castle Park On-Line Survey Results by Zip Codes

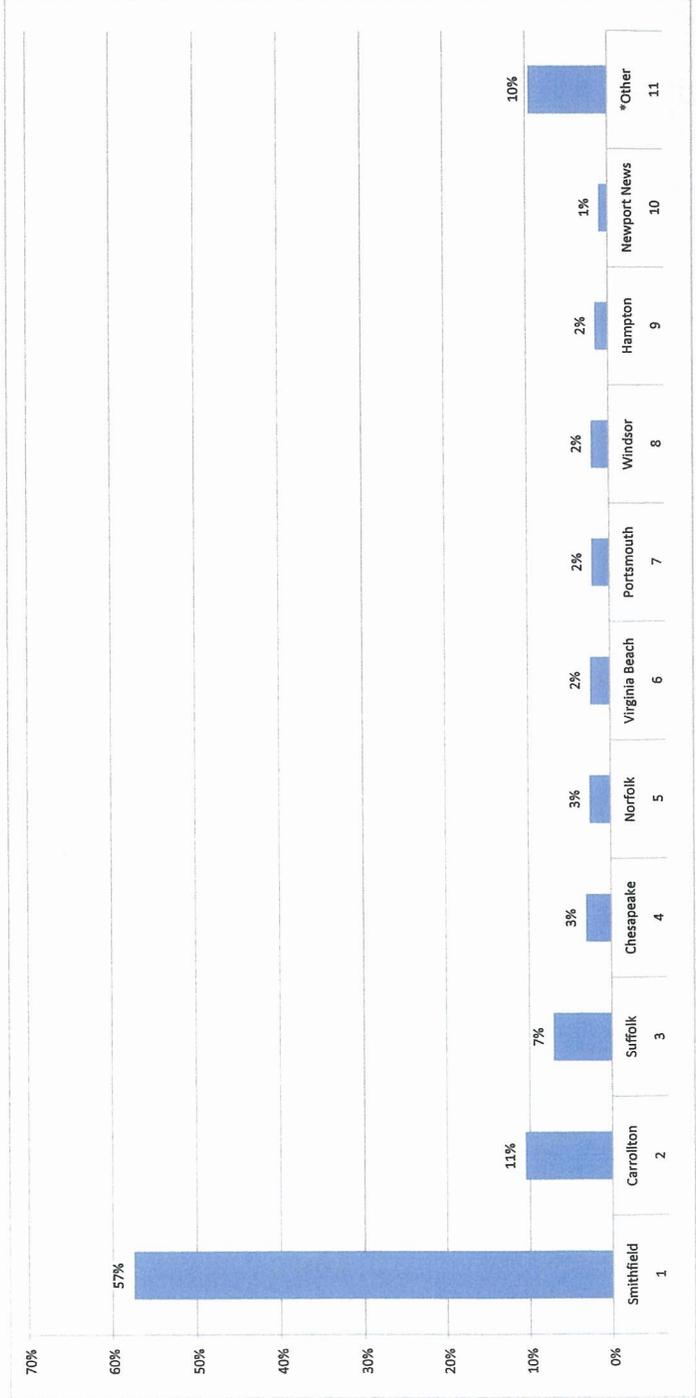
City	State	# reported	% of total
1 Smithfield	VA	420	57%
2 Carrollton	VA	77	11%
3 Suffolk	VA	52	7%
4 Chesapeake	VA	23	3%
5 Norfolk	VA	19	3%
6 Virginia Beach	VA	18	2%
7 Portsmouth	VA	16	2%
8 Windsor	VA	16	2%
9 Hampton	VA	12	2%
10 Newport News	VA	8	1%
11 *Other		70	10%

Notes
57% of total park users are Smithfield Residents.
43% of total users are non-residents of the Town of Smithfield
28% of total users are Non-Smithfield AND Non-Isle of Wight residents
15% of total users are Isle of Wight, but Non-Smithfield residents

Information is based on On Line Survey results for mandatory question "What is your Zip Code?":

