



September 19, 2014

**TO: SMITHFIELD TOWN COUNCIL**

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

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

**MONDAY, SEPTEMBER 22<sup>ND</sup>, 2014**

**4:00 p.m.      Police                      Members: Tynes (CH), Chapman, Gregory**

- 1. Public Comment
- 2. Operational Updates
- TAB # 1** 3. Street Closure Request for Smithfield High School Homecoming Parade, October 17<sup>th</sup>, 2014.

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

- Water and Sewer                                      Members: Gregory (CH), Smith, Tynes**
- 1. Public Comment
  - TAB # 2** 2. Award of Mechanical, Electrical, and Utility Services Contract
  - 3. Motion to Authorize the Town Manager to Enter Into Revised Regional Consent Order
  - TAB # 3** 4. Reverse Osmosis Plant Concentrate Discharge Pump Repair

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

- Finance                                                              Members: Pack (CH), Gregory, Cook**
- 1. Public Comment
  - TAB # 4** 2. Windsor Castle Park Forest of 1607 Conceptual Master Plan and Planting Plan Grant Agreement with Virginia Tech
  - TAB # 5** 3. Friends of the Smithfield Library Request to Utilize Budgeted Funds for New Lighting in Community Room
  - TAB # 6** 4. Chamber of Commerce Proposed Town Sponsorship Package
  - TAB # 7** 5. Proposed Shift in Administration of Smithfield Farmers Market from County to Town

- TAB # 8 6. Updated June Financial Statements and Graphs (forthcoming)
- TAB # 9 7. August Financial Statements and Graphs
- TAB # 10 8. August Cash Balances
- 9. Invoices Over \$10,000 Requiring Council Authorization:
  - a. Isle of Wight County - E911 True-Up \$44,378.61
  - b. Isle of Wight County - Tourism True-Up \$79,927.37
- 10. Adopt Personal Property Tax Relief Act (PPTRA) Percentage
- 11. Closed Session

**TUESDAY, SEPTEMBER 23<sup>RD</sup>, 2014**

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

- TAB # 11 1. Public Comment
- TAB # 12 2. Operational Update – Parks and Recreation Committee Report
- 3. Recommendation on Upcoming Car Show Events
- 4. Discussion on Request for Proposals for the Playground at Windsor Castle Park

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

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

- 1. Public Comments
- 2. Operational Update

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

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

- TAB # 13 1. Public Comment
- 2. Authorization to Move Remaining Funds from Gwaltney Beautification Fund to Historic Smithfield
- 3. Authorization to Close Existing Gwaltney Beautification Account at Farmers Bank
- 4. Authorization to Dissolve Gwaltney Beautification Committee
- 5. Pinewood Heights Relocation Project Update – Phase II

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**\*\*\* Additional Item Not Listed on Committee but will be on Council's October 8<sup>th</sup> Agenda\*\*\***

- Approval of September 2<sup>nd</sup> Meeting Minutes
  - Certified Crime Prevention Community Presentation
-

Special Events in Smithfield  
Town of Smithfield  
220 North Church Street  
Smithfield VA 23430  
United States  
757-356-9939 / 757-365-4819



## Confirmation

<b>Group</b>	<b>Reservation:</b>	2741
Jill Gwaltney	Event Name:	Smithfield High Homecoming Parade
Smithfield High School	Status:	Hold, No Reservation
14171 Turner Drive	Phone:	371-3918
Smithfield , VA 23430	Event Type:	Parade

### Bookings / Details

Friday, October 17, 2014

**2:00 PM - 7:00 PM Smithfield High Homecoming Parade (Hold, No Reservation 10/1/2014) Main Street**

	Quantity	Price	Amount
Subtotal			
Grand Total			0.00

# Memo

TO: Smithfield Town Council - Water and Sewer Committee  
FROM: William T. Hopkins, III  
DATE: 9/22/2014  
RE: Mechanical, Electrical and Utility Services

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The Town of Smithfield requested proposals from interested contractors to provide mechanical, electrical and utility services for the 2014-2015 fiscal years. The initial contract period will be for one year with the right to renew for four consecutive periods of one year each thereafter.

In response to our advertised RFP, the town received two proposals from the following contractors:

Bay Electric  
R.E.W. Corporation

Newport News, VA  
Portsmouth, VA

The scope of work for this contract will include the following type of work:

- Replace or repair any electrical components in pump stations as well as trouble shoot any control problems at pump stations.
- Ability to rebuild package pump stations and wet well/dry well pump stations from the ground up.
- Replace check valves, valves and piping as well as repair or replace force mains.
- Ability to troubleshoot and maintain SCADA system and Water Treatment Plant instruments and controls.
- Ability to calibrate and maintain flow instruments and perform calibrations on flow meters.

Staff thoroughly reviewed both proposals including the specified evaluation criteria included in the RFP as required by the Virginia Public Procurement Act. This criterion included ability to perform work and provide services as listed above, extensive knowledge of the Regional Sanitary Sewer Consent Order requirements, experience, technical capabilities, availability and qualifications of staff as well as cost of services per hour and professional references.

During the interviews it was determined that R.E.W. Corporation has the experience listed in scope of work to include knowledge of Sanitary Sewer Consent Order. Bay Electric was not familiar with the consent order and had minimal pump station, SCADA and flow monitoring experience. In addition, R.E.W. had the lowest cost of service per hour for Master Electrician and Journeyman which is staff used most frequently in the Town of Smithfield. References were checked and all comments were positive. Due to all of the above and the previous established work experience with the Town of Smithfield's staff and systems, staff recommends awarding the Mechanical, Electrical and Utility Contract to R.E.W. Corporation.



HYDRO. . . INC.

2111 MAGNOLIA ST., RICHMOND, VA 23223  
P.O. BOX 27186, RICHMOND, VA 23261-7186  
800-552-7714 • 804-643-2725 • FAX: 804-788-9058

QUOTE NO. 08278-11-R1  
PAGE 1 OF 1  
SEPTEMBER 19, 2014

TOWN OF SMITHFIELD  
ATTN: MR. JESSIE SNEAD / MR. JACK REED  
P.O. BOX 246  
SMITHFIELD, VA 23430

TEL: 757-365-3328  
MOB: 757-634-2869 / 757-630-8274  
EMAIL: [jsnead@smithfieldva.gov](mailto:jsnead@smithfieldva.gov)  
[jreed@smithfieldva.gov](mailto:jreed@smithfieldva.gov)

**SUBJECT TO THE CONDITIONS OF SALE SET OUT BELOW AND ON THE BACK HEREOF,  
Sydnor Hydro, Inc. offers to sell to Buyer the following:**

**REFERENCE: EVALUATION AND REPAIR OF FybROC MODEL 5500 2x3x13 FIBERGLASS VERTICAL PUMP**

Having received and completed an evaluation of the referenced pump at our shop, we have reason to believe that the shaft lubrication system experienced an interruption or failure at some point and allowed the bearings to run dry for a period long enough to overheat and damage the lineshaft. Accordingly, the following replacement parts are required to restore the pumping assembly to proper tolerances:

- Primary pump shaft (416 Stainless Steel) with snap rings and accessories
- Lower Bearing Assembly with Housing, Grease Seal, and Plug
- Four (4) Replacement Sleeve Bearing Sets
- Gaskets, Seals, and O-rings required for reassembly

We propose to provide the transportation, labor, equipment, material, and tools required to complete the reassembly of the pumping assembly, return it to your facility, install using the balance of existing equipment, and start up using the existing motor. Upon start up, the pump will be left in operation. Factory lead time for repair materials is 4 to 6 weeks.

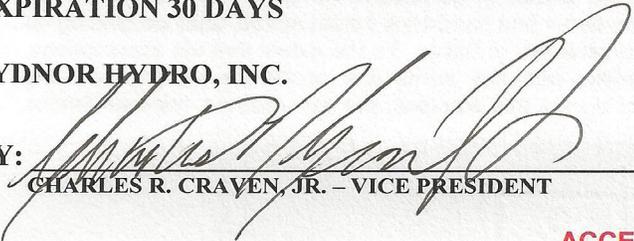
*For the sum of.....\$15,940.00*

As an alternate to the repair of the displaced assembly, we offer a complete replacement FybROC model 5500 2"x3"x13" pumping assembly (less motor) designed to be a direct replacement to serial number 11196 or 11197. Should you desire to proceed with this option, we will provide the transportation, labor, equipment, materials, and tools needed to install, start up, adjust, inspect, and leave the new pump in operation. Factory lead time for a replacement pump assembly is 7 weeks from release of order.

*For the alternate sum of.....\$44,850.00*

Both above options exclude the charges accrued to date of \$4,270.00 for the removal and evaluation of the assembly. Terms are net due and payable within 30 days from date of service. For further information, please call Mr. Nick Polivka in Richmond, VA at 804-644-2285.

**ACCEPTED UPON THE CONDITIONS SET OUT ABOVE AND OVER.  
EXPIRATION 30 DAYS**

SYDNOR HYDRO, INC.  
BY:   
CHARLES R. CRAVEN, JR. - VICE PRESIDENT

BUYER - TOWN OF SMITHFIELD  
BY: \_\_\_\_\_  
AUTHORIZED AGENT - TITLE

**ACCEPTANCE COPY  
(PLEASE SIGN & RETURN TO SYDNOR)**

## ADDITIONAL CONDITIONS OF SALE

**PARTIES:** Sydnor Hydro, Inc. is hereinafter referred to as "Seller". The Buyer is hereinafter referred to as "Buyer".

**DURATION AND ACCEPTANCE OF QUOTATION:** This quotation is an offer to sell. It may be accepted only upon the terms herein stated by Buyer signing the Acceptance copy hereof and delivering it to Seller's office before its expiration. Unless otherwise provided on the face hereof, this quotation expires thirty days after the quotation date shown on the face or at such earlier time as it may be withdrawn by Seller either verbally or by writing addressed to Buyer at the mailing address on the face hereof. Once effective, Buyer's acceptance may be canceled only with Seller's consent and upon terms which will indemnify Seller against loss by reason of such cancellation.

**CLERICAL OR TYPOGRAPHICAL ERRORS** in price, description, or otherwise are subject to correction by Seller.

**PRICES** do not include any applicable sales, use, excise or other comparable taxes which, if required to be collected or paid by Seller or its supplier, shall be paid by Buyer to Seller, unless otherwise stated on the face hereof.

**TERMS OF PAYMENT:** Unless otherwise stated on the face hereof, terms of payment are net thirty (30) days after invoice date. In the event customer causes shipment or work delay, the invoice date may be the date ready for shipment or installation regardless of continued possession by Seller. Seller may invoice for partial shipments. On work that includes construction services, seller reserves the right to cease construction activity and vacate the jobsite should buyer fail to make payments in accordance with payment terms established herein.

**ADDITIONAL TERMS:** If bankruptcy or insolvency proceedings be instituted by or against Buyer or if Buyer makes an assignment for the benefit of creditors or if Buyer's financial situation, in Seller's judgment, does not justify extending credit to Buyer, Seller may, at its election, require payment in advance or on delivery or cancel the order for any unshipped goods and require payment of any loss incurred by reason of the cancellation.

**PAST DUE PRINCIPAL** shall be subject to monthly interest, service or late charges at the highest lawful rate but not exceeding 1 1/2% per month. Buyer shall be liable for all costs (including reasonable attorneys' fees) incurred in collecting past due amounts.

**DELIVERY:** Unless stated on the face hereof, delivery shall be FOB point of shipment, and the means, method and route of delivery shall be as Seller may select. Any time of delivery stated on the face hereof is approximate only and Seller shall in no event be liable for delays in delivery or completion of work caused by delays in procuring materials or equipment or caused by fires, floods, accidents, acts of God, unavoidable accidents, strikes, labor difficulties or delay in transportation or by any action, law, ordinance, requirement, rule or regulation of any government or governmental authority, nor shall Seller be liable for any penalties or losses caused by any delay.

**DESCRIPTIVE TERMS:** Any descriptive terms or documents accompanying this order show only approximate dimensions, appearances, and specifications. Seller may make such changes therein as it deems an improvement.

**RISK OF LOSS:** The Buyer shall bear the risk of loss for any damage to or destruction of the goods ordered from such time as delivery by Seller of the goods to the carrier for transportation to Buyer, or, if Seller is the carrier, from tender of delivery to Buyer by Seller.

**ADDITIONAL SERVICES:** Unless stated on the face hereof, Seller does not agree or undertake to supervise or in any manner assist in the installation or start-up or servicing of the goods ordered.

**EXPRESS WARRANTIES:** (a) Items of equipment furnished by Seller under this Agreement, whether drop-shipped or installed by Seller, may be conditionally warranted against defects in material and workmanship by their manufacturer and are not warranted against such defects by Seller. Buyer's sole and exclusive remedy (if any) is against manufacturer only.

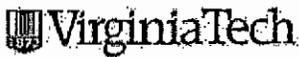
(b) Except as provided in paragraph (a), Seller agrees to correct all new construction work performed by Seller under this Agreement which proves to be defective in material or workmanship within one year from the Date of Substantial Completion. New construction work is defined as work performed on new facilities.

(c) Except as provided in paragraph (a), Seller agrees to correct service work provided by Seller under this Agreement which proves to be defective in material or workmanship within ninety days from the date service work is completed. This warranty is expressly limited to defects in material and workmanship specifically provided by Seller, and does not include failure caused by conditions outside the scope of service work performed by Seller. Service work is defined as work performed primarily on existing facilities, even if some portion of the work includes new or replacement components.

This warranty is expressly in lieu of all other rights and remedies at law or in equity. THERE ARE NO EXPRESS WARRANTIES EXCEPT THOSE HEREINABOVE SET OUT IN THIS PARAGRAPH. Seller shall not be responsible for any work done or expense incurred by Buyer which has not been authorized or is in excess of that authorized.

**DISCLAIMER OF IMPLIED WARRANTIES AND CONSEQUENTIAL DAMAGES:** SELLER DOES NOT WARRANT THE MERCHANTABILITY OR FITNESS FOR ANY PARTICULAR OR INTENDED PURPOSE OR USE. SELLER SHALL NOT BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL OR LIQUIDATED DAMAGES.

**CONDITIONS EXCLUSIVE:** No terms or conditions (including terms and conditions in any specification, order, contract, or subcontract in performance of which Buyer is purchasing the articles or services to be furnished pursuant hereof) not stated herein, and no agreement or other understanding varying the terms and conditions herein stated, shall be binding on Seller unless made a part hereof and signed by a duly authorized representative of Seller. To the extent that the assumptions, representations or conditions contained in this proposal are in conflict with any terms and conditions set forth on any subsequent purchase order or similar document issued to authorize or accept this proposal, the assumptions, representations and conditions of this proposal shall govern.



# FIXED PRICE RESEARCH AGREEMENT

## UNIVERSITY

Virginia Polytechnic Institute and State University  
 Office of Sponsored Programs  
 1880 Pratt Drive, Suite 2006  
 Blacksburg, VA. 24060  
 Phone: (540) 231-5281  
 Fax: (540) 231-3599

Price: \$5,732 Performance Period: 10/6/14 to 2/21/15

Virginia Tech Proposal Number: 15-0145-07\_R0

Principal Investigator: Dr. Elizabeth Gillboy

Make Checks Payable to: Treasurer of Virginia Tech

## COMPANY

Name: Windsor Castle Park Foundation  
 Address: 334 S. Church St.  
 Smithfield, VA. 23430  
 Phone: 757-435-8502 Fax:  
 Email: bradburyface@gmail.com  
 Send Invoice To: (if different than above address)  
 Address:

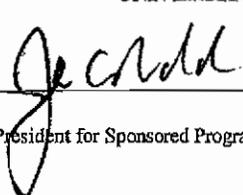
## TERMS AND CONDITIONS

- Project.** University will perform the services and provide the deliverables as specified in the Statement of Work for the above-referenced proposal, attached as Exhibit A, under the direction of the above-referenced Principal Investigator.
- Payment Schedule.** Company will pay University the fixed price indicated above in accordance with the following schedule: 25% up front, 50% at midpoint, and 25% at the end. *No federal funds shall be used for payment under this contract.*
- Deliverable.** Deliverable(s) shall be the property of the Company.
- Publication.** University will be free to publish the Project results after providing Company with a forty-five (45) day period in which to review each publication to identify patentable subject matter and to identify any inadvertent disclosure of the Company's Confidential Information. Any extension of this review time will require the written consent of the Principal Investigator.
- Confidential Information.** University shall use Confidential Information provided by Company only for the purposes of the Project. University agrees to use the same degree of care as it uses to protect its own Confidential Information and to maintain the confidentiality of the information for a period of five (5) years from the date of receipt by the Principal Investigator referred to above. Confidential Information must be provided in writing and labeled as confidential, or identified as confidential at the time of visual or oral disclosure and reduced to writing and transmitted to University within 30 days of such non-written disclosure. University's obligations do not apply to Confidential Information that is, in the public domain, independently known, independently developed or obtained, by University, or required by law or regulation to be disclosed.
- Intellectual Property.** Company shall own all reports, copyrighted works, and inventions created under the Project. University shall have the right to use all such intellectual property for non-commercial research and educational purposes. The University would cooperate with the Company, at Company's expense, if any patents are filed by the Company on the results.
- University Status.** University shall be deemed to be and shall be an independent contractor in its activities under this Agreement.
- Publicity.** Either party may identify the parties to this Agreement, title of the Project, and price. Any other use of the name of the other party in any publicity, advertising, or news releases requires the prior written approval of the authorized representative of the other party.
- Export Controls.** University and Company are subject to United States laws and regulations controlling the export of technical data, computer software, laboratory prototypes and other commodities, must comply with applicable U.S. export laws and regulations (including the Arms Export Control Act, as amended, and the Export Administration Act of 1979). The transfer of certain technical data and commodities may require a license from the cognizant agency of the United States Government.
- Disputes.** The parties will mutually agree on dispute resolution procedures. This contract will be governed by the laws of the Commonwealth of Virginia, without regard to conflict of laws.
- Termination.** Either party may terminate the Project upon thirty (30) days prior written notice to the other. Project results to the date of termination shall be provided to Company. All reasonable costs and non-cancelable obligations incurred by University up to the time of said termination shall be reimbursed by Company. University shall return any prepayment by Company in excess of such reimbursable amounts. At the request of Company, all unused Company provided materials at the time of termination shall either be destroyed by University or returned to Company.
- Best efforts.** University will use its best efforts to perform the Project. Project results are provided "as-is", and University makes no representations or warranties, expressed or implied, in regard to the quality of the services, Project deliverables or the Project results. Company agrees to indemnify and hold harmless University against any claims arising out of Company's use, commercial sale, or distribution of Project results.
- Equipment.** Title and ownership of any equipment purchased under this Agreement shall vest in Virginia Tech.
- Federal Funds.** The terms and conditions of this contract are contingent on there being no federal funds used for payment under this contract. Should federal funds be used, ownership of, and rights to, data, deliverables, and inventions shall be in accordance with applicable government regulations.
- Entire Agreement.** This contract contains the entire and only agreement between University and Company respecting the Project and supersedes or cancels all previous negotiations, agreements, commitments and writings between the parties on the Project. This Agreement may only be amended in writing signed by the duly authorized representatives of each of the parties. *By signing this Agreement, Company acknowledges that this Agreement supersedes and replaces any terms and conditions of Purchase Order or other financial document(s) used to make payment(s).*

## ENDORSEMENTS

### UNIVERSITY

### COMPANY

 8/21/2014  
 John C. Rudd Date  
 Assistant Vice President for Sponsored Programs Administration

Name: \_\_\_\_\_ Date \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Tax ID#: \_\_\_\_\_



College of Architecture  
and Urban Studies

Community Design Assistance Center  
101 South Main Street, Suite 2 (0450)  
Blacksburg, Virginia 24061  
540/231-5644 Fax: 540/231-8089  
<http://cdac.arch.vt.edu>

12 August 2014

Mr. Brad Face  
c/o Windsor Castle Park Foundation  
334 S Church St  
Smithfield, VA 23430

Dear Brad,

Enclosed please find a proposal for the Community Design Assistance Center (CDAC) to assist the Windsor Castle Park Foundation in developing a conceptual master plan and planting plan for the Windsor Castle Park Forest of 1607. The proposal includes a narrative of the work CDAC would carry out, a list of final products, a tentative timeline, and the project cost. The total project cost is \$14,698. CDAC is able to offer a VA Department of Forestry Urban and Community Forestry grant award of \$8,966 leaving a cash balance of \$5,732. If the proposal meets with your approval, please return the signed contract at your earliest convenience.

Separate paperwork will need to be completed for the grant, which I will send to you directly. Please let me know if you have any questions. We look forward to working with you!

Sincerely,

Elizabeth T. Gilboy  
Director

*Invent the Future*

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY  
*An equal opportunity, affirmative action institution*

**Windsor Castle Park Forest of 1607 Conceptual Master Plan and  
Planting Plan**

Submitted to:  
Brad Face  
Windsor Castle Park Foundation  
334 S. Church St.  
Smithfield, VA 23430

757-435-8502  
bradburyface@gmail.com

21 August 2014

Submitted by:  
Elizabeth Gilboy, Director  
Lara Browning, Project Coordinator  
Community Design Assistance Center  
101 South Main Street Suite 2, Blacksburg, VA 24061  
P: 540-231-5644  
F: 540-231-6089  
E: egilboy@vt.edu / lara17@vt.edu

## **Narrative**

Located adjacent to historic downtown Smithfield, Windsor Castle Park's 208 acres feature a four-mile woodland trail system, picnic and open areas, dog park, kayak/canoe launch, fishing pier, mountain bike path, scenic overlooks, fields under cultivation and the historic manor house -- Windsor Castle. Windsor Castle Farm was originally part of a 1,450 acre parcel patented in 1637 by Arthur Smith, an ancestor of the town's founder, Arthur Smith IV. The purchase of the land and the creation of the park in 2010 were made possible through the generous contributions of Mr. Joseph W. Luter III, former CEO of Smithfield Foods.

In the spring of 2014, the Town of Smithfield (which owns the park), the non-profit Windsor Castle Park Foundation, and representatives of the Virginia Department of Forestry decided to explore the possibility of creating a forest of native species on approximately 3.75 acres of the park's farmland adjoining the Route 10 Bypass. The project would serve to reintroduce species such as the Virginia Longleaf Pine. Called "the tree that built Tidewater," the Longleaf was the backbone of the area's early boat-building industry. Experts believe more than 1 million acres of Longleaf forest once graced this state but, according to a 2012 article in the *Richmond Times-Dispatch*, today "there are so few big, native Longleaf pines that you can literally count them — about 300 on a few patches of land." The Forest of 1607 will be a project that evolves for generations to come. Virginia Longleaf Pines can attain 300 years of age – they are the longest-living southern pine species – and can grow to be 150 feet tall.<sup>1</sup>

The Community Design Assistance Center will work with a stakeholders group and the community to develop the Windsor Castle Park Forest of 1607 conceptual master plan and planting plan. CDAC will also develop a conceptual design for signage at the Forest of 1607 that fits with the character of historic Smithfield and other signage in town. Renderings (perspective sketches) of what the signage and forest might look like will also be developed.

## **Final Products<sup>2</sup>**

1. Conceptual master plan for the Windsor Castle Park Forest of 1607
2. Planting plan for the Forest of 1607
3. Focus area designs (no more than 3)
4. Supporting sketches (ie: perspectives of Forest of 1607 signage and the forest)
5. Final report (3 hard copies)
6. Three CDs with all final products

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<sup>1</sup> Information is from the CDAC Application for Planning & Design Assistance submitted on 5/15/14 supporting materials about Windsor Castle Park.

<sup>2</sup> This work will be conceptual in nature and will not include any construction drawings. Products are to be used as a guide when working with the appropriate professional(s). The CDAC cannot be held responsible for inappropriate use of design work.

**Estimated Tasks and Timeline – Smithfield (10/6/14 – 2/21/15; 17 weeks, excludes holidays)<sup>3</sup>:**

<b>Date</b>	<b>Trip</b>	<b>Tasks</b>
10/6 – 10/31 (4 wks)		Gather base map materials from Town of Smithfield, and/or other sources, including topographic information. <sup>4</sup>
	Trip 1 (Overnight)	Meet with stakeholders committee to discuss project goals and visit the site and Windsor Castle Park.  Photograph and document the project area to note existing conditions and to conduct site analyses noting opportunities and constraints.  Organize photos from site visit. Prepare base map.
11/3 – 12/12 (5 wks)		Develop draft conceptual design options for the Forest of 1607 site and draft planting plan ideas. Begin final report.  Thanksgiving Break week of November 24th
	Trip 2 (Overnight)	Present to Stakeholders Committee for feedback.
12/15 – 12/19 (1 wk)		Incorporate comments and refine design work.
12/22 – 1/2/15		Christmas Break
1/5 – 1/23/15 (3 wks)		Incorporate comments and refine design work.
	Trip 3 (Overnight)	Present final design work to Stakeholders Committee.
1/26 – 2/20/15 (4 wks)		Make any final minor revisions to any products, complete final report. Submit final report and CDs to Stakeholders Committee and Paul Revell at the VA DOF.

<sup>3</sup> Timeline is dependent on student availability and timely receipt of signed contract paperwork. Project will not begin until a qualified student team is hired for the project. Uncontrollable delays due to weather, student team formation, contract paperwork, or adjustments to the timeline may require an adjustment to the project start and/or end dates.

