



December 13, 2013

TO: SMITHFIELD TOWN COUNCIL

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

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

MONDAY, DECEMBER 16TH, 2013

Approximately 4:00 P.M.

Police Members: Tynes (CH), Chapman, Gregory

- TAB # 1**
1. Public Comment
 2. Operational Updates
 3. Street Closure Request for Bob Fest 8K, January 18th, 2013.

Immediately following the conclusion of the above meeting:

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

1. Public Comment
2. Recommendations on Proposed Policy Changes to Utilities

Immediately following the conclusion of the above meeting:

Finance Members: Pack (CH), Gregory, Cook

- TAB # 2**
- TAB # 3**
1. Public Comment
 3. November Cash Balances
 4. Invoices Over \$10,000 Requiring Council's Authorization
 - a. Blair Brothers, Inc. (Approved Proposal - Sherwood Lane) \$34,102.00
 - b. Blair Brothers, Inc. (Approved Proposal - Barclay Crescent) \$42,118.00
 - c. Atlantic Communications, Inc. (Smfd Police Department) \$21,316.14
 - d. Isle of Wight County – General Obligation Bond \$16,597.07
 5. Friends of the Smithfield Library Request for Disbursement of Budgeted Funds

6:30 P.M. - Public Forum on the Natural Playground Final Concept Plan at Windsor Castle Park

TUESDAY, DECEMBER 17TH, 2013

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

- TAB # 4**
1. Public Comments
 2. Operational Updates
 3. Discussion on the Purchase of a Fire Boat for the Fire Department
 4. Fire Path/Emergency Path for Access to Portions of Windsor Castle Park

Immediately following the conclusion of the above meeting:

Parks & Recreation Members: Chapman (CH), Pack, Tynes

- TAB # 5**
1. Public Comment
 2. Operational Update - Parks and Recreation Committee Report
 3. Continued Discussion on Natural Playground Company Final Plans

Immediately following the conclusion of the above meeting:

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

- TAB # 6**
1. Public Comment
 2. Authorization to Purchase Budgeted Public Works Truck for \$23,683.00.

Immediately following the conclusion of the above meeting:

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

- TAB # 7**
1. Public Comment
 2. Pinewood Heights Phase II Update

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

- Approval of December 3rd Town Council Minutes
 - Recommendation from Nominating Committee to Appoint / Reappoint the three (3) expiring terms on the Smithfield Planning Commission
 - Recommendation from Nominating Committee to Appoint / Reappoint the two (2) Expiring Terms on the Board of Historical and Architectural Review
 - Recommendation from Nominating Committee to Appoint to Fill the Unexpired Term of Joseph Campbell to the Board of Zoning Appeals
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Town of Smithfield, Virginia Special Event Application for Permit

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

This application will be presented for review by the Special Events Review Committee. The Town is authorized to issue permits for Special Events occurring within the town limits pursuant to the procedures established by the Town.

Event Date (don't include setup dates here)	Times
Saturday, January, 18, 2014	8 am – 8K Race Check in
	10 am – Race Start Time
	Noon – 4:00 pm Festival

Event Name	Smithfield BOB Fest & 8K Chilly BOB Roadrace
Event Organizer (Group Name)	Smithfield Rotary & Smithfield VA Events Committee
Tax Exemption ID Number	54-6073921
Website	www.SmithfieldVAOysterFest.com

Event Contacts

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

1st Time Event or Annual Event	first, but will be annual
If annual, how many times has event taken place?	

Event Category

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

Participants will be youth adults both

Description/Purpose of Event

Hosted by the Smithfield Rotary Club, in conjunction with the same committee that puts on the Wine & Brew Fest. This is a winter fundraising event with proceeds benefiting local organizations. 8K Roadrace followed by afternoon Festival. Main Fest will be held under a 9000 sq ft tent on the Manor House site at Windsor Castle Park. All you can eat Oysters, Brunswick & BBQ. Beverages for sale will be: Bloody Marys, Wine, Beer, Sodas, Water. Live entertainment, various contests. 8K Race will start and end at lawn of Manor House and race participants entry fee includes entry into the Fest.

List benefits of your event to the community

Fundraiser for local charitable organizations.

Anticipate economic impact from out of town hotel guests, shopping and dining over weekend. Typically a "down" time in tourism in Smithfield.



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

Healthy winter athletic event for all ages.

