



October 25, 2013

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, OCTOBER 28TH, 2013

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

- TAB # 1**
1. Public Comment
 2. Operational Updates
 3. Light Study Request for the area of Paul D. Camp Community College/
Riverview Playground

Immediately following the conclusion of the above meeting:

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

- TAB # 2**
- TAB # 3**
1. Public Comment
 2. Regionalization Study Update
 3. Policy Changes to Utilities

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

- TAB # 4**
- TAB # 5**
- TAB # 6**
- TAB # 7**
1. Public Comment
 2. September Financial Statements and Graphs
 3. September Cash Balances
 4. Invoices Over \$10,000 Requiring Council's Authorization:
 - a. Draper Aden Associates \$ 11,742.75
 - b. Virginia Resources Authority \$ 12,140.58
 - c. Lewis Construction of Virginia (proposal approved 9-3-2013) \$ 22,095.50
 5. Discussion on Minimum Tax Threshold for Bills
 6. Update on Outstanding Loan Balance for Old Sewer Treatment Plant

TUESDAY, OCTOBER 29TH, 2013

4:00 p.m.

Parks & Recreation

Members: Chapman (CH), Pack, Tynes

TAB # 8

TAB # 9

TAB # 10

1. Public Comment
2. Operational Update - Parks and Recreation Committee Report
3. Presentation on the Battle of Smithfield and Civil War Sesquicentennial by Jennifer Williams, Historic Resource Manager for Isle of Wight County
4. Captain John Smith Trail Information Kiosk

Immediately following the conclusion of the above meeting:

Public Works

Members: Smith (CH), Cook, Tynes

1. Public Comment
2. Operational Updates

Immediately following the conclusion of the above meeting:

Public Buildings & Welfare

Members: Cook (CH), Chapman, Smith

TAB # 11

1. Public Comment
2. Pinewood Heights Phase II Update
3. CLOSED SESSION: Disposition of Real Property

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

- Approval of October 1st Town Council Minutes
- Presentation of four Certificates of Appreciation

Memorandum

To: Chief Steven Bowman
CC: Lt. Colonel Alonzo Howell
From: Lt. Matthew Rogers
Date: 10/24/13
Re: Lighting Survey (James & Washington Street)

On October 23, 2013, a lighting survey was conducted in the area of James and Washington Street in response to a request for additional street lighting. From this survey the following was noted:

- There are currently five (5) working street lights on Washington. Each light emits approximately 40 feet (surface area) of light.
- The VFW building has one (1) exterior flood light.
- The VFW/Paul D. Camp/Overflow parking lot contains one (1) non-working light.
- There are two (2) street lights on James that provide ambient lighting toward the VFW.
- There is an additional light behind the Children's Center that emits approximately 25 feet (surface area) of light.
- Large trees at the intersection of James and Washington Street significantly impact lighting from two (2) street lights.

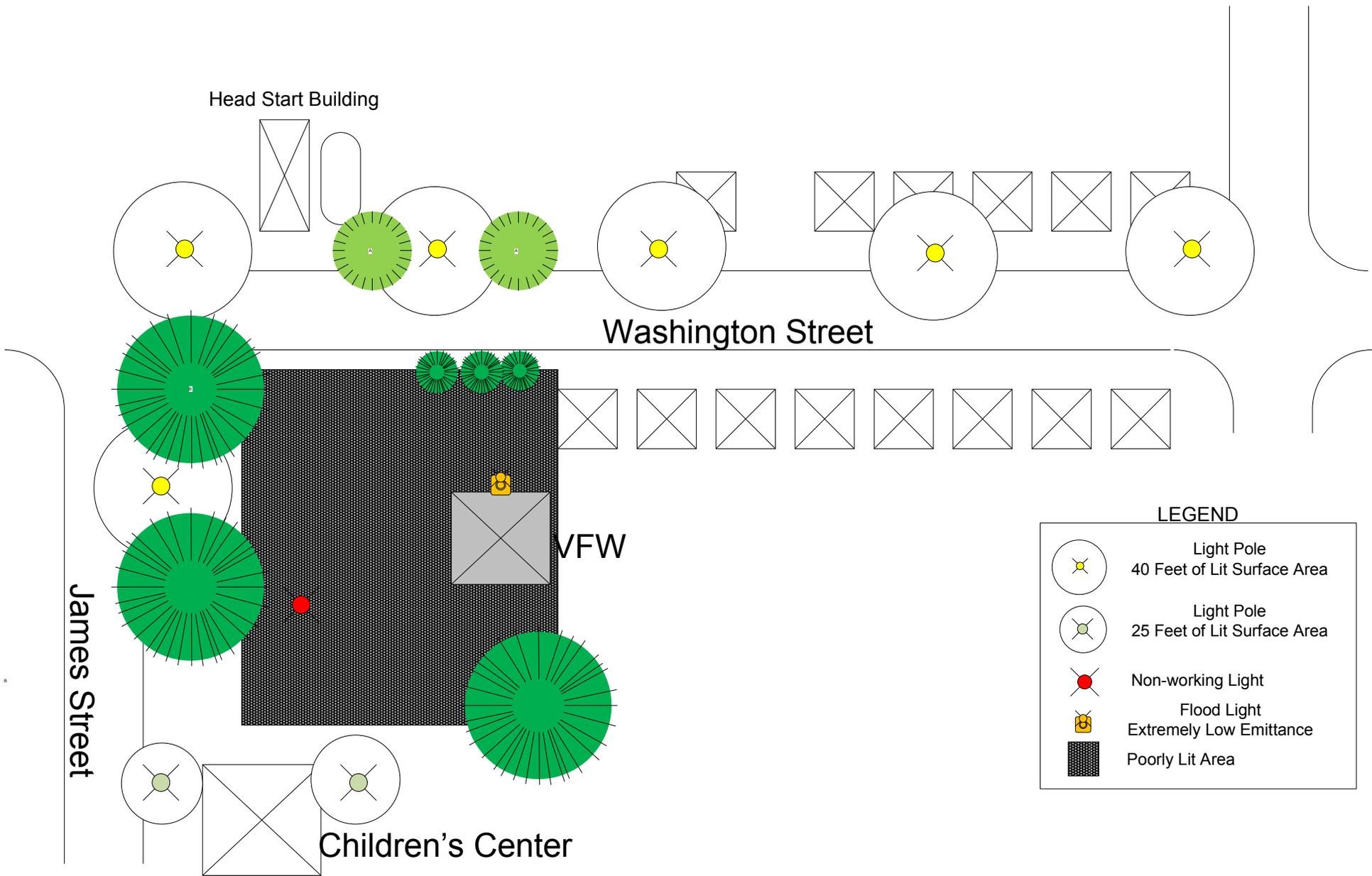
The picture attached is a street overview provided by Google Earth. Further a diagram details the current lighting status. Please consult the following recommendations:

- Recommend removal of large trees directly in front of VFW to allow ambient lighting from street light that is approximately 75 feet away.
- Recommend the VFW install exterior flood lights on all four sides of the building.
- Recommend repairing the light in the overflow parking with installation of one (1) additional pole light.
- Recommend additional lighting for the Head Start Building Playground and Gazebo area.
- Both James and Washington have significant sources of lighting.

If there are any questions please feel free to contact me.

Respectfully,

Lt. Matthew Rogers



LEGEND

	Light Pole 40 Feet of Lit Surface Area
	Light Pole 25 Feet of Lit Surface Area
	Non-working Light
	Flood Light Extremely Low Emittance
	Poorly Lit Area

October 2, 2013

Mr. Peter Stephenson
Town Manager
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431-0246

Dear Mr. Stephenson:

As you know, the HRSD Commission considered the recommendation of the Regionalization of Sewer System Assets Study at their regular meeting on September 24, 2013. The Commission voted to accept the recommendation of the report to regionalize the Hampton Roads sewer system assets. The majority of the Commissioners expressed strong feelings that regionalization of sewer system assets should be a priority for Hampton Roads, both to realize the significant savings identified in the study as well as set an example for how government provided services could be consolidated in the Hampton Roads region.

The Commission recognizes that regionalization cannot be done unilaterally and requires the willing consent of all parties. In light of the many comments received from the region's local governments, the Commission created a phased approach to regionalization, with a first phase that should be able to garner consent from all parties. The Commission's action directs staff to "proceed immediately with a regional wet weather management plan that HRSD would develop, fund and execute" subject to local government and regulator approvals. The Commission further directed staff to continue examination of full consolidation of sanitary sewer systems by 2023. This phased approach allows the region to implement an alternative to consolidation that allows the region to meet the obligations of the State Special Order by Consent as well as the Federal Consent Decree in the most cost effective manner while not obligating any entity to consolidate their assets now or in the future nor closing the door on future consolidation discussions.

In the first phase of this approach, HRSD would take full responsibility for meeting the wet weather capacity needs for the region as required by the two enforcement actions. HRSD, in consultation with the localities, would develop the region's wet weather management plan, focusing work in the areas of the regional sanitary sewer system where the most benefit can be gained for the smallest investment, regardless of asset ownership. Under this concept, HRSD would fund all work identified in the approved wet weather management plan, regardless of asset ownership. Ownership of the assets would not change and upon completion of any wet weather management work, operation and maintenance responsibilities would remain with the asset owner. The estimated savings to the region is over \$1 billion compared to the estimated cost of compliance as currently structured with each locality responsible for meeting individual wet weather obligations.

PO Box 5911, Virginia Beach, VA 23471-0911 • 757.460.7056

The wet weather capacity issues are regional. By having HRSD take full responsibility for wet weather capacity, the cost of compliance can be spread equally among the entire region's ratepayers through HRSD rates. Additionally, with HRSD assuming full responsibility for wet weather capacity, compliance risk is narrowed to a single entity, eliminating the need for locality peak flow commitments and the associated flow agreements between HRSD and each locality.

There are still many details to be worked out in the coming months. The next step is to get Virginia DEQ and US EPA approval to pursue this alternative approach. We will be meeting with them at the end of October. Assuming we get their concurrence, we will need to develop a memorandum of understanding between HRSD and the localities that clarifies responsibilities and expectations under this alternative plan which will require modifications to the State Special Order by Consent as well as the Federal Consent Decree. While we will negotiate for additional time, my assumption is that the regulators will require the memorandum of understanding be executed before the end of February 2014. If this first phase of consolidation successfully addresses the capital cost of wet weather management compliance on a regional basis, HRSD would be able to consolidate individual locality sewer system assets in the future if such consolidation was deemed to be mutually beneficial.

Your staff has been great to work with throughout this process and I ask that you continue to make them available to work through development of the memorandum of understanding to meet the February 2014 deadline. Do not hesitate to call me at 757.460.4242 if you need additional information or have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Ted Henifin". The signature is stylized and written in a cursive-like font.

Ted Henifin, P.E.
General Manager

C: Ms. Sonja Eubank



COUNTY of ISLE OF WIGHT

THE COURTHOUSE

September 23, 2013

Commissioner Arthur C. Bredemeyer
Hampton Roads Sanitation District Commission
P.O. Box 5911
Virginia Beach, VA 23471-0911

RE: Regionalization of Sewer System Asset Study

Dear Commissioner Bredemeyer:

Isle of Wight County has received and considered the "Regionalization of Sewer System Assets Study" administered by the Hampton Roads Planning District Commission (HRPDC). The County would like to commend HRSD for their leadership role to ensure the region considers the most economical options available to address the requirements of the State and Federal Orders.

It is understood that the HRSD Commission will be considering the results of the study during its next meeting in September. I ask that you please consider the following information prior to the Commission taking action on the subject matter.

The study indicates a total Net Present Value (NPV) savings to the region over 30 years of \$948 million using the regional approach. These savings include \$386 million in operations and maintenance cost and \$562 million by consolidating capital improvements costs.

The study further indicates Isle of Wight County could realize 25% NPV savings. However, the County may be unique in that we cannot completely relinquish all sewer assets to HRSD since the southern portion of the County's sewer assets is supported by the City of Franklin's wastewater treatment plant. Therefore, the County would not realize a significant savings in operation and maintenance costs as projected by the study.

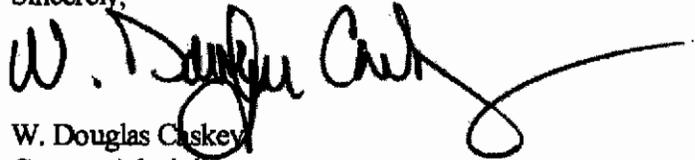
The County also has concerns regarding the control of economic development. In the forthcoming years, Isle of Wight County has a large potential for commercial and industrial growth. As the County continues to plan for economic development, we must have the ability to provide wastewater service to potential developments without delay by a regional governing body.

The study does reveal that a regional approach to address capital improvements to meet the State and Federal Orders is clearly beneficial to the region. Therefore, Isle of Wight County would like for HRSD to allow for further analysis to determine how the region can realize the savings of \$562 million dollars to the ratepayers without regionalizing the sewer system assets.

September 23, 2013

Isle of Wight County appreciates HRSD's continuous efforts to identify a viable regional approach to benefit the region's wastewater customers. Should you have any questions regarding this matter, please feel free to contact Frank Haltom, Director of General Services at (757) 365-6388, or fhaltom@isleofwightus.net.

Sincerely,



W. Douglas Cuskey
County Administrator

Cc: JoAnn W. Hall, Chairman, Board of Supervisors
Mark Popovich, County Attorney
Frank Haltom, P.E., Director of General Services
HRSD Commission Members:
Mr. Vishnu K. Lakdawala, Chairman, Virginia Beach
Fredrick N. Elofson, Vice-Chairman, Newport News
Michael E. Glenn, Norfolk
Maurice P. Lynch, Gloucester Point
L Vincent Behm, Jr., Hampton
Stephen C. Rodriguez, Chesapeake
Dwight Farmer, HRPDC



CITY OF WILLIAMSBURG

Office of the City Manager

September 20, 2013

Mr. Vishnu K. Lakdawala
Chairman
HRSD Commission
P.O. Box 5911
Virginia Beach, VA 23471-0911

RE: Sanitary Sewer Regionalization Study

Dear Chairman Lakdawala:

This is to provide some degree of feedback on the subject study before the HRSD Commission meets this month.

Firstly, the City of Williamsburg appreciates the leadership and assistance of HRSD in meeting unfunded mandates of state and federal consent orders on Hampton Roads localities. We have been pleased to participate in the study.

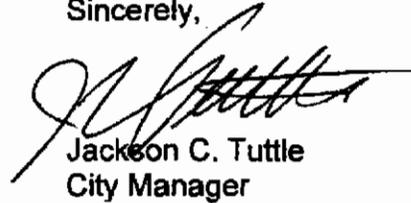
We have reviewed the study, and briefed our City Council. As you know, the study projects a negative financial consequence for the City of Williamsburg under regionalization. Unfortunately, the financial impact on City of Williamsburg rate payers would be even worse than projected. This is primarily due to the loss of savings we now enjoy through consolidation of a unified water and wastewater utility in our city.

That said, Williamsburg wants to support a regional approach to addressing the highest cost/benefit projects to correct inflow/infiltration wherever it may exist in HRSD's territory. I feel confident that Williamsburg would support higher HRSD rates to cost effectively correct our worst regional inflow/infiltration problems provided that each locality receive proportional credit against our individual consent order remediation requirements.

Agreeing on a concept for regional cooperation to improve our wastewater collection system is, of course, only a beginning. Nevertheless, I believe the localities would enthusiastically support an effort led by HRSD to develop a workable regional plan along these lines.

Thank you again for conducting the regionalization study and for uncovering a possible regional path forward.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Tuttle", written over the printed name and title.

Jackson C. Tuttle
City Manager

cc: Mayor and City Council
Public Works Director Dan Clayton
HRSD Executive Director Ted Henefin

Considerations for ordinance changes for utilities

I reviewed the utility ordinances and spoke with representatives from Isle of Wight County, the City of Suffolk, the City of Chesapeake, and the Town of Windsor. Surprisingly, Suffolk and Chesapeake utility policies are very similar to the Town of Smithfield. They do not require a deposit and their setup fees are low. Isle of Wight was the most aggressive regarding deposits, penalties, and collections. Below is a detail of the fees/policies by locality for your review before we discuss potential changes that could benefit the Town. I also included some of the code language and forms for Isle of Wight County.

ISLE OF WIGHT COUNTY

Fees for services (Residential Accts):

Water:	Service fee: \$30.00-to establish an account-due at application
	Transfer fee: \$30.00-to transfer account to new address
	Deposit: \$120.00-to establish service-due at application
Sewer:	Service fee: \$30.00-to establish an account-due at application
	Transfer fee: \$30.00-to transfer account to new address
	Deposit: \$90.00-to establish service-due at application
Combined Water/Sewer:	Service fee: \$30.00-to establish an account-due at application
	Transfer fee: \$30.00-to transfer account to new address
	Deposit: \$210.00-to establish service-due at application

Their Code reads: (this is for water, sewer is similar)

All customers shall pay a deposit prior to the installation of water service, except those as exempted herein. The customer desiring water service shall deposit with the county an amount equal to the average bill for that category of water customer for which water service is being requested, including charges for sewer service and utility taxes based thereon, if any, for four months. The amount of said deposit shall be determined administratively, and adjusted from time to time, as necessary.

Deposits: Any deposits paid by a water service customer and held by the county shall be returned, upon request, without interest, after said deposit has been held by the county for six consecutive billing cycles provided said account has not been delinquent during this period. Should the account become delinquent at any time during six consecutive billing cycles, the deposit shall be retained by the county until six consecutive billing cycles have occurred without any delinquency in payments. Upon the satisfactory completion of the six consecutive billing cycles said deposits may be credited to the next bill, provided all outstanding debts have been paid for all county services and taxes.

Business Accounts: Business accounts are billed monthly as opposed to bi-monthly for residential accounts. Deposits are based on 4 month average bill for that type of commercial activity so it may vary from business to business. The service fee remains at \$30.00.

Application for Service: see below. The Town application is similar but does not include the lease and landlord information. I would like to revise ours to cover those areas we do not currently address (see highlighted sections).