<sup>4</sup> Topographic information at 2-5' contour intervals must be available through the Town, County, or other sources in order for the Design Center to carry out work as described in this proposal.

<b>DOF Grants</b>	<b>\$8,966<sup>56</sup></b>
<b>Community Cash Contribution Required</b>	<b>\$5,732</b>
<b>Project Total</b>	<b>\$14,698</b>

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<sup>5</sup> Cost estimate is valid for 90 days upon receipt.

<sup>6</sup> This is a VA Department of Forestry Urban & Community Forestry Grant which requires a 1:1 match of in-kind (ie: time or services) and/or cash by the community.



Electrical Equipment Co

1807 Boulevard West  
Richmond, VA 23230  
Phone: (804)353-7841  
Fax: (804)353-0276

**QUOTATION**  
**2385380-00**

**Applicable taxes may apply.**

*All quotes per General Terms & Conditions of Sale  
located at eeco-net.com*

<b>Bill to:</b> 2000101
CASH SALE -RICHMOND 1807 BOULEVARD WEST RICHMOND, VA 23230

<b>Date</b>	09/16/14
<b>Page</b>	1 of 1
<b>P/O #</b>	
<b>Quoted By</b>	Debbie Small
<b>Telephone</b>	
<b>Email</b>	Debbie.Small@eeco-net.com
<b>Terms</b>	cash sale

<b>Ship To:</b>
ISLE OF WIGHT LIBRARY JIM PHILLIPS , VA
<b>Instructions</b>
<b>Reference</b>

<b>Ship Via</b>
-----------------

Ln#	Product And Description	Quantity	Unit Price	Price UM	Amount (Net)
1	22SRDL125CUNVL835CDIU COOPER SKYRIDGE 2 X 2 25.5W 3500K ESTIMATED 3 WEEK ETA ARO	20	125.33	each	2506.60
2	DF10PC1 COOPER DEVINE 3 WAY DIMMER	1	60.00	each	60.00
3	VA SALES TAX  *Pricing does not include shipping	1	136.02	each	136.02

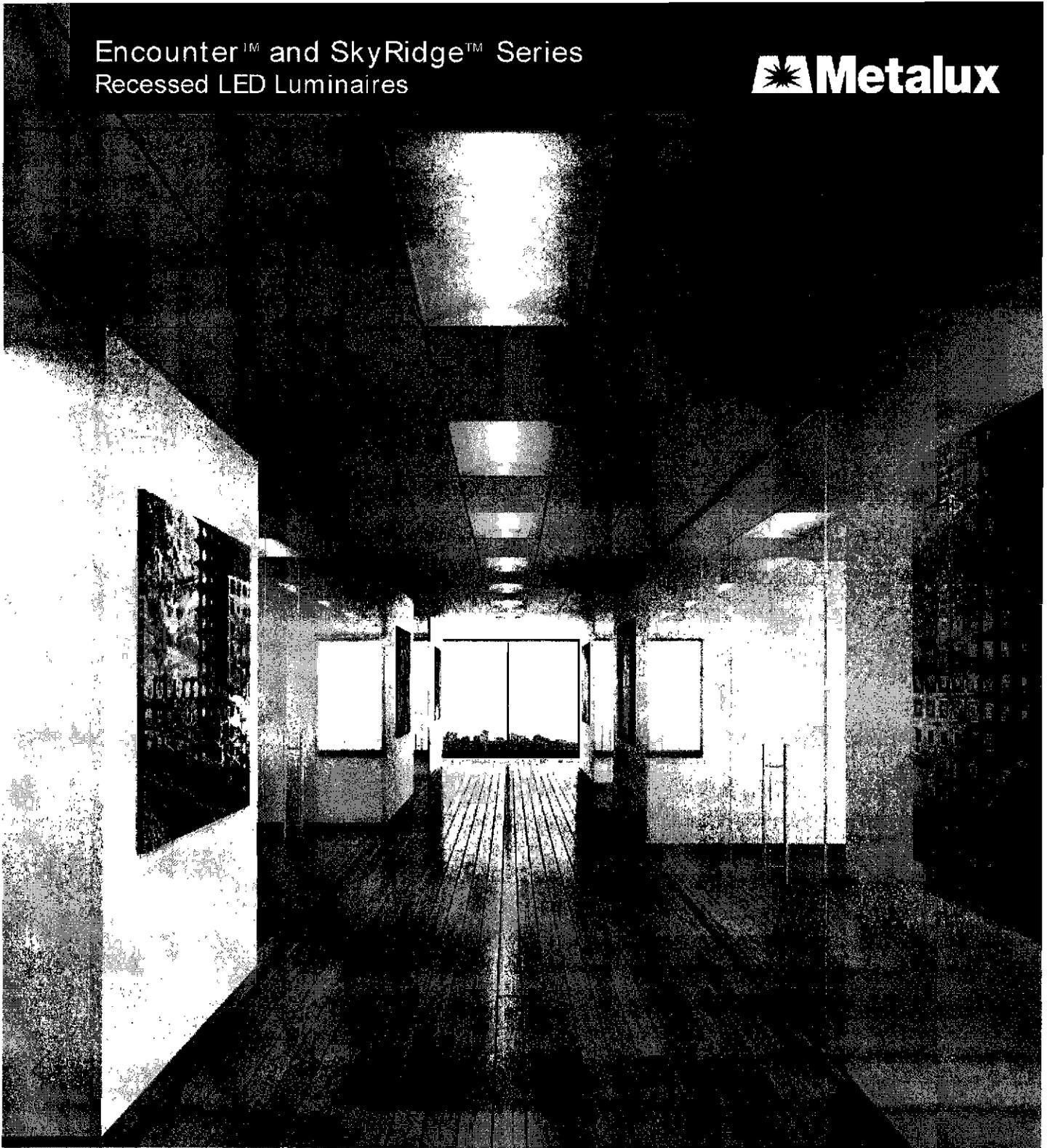
3	<b>Lines Total</b>			<b>Total</b>	2702.62
				<b>Quote Total</b>	2702.62

Unless otherwise noted, this quote is valid through 10/16/14.  
All stenographic and clerical errors are subject to correction.

**Quoted By**

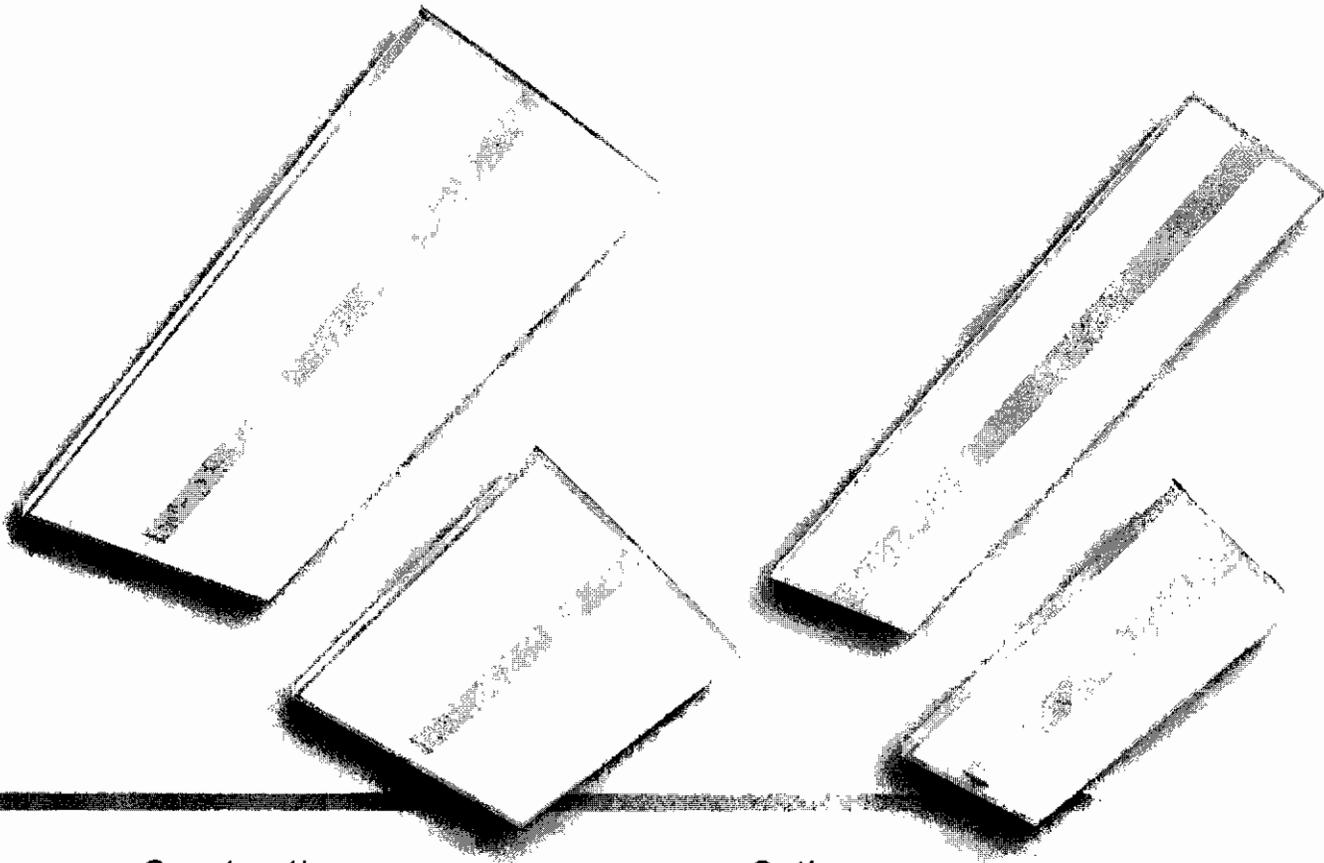
Encounter™ and SkyRidge™ Series  
Recessed LED Luminaires

 **Metalux**



**Cooper Lighting**  
by **EATON**

# Metalux Encounter™ LED Series



## Construction

- Recessed: 2' x 2', 2' x 4', 1' x 4' and 1' x 2'
- Depth: 3.25"
- Sustainable materials
- cULus damp location / IC Rated
- ROHS compliant
- Five-year warranty

## Performance

- High-performance efficacy up to 105 lumens per watt
- Energy savings in excess of 45% compared to traditional fluorescent troffers
- Three Correlated Color Temperatures (3000K, 3500K, 4000K) at typical 85 CRI
- 2' x 2': L85 @60,000 hrs.; 1' x 2': L89 @60,000 hrs.; 2' x 4': L78 @60,000 hrs.; 1' x 4': L79 @60,000 hrs.
- Binning: Per ANSI, 3-step MacAdam ellipse

## Options

- Five stocked lumen packages in two CCTs
  - 2' x 2': 2500 and 3400; 2' x 4': 4500, 5400 and 6700
  - Eleven additional lumen packages offered as MTO
- Universal (120V/277V) or 347V
- Emergency – 700 and 1400 lumens
- Flex wiring configurations
- Chicago plenum rated version

## Controls

- Encounter luminaires include (0-10V) dimming for control using wall dimmers (5% - 100%), daylighting sensors and Room Controllers from Eaton's Cooper Controls business.
- Encounter luminaires are available with native Fifth Light DALI drivers for complete digital energy management using Fifth Light addressable lighting controls. For details on the Fifth Light solution, please visit [www.coopercontrol.com](http://www.coopercontrol.com)



# Cooper Lighting

by **E:T-N**

**Title :** Isle of Wight Library Meeting Room

**Date :** 16 Sep 2014

**Description :** each and their L70 rating is 140,000 hours of life . The existing twenty suspended light fixtures consume seventy-two watts of power each and the lamps are rated for 20,000 hours of life.

**For :** Jim Phillips

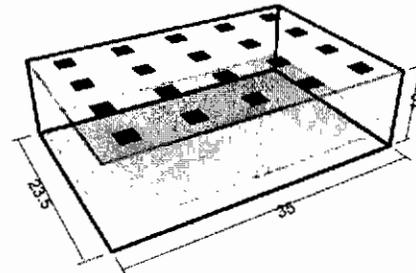
**By :** Greg Ammon

**IES Filename :** 22SR-LD1-25-C-UNV-L835-CD1-U.ies

**Description :** 22SR-LD1-25-C-UNV-L835-CD1-U  
METALUX 2X2 SKYRIDGE FIXTURE  
3500K LEDES

**Luminaire**      Number of Lamps :    1  
                         Lamp Lumens :            -1  
                         Luminaire Wattage :    26    W  
  
                         Light Loss Factor (LLF) : 1.00

**Geometry**            Length (X) :    35    ft  
                         Width (Y) :     24    ft  
                         Height (Z) :    10    ft  
  
                         Workplane Height :    2.5   ft  
                         Suspension Length :    0     ft  
  
                         Room Cavity Ratio :    2.667

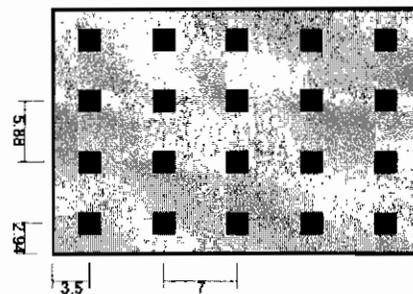


**Reflectance**            Ceiling :    80    %  
                         Walls :    50    %  
                         Floor :    20    %  
  
                         Eff. Cavity Refl. -- Ceiling : 80.0   %  
                         Eff. Cavity Refl. -- Floor : 19.3   %  
  
                         CU : 0.811

**Results**      Average Illuminance :    **50**    fc  
                         Number of Luminaires :    **20**  
                         Lighting Power Density (LPD) : **0.62**    W/ft<sup>2</sup>

**Layout**                    Rows            Columns  
                         (Width)            (Length)

Grid Layout (size) :	4	X	5	Luminaires :
Grid Spacing :	5.88	X	7.00	ft
Wall Spacing :	2.94	X	3.50	ft
Spacing Criteria :	1.23	X	1.61	





732 W. Andrews Crossing  
 Smithfield VA 23430  
 757-869-3602

**Estimate**

Date	Estimate #
9/18/2014	903

Name / Address
Smithfield Library Jim Phillips

Project

Description	Rate	Qty	Total
Estimate to demo and dispose of existing florescent fixtures in Smithfield Library Meeting Room Install (20) new 2' x 2' LED troffers provided by customer Install (2) dimmer switches provided by customer NOTE - 2' x 2' ceiling tiles are cut out for junction boxes and mounting bracket for existing lights This estimate does not include replacing ceiling tiles Labor & Materials	4,800.00		4,800.00

Thank you for the opportunity to quote. We look forward to doing business with you.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

<b>Total</b>	<b>\$4,800.00</b>
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**Board of Directors**

**Officers**

**Todd Rauchenberger, Chairman**  
Sports Medicine & Orthopaedic Center

**Charlie Broadwater, Vice Chairman**  
Broadstone Capital, LLC

**Robert M. Moore, Jr., Treasurer**  
Boyce, Spady & Moore, PLC

**Renee Rountree, Immed. Past Chair**  
Riverside Health System

**Andrew Cripps, IOM, President/CEO**

**Directors**

**Michael Adams**  
Bon Vivant Market

**Rossie E. Brock, Jr.**  
Barnes, Brock, Cornwell & Heilman, PLC

**Carolyn Burke**  
Smithfield Gourmet Bakery & Cafe

**Robert Cole**  
EnCore Pilates & Physical Therapy

**Paul W. Conco**  
Paul D. Camp Community College

**Andrew C. Gregory**  
Edward Jones

**Richard J. Holland, Jr.**  
Farmers Bank

**Steve Julian**  
Sentara Obici Hospital

**Rebecca Mercer**

**Ashli Pack**  
Crook & Pack, Attorneys at Law

**Russell Parrish**  
Lyll Design Architects

**Amy Ring**  
Isle of Wight County

**Shannon Pope**  
Family Medical Care of Smithfield, PLC

**Martha Russ**  
Smithfield Foods, Inc.

**Michael Stallings**  
Town of Windsor

**Dwain Wilkerson**  
Davis Drug, Inc.

**Anne Williams**  
Keurig Green Mountain Inc.

**Robbie Younger**  
Painted Garden

August 29, 2014

Mr. Peter M. Stephenson, Town Manager  
Town of Smithfield  
911 S. Church Street  
Smithfield, VA 23430

Dear Mr. Stephenson,

In response to our discussions and the concerns expressed by Town Council about the direct value it has received in the past for its annual contributions to the Chamber of Commerce, I would like to propose a package of benefits the Town would receive in return for its continued financial support of \$6,000 over and above its membership dues.

This package of benefits is similar to what would be offered to a for-profit business as part of an equivalent sponsorship of the chamber.

**Proposed Chamber Sponsorship Package for Town of Smithfield**

**Leadership Isle of Wight:**

Two Leadership Participants from Town staff.....\$1,500  
(January-October 2015)

**Student Leadership Institute:**

Sponsorship of 2 Smithfield High students.....\$1,000  
(September 2014-April 2015)

Isle Fest Sponsorship.....\$500

**Sponsor Benefits:** 6 tickets, logo recognition on chamber website, sponsorship sign at event  
(October 22, 2014)

**Pre- & Post-Legislative Breakfasts.....\$1,000**

**Sponsor Benefits:** 6 tickets for each, recognition in program and from podium  
(Pre-Legislative Breakfast-January 2015, Post-Legislative Breakfast-April 2015)

**Chamber Expo Gold Level Sponsorship.....\$1,000**

**Sponsor Benefits:** 8' x 16' booth, recognition on chamber website, in Expo program and at registration area  
(March 18, 2015)

(Page 1 of 2)

Half-Page Ad in 2014-15 Community Guide & Business Directory.....\$1,075

**Total Value..... \$6,075**

We hope this proposal addresses the desires of Town Council, and we are certainly willing to discuss any changes or adjustments the Council may request. I will be present at the Town Council meeting on Tuesday, September 2, to answer any questions you or the Council may have. In the meantime, please feel free to contact me at 357-3502 to discuss this or any other matter.

Many thanks for your consideration,

A handwritten signature in black ink, appearing to read 'Andrew Cripps', with a large, stylized initial 'A' and a long, sweeping underline.

Andrew Cripps,  
President

# Smithfield Farmers Market

## Market Manager

- Cheryl Ketcham
- Manager for 3 seasons
- Market has more than doubled in size -- finances, customer counts and number of visitors
- Won "Best of Coastal Virginia" Gold Level, 2014; and "Top 101 Farmers Markets in America," 2013 & 2014, TheDailyMeal.com
- Created Smithfield Evening Market in 2013, Vintage Alley (part of Olden Days, antiques & vintage items) 2014, Wednesday afternoon min-markets in Carrollton, summer 2014, Fall Festival Market with trick-or-treating, 2013.

## 2013 Evening Christmas Market

- Sales were \$29,058
- No official customer count, but the streets were full!

## Number of vendors increasing

- 2011 -- 54
- 2012 -- 74
- 2013 -- 92 (not including Evening Market)
- 2014 -- 96 (not including Evening Market -- had to turn away vendors because of space limits)

## Number of Markets (after rain dates):

- 2011 -- 28
- 2012 -- 30
- 2013 -- 35

## Average attendance per market:

- 2011 -- 657

- 2012 -- 1068
- 2013 -- 1307

### **Total Sales:**

- 2010 -- \$165,551
- 2011 -- \$217,661
- 2012 -- \$297,219
- 2013 -- \$410,328 (not including Evening Market)

### **2013 Top Markets by Attendance:**

Dec. 21 Christmas Market -- 2710

Nov. 23 Thanksgiving Market -- 2628

June 29 Olden Days -- 2189

Oct. 26 Fall Festival Market -- 1891

July 27 -- Regular market -- 1508

### **Top Markets by Sales:**

Dec. 21 Christmas Market -- \$25,709

Nov. 23 Thanksgiving Market -- \$23,691

Oct. 26 Fall Festival Market -- \$15,653

July 27 -- Regular market -- \$15,244

June 29 -- Regular Market -- \$14,820

# Smithfield Farmers Market

## Finances

### Account balance

- As of 8/15/14: \$13,180.08

### If Market moved to Town, the Market would need to purchase:

- Laptop computer (currently paid by County)
- Cell phone (currently paid for by Market funds, but under County account)
- MiFi (currently paid for by Market funds, but under County account)

### Manager salary, currently paid for by Market funds:

- \$12/hour (hourly wage, no benefits, no holiday or sick paid, no overtime, no pay raise)

### Assistant manager salary, currently unfilled, paid by Market funds:

- \$9.50/hour, mainly on Sat. mornings on as-needed basis

### Currently provided by County (not financed by Market funds):

- Office space at Tourism
- Laptop computer
- Use of printer, paper and fax machine at Tourism
- Insurance at market locations (Smithfield & Carrollton)

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>08/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>General Fund revenues</b>				
<b>General Fund revenues</b>				
<b>Real Estate Tax</b>				
Current RE Tax	1,665,000.00	-	1,665,000.00	0.00%
Delinquent RE Tax	20,000.00	8,404.26	11,595.74	42.02%
Current RE Penalty	4,400.00	-	4,400.00	0.00%
Delinquent RE Penalty	3,000.00	882.94	2,117.06	29.43%
Current RE Interest	900.00	-	900.00	0.00%
Delinquent RE Interest	5,400.00	2,669.58	2,730.42	49.44%
<b>Total Real Estate Taxes</b>	<b>1,698,700.00</b>	<b>11,956.78</b>	<b>1,686,743.22</b>	<b>0.70%</b>
<b>Personal Property Tax</b>				
Current PP Tax	865,000.00	240,794.89	624,205.11	27.84%
Delinquent PP Tax	20,000.00	10,401.25	9,598.75	52.01%
Current PP Penalty	17,000.00	-	17,000.00	0.00%
Delinquent PP Penalty	5,000.00	1,377.40	3,622.60	27.55%
Current PP Interest	1,200.00	-	1,200.00	0.00%
Delinquent PP Interest	3,100.00	500.80	2,599.20	16.15%
<b>Total Personal Property Tax</b>	<b>911,300.00</b>	<b>253,074.34</b>	<b>658,225.66</b>	<b>27.77%</b>
<b>Miscellaneous Receipts Over/Short</b>				
	15.00	(0.02)	15.02	-0.13%
<b>Total Over/Short</b>	<b>15.00</b>	<b>(0.02)</b>	<b>15.02</b>	<b>-0.13%</b>
<b>Other Taxes</b>				
Franchise Tax	134,370.00	-	134,370.00	0.00%
Cigarette Tax	174,067.00	26,988.74	147,078.26	15.50%
Transient Occupancy Tax	139,430.00	-	139,430.00	0.00%
Meals Tax-4%	879,785.00	53,962.39	825,822.61	6.13%
Meals Tax-2%	439,892.00	26,981.19	412,910.81	6.13%
Communications Tax	240,000.00	-	240,000.00	0.00%
Rolling Stock	15.00	22.94	(7.94)	152.93%
Rental Tax	1,000.00	751.44	248.56	75.14%
Sales Tax	270,000.00	26,130.02	243,869.98	9.68%
Consumption Tax	49,000.00	6,165.46	42,834.54	12.58%
Utility Tax	193,600.00	23,088.70	170,511.30	11.93%
<b>Total Other Local Taxes</b>	<b>2,521,159.00</b>	<b>164,090.88</b>	<b>2,357,068.12</b>	<b>6.51%</b>
<b>Licenses, Permits &amp; Privilege Fees</b>				
Business Licenses	335,000.00	33,529.81	301,470.19	10.01%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2014/2015</b>	<b>Actual as of 08/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Business Licenses Penalty	4,350.00	3,041.59	1,308.41	69.92%
Business Licenses Interest	1,600.00	110.70	1,489.30	6.92%
Permits & Other Licenses	11,000.00	3,135.04	7,864.96	28.50%
<b>Inspection Fees-Subdivision</b>	<b>-</b>	<b>9,826.39</b>	<b>(9,826.39)</b>	<b>100.00%</b>
WC Dog Park Registration	2,400.00	356.00	2,044.00	14.83%
<b>Consultant Review Fees</b>	<b>5,000.00</b>	<b>2,777.00</b>	<b>2,223.00</b>	<b>55.54%</b>
Vehicle License Tags	-	3.00	(3.00)	0.00%
Vehicle License	132,000.00	4,291.14	127,708.86	3.25%
<b>Total Licenses, permits and privilege fees</b>	<b>491,350.00</b>	<b>57,070.67</b>	<b>434,279.33</b>	<b>11.62%</b>
<b><u>Fines &amp; Costs</u></b>				
Public Defender Fee	-	-	-	0.00%
Fines & Costs	70,000.00	14,047.70	55,952.30	20.07%
<b>Total Fines &amp; Forfeitures</b>	<b>70,000.00</b>	<b>14,047.70</b>	<b>55,952.30</b>	<b>20.07%</b>
<b><u>From Use of Money and Property</u></b>				
General Fund Interest	7,500.00	1,130.96	6,369.04	15.08%
Beautification Fund Interest	130.00	28.46	101.54	21.89%
Rentals	18,812.00	4,402.89	14,409.11	23.40%
Smithfield Center Rentals	143,000.00	29,962.33	113,037.67	20.95%
Smithfield Center Vendor Programs	5,625.00	-	5,625.00	0.00%
Kayak Rentals	11,000.00	2,575.00	8,425.00	23.41%
Windsor Castle Programs	-	58.00	(58.00)	100.00%
Special Events	7,300.00	1,189.00	6,111.00	16.29%
Fingerprinting Fees	1,000.00	210.00	790.00	21.00%
Museum Gift Shop Sales	-	3,102.56	(3,102.56)	100.00%
Museum Programs/Lecture Fees	-	180.00	(180.00)	100.00%
<b>Sale of Equipment</b>	<b>1,000.00</b>	<b>2,483.88</b>	<b>(1,483.88)</b>	<b>248.39%</b>
Lease of Land	525.00	-	525.00	0.00%
<b>Total revenue from use of money and property</b>	<b>195,892.00</b>	<b>45,323.08</b>	<b>150,568.92</b>	<b>23.14%</b>
<b><u>Miscellaneous Revenue</u></b>				
Other Revenue	2,000.00	542.90	1,457.10	27.15%
Cash Proffer Revenues	-	-	-	0.00%
Obici Foundation Wellness Grant	-	-	-	0.00%
Virginia Municipal Group Safety Grant	4,000.00	4,000.00	-	100.00%
<b>Total Miscellaneous Revenue</b>	<b>6,000.00</b>	<b>4,542.90</b>	<b>1,457.10</b>	<b>75.72%</b>
<b><u>From Reserves</u></b>				
<b>Reserves-Pinewood Escrow</b>	<b>4,410.00</b>	<b>279,408.53</b>	<b>(274,998.53)</b>	<b>6335.79%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 08/31/14	Remaining Budget	% of budget
<b>From Operating Reserves</b>	389,587.35	209,032.09	180,555.26	53.65%
<b>Total From Reserves</b>	393,997.35	488,440.62	(94,443.27)	123.97%
<b><u>Intergovernmental Virginia</u></b>				
Law Enforcement	161,533.00	40,383.00	121,150.00	25.00%
Litter Control Grant	3,321.00	-	3,321.00	0.00%
Police Block Grants-State	4,000.00	-	4,000.00	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)	4,000.00	-	4,000.00	0.00%
SNAP Program	3,000.00	153.00	2,847.00	5.10%
Fuel Refund (state)	-	8.77	(8.77)	100.00%
<b>Total State Revenue</b>	200,315.00	45,544.77	154,770.23	22.74%
<b><u>Intergovernmental Federal</u></b>				
Federal Grants	1,200.00	-	1,200.00	0.00%
Pinewood Heights CDBG Relocation Planning Grant Phase III	20,000.00	-	20,000.00	0.00%
<b>Pinewood Heights CDBG Relocation Grant-Phase II</b>	<b>375,280.00</b>	<b>81,000.00</b>	<b>294,280.00</b>	<b>21.58%</b>
Federal Fuel Income	-	-	-	0.00%
<b>Total Federal Revenue</b>	396,480.00	81,000.00	315,480.00	20.43%
<b><u>Other Financing Sources</u></b>				
<b><u>Operating Transfers In</u></b>				
Transfer In for Debt Service	-	-	-	0.00%
<b>Total Operating Transfers In</b>	-	-	-	0.00%
<b><u>Other Financing Sources</u></b>				
Line of Credit Proceeds	450,000.00	-	450,000.00	0.00%
General Obligation Bond-Capital Asset financing (ball fields)	-	-	-	0.00%
<b>Insurance Recoveries</b>	<b>-</b>	<b>6,061.00</b>	<b>(6,061.00)</b>	<b>100.00%</b>
<b>Total Other Financing Sources</b>	450,000.00	6,061.00	443,939.00	1.35%
<b><u>Contributions</u></b>				
CHIPS Contributions	1,000.00	-	1,000.00	0.00%
<b>Contributions-Isle of Wight County Historical Society-Museum</b>	<b>-</b>	<b>21,202.00</b>	<b>-</b>	<b>100.00%</b>
<b>Contributions-Miscellaneous-Museum</b>	<b>-</b>	<b>1,249.00</b>	<b>-</b>	<b>100.00%</b>
Contributions-IOW County (ball fields)	-	-	-	0.00%
<b>Total Contributions</b>	1,000.00	22,451.00	1,000.00	2245.10%
<b>Total General Fund Revenue</b>	<b>7,336,208.35</b>	<b>1,193,603.72</b>	<b>6,165,055.63</b>	<b>16.27%</b>