*see detailed breakout on 10% Other Zip Codes below

Chart of Top Ten Zip Codes of Windsor Castle Park Users

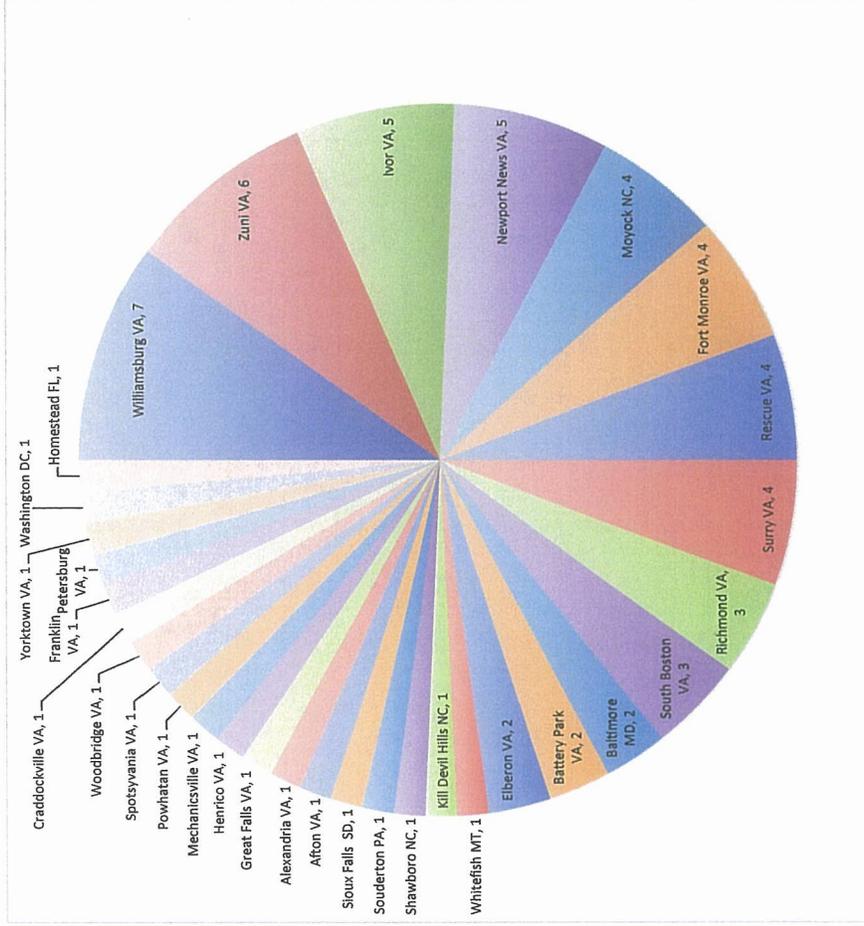


Breakout of 10% Other Zip Codes - Windsor Castle Park Users

Breakout of 10% Other Zip codes (32 locations)

Location	# people	% of total (731)
Williamsburg VA	7	0.96%
Zuni	6	0.82%
Ivor	5	0.68%
Newport News	5	0.68%
Moyock	4	0.55%
Fort Monroe	4	0.55%
Rescue	4	0.55%
Surry	4	0.55%
Richmond	3	0.41%
South Boston	3	0.41%
Baltimore	2	0.27%
Battery Park	2	0.27%
Elberon	2	0.27%
Whitefish	1	0.14%
Kill Devil Hills	1	0.14%
Shawboro	1	0.14%
Souderton	1	0.14%
Sioux Falls	1	0.14%
Afton	1	0.14%
Alexandria	1	0.14%
Great Falls	1	0.14%
Henrico	1	0.14%
Mechanicsville	1	0.14%
Powhatan	1	0.14%
Spotsylvania	1	0.14%
Woodbridge	1	0.14%
Craddockville	1	0.14%
Franklin	1	0.14%
Petersburg	1	0.14%
Yorktown	1	0.14%
Washington	1	0.14%
Homestead	1	0.14%
	70	10%

Diagram of 10% Zip code breakout



Habits, Details & Demographic Info on Park Users – Survey Results

A survey allows for a much more detailed insight into the park users. Surveys were available on line, and hard copies were available at various locations. Field Workers also conducted personal interview surveys at that were entered into the system. A total of 731 responded to the survey.

Based on a recommendation from the Obici Healthcare Foundation, we contracted with On The Spot Survey for assistance in designing and conducting the survey. The Survey was available from July 2013 thru February 2014 to the public on line. Due to a future park amenities survey the town needed to administer, the user survey was pulled from being online to avoid confusion to the general public. Hard copy surveys were still administered in person until April, which allowed for personal explanation on the difference in the two surveys. Also in March/April other hard copies of the survey that were taken by Field Workers were also entered into the back end of the system.

