

**SMITHFIELD TOWN COUNCIL AGENDA**  
**October 9th, 2018 at 7:30 p.m.**  
**Held at Smithfield Center, 220 N. Church Street**



**A. INFORMATIONAL SECTION:**

1. Manager's Report

- a. September Activity Report

**B. UPCOMING MEETINGS AND ACTIVITIES:**

- October 8 - Town Administrative Office Closed in Observance of Columbus Day  
October 9 - 6:30 p.m. – Planning Commission  
October 9 - 7:30 p.m. – Town Council Meeting  
October 11 - 6:00 p.m. – Joint Intergovernmental Meeting (County/Smithfield/Windsor)  
October 16 - 6:30 p.m. – Board of Historic and Architectural Review  
October 22 - 3:00 p.m. – Town Council Committee Meetings (Consecutive)  
Police Committee  
Water and Sewer Committee  
Finance Committee  
October 23 - 3:00 p.m. – Town Council Committee Meetings (Consecutive)  
Parks and Recreation Committee  
Public Works Committee  
Public Buildings and Welfare Committee  
October 30 - 4:00 p.m. Pinewood Heights Management Team Meeting  
October 30 - 6:00 p.m. Pinewood Heights Neighborhood Meeting – Kickoff for Phase IV

NOTE: All of the above public meetings will be held at the Smithfield Center, unless otherwise noted.

**C. Public Comments:**

The public is invited to speak to Council on any matters, except scheduled public hearing(s). There will be a separate sign up sheet for public hearings. For public comments please use the appropriate sign-up sheet and include your preferred method of contact. Comments are limited to five (5) minutes per person. Any required response(s) from the Town will be provided in writing following the meeting.

- a. Western Tidewater Free Clinic Presentation by Ms. Steffy Broadwater  
b. Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District

**D. Council Comments**

**NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT.** Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council Meetings. ADA compliant hearing devices are available for use upon request. Please call (757) 356-9939 at least 24 hours prior to the meeting date so that proper arrangements may be made.

**E. Summary of Consent Agenda Items**

- a. Police Committee Chair, Mrs. Denise Tynes
- b. Water and Sewer Committee Chair, Mr. Michael Smith
- c. Finance Committee Chair, Mr. Randy Pack
- d. Parks and Recreation Committee Chair, Wayne Hall
- e. Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

**CONSENT AGENDA ITEMS**

- C1. Resolution to Approve Street Closure Request for Horsepower on Main Street Car Show, Saturday October 27<sup>th</sup> 2018 from 2 p.m. to 9:30 p.m.** **TAB # 1**  
Police Committee Chair, Mrs. Denise Tynes
- C2. Resolution to Approve Street Closure for “Halloween Safe Trick or Treat” on Wednesday, October 31<sup>st</sup>, 2018 from 5 p.m. to 8 p.m.** **TAB # 2**  
Police Committee Chair, Mrs. Denise N. Tynes
- C3. Motion to Renew Mechanical, Electrical and Utility Services Contract with R.E.W. Corporation for One Additional Year**  
Water and Sewer Committee Chair, Mr. Michael Smith
- C4. Invoices Over \$10,000 Requiring Council Authorization:**  
Finance Committee Chair, Mr. Randy Pack
- a. Draper Aden Associates (Progress Billing) \$ 19,239.45
  - b. REW Corporation (Crescent PS Fans – TC Approved 1-3-2018) \$ 12,075.00
  - c. REW Corporation (Crescent PS – Installation of Bypass Pump) \$ 33,650.00
  - d. Windsor Castle Restoration, LLC \$200,000.00
- Additional Invoices Received Since Finance Committee**
- e. Summit Design (Pinewood Heights Relocation Project) \$ 13,036.55 **TAB # 3**
  - f. Recon Robotics (TC Approved 9-4-2018) \$ 17,674.00 **TAB # 4**
- C5. Motion to Adopt Personal Property Tax Relief Act (PPTRA) Percentage**  
Finance Committee Chair, Mr. Randy Pack
- C6. Motion to Approve Park Project Application for Interpretative Signage at Windsor Castle Park by the Master Naturalist**  
Parks and Recreation Committee Chair, Mr. Wayne Hall
- C7. Motion to Accept the Deed for 22 Jamestown Avenue as Part of the Pinewood Heights Relocation Project**  
Public Buildings and Welfare Committee Chair, Ms. Valerie Butler

## **ACTION SECTION**

1. **Motion to Approve the Town Council Meeting Minutes of September 4th, 2018**  
William H. Riddick, III, Town Attorney **TAB # 5**
2. **New Business:**
  - a. **Motion to Adopt an Ordinance to Amend the Town's Utility Rate Effective July 1, 2018** **TAB # 6**
3. **Old Business:**
4. **Closed Session:** Pursuant to State Code 2.2-3711 A(8) Consultation with Legal Counsel Regarding Specific Legal Matters
5. **Adjournment**

October 5, 2018

**TO: SMITHFIELD TOWN COUNCIL**

**FROM: BRIAN S. THROWER  
TOWN MANAGER**

**SUBJECT: MONTHLY ACTIVITY REPORT – SEPTEMBER 2018**

**DIRECTOR OF HUMAN RESOURCES:**

- a. Conducted New hire Orientation for:
  - Christopher Williams (Patrol Officer) – September 4th
  - Brent Whitley (Grounds Maintenance Specialist) – Week of September 17th
- b. Recruited for:
  - Patrol Officer Positions
  - Maintenance Technician
  - Treasury Assistant – Tax
  - Compliance Administrator
- c. Prepared for Public Works Accreditation
- d. Accompanied VML on a Safety Audit of:
  - Town Hall
  - RO Plant
  - Public Works Buildings
  - Smithfield Center
- e. Worked with various property liability claims with VML Insurance
- f. Worked on continued compliance with the Bloodborne Pathogens Standard

### **TOWN CLERK'S OFFICE:**

- a. Conducted Swearing-in for new Patrol Officer, Christopher Williams, on September 4<sup>th</sup>.
- b. Transcribed and proofed the monthly minutes from Town Council, Planning Commission and Board of Historic and Architectural Review
- c. Prepared September Town Council Committee Agenda and the October Town Council Agenda
- d. Attended Town Council Committee meetings on September 24<sup>th</sup> and 25<sup>th</sup> and prepared summary reports from all.
- e. Attended Pinewood Heights Management Team Meeting on September 11<sup>th</sup>.
- f. Continue to work on records management projects.

### **TREASURER'S OFFICE:**

- a. Took vacation days on September 11 and September 21.
- b. Prepared for FY2018 audit and assisted auditors on site with annual field work the week of September 17.
- c. Prepared bank reconciliations for council committee meetings on September 24.
- d. Received real estate and personal property files from IOW County and began working with Bright and Associates on data conversion for annual billings.
- e. Attended Public Works reaccreditation update meeting on September 25. Reviewed chapters relative to the Treasurer's department.
- f. Prepared 2018 Tax Rate Survey information as requested annually by the Weldon Cooper Center.
- g. Continued working on August financial statements

### **PUBLIC WORKS:**

1. Staff performs the following duties on a monthly basis
  - A. Miss Utility marking
  - B. Read meters for billing and to transfer property owners
  - C. Water cut-offs and cut-ons
  - D. Check sewer pump stations daily
  - E. Install and repair street signs
  - F. Replace and repair broken water meters
  - G. Perform maintenance on town-owned buildings

H.

2. Sewer Line Repairs and Maintenance

- A. Located and repaired sewer line laterals in various locations.
- B. Cleaned sewer main line in various areas of the town.

3. Sewer Pump Station Repairs and Maintenance

- A. Weekly and daily checks on all 27 pump stations.  
Performed the following scheduled maintenance at all pump station
  1. Cleaning of wet-wells
  2. Alarms testing
  3. Sump pump cleaning
  4. Check Valve cleaning and repair
  5. Generator checks / Godwin pump checks
  6. Control Panel / Flow monitor checks
  7. Fence and Grounds inspections
  8. Inspected Structure
  9. Inspect and clean pumps
  10. Level system check
  11. Test limit switches
  12. Bar screen cleaning
  13. Rain gauge cleaning
  14. Head pressure reading at 7 pump stat
- B. James St. pump station has a bad vfd. Rew has repaired the VFD.
- C. Lakeside pump station has a high head bypass pump set up because of high pressure. It also received flood waters in the dry during the recent event on Great Springs Road.

4. Water line Repairs and Maintenance

- A. Water service repairs: 252 Grandville Arch  
496 Moonfield Dr.  
140 Skyes Ct.  
305 Smithfield Blvd.

## 5. Well Repairs and Maintenance

- A. All wells except 8A and 10 (at RO Plant) are off now that RO plant is running. Upgrades to well houses have been completed to keep wells in operating condition in case of an emergency. Emergency wells are flushed, sampled, and inspected once a month.
  - 1. Well 8A remains in stand-by mode.

## 6. Water Treatment Plant

- A. Operate RO Plant and monitor distribution system.
- B. Daily lab analysis, monthly sampling, and reports for VDH, HRSD, DEQ and RO contractors.
- C. Performed monthly routine tasks including but not limited to:
  - 1. Daily Inspection of RO Plant and grounds.
  - 2. Monthly Tank inspections.
  - 3. Inspect and exercise plant generator monthly.
  - 4. Fill antiscalant day tank.
  - 5. Truck Inspections.
  - 6. Routine service of lime system.
  - 7. Service online fluoride and chlorine analyzers.
  - 8. Calibrate online turbidimeter and pH meter.
  - 9. Check and replace air filters
  - 10. Test Alarms.
- D. R.E.W installed new celluloid valve in Concentrate bldg. and installed a new UPS in the RO Control Panel.
- E. Jon Flores reconfigured two plant alarms.
- F. Staff prepared the plant for Hurricane Florence.
- G. Adedge toured the plant for Reverse Flow exercise.

## 7. Miscellaneous

- A. Grounds crews cut right-of-ways on water and sewer lines and emptied trash cans on Monday and Friday
- B. Minor repairs at Town Hall and town buildings.
- C. Storm high water at Lakeside pump station.
- D. Hurricane prep work

## **PLANNING AND ZONING**

1. Planning Commission – September 11, 2018
  - No Meeting Held
2. Rezoning Applications under review
  - None.
3. Special Use Permit Applications under review
  - None.
4. Subdivision and Site Plans under review
  - A. Cypress Creek Ph. VI –Subdivision Plan – Cypress Investment Holdings, LLC applicant.
5. Subdivision and Commercial Sites Under Construction and Inspection
  - A. Church Square, Phase I (95% complete)
  - B. Lakeview Cove Condos (75% complete)
6. Board of Historic & Architectural Review – September 18, 2018
  - A. Color Change and Fence - 17 Main Street - Contributing - Marvin Johns, applicant - Approved with conditions.
  - B. Fence - Tax Parcel Number 21A-01-399, Empty Lot at Corner of Main Street and Commerce Street - No Designation - O.A. Spady & M.G. Smith Building Company, applicants - Approved
7. Board of Zoning Appeals – September 18, 2018
  - No Meeting Held

## **ENGINEERING**

1. Church Square, Phase I, contractor has installed E & S controls as required by the Town and the approved site plans. Homes are under construction as per market demand.
2. Blair Brother's Contr., Contractor started the milling and overlay of Main Street from Church Street to Institute Street. Contractor has installed asphalt overlay and has started reinstallation of brick crosswalks.
3. Erosion & Sedimentation control field inspections for single family dwellings were performed at 26 locations throughout the Town and required reports were filed.
4. Field inspections continued to be held this month involving the Smithfield Lake Dam. Some structural deficiencies were found at the emergency outfall, due to storm damage by Matthew. The Town has coordinated the repair with FEMA representatives. Reimbursement documents have been forwarded to FEMA.
5. Scoping meetings have been held with VDOT representatives involving the Urban funding projects.
  - A. UPC: 110507 Install right turn lane adjacent to Westside Elementary School – on US 258 – Main Street. Site plan review has continued with 100% site plan submittal and required attachments between VDOT, the County and the Town. The plat involving the right of way dedication for the turn lane has been finalized and submitted to VDOT for review and approval.
  - B. UPC: 110508 Bennis Church / Route 258 / Route 10 Bypass Intersection – Alternative Analysis. Traffic analysis has been under taken and is under review. A meeting with the engineer has been held where a discussion of several interchange options were reviewed. Comments and concerns were expressed and the engineer is now revising the options accordingly.
  - C. UPC: 110509 Smithfield to Nike Trail Park – Segment 3 – Alternative Analysis. A meeting was held and several options were discussed and are now currently under review.
6. Attended progress meeting on the Smithfield to Nike Park Trail – Segments 1 & 2 – Contractor has begun installation of bike trail at intersection of Battery Park Rd. and Nike Park Rd. down to the intersection of Kendall Haven and Battery Park Road. Contractor has

completed installation of cross bracing, decking boards and railing on the pedestrian bridge at Sta. 118 + 50 Right of C/L. Contractor has also started installation of asphalt surface from Sta. 121 + 00 to Sta. 169 + 72 along with top soiling and seeding the respected shoulder areas of the bike path.

7. Met with a representative from VDOT to discuss the reconstruction of Grace Street. We are looking at relocating / replacing the sanitary sewer and water systems in this roadway area prior to VDOT project.
8. Met with numerous property owners regarding drainage issues in the wake of the recent large rain events. Most issues were private or civil; however, several culverts and drain structures were found partially blocked and maintenance was performed on them.

**COMMITTEE  
SUMMARY REPORTS**

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE POLICE COMMITTEE MEETING  
HELD ON MONDAY, SEPTEMBER 24<sup>TH</sup>, 2018

The Police Committee met Monday, September 24<sup>th</sup>, 2018 at 3:07 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Mrs. Denise N. Tynes, Chair; and Ms. Beth Haywood. Other Council members present were Mr. Randy Pack, Ms. Valerie C. Butler and T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Ms. Ashley Rogers, Director of Human Resources; Mr. Alonzo Howell, Chief of Police; Mr. Matt Rogers, Deputy Chief of Police; and Ms. Amy Novak, Director of Parks and Recreation. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Ms. Connie Chapman, and Mr. Joseph McCain. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Police Committee Chair, Mrs. Denise N. Tynes, called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA**

1. Street Closure Request for Horsepower on Main Street Car Show Saturday October 27<sup>th</sup> 2018 from 2 p.m. to 9:30 p.m. – Ms. Novak stated that this is the second year for this event. It is an evening event that runs from 5 p.m. to 8 p.m. so it is a little different from our normal street closures. The closure would start at 2 p.m. to get cars off the street before the classic cars come in. This event will take place in the 100, 200 and 300 blocks of Main Street. Ms. Novak also stated that this is a trunk or treat event where the kids go around to the trunks of the cars for treats. Mrs. Tynes asked if staff would contact the organizers of this event to address the concerns that were discussed earlier during public comments. Ms. Novak replied that she would contact the organizers to bring these concerns to their attention. It was mentioned that the problem with this event last year was the bounce house that was set up on the street. Bounce houses will not be allowed at this event this year. Mrs. Tynes expressed concern on the number of events held downtown that do not benefit our merchants' downtown. Ms. Novak stated that she

has suggested, to the organizers of the car shows, the use of the Smithfield Center parking lot or Windsor Castle Park as other locations for their events to be held; however they prefer to keep the shows on Main Street. Ms. Novak expressed concern that these car shows do pose a danger to public safety. In the past cars that are in the show have decided to leave the show before it is over and then you have a car trying to move down the street that is full of pedestrians. The Town Attorney stated that if this is a concern then staff needs to set a policy that participants of car shows are required to stay for the entire event. It is a liability issue and a policy needs to be in place to address cars leaving before the event is over. If they do not abide by this policy then they do not get a permit next year. Mr. Pack stated that most of the feedback that he has received from Smithfield 2020 is that events downtown are generally positive; however car shows are not favored as much by the merchants' downtown. The car shows, typically, bring in their own food which takes business from the downtown restaurants as well. Mr. Pack stated that he personally feels that it is too late to shut down the event completely; however he would like to see the food portion of the application permit removed. Discussion was held on whether it was too late to take the food portion out of the application permit. Mr. Pack did not think that it was too late; however he would like to see what type of food is planned before making his decision. Ms. Novak stated that she would like to recommend Town Council approve the application with the food being allowed and then they can make changes on future applications. Mayor Williams also asked for the Town Manager and Chief Howell to get together with staff to let the organizer of the event know who is in charge and will be there overseeing the entire event. This item will go to Town Council for consideration.

2. Street Closure Request for Downtown Streets for "Halloween Safe Trick or Treat" on Wednesday, October 31<sup>st</sup>, 2018 from 5 p.m. to 8 p.m. – Mrs. Tynes stated that this is the town's annual Halloween event that is held downtown each year. Ms. Novak stated that we have never formally asked for street closures in the past; however the Police Department thought this would be a better way to handle it by being proactive rather than reactive. This will help with keeping all the kids safe. Committee recommends approval of street closure.

### **3. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA**

1. Public Comment – Mr. Joseph McCain stated that he was one of the owners of Fleur De Fou located at 338 Main Street. Mr. McCain stated that he has a few concerns with the town allowing car shows on Main Street. This past weekend the 300 block experienced a car show where there were people camped out in front of the businesses and residences. He is bringing his concerns to the town's attention because he knows there is another car show coming to Main Street next month. As a business owner this event had no benefit to his business over the weekend. Most of his customers are

scheduled pickups and tourist who are coming to town anyway. Mr. McCain stated that he asked every customer that came in his business what brought them downtown and none of them were because of the car show. His concern was that the sidewalks were blocked with people and chairs. The roadway was closed for their event; however they wanted the shade from the trees located on the sidewalks. Mr. McCain stated that the car show participants also hung banners in the trees and on the light post. As a business downtown he had to get a sign permit to put up a banner so his question is how the car show organizers were approved to hang banners. Mr. McCain asked if the town's event application could be revised to include language that sidewalks are to remain clear at all times as well as driveways and store fronts. He would like to suggest that future car shows utilize a vacant parking lot that would allow car owners to set up chairs and have a DJ without taking up the town's sidewalks. He stated that it is too late to change things for the upcoming car show; however it is a good opportunity to learn and improve future events. He asked that event participants be respectful of the local businesses as they are paying taxes, stimulating the local economy and doing their best to bring folks downtown year round. Mrs. Tynes thanked Mr. McCain for bringing his concerns to committee. Mayor Williams stated that he was downtown this weekend and had noticed the same things as well as the music that was being played was very loud. Mrs. Tynes stated that we do have an ordinance for noise control so that particular items can be addressed during the event by the Police Department if complaints are made. Mr. Pack stated that he has not heard any complaints in the past so is this typical for all car shows. Ms. Novak stated that we have received complaints before from the different car shows that set up on Main Street. Ms. Novak explained that even if the organizers sign a contract with the intent to follow all policies the participants do not always follow them. Mrs. Tynes asked if any staff from the Smithfield Center attends these events to make sure they follow all policies in their contract. Ms. Novak stated that she does not have enough staff to have someone there for every event. Mrs. Tynes expressed concern that staff needs to be present. Ms. Tynes thanked McCain again for his comments and staff will take them into consideration.

2. Operational Updates – Chief Howell stated that he was happy to report there were no issues during Hurricane Florence that caused any emergency personnel to respond to weather related event. They did augment their staffing to a twelve hour shift in preparation for this storm; however when we realized it was not going to impact Smithfield we scaled it back significantly. Chief Howell also reported that they are currently accepting applications until September 25<sup>th</sup> for any vacancies that they have within the department. An entry level exam will be administered on October 6<sup>th</sup>. Chief Howell mentioned that on November 3<sup>rd</sup> the greater Hampton Roads Regional Crime Line will be hosting their Top Cop dinner at the Hilton Virginia Beach Oceanfront. This year's Top Cop from Smithfield is Officer William Wooley and he will be recognized during this dinner. Ms. Haywood asked if the Smithfield Police Department has a tattoo policy for candidates that you might be considering for employment. Chief Howell stated that the department does have a policy that addresses tattoos. The policy states that

if your tattoo can be seen below the short sleeve shirt then you must wear a long sleeve shirt. Your tattoo can not be visible while in uniform. One of our most recent hires does have tattoos and wears a long sleeve shirt to cover them. Ms. Haywood stated that in the past tattoos may have created a negative appearance; however she does not necessarily see it today as a negative appearance. She feels that the town could be missing out on some really good qualified individuals with tattoos when it comes to employment as a police officer for the town. Chief Howell stated that you have to be careful when you get into censorship as it pertains to freedom of speech. What is offensive to him might not be offensive to you or vice versa. The Smithfield Police Department's compromise is that if you have a tattoo you are allowed to wear a long sleeve shirt to cover it up. Chief Howell stated that there are some localities around us that have reduced their standards and are now allowing tattoos to be seen while in uniform. Chief Howell stated that he likes the policy that we have in place. Mrs. Tynes asked how often we change out the vest for our officers as she did not realize that they have an expiration. Chief Howell explained that the shelf life for a police vest is five years. They rotate half of the department one year and half the department the next when they reach four and a half years. Mrs. Tynes thanked Chief Howell for the updates.

3. Additional Items Mentioned: Ms. Novak stated that the Smithfield Homecoming Parade will be held this Friday, September 28<sup>th</sup> at 4:00 p.m. According to our town ordinance the Town Manager was able to approve this event via a parade permit. It will be using the same route that the St. Patrick's Day parade used so it will not come down Main Street. Ms. Novak stated that the HOG JOG was approved the same way because it is just a traffic assist with no street closure.

The meeting adjourned at 3:44 p.m.

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE WATER & SEWER COMMITTEE  
MEETING HELD ON MONDAY, SEPTEMBER 24<sup>TH</sup>, 2018.

The Water & Sewer Committee held a meeting on Monday, September 24<sup>th</sup>, 2018 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Vice Mayor Michael G. Smith, Chair; Mr. Randy Pack and Mrs. Denise N. Tynes. Council members also in attendance were Ms. Valerie C. Butler, Ms. Beth Haywood and T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Ms. Ashley Rogers, Director of Human Resources; Ms. Amy Novak, Director of Parks and Recreation; Mr. Alonzo Howell, Chief of Police; and Mr. Matt Rogers, Deputy Chief of Police; Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Ms. Connie Chapman, and Mr. Joseph McCain. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Water and Sewer Committee Chair, Mr. Michael Smith, called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL'S AGENDA**

1. Renewal of Mechanical, Electrical and Utility Services Contract – Vice Mayor Smith stated that a memo from the Town Manager was included in the packet explaining that the Town currently has a contract with R.E.W. Corporation to perform mechanical, electrical and utility services with the right to renew for one additional year. The current contract will expire on October 8<sup>th</sup>, 2018. Staff has been pleased with the level of service provided by R.E.W. Corporation and recommends that this contract be extended one more year. There will be no changes to the current contract pricing. Committee recommends approval to Town Council.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA**

2. Additional Item Discussed: Lakeside Heights Flooding – Mrs. Tynes stated that residents of the Lakeside Heights community had contacted her in regards to the recent flooding that took place the weekend prior to Hurricane Florence. Vice Mayor Smith

stated that town staff had also received calls from residents in the Moonefield area in regards to the heavy rainfall and flooding during that weather event. He stated that Public Works was doing the best they could; however there was just a lot of rain in a little bit of time. Mrs. Tynes expressed her concern that the residents in the Lakeside Heights neighborhood were either unable to get home due to the flood waters or trapped in the neighborhood with no exit out of the neighborhood because there is only one entrance to that neighborhood. Mrs. Tynes asked if it was possible to look into having an emergency exit path out the back of the neighborhood. It was suggested that the emergency path could come out by Brown's AME Church or Dollar General on West Main Street. Committee agreed that creating an emergency path is definitely a good idea. Ms. Butler stated that she had also talked with some of the residents of Lakeside Heights and she believe the flooding issue is more extensive that just putting a right-of-way there. She explained that there is a family there that has been flooded out three different times and lost five vehicles. Vice Mayor Smith stated that in the past it was determined that the drainage ditch, which belongs to VDOT, is the reason this area floods so easily. He stated that he understands the concern; however the only thing the town can do is press VDOT to take another look at what they need to do to fix the problem. In the meantime, committee ask that staff stay on top of keeping the ditches cleaned out and start looking at what it will take to make an emergency path in the rear of the neighborhood.

Meeting adjourned at 3:07 p.m.

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE FINANCE COMMITTEE MEETING  
HELD ON MONDAY, SEPTEMBER 24<sup>TH</sup>, 2018

The Finance Committee met on Monday, September 24<sup>th</sup>, 2018 at 3:44 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were: Mr. Randy Pack, Chair; and Ms. Valerie Butler. Other Council members present were Ms. Beth Haywood, Mrs. Denise Tynes and T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Ms. Ellen Minga, Town Treasurer; Mr. William H. Riddick, III, Town Attorney; Ms. Ashley Rogers, Director of Human Resources; Mr. William G. Saunders, IV, Director of Planning, Engineering and Public Works; and Ms. Amy Novak, Director of Parks and Recreation. Also in attendance were Mr. Rick Bodson and Mr. Bill Davidson. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Finance Committee Chair, Mr. Randy Pack called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON THE COUNCIL AGENDA**

1. Invoices Over \$10,000 Requiring Council Authorization:

a. Draper Aden Associates \$ 19,239.45

This invoice is for progress billing ending August 31<sup>st</sup>, 2018 on the inundation study at the Smithfield Lake Dam. Committee recommends approval of invoice.

b. REW Corporation \$ 12,075.00

This invoice from REW Corporation is for labor and materials to install motor room fan and explosion proof blast fan at the Crescent pump station that was approved by Town Council at their January 3<sup>rd</sup>, 2018 meeting. Committee recommends approval of invoice.

c. REW Corporation \$ 33,650.00

This invoice from REW Corporation is for labor and materials to install a new concrete pad, piping, and electrical bypass pump at Crescent pump station that was approved by Town Council at their January 3<sup>rd</sup>, 2018 meeting. Committee recommends approval of invoice.

d. Windsor Castle Restoration, LLC \$200,000.00

Mr. Pack stated that Windsor Castle Restoration, LLC is requesting another draw for several major contractor disbursements coming up in October and early November. This work includes stucco work, roof materials and labor, landscaping, archaeological survey at the new wing foundation, excavation and materials for the new wing, the ADA-elevator and relocating the overhead power lines underground. Committee recommends approval of draw request. Ms. Minga stated that after this draw request there will be \$500,000 left to apply to the overall project.

2. Additional Item Discussed: Adopt Personal Property Tax Relief Act (PPTRA) Percentage - Ms. Minga stated that the Personal Property Tax Relief is educated estimate based on a set amount from the state each year. Last year the tax relief was 48% and it normally runs anywhere from 48% to 51%. Ms. Minga stated that she does not have the exact number yet for this year; however hopes to have the actual percentage by the Town Council meeting on October 9th. This item will be on Town Council's agenda for approval.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA.**

1. Operational Update – Ms. Minga reported that her department had an unexpected resignation the weekend of Labor Day. At this time they are very short handed in the front office due to this resignation and other staff members off for vacation. She is working with Human Resources to get this position advertised and filled as soon as possible with tax season just around the corner.

2. August Financial Statements – Ms. Minga reported that Ms. Hewitt completed her portion of the financials; however she did not get to review them or update graphs and notes that go with the financials with the auditors on site last week. Even though they are no longer there she is still working through questions as a result of the audit. Ms. Minga stated that her hope is to have the August statements included in the Town Council packet. It is still early in the fiscal year so a lot of things in July and August are accrued for prior year so there is nothing alarming in the August statements.

3. August Cash Balances / VML Investment Pool Update — Ms. Minga stated that we ended the month with \$13,329,620.27 which is a cash decrease from last month in approximately \$191,180.00. The water accounts decreased by \$120,207 mostly due to intercompany payables to the General Fund and Sewer Fund. Sewer increase \$277,164 due to the receivables from the Water Fund. Highway decreased \$42,549 because of current month expenditures. The General Fund decreased \$305,588 largely in the General Funds operating account. Cash balances still remain very strong. Ms. Minga mentioned that in regards to the VIP Investment Pool she has met with representatives from VML VACo to give our thoughts on the current pool (1 to 3 year pool) and what our thoughts are on a one to two year pool. Ms. Minga stated that this might be a good

addition to what we already have but did not necessarily agree with pulling out of the current pool to put in this new pool. An annual meeting will be in October to be discussed by the group as a whole. Ms. Minga also stated that she anticipates this account statement change because a lot of the members think that it is very confusing to look at. Water = \$483,678.40; Water Debt Service = \$662,694.00; Water Capital Escrow Availability Fees = \$515,762.02; Water Treatment Plant Escrow = \$11,606.16; Water Deposit Account = \$91,543.10; Water Development Escrow = \$121,514.87; **Subtotal Water = \$1,886,798.55.** Sewer = \$299,104.09; Sewer Development Escrow = \$383,373.72; Sewer Capital Escrow Availability Fees = \$819,329.08; Sewer Compliance = \$2,377,319.08; **Subtotal Sewer = \$3,879,125.97.** Highway = **\$537,118.77.** General Fund = \$4,950,575.00; Payroll = \$98,572.86; Money Market General Fund Towne Bank = \$2,210.08; Business Super NOW-General Fund = \$34,066.35; Money Market General Fund Farmers Bank = \$295,274.02; General Fund Capital Escrow = \$706,552.97; Certificate of Deposit = \$527,026.18; Certificate of Deposit Police Dept = \$37,048.69; Special Project Account = \$30,781.69; Pinewood Heights Escrow = \$68,419.68; SNAP Program = \$2,218.75; Museum Account = \$184,352.71; Windsor Castle Acct \$89,478.00; **Subtotal General Fund = \$7,026,576.98. TOTAL ALL FUNDS = \$13,329,620.27.**

Meeting Adjourned at 3:55 p.m.

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PARKS AND RECREATION  
COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 25<sup>TH</sup>, 2018

The Parks and Recreation Committee held a meeting on Tuesday, September 25<sup>th</sup>, 2018 at 3:00 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Mr. Wayne Hall, Chair; Ms. Beth Haywood and Ms. Valerie C. Butler. Other Council members present were Mr. Michael G. Smith, Mr. Randy Pack, Mrs. Denise N. Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Mr. William Saunders, Director of Planning Engineering and Public Works. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Ms. Carolyn Torre, and Ms. Betty Clark. There was one (1) additional citizen present. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Parks and Recreation Committee Chair, Mr. Wayne Hall called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL BE ON COUNCIL'S AGENDA.**

1. Park Project Application – Interpretative Signage by Master Naturalist – Ms. Novak stated that the Virginia Master Naturalist are proposing to place interpretative signage at Windsor Castle Park. The signage would provide an educational element to the natural environment at the park. The signs could assist in education for guided tours for school groups and adult groups. This type signage is very different from the signage that we already have at the park. Ms. Haywood stated that this is wonderful idea; however she would also like to suggest symbols along the trails that identified items in the park to benefit those that may not be big readers. Ms. Novak stated that she would

pass this idea along to the Master Naturalist. Ms. Novak stated that this project is fully funded by the Windsor Castle Foundation Board. Committee recommended approval of signage.

**B. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA.**

1. Operational Update – Parks and Recreation Committee Report/ Park Project Updates – Ms. Novak reported that the month of September was very busy for all our park facilities and the Smithfield Center. The Joseph W. Luter, Jr. Sports Complex is now open and they have had two games days so far with all the baseball fields and the football field being utilized. Ms. Novak mentioned that our Park Maintenance Supervisor, Chris Hewitt, has done an amazing job on the maintenance of the sports complex and the fields are beautiful. Ms. Novak reported that upcoming we have a busy October scheduled. The Bacon Fest at Windsor Castle Park will be held on Saturday, October 6<sup>th</sup>. The Hog Jog and Souper Saturday will be held on October 13<sup>th</sup>. On Thursday, October 18<sup>th</sup>, is our Bridal Show Express here at the Smithfield Center. This event is held during the week to promote our facility and give our vendors a chance to meet our brides. The Isle of Wight Schools Education Foundation Gala will be Saturday, October 20<sup>th</sup>. The Isle of Wight Academy Cross Country Meet will take place at Windsor Castle Park on Thursday, October 25<sup>th</sup>. The Horsepower on Main Street Car Show will take place on Saturday, October 27<sup>th</sup> and Hamoween will be on Wednesday, October 31<sup>st</sup> in downtown Smithfield. Ms. Novak reported that the Manor House grounds has new fencing and landscaping that is functional in that it protects the septic system on the property and it is aesthetically pleasing as well. Ms. Novak reported that kayak rentals have had another great season. After staffing the town netted approximately \$6,174. She also mentioned that they have added a couple of kayaks to the fleet for next year. Ms. Novak reported that as of today the Trail Doctors have put in 400 hours since January. She explained that there are approximately twenty trail doctors signed up; however there is a group of four that do the majority of the projects and work. The current project for the Trail Doctors is trail repairs from all of the heavy rain we have been getting. Ms. Novak mentioned again that Luter Sports Complex has been operating with practices and games. Ms. Butler stated that the week before the first games were to be held at the new facility the sewer system was not operable and wanted to know what impacts we had from that. Ms. Novak stated that currently we have a septic tank that has a pump and haul alarm on it. When the septic system gets to a certain level it is pumped out. We also have some portable potties located on site. Ms. Novak also reported that the proposed progress schedule of the Clontz Park Boat Ramp was included in the electronic posting. Mayor Williams expressed concern on waiting until the first of the year to start the marine construction. Mr. Pack stated that his concern is that their schedule does not follow the restricted time of the year where no construction can take

place in the water. Ms. Novak stated that from what she understands the driver that they will be using is suitable for use during the time when the waterways would normally be restricted. This tool was recommended by Game and Inland Fisheries. Mr. Pack stated that he was okay with it as long as they are in compliance. The work that they are doing first in the parking lot will give them a solid surface for moving equipment in and out. Ms. Novak stated that also included in the posting was a list of past and present park projects. Mayor Williams mentioned that Ms. Novak and her staff did a wonderful job with organizing the traffic coming in and out of the new sports complex. He also mentioned that Town Council needs to consider in the very near future the addition of park staff. Mrs. Tynes expressed her concerns that the new sports complex was not fully operational when it was opened earlier this month. Questions in regards to the sanitary sewer system was brought up months ago. Mr. Pack asked if Ms. Novak could update town council on where we are with rectifying the sewer deficiencies. Ms. Novak stated that it was determined that the sewer line that was installed by RAD Sports does have deficiencies that are significant. The sewer lines that were installed will need to be removed. The removal process will require tearing up pavement, sidewalks and grass to get it done right. RAD Sports was ready to proceed with making the necessary repairs; however staff has asked for them to wait until the fall baseball season has ended. RAD Sports has agreed to do this work in November. Discussion was held on when these deficiencies were first reported during the construction of the complex; however Tri-State had reversed their initial decision and state that the deficiencies were not significant enough to need repairing. Mr. Pack asked who is responsible for these repairs. The Town Attorney stated that staff has been very proactive on this. The town's engineer on the project has identified the problem and determined that the contractor did not use an expert in utility work and regular inspections were not done. A meeting with RAD Sports has been set onsite for October 10<sup>th</sup> at 11:00 a.m. to discuss the necessary repairs. RAD Sports is also covering anything that it cost to remediate the situation which includes the portable restrooms, and the pump and haul alarm. Ms. Butler asked why RAD Sports was not taking care of the portable potties for the organizers using the football field. Ms. Novak explained that RAD Sports is only obligated to place portable potties near the concession where the town's permanent facilities are located. In the future a small concession building and bathrooms will need to be constructed closer to the football field. These items were included in the original design of the sports complex; however they were removed as a cost saving measure.