<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>		
<b>Description</b>	<b>2014/2015</b>	<b>08/31/14</b>	<b>Remaining</b>	<b>% of</b>
			<b>Budget</b>	<b>budget</b>
Council Approved Items	6,000.00	484.40	5,515.60	8.07%
Public Defender Fees	3,000.00	-	3,000.00	0.00%
Bank Charges	625.00	295.00	330.00	47.20%
SpecialProjects	3,500.00	165.23	3,334.77	4.72%
Smithfield CHIPS program	3,772.00	1,800.00	1,972.00	47.72%
Update Town Charter & Code	4,000.00	1,589.00	2,411.00	39.73%
Annual Christmas Parade	400.00	-	400.00	0.00%
<b>Total Town Council</b>	198,824.00	30,238.49	168,585.51	15.21%
<b><u>Town Manager</u></b>				
Salaries	221,220.00	36,488.31	184,731.69	16.49%
FICA	17,698.00	2,653.11	15,044.89	14.99%
VSRS	19,475.00	3,203.16	16,271.84	16.45%
Health	38,000.00	6,596.35	31,403.65	17.36%
Auto Expense	500.00	-	500.00	0.00%
Maintenance Contracts	1,700.00	341.27	1,358.73	20.07%
Communications	15,500.00	1,255.17	14,244.83	8.10%
Insurance	2,220.00	554.41	1,665.59	24.97%
Supplies	5,500.00	281.61	5,218.39	5.12%
Dues & Subscriptions	3,100.00	1,808.38	1,291.62	58.33%
Computer & technology expenses	16,000.00	347.78	15,652.22	2.17%
Travel & Training	7,800.00	-	7,800.00	0.00%
Other	100.00	-	100.00	0.00%
<b>Total Town Manager</b>	348,813.00	53,529.55	295,283.45	15.35%
<b><u>Treasurer</u></b>				
Salaries	254,540.00	39,117.34	215,422.66	15.37%
FICA	20,364.00	2,958.37	17,405.63	14.53%
VSRS	20,270.00	3,347.25	16,922.75	16.51%
Health	26,700.00	4,655.94	22,044.06	17.44%
Audit	11,750.00	-	11,750.00	0.00%
Depreciation Software	2,700.00	-	2,700.00	0.00%
Communications	8,500.00	790.56	7,709.44	9.30%
Data Processing	18,000.00	2,786.55	15,213.45	15.48%
Service Contracts	18,500.00	4,641.78	13,858.22	25.09%
Insurance	2,295.00	573.02	1,721.98	24.97%
Supplies	11,000.00	2,037.47	8,962.53	18.52%
Dues & Subscriptions	2,300.00	675.00	1,625.00	29.35%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>08/31/14</b>	<b>Budget</b>	<b>budget</b>
Credit Card Processing	3,000.00	172.59	2,827.41	5.75%
Cigarette Tax Stamps	2,650.00	-	2,650.00	0.00%
Travel & Training	2,000.00	-	2,000.00	0.00%
Other	100.00	-	100.00	0.00%
<b>Total Treasurer</b>	<b>404,669.00</b>	<b>61,755.87</b>	<b>342,913.13</b>	<b>15.26%</b>
<b>PUBLIC SAFETY</b>				
<b>Police Department</b>				
Salaries	1,356,195.00	211,142.94	1,145,052.06	15.57%
FICA	108,496.00	15,500.10	92,995.90	14.29%
VSRS	107,015.00	17,258.75	89,756.25	16.13%
Health Insurance	184,355.00	30,218.83	154,136.17	16.39%
Pre-employ screening/Emp Medical	2,000.00	-	2,000.00	0.00%
Uniforms	24,000.00	2,392.09	21,607.91	9.97%
Service Contracts	37,000.00	1,044.18	35,955.82	2.82%
Communications	65,000.00	4,640.31	60,359.69	7.14%
Computer & Technology Expenses	15,200.00	2,598.64	12,601.36	17.10%
Insurance	51,980.00	12,994.56	38,985.44	25.00%
Ins. - LODA	11,415.00	11,414.48	0.52	100.00%
Materials & Supplies	25,500.00	1,591.86	23,908.14	6.24%
Dues & Subscriptions	6,500.00	813.00	5,687.00	12.51%
Equipment	15,000.00	318.24	14,681.76	2.12%
Radio & Equipment repairs	3,500.00	-	3,500.00	0.00%
Vehicle Maintenance	50,000.00	6,717.67	43,282.33	13.44%
Gas	85,000.00	8,592.33	76,407.67	10.11%
Tires	7,500.00	2,012.70	5,487.30	26.84%
Travel & Training	32,500.00	6,637.46	25,862.54	20.42%
Special Events	500.00	304.80	195.20	60.96%
Police Grants	25,000.00	-	25,000.00	0.00%
Investigation expenses	5,000.00	-	5,000.00	0.00%
Other	500.00	-	500.00	0.00%
<b>Total Police Department</b>	<b>2,219,156.00</b>	<b>336,192.94</b>	<b>1,882,963.06</b>	<b>15.15%</b>
<b>Fire Department</b>				
Fuel Fund & Travel	13,000.00	-	13,000.00	0.00%
State Pass Thru	23,070.00	-	23,070.00	0.00%
<b>Total Fire Department</b>	<b>36,070.00</b>	<b>-</b>	<b>36,070.00</b>	<b>0.00%</b>
<b>Contributions-Public Safety</b>				

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
<b>Description</b>	<b>Adopted Budget 2014/2015</b>	<b>Actual as of 08/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Coast Guard Auxiliary	250.00	-	250.00	0.00%
E911 Dispatch Center	169,753.00	-	169,753.00	0.00%
<b>Commonwealth Attorney's Software Update</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>-</b>	<b>100.00%</b>
Fire Department Rescue Truck	10,000.00	-	10,000.00	0.00%
<b>Total Contributions-Public Safety</b>	<b>190,503.00</b>	<b>10,500.00</b>	<b>180,003.00</b>	<b>5.51%</b>
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>				
<b><u>Smithfield Center</u></b>				
Salaries	188,750.00	29,373.63	159,376.37	15.56%
FICA	15,100.00	2,294.48	12,805.52	15.20%
VSRS	12,705.00	2,089.38	10,615.62	16.45%
Health	21,100.00	3,726.05	17,373.95	17.66%
Uniforms	1,200.00	-	1,200.00	0.00%
<b>Contracted Services</b>	<b>23,000.00</b>	<b>3,929.51</b>	<b>19,070.49</b>	<b>17.08%</b>
Retail Sales & Use Tax	500.00	117.53	382.47	23.51%
Utilities	30,000.00	2,077.80	27,922.20	6.93%
Communications	19,000.00	2,206.35	16,793.65	11.61%
Computer & technology expenses	4,000.00	-	4,000.00	0.00%
<b>Insurance</b>	<b>5,615.00</b>	<b>1,403.05</b>	<b>4,211.95</b>	<b>24.99%</b>
Kitchen Supplies	4,000.00	-	4,000.00	0.00%
Office Supplies/Other Supplies	5,000.00	671.42	4,328.58	13.43%
Food Service & Beverage Supplies	7,000.00	550.99	6,449.01	7.87%
AV Supplies	1,000.00	-	1,000.00	0.00%
Repairs & Maintenance	40,000.00	4,388.58	35,611.42	10.97%
Systems Maintenance (HVAC, AV, Generator)	10,000.00	-	10,000.00	0.00%
Landscaping	13,500.00	2,480.82	11,019.18	18.38%
<b>Travel &amp; Training</b>	<b>2,000.00</b>	<b>1,050.74</b>	<b>949.26</b>	<b>52.54%</b>
Programming Expenses	500.00	-	500.00	0.00%
<b>Advertising</b>	<b>20,000.00</b>	<b>6,172.15</b>	<b>13,827.85</b>	<b>30.86%</b>
Refund event deposits	3,500.00	250.00	3,250.00	7.14%
Credit card processing expense	4,500.00	729.44	3,770.56	16.21%
<b>Total Smithfield Center</b>	<b>431,970.00</b>	<b>63,511.92</b>	<b>368,458.08</b>	<b>14.70%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>				
Farmers Market	3,000.00	-	3,000.00	0.00%
TUMC Parking Lot	1,500.00	250.00	1,250.00	16.67%
Hampton Roads Partnership	8,200.00	-	8,200.00	0.00%
Isle of Wight County-Historic Resources (museum)	-	-	-	0.00%
<b>Isle of Wight Arts League</b>	<b>10,000.00</b>	<b>5,000.00</b>	<b>5,000.00</b>	<b>50.00%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 08/31/14	Remaining Budget	% of budget
Library	10,000.00	-	10,000.00	0.00%
Total Contributions-Park, Recreation and Cultural	32,700.00	5,250.00	27,450.00	16.06%
<b><u>Windsor Castle Park</u></b>				
Salaries	75,110.00	9,210.98	65,899.02	12.26%
FICA	6,010.00	660.76	5,349.24	10.99%
VSRS	6,630.00	1,099.29	5,530.71	16.58%
Health	14,175.00	2,282.79	11,892.21	16.10%
Contracted Services	5,000.00	618.62	4,381.38	12.37%
Insurance	8,510.00	2,126.85	6,383.15	24.99%
Grass Cutting	30,000.00	4,801.58	25,198.42	16.01%
Kayak Expenses	1,500.00	-	1,500.00	0.00%
Professional Services	5,000.00	-	5,000.00	0.00%
Utilities	5,000.00	75.70	4,924.30	1.51%
Supplies	2,500.00	1,158.08	1,341.92	46.32%
Repairs & Maintenance	40,000.00	4,482.83	35,517.17	11.21%
Total Windsor Castle Park	199,435.00	26,517.48	172,917.52	13.30%
<b><u>Museum</u></b>				
Salaries	90,555.00	12,161.68	78,393.32	13.43%
FICA	7,245.00	1,055.06	6,189.94	14.56%
VSRS	3,905.00	650.50	3,254.50	16.66%
Operating expenses	24,295.00	1,439.16	22,855.84	5.92%
Gift Shop-to be funded by gift shop proceeds???	-	189.33	(189.33)	100.00%
Total Museum	126,000.00	15,495.73	110,504.27	12.30%
<b><u>Other Parks &amp; Recreation</u></b>				
Jersey Park Playground	1,000.00	-	1,000.00	0.00%
Pinewood Playground	500.00	-	500.00	0.00%
Clontz Park-pier maintenance	4,600.00	5,300.28	(700.28)	115.22%
Community Wellness Initiative	-	65.00	(65.00)	0.00%
SNAP Program	3,000.00	242.00	2,758.00	8.07%
Waterworks Dam	10,450.00	-	10,450.00	0.00%
Waterworks Lake (park area)	1,000.00	-	1,000.00	0.00%
Haydens Lane Maintenance	1,500.00	-	1,500.00	0.00%
Veterans War Memorial	1,000.00	343.69	656.31	34.37%
Fireworks	2,000.00	-	2,000.00	0.00%
Total Parks & Recreation	25,050.00	5,950.97	19,099.03	23.76%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
	<b>Adopted Budget</b>	<b>Actual as of</b>	<b>Remaining</b>	<b>% of</b>
<b>Description</b>	<b>2014/2015</b>	<b>08/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights</b>				
<b>Non-CDBG Contributed Operating Expenses</b>				
<b>Administration</b>				
Management Assistance	22,790.00	4,937.88	17,852.12	21.67%
Monitoring/Closeout	2,790.00	-	2,790.00	0.00%
<b>Permanent Relocation</b>				
Owner Occupied Households	192,800.00	96,353.83	96,446.17	49.98%
Renter Occupied Households	97,911.00	1,764.32	96,146.68	1.80%
Moving Costs	4,191.00	1,800.00	2,391.00	42.95%
Relocation Specialist	245.00	245.00	-	100.00%
<b>Acquisition</b>				
Owner Acquisition	1,000.00	924.00	76.00	92.40%
Renter Acquisition	208,834.00	140,680.50	68,153.50	67.36%
Appraisal/Legal	2,400.00	3,150.00	(750.00)	131.25%
<b>Acquisition Specialist</b>	<b>12,352.00</b>	<b>5,392.50</b>	<b>6,959.50</b>	<b>43.66%</b>
<b>Clearance &amp; Demolition</b>	<b>23,278.00</b>	<b>160.50</b>	<b>23,117.50</b>	<b>0.69%</b>
<b>Subtotal Non CDBG</b>	<b>568,591.00</b>	<b>255,408.53</b>	<b>313,182.47</b>	<b>44.92%</b>
<b>CDBG Contributed Operating Expenses</b>				
<b>Permanent Relocation</b>				
Owner Occupied Households	44,800.00	-	44,800.00	0.00%
Renter Occupied Households		-	-	0.00%
<b>Acquisition</b>				
Owner Occupied	244,640.00	69,000.00	175,640.00	28.20%
<b>Clearance &amp; Demolition</b>		-	-	0.00%
<b>Planning Grant-Phase III</b>	<b>20,000.00</b>	<b>-</b>	<b>20,000.00</b>	<b>0.00%</b>
<b>Subtotal CDBG</b>	<b>309,440.00</b>	<b>69,000.00</b>	<b>240,440.00</b>	<b>22.30%</b>
<b>Total Pinewood Heights Contributions</b>	<b>878,031.00</b>	<b>324,408.53</b>	<b>553,622.47</b>	<b>36.95%</b>

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 08/31/14	Remaining Budget	% of budget
<b><u>Contributions-Community Development</u></b>				
APVA Courthouse Contribution	5,000.00	-	5,000.00	0.00%
Chamber of Commerce	-	-	-	0.00%
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%
Tourism Bureau	195,159.00	-	195,159.00	0.00%
Western Tidewater Free Clinic	33,000.00	-	33,000.00	0.00%
YMCA Projects	50,000.00	-	50,000.00	0.00%
<b>Total Contributions-Community Development</b>	<b>307,809.00</b>	<b>-</b>	<b>307,809.00</b>	<b>0.00%</b>
<b><u>PUBLIC WORKS</u></b>				
<b>Planning, Engineering &amp; Public Works</b>				
Salaries	204,550.00	54,092.00	150,458.00	26.44%
FICA	16,365.00	4,118.84	12,246.16	25.17%
VSRS	18,960.00	3,031.55	15,928.45	15.99%
Health	35,135.00	7,785.73	27,349.27	22.16%
Disability	-	37.88	(37.88)	0.00%
Uniforms	2,500.00	82.32	2,417.68	3.29%
Contractual	9,500.00	894.46	8,605.54	9.42%
GIS	3,200.00	-	3,200.00	0.00%
Recycling-1.5% CPI-U	217,210.00	36,095.28	181,114.72	16.62%
Trash Collection-1.5% CPI-U	232,170.00	37,935.83	194,234.17	16.34%
Street Lights	5,000.00	82.49	4,917.51	1.65%
Communications	12,000.00	946.66	11,053.34	7.89%
Safety Meetings/Safety Expenses	5,000.00	175.13	4,824.87	3.50%
<b>Insurance</b>	<b>8,110.00</b>	<b>2,026.69</b>	<b>6,083.31</b>	<b>24.99%</b>
Materials & Supplies	5,000.00	488.39	4,511.61	9.77%
Accreditation -Site visit	2,000.00	-	2,000.00	0.00%
Repairs & Maintenance	9,000.00	-	9,000.00	0.00%
Gas & Tires	10,500.00	1,513.04	8,986.96	14.41%
Travel & Training	8,000.00	839.76	7,160.24	10.50%
Litter Control Grant	3,321.00	-	3,321.00	0.00%
<b>Dues &amp; Subscriptions</b>	<b>2,000.00</b>	<b>485.50</b>	<b>1,514.50</b>	<b>24.28%</b>
<b>Other</b>	<b>1,000.00</b>	<b>735.35</b>	<b>264.65</b>	<b>73.54%</b>
<b>Total Public Works</b>	<b>810,521.00</b>	<b>151,366.90</b>	<b>659,154.10</b>	<b>18.68%</b>
<b><u>PUBLIC BUILDINGS</u></b>				

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 08/31/14	Remaining Budget	% of budget
<b>Public Buildings</b>				
Salaries	26,500.00	3,556.78	22,943.22	13.42%
FICA	2,120.00	317.89	1,802.11	14.99%
<b>Contractual</b>	<b>13,000.00</b>	<b>7,373.95</b>	<b>5,626.05</b>	<b>56.72%</b>
Communications	2,000.00	212.64	1,787.36	10.63%
Utilities	54,000.00	3,763.08	50,236.92	6.97%
Insurance	10,725.00	2,681.25	8,043.75	25.00%
Materials & Supplies	3,000.00	535.85	2,464.15	17.86%
Materials & Supplies-Town Manager	-	-	-	0.00%
Materials & Supplies-Police Department	-	-	-	0.00%
Materials & Supplies-Town Hall	-	12.69	(12.69)	0.00%
Materials & Supplies-Public Works	-	-	-	0.00%
Materials & Supplies-Public Restrooms	-	124.22	(124.22)	0.00%
Repairs & Maintenance	36,000.00	2,795.88	33,204.12	7.77%
Rent Expense-Office Space	4,800.00	800.00	4,000.00	16.67%
<b>Other</b>	<b>1,000.00</b>	<b>1,000.00</b>	<b>-</b>	<b>100.00%</b>
Total Public Buildings	153,145.00	23,174.23	129,970.77	15.13%
<b>OTHER FINANCING USES</b>				
<b>Other Financing Uses</b>				
Transfers to Operating Reserves	-	-	-	0.00%
Transfers to Restricted Reserves-Special Projects (Pinewood)	-	-	-	0.00%
Transfers to Restricted Reserves-S Church Street Project	-	-	-	0.00%
<b>Total Transfers To Reserves</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
<b>DEBT SERVICE</b>				
<b>Debt Service</b>				
<b>Principal Retirement</b>				
Public Building Acquisition	21,574.00	-	21,574.00	0.00%
HVAC	15,905.00	1,298.53	14,606.47	8.16%
Ball Fields	-	-	-	0.00%
Line of Credit	450,000.00	-	450,000.00	0.00%
<b>Interest and fiscal charges</b>				
Public Building Acquisition	32,340.00	-	32,340.00	0.00%
HVAC	1,800.00	180.00	1,620.00	10.00%
Line of Credit	7,000.00	-	7,000.00	0.00%
Ball Fields	-	-	-	0.00%
Total Debt Service	528,619.00	1,478.53	527,140.47	0.28%

<b>Town of Smithfield</b>				
<b>General Fund Operating Budget</b>				
Description	Adopted Budget 2014/2015	Actual as of 08/31/14	Remaining Budget	% of budget
<b>Total General Fund Expenses</b>	6,891,315.00	1,109,371.14	5,781,943.86	16.10%
<b>Less Expenses related to capital projects:</b>				
Legal Fees	-	-	-	
Professional Fees	(1,500.00)	-	(1,500.00)	
Pinewood Heights Relocation Project Expenses	(878,031.00)	(324,408.53)	(553,622.47)	
Pinewood Heights Line of Credit Expenses	(457,000.00)	-	(457,000.00)	
<b>Total Non-operating Expenses</b>	(1,336,531.00)	(324,408.53)	(1,012,122.47)	24.27%
<b>Total General Fund Operating Expenses</b>	5,554,784.00	784,962.61	4,769,821.39	14.13%
<b>Net Operating Reserve (+/-)</b>	491,842.35	49.39	514,243.96	0.01%
<b>Net Reserve (+/-)</b>	444,893.35	84,232.58	383,111.77	18.93%

	Proposed Budget 2014/2015	Actual 8/31/2014	Remain Budget	% of Budget
<b>Net Operating Reserves (Deficit)</b>	<b>444,893.35</b>	84,232.58	360,660.77	18.93%
<b>Capital Outlay</b>				
<b>General Fund</b>				
<b>GENERAL GOVERNMENT</b>				
<b>COMMUNITY DEVELOPMENT</b>				
<b>Pinewood Heights Relocation-CIP</b>				
<b>Non CDBG Capital Acquisition</b>				
Owner Occupied Units	-			
Renter Occupied Units	(24,000.00)	(24,000.00)	-	100.00%
Vacant Lots	(24,000.00)		(24,000.00)	0.00%
Subtotal Non CDBG Capital Acquisition	(48,000.00)	<b>(24,000.00)</b>	(24,000.00)	50.00%
<b>CDBG Capital Acquisition-MY2</b>				
Owner Occupied Units	(48,000.00)	(12,000.00)	(36,000.00)	25.00%
Renter Occupied Units		-	-	0.00%
Vacant Lots		-	-	0.00%
Subtotal CDBG Capital Acquisition	(48,000.00)	<b>(12,000.00)</b>	(36,000.00)	25.00%
<b>Total Pinewood Heights Relocation CIP</b>	<b>(96,000.00)</b>	<b>(36,000.00)</b>	(60,000.00)	37.50%
<b>TOWN COUNCIL</b>				
None	-	-	-	
<b>TREASURER</b>				
AS400 Server	-		-	#DIV/0!
<b>PARKS, RECREATION AND CULTURAL</b>				
Kayak Storage	(6,000.00)	(1,047.63)	(4,952.37)	17.46%
Playground repairs	(8,000.00)	-	(8,000.00)	0.00%
<b>PUBLIC SAFETY</b>				
<b>Police</b>				
<b>Police Vehicles</b>	<b>(135,600.00)</b>	-	(135,600.00)	0.00%
<b>Tough Book MDTs/docking stations</b>	<b>(24,041.35)</b>	-	(24,041.35)	0.00%
<b>In Car Cameras</b>	<b>(16,752.00)</b>	-	(16,752.00)	0.00%
<b>PUBLIC WORKS</b>				
Vehicles and Equipment	(7,500.00)	-	(7,500.00)	0.00%
GIS/Mapping-roll over	-	-	-	#DIV/0!
James/Washington Street Improvements	-	-	-	#DIV/0!
		-		