Recipients of Proceeds

Optimist Club of Isle of Wight	Smithfield Rotary Club Projects
Smithfield Rotary Scholarship	Various other local non-profits

Average Ticket Price	\$ 25 Fest/ \$45 Race Fest
Expected Attendance	100 – 200 Race 1000 Fest total (Includes race participants rolling over to Fest)
Largest Attendance Number and Year	n/a

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

Date	Time	Notes
01/18/14	11 am to 4 pm	ABC permit obtained. Will follow all rules & ABC site containment policies. Beverages are pay as you go and not included in the price of admission. ID Checks and special wristbands required for 21 & up participants

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

Date	Time	Notes
01/18/14	8:30 am – 11:30 am	Race Announcer & DJ music for Race.
01/18/14	Noon – 4:00	Live Band

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

Rain or Shine event. Only cancelled in the event of Act of Nature that endangers safety

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

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



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

Item	Number	Sizes
<input type="checkbox"/> Tents	Main Tent & Aux Tents for Race. See Diagram	9000 + sq ft of tent space. See Site Layout Map for details
<input type="checkbox"/> Staging	Band Stage (1)	Inside Fest Tent

<input type="checkbox"/> Fireworks	<input type="checkbox"/> Allowing pets	<input type="checkbox"/> Providing Shuttle Service (MAYBE- TBD- AFTER EVENT)
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Smithfield Town Services

Road Closures, Traffic Assistance, Windsor Castle Park Trail Closures
EVENT REQUEST MEETING WITH POLICE DEPT FOR ANALYSIS OF 8K RACE SUPPORT.
Please see attached proposed race course options.

Street Name or Park Area	Closure or Traffic Assist	Date Needed	Times Needed
Manor Riverfront Area	Event Monitoring for 1000	1/18/14	11:30-4:30
8K Race Actual	Traffic Assist during race	1/18/14	10 AM – 11:30
8K Race Pre-Event	15-30 minutes pre-race (course set up at intersections)	1/8/18	9:30-10:00

Smithfield Police Officer \$ 41 per officer per hour

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

Public Works Staff \$ 25 per staff person per hour

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

<input type="checkbox"/> Light Tower \$ 150	<input type="checkbox"/> Trash Service \$ 0	<input type="checkbox"/> Cones \$ 0 Race Course & Parking. Event does not need any.
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<input type="checkbox"/> Water Hookup for caterers, portable restrooms \$ 0
Electrical Service to be supplied by generators and it is your (the event organizer's) responsibility

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

Policy Number	In progress the Rotary Club will provide
Name of Insurance Liability Carrier	
Insurance Company Address	



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

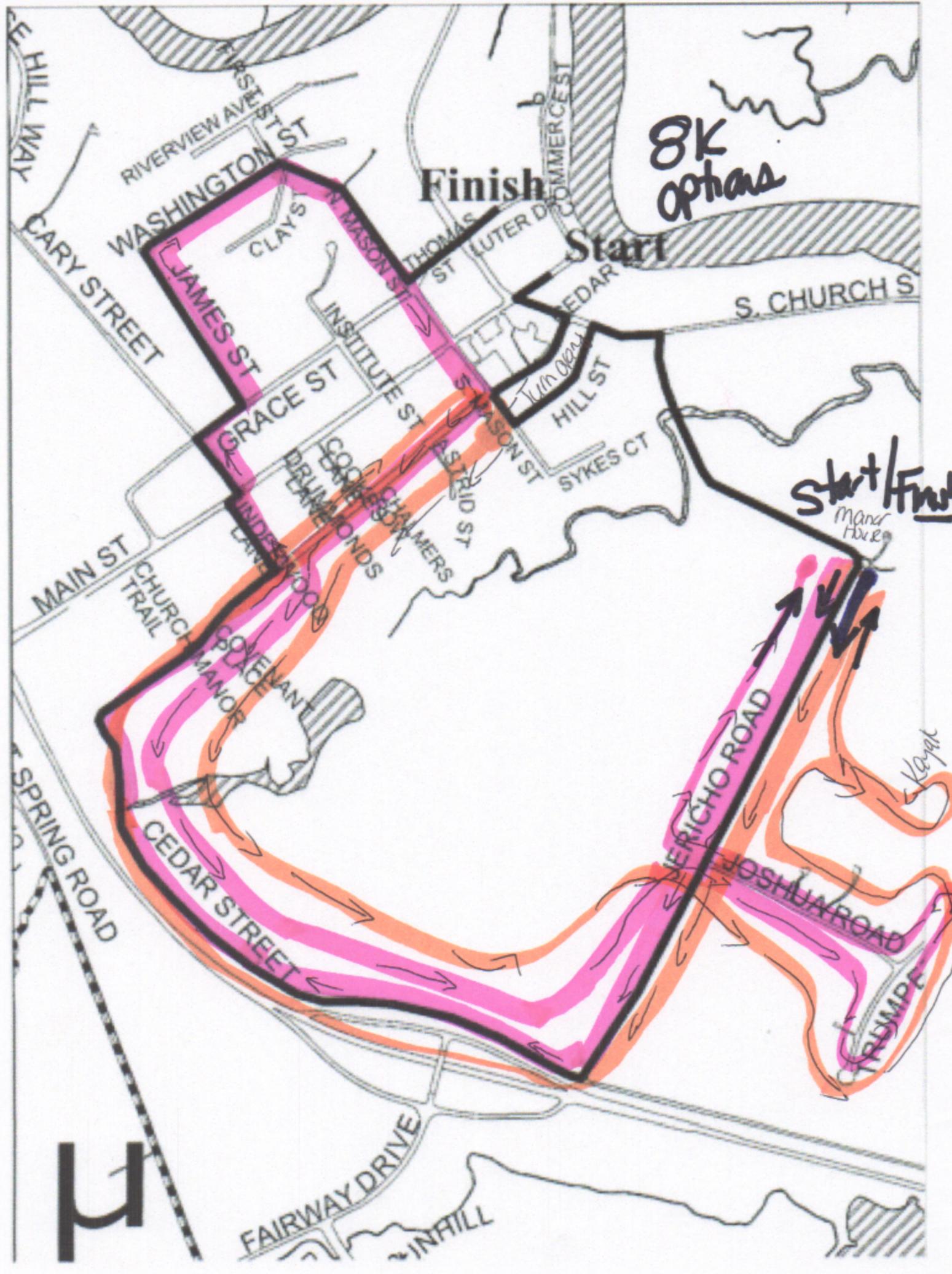
Insurance Company Phone Number	
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I have received, read thoroughly, understand and will comply with the policies and procedures governing special events held in the Town of Smithfield.