The meeting adjourned at 3:21 p.m.

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC WORKS COMMITTEE  
MEETING HELD ON TUESDAY, SEPTEMBER 25<sup>TH</sup>, 2018

The Public Works Committee held a meeting on Tuesday, September 25<sup>th</sup>, 2018 at 3:21 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee members attending were Ms. Beth Haywood, Chair; Mr. Michael G. Smith, Vice Mayor; and Mrs. Denise N. Tynes. Other Council members present were Mr. Randy Pack, Mr. Wayne Hall, Ms. Valerie C. Butler and Mr. T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; and Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Mr. Lee Duncan, Ms. Carolyn Torre, and Ms. Betty Clark. There was one (1) additional citizen present. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Public Works Committee Chair, Ms. Beth Haywood, called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON THE COUNCIL'S AGENDA**

1. Operational Updates – Mr. Saunders reported that the Main Street paving project has been ongoing for the last couple of weeks. It was delayed a couple of days due to the inclement weather. The contractor had hoped to finish resetting the brick paver crosswalks by the end of today; however the rain yesterday and today has sent them home early. It is likely that the work on setting the brick pavers will go through Thursday. The rest of the work on the paving will be suspended until after the Vintage Market on Saturday, September 29<sup>th</sup>. Blair Brothers will be back October 1<sup>st</sup> and 2<sup>nd</sup> to finish up with the final chip and seal surface, weather permitting.

Mr. Saunders also reported that the town's Public Works Department is an accredited organization with APWA. The Town's four year accreditation cycle ends in

early November so an audit of our files has been scheduled for October 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup>. The auditors from APWA will be in town all three days. Staff expects to have a large group for dinner on Thursday, October 4<sup>th</sup>. This re-accreditation will require all hands on deck including assistance from other departments to provide the auditors all the necessary documents to show that we remain in compliance with our policies and procedures.

Ms. Haywood asked who is responsible for maintaining the trees and shrubbery along South Church Street in the historic district. Mr. Saunders stated that we have just run into this issue for the first time this summer because the trees that were planted during the beautification project have now grown enough that they need to be trimmed back. He explained that Southern Shores Lawn and Landscaping has the town landscaping contract; however we have also realized that anything over a certain number of feet Southern Shores does not handle. So at this time staff is reaching out to our contractor that does our debris removal to trim these trees back. It is the town's responsibility to maintain these trees and shrubs that are in the town's right-of-ways.

2. Additional Item Discussed: Flooding at the Entrance of Lakeside Heights – Vice Mayor Smith wanted to address the concerns that were brought up yesterday by Mrs. Tynes now that he has talked with town staff. He stated that Mr. Griffin, our town engineer, will do what he can to communicate with VDOT about our concerns. Discussion was also held on what else town staff could do to help with the flooding that occurs in the area. Staff will periodically monitor the area to keep the drainage pipe clear of debris. He stated that in all reality the drainage there was under designed and it cannot handle the large volume of rain that we had. Mrs. Tynes asked if there is anything else the town can do to prevent this from happening again. The Town Attorney explained that the last time this happen staff identified that VDOT undersigned this area. We knew at that time it would continue to be a problem in the future. He stated that the residents there were warned not to rebuild in this location. The town has done everything that we can do to identify the problem. It is not a town road and we cannot fix it. Mrs. Tynes expressed concern that the residents of Lakeside Heights are unable to get to and from their homes when this area floods. Mr. Saunders stated that he would like to touch on the word under designed. He explained that when you design a culvert you build it to a certain event, whether it be a 10 year event, 50 year event or 100 year event. Typical standards, require you to build to a 10 or 50 year event. Some of the rains that we have had recently have been 100 and 300 year events. If the town had to build everything to a 300 year storm event you would have seen your last subdivision and last new road bed because it is not feasible to build to these events. He stated that he would be hesitant to call it under designed as it was built to a certain standard at that time. Mr. Saunders stated that lately we have been getting a lot stronger and more intense rain events than when the bypass was put in. There are multiple acres in town that flow to that ravine. It is an issue now because only so much water can flow through that culvert in an hour. Mr. Saunders stated that these events are unfortunate; however he would be hesitant to call it under designed. Mr. Saunders suggested reporting this area to FEMA as a habitual flooding area to see if they will add it to their flood plain map. He stated that this is a

double edge sword because it would then require these individuals to get flood insurance, which is expensive. Mrs. Tynes suggested holding a neighborhood meeting to allow staff to explain the options that residents in this area have and let them tell us whether they want the town to follow-up with FEMA and have this area labeled as a flood zone or not. Committee agreed that holding a town neighborhood meeting would be a good first step.

Meeting adjourned at 3:37 p.m.

October 5, 2018

TO: SMITHFIELD TOWN COUNCIL

FROM: LESLEY G. KING  
TOWN CLERK

SUBJECT: INFORMATIONAL REPORT FOR THE PUBLIC BUILDINGS & WELFARE COMMITTEE MEETING HELD ON TUESDAY, SEPTEMBER 25<sup>TH</sup>, 2018

The Public Buildings and Welfare Committee held a meeting on Tuesday, September 25<sup>th</sup>, 2018 at 3:37 p.m. at the Smithfield Center located at 220 North Church Street, Smithfield Virginia. Committee member attending were Ms. Valerie Butler, Chair; Mr. Randy Pack and Mr. Wayne Hall. Other Council members present were Mr. Michael Smith, Ms. Beth Haywood, Mrs. Denise Tynes and Mr. T. Carter Williams, Mayor. Staff members present were Ms. Lesley King, Town Clerk; Mr. William H. Riddick, III, Town Attorney; Ms. Amy Novak, Director of Parks and Recreation; Ms. Ashley Rogers, Director of Human Resources; Mr. William G. Saunders, IV, Director of Planning Engineering and Public Works; and Ms. Judy Winslow, Director of Tourism. Also in attendance were Mr. Rick Bodson, Mr. Bill Davidson, Mr. Lee Duncan, Mrs. Carolyn Torre, and Ms. Betty Clark. There was one (1) additional citizen present. The media was represented by Mr. Frederick Lee of The Smithfield Times.

Public Buildings and Welfare Committee Chair, Ms. Valerie Butler called the meeting to order.

**A. MATTERS DISCUSSED BY COMMITTEE WHICH WILL NOT BE ON COUNCIL'S AGENDA**

1. Public Comments – Mr. Lee Duncan was present to express his concerns on the process for getting a dumpster located outside his place of business on Wharf Hill. He stated that at the last committee meeting it was discussed and from this discussion it went to the Town Attorney and the Town Manager to work out a lease for having the dumpster placed on town property, which was already approved by Town Council at their July 10<sup>th</sup>, 2018 meeting. Mr. Duncan stated that he went to see the Town Attorney to inquire on the status of the agreement as it has been several months since he first requested a dumpster to be place on town property next to his business. Mr. Duncan gave some background history on his roots here in Smithfield and why he has chosen to invest his time and money into Smithfield. He continued to explain why he purchased Wharf Hill

and the vision that he had for bringing this part of the historic district back to life. He stated that during this process he has never asked for anything from the town. Today he stands before this committee to express how disappointed he is in the town for not working with him on the process to get a dumpster and making so many requirements, that no other restaurant dumpster in town has, to try and discourage him from getting a dumpster altogether. He explained that the Board of Historic and Architectural Review (BHAR), at their August 2018 meeting, approved the wooden enclosure for the dumpster and now the lease agreement states that the dumpster must be enclosed in a masonry structure. Mr. Duncan asked that Town Council reconsider what they are requesting and be more reasonable. Ms. Butler thanked Mr. Duncan for his comments. Ms. Torre was sitting in the audience and asked to speak on this topic. She explained that she lives across from Wharf Hill Brewing Co and has seen the amount of work that went into that building to bring it back to life. She stated that the Town Council has an obligation to support people who are rebuilding the historic nature of this town. She thanked Mr. Duncan as her neighbor and as a citizen of this town. She implored for Town Council to give Mr. Duncan the dumpster that he is requesting. She also stated that Town Council needs to work with organizations and people that care about this town. Ms. Torre stated that in the 2009 Comprehensive Plan the citizens of this town stated that they wanted their history preserved and they were willing to see tax dollars marked for preserving their history. Ms. Torre continued to express her disappointment in Town Council for not stepping in to preserve Pierceville and the Wombwell house. Ms. Butler stated that the topic of discussion was in regards to Mr. Duncan's dumpster so she would like to go back to that discussion before we move on. Mrs. Tynes thanked Mr. Duncan for restoring this portion of the historic district and preserving the history in the buildings where she grew up. She stated that she has always been supportive of Mr. Duncan getting the dumpster and she plans to remain supportive. Ms. Haywood stated that she is new to Town Council so she is trying to learn the process for getting things approved. The Town Attorney explained that at our last Town Council Committee meeting the residents of the Pagan River Condominiums came to voice their concerns about the location of the approved dumpster. At that time staff and the Town Attorney were directed to draft a license agreement (lease) that would address some of the concerns from the residents of the Pagan River Condominiums. Mr. Duncan has seen a draft of this agreement and the requirement to build a masonry structure around the trash dumpster is not consistent with any other dumpster enclosure in the historic district. He is here today to voice his concerns about this requirement. Ms. Butler thanks the Town Attorney for the update and committee will take his concerns in consideration. Mr. Pack asked Mr. Duncan if he was in agreement to the license agreement with the exception of

the masonry enclosure. Mr. Duncan replied that he was. Mayor Williams stated that once Town Council has received and reviewed a draft copy of the license agreement we will work it all out. Mr. Duncan thanked committee for considering his request.

Ms. Torre was present on behalf of Preserve Smithfield. She explained how frustrated she is over watching everything this Town Council has done or not done over the past four years. Ms. Torre stated that she is asking Town Council to 120% stand behind the history of this town. The history is why she moved to this town and the history is why visitors come to this town. She feels that tourism is the future of this town. Ms. Torre stated that if Town Council allows the historic structures in the town to be burned down how do you expect the residents in the historic district to follow the ordinances that the town has in place. She explained the Wombwell house is one of the few if not the only Tidewater Cottage and it was owned by a doctor in this town. She continued to express her concerns that Town Council cannot expect residents in the historic district to follow the ordinances that are very valuable and respected on a state and federal level if they do not follow them themselves. The Town Attorney stated that he wanted to set the record straight with some history on the Wombwell house and Pierceville. He stated that almost three months ago one of the representatives of Preserve Smithfield asked for time, an additional six months, to try and do something to save the Wombwell house. Immediately, in time for the next meeting, I prepared a very simple agreement stating the Town Council would agree to an additional six months. This agreement offered no financial commitment from Preserve Smithfield. The agreement would give them time to identify a site, identify a house mover, identify a funding source, obtain the permits to relocate the house, and a license house mover. Since this agreement was drafted there has been no response from Preserve Smithfield to sign the agreement so Committee directed the Town Manager to give Preserve Smithfield notice that the town plans to move forward with demolition. In regards to Pierceville, the town had an obligation to respect the land owner's property rights. The owner refused our entry on the property at every turn until the town got a court order. By the time we were able to get the court order the house was in a deplorable condition and the owner continued to live there. The matter was turned over to the County which took another two years. At this time it is pending litigation where it is on hold at the request of the applicant. It is not in the town's best interest to push this litigation and the applicant is challenging the town to do that. The Town Attorney stated there is no obligation from Town Council's position to spend public money to fix up private property. Ms. Butler thanked the Town Attorney for giving a summary on the history of the two properties. Ms. Clark stated that Preserve Smithfield had took the Town Attorney's suggestion from a previous committee and asked Mr. Russell Hill for an estimate to have the house

relocated. At this time he has not responded to their request for an estimate and that is the reason that they have not signed the contract with the town. Ms. Clark stated that she has identified another house mover; however she did not want to call them if the house was not still standing. Ms. Butler explained that the agreement was only to show that Preserve Smithfield had an interest in the house and to give you six months to figure everything out. She stated that there was no financial commitment to the agreement. Ms. Clark stated that she understood that but she did not have the contract and had only skimmed over it once. She continued to explain that Preserve Smithfield is trying desperately to save this house and they need time. Mr. Pack explained that Town Council has been trying to give this house away for approximately two years now. When Mr. Gay came to our June 26<sup>th</sup> committee meeting and stated that Preserve Smithfield knew that they were late in the game; however they would like to relocate the house. Committee was happy that Preserve Smithfield was interested in relocating the house. So it was decided that the Town Attorney would draft an agreement giving Preserve Smithfield six months to figure out how they are going to relocate the house. Since that time Preserve Smithfield has been unwilling to sign the contract that would give six months to figure things out. Ms. Clark stated that she does not think it is fair to sign a contract without having some kind of figures on what it will actually cost to relocate the house. Mr. Pack again stated that signing the contract will give Preserve Smithfield six month to determine everything you need to know about moving this house. He stated that it has been three months since this contract was drafted and the ball fields adjacent to the property are now open where there is a lot of activity and a lot of kids. Ms. Clark asked for another month to at least see if Preserve Smithfield can sign the agreement. Mr. Pack asked what is there to figure out. Ms. Clark stated that she could not answer that question because she does not have the agreement. Mr. Pack disagreed with Ms. Torre and Ms. Clark saying that this Town Council hates history. Ms. Clark stated that is the way it appears by burning down a two hundred year old house. Mr. Pack asked how we can work together when Town Council is being blasted in the paper and you will not sign a contract that says lets work together. Preserve Smithfield is not working with the town. Ms. Torre stated that the Town Council has treated the Preserve Smithfield group with disrespect since the beginning. Ms. Butler explained that she is new to Town Council and she is not up to date on the Pierceville property; however Town Council has tried to work with Preserve Smithfield on the Wombwell house. Since the town has not received the agreement back that was drafted by the Town Attorney it is an indication to Town Council that you are not interested in moving forward with this project. Discussion continued with Ms. Torre and Ms. Clark stating the town is not willing to work with Preserve Smithfield. Mr. Pack asked if we are discussing the town preserving

the Wombwell house or is Preserve Smithfield wanting to preserve it. Ms. Clark stated that it should have been the town's responsibility to preserve it; however Preserve Smithfield is willing to try to preserve it. Mr. Pack stated again that there is an agreement out there waiting for Preserve Smithfield to sign to give you six months to see if it is feasible for you to preserve it. Mr. Pack stated if Preserve Smithfield would sign the document it would be a great first step to working together; however it does need to happen very soon. He explained that we have property that needs to be taken care of because it is a danger to the children that are at the ball fields. Ms. Clark asked that the house be boarded up. Mr. Pack stated that a vacant home in disrepair always poses a danger to those kids they may be tempted to go inside. Ms. Clark stated that she had a couple of things that are not related to the Wombwell house that she would like to mention. She stated that the town's landscaping contractor, Southern Shores Lawn and Landscaping, is not doing the job they are being paid to do. She also mentioned a couple was walking home last night from the Episcopal Church and one of them tripped and fell on the curb coming toward the Bed and Breakfast due to limited light in that area. She suggested that the town conduct a light survey before someone gets seriously hurt. Ms. Butler thanked Ms. Clark for her comments.

Mr. Rick Bodson stated that he is not a resident of the town; however he has been a stakeholder in the town for years. He stated that he is compelled to make a comment to balance some of the outrages comments that he has listened to for the past fifteen minutes. Mr. Bodson stated that he has attended almost every committee meeting and Town Council meeting for the past four years. He stated that there is a standing joke that when asked if there are any public comments he says the public is happy. This is true because 90% of the time he is the only public at the meetings. He stated that he interprets that as a vote of confidence from 6,000 citizens of Smithfield that you are doing a good job. To be accused of not being ethical and to be challenged for not being committed to historic properties, from his observation, is completely incorrect. He explained that he and Mayor Williams meet every day at Windsor Castle. Mayor Williams has been, essentially, the general contractor for the rehabilitation project for the past 24 months with no compensation for his time and efforts. To say that this Town Council is not committed to this town is wrong. He does not feel that Town Council has been disrespectful. Mr. Bodson stated that for the record he would like for the minutes to show, from the public that has been here more often than anyone else in this room, he totally disagrees with the characterization made of you and your predecessors. Mr. Bodson thanked Town Council for what they do and they have his utmost respect for not walking out and giving up.

2. Pinewood Heights Relocation Project Update – Phase IV – Mr. Saunders stated that for Phase III we have one duplex that is ready for demolition. Staff has been holding this unit back for training by the Police Department. Mr. Saunders explained that in regards to demo in Phase III there were a lot of units where the town only owned one side so demolitions have been slower than in past phases. As we finish up with getting the last property acquired and the last tenants relocated most of the houses will be demolished all at once. Ms. Butler stated that included in the committee posting was a confirmation from the Virginia Department of Housing and Community Development (DHCD) the town has been awarded \$1 million dollars so the town can move forward with Phase IV. This is the last phase on the Pinewood Heights relocation project. A kickoff neighborhood meeting for Phase IV has been scheduled for October 30<sup>th</sup> @ 6:00 p.m. at the Smithfield Center.

3. Closed Session Pursuant to State Code 2.2-3711 A(3) – Disposition of Publicly Held Real Property and A(8) Consultation with Legal Counsel Regarding Specific Legal Matters – The Town Attorney stated that we need to go into closed session for the discussion of disposition of publicly held real property and Consultation with legal counsel on legal matters requiring legal advice. A motion was made by Mr. Pack and seconded by Mr. Hall.

*In closed session @ 4:34 p.m.*

*Out of Closed Session @ 5:57 p.m.*

The Town Attorney stated that we need a motion that during closed session that there was only discussion on of disposition of publicly held real property and Consultation with legal counsel on legal matters requiring legal advice. Vice Mayor Smith made the motion and Mr. Hall seconded the motion. Motion passed.

The meeting adjourned at 3:55 p.m.

# ACTIVITY REPORTS

**SMITHFIELD POLICE DEPARTMENT  
MANAGER'S REPORT  
SEPTEMBER 2018**

**Committees and Projects:**

09/03 Last Day – PD – Officer Wright  
09/04 Swearing In – PD – Christopher Williams  
09/04 Town Council meeting – Center – Chief Howell, Deputy Chief Rogers, Lt. Meier, Sgt. Powell, Sgt. Brady, Sgt. Miller, Officer Johnson  
09/06 Accreditation meeting reference Conference – IOW Sheriff's Office – Kristi Kincaid  
09/07 SCCP Team meeting – PD – Deputy Chief Rogers  
09/10 Mock Assessment – Danville Sheriff's Office – Kristi Kincaid  
09/11 TRIAD meeting – Center – Chief Howell, Sgt. Miller  
09/18 ECC mtg – IOW Courthouse – Chief Howell  
09/18 Crime Line mtg – Center – Lt. Araojo, Sgt. Brady, Annette Crocker  
09/20 Businesses on Main meeting – Taste of Smithfield – Deputy Chief Rogers, Officer McGough  
09/24 Police Committee – Center – Chief Howell, Deputy Chief Rogers  
09/25 SART mtg – IOW Courthouse – Sgt. Brady  
09/25 Vintage Market mtg – Tourism – Deputy Chief Rogers  
09/26 Dispatch mtg – York County – Chief Howell  
09/27 CASA Board mtg – Smithfield Inn – Chief Howell

**Training**

09/05 – 07 TACOPS – Arlington, VA – Sgt. Adams, Officer Wooley (24 hrs.)  
09/10 – 28 SWAT – Chesapeake PD – Sgt. Phillips (120 hrs.)  
09/24 Firearms Instructor – HRCJTA – Officer Wooley (36 hrs.)  
09/29 – 30 Introduction to Unified Command – Emmitsburg, MD – Lt. Meier (16 hrs.)

**Boat**

09/01 Call out for overturned boat near Morgart's Beach – Lt. Meier, Sgt. Powell, Officer Wooley

**Community Relations**

08/24 Neighborhood Watch – Covenant Place – Officer Johnson  
09/01 Back to School Bash – Jersey Park Aps – Sgt. Powell  
09/04 Rotary Club – Wharf Hill – Chief Howell  
09/06 – 28 School Zone – Westside Elementary – Sgt. Powell, Officer Cook, Sgt. Miller, Officer Cooper, Officer Seamster, Officer Polk  
09/08 Safe House Half Marathon – Town – Lt. Meier, Lt. Araojo, Sgt. Brady, Sgt. Miller, Officer Cooper, Officer Polk  
09/08 Game Day – Luter Sports Complex – Sgt. Powell, Sgt. Miller  
09/08 Victory Over Diabetes – Center – Deputy Chief Rogers  
09/09 Award to PD – Bible World Church – Chesapeake – Deputy Chief Rogers  
09/09 9-11 Memorial Service – Trinity UMC – Sgt. Adams, Officer Seamster, Officer Polk, Officer Cooper

09/19 Traffic Control – Kids Come 1<sup>st</sup> – Officer Seamster  
09/20 End of Summer Senior Picnic – Isle of Wight Ruritan Building – Chief Howell  
09/21 Ice Cream with a Cop for NNO award – Ice Cream Parlor – Sgt. Powell, Officer  
Wooley  
09/22 Ruritan Car Show – Town – Lt. Araojo  
09/26 Homework Station – Jersey Park/Woods Edge Apts. – Officer Polk  
09/29 Vintage Market – Town – Sgt. Adams, Officer Seamster, Officer Cook, Officer  
Cooper  
09/29 Traffic Control – Luter Sports Complex – Town – Sgt. Phillips, Sgt. Powell

## **Investigative Report**

**IBR#:** 2018-00686  
**Offense:** Possession of Heroin; Cocaine  
**Location:** 200 block Smith Drive  
**Date:** 09/21/18

Officers responded to a residence to serve a felony warrant. Upon making contact with the residents, the wanted subject was located and taken into custody. A consent search of the residence was obtained and both heroin and cocaine were found. Two of the residents were charged with narcotics possession.

**IBR#** 2018-00667  
**Offense:** Child abuse  
**Location:**  
**Date:** 09/09/18

(IoW) Department of Social Services notified Investigations of a 21 month old child who was admitted to CHKD with a fractured femur. The child resides with her family within the Town limits. The investigation revealed the father was upset, he used excessive force when opening the bathroom door. The baby was crushed between the bathroom door and bathtub; he jerked the baby off the floor, threw her onto the bed and then fell on top of her. The child received emergency surgery for her fracture. The father was charged with Felony child abuse and malicious wounding.

**IBR#:** 2018-00632  
**Offense:** M/V theft  
**Location:** 601 North Church  
**Date:** 08/29/18

Officers responded to Smithfield Farmland Group truck security gate in reference to a stolen vehicle. A security vehicle with the keys left in it had been stolen from the guard gate area. The investigation revealed a security guard had been giving an employee a ride to and from work. The friend was leaving work early and colluded with the security guard to steal the vehicle. Along with the vehicle theft, the suspect took a keyring of keys to every door to the plant. Contact was made the suspect by phone who agreed to return the keys for a fee. He was taken into custody and charged with motor vehicle theft. The security guard was also charged with grand larceny.



# Parks and Recreation Operation Update

## September 2018

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
						Courtney Off 8:00 AM - 6:00 PM WC Riverfront 9:00 AM Jowers-Davis Wedding 12:00 PM - 12:00 AM SC MHSu 5:00 PM Whitley-Corp Reception
2	3	4	5	6	7	8
Courtney Off 10:00 AM - 12:00 AM SC MHSu 6:00 PM Luttrell and Hamner Reception 11:00 AM - 9:00 PM WC Riverfront 12:00 PM Luttrell and Hamner Wedding	Labor Day - Sat Rate Courtney Off	5:00 PM - 6:00 PM SC Kitchen 5:00 PM Kitchen Dish Clean & Inventory 5:00 PM - 7:00 PM SC C&D 5:30 PM WCFB Meeting 7:00 PM - 9:00 PM SC A&B 7:30 PM Town Council	8:30 AM - 10:00 AM SC C&D 8:30 AM Smithfield 2020	7:00 AM - 4:00 PM SC C&D 7:00 AM Smithfield Foods Quintiq Training		6:00 AM - 12:00 PM WC Riverfront 6:00 AM Safe House Half Marathon & 5K 7:00 AM - 3:00 PM SC MHSu 9:00 AM Victory Over Diabetes Smithfield Health and Wellness Expo 9:00 AM - 10:00 AM WC Canoe/Kayak 9:00 AM Roaming Yoga
9	10	11	12	13	14	15
10:00 AM - 5:00 PM WC Picnic 11:00 AM Trinity Church	8:00 AM - 1:00 PM SC Suites 8:00 AM Carpet Cleaning	9:00 AM - 10:15 AM SC C&D 9:00 AM TRIAD Salt Council 9:00 AM - 5:00 PM SC MH 9:00 AM Smithfield Foods Town Hall Meeting 4:00 PM - 5:00 PM SC C&D 4:00 PM Pinewood Heights Team Management Meeting	7:00 AM - 3:00 PM SC MHSu 10:00 AM Smithfield Foods Town Hall Meeting 5:30 PM - 6:45 PM SC Deck 5:30 PM WC Restoration Committee	IOW Fair	IOW Fair	IOW Fair
16	17	18	19	20	21	22
IOW Fair	7:00 AM - 4:00 PM SC C&D, SC MH 8:30 AM Tyler Virginia User Group	9:00 AM - 11:00 AM SC C&D 9:00 AM Schoolhouse Committee 11:30 AM - 2:00 PM SC C&D 11:30 AM Crime Line Meeting 7:00 PM - 8:30 PM SC A&B 7:00 PM BHAR	8:00 AM - 5:00 PM SC A&B, SC C&D 8:30 AM Smithfield IT Meeting 9:00 AM - 5:00 PM SC MH 10:00 AM Department of Veteran Services Event	8:00 AM - 3:00 PM SC Suites 10:00 AM Smithfield Women's Club 11:00 AM - 7:00 PM Town Streets 11:00 AM Smithfield Foods Event-Officer Request 2:00 PM - 10:00 PM SC MH 6:00 PM Officer of Elections Appreciation Party	10:00 AM - 6:00 PM SC MHSu 10:00 AM Hackenberg and Hayes Wedding and Reception	8:00 AM - 3:00 PM Town Main Street 9:00 AM Ruritan Car Show 12:00 PM - 11:00 PM SC MHSu 2:30 PM Hackenberg and Hayes Wedding and Reception 6:00 PM - 11:00 PM WC Canoe/Kayak 6:00 PM Moonlight Paddle
23	24	25	26	27	28	29
10:00 AM - 10:00 PM SC MHSu 2:00 PM Branson and Pierce Wedding and Reception 1:00 PM - 11:00 PM WC Riverfront 2:00 PM SVAE Event at Barns	4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	4:00 PM - 6:00 PM SC C&D 4:00 PM Committee Meetings	8:00 AM - 5:00 PM SC MHSu 8:00 AM HVAC Duct Detector Installation	12:00 PM - 10:00 PM SC C&D 12:00 PM Envisioning the Isle Update 7:00 PM - 9:00 PM SC MH 7:00 PM SRA Membership Meeting	2:00 PM - 5:00 PM SC MHSu 2:00 PM Edwards and Berryman Set-Up 4:00 PM - 5:30 PM Town Streets 4:00 PM Smithfield Homecoming Parade	6:00 AM - 6:30 PM Town Main Street 9:00 AM Autumn Vintage Market 10:00 AM - 12:00 AM SC MHSu 4:30 PM Edwards and Berryman Reception
30						
10:00 AM - 9:00 PM SC MHSu 3:00 PM Hill and Adou Wedding and Reception						

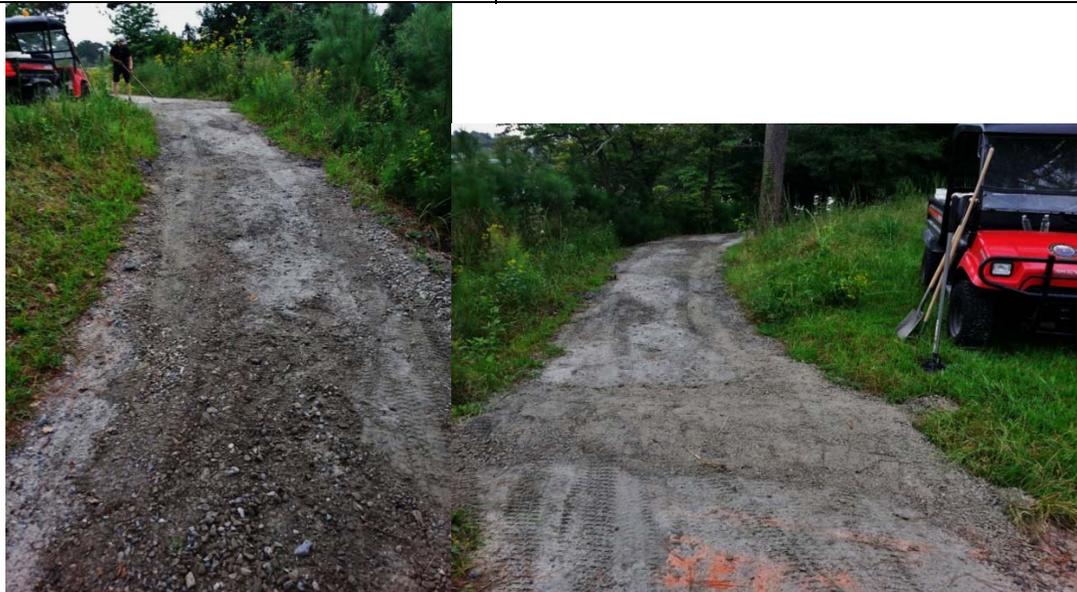
Upcoming Special Events & Park Programming			
Day	Date	Event	Location
Sat	Oct 6	Bacon Fest	Windsor Castle Park
Sat	Oct 13	Hog Jog and Souper Saturday	Downtown Streets
Thu	Oct 18	Smithfield Center Bridal Show Express	Smithfield Center
Sat	Oct 20	Isle of Wight Schools Education Foundation Gala	Smithfield Center
Thu	Oct 25	Isle of Wight Academy Cross Country Meet	Windsor Castle Trails
Sat	Oct 27	Horepower on Main Street Car Show	Main Street
Wed	Oct 31	Hamoween	Downtown Streets

**Parks and Recreation Operation Update**  
September 2018

<b>Smithfield Center</b>	
<b>Events for September 2018</b>	
<b>Total Events</b>	<b>27 Events</b>
<b>Events discounted 100%</b>	<b>12 events</b>
<b>Events discounted 50%</b>	<b>3 events</b>
<b>Deposit Totals for September 2018</b>	
<b>Smithfield Center Deposits</b>	<b>\$16,033.78</b>
<b>Town Services Deposits (police, public works and park impact fees)</b>	<b>\$00.00</b>

<b>Kayak Rentals</b>		<b>Trail Doctor Projects and Hours</b>	
Total Sales as of 7/19/18	<b>\$ 9594</b>	Volunteer Hours Earned since January 2018-	
Averaging Per Weekend	\$ 479	<b>369 Hours</b>	
Staffing Hours	\$ 3420	<b>Projects completed</b>	
<b>Net after Staffing Hours</b>	<b>\$ 6174</b>	<b>Trail Repair and Maintenance</b>	
		Dry wells and Drainage Ditches Cleaned	
		Tree of Heaven Inspection	
		Stilt Grass Eradication	
		Painting Signs	
		Pruning and Weeding	
<b>People Counter Data: Windsor Castle Smithfield Station Bridge (moved here January 2018)</b>			
Daily Average: <b>295</b>		Busiest Day of the Week: <b>Sunday</b>	
Busiest Days	Thursday, August 23 (573)	Monday, September 03 (499)	Sunday, August 26 (474)

<b>Trail Doc Pictures of Completed Projects</b>	
Repair of erosion	New Berm built to divert water flow



# Parks and Recreation Operation Update

September 2018

## Luter Sports Complex Updates

We had our first game day on Saturday, September 8<sup>th</sup>. Smithfield Recreation used all 4 baseball fields for games throughout the day and Smithfield Pop Warner Football used the football field for 4 games. The threat of Hurricane Florence cancelled all games for the weekend of September 15<sup>th</sup>.