	Proposed Budget 2014/2015	Actual 8/31/2014	Remain Budget	% of Budget
<b>PUBLIC BUILDINGS</b>				
Phone Systems-PD	(22,000.00)	(22,513.00)	513.00	102.33%
Police Evidence Building Improvements	(150,000.00)		(150,000.00)	0.00%
Replace heat/ac unit at Town Hall	(5,000.00)		(5,000.00)	0.00%
Net Capital Outlay	(470,893.35)	(59,560.63)	(411,332.72)	12.65%
Net Reserves (Deficit) after capital outlay	(26,000.00)	24,671.95	(50,671.95)	-94.89%

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2014/2015</b>	<b>08/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Revenue</b>				
<b>Operating Revenues</b>				
Sewer Charges	668,000.00	20,530.03	647,469.97	3.07%
Sewer Compliance Fee	492,000.00	12,612.82	479,387.18	2.56%
Miscellaneous Revenue	1,000.00	-	1,000.00	0.00%
Connection fees	23,700.00	6,320.00	17,380.00	26.67%
<b>Total Operating Revenue</b>	<b>1,184,700.00</b>	<b>39,462.85</b>	<b>1,145,237.15</b>	<b>3.33%</b>
<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
<b>Description</b>	<b>Adopted Budget</b>	<b>Balance as of</b>	<b>Remaining</b>	<b>% of</b>
	<b>2014/2015</b>	<b>08/31/14</b>	<b>Budget</b>	<b>budget</b>
<b>Expenses</b>				
<b>Operating Expenses</b>				
Salaries	227,410.00	30,272.72	197,137.28	13.31%
FICA	18,195.00	2,205.83	15,989.17	12.12%
VSRS	22,015.00	3,221.75	18,793.25	14.63%
Health	39,650.00	6,776.69	32,873.31	17.09%
Uniforms	2,500.00	107.98	2,392.02	4.32%
Audit & Legal Fees	14,750.00	487.75	14,262.25	3.31%
Accreditation	2,000.00	-	2,000.00	0.00%
HRPDC sewer programs	918.00	-	918.00	0.00%
Maintenance & Repairs	50,000.00	4,152.14	45,847.86	8.30%
VAC Truck Repairs & Maintenance	7,500.00	-	7,500.00	0.00%
Data Processing	14,000.00	2,089.92	11,910.08	14.93%
Dues & Subscriptions	50.00	14.50	35.50	29.00%
Utilities	46,000.00	2,818.67	43,181.33	6.13%
SCADA Expenses	6,000.00	666.54	5,333.46	11.11%
Telephone	12,000.00	815.44	11,184.56	6.80%
Insurance	15,895.00	3,973.63	11,921.37	25.00%
Materials & Supplies	46,000.00	4,175.47	41,824.53	9.08%
Truck Operations	14,000.00	1,289.52	12,710.48	9.21%
Travel & Training	4,000.00	-	4,000.00	0.00%
Contractual	3,780.00	277.62	3,502.38	7.34%
Miscellaneous	600.00	118.11	481.89	19.69%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%

<b>Town of Smithfield</b>				
<b>Sewer Fund Budget</b>				
	<b>Adopted Budget 2014/2015</b>	<b>Balance as of 08/31/14</b>	<b>Remaining Budget</b>	<b>% of budget</b>
Bank service charges	325.00	-	325.00	0.00%
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>	552,588.00	63,464.28	489,123.72	11.48%
<b>Operating Income before D&amp;A Expense</b>	632,112.00	(24,001.43)	656,113.43	-3.80%
<b>Depreciation &amp; Amort. Exp.</b>	600,000.00	102,245.28	497,754.72	17.04%
<b>Operating Income (Loss)</b>	32,112.00	(126,246.71)	158,358.71	-393.14%
<b>Nonoperating Revenues (Expenses)</b>				
Pro-rata Share Fees	-	-	-	0.00%
Availability Fees	61,800.00	16,480.00	45,320.00	26.67%
Insurance Reimbursements	-	-	-	0.00%
Contributed Capital-Smithfield Foods Rev Ln	22,833.00	-	22,833.00	0.00%
Interest Revenue	4,500.00	840.16	3,659.84	18.67%
Interest Expense	(36,965.00)	-	(36,965.00)	0.00%
<b>Total Nonoperating Revenues (Expenses)</b>	52,168.00	17,320.16	34,847.84	33.20%
<b>Net Income (loss)</b>	84,280.00	(108,926.55)	193,206.55	-129.24%
<b>WORKING ADJUSTMENTS TO CAFR</b>				
<b>(FOR INTERNAL USE ONLY)</b>				
Restricted revenues:				
Pro-rata Share Fees	-	-	-	#DIV/0!
Availability Fees	(61,800.00)	(16,480.00)	(45,320.00)	26.67%
Contributed Capital-Smithfield Foods Rev Ln	(22,833.00)	-	(22,833.00)	0.00%
Compliance Fee	(492,000.00)	(12,612.82)	(479,387.18)	2.56%
Bad Debt Expense	5,000.00	-	5,000.00	0.00%
Depreciation & Amort. Exp.	600,000.00	102,245.28	497,754.72	17.04%
Additional debt service costs-principal expense	(78,850.00)	-	(78,850.00)	0.00%
<b>Total adjustments to CAFR</b>	(50,483.00)	73,152.46	(123,635.46)	-144.91%
Working adjusted income	33,797.00	(35,774.09)	69,571.09	#REF!

	Adopted Budget 2014/2015	Actual 8/31/2014	Remaining Budget	% of Budget
<b>Sewer Fund</b>				
<b>Working adjusted income</b>	<b>33,797.00</b>	<b>(35,774.09)</b>	69,571.09	-105.85%
Sewer SSO Consent Order	(3,000.00)	-	(3,000.00)	0.00%
MOA Compliance Plan	(50,000.00)	-	(50,000.00)	0.00%
MOA Flow Monitoring	(25,000.00)	-	(25,000.00)	0.00%
MOA CIP Development	(35,000.00)	-	(35,000.00)	0.00%
RWWMP Development Coord Assistance	(25,000.00)	-	(25,000.00)	0.00%
Storage Shed	-	-	-	0.00%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Work Order System	-	-	-	0.00%
PW Security Gate	-	-	-	0.00%
SCADA Repairs	-	-	-	0.00%
Arc Flash	-	-	-	0.00%
Bypass Pump-Main Street	-	-	-	0.00%
Run-Dry Pump-Crescent	-	-	-	0.00%
<b>Main Street Lift Station Rehab.</b>		<b>(57,932.33)</b>		<b>100.00%</b>
Main Street/Mason-CCTV & CIPP Lining	-	-	-	0.00%
Sewer Capital Repairs	(100,000.00)	-	(100,000.00)	0.00%
Pump Station Upgrades	-	-	-	0.00%
Truck/Equipment	(10,000.00)	-	(10,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(251,321.00)</b>	<b>(57,932.33)</b>	<b>(251,321.00)</b>	<b>23.05%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(217,524.00)</b>	<b>(93,706.42)</b>	<b>(181,749.91)</b>	<b>43.08%</b>
Funding from Development Escrow	-	-	-	
Reserves from Sewer Capital Escrow Account	100,000.00	-	100,000.00	0.00%
Funding from Sewer Compliance Fee	138,000.00	-	138,000.00	0.00%
Draw from operating reserves	-	-	-	0.00%
Funding from Bond Escrow (released from refinance)	-	-	-	0.00%
<b>Net Cashflow</b>	<b>20,476.00</b>	<b>(93,706.42)</b>	<b>56,250.09</b>	<b>-457.64%</b>

Town of Smithfield					
Water Fund Budget					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	08/31/14		Budget	budget
<b>Revenue</b>					
<b>Operating Revenue</b>					
Water Sales	1,397,000.00	39,126.95		1,357,873.05	2.80%
Debt Service Revenue	188,970.00	4,904.48		184,065.52	2.60%
Miscellaneous	500.00	75.00		425.00	15.00%
Connection fees	9,900.00	2,640.00		7,260.00	26.67%
Application Fees	5,500.00	2,486.00		3,014.00	45.20%
<b>Total Operating Revenue</b>	<b>1,601,870.00</b>	<b>49,232.43</b>		<b>1,552,637.57</b>	<b>3.07%</b>
<b>Town of Smithfield</b>					
<b>Water Fund Budget</b>					
	Adopted Budget	Balance as of		Remaining	% of
Description	2014/2015	08/31/14		Budget	budget
<b>Expenses</b>					
Salaries	353,310.00	51,635.18		301,674.82	14.61%
FICA	28,185.00	3,837.58		24,347.42	13.62%
VSRS	28,060.00	4,657.85		23,402.15	16.60%
Health	51,975.00	9,379.12		42,595.88	18.05%
Uniforms	3,255.00	213.32		3,041.68	6.55%
Contractual	15,000.00	131.66		14,868.34	0.88%
Legal & Audit	15,000.00	487.75		14,512.25	3.25%
Accreditation	2,000.00	-		2,000.00	0.00%
Maintenance & Repairs	21,000.00	10,318.89		10,681.11	49.14%
Water Tank Maintenance	103,650.00	25,823.29		77,826.71	24.91%
Water Tank Inspections	-	-		-	#DIV/0!
Professional Services	-	-		-	#DIV/0!
Regional Water Supply Study	1,839.00	-		1,839.00	0.00%
Data Processing	14,000.00	2,089.92		11,910.08	14.93%
Utilities	2,000.00	41.66		1,958.34	2.08%
Communications	13,000.00	815.45		12,184.55	6.27%
Insurance	25,200.00	6,299.39		18,900.61	25.00%
Materials & Supplies	75,000.00	11,737.40		63,262.60	15.65%
Gas and Tires	15,500.00	2,069.66		13,430.34	13.35%
Dues & Subscriptions	1,000.00	414.50		585.50	41.45%
Bank service charges	325.00	229.07		95.93	70.48%
Travel and Training	5,500.00	-		5,500.00	0.00%
Miscellaneous	9,500.00	8,876.67		623.33	93.44%
RO Annual costs	469,000.00	31,350.35		437,649.65	6.68%
Bad debt expense	7,500.00	-		7,500.00	0.00%

<b>Town of Smithfield</b>					
<b>Water Fund Budget</b>					
<b>Description</b>	<b>Adopted Budget 2014/2015</b>	<b>Balance as of 08/31/14</b>		<b>Remaining Budget</b>	<b>% of budget</b>
Total Water Fund Operating Expenses before D&A Exp.	1,260,799.00	170,408.71		1,090,390.29	#REF!
Operating Income before D&A Expense	341,071.00	(121,176.28)		462,247.28	-35.53%
Depreciation & Amortization Expense	365,000.00	55,920.03		309,079.97	15.32%
Operating Income (Loss)	(23,929.00)	(177,096.31)		153,167.31	740.09%
Nonoperating Revenues (Expenses)					
Pro-Rata Share Fees	-	-		-	0.00%
Availability Fees	40,800.00	10,880.00		29,920.00	26.67%
Interest Revenue	6,800.00	1,289.34		5,510.66	18.96%
Interest Expense	(111,606.00)	(9,448.74)		(102,157.26)	8.47%
Total Nonoperating Revenues (Expenses)	(64,006.00)	2,720.60		(66,726.60)	-4.25%
Net Income (Loss)	(87,935.00)	(174,375.71)		86,440.71	198.30%
<b>WORKING ADJUSTMENTS TO CAFR</b>					
(FOR INTERNAL USE ONLY)					
Restricted revenues:					
Pro-rata Share Fees	-	-		-	0.00%
Availability Fees	(40,800.00)	(10,880.00)		(29,920.00)	26.67%
Bad Debt Expense	7,500.00	-		7,500.00	0.00%
Debt Service Revenue	(188,970.00)	(4,904.48)		(184,065.52)	2.60%
Depreciation & Amort. Exp.	365,000.00	55,920.03		309,079.97	15.32%
Additional debt service costs-principal expense	(337,974.00)	(242,795.89)		(95,178.11)	71.84%
Total adjustments to CAFR	(195,244.00)	(202,660.34)		7,416.34	103.80%
Working adjusted income	(283,179.00)	(377,036.05)		93,857.05	133.14%

	<b>Proposed Budget 2014/2015</b>	<b>Actual 8/31/2014</b>	<b>Remain Budget</b>	<b>% of Budget</b>
<b>Water Fund</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>(283,179.00)</b>	<b>(377,036.05)</b>	93,857.05	133.14%
Construction Standards Update	(3,321.00)	-	(3,321.00)	0.00%
Vehicle/Equipment	(10,000.00)	-	(10,000.00)	0.00%
System Improvements	(50,000.00)	-	(50,000.00)	0.00%
Water line replacement (Cypress Creek Bridge)	(110,000.00)	-	(110,000.00)	0.00%
<b>Net Capital Outlay</b>	<b>(173,321.00)</b>	<b>-</b>	<b>(173,321.00)</b>	<b>0.00%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>(456,500.00)</b>	<b>(377,036.05)</b>	<b>(79,463.95)</b>	<b>82.59%</b>
Operating Reserves		-	-	#DIV/0!
Water Development Escrow		-	-	#DIV/0!
Water Capital Escrow	160,000.00	-	160,000.00	0.00%
Debt Service fees applied to debt	338,279.00	-	338,279.00	0.00%
<b>Net Cashflow</b>	<b>41,779.00</b>	<b>(377,036.05)</b>	<b>418,815.05</b>	<b>-902.45%</b>

Town of Smithfield				
Highway Fund				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	08/31/14	Budget	budget
<b>Revenue</b>				
Interest Income	220.00	31.32	188.68	14.24%
Revenue - Commwlth of VA	1,033,113.00	-	1,033,113.00	0.00%
<b>Total Highway Fund Revenue</b>	<b>1,033,333.00</b>	<b>31.32</b>	<b>1,033,301.68</b>	<b>0.00%</b>
<b>Town of Smithfield</b>				
<b>Highway Fund</b>				
	Adopted Budget	Balance as of	Remaining	% of
Description	2014/2015	08/31/14	Budget	budget
<b>Expenses</b>				
Salaries	254,070.00	32,296.69	215,768.31	13.02%
FICA	20,330.00	2,287.25	17,557.75	11.53%
VSRS	22,565.00	3,683.54	25,406.46	12.66%
Health	49,525.00	8,668.59	36,621.41	19.14%
Uniforms	3,100.00	222.67	2,877.33	7.18%
Engineering	-	-	-	0.00%
Grass	26,000.00	2,972.38	23,027.62	11.43%
Maintenance	455,446.00	17,320.05	576,376.22	2.92%
Asphalt/Paving		-	-	
Ditching		9,281.25	(9,281.25)	
Traffic Control devices		1,634.08	(1,634.08)	
Other (maintenance)		-	-	
Other (lawnmowers, landscaping, etc)		6,404.72	(6,404.72)	
Structures and Bridges		-	-	
Ice and Snow removal		-	-	
Administrative		-	-	
Storm Maintenance		-	-	
Street Lights	106,000.00	8,287.25	97,712.75	7.82%
Insurance	13,690.00	3,421.90	11,558.10	22.84%
VAC Truck Repairs	2,500.00	-	2,500.00	0.00%
Gas and Tires	10,000.00	1,549.85	8,450.15	15.50%
Stormwater Management Program (regional)	1,786.00	-	1,786.00	0.00%
Joint Cost Allocation	-	-	-	-
Overhead Allocation	-	-	-	-
<b>Total Highway Fund Expense</b>	<b>965,012.00</b>	<b>80,710.17</b>	<b>1,019,642.10</b>	<b>7.33%</b>
<b>Net Reserves (+/-)</b>	<b>68,321.00</b>	<b>(80,678.85)</b>	<b>13,659.58</b>	<b>120.38%</b>

	Adopted Budget 2014/2015	Actual 8/31/2014	Remain Budget	% of Budget
<b>HIGHWAY</b>				
<b>Net Operating Reserves (Deficit)</b>	<b>68,321.00</b>	<b>(80,678.85)</b>	<b>148,999.85</b>	<b>-118.09%</b>
Construction Standards Update	(3,321.00)		(3,321.00)	0.00%
New Truck	(10,000.00)	-	(10,000.00)	0.00%
PW Security Gate		-	-	#DIV/0!
Entrance Corridor Beautification	(5,000.00)		(5,000.00)	0.00%
Work order system		-	-	#DIV/0!
Storm Drain Replacement - Nottingham		-	-	#DIV/0!
Drainage Improvements	(50,000.00)		(50,000.00)	0.00%
Pinewood Stormwater Drainage	-		-	#DIV/0!
Lawnmower	-	-	-	#DIV/0!
<b>Net Capital Outlay</b>	<b>(68,321.00)</b>	<b>-</b>	<b>(68,321.00)</b>	<b>0.00%</b>
<b>Net Reserves (Deficit) after capital outlay</b>	<b>0.00</b>	<b>(80,678.85)</b>	<b>80,678.85</b>	
Carryover from FY2014 (not yet determined if any)		108,461.20		
<b>Net Adjusted Reserves (deficit)</b>		27,782.35		

## **Notes: August 2014**

### **GENERAL FUND**

#### **Revenues:**

##### **Current PP**

In August, the Town received its annual personal property tax relief from the state. This state contribution is reflected under current year personal property.

##### **Transient Occupancy**

Transient occupancy tax payments for July 2014 totaled \$49,546 reflecting the highest quarterly revenue since July 2011. This revenue was accrued for June 2014, however, so this line item will not reflect revenue until the second quarterly payment due in October.

##### **Meals Tax**

Meals tax revenues of \$168,348 were collected in July 2014. Like TO, these revenues were accrued in June 2014. Revenue for FY2015 was not reflected until the month of August.

##### **Communications Tax**

Communications tax from the state runs 2 months behind. In August we received the state distribution for June 2014 which was accrued for last fiscal year.

##### **Inspection fees-subdivision**

Represents inspection fees of \$9,226.39 from Cypress Creek Development. We have not collected inspection fees for several years, so this is an unbudgeted (but welcome) revenue.

##### **Review Fees**

Review fees for July 2014 are as follows:  
Draper Aden \$1,702.00 Riverside Health System Magnolia Manor Expansion  
Smithfield Manor Townhomes \$150.00-Phase 10  
Robert Livengood-\$925.00-contractors office & shop

##### **Sale of Equipment**

Includes \$1304 in July consisting of numerous small items from the Smithfield Center and \$1540 in August for the sale of a 2000 Ford Explorer.

##### **Reserves-Pinewood Escrow**

The Pinewood Escrow reserve funds represent funds that were collected and set aside in prior fiscal years for the funding of the Pinewood Project. Since the July 2014 meals taxes were accrued for the June 2014 year ending statements, those revenues were allocated to reserves for use in FY2015.

##### **From operating reserves**

As of August 31, the town utilized \$209,032 in general operating escrow funds to fund FY2015 expenses. This is the norm since most July & part of August taxes have been accrued in the June year ending statements leaving little revenue for the months of July and August.

##### **Pinewood Heights CDBG Relocation Grant**

Requested \$81,000 in draw down funds for Phase II MY1. We have \$44,800 remaining in CDBG funds that can be drawn once the budget amendment request is approved.

**Insurance Recoveries-**

The Town was reimbursed by VML for damages to 2 police vehicle (\$2561) and fire damage to the pier at Clontz Park (\$3500).

**Contributions-IOW Historical Society**

Contributions collected from donors through IOW Historical Society to be used restrictively for museum operations.

**Contributions-Miscellaneous-Museum**

Represents jar donations made by museum visitors.

**Expenses:**

**ALL DEPARTMENTS**

Salaries

Salaries for July 2014 have been reduced by accrued payroll entries for June 2014.

Insurance

The 1st quarter of VML property/casualty/workers' compensation insurance have been paid.

Subscriptions/Memberships

As in past years, the majority of dues and subscriptions for all departments are paid within the first 3 months of the new fiscal year.

**Town Council**

Travel & Training

Includes \$1845 for reservations for the VML conference in October, NRPA Congress Registration for C. Chapman (\$509).

Bank charges

This line item reflects \$295 renewal fee from Farmers Bank for line of credit.

Smithfield CHIPS

Paid \$1800 to VCE-IOW for 4-H camp. This is an annual expense paid through the CHIPS organization.

Update Town Charter & Code

includes 78 supplement pages, 1 images/graphs/tabular matter, & 7 ords. on web-N.O.W. Services

**Treasurer**

Service contracts

Paid BAI for the annual webpayments software support (\$3938), IBM for qtrly server maintenance fee (\$529.62), and Computer Plus (\$174.16).

**Public Safety**

**Police Department**

Insurance-LODA

This is the additional insurance premium as required by the Line of Duty Act. It is paid annually in July.

Tires Paid \$2012.70 to Dave's Service Center.

**Contributions-Public Safety**

Commonwealth Attorney's Software Update Paid in full as budgeted for FY2015.

**Parks Recreation & Cultural**

**Smithfield Center**

Contracted services includes payments to Dean Evans & Associates (\$895) and ColonialWebb (qtrly-\$1625) as well as small expenses with Orkin, All Virginia, and Workplace Essentials.

Travel & Training Includes \$509 for NRPA Congress Registration, \$171.72 for hotel deposit for conference, and \$245 for IACCA renewal and various small charges.

Advertising Includes ad in the Hampton Roads Wedding Guide (\$1315) and Wedding Wire (\$3100) as well as Vista Graphics (\$793), Pilot Media (\$625) and Tidewater Publications (\$288).

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

IOW Arts League The Town has paid its share of the 2015 local matching grant, and we have now received the \$5000 match which will be passed along as well.

**Windsor Castle**

Supplies Paid \$840 to Major Signs for aluminum numbered signs.

**Museum**

Operating expenses/gift shop expenses Operating expenses have been budgeted based on donations. Gift shop expenses will be funded from gift shop revenues (which at this time is unbudgeted).

**Other Parks & Recreation**

Clontz Park-pier maintenance Includes \$4500 to Hodges & Hodges for repairs to the pier after fire damage. An offset of \$3500 that is shown under Insurance Recoveries in the revenue section.

**Community Development**

Pinewood Heights

We closed on 47 Carver in July and 39 & 40 Carver in August leaving only 48 Carver left to complete Phase II MY1.

**Public Works**

Other

Includes \$650 to Southern Shores for cutting overgrown lots in town. Those have been billed to property owners.

**Public Buildings**

Contractual

This includes \$2630 to Windsor Fire Extinguisher and \$2240 to Fonality for maintenance on phones.

**Capital:**

**Community Development**

Pinewood Heights-Owner Acquisition

Land portion of the capital acquisitions of the property at 39, 40, and 47 Carver.

**Public Buildings**

Phone System PD

Phone system has been installed and payment has been made in full.

**SEWER**

**Revenues**

Sewer Charges/Sewer Compliance

Sewer revenues including the sewer compliance fee billed for July were accrued on the June 2014 financial statements. Half of the August billing was also accrued leaving the other half reflected on the August financial statements.

Connection Fees

Connection fees are collected sporadically throughout the fiscal year. To date the Town has collected on 4 connections at \$1580.

**Expenses**

Insurance

Represents payment of the 1st quarter to VML for property/casualty and workers' comp insurance.

**Nonoperating Revenues (Expenses)**

Availability fees

Like connection fees, we have received 4 at \$4120 each.

## **Sewer Capital**

### **Main Street Pump Station**

Paid \$57,932.33 to Xylem Dewatering for Godwin Dri-Prime Pump

## **WATER**

### **Revenues**

#### Water Charges

Like sewer, water revenues including the debt service fee billed for July were accrued on the June 2014 financial statements. Again, half of the August billing was accrued for June 2014 and the other half is reflected as FY2015 revenues on this August statement.

#### Connection Fees

As with sewer, the Town has collected on 4 accounts at \$660.

### **Expenses**

#### Insurance

Represents payment of the 1st quarter to VML for property/casualty and workers' comp insurance.

#### Dues & Subscriptions

As with general fund, the majority of dues are paid in the first 3 months of the new fiscal year.

#### Bank service charges

Now that we are accepting credit cards for water deposit payments, we will be incurring higher charges for this service especially in light of the number of bounced checks we have collected to date.

#### Miscellaneous

Includes a lump sum payment to VDH-Waterworks Technical Assistance Fund (\$8,758.55). 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)**

#### Availability Fees

Like connection fees, we have received 4 at \$2720.

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

#### Additional debt service costs-principal expense

Made up of 2 debt service principal payments for the VML-VACO Loans 1 and 2. One of the loans only has 1 principal payment for the year.

## **HIGHWAY**

### **Revenues**

Revenue-Commonwealth of Virginia

We will not receive the 1st qtrly payment from the state until the end of September or first of October.