Notice: If Meters Are Tampered
 With (To Turn On or Off) You
 Will Be Charged A \$70.00 Penalty
 Phone: 757-365-6284 or 757-365-6310

FAX: 757-357-8203
 PO BOX 108
 ISLE OF WIGHT, VA 23397

COUNTY OF ISLE OF WIGHT PUBLIC UTILITIES

**** Please complete the application below. Applications are mandatory from customers. Failure to complete application in full and payment of fees listed below may result in refusal of service. Thank you for your cooperation. Should you have any questions, please contact our business office at the number listed above.**

I HEREBY APPLY FOR AND AUTHORIZE THE COUNTY OF ISLE OF WIGHT TO PLACE WATER AND/OR SEWER SERVICE AT:

Address: _____ Move in Date _____

Responsible Party #1:		Responsible Party #2:	
Mailing Address:		Mailing Address:	
City, State, Zip:		City, State, Zip:	
Home Phone #:		Home Phone #:	
Cell Phone #:		Cell Phone #:	
Driver's License #:	State:	Driver's License #:	State:
Email address:		Email Address:	
Employer:		Employer:	
Employer's Address:		Employer's Address:	
Work Phone #:		Work Phone #:	

Buying | own home: (yes) _____ (no) _____ Rent: (yes) _____ (no) _____

A copy of your lease is required if renting. A scanned copy of your pictured id is required.

If renting: Name of landlord (or) agent handling property: _____ Phone # _____

Landlord address: _____

******Landlord SIGNED Authorization form must be completed and returned PRIOR TO SERVICE CONNECTIONS - SEE ATTACHED.**

DO YOU RECEIVE NEED BASED LOCAL, STATE OR FEDERAL RENTAL ASSISTANCE? [] YES [] NO

Previous Isle of Wight County water and | or sewer customer: (yes) _____ (no) _____

If yes, address: _____ Dates Of Service: From _____ To _____

Emergency contact:

Name: _____ Phone: _____ Relationship: _____

The undersigned, having completed this application, hereby certifies to the accuracy and truth of the information contained herein. The applicant hereby authorizes the County of Isle of Wight to verify the correctness of this statement and obtain other information required to appraise this application. The undersigned fully understands that withholding or giving false information can be cause for termination of service by the county and can result in being charged for criminal offense as provided by state law. If applicant has an outstanding debt with any Isle of Wight County department, debt must be paid in full prior to any new connections. **I agree to pay late fee of 10% plus interest at .083% per month on any unpaid balance not received by the due date.**

I or We, the undersigned as signatory/signatories, to the mortgage/lease agreement for the above referenced property hereby acknowledge and agree that the information and agree that the information provide on this application is true and correct. I or We, hereby accept the personal responsibility of my/our water/sewer bills to the County of Isle of Wight, guaranteeing full payment of the account. Services may be disconnected if not paid in full by due date and a new deposit will be required before services are restored. Water may be disconnected immediately upon notice of any dishonored payment.

*Responsible Signature #1: _____ Responsible Signature #2: _____
 *Date _____ Date _____

For Office Use Only

Water Connection Fee (Varies) \$ _____
 Sewer Connection Fee (Varies) \$ _____
 New Account Fee (\$30 Non-Refundable) \$ _____
 Water Deposit (\$120) \$ _____
 Sewer Deposit (\$90) \$ _____
 Total Payment \$ _____

Paid by: ___ Check # _____ ___ Money Order ___ Cash ___ Credit Card _____ Receipt # _____
--

Account # _____ Customer # _____ Subdivision _____
 Parcel # _____ Route # _____ Read Sequence # _____ Pump # _____ District# _____

Landlord Authorization: The County does use this form as allowed in the Virginia State Code § 15.2-2119. Fees and charges for water and sewer services. (see code sample form below)

DATE

[INSERT NAME OF WATER AND SEWER SERVICES PROVIDER AND ADDRESS]

RE: [INSERT FULL TENANT NAME AND ADDRESS]

To Whom It May Concern:

[INSERT TENANT NAME] has entered into a lease for the property located at
[INSERT ADDRESS] and is authorized to obtain services at this address as a
tenant of [INSERT PROPERTY OWNER NAME].

Signed: _____

PROPERTY OWNER

Henrico added this:

Does the tenant(s) qualify for need based, local, state or federal rental assistance? Y / N

If yes, please enclose the approved Request for Tenancy form from HUD.

Delinquent Accounts: \$75.00 disconnect fee for non-payment
May require additional deposit
\$70.00 fee for line inspection if reconnected without authorization
Delinquent penalty \$10 & interest .83%/month

Water Code reads:

Sec. 16.1-11. Generally. 

(a)

All accounts shall be billed on a cycle of not more than seventy days. Bills for water supplied, including charges for sewage disposal service and utility taxes based thereon, if any, are due and payable upon the date set forth therein. Late fees will be assessed commencing the next business day after the due date as indicated on the bill.

Disconnection notices shall be mailed after the due date set forth on the bill and disconnection services will be scheduled by the department of general services. Such disconnection of service shall occur if payment, along with any applicable late fees, is not received within ten days from the date of such disconnection notice. Upon payment of all utility charges, service reconnection will be made within twenty-four hours of disconnection, between the hours of 8:30 a.m. and 4:00 p.m. of the next business day, except in emergency situations and/or severe weather conditions, which may delay such reconnection. If payment is not received within the ten-day period, the county shall apply any deposits currently being held to the outstanding balance due and discontinue water service until payment of all outstanding balances, disconnect fee and a new deposit are paid in full.

(b)

Payment of such bills shall be made at any office or collection agencies or agencies established by the county for that purpose on the days and during the hours thereof such office or collection agencies are open for business. Payment of such bills at collection agencies and regulations and accounting procedures pertaining thereto shall be as prescribed by the county.

(c)

All water for which a charge is made under this section passing through a meter shall be charged for whether used, consumed or wasted; provided, however, that where underground or inside leaks, or both, occur in water pipes, and the owner or occupant of such premises or the consumer thereof, after receiving written notice of excess consumption, shall have all necessary repairs made promptly, shall furnish the county with a plumber's letter certifying that the repairs have been made and the date completed, and shall have repairs inspected and approved by utility personnel. The county may make credit to such owner, occupant or consumer of the total charge in excess of the average bill for the premises as may be deemed reasonable. A maximum of fifty percent credit on excess charges based on the previous six-month's average may be allowed. Only one adjustment credit may be allowed for the same premises within six consecutive months.

(d)

In the event of any billing error discovered, corrections may be made for the previous thirty-six-month billing period, at the discretion of the county treasurer or director of general services.

(e)

Should any customer obstruct the ability of utility personnel to read meters or disconnect service said customer shall be responsible for all cost associated to perform task

Sec. 16.1-12. Service disconnection. 

When water service to any premises has been disconnected by the county, for any reason, water service shall be reconnected only by an authorized representative of the county. If water service is disconnected for nonpayment of a county utility billing as provided in section 16.1.11, then a seventy-five-dollar penalty shall apply for each disconnection in addition to the payment of the outstanding water bill, any outstanding late charges by the customer to the county, and the water service customer shall pay a deposit, as specified in [section 16.1-17](#). If water service to any location is reconnected without express authorization by the county, in addition to any legal remedy which the county may pursue for such illegal reconnection, then an additional seventy-dollar fee for a line inspection shall apply. The payment of said line inspection fee shall be in addition to any fine or settlement secured as a result of any such legal action. All costs to repair any damage as a result of the illegal connection shall be the responsibility of the customer.

CITY OF SUFFOLK

Fees for services (All Accts):

New Account Setup Charge-\$10.00-charged on 1st bill
Transfer fee- \$10.00 setup charge as if a new account
No Deposit required

Delinquent Accounts:

\$10.00 door tag placement
\$25.00 disconnect/reconnect fee
\$50.00 meter removal
\$100 illegal connect/reconnection of water service
Finance charges 1.5% per month with \$0.50 minimum

TOWN OF WINDSOR:

Fees for services (Water Accts): Sewer service in certain areas provided by IOW

New Account Administration fee-\$30.00

Deposit-\$75.00 (held until account is terminated)

Delinquent Accounts:

\$30.00 disconnect/reconnect fee

Late charge-10% or \$15 whichever is greater on delinquent balance

CITY OF CHESAPEAKE:

Fees for services (All Accts):

New Account Setup Charge-\$10.00-charged on 1st bill

Transfer fee- \$7.50 for transfer of any utility account

No Deposit required

Delinquent Accounts:

\$15.00 disconnect/reconnect fee

Finance charges 12% of the balance

Note: They do use the landlord authorization form.

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Revenue				
General Fund revenues				
General Fund revenues				
Real Estate Tax				
Current RE Tax	1,660,000.00	7,448.59	1,652,551.41	0.45%
Delinquent RE Tax	20,000.00	683.09	19,316.91	3.42%
Current RE Penalty	6,500.00	-	6,500.00	0.00%
Delinquent RE Penalty	2,000.00	349.22	1,650.78	17.46%
Current RE Interest	1,000.00	-	1,000.00	0.00%
Delinquent RE Interest	3,400.00	395.12	3,004.88	11.62%
Total Real Estate Taxes	1,692,900.00	8,876.02	1,684,023.98	0.52%
Personal Property Tax				
Current PP Tax	838,000.00	240,794.89	597,205.11	28.73%
Delinquent PP Tax	35,000.00	4,424.65	30,575.35	12.64%
Current PP Penalty	13,500.00	-	13,500.00	0.00%
Delinquent PP Penalty	6,000.00	1,040.12	4,959.88	17.34%
Current PP Interest	650.00	-	650.00	0.00%
Delinquent PP Interest	4,320.00	522.16	3,797.84	12.09%
Total Personal Property Tax	897,470.00	246,781.82	650,688.18	27.50%
Miscellaneous Receipts Over/Short				
	15.00	4.81	10.19	32.07%
Total Over/Short	15.00	4.81	10.19	32.07%
Other Taxes				
Franchise Tax	119,855.00	-	119,855.00	0.00%
Cigarette Tax	130,000.00	35,475.20	94,524.80	27.29%
Transient Occupancy Tax	142,000.00	33,336.95	108,663.05	23.48%
Meals Tax-4%	794,270.00	212,548.49	581,721.51	26.76%
Meals Tax-2%	397,135.00	106,274.25	290,860.75	26.76%
Communications Tax	245,000.00	20,025.04	224,974.96	8.17%
Rolling Stock	13.00	15.75	(2.75)	121.15%
Rental Tax	1,300.00	-	1,300.00	0.00%
Sales Tax	243,000.00	22,056.81	220,943.19	9.08%
Consumption Tax	47,500.00	6,538.80	40,961.20	13.77%
Utility Tax	194,500.00	23,211.17	171,288.83	11.93%
Total Other Local Taxes	2,314,573.00	459,482.46	1,855,090.54	19.85%
Licenses, Permits & Privilege Fees				
Business Licenses	330,000.00	32,782.58	297,217.42	9.93%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Business Licenses Penalty	6,420.00	2,859.90	3,560.10	44.55%
Business Licenses Interest	645.00	1,383.86	(738.86)	214.55%
Permits & Other Licenses	13,000.00	3,080.90	9,919.10	23.70%
WC Dog Park Registration	2,200.00	422.00	1,778.00	19.18%
Consultant Review Fees	5,000.00	3,038.80	1,961.20	60.78%
Vehicle License Tags	-	3.00	(3.00)	#DIV/0!
Vehicle License	135,500.00	1,898.17	133,601.83	1.40%
Total Licenses, permits and privilege fees	492,765.00	45,469.21	447,295.79	9.23%
<u>Fines & Costs</u>				
Public Defender Fee	-	-	-	#DIV/0!
Fines & Costs	57,000.00	11,153.06	45,846.94	19.57%
Total Fines & Forfeitures	57,000.00	11,153.06	45,846.94	19.57%
<u>From Use of Money and Property</u>				
General Fund Interest	6,400.00	1,530.71	4,869.29	23.92%
Beautification Fund Interest	85.00	42.15	42.85	49.59%
Rentals	15,685.00	2,143.46	13,541.54	13.67%
Smithfield Center Rentals	143,000.00	35,190.78	107,809.22	24.61%
Smithfield Center Vendor Programs	4,500.00	-	4,500.00	0.00%
Kayak Rentals	-	6,900.25	(6,900.25)	#DIV/0!
Special Events	1,000.00	410.00	590.00	41.00%
Fingerprinting Fees	1,000.00	380.00	620.00	38.00%
Sale of Equipment	1,000.00	239.00	761.00	23.90%
Lease of Land	525.00	-	525.00	0.00%
Total revenue from use of money and property	173,195.00	46,836.35	126,358.65	27.04%
<u>Miscellaneous Revenue</u>				
Other Revenue	2,200.00	552.00	1,648.00	25.09%
Cash Proffer Revenues	-	8,000.00	(8,000.00)	#DIV/0!
Obici Foundation Wellness Grant	12,500.00	10,000.00	2,500.00	80.00%
Virginia Municipal Group Safety Grant	3,861.00	4,000.00	(139.00)	103.60%
Total Miscellaneous Revenue	18,561.00	22,552.00	(3,991.00)	121.50%
<u>From Reserves</u>				
Restricted Reserves-Beautification	-	-	-	#DIV/0!
Reserves-Pinewood Escrow	14,618.00	3,654.48	10,963.52	25.00%
From Operating Reserves	529,075.00	374,798.03	154,276.97	70.84%
Total From Reserves	543,693.00	378,452.51	165,240.49	69.61%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
<u>Intergovernmental Virginia</u>				
Law Enforcement (no change budgeted for 2014)	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,765.00	3,321.00	444.00	88.21%
Police Block Grants-State	1,000.00	-	1,000.00	0.00%
Fire Programs	19,461.00	-	19,461.00	0.00%
VCA Grant	5,000.00	5,000.00	-	100.00%
DCA Grant (Dam)	17,000.00	-	17,000.00	0.00%
SNAP Program	-	384.00	(384.00)	#DIV/0!
FEMA-VDEM (state portion)	-	-	-	#DIV/0!
Fuel Refund (state)	865.00	12.32	852.68	1.42%
Total State Revenue	208,624.00	49,100.32	159,523.68	23.54%
<u>Intergovernmental Federal</u>				
Federal Grants	5,000.00	3,081.12	1,918.88	61.62%
Urban Fund Partial Use Allocation (80%)	-	-	-	#DIV/0!
FEMA-federal portion	-	-	-	#DIV/0!
Pinewood Heights CDBG Relocation Grant-Phase II	500,194.00	-	500,194.00	0.00%
Federal Fuel Income	1,000.00	-	1,000.00	0.00%
Total Federal Revenue	506,194.00	3,081.12	503,112.88	0.61%
<u>Other Financing Sources</u>				
<u>Operating Transfers In</u>				
Transfer In for Debt Service	-	-	-	#DIV/0!
Total Operating Transfers In	-	-	-	#DIV/0!
<u>Other Financing Sources</u>				
Note Proceeds-HVAC Financing (Smithfield Center)	-	-	-	#DIV/0!
General Obligation Bond-Capital Asset financing (ball fields)	400,000.00	-	400,000.00	0.00%
Insurance Recoveries	-	-	-	#DIV/0!
Total Other Financing Sources	400,000.00	-	400,000.00	0.00%
<u>Contributions</u>				
CHIPS Contributions	2,500.00	-	2,500.00	0.00%
Bike Rack	-	-	-	#DIV/0!
Public Restroom	-	-	-	#DIV/0!
Porcine Statues	-	-	-	#DIV/0!
Contribution-Smithfield Foods Donation to PD	-	-	-	#DIV/0!
Contribution-Motorcycle Donation	-	-	-	#DIV/0!
Ruritan Club Contribution-Ivy Hill Bench	-	-	-	#DIV/0!
Contributions-Employee Awards	-	-	-	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Contributions-IOW County (ball fields)	25,000.00		25,000.00	0.00%
Contributions-IOW County Port Authority Grants	-		-	#DIV/0!
Farmers Bank-Police Department	-		-	#DIV/0!
Contributions South Church Street Improvement Project	-		-	#DIV/0!
Total Contributions	27,500.00	-	27,500.00	0.00%
Total General Fund Revenue	7,332,490.00	1,271,789.68	6,060,700.32	17.34%
Less Revenues, Loan Funds, Grants and Contributions related to capital projects				
General Obligation Bond-HVAC Financing	-	-	-	
General Obligation Bond-Land Acquisition	(400,000.00)	-	(400,000.00)	
Cash Proffer Revenues	-	(8,000.00)	8,000.00	
Meals Tax (2%) allocated to Special Projects	(397,135.00)	(106,274.25)	(290,860.75)	
Pinewood Heights Reserves	(14,618.00)	(378,452.51)	363,834.51	
Contributions to Ball Fields (IOW)	(25,000.00)		(25,000.00)	
Pinewood Heights Relocation Project -Grant	(500,194.00)	-	(500,194.00)	
Total Non-operating Revenues	(1,336,947.00)	(492,726.76)	(844,220.24)	36.85%
Total General Fund Operating Revenues	5,995,543.00	779,062.92	5,216,480.08	12.99%
General Fund Budget Expenses				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
GENERAL GOVERNMENT				
Town Council				
Salaries	40,000.00	9,010.00	30,990.00	22.53%
FICA	3,500.00	795.58	2,704.42	22.73%
Employee Wellness/Assistance Plan	1,800.00	409.50	1,390.50	22.75%
Legal Fees	32,000.00	4,497.50	27,502.50	14.05%
Election Expense	3,000.00	-	3,000.00	-
Maintenance contracts	695.00	-	695.00	-
Advertising	30,000.00	813.00	29,187.00	2.71%
Professional Services	1,500.00	-	1,500.00	0.00%
Records Management maint & upgrades-software (to be moved)	8,484.00	6,250.00	2,234.00	73.67%
Site Plan Review	5,000.00	-	5,000.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Communications	3,500.00	158.96	3,341.04	4.54%
Insurance	27,435.00	13,315.00	14,120.00	48.53%
Supplies	20,000.00	5,232.82	14,767.18	26.16%
Travel & Training	6,000.00	1,725.00	4,275.00	28.75%
Subscriptions/Memberships	9,100.00	8,243.00	857.00	90.58%
Council Approved Items	16,000.00	941.75	15,058.25	5.89%
Public Defender Fees	2,000.00	(120.00)	2,120.00	-6.00%
Bank Charges	625.00	16.00	609.00	2.56%
SpecialProjects	2,500.00	2,283.91	216.09	91.36%
Smithfield CHIPS program	3,772.00	2,830.00	942.00	75.03%
Update Town Charter & Code	2,000.00	1,042.00	958.00	52.10%
Annual Christmas Parade	400.00	-	400.00	0.00%
Council Approved Hwy	-	-	-	-
Total Town Council	219,311.00	57,444.02	161,866.98	26.19%
<u>Town Manager</u>				
Salaries	216,840.00	42,829.02	174,010.98	19.75%
FICA	17,350.00	3,507.80	13,842.20	20.22%
VSRS	25,100.00	6,210.65	18,889.35	24.74%
Health	37,455.00	9,393.41	28,061.59	25.08%
Auto Expense	500.00	170.00	330.00	34.00%
Maintenance Contracts	1,700.00	-	1,700.00	0.00%
Communications	15,500.00	2,734.76	12,765.24	17.64%
Insurance	2,910.00	1,343.86	1,566.14	46.18%
Supplies	5,500.00	1,193.82	4,306.18	21.71%
Dues & Subscriptions	2,940.00	1,411.78	1,528.22	48.02%
Computer & technology expenses	16,000.00	4,992.76	11,007.24	31.20%
Travel & Training	7,800.00	1,312.52	6,487.48	16.83%
Other	100.00	31.66	68.34	31.66%
TM Allocated to Hwy	-	-	-	#DIV/0!
Total Town Manager	349,695.00	75,132.04	274,562.96	21.49%
<u>Treasurer</u>				
Salaries	258,170.00	51,653.25	206,516.75	20.01%
FICA	20,655.00	4,230.52	16,424.48	20.48%
VSRS	29,230.00	7,235.36	21,994.64	24.75%
Health	32,840.00	8,222.67	24,617.33	25.04%
Audit	11,500.00	-	11,500.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,080.00	1,871.21	6,208.79	23.16%
Data Processing	18,000.00	3,997.91	14,002.09	22.21%
Service Contracts	18,500.00	4,813.62	13,686.38	26.02%
Insurance	2,510.00	1,159.14	1,350.86	46.18%
Supplies	15,000.00	1,031.02	13,968.98	6.87%
Dues & Subscriptions	2,300.00	875.36	1,424.64	38.06%
Credit Card Processing	1,000.00	162.87	837.13	16.29%
Cigarette Tax Stamps	2,565.00	-	2,565.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Other	100.00	-	100.00	0.00%
Treasurer Alloc to Hwy	-	-	-	#DIV/0!
Total Treasurer	425,150.00	85,252.93	339,897.07	20.05%
PUBLIC SAFETY				
Police Department				
Salaries	1,322,140.00	283,159.53	1,038,980.47	21.42%
FICA	105,775.00	22,784.77	82,990.23	21.54%
VSRS	139,100.00	34,096.81	105,003.19	24.51%
Health Insurance	185,950.00	44,873.04	141,076.96	24.13%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	3,754.52	20,245.48	15.64%
Service Contracts	37,000.00	23,117.58	13,882.42	62.48%
Communications	65,000.00	8,372.46	56,627.54	12.88%
Computer & Technology Expenses	10,000.00	(234.63)	10,234.63	-2.35%
Insurance	51,935.00	23,984.08	27,950.92	46.18%
Ins. - LODA	10,962.00	10,961.37	0.63	99.99%
Materials & Supplies	30,500.00	3,039.58	27,460.42	9.97%
Dues & Subscriptions	6,500.00	901.00	5,599.00	13.86%
Equipment	15,000.00	1,261.12	13,738.88	8.41%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	5,073.14	44,926.86	10.15%
Gas	85,000.00	13,148.54	71,851.46	15.47%
Tires	7,500.00	-	7,500.00	0.00%
Travel & Training	27,500.00	10,517.73	16,982.27	38.25%
Special Events	500.00	154.59	345.41	30.92%
Police Grants	24,478.00	(1,710.15)	26,188.15	-6.99%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	15.00	485.00	3.00%
Total Police Department	2,209,840.00	487,270.08	1,722,569.92	22.05%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
<u>Fire Department</u>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	19,461.00	-	19,461.00	0.00%
Total Fire Department	32,461.00	-	32,461.00	0.00%
<u>Contributions-Public Safety</u>				
Coast Guard Auxiliary	250.00	-	250.00	0.00%
Rescue Squad-shared maintenance	-	-	-	#DIV/0!
E911 Dispatch Center	118,950.00	-	118,950.00	0.00%
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
Total Contributions-Public Safety	129,200.00	-	129,200.00	0.00%
<u>PARKS, RECREATION & CULTURAL</u>				
<u>Smithfield Center</u>				
Salaries	186,170.00	38,535.34	147,634.66	20.70%
FICA	14,895.00	3,384.41	11,510.59	22.72%
VSRS	16,365.00	4,051.14	12,313.86	24.75%
Health	20,780.00	5,260.52	15,519.48	25.32%
Uniforms	1,200.00	-	1,200.00	0.00%
Contracted Services	23,000.00	3,872.29	19,127.71	16.84%
Retail Sales & Use Tax	500.00	78.54	421.46	15.71%
Utilities	30,000.00	3,495.27	26,504.73	11.65%
Communications	21,500.00	2,211.67	19,288.33	10.29%
Computer & technology expenses	2,500.00	-	2,500.00	0.00%
Insurance	4,810.00	2,221.30	2,588.70	46.18%
Kitchen Supplies	4,000.00	632.99	3,367.01	15.82%
Office Supplies/Other Supplies	4,000.00	546.79	3,453.21	13.67%
Food Service & Beverage Supplies	8,000.00	662.42	7,337.58	8.28%
AV Supplies	1,000.00	57.93	942.07	5.79%
Repairs & Maintenance	40,000.00	3,093.59	36,906.41	7.73%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	12,000.00	1,658.98	10,341.02	13.82%
Travel & Training	2,000.00	1,401.00	599.00	70.05%
Programming Expenses	1,000.00	-	1,000.00	0.00%
Advertising	20,000.00	8,051.25	11,948.75	40.26%
Refund event deposits	3,500.00	1,476.25	2,023.75	42.18%
Credit card processing expense	4,500.00	1,303.19	3,196.81	28.96%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Total Smithfield Center	431,720.00	81,994.87	349,725.13	18.99%
<u>Contributions-Parks, Recreation and Cultural</u>				
Farmers Market	3,000.00	-	3,000.00	0.00%
BSV Parking Lot	-	5,072.40	(5,072.40)	#DIV/0!
TUMC Parking Lot	1,500.00	375.00	1,125.00	25.00%
Hampton Roads Partnership	1,960.00	-	1,960.00	0.00%
Isle of Wight Arts League	10,000.00	5,000.00	5,000.00	50.00%
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	26,460.00	10,447.40	16,012.60	39.48%
<u>Windsor Castle Park</u>				
Salaries	73,820.00	15,417.08	58,402.92	20.88%
FICA	5,910.00	1,262.70	4,647.30	21.37%
VSRS	8,505.00	2,147.99	6,357.01	25.26%
Health	13,870.00	3,313.31	10,556.69	23.89%
Contracted Services	5,000.00	880.95	4,119.05	17.62%
Grass Cutting	30,000.00	6,951.80	23,048.20	23.17%
Professional Services	1,000.00	444.27	555.73	44.43%
Utilities	5,000.00	197.04	4,802.96	3.94%
Supplies	2,500.00	28.39	2,471.61	1.14%
Repairs & Maintenance	40,000.00	2,985.38	35,592.22	11.02%
Other	-	101.25	(101.25)	#DIV/0!
Total Windsor Castle Park	185,605.00	33,730.16	150,452.44	18.17%
<u>Other Parks & Recreation</u>				
Fishing Pier-	-	-	-	-
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park	1,600.00	331.49	1,268.51	20.72%
Community Wellness Initiative	35,000.00	14,484.56	20,515.44	41.38%
SNAP Program	-	619.25	(619.25)	#DIV/0!
Waterworks Dam	34,000.00	15,300.00	18,700.00	45.00%
Haydens Lane Maintenance	2,900.00	104.65	2,795.35	3.61%
Veterans War Memorial	1,000.00	59.18	940.82	5.92%
Fireworks	2,000.00	2,000.00	-	100.00%
Total Parks & Recreation	78,000.00	32,899.13	45,100.87	42.18%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
COMMUNITY DEVELOPMENT				
Pinewood Heights				
Non-CDBG Contributed Operating Expenses				
Administration				
Precontract/ERR	-	-	-	#DIV/0!
Management Assistance	12,000.00	1,754.72	10,245.28	14.62%
Monitoring/Closeout	2,500.00	-	2,500.00	0.00%
Permanent Relocation				
Owner Occupied Households	107,826.00	-	107,826.00	0.00%
Renter Occupied Households	134,155.00	3,654.48	130,500.52	2.72%
Moving Costs	13,900.00	-	13,900.00	0.00%
Relocation Specialist	10,633.00	-	10,633.00	0.00%
Acquisition Specialist				
	15,000.00	-	15,000.00	0.00%
Clearance & Demolition				
	29,000.00	6,250.00	22,750.00	21.55%
Subtotal Non CDBG				
	325,014.00	11,659.20	313,354.80	3.59%
CDBG Contributed Operating Expenses				
Permanent Relocation				
Owner Occupied Households	230,394.00	-	230,394.00	0.00%
Renter Occupied Households		-	-	-
Clearance & Demolition				
	-	-	-	#DIV/0!
Subtotal CDBG				
	230,394.00	-	230,394.00	0.00%
Total Pinewood Heights Contributions				
	555,408.00	11,659.20	543,748.80	2.10%
Contributions-Community Development				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	6,000.00	6,000.00	-	100.00%
Christian Outreach	14,000.00	-	14,000.00	0.00%
Genieve Shelter	9,000.00	-	9,000.00	0.00%
TRIAD	1,650.00	-	1,650.00	0.00%