## Clontz Park Boat Ramp Updates

### Proposed Progress Schedule

- Stake out of parking lot boundaries for parking lot: September 24-28, 2018
- Mobilization of equipment for installation of parking lot: October 1-5, 2018
- Strip top soil, grade subsurface in order to install gravel for parking lot area: October 8-31, 2018
- Marine construction equipment mobilization: January 7-11, 2019
- Demo boardwalk for access: January 14-18, 2019
- Install jetties and cofferdam: January 21-25, 2019
- Grade to elevation and pour concrete ramp: January 28-February 8, 2019
- Drive pilings and install gangway down to floating docks: February 11-22, 2019
- Removal of cofferdam and demobilization: February 25-March 1, 2019

## Park Projects

Completed	Project Name	Location	Applicant Name
	Interpretative Signage for Windsor Castle Park	Windsor Castle Park	Master Naturalist
	Purple Mailbox	Windsor Castle Main Parking Area	Relay for Life-Pam Jordan
	Planting of Flower Beds at Playscape	Windsor Castle Playscape	Girl Scout Troop 1404 -Wendy Reagle
	QR Coded Signs for the Visually Impaired	Windsor Castle	Matthew Lemon, troop 36
	Install Lions Club Time Capsule	Windsor Castle	Lions Club/Leo Club-Terry Castengay
2018	A Walk in the Park	Windsor Castle	Smithfield Middle School/Dolphin Team
2018	Oyster Restoration	Windsor Castle	Windsor High School, Originally -Kelly Davis, Chesapeake Bay Foundation
2018	Monarch Butterfly Habitat	Windsor Castle	Ruth Meredith, Smithfield Middle 7 <sup>th</sup> Graders, Boy Scout Troop 7

## Parks and Recreation Operation Update

September 2018

2018	Edible Garden	Windsor Castle	Jennifer Smith, Smithfield Middle School
2018	Haydens Lane Painted Benches	Haydens Lane	Smithfield High School Art Class
2018	Benches for Playscape	Windsor Castle Playscape	Cooper Boley-Eagle Scout
2017	Compass Course	Windsor Castle	Kyle Rutherford-Eagle Scout
2016	Pop Up Library	Haydens Lane	Alex Simmons, Isle of Wight Academy
2016	Wood Duck Boxes	Windsor Castle	Ashlynn Newberry, Girl Scout Troop 622
2016	Bike Path Repairs	Windsor Castle Bike Path	Jacob Thomas, Eagle Scout
2015	Bluebird Houses	Windsor Castle	Linda Langdon, Virginia Master Naturalist
2015	Dog Agility Course	Windsor Castle Dog Park	Daniel Brower, Boy Scouts Troop 36
2016	Fishing Line Receptacles	Windsor Castle Fishing Pier	Claudia Lee, Virginia Master Naturalist
2014	Tree Identification	Windsor Castle	Girl Scout Troop 622

## **Smithfield/Isle of Wight Tourism Activity Report –SEPTEMBER 2018**

- Town Council 9/4/18.
- Special Event sign distribution meeting 9/4/18.
- Smithfield 2020 meeting 9/5/18.
- Event budget meeting with Event Coordinator and Marketing & PR Mgr. 9/5/18.
- PDCCC Board Meeting 9/6/18.
- CSLI (Chamber Student Leadership Institute) meeting 9/6/18 and 9/11/18.  
Director of Tourism is coordinating the program again this year. First session held 9/19/18. Sessions will be held monthly. 16 students from SHS, WHS, IWA and NSA. All High School juniors who are competitively chosen.
- County Agenda Review meeting 9/6/18.
- VTC Marketing Leverage Grant meeting with Newport News, Williamsburg and Hampton 9/7/18. Toast of the Coast grant being applied for with these partners. Newport News will be the lead partner.
- VRLTA monthly government affairs conference call 9/7/18.
- 17<sup>th</sup> Century Living History event at Historic Saint Luke's 9/8/18.
- Pie Contest 300 Block of Main Street 9/9/18.
- Tourism monthly staff meeting 9/10/18.
- CVTA (Coastal VA Tourism Alliance) Advocacy Committee meeting 9/10/18.  
Director of Tourism is President this year.
- ERT meeting 9/11/18. ERT Activated for Hurricane Florence. Shelter opened 9/13/18. Director of Tourism manned shelter as well as served as Communications/PIO for event. County closed 9/14/18.
- County Fair cancelled due to weather 9/13-16/18. Salty Southern Route Launch postponed due to weather. To be re-scheduled.

- Attended County Seafood Fest 9/12/18.
- Farmer's Market Board Meeting 9/17/18.
- CVTA General Monthly Meeting 9/18/18.
- Director of Tourism was speaker for Rotary 9/18/18.
- VADMO (VA Assoc. of Destination Marketing Organizations) Board Meeting Conference Call 9/19/18.
- SVAE (Smithfield VA Events) Board Meeting 9/19/18. SVAE Ribbon Cutting event 9/23/18.
- CIS (Christmas in Smithfield) Advertising meeting 9/20/18.
- Board of Supervisors Meeting 9/20/18. Lois Tokarz, Tourism Marketing & PR Manager received the Public Service Award from the County at this meeting for her graphic design and marketing work with the entire County, which has realized huge cost savings.
- Change of Management for the Farmer's Market. Meredith Marchant resigned as the Farmer's Market Manager but will remain as the Manager for both the Smithfield Holiday Evening Market and the Carrollton Holiday Evening Market. Cheryl Ketcham will step back in as the Farmer's Market Manager until the end of the season and another Market Manager can be named.
- County Staff Meeting 9/24/18.
- PDCCC Foundation Golf Tournament 9/24/18.
- Council Committees 9/24 and 9/25/18.
- IOW County Fair Committee 9/24/18.
- Docent Staff Meeting 9/25/18.
- Vintage Market meeting 9/26/18.
- NEW Fall Event meeting 9/26/18.
- County COMP PLAN Feedback Session 9/27/18.
- COX Media meeting 9/28/18.

- Fall Vintage Market on Main Street 9/29/18. 9-4
- VML Exhibit booth Hampton Convention Center 9/30/18. .
- Tourism Facebook postings and tweets throughout month. Update website events and *Where the Locals Go* event promotion newsletter weekly. This e-newsletter combines tourist events and the Farmer's Market information.

Upcoming Events: See [www.VisitSmithfieldVa.com](http://www.VisitSmithfieldVa.com) for more details!



*Town of Smithfield*  
*Isle of Wight County Museum*

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**September 2018 Report**

J.L. England, Museum Director

## Notable

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- Volunteer hours: 64
- The museum was closed for Labor Day on Sept. 3.
- The museum was closed on Sept. 14 and 15 due to Hurricane Florence. The museum suffered no ill effects due to the storm.
- Thanks to Isle of Wight County Public Works for updating the lighting in our basement with LED lights and for fixing our front door. The latter has been sticking due to a malfunctioning hardware mechanism further complicated by the recent uptick in humidity.
- **Pan Ham Photo Contest.** Winners of this annual photo contest were announced on Sept. 12. All entries were posted on our website: <https://bit.ly/2zsvrhp>



### FIRST PLACE

David Hostetler  
of Okinawa, Japan  
Mount Fuji, Japan



### SECOND PLACE

Joel Hilton  
of Chesapeake, Va.  
Colorado Springs, Co..



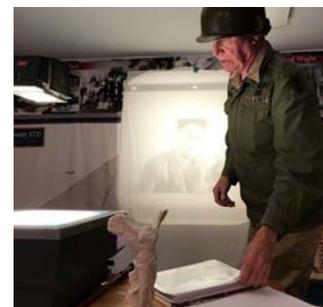
### THIRD PLACE

Wendy Billue  
of Suffolk, Va.  
Chisneau, Moldova

## Museum Stats and Updates

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- Visitation: 501
- Special Events
  - **Sept. 13. Tell Me A Story.** This program, geared for children ages 3 to 5, introduces youngsters to the symbols of Isle of Wight and features books, songs and games. Theme: Pigs. Event cancelled due to inclement weather. 0 attendees.
  - **Sept. 22. Battle of Smithfield Walking Tour.** Meet a Union soldier at the museum for a lecture and a walk down Church Street as he details his experiences in this battle. 2 attendees.
  - **Sept. 22. Legacy of Writers.** This event, hosted by the Isle of Wight Writers Group, commemorated the more than 50 published authors in the county from the mid-19<sup>th</sup> century to the present. Several events took place in Smithfield including a lecture at the museum chronicling the literary history of the town and county. 5 guests.
  - **Sept. 23. Armageddon on Our Doorstep: How Warwick County & Isle of Wight County Prevented an Atomic Bomb Attack.** Learn of local defenses used to combat the Cold War during the Communist Red Scare of the 1950s when every schoolchild learned to “duck and cover.” Isle of Wight County manned missile batteries at Site N-75L/C - now Nike Park – while Warwick County, just across the James River, was safeguarded by the Camp Patrick Henry Nike anti-aircraft missile site N-85L/C. 10 attendees.



- Groups/tours
  - Sept. 4. Westside Elementary School and Luter YMCA Before/After. 15 students.
  - Sept. 5. The Chesapeake, Newport News. 23 guests.
  - Sept. 18. Creative Writing Class, Smithfield High School. 29 students.
  - Sept. 20. Senior Center of York, Yorktown. 14 guests.



- Gift Shop. No updates.
- Exhibit Update
  - Between Two Rivers. Under research and development.
  - Online Exhibit: African-Americans in Isle of Wight County. Under research and development.
  - 1750 Courthouse. Ongoing.
  - Civil War. Impending modification will incorporate newly obtained artifacts. Awaiting preliminary designs.
- Artifact Donations/Additions
  - 1913 Edison phonograph. To be used as a utility piece.
- Staff Training/Requirements. None.

## Financials

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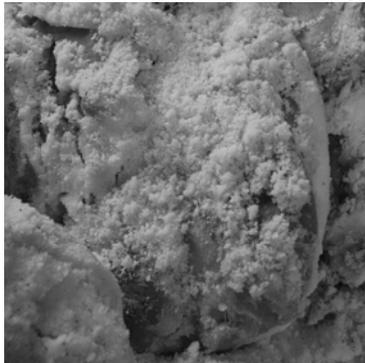
- |                                    |                    |
|------------------------------------|--------------------|
| • Gift Shop Sales (including tax): | \$ 694.82          |
| • Donations:                       | \$ 0.00            |
| • Admission:                       | \$ 772.00          |
| • Program/Lecture Fees:            | \$ 0.00            |
| <b>Total Monthly Deposit:</b>      | <b>\$ 1,466.82</b> |

## Social Media/Online Presence

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- Visit our website at [www.historicisleofwight](http://www.historicisleofwight) or [www.hamcamva.com](http://www.hamcamva.com).
- **LIVE at 12:05.** Each Tuesday and Thursday, we host Periscope/Meekrat-like broadcasts on our Ham Cam. Our segments highlight events at the museum, announcements or artifacts from our collection. Tune in each Tuesday and Thursday at 12:05 p.m. to see what we're doing: [www.hamcamva.com](http://www.hamcamva.com). **If you miss these broadcasts, they are available for viewing on our Facebook page.**
- **Facebook:** Isle of Wight County Museum & Historic Sites: 1,937 likes. Daily posts.
- **Facebook:** World's Oldest Ham: 114 likes. Semi-weekly posts.
- **Twitter.** @WorldsOldestHam. The world's oldest ham has his own account. 422 followers.
- **Instagram.** @Isleofwightcountymuseum. 241 followers.

- **Google Reviews.** 4.6/5 overall rating.
- **TripAdvisor.** 4.5/5 star overall rating.
- **Yelp.** 4.5/5 star overall rating.
- **Foursquare/Swarm.** 7.3/10 rating.
- **TripAdvisor Review.** Sept. 16 by mjilly: *Such a cute old-time museum! We wanted to try something different in the Williamsburg area after enjoying all the water park and coasters at Busch Gardens. So we hopped on the water ferry (loved it!) to Surry County and walked around the town. This museum was very inexpensive (kids free) and had all sorts of old-fashioned displays showing the history of this area. My kids really enjoyed digging for Shark Teeth and taking one home for free! They liked to dress up and liked smelling the different spices/rubs for the meat. Of course, we had to see the oldest peanut and oldest ham in the world!! Afterwards we explored the town (little gardens with painted colorful benches), saw the metal pig sculptures, ate ice cream and brought home goodies from the bakery. This is definitely a must do in town, just for that authentic, back-home country feel!*
- **New video.** The museum produced a video about the making of a Smithfield ham. It is posted on our newly revamped webpage about programming topics for students, groups and organizations: <https://www.historicisleofwight.com/educational-programs--lectures.html>
- **Ask a Curator.** This annual social media challenge, held this year on Sept. 12, encourages people to contact museum curators with questions of all kinds. Curator Tracey Neikirk engaged with several people from out of the area.
- **Archives Life Challenge.** For a week beginning on Sept. 7, the World's Oldest Ham was challenged on Twitter to post black and white pictures reflecting #ArchivesLife and #LibraryLife. "No humans. No explanations." This was the first image posted:



## Media Coverage/Promotion/Advertising/Lobbying

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- Various pieces in area publications about our walking tours and special events.
- Sept. 5. *Smithfield Times*. Article: Soft landing for ship's eagle
- Sept. 18. *Suffolk News-Herald*. Article: Nike Park promotes local history - <https://www.suffolknewsherald.com/2018/09/18/nike-park-promotes-local-history/>

## Outreach Lectures & Events

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- Sept. 19. Warwick County Historical Society, Newport News. 53 guests.
- Sept. 27. Smithfield Kiwanis Happy Hour. 8 guests.

## Windsor Castle

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- No updates.

## Fort Boykin

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- New signage. A meeting with several contractors via Miss Utility was held on September 24 to discuss the signage locations to ensure that there were no conflicts with lines. No conflicts were discovered. Installation will happen soon.

## Fort Huger

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- **Sept. 22. Fort Huger Walking Tour.** Visit this Civil War fort and learn the significance of this gateway to the Confederate capital. Tour meets at Fort Huger, 15080 Talcott Terrace. 2 guests.

## Nike Park

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- No updates.

## Boykin's Tavern

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- The restoration and repair project is proceeding without issue.

## Meetings

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- Sept. 11. Town of Smithfield Department Head Hurricane Florence preparation discussion.
- Sept. 11. Isle of Wight County Museum Foundation.
- Sept. 12. Pamplin Park.
- Sept. 20. Genuine Merchants of Downtown Smithfield.
- Sept. 26. Tourism. Meeting to discuss 2019 events.

## Trainings/Safety

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- Sept. 21. Wikipedia Edit-A-Thon. Hosted by Jamestown Settlement and Wikimedia.

# Selections from Our Website and Social Media



September 6

The World's Oldest Ham received a postcard from fellow museum mascot Gale the Griffin at Phelps Mansion Museum in New York.

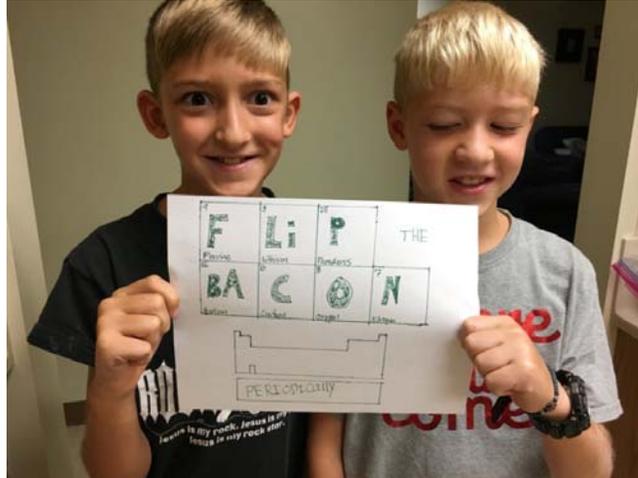


World's Oldest Ham @Worldsoldestham · Sep 11

Over the weekend, someone left a peanut (apparently older than 1890) for the World's Oldest Peanut - rather akin to leaving a stick of butter in Julia Child's exhibit at the @smithsonian. The staff and I were greatly amused.

#foundapeanut





**September 19**

Two of our fans were feeling hungry and thinking about chemistry at the same time!



**September 21**

A photo of cotton growing in Isle of Wight County.  
By 1616, colonists were growing cotton along the James River in Virginia.



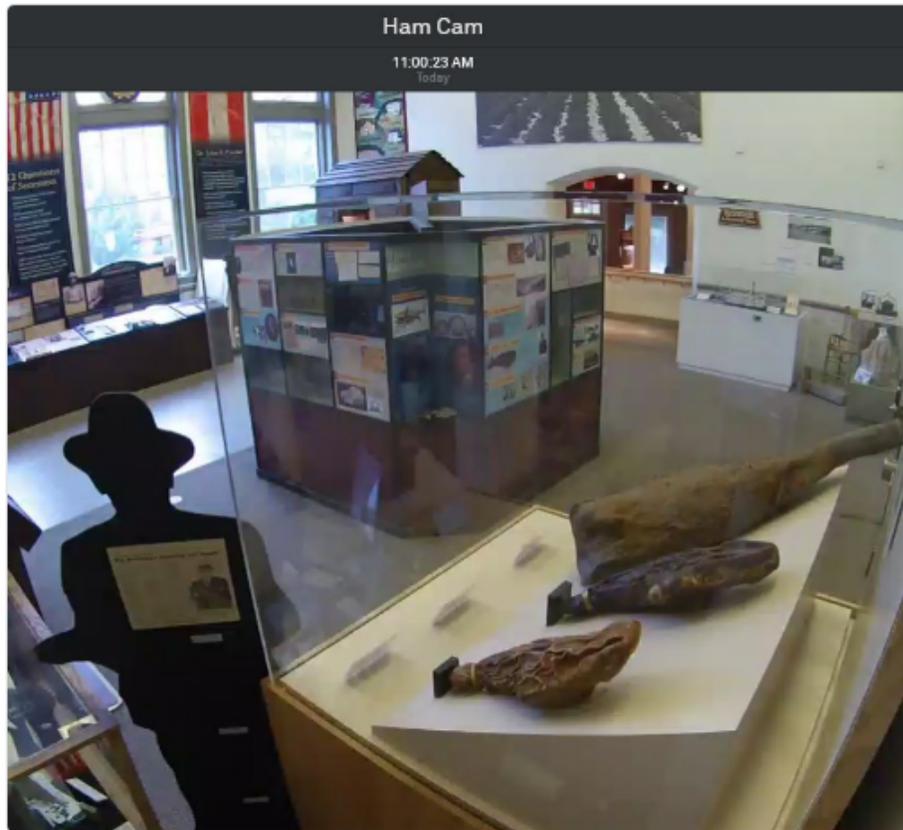
**September 26**

Red-tailed hawk on exhibit in the museum.  
This raptor the most common member of the *buteo* group. It is recognizable by its chunky build, broad wings and short wide tail. They weigh less than 3 pounds and stand about 2 feet tall with a 4-foot wingspan. The telltale red tail color is most noticeable when an adult is in flight.



**World's Oldest Ham** @Worldsoldestham · Sep 27

Me in my case having some [#ThursdayThoughts](#).



**September 29**

Happy [#NationalCoffeeDay!](#)

## ZONING PERMITS SEPTEMBER 2018

PERMIT #	CONSTRUCTION TYPE	PROJECT	ADDRESS	CONTRACTOR/ OWNER
6980	CONNECT TO TOWN SEWER	BATTERY PARK ROAD	19531 BATTERY PARK ROAD	ERIC HARRISON
6981	PRIVACY FENCE	RED POINT HEIGHTS	504 JORDAN AVENUE	SACCONO CUSTOM BUILDERS CAMMY FRAISER
6982	ADDITION	MOONEFIELD	36 DASHIELL DRIVE	PAUL PAGE
6983	NEW RESIDENTIAL HOME	CYPRESS CREEK	100 GULLANE	HHHUNT HOMES
6984	NEW RESIDENTIAL HOME	LAKEVIEW COVE	1201 LAKEVIEW COVE BUILDING 2 UNIT C	RYAN HOMES
6985	NEW RESIDENTIAL HOME	LAKEVIEW COVE	1202 LAKEVIEW COVE BUILDING 2 UNIT B	RYAN HOMES
6986	NEW RESIDENTIAL HOME	LAKEVIEW COVE	1203 LAKEVIEW COVE BUILDING 2 UNIT A	RYAN HOMES
6987	NEW RESIDENTIAL HOME	LAKEVIEW COVE	801 LAKEVIEW COVE UNIT A	RYAN HOMES
6988	NEW RESIDENTIAL HOME	LAKEVIEW COVE	802 LAKEVIEW COVE UNIT B	RYAN HOMES
6989	NEW RESIDENTIAL HOME	LAKEVIEW COVE	803 LAKEVIEW COVE UNIT C	RYAN HOMES
6990	NEW RESIDENTIAL HOME	LAKEVIEW COVE	804 LAKEVIEW COVE UNIT D	RYAN HOMES
6991	NEW RESIDENTIAL HOME	LAKEVIEW COVE	805 LAKEVIEW COVE UNIT E	RYAN HOMES
6992	NEW RESIDENTIAL HOME	LAKEVIEW COVE	806 LAKEVIEW COVE UNIT F	RYAN HOMES
6993	INTERIOR RENOVATIONS TO COMMERCIAL BUILDING	VAUGHAN TECH	932B S. CHURCH STREET	CLAY VAUGHAN
6994	FENCE	WELLINGTON ESTATES	313 QUEEN COURT	BRIAN KIEFFER

# FYI ITEMS

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
<b>Revenue</b>						
<b>General Fund revenues</b>						
<b><u>General Fund revenues</u></b>						
<b><u>Real Estate Tax</u></b>						
Current RE Tax	03-100-311010-0000-30001	1,731,553.00	-		1,731,553.00	0.00%
Delinquent RE Tax	03-100-311010-0000-30002	15,000.00	1,351.33	<b>1</b>	13,648.67	9.01%
Current RE Penalty	03-100-311060-0000-30005	4,000.00	-		4,000.00	0.00%
Delinquent RE Penalty	03-100-311060-0000-30005	1,500.00	152.67		1,347.33	10.18%
Current RE Interest	03-100-311060-0000-30006	500.00	-		500.00	0.00%
Delinquent RE Interest	03-100-311060-0000-30006	3,000.00	209.51		2,790.49	6.98%
<b>Total Real Estate Taxes</b>		<b>1,755,553.00</b>	<b>1,713.51</b>		<b>1,753,839.49</b>	<b>0.10%</b>
<b><u>Personal Property Tax</u></b>						
Current PP Tax	03-100-311030-0000-30001	625,000.00	-		625,000.00	0.00%
Delinquent PP Tax	03-100-311030-0000-30002	20,000.00	5,458.24	<b>2</b>	14,541.76	27.29%
Current PP Penalty	03-100-311060-0000-30005	13,000.00	-		13,000.00	0.00%
Delinquent PP Penalty	03-100-311060-0000-30005	12,000.00	1,711.36		10,288.64	14.26%
Current PP Interest	03-100-311060-0000-30006	700.00	-		700.00	0.00%
Delinquent PP Interest	03-100-311060-0000-30006	800.00	1,487.00		(687.00)	185.88%
<b>Total Personal Property Tax</b>		<b>671,500.00</b>	<b>8,656.60</b>		<b>662,843.40</b>	<b>1.29%</b>
<b><u>Public Service Corporations Tax</u></b>						
Current RE Tax	03-100-311020-0000-30001	31,000.00	-		31,000.00	0.00%
Current PP Tax	03-100-311020-0000-30001	400.00	-		400.00	0.00%
<b>Total Public Service Tax</b>		<b>31,400.00</b>	<b>-</b>		<b>31,400.00</b>	<b>0.00%</b>
<b><u>Miscellaneous Receipts Over/Short</u></b>						
<b>Total Over/Short</b>	03-100-311060-0000-30007	<b>20.00</b>	<b>(0.49)</b>		<b>20.49</b>	<b>-2.45%</b>
<b><u>Other Local Taxes</u></b>						
Franchise Tax	03-100-312040-0000-31203	150,000.00	-	<b>3</b>	150,000.00	0.00%
Cigarette Tax	03-100-312080-0000-31204	176,000.00	34,545.00	<b>4</b>	141,455.00	19.63%
Transient Occupancy Tax	03-100-312101-0000-31205	190,000.00	-	<b>5</b>	190,000.00	0.00%
Meals Tax-4.25%	03-100-312110-0000-31211	1,154,130.00	70,943.85	<b>6</b>	1,083,186.15	6.15%
Meals Tax-2%	03-100-312110-0000-31212	547,460.00	35,471.93	<b>6</b>	511,988.07	6.48%
Sales Tax	03-100-312010-0000-30009	357,000.00	-	<b>7</b>	357,000.00	0.00%
Consumption Tax	03-100-312020-0000-31202	49,000.00	4,492.00	<b>8</b>	44,508.00	9.17%
Utility Tax	03-100-312020-0000-31201	192,000.00	16,544.40	<b>8</b>	175,455.60	8.62%
Business Licenses	03-100-312030-0000-31208	375,000.00	6,903.27	<b>9</b>	368,096.73	1.84%
Business Licenses Penalty	03-100-312030-0000-31209	4,000.00	147.73		3,852.27	3.69%
Business Licenses Interest	03-100-312030-0000-31210	225.00	30.35		194.65	13.49%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Peg Channel Capital Fee	03-100-312040-0000-30054	1,985.00	491.50		1,493.50	24.76%
Vehicle License	03-100-312050-0000-32018	241,000.00	4,047.43	<b>10</b>	236,952.57	1.68%
<b>Total Other Local Taxes</b>		<b>3,437,800.00</b>	<b>173,617.46</b>		<b>3,264,182.54</b>	<b>5.05%</b>
<b><u>Licenses, Permits &amp; Fees</u></b>						
Permits & Other Licenses	multiple accounts	18,000.00	1,180.00	<b>11</b>	16,820.00	6.56%
Inspection Fees-Subdivision	03-100-313030-0000-30030	4,000.00	300.00	<b>12</b>	3,700.00	7.50%
Administrative Collection Fees-DMV Stops	03-100-311070-0000-31307	10,000.00	1,800.00		8,200.00	18.00%
WC Dog Park Registration	03-100-313030-0000-30043	1,000.00	120.00		880.00	12.00%
Consultant Review Fees	03-100-313030-0000-30028	5,000.00	150.00		4,850.00	3.00%
<b>Total Licenses, permits and privilege fees</b>		<b>38,000.00</b>	<b>3,550.00</b>		<b>34,450.00</b>	<b>9.34%</b>
<b><u>Fines &amp; Costs</u></b>						
Fines & Costs	03-100-314010-0000-30055	60,000.00	-	<b>13</b>	60,000.00	0.00%
<b>Total Fines &amp; Forfeitures</b>		<b>60,000.00</b>	<b>-</b>		<b>60,000.00</b>	<b>0.00%</b>
<b><u>From Use of Money and Property</u></b>						
General Fund Interest	03-100-315010-0000-31501	20,000.00	13,342.57		6,657.43	66.71%
Rentals	03-100-315020-0000-30110	72,339.00	6,857.70	<b>14</b>	65,481.30	9.48%
Smithfield Center Rentals	03-100-315020-0000-30111	160,000.00	27,609.74	<b>15</b>	132,390.26	17.26%
Smithfield Center Vendor Programs	03-100-315020-0000-30113	4,250.00	-		4,250.00	0.00%
WC Rentals	03-100-315020-0000-30119	10,000.00	-		10,000.00	0.00%
Sports Complex Rentals	03-100-315020-0000-30120	10,000.00	-		10,000.00	0.00%
Park Impact Fees	03-100-315020-0000-30118	20,000.00	-		20,000.00	0.00%
Kayak Rentals	03-100-315020-0000-30015	9,000.00	5,360.00	<b>16</b>	3,640.00	59.56%
Special Events	03-100-315020-0000-30013, 30014	25,000.00	1,035.00		23,965.00	4.14%
Fingerprinting Fees	03-100-318990-0000-30048	1,400.00	190.00		1,210.00	13.57%
Museum Admissions	03-100-315020-0000-30115	4,000.00	-		4,000.00	0.00%
Museum Gift Shop Sales	03-100-318990-0000-30016	10,000.00	2,331.68		7,668.32	23.32%
Museum Programs/Lecture Fees	03-100-318990-0000-30017	2,000.00	-		2,000.00	0.00%
Sale of Equipment/Buildings	03-100-341020-0000-31405	10,000.00	1.00		9,999.00	0.01%
Lease of Land	03-100-315020-0000-30017	600.00	-		600.00	0.00%
<b>Total revenue from use of money and property</b>		<b>358,589.00</b>	<b>56,727.69</b>		<b>301,861.31</b>	<b>15.82%</b>
<b><u>Miscellaneous Revenue</u></b>						
Other Revenue	multiple accounts	2,100.00	176.00		1,924.00	8.38%
Virginia Municipal Group Safety Grant	03-100-318990-0000-31110	4,000.00	-		4,000.00	0.00%
<b>Total Miscellaneous Revenue</b>		<b>6,100.00</b>	<b>176.00</b>		<b>5,924.00</b>	<b>2.89%</b>
<b><u>From Reserves</u></b>						
Restricted Reserves-Police Department (CD)	N/A		-		-	0.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Reserves-Pinewood Escrow	N/A		-		-	0.00%
Reserves-Restricted for Ball Fields	N/A		-		-	0.00%
Reserves-Prior year loan reserves	N/A	1,539,553.00	300,000.00	<b>17</b>	1,239,553.00	19.49%
From Operating Reserves-changes orders/rollover ballfields	N/A		469,287.66	<b>18</b>	(469,287.66)	0.00%
<b>Total From Reserves</b>		1,539,553.00	769,287.66		770,265.34	49.97%
<b><u>Intergovernmental Virginia</u></b>						
Law Enforcement	03-100-322010-0000-34011	172,903.00	-		172,903.00	0.00%
Litter Control Grant	03-100-322010-0000-34010	3,151.00	-		3,151.00	0.00%
Communications Tax	03-100-322010-0000-34008	221,000.00	-		221,000.00	0.00%
Rolling Stock	03-100-322010-0000-34001	125.00	137.08		(12.08)	109.66%
Rental Tax	03-100-322010-0000-34002	3,800.00	1,425.94		2,374.06	37.52%
PPTRA State Revenue	03-100-322010-0000-34014	240,795.00	240,794.89	<b>19</b>	0.11	100.00%
TRIAD Grant	03-100-322010-0000-34017	2,250.00	-		2,250.00	0.00%
Fire Programs	03-100-322010-0000-34012	26,250.00	-		26,250.00	0.00%
VCA Grant	03-100-322010-0000-34005	4,500.00	-		4,500.00	0.00%
VMRC Grant-boat ramp	not yet assigned	410,000.00	-		410,000.00	0.00%
Port of VA Grant-boat ramp	not yet assigned	56,000.00	-		56,000.00	0.00%
State Grant-Boat Ramp	not yet assigned	160,000.00	-		160,000.00	0.00%
SNAP Program	03-100-322010-0000-34016	-	-		-	0.00%
<b>Total State Revenue</b>		1,300,774.00	242,357.91		1,058,416.09	18.63%
<b><u>Intergovernmental Federal</u></b>						
Police Federal Grants		0.00	8,460.00	<b>20</b>	(8,460.00)	100.00%
VDEM Grant (federal portion)					-	0.00%
Urban Fund Projects						0.00%
Right turn lane-Joseph W Luter Jr Sports Complex	03-100-331010-0000-35008	731,864.00			731,864.00	0.00%
Benns Church/Route 258/Route 10 Bypass intersection	03-100-331010-0000-35008	-			-	0.00%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis	03-100-331010-0000-35008	-			-	0.00%
Pinewood Heights CDBG Relocation Grant Phase III	03-100-331010-0000-35002	1,029,856.00			1,029,856.00	0.00%
<b>Total Federal Revenue</b>		1,761,720.00	8,460.00		1,753,260.00	0.48%
<b><u>Other Financing Sources</u></b>						
Line of Credit Proceeds					-	0.00%
Other Financing Sources-Capital Lease Acquisition	03-100-341040-0000-39004	241,129.00			241,129.00	0.00%
Insurance Recoveries					-	0.00%
<b>Total Other Financing Sources</b>		241,129.00	-		241,129.00	0.00%
<b><u>Contributions</u></b>						
CHIP Contributions	03-100-318990-0000-31620	13,000.00			13,000.00	0.00%
Contributions-Smithfield VA Events					-	0.00%
Contributions-Museum	03-100-318990-0000-31632	96,700.00	2,493.00		94,207.00	2.58%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Contribution-Historic Windsor Castle Restoration LLC	03-100-318990-0000-31626	104,000.00			104,000.00	0.00%
Contributions-Public Ball Fields	03-100-318990-0000-31635	50,000.00			50,000.00	0.00%
<b>Total Contributions</b>		263,700.00	2,493.00		261,207.00	0.95%