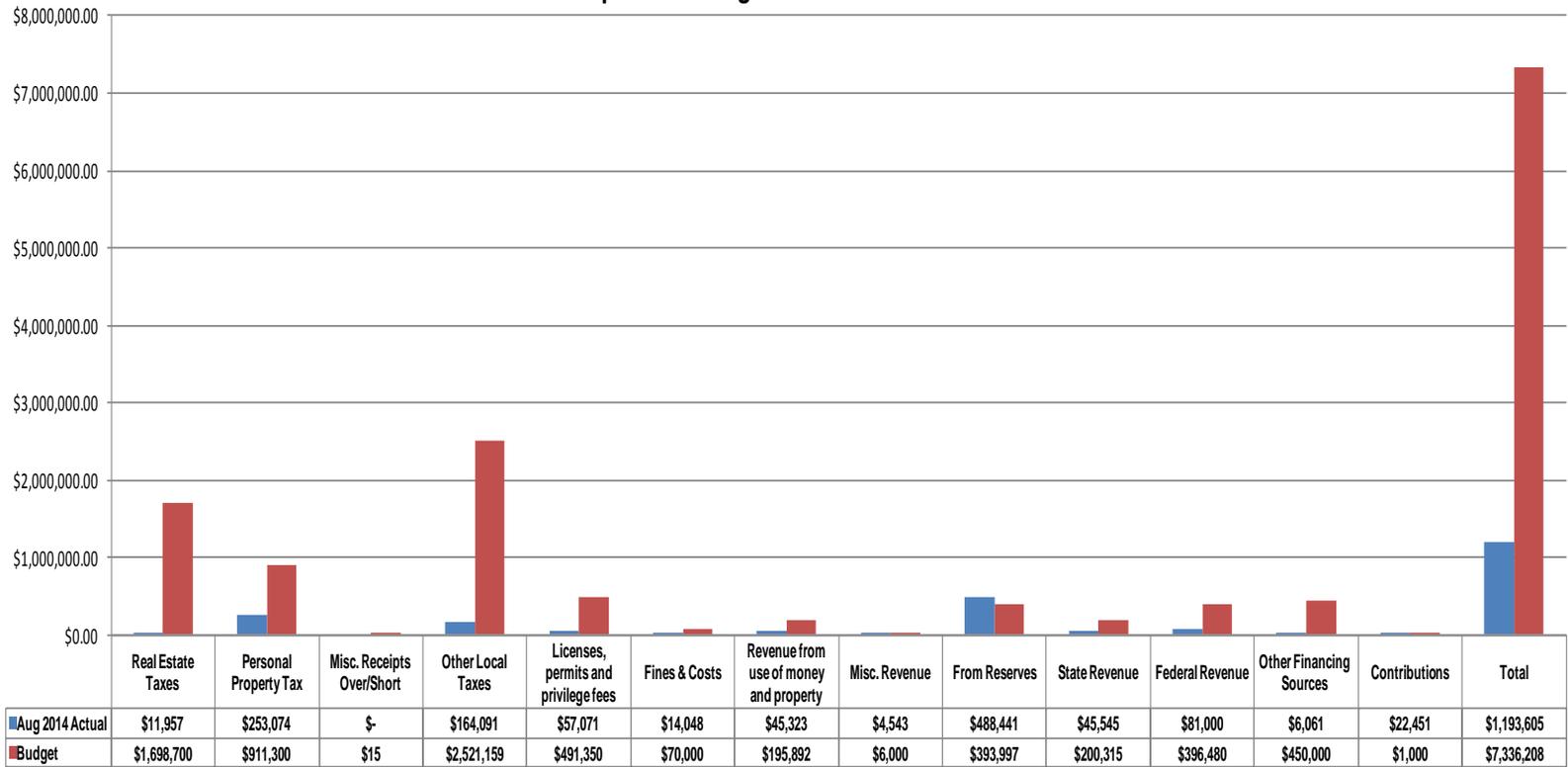
**Expenses**

Insurance

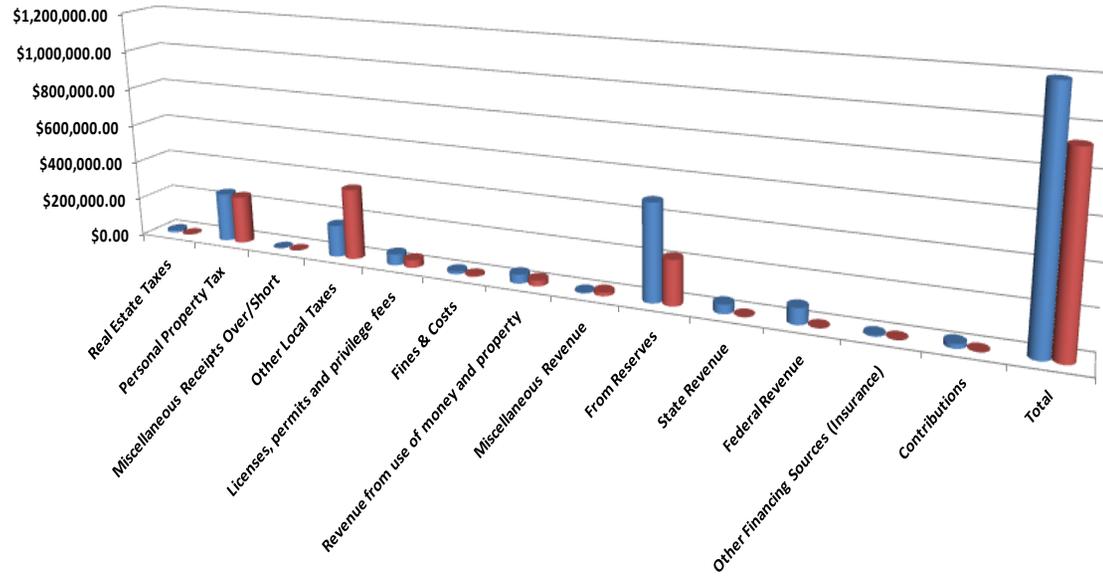
Represents 1st quarterly payment to VML for the year.

# AUG 2014 FINANCIAL GRAPHS

### Aug 2014 YTD General Fund Revenues Compared to Budget

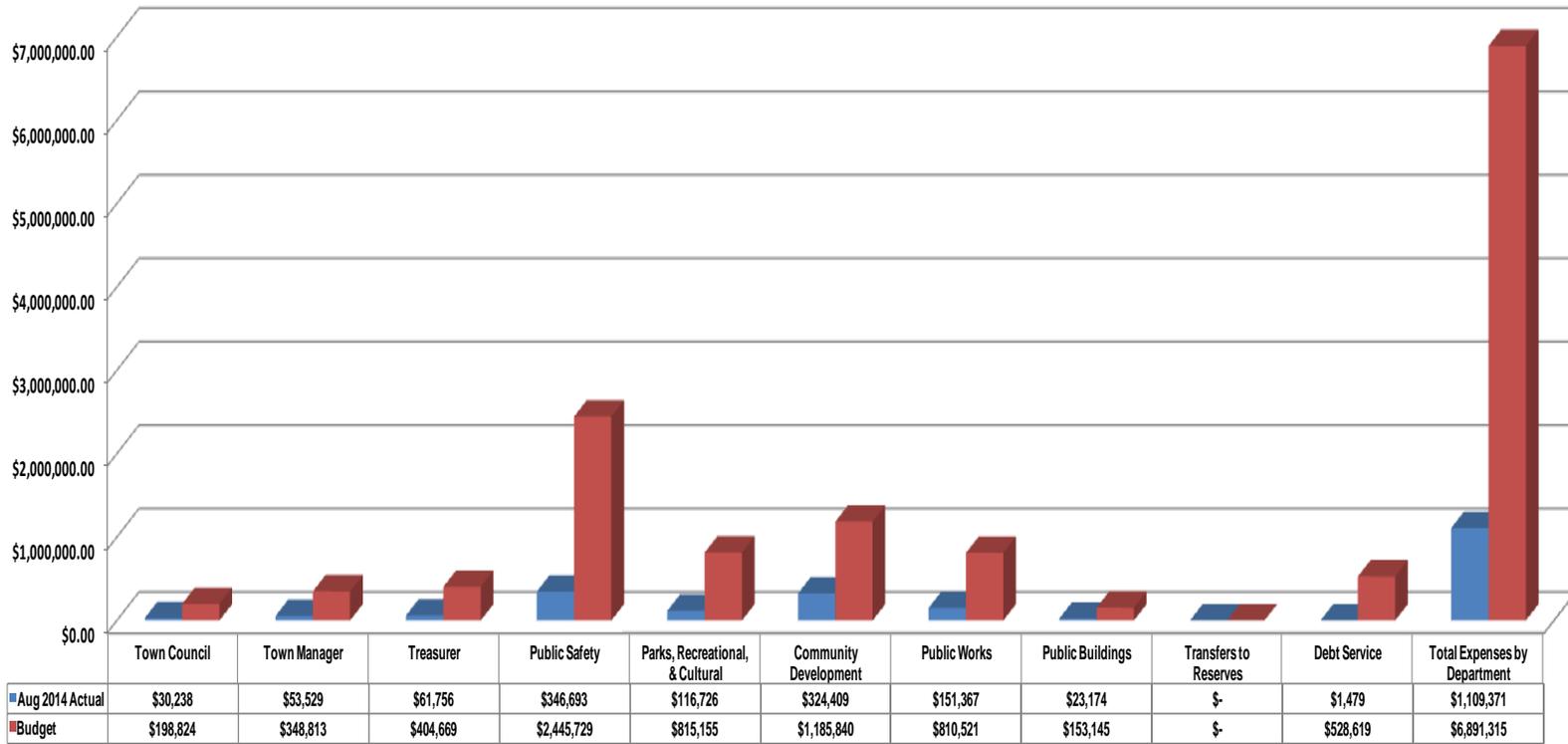


### Aug 2014 YTD General Fund Revenue Compared to Aug 2013

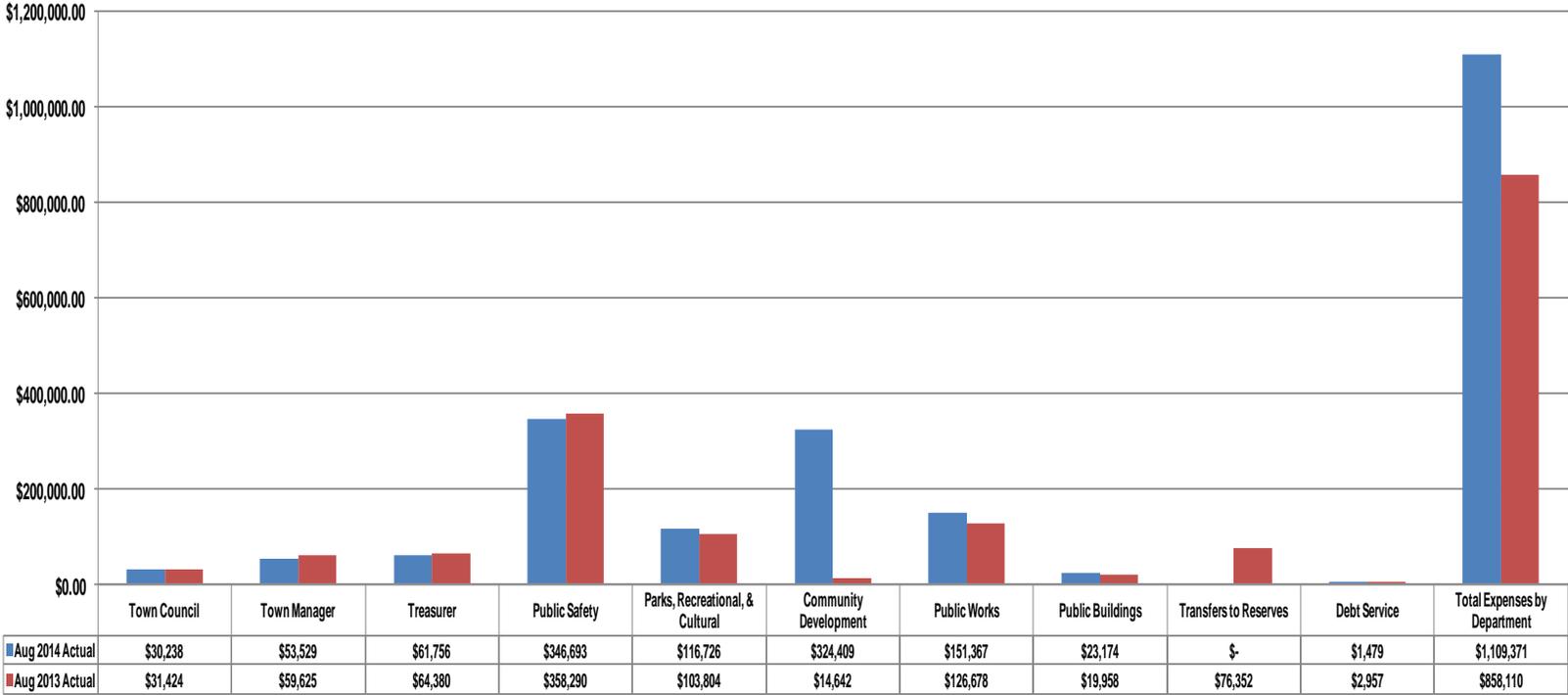


	Real Estate Taxes	Personal Property Tax	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
Aug 2014 Actual	\$11,957	\$253,074	\$-	\$164,091	\$57,071	\$14,048	\$45,323	\$4,543	\$488,441	\$45,545	\$81,000	\$6,061	\$22,451	\$1,193,605
Aug 2013 Actual	\$1,232	\$246,459	\$7	\$364,210	\$39,374	\$5,396	\$29,918	\$18,437	\$226,436	\$277	\$1,190	\$-	\$-	\$932,936

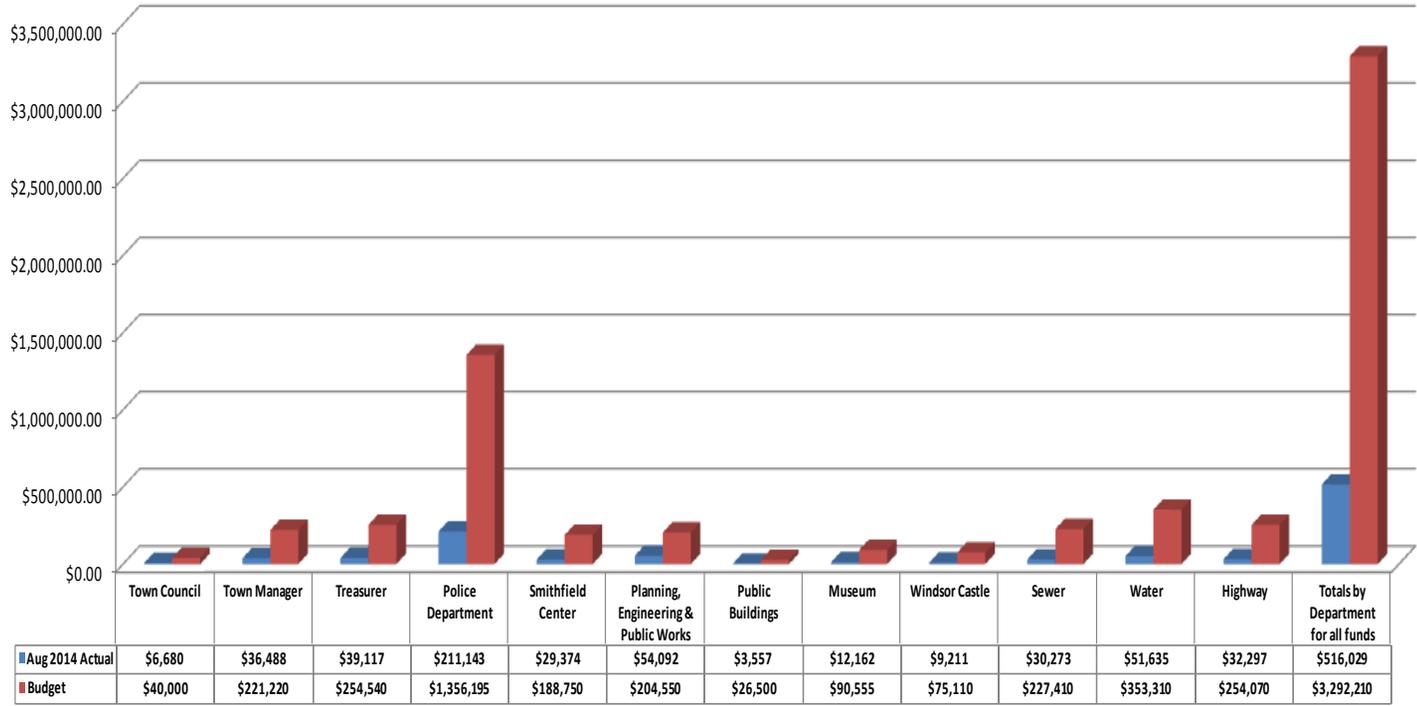
### AUG 2014 YTD General Fund Operating Expenses Compared to Budget



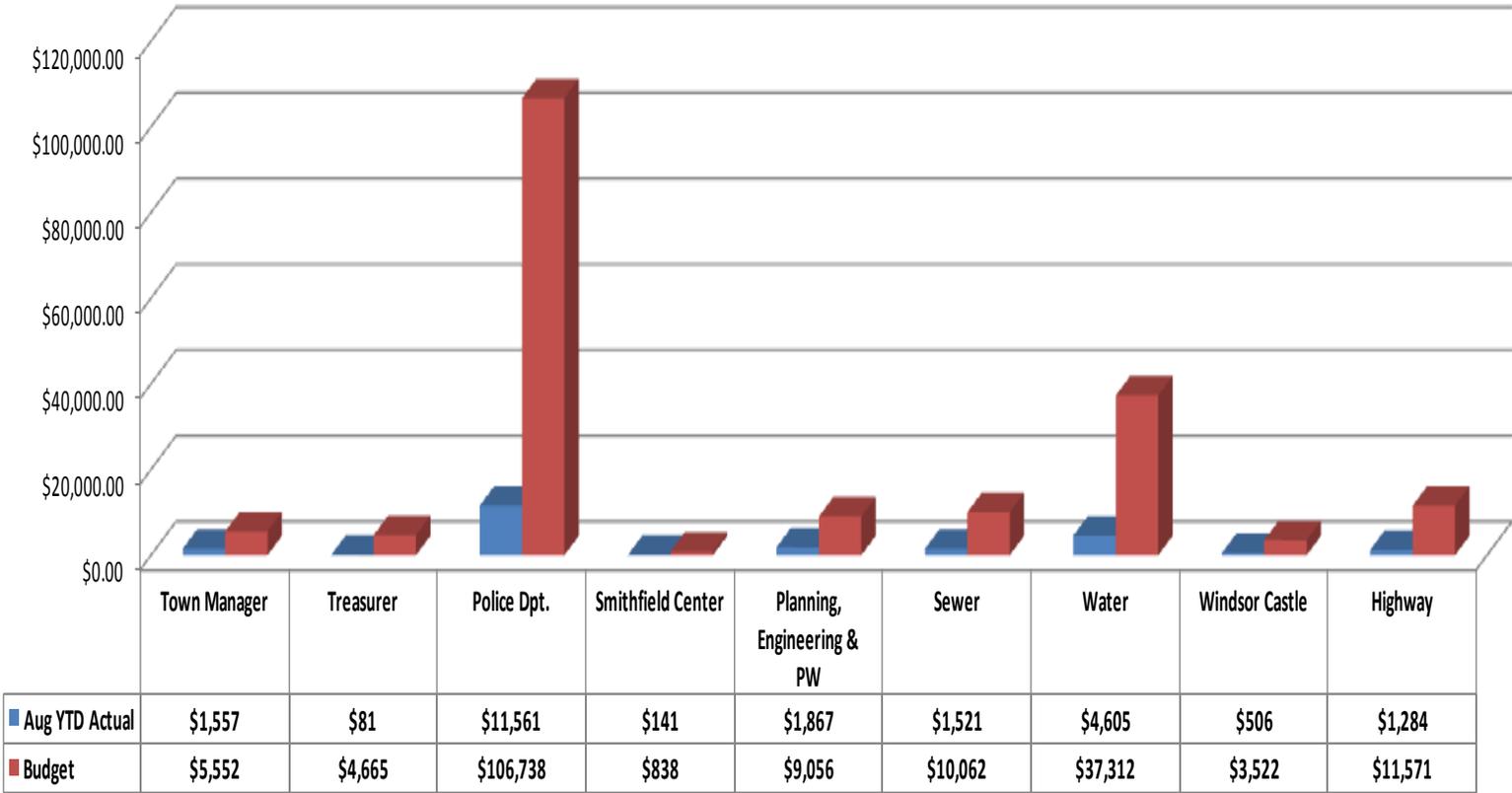
### Aug 2014 YTD General Fund Operating Expenses Compared to Aug 2013



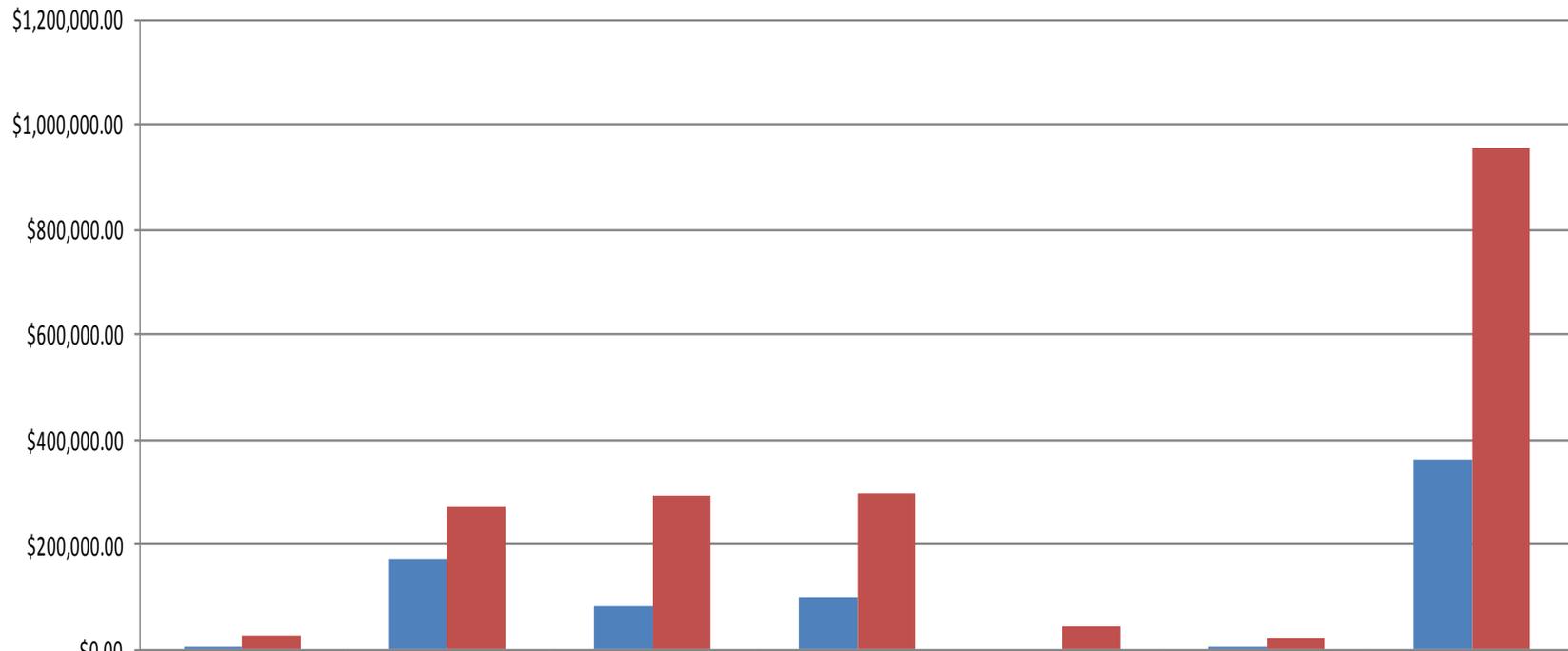
### Aug 2014 YTD Salaries to Budget by Department