The results are of the survey are presented in the Appendices Section of this report. Included is the graphic full copy that includes all information presented in charts & graphs, along with the numeric version. Depending on the type of data desired to review; one version might be more appropriate than the other to use.

The overwhelming amount of information produced by this survey is impressive. Some of the highlights were presented in the Executive Summery. Additional details about users, their habits, demographics and impressions of the park can all be found by reviewing the attached easy-to-interpret reports that are in the Appendices Section.

APPENDICES (Shorten Version of Report)

Numeric Version of Results On Line Survey – On The Spot

Numeric Version of Demographic On Line Survey User Info – On The Spot

Windsor Castle Park On-Line Survey Results

Source: On The Spot Survey Company

Start Date: July 2013

End Date: April 2014

Total Submissions: 731

PART (2) - DEMOGRAPHIC INFORMATION

What is the highest level of education you have completed?

Still in K - 12th grade	5 (0.8%)
Did not complete High School	2 (0.3%)
High School/GED	33 (5.6%)
Technical School	17 (2.9%)
Some college	79 (13.4%)
2 year college degree	61 (10.4%)
4 year college degree	231 (39.2%)
Masters Degree	139 (23.6%)
Doctoral Degree	11 (1.9%)
Professional Degree (MD,JD)	11 (1.9%)

What is your income?

N/A I am a kid 17 & under and don't work or work part time	7 (1.3%)
Less than \$10,000	33 (6.1%)
\$10,000 - \$29,999	59 (10.9%)
\$30,000 - \$49,999	122 (22.6%)
\$50,000 - \$69,999	92 (17.0%)
\$70,000-89,999	87 (16.1%)
\$90,000 - \$119,999	75 (13.9%)
Over \$120,000	66 (12.2%)

What is your total household income?

N/A I am a kid 17 & under I don't know my household income	5 (0.9%)
Less than \$10,000	4 (0.7%)
\$10,000 - \$29,999	14 (2.6%)
\$30,000 - \$49,999	46 (8.6%)
\$50,000 - \$69,999	65 (12.1%)
\$70,000 - \$89,999	87 (16.2%)
\$90,000 - \$119,999	116 (21.6%)
Over \$120,000	200 (37.2%)

What is your gender?

Male	252 (41.9%)
Female	336 (55.9%)
Prefer not to answer	13 (2.2%)

What is your age?

17 or younger	2 (0.3%)
18 - 21	2 (0.3%)
22 - 29	46 (7.7%)
30 - 39	102 (17.0%)
40 - 49	121 (20.1%)
50-59	154 (25.6%)
60-69	117 (19.5%)
70 or older	50 (8.3%)
Prefer not to answer	7 (1.2%)

What is your current marital status?

N/A, I am a kid aged 17 & under and not married	2 (0.3%)
Single, aged 18 and older	58 (9.9%)
Married	463 (79.3%)
Separated/Divorced	46 (7.9%)
Widowed	15 (2.6%)

What is your race?

White, Non-Hispanic	537 (91.6%)
African-American	30 (5.1%)
Hispanic	4 (0.7%)

With my own children	22 (3.1%)
With my grandchildren	6 (0.8%)
Other	9 (1.3%)

What would you say is the main reason YOU visit the park?

Walking	310 (43.1%)
Running	85 (11.8%)
Both walking/running	148 (20.6%)
Enjoy nature/get outdoors	83 (11.5%)
Just dog park user	13 (1.8%)
Picnic	
Fishing Pier	2 (0.3%)
Kayak Launch	23 (3.2%)
Attend an event/function	19 (2.6%)
Look at Historical features	1 (0.1%)
Sitting on Bench	1 (0.1%)
Take pictures or paint	10 (1.4%)
Other	24 (3.3%)
Trails	2.8
Benches	1.8
Dog Park	1.3
Fishing Pier	1.2
Kayak Launch	1.4
Restrooms	1.8
Picnic table area	1.4

A lot = 3
Some = 2
Never = 1

If you come with children, what is the main reason THEY visit the park?