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Tourism Bureau	209,976.00	-	209,976.00	0.00%
Western Tidewater Free Clinic	33,339.00	-	33,339.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
Total Contributions-Community Development	328,965.00	6,000.00	322,965.00	1.82%
PUBLIC WORKS				
Planning, Engineering & Public Works				
Salaries	203,530.00	43,568.44	159,961.56	21.41%
FICA	16,285.00	3,568.34	12,716.66	21.91%
VSRS	24,750.00	6,281.23	18,468.77	25.38%
Health	33,600.00	8,419.70	25,180.30	25.06%
Uniforms	2,000.00	154.51	1,845.49	7.73%
Contractual	9,125.00	1,276.85	7,848.15	13.99%
GIS	1,200.00	-	1,200.00	0.00%
Recycling-new contract	212,725.00	53,115.04	159,609.96	24.97%
Trash Collection-new contract	227,555.00	55,631.25	171,923.75	24.45%
Street Lights	5,000.00	158.33	4,841.67	3.17%
Communications	15,000.00	2,389.48	12,610.52	15.93%
Safety Meetings	5,000.00	454.58	4,545.42	9.09%
Insurance	8,060.00	3,722.18	4,337.82	46.18%
Materials & Supplies	6,000.00	830.79	5,169.21	13.85%
Repairs & Maintenance	9,000.00	877.00	8,123.00	9.74%
Gas & Tires	10,500.00	1,325.21	9,174.79	12.62%
Travel & Training	6,000.00	1,095.74	4,904.26	18.26%
Litter Control Grant	3,765.00	-	3,765.00	0.00%
Dues & Subscriptions	2,000.00	232.00	1,768.00	11.60%
Other	1,000.00	544.61	455.39	54.46%
Public Works Alloc to Hwy	-	-	-	-
Total Public Works	802,095.00	183,645.28	618,449.72	22.90%
PUBLIC BUILDINGS				
Public Buildings				
Salaries	21,235.00	4,851.36	16,383.64	22.85%
FICA	1,700.00	438.62	1,261.38	25.80%
Contractual	9,000.00	3,904.44	5,095.56	43.38%
Communications	1,750.00	229.88	1,520.12	13.14%
Utilities	47,000.00	7,446.72	39,553.28	15.84%
Insurance	3,176.00	2,023.70	1,152.30	63.72%
Materials & Supplies	3,000.00	-	3,000.00	0.00%
Materials & Supplies-Town Manager	-	12.52	(12.52)	#DIV/0!

Town of Smithfield				
General Fund Operating Budget				
Description	Adopted Budget 2013/2014	Actual as of 09/30/13	Remaining Budget	% of budget
Materials & Supplies-Police Department	-	276.16	(276.16)	#DIV/0!
Materials & Supplies-Town Hall	-	71.58	(71.58)	#DIV/0!
Materials & Supplies-Public Works	-	80.00	(80.00)	#DIV/0!
Materials & Supplies-Public Restrooms	-	436.37	(436.37)	#DIV/0!
Repairs & Maintenance	29,289.00	5,308.13	23,980.87	18.12%
Rent Expense-Office Space	4,800.00	1,200.00	3,600.00	25.00%
Other	1,000.00	-	1,000.00	0.00%
Alloc Costs to Hwy	-	-	-	-
Total Public Buildings	121,950.00	26,279.48	95,670.52	21.55%
OTHER FINANCING USES				
Other Financing Uses				
Transfers to Operating Reserves	-	-	-	#DIV/0!
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	98,269.53	(98,269.53)	-
Transfers to Restricted Reserves-S Church Street Project	-	-	-	-
Total Transfers To Reserves	-	98,269.53	(98,269.53)	#DIV/0!
DEBT SERVICE				
Debt Service				
Principal Retirement				
Public Building Acquisition	19,914.00	-	19,914.00	0.00%
HVAC	15,300.00	2,497.83	12,802.17	16.33%
Ball Fields	73,750.00	-	73,750.00	-
Line of Credit Retirement-interest	5,000.00	-	5,000.00	0.00%
Ball field financing?				
Interest and fiscal charges				
Public Building Acquisition	33,195.00	-	33,195.00	0.00%
HVAC	2,370.00	459.23	1,910.77	19.38%
Ball Fields	14,650.00	-	14,650.00	0.00%
Total Debt Service	164,179.00	2,957.06	161,221.94	1.80%
Total General Fund Expenses	6,060,039.00	1,192,981.18	4,865,635.42	19.69%
Less Expenses related to capital projects:				
Legal Fees	-	-	-	-
Professional Fees	-	-	-	-
Pinewood Heights Relocation Project Expenses	(555,408.00)	(11,659.20)	(543,748.80)	-
Pinewood Heights Line of Credit Expenses	(5,000.00)	-	(5,000.00)	-
Total Non-operating Expenses	(560,408.00)	(11,659.20)	(548,748.80)	2.08%

Town of Smithfield				
General Fund Operating Budget				
	Adopted Budget	Actual as of		
Description	2013/2014	09/30/13		Remaining % of
				Budget budget
Total General Fund Operating Expenses	5,499,631.00	1,181,321.98		4,316,886.62 21.48%
Net Operating Reserve (+/-)	495,912.00	(402,259.06)		899,593.46 -81.12%
Net Reserve (+/-)	1,272,451.00	78,808.50		1,195,064.90 6.19%

	Adopted Budget 2013/2014	Actual 9/30/2013	Remain Budget	% of Budget
Net Operating Reserves (Deficit)	1,272,451.00	78,808.50	1,193,642.50	6.19%
Capital Outlay				
General Fund				
GENERAL GOVERNMENT				
COMMUNITY DEVELOPMENT				
Pinewood Heights Relocation-CIP				
Non CDBG Capital Acquisition				
Owner Occupied Units	(1,237.00)		(1,237.00)	0.00%
Renter Occupied Units	(158,019.00)		(158,019.00)	0.00%
Vacant Lots	-		-	-
Appraisal/Legal	(7,170.00)		(7,170.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(166,426.00)	-	(166,426.00)	0.00%
CDBG Capital Acquisition-MY2				
Owner Occupied Units	(269,800.00)		(269,800.00)	0.00%
Renter Occupied Units	-	-	-	-
Vacant Lots	-	-	-	-
Subtotal CDBG Capital Acquisition	(269,800.00)	-	(269,800.00)	0.00%
Total Pinewood Heights Relocation CIP	(436,226.00)	-	(436,226.00)	0.00%
TOWN COUNCIL				
Cable 6 upgrades	-	-	-	#DIV/0!
DOCSTAR server	(7,650.00)		(7,650.00)	0.00%
TREASURER				
Computer Equipment System upgrades				
AS400 Server	(45,000.00)		(45,000.00)	0.00%
PARKS, RECREATION AND CULTURAL				
Porcine statues			-	#DIV/0!
Smithfield Center-HVAC unit			-	#DIV/0!
Smithfield Center upgrades	(28,000.00)		(28,000.00)	0.00%
Smithfield Center Asphalt Repairs	(6,000.00)		(6,000.00)	0.00%
Public Park Improvements (Clontz Park, Tot Lots, Waterworks Lake)	(25,000.00)		(25,000.00)	0.00%
Windsor Castle-Light Tower			-	#DIV/0!
Windsor Castle-Station Bridge			-	#DIV/0!
Windsor Castle Park-outbuildings	(100,000.00)		(100,000.00)	0.00%
PUBLIC SAFETY				
Police				
Police Vehicles	(101,700.00)	(73,287.00)	(28,413.00)	72.06%

	Adopted Budget 2013/2014	Actual 9/30/2013	Remain Budget	% of Budget
Ipads for vehicles			-	#DIV/0!
Copier	(10,000.00)		(10,000.00)	-
Donated Opticom			-	#DIV/0!
Donated motorcycle (\$5000)			-	#DIV/0!
PUBLIC WORKS				
Vehicles and Equipment	(5,000.00)		(5,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
GIS/Mapping	(12,000.00)		(12,000.00)	0.00%
James/Washington Street Improvements	(5,000.00)		(5,000.00)	0.00%
Pinewood Heights-Stormwater Management	(75,000.00)		(75,000.00)	0.00%
Public Ball Fields	(400,000.00)		(400,000.00)	0.00%
N/S Church St Streetscape Improvements			-	#DIV/0!
PUBLIC BUILDINGS				
Office Space Improvements-Town Hall	(7,000.00)		(7,000.00)	0.00%
Public Restrooms			-	#DIV/0!
Net Capital Outlay	(1,272,451.00)	(76,624.50)	(1,195,826.50)	6.02%
Net Reserves (Deficit) after capital outlay	-	2,184.00	(2,184.00)	0.12