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<b>Total General Fund Revenue</b>		11,465,838.00	1,267,039.34		10,198,798.66	11.05%
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**General Fund Budget  
Expenses**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
<b>GENERAL GOVERNMENT</b>						
<b><u>Town Council</u></b>						
Salaries	04-100-411010-0000-41100	42,000.00	7,530.00		34,470.00	17.93%
FICA	04-100-411010-0000-42100	3,276.00	585.86		2,690.14	17.88%
Legal Fees	04-100-411010-0000-43150	50,000.00	4,197.50		45,802.50	8.40%
Election Expense	04-100-411010-0000-43170	-	-		-	0.00%
Maintenance contracts	04-100-411010-0000-43320	1,700.00	-		1,700.00	0.00%
Advertising	04-100-411010-0000-43600	30,000.00	1,814.40		28,185.60	6.05%
Professional Services	04-100-411010-0000-43152	10,000.00			10,000.00	0.00%
Records Management maint & upgrades	04-100-411010-0000-45811	5,000.00			5,000.00	0.00%
Site Plan Review	04-100-411010-0000-43141	3,000.00			3,000.00	0.00%
Insurance	04-100-411010-0000-45300	18,145.00	4,536.25	<b>23</b>	13,608.75	25.00%
Supplies	04-100-411010-0000-46001	19,000.00	878.12		18,121.88	4.62%
Travel & Training	04-100-411010-0000-45500	6,500.00	591.91		5,908.09	9.11%
Subscriptions/Memberships	04-100-411010-0000-45810	9,700.00	9,542.00	<b>24</b>	158.00	98.37%
Council Approved Items	04-100-411010-0000-45804	11,000.00	539.60		10,460.40	4.91%
Public Defender Fees	04-100-411010-0000-43153	3,000.00			3,000.00	0.00%
Bank Charges	04-100-411010-0000-45813	700.00	32.00		668.00	4.57%
SpecialProjects	04-100-411010-0000-43353	1,500.00	280.00		1,220.00	18.67%
Smithfield CHIP program	04-100-411010-0000-43354	6,000.00			6,000.00	0.00%
Update Town Charter & Code	04-100-411010-0000-43151	3,000.00	275.00		2,725.00	9.17%
Annual Christmas Parade	04-100-411010-0000-43351	350.00			350.00	0.00%
<b>Total Town Council</b>		223,871.00	30,802.64		193,068.36	13.76%
<b><u>Town Manager</u></b>						
Salaries	04-100-412010-0000-41100	337,468.00	51,687.88	<b>21</b>	285,780.12	15.32%
FICA	04-100-412010-0000-42100	26,998.00	3,659.47	<b>21</b>	23,338.53	13.55%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
VSRS	04-100-412010-0000-42200	20,016.00	3,286.88		16,729.12	16.42%
Disability	04-100-412010-0000-42210	412.00	42.83		369.17	10.40%
Health	04-100-412010-0000-42300	54,393.00	9,416.14	<b>22</b>	44,976.86	17.31%
Auto Expense	04-100-412010-0000-46009	500.00	-		500.00	0.00%
Maintenance Contracts	04-100-412010-0000-43320	3,000.00	438.94		2,561.06	14.63%
Communications	04-100-412010-0000-45200	18,000.00	3,081.05		14,918.95	17.12%
Insurance	04-100-412010-0000-45300	2,394.00	562.27	<b>23</b>	1,831.73	23.49%
Supplies	04-100-412010-0000-46001	5,000.00	204.14		4,795.86	4.08%
Dues & Subscriptions	04-100-412010-0000-45810	4,000.00	163.00		3,837.00	4.08%
Computer & technology expenses	04-100-412010-0000-46005	12,000.00	2,218.61		9,781.39	18.49%
Travel & Training	04-100-412010-0000-45500	8,800.00	106.50		8,693.50	1.21%
Other	04-100-412010-0000-45804	100.00	-		100.00	0.00%
<b>Total Town Manager</b>		493,081.00	74,867.71		418,213.29	15.18%
<b><u>Treasurer</u></b>						
Salaries	04-100-412410-0000-41100	325,468.00	46,285.85	<b>21</b>	279,182.15	14.22%
FICA	04-100-412410-0000-42100	26,038.00	3,366.60	<b>21</b>	22,671.40	12.93%
VSRS	04-100-412410-0000-42200	20,801.00	3,462.51		17,338.49	16.65%
Disability	04-100-412410-0000-42210	166.00	13.74		152.26	8.28%
Health	04-100-412410-0000-42300	43,584.00	8,262.54	<b>22</b>	35,321.46	18.96%
Audit	04-100-412410-0000-43120	13,250.00			13,250.00	0.00%
Depreciation Software	04-100-412410-0000-43122	-			-	0.00%
Communications	04-100-412410-0000-45200	9,500.00	1,787.24		7,712.76	18.81%
Computer & technology expenses	04-100-412410-0000-46005	5,000.00	24.99		4,975.01	0.50%
Data Processing	04-100-412410-0000-44100	20,000.00	2,752.25		17,247.75	13.76%
Service contracts-includes MUNIS	04-100-412410-0000-43320	60,000.00	5,984.39		54,015.61	9.97%
Insurance	04-100-412410-0000-45300	2,403.00	564.39	<b>23</b>	1,838.61	23.49%
Supplies	04-100-412410-0000-46001	9,000.00	1,429.45		7,570.55	15.88%
Dues & Subscriptions	04-100-412410-0000-45810	1,900.00	19.95		1,880.05	1.05%
Credit Card Processing	04-100-412410-0000-46002	600.00	227.09		372.91	37.85%
Cigarette Tax Stamps	04-100-412410-0000-45830	3,404.00			3,404.00	0.00%
Travel & Training	04-100-412410-0000-45500	1,000.00	50.00		950.00	5.00%
Other	04-100-412410-0000-45804	100.00			100.00	0.00%
<b>Total Treasurer</b>		542,214.00	74,230.99		467,983.01	13.69%
<b><u>PUBLIC SAFETY</u></b>						
<b><u>Police Department</u></b>						
Salaries	04-100-431100-0000-41100	1,474,676.00	195,063.41	<b>21</b>	1,279,612.59	13.23%
FICA	04-100-431100-0000-42100	117,975.00	14,186.91	<b>21</b>	103,788.09	12.03%
VSRS	04-100-431100-0000-42200	80,036.00	12,301.68		67,734.32	15.37%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Disability	04-100-431100-0000-42210	184.00	15.27		168.73	8.30%
Health Insurance	04-100-431100-0000-42300	222,333.00	31,306.80	<b>22</b>	191,026.20	14.08%
Pre-Employment Test	04-100-431100-0000-42435	3,500.00	545.00		2,955.00	15.57%
Uniforms	04-100-431100-0000-46011	22,000.00	8,333.67		13,666.33	37.88%
Service Contracts	04-100-431100-0000-43320	40,000.00	2,303.70		37,696.30	5.76%
Communications	04-100-431100-0000-45200	50,000.00	9,499.22		40,500.78	19.00%
Computer & Technology Expenses	04-100-431100-0000-46005	13,000.00	465.44		12,534.56	3.58%
Insurance	04-100-431100-0000-45300	53,651.00	12,600.87	<b>23</b>	41,050.13	23.49%
Ins. - LODA	04-100-431100-0000-42410	12,903.00	12,703.86	<b>25</b>	199.14	98.46%
Materials & Supplies	04-100-431100-0000-46001	25,000.00	850.98		24,149.02	3.40%
Dues & Subscriptions	04-100-431100-0000-45810	7,000.00	3,044.00	<b>24</b>	3,956.00	43.49%
Equipment	04-100-431100-0000-46006	15,000.00	2,021.67		12,978.33	13.48%
Radio & Equipment repairs	04-100-431100-0000-46010	2,000.00	-		2,000.00	0.00%
Vehicle Maintenance	04-100-431100-0000-46009	40,000.00	2,222.71		37,777.29	5.56%
Gas	04-100-431100-0000-46008	41,500.00	6,149.54		35,350.46	14.82%
Tires	04-100-431100-0000-46016	5,000.00	597.16		4,402.84	11.94%
Travel & Training	04-100-431100-0000-45500	30,000.00	7,751.50	<b>26</b>	22,248.50	25.84%
Special Events	04-100-431100-0000-43352	1,000.00	105.39		894.61	10.54%
Investigation expenses	04-100-431100-0000-44641	3,000.00	11.96		2,988.04	0.40%
Other	04-100-431100-0000-45804	500.00	-		500.00	0.00%
<b>Total Police Department</b>		<b>2,260,258.00</b>	<b>322,080.74</b>		<b>1,938,177.26</b>	<b>14.25%</b>
<b><u>Fire Department</u></b>						
Fuel Fund & Travel	04-100-432300-0000-46008	13,000.00	-		13,000.00	0.00%
State Pass Thru	04-100-432100-0000-45623	26,250.00	-		26,250.00	0.00%
<b>Total Fire Department</b>		<b>39,250.00</b>	<b>-</b>		<b>39,250.00</b>	<b>0.00%</b>
<b><u>Contributions-Public Safety</u></b>						
E911 Dispatch Center	04-100-432300-0000-45614	137,643.00	-		137,643.00	0.00%
<b>Total Contributions-Public Safety</b>		<b>137,643.00</b>	<b>-</b>		<b>137,643.00</b>	<b>0.00%</b>
<b><u>PARKS, RECREATION &amp; CULTURAL</u></b>						
<b><u>Parks &amp; Recreation</u></b>						
Salaries	04-100-471100-0000-41100	149,630.00	18,916.67	<b>21</b>	130,713.33	12.64%
FICA	04-100-471100-0000-42100	11,970.00	1,406.79	<b>21</b>	10,563.21	11.75%
VSRS	04-100-471100-0000-42200	9,435.00	1,277.56		8,157.44	13.54%
Disability	04-100-471100-0000-42210	-	-		-	0.00%
Health	04-100-471100-0000-42300	28,041.00	2,987.69	<b>22</b>	25,053.31	10.65%
Uniforms	04-100-471100-0000-46011	2,000.00	679.04		1,320.96	33.95%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Communicaitons	04-100-471100-0000-45200	2,000.00	-		2,000.00	0.00%
insurance	04-100-471100-0000-45300	2,838.00	666.56	<b>23</b>	2,171.44	23.49%
Advertising	04-100-471100-0000-43600	20,500.00	10,285.00	<b>27</b>	10,215.00	50.17%
Dues & Subscriptions	04-100-471100-0000-45810	2,000.00	291.00		1,709.00	14.55%
Supplies	04-100-471100-0000-46001	2,000.00	-		2,000.00	0.00%
Computer & Technology	04-100-471100-0000-46005	1,000.00	-		1,000.00	0.00%
Travel & Training	04-100-471100-0000-45500	3,000.00	203.24		2,796.76	6.77%
Other	04-100-471100-0000-45804	500.00	180.00		320.00	36.00%
<b>Total Parks &amp; Recreation</b>		<b>234,914.00</b>	<b>36,893.55</b>		<b>198,020.45</b>	<b>15.71%</b>
<b><u>Smithfield Center</u></b>						
Salaries	04-100-412100-0000-41100	152,938.00	20,608.11	<b>21</b>	132,329.89	13.47%
FICA	04-100-412100-0000-42100	12,235.00	1,552.35	<b>21</b>	10,682.65	12.69%
VSRS	04-100-412100-0000-42200	7,126.00	1,331.29		5,794.71	18.68%
Disability	04-100-412100-0000-42210	140.00	11.59		128.41	8.28%
Health	04-100-412100-0000-42300	20,717.00	4,040.94	<b>22</b>	16,676.06	19.51%
Contracted Services	04-100-412100-0000-43320	18,000.00	2,413.85		15,586.15	13.41%
Retail Sales & Use Tax	04-100-412100-0000-43100	800.00	70.63		729.37	8.83%
Utilities	04-100-412100-0000-45100	25,000.00	1,922.93		23,077.07	7.69%
Communications	04-100-412100-0000-45200	20,000.00	3,254.10		16,745.90	16.27%
Computer & technology expenses	04-100-412100-0000-46005	3,000.00	1,390.44	<b>28</b>	1,609.56	46.35%
Insurance	04-100-412100-0000-45300	2,838.00	666.56	<b>23</b>	2,171.44	23.49%
Kitchen Supplies	04-100-412100-0000-44000	3,000.00	26.45		2,973.55	0.88%
Office Supplies/Other Supplies	04-100-412100-0000-46001	4,500.00	106.69		4,393.31	2.37%
Food Service & Beverage Supplies	04-100-412100-0000-44001	6,000.00	679.39		5,320.61	11.32%
AV Supplies	04-100-412100-0000-44002	2,000.00	550.00		1,450.00	27.50%
Repairs & Maintenance	04-100-412100-0000-46007	40,000.00	4,919.62		35,080.38	12.30%
Landscaping	04-100-412100-0000-43400	12,000.00	1,627.50		10,372.50	13.56%
Refund event deposits	04-100-412100-0000-45899	7,000.00	-		7,000.00	0.00%
Credit card processing expense	04-100-412100-0000-46002	5,000.00	724.75		4,275.25	14.50%
<b>Total Smithfield Center</b>		<b>342,294.00</b>	<b>45,897.19</b>		<b>296,396.81</b>	<b>13.41%</b>
<b><u>Contributions-Parks, Recreation and Cultural</u></b>						
Windsor Castle Restoration	04-100-471200-0000-45653	1,000,000.00	300,000.00	<b>29</b>	700,000.00	30.00%
Farmers Market	04-100-432301-0000-45617	3,000.00	-		3,000.00	0.00%
Hampton Roads Planning District Commission	04-100-432302-0000-45621	10,000.00	2,504.75	<b>30</b>	7,495.25	25.05%
Isle of Wight Arts League	04-100-432301-0000-45601	9,000.00	4,500.00		4,500.00	50.00%
Isle of Wight County-Museum Maintenance	04-100-432301-0000-45635	7,500.00	-		7,500.00	0.00%
Friends of the Library	04-100-473100-0000-45605	5,230.00	5,230.00		-	100.00%
<b>Total Contributions-Park, Recreation and Cultural</b>		<b>1,034,730.00</b>	<b>312,234.75</b>		<b>722,495.25</b>	<b>30.18%</b>

**Windsor Castle Park**

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
Salaries	04-100-471210-0000-41100	30,085.00	3,177.73	<b>21</b>	26,907.27	10.56%
FICA	04-100-471210-0000-42100	2,407.00	237.80	<b>21</b>	2,169.20	9.88%
VSRS	04-100-471210-0000-42200	1,090.00	111.40		978.60	10.22%
Disability	04-100-471210-0000-42210	-	-		-	0.00%
Health	04-100-471210-0000-42300	2,676.00	257.82	<b>22</b>	2,418.18	9.63%
Contracted Services	04-100-471210-0000-43300	7,000.00	1,200.00		5,800.00	17.14%
Insurance	04-100-471210-0000-45300	9,214.00	2,164.07	<b>23</b>	7,049.93	23.49%
Grass Cutting	04-100-471210-0000-43105	31,000.00	6,889.79		24,110.21	22.23%
Utilities	04-100-471210-0000-45100	6,000.00	(0.71)		6,000.71	-0.01%
Repairs & Maintenance	04-100-471210-0000-46007	40,000.00	11,113.94	<b>31</b>	28,886.06	27.78%
Total Windsor Castle Park		129,472.00	25,151.84		104,320.16	19.43%
<b><u>Luter Sports Complex</u></b>						
Contracted Services	04-100-471300-0000-43300	6,500.00	-		6,500.00	0.00%
Communications	04-100-471300-0000-45200	-	400.05		(400.05)	#DIV/0!
Utilities	04-100-471300-0000-45100	5,000.00	440.96		4,559.04	8.82%
Insurance	04-100-471300-0000-45300	8,000.00	-		8,000.00	0.00%
Repairs & Maintenance	04-100-471300-0000-46007	40,000.00	5,006.71		34,993.29	12.52%
Total Luter Sports Complex		59,500.00	5,847.72		53,652.28	9.83%
<b><u>Museum</u></b>						
Salaries	04-100-472200-0000-41100	137,165.00	18,423.66	<b>21</b>	118,741.34	13.43%
FICA	04-100-472200-0000-42100	10,974.00	1,406.10	<b>21</b>	9,567.90	12.81%
VSRS	04-100-472200-0000-42200	6,994.00	1,163.10		5,830.90	16.63%
Health	04-100-472200-0000-42300	9,972.00	1,184.48	<b>22</b>	8,787.52	11.88%
<b>Operating expenses</b>						
Contracted services	04-100-472200-0000-43300	3,400.00	244.10		3,155.90	7.18%
Communications	04-100-472200-0000-45200	725.00	100.00		625.00	13.79%
Computer and Technology	04-100-472200-0000-46005	540.00	116.59		423.41	21.59%
Insurance	04-100-472200-0000-45300	2,018.00	473.96	<b>23</b>	1,544.04	23.49%
Supplies	04-100-472200-0000-46001	6,360.00	762.29		5,597.71	11.99%
Advertisinig	04-100-472200-0000-43600	500.00	-		500.00	0.00%
Travel/Training	04-100-472200-0000-45500	200.00	-		200.00	0.00%
Dues & Subscriptions	04-100-472200-0000-45810	800.00	29.00		771.00	3.63%
<b>Gift Shop-to be funded by gift shop proceeds</b>						
Gift Shop expenses	04-100-472200-0000-46014	6,000.00	1,916.06		4,083.94	31.93%
Sales & Use Tax	04-100-472200-0000-43100	775.00	71.82		703.18	9.27%
Credit card processing fees	04-100-472200-0000-46002	800.00	103.81		696.19	12.98%
Total Museum		187,223.00	25,994.97		161,228.03	13.88%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
<b><u>Other Parks &amp; Recreation</u></b>						
Jersey Park Playground	04-100-471313-0000-43345	750.00	-		750.00	0.00%
Pinewood Playground	04-100-471314-0000-43346	500.00	-		500.00	0.00%
Clontz Park (maintenance & utilities)	04-100-471311-0000-43342, 45100	2,000.00	109.87		1,890.13	5.49%
Waterworks Dam	04-100-471350-0000-46007	10,000.00	-		10,000.00	0.00%
Waterworks Lake (park area)	04-100-471360-0000-46007	250.00	-		250.00	0.00%
Haydens Lane Maintenance	04-100-471315-0000-43348	1,000.00	-		1,000.00	0.00%
Veterans War Memorial	04-100-471316-0000-43349	2,500.00	311.16		2,188.84	12.45%
Fireworks	04-100-471390-0000-43344	2,000.00	-		2,000.00	0.00%
Total Parks & Recreation		19,000.00	421.03		18,578.97	2.22%
<b>COMMUNITY DEVELOPMENT</b>						
<b><u>Pinewood Heights Phase 2 MY2</u></b>						
<b>Permanent Relocation</b>						
Renter Occupied Households		-	179.00	<b>32</b>	(179.00)	0.00%
Total Pinewood Heights Phase 2 MY2		-	179.00		(179.00)	0.00%
<b><u>Pinewood Heights-Phase IV</u></b>						
<b>Non-CDBG Contributed Operating Expenses</b>						
<b><u>Administration</u></b>						
Precontract Administration	04-100-432315-0000-42730	10,000.00	-		10,000.00	0.00%
Management Assistance	04-100-432315-0000-42770	40,000.00	-		40,000.00	0.00%
Monitoring/Closeout	04-100-432315-0000-42760	5,000.00	-		5,000.00	0.00%
<b><u>Permanent Relocation</u></b>						
Owner Occupied Households					-	0.00%
Renter Occupied Households	04-100-432315-0000-42725	73,433.00	549.00		72,884.00	0.75%
Moving Costs	04-100-432315-0000-42701	34,000.00	1,900.00		32,100.00	5.59%
Relocation Specialist	04-100-432315-0000-42740	25,500.00	-		25,500.00	0.00%
<b><u>Acquisition</u></b>						
Owner Acquisition	04-100-432315-0000-42705	6,405.00	-		6,405.00	0.00%
Renter Acquisition	04-100-432315-0000-42710	244,520.00	71,111.00		173,409.00	29.08%
Vacant Lot Acquisition					-	0.00%
Appraisal/Legal	04-100-432315-0000-42703 & 42704	20,202.00	700.00		19,502.00	3.47%
<b><u>Acquisition Specialist</u></b>	04-100-432315-0000-42750	30,400.00	-		30,400.00	0.00%
<b><u>Clearance &amp; Demolition</u></b>	04-100-432315-0000-42775	58,000.00	2,000.00		56,000.00	3.45%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
<b>Subtotal Non CDBG</b>		547,460.00	76,260.00		471,200.00	13.93%
<b>CDBG Contributed Operating Expenses</b>						
<b><u>Permanent Relocation</u></b>						
Owner Occupied Households	04-100-432315-0000-42790	411,211.00	-		411,211.00	0.00%
Renter Occupied Households	04-100-432315-0000-42795	234,664.00	-		234,664.00	0.00%
Relocation Specialist	04-100-432315-0000-42796	17,000.00	-		17,000.00	0.00%
<b><u>Acquisition</u></b>						
Owner Occupied	04-100-432315-0000-42780	337,125.00	-		337,125.00	0.00%
Renter Occupied					-	0.00%
<b><u>Clearance &amp; Demolition</u></b>						
					-	0.00%
<b>Subtotal CDBG</b>		1,000,000.00	-		1,000,000.00	0.00%
<b>Total Pinewood Heights Phase III</b>		1,547,460.00	76,260.00		1,471,200.00	4.93%
<b><u>Pinewood Heights Phase III</u></b>						
<b><u>Non CDBG Contributed Operating Expenses</u></b>						
<b><u>Administration</u></b>						
Precontract Administration			-		-	0.00%
<b>Total Pinewood Heights Phase IV</b>		-	-		-	0.00%
<b>Total Pinewood Heights-All Phases</b>		1,547,460.00	76,439.00		1,471,021.00	4.94%
<b><u>Contributions-Community Development</u></b>						
Old Courthouse Contribution	04-100-472500-0000-45613	4,400.00	-		4,400.00	0.00%
Chamber of Commerce	04-100-432302-0000-45609	6,000.00	-		6,000.00	0.00%
Christian Outreach	04-100-432302-0000-45620	12,650.00	-		12,650.00	0.00%
Genieve Shelter	04-100-432302-0000-45606	7,920.00	-		7,920.00	0.00%
TRIAD	04-100-432302-0000-45611	3,120.00	-		3,120.00	0.00%
Tourism Bureau	04-100-432302-0000-45607	255,499.00	-		255,499.00	0.00%
Western Tidewater Free Clinic	04-100-432302-0000-45632	40,700.00	-		40,700.00	0.00%
YMCA Projects	04-100-432302-0000-45603	50,000.00	-		50,000.00	0.00%
<b>Total Contributions-Community Development</b>		380,289.00	-		380,289.00	0.00%
<b><u>PUBLIC WORKS</u></b>						
<b>Planning, Engineering &amp; Public Works</b>						
Salaries	04-100-441300-0000-41100	268,003.00	23,233.88	<b>21</b>	244,769.12	8.67%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
FICA	04-100-441300-0000-42100	21,440.00	1,724.12	21	19,715.88	8.04%
VSRS	04-100-441300-0000-42200	16,197.00	1,578.08		14,618.92	9.74%
Disability	04-100-441300-0000-42210	2,000.00	164.54		1,835.46	8.23%
Health	04-100-441300-0000-42300	45,094.00	3,753.20	22	41,340.80	8.32%
Uniforms	04-100-441300-0000-46011	2,500.00	-		2,500.00	0.00%
Contractual	04-100-441300-0000-43320	8,125.00	1,157.61		6,967.39	14.25%
GIS	04-100-441300-0000-43001	500.00	-		500.00	0.00%
Recycling	04-100-441300-0000-43340	133,300.00	11,011.20		122,288.80	8.26%
Trash Collection	04-100-441300-0000-43330	220,000.00	17,963.91		202,036.09	8.17%
Street Lights	04-100-441300-0000-45101	2,500.00	89.12		2,410.88	3.56%
Communications	04-100-441300-0000-45200	12,000.00	2,140.29		9,859.71	17.84%
Safety Meetings/Safety Expenses	04-100-441300-0000-45520	6,000.00	63.61		5,936.39	1.06%
Insurance	04-100-441300-0000-45300	9,281.00	2,179.80	23	7,101.20	23.49%
Materials & Supplies	04-100-441300-0000-46001	6,000.00	208.59		5,791.41	3.48%
Accreditation	04-100-441300-0000-45521	1,250.00	666.13		583.87	53.29%
Repairs & Maintenance	04-100-441300-0000-46007	9,000.00	603.87		8,396.13	6.71%
Gas	04-100-441300-0000-46008	6,500.00	395.05		6,104.95	6.08%
Travel & Training	04-100-441300-0000-45500	6,000.00	1,042.02		4,957.98	17.37%
Litter Control Grant	04-100-441300-0000-46012	3,354.00	-		3,354.00	0.00%
Dues & Subscriptions	04-100-441300-0000-45810	2,700.00	116.00		2,584.00	4.30%
Other	04-100-441300-0000-45804	2,000.00	180.00		1,820.00	9.00%
<b>Total Public Works</b>		<b>783,744.00</b>	<b>68,271.02</b>		<b>715,472.98</b>	<b>8.71%</b>
<b>PUBLIC BUILDINGS</b>						
<b>Public Buildings</b>						
Salaries	04-100-443200-0000-41100	30,794.00	3,930.11	21	26,863.89	12.76%
FICA	04-100-443200-0000-42100	2,464.00	305.19	21	2,158.81	12.39%
Contractual	04-100-443200-0000-43300	23,500.00	8,051.82	33	15,448.18	34.26%
Communications	04-100-443200-0000-45200	3,000.00	298.74		2,701.26	9.96%
Utilities	04-100-443200-0000-45100	46,000.00	4,101.91		41,898.09	8.92%
Insurance	04-100-443200-0000-45300	10,674.00	2,506.97	23	8,167.03	23.49%
Materials & Supplies	04-100-443200-0000-46001	6,000.00	5.83		5,994.17	0.10%
Repairs & Maintenance	04-100-443200-0000-46007	36,000.00	4,905.15		31,094.85	13.63%
Other	04-100-443200-0000-45804	500.00	-		500.00	0.00%
<b>Total Public Buildings</b>		<b>158,932.00</b>	<b>24,105.72</b>		<b>134,826.28</b>	<b>15.17%</b>
<b>OTHER FINANCING USES</b>						
Transfers to Operating Reserves	N/A	11,828.00			11,828.00	0.00%
Transfers to Restricted Reserves-Pinewood	N/A	-			-	0.00%
Transfers to Restricted Reserves-Special Projects (Ball Fields)	N/A	-			-	0.00%

**Town of Smithfield  
General Fund Operating Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BUDGET	% of BUDGET
<b>Total Transfers To Reserves</b>		11,828.00	-		11,828.00	0.00%
<b><u>NON DEPARTMENTAL</u></b>						
Tax Relief for the Elderly/Veterans	04-100-491100-0000-45804	31,553.00			31,553.00	0.00%
<b>Total Tax Relief for the Elderly/Veterans</b>		31,553.00	-		31,553.00	0.00%
<b>DEBT SERVICE</b>						
<b>Debt Service</b>						
<b>Principal Retirement</b>						
Public Building Acquisition-TM/PD	04-100-495500-0000-49501	489,553.00	-		489,553.00	0.00%
Police Evidence Building	04-100-495500-0000-49509	53,609.00	8,821.77		44,787.23	16.46%
New Debt-Multiple projects	04-100-495500-0000-49512	273,075.00	22,418.65		250,656.35	8.21%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49518	48,225.00	48,225.00		-	0.00%
3 year Phase in Fire Alarm System	04-100-495500-0000-49516	9,150.00	9,150.00		-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49514	6,873.00	1,689.29		5,183.71	24.58%
<b>Interest and fiscal charges</b>						
Public Building Acquisition-TM/PD	04-100-495500-0000-49502	14,017.00	-		14,017.00	0.00%
Police Evidence Building	04-100-495500-0000-49510	7,635.00	1,404.49		6,230.51	18.40%
New Debt-Multiple projects	04-100-495500-0000-49513	82,290.00	7,253.32		75,036.68	8.81%
Line of Credit		-			-	0.00%
Public Safety Radio System	04-100-495500-0000-49519	1,775.00	1,775.00		-	100.00%
Capital Lease- Ball Field Equipment	04-100-495500-0000-49515	660.00	193.69		466.31	29.35%
<b>Total Debt Service</b>		986,862.00	100,931.21		885,930.79	10.23%
<hr/>						
<b>Total General Fund Expenses</b>		9,604,118.00	1,224,170.08		8,379,947.92	12.75%
<hr/>						
<b>Net Reserve (+/-)</b>		1,861,720.00	42,869.26		1,818,850.74	2.30%

**GENERAL FUND CAPITAL**

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	08/31/18	Notes	BUDGET	BUDGET
<b>Net Operating Reserves (Deficit)</b>		-	1,861,720.00	42,869.26		1,818,850.74	0.02
<b>CAPITAL OUTLAY</b>							
<b>GENERAL GOVERNMENT</b>							
<b>TOWN MANAGER</b>							
DOCSTAR Conversion	4-100-412010-0000-48100		7,000.00	-		7,000.00	0%
<b>TREASURER</b>							
MUNIS Conversion	4-100-412410-0000-48100	52,108.00	50,000.00	1,275.00	34	48,725.00	3%
<b>PUBLIC SAFETY</b>							
Police Vehicles	4-100-431100-0000-48100		92,420.00			92,420.00	0%
Body Cams	4-100-431100-0000-48100		9,871.00			9,871.00	0%
Radio Project	4-100-431100-0000-48100		241,129.00			241,129.00	0%
<b>PARKS, RECREATION, AND CULTURAL</b>							
<b>Clontz Park</b>							
Boat Ramp	4-100-471311-0000-48100		603,000.00			603,000.00	0%
<b>Smithfield Center</b>							
Bathroom renovations	4-100-412100-0000-48100		20,000.00	19,829.33	35	170.67	99%
<b>Luter Sports Complex</b>	4-100-471300-0000-48100	375,365.00		9,764.93	36	(9,764.93)	3%
<b>COMMUNITY DEVELOPMENT</b>							
<b>Phase III</b>							
CDBG Acquisition							
Non-CDBG Acquisition	04-100-432315-0000-48100	171,000.00		12,000.00	37	(12,000.00)	
<b>Phase IV</b>							
CDBG Acquisition							
Non-CDBG Acquisition							
<b>PUBLIC WORKS</b>							
<b>Waterworks Dam</b>	4-100-471350-0000-48100	58,928.00	45,000.00			45,000.00	0%
<b>Urban fund projects (town match)</b>	4-100-441300-0000-48100						
Right turn lane-Joseph W Luter Jr Sports Complex			14,936.00			14,936.00	0%
Benns Church/Route 258/Route 10 Bypass intersection			-			-	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis			-			-	0%
<b>Urban fund projects (federal-aid)</b>							
Right turn lane-Joseph W Luter Jr Sports Complex	4-100-441300-0000-48100	809,726.00	731,864.00			731,864.00	0%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	08/31/18	Notes	BUDGET	BUDGET
Benns Church/Route 258/Route 10 Bypass intersection		145,281.00	-			-	0%
Smithfield to Nike Trail Park-Segment 3-Alt Analysis		13,523.00	-			-	0%
<b>Main Street paving</b>	<b>4-100-441300-0000-48100</b>		40,000.00			40,000.00	0%
<b>PUBLIC BUILDINGS</b>							
<b>AC/Heater Replacement (Town Hall)-</b>	<b>4-100-443200-0000-48100</b>		6,500.00			6,500.00	0%
<b>NET CAPITAL OUTLAY</b>		<b>1,625,931.00</b>	<b>1,861,720.00</b>	<b>42,869.26</b>		<b>1,818,850.74</b>	<b>2%</b>
Net Reserves (Deficit) after capital outlay			-	(0.00)		-	

## **Notes: August 2018**

### **GENERAL FUND**

#### **Revenues:**

- 1      **Current/Delinquent RE**      Postings of RE tax collections for years prior to the 2018 billing are considered delinquent taxes (even if a new supplement). Just a very small amount collected in July & August 2018.
- 2      **Current/Delinquent PP**      Postings of PP tax collections for years prior to the 2018 billing are also posted as delinquent taxes. Includes payments for supplemental billings.
- 3      **Bank franchise tax**      Bank franchise taxes are paid in the spring and will reflect as \$0 through the majority of the fiscal year.
- 4      **Cigarette Tax**      Sold 105,000 cigarette tax stamps through August 2018 which is the exact amount sold through August 2017.
- 5      **Transient Occupancy**      Transient occupancy is paid quarterly. The collections received in July were for quarter ended June 30, 2018 and were therefore accrued for FY2018. Revenues will not reflect for this line item until October when quarter ended September 30 is due.
- 6      **Meals Tax**      Meals taxes are paid either monthly or quarterly depending upon the business. All collections received in July however represent the period ended June 30, 2018 and were accrued for FY2018. Meals tax revenues recorded in August 2018 are \$5,411 less than prior year.
- 7      **Sales Tax**      Sales tax from IOW County runs 2 months behind since it is received from the state. Sales tax for fiscal year 2019 will not be reflected until the September statements.
- 8      **Consumption/Utility Tax**      Consumption and utility tax collections are generally lag one month (sometimes two) from the statement date. August statements reflect utility tax and consumption tax collected for July. Utility tax is \$7500 higher than prior year and consumption tax is \$2277 higher.
- 9      **Business licenses**      Business licenses are due on April 15; however, licenses for delinquent accounts or new businesses are collected throughout the fiscal year. As of August 31, we have collected \$6903 in BL taxes of which \$2795 represents taxes for 2015 through 2017 and the remaining \$4108 represents 2018.
- 10     **Vehicle License Tax**      VL taxes are billed with personal property and are collected at the same time. Collections to date represent delinquent billings and supplemental billings prior to FY2019.
- 11     **Permits & other licenses**      Permits and other licenses are made up of sign permits (\$45), zoning permits (\$700), yard sale permits (\$200), E&S Fees (\$150), demolition permits (\$75) and rezoning permits (\$10).
- 12     **Inspection Fees**      Inspection fees are as follows:  
KT Homes-\$300-204 Lochview-21E-01-118 Lot 118
- 13     **Fines and Costs**      Fines and costs from IOW County are also on a 2 month lag. Collections in July & August were accrued for June 2018.
- 14     **Rentals**      Rentals represent payments from town owned properties. Includes SVAE (\$2250/month), When Pigs Fly (\$775/month), and Charter Communications (\$807.70/month).
- 15     **Smithfield Center Rentals**      Rents of \$27,610 through August are \$5,520 less than the same period last year.

- 16 **Kayak Rentals** Since this line item is seasonal, the summer months are very strong for rentals. Revenues will cease by the first of October and pick up again in the spring of 2019. Collections for July and August are \$1,115 higher than FY2018.
- 17 **Reserves-Prior year loan reserves** Of the total \$5M loan that was converted to a note payable in FY2018, \$1,539,553 was reserved for debt service and capital contributions in FY2019. Through August, \$300,000 was contributed to the Windsor Castle Park Foundation as a portion of the Town's \$2M commitment to the project.
- 18 **Reserves-operation reserves** Used \$469,288 from reserves to cover expenses through August 2018. This is largely due to the fact that most revenues received in July & August were accrued in June 2018; however, payroll, benefits, and other operating costs still had to be reflected for the current fiscal year. Last year we utilized \$336,242 through August, so we are running a little higher.
- 19 **PPTRA State Revenue** Personal property tax relief in the amount of \$240,794 is paid annually in August. This is a lump sum distribution that is applied against the Town's total personal property tax billing to determine the amount that must be recovered from taxpayers.
- 20 **Police Grants** The Police Department was approved for a DCJS grant for equipment totaling \$43,900. The first draw request of \$8460 was received in August. Purchases were complete by the end of September, and a final draw request will be made in October.