### Aug YTD Overtime Compared to Budget

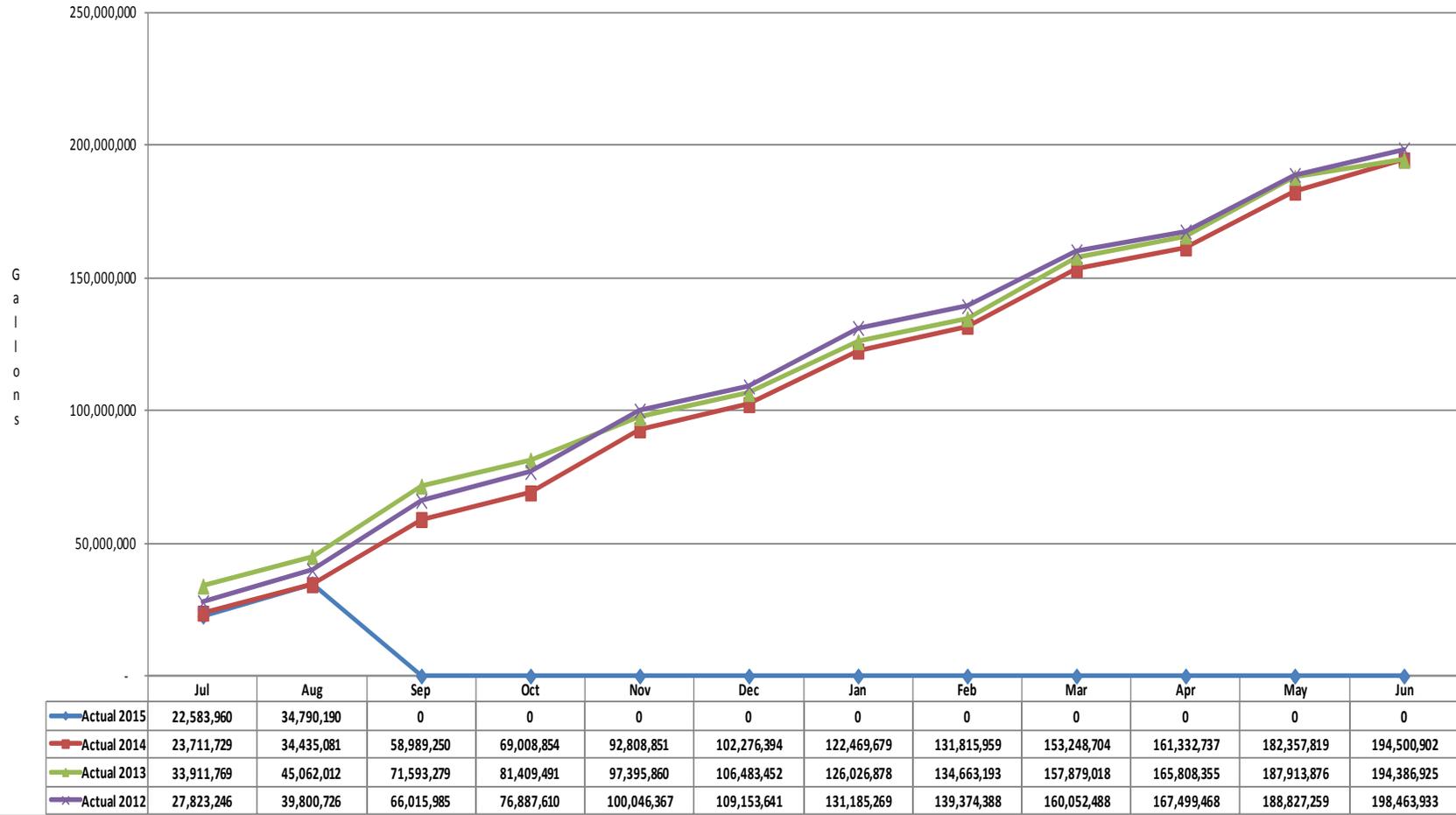


## Aug YTD Pinewood Heights Expenses MY 1 Phase II

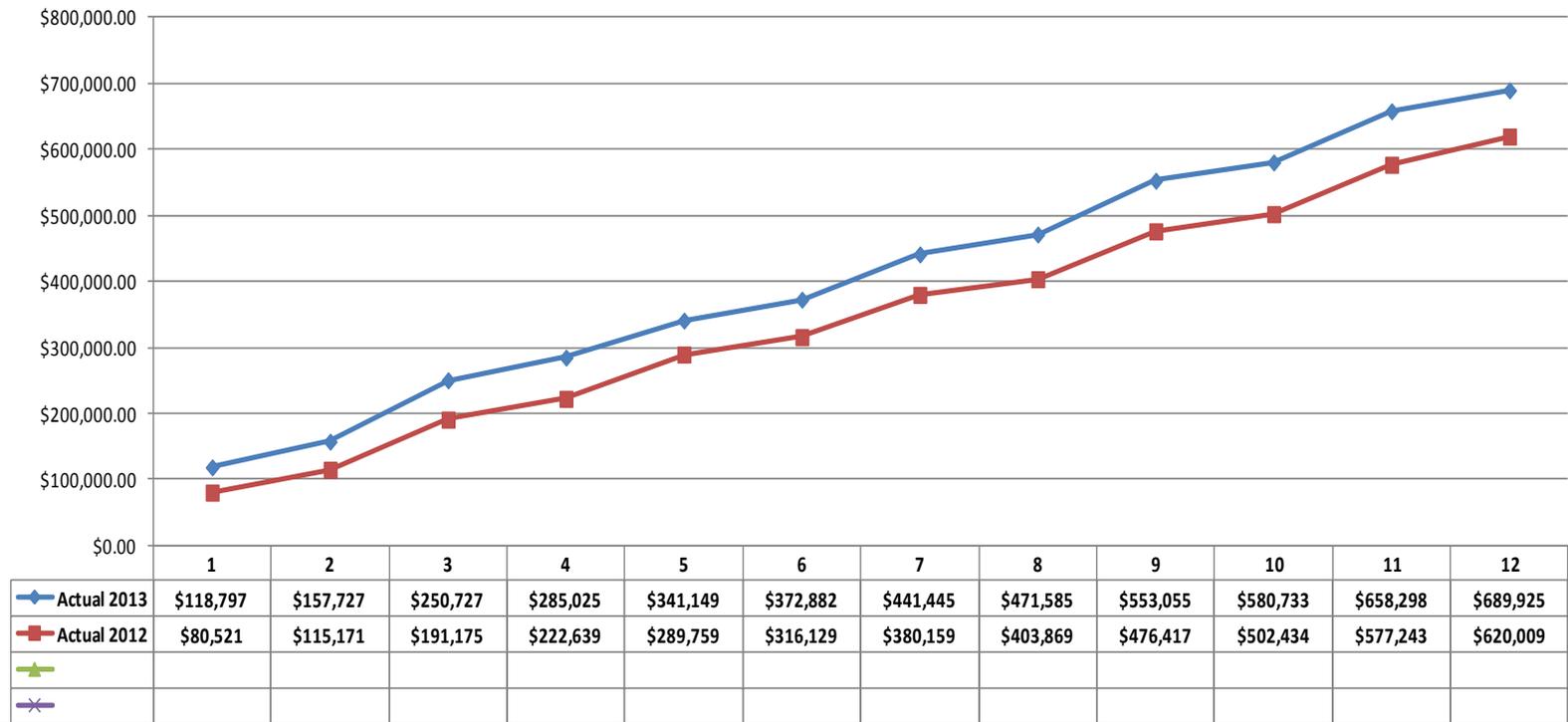


	Administration	Acquisition-Non CDBG	Acquisition-CDBG	Permanent Relocation-Non CDBG	Permanent Relocation-CDBG	Clearance & Demolition	Total YTD MY1 Phase II
Aug YTD Actual	\$4,938	\$174,148	\$81,000	\$99,281	\$-	\$161	\$359,528
Budget	\$25,580	\$272,586	\$292,640	\$295,147	\$44,800	\$23,278	\$954,031

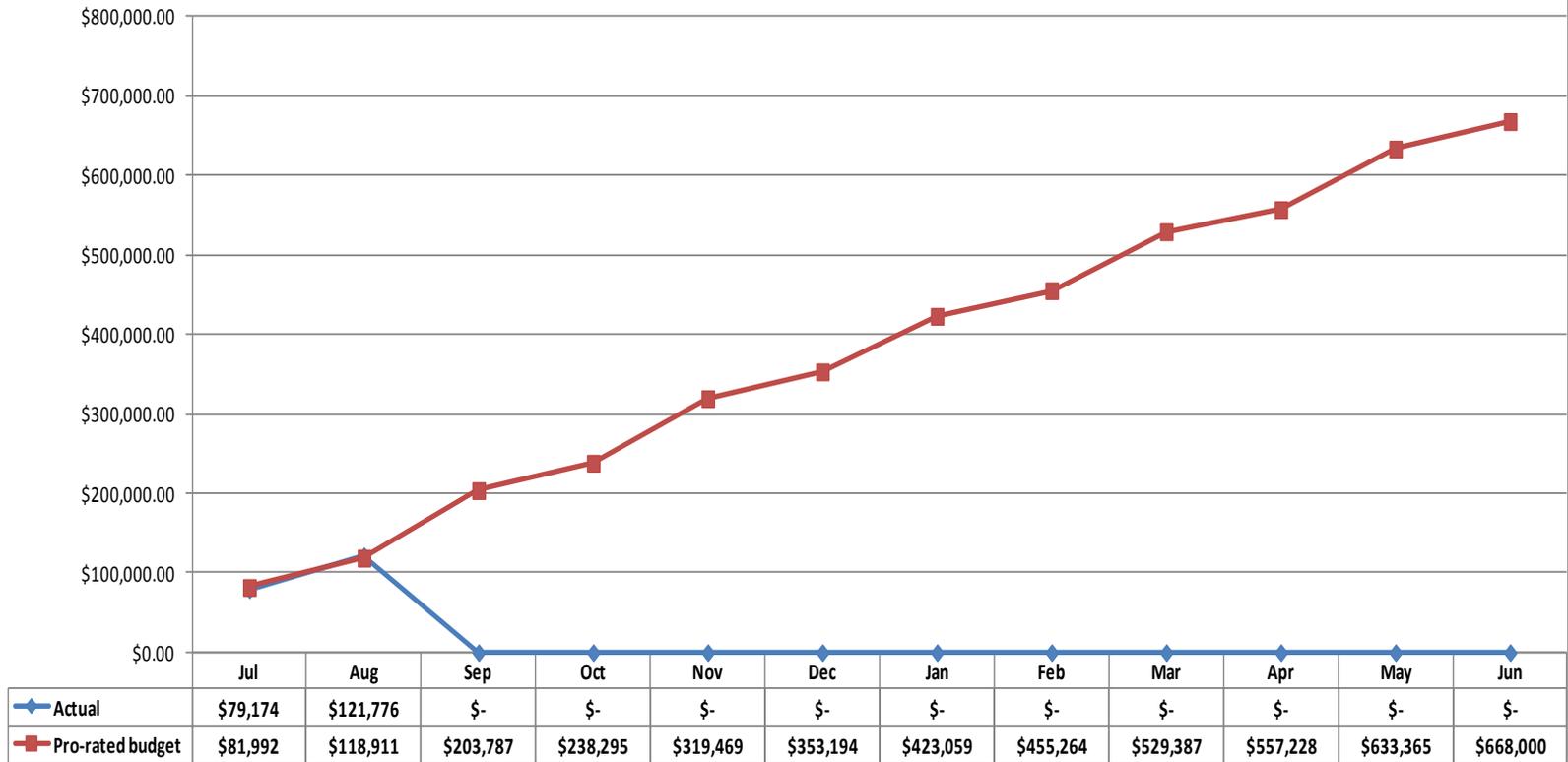
## Aug 2014 YTD Sewer Consumption Compared to FY 2012 through FY 2014-Cumulative



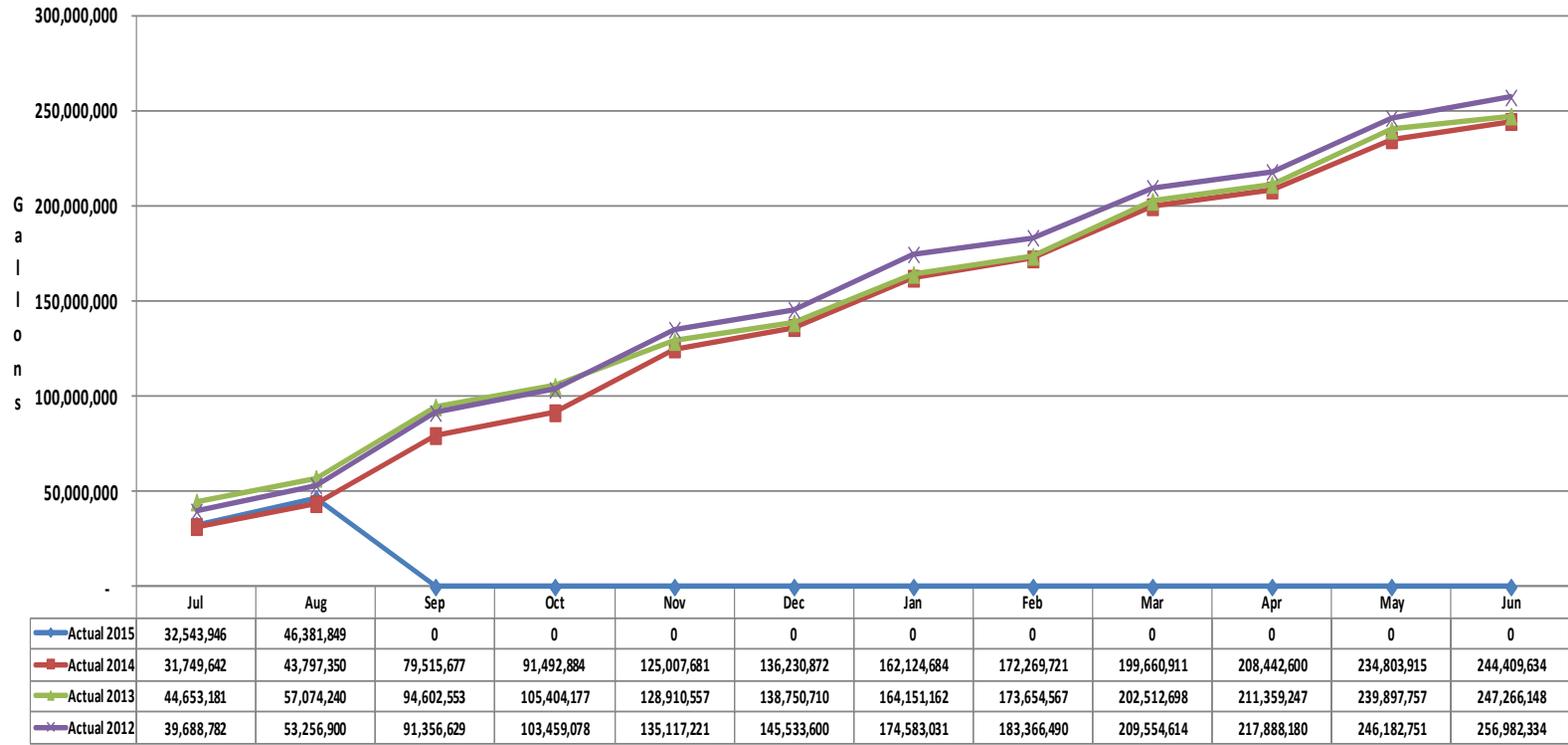
### Aug 2014 YTD Sewer Charges Compared to FY 2012 through FY 2014-Cumulative



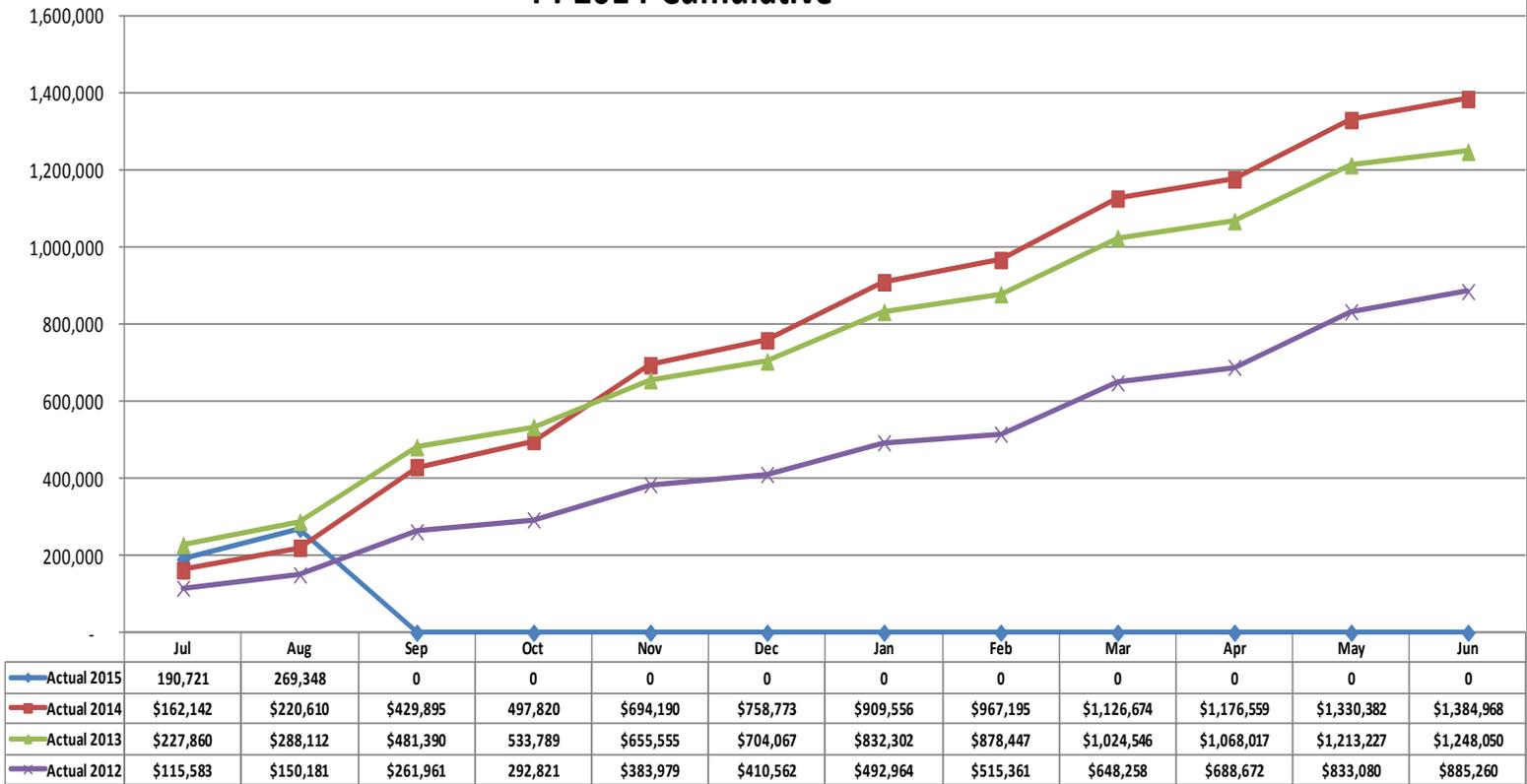
## Aug 2014 Sewer Charges Compared to Pro-Rated Budget-Cumulative



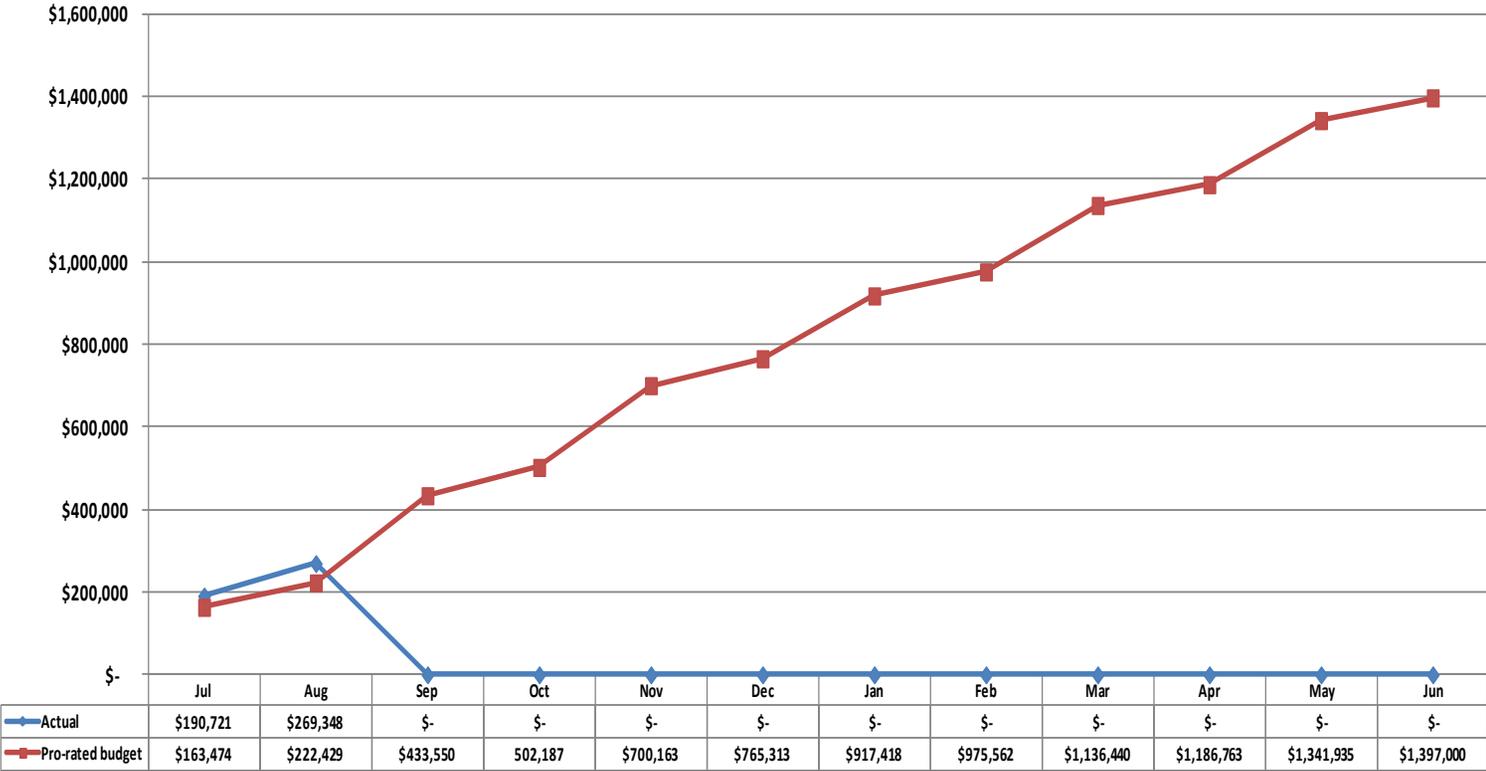
### Aug 2014 YTD Water Consumption Compared to FY 2012 through FY 2014-Cumulative



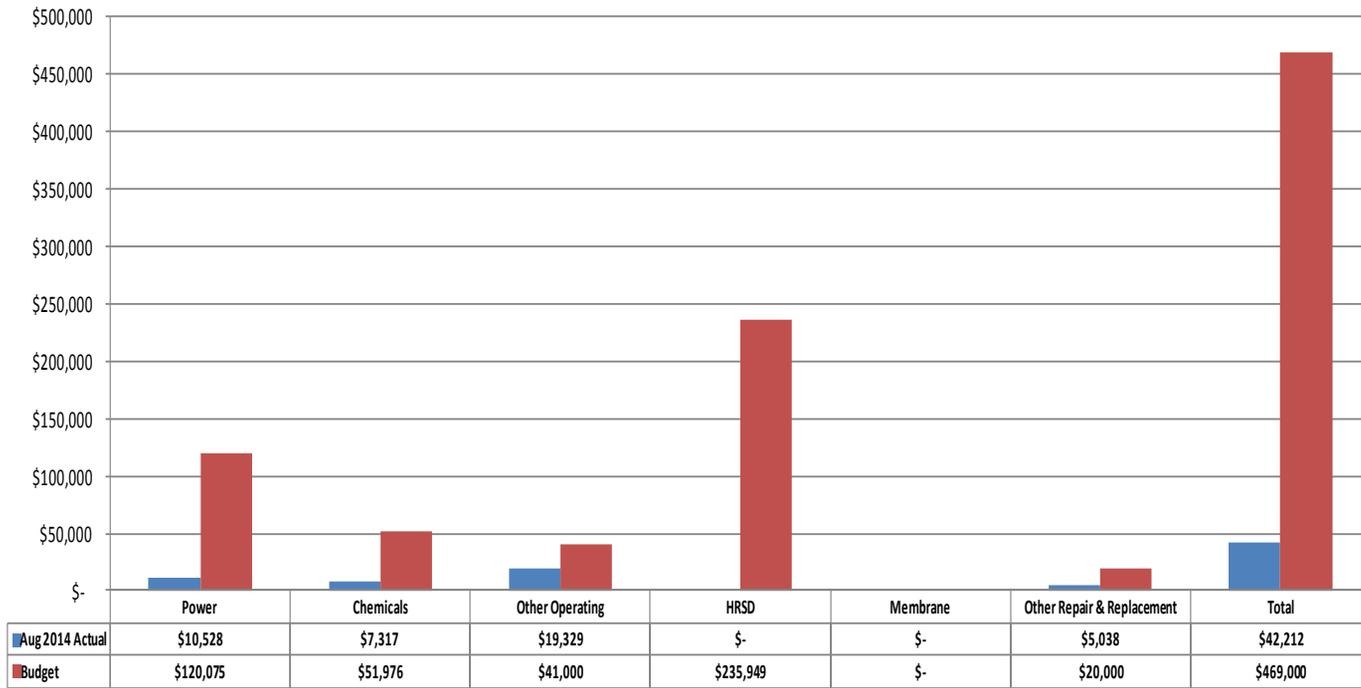
## Aug 2014 YTD Water Charges Compared to FY 2012 through FY 2014-Cumulative