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Revenue				
Operating Revenues				
Sewer Charges	699,025.00	206,648.52	492,376.48	29.56%
Sewer Compliance Fee	489,559.00	147,398.84	342,160.16	30.11%
Miscellaneous Revenue	500.00	207.45	292.55	41.49%
Connection fees	31,600.00	1,580.00	30,020.00	5.00%
Total Operating Revenue	1,220,684.00	355,834.81	864,849.19	29.15%
Town of Smithfield				
Sewer Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Expenses				
Operating Expenses				
Salaries	226,915.00	47,344.13	179,570.87	20.86%
FICA	18,155.00	3,877.60	14,277.40	21.36%
VSRS	26,245.00	6,731.03	19,513.97	25.65%
Health	38,750.00	9,992.38	28,757.62	25.79%
Uniforms	2,500.00	298.81	2,201.19	11.95%
Audit & Legal Fees	14,750.00	2,248.75	12,501.25	15.25%
HRPDC sewer programs	872.00	-	872.00	0.00%
Maintenance & Repairs	50,000.00	3,941.18	46,058.82	7.88%
VAC Truck Repairs & Maintenance	7,500.00	911.00	6,589.00	12.15%
Data Processing	14,000.00	2,998.46	11,001.54	21.42%
Dues & Subscriptions	150.00	-	150.00	0.00%
Utilities	43,500.00	5,923.23	37,576.77	13.62%
SCADA Expenses	6,000.00	597.55	5,402.45	9.96%
Telephone	12,000.00	2,187.32	9,812.68	18.23%
Insurance	16,140.00	7,453.60	8,686.40	46.18%
Materials & Supplies	46,000.00	4,865.71	41,134.29	10.58%
Truck Operations	14,000.00	1,467.22	12,532.78	10.48%
Travel & Training	4,000.00	83.33	3,916.67	2.08%
Contractual	3,250.00	382.20	2,867.80	11.76%
Miscellaneous	600.00	-	600.00	0.00%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Bank service charges	325.00	-	325.00	0.00%

Town of Smithfield				
Sewer Fund Budget				
	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Total Sewer Fund Operating Expenses before D&A Exp.	550,652.00	101,303.50	449,348.50	18.40%
Operating Income before D&A Expense	670,032.00	254,531.31	415,500.69	37.99%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Operating Income (Loss)	(102,688.00)	190,138.31	(292,826.31)	-185.16%
Nonoperating Revenues (Expenses)				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	82,400.00	4,120.00	78,280.00	5.00%
Insurance Reimbursements	-	-	-	#DIV/0!
Contributed Capital-Smithfield Foods Rev Ln	21,733.00	-	21,733.00	0.00%
Interest Revenue	3,250.00	1,135.05	2,114.95	34.92%
Interest Expense	(39,351.00)	(21,350.20)	(18,000.80)	54.26%
Total Nonoperating Revenues (Expenses)	68,032.00	(16,095.15)	84,127.15	-23.66%
Net Income (loss)	(34,656.00)	174,043.16	(208,699.16)	-502.20%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(82,400.00)	(4,120.00)	(78,280.00)	5.00%
Contributed Capital-Smithfield Foods Rev Ln	(21,733.00)	-	(21,733.00)	0.00%
Compliance Fee	(489,559.00)	(147,398.84)	(342,160.16)	30.11%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	772,720.00	64,393.00	708,327.00	8.33%
Additional debt service costs-principal expense	(74,700.00)	(4,372.93)	(70,327.07)	5.85%
Total adjustments to CAFR	109,328.00	(91,498.77)	200,826.77	-83.69%
Working adjusted income	74,672.00	82,544.39	(7,872.39)	110.54%

	Adopted Budget 2013/2014	Actual 9/30/2013	Remaining Budget	% of Budget
Sewer Fund				
Working adjusted income	74,672.00	82,544.39	(7,872.39)	110.54%
Sewer SSO Consent Order	(325,000.00)	(21,680.00)	(303,320.00)	6.67%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
716 Smithfield Blvd -6" S.S. lateral complete			-	#DIV/0!
Rubber tire backhoe			-	-
Canteberry Pump Station			-	#DIV/0!
Light Tower (1/4)			-	#DIV/0!
PW Security Gate	(2,625.00)		(2,625.00)	-
Sewer Capital Repairs	(100,000.00)		(100,000.00)	0.00%
Pump Station Upgrades	(100,000.00)		(100,000.00)	-
Impeller-Wellington Pump Station			-	#DIV/0!
Truck/Equipment	(10,000.00)		(10,000.00)	0.00%
Net Capital Outlay	(548,076.00)	(25,017.50)	(523,058.50)	4.56%
Net Reserves (Deficit) after capital outlay	(473,404.00)	57,526.89	(530,930.89)	-12.15%
Funding from Development Escrow	0	-	-	
Reserves from Sewer Capital Escrow Account	200,000.00	-	200,000.00	0.00%
Funding from Sewer Compliance Fee	325,000.00	17,480.00	307,520.00	5.38%
Draw from operating reserves		-	-	
Funding from Bond Escrow (released from refinance)		-	-	
Net Cashflow	51,596.00	75,006.89	(23,410.89)	145.37%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Revenue				
Operating Revenue				
Water Sales	1,453,834.00	429,895.00	1,023,939.00	29.57%
Debt Service Revenue	187,896.00	96,072.80	91,823.20	51.13%
Miscellaneous	500.00	2,426.80	(1,926.80)	485.36%
Connection fees	13,200.00	660.00	12,540.00	5.00%
Application Fees	5,000.00	1,730.00	3,270.00	34.60%
Total Operating Revenue	1,660,430.00	530,784.60	1,129,645.40	31.97%
Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Expenses				
Salaries	348,720.00	72,818.88	275,901.12	20.88%
FICA	27,900.00	5,938.52	21,961.48	21.29%
VSRS	38,530.00	9,472.54	29,057.46	24.58%
Health	49,735.00	12,498.06	37,236.94	25.13%
Uniforms	3,255.00	500.75	2,754.25	15.38%
Contractual	15,000.00	6,828.00	8,172.00	45.52%
Legal & Audit	20,000.00	2,248.75	17,751.25	11.24%
Maintenance & Repairs	21,000.00	1,248.46	19,751.54	5.95%
Water Tank Maintenance	100,000.00	25,468.32	74,531.68	25.47%
Professional Services	1,000.00	-	1,000.00	0.00%
Regional Water Supply Study	2,580.00	-	2,580.00	0.00%
Data Processing	14,000.00	2,998.46	11,001.54	21.42%
Utilities	1,500.00	83.95	1,416.05	5.60%
Communications	15,045.00	2,157.28	12,887.72	14.34%
Insurance	25,200.00	11,637.58	13,562.42	46.18%
Materials & Supplies	114,400.00	12,934.55	101,465.45	11.31%
Gas and Tires	14,500.00	2,247.04	12,252.96	15.50%
Dues & Subscriptions	1,000.00	87.00	913.00	8.70%
Bank service charges	325.00	-	325.00	0.00%
Travel and Training	5,500.00	90.63	5,409.37	1.65%
Miscellaneous	9,500.00	8,749.93	750.07	92.10%
RO Annual costs	470,673.00	62,371.87	408,301.13	13.25%
Bad debt expense	7,500.00	-	7,500.00	0.00%
Total Water Fund Operating Expenses before D&A Exp.	1,306,863.00	240,380.57	1,066,482.43	18.39%

Town of Smithfield				
Water Fund Budget				
Description	Adopted Budget 2013/2014	Balance as of 09/30/13	Remaining Budget	% of budget
Operating Income before D&A Expense	353,567.00	290,404.03	63,162.97	82.14%
Depreciation & Amortization Expense	365,000.00	30,417.00	334,583.00	8.33%
Operating Income (Loss)	(11,433.00)	259,987.03	(271,420.03)	-2274.01%
Nonoperating Revenues (Expenses)				
Pro-Rata Share Fees	-	-	-	#DIV/0!
Availability Fees	54,400.00	2,720.00	51,680.00	5.00%
Interest Revenue	5,925.00	1,634.25	4,290.75	27.58%
Interest Expense	(123,720.00)	(66,377.12)	(57,342.88)	53.65%
Total Nonoperating Revenues (Expenses)	(63,395.00)	(62,022.87)	(1,372.13)	97.84%
Net Income (Loss)	(74,828.00)	197,964.16	(272,792.16)	-264.56%
WORKING ADJUSTMENTS TO CAFR				
(FOR INTERNAL USE ONLY)				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(54,400.00)	(2,720.00)	(51,680.00)	5.00%
Bad Debt Expense	7,500.00	-	7,500.00	0.00%
Debt Service Revenue	(187,896.00)	(96,072.80)	(91,823.20)	51.13%
Depreciation & Amort. Exp.	365,000.00	30,417.00	334,583.00	8.33%
Additional debt service costs-principal expense	(322,275.00)	(245,690.39)	(76,584.61)	76.24%
Total adjustments to CAFR	(192,071.00)	(314,066.19)	121,995.19	163.52%
Working adjusted income	(266,899.00)	(116,102.03)	(150,796.97)	43.50%

	Adopted Budget 2013/2014	Actual 9/30/2013	Remain Budget	% of Budget
Water Fund				
Net Operating Reserves (Deficit)	(266,899.00)	(116,102.03)	(150,796.97)	43.50%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
Discharge Analysis	(25,000.00)		(25,000.00)	0.00%
Vehicle/Equipment	(10,000.00)		(10,000.00)	0.00%
Work Order System	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Public Works Security Gate	(2,625.00)		(2,625.00)	0.00%
RO Security Gate	(10,000.00)		(10,000.00)	0.00%
System Improvements	(50,000.00)		(50,000.00)	0.00%
RO Plant-installation of flow transmitters			-	#DIV/0!
Light Tower			-	#DIV/0!
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	-
Net Capital Outlay	(218,076.00)	(3,337.50)	(214,738.50)	1.53%
Net Reserves (Deficit) after capital outlay	(484,975.00)	(119,439.53)	(365,535.47)	24.63%
Operating Reserves		-	-	-
Water Development Escrow	25,000.00	-	25,000.00	-
Water Capital Escrow	160,000.00	-	160,000.00	-
Debt Service fees applied to debt	331,758.00	246,195.78	85,562.22	74.21%
Net Cashflow	31,783.00	126,756.25	(94,973.25)	398.82%

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	09/30/13	Budget	budget
Revenue				
Interest Income	250.00	68.25	181.75	27.30%
Revenue Sharing-VDOT	-	-	-	#DIV/0!
Insurance Reimbursement	-	-	-	#DIV/0!
Revenue - Commwlth of VA	1,003,519.92	258,278.17	745,241.75	25.74%
Total Highway Fund Revenue	1,003,769.92	258,346.42	745,423.50	25.74%
Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2013/2014	09/30/13	Budget	budget
Expenses				
Salaries	248,065.00	49,729.67	198,335.33	20.05%
FICA	19,845.00	4,072.98	15,772.02	20.52%
VSRS	29,090.00	6,856.98	22,233.02	23.57%
Health	45,290.00	11,156.98	34,133.02	24.63%
Uniforms	3,100.00	394.80	2,705.20	12.74%
Engineering	-	-	-	-
Grass	31,400.00	6,800.00	24,600.00	21.66%
Maintenance	348,427.92	44,267.81	(44,267.81)	12.71%
Asphalt/Paving		18,360.42	(18,360.42)	
Ditching		13,431.04	(13,431.04)	
Traffic Control devices		261.10	(261.10)	
Other (maintenance)			-	
Other (lawnmowers, landscaping, etc)		12,015.10	(12,015.10)	
Structures and Bridges			-	
Ice and Snow removal			-	
Administrative		200.15	(200.15)	
Street Lights	110,000.00	16,823.82	93,176.18	15.29%
Insurance	19,440.00	8,977.56	10,462.44	46.18%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	2,224.61	7,775.39	22.25%
Stormwater Management Program (regional)	1,786.00	-	1,786.00	0.00%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
Total Highway Fund Expense	868,943.92	151,305.21	717,638.71	17.41%
Net Reserves (+/-)	134,826.00	107,041.21	27,784.79	79.39%

	Adopted Budget 2013/2014	Actual 9/30/2013	Remain Budget	% of Budget
HIGHWAY				
Net Operating Reserves (Deficit)	134,826.00	107,041.21	27,784.79	79.39%
Construction Standards Update	(4,201.00)		(4,201.00)	0.00%
New Truck	(8,750.00)		(8,750.00)	0.00%
PW Security Gate	(2,625.00)		(2,625.00)	0.00%
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system	(6,250.00)	(3,337.50)	(2,912.50)	53.40%
Pinewood Stormwater Drainage	(100,000.00)		(100,000.00)	0.00%
Lawnmower	(8,000.00)	(7,945.00)	(55.00)	99.31%
Net Capital Outlay	(134,826.00)	(11,282.50)	(123,543.50)	8.37%
Net Reserves (Deficit) after capital outlay	0.00	95,758.71	(95,758.71)	

Notes: September 2013

GENERAL FUND

Revenues:

Current PP Tax

In August, the Town receives the state's annual contribution of \$240,794.89 towards personal property tax relief. It will offset the allowable billing to the town's residents.

Franchise Tax

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

Transient Occupancy

The transient occupancy tax received for 1st qtr 2014 was \$33,336.95 compared to \$42,546.82, for 1st quarter 2013 which is a significant decrease of \$9,209.87.

Communications Tax

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

Sales Tax

There is also a delay in sales tax that comes from the state but is passed to the Town through IOW County. September statements reflect sales tax for July 2013.

Cash Proffer Revenues

The Town received \$8,000 from builders for Church Square.

Obici Foundation Wellness Grant

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

VML Safety Grant

The Town received a VML safety grant of \$4,000 which ultimately may be spread across several funds. Budget was based on FY2013 actual.

Reserves-Pinewood Escrow

The Pinewood Escrow reserves funds were set aside in Phase I to pay the 42 month rent and utility supplement required for market rate renters.

From Operating Reserves

\$374,798.03 was pulled from operating reserves to fund deficit through September.

Litter Control Grant

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

VCA Grant

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

Federal Grants

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

Expenses:

ALL DEPARTMENTS

Health Insurance

Represents the July through September payments of health and dental as they are normally paid in advance which brings expenses to approximately 25%.

Insurance

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

Subscriptions/Memberships

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

Town Council

Records Management

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

Special Projects

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

Travel and Training

This month's amount includes charges for October 2013 VML Conference.

Smithfield CHIPS program

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

Update Town Charter & Code

The Town paid Municipal Code Corporation \$1,042.00 to update Town's Charter & Code

Treasurer

Service Contracts

Included in this line item was \$3,750.00, which was paid to BAI for the annual on-line payments contract

Public Safety

Service Contracts

Includes required annual maintenance fee to Sungard Public Sector Inc for \$19,722.08.

Insurance-LODA

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

Police Grants

Received a refund of \$1,710.15 for a prior year expense allocated to the Police Grant

Parks Recreation & Cultural

Smithfield Center

Travel and Training

Reimbursed Amy Musick \$766.00 for ODU class related to parks and recreational management

Contributions-Parks, Rec. & Cultural

BSV Parking Lot

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

Isle of Wight Arts League

\$5,000.00 was paid for the Local Government Challenge Grant. An additional \$5000 will be paid next month now that matching funds have been received from the state.

Windsor Castle Park-Professional services

Lodging cost at Smithfield Station for consultant who is working on WC playground plans.

SNAP Program

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

Waterworks Dam

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

Fireworks

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

Contributions Community Development

Chamber of Commerce

Annual budgeted contribution to Isle of Wight/Smithfield/Windsor

Public Buildings

Contractual

Includes \$2149.68 to Fonality for annual software & support agreement for the phone system.

Capital:

Police

Police Vehicles

This expense represents the purchase of three police vehicles.

Public Works

Work Order System

\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

SEWER

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

Insurance

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

Nonoperating Revenues (Expenses)

Interest Expenses

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

Capital:

Work Order System

\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

WATER

Revenues

Miscellaneous

Included is the Sale of scrap metal for \$2,426.80. The miscellaneous revenue has exceeded the budgeted amount by \$1,926.80.

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

Insurance

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

Miscellaneous

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

Nonoperating Revenues (Expenses)

Interest Expense

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

Capital:

Work Order System

\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

HIGHWAY

Expenses

Health Insurance

As noted in the general fund, the insurance expense line item represents payments for July through September.

Insurance

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

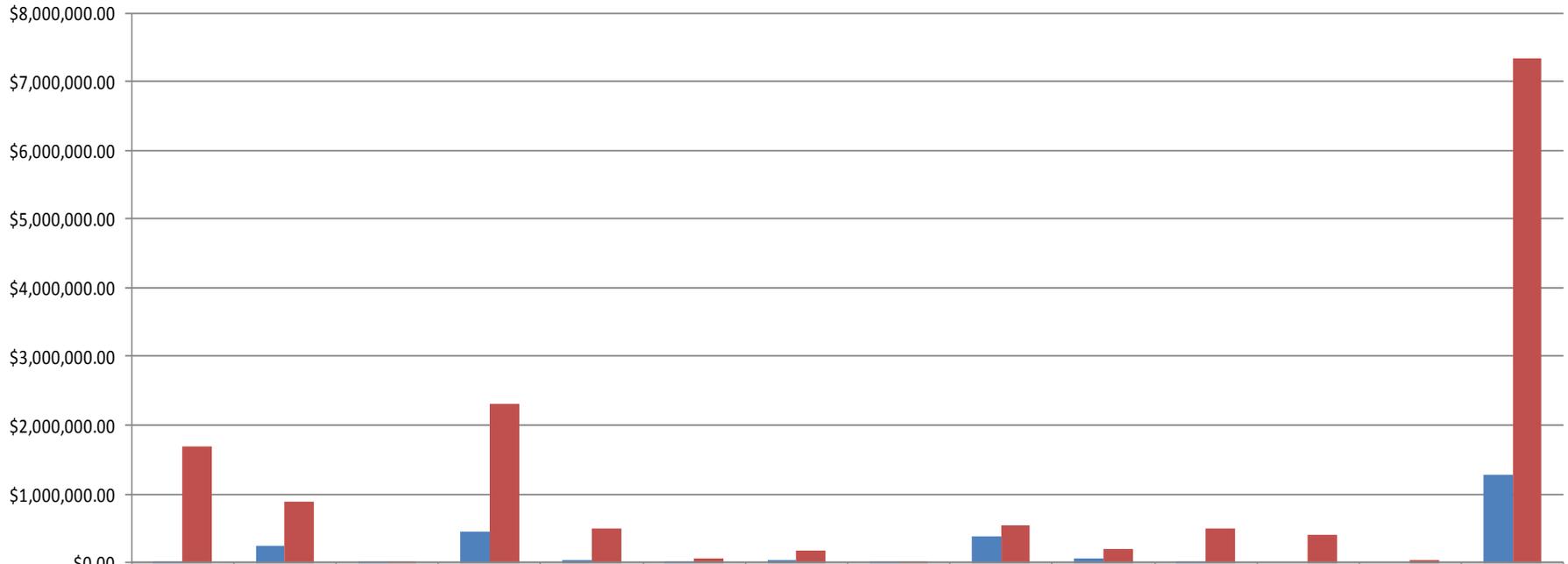
Capital:

Work Order System

\$13,350 item split 4 ways between Public Works, Highway, Water and Sewer.