**Expenses:**

**All Departments**

- 21 **Salaries** Payroll accruals for June 2018 were reversed against salaries and payroll taxes in July 2018.
- 22 **Health/Dental Insurance** Health insurance premiums are reflected through August (8%). Dental premiums are posted for Jul through Sep (25%).
- 23 **Insurance** 1 quarterly payment (25%) has been made to VML for property casualty/workers' compensation insurance.
- 24 **Dues and Subscriptions** The majority of dues and subscriptions for each department are paid in the first 3 months of the fiscal year, so percentages may run high against budget as of the first few months.

**Police**

- 25 **Insurance-LODA** This reflects an annual payment for Line of Duty Act benefits for our certified officers. It is billed through the Virginia Retirement System. The invoice for FY2019 was based on 18 officers at \$705.77 each.
- 26 **Travel & training** HRJCTA-Hampton Roads Criminal Justice Training Academy-\$7014.00-Pro-rata for FY2019-July 1, 2018-June 30, 2018

**Parks Recreation & Cultural**

- 27 **Advertising** Wedding Wire-\$4820-Feature for 7/2/18 through 7/2/19  
 Mar-Bert & Associates-Hampton Roads Wedding Guide-\$2260-1/3 page ads-SC & WCP  
 Vistagraphics-Coastal Virginia Bride Magazine-\$793  
 Grafik Trenz-\$250-12x18" Poly No Parkings Signs (50)  
 Lois Tokarz-\$60-VOW ad for Windsor Castle Park  
 Pilot Media-\$1503-Advertisement VOW Magazine-7/27/18

**Smithfield Center**

- 28 **Computer & technology expenses** EMS Software-\$1390.44-annual service agreement renewal (really should be included with contracted services instead of computer & technology)-contract period 8/1/18-7/31/19

**Contributions-Parks, Recreation and Cultural**

- 29 Windsor Castle Restoration \$300,000 contributed for Windsor Castle Manor House and outbuildings as part of \$2M commitment.
- 30 Hampton Roads Planning District Commission 1 quarterly payment of \$2504.75. This line item will be \$19 over budget.

**Windsor Castle Park**

- 31 Repairs & Maintenance Bryant's Excavation-\$10000-clean up overgrown section of Windsor Castle Park

**Community Development**

- 32 Pinewood Heights Phase II Includes \$179 monthly rental of pod for market rate renter whose location has still not been finalized after several years.

**Public Buildings**

- 33 Contractual Windsor Fire Extinguisher-\$1950-yearly inspection visit for 2018 for Public Works and PD.  
Fonality Inc-\$3705 for annual renewal software and support agreements for 2 servers (41-80 users)  
Bay Disposal-\$718.01-96 gal additional toter at PD and 8 yd trash service at 293 Cary (PW).  
Terminix-\$162-annual plan fee-911 S Church Street  
Terminix-\$437.50-pest control services public buildings town wide  
Citron Hygene-\$191.06-sanitary disposal service-Town Hall & Public Restrooms  
CDW Government-\$888.25-email security for one year

**CAPITAL OUTLAY**

**TREASURER**

- 34 Munis Conversion Tyler Technologies-\$1275-progress billing on contract implementation

**PARKS, RECREATION AND CULTURAL**

- 35 Smithfield Center Bathroom Renovations Tidewater Stalls & Specialties LLC-\$12,859.33-10 toilet stalls, 1 wall hung urinal screen  
Windsor Woodworking-\$6970.00-countertops, sinks, brackets, etc.-bathrooms
- 36 Ball Fields VDOT-\$100-Land use permit application for work to be performed on VDOT right of way.  
Dominion Energy-\$2974.93-install new 200 amp underground service  
Hercules Fence-\$6690-modify black chain link fencing at dugouts-add gates

**COMMUNITY DEVELOPMENT**

- 37 Phase III Pinewood Acquisition Barlow & Riddick-\$12000-land value portion of 37 Jamestown acquisition

**PUBLIC SAFETY**

None for July 2018

**PUBLIC WORKS**

None for July 2018

**PUBLIC BUILDINGS**

None for July 2018

**Town of Smithfield  
Sewer Fund Budget**

	<b>MUNIS ACCOUNT NUMBER</b>	<b>2019 ADOPTED</b>	<b>Actual as of 08/31/18</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
<b>Revenue</b>						
<b>Operating Revenues</b>						
Sewer Charges	03-004-342070-0000-31101	688,000.00	21,055.89	1	666,944.11	3.06%
Sewer Compliance Fee	03-004-342070-0000-31608	393,031.00	9,859.29	1	383,171.71	2.51%
Miscellaneous Revenue	03-004-342070-0000-31105	1,000.00	-		1,000.00	0.00%
Connection fees	03-004-342070-0000-31104	31,600.00	5,410.00	2	26,190.00	17.12%
<b>Total Operating Revenue</b>		<b>1,113,631.00</b>	<b>36,325.18</b>		<b>1,077,305.82</b>	<b>3.26%</b>

**Town of Smithfield  
Sewer Fund Budget**

<b>Description</b>		<b>2019 ADOPTED</b>	<b>Actual as of 08/31/18</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
<b>Expenses</b>						
<b>Operating Expenses</b>						
Salaries	04-004-442070-0000-41100	269,770.00	33,934.56	3	235,835.44	12.58%
FICA	04-004-442070-0000-42100	21,582.00	2,511.34	3	19,070.66	11.64%
VSRS	04-004-442070-0000-42200	15,833.00	2,193.39		13,639.61	13.85%
Health	04-004-442070-0000-42300	44,818.00	5,329.36		39,488.64	11.89%
Uniforms	04-004-442070-0000-46011	2,500.00	70.00		2,430.00	2.80%
Audit	04-004-442070-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-004-442070-0000-43150	6,400.00	393.75		6,006.25	6.15%
Accreditation	04-004-442070-0000-45521	1,250.00	-		1,250.00	0.00%
HRPDC sewer programs	04-004-442070-0000-43997	850.00	209.50	4	640.50	24.65%
Professional Fees	04-004-442070-0000-43152	25,000.00	3,690.00	5	21,310.00	14.76%
Maintenance & Repairs	04-004-442070-0000-46007	40,000.00	5,930.85	6	34,069.15	14.83%
VAC Truck Repairs & Maintenance	04-004-442070-0000-43107	7,500.00	904.82		6,595.18	12.06%
Data Processing	04-004-442070-0000-44100	15,000.00	2,064.19		12,935.81	13.76%
Dues & Subscriptions	04-004-442070-0000-45810	150.00	29.00		121.00	19.33%
Utilities	04-004-442070-0000-45100	45,000.00	2,997.33		42,002.67	6.66%
SCADA Expenses	04-004-442070-0000-45204	6,000.00	459.12		5,540.88	7.65%
Communications	04-004-442070-0000-45200	12,000.00	2,602.24		9,397.76	21.69%
Insurance	04-004-442070-0000-45300	18,300.00	4,298.07	7	14,001.93	23.49%
Materials & Supplies	04-004-442070-0000-45400	50,000.00	7,782.78		42,217.22	15.57%
Truck Operations	04-004-442070-0000-46008	8,000.00	576.99		7,423.01	7.21%
Travel & Training	04-004-442070-0000-45500	5,000.00	-		5,000.00	0.00%
Contractual	04-004-442070-0000-43300	3,500.00	157.50		3,342.50	4.50%
Bank charges	04-004-442070-0000-45813	-	-		-	#DIV/0!
Miscellaneous	04-004-442070-0000-45804	1,200.00	-		1,200.00	0.00%

**Town of Smithfield  
Sewer Fund Budget**

	<b>MUNIS ACCOUNT NUMBER</b>	<b>2019 ADOPTED</b>	<b>Actual as of 08/31/18</b>	<b>Notes</b>	<b>REMAINING BALANCE</b>	<b>% of BUDGET</b>
<b>Total Sewer Fund Operating Expenses before D&amp;A Exp.</b>		606,278.00	76,134.79		530,143.21	12.56%
<b>Operating Income before D&amp;A Expense</b>		507,353.00	(39,809.61)		547,162.61	-7.85%
Depreciation & Amortization Expense	04-004-442070-0000-49102	361,000.00	64,799.65		296,200.35	17.95%
<b>Operating Income (Loss)</b>		146,353.00	(104,609.26)		250,962.26	-71.48%
<b>Nonoperating Revenues (Expenses)</b>						
Pro-rata Share Fees	03-004-342070-0000-31103	-	-		-	#DIV/0!
Insurance Recoveries	03-004-342070-0000-31603	-	-		-	#DIV/0!
Availability Fees	03-004-342070-0000-31102	82,400.00	14,560.00	8	67,840.00	17.67%
Interest Revenue	03-004-342070-0000-31501	9,000.00	2,735.46		6,264.54	30.39%
Interest Expense	04-004-442070-0000-49000	(5,568.00)	(580.82)	9	(4,987.18)	10.43%
<b>Total Nonoperating Revenues (Expenses)</b>		85,832.00	16,714.64		69,117.36	19.47%
<b>Net Income (loss)</b>		232,185.00	(87,894.62)		320,079.62	-37.86%
<b>WORKING CAPITAL ADJUSTMENTS TO CAFR Income</b>						
(FOR INTERNAL USE ONLY)						
Restricted revenues:						
Pro-rata Share Fees		-	-		-	#DIV/0!
Availability Fees		(82,400.00)	(14,560.00)		(67,840.00)	17.67%
Compliance Fee		(393,031.00)	(9,859.29)		(383,171.71)	2.51%
Depreciation & Amort. Exp.		361,000.00	64,799.65		296,200.35	17.95%
Additional debt service costs-principal expense		(102,090.00)	(102,090.00)	10	-	100.00%
<b>Total adjustments to CAFR Net Income</b>		(216,521.00)	(61,709.64)		(154,811.36)	28.50%
<b>Adjusted income</b>		15,664.00	(149,604.26)		165,268.26	-955.08%



## **Notes: August 2018**

### **SEWER**

#### **Revenues**

- 1 1) Sewer Charges/Sewer Compliance Sewer revenues including the sewer compliance fee billed for July and 1/2 August were accrued on the June 2018 financial statements. The August statements reflect 1/2 of the billing as current year revenues.
- 2 Connection Fees The town posted \$5,410 in connection fees for July 2018. This represents 3 connections at \$1580 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at \$670 for a total of \$5,410 for the year.

#### **Expenses**

- 3 Salaries and payroll taxes Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.
- 4 HRPDC Sewer Programs Represents 1 quarterly payment-25%
- 5 Professional services Draper Aden-\$3690.00-Smithfield general review services through 7/31/18-finalized CCTV review and condition assessment for Jordan Drive, Cypress, and Morris Creek sewer basins; finalized and submitted memorandum detailing identified defects, rehab recommendations, and opinion on probable costs for sewer rehab.
- 6 Maintenance and repairs Lewis Construction - \$4994.35-aquaphalt, materials & labor-6" SS lateral for 1215 Crescent and Magruder Xylem Dewatering-\$851.50-rental of HL80M 3" 4045D RGT 60G-July 26, 2018 through July 30, 2018
- 7 Insurance Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.

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

- 8 Availability fees We received 3 at \$4120 each and one upgrade at \$2200 for a total of \$14,560.
- 9 Interest Expense Interest of \$3485.82 was paid in July for the old sewer treatment plant. Of that amount, \$2905 was accrued in FY2018 and reversed from FY2019.

#### **WORKING ADJUSTMENTS TO CAFR**

- 10 Additional debt service costs-principal expense The PNC loan for the old sewer treatment plant is paid semi-annually but only has one principal payment per year. That payment has been made in full for FY2019.

#### **SEWER CAPITAL**

- 11 Public Works Vehicle Beach Ford-\$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
<b>Revenue</b>						
<b>Operating Revenue</b>						
Water Sales	03-005-342060-0000-31101	1,464,204.00	41,530.74	1	1,422,673.26	2.84%
Debt Service Revenue	03-005-342060-0000-31109	248,853.00	6,434.67	1	242,418.33	2.59%
Miscellaneous	03-005-342060-0000-31105	300.00	1,475.00	2	(1,175.00)	491.67%
Connection fees	03-005-342060-0000-31104	13,200.00	2,020.00	3	11,180.00	15.30%
Application Fees	03-005-342060-0000-31106	8,654.00	1,948.00		6,706.00	22.51%
<b>Total Operating Revenue</b>		<b>1,735,211.00</b>	<b>53,408.41</b>		<b>1,681,802.59</b>	<b>3.08%</b>

**Town of Smithfield  
Water Fund Budget**

Description		2019 ADOPTED	Actual as of 08/31/18	Notes	Remaining Budget	% of budget
<b>Expenses</b>						
Salaries	04-005-442060-0000-41100	461,557.00	58,225.50	4	403,331.50	12.62%
FICA	04-005-442060-0000-42100	36,925.00	4,307.57	4	32,617.43	11.67%
VSRS	04-005-442060-0000-42200	25,887.00	3,540.44		22,346.56	13.68%
Health	04-005-442060-0000-42300	85,554.00	9,491.40		76,062.60	11.09%
Uniforms	04-005-442060-0000-46011	2,500.00	164.99		2,335.01	6.60%
Contractual	04-005-442060-0000-43320	13,500.00	-		13,500.00	0.00%
Audit	04-005-442060-0000-43120	6,625.00	-		6,625.00	0.00%
Legal	04-005-442060-0000-43150	6,400.00	393.75		6,006.25	6.15%
Accreditation	04-005-442060-0000-45521	1,250.00	-		1,250.00	0.00%
Maintenance & Repairs	04-005-442060-0000-46007	20,000.00	1,925.00		18,075.00	9.63%
Water Tank Maintenance	04-005-442060-0000-43006	80,000.00	-		80,000.00	0.00%
Professional Services	04-005-442060-0000-43152	40,000.00	700.00	5	39,300.00	1.75%
Regional Water Supply Study	04-005-442060-0000-43998	4,000.00	1,114.50	6	2,885.50	27.86%
Data Processing	04-005-442060-0000-44100	15,000.00	2,064.19		12,935.81	13.76%
Utilities	04-005-442060-0000-45100	2,500.00	9.67		2,490.33	0.39%
Communications	04-005-442060-0000-45200	11,500.00	2,602.28		8,897.72	22.63%
Insurance	04-005-442060-0000-45300	28,365.00	6,662.01	7	21,702.99	23.49%
Materials & Supplies	04-005-442060-0000-45400	75,000.00	6,497.71		68,502.29	8.66%

**Town of Smithfield  
Water Fund Budget**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
Truck Operations	04-005-442060-0000-46008	12,000.00	990.02		11,009.98	8.25%
Dues & Subscriptions	04-005-442060-0000-45810	1,000.00	29.00		971.00	2.90%
Bank service charges-credit card fees	04-005-442060-0000-45813	1,200.00	263.61		936.39	21.97%
Travel and Training	04-005-442060-0000-45500	5,000.00	-		5,000.00	0.00%
Miscellaneous	04-005-442060-0000-45804	12,000.00	2,242.00	<b>8</b>	9,758.00	18.68%
<b><u>RO Annual costs</u></b>						
Power	04-005-442061-0000-45100	104,000.00	8,048.34		95,951.66	7.74%
Chemicals	04-005-442061-0000-45413	52,332.00	6,650.42		45,681.58	12.71%
HRSD	04-005-442061-0000-45102	280,300.00	24,087.67		256,212.33	8.59%
Supplies	04-005-442061-0000-45400	20,000.00	1,270.44		18,729.56	6.35%
Communication	04-005-442061-0000-45200	9,200.00	2,035.00		7,165.00	22.12%
Travel and training	04-005-442061-0000-45500	4,300.00	-		4,300.00	0.00%
Dues & Subscriptions	04-005-442061-0000-45810	400.00	29.00		371.00	7.25%
Maintenance and Repairs	04-005-442061-0000-46007	66,500.00	487.29		66,012.71	0.73%
Total Water Fund Operating Expenses before D&A Exp.		1,484,795.00	143,831.80		1,340,963.20	9.69%
Operating Income before D&A Expense		250,416.00	(90,423.39)		340,839.39	-36.11%
Depreciation & Amortization Expense	04-005-442060-0000-49102	370,000.00	64,799.65		305,200.35	17.51%
Operating Income (Loss)		(119,584.00)	(155,223.04)		35,639.04	129.80%
Nonoperating Revenues (Expenses)						
Pro-Rata Share Fees	03-005-342060-0000-31103	-	-		-	0.00%
Availability Fees	03-005-342060-0000-31102	54,400.00	9,800.00	<b>9</b>	44,600.00	18.01%
Interest Revenue	03-005-342060-0000-31501	20,000.00	6,729.02		13,270.98	33.65%
Interest Expense	04-005-442060-0000-49000	(38,150.00)	(3,036.70)	<b>10</b>	(35,113.30)	7.96%
Total Nonoperating Revenues (Expenses)		36,250.00	13,492.32		22,757.68	37.22%
Net Income (Loss)		(83,334.00)	(141,730.72)		58,396.72	170.08%

**WORKING ADJUSTMENTS TO CAFR**

**Town of Smithfield  
Water Fund Budget**

Description (FOR INTERNAL USE ONLY)	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
Restricted revenues:						
Pro-rata Share Fees		-	-		-	0.00%
Availability Fees		(54,400.00)	-		(54,400.00)	0.00%
Debt Service Revenue		(248,853.00)	-		(248,853.00)	0.00%
Depreciation & Amort. Exp.		370,000.00	-		370,000.00	0.00%
Additional debt service costs-principal expense		(248,415.00)	(230,456.76)	<b>11</b>	(17,958.24)	0.00%
Total adjustments to CAFR		(181,668.00)	(230,456.76)		48,788.76	0.00%
Working adjusted income		(265,002.00)	(372,187.48)		107,185.48	0.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	08/31/18	Notes	BALANCE	BUDGET
<b>Water Fund</b>							
<b>Net Operating Reserves (Deficit)</b>			(265,002.00)	(372,187.48)		107,185.48	0%
Water Master Plan	04-005-442060-0000-47035	(37,551.00)	(32,500.00)			(32,500.00)	0.00%
RO Well Motor	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Bypass Pump	04-005-442060-0000-47012	(100,000.00)	(100,000.00)			(100,000.00)	0.00%
RO Stainless Steel Valve	04-005-442060-0000-47012	(10,000.00)	(20,000.00)			(20,000.00)	0.00%
RO New Membranes (24)	04-005-442060-0000-47012	(15,000.00)	(15,000.00)			(15,000.00)	0.00%
RO Well Pump	04-005-442060-0000-47012		(20,000.00)			(20,000.00)	0.00%
RO Server	04-005-442060-0000-47012	(10,000.00)				-	
PW Vehicle	04-005-442060-0000-47005	(12,500.00)		(11,320.00)	12	11,320.00	
Net Capital Outlay		(185,051.00)	(207,500.00)	(11,320.00)		(196,180.00)	5.46%
<b>Net Reserves (Deficit) after capital outlay</b>		(162,551.00)	(472,502.00)	(383,507.48)		(88,994.52)	81.17%
Operating Reserves			210,693.75	163,103.63		47,590.12	77.41%
Water Capital Escrow			32,500.00			32,500.00	0.00%
Debt Service fees applied to debt			231,693.25	220,403.85		11,289.40	95.13%
<b>Net Adjusted Reserves</b>			2,385.00	-		2,385.00	0.00%

## **Notes: August 2018**

### **WATER**

#### **Revenues**

- |   |   |   |
|---|---|---|
| 1 | <u>Water Charges/Debt Service Revenue</u> | Sewer revenues including the sewer compliance fee billed for July and 1/2 August were accrued on the June 2018 financial statements. The August statements reflect 1/2 of the billing as current year revenues. |
| 2 | <u>Miscellaneous</u>                      | In July we sold 3 water meters (\$325 each=\$975) and 5 water meter boxes and lids (\$100 each=\$500).  |
| 3 | <u>Connection Fees</u>                    | The town posted \$2,020 in connection fees for July 2018. This represents 3 connections at \$660 each (5/8" meters) and a meter upgrade (from 5/8" to 3/4") at \$40 for a total of \$2,020.                     |

#### **Expenses**

- |   |                                    |  |
|---|------------------------------------|--|
| 4 | <u>Salaries and payroll taxes</u>  | Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.   |
| 5 | <u>Professional Services</u>       | Draper Aden Associates-\$700-Services through 7/31/18-RO Plant Storm Water Basin & Private Pond Remediation  |
| 6 | <u>HRPDC Regional Water Supply</u> | Represents 1 quarterly payment. Actually billing came in higher than numbers received for budget purposes. This line item will be \$458 over budget.   |
| 7 | <u>Insurance</u>                   | Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.  |
| 8 | <u>Miscellaneous</u>               | Includes VDH-Waterworks- \$8968.00 for 4 quarters-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. We have made the 1st of 4 quarterly payments=\$2242. |

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

- |    |                          |  |
|----|--------------------------|--|
| 9  | <u>Availability Fees</u> | We received 3 at \$2720 each and one upgrade at \$1640 for a total of \$9800.00  |
| 10 | <u>Interest Expense</u>  | Paid interest of \$15,673.12 in July 2018 for the two PNC loans (old treatment plant and RO plant) and the water portion of the \$5M note with Farmers Bank. Of that amount, \$13,154.06 was accrued in FY2018 and reversed accordingly. Also paid interest of \$571.19 in August for Farmers Bank loan of which \$53.55 was reversed from prior year accrual. |

#### **WORKING ADJUSTMENTS TO CAFR**

- |    |  |   |
|----|--|---|
| 11 | <u>Additional debt service costs-principal exper</u> | Principal for the entire year was paid for the 2 VML VACO Loans totaling \$226,910. The remainder represents principal on the water portion of the \$5M note with Farmers Bank. This principal is paid monthly. |
|----|--|---|

#### **WATER CAPITAL**

- |    |                             |  |
|----|-----------------------------|--|
| 12 | <u>Public Works Vehicle</u> | Beach Ford-\$11320-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018. |
|----|-----------------------------|--|

**Town of Smithfield  
Highway Fund**

Description		2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
<b>Revenue</b>						
Interest Income	<b>03-204-341200-0000-31501</b>	200.00	56.58		143.42	28.29%
Revenue - Commwlth of VA	<b>03-204-341200-0000-34060</b>	1,189,305.00	-	1	1,189,305.00	0.00%
<b>Total Highway Fund Revenue</b>		1,189,505.00	56.58		1,189,448.42	0.00%

**Town of Smithfield  
Highway Fund**

Description	MUNIS ACCOUNT NUMBER	2019 ADOPTED	Actual as of 08/31/18	Notes	REMAINING BALANCE	% of BUDGET
<b>Expenses</b>						
Salaries	04-204-441200-0000-41100	233,524.00	33,720.19	2	199,803.81	14.44%
FICA	04-204-441200-0000-42100	18,682.00	2,476.56	2	16,205.44	13.26%
VSRS	04-204-441200-0000-42200	15,204.00	2,875.19		12,328.81	18.91%
Health	04-204-441200-0000-42300	57,170.00	7,651.08		49,518.92	13.38%
Uniforms	04-204-441200-0000-46011	3,500.00	-		3,500.00	0.00%
Professional services	04-204-441200-0000-43152	-	1,250.00	3	(1,250.00)	0.00%
Grass	04-204-441200-0000-43105	20,000.00	3,275.01		16,724.99	16.38%
Maintenance	04-204-441200-0000-43104	695,133.00	21,339.94		673,793.06	3.07%
Asphalt/Paving			7,614.50		(7,614.50)	
Ditching			6,627.49		(6,627.49)	
Traffic Control devices			-		-	
Other (maintenance)			-		-	
Other (lawnmowers, landscaping, etc)			7,009.82		(7,009.82)	
Structures and Bridges			-		-	
Ice and Snow removal			-		-	
Administrative			88.13		(88.13)	
Storm Maintenance			-		-	
Street Lights	04-204-441200-0000-45101	117,000.00	3,093.45		113,906.55	2.64%
Insurance	04-204-441200-0000-45300	15,450.00	3,810.72	4	11,639.28	24.66%
VAC Truck Repairs	04-204-441200-0000-43107	2,500.00	386.62		2,113.38	15.46%
Truck Operations	04-204-441200-0000-46008	8,000.00	573.35		7,426.65	7.17%
Stormwater Management Program (regional)	04-204-441200-0000-43999	3,342.00	779.00	5	2,563.00	23.31%
<b>Total Highway Fund Expense</b>		1,189,505.00	81,231.11		1,108,273.89	6.83%
<b>Net Reserves (+/-)</b>		-	<b>(81,174.53)</b>		<b>81,174.53</b>	100.00%

			2019	Actual as of		REMAINING	% of
	MUNIS ACCOUNT NUMBER	ROLLOVERS	ADOPTED	08/31/18	Notes	BALANCE	BUDGET
<b>HIGHWAY</b>							
<b>Net Operating Reserves (Deficit)</b>		-	-	<b>(81,174.53)</b>		81,174.53	#DIV/0!
No specific capial projects identified			-	-		-	#DIV/0!
PW Vehicle	04-204-441200-48100	(12,500.00)	-	<b>(11,319.00)</b>		11,319.00	#DIV/0!
Sidewalk repairs	04-204-441200-48100	(10,000.00)	-			-	#DIV/0!
			-	-		-	#DIV/0!
			-			-	#DIV/0!
Net Capital Outlay		(22,500.00)	-	(11,319.00)		11,319.00	#DIV/0!
<b>Net Reserves (Deficit) after capital outlay</b>			-	<b>(92,493.53)</b>		92,493.53	#DIV/0!
Carryover from FY2018				270,146.70	5		
<b>Net Adjusted Reserves (deficit)</b>				177,653.17			

## Notes: August 2018

### HIGHWAY

#### Revenues

- |   |   |  |
|---|---|--|
| 1 | <u>Revenue-Commonwealth of Virginia</u> | We will not receive the 1st quarterly payment from the state until the end of September. Funds received at the end of June will be transferred from general fund to highway as needed. |
|---|---|--|

#### Expenses

- |   |                                      |  |
|---|--------------------------------------|--|
| 2 | <u>Salaries</u>                      | Salaries have been decreased by accrued payroll for FY2018 that was reversed as of July.   |
| 3 | <u>Professional Services</u>         | Include:<br>Canada Land Surveying-\$875-East Street for topo area long existing creek and prepare and submit a cad file for design purposes<br>Canada Land Surveying-\$375-Smithfield Blvd-Lot 103 including courthouse research, stake center line of easement, and locate existing pipes |
| 4 | <u>Insurance</u>                     | Represents payment of 1 quarter to VML for property/casualty and workers' comp insurance-25%.  |
| 5 | <u>Stormwater Management Program</u> | Represents 1 quarterly payment-25%   |

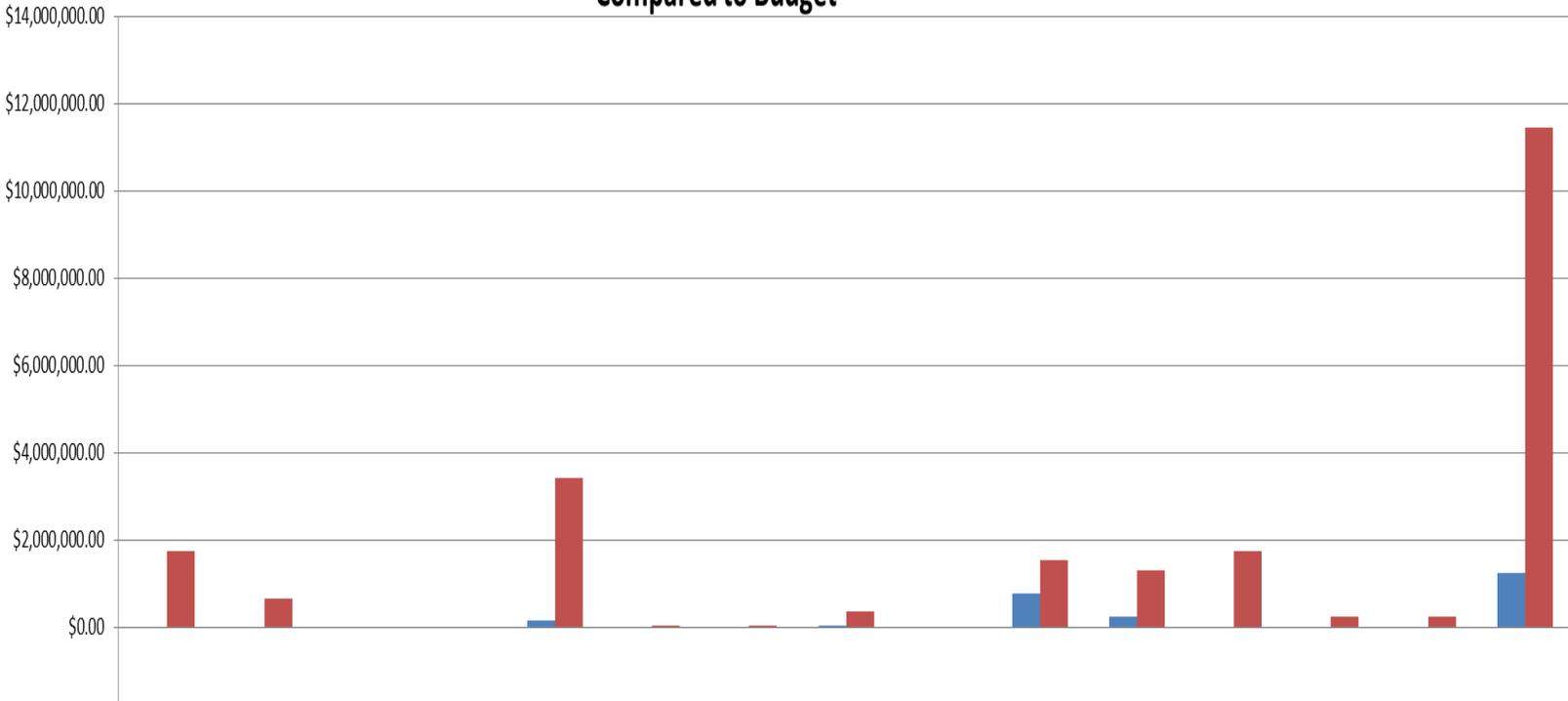
### HIGHWAY CAPITAL

- |   |                              |   |
|---|------------------------------|---|
| 6 | <u>Public Works Vehicle</u>  | Beach Ford-\$11319-1/3 cost of 2019 Ford F-450-was rolled forward from FY2018.  |
| 7 | <u>Carryover from FY2018</u> | Carryover from FY2018 may be adjusted pending any audit entries; however, at this time we reflect a carry forward of \$270,146.70 that will be applied against FY2019 projects such as paving of Main Street. |