Event Organizer's Signature	Electronic Signature: Gina Ippolito	Date	12/6/13
Print Name	Gina Ippolito		

Attach the following documents:

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



CASH BALANCES AS OF NOVEMBER 2013					
			Current Month	Prior Year	
ACCOUNT NAME	BANK NAME	ACCOUNT	Interco.	Interco./Interdep	ADJUSTED
		BALANCE	Balances	Balances	BALANCES
Water	Farmers Bank	945,343.52	(218,700.24)	(489,510.60)	237,132.68
Water-Debt Service	Farmers Bank	1,199,095.59	11,858.39	-	1,210,953.98
Water Capital Escrow (availability fees)	TowneBank	289,492.16	13,600.00	-	303,092.16
Water Treatment Plant Escrow	TowneBank	111,288.97	-	-	111,288.97
Water Development Escrow	TowneBank	84,845.88	8,000.00	-	92,845.88
Subtotal Water		2,630,066.12	(185,241.85)	(489,510.60)	1,955,313.67
Sewer	Farmers Bank	207,085.72	36,087.48	(363,335.93)	(120,162.73)
Sewer Development Escrow	TowneBank	329,515.45	8,000.00	-	337,515.45
Sewer Capital Escrow (availability fees)	TowneBank	781,347.38	20,600.00	-	801,947.38
Sewer Compliance	Farmers Bank	340,535.56	28,957.13	-	369,492.69
Subtotal Sewer		1,658,484.11	93,644.61	(363,335.93)	1,388,792.79
Highway	Farmers Bank	28,281.37	37,919.50	-	66,200.87
General Fund	Farmers Bank	2,172,131.98	(77,244.22)	908,976.88	3,003,864.64
Payroll	Farmers Bank	65,609.43			65,609.43
Money Market-General Fund	TowneBank	2,178.76			2,178.76
Business Super Now-General Fund	Farmers Bank	33,017.36	-		33,017.36
Money Market-General Fund	Farmers Bank	288,470.19			288,470.19
General Fund Capital Escrow Account	TowneBank	213,927.47	-		213,927.47
Certificate of Deposit	Farmers Bank	525,708.91	-		525,708.91
Certificate of Deposit-Police Dept	Farmers Bank	36,560.48			36,560.48
Special Project Account (Pinewood)	Farmers Bank	19,920.27	130,921.96	-	150,842.23
Pinewood Heights Escrow	Farmers Bank	22,743.72			22,743.72
SNAP Account	Farmers Bank	475.75			475.75
S. Church Street Account	TowneBank	42,697.57	-	(42,643.55)	54.02
Subtotal General Fund		3,423,441.89	53,677.74	866,333.33	4,343,452.96
Beautification Fund	Farmers Bank	7,829.45			7,829.45
Money Market-Beautification	Farmers Bank	61,189.68		(13,486.80)	47,702.88
Subtotal Beautification		69,019.13		(13,486.80)	55,532.33
TOTAL ALL FUNDS		7,809,292.62	(0.00)	0.00	7,809,292.62



The Blair Bros., Inc.

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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		11/12/2013	10873

Bill To:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Project:

Sherwood Lane

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 3	34,102.00	34,102.00
VENDOR #	_____			
ACCOUNT #	_____ <i>Way</i>			
DEPT HEAD	_____			
TOWN MANAGER	_____ <i>Pills</i>			

THANK YOU FOR YOUR BUSINESS

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

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

Invoice Total: \$34,102.00





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

Invoice

Terms	P.O. No.	Date	Invoice #
NET 30 DAYS		11/12/2013	10872

Bill To:

Project:

Town of Smithfield
P O Box 246
Smithfield VA 23431

Barclay Crescent

Item	Qty	Description	Rate	Amount
Contract		Work completed as per proposal number 2	42,118.00	42,118.00
<p>VENDOR # _____</p> <p>ACCOUNT # _____</p> <p>DEPT HEAD _____</p> <p>TOWN MANAGER <u>Falls</u> <u>Way</u></p>				

THANK YOU FOR YOUR BUSINESS

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

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

Invoice Total: \$42,118.00



Capital

ATLANTIC ATLANTIC COMMUNICATIONS INC.