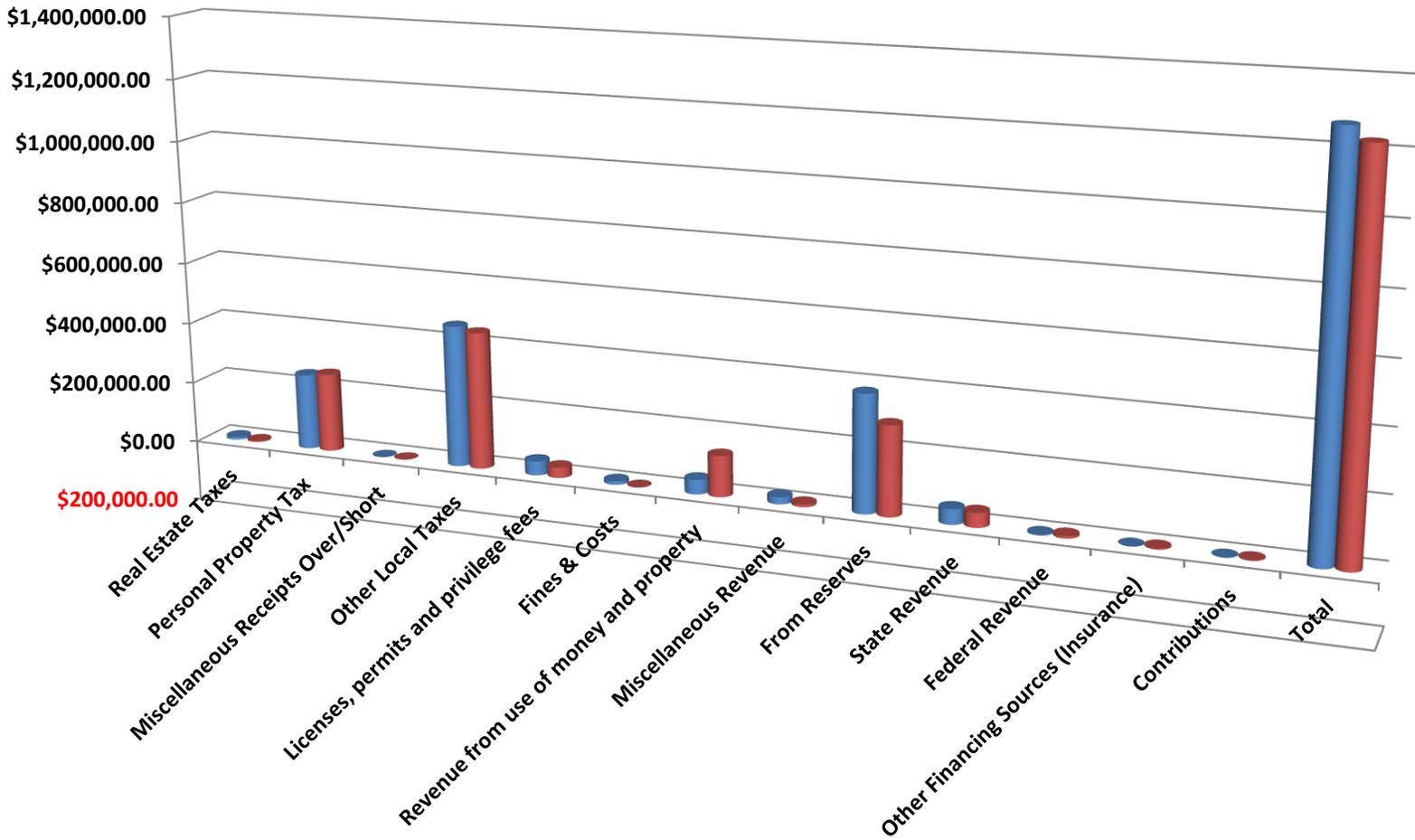
SEPTEMBER 2013 FINANCIAL GRAPHS

September 2013 YTD General Fund Revenues Compared to Budget



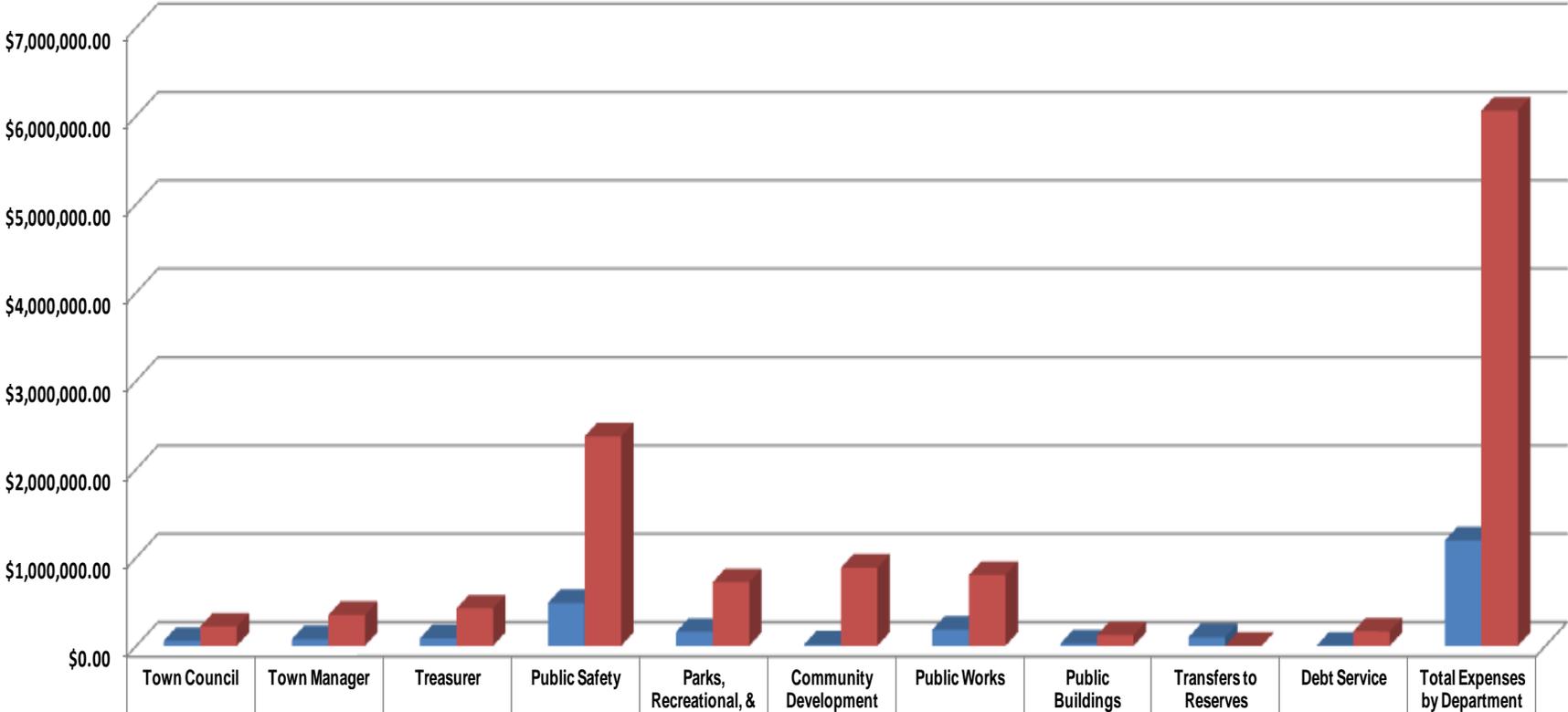
	Real Estate Taxes	Personal Property Tax	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Ball Fields)	Contributions	Total
■ September 2013 Actual	\$8,876	\$246,782	\$5	\$459,482	\$45,469	\$11,153	\$46,836	\$22,552	\$378,453	\$49,100	\$3,081	\$-	\$-	\$1,271,789
■ Budget	\$1,692,900	\$897,470	\$15	\$2,314,573	\$492,765	\$57,000	\$173,195	\$18,561	\$543,693	\$208,624	\$506,194	\$400,000	\$27,500	\$7,332,490

September 2013 YTD General Fund Revenue Compared to September 2012



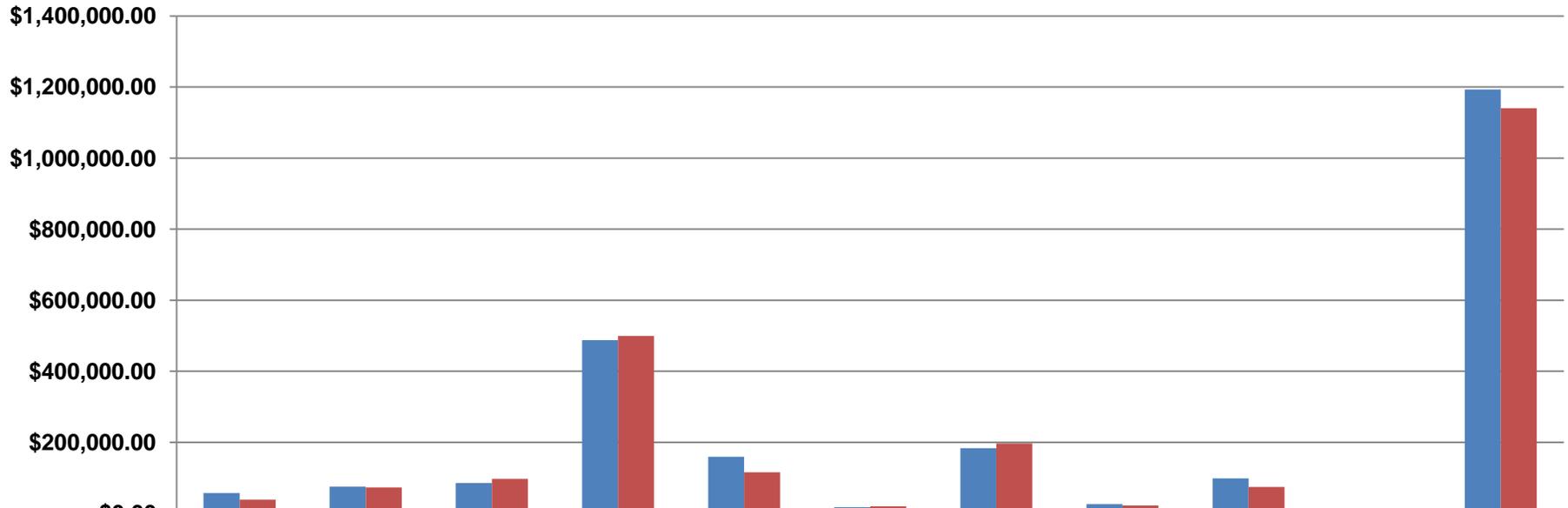
	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ September 2013 Actual	\$8,876	\$246,782	\$5	\$459,482	\$45,469	\$11,153	\$46,836	\$22,552	\$378,453	\$49,100	\$3,081	\$-	\$-	\$1,271,789
■ September 2012 Actual	\$3,700	\$255,995	\$(25)	\$444,992	\$34,162	\$200	\$132,456	\$8,910	\$288,681	\$46,485	\$7,609	\$3,739	\$1,962	\$1,228,866

September 2013 YTD General Fund Operating Expenses Compared to Budget



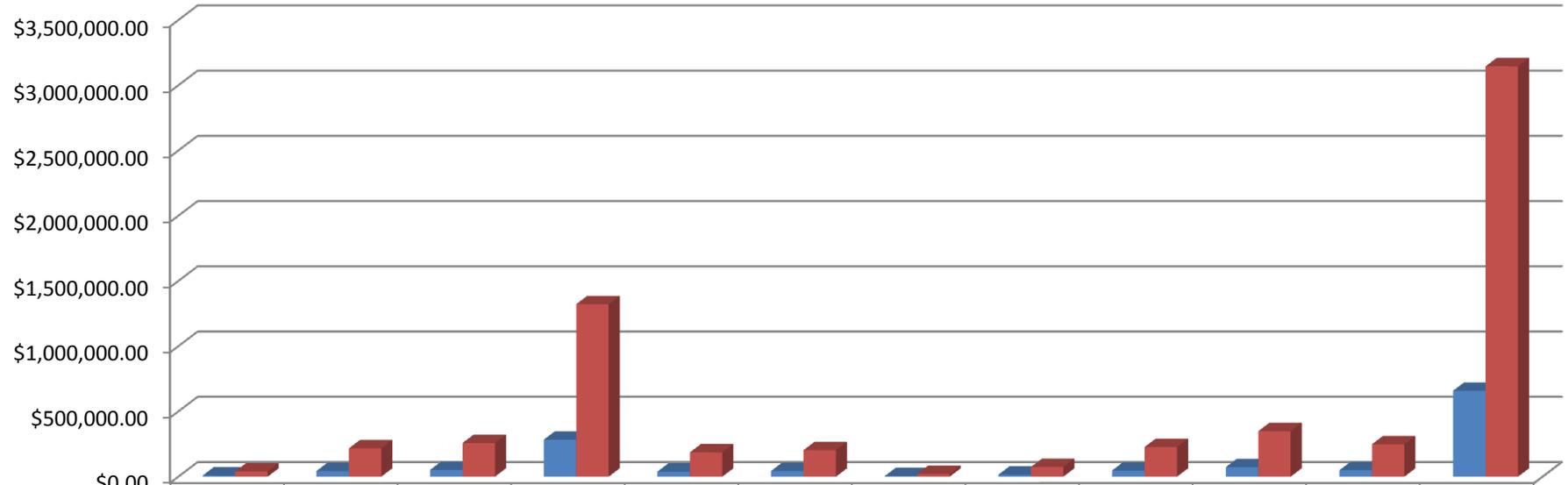
September 2013 Actual	\$57,444	\$75,132	\$85,253	\$487,270	\$159,072	\$17,659	\$183,645	\$26,279	\$98,270	\$2,957	\$1,192,981
Budget	\$219,311	\$349,695	\$425,150	\$2,371,501	\$721,785	\$884,373	\$802,095	\$121,950	\$-	\$164,179	\$6,060,039

September 2013 YTD General Fund Operating Expenses Compared to September 2012



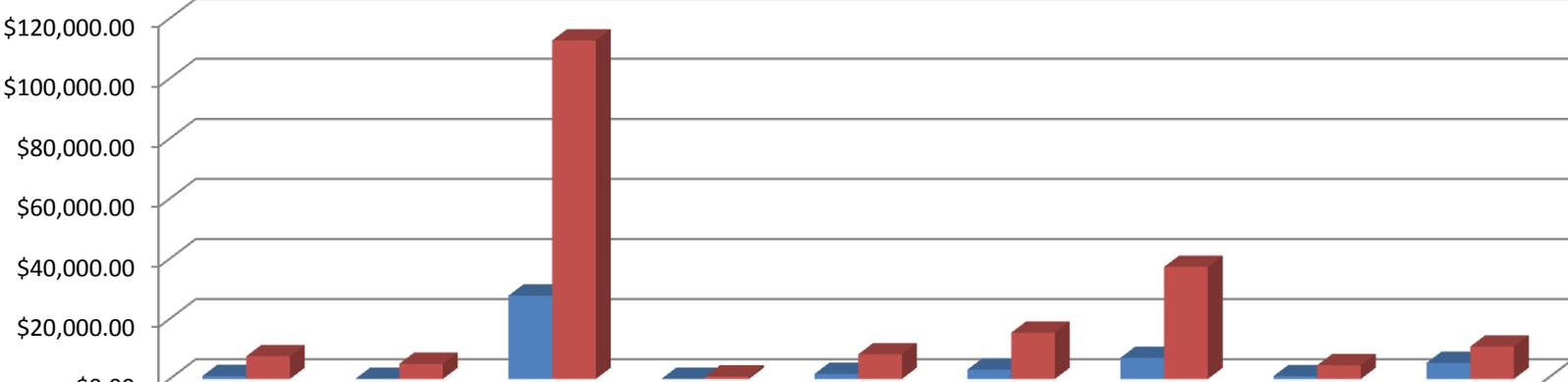
	Town Council	Town Manager	Treasurer	Public Safety	Parks, Recreation, al, & Cultural	Community Developme nt	Public Works	Public Buildings	Transfers to Reserves	Debt Service	Total Expenses by Department
■ September 2013 Actual	\$57,444	\$75,132	\$85,253	\$487,270	\$159,072	\$17,659	\$183,645	\$26,279	\$98,270	\$2,957	\$1,192,981
■ September 2012 Actual	\$38,495	\$72,612	\$97,108	\$499,069	\$115,978	\$19,935	\$196,686	\$22,439	\$74,710	\$3,429	\$1,140,461

September 2013 YTD Salaries to Budget by Department



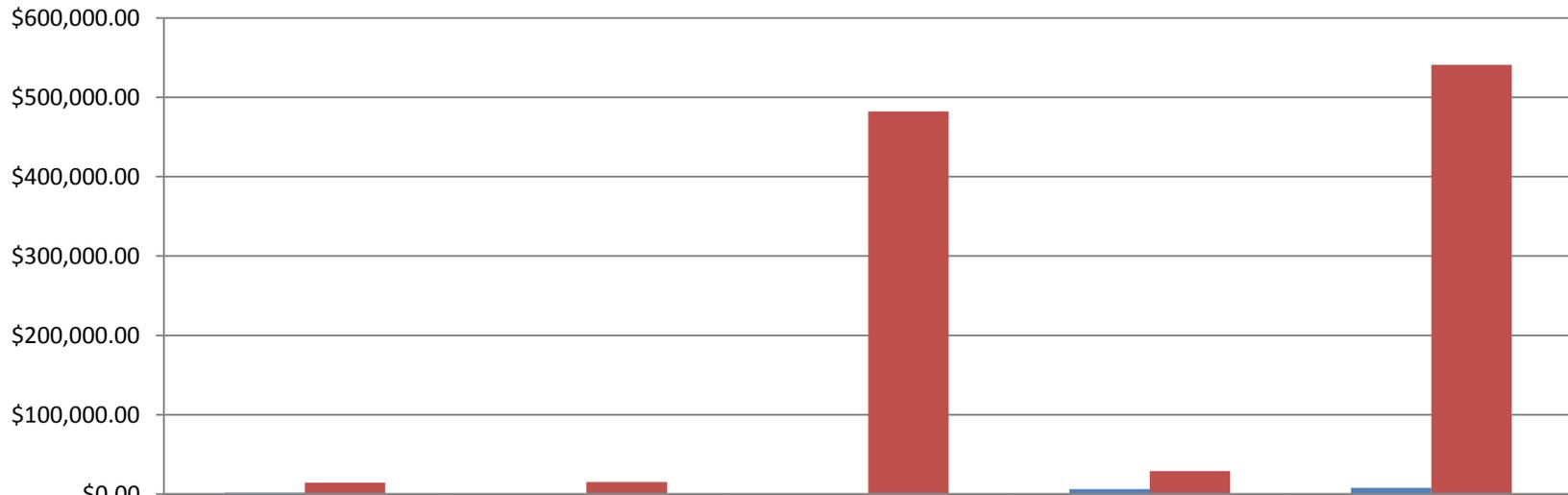
■ September 2013 Actual	\$9,010	\$42,829	\$51,653	\$283,160	\$38,535	\$43,568	\$4,851	\$15,417	\$47,344	\$72,819	\$49,730	\$658,917
■ Budget	\$40,000	\$216,840	\$258,170	\$1,322,140	\$186,170	\$203,530	\$21,235	\$73,820	\$226,915	\$348,720	\$248,065	\$3,145,605