# AUG 2018

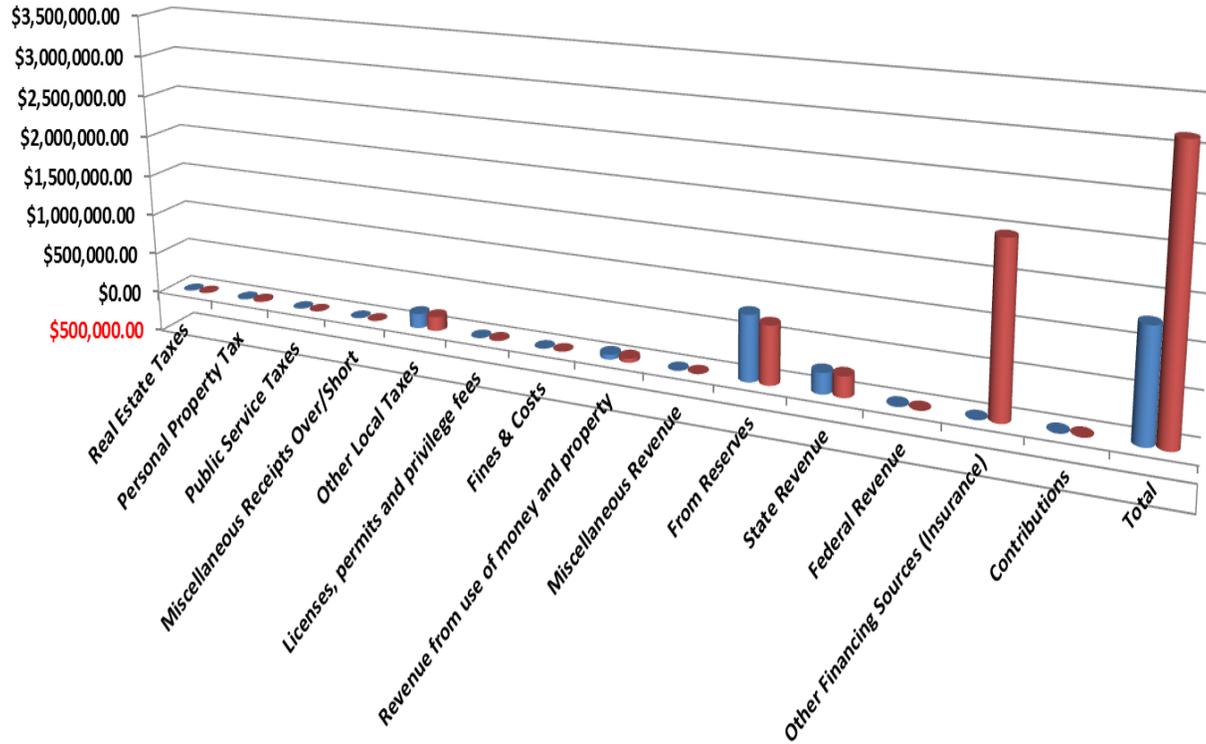
# FINANCIAL GRAPHS

### Aug 2018 YTD General Fund Revenues Compared to Budget



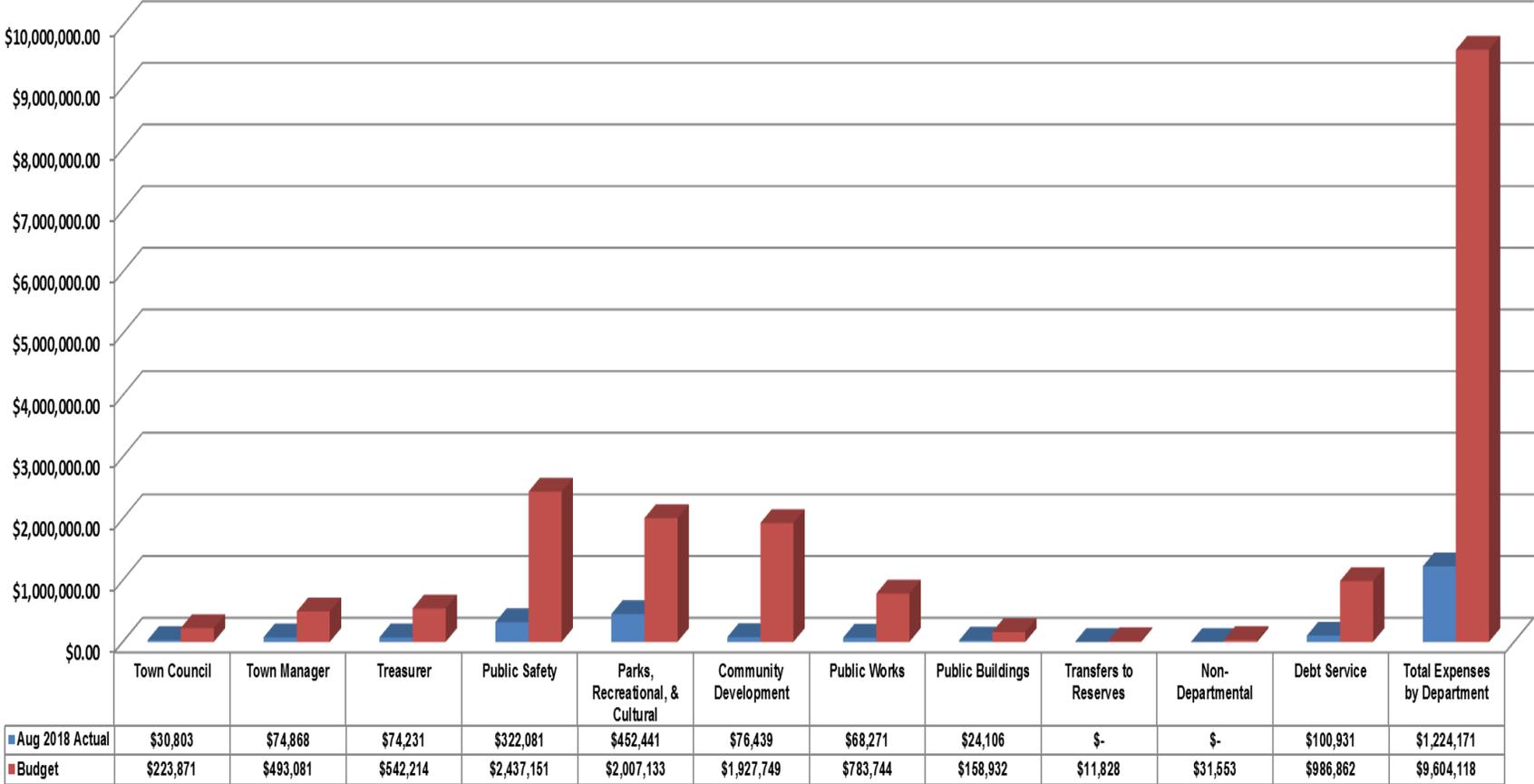
	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Misc. Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Misc. Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources	Contributions	Total
■ Aug 2018 Actual	\$1,714	\$8,857	\$-	\$(1)	\$173,617	\$3,550	\$-	\$56,728	\$176	\$769,288	\$242,358	\$8,460	\$-	\$2,493	\$1,267,040
■ Budget	\$1,755,553	\$671,500	\$31,400	\$20	\$3,437,800	\$38,000	\$60,000	\$358,589	\$6,100	\$1,539,553	\$1,300,774	\$1,761,720	\$241,129	\$263,700	\$11,465,838

### Aug 2018 YTD General Fund Revenue Compared to Aug 2017

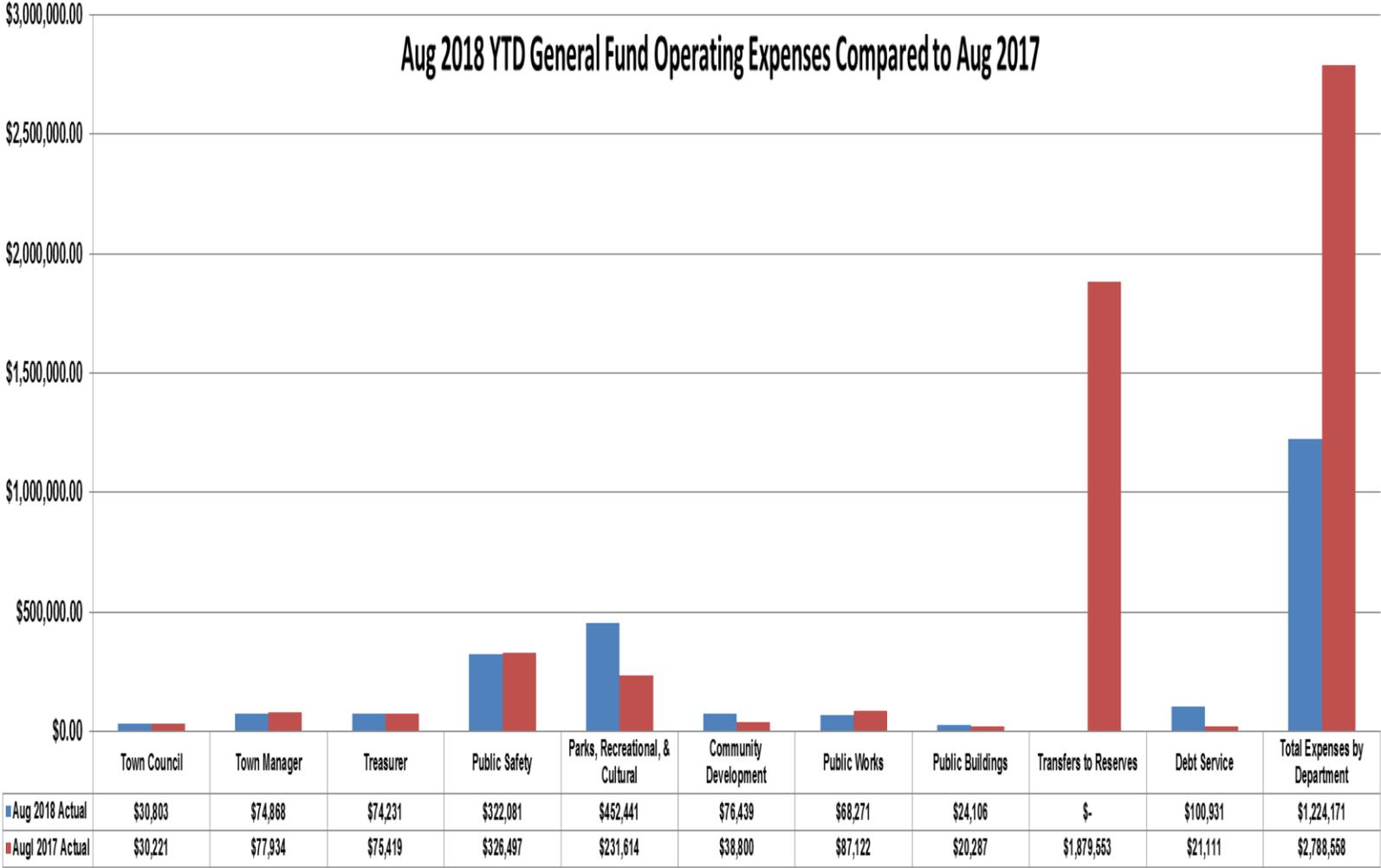


	Real Estate Taxes	Personal Property Tax	Public Service Taxes	Miscellaneous Receipts Over/Short	Other Local Taxes	Licenses, permits and privilege fees	Fines & Costs	Revenue from use of money and property	Miscellaneous Revenue	From Reserves	State Revenue	Federal Revenue	Other Financing Sources (Insurance)	Contributions	Total
■ Aug 2018 Actual	\$1,714	\$8,657	\$-	\$(1)	\$173,617	\$3,550	\$-	\$56,728	\$176	\$769,288	\$242,358	\$8,460	\$-	\$2,493	\$1,267,040
■ Aug 2017 Actual	\$3,425	\$13,714	\$-	\$(1)	\$167,586	\$9,129	\$-	\$48,868	\$189	\$681,792	\$241,870	\$-	\$1,970,519	\$2,271	\$3,139,362

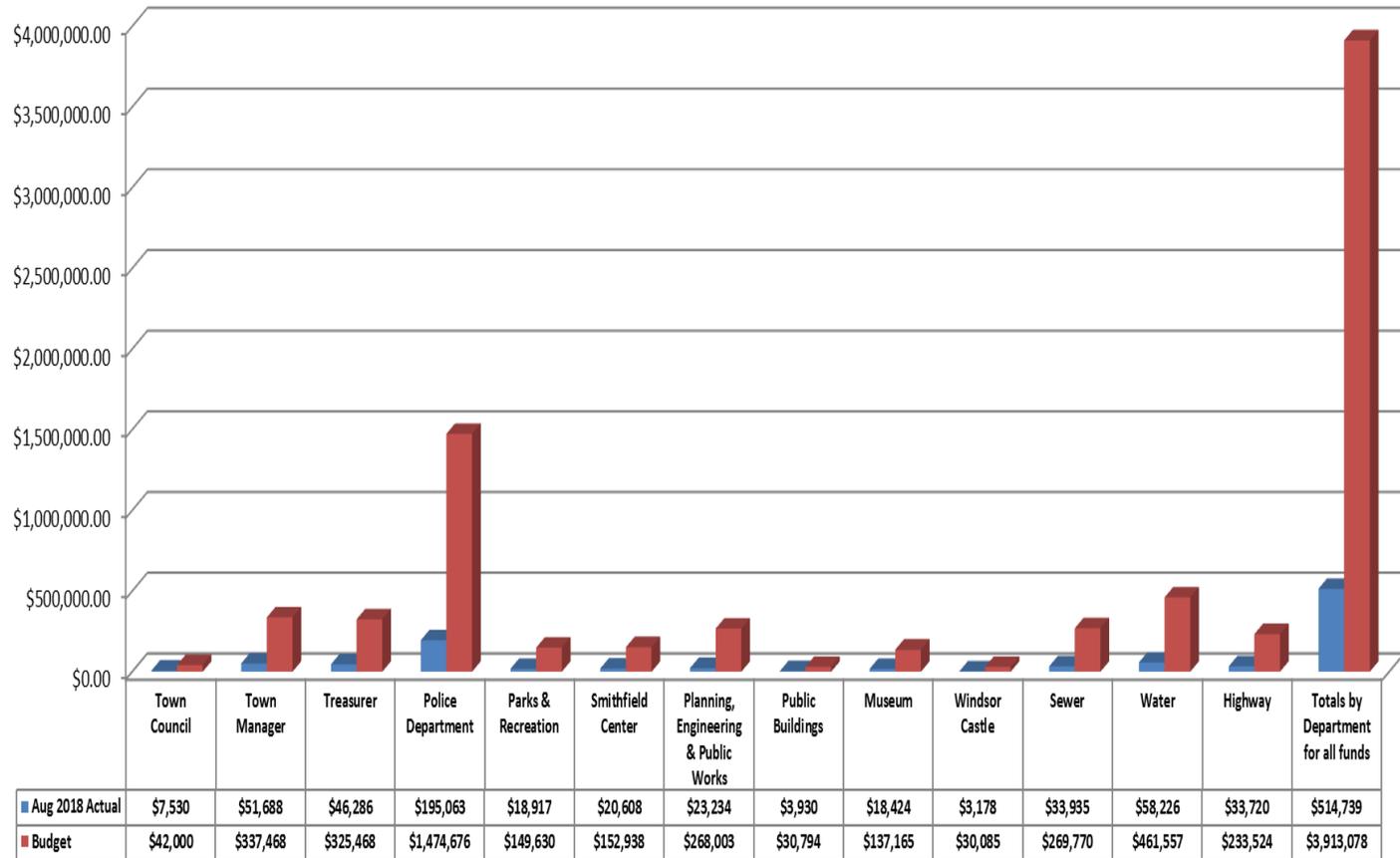
### Aug 2018 YTD General Fund Operating Expenses Compared to Budget



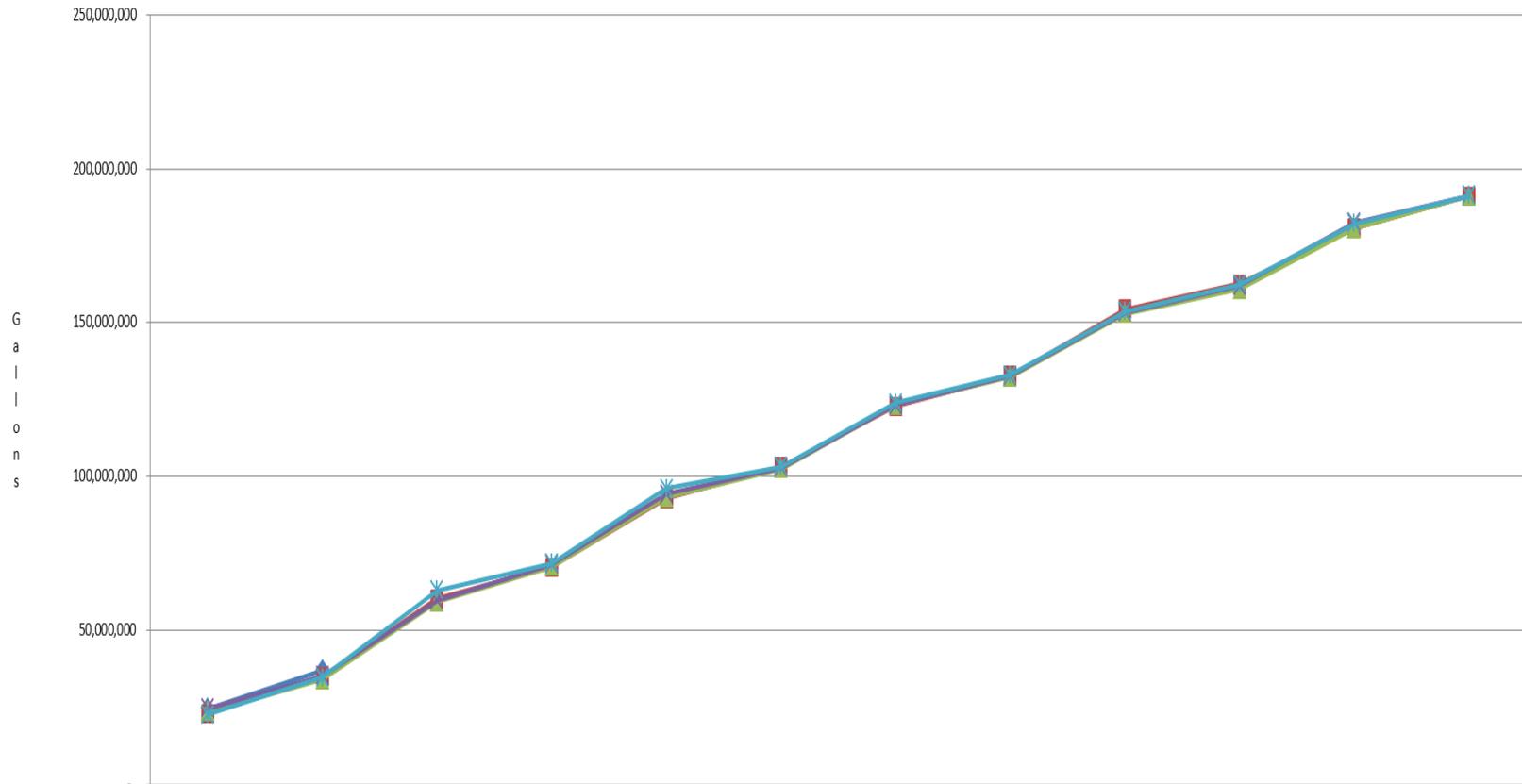
### Aug 2018 YTD General Fund Operating Expenses Compared to Aug 2017



### Aug 2018 YTD Salaries to Budget by Department

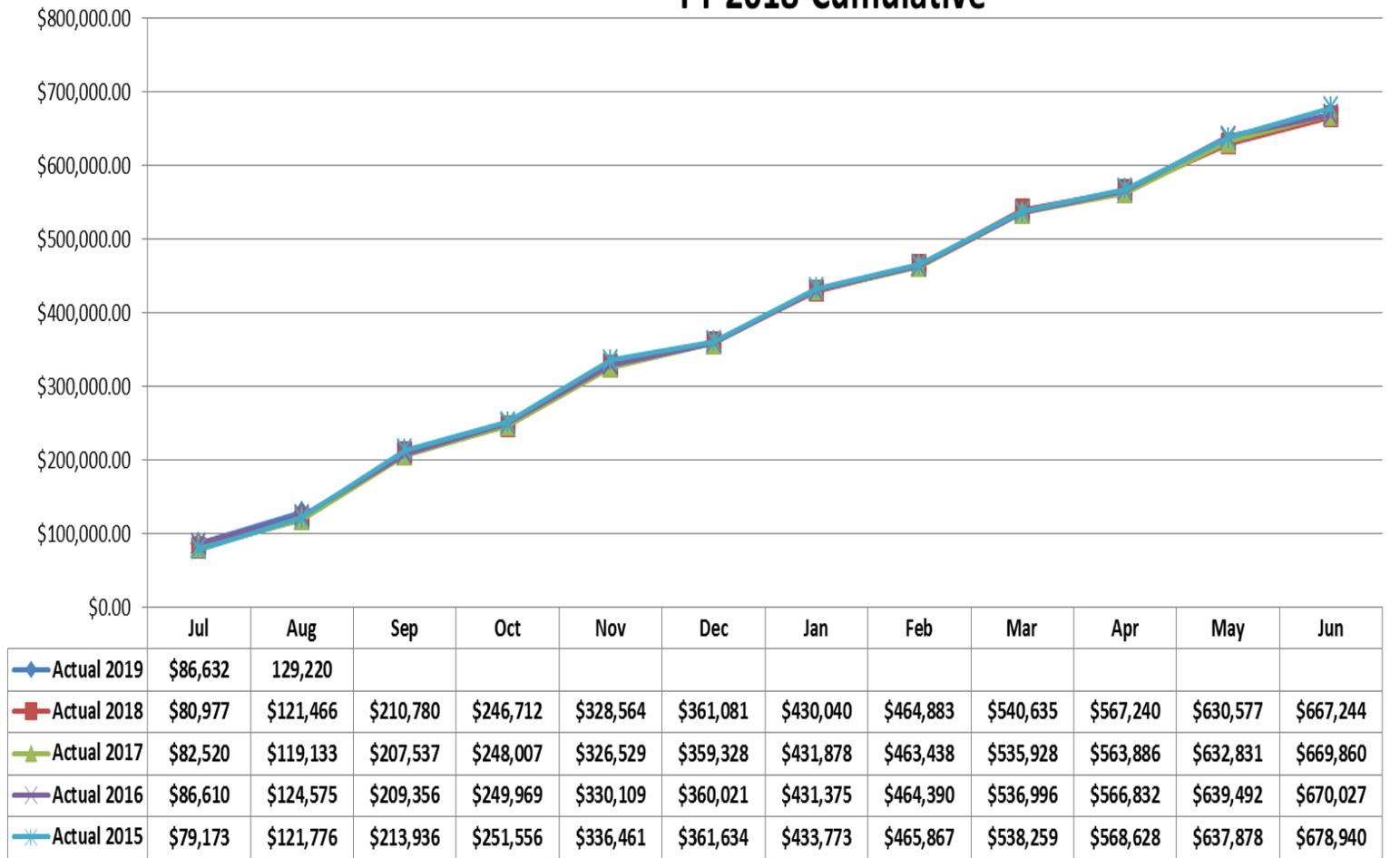


## August 2018 YTD Sewer Consumption Compared to FY 2015 through FY 2018-Cumulative

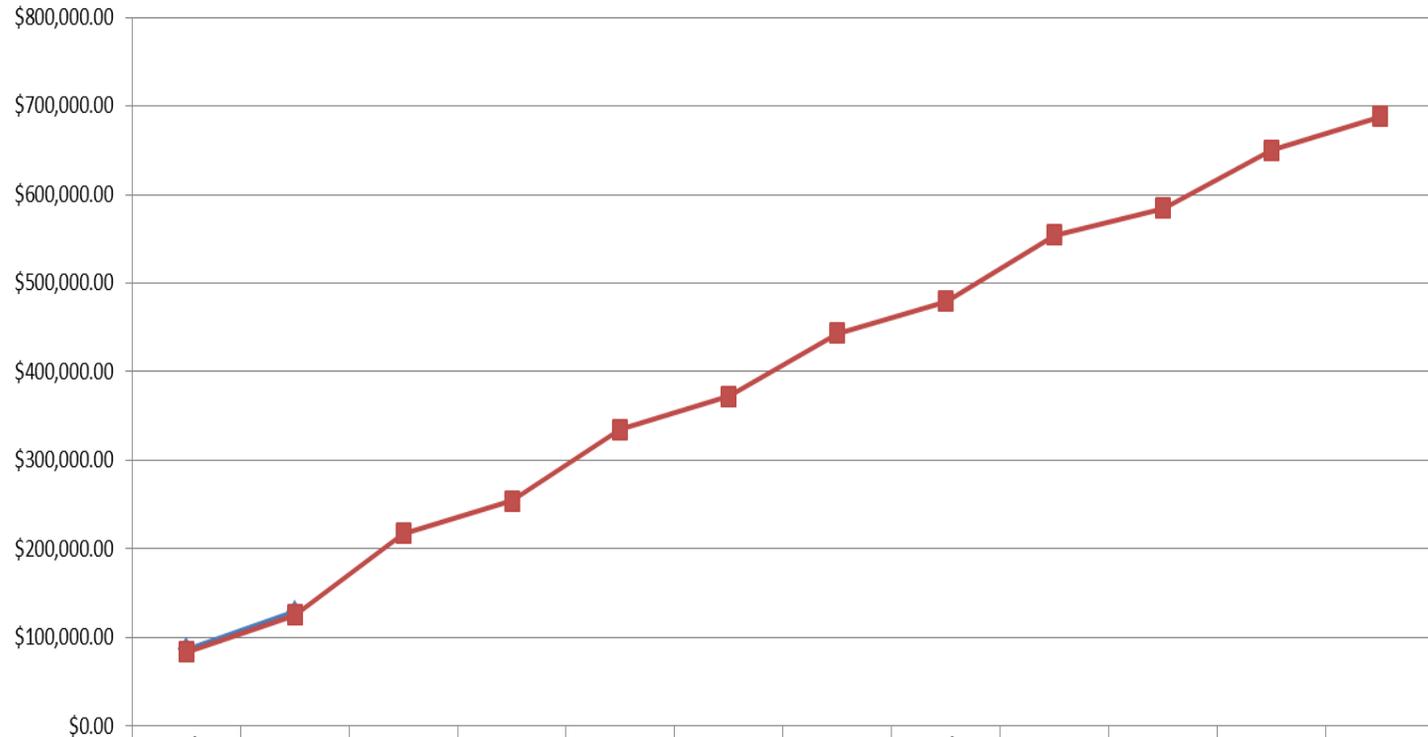


	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	24,716,104	37,035,871										
Actual 2018	23,101,199	34,863,486	60,332,956	70,611,884	92,857,313	103,246,076	122,893,306	132,855,837	154,445,156	162,635,776	180,680,291	191,169,687
Actual 2017	23,531,183	34,028,420	59,230,385	70,811,228	93,197,625	102,574,282	123,246,748	132,267,541	152,925,111	160,916,939	180,565,370	191,151,126
Actual 2016	24,711,665	35,276,564	59,786,489	71,414,518	94,269,420	102,833,713	123,175,844	132,626,614	153,312,082	161,856,557	182,563,599	191,404,069
Actual 2015	22,583,960	34,790,190	62,979,178	71,856,635	96,101,586	103,304,073	123,901,164	133,049,654	153,682,428	162,403,071	182,206,163	191,351,529

## August 2018 YTD Unadjusted Sewer Charges Compared to FY 2015 through FY 2018-Cumulative

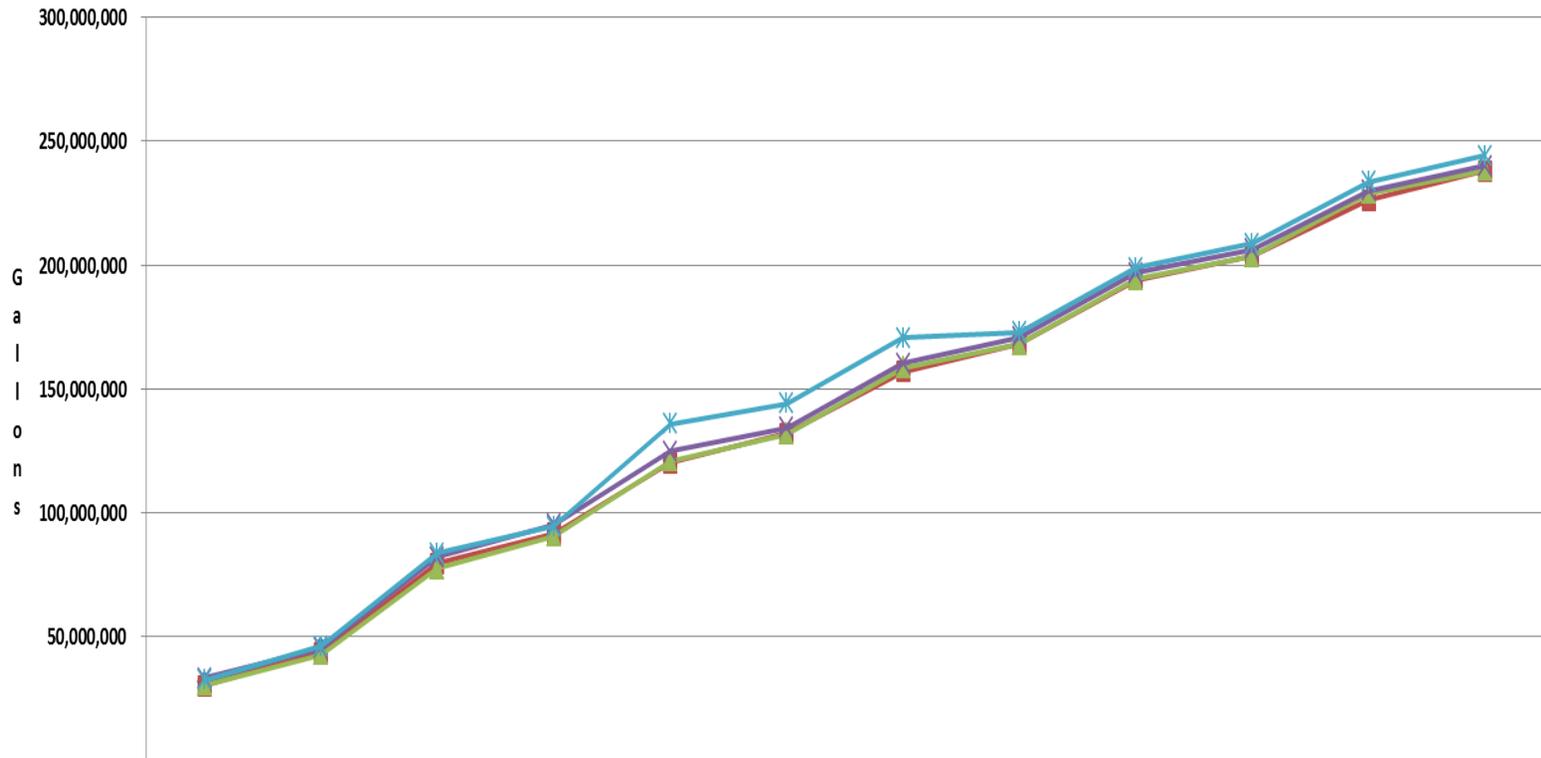


## August 2018 Unadjusted Sewer Charges Compared to Pro-Rated Budget



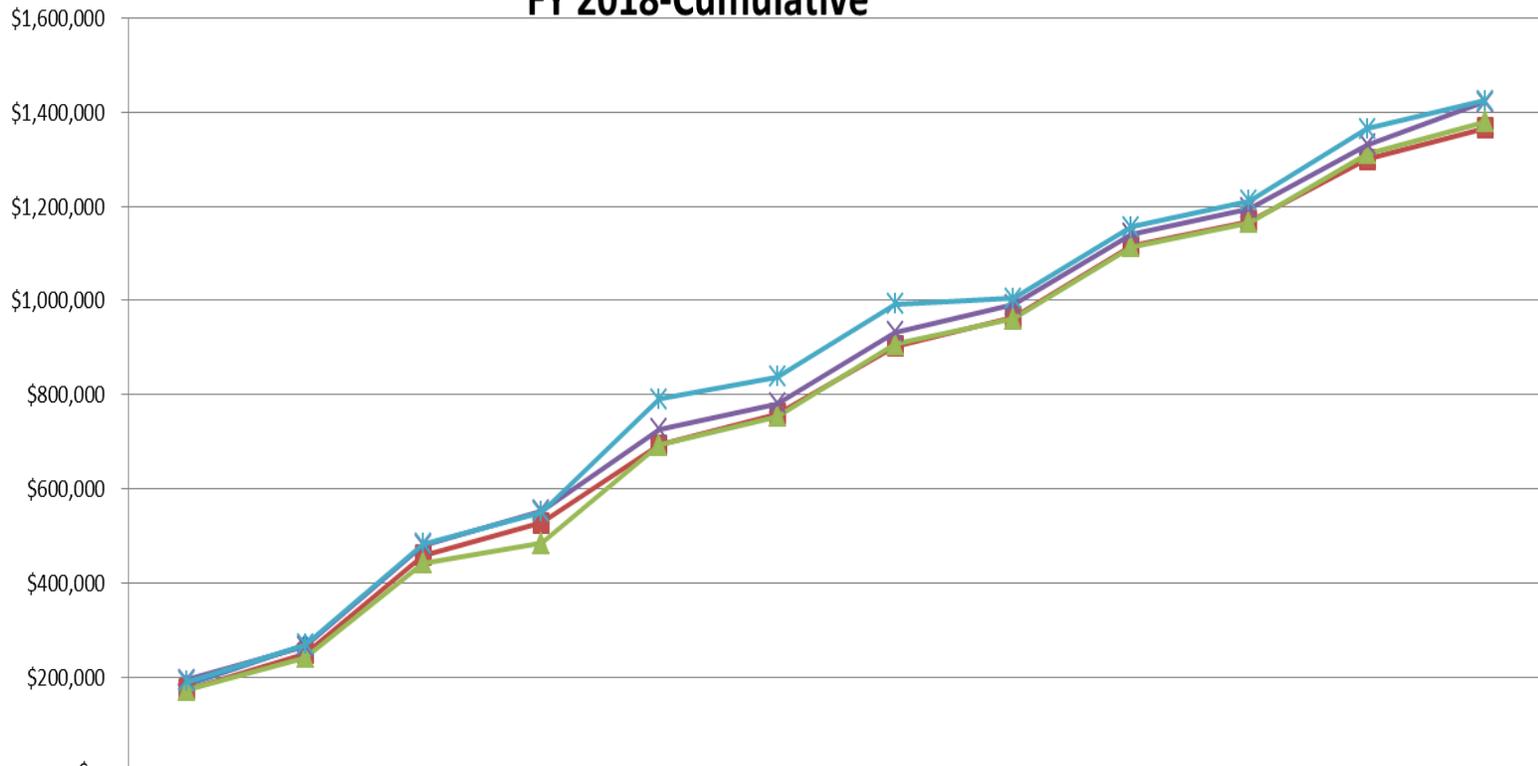
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	\$86,632	\$129,220										
Pro-rated budget	\$83,496	\$125,245	\$217,337	\$254,386	\$334,853	\$372,313	\$443,417	\$479,344	\$554,359	\$584,885	\$650,192	\$688,000