Service Invoice

4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Date	Invoice #
11/27/2013	101006

4-100 31100-8100

Bill To

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

Ship To

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

VENDOR # 1361

ACCOUNT # 4-100-31100-8100

DEPT HEAD K Jenkins

TOWN MANAGER PLS

Terms	P.O. No.	Tech	Account #
Net 30			11940

Item	Quantity	Description	Rate	Serial Number	Unit Number	Amount
475-0802	3	SALE AND INSTALLATION OF EMERGENCY PACKAGE				
475-0232	3	SPACE CREATOR, 11+ CHARGER	500.00			1,500.00
475-0228	3	BIOSEAT AND FLOORPAN	351.25			1,053.75
425-6636	3	WINDOW ARMOR, CHARGER 11+	130.65			391.95
425-6260	3	CHARGER CONSOLE	273.00			819.00
425-5597	3	ARM REST FOR CAPRICE 425-6260	55.00			165.00
475-0191	3	COMPUTER MOUNT FOR SIDE OF JOTTO CONSOLE	167.80			503.40
21TRPL47-TR9	3	SINGLE AR15 VERTICAL GUN MOUNT FOR RECESS PARTITION	222.30			666.90
C3100-CH11	3	21 SERIES LED LIGHTBAR WITH BLACK LENS COVERS	1,100.00			3,300.00
36PARCB-CH	3	100WATT SPEAKER, 11+ CHARGER	138.00			414.00
FOGBKT-CH...	3	LED LIGHT, 09 CHARGER	151.20			453.60
5076	3	FOG LIGHT BRACKETS (SET)	98.20			294.60
TRX6-BB	12	GORHINO - DODGE CHARGER 11+ PUSHBUMPER	225.00			675.00
ESX2RD-BB	6	SURFACE MT LED BLUE/BUE TRX6-BB	57.57			690.84
HB6PAK-BB	6	DUAL HEAD LED (SPLIT COLOR)	156.00			936.00
ENT2B3(B)	6	6PACK LED (BLUE/BUE) HB6PAK-BB	60.00			360.00
3892L6S	6	INTERSECTOR BLUE	148.35			890.10
FM3667	3	SIREN, MASTERCOM	294.00			882.00
UHF2150A-D...	2	TAILLIGHT FLASHER MODULE, SOLID STATE	60.00			120.00
10772	1	TAILLIGHT FLASHER	60.00			60.00
78815	3	ANTENNA, 152-162 MHz	12.00			36.00
INSTALL	3	CABLE, 3/4 BRASS MOUNT WITH CONNECTOR	18.00			54.00
	3	INSTALLATION	705.00			2,115.00
		COMPLETE 11-26-2013				
		EMAILED SGT. JONES 12/2/13				
Total						\$16,381.14

Payments/Credits	\$0.00
Balance Due	\$16,381.14

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

Pay online at <http://top.invoic.com/45755218>
 THE BALANCE DUE ON THIS INVOICE IS SUBJECT TO A 1.5% PER MONTH LATE PAYMENT CHARGE

Capital

ATLANTIC ATLANTIC COMMUNICATIONS INC.

Service Invoice

4811 MARKET DRIVE
NEWPORT NEWS, VA 23607

Date	Invoice #
11/27/2013	100654

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

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

Terms	P.O. No.	Tech	Account #
Net 30			11940

Item	Quantity	Description	Rate	Serial Number	Unit Number	Amount
848	3	PRICING FROM STATE CONTRACT#E194-1329. PO MUST BE MADE PAYABLE TO: KUSTOM SIGNALS RAPTOR RP-1 RADAR DUAL KA BAND ANTENNAS, DIRECTIONAL INCLUDES CHOICE OF WIRED OR WIRELESS REMOTE, TWO YEAR WARRANTY AND SHIPPING CHOICE OF SUCTION CUP OR ADHESIVE ANTENNA MOUNTED INCLUDED. COMPLETE 11-26-2013 EMAILED SGT. JONES 12/2/13	1,645.00	RP12715, RP...		4,935.00
Total						\$4,935.00

VENDOR # _____
ACCOUNT # _____
DEPT HEAD *K. Jenkins*
TOWN MANAGER *PLS*

1361

8100

Phone #	Fax #	E-mail
757-380-8498	757-247-0428	accounting@atlanticcom.net

Payments/Credits	\$0.00
Balance Due	\$4,935.00

VENDOR # 465
 ACCOUNT # 4-100-95500-0003
 DEPT HEAD ed
 TOWN MANAGER 33.19% Interest Total PHS