September YTD Overtime Compared to Budget



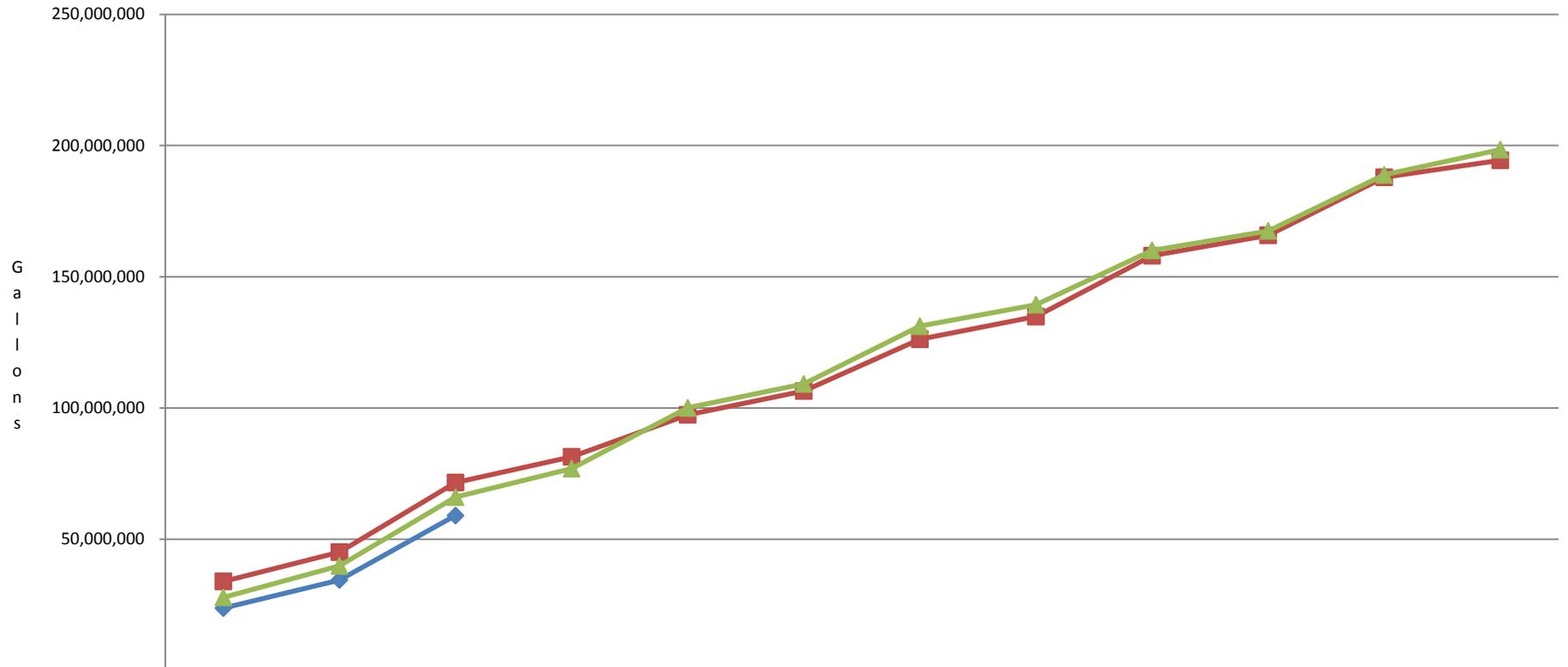
	Town Manager	Treasurer	Police Dpt.	Smithfield Center	Planning, Engineering & PW	Sewer	Water	Windsor Castle	Highway
■ September YTD Actual	\$1,013	\$89	\$27,741	\$47	\$1,688	\$3,145	\$7,074	\$954	\$5,355
■ Budget	\$7,562	\$5,044	\$112,710	\$838	\$8,216	\$15,414	\$37,319	\$4,575	\$10,789

September YTD Pinewood Heights Expenses MY 1 Phase II



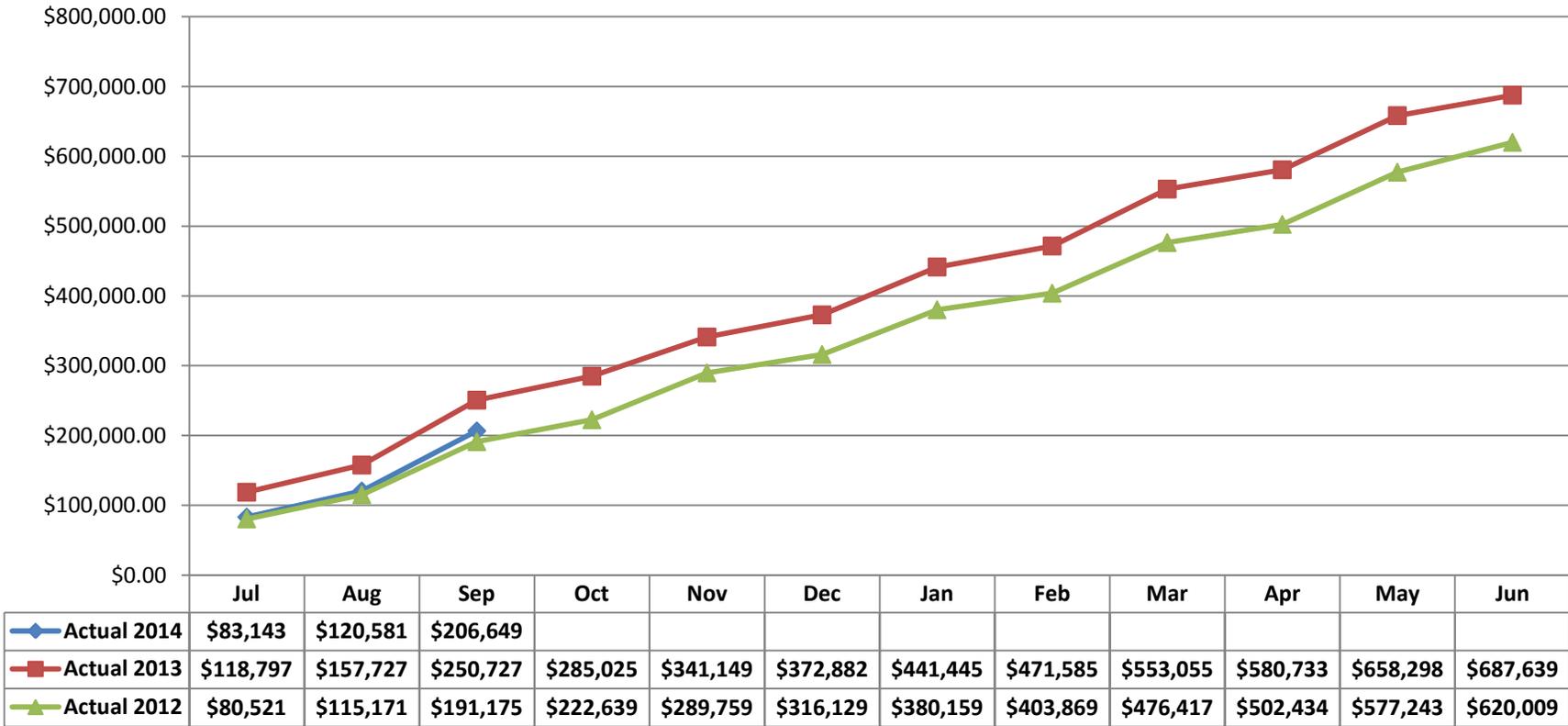
	Administration	Acquisition	Permanent Relocation	Clearance & Demolition	Total YTD MY1 Phase II
■ September YTD Actual	\$1,755	\$-	\$-	\$6,250	\$8,005
■ Budget	\$14,500	\$15,000	\$482,290	\$29,000	\$540,790

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

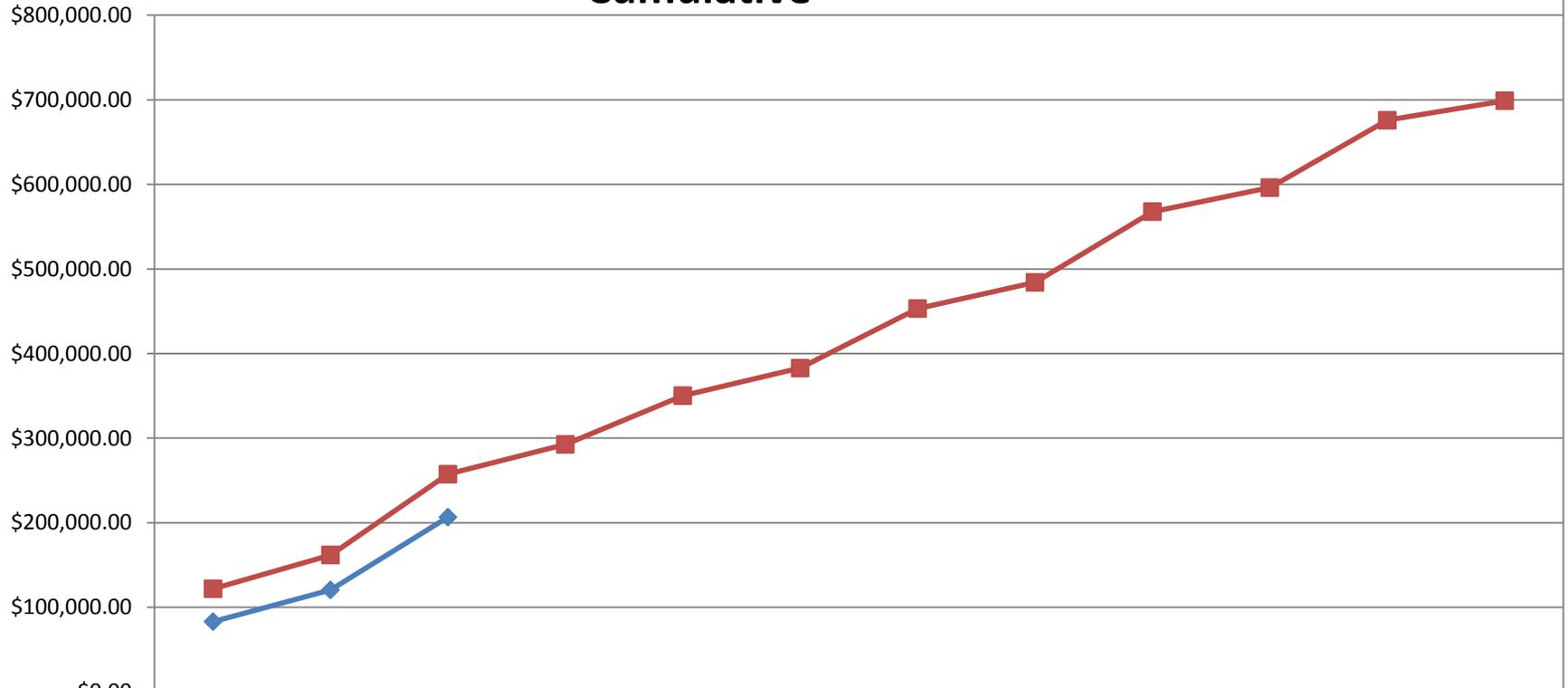


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	23,711,729	34,435,081	58,989,250									
Actual 2013	33,911,769	45,062,012	71,593,279	81,409,491	97,395,860	106,483,452	126,184,592	134,820,907	158,036,732	165,808,355	187,913,876	194,386,925
Actual 2012	27,823,246	39,800,726	66,015,985	76,887,610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

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

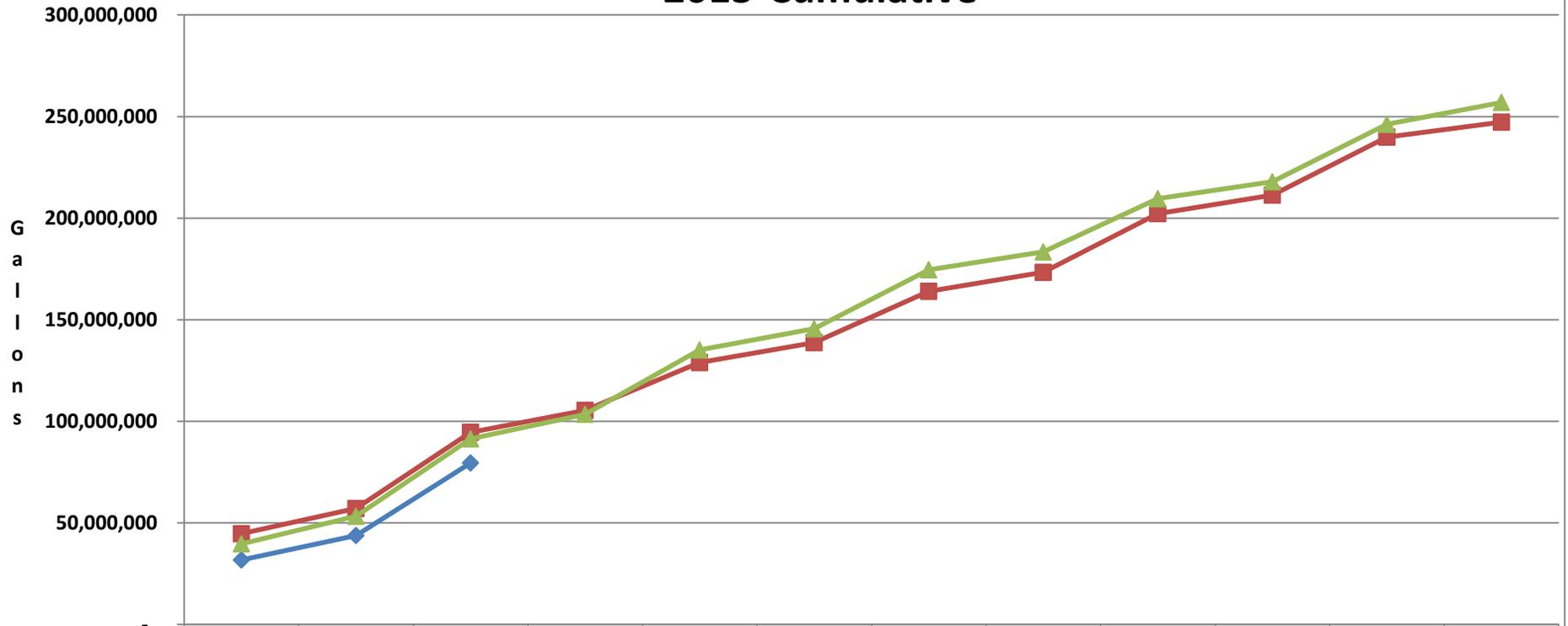


September 2013 Sewer Charges Compared to Pro-Rated Budget- Cumulative



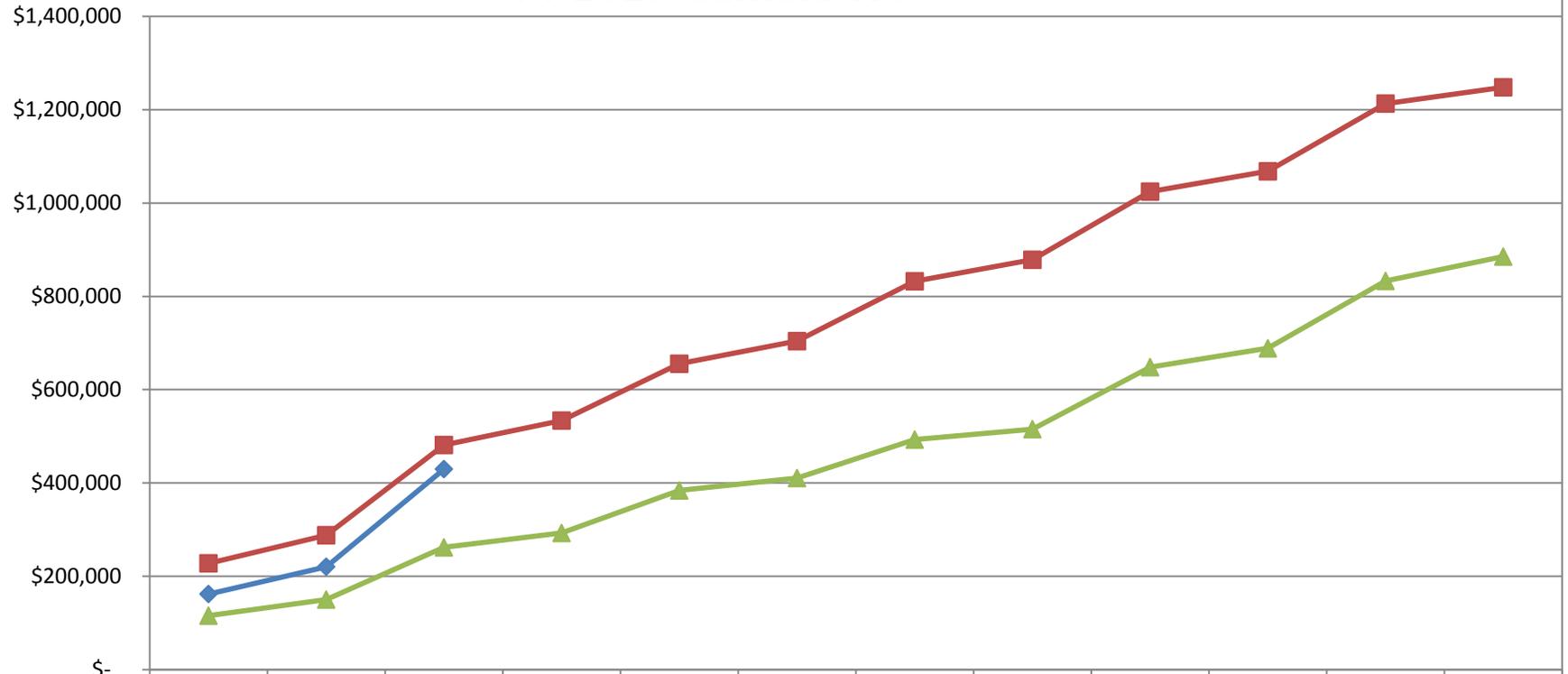
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$83,143	\$120,581	\$206,649									
Pro-rated budget	\$121,976	\$161,949	\$257,438	\$292,655	\$350,281	\$382,863	\$453,261	\$484,208	\$567,857	\$596,275	\$675,916	\$699,025