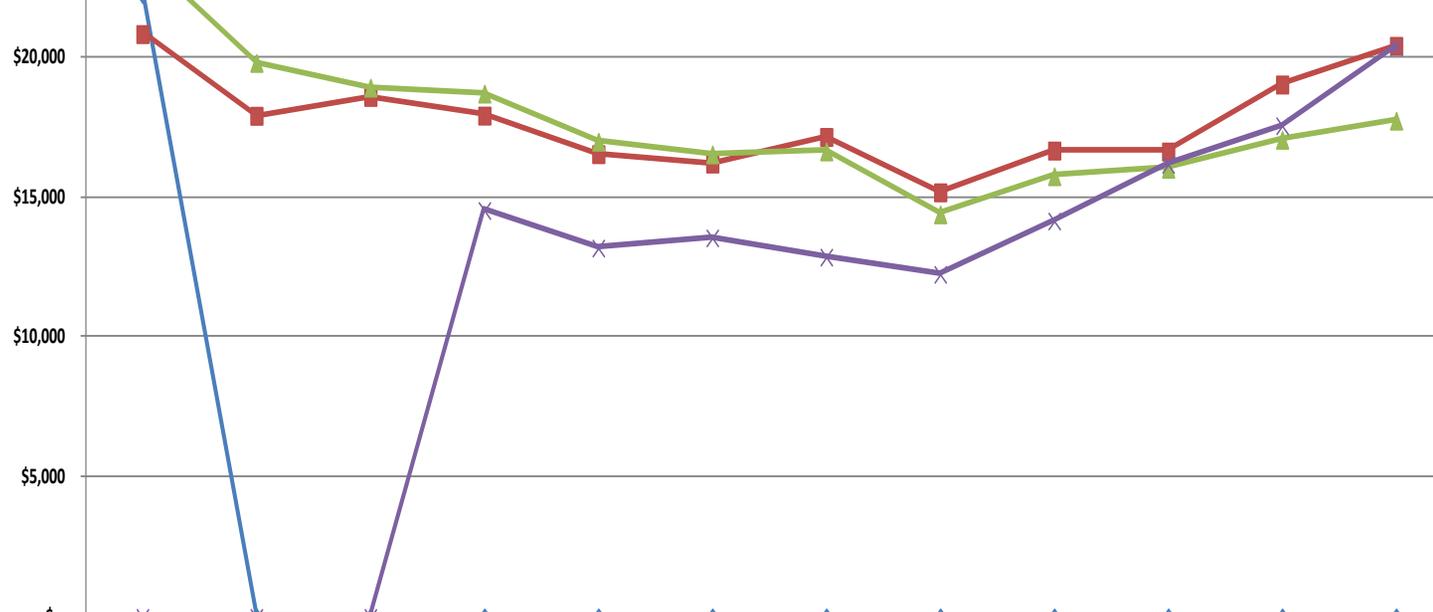
### Aug 2014 YTD Water Charges Compared to Pro-Rated Budget-Cumulative



### Aug 2014 YTD RO Expenses by Category



**HRSD EXPENSES FOR RO PLANT FY 2015, FY2014, FY2013 AND FY2012**



	July	August	September	October	November	December	January	February	March	April	May	June
2015 Actual	\$22,286	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-	\$-
2014 Actual	\$20,859	\$17,938	\$18,614	\$17,945	\$16,566	\$16,230	\$17,181	\$15,200	\$16,695	\$16,659	\$19,056	\$20,439
2013 Actual	\$23,596	\$19,829	\$18,947	\$18,732	\$17,014	\$16,558	\$16,665	\$14,415	\$15,778	\$16,045	\$17,082	\$17,764
2012 Actual	\$-	\$-	\$-	\$14,550	\$13,207	\$13,571	\$12,883	\$12,268	\$14,173	\$16,196	\$17,580	\$20,399

CASH BALANCES AS OF AUGUST 2014					
ACCOUNT NAME	BANK NAME	ACCOUNT BALANCE	Current Month	Prior Year	ADJUSTED BALANCES
			Interco. Balances	Interco./Interdep Balances	
<b>Water</b>	Farmers Bank	1,636,341.97	(279,390.45)	(1,010,365.00)	346,586.52
<b>Water-Debt Service</b>	Farmers Bank	959,340.04	-	-	959,340.04
<b>Water Capital Escrow (availability fees)</b>	TowneBank	319,020.69	-	-	319,020.69
<b>Water Treatment Plant Escrow</b>	TowneBank	111,538.96			111,538.96
<b>Water Deposit Account</b>	TowneBank	66,385.78			66,385.78
<b>Water Development Escrow</b>	TowneBank	85,033.31			85,033.31
<b>Subtotal Water</b>		<b>3,177,660.75</b>	<b>(279,390.45)</b>	<b>(1,010,365.00)</b>	<b>1,887,905.30</b>
<b>Sewer</b>	Farmers Bank	129,630.83	71,571.15	(257,038.57)	(55,836.59)
<b>Sewer Development Escrow</b>	TowneBank	338,270.48		-	338,270.48
<b>Sewer Capital Escrow (availability fees)</b>	TowneBank	826,560.27	16,480.00	37,080.00	880,120.27
<b>Sewer Compliance</b>	Farmers Bank	581,488.02	74,458.63	80,062.43	736,009.08
<b>Subtotal Sewer</b>		<b>1,875,949.60</b>	<b>162,509.78</b>	<b>(139,896.14)</b>	<b>1,898,563.24</b>
<b>Highway</b>	Farmers Bank	41,353.75	(52,967.01)	223,070.28	211,457.02
<b>General Fund</b>	Farmers Bank	1,482,676.68	205,880.21	940,677.66	2,629,234.55
<b>Payroll</b>	Farmers Bank	67,909.05			67,909.05
<b>Money Market-General Fund</b>	TowneBank	2,183.67			2,183.67
<b>Business Super Now-General Fund</b>	Farmers Bank	33,078.41			33,078.41
<b>Money Market-General Fund</b>	Farmers Bank	289,238.89			289,238.89
<b>General Fund Capital Escrow Account</b>	TowneBank	214,408.03			214,408.03
<b>Certificate of Deposit</b>	Farmers Bank	525,971.81			525,971.81
<b>Certificate of Deposit-Police Dept</b>	Farmers Bank	36,679.67			36,679.67
<b>Special Project Account (Pinewood)</b>	Farmers Bank	19,950.59		-	19,950.59
<b>Pinewood Heights Escrow</b>	Farmers Bank	14,497.19		-	14,497.19
<b>SNAP Account</b>	Farmers Bank	2,925.75			2,925.75
<b>Museum Account</b>	Farmers Bank	27,859.25			27,859.25
<b>S. Church Street Account</b>	TowneBank	36,032.53	(36,032.53)	-	-
<b>Subtotal General Fund</b>		<b>2,753,411.52</b>	<b>169,847.68</b>	<b>940,677.66</b>	<b>3,863,936.86</b>
<b>Beautification Fund</b>	Farmers Bank	7,841.21			7,841.21
<b>Money Market-Beautification</b>	Farmers Bank	61,303.63		(13,486.80)	47,816.83
<b>Subtotal Beautification</b>		<b>69,144.84</b>	<b>0.00</b>	<b>(13,486.80)</b>	<b>55,658.04</b>
<b>TOTAL ALL FUNDS</b>		<b>7,917,520.46</b>	<b>0.00</b>	<b>(0.00)</b>	<b>7,917,520.46</b>



**Isle of Wight County**

PO Box 80  
Isle of Wight, VA 23397  
757-365-6273

Original

**INVOICE**

Invoice Date	Invoice No.
09/12/2014	1271
Customer Number	
66388	
Invoice Total Due	
\$44,378.61	
Amount Paid	

TOWN OF SMITHFIELD PORTION OF  
FY13-14 E911 DEFICIT

**Due upon receipt**

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TOWN OF SMITHFIELD, VIRGINIA  
P O BOX 246  
SMITHFIELD, VA 23431

09350182015600001271600044378610

Isle of Wight County, Isle of Wight, VA 23397

Invoice Date 09/12/2014 Customer Number 66388

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
E911 TRUE-UP	1.00	\$44,378.61	EACH	\$44,378.61	\$0.00	\$0.00	\$44,378.61

**G/L ACCOUNT SUMMARY:**

Organization	Object	Project	GL Amount
2400	1265		\$44,378.61

Please make checks payable to Isle of Wight County

**Invoice Total:**

**\$44,378.61**

INVOICE DUE UPON RECEIPT

Isle of Wight County  
E911 True Up Summary

	FY02-03	FY03-04	FY04-05	Note	FY05-06	FY06-07	FY07-08	FY08-09	FY09-10	FY10-11	FY11-12	FY12-13	FY13-14
<b>Revenues:</b>													
E911 Collections	\$ 532,267.47	\$ 518,950.48	\$ 516,185.76		\$ 531,942.42	\$ 264,207.92	\$ -	\$ -					
Miscellaneous					2,935.97								
E911 Wireless Grant						53,835.51	124,187.22	100,903.00	71,156.98	84,100.57	92,934.92	84,109.18	93,033.37
PSAP Grant							22,128.35	26,271.00	-	150,000.00			
Prior Year E911 Grant Funds						8,584.90	-	-	-	-	1,098.00		
County Portion of Communications Tax						262,248.04	611,581.84	555,663.52	557,980.11	555,218.08	543,934.03	545,376.83	536,097.33
T/W Portion of Communications Tax						2,710.96	5,269.19	5,129.09	4,450.41	4,794.24	4,914.14	4,542.29	4,436.15
T/S Portion of Communications Tax						9,613.71	18,685.57	18,188.35	15,764.90	16,127.35	17,425.88	16,107.27	15,730.89
<b>Total Revenue</b>	<b>\$ 532,267.47</b>	<b>\$ 518,950.48</b>	<b>\$ 516,185.76</b>		<b>\$ 534,878.39</b>	<b>\$ 601,201.04</b>	<b>\$ 781,852.17</b>	<b>\$ 706,154.96</b>	<b>\$ 649,352.40</b>	<b>\$ 810,240.24</b>	<b>\$ 660,306.97</b>	<b>\$ 650,135.57</b>	<b>\$ 649,297.74</b>
<b>Operating Expenditures:</b>													
Salaries & Wages	\$ 202,157.40	\$ 230,702.64	\$ 309,601.79		\$ 254,739.61	\$ 399,118.12	\$ 439,544.80	\$ 384,389.52	405,566.98	410,876.08	435,315.81	432,328.81	465,206.35
Part-Time Salaries	8,057.41	28,322.50	1,723.00		13,861.08	41,356.32	16,963.65	143,918.79	113,767.86	54,116.17	46,707.60	79,214.43	30,507.25
Overtime	21,682.74	28,311.15	28,950.66		33,153.14	17,795.57	14,799.35	11,749.96	10,099.89	15,228.87	26,796.68	11,013.62	42,045.42
Fringe Benefits	48,813.90	63,189.70	85,512.66		75,031.58	142,867.97	136,087.67	157,461.73	162,610.52	173,728.41	191,444.70	218,452.60	245,721.56
Equipment Repairs & Maint	11,678.28	12,232.23	45,051.91	1	43,539.84	62,243.60	48,284.57	81,835.60	114,044.63	154,670.94	120,083.34	141,507.05	141,628.89
Professional Services									1,400.00	1,097.99			
Advertising	144.50	-	-		-	-	-	-	-	-	-	-	-
Postage	31.81	28.15	93.12		259.07	17.23	35.41	98.85	19.78	4.29	7.96	2.28	5.00
Telephone	680.17	862.98	849.86		850.21	1,267.64	2,733.55	6,378.43	9,177.78	5,193.86	6,243.30	461.31	221.23
Office Supplies	2,474.03	2,536.65	3,001.65		2,689.44	2,631.51	2,861.26	2,127.36	2,307.04	2,088.34	2,442.29	3,351.61	3,820.08
Motor Fuel, Repairs	194.15	172.10	163.77		187.79	182.48	182.05	8.27	-	-	-	-	-
Clothing	-	1,754.50	625.00		499.00	-	2,101.50	1,355.19	-	-	-	1,311.82	-
Dues & Subscriptions	753.85	1,536.74	1,321.90		1,297.07	1,111.45	1,491.00	1,251.00	440.00	454.41	777.40	856.00	856.00
Operating Expenses	-	-	113,768.28	2	32,373.79	29,332.06	51,285.92	35,413.56	37,678.93	41,223.03	42,345.72	42,233.56	42,425.82
Travel & Training	5,609.62	9,208.45	8,746.65		8,236.74	12,934.62	11,914.28	5,444.15	4,641.11	3,265.00	4,523.39	5,002.92	8,554.04
Equipment	79,637.93	141,699.19	49,331.76	3	5,797.02	15,837.43	132,976.97	125,389.34	4,329.10	150,703.98	68,212.25	29,997.19	28,493.40
GIS Operations	20,000.00	4,400.00	12,981.15		2,500.00	-	-	-	-	-	-	-	-
Rental / Principal Lease Pymts	112,817.71	82,874.44	71,471.22		89,315.39	81,706.08	61,827.20	56,383.99	29,128.94	20,882.06	20,495.60	20,391.60	20,377.13
Interest Lease Pymts	-	7,158.83	14,982.97		12,934.57	8,543.88	4,117.03	1,926.89	57.61	-	-	-	-
<b>Total Operating</b>	<b>514,733.50</b>	<b>614,990.25</b>	<b>748,177.35</b>		<b>577,265.34</b>	<b>816,945.96</b>	<b>927,206.21</b>	<b>1,015,132.63</b>	<b>895,270.17</b>	<b>1,033,533.43</b>	<b>965,396.04</b>	<b>986,124.80</b>	<b>1,029,862.17</b>
Transfer to Reserve for Capital	100,000.00	-	-		-	-	-	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 614,733.50</b>	<b>\$ 614,990.25</b>	<b>\$ 748,177.35</b>		<b>\$ 577,265.34</b>	<b>\$ 816,945.96</b>	<b>\$ 927,206.21</b>	<b>\$ 1,015,132.63</b>	<b>\$ 895,270.17</b>	<b>\$ 1,033,533.43</b>	<b>\$ 965,396.04</b>	<b>\$ 986,124.80</b>	<b>\$ 1,029,862.17</b>
<b>Net Operating / (Deficit)</b>	<b>\$ (82,466.03)</b>	<b>\$ (96,039.77)</b>	<b>\$ (231,991.59)</b>		<b>\$ (42,386.95)</b>	<b>\$ (215,744.92)</b>	<b>\$ (145,354.04)</b>	<b>(308,977.67)</b>	<b>(245,917.77)</b>	<b>(223,293.19)</b>	<b>(305,089.07)</b>	<b>(335,989.23)</b>	<b>(380,564.43)</b>
<b>Adjustments for Sharing Calculation:</b>													
100% County Funded Expenditures	64,157.00	145,241.76	9,297.35		2,279.45	-	-	-	-	-	-	-	-
Costs associated with Redundant Center						1,370.94	73,944.16	84,868.00	32,741.00				
<b>Net Operating / (Deficit) to be Shared</b>	<b>\$ (18,309.03)</b>	<b>\$ 49,201.99</b>	<b>\$ (222,694.24)</b>		<b>\$ (40,107.50)</b>	<b>\$ (214,373.98)</b>	<b>\$ (71,409.88)</b>	<b>\$ (224,109.67)</b>	<b>\$ (213,176.77)</b>	<b>\$ (223,293.19)</b>	<b>\$ (305,089.07)</b>	<b>\$ (335,989.23)</b>	<b>\$ (380,564.43)</b>
County Portion (67%)	\$ (12,267.05)	\$ -	\$ (149,205.14)		\$ (26,872.03)	\$ (143,630.57)	\$ (47,844.62)	(150,153.48)	(142,828.44)	(149,606.44)	(204,409.68)	(225,112.78)	(254,978.17)
Town of Smithfield Portion (25%)	(4,577.26)	-	(55,673.56)		(10,026.88)	(53,593.50)	(17,852.46)	(56,027.41)	(53,294.19)	(55,823.30)	(76,272.27)	(83,997.31)	(95,141.11)
Town of Windsor Portion (8%)	(1,464.72)	-	(17,815.54)		(3,208.60)	(17,149.92)	(5,712.79)	(17,928.77)	(17,054.14)	(17,863.46)	(24,407.13)	(26,879.14)	(30,445.15)
<b>Total Shared Expenses</b>	<b>\$ (18,309.03)</b>	<b>\$ -</b>	<b>\$ (222,694.24)</b>		<b>\$ (40,107.50)</b>	<b>\$ (214,373.98)</b>	<b>\$ (71,409.88)</b>	<b>\$ (224,109.67)</b>	<b>\$ (213,176.77)</b>	<b>\$ (223,293.19)</b>	<b>\$ (305,089.08)</b>	<b>\$ (335,989.23)</b>	<b>\$ (380,564.43)</b>

Note:

- Maintenance Contract on OSSI was billed and paid incorrectly by \$7,580, credit will be taken in '06. The maintenance contract for the stratus server (\$10,248) was not budgeted.
- Operating Expenses (Verizon) were incorrectly posted in FY04 to the equipment line item and charges due to Verizon for the period Oct '03 - July '04 were not paid until August '04 due to a dispute in the billing.
- Reduction in equipment line item from '04 to '05 is due to changing the posting of operating expenses. However, it does include \$38,584 for an additional microwave hop from the water tower to the City Hall Bldg as approved by the E911 Board.
- FY 10-11 County portion offset by Unappropriated Fund Balance to fund current year expenditures

Note:

- FY13-14: Smithfield prepaid \$50,762.50; net due=\$44,378.61  
FY13-14: Windsor overage \$1,064.16; net due=\$29,380.99



**Isle of Wight County**

PO Box 80  
Isle of Wight, VA 23397  
757-365-6273

Original

**INVOICE**

FY2013 TOURISM TRUE UP

Invoice Date	Invoice No.
09/12/2014	1272
Customer Number	
66388	
Invoice Total Due	
\$79,927.37	
Amount Paid	

**Due upon receipt**

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TOWN OF SMITHFIELD, VIRGINIA  
P O BOX 246  
SMITHFIELD, VA 23431

09350182015600001272400079927372

**Isle of Wight County**, Isle of Wight, VA 23397

Invoice Date 09/12/2014 Customer Number 66388

Description	Quantity	Price	UOM	Original Bill	Adjustment	Paid	Amount Due
TOURISM SHARED EXPENSES W/AGENCIES	1.00	\$79,927.37	EACH	\$79,927.37	\$0.00	\$0.00	\$79,927.37

**G/L ACCOUNT SUMMARY:**

Organization	Object	Project	GL Amount
1100	1265		\$79,927.37

**Please make checks payable to Isle of Wight County**

**Invoice Total:**

**\$79,927.37**

INVOICE DUE UPON RECEIPT

**ISLE OF WIGHT COUNTY  
FISCAL YEAR 2013 - 2014  
TOURISM TRUE-UP**

	AMOUNT	
<b>EXPENDITURES</b>		
FY 14 Expenses	\$ 371,982.44	<i>11817000</i>
EXPENSES PAID BY SMITHFIELD	-	
TOTAL EXPEDITURES	<u>\$ 371,982.44</u>	
 <b>REVENUES</b>		
CHARGES FOR TOURISM (Revenue)	\$ 335.00	<i>1100006-416810</i>
CHARGES FOR TOURISM (Revenue)	126.70	<i>1100006-418020</i>
CHARGES FOR TOURISM (Revenue)	1,690.00	<i>1100008-418039</i>
CHARGES FOR TOURISM (Revenue)	-	<i>1100008-418039</i>
TOTAL REVENUE	<u>\$ 2,151.70</u>	
 <b>NET EXPENDITURES</b>	\$ 369,830.74	
1/2 OF NET EXPENDITURES DUE FROM SMITHFIELD	\$ 184,915.37	
NET REVENUE COLLECTED BY SMITHFIELD NOT SENT TO ISLE OF WIGHT	\$ -	
<b>TOTAL SMITHFIELD TOURISM COSTS</b>	<u>\$ 184,915.37</u>	
 <b>TOTAL PAYMENTS RECEIVED FROM SMITHFIELD</b>	\$ 104,988.00	<i>1100008-418025</i>
 <b>DUE FROM / (DUE TO) SMITHFIELD</b>	<u><u>\$ 79,927.37</u></u>	<i>1100008-418025</i>

Parks and Recreation Committee Report

September 2014

Event Listing (since last committee meetings)

OTP	Day	Date	Event Type	Location
	Mon	Aug 25	Committee Meetings	Smithfield Center
	Tue	Aug 26	Committee Meetings	Smithfield Center
	Fri	Aug 29	Army Band Concert	Smithfield Center
	Sat	Aug 30	Wedding & Reception	Smithfield Center
	Sun	Aug 31	Wedding & Reception	Smithfield Center
			Wedding & Reception	Smithfield Center
	Tue	Sep 2	Windsor Castle Foundation Board Meeting	Smithfield Center
			Town Council	Smithfield Center
	Wed	Sep 3	Staff Meeting	Smithfield Center
	Thu	Sep 4	Dominion Safety Meeting	Smithfield Center
	Fri	Sep 5	Wedding & Reception	Smithfield Center
	Sat	Sep 6	Wedding Reception	Smithfield Center
			Wedding Ceremony	Haydens Lane
	Sun	Sep 7	Wedding & Reception	Smithfield Center
	Tue	Sep 9	Pinewood Heights Meeting	Smithfield Center
			Planning Commission	Smithfield Center
	<b>Thu</b>	<b>Sep 11</b>	<b>Wedding &amp; Reception</b>	<b>Smithfield Center</b>
	<b>Fri</b>	<b>Sep 12</b>	<b>Wedding &amp; Reception</b>	<b>Smithfield Center</b>
	<b>Sat</b>	<b>Sep 13</b>	<b>Wedding &amp; Reception</b>	<b>Smithfield Center</b>
	<b>Sun</b>	<b>Sep 14</b>	<b>Wedding &amp; Reception</b>	<b>Smithfield Center</b>
	Tue	Sep 16	Schoolhouse Meeting	Smithfield Center
			Crimeline Meeting	Smithfield Center
			BHAR Meeting	Smithfield Center
	Thu	Sep 18	Smithfield Women's Club	Smithfield Center
			Kiwanis Installation Dinner	Smithfield Center
	Fri	Sep 19	IOW County Administrators Retreat	Smithfield Center
	Sat	Sep 20	Wedding & Reception	Smithfield Center
			Wedding & Reception	Smithfield Center
	Sun	Sep 21	Wedding & Reception	Smithfield Center

Upcoming Events to Note				
Day	Date	Event Type	Location	
Sat	Sep 27	BBB Festival	Windsor Castle	
Sat	Oct 4	Aiken Fest	Windsor Castle	
		Genieve Shelter Walk	Windsor Castle	
Sat	Oct 11	<b>Town &amp; Country Day</b>		
		Hog Jog	Town Streets	
		Toys for Tots & Ruritan Car Show	Main Street	
		Smithfield Rec Country Que	Windsor Castle	
Sun	Oct 19	Special Occasion Show	Smithfield Center	
Fri	Oct 31	Ham-o-ween	Main Street	

**Parks and Recreation Committee Report**

**September 2014**

**Programming**

**Kayak Rentals at Windsor Castle Park**

2014 Season Saturday, May 3<sup>rd</sup>-Sunday, September 28<sup>th</sup>  
 Saturday and Sunday 9 AM-5 PM each day (all kayaks must be in by 6 PM)

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

2013 Season					
<b>Total Revenue</b>	<b>\$ 7674.77</b>	<b>Kayak Staff Hours</b>	<b>\$ 3868.00</b>	<b>Net</b>	<b>\$ 3806.67</b>

2014 Season	
May 3 <sup>rd</sup> - 4 <sup>th</sup>	\$ 80.94
May 10 <sup>th</sup> -11 <sup>th</sup>	\$ 172.82
May 17 <sup>th</sup> -18 <sup>th</sup>	\$ 170.00
May 24-25 <sup>th</sup>	\$ 430.00
May 31 <sup>st</sup> -Jun 1 <sup>st</sup>	\$ 180.00
Jun 7 <sup>th</sup> -8 <sup>th</sup>	\$ 160.00
Jun 14 <sup>th</sup> -15 <sup>th</sup>	\$ 370.00
Jun 21 <sup>st</sup> -Jun 22 <sup>nd</sup>	\$ 290.00
Jun 28 <sup>th</sup> -Jun 29 <sup>th</sup>	\$ 400.00
Jul 5 <sup>th</sup> -Jul 6 <sup>th</sup>	\$ 420.00
Jul 12 <sup>th</sup> -Jul 13 <sup>th</sup>	\$ 230.00
Jul 19 <sup>th</sup> -Jul 20 <sup>th</sup>	\$ 330.00
Jul 26 <sup>th</sup> -Jul 27 <sup>th</sup> (closed 7/27/14 due to weather)	\$ 160.00
Aug 2 <sup>nd</sup> -Aug 3 <sup>rd</sup> (bad weather on 8/2/14)	\$ 90.00
Aug 9 <sup>th</sup> -Aug 10 <sup>th</sup>	\$ 251.89
Aug 16 <sup>th</sup> -Aug 17 <sup>th</sup>	\$ 405.00
Aug 23 <sup>rd</sup> -24 <sup>th</sup>	\$ 275.00
Aug 30 <sup>th</sup> -31 <sup>st</sup>	\$ 370.00
Sep 6 <sup>th</sup> -7 <sup>th</sup>	\$ 80.00
Sep 13 <sup>th</sup> -14 <sup>th</sup>	\$ 80.00
<b>Total</b>	<b>\$4945.65</b>
<b>Staff Hours as 9/6/14 pay period</b>	<b>297.17 hours</b>
	<b>\$ 2377.36</b>

- Our kayak staffer, Darianne, manned a booth at the Health Fair at Little Zion Church on 9/6/14 to promote our rentals.
- Kayak shed is under construction and will be ready to store our kayak fleet for the winter and serve as our sales center next May.