I don't ever come with Children	383 (53.3%)
Walking	70 (9.7%)
Running	7 (1.0%)
Both walking/running	63 (8.8%)
Enjoy nature/get outdoors	144 (20.0%)
Just dog park user	2 (0.3%)
Picnic	6 (0.8%)
Fishing Pier	6 (0.8%)
Kayak Launch	16 (2.2%)
Attend an event/function	4 (0.6%)
Look at Historical features	1 (0.1%)
Sitting on Bench	5 (0.7%)
Take pictures or paint	7 (1.0%)
Other	5 (0.7%)

What are the ages of the children you bring to the park?

Child #1	
0-2	44 (14.2%)
3-5	53 (17.2%)
6-8	50 (16.2%)
9-12	64 (20.7%)
13-15	47 (15.2%)
16 +	51 (16.5%)
Child #2	
0-2	18 (8.5%)
3-5	36 (17.0%)
6-8	39 (18.4%)
9-12	51 (24.1%)
13-15	28 (13.2%)
16 +	40 (18.9%)
Child #3	
0-2	9 (13.2%)

3-5	5 (7.4%)
6-8	17 (25.0%)
9-12	14 (20.6%)
13-15	7 (10.3%)
16 +	16 (23.5%)
Child #4	
0-2	2 (15.4%)
3-5	2 (15.4%)
6-8	2 (15.4%)
9-12	2 (15.4%)
13-15	1 (7.7%)
16 +	4 (30.8%)
Child #5	
0-2	2 (40.0%)
3-5	
6-8	
9-12	1 (20.0%)
13-15	2 (40.0%)
16 +	
Child #6	
0-2	1 (33.3%)
3-5	
6-8	1 (33.3%)
9-12	1 (33.3%)
13-15	
16 +	

Which Trail Loop do you most often use:

Mason Street bridge inter	75 (10.4%)
Smithfield Station loop	100 (13.9%)
All trails and loops	495 (68.8%)
I don't know	32 (4.5%)
I don't use the Trails	17 (2.4%)

Would you consider your use of the trails to be for...

Recreational Strolling	177 (25.2%)
Intentional Exercise	408 (58.1%)
Cut-Thru	5 (0.7%)
Fitness Race Training	89 (12.7%)
Other	23 (3.3%)

How did you find out about the park?

Word of Mouth	234 (32.5%)
Visitor Center	17 (2.4%)
Local Business	14 (1.9%)
Smithfield database	8 (1.1%)
Website	26 (3.6%)
Attended an event	36 (5.0%)
I heard about it when it opened	267 (37.1%)
Facebook	4 (0.6%)
Kayak/Bike/Fitness	4 (0.6%)
Other	109 (15.2%)

If you are a tourist, what is the main reason you visited the park on your stay?

I am not a tourist	621 (86.4%)
Walking	39 (5.4%)
Running	6 (0.8%)
Both walking/running	6 (0.8%)
Enjoy nature/get outdoors	16 (2.2%)

Just dog park user	1 (0.1%)
Picnic	2 (0.3%)
Fishing Pier	2 (0.3%)
Kayak Launch	4 (0.6%)
Attend an event/function	13 (1.8%)
Look at Historical features	2 (0.3%)
Sitting on Bench	
Take pictures or paint	
Other	7 (1.0%)

How do you most often get to the park?

Walk/Run	136 (18.9%)
Car	569 (79.1%)
Bike	6 (0.8%)
Skateboard/Rollerblade	
Other	8 (1.1%)

Which entrance do you normally enter the park from?

Main paved parking lot	223 (31.0%)
Smithfield Station Bridge	308 (42.8%)
Mason Street Bridge	96 (13.4%)
Kayak launch parking lot	30 (4.2%)
Cedar Road	6 (0.8%)
Old Jericho Road	25 (3.5%)
From my neighborhood	15 (2.1%)
Other	16 (2.2%)

Which exit do you normally exit park from?

Main paved parking lot	212 (29.5%)
Smithfield Station Bridge	307 (42.7%)
Mason Street Bridge	100 (13.9%)
Kayak launch parking lot	26 (3.6%)
Cedar Road	6 (0.8%)
Old Jericho Road	30 (4.2%)
From my neighborhood	14 (1.9%)
Other	24 (3.3%)

Do you regularly check out park info on the kiosk located at the Dog Park/Main paved parking lot area?