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



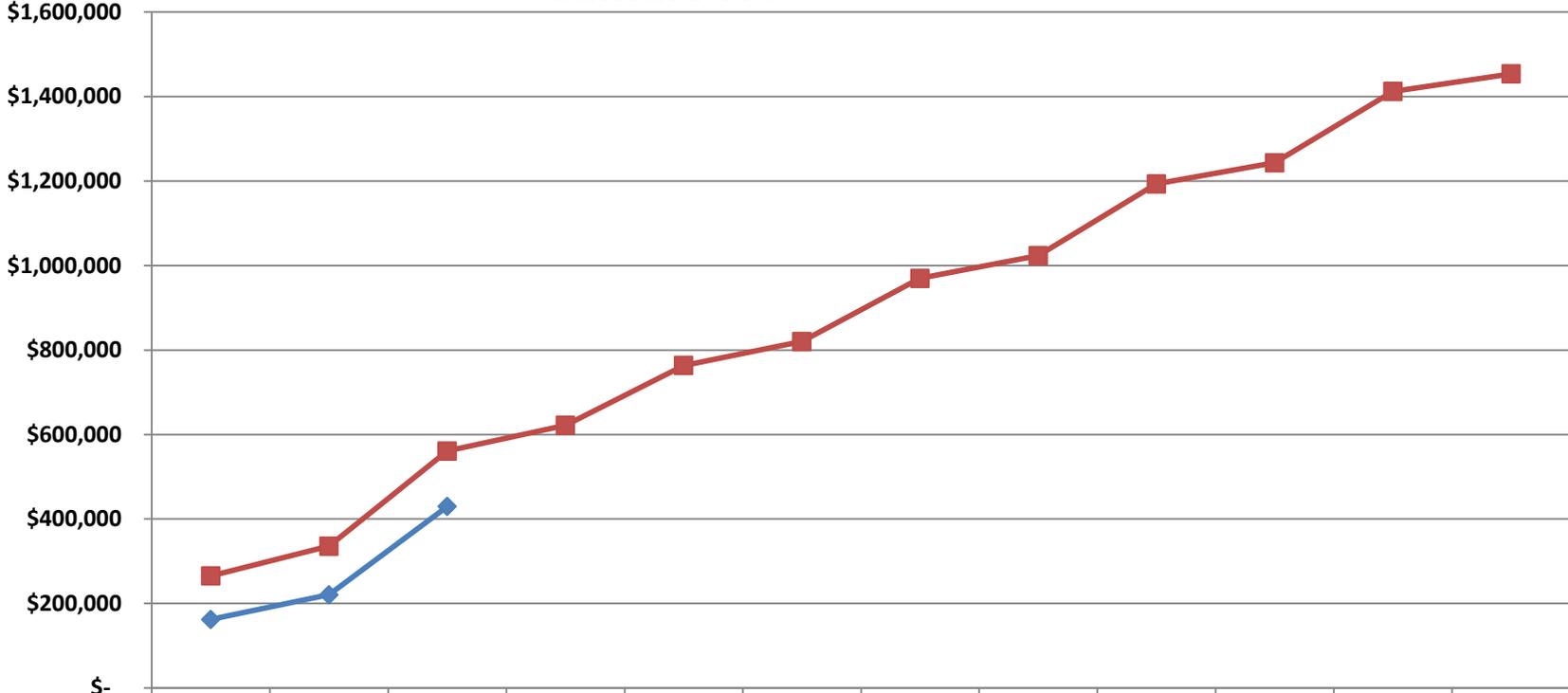
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	31,749,642	43,797,350	79,515,677									
Actual 2013	44,653,181	57,074,240	94,602,553	105,404,177	128,910,557	138,750,710	164,001,884	173,330,652	202,238,523	211,359,247	239,897,757	247,266,148
Actual 2012	39,688,782	53,256,900	91,356,629	103,459,078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

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



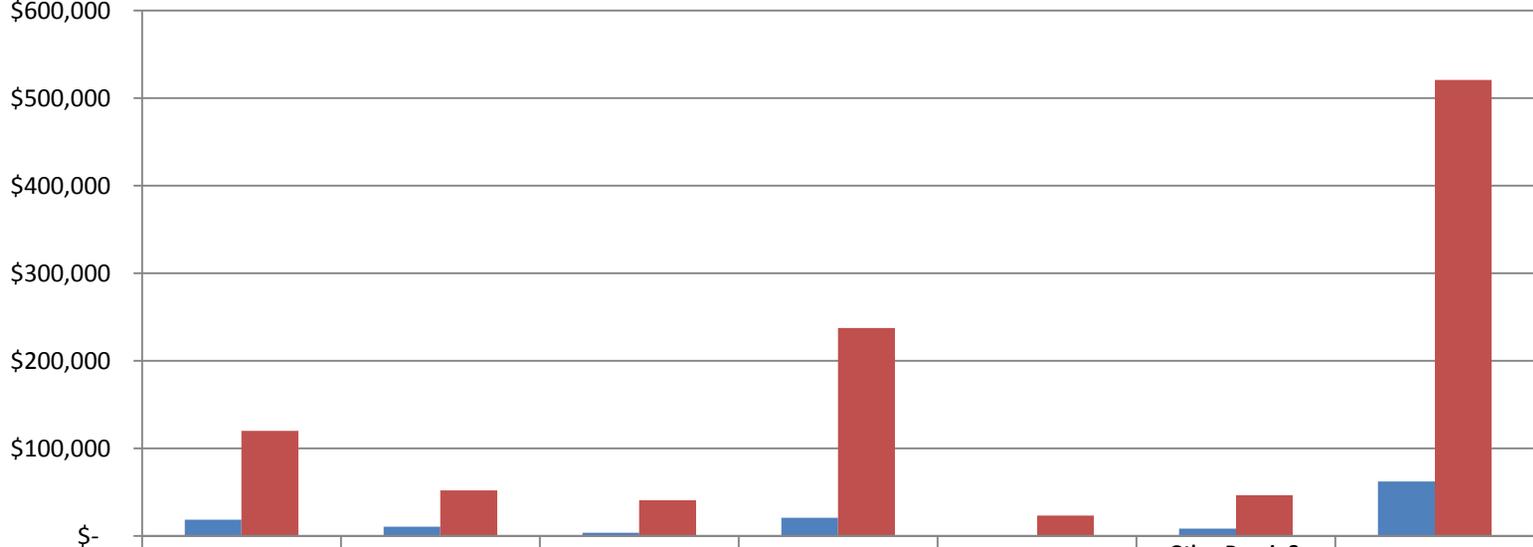
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2014	\$162,142	\$220,610	\$429,895									
Actual 2013	\$227,860	\$288,112	\$481,390	533,789	\$655,555	\$704,067	\$832,302	\$878,447	\$1,024,546	\$1,068,017	\$1,213,227	\$1,248,050
Actual 2012	\$115,583	\$150,181	\$261,961	292,821	\$383,979	\$410,562	\$492,964	\$515,361	\$648,258	\$688,672	\$833,080	\$885,260

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



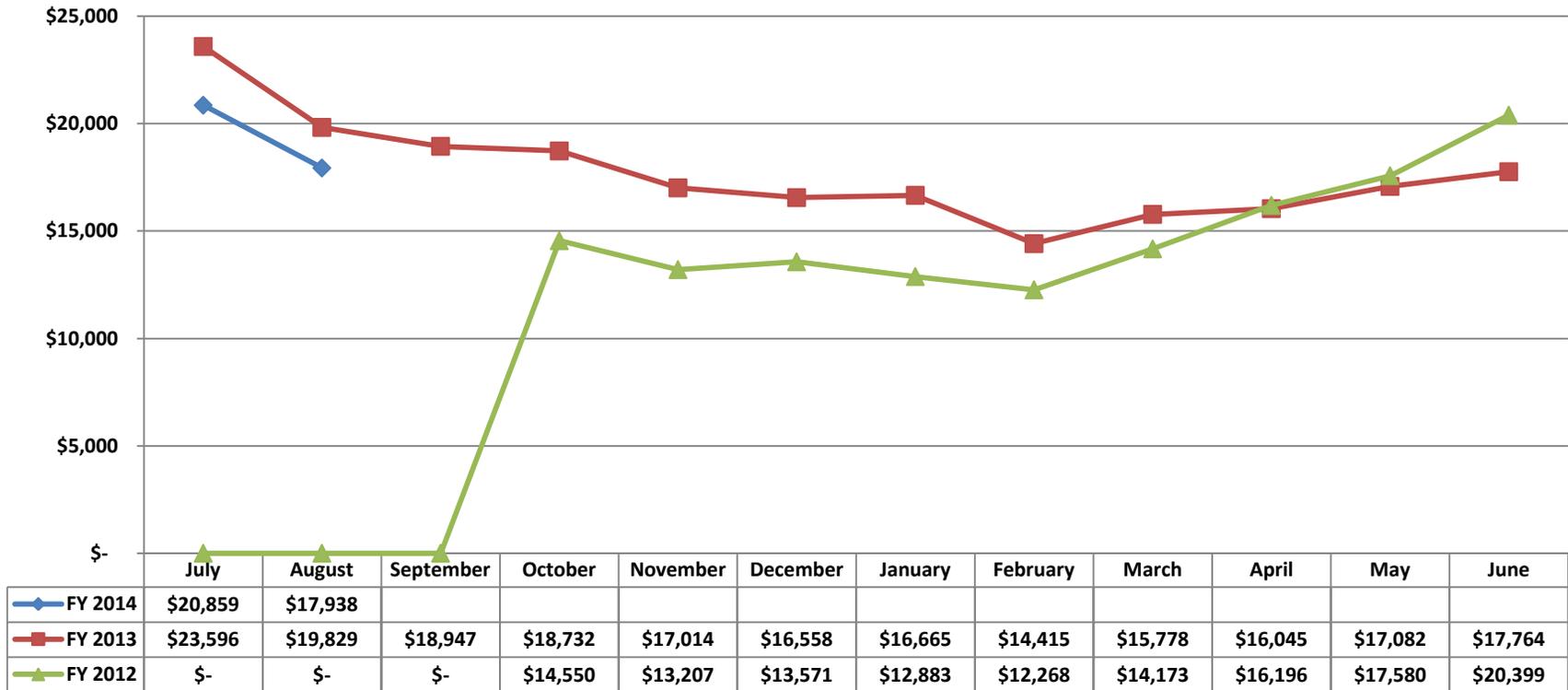
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual	\$162,142	\$220,610	\$429,895									
Pro-rated budget	\$265,431	\$335,618	\$560,764	621,803	\$763,647	\$820,158	\$969,536	\$1,023,290	\$1,193,208	\$1,243,229	\$1,412,223	\$1,453,834

September 2013 YTD RO Expenses by Category



	Power	Chemicals	Other Operating	HRSD	Membrane	Other Repair & Replacement	Total
■ September 2013 Actual	\$18,656	\$10,584	\$3,756	\$20,859	\$-	\$8,517	\$62,372
■ Budget	\$120,075	\$51,976	\$41,000	\$237,621	\$23,333	\$46,832	\$520,837

HRSD EXPENSES FOR RO PLANT FY2014, FY2013 AND FY2012



CASH BALANCES AS OF SEPTEMBER 2013					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	800,482.27	(87,998.39)	(524,457.97)	188,025.91
Water-Debt Service	Farmers Bank	1,158,751.93	18,808.26	-	1,177,560.19
Water Capital Escrow (availability fees)	TowneBank	289,349.44	-	-	289,349.44
Water Treatment Plant Escrow	TowneBank	111,234.10	-	-	111,234.10
Water Development Escrow	TowneBank	76,808.00	-	-	76,808.00
Subtotal Water		2,436,625.74	(69,190.13)	(524,457.97)	1,842,977.64
Sewer	Farmers Bank	241,831.30	(57,742.57)	(378,388.56)	(194,299.83)
Sewer Development Escrow	TowneBank	329,352.99	-	-	329,352.99
Sewer Capital Escrow (availability fees)	TowneBank	824,528.76	-	-	824,528.76
Sewer Compliance	Farmers Bank	281,151.60	23,323.14	-	304,474.74
Subtotal Sewer		1,676,864.65	(34,419.43)	(378,388.56)	1,264,056.66
Highway	Farmers Bank	64,841.50	139,968.30	-	204,809.80
General Fund	Farmers Bank	1,706,126.76	(36,325.78)	860,707.35	2,530,508.33
Payroll	Farmers Bank	60,498.78			60,498.78
Money Market-General Fund	TowneBank	2,177.69			2,177.69
Business Super Now-General Fund	Farmers Bank	33,003.78	-		33,003.78
Money Market-General Fund	Farmers Bank	288,277.44			288,277.44
General Fund Capital Escrow Account	TowneBank	213,822.00	-		213,822.00
Certificate of Deposit	Farmers Bank	525,708.91	-		525,708.91
Certificate of Deposit-Police Dept	Farmers Bank	36,560.48			36,560.48
Special Project Account (Pinewood)	Farmers Bank	19,913.52	-	98,269.53	118,183.05
Pinewood Heights Escrow	Farmers Bank	25,171.66			25,171.66
SNAP Account	Farmers Bank	514.75			514.75
S. Church Street Account	TowneBank	42,676.51	(32.96)	(42,643.55)	-
Subtotal General Fund		2,954,452.28	(36,358.74)	916,333.33	3,834,426.87
Beautification Fund	Farmers Bank	7,826.83			7,826.83
Money Market-Beautification	Farmers Bank	61,164.33		(13,486.80)	47,677.53
Subtotal Beautification		68,991.16		(13,486.80)	55,504.36
TOTAL ALL FUNDS		7,201,775.33	0.00	0.00	7,201,775.33

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2013 to September 30, 2013

INDEPENDENT PROJECTS	Fee Basis	% Complete	Amount Earned	Previous Amount Billed	Amount Due This Invoice
<i>Consent Order / Additional Locality-HRSD Coordination (HR04103-67RI)</i>					
Locality/HRSD Coordination	Lump Sum	86.78%	\$69,424.00	\$67,120.00	\$2,304.00
<i>Flow Monitoring Data Update (HR04103-70RI)</i>					
Flow Monitoring Data Update	Lump Sum	41.45%	\$9,326.25	\$0.00	\$9,326.25
				TOTALS	\$11,742.75

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2013 to September 30, 2013

<i>GENERAL REVIEW SERVICES (HR04103-02)</i> Linvengood Contractor Trailer Site Plan Review	Billing Period 2013	Fee Basis	Rate	Time Charged (Hours)	Fee Earned
<i>Project Labor</i>					
Technical Principal	September	Hourly	\$225.00	0.5	\$112.50
				Sub Total	\$112.50

TOTAL = \$112.50

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2013 to September 30, 2013

<i>GENERAL REVIEW SERVICES (HR04103-67RI)</i> Consent Order / Additional Locality-HRSD Coordination	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Locality - HRSD Coordination	September	Lump Sum	\$80,000.00	86.78%	\$69,424.00	\$67,120.00	\$2,304.00
Project Totals			\$80,000.00	86.78%	\$69,424.00	\$67,120.00	\$2,304.00

TOTAL = \$2,304.00

Town of Smithfield, Virginia
Annual Engineering Services Contract
Project Billing For Period Beginning September 1, 2013 to September 30, 2013

<i>GENERAL REVIEW SERVICES (HR04103-70RI)</i> Flow Monitoring Update	Billing Period (2013)	Fee Basis	Fee	% Complete	Amount Earned	Prior Invoice Amount	Amount Due
<i>Project Labor</i>							
Data Update	September	Lump Sum	\$22,500.00	41.45%	\$9,326.25	\$0.00	\$9,326.25
Project Totals			\$22,500.00	41.45%	\$9,326.25	\$0.00	\$9,326.25

TOTAL = \$9,326.25



Draper Aden Associates

Engineering • Surveying • Environmental Services

Progress Report

To: Ms. Sonja Eubank
Company: Town of Smithfield
From: Andy Snyder
Project Name: Annual Engineering Services Contract – September 2013 Invoices
Project Number: HR04103-02, HR04103-67RI & HR04103-70RI
Date: October 15, 2013
cc: Bill Hopkins, Scott Schiller

Recent Activities:

1. HR04103-02 – Began plan review of the Livengood Contractor Trailer Site Plan.
2. HR04103-67RI – Attended a model user group meeting on behalf of the Town and assisted with general regional coordination efforts pertaining to the Consent Order process.
3. HR04103-70RI – Obtained additional flow monitoring data from the Town, converted the data from their standard SCADA system output, performed a QA/QC check on the data to gauge general accuracy, began to incorporate the data into existing spreadsheets used to determine Consent Order related flow parameters and reviewed rainfall data in the region to determine approximate storm recurrence levels and the suitability of rain gauge data collected by the Town.

Upcoming Tasks:

1. HR04103-02 – Complete the plan review of the Livengood Contractor Trailer Site Plan.
2. HR04103-67RI – Attend upcoming Consent Order related meetings and assist the Town with general regional coordination efforts as necessary.
3. HR04103-70RI – Review the rainfall information with the Town and determine the best method on how to proceed.

Scope Changes:

1. N/A

Budget Status/Percent Complete

1. HR04103-02 – Time and Materials Task
2. HR04103-67RI – 86.78%
3. HR04103-70RI – 41.45%

Ms. Sonja Eubank
October 15, 2013
Page 2

Schedule Status/Deliverable Status

1. HR04103-02 – On-going task.
2. HR04103-67RI – On schedule based on VDEQ deadlines.
3. HR04103-70RI – On schedule based on VDEQ deadlines.

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

1. None

Issues you should be aware of/ any other issues:

1. None

Municipality: Peter Stephenson
Town of Smithfield
P.O. Box 246
Smithfield, VA 23431

Invoice #:	8637
Invoice Date:	10/1/2013
Due Date:	11/1/2013

Project ID	Interest Rate		Outstanding Balance	Principal Due	Interest Due		Payment Due
	Loan Rate	Admin Rate			Loan Interest	Admin Fee Interest	
C-515141-01	5.000%	0.000%	56,403.15	10,730.52	1,410.06		12,140.58
Subtotals:			56,403.15	10,730.52	1,410.06		12,140.58
Grand Total Amount Due:							\$12,140.58

Note: If payment in full is not received within 10 days of the due date, an additional late payment penalty will be assessed in an amount equal to 5% of the payment due.