## Aug 2018 YTD Water Consumption Compared to FY 2015 through FY 2018-Cumulative



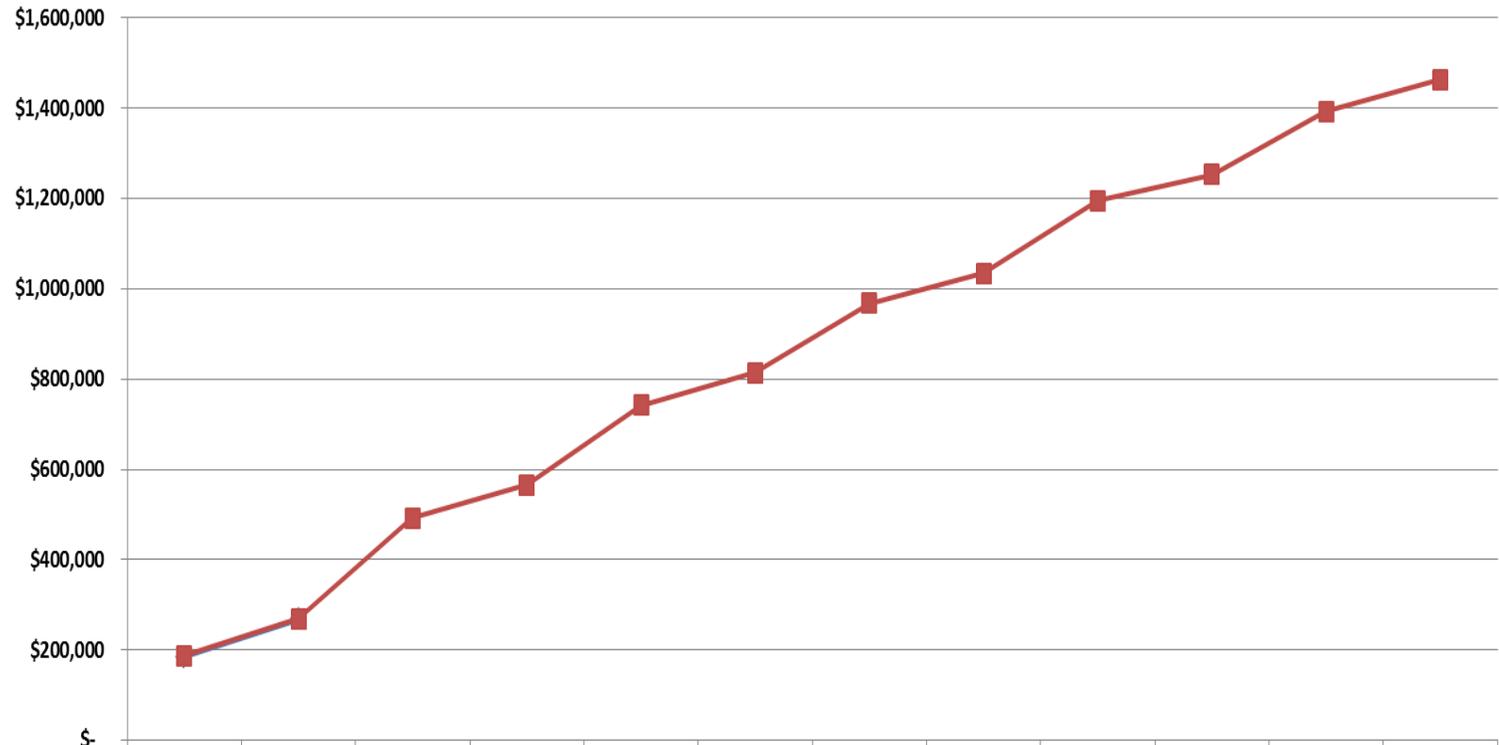
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	32,008,915	45,763,882										
Actual 2018	30,318,845	43,654,112	79,562,876	91,644,521	120,251,103	132,160,681	157,013,879	167,929,648	193,939,024	203,401,651	226,080,860	237,825,094
Actual 2017	30,684,932	42,874,200	77,518,323	90,831,451	121,043,968	131,783,477	158,419,176	168,033,100	194,367,860	203,457,928	229,039,633	238,262,783
Actual 2016	33,345,698	45,575,018	82,213,918	95,233,200	124,916,853	134,443,460	160,421,006	170,822,523	196,701,623	206,208,903	229,958,873	239,954,917
Actual 2015	32,543,946	46,381,849	83,717,381	94,618,596	135,856,212	144,135,476	170,692,715	172,855,828	198,978,064	208,583,793	233,639,239	244,018,141

## Aug 2018 YTD Unadjusted Water Charges Compared to FY 2015 through FY 2018-Cumulative



	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	\$184,578	268,347										
Actual 2018	\$175,117	\$250,930	\$458,994	\$527,712	\$692,700	\$760,242	\$903,469	\$965,491	\$1,115,338	\$1,169,105	\$1,299,761	\$1,366,507
Actual 2017	\$172,822	\$242,072	\$442,502	\$484,328	\$692,668	\$753,686	\$907,299	\$961,932	\$1,113,732	\$1,165,340	\$1,311,990	\$1,379,555
Actual 2016	\$195,151	\$265,341	\$480,112	\$554,087	\$727,069	\$781,191	\$932,388	\$991,504	\$1,141,929	\$1,195,955	\$1,330,893	\$1,421,676
Actual 2015	\$190,721	\$268,975	\$483,155	\$550,543	\$790,909	\$837,952	\$992,662	\$1,004,981	\$1,156,903	\$1,211,481	\$1,365,197	\$1,424,863

## Aug 2018 Unadjusted Water Charges Compared to Pro-Rated Budget



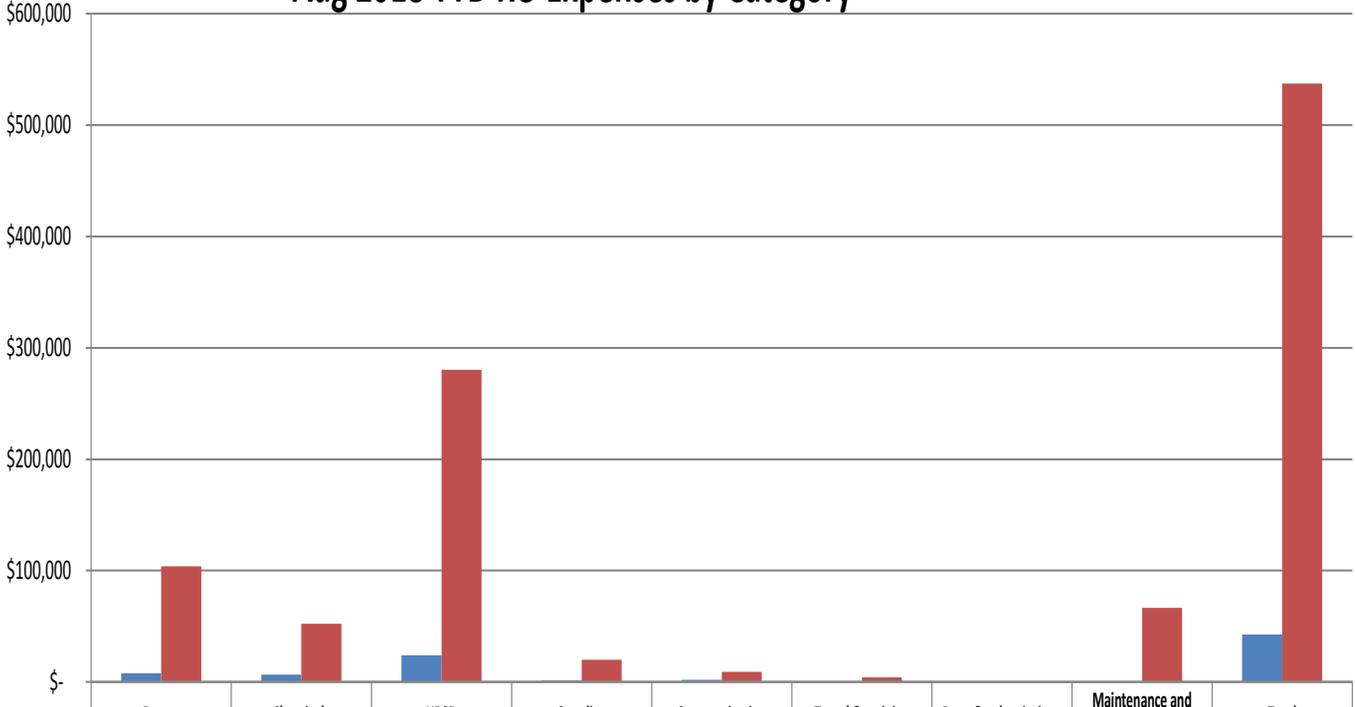
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Actual 2019	\$184,578	\$268,347										
Pro-rated budget	\$187,637	\$268,870	\$491,810	\$565,317	\$742,101	\$814,595	\$968,061	\$1,034,518	\$1,195,078	\$1,252,689	\$1,392,686	\$1,464,204

**GATLING POINTE WATER BILLINGS**

<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-19			-			\$ -	\$ 6.36
Mar-19			-			\$ -	\$ 6.36
Jan-19			-			\$ -	\$ 6.36
Nov-18			-			\$ -	\$ 6.36
Sep-18	5,106,000	1,624,900	6,730,900	\$ 32,474.16	\$ 10,334.37	\$ 42,808.53	\$ 6.36
Jul-18	4,759,000	1,728,400	6,487,400	\$ 29,029.90	\$ 10,543.25	\$ 39,573.15	\$ 6.10
<b>Subtotal</b>	<b>9,865,000</b>	<b>3,353,300</b>	<b>13,218,300</b>	<b>\$ 61,504.06</b>	<b>\$ 20,877.62</b>	<b>\$ 82,381.68</b>	
-Jul 18	(4,759,000)	(1,728,400)	(6,487,400)	\$ (29,029.90)	\$ (10,543.25)	\$ (39,573.15)	
+Jul 19	-	-	-	\$ -	\$ -	\$ -	
<b>Total</b>	<b>5,106,000</b>	<b>1,624,900</b>	<b>6,730,900</b>	<b>\$ 32,474.16</b>	<b>\$ 10,334.37</b>	<b>\$ 42,808.53</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-18	2,821,000	1,467,500	4,288,500	\$ 17,208.10	\$ 8,951.76	\$ 26,159.86	\$ 6.10
Mar-18	3,315,000	1,620,900	4,935,900	\$ 20,221.50	\$ 9,887.50	\$ 30,109.00	\$ 6.10
Jan-18	3,291,000	1,530,000	4,821,000	\$ 20,075.10	\$ 9,333.00	\$ 29,408.10	\$ 6.10
Nov-17	4,588,481	1,283,941	5,872,422	\$ 27,989.74	\$ 7,832.05	\$ 35,821.79	\$ 6.10
Sep-17	7,801,519	2,159,493	9,961,012	\$ 47,589.27	\$ 13,172.91	\$ 60,762.18	\$ 6.10
Jul-17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	\$ 6.10
<b>Subtotal</b>	<b>26,437,000</b>	<b>10,275,634</b>	<b>36,712,634</b>	<b>\$ 161,265.71</b>	<b>\$ 62,681.41</b>	<b>\$ 223,947.12</b>	
-Jul 17	(4,620,000)	(2,213,800)	(6,833,800)	\$ (28,182.00)	\$ (13,504.19)	\$ (41,686.19)	
+Jul 18	4,759,000	1,728,400	6,487,400	\$ 29,029.90	\$ 10,543.25	\$ 39,573.15	
<b>Total</b>	<b>26,576,000</b>	<b>9,790,234</b>	<b>36,366,234</b>	<b>\$ 162,113.61</b>	<b>\$ 59,720.47</b>	<b>\$ 221,834.08</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-17	3,054,490	2,260,200	5,314,690	\$ 18,632.39	\$ 13,787.23	\$ 32,419.62	\$ 6.10
Mar-17	2,933,440	2,258,900	5,192,340	\$ 17,893.99	\$ 13,779.30	\$ 31,673.29	\$ 6.10
Jan-17	3,296,000	2,138,000	5,434,000	\$ 20,105.60	\$ 13,041.80	\$ 33,147.40	\$ 6.10
Nov-16	5,167,000	1,909,600	7,076,600	\$ 31,518.70	\$ 11,648.57	\$ 43,167.27	\$ 6.10
Sep-16	6,870,000	1,726,900	8,596,900	\$ 41,907.00	\$ 10,534.10	\$ 52,441.10	\$ 6.10
Jul-16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	\$ 6.41
<b>Subtotal</b>	<b>25,538,930</b>	<b>11,792,300</b>	<b>37,331,230</b>	<b>\$ 157,095.06</b>	<b>\$ 72,397.67</b>	<b>\$ 229,492.73</b>	
-Jul 16	(4,218,000)	(1,498,700)	(5,716,700)	\$ (27,037.38)	\$ (9,606.67)	\$ (36,644.05)	
+Jul 17	4,620,000	2,213,800	6,833,800	\$ 28,182.00	\$ 13,504.19	\$ 41,686.19	
<b>Total</b>	<b>25,940,930</b>	<b>12,507,400</b>	<b>38,448,330</b>	<b>\$ 158,239.68</b>	<b>\$ 76,295.19</b>	<b>\$ 234,534.87</b>	

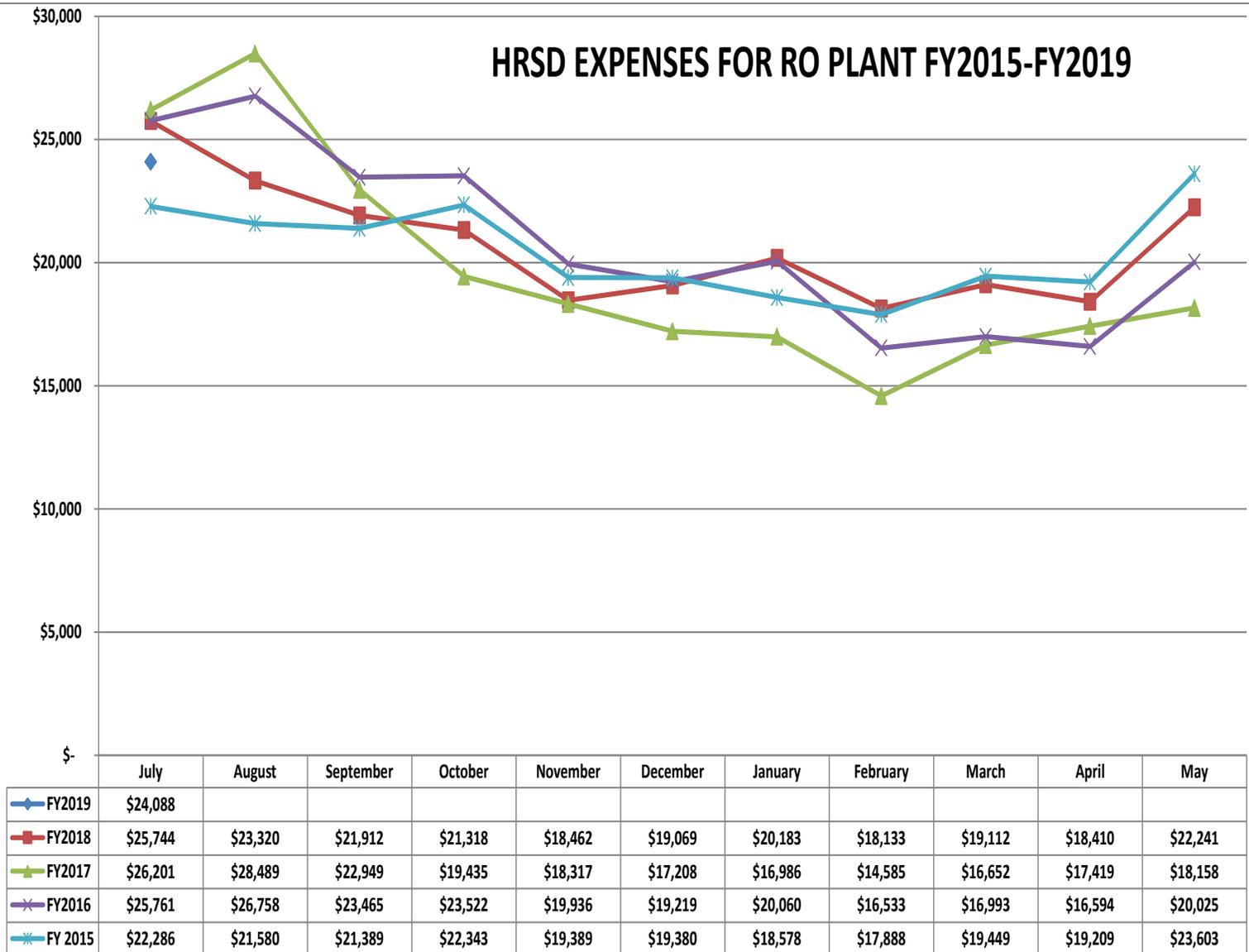
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-16	3,107,000	2,166,900	5,273,900	\$ 19,915.87	\$ 13,889.83	\$ 33,805.70	\$ 6.41
Mar-16	2,797,000	1,850,300	4,647,300	\$ 17,928.77	\$ 11,860.43	\$ 29,789.20	\$ 6.41
Jan-16	3,139,000	1,800,900	4,939,900	\$ 20,120.99	\$ 11,543.78	\$ 31,664.77	\$ 6.41
Nov-15	6,464,000	1,664,500	8,128,500	\$ 41,434.24	\$ 10,669.45	\$ 52,103.69	\$ 6.41
Sep-15	8,543,000	1,489,900	10,032,900	\$ 54,760.63	\$ 9,550.27	\$ 64,310.90	\$ 6.41
Jul-15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	\$ 6.41
<b>Subtotal</b>	<b>30,263,000</b>	<b>10,579,700</b>	<b>40,842,700</b>	<b>\$ 193,985.83</b>	<b>\$ 67,815.92</b>	<b>\$ 261,801.75</b>	
-Jul 15	(6,213,000)	(1,607,200)	(7,820,200)	\$ (39,825.33)	\$ (10,302.16)	\$ (50,127.49)	
+Jul 16	4,218,000	1,498,700	5,716,700	\$ 27,037.38	\$ 9,606.67	\$ 36,644.05	
<b>Total</b>	<b>28,268,000</b>	<b>10,471,200</b>	<b>38,739,200</b>	<b>\$ 181,197.88</b>	<b>\$ 67,120.43</b>	<b>\$ 248,318.31</b>	
<b>Gatling Pointe</b>							
	Usage 1	Usage 2	Total Usage	Billing 1	Billing2	Total Billing	Blended Rate
May-15	3,554,000	1,770,200	5,324,200	\$ 22,781.14	\$ 11,346.99	\$ 34,128.13	6.41
Mar-15	3,069,000	1,738,000	4,807,000	\$ 19,672.29	\$ 11,140.58	\$ 30,812.87	6.41
Jan-15	3,448,000	1,802,600	5,250,600	\$ 22,101.68	\$ 11,554.67	\$ 33,656.35	6.41
Nov-14	6,806,000	1,684,300	8,490,300	\$ 43,626.46	\$ 10,796.37	\$ 54,422.83	6.41
Sep-14	8,287,000	1,556,000	9,843,000	\$ 53,119.67	\$ 9,973.96	\$ 63,093.63	6.41
Jul-14	6,465,000	1,553,800	8,018,800	\$ 41,440.65	\$ 9,959.86	\$ 51,400.51	6.41
<b>Subtotal</b>	<b>31,629,000</b>	<b>10,104,900</b>	<b>41,733,900</b>	<b>\$ 202,741.89</b>	<b>\$ 64,772.43</b>	<b>\$ 267,514.32</b>	
-Jul 14	(6,465,000)	(1,553,800)	(8,018,800)	\$ (41,440.65)	\$ (9,959.86)	\$ (51,400.51)	
+Jul 15	6,213,000	1,607,200	7,820,200	\$ 39,825.33	\$ 10,302.16	\$ 50,127.49	
<b>Total</b>	<b>31,377,000</b>	<b>10,158,300</b>	<b>41,535,300</b>	<b>\$ 201,126.57</b>	<b>\$ 65,114.73</b>	<b>\$ 266,241.30</b>	

### Aug 2018 YTD RO Expenses by Category



	Power	Chemicals	HRSD	Supplies	Communication	Travel & training	Dues & subscriptions	Maintenance and repairs	Total
■ Aug 2018 Actual	\$8,048	\$6,650	\$24,088	\$1,270	\$2,035	\$-	\$29	\$487	\$42,607
■ Budget	\$104,000	\$52,332	\$280,300	\$20,000	\$9,200	\$4,300	\$600	\$66,500	\$537,232

### HRSD EXPENSES FOR RO PLANT FY2015-FY2019



<b>HRSD Charges to date per month</b>				1 CCF=748 gallons	Comparison through July	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
11/13/2011	10/31/2011	3,568,426	3.05/CCF	14,550.33		
12/13/2011	11/30/2011	3,238,929	3.05/CCF	13,206.81		
1/13/2012	12/31/2011	3,328,126	3.05/CCF	13,570.67		
2/21/2012	1/31/2012	3,159,403	3.05/CCF	12,882.59		
3/19/2012	2/29/2012	3,008,612	3.05/CCF	12,267.71		
4/12/2012	3/31/2012	3,475,852	3.05/CCF	14,173.05		
5/16/2012	4/30/2012	3,972,056	3.05/CCF	16,196.11		
6/17/2012	5/31/2012	4,309,462	3.05/CCF	17,580.20		
7/13/2012	6/30/2012	5,002,760	3.05/CCF	20,399.01		
		<u>33,063,626</u>		<u>\$ 134,826.48</u>		
8/20/2012	7/31/2012	5,364,598	3.29/CCF	23,595.55	5,364,598	\$ 23,595.55
9/14/2012	8/31/2012	4,508,384	3.29/CCF	19,829.82		
10/20/2012	9/30/2012	4,307,656	3.29/CCF	18,946.78		
11/19/2012	10/31/2012	4,258,732	3.29/CCF	18,731.62		
12/17/2012	11/30/2012	3,868,188	3.29/CCF	17,013.91		
1/12/2013	12/31/2012	3,764,536	3.29/CCF	16,557.91		
2/15/2013	1/31/2013	3,788,872	3.29/CCF	16,664.84		
3/14/2013	2/28/2013	3,277,364	3.29/CCF	14,415.14		
4/18/2013	3/31/2013	3,587,116	3.29/CCF	15,777.52		
5/16/2013	4/30/2013	3,647,920	3.29/CCF	16,045.00		
6/13/2013	5/31/2013	3,883,704	3.29/CCF	17,082.01		
7/11/2013	6/30/2013	<u>4,038,800</u>	<u>3.29/CCF</u>	<u>17,764.36</u>		
		<u>48,295,870</u>		<u>\$ 212,424.46</u>		
8/14/2013	7/31/2013	4,395,136	3.55/CCF	20,859.45	4,395,136	\$ 20,859.45
9/16/2013	8/31/2013	3,779,664	3.55/CCF	17,938.15		
10/17/2013	9/30/2013	3,922,112	3.55/CCF	18,614.43		
11/18/2013	10/31/2013	3,780,992	3.55/CCF	17,944.54		
12/13/2013	11/30/2013	3,490,432	3.55/CCF	16,565.72		
1/17/2014	12/31/2013	3,419,744	3.55/CCF	16,230.25		
2/11/2014	1/31/2014	3,620,040	3.55/CCF	17,180.58		
3/14/2014	2/28/2014	3,202,720	3.55/CCF	15,200.04		
4/16/2014	3/31/2014	3,517,704	3.55/CCF	16,694.94		
5/27/2014	4/30/2014	3,510,032	3.55/CCF	16,658.73		
6/14/2014	5/31/2014	4,015,224	3.55/CCF	19,056.40		
7/21/2014	6/30/2014	<u>4,306,496</u>	<u>3.55/CCF</u>	<u>20,438.77</u>		
		<u>44,960,296</u>		<u>\$ 213,382.00</u>		

<b>HRSD Charges to date per month</b>				1 CCF=748 gallons	Comparison through July	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge
8/19/2014	7/31/2014	4,352,480	3.83/CCF	22,286.00	4,352,480	\$ 22,286.00
10/2/2014	8/31/2014	4,214,710	3.83/CCF	21,580.52		
11/20/2014	9/30/2014	4,177,303	3.83/CCF	21,389.02		
11/20/2014	10/31/2014	4,363,507	3.83/CCF	22,342.69		
12/17/2014	11/30/2014	3,786,703	3.83/CCF	19,388.99		
1/14/2015	12/31/2014	3,784,965	3.83/CCF	19,380.18		
2/18/2015	1/31/2015	3,628,334	3.83/CCF	18,578.18		
3/13/2015	2/28/2015	3,493,560	3.83/CCF	17,888.02		
4/28/2015	3/31/2015	3,798,382	3.83/CCF	19,449.12		
5/31/2015	4/30/2015	3,751,512	3.83/CCF	19,208.98		
6/30/2015	5/31/2015	4,609,730	3.83/CCF	23,603.14		
7/22/2015	6/30/2015	4,449,108	3.83/CCF	22,780.84		
		48,410,294		\$ 247,875.68		
8/18/2015	7/31/2015	4,665,711	4.13/CCF	25,761.29	4,665,711	\$ 25,761.29
9/21/2015	8/31/2015	4,846,280	4.13/CCF	26,758.27		
10/13/2015	9/30/2015	4,249,862	4.13/CCF	23,465.01		
11/16/2015	10/31/2015	4,260,123	4.13/CCF	23,522.00		
12/14/2015	11/30/2015	3,610,698	4.13/CCF	19,935.92		
1/13/2016	12/31/2015	3,480,926	4.13/CCF	19,219.37		
2/12/2016	1/31/2016	3,633,192	4.13/CCF	20,060.24		
3/8/2016	2/29/2016	2,994,404	4.13/CCF	16,533.22		
4/14/2016	3/30/2016	3,077,636	4.13/CCF	16,992.89		
5/15/2016	4/30/2016	3,005,292	4.13/CCF	16,593.51		
6/15/2016	5/31/2016	3,626,724	4.13/CCF	20,024.72		
7/15/2016	6/30/2016	3,916,340	4.13/CCF	21,623.85		
		45,367,188		\$ 250,490.29		
8/11/2016	7/31/2016	4,345,472	4.51/CCF	26,200.85	4,345,472	\$ 26,200.85
9/15/2016	8/31/2016	4,724,928	4.51/CCF	28,488.77		
10/7/2016	9/30/2016	3,806,220	4.51/CCF	22,949.14		
11/4/2016	10/31/2016	3,223,400	4.51/CCF	19,435.39		
12/7/2016	11/30/2016	3,038,008	4.51/CCF	18,317.37		
1/12/2017	12/31/2016	2,854,056	4.51/CCF	17,208.36		
2/15/2017	1/31/2017	2,817,144	4.51/CCF	16,985.56		
3/15/2017	2/28/2017	2,418,976	4.51/CCF	14,584.89		
4/15/2017	3/31/2017	2,761,768	4.51/CCF	16,651.82		
5/15/2017	4/30/2017	2,889,072	4.51/CCF	17,419.42		
6/9/2017	5/31/2017	3,011,568	4.51/CCF	18,158.16		
7/10/2017	6/30/2017	3,060,880	4.51/CCF	18,455.37		
		38,951,492		\$ 234,855.10		

<u>HRSD Charges to date per month</u>				1 CCF=748 gallons		Comparison through July	
Billing Date	Read Date	Usage per HRSD	Rate	Charge	Usage	Charge	
8/30/2017	7/31/2017	3,913,899	4.92/CCF	25,743.90	3,913,899	\$ 25,743.90	
9/8/2017	8/31/2017	3,545,448	4.92/CCF	23,320.31			
10/10/2017	9/30/2017	3,331,316	4.92/CCF	21,911.71			
11/7/2017	10/31/2017	3,241,000	4.92/CCF	21,317.87			
12/20/2017	11/30/2017	2,806,864	4.92/CCF	18,462.30			
1/26/2018	12/31/2017	2,899,168	4.92/CCF	19,069.43			
2/9/2018	1/31/2018	3,068,408	4.92/CCF	20,182.82			
3/5/2018	2/28/2018	2,756,848	4.92/CCF	18,133.15			
4/4/2018	3/31/2018	2,905,640	4.92/CCF	19,112.23			
5/8/2018	4/30/2018	2,798,888	4.92/CCF	18,409.66			
6/8/2018	5/31/2018	3,381,384	4.92/CCF	22,241.35			
7/11/2018	6/30/2018	<u>3,225,424</u>	4.92/CCF	<u>21,215.53</u>			
		37,874,287		\$ 249,120.26			
8/11/2018	7/31/2018	3,355,216	5.37/CCF	\$ 24,087.67	3,355,216	\$ 24,087.67	

RESOLUTION

STREET CLOSURE FOR HORSEPOWER ON MAIN CAR SHOW

WHEREAS, organizers have proposed to hold an “all makes and models” car show in the Town; and,

WHEREAS, the event will provide entertainment and recreation to visitors and to the citizens of the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizers of the proposed car show by closing off certain of the Town’s streets in order to allow a safe and convenient environment for the proposed car show.

NOW, THEREFORE, be it resolved that on Saturday, October 27, 2018 the following portion of Main Street shall be closed from 2:00 p.m. until 9:30 p.m.: Main Street from its intersection with Underwood Lane to its intersection with Church Street or as much of these areas may be needed to accommodate the cars show.

BE IT FURTHER RESOLVED, that said street closure shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 9<sup>TH</sup> day of October, 2018.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

RESOLUTION  
STREET CLOSURE FOR HALLOWEEN SAFE TRICK OR TREAT

WHEREAS, the Smithfield Times has organized “Halloween Safe Trick or Treat” event to be held in the Town; and,

WHEREAS, the event will a fun and safe event for children to celebrate Halloween in the Town without working undue hardship on the residents; and,

WHEREAS, the Town Council desires to cooperate with the organizer of the proposed event by closing off certain of the Town’s streets in order to allow a safe and convenient environment for the event.

NOW, THEREFORE, be it resolved that on Wednesday, October 31, 2018 the following portion of Main Street shall be closed from 5:00 p.m. until 8:00 p.m.: Main Street from its intersection with Underwood Lane to its intersection with Church Street; Grace Street from its Intersection with Cary Street to its intersection with Mason Street or as much of these areas that may be needed to accommodate safe trick or treating for the children.

BE IT FURTHER RESOLVED, that said street closures shall be subject to such rules, guidelines and procedures as may be established by the Town Manager and the Chief of Police.