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

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



Parks and Recreation Committee Report

December 2013

Parks and Recreation Committee Items

1. Operational Update –Parks and Rec Committee Report
2. Results of Windsor Castle Park Proposed Amenities Public Forum

Event Listing

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

Day	Date	Event Type	Location
Wed	Nov 20	Diabetes Symposium	Smithfield Center
Thu	Nov 21	Women's Club Meeting	Smithfield Center
Sat	Nov 23	Festival of Trees	Smithfield Center
Sun	Nov 24	Baby Shower	Smithfield Center
Tue	Nov 26	Smithfield Farmland Quarterly	Smithfield Center
Sat	Nov 30	Great Gobbler Chase	Windsor Castle Courtyard
Fri	Dec 6	Tree Lighting Ceremony	Smithfield Center
Sat	Dec 7	Wedding and Reception	Smithfield Center
Tue	Dec 10	Kiwanis Toy Store	Smithfield Center
Thu	Dec 12	County Holiday Breakfast	Smithfield Center
		Smithfield Farmland Luncheon	Smithfield Center
Sat	Dec 14	Breakfast with Santa	Smithfield Center
		Army Band Concert	Smithfield Center

Open to Public Events (since last committee meeting)

Day	Date	Event Type	Location
Sat	Oct 23	Festival of Trees	Smithfield Center
Sat	Nov 30	Great Gobbler Chase 5 K	Windsor Castle Courtyard
Fri	Dec 6	Tree Lighting Ceremony	Smithfield Center
Fri	Dec 13	Main Street Christmas Farmers Market	Main Street
Sat	Dec 14	Santa Breakfast	Smithfield Center
		Smithfield Christmas Parade	Town Streets
		Army Band Concert	Smithfield Center

Upcoming Open to the Public Events (through January Committees)

Day	Date	Event Type	Location
Mon	Dec 16	Windsor Castle Proposed Amenities Public Forum	Smithfield Center
Fri	Jan 3	Chamber Legislative Breakfast	Smithfield Center
Sat	Jan 18	BOB Fest	Windsor Castle Riverfront
Mon	Jan 20	MLK Program	Smithfield Center

Parks and Recreation Committee Report

December 2013

Notes from the Windsor Castle Foundation Board Meeting on Thursday, December 5, 2013

It was suggested that the Windsor Castle website maintenance would now be handled by town staff instead of the foundation board. It was also discussed that the foundation would have a page dedicated to the capital campaign and that would be handled by the foundation board members.

The board has changed their meetings to the first Tuesday of the month and they will meet at 5:30 PM at the Smithfield Center.

Programming

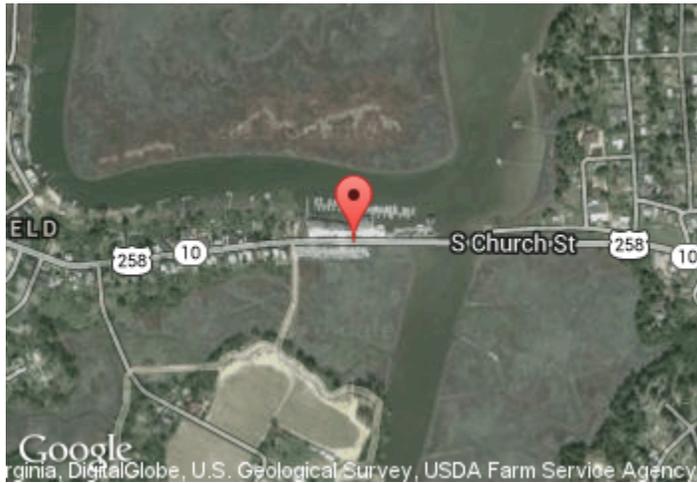
Kayak Rentals

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

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

Park Eco Counter Results

(report follows)



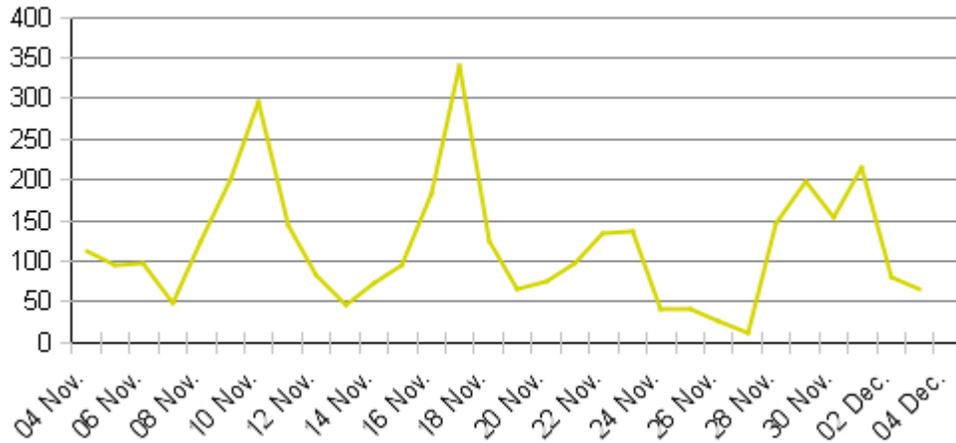
Key Figures

- Total Traffic for the Period Analyzed: 3,552
- Daily Average : 118
- Busiest Day of the Week : Sunday
- Busiest Days of the Period Analyzed:
 1. Sunday 17 November 2013 (340)
 2. Sunday 10 November 2013 (296)
 3. Sunday 01 December 2013 (214)