Payment should be made payable to Virginia Resources Authority on or before the due date as follows:

WIRE/ACH INSTRUCTIONS:

Bank: BB&T
ABA # 051404260
Acct: 5132949311
Ref: VRA Water Facilities Account

MAILING INSTRUCTIONS:

Virginia Resources Authority
P.O. Box 7429
Merrifield, VA 22116-7429

Please call Jon McCubbin at (804) 616-3451 should you have any questions about your payment.

VENDOR # _____
 ACCOUNT # 0-004-501-2308 \$ 10730.52
0-004-500-1151-2 \$ 1410.06
 DEPT HEAD _____
 TOWN MANAGER PLS



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 23, 2013

MEMO

TO: Town Council

FROM: William Hopkins III
Director of Planning, Engineering & Public Works

SUBJECT: Storm Pipe Repair at 204 Nottingham Place

Please find attached the final invoice for the previously approved storm pipe repair at 204 Nottingham Place in the Waterford Oaks Subdivision. The original proposal amount of \$19,395.50 is noted on the invoice. There is also an additional \$2,700.00 being requested by the contractor for additional time and labor that was incurred due to utility conflicts that was not anticipated in the original proposal. Please see attached photos of the site.

DEPT. OF PLANNING, ENGINEERING, AND PUBLIC WORKS

310 Institute Street, P.O. Box 246 • Smithfield, VA 23431 • (757) 365-4200 • Fax (757) 357-9933
www.smithfieldva.gov • Local Cable Channel 6

**Lewis
Construction
Of WATER SEWER DRAIN
Virginia Inc.
986-2273**

7716 Quaker Drive
Suffolk, VA 23437

Voice: 757-986-2273 Fax: 757-986-3536

LCOVSuffolk@aol.com

INVOICE

Invoice Number: 1013-1072

Invoice Date: Oct 14, 2013

Page: 1

Bill To:
Town of Smithfield P O B0x 246 Smithfield, VA 23431

Ship to:
202-204 Nottingham Place Storm Drain Replacement Smithfield, VA 23431

Customer ID	Customer PO	Payment Terms	
Smithfield	Per Wayne Griffin	Net 15 Days	
Sales Rep ID	Shipping Method	Ship Date	Due Date
			10/29/13

Quantity	Item	Description	Unit Price	Amount
1.00		Install 18" HP HDPE complete	19,395.50	19,395.50
12.00		12 hrs EXTRA handwork to excavate around conflicting franchise utilities	225.00	2,700.00

Subtotal	22,095.50
Sales Tax	
Total Invoice Amount	22,095.50
Payment/Credit Applied	
TOTAL	22,095.50

Check/Credit Memo No:

A finance charge of 1.5% per month (18% annual) on past due invoices.





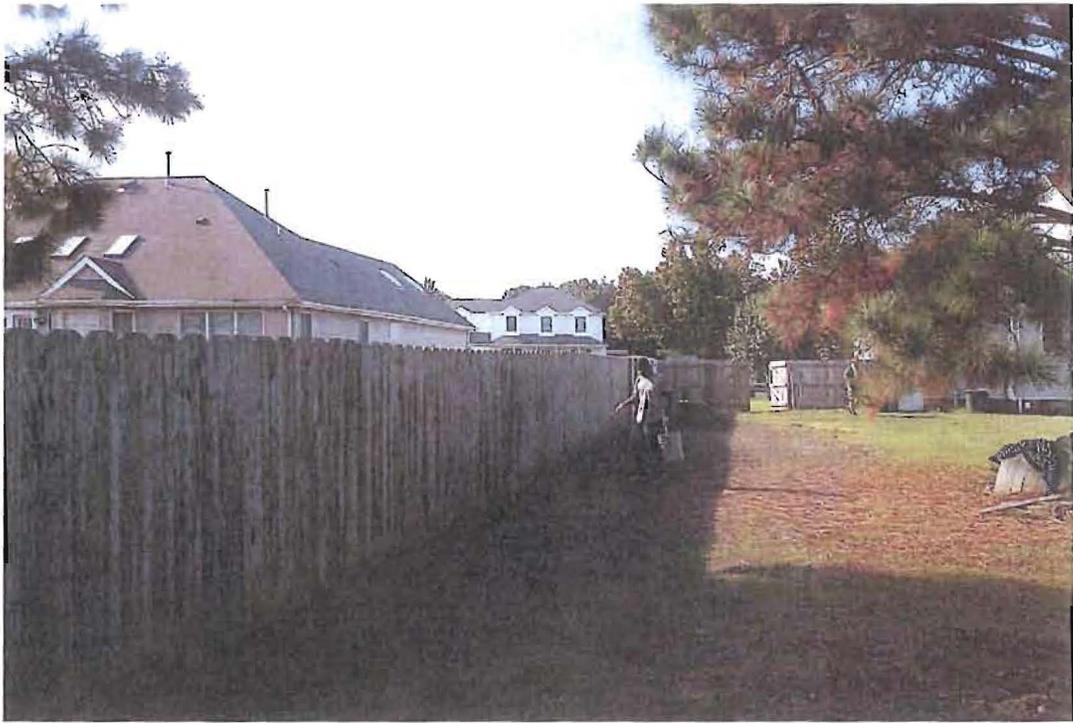
9/30/13
Northham













CONSIDERATION OF MINIMUM THRESHOLD FOR TAX BILLS

Code of Virginia Section 58.1-3912 states “the treasurer may elect not to send a bill amounting to \$20 or less as shown by an assessment book in such treasurer’s office.”

Revenues lost by abating the following bills (based on 2012 billings):

	<u>RE</u>	<u>PP</u>	<u>Total</u>
Less than \$1.00	\$12.48	\$663.71	\$676.19
No. of items	95	737	832
Less than \$5.00	\$189.44	\$5282.90	\$5472.34
No. of items	158	1901	2059
Less than \$10.00	\$597.92	\$11921.09	\$12519.01
No. of items	213	2720	2933

Postage/processing savings (\$0.58 per item)

Less than \$1.00	\$482.56
Less than \$5.00	\$1194.22
Less than \$10.00	\$1701.14

Clerks processing/posting time per item (\$12.24/hr for 3 minutes = \$0.61)

Less than \$1.00	\$507.52
Less than \$5.00	\$1255.99
Less than \$10.00	\$1789.13

Net savings/(loss)

Less than \$1.00	\$313.89
Less than \$5.00	(\$3022.13)
Less than \$10.00	(\$9028.74)

Parks and Recreation Committee Report

October 2013

Parks and Recreation Committee Items

1. Operational Update –Parks and Rec Committee Report
2. Battle of Smithfield and Civil War Sesquicentennial
3. National Park Signs Installation

Event Listing

Private Events (since last committee meeting)-listing does not include regular monthly meetings

Day	Date	Event Type	Location
Thu	Sep 26th	Meeting	Smithfield Center
Fri	Sep 27 th	Wedding & Reception	Smithfield Center
Sat	Sep 28 th	Reception	Smithfield Center
Thu	Oct 3 rd	Senior Health Fair	Smithfield Center
Fri	Oct 4 th	Wedding & Reception	Smithfield Center
Sat	Oct 5 th	Wedding & Reception	Smithfield Center
Mon	Oct 7 th	Meeting	Smithfield Center
Thu	Oct 10 th	Town Training Day	Smithfield Center
Thu	Oct 11 th	Wedding & Reception	Smithfield Center
Sat	Oct 12 th	Wedding & Reception	Smithfield Center
Sun	Oct 13 th	Wedding & Reception	Smithfield Center
Mon	Oct 15 th	Meeting	Smithfield Center
Thu	Oct 17 th	Leadership Graduation	Smithfield Center
		Oaks Vet Banquet	Smithfield Center
Sat	Oct 19 th	Isle of Wight Education Foundation	Smithfield Center
		Wedding & Reception	Windsor Castle Riverfront
Sun	Oct 20 th	Special Occasion Show	Smithfield Center
Fri	Oct 25 th	Wedding & Reception	Smithfield Center
Sat	Oct 26 th	Wedding & Reception	Windsor Castle & Smithfield Center

Open to Public Events (since last committee meeting)

Day	Date	Event Type	Location
Sat	Oct 5 th	Parade of Homes through Oct 20th	Cypress Creek
Sat	Oct 5 th	Genieve Shelter 5 K	Windsor Castle Courtyard
		Aiken Fest	Windsor Castle Riverfront
Sun	Oct 6 th	Walk to Stop Diabetes	Windsor Castle Courtyard
Sat	Oct 12 th	Town & Country Day	
		Hog Jog	Town Streets
		Ruritan Car Show	Main Street
		Smithfield Rec Country Que	Windsor Castle Riverfront
Sat	Oct 19th	Zombie Walk	Main Street
Wed	Oct 23 rd	Chamber of Commerce Isle Fest	Windsor Castle Riverfront
Fri	Oct 25 th	Smithfield Homecoming Parade	Town Streets

Parks and Recreation Committee Report

October 2013

Thu	Oct 31 st	Ham-oween	Main Street
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Upcoming Open to the Public Events (through November Committees)

Day	Date	Event Type	Location
Thu	Oct 31 st	Ham-oween	Main Street

Windsor Castle

We an event at the Riverfront site each weekend in October-

- Aiken Fest
- Smithfield Recreation Country Que
- Wedding & Reception
- Wedding Ceremony

Highlights from the Windsor Castle Foundation Board Meeting on Thursday, October 3rd

- Historic Smithfield has decided to allow the Foundation to accept credit card payments for campaign.
- Comprehensive Plan by the Natural Playground Company
 - The board will provide the town with the revised comprehensive plan with the included cost estimates.
 - After the plan is received, it will still be prepared for the campaign.
 - A marketing committee was formed with three of the foundation board members.
 - Lois, from the tourism department, had developed some campaign ideas and is willing to continue to assist with the marketing materials.

Parks and Recreation Committee Report

October 2013

Programming

Kayak Rentals

June 1-9	\$ 208.00
June 14-16	\$ 342.00
June 21-23	\$ 468.60
June 28-30	\$ 177.95
July 3-7	\$ 849.76
July 12-14	\$ 283.96
July 19-21	\$ 424.06
July 26-28	\$ 683.82
Aug 2- 4	\$ 762.55
Aug 9-11	\$ 594.85
Aug 16-18	\$ 365.71
Aug 24-26	\$ 628.62
Aug 30-Sep 1	\$ 570.03
Sep 7-8	\$ 565.16
Sep 14-15	\$ 523.39
Sep 28-29	\$ 59.05
Oct 5-6	\$ 167.26
Oct 12-13	\$ 0
Total Revenue for the 2013 Season	= \$ 7674.77
Kayak Staff Hours 2013 Season	= \$ 3868
Net	= \$ 3806.67

Most popular rental day was Saturdays.

Our most popular rental times were 10 AM and 3 PM.



Town of Smithfield, Virginia Special Event Application for Permit

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

This application will be presented for review by the Special Events Review Committee. The Town is authorized to issue permits for Special Events occurring within the town limits pursuant to the procedures established by the Town. Please allow time in your event-planning schedule for the review and permitting process.

Event Name	Battle of Smithfield and Civil War Sesquicentennial
Event Date	January 31 and February 1, 2014
Event Organizer	Isle of Wight County Historic Resources
Website	www.historicisleofwight.com

Event Contacts

Name	Jennifer Williams	Cell Phone	613 0442	Email	jwilliams@isleofwightus.net
Name	name	Cell Phone	phone	Email	email

1st Time Event XXX

Annual Event If yes, how many times has the event taken place? text.

Event Category

Festival Concert Parade Run/Walk Bike Race/Tour Car Show xxx Other Educational Event

Average Tickets Price \$ 0

Expected Attendance 500 **Largest One-time Attendance** number

Participants will be youth adults xxx both

Description/Purpose of Event

- On Friday, Jan. 31, 2014, at the Isle of Wight County Museum, Isle of Wight County Historic Resources and the Isle of Wight County Sesquicentennial Committee will host a day devoted to the commemoration of the Civil War and the 1864 Battle of Smithfield. Students in Isle of Wight County Schools, students in private schools and homeschooled children are invited to participate in a field trip opportunity. Friday will be a hands-on and minds-on experience featuring an interactive tour to showcase the significance of the battle, a guided tour through the Isle of Wight County Museum and a visit to the Civil War 150 HistoryMobile. Saturday, Feb. 1, 2014, will feature a day devoted to all these activities for the general public.
- Event will be held at the Isle of Wight County Museum, 103 Main Street, Smithfield, Va.
- Re-enactors will camp at Windsor Castle Park, in the encampment area between the ravine and the portapotties, from Friday, Jan. 31, until Sunday, Feb. 2. They will interact with the public, tend a campfire, perform demonstrations and fire black powder – all within the confines of the black powder policy of Isle



Town of Smithfield, Virginia Special Event Application for Permit

of Wight County and the town of Smithfield.

- The Civil War 150 HistoryMobile is an interactive museum on wheels housed in a 53-foot tractor-trailer. It uses state-of-the-art technology and immersive exhibits to present individual stories from the perspectives of those who experienced the war. The state will perform a pre-visit before their commitment to the event and determine the best place to park. This may be in the parking lot next to the museum or perhaps on Main Street in front of the museum, which will require a road closure from afternoon/evening Thursday, Jan. 30, to afternoon/evening Saturday, Feb. 1.
- The Civil War 150 HistoryMobile, while parked overnight, will require periodic drive-bys by police for security.

List benefits of your event to the Community

Education, Tourism, Enhancement of Community Quality

Recipient of Proceeds

No proceeds

Alcohol Service and/or Sales? Yes No

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

[Click here to enter text.](#)

Having music live bands or DJ? Yes No

What are the date(s) and times for music? [Click here to enter text.](#)

What is your plan in the event of bad weather?

Rain or shine

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

Policy Number [Click here to enter text.](#)

Name of Insurance Liability Carrier: [Click here to enter text.](#)

Insurance Company Address and Phone Number



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

Isle of Wight County Insurance

Tax Exemption Number: 54-6001361

Please check all that your event will include

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

<input type="checkbox"/> Tents	number & sizes
<input type="checkbox"/> Staging	number & sizes

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

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

This will not be determined until November. If the HistoryMobile finds it best to park in front of the museum, then the corner of Main Street will most likely need to be closed from the evening of Jan. 30 to the evening of Feb. 1. If the HistoryMobile determines at their site visit that the parking lot area will work, then no closures will be necessary.

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

No closures necessary. Although when firing demonstrations take place, Historic Resources staff or volunteers will be on-site to ensure the safety of guests and visitors.

Smithfield Police Officer \$ 41 per officer per hour

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

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



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

Light Tower \$ 150

Trash Cans \$ 0

Dumpster \$ 0

Cones \$ 0

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

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

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

Event Organizer's Signature J.L. Williams, Historic Resources Manager Date _____

Print Name J.L. Williams

Attach the following documents:

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



TOWN OF SMITHFIELD

"The Ham Capital of the World"

October 25, 2013

TO SMITHFIELD TOWN COUNCIL
FROM TOWN MANAGER *PETER*
SUBJECT CAPTAIN JOHN SMITH TRAIL INFORMATION KIOSK

A three sided/panel informational kiosk has been donated to the Town of Smithfield through the National Park Service for installation at Windsor Castle Park near the kayak launch in clear view of Cypress Creek. In quick summary, this kiosk project has been several years in the making starting with Judy Winslow and I, then Lawrence Pitt and it was discussed with the Windsor Castle Park Foundation Board in March and April, 2012. After taking longer than anticipated to be fabricated and received, we are now in receivership of this attractive kiosk. Although the park board was familiar with it, I realized that the new council Parks & Recreation Committee was probably not and your recent discussion about signage at the park prompted me to bring this before you now before it is erected at the park. I will elaborate further in person at the Parks & Recreation Committee meeting.

TOWN MANAGER'S OFFICE

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



MONTHLY PROGRESS REPORT FOR OCTOBER 2013

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 01/20/2014

Date: 10/15/2013

FINANCIALS

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

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? 09/10/2013 Next meeting? 11/12/2013

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

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

Status: The demolition of 41/42 Carver Street has been completed. The Town owns 43 Carver Street and has boarded/secured the home. The home at 44 Carver Street has been referred to the Town attorney to review and assist in its title issues; the owner has accepted the offer price. The Town has received acceptance of its offers to buy 45 and 46 Carver Street; we are working on the relocations of the owners. The goal is to complete the relocation and buy these homes before the end of November 2013. Offers have been made to the owners of 47 and 48 Carver Street but we are awaiting their reply. All owners/tenants, except 48 Carver Street, have completed applications for participation. Offers to the owner of the final 3 homes will be made in the next 30 days. 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? None other than facilitating the acquisition and relocation of current and future owner-occupied households.

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

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

Tenant-Occupied Acquisition (Goal=4)

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

Owner-Occupied Relocation (Goal=6)

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

Income Verifications Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Eligibility of Relocation Letters Sent 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver

Comparable Units Found and Inspected 4

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver

Households Relocated 1

1) 41 Carver

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

Market-Rate Occupied Homes

1) 48 Carver 2) 40 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

Section 8 Occupied Homes

1) 42 Carver 2) 43 Carver

Household Surveys Completed 2

1) 42 Carver 2) 43 Carver

Income Verifications Completed 2

1) 42 Carver 2) 43 Carver

Eligibility of Relocation Letters Sent 2

1) 42 Carver 2) 43 Carver

Comparable Units Found and Inspected 2

1) 42 Carver 2) 43 Carver

Households Relocated 2

1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

Units to be Demolished

1) 40 Carver 2) 41 Carver 3) 42 Carver 4) 43 Carver 5) 44 Carver 6) 45 Carver

7) 46 Carver 8) 47 Carver 9) 48 Carver 10) 51 Carver

Units that have been Demolished 2

1) 41 Carver 2) 42 Carver

PROJECT STATUS MAP

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



- LEGEND**
- PHASE II BOUNDARY
- STATUS:**
- PRELIM AQO LETTER SENT/RECEIVED
 - APPRAISAL COMPLETE
 - OFFER TO PURCHASE ACCEPTED
 - OFFER TO PURCHASE DECLINED
 - RELOCATION COMPLETE
 - DEMOLITION COMPLETE
 - PROPERTIES TO BE ACQUIRED IN MW2
- SYMBOLS:**
- O OWNER OCCUPIED
 - R RENTER OCCUPIED
 - 8 SECTION 8 TENANT

NORTH

(100) (25) 0 50 100

GRAPHIC SCALE IN FEET

October, 2013

COMMUNITY PLANNING PARTNERS, INC.