Adopted this 9<sup>TH</sup> day of October, 2018.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Lesley G. King, Clerk

**SUMMIT DESIGN & ENGINEERING SERVICES PLLC**  
**504 Meadowland Drive**  
**Hillsborough, NC 27278**  
**919-732-3883**

August 3, 2018  
 Project No: 18-7620.CPP  
 Invoice No: 19666

Ellen Minga  
 Town of Smithfield  
 P.O. Box 246  
 Smithfield, VA 23431

Project 18-7620.CPP Smithfield Pinewood Heights III Redevelopment  
Professional Services from July 1, 2018 to July 27, 2018

Billing Phase	Fee	Percent Complete	Earned	Previous Fee Billing	Current Fee Billing
General Mangement	73,000.00	92.6978	67,669.42	65,500.67	2,168.75
Housing Aquisition Specialist	29,200.00	94.553	27,609.48	27,440.73	168.75
Housing Relocation Specialist	28,800.00	80.6337	23,222.50	23,110.00	112.50
Addendum	18,000.00	94.4444	17,000.00	8,000.00	9,000.00
<b>Total Fee</b>	<b>149,000.00</b>		<b>135,501.40</b>	<b>124,051.40</b>	<b>11,450.00</b>
<b>Total Fee</b>					<b>11,450.00</b>
<b>Total this Invoice</b>					<b>\$11,450.00</b>

**Outstanding Invoices**

Number	Date	Balance
19524	7/13/2018	1,586.25
<b>Total</b>		<b>1,586.25</b>

**Summit Contract ID 18.7620.CPP CPP Client ID #: 76205**  
**Town of Smithfield, VA / Summit Design and Engineering Services**  
**Monthly Progress Report through July 31, 2018**

Work Tasks	Budget CDBG	Current Billing	Cumulative Amount	Percent Complete	Remaining Balance
<b>P01 Administration - General Management</b>					
General Grant Management	\$ 73,000.00	\$ 2,168.75	\$ 67,669.42	92.7%	\$ 5,330.58
<b>General Grant Management Task Budget (P01) - Total</b>	<b>\$ 73,000.00</b>	<b>\$ 2,168.75</b>	<b>\$ 67,669.42</b>		<b>\$ 5,330.58</b>
<b>P02 Administration - Housing Acquisition Specialist</b>					
<b>Phase II</b>					
21 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
22 Jamestown Ave / Offer package mailed	\$ 1,583	\$ 18.75	\$ 443.75	28.0%	\$ 1,139.58
23 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,438.25	90.8%	\$ 145.08
24 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,566.00	98.9%	\$ 17.33
25 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,716.24	108.4%	\$ (132.91)
26 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,294.37	81.7%	\$ 288.96
27A Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,518.12	95.9%	\$ 65.21
27B Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,480.63	93.5%	\$ 102.70
28A Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
28B Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
31 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
32 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
33 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
34 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
35 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,534.37	96.9%	\$ 48.86
36 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,556.00	98.3%	\$ 27.33
37 Jamestown Ave / Offer Accepted (Pre-Closing)	\$ 1,583	\$ 150.00	\$ 1,577.75	99.6%	\$ 5.58
38 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,556.00	98.3%	\$ 27.33
Jamestown Lot #1 / Closed (Acquired)	\$ 350	\$ -	\$ 350.00	100.0%	\$ -
Jamestown Lot #2 (Pre-Closing)	\$ 350	\$ -	\$ 497.00	142.0%	\$ (146.94)
<b>Acquisition Task Budget (P02) - Total</b>	<b>\$ 28,200.00</b>	<b>\$ 168.75</b>	<b>\$ 27,809.48</b>		<b>\$ 1,590.52</b>
<b>P03 Administration - Housing Relocation Specialist</b>					
<b>Phase III</b>					
21 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,490.62	93.2%	\$ 109.38
22 Jamestown Ave / Initial package mailed	\$ 1,600	\$ 37.50	\$ 112.50	7.0%	\$ 1,487.50
23 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,490.62	93.2%	\$ 109.38
24 Jamestown Ave / Relocation complete (new lease June 1st)	\$ 1,600	\$ -	\$ 1,500.00	93.8%	\$ 100.00
25 Jamestown Ave /Relocation complete	\$ 1,600	\$ -	\$ 1,509.37	94.3%	\$ 90.63
26 Jamestown Ave / Initial relocation package	\$ 1,600	\$ -	\$ 450.00	28.1%	\$ 1,150.00
27A Jamestown Ave / Relocation complete	\$ 1,600	\$ 37.50	\$ 1,518.79	94.9%	\$ 81.21
27B Jamestown Ave / Relocation package mailed, income verified	\$ 1,600	\$ 37.50	\$ 396.88	24.8%	\$ 1,203.12
28A Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
28B Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
31 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
32 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
33 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
34 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
35 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,616.25	101.0%	\$ (16.25)
36 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,396.86	87.3%	\$ 203.14
37 Jamestown Ave / Initial relocation package & income verified	\$ 1,600	\$ -	\$ 293.75	18.4%	\$ 1,306.25
38 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,509.36	94.3%	\$ 90.64
<b>Relocation Task Budget (P03) - Total</b>	<b>\$ 28,800.00</b>	<b>\$ 112.50</b>	<b>\$ 22,885.00</b>		<b>\$ 5,915.00</b>
<b>P04 Relocation Assistance - PCCMI (CDBG funds)</b>	\$ 18,000	\$ 9,000.00	\$ 17,000.00	94.4%	\$ 1,000.00
<b>PCCMI Budget Amount (P04) - Total</b>	<b>\$ 18,000.00</b>	<b>\$ 9,000.00</b>	<b>\$ 17,000.00</b>		
Adjustment to Match-Up with Town Records/Summit Assignment Numbers		\$ -	\$ 337.50		
<b>Final Adjustment Amount</b>		<b>\$ -</b>	<b>\$ 337.50</b>		
<b>Grand Total</b>	<b>\$ 149,000</b>				
<b>At Current Billing</b>		<b>\$ 11,450.00</b>	<b>\$ 135,501.40</b>	<b>90.9%</b>	
<b>Remaining</b>		<b>\$ -</b>	<b>\$ 13,498.60</b>		

Community Planning Partners, Inc.  
2201 W. Broad Street, Suite 204  
Richmond, VA 24422

July 13, 2018  
Project No: 18-7620.CPP  
Invoice No: 19524

Town of Smithfield  
P.O. Box 246  
Smithfield, VA 23431

Project 18-7620.CPP Smithfield Pinewood Heights III Redevelopment

**Professional Services from June 1, 2018 to June 30, 2018**

Phase P01 General Management

**Professional Personnel**

	<b>Hours</b>	<b>Rate</b>	<b>Amount</b>	
Planner II	20.75	75.00	1,556.25	
Technician I	.50	60.00	30.00	
Totals	21.25		1,586.25	
<b>Total Labor</b>				<b>1,586.25</b>
		<b>Total this Phase</b>		<b>\$1,586.25</b>
		<b>Total this Invoice</b>		<b>\$1,586.25</b>

Summit Contract ID 18.7620.CPP CPP Client ID #: 76205  
 Town of Smithfield, VA / Summit Design and Engineering Services  
 Monthly Progress Report through June 30, 2018

Work Tasks	Budget CDBG	Current Billing	Cumulative Amount	Percent Complete	Remaining Balance
<b>P01 Administration - General Management</b>					
General Grant Management	\$ 73,000.00	\$ 855.00	\$ 65,500.67	89.7%	\$ 7,499.33
General Grant Management Task Budget (P01) - Total	\$ 73,000.00	\$ 855.00	\$ 65,500.67		\$ 7,499.33
<b>P02 Administration - Housing Acquisition Specialist</b>					
<u>Phase III</u>					
21 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
22 Jamestown Ave / Offer package mailed	\$ 1,583	\$ -	\$ 425.00	26.8%	\$ 1,158.33
23 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,438.25	90.8%	\$ 145.08
24 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,566.00	98.9%	\$ 17.33
25 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,716.24	108.4%	\$ (132.91)
26 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,294.37	81.7%	\$ 288.96
27A Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,518.12	95.9%	\$ 65.21
27B Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,480.63	93.5%	\$ 102.70
28A Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
28B Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
31 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
32 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
33 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
34 Jamestown Ave / Closed (Demolished)	\$ 1,583	\$ -	\$ 1,583.00	100.0%	\$ 0.33
35 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,534.37	96.9%	\$ 48.96
36 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,556.00	98.3%	\$ 27.33
37 Jamestown Ave / Offer Accepted (Pre-Closing)	\$ 1,583	\$ 65.50	\$ 1,427.75	90.2%	\$ 155.58
38 Jamestown Ave / Closed (Acquired)	\$ 1,583	\$ -	\$ 1,556.00	98.3%	\$ 27.33
Jamestown Lot #1 / Closed (Acquired)	\$ 350	\$ -	\$ 350.00	100.0%	\$ -
Jamestown Lot #2 (Pre-Closing)	\$ 350	\$ 272.00	\$ 497.00	142.0%	\$ (146.84)
Acquisition Task Budget (P02) - Total	\$ 29,200.00	\$ 337.50	\$ 27,440.73		\$ 1,759.27
<b>P03 Administration - Housing Relocation Specialist</b>					
<u>Phase III</u>					
21 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,490.62	93.2%	\$ 109.38
22 Jamestown Ave / Initial package mailed	\$ 1,600	\$ -	\$ 75.00	4.7%	\$ 1,525.00
23 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,490.62	93.2%	\$ 109.38
24 Jamestown Ave / Relocation complete (new lease June 1st)	\$ 1,600	\$ 337.50	\$ 1,500.00	93.8%	\$ 100.00
25 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,509.37	94.3%	\$ 90.63
26 Jamestown Ave / Initial relocation package	\$ 1,600	\$ 37.50	\$ 450.00	28.1%	\$ 1,150.00
27A Jamestown Ave / Relocation complete	\$ 1,600	\$ 18.75	\$ 1,481.29	92.6%	\$ 118.71
27B Jamestown Ave / Relocation package mailed, income verified	\$ 1,600	\$ -	\$ 359.38	22.5%	\$ 1,240.62
28A Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
28B Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
31 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
32 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
33 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
34 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,600.00	100.0%	\$ -
35 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,616.25	101.0%	\$ (16.25)
36 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,396.86	87.3%	\$ 203.14
37 Jamestown Ave / Initial relocation package & income verified	\$ 1,600	\$ -	\$ 293.75	18.4%	\$ 1,306.25
38 Jamestown Ave / Relocation complete	\$ 1,600	\$ -	\$ 1,509.36	94.3%	\$ 90.64
Relocation Task Budget (P03) - Total	\$ 28,800.00	\$ 393.75	\$ 22,772.50		\$ 6,027.50
<b>P04 Relocation Assistance - PCCMI (CDBG funds)</b>	\$ 18,000	\$ -	\$ 8,000.00	44.4%	\$ 10,000.00
PCCMI Budget Amount (P04) - Total	\$ 18,000.00	\$ -	\$ 8,000.00		
Adjustment to Match-Up with Town Records/Summik Assignment Numbers		\$ -	\$ 337.50		
Final Adjustment Amount		\$ -	\$ 337.50		
<b>Grand Total</b>	<b>\$ 149,000</b>				
		<b>At Current Billing</b>	<b>\$ 1,586.25</b>	<b>\$ 124,051.40</b>	<b>83.3%</b>
		<b>Remaining</b>	<b>\$ -</b>	<b>\$ 24,948.60</b>	



WORLD LEADER IN TACTICAL MICRO-ROBOT SYSTEMS

**INVOICE**

5251 W 73rd Street, Suite A  
 Edina, MN 55439  
 Ph: 952-935-5515 Fax: 952-935-5508  
 accounting@reconrobotics.com

MN Tax ID: 9403924 FEIN: 26-2183823  
 GSA Contract #: GS-07F-0075U

Invoice Date: 9/6/2018

Invoice #: 74746

Payment Due: 10/6/2018

Payment Terms: Net 30

**BILLING ADDRESS**

Town of Smithfield PD  
 310 Institute Street  
 PO Box 246  
 Smithfield, VA 23430

**SHIPPING ADDRESS**

Smithfield Police Dept  
 913 S. Church Street  
 Smithfield, VA 23430  
 Attn: Matthew Rogers

RR SALES ORDER #	SALES REP	SHIP DATE	CUSTOMER PO #
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3990                      KS-D                      9/6/2018                      PD-19-01

QTY	MODEL NU...	DESCRIPTION	UNIT COST	EXT COST
1	RSK-TB2-C	Throwbot 2 Base Kit - Channel C2 with OCU II	15,495.00	15,495.00
1	AP-TB2-RXL	Accessory Pack - Rugged XL Conversion Kit for Throwbot 2	1,200.00	1,200.00
1	SSP	SearchStick(R) Pole	600.00	600.00
1	MOLLE-TB2-c	MOLLE Bag for TB2-Camouflage	159.00	159.00
1	Shipping	Shipping and Handling	220.00	220.00

For sales of the Throwbot® and Recon Scout® to non-federal and non-military entities, license eligibility is limited to state and local police and firefighters eligible under 47 C.F.R. § 90.20(a)(1) of the FCC Rules, and security personnel in Critical Infrastructure Industries as defined in the FCC Rules, 47 C.F.R. § 90.7. By accepting this quote, the purchasing agency attests they are eligible to license this product. Operation of this product by non-federal and non-military entities requires an FCC license.

<b>TOTAL DUE</b>	<b>\$17,674.00</b>
Please make checks payable to ReconRobotics, Inc.	

The Smithfield Town Council held its regular meeting on Tuesday, September 4<sup>th</sup>, 2018. The meeting was called to order at 7:30 p.m. Members present were Mr. T. Carter Williams, Mayor; Mr. Michael Smith, Mrs. Denise Tynes, Mr. Randy Pack, Ms. Valerie Butler, Mr. Wayne Hall, and Ms. Beth Haywood. Staff members present were Mr. Brian S. Thrower, Town Manager; Mrs. Lesley King, Town Clerk; Mr. William G. Saunders IV, Director of Planning, Engineering and Public Works; Ms. Ellen Minga, Town Treasurer; Mr. Alonzo Howell, Smithfield Police Chief, Mr. William H. Riddick, III, Town Attorney; Ms. Judy Winslow, Director of Tourism; Mr. Bill Davidson, Planning Commission member; Mr. Matthew Rogers, Deputy Chief of Police, and Mr. Donald Brady, Mr. Josh Powell, Mr. Bryan Miller, Mr. Chris Meier; officers of the Smithfield Police Department. There were approximately nine (9) citizens present. The media was represented by Ms. Diana McFarland of the Smithfield Times.

Mayor Williams – Good evening ladies and gentlemen. Welcome to the Smithfield Town Council meeting of September 4<sup>th</sup>, 2018. It is now 7:30 p.m. Please stand for the Pledge.

*All present stood and recited the Pledge of Allegiance to the Flag.*

Mayor Williams – We will start off tonight with the Informational Section. The first item is the Manager's Report with Mr. Brian Thrower.

Town Manager – Honorable Mayor and Council, the Activity Report is in your packet. I will be glad to answer any questions if anyone has any.

Mayor Williams – All of our meetings are scheduled as they usually are. Nothing has been moved so we are in good shape. At this time, Councilwoman Tynes will make a presentation.

Councilwoman Tynes – Ladies and gentlemen, last month the Smithfield Police Department did a Lip Sync Challenge. We are going to watch the video now. Once this is over, I have something else I would like to say.

*Everyone present watched the Lip Sync Challenge video.*

Councilwoman Tynes – Would Mr. Tyler Shultz and Mr. Jarod Levine please come forward. On behalf of the Town of Smithfield, we would like to thank you for the work you did with the Smithfield Police Department in producing their Lip Sync Challenge video. Our police officers, town staff, Town Council, and the citizens of our community enjoyed participating in the video. The video produced by you both is

exceptional and is a testament to the excellent work you do. Again, we thank you for your time and effort. We would like to express our sincere gratitude to you both for your work on this project. We have a letter here for you signed by the Mayor and myself. Thank you very much. We appreciate everything. It was a very hot day and you all did an excellent job. I would also like to thank Chief Howell, Deputy Chief Rogers, and the wonderful men in blue. We are so proud of our officers. I have said this before and I will say it again; if anyone sees our officers out having a meal, please pick up their tab. It would be really nice. They are out there every day putting their lives on the line for us. I say all the time how I can go to sleep in Smithfield knowing they are out there protecting me. I have never had any problems in my community with anyone trying to break in or killing someone because our officers are there. They are seen in our communities. Thank you gentlemen.

Mayor Williams – We will now move to Public Comments. The public is invited to speak to Council on any matter except for scheduled public hearings. We have one public hearing tonight. Comments are limited to five minutes per person please. Any required response from the town will be provided in writing following the meeting if you so desire. Please state your name and address as you come forward. Do we have anyone who would like to come up for public comments? Hearing none, we will move to a Briefing by Mr. Dick Grice, Isle of Wight County Board of Supervisors, Smithfield District.

Supervisor Grice – Good evening, Town Council. The joke tonight is that my laptop went down along with my printer this afternoon so I am going to demonstrate, at 72 years old, what high tech can do for an old man. I have a little computer here and I am going to try to read my presentation from it. We will see how successful I can be. At the August 3<sup>rd</sup> Board of Supervisors' work session, we heard from fire and EMS staff with an open discussion on how these services for the county are organized, currently being managed and funded, and how we need to move forward to insure that the county residents get the best services that the county can afford to operate. It is clearly understood how important our volunteer program is to the county and its ongoing success. As such, the county will shortly organize and establish a Fire/EMS Commission to facilitate the continued success of the joint volunteer and full-time organization providing outstanding service to our community. The entire meeting is

available on video on the county website. I encourage you, as an interested citizen, to take the time to view it. It is an open, very transparent discussion of exactly what we are doing for EMS and fire in our community. It is important that you know what we are doing with your tax dollars. On August 16<sup>th</sup>, the Board of Supervisors held their regular meeting. Items of importance included an update on our county Fair. It is the 25<sup>th</sup> anniversary of the Fair. It promises to be the best yet. We have recently had some road improvements done. We widened the road for access to the Fair grounds to make it easier for entry and exit. The Fair starts on September 13<sup>th</sup> and ends on the 16<sup>th</sup>. Please do not miss it. I think you would be disappointed if you do. VDOT and the county transportation department have confirmed that they are going to make every effort to minimize the impact of road work on the turn lane on Turner Drive this fall for morning and afternoon school traffic. We also had a second solar farm application that has been approved. The question now becomes how many is enough and how is the screening of these projects to be managed? Smithfield residents will have an opportunity to address this issue plus more on September 22<sup>nd</sup>. We will, once again, solicit citizen input as the new county Comprehensive Plan continues to be developed. Please mark your calendars for the 27<sup>th</sup> for either the 3:30 p.m. or the 6:30 p.m. meeting at the Smithfield Center. If you want to have your voice heard, please attend. Based upon citizen input and a petition signed by forty-two adjacent homeowners, the application for a forty-four unit residential project called Kemps Village was denied. After the denial, they withdrew their rezoning request. Ever conscience of the county's compliance with the Chesapeake Preservation ordinances, as this can impact our stormwater status; we are now monitoring exception applications. In the whole year of 2018, there were only two applications submitted and approved. It is a very acceptable number and it generated a phenomenal amount of revenue for the county. Each application cost \$35.00 so we received \$70.00 worth of revenue. The Virginia Association of Counties has awarded Isle of Wight the Best Small County Achievement Award for its implementation of a program using GIS to improve the efficiency of necessary erosion and sedimentation control inspections. The program saves not only time and money; but keeps some of the staff out of the field by being able to review it online. This Thursday evening promises to be exciting. We are going to have a special Board meeting addressing the new invocation procedures to comply with the 4<sup>th</sup> Circuit Courts ruling on the Lund vs.

Rowan County case. During citizen comments, the Board was told by one person that the Board members were fools to believe in God. Sorry; but I think that I speak for my fellow Board members that we feel differently. Under our Constitution, like that speaker, we have the right to believe in the God of our choosing and a court ruling cannot change that. While the procedure will change to comply with the court decision, the Board will continue an invocation practice. Additionally, the Board will be discussing the processes we will be going through to fill the County Attorney's position which was vacated by Mr. Popovich effective August 31<sup>st</sup>. Sadly, Ms. Wendy Hu, the Director of Budget and Finance, has been stolen from us by the City of Portsmouth. It is hard to blame them because she is that good. We had stolen her from Chesapeake. An active search for both positions is currently underway. Lastly, we are pleased to report that the county has received two EMS medical units, otherwise known as ambulances, earlier than originally expected. They are in service now. Are there any questions or concerns that I can answer? Hearing none, I would like to invite you to our Board meetings. You may want to appoint somebody to attend our meetings and give an update on the town. Thank you.

Mayor Williams – Thank you, Mr. Grice. We appreciate your updates. We will now move to Council Comments. Does any Council member have a comment?

Councilwoman Tynes – Yes, thank you Mayor Williams. I have a couple of comments this evening. We had a new officer sworn in this morning; Officer Christopher Williams. Please welcome him if you see him out and about. The next item involves Albert Burckard, Thomas Finderson, Lanelle Johnson, and Patricia Hunter. They had a successful event for the town. They got together with the Jersey Park and Woods Edge communities and decided a summer program for the youth. The program was to feed them lunch every day. They started on June 18<sup>th</sup> and finished on August 31<sup>st</sup>. It was successful and they had children over every day for lunch. They would have anywhere from twenty to thirty kids a day. Our officers assisted them as well along with other organizations in the community to help feed these children. Like I said, these are things that happen in the community that sometimes we do not hear about. It is happening right here in Smithfield; successful things. That program ended on Friday. The fire department came out and did the water hose with the kids so they could get wet. They enjoyed it as well as some of the adults. On Saturday, the same community had their

annual Community Day. This is when all of the residents come out and I would like to thank Mr. Wooten. He organized it and lives in the community as well as some of his Masonic brothers. It was also successful. It was a family friendly event. It was alcohol and drug free. I attended the event on Saturday. It lasted from 1:00 p.m. until 6:00 p.m. They had a bounce house for the children and lots of food and those types of things. These are some of the positive things that are going on in this community. We do not always hear about them but we need to hear about them. They said that they would like their community to be recognized like the other citizens in the town for doing positive things. Thank you.

Mayor Williams - Does any other Council member have any comments?

Vice Mayor Smith – This Saturday we have the Diabetes Awareness Clinic starting at 9:00 a.m. The whole day will be filled with awareness about diabetes. Smithfield Foods is one of the sponsors. The Christmas Store is also a sponsor. They are really excited about it. It is a fun day awareness of diabetes taking place at Smithfield Foods. They will have a walk, booths and vendors coming in. Please come out and join us. Diabetes is a disease and you have to make a lifestyle change. I think this will be helpful to a lot of people so please come out.

Mayor Williams – It is very important information. Thank you for sharing that with us. We will now move to our consent agenda. Would any Council member like to pull any item for further discussion? Hearing none, we will start with our Consent Agenda Summaries with our Police Committee Chair, Mrs. Denise Tynes.

Councilwoman Tynes – Police Committee Summary. The first item is a resolution to approve the traffic assistance request for the “Safe House Half Marathon and 5K” on Saturday, September 8<sup>th</sup>, 2018. Next, we have a resolution to approve the street closure request for the Autumn Vintage Market along Main Street on Saturday, September 29<sup>th</sup>, 2018. Item C3 is a resolution to approve the street closure request of Jericho Road for the annual Bacon, Bourbon, and Beach Music Festival on Saturday, October 6<sup>th</sup>, 2018. The next item is approval for the street closure request for the Smithfield Foods event on Thursday, September 20<sup>th</sup>, 2018 from 11:00 a.m. until 7:00 p.m. Item C5 is a motion to authorize the Town Manager to purchase Recon Robotics Tactical Throwbot equipment with grant funds. This is for the police department. If you are not familiar with this item, it is a little robot that can go into buildings and under cars like they show in

movies sometimes. We are moving on up into the 21<sup>st</sup> century. The last item for the Police Committee is a motion to approve the Emergency Communications Center MOU. This is something that we do with the county.

Mayor Williams – We will now move to our Finance Committee Chairman, Mr. Randy Pack.

Councilman Pack – Finance Committee Summary. Thank you, Mr. Mayor. We have four invoices this evening in excess of \$10,000.00 requiring Council's authorization. The first two we discussed at the committee meeting. They are to RAD Sports for their progress payment of \$188,579.27. The Project Manager, Mr. Brian Camden, has recommended approval of that. It leaves about \$250,000.00, roughly, left on that project. The next item is to the Western Tidewater Free Clinic. This is their annual contribution from the town. It is for \$40,700.00. I am hoping that our Town Treasurer, Ms. Minga, can explain the next invoice. I was not sure what that one was for.

Town Treasurer – This invoice is to Tyler Technologies for \$10,241.88 which is a progress payment in regards to the kickoff on the tax and revenue collection part of the new Munis system.

Councilman Pack – Thank you. Since the committee meeting, we received one additional invoice to Superior for \$23,307.23. It is an annual bill for the police department's Records Management software. We are recommending approval of all four of these this evening.

Mayor Williams – We will now move to our Parks and Recreation Committee Chairman, Mr. Wayne Hall.

Councilman Hall – Parks and Recreation Committee Summary. Thank you, Mr. Mayor. Item C8 is a resolution to approve the Riverfront Trail closure on Saturday October 6<sup>th</sup>, 2018 and the fishing pier closure on Wednesday, October 3<sup>rd</sup>, 2018 through Saturday October 6<sup>th</sup>, 2018 for the annual Bacon, Bourbon, and Beach Music Festival. Item C9 is a motion to approve the Windsor Castle Park project application of Purple Mailbox of Hope by the Relay for Life organization. Thank you.

Mayor Williams – Now, we will move to our Public Works Committee Chair, Ms. Beth Haywood.

Councilwoman Haywood – Public Works Committee Summary. We have a motion to renew the HVAC contract with Atlantic Constructors for one additional year. The town has been happy with them so we would like to renew their contract.

Mayor Williams – Our last item is by our Public Buildings and Welfare Committee Chair, Ms. Valerie Butler.

Councilwoman Butler – Public Buildings and Welfare Committee Summary. Thank you, Mr. Mayor. Item C11 is a motion to accept the deed for 37 Jamestown Avenue as part of the Pinewood Heights Relocation project. Thank you.

Mayor Williams – I read up on the purple mailbox. We talked about various locations where it could go. What did we end up deciding?

Councilman Hall – My understanding was that it would be up at the main parking lot area near the dog park.

Town Attorney – Regarding the motion to accept the deed for 37 Jamestown Avenue, we need for that to be effective August 7<sup>th</sup>, 2018. It is called ‘Nunc pro tunc’ which is a Latin term which means now for then. We have already bought that property and had to close on it before tonight’s meeting. The resolution needs to be effective as of August 7<sup>th</sup>, 2018.

Vice Mayor Smith – I would like to make a motion to approve all of the consent agenda items with the amended recommendation for Item C11 to be effective August 7<sup>th</sup>, 2018.

C1. Resolution to Approve the Traffic Assistance Request for the “Safe House Half Marathon and 5K” on Saturday, September 8<sup>th</sup>, 2018.

C2. Resolution to Approve the Street Closure Request for the Autumn Vintage Market along Main Street on Saturday, September 29<sup>th</sup>, 2018.

C3. Resolution to Approve the Street Closure Request of Jericho Road for the Annual Bacon, Bourbon, and Beach Music Festival on Saturday, October 6<sup>th</sup>, 2018.

C4. Resolution to Approve the Street Closure Request for the Smithfield Foods Event on Thursday, September 20<sup>th</sup>, 2018 from 11:00 a.m. until 7:00 p.m.

C5. Motion to Authorize the Town Manager to Purchase Recon Robotics Tactical Throwbot Equipment with Grant Funds.

C6. Motion to Approve the Emergency Communications Center Memorandum of Understanding (MOU).

C7. Invoices Over \$10,000.00 Requiring Council Authorization:

a. RAD Sports	\$188,579.27
b. Western Tidewater Free Clinic	\$ 40,700.00
c. Tyler Technologies	\$ 10,241.88
d. Superion	\$ 23,307.23

C8. Resolution to Approve the Riverfront Trail Closure on Saturday, October 6th, 2018 and the Fishing Pier Closure on Wednesday, October 3<sup>rd</sup>, 2018 through Saturday, October 6<sup>th</sup>, 2018 for the Annual Bacon, Bourbon, and Beach Music Festival.

C9. Motion to Approve the Windsor Castle Park Project Application – Purple Mailbox of Hope by Relay for Life.

C10. Motion to Renew HVAC Contract with Atlantic Constructors for One Additional Year.

C11. Motion to Accept the Deed for 37 Jamestown Avenue as part of the Pinewood Heights Relocation Project. (August 7<sup>th</sup>, 2018)

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. Is there any further discussion? Hearing none, roll call vote.

On call for the vote, seven members were present. Vice Mayor Smith voted aye, Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – With this closure for the park for the Bacon, Bourbon, and Beach Music Festival and all the festivals that happen in the park, I would like to commend Mrs. Gina Ippolito for all the work she does and her staff. It is a lot of volunteer hours. Which year is this one?

Ms. Ippolito – It is the 5<sup>th</sup> year for the Bacon, Bourbon, and Beach Music Festival. It is the 7<sup>th</sup> year for the Wine and Brew Fest. Total, this will be our 17<sup>th</sup> event. After the last festival, we had given \$836,000.00 back to the community organizations. With the Wine Fest next spring, we estimate that we will hit the one million dollar mark.

Mayor Williams – Thank you so much. You all do a lot of work; but I know Mrs. Ippolito does since she moved into the caretaker's house. I see you up there a lot in the early mornings. Moving on, our next item is a Motion to Approve the Town Council Meeting Minutes of August 7<sup>th</sup>, 2018.

Town Attorney – Mr. Mayor and members of Council, I have made one minor revision and would recommend the minutes be adopted as revised.

Vice Mayor Smith – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. Roll call vote.

On call for the vote, seven members were present. Councilwoman Haywood voted aye, Councilwoman Butler voted aye, Councilman Hall voted aye, Councilman Pack voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Our next item is a Motion to Appoint a Town Council Member to Serve as the Town's Representative at the Virginia Municipal League Conference in the Mayor's Absence. I will be in Colorado at that time. It will be the first meeting that I have missed. I would like to ask Councilwoman Tynes to take that position while she is at the VML Conference.

Councilwoman Tynes – I guess I do not have a choice; do I? Let me explain that. I think all of the new members on Council will be attending. I will be in attendance also. The session that I will represent the Mayor for is sort of similar to a court session. It is where the policies that they send to the General Assembly are made. For a new person to come in there, you can get lost because they are all over the place. They break us up according to towns, cities, and a few counties. You have to really listen because it is hard to know what is going on. We have about an hour to get things done. It is why I say I really do not have a choice because I would not want to put a new Council member in there when they have never done it.

Mayor Williams – Thank you. I know you will do a good job. Our next item is Old Business. Is there any old business to discuss? Hearing none, we will move to a Closed Session.

Town Attorney – We need a motion to go into closed session for the purpose of discussing legal matters requiring legal advice pursuant to Section 2.2-3711A-7 of the Code of Virginia.

Councilman Hall – So moved.

Councilman Pack – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

*Town Council went into closed session at 8:06 p.m.*

*Town Council went back into open session at 8:48 p.m.*

Mayor Williams – We need a motion to go back into open session.

Councilman Hall – So moved.

Councilwoman Tynes – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor Williams voted aye. There were no votes against the motion. The motion passed.

Town Attorney – Mr. Mayor, we need a motion that during the closed session there was only a consultation with legal counsel as to actual matters requiring legal advice pursuant to 2.2-3711A-7 of the Code of Virginia.

Councilwoman Tynes – So moved.

Councilman Hall – Second.

Mayor Williams – A motion has been made and properly seconded. All those in favor say aye, opposed say nay.

On call for the vote, seven members were present. Councilman Hall voted aye, Councilman Pack voted aye, Councilwoman Butler voted aye, Councilwoman Haywood

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voted aye, Vice Mayor Smith voted aye, Councilwoman Tynes voted aye, and Mayor

Williams voted aye. There were no votes against the motion. The motion passed.

Mayor Williams – Is there anything else to come before Council tonight?

Councilwoman Tynes – Ms. Haywood and I attended the Rescue Squad session last week on Stop the Bleed.

Mayor Williams – We are adjourned.

The meeting was adjourned at 8:49 p.m.

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Mr. T. Carter Williams  
Mayor

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Mrs. Lesley King  
Town Clerk

**AN ORDINANCE TO AMEND AND REVISE CHAPTER 82, SECTION 82-33 AND SECTION 82-92 OF THE CODE OF THE TOWN OF SMITHFIELD, VIRGINIA**

WHEREAS, the Town Council of the Town of Smithfield deemed it to be necessary and important to make a study of its water and sewer rates so as to ensure the long-term viability of the Town’s public utilities; and,

WHEREAS, the Town Council caused such a study to be made by its staff; and,

WHEREAS, the Town Council held a public hearing at its regular meeting on June 5, 2018 to take public comment on its proposed budget including proposed changes to its utility usage fees; and,

WHEREAS, after careful evaluation of the water rate study by its finance committee and water and sewer committee, the Town Council finds it to be in the best interest of public health, safety and welfare of the citizens of the Town of Smithfield to amend certain provisions of the Code of the Town of Smithfield to change or provide for usage fees for the Town’s water and sewer systems:

NOW, THEREFORE, BE IT AND IT IS HEREBY ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF SMITHFIELD, VIRGINIA:

**1. That Chapter 82, Section 82-33 of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:**

**Sec. 82-33. Service Charges—Generally.**

- (a) The following service charges for water shall be charged by the town:
  - (1) For service rendered within corporate limits: The bimonthly rate for water customers shall be \$11.47 plus \$6.14 per 1,000 gallons for all water used during the bimonthly billing period.
  - (2) For service rendered outside corporate limits: The bimonthly rate for water customers shall be \$11.47 plus \$7.68 per 1,000 gallons for all water used during the bimonthly billing period.
- (b) Customer shall pay an application fee of \$28.00 to establish a new account with the town. Contractors shall pay an application fee of \$11.00 for an account during new construction. A fee of \$28.00 shall be paid to transfer water service from one premises to another within the town.

- (c) Water customers shall be billed based on usage. New accounts activated in the middle of the billing cycle may be billed in excess of the bimonthly amount on the first bill if previous occupant has usage that must be billed.
- (d) A customer whose water service is discontinued before the end of the billing period shall pay based on usage.
- (e) Customers shall be billed on the first day of every other month for bimonthly water service for the gallons used during the prior bimonthly billing period.
- (f) Where more than one occupant or tenant is served through a water meter, such as in apartments, multifamily dwellings or office buildings, a single water service charge for each use or unit will be billed, either to the owner or his agent or to any one tenant who assumes responsibility for the whole account.
- (g) All water bills shall be payable, in full, on the tenth of the month following the month in which the customer was billed.
- (h) Customers applying for water service shall complete an application and execute a water service contract, in a form prepared and approved by the Town Attorney, prior to initiation of water service. A separate application and service contract shall be required for each new account.
- (i) All new water service customers shall pay a deposit at the time of application for water service and prior to initiation of water service. Any customer whose water service becomes subject to disconnection for failure to pay their account as it comes due shall pay a deposit prior to reconnection. The deposit shall be in an amount equal to the average monthly billing for water and sewer service charged to the category of water service being requested (i.e - single family residential, multi-family residential, commercial, industrial, etc.) for a four month period except as herein provided. The amount of any deposit shall be determined administratively by the Town Treasurer based on billing data and may change from time to time. Deposits for business accounts shall be based on typical water use for the type of commercial activity proposed by the customer for a two month period.
- (j) Any deposit paid by a water service customer and held by the town shall be returned to the customer, upon request and without interest, after said deposit has been held by the town for six consecutive bi-monthly billing cycles provided the customer's account has not been delinquent during this period. Should the customer's account become delinquent at any time during the initial six consecutive billing cycles, then the deposit shall be held by the town until six consecutive billing cycles have occurred with

any delinquent payments. Upon payment in full for all charges for six consecutive billing cycles, the deposit held by the town may be credited to the customer's next billing, provided that all other debts, charges and taxes due and owing to the town have been paid in full.

**2. That Chapter 82, Section 82-92 of the Code of the Town of Smithfield, Virginia is repealed and reenacted as follows:**

**Sec. 82-92. - User charges—Generally.**

- (a) The following user charges for wastewater collection shall be charged by the town:
  - (1) Wastewater user charges shall be based on the metered water consumption on the premises. The bimonthly sanitary sewer service charge within the corporate limits of the town, shall be \$18.62 plus \$3.50 per 1,000 gallons.
  - (2) The bimonthly sanitary sewer service charge outside the corporate limits of the town, shall be \$18.62, plus \$4.38 per 1,000 gallons.
- (b) In addition to the charges levied by the town as specified above in subsection (a) of this section, the Hampton Roads Sanitation District (HRSD) levies a monthly charge to each customer for the treatment and disposal of the sewage.
- (c) For those users who have basements that, in the opinion of the town manager, it is impractical to connect to the public sewer, and that remain connected to existing septic tanks, the charges shall be calculated on the number of gallons of water consumed during any bimonthly period.
- (d) In addition to the above, any discharger whose wastewater has a BOD exceeding 300 ppm, or has a suspended solids count (SS) exceeding 300 ppm, shall pay a surcharge of two percent of the base rates given above, for each ten ppm of BOD and/or SS above 300 ppm.
- (e) Customers shall pay the charge prescribed by this section, in advance, for the period from the time of beginning of service until the end of the billing period. Customers shall be billed at the bimonthly rate when sewer service is provided on or before 30 days prior to the next bimonthly rate and half the bimonthly rate when sewer service is provided within 29 days prior to the next bimonthly billing date.
- (f) Customers shall be billed on the first day of every other month for bimonthly sewer service, at the bimonthly rate. All bills shall be payable, in full, on the tenth of the month following the month in which the customer was billed.
- (g) If any water meter fails to register properly, the user charge shall be estimated, using the average of the readings for the two previous billing periods.
- (h) Users using private water supplies may be required to install, at their own expense, a

flow meter or other device for determining the volume of wastewater discharged to the town's sewerage system. Where no such device exists, and installation of such device is not required by the town manager, the user shall pay a wastewater user charge based on the average water consumption rates for this type of user.

(i) In the event that a utility customer should qualify for a credit to their water billing pursuant to the provisions of section 82-41 of this chapter, then the town treasurer shall have the authority, in their sole discretion, to adjust a bimonthly billing for sewer user charges when in the treasurer's determination such bimonthly billing is excessive due to a water leak. In such instances, the treasurer may reduce the bimonthly billing in question to an amount not less than the average user charges for the three bimonthly billings immediately preceding the bimonthly billing in question.

This ordinance shall be effective as of July 1, 2018

ADOPTED this 9<sup>th</sup> day of October, 2018.

TOWN COUNCIL OF THE  
TOWN OF SMITHFIELD

By \_\_\_\_\_  
T. Carter Williams, Mayor

ATTEST:

\_\_\_\_\_  
Clerk