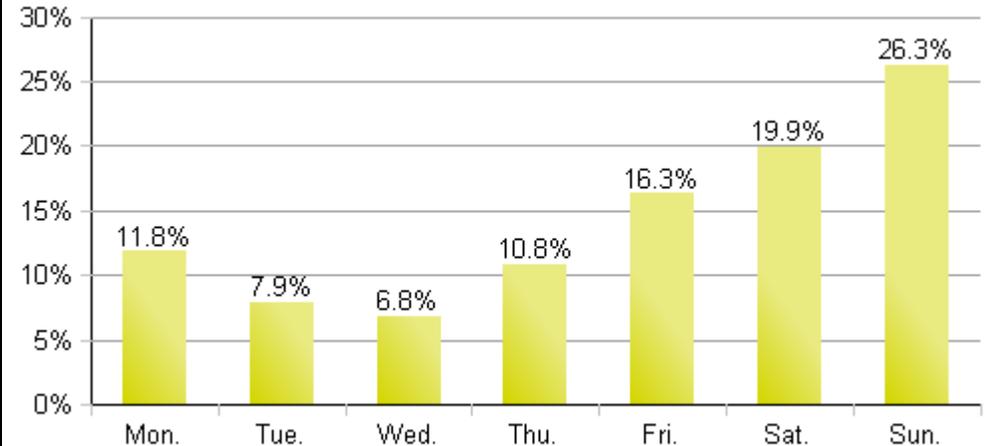
Station Bridge_IN

Period Analyzed: Monday 04 November 2013 to Wednesday 04 December 2013

Daily Data



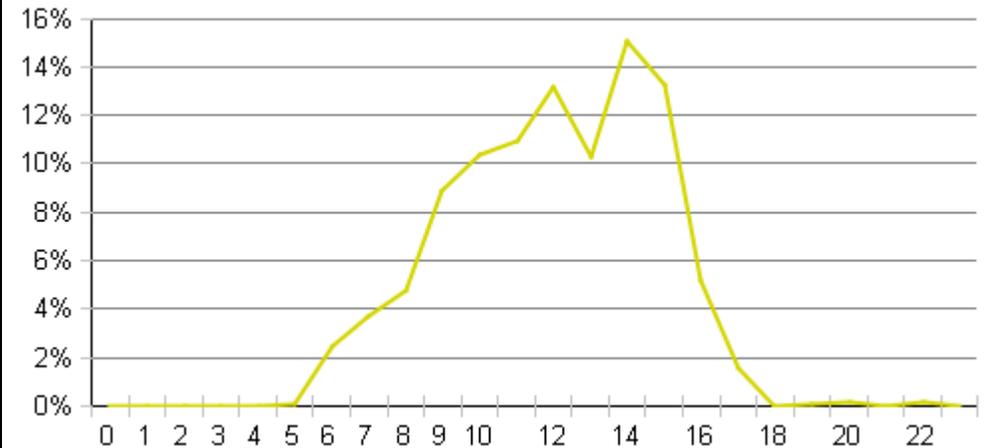
Weekly Profile



Hourly Profile during Weekdays



Hourly Profile during the Weekend



Jessie Snead

From: BOB HARRIS <bharris@beachford.com>
Sent: Thursday, October 24, 2013 10:30 AM
To: Jessie Snead
Subject: F-350
Attachments: image2013-10-24-095156.pdf

Jesse,

Attached is a copy of the build sheet for the F-350 we discussed.

Your Price	\$30,483
State Concession	- <u>6,800</u>
Total	\$23,683

Let me know if we need to make any changes to the chassis

Bob Harris

Commercial Sales Director
Beach Ford
2717 Virginia Beach Blvd.
Virginia Beach, VA 23452
757-486-2717 phone
757-340-2574 fax
bharris@beachford.com

CNGP530

VEHICLE ORDER CONFIRMATION

10/22/13 14:22:16

==>

Dealer: F27054

2014 F-SERIES SD

Page: 2 of 2

Order No: 0001 Priority: M1 Ord FIN: Q0418 Order Type: 5B Price Level: 415

Ord PEP: 610A Cust/Flt Name: TOWN OF SMITH PO Number:

RETAIL

RETAIL

SP DLR ACCT ADJ

SP FLT ACCT CR

FUEL CHARGE

B4A NET INV FLT OPT NC

DEST AND DELIV 995

TOTAL BASE AND OPTIONS 34415

TOTAL 34415

THIS IS NOT AN INVOICE

F1=Help

F2=Return to Order

F7=Prev

F4=Submit

F5=Add to Library

F3/F12=Veh Ord Menu

S099 - PRESS F4 TO SUBMIT

QC06727

==>

Dealer: F27054

2014 F-SERIES SD

Page: 1 of 2

Order No: 0001 Priority: M1 Ord FIN: Q0418 Order Type: 5B Price Level: 415

Ord PEP: 610A Cust/Flt Name: TOWN OF SMITH PO Number:

RETAIL

RETAIL

X3A	F350 4X2 S/C	\$33215		10200# GVWR PKG	
	158" WHEELBASE			SPARE TIRE/WHL3	295
Z1	OXFORD WHITE		52B	BRAKE CONTROLR	230
A	VNYL 40/20/40			TRAILER HITCH	
S	STEEL		592	ROOF CLEAR LGTS	55
610A	PREF EQUIP PKG			JACK	
	.XL TRIM		63R	RR STAB W/ AUX	125
572	.AIR CONDITIONER	NC	76C	REVERSE ALARM	125
	.AM/FM STER/CLK				
996	.6.2L EFI V8 ENG	NC		TOTAL BASE AND OPTIONS	34415
44P	6-SPD AUTOMATIC	NC		TOTAL	34415
TBK	.LT245 BSW AS 17			*THIS IS NOT AN INVOICE*	
X37	3.73 REG AXLE	NC			
66D	LESS PICKUP BOX	(625)		* MORE ORDER INFO NEXT PAGE *	
	JOB #1 BUILD			F8=Next	

F1=Help

F2=Return to Order

F3/F12=Veh Ord Menu

F4=Submit

F5=Add to Library

S006 - MORE DATA IS AVAILABLE.

QC06727

Your Price \$ 30,483
State Concession - 6,800

\$ 23,683

MONTHLY PROGRESS REPORT FOR DECEMBER 2013

Locality: Town of Smithfield

Contract #: 11-10 MY1

Prepared by: Michael Paul Dodson, CFM

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

Date: 12/15/2013

FINANCIALS

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

CUMLATIVE CONSTRUCTION PROGRESS

{INSERT PROJECT SPECIFIC PRODUCTS HERE}

ADMINISTRATIVE ACTIVITY

Management Plan: Is project on schedule as shown in PMP? Yes No If no, update will be furnished by: 01/14/2014

When was the last Management Team meeting? 11/12/2013

Next meeting? 01/14/2014

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

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

Status: The demolition of 41/42 Carver Street has been completed. The Town owns 43 Carver Street and has boarded/secured the home. The home at 44 Carver Street has been referred to the Town attorney to review and assist in its title issues; the owner has accepted the offer price. The Town has received acceptance of its offers to buy 45, 46, 47, 48 and 51 Carver Street; we are working on the relocations for all owners and tenants. The owners of 45 and 47 Carver are moving to new homes that should be completed by mid-January 2014. All owners/tenants, except 48 Carver Street, have completed relocation applications for participation. Title report and appraisals have been ordered for 40 and 51 Carver Street. All relocation work is being done in tandem with acquisition offers so that the residents are quickly moved into their new residence and the old structures are demolished.

Are problems anticipated? Locating relocation properties for all households has been a challenge however the process is moving forward and all offers to sell the properties in the grant have been accepted and returned to the Town. Other financial issues are delaying some relocations.

Other comments: None.

Project Specific Products:

Owner-Occupied Acquisition (Goal=6)

Owner Occupied Homes

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Preliminary Acquisition Letters Sent 6

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Appraisals Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Review Appraisals Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Offer to Purchase Letters Sent 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Offers Accepted 4

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Properties Closed On 1

1) 41 Carver 2) 46 Carver

Tenant-Occupied Acquisition (Goal=4)

Tenant Occupied Homes

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

Preliminary Acquisition Letters Sent 3

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

Appraisals Completed 3

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

Review Appraisals Completed 3

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

Offer to Purchase Letters Sent 3

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

Offers Accepted 2

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

Properties Closed On 2

1) 42 Carver 2) 43 Carver

Owner-Occupied Relocation (Goal=6)

Owner Occupied Homes

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Household Surveys Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Income Verifications Completed 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Eligibility of Relocation Letters Sent 5