No	317 (44.1%)
Yes	238 (33.1%)
Will start to	155 (21.6%)
I never go to that area	9 (1.3%)

Do you use the park's website, www.WindsorCastlePark.com?

Yes	167 (23.2%)
No	552 (76.8%)

Are you friends on Facebook with the park? (Our page is Windsor Castle Park)

Yes	114 (15.9%)
No	437 (60.8%)
I will go "like" it now	168 (23.4%)

Do you ever feel unsure of your location in the park, or how to get where you wanted to go?

Yes	55 (7.6%)
No	664 (92.4%)

Are there any areas in the park that you avoid?

Yes	26 (3.6%)
No	693 (96.4%)

Do you feel that the level of maintenance is consistent throughout all areas of the Park?

Yes	688 (95.7%)
No	31 (4.3%)

Compared to other parks you visit, do you feel Windsor Castle Park is;

As well-maintained	362 (50.3%)
Better maintained	312 (43.4%)
Less well-maintained	9 (1.3%)
Don't know	36 (5.0%)

Do you feel safe in the park?

Yes	707 (98.3%)
No	12 (1.7%)

On a scale of 1 to 10, how well maintained do you feel the park is?

1 Not maintained at all	
2	2 (0.3%)
3	2 (0.3%)
4	4 (0.6%)
5	14 (1.9%)
6	20 (2.8%)
7	68 (9.5%)
8	195 (27.1%)
9	178 (24.8%)
10 Extremely well-maintained	236 (32.8%)

Would you say you mostly use the park for fitness/exercise?

Yes	623 (86.5%)
No	97 (13.5%)

Which statement best describes your history of physical activity:

I exercised before the park was built, and now I use the park as the main location for my fitness.	171 (23.8%)
I exercised before the park was built and I use the park occasionally for my fitness.	277 (38.5%)
I have only started exercising since the park opened, and I use it as the main location for my fitness.	50 (6.9%)
I have only started exercising since the park opened, and I use it some, but also exercise other places also.	28 (3.9%)
I exercise, but not on a regular basis and only use the park for my fitness.	19 (2.6%)
I exercise, but not on a regular basis and sometimes use the park for my fitness.	67 (9.3%)
I exercise, I just always do it somewhere else.	48 (6.7%)
I don't exercise and do not plan to start at the park or anywhere else.	9 (1.2%)
I don't exercise now, but would like to start using the park to do so.	11 (1.5%)
Other	40 (5.6%)

Windsor Castle Park On-Line Survey Results

Source: On The Spot Survey Company

Start Date: August 1, 2013

End Date: April 24, 2014

Total Submissions: 731

PART ONE - USAGE SURVEY QUESTIONS

How often do you visit the park?

visitor/tourist	43 (6.0%)
5-7/week	100 (13.9%)
3-4/week	163 (22.7%)
1-2/week	139 (19.3%)
2-3/month	105 (14.6%)
Once a month	64 (8.9%)
>1/month	65 (9.0%)
2-3/year	28 (3.9%)
Been to park once, but don't use it	4 (0.6%)
Only special events	8 (1.1%)

Which days do you usually use the park? (Select all that apply)

Sunday	442 (61.5%)
Monday	315 (43.8%)
Tuesday	302 (42.0%)
Wednesday	327 (45.5%)
Thursday	314 (43.7%)
Friday	307 (42.7%)
Saturday	485 (67.5%)

What time of day do you mostly use the park?

No regular schedule	176 (24.5%)
Early Morning	81 (11.3%)
Later Morning	222 (30.9%)
Lunch Time	48 (6.7%)
Early Afternoon	73 (10.2%)
Late Afternoon	88 (12.2%)
Early Evening	31 (4.3%)

How much time per visit do you normally spend at the park?

>30 mins	9 (1.3%)
30-60 mins	338 (47.0%)
1-2 hrs	312 (43.4%)
2+ hrs	60 (8.3%)

Which seasons do you use the park? (select all that apply)

Spring	666 (92.6%)
Summer	598 (83.2%)
Fall	685 (95.3%)
Winter	503 (70.0%)

Who do you regularly come to the park with? Or do you usually come alone?

Depends	201 (28.0%)
Alone	139 (19.3%)
Dog(s)	80 (11.1%)
Family Group	55 (7.6%)
Friend(s)	68 (9.5%)
Organized Group	20 (2.8%)
Wife/Husband/Partner	119 (16.6%)