**Parks and Recreation Committee Report**

**September 2014**

<b>Fitness Classes</b>
------------------------

<b>Date</b>	<b>Class Type</b>	<b>Weather</b>	<b>Participants</b>
6/14/14 9 AM	Boot Camp	72 Partly Cloudy	7
6/21/14 9 AM	Boot Camp	72 Partly Cloudy	12
6/28/14 9 AM	Boot Camp	75 Sunny	8
7/12/14 9 AM	Boot Camp	72 Partly Cloudy	5
7/15/14 6 AM	Yoga	74 Sunny	3
7/17/14 6 AM	Yoga	65 Sunny	2
7/19/14 9 AM	Boot Camp	72 Partly Cloudy	3
7/19/14 10 AM	Kids Boot Camp	72 Partly Cloudy	2
7/22/14 6 AM	Yoga	70 Cloudy	1
7/24/14 6 AM	Yoga	71 Rain	5
7/26/16 9 AM	Boot Camp	75 Sunny	3
7/26/16 10 AM	Kids Boot Camp	75 Sunny	3
7/29/14 6 AM	Yoga	68 Cloudy	2
7/31/14 6 AM	Yoga	68 Cloudy	1
8/2/14 9 AM	Bootcamp	74 Rainy	0
8/5/14 6AM	Yoga	70 Partly Cloudy	1
8/7/14 6 AM	Yoga	70 Partly Cloudy	3
8/9/14 9 AM	Bootcamp	78 Partly Cloudy	3
8/12/14 6 AM	Yoga	73 Cloudy	0
8/14/14 6 AM	Yoga	68 Cloudy	2
8/16/14 9 AM	Bootcamp	84 Partly Cloudy	0
8/19/14 6 AM	Yoga	73 Rainy	0
8/21/16 6 AM	Yoga	73 Partly Cloudy	1
8/23/14 9 AM	Bootcamp	81 Cloudy	0
8/26/14 6 AM	Yoga	64 Partly Cloudy	0
8/28/14 6 AM	Yoga	70 Partly Cloudy	0
8/30/14 9 AM	Bootcamp	86 Cloudy	0

**\$ 68.00** paid in Park User Fees to the Town as of 9/17/14

9/15/14 Good Afternoon Amy,

I will bring a check by for August classes tomorrow. Sorry I haven't had a chance to get over there as of yet. Attendance has been extremely low. Only 7 total participants for the entire month of August for all classes combined :-).

With the low numbers and the fact that the sun is coming up later this time of year I have discontinued morning yoga. I have had 0 or 1 participant the last 3 weeks of Boot Camp. I am actively recruiting participants but if there are no participants this weekend I will have to move on from it as well. But I will let you know one way or the other on Monday.

I really want to thank you for the opportunity to provide these classes to the town. Maybe it's just not the right time or I am not offering the right classes. In any event, you are appreciated. Thanks and I will talk with you soon.

Sincerely, *Andre` Moore, Fortified Fitness, LLC*

*We will keep the eco-counter at the Station Bridge entrance until November so we can collect data for different time periods at each of the locations.*

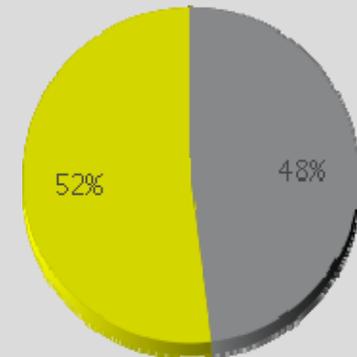


## Key Figures

- Total Traffic for the Period Analyzed: 6,328
- Daily Average : 316
- Busiest Day of the Week : Sunday
- Busiest Days of the Period Analyzed:
  1. Sunday 14 September 2014 (614)
  2. Monday 01 September 2014 (488)
  3. Sunday 31 August 2014 (433)
- Distribution by Direction:

Station Bridge\_IN : 52%

Station Bridge\_OUT : 48%



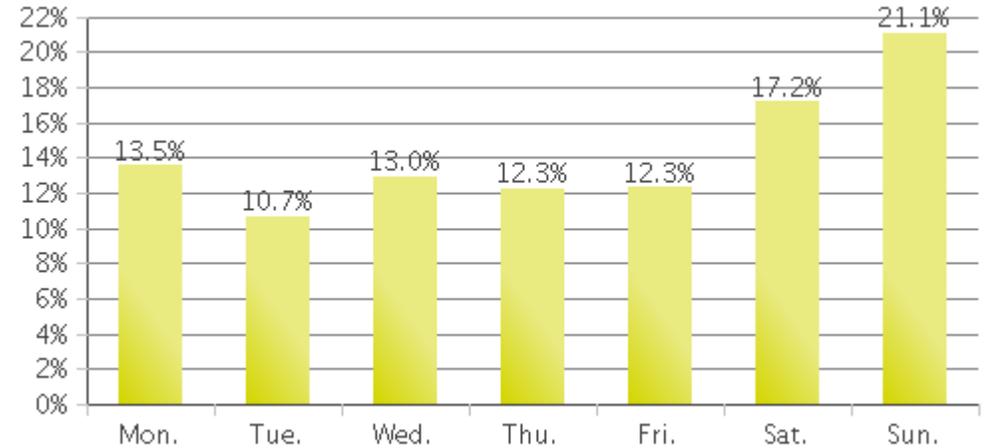
# Station Bridge

Period Analyzed: Thursday 28 August 2014 to Wednesday 17 September 2014

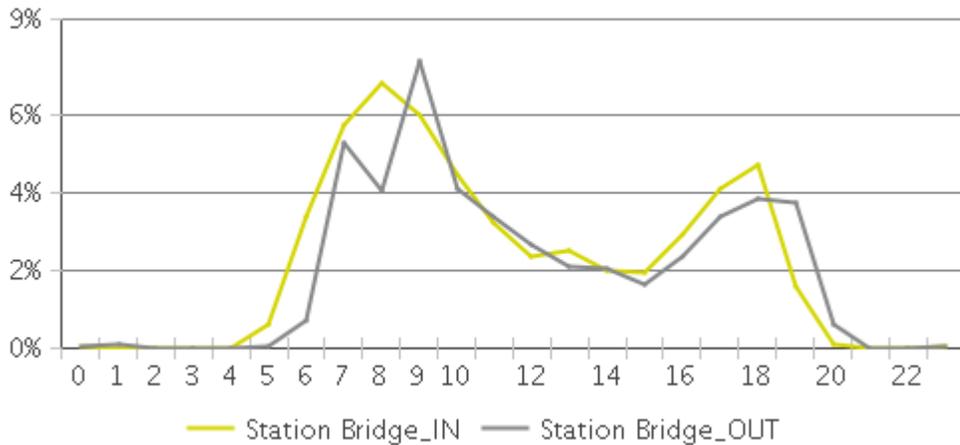
### Daily Data



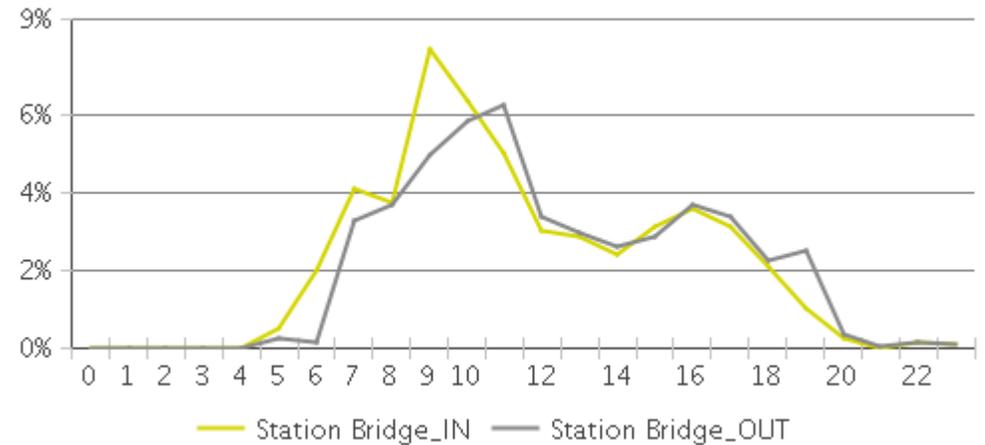
### Weekly Profile



### Hourly Profile during Weekdays



### Hourly Profile during the Weekend





Town of Smithfield  
Special Event Application for Permit

Event Date (don't include setup dates here)	Times (don't include setup or street closure times here)	Proposed Location
OCT 10 2015	7 AM - 3 PM (SHOW 8 AM - 2 PM)	100-200-300 BLOCKS OF MAIN STREET

Event Name	RURITAN CAR, BIKE & TRUCK SHOW
Event Organizer (Group Name)	SMITHFIELD RURITAN CLUB
Tax Exemption ID Number	
Website	

Event Contacts			
Name	NAN YORK	Cell Phone	365-9458
Name		Cell Phone	
Email	NAN YORK @ HUGHES.NET		
Email			

1 <sup>st</sup> Time Event		Annual Event- how many times has event taken place?	13 TIMES
Event Category	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show Other _____		
Description of Event	CAR, BIKE, & TRUCK SHOW W/ TROPHIES & DOOR PRIZES TO PARTICIPANTS		
Average Ticket Price	\$ 20	Participants will be	<input type="checkbox"/> youth <input checked="" type="checkbox"/> adults <input type="checkbox"/> both
Expected Attendance	100 CARS	Largest Attendance Number and Year	100 CARS 2014
What is your plan in the event of bad weather-cancel, reschedule?	CANCEL		

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures			<input checked="" type="checkbox"/> Closure
Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
100-200-300 BLOCKS OF MAIN ST		OCT 10	

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

Alcohol Service and/or Sales? <input type="checkbox"/> Alcohol	Having music- live bands or DJ? <input type="checkbox"/> Music
Date	Times

List benefits of your event to the community	List Recipients of Proceeds
COMMUNITY SERVICE, EVENT ATTRACTS @ 500+ PEOPLE TO SMITHFIELD & ENGAGES LOCAL MERCHANTS WHO SPONSOR THE EVENT.	UNKNOWN AT THIS TIME (8.15.14)



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

Check any of the following that your event will include.			
Item	Number	Item	Number
<input type="checkbox"/> Food, Caterer		<input type="checkbox"/> Food, by Organization	
<input type="checkbox"/> Retail Vendors Non-Profit		<input type="checkbox"/> Retail Vendors For Profit	
<input type="checkbox"/> Port-a-Potties		<input checked="" type="checkbox"/> Fencing/Barricades	
<input type="checkbox"/> Trash Cans		<input type="checkbox"/> Generators	
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			
Item	Number	Sizes	
Tents	2	10 x 20 (S&B TENT SVC)	
Staging		BAND STAND @ SMITHFIELD TIMES	
<input type="checkbox"/> Allowing pets		<input type="checkbox"/> Fireworks	<input type="checkbox"/> Providing Shuttle Service

<b>Certificate of insurance for \$1,000,000 is required (certificate of insurance must be presented prior to event)</b>	
<b>Policy Number</b>	} RURITAN INSURANCE RIDER OBTAINED PRIOR TO EVENT
<b>Name of Insurance Liability Carrier</b>	
<b>Insurance Company Address</b>	
<b>Insurance Company Phone Number</b>	

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

<b>Event Organizer's Signature</b>	<i>N York</i>	<b>Date</b>	8-15-2014
<b>Print Name</b>	NAN YORK		

**Attach the following documents:**

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

*as we get closer to the event we will provide these*



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

Business Office Use			
Road Close/Assist	Park Closure	Alcohol	Music
SE Comm Date			
PD #		Times	
PW #		Times	
TC -Police Comm		TC Date	
TC-Parks Comm		Approval Sent	

This application will be presented for review by the Town Special Events Review Committee.

Event Date (don't include setup dates here)	Times	Proposed Location
10/10/2015	6 am – 3 pm	Main st

<b>Event Name</b>	<b>Town &amp; Country Days</b>
<b>Event Organizer (Group Name)</b>	<b>Toys for Tots</b>
<b>Tax Exemption ID Number</b>	
<b>Website</b>	<b>ToysforTots.org</b>

**Event Contacts**

<b>Name</b>	Elizabeth Moose	<b>Cell Phone</b>	757-880-7191	<b>Email</b>	<a href="mailto:CallTheMooseTeam@gmail.com">CallTheMooseTeam@gmail.com</a>
<b>Name</b>		<b>Cell Phone</b>		<b>Email</b>	

<b>1<sup>st</sup> Time Event</b>	<b>Annual Event- how many times has event taken place?</b>
----------------------------------	------------------------------------------------------------

<b>Event Category</b>	<input type="checkbox"/> Festival <input type="checkbox"/> Concert <input type="checkbox"/> Parade <input type="checkbox"/> Run/Walk <input type="checkbox"/> Bike Race/Tour <input checked="" type="checkbox"/> Car Show
<b>Average Ticket Price</b>	\$20.00
<b>Expected Attendance</b>	1500
<b>Largest Attendance Number and Year</b>	
<b>Participants will be</b>	<input type="checkbox"/> youth <input type="checkbox"/> adults <input checked="" type="checkbox"/> both

**Description/Purpose of Event**

Car Show & poker run. To raise funds for the local Toys for tots Campaign.

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

Date	Time	Notes

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

Date	Time	Notes
10/11/2014	10 am – 3 pm	

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



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

**Rain or shine event. No reschedule.**

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

Item	Number	Item	Number
<input checked="" type="checkbox"/> Food, Caterer	1	<input checked="" type="checkbox"/> Food, by Organization	5
<input checked="" type="checkbox"/> Retail Vendors Non-Profit	5	<input checked="" type="checkbox"/> Retail Vendors For Profit	20
<input checked="" type="checkbox"/> Port-a-Potties	1	<input type="checkbox"/> Fencing/Barricades	
<input checked="" type="checkbox"/> Trash Cans	10	<input checked="" type="checkbox"/> Generators	5
<input type="checkbox"/> Dumpsters		<input type="checkbox"/> Special Lighting	
<input type="checkbox"/> Recycle Containers		<input type="checkbox"/> Golf carts/ATVs	
<input type="checkbox"/> First Responders- EMS, Fire			

Item	Number	Sizes
<input checked="" type="checkbox"/> Tents	10	None larger than 20 x 30
<input checked="" type="checkbox"/> Staging	1	Not larger than 16 x 40

<input type="checkbox"/> Fireworks	<input checked="" type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service
------------------------------------	---------------------------------------------------	----------------------------------------------------

**Smithfield Town Services**

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

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Main St	yes	10/10/2015	6am – 3 pm

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

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

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

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

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

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



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

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

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

<b>Good respectful fun, raise community awareness and benefit the local Toys for Tots campaign.</b>

**List Recipients of Proceeds**

<b>Toys for Tots unit VASMIT – Local Children at Christmas time.</b>

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

<b>Event Organizer's Signature</b>	Elizabeth Moose	<b>Date</b>	08/15/2014
<b>Print Name</b>	Elizabeth Moose		

**Attach the following documents:**

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

# PROJECT STATUS MAP

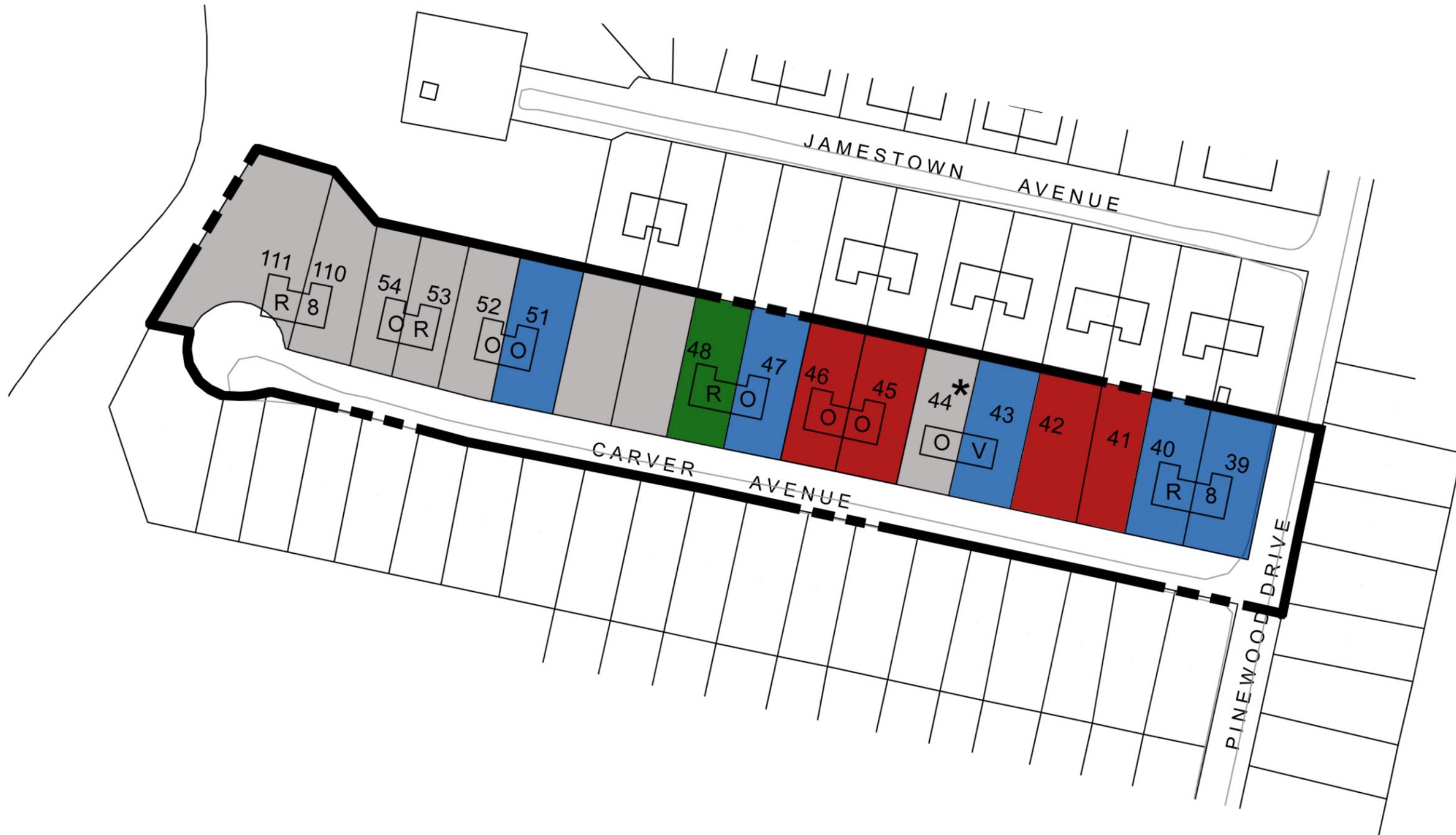
Pinewood Heights Phase II Redevelopment Project  
Multi-Year 1  
Town of Smithfield, Virginia

## LEGEND

--- PHASE II BOUNDARY

### STATUS:

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



September, 2014

COMMUNITY PLANNING PARTNERS, INC.

**MONTHLY PROGRESS REPORT FOR SEPTEMBER 2014**

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

Prepared by: Michael Paul Dodson, CFM  
Date: 09/15/2014

**FINANCIALS**

CDBG Contract Amount: \$624,720 Leverage Amount: \$826,755  
CDBG Amount Expended: \$624,720 Leverage Amount Expended: \$732,762

**CUMLATIVE CONSTRUCTION PROGRESS**  
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

**ADMINISTRATIVE ACTIVITY**

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

**When was the last Management Team meeting?** 07/08/2014 Next meeting? 09/09/2014

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

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

**Status:** The Town owns 39, 40, 41, 42, 43, 45, 46, 47, 48 and 51 Carver Street. The demolition of 41/42 and 45/46 Carver Street has been completed. 43, 47 and 51 Carver Street are vacant and has been boarded/secured. The tenant at 40 Carver has found a nice rental property and we are working on relocation with a new unit start date of October 1<sup>st</sup>. The tenants at 48 Carver Street are working with all parties to find a new home. All relocation work is being done in tandem with acquisition offers so that the residents are quickly moved into their new residence and the old structures are demolished.

**Are problems anticipated?** None

**Other comments:** None.

**Project Specific Products:**

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

Owner Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 5

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

Offer to Purchase Letters Sent 5

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

Offers Accepted 5

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

Properties Closed On 3

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

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

Tenant Occupied Homes

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

Preliminary Acquisition Letters Sent 5

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

Appraisals Completed 5

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

Review Appraisals Completed 4

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

Offer to Purchase Letters Sent 4

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

Offers Accepted 4

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

Properties Closed On 2

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

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

Owner Occupied Homes

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

Household Surveys Completed 5

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

Income Verifications Completed 5

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

Eligibility of Relocation Letters Sent 5

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

Comparable Units Found and Inspected 4

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

Households Relocated 3

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

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

Market-Rate Occupied Homes

1) 48 Carver      2) 40 Carver

Household Surveys Completed 2

1) 48 Carver      2) 40 Carver

Income Verifications Completed 2

1) 48 Carver      2) 40 Carver

Eligibility of Relocation Letters Sent 2

1) 48 Carver      2) 40 Carver

Comparable Units Found and Inspected 2

1) 48 Carver      2) 40 Carver

Households Relocated 1

1) 40 Carver

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

Section 8 Occupied Homes

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

Household Surveys Completed 3

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

Income Verifications Completed 2

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

Eligibility of Relocation Letters Sent 2

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

Comparable Units Found and Inspected 2

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

Households Relocated 2

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

**Demolition** (Goal=10)

Units to be Demolished

1) 39 Carver      2) 40 Carver      3) 41 Carver      4) 42 Carver      5) 43 Carver      6) 45 Carver  
7) 46 Carver      8) 47 Carver      9) 48 Carver      10) 51 Carver

Units that have been Demolished 4

1) 41 Carver      2) 42 Carver      3) 45 Carver      4) 46 Carver

# PROJECT STATUS MAP

Pinewood Heights Phase II Redevelopment Project  
Multi-Year 2  
Town of Smithfield, Virginia

## LEGEND

--- PHASE II BOUNDARY

### STATUS:

-  PRELIM ACQ LETTER RECEIVED BY OWNER
-  APPRAISAL COMPLETE
-  OFFER TO PURCHASE ACCEPTED
-  OFFER TO PURCHASE DECLINED
-  RELOCATION COMPLETE/IN PROCESS
-  DEMOLITION COMPLETE
-  PROPERTIES ACQUIRED IN MY1
-  OWNER OCCUPIED
-  RENTER OCCUPIED
-  SECTION 8 TENANT



September, 2014

COMMUNITY PLANNING PARTNERS, INC.

**MONTHLY PROGRESS REPORT FOR SEPTEMBER 2014**

Locality: Town of Smithfield

Contract #: 13-01 MY2

Prepared by: Michael Paul Dodson, CFM

Project Name: Pinewood Heights Phase II Contract Completion Date: 08/27/2015

Date: 09/15/2014

**FINANCIALS**

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

**CUMLATIVE CONSTRUCTION PROGRESS**  
{INSERT PROJECT SPECIFIC PRODUCTS HERE}

**ADMINISTRATIVE ACTIVITY**

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

**When was the last Management Team meeting?** 07/08/2014

Next meeting? 09/09/2014

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

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

**Status:** Appraisals have been received for all properties and applications for relocation have been received for all residents except 110 Carver. The review appraisal request is pending to the Commissioner of Revenue. The owners and Section 8 renter have all begun the process of looking for relocation units. Income verification are 50% complete.

**Are problems anticipated?** None

**Other comments:** None.

**Project Specific Products:**

**Owner-Occupied Acquisition** (Goal=4)

Owner Occupied Homes  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver  
Preliminary Acquisition Letters Sent 4  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver  
Appraisals Completed 4  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver  
Review Appraisals Completed 0  
  
Offer to Purchase Letters Sent 0  
  
Offers Accepted 0  
  
Properties Closed On 0

**Tenant-Occupied Acquisition** (Goal=2)

Tenant Occupied Homes  
1) 110 Carver      2) 111 Carver  
Preliminary Acquisition Letters Sent 2  
1) 110 Carver      2) 111 Carver  
Appraisals Completed 2  
1) 110 Carver      2) 111 Carver  
Review Appraisals Completed 0  
  
Offer to Purchase Letters Sent 0  
  
Offers Accepted 0  
  
Properties Closed On 0

**Owner-Occupied Relocation** (Goal=4)

Owner Occupied Homes  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver  
Household Surveys Completed 4  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver  
Income Verifications Completed 4  
1) 44 Carver      2) 52 Carver      3) 53 Carver      4) 54 Carver

Eligibility of Relocation Letters Sent 1

1) 44 Carver

Comparable Units Found and Inspected 0

Households Relocated 0

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

Market-Rate Occupied Homes

1) 111 Carver

Household Surveys Completed 0

Income Verifications Completed 0

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

Section 8 Occupied Homes

1) 110 Carver

Household Surveys Completed 1

1) 110 Carver

Income Verifications Completed 1

1) 110 Carver

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

**Demolition** (Goal=6)

Units to be Demolished

1) 44 Carver

2) 52 Carver

3) 53 Carver

4) 54 Carver

5) 110 Carver

6) 111 Carver

Units that have been Demolished 0