1) 41 Carver 2) 44 Carver 3) 45 Carver 4) 46 Carver 5) 47 Carver 6) 51 Carver

Comparable Units Found and Inspected 4

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

Households Relocated 1

1) 41 Carver 4) 46 Carver

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

Market-Rate Occupied Homes

1) 48 Carver 2) 40 Carver

Household Surveys Completed 1

1) 40 Carver

Income Verifications Completed 1

1) 40 Carver

Eligibility of Relocation Letters Sent 0

Comparable Units Found and Inspected 0

Households Relocated 0

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

Section 8 Occupied Homes

1) 42 Carver 2) 43 Carver

Household Surveys Completed 2

1) 42 Carver 2) 43 Carver

Income Verifications Completed 2

1) 42 Carver 2) 43 Carver

Eligibility of Relocation Letters Sent 2

1) 42 Carver 2) 43 Carver

Comparable Units Found and Inspected 2

1) 42 Carver 2) 43 Carver

Households Relocated 2

1) 42 Carver 2) 43 Carver

Demolition (Goal=10)

Units to be Demolished

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

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

Units that have been Demolished 2

1) 41 Carver 2) 42 Carver

PROJECT STATUS MAP

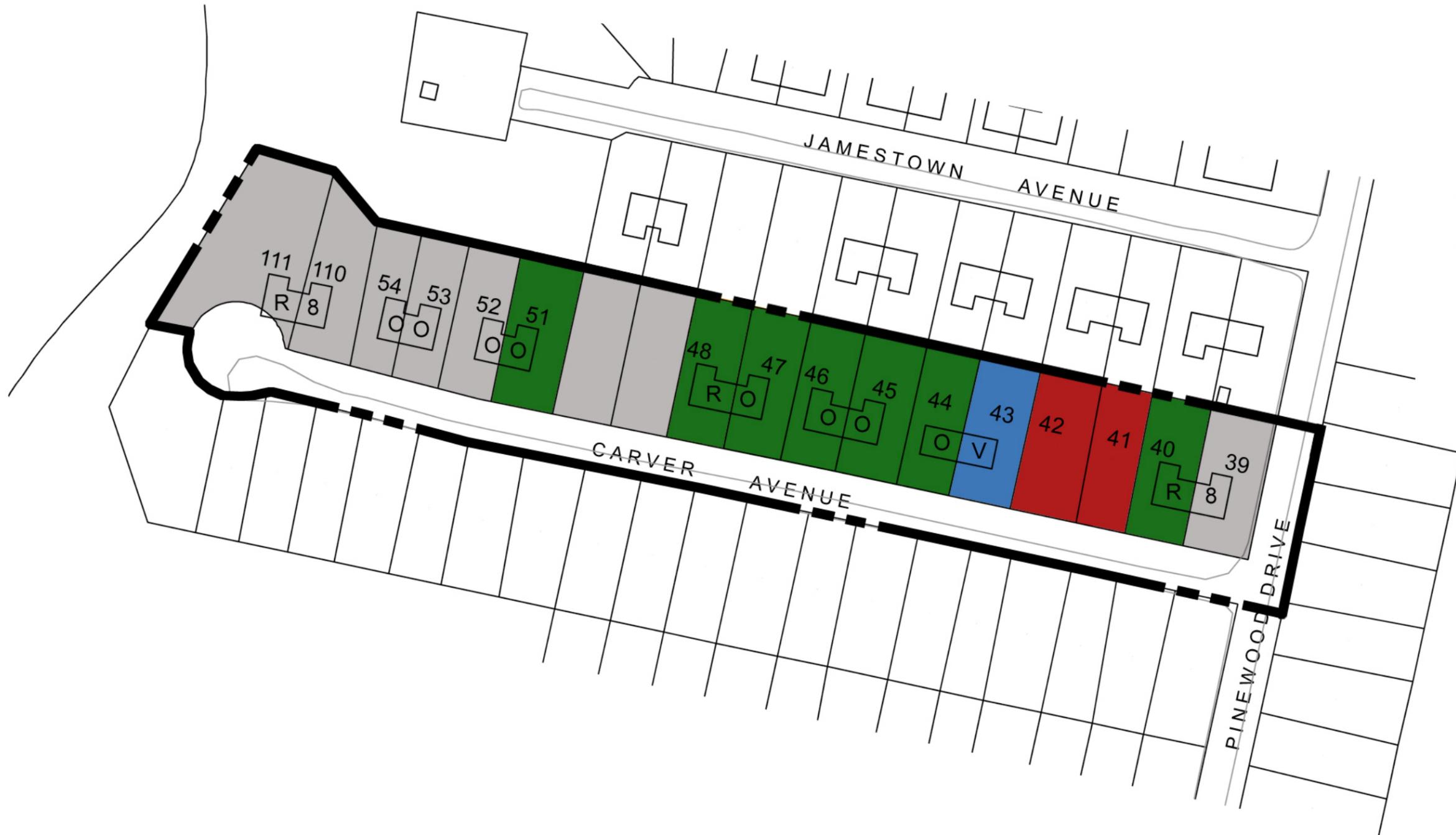
Pinewood Heights Phase II Redevelopment Project
Multi-Year 1
Town of Smithfield, Virginia

LEGEND

--- PHASE II BOUNDARY

STATUS:

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



December, 2013

COMMUNITY PLANNING PARTNERS, INC.